

## **Attachment 12**

# **Operational Risk Management Procedure**

**coNEXA TopCo Pty Ltd**

**ACN 616 144 471**

**CIP-IMS-DOC-027**  
**Operational Risk Management**

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## 1. Purpose

coNEXA Infrastructure Partners (coNEXA) is committed to the health and safety of all personnel in the workplace. The purpose of this procedure is to define systems and processes to be utilised by employees to manage risks at an operational level.

## 2. Abbreviations and definitions

**Contractor** means a PCBU and its workers (including subcontractors and its workers), that are engaged by coNEXA for the purpose of performing work or providing a service under a contractual agreement

**Control** means taking action to eliminate risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable

**Hazard Identification** is the process of recognising that a hazard exists and defining its characteristics

**Hazard** means a situation or thing that has the potential to harm a person, damage property, damage the environment, damage the business, affect the quality of a product or service, or a combination of these

**Hazardous Manual Task** means a task requiring a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:

- High or sudden force (physically demanding work, jerky or unexpected movements)
- Exposure to vibration (driving over rough terrain, using impact tools)
- Repetitive movement (using the same parts of the body to repeat similar movements over a period of time)
- Repetitive or sustained force (using force repeatedly or applying force continually over a period of time)
- Sustained or awkward posture (part of the body is kept in the same position for a prolonged period or postures that are unbalanced, asymmetrical or require extreme angles, bending and twisting)

**High risk work** is anything documented as a potential hazard on IMS document *CIP-IMS-FORM-007 SWMS template* and / or 'high risk construction work' in accordance with WHS legislation

**IMS** is the abbreviation for 'Integrated Management System'

**Non-hazardous Manual Task** means a task that does not meet the definition of Hazardous Manual Task. For example, a workplace visit to undertake a visual inspection only; as soon as any work is commenced that would meet the definition of Hazardous Manual Task, the task is no longer a Non-hazardous Manual Task (ie using tools, accessing gauges / valves)

**Non-operational Control Site** means a site where coNEXA conducts work exclusively under the QHSE policies / procedures of a client

**Operational Control Site** means a site where coNEXA have autonomous or semi-autonomous control over the QHSE policies / procedures used to conduct coNEXA operations at that site

**QHSE** is the abbreviation for 'Quality, Health and Safety and Environment'

**Risk Assessment** is a systematic process which involves identifying, analysing, and controlling hazards and risks present in a situation or a place

**Risk** means the effect of uncertainty on objectives which could result in a positive (opportunity) or negative (threat) outcome

**Workplace** means any premises or place where a person performs works, including coNEXA offices and operational control sites

## 3. Scope

This procedure applies to all coNEXA employees.

Note: Contractors working for coNEXA must work under their own QHSE management systems.

#### 4. Roles and responsibilities

##### 4.1 Management

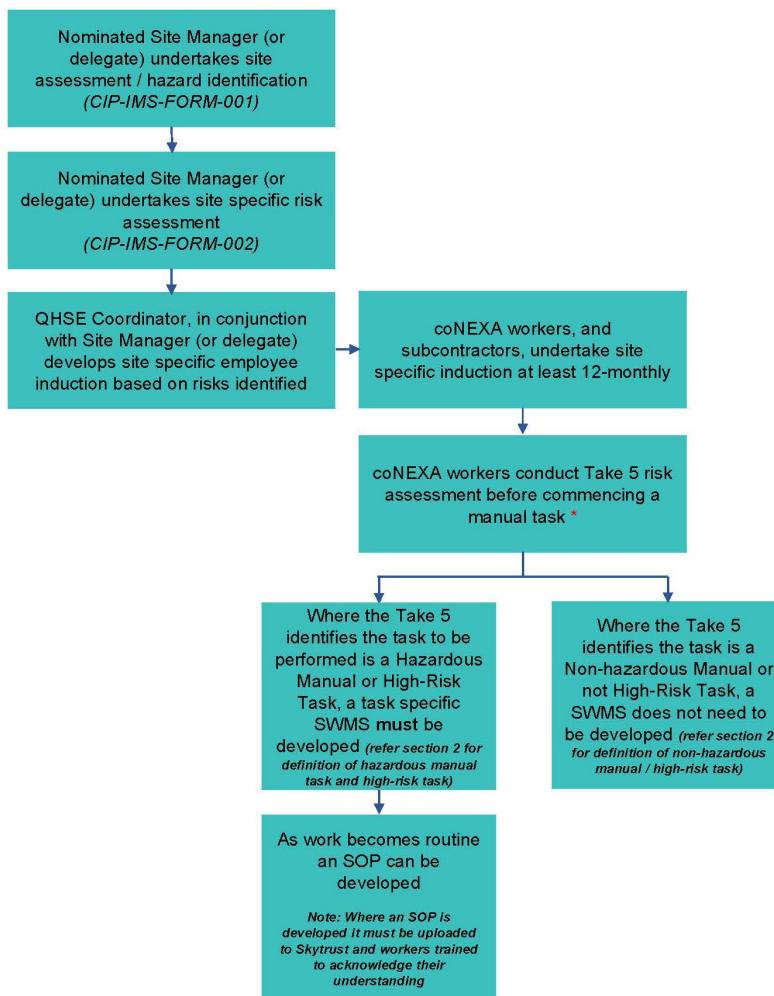
Management must ensure that all reasonably foreseeable risks are identified in the area(s) of the business they are responsible for. Further information regarding general management responsibilities is contained in IMS document *CIP-IMS-DOC-011 Enterprise risk management framework*.

Management responsibilities in relation to operational risk management are shown in the flow chart below.

##### 4.2 Workers

Workers must only perform tasks which have been risk assessed in accordance with the below flowchart.

##### 4.3 Operational risk management flowchart



\* **Note** completion of Take 5s will vary by worker, for example:

- If a worker is working at two different sites across the day; two Take 5s will be required – one at each site
- If a worker remains at the same site for the day, conducting routine tasks, only one Take 5 will be required at the commencement of their shift
- If a worker remains at the same site for the day, but a non-routine task needs to be undertaken, another Take 5 may be needed

SWMS and SOPs must:

- List all job steps in sequence to complete an activity
- Identify the hazards (risks) of each job step
- Provide an initial risk level before risk controls have been put in place
- Identify the risk controls required to mitigate and / or minimise the risk
- Provide a final risk level once risk controls have been put in place
- Identify who is responsible for controlling the risk
- Be signed by the workers undertaking the work to ensure they understand the hazards (risks) and the controls
- Have an area where new hazards identified can be recorded and additional sign-off by workers to acknowledge the changes
- Additionally, where an SOP has been developed from a SWMS, training records will be maintained

#### 4.4 High risk work

Where tasks undertaken within coNEXA are considered to be ‘high risk’ they may have their own procedure developed. Workers are required to comply with the requirements of the procedure and associated risk assessment protocols.

For example, energy isolation requires the completion of IMS documents *CIP-IMS-FORM-HS-003 Energy Isolation Permit* and *CIP-IMS-FORM-HS-005 Energy isolation lock / tag removal form*.

#### 4.5 Contractors

coNEXA has a duty of care to ensure that contractors and subcontractors are provided with a safe environment to work and that all foreseeable risks for the work they are to perform are identified, assessed and controlled as far as is reasonably practicable.

In this regard, the site risk assessment shall be shared with the contractors engaged to perform works at an Operational Control Site. The relevant manager must also ensure the contractor has implemented their own QHSE systems for the tasks they perform at an Operational Control Site.

Further information regarding contractor management is contained with IMS documents *CIP-IMS-DOC-QA-003 Supplier account procedure* and *CIP-IMS-DOC-FIN-001 Procurement policy*.

### 5. Related documents

The following document templates are to be used:

- Hazard identification using IMS form, *CIP-IMS-FORM-001 Site assessment / hazard identification*
- Site specific risk assessment using IMS template, *CIP-IMS-FORM-002 Risk register template*
- Take 5, using the Take 5 template in Skytrust (Note: the Take 5 is to be completed before any task (hazardous or non-hazardous) is undertaken)
- Safe Work Method Statement (SWMS) (for Hazardous Manual Tasks) using IMS template, *CIP-IMS-FORM-007 SWMS Template*
- Safe Operating Procedure (SOP) (for routine Hazardous manual Tasks) using IMS template, *CIP-IMS-FORM-013 SOP template*

## 6. Additional resources

- *CIP-IMS-DOC-011 Enterprise risk management framework*
- *CIP-IMS-DOC-QA-003 Supplier account procedure*
- *CIP-IMS-DOC-FIN-001 Procurement policy*
- WHS Codes of Practice:
  - SafeWork SA Code of Practice: How to manage work health and safety risks, June 2020
  - New South Wales Government Code of Practice: How to manage Work Health and Safety Risks, August 2019
  - WorkSafe Western Australia Code of Practice: How to manage work health and safety risks, May 2022
  - NT WorkSafe Code of Practice: How to manage work health and safety risks, January 2020



**Lightsview ReWater Supply Co Pty Ltd**

**ACN 156 161 867**

**LRSC-IMS-DOC-004  
Lightsview Asset Management Plan**

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**Willunga Basin Water Co Pty Ltd**

**ABN 49 081 133 619**

**WBWC-IMS-DOC-007**  
**SRWRA Recycled Water Storage Operations Environmental Management Plan**



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# **Attachment 14**

## **Lightsview Asset Management Plan**

**Lightsview ReWater Supply Co Pty Ltd**

**ACN 156 161 867**

**LRSC-IMS-DOC-004  
Lightsview Asset Management Plan**

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## **Attachment 15**

# **Willunga Basin Environmental Management Plan**

**Willunga Basin Water Co Pty Ltd**

**ABN 49 081 133 619**

**WBWC-IMS-DOC-007**  
**SRWRA Recycled Water Storage Operations Environmental Management Plan**



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