



SUBCONTRACTOR WORKPLACE HEALTH, SAFETY & ENVIRONMENT REQUIREMENTS

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SUBCONTRACTOR WHS&E REQUIREMENTS

1. INTRODUCTION

The Subcontractor WHS&E Requirements outlines the safety management requirements of Subcontractors working on the Hydro site. The Hydro Site includes the smelter site, the Buffer zone and Hydro owned property. This document is intended as an overview for Subcontractors and should be read in conjunction with the Hydro Workplace Health and Safety Management Plan.

The Subcontractor shall take all reasonable precautions while on the Hydro site to ensure the health and safety of persons including:

- Hydro workers and visitors.
- Other Subcontractors.
- The Subcontractor's workers.
- Third parties.

The Subcontractor shall take all reasonable precautions to ensure environmental contamination does not occur.

The Subcontractor shall ensure that any Subcontractors working for them are familiar with the Subcontractor WHS&E Requirements and the Hydro Work Health and Safety Management Plan.

1.1 Acceptance of Compliance

The Subcontractor warrants that they are aware of and will observe the requirements specified below in respect of health and safety and the implications thereof for the execution of the work under the contract.

These requirements constitute:

- a) The Work Health and Safety Act 2011 (WHS Act) and Work Health and Safety Regulations 2011.
- b) WorkCover Codes of Practice.
- c) Australian Standards.
- d) Hydro WHS Management Plan
- e) Hydro regulations and policies
- f) Hydro Induction requirements and information contained therein.
- g) Reasonable directions from Hydro authorised personnel for the purpose of WHS&E compliance.



1.2 Failure to Comply with Safety Requirements

Hydro has an obligation to stop work that is unsafe or environmentally damaging, and review work methods and hazard controls before work can resume.

Hydro, on failure by the Subcontractor to comply with statutory safety requirements or those requirements specified in this document, shall be entitled to:

- direct the Subcontractor to remedy such failure and ensure the health and safety of their workers and/or,
- stop the work until such failure has been remedied to the satisfaction of Hydro and/or,
- direct the Subcontractor to remove individual workers from the site.

Such action shall be through authorised Hydro Site personnel unless there is an immediate threat to life and limb, property or the environment.

1.3 Performance Assessment

Hydro includes Subcontractor safety performance criteria in the selection of bidders and the award of site contracts.

Unless previously accepted onto the approved Subcontractor list Subcontractors are required to complete the:

- Contractor HES Evaluation (Company Questionnaire) or
- HES Management Submission (Sole Traders & Small Companies).

Information provided to Hydro as part of the evaluation and submission process may be verified.

Site performance, inspection and audit results shall be reviewed for pre-qualification and selection of future Subcontractors.

1.4 Summary of Tender and Contract Requirements

The following is a summary of tender submission and contract safety requirements to be submitted by Subcontractors:

No	Requirement	When	Documents submitted to Hydro Aluminium
1.	Nominate a person responsible for WHS&R.	Before start of work	5 days prior to commencement
2.	Nominate a qualified RTW Coordinator.	Before start of work	5 days prior to commencement
3.	Notify Hydro of workers attending site safety induction	Before start of work	5 days prior to commencement
4.	Inspection & maintenance records and registration details for all static plant	Before using plant	5 days prior to commencement
5.	Plant Hazard Assessments (PHA) or equivalent	Before using plant	5 days prior to commencement
6.	Plant pre-start check sheets	Before using plant	Retain in Plant
7.	Pre-Start Meeting Records	Daily	As requested
8.	Ensure subcontractor workers are fit for work	Daily	NA
9.	Report any incident notification or investigations to Hydro Aluminium Kurri Kurri	Immediately	Immediately
10.	Subcontractor to attend all medical appointments and provide related paperwork to Hydro Aluminium Kurri Kurri such as WC medical certificates and RTW plans.	N/A	Med certificates & RTW Plans to Hydro Aluminium
11.	Notify Hydro Aluminium Kurri Kurri of any Improvement or Prohibition Notices	Immediately	Immediately
12.	Copies of worker's licence to operate high risk plant and verification of their competency	When booking induction	Prior to commencing
13.	Copies of Safe Work Method Statements or equivalent for works	On start & developed	On start and as developed
14.	Provide subcontractor workers with PPE requirements	On start & fair wear	N/A
15.	Copies of Safety Data Sheets (SDS) and register	Prior to use	Prior to commencing activity
16.	Complete Excavation and Trench Permits	Prior to activity	Prior to commencing activity
17.	Complete Isolation Permits	Prior to activity	Prior to commencing activity
18.	Complete Confined Space Permits	Prior to activity	Prior to commencing activity
19.	Toolbox Talk Records	Weekly	As requested
20.	Attend weekly Observations and conduct in-situ audits of own SWMS / JSERA.	Weekly	Weekly
21.	Fall Prevention equipment inspections & tagging records	Quarterly	As requested
22.	Electrical tools & RCD inspections & tagging records	Monthly	As requested
23.	Provide copies of licenses for demolition and/or asbestos removal	Prior to activity	License
24.	Crane lift studies	5 days Prior to lifting	Lift study



2. SCOPE

The requirements and referenced standards contained in this document form a part of the conditions for all Subcontractor firms and their workers working on the Hydro site.

These are the minimum requirements for work on the site and are to be used in conjunction with site specific risk assessments.

3. POLICY

3.1 Introduction

Hydro's Safety and Environmental policies set out the standards for Safety and Environment performance on the site. This document, read in conjunction with the Hydro Work Health and Safety Management Plan, are intended to detail the minimum requirements that must be met by all personnel to achieve this performance level.

4. RESPONSIBILITIES

4.1 General

Each person on the Hydro site is responsible for safety.

There is a clear obligation under the Work Health and Safety Act 2011 (WHS Act) that requires all persons who are in a position to influence safe work to do so. Failure to do so is in breach of the Act.

This is a wide ranging obligation on every person in a workplace including Managers, Engineers, Subcontractors, Equipment Suppliers, Labourers, Trades People, Secretaries - anyone who could have some influence over safety.

There are limits to the level of influence an individual can have over safety, and the purpose of this section is to define the responsibilities that could reasonably be expected from parties involved while working under contract arrangements on the Hydro site.

These responsibilities are consistent with the Act and Hydro policy.



4.2 Individual Responsibilities

An individual Subcontractor working on the Hydro site shall:

Comply fully with all Health and Safety requirements of the site. These requirements are set out in:

- Induction information.
- Risk Management systems.
- Work Permits.
- Supervisors directions concerned with upholding the Safety and Health Management System.
- Safe work practices laid down in legislation and industry Codes of Practice.
- Plant safety signage and reasonable direction by Hydro workers.

Take reasonable care not to place themselves or others in danger through their actions or their in-action.

This means no horseplay or reckless activity, thinking about what you are doing, making sure others in your work area will not be affected by your work, and warning them if you see a possible danger to them.

This also means that if you see a problem that you cannot fix yourself, tell your supervisor about it.

Not interfere or misuse things provided for safety.

This means that it is illegal to interfere with or misuse any safety equipment. For example, fire hoses must not be used for washing down, emergency fire extinguishers must only be used in emergencies, and protective equipment must be worn properly.

4.3 Hydro's Responsibilities

Hydro has a responsibility to ensure the health and safety of all persons working on the site including, their own workers, Subcontractors and agency workers.

In this regard, Hydro shall:

Define systems of work and requirements for Subcontractors to ensure their health and safety on the site.

This means that Hydro will require Subcontractors to follow safe systems of work, meet statutory and other requirements, and audit their capability to safely manage work performed by their own workers.

Hydro will do this through requiring a Subcontractor to submit a pre-qualification questionnaire, indicating their ability to achieve the requirements outlined in this document, and conform to any rehabilitation requirements. This submission must cover any Subcontractors or agency workers which are to be used.

Hydro has instituted an Approved Supplier List, which will streamline the process, ensure adequate systems are in place and are working satisfactorily, and ensure adherence to Hydro WHS&E Requirements and to Statutory Requirements.



Hydro may audit the Subcontractor's work performance and systems including WHS&E. If the results of these audits are deemed unacceptable, action will be required to ensure safe systems of work are resumed or it may be that the Subcontractor (or their workers) are removed from site until they can demonstrate that they can work at an acceptable level of performance and safety.

Provide information needed by the Subcontractor to document and carry our work in a safe manner.

This means that Hydro will provide information on known hazards and their associated risks while working on any specific part of the Hydro site, to enable Subcontractors to document how they will manage their work around these hazards, and to ensure they are aware of these hazards.

Hydro will do this by providing a set of requirements and standards of work through this WHS&E Requirements document, Risk and Control Assessments, Work Control Permits and Induction Material.

Contractor Daily Force Reports capturing plant and labour hours on site shall also be completed along with diary notes to track progress.

Review Subcontractor Safe Work Method Statements to ensure they comply with the WHS&E Requirements.

This means that any Safe Work Method Statements that are submitted at tender and throughout the lifecycle of the Project, will be reviewed to ensure safety and environmental requirements have been fully met.

Hydro reserves the right to consider a tender that fails to consider and document appropriate safety and environmental considerations as a non-conforming tender.

Ensure that while a Subcontractor is working on the Hydro site, they follow all safety and environmental requirements.

The WHS Act 2011 is clear in its meaning to **ensure** health and safety. It is not enough to give information on safe work methods and requirements, Subcontractors must also ensure they are being followed and are effective.

Pre start checks, inspections and audits may be conducted on the Subcontractor while they are on the site. These checks will look at work practices and methods, equipment condition and suitability, and competency of people through checking the permits, licenses etc. that are required to be held for the works being performed.

Hydro has strict rules regarding the use of alcohol and other drugs. Individuals are not permitted to bring, use or be under the influence of alcohol or non-prescribed drugs on site. All persons entering the Hydro site are required to comply with the current policy, which could include random, causal and post-incident testing.



4.4 Subcontractors Responsibilities

Subcontractors are responsible for ensuring that their work methods consider and incorporate best practice and Hydro safety requirements.

This means that the Subcontractor's work must reflect the hazard control requirements stipulated in Legislation, Codes of Practice, Australian Standards, Risk Assessments and other standards relevant to the work.

Subcontractors are responsible for ensuring that safety and health hazards associated with the work they are performing, are satisfactorily controlled and do not pose a risk.

In the process of carrying out their work, a Subcontractor may introduce other hazards. The identification and control of these hazards is the responsibility of the Subcontractor.

These hazards and controls identified by the Subcontractor must be considered in the Safe Work Method Statements prior to the work commencing.

Subcontractors are responsible for ensuring the health and safety of their workers including their Sub-Contractors.

This means that the Subcontractor is responsible for ensuring that:

- a) their workers and Subcontractors are adequately trained and competent in performing their tasks, and in basic safety procedures.
- b) are provided information about processes and materials which are hazardous.
- c) are issued with appropriate safety equipment and have appropriate instruction in its use.
- d) have safe work methods and are adequately supervised to ensure safe work.
- e) workplace safety inspections are regularly carried out.
- f) there is access to first aid equipment and trained persons as required under legislation.

Subcontractors are responsible for ensuring their plant and equipment is safe.

This means that Subcontractors plant and equipment whether their own or hired:

- is in a serviceable condition with regular maintenance and inspections.
- Is tested, tagged and detailed within a register.
- is suitable for the task it is to perform and
- meets statutory and any Hydro requirements.

The primary concerns of plant are that:

- all guards are in place and secure.
- relevant safety equipment is fitted and working.
- operating controls (indicators, brakes, steering etc.) are working properly.
- possible safety or environmental risk items are satisfactory. (hydraulic hoses, mufflers, exhaust emissions, fluid leaks etc.)

Pre-inspection of Mobile Plant must be undertaken prior to delivery to site.

Hydro reserves the right to refuse the entry or use of plant in breach of these requirements.



5. SUBCONTRACTOR SAFETY MANAGEMENT

5.1 General

There are several system requirements introduced by Hydro to ensure the safety of Subcontractors and visitors to the Hydro site.

These requirements, and what is expected of Subcontractors, are specified in this section.

Hydro maintains the right **AT ALL TIMES** to refuse entry to the site, or remove from the site any Subcontractor company, or its workers, whether they are inducted or have applied to be inducted or re-inducted.

5.2 Hydro General Site Induction

The Hydro General Site Induction shall be satisfactorily completed before any person is allowed unaccompanied onto the site. The process involves:

For All New Contracts

- The Contract Company is required to submit a list of ALL PERSONNEL (inducted or requiring induction) who will be working on the contract for approval by Hydro.
- The Subcontractor should consider all persons that may require site access during the project. Restrictions on access are strictly enforced, and only access requiring a one off brief visitor entry, and emergencies where access is restricted to a short period (at the discretion of Hydro) will be permitted. Outside of these conditions, Contractors needing to work on site will be refused entry.

It is the responsibility of the Subcontractor Company to ensure that all of their workers that may be used on the site are inducted and hold a NSW Construction Induction Card (or equivalent).

Note: Personnel will not be permitted to work on the site without prior approval.

Current Subcontractors

All current Subcontractor workers whose site pass is still current, need to be re-inducted prior to the pass expiry date.

The expiry date is two (2) years from the date the person had their last site safety induction. If doubt exists, contact the site security office to determine when the current site entry pass is due to expire.

It is essential that the workers are re-inducted prior to this expiry date, to ensure that they have access to the site.

Workers whose expiry date lapses during a contract will be removed from the site, and not allowed to return until the induction process has been successfully completed.



New Subcontractors / Induction Process

Contract workers requiring induction to the Hydro Kurri site are to receive from the Subcontractor the Hydro General Site Induction presentation and assessment documents. The workers are to review the presentation and complete the cover sheet and assessment. When the assessment has been completed the assessment cover sheet and answers are to be returned to Hydro for marking and to confirm an induction date. Hydro will assess the competency of the worker and will set a mutually acceptable Induction booking.

Requests to book inductions must be received by Hydro at least 5 days in advance of a preferred date to ensure it can be undertaken, in exceptional circumstances, Hydro will give consideration to altering the process.

Inductions are generally held on Wednesday mornings at 800am, and take around 30 to 45 minutes. The candidate must bring a black or blue pen, and ID.

The candidates are to assemble on the south side of the security office at the main entrance to the Hydro site, which is located at the north end of Hart Road, Loxford. Please note the standard mandatory PPE requirements for the Hydro site must be worn. These requirements are detailed within the induction presentation.

Once Contractor Personnel have completed the Hydro Induction, they **MUST** be inducted into the Subcontractor's Site Specific Induction that is specific to the area and the task/s being undertaken.

5.3 Pre-start Meetings

The purpose of pre-start meetings is to ensure all information on hazards and the controls to be implemented are in place, and understood by personnel undertaking the works.

They also provide the opportunity for workers to ask questions, bring up areas of concern or uncertainty, and provide last minute input into specific work or site hazards that may be lacking from the risk assessment process or were not evident at the time.

Pre-start meetings are to be conducted daily and are the responsibility of each Subcontractor. Failure to satisfactorily undertake them when required is considered a breach of the contract requirement, and could result in suspension of work or removal from the site.

The requirements for pre-start meetings are, unless otherwise indicated, as follows:

- a) Subcontractors, unless otherwise nominated and agreed to, are responsible for conducting pre-start meetings and to ensure:
 - Pre-start meetings are held at the beginning of each shift,
 - all Subcontractor workers are in attendance,
 - a record of their attendance is taken,
 - information contained in relevant Risk Assessments and Work Permits, are discussed and understood by the Subcontractor workers under their control.
- b) Evidence of the pre-start meeting (in the form of meeting minutes) may be requested by Hydro.



5.4 Toolbox Meetings

Weekly toolbox meetings shall be undertaken by each Subcontractor on-site. These meetings will be facilitated by the Subcontractor Supervisor and may include the following items:

- issues of concern raised by workers.
- work methods.
- accidents or near misses.
- incident investigation findings.
- other activities in close proximity that may introduce hazards or other factors to the area e.g.: vehicle movements, noise or fumes generated.
- changes to work environment.
- items raised by Hydro for communication to all site personnel.
- general WHS&E items for discussion.

Evidence of the toolbox meeting (in the form of meeting minutes) may be requested by Hydro.



6. Risk Management

6.1 Introduction

The system used to identify and control hazards by Hydro is based on a *Risk Assessment* process. The Risk Assessment process requires several stages of identifying, assessing and controlling hazards.

The identification of hazards is assisted by the use of checklists and team based Risk Assessments, where a range of experience can be drawn from to identify hazards. Many hazards and situations are readily identified and standard controls are used to manage them.

This document nominates the procedures and standards that shall be used on the Hydro site when work involves these and other recognised hazards.

6.2 Subcontractor Risk Assessment Process Overview

The Subcontractor shall document and submit for acceptance by Hydro Aluminium Kurri Kurri and/or the Principal, Safe Work Method Statements for review in accordance with the Work Health and Safety Management Plan.

As a minimum, these documents shall be submitted 5 working days prior to commencing work and shall state the following:

- the Subcontractor's representative and Supervisor for the purpose of the Act;
- the tasks and activities to be performed;
- methodology on how the tasks and activities are to be conducted;
- the hazards associated with the tasks/activity;
- the proposed method of controlling the hazards identified;
- the training (including required licenses, accreditations, permits, certification and the like), experience and any particular attributes required of workers performing the tasks/activities;
- The Codes and Regulations the tasks/activities are covered by.

The Subcontractor shall ensure all direct and indirect workers are suitably supervised, trained and instructed in the work under the Subcontract performed by the Subcontractor and how the tasks and activities are to be conducted safely, including through:

- Convening and facilitating, or participation in Job Safety Environment Risk Analysis (JSERA) or their equivalent risk assessments formats, to assess and document the hazards and risks of tasks and activities and develop methods to eliminate or control the hazards and risks.
- Co-operative participation in regular safety onsite inspections at times nominated by Hydro Aluminium Kurri Kurri.
- Immediate discontinuance of any practice (including removal of equipment) considered by Hydro Aluminium Kurri Kurri to be dangerous, notwithstanding that the relevant practice, or equipment may have previously been accepted.
- Being subjected to and cooperating with SWMS / JSERA or equivalent reviews and/or audit by Hydro Aluminium Kurri Kurri to determine the suitability of these risk assessments.



The Subcontractor will review each JSERA or its equivalent risk assessment before works commence on a daily basis and each worker shall sign onto the document to demonstrate understanding and commitment to implement the agreed control measures. The Subcontractor shall be able to provide a copy of those reviews to Hydro Aluminium Kurri Kurri and/or the principal as required.

A failure by the Subcontractor to comply with the provisions of these requirements shall constitute a fundamental breach of the Subcontract.

It remains the responsibility of the Subcontractor to ensure that work specific controls are adequate at all times during the project.

The Subcontractor may identify other work specific hazards not covered by Hydro management procedures. Where this happens, the Subcontractor's work methods shall conform to,

- a) Legislative Requirements.
- b) Codes of Practice.
- c) Risk Assessment and Control Methods.

6.3 Subcontractor On-Site Control

While on the Hydro site, Subcontractors and their equipment and activities are directed by, and responsible to, Hydro.

Hydro, however, has a duty under the WHS Act to protect the health and safety of all persons on the site.

To ensure this, Hydro can monitor and control the Subcontractor's activities through a system of work requirements, inspections and audits.

The processes used to manage and protect Subcontractors on the site are:

- Work Permits and Pre-start checks.
- Formal site inspections and informal inspections.
- Audits and Subcontractor Performance Reviews.

6.4 Work Permits and Pre-start Checks

Prior to any work being carried out by Subcontractors on the site, they must undergo an initial pre-start meeting to ensure all people, equipment and materials conform to requirements, and that all hazards are identified and appropriate control measures are in place.

The provision of inductions, including, Pre-start and Toolbox meeting, forms a part of these requirements.

No work is to start until a work permit has been issued.

6.5 Site Inspections

The Hydro Site Supervisor is required to conduct at least weekly reviews. These are a check to ensure that controls are in place and are adequate, toolbox meetings have been carried out, and problems that may arise have been identified.

6.6 Audits

Hydro personnel may perform safety audits. These entail Subcontractors being monitored for a period, asked simple questions about safety and environmental requirements, and asked to produce items such as induction identification, permits etc.



These audits can be used as a measure of safety awareness and system effectiveness and should not be viewed as threatening or personal.

The auditors will identify themselves to the Subcontractor Supervisor if available and some feedback should be given.

6.7 Contract Review

Where a contract company is on site for a particular task or if a Subcontractor performs work on site regularly over a period of time Hydro will review the Subcontractor's performance at the completion of the contract or at an interval time.

This review will be used to measure a Subcontractor's safety compliance and work performance during the contract. The results will determine the Subcontractor's suitability for future work and forms the basis for a formal rating of the Subcontractor's suitability as an Approved Supplier.



7. HAZARD CONTROL PROCEDURES AND REQUIREMENTS

7.1 General

Several hazards on the Hydro site are specific to this site, while some hazards are of a more general in nature.

Regulations, Codes of Practice and Standards are available to provide requirements and guides for the management and control of these hazards.

To facilitate the control of hazards on the site, Hydro has adopted particular standards and requirements.

These standards and requirements are referenced in the following section. They shall be used as required when these hazards are identified to assist in preventing injury to personnel.

7.2 Legislative Requirements

Legislative and Statutory requirements override any contractual or other arrangements, and are always binding.

7.3 Work Permits

A Work Permit process is in place at Hydro. These Permits are the Subcontractor's assurance that isolations and other activities for their protection have been completed.

General regulations regarding Work Permits are:

- a) Subcontractors must not start work until an approved Work Permit has been issued by Hydro personnel and each person has signed onto the permit.
- b) Each person covered by the Permit is required to sign on to and off on a daily basis.
- c) The Permit will be kept on the job for the duration of the shift or period specified, and a copy kept with the Contract Supervisor.

7.4 Isolation

Several requirements are to be observed with isolations:

- a) No Subcontractor can perform any isolation unless specifically authorised and instructed by Hydro.
- b) Only Hydro authorised persons are allowed to authorise and perform isolations. Where Subcontractors are not authorised to perform isolations, Hydro personnel will isolate and supervise the attachment of personal protection locks and tags by the Subcontractor as required under Hydro isolation procedures.
- c) All personnel working on energised equipment shall be required to have a personal protection lock and tag on the specified isolator and follow the Hydro Isolation procedure requirements.
- d) The issue and sign off, of the work permit is the Subcontractor's notification that the isolation has been effected.

7.5 Access Permits

Certain requirements are in place for access to high-risk areas of the Plant and high-risk tasks.

The requirement for these will be nominated in risk management documents and nominated on Work Permits as required before the Work Permit can be issued.

All the requirements specified in these Permits shall be met before they can be issued.

Some of the nominated access and task permits are:

- a) Confined Space Control Measures.
- b) Work on Roofs Control Measures.
- c) Explosive Tool Control Measures.
- d) High Voltage Control Measures.
- e) Excavation Control Measures.
- f) Hot Work Control Measures.
- g) Crane Lift Control Measures.

The specific control requirements to enable the issue of these Permits depend on the circumstances, the hazards present and the level of risk involved.

Some of the main provisions of these requirements are listed below. The full requirements will be issued if required.

7.5.1 Confined Space

Work in a confined space will be identified during the Risk Assessment process.

- a) Any confined space work shall comply fully with:
 - AS 2865 - Work in a Confined Space
 - [Confined spaces Code of Practice](#) and
 - Hydro Confined Spaces Procedure.
- b) The principal requirements of entry into a confined space are:
 - Personnel trained and accredited for confined space entry.
 - A Risk Assessment specifically targeted for the confined space work.
 - Specialised equipment as required to control hazards identified in the Confined Space Risk Assessment. These will generally include as minimum: ventilation and/or breathing apparatus and access and egress equipment.

7.5.2 Restricted Areas

Where the area is not assessed or recognised as a confined space but still contains hazards, the area may be classified as a restricted area. A Risk Assessment and adequate controls are still required for entry however the entry may be made under the Work Permit without a separate Confined Space Permit.

7.5.3 Work on Roofs

- a) No person is to enter roof areas without a Work on Roofs Permit and the satisfactory use of control measures as may be required for the issue of that Permit.
- b) The requirements of the [WorkCover Code of Practice – Managing the risk of falls at workplaces](#) shall be followed.

7.5.4 Explosive Tools

- a) No explosive power tools are to be brought onto the site without written permission from a Hydro Supervisor.
- b) All legislative requirements and the requirements of Hydro explosive power tool control measures shall be strictly observed while explosive power tools are on the site.

7.5.5 Hot Work

- a) No hot work (cutting, welding, grinding or other heat, spark or flame generating process) shall be permitted on the Hydro site without a Work Permit and the satisfactory use of control measures as may be required for the issue of that Permit.
- b) Welding screens shall be used for all arc welding tasks to protect other persons or traffic from welding flashes.

7.5.6 High Voltage

- a) No access to high voltage switchyards or control areas is allowed at any time unless specifically authorised and escorted at all times.
- b) No high voltage work is to be carried out unless personnel are appropriately trained and authorised.

7.5.7 Excavation

- a) No excavation shall be carried out on the site without an Excavation Permit and the control requirements of that permit fully complied with.
- b) The Hydro Site Supervisor will advise if an Excavation Permit is required.
- c) Excavation includes any form of ground penetration including digging, trenching, driving in pegs and stakes etc.

7.5.8 Crane Lifts

Any non-routine Crane Lift is subject to gaining an approved work permit. This must entail presentation of an approved Safe Lift Plan, Risk Assessment, and Mobile Crane Checklist.

7.6 Plant and Equipment

7.6.1 General Requirements

- a) Subcontractors shall not use Hydro Plant or equipment without the express permission of the person responsible for that equipment. This permission shall be obtained through the Hydro Site Supervisor. Subcontractors using Hydro mobile equipment must carry out the Pre-use and Post-use Mobile Equipment Inspections.
- b) All Subcontractors Plant and equipment shall be in a serviceable condition free of any defects that may affect its performance, operation, safety or integrity.
- c) All guards shall be securely fitted and in serviceable condition.
- d) The use of any Plant and equipment shall be specifically considered in Risk Assessment documents.
- e) All persons operating regulated Plant and equipment shall be appropriately licensed and conform to competent operating practices.
- f) All persons operating unregulated Plant and equipment shall be instructed in their safe use.

7.6.2 Mobile Plant, Cranes and Hire Equipment

- a) All Subcontractors must be able to demonstrate a maintenance and inspection history for their Plant and equipment.
- b) All mobile Plant, equipment, and lifting equipment shall be appropriately and currently licensed and demonstrate an inspection history.
- c) All hire equipment shall be supplied with safe use instructions.
- d) All mobile plant and equipment is only to be operated by appropriately trained, competent and licensed personnel.
- e) All mobile plant must have a specific Plant Hazard Risk Assessment for the work to be done.

7.6.3 Welders and Generators

- a) All welders and generators shall be inspected and used in accordance with the [NSW WorkCover Code of Practice for Managing Electrical Risks at the Workplace](#).
- b) All welding 240V power outlets are to be protected by Voltage Reducing Devices (VRD's) which are inspected according to the above Code of Practice.
- c) All welding works are to be carried out in accordance with the [NSW Workcover Code of Practice for Welding Processes](#).

7.6.4 LPG, Oxygen, Acetylene and other Compressed Gas

- a) All portable gas should be stored and used in accordance with the NSW Dangerous Goods Regulations, and in accordance with the requirements of the Hydro General Site Safety Rules.
- b) All oxygen and acetylene sets are to be secured and have flashback arrestors fitted to both ends of the hoses.

7.6.5 Electrical Equipment

- a) All electrical power tools, leads and portable electrical equipment shall be tagged and inspected in accordance with the [NSW WorkCover Code of Practice for Managing Electrical Risks at the Workplace](#).
- b) All portable or temporary electrical appliances shall be protected by RCD protection in accordance with the above Code of Practice.

7.6.6 Ladders and Scaffolding

Ladders

- a) All ladders are to conform to Section 7 of the [WorkCover Code of Practice – Managing the risk of falls at workplaces](#) and AS 1892 Part 4, Selection, Safe Use and Care of Portable Ladders.
- b) Ladders shall be in good condition. Ladders found not in good condition shall be tagged out of service and removed from the site.
- c) Ladders shall be fit for purpose e.g. Fibreglass ladders in the vicinity of Overhead Power Lines.

Scaffolding

- a) Only holders of a WorkCover Certificate of Competency as a Scaffolders are to erect or alter scaffolding.
- b) Scaffolding shall be erected in accordance with the NSW WHS Regulations, Clause 225 and AS 1576, Metal Scaffolding, AS 1577. Solid Timber Scaffold Planks and AS 1578, Laminated Timber Scaffold Planks.
- c) [Safe Work Australia – Scaffolds and Scaffolding Work Guidance Material](#) provides additional information on the safe erection, use and dismantling of scaffolds.
- d) A competent person shall regularly inspect erected scaffolding and inspection records maintained.
- e) New design scaffolding shall be assessed prior to use.

7.6.7 Chemicals and Substances

- a) No hazardous substance shall be brought onto the site unless accepted by Hydro.
- b) The use and storage of chemicals and substances shall comply with the [NSW Workcover Code of Practice - Managing Risks of Hazardous Chemicals in the Workplace](#).
- c) On award of contract, Safety Data Sheets shall be submitted for all hazardous substances to the Hydro Site Supervisor not later than 5 working days prior to them being required, to allow for the Hydro acceptance process.
- d) All hazardous substances approved to be brought on to the site shall be transported, stored and handled in accordance with the requirements of the NSW Hazardous Substances Regulations and AS 1940 and AS 1596.

7.7 Work at Heights

- a) The WHS Regulations 2011 and the NSW [WorkCover Code of Practice – Managing the risk of falls at workplaces](#) shall be adhered to when working at heights. Suitable rails or fall arrest methods shall be utilised when working at heights or where injury could be sustained from the fall.

7.8 Environment

- a) The Subcontractor shall ensure its operations are conducted in a manner that shall prevent pollution and comply with the applicable laws, regulations and Hydro requirements regarding environmental protection.
- b) No rubbish, waste, oil or other pollutants shall be discharged or allowed to escape from the Subcontractor's equipment.
- c) Subcontractors are responsible for the removal and lawful disposal of materials used or generated by them, in connection with the work and as specified in the contract scope of work.
- d) The Subcontractor shall instruct their workers in accordance with this.
- e) Pollution or contamination caused by the Subcontractor shall be cleaned up by the Subcontractor at the Subcontractor's expense.

7.9 Housekeeping

- a) All materials are to be safely stored in areas designated for this purpose.
- b) Work areas shall remain ordered and free of unnecessary or surplus materials.
- c) Rubbish shall be cleared and removed on a regular basis.
- d) Upon completion of the project the Subcontractor shall remove all facilities, equipment, temporary works and scrap materials unless otherwise specified in the contract scope of work.

7.10 Access and Egress and Work Area Protection

- a) All activity shall be carried out in a manner that does not restrict access to the existing Plant for maintenance purposes without permission.
- b) Where an activity occurs within the bounds of the plant the Subcontractor shall, at the end of each working day, tidy the area including the removal of tools, materials and waste items to a designated storage area.
- c) At all times activities shall be within the boundaries of the designated work area/s. Activities outside these areas shall only be carried out with permission and consideration of hazards that may exist.
- d) All barriers, signage and signals required shall be used and obeyed during the work. Where work is incomplete, adequate barriers, lights, covers, hazard warnings etc. shall be erected to ensure the safety and security of the work area.
- e) Where work is to be carried out adjacent to traffic areas, this shall be considered in risk assessments and appropriate controls put in place.



7.11 Incident Reporting

1. All incidents and accidents incurred by Subcontractors while working on the Hydro site, shall be reported to the Hydro Site Supervisor immediately.
2. Incident and accidents shall be recorded on a Hydro Incident Report Form.
3. The reporting of incidents and injuries is necessary to investigate and correct deficiencies in control mechanisms. To encourage reporting in the absence of blame or penalty, incident and accident occurrence information (ie: the number of injuries sustained) is not used as a performance criteria measure. The response to incidents however (reporting, investigation and corrective actions) and failure to report accident and incidents will be.
4. All dangerous occurrences as nominated under the NSW WHS Act 2011 shall be reported immediately to the Hydro Site Supervisor.
5. Any incident that has the possibility of being a WorkCover Reportable Incident must be reported to the Managing Director or Hydro Site Supervisor immediately. This is important to ensure prompt reporting to Work Cover where appropriate.

8. Document History

Date	Revision	Details of Change	Changed by
12/11/02		Added reference to Alcohol and Other Drugs policy – current and policy under development.	Matt Piscioneri Site Safety Coordinator
28/07/2003		Addition of Appendices	Matt Piscioneri Site Safety Coordinator
07/08/03		Appendices listing modified to include changes to OHS Evaluation and Submission forms	Matt Piscioneri Site Safety Coordinator
01/06/04		New Logo Added	Janette Smith
01/02/05		Removed reference to hazard control guides. Removed reference to SWMs with all tenders.	Paul Chapman Site Safety Coordinator
01/02/05		Removed reference to hazard control guides. Removed reference to SWMs with all tenders.	Paul Chapman Site Safety Coordinator
31/01/08	2.7	Inclusion of references to Subcontractors and agency workers	Peter Rees Manager Procurement & Contracts
07/06/11	2.8	Clarification of PPE, specifically contractors not to wear “red” safety helmets which are PEO use only on site.	Ged Payne Procurement
07/01/14	3.0	Multiple modifications to suit Care and Maintenance operation	Richard Brown Managing Director
02/11/15	4.0	Document Re-write for Regrowth Project	James Brown WHS Manager

