

Training & Skills

Week 5



Welcome Back!

We hope you all had a safe and relaxing break.

As we return to site, let's take the time to reconnect, refocus, and restart safely.

Remember: it's important to ease back into things after time away. Take things steady, check your surroundings, and make sure everyone's ready before diving back in.

Let's make this a strong, safe start to the year ahead!



Training & Skills

Just like a lifeguard maintains their rescue skills through regular drills, our teams must keep their training current and their skills sharp to work safely and effectively.

Key practices:

- Check that all mandatory and role-specific training is up to date before restarting
- Ensure licences, permits, and competencies are current for any upcoming work
- Refresh safety knowledge and complete any overdue training modules
- Support new or less experienced team members through mentoring and supervision

Why it matters:

Well-trained and competent teams make better decisions, manage risks effectively, and respond confidently to challenges.



Restart

Restart Prompt List

An important part of the re-start process is outlining expectations to all work crews through a detailed Restart Action Plan.

This plan ensures a safe, consistent, and efficient return to work following the shutdown period.

Key actions:

- Complete all Restart Checklists
- Enter into Soteria by COB Friday 9th January 2026
- Contact the Safety Team if you require assistance or clarification



Soteria

Inspection Results

INSPECTION CHECKLIST

Restart Prompt List

Restart Prompt List

Section 1 Pre-start Meeting

Section 2 Site Inspection

Section 3 Development / review of AMSs, TRAs & Start Card

Section 4 Scaffolds

Section 5 Plant & Equipment

Section 6 Return to Work Plans



Preparing to Restart

Take a steady, focused approach when getting back to work. Prepare, reconnect, and ensure everyone is ready to perform safely.

- **Staggered Pre-Starts** – Hold pre-starts over several days so everyone hears the same message
- **Team Catch-Up** – Organise a BBQ or casual get-together to reconnect and boost team spirit
- **Ease Back In** – Encourage breaks and reasonable finish times to prevent fatigue
- **Fitness for Work** – Check all team members are physically ready, including recovery from any non-work injuries

Site & Equipment Inspection

Even when sites are well secured over the break, vulnerabilities can still occur.

- Inspect all equipment, plant and environmental controls thoroughly upon returning to site.
- Report any signs of theft or damage immediately.



Documentation Review

As part of the restart process all relevant documentation must be reviewed and discussed before works recommence on site.

Any changes or updates must be documented and communicated to the workforce, including delivery partners (subcontractors).

The following documentation must be reviewed and ensure its relevance for all upcoming tasks.

GMR	• Global Mandatory Requirements
AMS	• Activity Method Statement
TRA	• Task Risk Assessment
SWMS	• Safe Work Method Statements
Training	• Certification & VOC's
Permits	• Validation
Emergencies	• Emergency Response Procedures
Quality	• ITP's & Check Sheets
Induction	• Site Specific & Client
E-Learning	• Mandatory online



Easing Back Into Work Safely

Starting the New Year Refreshed

Finding it hard to get back into routine after the break? You're not alone, it can take a few days to get your body and mindset back on track.

Here are a few ways to make the return to work a little smoother and safer:

Ease back into it – Don't try to do too much on day one. Take your time and rebuild your focus.

Check your headspace – If you're feeling flat or distracted, take a break, talk to a mate, or reach out for support.

Stay hydrated and fuel up – The summer heat hits hard after time off. Drink plenty of water and eat well to keep your energy up.

Watch out for your mates – Everyone comes back differently. Look out for anyone who seems off their game or struggling to settle back in.

Plan something to look forward to – A BBQ, a surf, or just time with family. Small things help keep your motivation up.

Safety starts with how you feel, refreshed, alert, and ready to go.

Recharging for a Safe Year Ahead

The new year is a great time to reset, not just your tools and routines, but your mindset too. Looking after your wellbeing keeps you sharper, safer, and more focused on and off the job.



Prioritise your sleep – Aim for a regular sleep pattern. A well-rested mind makes better decisions and reacts faster on site.



Move your body – Even light exercise, a walk, or stretching after work helps your body recover and your mood lift.



Stay connected – Keep in touch with your mates and check in regularly. Connection is key to staying mentally strong.



Find your balance – Plan time each week for things that recharge you, family, hobbies, or just switching off.



Ask early if you need support – Don't wait until stress builds up. Talk to your supervisor, EAP, or a mate you trust.



In 2026, make wellbeing your priority. A healthy worker is a safer worker.



BODYCARE
WORKPLACE SOLUTIONS

| **healthworks**

Skin Checks

Two in three Australians will be diagnosed with skin cancer by the age of 70. Skin cancer counts for 50 per cent of all cancers in Australia. Outdoor workers have a particularly high risk of skin cancer however; indoor workers also have a high risk of melanoma because they spend most of the week inside but are exposed to short bursts of intense sunlight on weekends and holidays

Clinics will be offered at Redfern, Wollongong, Malabar, Calderwood, Yallah & Homebush in January and February 2026

What's Included?

This confidential 15-minute skin check includes an examination of the body areas which typically receive the highest UV exposure: the face, ears, neck, hands and forearms. You will also have the opportunity to elect one other area of concern if you wish.

Scan the QR code to book





Environment & Quality

Taking Steps to Success

- Communicate early and often with the environment team.
 - Report any issues / unexpected finds / potential OOHW without delay
- Ensure crews are inducted into CEMP, SEP, EWMS etc.
 - Confirm environmental management plans and legal obligations are implemented via site inspections.
- Plan early for your works e.g. plan for the install of sed controls, water discharge points, noise suppression methods, waste disposal locations etc.
- Review any environmental hold points and incorporate into project look ahead or in project program e.g. WSWA timings, veg clearing, heritage exemptions or dewatering hold points.
- Stop and ask: Has the project / task /activity scope changed?
 - Engage environment team to ensure work is still consistent with Environmental Approvals
- Always work within approved project boundary.
- Obtain permits and verification before commencement of an activity.

Taking Steps to Success

- Check your tools and materials for tampering – Past incidents have seen vandals breaking into site, drilling holes into sewer pipe, which was discovered only when pipes were installed and noticed to be leaking.
- Toolbox a refresher on what the quality acceptance requirements are. This could be:
 - Discussing current and upcoming works
 - Reviewing the drawings or engineering plans
 - Going through the planned Hold Points in the construction sequence
- Take advantage of the post-holiday mental clarity to review and refresh ITPs and AMS for upcoming works.
- Check Delivery Portal & Soteria for any outstanding actions

**Do I know what training I
need to complete?**