

## Return to Work

This SHEQ briefing should be communicated to support the Return to Work 2021 Induction to be delivered on all MWH Treatment projects. Following Christmas and New Year it is essential that everyone is given sufficient time to remind themselves of their Health, Safety, Environmental and Quality responsibilities.

### What do you need to do?

Before any works commence assemble key members of the project team (remember your social distancing) and ask the question: Why do we do a return to work briefing? What are the hazards in the workplace and how can we stay safe?

### Step 1: Walk the project to ensure that all areas are safe to open to your colleagues:

#### Familiarise

Familiarise yourself with the site and any changes. Look around site and ask yourself or the team:

1. What could go wrong?
2. What could cause it to go wrong?
3. What can we do (us/you) to prevent it?
4. Raise an Improve IT

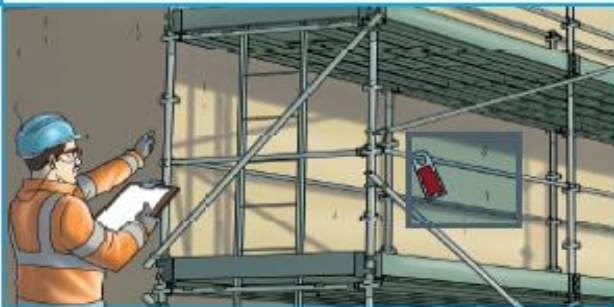


#### Inspections

- All work places must be inspected before works start by a competent person.
- Work equipment and plant inspections to be completed prior to use by a competent person
- Keep records of inspections.



Inspect temporary works (scaffolds, excavations, fencing, etc.) for any damage or unexpected changes.



Ensure the site is in a safe condition to return to work and check walkways are clear from obstructions and damage.



Carry out pre-use checks on all plant and equipment. Check if certification is still valid.



Assess weather conditions (ice/mud on roads, footpaths and handrails) and take actions to provide a safe workplace.



## Step 2: Environmental Controls

### Leaks and Spills

Check any fuel and chemical storage, plant nappies, drip trays, bunding, generators and skips.

- Look for signs of spillages, leaks and escape of waste.
- If there are any issues, follow the Spill Response Emergency Plan / EVPR04 Environmental Emergency Preparedness and Response



- Re-brief the Site Environmental Controls after you return to work. Including any permit conditions from the regulator.
- Ecology – Identify Hibernation Habitat within and adjacent to your works area. Seek advice from your Env Advisor / Ecologist to ensure it is protected.
- Water / Run off – Dewatering activities may increase due to weather. Review permit to pumps and increase the monitoring frequency. Assign responsible person to check for signs of silt runoff / muddy roads and act to mitigate. Check the condition of any silt or other fencing.

## Step 3: Morning re-start briefing



The morning re-start briefing gathers all the **supervisors** (remember your social distancing arrangements and hold briefings outside where possible, or in well ventilated spaces). At the commencement of your re-start briefing ask the question: What are our risks? Are there any specific to our return to work?

### What makes a successful re-start briefing?

- Check in with the supervisors, how are they all doing? How are they all feeling about getting back to work? Remind the attendees that mental health support is available.
- Rebrief the site Covid-19 secure controls and the Covid-19 Site Infection Response Plan. Remind workers of the key symptoms of Covid-19 and what to do in case of a possible or actual Covid-19 infection on site.
- Debrief them on the Hazards and risks identified as a result of the site tour.
- Agree actions which need to be prioritised and completed prior to site / areas opening
- Agree further actions to close out findings
- Communicate any other site information
- Check that all supervisors are familiar with the safe start process
- Check that all supervisors are aware of the restart briefing and what should be covered

## Step 4: Return to work briefing

The return to work briefing ensures that **everyone** is informed of the risks and re-focuses everyone following the Christmas and New Year break. The following is a guide for supervisors to hold a return to work briefing with operatives under their control:

- Gather all operatives for a briefing (remember your social distancing) and share what people have been doing over the break. Allow some time for people to check in then ask the question: How can you personally ensure we stay safe in returning to work?
- This is an opportunity to check in with your team and ensure people are in the right mindset to be heading out to do their job.
- Rebrief the site Covid-19 secure controls and the Covid-19 Site Infection Response Plan. Remind workers of the key symptoms of Covid-19 and what to do in case of a possible or actual Covid-19 infection on site.
- Inform the team what the causes for accidents on MWH Treatment projects have been in 2020:

### Causes of Accidents – 2020

| Cause                  | All Accidents | RIDDORS |
|------------------------|---------------|---------|
| Manual Handling        | 5             | 1       |
| Harmful Substance      | 5             | -       |
| Hit by Object          | 5             | -       |
| Slip or Trip           | 4             | 1       |
| Hit Stationary Object  | 3             | -       |
| Tools or Machinery     | 3             | -       |
| Sharp Objects          | 2             | -       |
| Fall from height       | 2             | -       |
| Moving Vehicle / Plant | 1             | -       |
| Other                  | 1             | -       |

Ask the question: How likely are these to reoccur on this project now?

- Assign any actions arising from the return to work by completing the MWHT Improve IT Card

