

Teamwork & Communication

Week 2



Finish the Year Safe & Well

This time of year, is historically high-risk.

Distractions, fatigue, and holiday excitement can take your mind off the task, reducing awareness and putting you and your team at risk.

As you plan the week ahead, ask yourself:

- Does this task need to be completed before the break?
- Can it wait until the new year?
- Are we putting our people at unnecessary risk?

Let's finish the year like the Bondi lifeguards: *Focused. Alert. Ready to respond.* So, everyone gets home safe for the holidays.

Teamwork & Communication

Just like a lifeguard team coordinating to keep watch over the surf, our work crews rely on clear communication and collaboration to maintain a safe and efficient work environment.

Key practices:

- Conduct thorough pre-starts and toolbox talks to communicate the day's plan
- Ensure everyone understands their role and associated risks
- Before starting any task, review the work area and use Start Cards to capture potential hazards

Why it matters:

Clear communication and teamwork enables effective planning, hazard awareness, proactive decision making and a unified approach to safety.



Effective Communication



Start Cards & Pre-Starts – Lifeguards start each day by checking surf conditions, rips, weather and equipment. We do the same with our start cards and pre-starts to know what's ahead before jumping straight in.

TRA's & Reviews – Before a rescue, the team assesses the safest approach jet ski, board, or swim? On site, we review our Task Risk Assessments to choose the safest method for completing works.

Permits – Like getting clearance before using rescue vehicles or entering dangerous surf zones, permits make sure all the right controls and authorisations are in place before we start.

Hazard Identification & Rectification – If a lifeguard spots a rip or submerged hazard, they mark it and act on it. We must do the same identify hazards early and fix them before anyone gets hurt.

Effective Communication



Situational Awareness – Lifeguards constantly scan the beach and adapt to changing surf conditions. We need that same awareness on site understand the works, your environment, how things are changing around you and what you need to do to work safely.

Change Management – If conditions change suddenly, like a rip suddenly appears, lifeguards need to stop and reassess. Likewise, when a new risk appears at work, stop, reassess, update any documents and communicate changes before continuing.

PPE & Tools – Lifeguards wouldn't head into the surf without a rescue tube or fins. We shouldn't start a task without the right PPE and tools.

Incident Reporting – Every rescue and near-miss at Bondi is logged immediately. Report all injuries and incidents, no matter how small. Reporting ensures people get the care they need and helps improve safety for everyone.

Dedicated Spotter

Spotters play an important role in site communication. They are pivotal in controlling movements of plant, vehicle and people safely on our sites.

An effective spotter will:

- Establish positive communication with operators before tasks commence.
- Take control of the work zone and provide clear instructions.
- STOP work when required.
- Maintain focus on spotting duties and not conduct any other tasks.
- Identify blind spots on plant and not put themselves in the line of fire.
- Completed the Spotter Awareness training and wear the spotters vest when conducting spotting duties.
- Have the required training when spotting for overhead and underground services.



Underground Services - RIICMM202E - Identify, Locate and Protect Underground Services

Overhead Services - UETDREL006 - Working safely in the vicinity of electrical apparatus as a non-electrical worker.



Environment & Quality

Planning, review of critical systems, and allocating responsibilities.

CRITICAL LESSON: Last year's **Bypass Failure** caused significant operational/environmental disruption. To prevent recurrence, launch an integrity audit of all critical bypasses, diversions, and standby systems, and **start checking their physical condition and readiness THIS WEEK.**

Environmental Planning & Allocation

Start Planning: Finalise the full list of environmental controls needed *during* the two-week shutdown (e.g., stockpile management ,sediment control maintenance, required system isolations).

Allocate Responsibility: Clearly **document and allocate specific individuals** responsible for checking and maintaining these critical environmental controls and systems during the actual shutdown period.

High-Risk Activity Identification

Identify high-risk maintenance or construction activities planned for the shutdown period and begin preparing specific **Risk Assessments and EHS plans.**



Environmental & Waste Management



Managing Ongoing Projects : List any works that will continue during the 2 weeks shutdown, identify and implement required environment controls



Stockpile Management : Secure all material stockpiles (raw materials, waste, etc.) against wind and rain to prevent runoff and erosion. Implement sediment control measures.



Waste Management : Complete a final clear-out. Ensure all hazardous waste is correctly segregated, labeled, and stored in designated, secure areas *prior* to shutdown. **Do not** leave non-compliant waste for the shutdown period.



Spill Kits : Inspect all spill kits; ensure they are fully stocked and placed in high-risk areas.



Critical Operational Checks



Planning Approvals: Review and confirm all required planning and environmental approvals are in hand for projects scheduled to start immediately after the shutdown.

Restart will be a busy time, and Quality is no exception, instead of leaving it till next year why not get ahead of the Quality game.

If possible, move the focus to closing out completed works rather than completing more.

Secure your materials
and documents

Do a site punch list walk
to help document any
items that may go amiss

Any RA raised before 1st
December needs to be
closed out

**Review ITPS to align
with progress.**

**Collate verification
and supporting
documents,
especially photos**

**Close out
completed
work lots and
other
outstanding
actions**

**What do we need to
communicate as a team to
ensure everyone goes
home safe?**