



# STANDARD

## Contractor Management Minimum Requirements

### BACKGROUND

This is the CBH Group (Principal) Standard for Health, Safety and Environment Standards for all Contractors.

The Principal expects the Contractor to develop its Health, Safety and Environment Management Plan (HSEMP) to clearly demonstrate how compliance with these requirements will be achieved.

Where a requirement or section is not applicable, the Contractor shall document justification to reflect this. This may include where the nature of a Contractor's scope of work excludes a requirement, or where the Contractor works under CBH Group supervision and therefore may be required to operate in accordance with specific CBH Group processes.

The Contractor's HSEMP will then become a roadmap to show whose systems are to be used to achieve compliance i.e. the Contractor's systems or the systems of the Principal, The Contractor's HSE Management Plan shall be specific to the scope of works.

The Contractor acknowledges that these requirements are supplemental to, and do not limit or deviate from, the Contract Terms and Conditions. Upon request, the Contractor shall provide the Principal with documented evidence to support compliance to all minimum HSE standard requirements.

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### 1. INTRODUCTION

This Procedure sets the minimum Health Safety and Environment (HSE) Standards for Contractors working on CBH Group operated sites. These requirements along with the relevant legislation and the Contractors HSE Management Plan form the Contractor’s Safe System of Work for working on CBH operated sites.

**Notes:**

- This document is not an exhaustive list of the Contractors’ HSE obligations.
- Compliance with these requirements in no way relieves the Contractor of any of its obligations under the contract.

#### 1.1. Scope

These requirements apply to all Contractors working on a CBH operational site.

If compliance with a requirement is not practicable, alternative risk controls must be developed for approval by the relevant CBH representative, in the form of a risk assessment performed in accordance with Risk Management principles.

#### 1.2. Definitions

The following terms are used in this document and within supporting resources:

Term	Definition
ACM	Asbestos Containing Materials
ALARP	As Low As Reasonably Practicable
Contract Manager	CBH representative for the Contract
Confined Space	An enclosed or partially enclosed space that: <ul style="list-style-type: none"> <li>▪ Is not designed or intended primarily to be occupied by a person; and</li> <li>▪ Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and</li> <li>▪ Is, or is likely to be, a risk to health and safety from:               <ul style="list-style-type: none"> <li>- An atmosphere that does not have a safe oxygen level; or</li> <li>- Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion; or</li> <li>- Harmful concentrations of any airborne contaminants; or</li> <li>- Engulfment.</li> </ul> </li> </ul>
CoR	Chain of Responsibility
CRAW	Construction Risk Assessment Workshop
EWP	Elevated Work Platform
HSE	Health, Safety and Environment
HSEMP	Health, Safety and Environment Management Plan
PTW	Permit to Work
Serious Incident	An event where there has been an uncontrolled release of energy that has or had potential to permanently disable or result in fatality to personnel or cause significant damage to infrastructure (consequence Major 4 or above).
Serious Potential Incident	An event that exposed a person/infrastructure to a situation that had the potential to permanently disable or result in fatality to personnel or cause significant damage to infrastructure where there was no release of energy (consequence potential Major 4 or above).



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Term	Definition
Critical Lift	<p>A lifting operation which involves one or more of the following:</p> <ul style="list-style-type: none"> <li>▪ The load, including rope, block, rigging etc. are greater than 80% of the crane's capacity</li> <li>▪ Complex tilt up and pre-cast concrete lifts</li> <li>▪ Lifts involving personnel cages</li> <li>▪ Lifts over and around powerlines</li> <li>▪ Lifts at maximum load rates</li> <li>▪ Single lifts of multiple loads at different heights (staggered lift)</li> <li>▪ Any lifting of hazardous materials</li> <li>▪ Lifts over facilities whereby personnel may be endangered</li> <li>▪ There are multiple cranes involved in the lift, and</li> <li>▪ Loads being lifted through tight or restricted spaces.</li> </ul>
Principal	Co-operative Group Handling (CBH Group)
Working at Height	<p>Risks to health and safety associated with a fall by a person from one level to another reasonably likely to cause injury to any person. Includes the risk of a fall:</p> <ul style="list-style-type: none"> <li>▪ In or on an elevated workplace from which a person could fall</li> <li>▪ Near an opening through which a person could fall</li> <li>▪ Near an edge over which a person could fall</li> <li>▪ On a surface through which a person could fall, or</li> <li>▪ In any other place from which a person could fall.</li> </ul> <p><i>Note: Fall risk of 2m or more shall be treated as work at height.</i></p>
Work Instruction	<p>A statement that:</p> <ul style="list-style-type: none"> <li>▪ Identifies a work activity assessed as having a safety risk or risks</li> <li>▪ States the safety risk or risks</li> <li>▪ Describes the control measures that will be applied to the work activity</li> <li>▪ Describes how safety measures will be implemented to do the work safely, and</li> <li>▪ Includes a description of the equipment used, qualifications of personnel and training required to do the work safely.</li> </ul>



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### 1.3. References

The following references are referred to in this document and in supporting resources.

**Table 1: CBH References**

Title	Source (Internal)	Source (External)
Critical Risk Control Standard	STORE-1473931053-249	Access via CBH Contractor Webpage
Alcohol and Drug Procedure	STORE-1473931053-124	
Environmental Management Standard	STORE-1473931053-261	
Health, Safety and Environment Policy	STORE-1473931053-383	
Integrated Management System Standard	STORE-1473931053-243997	
CBH Values	STORE-1473931053-176	
Life Saving Rules	<a href="#">CBH Intranet</a>	

### 1.4. Communication

Amendments to this document shall be communicated to the CBH Group under the direction of the Document Owner, who shall determine the appropriate means of communication and target group.

### 1.5. Compliance Management

Contractor Management is subject to auditing (internal and external) to ensure compliance with applicable Legislation / Standards.

### 1.6. Change Management

Changes to this document shall be managed, reviewed, and updated as described in the Document Control Content and Records Management Group Procedure.

## 2. OVERVIEW

The Principal requires that the Contractor to operate in accordance with the HSE considerations of all persons and property for the associated Scope of Work, and on or about the Principal site/s.

Contractors must have HSE management systems consistent with the Principal's values, Policies and Standards including:

- HSE Policy
- CBH Values
- CBH Life Saving Rules
- CBH Group Critical Risk Control Standard, and
- Environmental Management Standard.

Copies of CBH's HSE Policy, Values and HSE Contractor Management Minimum Requirements are available for your information.

Contractors shall report HSE KPI's monthly to the Principal: refer to Appendix Documents.

The subsequent minimum requirements are defined to identify criteria applicable to the relevant Contractor class (Table 2). The class applied to each contractor is dependent on scope of works including but not limited to contract length, number of personnel and risk exposures.

**Table 2: Contractor Class**

Classification	Definition
<b>A</b>	<ul style="list-style-type: none"> <li>▪ Embedded contractors working under CBH HSE Management system</li> <li>▪ CBH supervision</li> <li>▪ Be fully CBH inducted</li> <li>▪ Scope of work is less than 3 weeks</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>▪ Contractors working under their own management system</li> <li>▪ Supervise own works</li> <li>▪ Scope of work is longer than 3 weeks</li> <li>▪ No critical risks</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>▪ Contractors working under their own management system.</li> <li>▪ Supervise own works</li> <li>▪ Scope of work contains 2 or less critical risks</li> <li>▪ No sub-contracting</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>▪ Contractors working under their own management system. Typically, large scopes of work.</li> <li>▪ Supervise own works</li> <li>▪ Scope of work contains more than 2 critical risk</li> <li>▪ Utilise sub-contractors</li> </ul>

### 3. STANDARDS

#### 3.1. Leadership and Accountability

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a current HSE policy relevant to its operations.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a structure in place with sufficient HSE support and resources appropriate to works under contract.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall specify the minimum amount of timeline management shall spend in the field, monitoring, supervising and influencing work activities.</li> <li>▪ A documented risk-based assessment shall determine supervisory requirements, considering crew size, the remoteness of work locations.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall document and communicate HSE responsibilities and accountabilities for all personnel and relevant stakeholders:</li> <li>▪ Management of Statutory controlled activities (controlled waste, abrasive blasting) including associated licensing and registration requirements</li> <li>▪ Application of HSE Commitments.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a documented approach to consequence management.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall communicate to its employees that they have the right and ability to stop work or refuse to work in situations where they believe that the work would expose them, other people, or the environment to a risk of harm.</li> </ul>	B, C, D

#### 3.2. Health and Wellbeing

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor must define, implement and maintain a risk-based hygiene monitoring program for site activities and potential personnel health exposures.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall establish and maintain a pre-employment and health surveillance program for all employees consistent with regulatory requirements and operational health risks. All personnel shall be deemed fit for work prior to commencing work on a CBH site.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure risk-based screening of personnel for substance abuse will be undertaken to minimise the risk of incidents and injuries related to the use of alcohol and drugs. The Contractor shall participate in the Principals Drug &amp; Alcohol screening programs.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Fitness for work is confirmed for all personnel conducting contracted works for zero alcohol, drugs and fatigue management.</li> </ul>	B, C, D
<p>The Contractor shall have an injury management process in place including:</p> <ul style="list-style-type: none"> <li>▪ Offsite medical referral and support</li> <li>▪ Injury management and return to work co-ordination.</li> <li>▪ Confidential records management</li> <li>▪ Workers compensation management</li> <li>▪ Onsite medical response and support</li> </ul>	A, B, C, D

### 3.2.1. Fatigue Management

Requirement	Contractor Class
<p>Documented and established procedures for managing fatigue requirements that are in line with the Working Hours Code of Practice (WA) including:</p> <ul style="list-style-type: none"> <li>▪ Records of all fatigue incidents and fatigue related injuries are recorded and maintained within an established database</li> <li>▪ Establishment of appropriate sources of assistance for employees with fatigue problems</li> <li>▪ Provision of appropriate education and training programs for all their employees on the site</li> <li>▪ Established and appropriate fitness for work management procedures for fatigued employees.</li> </ul>	B, C, D

### 3.3. Sustainability and Environmental Management

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall comply with the CBH Group Environmental Management Standard and ensure plans, processes and practices are in place to manage environmental risks and hazards.</li> </ul>	B, C, D

### 3.4. Asset Management

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ Where applicable, the Contractor shall have a design manual with supporting procedures and specifications to ensure designs comply with Australian and industry accepted standards for safe equipment and structure.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure designs incorporate the Principal's minimum standards for constructability and are approved by the principal prior to the commencement of works.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ A risk-based Commissioning Plan shall be completed by the Contractor and approved by the Principal prior to commissioning activities being carried out.</li> </ul>	B, C, D

### 3.5. Hazard, Risk and Change Management

Requirement	Contractor Class
<p>The Contractor shall implement a risk management process which incorporates at a minimum:</p> <ul style="list-style-type: none"> <li>▪ A personal risk assessment process (e.g. Take 5),</li> <li>▪ A team-based risk assessment process (e.g. Job Hazard Analysis)</li> <li>▪ A higher business level risk process.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall have an up-to-date Risk Assessment that reflects the scope of work, identified risks and relevant controls. The Risk Assessment shall be reviewed by the Principal prior to work commencing and shall be maintained as current throughout the duration of works.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ All routine tasks shall be carried out under the Contractors risk management documentation (e.g. Work Instruction). This shall detail how the task will be completed, the people involved in the task, the equipment to be used for the task, the management of change during completion of the task and measures to manage risks associated with activities.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall comply with the CBH Group Critical Risk Standard.</li> </ul>	C, D

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The hierarchy of control for risk management shall be used to reduce all HSE risks to as low as reasonably practicable.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall establish a system for identification and reporting hazards and managing corrective actions.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a documented change management process in place. Changes shall be approved by authorised employees, communicated, managed and checked for effectiveness to ensure HSE risks are controlled.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The contractor shall ensure safe work activities are verified in the field through regular onsite inspections.</li> </ul>	B, C, D

### 3.6. Legal and Other Requirements

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ HSE compliance and commitments register detailing legal and other requirements shall be maintained, communicated, accessible and complied with by the Contractor.</li> </ul>	B, C, D

### 3.7. Crisis and Emergency Management

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall have an Emergency Response Plan detailing how they respond to plausible emergency scenarios and interface with the principles existing site processes where applicable.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall develop and implement a Crisis Management Plan aligned to the principals requirements.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall have Emergency Rescue Plans for all high-risk activities.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure that it has a sufficient number of suitably trained emergency response personnel who shall be trained in handling emergencies consistent with the Contract.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure periodic emergency scenarios are practiced as part of emergency exercise training and evidence of emergency exercise training is available to the Principal on request.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a hydrocarbon spill response and reporting procedure.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor will ensure Emergency Response Equipment consistent with the Contract shall be compliant with statutory and risk-based requirements, fit for purpose, available in sufficient quantities, inspected, tested, maintained in a serviceable condition and calibrated where necessary.</li> </ul>	B, C, D

### 3.8. Communication, Consultation and Participation

Requirement	Contractor Class
<p>As a minimum, the Contractor shall conduct the following:</p> <ul style="list-style-type: none"> <li>▪ Daily pre-start meetings</li> <li>▪ Toolbox talks</li> <li>▪ HSE committee meetings with minutes circulated to all employees, and</li> <li>▪ Shift handover communication process.</li> </ul>	B, C, D
<p>The Contractor shall have processes in place to effectively communicate the following to all employees on a regular basis:</p> <ul style="list-style-type: none"> <li>▪ HSE performance</li> <li>▪ Incidents, hazards, compliance obligations and breaches;</li> </ul>	B, C, D

<ul style="list-style-type: none"> <li>The Contractor shall have a process for the tracking and resolution of health and safety issues and communicate this process to all personnel.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor's HSE Representative must liaise with the Principals Representative regarding material HSE issues.</li> </ul>	B, C, D

### 3.9. Training, Awareness and Competency

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>The Contractor shall comply with all the principles induction requirements.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall ensure that a visitor or short-term worker induction is available for any Contractor or Principal personnel entering a designated contractor work site.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall ensure competency profiles incorporating HSE related training (inductions), competencies, formal qualifications, prescribed licences shall be identified and documented for all positions and be periodically reviewed.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall ensure pre-mobilisation verification of competency for all employees (including trade competencies, certificates, and licenses to perform regulated activities and plant operation); and will ensure that all personnel are competent to conduct tasks assigned to them under the Contract.</li> </ul>	B, C, D
The Contractor shall ensure the following:	B, C, D
<ul style="list-style-type: none"> <li>A process to track expiry dates on staff training and certification is implemented (access to sites may be withdrawn if these dates are exceeded).</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>A process for mentoring new/inexperienced employees is implemented.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>Positions equivalent to supervisor or above shall be deemed competent in supervisory competencies.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>A behavioural-based safety program is implemented, as a minimum; this program shall contain in-field interactions or equivalent.</li> </ul>	B, C, D

### 3.10. Contractors and Supplier Management

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>The Contractor shall have a process in place to ensure any sub-contractors and/or suppliers meet the requirements of the Contractors HSE system and CBH Contractor minimum requirements.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall seek approval from the Contract Manager prior to engaging and mobilising any sub-contractor to a CBH site.</li> </ul>	B, C, D

### 3.11. Operational Control

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>The Contractor shall develop operating procedures for equipment in accordance with OEM specifications and ensure HSE risks are mitigated to ALARP.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall ensure maintenance, testing, calibration and certification of plant and equipment is carried out to manufacturer recommendations and regulatory requirements and records of such are maintained.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall ensure that registers for workplace inspections, plant, tools, rigging, hazardous substances and electrical items are available.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall ensure statutory registration and certification requirements for personnel, plant and equipment are identified, maintained and recorded.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall have a dust mitigation procedure where it is identified as a risk.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall define, implement, and communicate site HSE rules (e.g. prohibited tools, PPE, training standards, environmental standards and mandatory procedures) for the operation</li> </ul>	B, C, D

<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure all mobile equipment is free of soil or vegetative material before entering or departing all CBH sites</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Demobilisation: ensure all wastes and materials are removed from site and disposed of in accordance with any relevant legislation, management plan and procedure.</li> </ul>	B, C, D

### 3.12. Incident Management

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure that a formal and standardised process is in place for recording, investigating, and reporting incidents and non-conformances and for managing corrective and preventive actions.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall report in accordance with the CBH Incident Management Procedure. It is the responsibility of the Contractor to ensure they have the latest version of the document and train all relevant personnel in the procedure.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall report all incidents to the Principal as soon as reasonably practicable.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Principal shall report any statutory reportable incident to the regulator.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure all Serious Incidents and Serious Potential Incidents are investigated using the ICAM or equivalent process and is completed by appropriately trained personnel. Lessons learnt shall be shared with the Principal.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Principal reserves the right to conduct investigations for any incident. The Contractor shall commit to assist in this regard as required in a timely fashion.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ A documented process is required that mandates all work is to be discontinued following any Serious Incident as soon as it is safe to do so. Work shall not resume until all temporary actions have been implemented and approval provided by the Principal.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Principal will undertake all environmental statutory reporting.</li> </ul>	B, C, D

### 3.13. Document, Records and Data Management

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall develop, implement and maintain a document control and records management system.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure that the process by which Personnel and Visitors access HSE procedures and other documents is described and communicated to personnel.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Where applicable, the Principal will make available all reasonable Geographical Information System data required to operate and maintain HSE requirements.</li> </ul>	B, C, D

### 3.14. Planning, Objectives and Targets

Requirement	Contractor Class
<p>HSE KPI's (both lead and lag indicators) are to be established in conjunction with the Principal and communicated to all levels of the Contractor's organisation. A system to record and report progress toward KPI's shall be maintained, these HSE KPI's should at least contain:</p> <ul style="list-style-type: none"> <li>▪ All Injury Frequency Rate</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Contract HSE KPIs defined by the Contract Manager as Per Appendix 1</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Contractor HSE Performance Indicators required by the Principal's Contractor Management System; and</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ A system to record and report progress toward KPIs shall be maintained.</li> </ul>	B, C, D



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### 3.15. Monitoring, Measuring, Reporting and Evaluation

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>The Contractor shall implement and maintain the supervisory monitoring programs defined by the Contractors HSE Management Plan and/or identified in the CRAW/Risk Assessment</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall ensure monitoring and evaluation is carried out for all Critical Risks and for activities that could cause adverse environmental and / or health impacts; and where required by legislation.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall ensure that HSE performance information captured identifies trends, measures progress, assesses compliance and drives continuous improvement.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor will formally report against Contractor HSE Performance Indicators on a monthly basis.</li> </ul>	B, C, D

### 3.16. Auditing and Verification

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>The Contractor shall develop and implement an audit program at a frequency appropriate to the level of HSE risk and to ensure statutory compliance.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall ensure that audit findings will be actioned through established corrective action systems.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall regularly report on the status of close out actions resulting from audits, to the Principal in its KPI data.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Principal reserves the right to audit The Contractor at its discretion.</li> </ul>	B, C, D

### 3.17. Management Review

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>The Contractor shall have a process in place to conduct regular management reviews of its HSE management system.</li> </ul>	B, C, D
<p>The Contractor shall complete a formal annual review of HSE performance which as a minimum includes:</p> <ul style="list-style-type: none"> <li>Review of operational risk profile</li> <li>Lessons learned review</li> <li>Review of stakeholder feedback</li> <li>HSE incident performance</li> <li>Compliance to HSE commitments</li> <li>HSE Audit findings and</li> <li>KPI performance and trends.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor must develop, implement and communicate a HSE improvement plan. The HSE improvement plan must be based on the output of the annual performance review and include Environmental Management System objectives and targets.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>The Contractor's HSE Management Plan is appropriate for the scope of works and provides clear direction as to whose systems are to be used in relation to all aspects of the HSE management process.</li> </ul>	B, C, D

### 4. HSE MINIMUM STANDARDS

#### 4.1. Critical Risk Control

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ Contractor shall ensure that all work that identifies a CBH critical risk during risk assessment will be controlled in accordance with the CBH Critical Risk Control Standard</li> </ul>	C, D

#### 4.2. Housekeeping

Requirement	Contractor Class
<p>A systematic housekeeping program shall be implemented to eliminate hazards and potential incidents occurring from substandard housekeeping practices including:</p> <ul style="list-style-type: none"> <li>▪ Waste Management (identification of all waste streams and suitable controls including controlled waste management and document retention where applicable),</li> <li>▪ Storage and handling of hazardous materials and dangerous goods including disposal of wastes,</li> <li>▪ Storage and handling of hydrocarbons including recycling / disposal of wastes,</li> <li>▪ General materials and equipment storage and controls while in use,</li> <li>▪ Walkways and stairways, emergency exits, and equipment shall be identified and clear of any blockages. Design and mark areas that must always be kept clear, including but not limited to the following: electrical distribution boards, fire extinguishers and safety equipment. An area at least 1 metre in depth shall be left below electrical distribution boards and fire extinguishers,</li> <li>▪ Cables and hoses shall be run at a height suitable for ensuring they do not become a hazard to personnel. Suspended cables shall be suspended from insulated hooks.</li> <li>▪ Storage racks with a height more than four times the rack depth must be suitably attached to supporting structure or bolted to the floor. Where appropriate, storage racks shall be marked with maximum loadings,</li> <li>▪ All unnecessary items shall be removed from the workplace. Useable items shall be repaired as required and stored correctly. Unusable material shall be discarded,</li> <li>▪ Cylindrical items such as pipes or drums shall be stored in suitably designed racks, or adequately chocked.</li> </ul>	A, B, C, D

#### 4.3. Road Transport / Chain of Responsibility (CoR)

##### 4.3.1. Road Transport

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure drivers are licensed, trained, assessed as competent and authorised to operate in accordance with the vehicle and route safety requirements.</li> <li>▪ The Contractor shall ensure systems are developed (engineering solutions preferred) and implemented at site to ensure maximum mass allowances are monitored and not breached.</li> <li>▪ The Contractor shall ensure or be working towards implementing that heavy vehicle(s) are speed limited, with vehicle speeds and transit times monitored by on-board GPS technology.</li> </ul>	Scope of work specific
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure fatigue management plans are developed and adhered to.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure that minimum vehicle safety specifications are defined, pre-start checks are recorded, and maintenance undertaken to ensure vehicles are fit for task and road worthy.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure a drug and alcohol screening program is in place that includes pre-employment, random and post incident testing.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure controls are in place for preventing falls from height if having to access prime-movers and vehicle trailers for loading and unloading activities. This includes</li> </ul>	



# STANDARD

## Contractor Management Minimum Requirements

Requirement	Contractor Class
that access ladders on trucks and trailers are in a serviceable condition enabling three points of contact at all times and have a non-slip surface on the rungs of ladders.	
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure that heavy vehicles are procured in compliance with specifications and ensure they are maintained to remain compliant.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure that all road trips are assessed for route hazards with trip plans established.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure a health assessment program is in place for all heavy vehicle drivers that includes both pre-employment and age based periodic health assessments.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure Supervisors, Managers, Allocators and Schedulers involved in scheduling and dispatch of heavy vehicles undertake CoR awareness training.</li> </ul>	

### 4.3.2. Chain of Responsibility

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a documented risk assessment of requirements and obligations relating to contractual chain of responsibility requirements.</li> </ul>	Scope of work specific
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure that personnel in the transport chain have been trained and made aware of their obligation under CoR legislation.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a system in place for ensuring:               <ul style="list-style-type: none"> <li>- Vehicles are suitable for the task</li> <li>- Loads are positioned correctly</li> <li>- Appropriate restraint equipment is used</li> <li>- Adequate load restraint is applied, and</li> <li>- Managing driver hours and fatigue.</li> </ul> </li> </ul>	

### 4.4. Waste Management

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor is responsible for managing all solid and liquid wastes in their area.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Greenhouse Emissions data collection, reporting and reduction management</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The discharge of any wastes or other materials shall only be done in accordance with relevant Local, State or Federal legislation or in accordance with a license or permit held by CBH or the Contractor.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Hazardous wastes will be directed to a licensed facility located offsite.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall avoid petroleum-based solvents where possible and use bio-degradable cleaning products instead.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Wastes generated within machinery maintenance area will be contained, segregated and removed to a licensed facility.</li> <li>▪ Lubricating oils will be recycled off site at a licensed waste disposal facility. Oil will be recovered from runoff and bund catchments.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Contractors will recycle batteries off-site.</li> <li>▪ Engine coolant will be containerised, recycled, or taken off site for disposal at a licensed waste disposal facility.</li> </ul>	B, C, D

### 4.5. Hazardous Material and Dangerous Goods

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ For each classified hazardous material or dangerous good, the Contractor shall complete a Hazardous Materials / Dangerous Goods Risk Assessment and ensure approval by CBH before any hazardous material is brought to site.</li> </ul>	B, C, D (scope of work specific)

<ul style="list-style-type: none"> <li>A register of Hazardous Materials and Dangerous Goods (including quantities and storage locations) shall be maintained and provided to CBH if required.</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>Personnel shall be trained in the use, storage and handling of Hazardous Materials/ Dangerous Goods, and Safety Data Sheets for all classified substances/materials shall be readily available.</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>The purchase, transportation, storage, handling, use, disposal, and spill response of Hazardous substances, including hydrocarbons is in accordance with statutory requirements and environmental obligations applicable to CBH.</li> </ul>	B, C, D (scope of work specific)

### 4.5.1. Asbestos Management

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>Asbestos Containing Materials (ACM) has been identified at various CBH sites including buildings (wall sheeting, roofing, ducting) and network assets (gaskets, pillars, electrical boards).               <ul style="list-style-type: none"> <li>Where the Contractor undertakes work that may disturb ACM, asbestos registers must be consulted, and an ACM permit approved by the relevant Contract Manager.</li> </ul> </li> </ul>	A, B, C, D

### 4.5.2. Gas Cylinders

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>Gas cylinders shall be stored in an upright position and be secured to a fixed structure. Empty and full cylinders shall be segregated, and each storage area shall be labelled accordingly. Gas cylinders shall not be stored where they will be at risk from vehicular traffic.</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>Cylinders shall only be transported in approved cradles. Trolleys specifically designed for the handling of cylinders shall be used at all times.</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>All gas hoses and cylinders used for hot work shall be fitted with flashback arrestors at the cylinder and hand piece. All hoses shall be easily distinguished and not interchangeable.</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>All equipment shall be inspected prior to use for defects, where defects are identified the cylinder is to be tagged out of service and removed to an area designated for out of service equipment for inspection, repair or disposal by a licensed service provider.</li> </ul>	B, C, D (scope of work specific)

### 4.6. Permit to Work / Work Approval

Requirement	Contractor Class		
<p>A permit to work / work approval process shall be in place for the following high-risk activities:</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Work at height</li> <li>Confined space entry</li> <li>Excavation and penetration</li> <li>Hot works</li> <li>Critical Lifts</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Critical Safety System Out of Service</li> <li>Permit Isolation</li> <li>High Voltage Access</li> <li>Asbestos Management</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>Work at height</li> <li>Confined space entry</li> <li>Excavation and penetration</li> <li>Hot works</li> <li>Critical Lifts</li> </ul>	<ul style="list-style-type: none"> <li>Critical Safety System Out of Service</li> <li>Permit Isolation</li> <li>High Voltage Access</li> <li>Asbestos Management</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>Work at height</li> <li>Confined space entry</li> <li>Excavation and penetration</li> <li>Hot works</li> <li>Critical Lifts</li> </ul>	<ul style="list-style-type: none"> <li>Critical Safety System Out of Service</li> <li>Permit Isolation</li> <li>High Voltage Access</li> <li>Asbestos Management</li> </ul>		
<p>Each permit/work approval issued shall:</p> <ul style="list-style-type: none"> <li>Have a risk assessment completed and attached</li> <li>Be displayed at a visible place at the worksite until the job is complete</li> <li>Be valid only for the time of work</li> <li>Include defined responsibilities for handover of plant and equipment between shifts and contractors where applicable.</li> <li>Be closed or suspended prior to start-up of equipment.</li> </ul>	B, C, D (scope of work specific)		

### 4.6.1. Hot Work

Requirement	Contractor Class
<p>A Hot Work Permit shall be required for all hot work conducted in hazardous areas and where there is the presence (actual or potential) of flammable liquids, gases or flammable solids. Nominated hazardous areas include:</p> <ul style="list-style-type: none"> <li>▪ Sub-stations</li> <li>▪ Office &amp; accommodation buildings</li> <li>▪ Conveyor drives</li> <li>▪ Transfer Houses</li> <li>▪ Fuel / combustible materials storage areas once flammable materials are introduced to the location</li> <li>▪ Above conveyors, chutes, cable trays once hazardous materials are placed within</li> <li>▪ Material storage areas including warehouse and lay down areas</li> <li>▪ Grain storage areas, and</li> <li>▪ Other areas as posted.</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>▪ A Hot Work Permit shall be issued by a CBH authorised person after a review of the appropriate risk management documentation and all safeguards associated with the proposed hot work have been implemented and deemed satisfactory.</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>▪ Appropriate firefighting equipment and personnel trained in the use of the equipment are available at the scene.</li> </ul>	B, C, D (scope of work specific)

### 4.6.2. Welding

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ Welding shall only be undertaken by qualified and experienced personnel and a hot work permit shall be obtained prior to commencement of work.</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>▪ Welding gloves shall be sound, dry and used on both hands while welding and changing electrodes. Welders should wear appropriate dry fireproof clothing that covers the legs and arms, and footwear should be rubber soled and not have bare steel toecaps.</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>▪ Leads and equipment shall be inspected for damage. Damaged equipment and leads shall be removed from service for repair or discard.</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>▪ Any transformer or inverter type welding machine will be fitted with a Voltage Reduction Device (VRD).</li> </ul>	B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>▪ All other types of welding machines will be fitted with an in-line isolator or a “dead man” type switch.</li> </ul>	B, C, D (scope of work specific)

### 4.6.3. High Voltage Switching

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ No person shall make personal contact, either directly or through any conducting object, with any high voltage conductor believed to be dead, unless the conductor has been effectively earthed and short circuited.</li> </ul>	C, D (scope of work specific)
<ul style="list-style-type: none"> <li>▪ High voltage switching shall be carried out only by an approved High Voltage Operator and where the appropriate permit has been issued.</li> </ul>	C, D (scope of work specific)
<ul style="list-style-type: none"> <li>▪ Approved protective clothing and equipment shall be used to carry out switching and when proving cables and equipment are dead.</li> </ul>	C, D (scope of work specific)

### 4.6.4. Electrical

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall conduct all works to Electricity (Licensing) Regulations 1991</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall develop operating procedures for the use of equipment in accordance with OEM specifications and ensure HSE risks are mitigated to ALARP. Portable electrical equipment shall be inspected prior to use to identify defects.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure maintenance, testing, calibration and certification of plant and electrical equipment is carried out to manufacturer recommendations and regulatory requirements and records of such are maintained.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Portable electrical equipment shall only be used if it has a current test tag on the equipment.</li> <li>▪ A system should be in place to verify that electrical equipment that is unfit or is unsafe for use is removed from the workplace.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure that registers for workplace inspections, plant, tools, rigging, hazardous substances and electrical items are available.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure statutory registration and certification requirements for personnel, plant and equipment are identified, maintained and recorded.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a dust mitigation procedure where it is identified as a risk.</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall define, implement and communicate site HSE rules (e.g. prohibited tools, PPE, training standards, environmental standards and mandatory procedures) for the operation</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall verify that all electrical work will only be carried out by personnel authorised to carry out that work by a licence issued in accordance with the Western Australian Electricity (Licensing) Regulations.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ Electrical PPE: The Contractor shall provide designated electrical PPE for electrical workers. PPE shall include indication of the level of voltage exposure rating, prevent conduction of electricity, clothing shall be 100% cotton or wool, insulated gloves, helmets, non-metallic glasses and footwear.</li> <li>▪ Electrical PPE shall be inspected prior to use to ensure fit for purpose and completely free of moisture; PPE not fit for use shall be discarded and marked out of service.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure all mobile equipment is free of soil or vegetative material before entering or departing all CBH sites</li> </ul>	B, C, D
<ul style="list-style-type: none"> <li>▪ Demobilisation: ensure all wastes and materials are removed from site and disposed of in accordance with any relevant legislation, management plan and procedure.</li> </ul>	B, C, D

### 4.6.5. Cranes and Lifting

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a documented risk assessment of requirements and obligations relating to contractual chain of responsibility requirements.</li> </ul>	Scope of work specific
<ul style="list-style-type: none"> <li>▪ Rated and Certified Cranes. The Contractor shall have a system in place to verify:               <ul style="list-style-type: none"> <li>- All Cranes shall include audible and visual alarms.</li> <li>- All Cranes manufactured with an anti-two block device or limit switch shall be inspected to ensure the device is operational and not overridden prior to use.</li> <li>- With exception of pick and carry operations, no lifting shall be carried out without outriggers deployed, locked, and only used in line with the OEM standards.</li> <li>- Statutory inspections and preventative maintenance and repairs to cranes, cables and lifting components shall comply with the manufacturer's specifications and regulatory requirements as a minimum and records shall be kept on site.</li> <li>- All cranes shall be subject to a documented pre-operation inspection and annual inspections to ensure safety devices and load indicators are functioning.</li> </ul> </li> </ul>	

**Contractor Management Minimum Requirements**

<ul style="list-style-type: none"> <li>- Any modification to cranes and lifting components shall be subject to original equipment manufacturer's approval, conducted in accordance with AS 1418.1 Cranes, hoists and winches - General requirements.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Rated and Certified Lifting Components. The Contractor shall have a system in place to verify:           <ul style="list-style-type: none"> <li>- The manufacturers rated capacity (MRC), safe working load (SWL) or working load limit (WLL) shall be clearly identified and marked on all relevant lifting equipment and shall not be exceeded.</li> <li>- All lifting equipment shall be identifiable with a unique identity code or number (excluding shackles) and inspected at a documented, specified frequency.</li> <li>- All lifting hooks (except for grab and chain shortening hooks) will be fitted with a safety latch to prevent the load from accidentally detaching.</li> <li>- All rigging connections and lifting equipment shall be in a safe condition for use. Lifting equipment shall not be operated with an inoperable or defective safety device.</li> <li>- Lifting points shall have a SWL/WLL rating aligned to a site register. Lifting points without a rating must have a risk assessment outlining how the load is to be lifted and this risk assessment is approved by the lift Supervisor.</li> <li>- Management of mobile crane operator operation hours and fatigue.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>▪ Load Cells and Tilt/Level indicators. The Contractor shall have a system in place to verify:           <ul style="list-style-type: none"> <li>- All cranes shall be fitted with a slew and height limiter device(s) that measure and monitor the load and indicates to the operator if the crane is within the safe load and rated capacity; preference would be that the installed device cuts out to prevent overloading and overreaching of the crane.</li> <li>- All cranes shall be fitted with a load cell with the weight of the load displayed in the visual range of the operator.</li> <li>- All mobile cranes shall have a tilt (pick and carry) or level (slewing) indicator displayed in the visual range of the crane operator.</li> <li>- A system exists that ensures load (tilt/level) indicators and load cells are maintained, correctly calibrated and operates within OEM requirements.</li> </ul> </li> </ul>	<p>Scope of work Specific</p>
<ul style="list-style-type: none"> <li>▪ Lift Plan. The Contractor shall have a system in place to verify:           <ul style="list-style-type: none"> <li>- A lift plan is in place for all crane activities. This is inclusive of critical lifts, non-standard lifts if not supported by JHA or a SWI, multiple crane lifts and lifts within or have the potential to impede the 10-metre power line or high voltage apparatus exclusion zone.</li> <li>- That there is a documented process for lift plans that specifies the minimum competencies of persons who develop and approve lift plans.</li> <li>- The lift plan includes – load data, equipment data, rigging data, lift computation and proximity to hazards.</li> <li>- A check shall be conducted prior to the lift to ensure that the load being lifted is within the rated capacity of the crane and lifting attachments/rigging equipment and is also within limits set out in the lift plan.</li> <li>- The operator shall not leave the crane controls while a load is suspended.</li> </ul> </li> </ul>	<p>Scope of work Specific</p>
<ul style="list-style-type: none"> <li>▪ Trained and Competent Personnel. The Contractor shall have a system in place to verify:           <ul style="list-style-type: none"> <li>- All personnel involved in lifting activities shall be competent to do so; dogman and riggers shall hold a current nationally recognised High-Risk Work Licence.</li> <li>- All personnel involved in operation of a crane shall be competent to do so; crane operators shall hold a current nationally recognised High-Risk Work Licence and undertake a VOC for the specific crane being operated.</li> </ul> </li> </ul>	<p>Scope of work Specific</p>
<ul style="list-style-type: none"> <li>▪ Crane Exclusion Zones. The Contractor shall have a system in place to verify:           <ul style="list-style-type: none"> <li>- That Barricades or an exclusion zone shall be established around the crane that covers the entire working (including machine radius) area (tail swing and drop zone) to prevent entry of unauthorised personnel.</li> <li>- Loads shall not swing over people or occupied buildings and no person shall be under a suspended load or in a position where they could be struck by a falling load, be placed between the load and the crane or between the crane and a structure. Where</li> </ul> </li> </ul>	<p>Scope of work Specific</p>

<p>there is a risk of a load falling and striking a person, barricading or similar controls to prevent access shall be in place.</p> <ul style="list-style-type: none"> <li>- Trial lifts shall be conducted for every non-standard and critical lift (e.g. check/taking load and checking clearances).</li> </ul>	
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### 4.7. Hazardous, Restricted and Prohibited Equipment

#### 4.7.1. Explosive Power Tools

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ Written permission is required from the Contract Manager prior to bringing explosive-power tools onto any CBH site.</li> <li>▪ No persons will use an explosive-powered tool until they have been trained to use and maintain the tool and are deemed to be competent to operate the tool.</li> <li>▪ Explosive-powered tools must not be used near other persons unless adequate safety precautions are taken.</li> <li>▪ Warning notices must be posted when an explosive-powered tool is being used.</li> <li>▪ An explosive-powered tool is not to be used in situations where flammable or explosive gas, liquid or dust is present.</li> <li>▪ Explosive-powered tools will be stored unloaded in a safe place inaccessible to unauthorised persons.</li> <li>▪ Only cartridges suited to both the explosive-powered tool and the work to be performed are to be used. Cartridges must be stored in locked metal containers.</li> </ul>	A, B, C, D

#### 4.7.2. Compressed Air Tools

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ Compressed air supplies shall be checked to ensure correct pressure and air quality for the tools being used.</li> <li>▪ Permanent supply systems shall be labelled and fitted with suitable fittings to minimise the risk of inadvertent connection of Compressed Air Tools to incompatible services.</li> </ul>	A, B, C, D

### 4.8. Construction Work

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure that the appropriate demolition licenses have been obtained and provided to the principle prior to work commencing.</li> </ul>	A, B, C, D (scope of work specific)
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a system in place to verify that where a person undertakes construction work, they must have successfully completed general construction induction training. (White Card)</li> </ul>	A, B, C, D (scope of work specific)
<p>The Contractor shall ensure all high-risk construction work included but not limited to the below shall have a SWMS in place:</p> <ul style="list-style-type: none"> <li>▪ Where there is a risk of a person falling two metres or more</li> <li>▪ On telecommunications towers</li> <li>▪ Involving demolition</li> <li>▪ Involving the disturbance or removal of asbestos</li> <li>▪ Involving structural alterations that require temporary support to prevent collapse</li> <li>▪ Involving a confined space</li> <li>▪ Involving excavation to a depth greater than 1.5 metres</li> <li>▪ Construction of tunnels</li> <li>▪ Involving use of explosives</li> <li>▪ On or near pressurised gas distribution mains and consumer piping</li> <li>▪ On or near chemical, fuel or refrigerant lines</li> <li>▪ On or near energised electrical installations and services</li> </ul>	A, B, C, D (scope of work specific)



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Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ In an area that may have a contaminated or flammable atmosphere</li> <li>▪ Tilt-up and precast concrete construction work</li> <li>▪ On or adjacent to roadways or railways used by road or rail traffic</li> <li>▪ On construction sites where there is any movement of powered mobile plant</li> <li>▪ In an area where there are artificial extremes of temperature</li> <li>▪ In, over or adjacent to water or other liquids where there is a risk of drowning, and</li> <li>▪ Involving diving.</li> </ul>	

### 4.8.1. Scaffolding

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a documented risk assessment of scaffolding requirements. This may incorporate the implementation of scaffold management plan.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall ensure that the aspects of design, installation, construction, commissioning and dismantling of scaffolds are carried out to manufacturer recommendations and regulatory requirements and records of such are maintained.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a system in place to verify that scaffolding activities are to be supervised by experienced and trained personnel.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor will have a system in place to verify that scaffolding activities are conducted by personnel that hold a current nationally recognised competency. The competency will define the scaffolding high risk work licence class of either:               <ul style="list-style-type: none"> <li>- Basic</li> <li>- Intermediate</li> <li>- Advanced.</li> </ul>               This includes standby personnel and spotters.             </li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a system in place to verify where overhead work is being conducted, barricades shall be erected around the work area below to ensure other people do not walk into an area at risk from falling objects. Barricades must be positioned to accommodate the height of the work area and the potential for deflection of falling objects. Where it's not practical to put barricades in place a spotter shall be used.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ There shall be drop protection systems in place to prevent tools and equipment from falling from height (e.g. tool lanyards, buckets, grommets, drop mats). Determine effective controls to eliminate or reduce the potential for dropped objects introduced from maintenance and operational activities when working above ground level.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ All scaffolds shall have a Scaff tag attached, completed by the builder of the scaffold</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>▪ Scaffold shall be inspected by a competent person within the last 30 days prior to use. If the Scaff tag is not current (inspected in the last 30 days) then the scaffolding is not to be used.</li> </ul>	A, B, C, D

### 4.9. Grain Quality

Requirement	Contractor Class
<p>The Contractor shall recognise that CBH Group is storing and handling Food and Feed Grade Products and ensure that:</p> <ul style="list-style-type: none"> <li>▪ Any items that could potentially contaminate grain i.e. bolts are picked up immediately</li> <li>▪ Work areas are cleanly maintained, and</li> <li>▪ All equipment mobilized to site is weed and pest free.</li> </ul>	A, B, C, D

### 4.10. Tarping

Requirement	Contractor Class
<ul style="list-style-type: none"> <li>▪ The Contractor shall have a documented risk assessment of the requirements and obligations relating to contractual chain of responsibility requirements.</li> </ul>	A, B, C, D

**Contractor Management Minimum Requirements**

Specifically, this documented risk assessment shall consider: Wind speed, the number of personnel on site to safely undertake tarping activities, means of edge protection when operating on open bulkheads and use of equipment to control tarp movements.	
<ul style="list-style-type: none"> <li>Contractor Tarping companies shall verify they have tarping systems and practices in place that are approved by the Grain Covers &amp; Portable Infrastructure Manager prior to commencing tarping activities.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall have a system in place to verify that tarping activities are to be supervised by experienced and trained personnel.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall provide a work instruction to their workers that advises - No person shall walk on an unsecured tarpaulin on a stack.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>Where plant is used for handling and pulling tarpaulins, exclusion zones shall be in place and access to the work areas controlled.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall provide a work instruction that advises once tarps are removed, they shall be folded, rolled and stored as soon as it is safe to do so.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall provide a work instruction that advises that personnel shall minimise time spent on tarpaulins laying loose on the ground in an uncontrolled state prior to folding. After folding each section personnel are to walk back down the side of the tarpaulin to minimise time spent on the unsecured tarpaulin on the ground.</li> </ul>	A, B, C, D

**4.11. Delivery Drivers**

<b>Requirement</b>	<b>Contractor Class</b>
<ul style="list-style-type: none"> <li>The Contractor shall ensure drivers are licensed, trained, assessed as competent and authorised to operate in accordance with the vehicle and route safety requirements.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>The Contractor shall ensure all mobile equipment is free of soil or vegetative material before entering or departing all CBH sites.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>Approved protective clothing and equipment shall be used to carry out delivery driver duties.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>Light deliveries are typified by couriers, mail and small amounts of supplies that are generally able to be handled by one person without using power equipment or trolley jacks.</li> </ul>	A, B, C, D
<ul style="list-style-type: none"> <li>Heavy deliveries are different from light deliveries as they often involve cranes, forklifts or other equipment to load or unload trucks.</li> </ul>	A, B, C, D

## APPENDIX DOCUMENTS

- KPI reporting

<b>CONTRACTOR PERFORMANCE REPORT</b>		
THIS REPORT MUST BE FILLED BY THE CONTRACTOR AND SENT TO THE CONTRACT MANAGER BY EMAIL NO LATER THAN THE THIRD WORKING DAY INTO THE NEW MONTH		
<b>IMPORTANT: CONTRACTOR TO FILL ALL BLUE FIELDS</b>		
*A. GENERAL INFORMATION		
This Report is for works carried out for the Month of:	Month:	
CBH Zone (Circle Applicable)	Geraldton	Kwinana
	Albany	Sustaining
	Esperance	
	PDG Other (please specify):	
Contractor Supervisor: *Person filling report	Name:	
Project Name:		
Contractor Company Name:		
Sub-contractor Companies engaged:	1	
	2	
	3	
B. STATISTICS (*For work period)	Comments	
No. Contractor/Sub-contractor personnel on site:		
Total Contractor hours worked:		
*C. Incident & Hazard Reporting (*SHARE)		
Safety Interactions (behavioural observations)		
Site Inspections		
Hazards		
Near Misses		
Property Damages		
Environmental Events		
First Aid Injury		
Medical Treatment Injury		
Lost Time Injury		
Security Breaches		
D&A Breaches		
Any other injuries recorded?		
Events Summary and agreed actions to prevent re-occurrence:		
*D. Comments/Feedback for CBH (*includes Opportunities for improvement; Pros and Cons; Highlights)		
Report Submitted into SHARE		
CBH Contract Manager/Delegate Name:		
Title:		
Date:		
Monthly HSE Report TEMPLATE	CBH-HSE-HS-RPT-TEM-0001 Rev.0	Page   1

### 5. DOCUMENT CONTROL

#### Authorities

<b>Approved By</b>	Head of Health, Safety and Environment	<b>Approval Date</b>	03/03/2022
<b>Review Frequency</b>	Annual	<b>Next Review Date</b>	03/03/2023
<b>Owner</b>	Head of Health, Safety and Environment	<b>Custodian</b>	Specialist - HSEQ Systems
<b>Division</b>	Operations	<b>Department</b>	Safety and Environment

#### Review History

Version	Date	Author	Description of Revision
0.1	05 Jul 2018	Claire Hand	Formerly STORE Ref 16177943 / CBH-HSE-HS-PRO-0001 (PDG)
1.0	03 Jul 2019	Kerri Blakeman	Re-issue for signatory of new GM for PDG Pieter Vermeulen
1.1	11/09/2020	HSE Advisor - Systems	Annual review, no changes
2.0	18/09/2020	HSE Advisor - Systems	Final, issued for use, published
3.0	03/03/2022	Specialist - HSEQ Systems	Addition of Sections 4.6.4 Electrical, 4.6.5 Cranes and Lifting, 4.8.1 Scaffolding, 4.10 Tarping and 4.11 Delivery Drivers. Updated grammar in Section 4.3.1 Road Transporters/Chain of Responsibility.