



Document Part	Part 4 - WHS, Quality, Environment and General Requirements
Contract Number	
Description	
Location	Vales Point Power Station

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1.0 Overview

The purpose of this document is to provide information on the Principals Workplace Health and Safety (WHS), Quality, Environment and general requirements for works on Site as well as the supply of Goods and Services.

2.0 Glossary

Audit means a systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

Corrective Action Request means formal notification detailing an observed deficiency in the quality system.

Hold Point means a point defined as a position in the design, manufacture, construction and commissioning phases of the Contract beyond which work will not proceed without mandatory verification and acceptance by the Principal.

Non-Conformance Report means a formal notification of the departure or absence of one or more quality characteristics or quality system elements from specific requirements.

Preliminary Visit means a visit by the Principal of short duration (generally half a day) paid by the Principal to the Contractor's premises for the purpose of:

- (i) familiarisation with the Contractor's organisation and facilities;
- (ii) evaluation of the Contractor's commitment to quality; and
- (iii) assessing the effectiveness of the Contractor's quality system in selected areas of their operation.

Surveillance means the continuous monitoring and verification of the status of an entity and analysis of records to ensure that specific requirements are fulfilled.

Witness Point means a position in the design, manufacture, construction and commissioning phases of the Contract where the option of attendance may be exercised by the Principal.

WHS means Workplace Health and Safety

3.0 Contractor Safety Management Plans and Information

3.1 Category A

For Category A Contracts the Contractor must:

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- a) provide, implement and observe a WHS management system reviewed and accredited by the Principal or third-party auditor to an accredited standard. E.g. AS/NSA 4801 or ISO 45001. The WHS management system must make reference to and address, as a minimum, the following items:
- (i) general requirements;
 - (ii) WHS policy;
 - (iii) identification of hazards, assessment and control of risks;
 - (iv) legal and other requirements;
 - (v) objectives and targets;
 - (vi) WHS management plans;
 - (vii) resources management;
 - (viii) responsibility and accountability;
 - (ix) training and competency;
 - (x) consultation, communication and reporting;
 - (xi) reporting;
 - (xii) documentation, document and data control;
 - (xiii) hazard Identification, assessment and control of risks;
 - (xiv) emergency preparedness and response;
 - (xv) monitoring and measurement;
 - (xvi) incident investigation, corrective and preventive action;
 - (xvii) records and records management;
 - (xviii) WHS management systems audit; and
 - (xix) management review.
- b) supply a Site Specific Safety Management Plan (SSSMP) by the date, or within the period, specified in Table A of Part 1 for the Principal to review. The SSSMP must demonstrate the Contractors ability to manage the WHS requirements of the Works. The SSSMP must make reference to and address, as a minimum, the following items:
- (i) statement of WHS responsibilities;
 - (ii) statement of WHS policy;
 - (iii) legislative compliance;

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- (iv) WHS consultation processes;
 - (v) risk management process;
 - (vi) Induction and WHS training;
 - (vii) record of urine drug screen for staff pre-employment;
 - (viii) inspection and test;
 - (ix) qualification and licensing;
 - (x) Site emergency procedures;
 - (xi) Site fire-fighting procedures;
 - (xii) occupational health and safety disputes resolution;
 - (xiii) Site first aid provisions;
 - (xiv) protective clothing, footwear and personal protective equipment;
 - (xv) incident/injury reporting, management and rehabilitation;
 - (xvi) arrangements for workers compensation;
 - (xvii) safety officers and safety representatives;
 - (xviii) storage, handling and registration of hazardous substances;
 - (xix) Site housekeeping and rubbish removal;
 - (xx) work method statements; and
 - (xxi) toolbox talks.
- c) observe and satisfy all its obligations to its employees and other persons in relation to the health and safety of such employees and persons whether its obligations are imposed by Contract, by Common Law or by Legislation.
- d) comply with any audits or compliance checks, as required by the Principal, of the Contractor's performance against the Specification and/or SSSMP during the Works.

3.2 Category B

For Category B contracts the Contractor must:

- a) supply a Site Specific Safety Management Plan (SSSMP) by the date, or within the period, specified in Table A of Part 1 for the Principal to review. The SSSMP must demonstrate the Contractors ability to manage the WHS requirements of the Works. The Contractor must implement and observe the SSSMP for the duration of the Works. The SSSMP must make reference to and address, as a minimum, the following items:

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- (i) statement of WHS responsibilities;
 - (ii) statement of WHS policy;
 - (iii) legislative compliance;
 - (iv) WHS consultation processes;
 - (v) risk management process;
 - (vi) induction and WHS training;
 - (vii) record of urine drug screen for staff pre-employment;
 - (viii) inspection and test;
 - (ix) qualification and licensing;
 - (x) site emergency procedures;
 - (xi) site fire-fighting procedures;
 - (xii) occupational health and safety disputes resolution;
 - (xiii) Site first aid provisions;
 - (xiv) protective clothing, footwear and personal protective equipment;
 - (xv) incident/injury reporting, management and rehabilitation;
 - (xvi) arrangements for workers compensation;
 - (xvii) safety officers and safety representatives;
 - (xviii) storage, handling and registration of hazardous substances;
 - (xix) Site housekeeping and rubbish removal;
 - (xx) work method statements; and
 - (xxi) toolbox talks.
- b) observe and satisfy all its obligations to its employees and other persons in relation to the health and safety of such employees and persons whether its obligations are imposed by Contract, by Common Law or by Legislation.
- c) comply with any audits or compliance checks, as required by the Principal, of the Contractor's performance against the Specification and/or SSSMP during the Works.

3.3 Category C

For Category C contracts the Contractor must:

- a) undertake induction and WHS training;

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- b) provide qualification and licensing details;
- c) provide details of risk management processes;
- d) provide risk management training; and
- e) supply safe work method statements (SWMS).

3.4 Category C+

For Category C+ contracts the Contractor must be supervised by the Principal at all times and must:

- a) undertake induction and WHS training;
- b) provide details of risk management processes;
- c) provide risk management training; and
- d) supply safe work method statements (SWMS).

3.5 Risk Management and Process Control

The Contractor must:

- a) have a documented process to ensure that hazards are identified, assessed for their risk and control measures implemented.
- b) ensure that documented risk management process and methodologies must be consistent with the requirements of AS/NZS ISO 31000 Risk Management Principles and Guidelines or equivalent.
- c) ensure that documented risk assessments are submitted to the Principal which describe the work to be undertaken, identify the hazards associated with the work, and describe the risk control measures to be used.
- d) perform risk assessments following inspection of the location of the work.
- e) provide to his/her employees instruction, training and provide information on risk management.

3.6 Risk Assessments and Work Method Statements

In addition to the above, the Contractor must undertake risk assessments and provide SWMS for all work under the Contract.

The following list is provided to assist the Contractor in preparing risk assessments and SWMS when undertaking work at the Site. The list is indicative only and does not include risks and hazards associated with the individual tasks associated with the Contract which must be independently assessed by the Contractor.

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- a) Risks and hazards associated with work at the Site consist of (but are not limited to the following):
- (i) high voltage (HV) electricity;
 - (ii) asbestos/galbestos material;
 - (iii) high pressure vessels and pipe work;
 - (iv) hazardous substances and bulk chemical storage;
 - (v) dangerous goods;
 - (vi) confined space;
 - (vii) hazardous areas;
 - (viii) hydrogen filled generators;
 - (ix) oil filled transformers;
 - (x) steam turbines, high pressure and super-heated steam;
 - (xi) high pressure lubricating oil lines;
 - (xii) high speed rotating machinery;
 - (xiii) tripping, trip hazards uneven floor and work surfaces;
 - (xiv) working in cramped, confined and constricted areas;
 - (xv) working on a construction site;
 - (xvi) working in remote areas of the power station;
 - (xvii) illumination levels;
 - (xviii) being struck by falling objects;
 - (xix) mobile plant operating;
 - (xx) fire from hot work;
 - (xxi) electrocution, high voltage and low voltage high energy sources and extra low voltage;
 - (xxii) working with HV test equipment;
 - (xxiii) use of hand tools;
 - (xxiv) heavy lifting and manual handling;
 - (xxv) noise;

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- (xxvi) air borne dust, including dust containing crystalline silica (e.g. fly ash);
- (xxvii) deep fast flowing water, inlet and outlet canals;
- (xxviii) lightning strikes;
- (xxix) electric magnetic fields;
- (xxx) bushfire; and
- (xxxi) exposure to the elements, wind, rain and sun.
- (xxxii) height;
- (xxxiii) trip hazards;
- (xxxiv) restricted work areas;
- (xxxv) risk of falling objects;
- (xxxvi) poor visibility / airborne dust;
- (xxxvii) remnant asbestos insulation or gasket material;
- (xxxviii) insulation / lagging non-asbestos fibres;
- (xxxix) fall from scaffolding hazard if lagging is removed from steam pipework; and
- (xl) hot dust within a pile of dust.

4.0 Site Safety

4.1 Asbestos

Any work involving the removal of asbestos bearing materials must be performed in accordance with the Contract, Legislative Requirements and the relevant Australian Standards. (Refer to the WHS Laws and applicable NSW Workplace Health and Safety Statutory requirements.)

- a) The Principal has an asbestos register ("Register") and the Contractor will be provided with a copy of the register and must ensure that the register is reviewed by all Contractor Personnel before the commencement of work under the Contract;
- b) Contractor Personnel may encounter asbestos or asbestos containing material (ACM);
- c) gaskets on flanges not previously accessed can be of an asbestos type. All Contractor Personnel must be made aware of this fact and informed that gaskets are to be treated as asbestos. If there is any doubt to the composition, the Principal's Contract Administrator must be informed. Gaskets are never to be removed by any means other than scrapping.

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- d) the Contractor must ensure that, at all times, its Personnel will take proper precautions and have in place safety plans and procedures to deal with the possible presence of asbestos and ACM when carrying out work under the Contract;
- e) if asbestos or ACM is encountered by the Contractor when carrying out work under the Contract, the Contractor must immediately contact the Principal Contract Administrator. The Principal's asbestos identification risk assessment process must be implemented by the Principal Contract Administrator;
- f) material that is encountered which resembles or could be identified as asbestos or ACM must be treated as asbestos until proven otherwise and the procedures outlined above must be undertaken by the Contractor; and
- g) no equipment or materials are to be accepted that have asbestos bearing materials. Equipment that is procured from overseas is to have asbestos free consignment note attached to the goods delivered.

4.2 Chemicals

- a) The Contractor must not bring any chemical on to Site without the prior notification to and approval of the Principal.
- b) The Contractor must make and maintain a register, in a format acceptable to the Principal, of all chemicals that are anticipated to be brought onto the Site for use during works under the Contract. This list is to include but is not limited to dangerous goods, hazardous substances, non-hazardous substances (e.g. cleaning agents) and gas cylinders. The register must include the maximum expected storage quantity of each chemical and the storage location on the Principal's Site. The register must be readily available for inspection by the Principal. The Contractor must provide current Safety Data Sheets for all chemicals listed in its register.
- c) The Contractor must not bring any chemicals on Site that are not listed on the chemical register or exceed the previously notified maximum storage quantity without the prior notification to and the approval of the Principal. Once approval is granted the chemical register must be updated and a copy submitted to the Principal.
- d) The Contractor must include in the register a disposal plan for chemical remnants and empty chemical containers. The Contractor must not dispose of any chemical remnants or empty chemical containers at the Principal's Site without the prior notification to and the approval of the Principal.
- e) The Contractor must comply with the requirements of the relevant Legislative Requirement in regard to risk management of the storage, handling, transport and disposal of hazardous substances and dangerous goods.
- f) The Contractor must have Site specific risk assessments for the storage and use of any chemical that is a hazardous substance or dangerous good. The risk assessment must include Site specific procedures to control an incident involving the spillage/leakage of the hazardous substance or dangerous good.

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4.3 Confined Spaces

- a) Access for work in confined spaces will only be granted under a PTW.
- b) Where the Works under the Contract requires entry to a confined space the Contractor must carry out a risk assessment of the work to be conducted in the confined space prior to the commencement of the work and other requirements as defined in the WHS Laws and NSW Workplace Health and Safety Statutory requirements.
- c) The Contractor must ensure that their employees or Subcontractors, who are required to work in or enter a confined space, are provided with appropriate training in accordance with Legislative Requirements for Safe Working in a Confined Space (including those in the WHS Laws). The Contractor must provide to the Principal evidence of the acquired training and competencies.

4.4 Consultation

- a) Contractor Site Safety Notices
 - (i) The Principal has the right to issue Contractor Site Safety Notices and to charge to the Contractor costs incurred for rectification upon failure to comply; and
 - (ii) The Principal's Contract Administrator must be notified of, and given a copy of, any Contractor Site Safety Notice issued to a Contractor.
- b) Safety Officer

The Contractors must have an appointed representative to perform the duties and responsibilities of the Contractor's Site safety officer.
- c) Safety Representative

The Contractor's SSSMP must provide for involvement of the Contractor's Personnel. This may be via an elected safety representative to speak on the behalf of the Contractor's Personnel on the matters of safety.

4.5 Control of Radiographic Sources and Radiography

- a) Radiography on Site must be performed in accordance with statutory requirements.
- b) In the event of an accident involving Contractors radioactive sources the Principal's procedures must be followed.

4.6 Dust

If the Contractor encounters respirable dust (e.g. fly ash) during the course of the Works, it must, as soon as reasonably practicable, undertake a risk assessment to determine appropriate controls, including the application of appropriate PPE.

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4.7 Emergency Response and Incident Notifications

a) Emergency Response

- (i) The Contractor must ensure all employees are informed of and comply with Site emergency response procedures.
- (ii) The Contractor's Personnel must be familiar with and comply with the emergency response procedures applying to the Site.
- (iii) Details of the Principal's procedures for emergencies requiring ambulance, firefighting or police action will be made available to the Contractor.

b) Site First Aid

The Contractor must, in all respects, be fully responsible for ensuring the provision of first aid services in accordance with legislative requirements, to its employees and those of its Subcontractors including transport for injured persons to hospital or other appropriate destination as and when required.

c) Incident/Accident Notification

- (i) In addition to any statutory requirements or regulations, the Contractor must promptly report to the Principal, all accidents or incidents involving its employees and those of its Subcontractors.
- (ii) Within 2 Business Days of any incident, lost time incident or injury, the Contractor must provide a report to the Principal giving complete details of the incident, lost time incident, injury or damage, including the results of investigations into its cause and any recommendations or strategies for prevention of a recurrence.
- (iii) Immediately notify the Principal of any act, fact or circumstance associated with the activities of the Contractor or any other person that might affect the ability of the Contractor to perform any part of work under the Contract in a manner that is safe and without risks to the health or safety of any person.
- (iv) Prior to the commencement of work under the Contract, provide the Principal with a copy of any Approval that a person engaged to provide any part of work under the Contract is required by any Legislative Requirement to have in order to perform that part of work under the Contract.
- (v) Maintain and prepare such necessary records, documents and information concerning the health, safety and welfare of persons arising out of or as a consequence of the carrying out of or failure to carry out work under the Contract.
- (vi) As the Principal may require, provide a report to the Principal concerning:

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- (vii) the health, safety and welfare of persons arising out of or as a consequence of the carrying out of or failure to carry out work under the Contract; and
- (viii) the Contractor's compliance or non-compliance with its WHS obligations under the Contract.
- (ix) At all reasonable times provide the Principal with access to such records, documents and information as may be necessary to establish the Contractor's compliance or non-compliance with its WHS obligations under the Contract.
- (x) The Contractor must supply statistics in a form acceptable to the Principal.

4.8 Fire Protection

- a) The Contractor is responsible for the fire protection of its own buildings, plant and equipment and must assist in the fire protection of the buildings, plant and equipment of the Principal and other contractors. The method of complying with this requirement must be detailed in the SSSMP.
- b) The Principal has provided fire-fighting equipment for the purposes of fire protection of the Principal's buildings, plant and equipment to meet normal operating needs. Additional precautions are to be taken to cover the specified work. The Contractor must provide additional, appropriate and adequate firefighting equipment in areas where the Contractor is working. The Contractor must provide, as a minimum, the firefighting equipment listed in Table D of Part 1.
- c) The Contractor must ensure adequate fire-fighting equipment is appropriately positioned whilst carrying out work at the Site. This must include the positioning of the Contractor's portable firefighting equipment close by to where hot cutting or welding work is being carried out. (Refer also to 4.9)
- d) The Contractor must maintain and regularly service its firefighting equipment to a condition satisfactory to the Principal and must recharge its extinguishers after use regardless of how they were discharged. Provision for the maintenance and servicing of the Contractor's firefighting equipment must be in accordance with relevant Australian Standards.

4.9 Hot Work

- a) For all hot work involving grinding, welding, thermal or oxygen cutting or heating and other related heat producing or spark producing operations the Contractor must perform a risk assessment to determine the control measures required to prevent combustion of any surroundings.
- b) Hot work risk assessment control measures must be provided to the Principal for review and approval, prior to the commencement of any hot work involving grinding, welding, thermal or oxygen cutting or heating and other related heat producing or spark producing operation, where there is the potential for ignition of bush and/or bush fire damage to surrounding property.

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- c) Areas on Site where hot work may represent a risk to Personnel and plant, for example, flammable liquids, vapours or gases, combustible liquids, dusts, fibres of other flammable or explosive substances are designated high risk Areas. The Contractor must obtain from the Principal information of any high risk areas, where there may be hazardous conditions or flammable materials present that may present a risk when hot work is carried out.
- d) Where the Contractor is required to carry out hot work in high risk areas it must be carried out in accordance with the Principals ATAR under an appropriate PTW. The area must be inspected by the Contractor to ensure the work can be conducted in a safe manner.
- e) The Contractor must use the procedures in the Principals ATAR or submit an equivalent detailed procedure for hot work. The procedure must provide for use of a written PTW for the Contractor to authorise the work to proceed. The Principal must review the form of the PTW.

4.10 Impairment Testing

- a) Contractor and Subcontractor Personnel must complete the following upon request from the Principal:
 - (i) undertake drug and alcohol testing pre-employment;
 - (ii) undertake drug and alcohol testing prior to shutdowns; and
 - (iii) implement their own drug and alcohol testing program.
- b) On site drug (saliva) and alcohol testing is undertaken randomly and where the Principal has a cause to do so.

4.11 Legal Obligations

The Contractor must conform to the provisions of all WHS Laws and applicable NSW WHS statutory requirements made thereunder and in force them during the period of the work under the Contract.

- a) At all times during the undertaking of work under the Contract the Contractor must identify and exercise all necessary precautions and take all reasonably practicable steps to ensure the health and safety of all persons on the Site or who may be affected by work under the Contract.
- b) The Contractor:
 - (i) must comply and ensure that it and the Subcontractors and either's employees and agents comply with the WHS Laws;
 - (ii) warrants that it is familiar with and has the capability, appropriate resources and processes to comply with the WHS Laws;

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- (iii) must develop and implement WHS processes and programs, including a Subcontractor Management System, to identify and manage WHS requirements;
- (iv) must ensure that any person engaged to provide any part of work under the Contract who is required by any Legislative Requirement to have an Approval in order to perform that part of work under the Contract has obtained the Approval prior to the commencement of that part of work under the Contract; and
- (v) must provide the Principal within such time as required by the Principal with the report required as per the WHS Regulation.

4.12 Plant and Equipment

- a) Excavations near Cables and Pipelines
 - (i) All excavation work on the Site must be completed in accordance with ARP-21 - Authority to Dig which can be provided to the Contractor upon request.
 - (ii) This procedure describes the process to identify underground services and gain approval to excavate on the Principal property. The authority to dig form must be completed in accordance with the relevant excavation Legislation and Codes of Practice. This procedure and the authority to dig form is not a PTW.
 - (iii) Where Work involves excavation the SSSMP must provide procedures for locating cables and pipelines and for SWMS in the event that a cable is unearthed.
- b) Electrical Installations
 - (i) All electrical installations carried out by the Contractor must comply with the Principal's Site requirements and the conditions and the requirements of the network operator, where applicable.
 - (ii) The Contractor must ensure that all flexible extension cords, portable tools and electrical plant supplied at a voltage above 50 volts AC and 120 volts DC (extra low voltage) are inspected, tested and tagged in accordance with the Workcover Code of Practice "Electrical Practices for Construction Work". (Refer to WHS Laws and applicable NSW WHS statutory requirements).
 - (iii) The Contractor must ensure that all electrical appliances in amenities sheds/Site offices are inspected and tagged upon arrival or relocation on Site and then at least three monthly intervals thereafter by a licensed electrician in accordance with the Work Cover Code of Practice "Electrical Practices for Construction Work".
 - (iv) All work in a hazardous area must be performed by Personnel who have "competencies for working with electrical equipment in hazardous areas (EEHA)" as defined in AS/NZS 4761.

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c) Lighting

- (i) The Contractor must provide adequate lighting for their works and for other users of the Site to have safe access and egress.
- (ii) Low voltage equipment must comply with relevant Australian Standards or have suitable earth leakage protection.

d) Overhead Cranes as Work Platforms

The use of overhead cranes, as work platforms may be required for the completion of special work. This may be allowed provided a risk assessment is performed.

e) Mobile Plant and Equipment Near Electrical Conductors

- (i) Mobile cranes or similar equipment must not approach electrical conductors unless a risk assessment has been performed.
- (ii) The basis of this risk assessment must comply with NSW WHS statutory requirements.

f) Use of Radio/Mobile Phones

- (i) Radio equipment must be licensed and must be able to be produced on demand by the Inspectors from the Department of Communications.
- (ii) The use of radios and mobile phones near computer and PLC equipment is prohibited. PLC equipment is generally located in switch rooms or control rooms.

g) Safety Guards, Handrails and Flooring

Where work requires the removal of safety guards, handrails or flooring the work area is to be made safe by conducting a risk assessment and developing safe work procedures which are nominated in the SSSMP. Safe work procedures must ensure that the safety guards, handrails or flooring are removed for the minimum time necessary to complete the specific component of work associated with their removal. Immediately upon completion of this work component all safety guards, handrails or flooring are to be refitted. If work is suspended for a temporary period, the work area is to be made safe in accordance with the safe work procedures nominated above.

4.13 Safety Training and Competency Requirements

a) Certification of Personnel

The Contractor must maintain a record of all certificates required to carry out the work.

b) Induction

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- (i) In accordance with Contract requirements the Contractor must, prior to commencement on Site, ensure that all employees under his/her control (including Subcontractors) who are to work on the Site undertake:
 - (A) general health and safety induction training conducted by a Work Cover accredited trainer (green card);
 - (B) work activity-based health and safety induction training conducted by a Work Cover accredited trainer as required;
 - (C) Site specific health and safety induction training delivered by the Contractor (or the Principal) covering Site conditions, specific health and safety hazards associated with the Site and environmental procedures; and
 - (D) online Site access induction system. Contractors must complete a site induction via the online system at least 24 hours prior to arriving at the Site. Any costs associated with the time taken to do the online induction is at the Contractor's expense.

c) Specific Health and Safety Training

In accordance with the requirements of the Contract the Contractor must ensure that all employees under his/her control (including Subcontractor's) who are required to carry out Specific Health and Safety Work Procedures or Practices, such as Confined Spaces work procedures, undertake Specific Health and Safety training and are assessed as competent. The Contractor must provide to the Principal, on request, evidence of the acquired training and competencies.

4.14 Scaffolding and Rigging

- a) The Contractor must comply with all relevant requirements of AS/NZS 4576.
- b) The Contractor must use appropriate materials, erect and inspect scaffolds, obtain approvals for use and undertake follow up routine inspections and maintenance as required by AS/NZS 4576.
- c) The scaffolder must be competent and have the relevant certificate of competency for building and inspecting scaffolds.
- d) In addition to the requirements of AS/NZS 4576, the Contractor must have in place a system (for example, a "scaff tag" system) for the erection, approval, registration and regular inspection of any scaffolding erected in the course of the work under the contract. Regular inspections of slings, chains, lifting devices and harnesses must be carried out and the results recorded.
- e) The control documentation must be constantly maintained and be available to the Principal without notice.

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- f) When scaffolding is no longer required, the scaffolder must dismantle the scaffolding before the date of the next scheduled inspection.

4.15 Protective Clothing and Equipment (PPE)

- a) In addition to any Statutory requirements or regulations the Contractor must comply with directives issued from time to time by the Principal specifying any protective clothing or equipment that may be required to be used during the conduct of work under the Contract.
- b) Unless otherwise directed or specified the Contractor, its employees and those of its Subcontractors must wear, as a minimum requirement, a long-sleeved shirt and long trousers or combination overalls together with safety footwear, protective safety eyewear and safety helmet.
- c) Contractors working with or on electrical equipment containing high energy sources such as the power station's switchboards, transformers, power cables or generators must comply with the "National Guideline for the Selection, Use and Maintenance of Personnel Protective Equipment for Electrical Arc Hazards" Guideline ENA NENS 09 – 2014. "Base garments manufactured from arc rated material should be worn where there is a possibility of exposure to incident energy of 5J/cm² (1.2 cal/cm²) or above. The recommended minimum ATPV for base garments is 16.7J/cm² (4 Cal/cm²)".
- d) Orange helmets must not be worn on the Site.
- e) High visibility clothing that complies with AS/NZS 4602 High visibility safety garments, AS/NZS 1906.4 Retro reflective materials and devices for road traffic control purposes – High visibility materials for safety garments is to be worn by all employees working on Site.
- f) For any work on or near areas of the Site containing fly ash (such areas can be provided by the Principal upon written request), the Contractor, its employees and those of its Subcontractors must wear respiratory equipment suitable for the task being carried out. Where the Contractor's workers are required to wear respiratory protection, the Contractor must conduct a 'fit test' on each of its workers at least once every two years to ensure correct fitment of respiratory PPE. The Contractor must record and provide upon request, results of 'fit tests' including:
- (i) name of worker;
 - (ii) type of test undertaken; and
 - (iii) brands, models and sizes of respirator.

4.16 Subcontractor Approval

- a) All Subcontractors are subject to approval. The Subcontractor's Site Manager will be interviewed to determine their suitability. Appropriate forms must be completed and approved before the Subcontractor and staff will be issued a security card.

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- b) The Subcontractor is approved based on the work to be undertaken by the Subcontractor. The Contractor must not vary or delete this work to the Subcontractor unless approved in writing by the Principal prior to such change.

4.17 Underwater Diving

All diving Contractors must comply with Australian Standard 2299. It is also the Contractor's responsibility to abide by any Site instructions and ATAR.

4.18 Workplace Inspections

- a) The Contractor's safety officer and safety representative must undertake regular safety inspections of the Contractor's work areas. The Contractor must retain records of each inspection and forward a copy to the Principal.
- b) The workplace inspection procedure chosen must conform to either the Contractor's SSSMP or to a recognised industry safety code.
- c) The Principal will carry out random workplace inspections of the Works.

5.0 Quality Requirements

5.1 Quality System Requirements

- a) The Contractor must plan, establish, implement and maintain a Quality Management System based on AS/NZS ISO 9001:2016 or the Principal acceptable equivalent. If the works contain a component of construction the system must comply with the guidelines as set out in HB90.3. The Contractors' Quality Management System must be structured on the Plan-Do-Check-Act (PDCA) cycle per AS/NZS ISO 9001:2016. The Contractor must establish and implement a Quality Management System which includes but is not limited to the following:
 - (i) identifying the areas and assessing the associated level (likelihood and impact) of risk of products and services not conforming with specified requirements;
 - (ii) developing processes, generally documented as plans and procedures, to manage;
 - (iii) identifying and providing resources and allocating responsibilities to suit the plans;
 - (iv) implementing the plans and procedures;
 - (v) monitoring, auditing, controlling, measuring and improving the implementation of plans and procedures; and
 - (vi) regularly reviewing and improving the quality management system.

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- b) The Contractor must submit a Contract Specific Quality Management Plan by applying an appropriate Quality Management System to plan and carry out the Works involved, to ensure conformity with the requirements of the Contract and to manage any Quality Risks. The Quality Management Plan must be used and updated regularly during the life of the Contract by the Contractor. The Contractor must create and implement the Quality Management Plan, must include but not be limited to the following:
- (i) contract objectives;
 - (ii) resources to be used, including Organisation Management Structure / staff and their training for the work;
 - (iii) contract Staff responsibilities and authorities;
 - (iv) process controls to be used to deal with the work and risks involved, including quality procedures, list of job modules, check sheets, lift plan and Inspection Test Plans (ITPs) and associated check lists, with methods for measurement / analysis;
 - (v) methods to be used to monitor and audit implementation;
 - (vi) methods to be used to identify Non-conformities, Opportunities for improvement and implement corrective and improvement actions; and
 - (vii) methods to be used for document control and records management, including maintaining, securing / protecting / storing, identifying, retrieving and otherwise controlling records for the periods required.
- c) The Contractor must prepare and submit to The Principal for acceptance, a Schedule of the specific records intended to be maintained for the Contract and quality documentation, within the time frame indicated in Table A.
- d) The Contractor must provide a program for the works, plan and document the inspections, tests and verifications to be performed by the Contractor and its Subcontractors.
- e) Subsequent to the award of the Contract and until Final Completion, the Contractor's Quality System is subject to audit and surveillance by the Principal. The frequency and depth of such audit and surveillance will depend on the adequacy of the Contractors QMS system and the Contractor's performance during the Contract.
- f) Within 4 weeks of the Purchase Order/ Letter of Acceptance submit a controlled copy of the Quality Management Plan prepared for the Contract, covering the relevant elements of the Contractor's Quality Management System. Include a description of the Contractor's management structure for control of the work (including details of responsibilities and authorities), and an index of the Contractor's quality procedures and proposed Inspection and Test Plans (with associated checklists).

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- g) Implement and maintain the Quality Management Plan. Update the Quality Management Plan during the course of the Contract. Incorporate the Quality Plan into all work.
- h) Submit certification that each Subcontractor's Quality Management Plan and/or ITPs meet requirements no later than 60 days before work for which they apply commences, at least covering that work. Do not start that work before the certification is submitted. Submit monthly certification that the implementation of the Quality Management Plans and applicable Quality Management meet the requirements of the Contract. Submit revisions to the certification following reviews, revisions and amendments.
- i) The Contractor must develop Standard Maintenance Procedures (SMP) or job modules for all Works. A (SMP) or Job Module is a detailed list of sequential steps that describes how to perform a maintenance task and is also a documented standard to which the job or task should be performed consistently. The (SMP) must be specific and detailed enough so that a qualified maintenance technician, who has never worked on the plant / equipment, can perform the task successfully by reading and following the instructions contained in the SMP. The Contractor's SMP, must include but not be limited to the following:
 - (i) document title and number;
 - (ii) a statement reading: "Read all steps before beginning of work";
 - (iii) all Safety, environmental and quality risks to be aware of while doing the job;
 - (iv) personal protective equipment (PPE) required to do the work;
 - (v) a complete list of tools and spares for doing the job;
 - (vi) a detailed list of sequential steps for performing the job or task;
 - (vii) witness point and hold point to be incorporated in the SMP;
 - (viii) photos and diagrams where needed to explain job steps;
 - (ix) measurements, standards & tolerances in the standard maintenance procedure steps;
 - (x) check sheets to record "AS FOUND" and "AS LEFT" measurements, while performing the maintenance;
 - (xi) number of resources required for performing the job;
 - (xii) nominal duration required for performing the job;
 - (xiii) revision dates with name of the document creator;
 - (xiv) lift Plan for any loads that must be lifted by crane; and

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- (xv) feedback space to record any opportunity for improvements to improve the accuracy and effectiveness of the SMP.

- j) The Contractor must provide with all products and it supplies as part of the Works with "ZERO defects".
 - (i) The product must meet all purchase order and referenced engineering specifications unless arrangements have been agreed upon between the Principal and the Contractor, in writing prior to shipment.
 - (ii) The Contractor must not repair products damaged or found to be faulty during fabrication by any method including, but not limited to, welding, brazing, soldering or use of adhesives, nor repair by any method, defect in castings or forgings, unless authorised by the Principal in writing.
 - (iii) The Contractor must not substitute or change any process or materials or specification as defined on the purchase order without prior approval from the Principal.
 - (iv) Adequate records of inspections and tests must be maintained through the use of tags, data sheets, check sheets etc. Test results must be recorded. Actual inspection readings must also be recorded, when required by the Purchase Order. Copies of this data must be maintained and supplied to the Principal. The Principal may refuse to accept products under this contract if the Contractor fails to submit the certification, documentation, test data or inspection data as specified on the Purchase order.
 - (v) Neither surveillance, inspection and or test made by the Principal, their representatives at either Contractor's or the Principal facility, nor the Contractor's compliance to all applicable Quality Assurance requirements must relieve the Contractor of the responsibility to furnish products, which conform to the requirements of the contract.
 - (vi) Product previously rejected by the Principal and reworked or replaced by the Contractor, must be identified in the shipping documentation with reference to the Principal Non-Conformance Work order and must have new certification documents with the shipment of the returned product. Failure to identify previously rejected product may be cause for rejection and return of the material at the Contractor's Expense.
 - (vii) The Contractor must notify the Principal, in writing, of all process, design, fabrication, testing, facilities and material changes affecting the form, fit, function, reliability or interchangeability of end item specification or drawing requirements during the performance of this contract. The Contractor must afford the Principal an opportunity to examine such changes for Compliance to the Contractual Quality Assurance requirements including any necessary approvals.
 - (viii) The Contractor must establish and maintain an effective system for controlling nonconforming or defective materials pertaining to the identification,

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segregation, and disposition of such materials. Prompt action to correct assignable conditions contributing to non-conformance is recommended as part of the inspection system. Non-conforming product returned to the Contractor must be reworked to the original drawing / specification requirement or replaced; no repair or use-as-is disposition is allowed without the written approval of the Principal. When product is rejected at the Principal and returned to the Contractor for replacement or rework, the return of the product must be identified on the packing list with the Non-conformance Work order number issued by the Principal and all applicable quality documents and certifications must be submitted with the return of the replacement / reworked product. The Contractor must notify the Principal if any non-conforming product prior to shipment and then non-conforming material, if dispositioned for shipment to the Principal, must be identified and packaged separately from conforming products. The Contractor's packing list must identify the correct quantity of nonconforming and conforming product on separate lines.

- (ix) The Contractor must perform Quality Control and Quality Assurance Tests and procedures as are required to ensure the Products meets the Specifications or as may be mutually agreed between the Principal and The Contractor hereafter. Upon Completion of the manufacture of each shipment lot of Products, The Contractor must provide the Principal with a written report of the results of said Quality Control and Quality Assurance tests and procedures with respect to that shipment lot. It is understood that, for all purposes, the Principal must rely on said written report of results of Quality Control and Quality Assurance tests and procedures
- (x) The Contractor must provide Product Quality Test certificates, which at a minimum must include but not limited to the following:
 - (A) design Verification – sample(s) of the product that are assessed for compliance with the relevant product specification or Standard;
 - (B) document Review – The documented quality plan for the design and manufacture of the product is reviewed, to ensure that appropriate controls are in place to address risks to designated standards or specifications;
 - (C) quality plan implementation – on site assessment by the Principal or independent experts takes place to ensure that the quality plan is effectively implemented in practice to achieve ongoing compliance; and
 - (D) ongoing assessment – regular assessments both of the product itself in batch production and of the manufacturing site, verify that quality plans are being maintained and the product continues to comply with the Standard.

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- k) The Contractor must provide final QA report which must include but not limited to the following:
- (i) design records;
 - (ii) evaluation of Sub-Contractors and Suppliers Surveillance, Audit of Sub-contractors, Sub-contractor supplied documentation and certificate of testing by suppliers;
 - (iii) product batch / weld specifications / weld, other traceability records and Lot identification numbers;
 - (iv) calibration certificates;
 - (v) record / Check list of Inspection & Testing, Conformity reports for each completed Works;
 - (vi) non-conformity reports;
 - (vii) Principal's nonconforming product notifications and non-conformity register;
 - (viii) corrective action reports and Register and Principal's Corrective Action Requests;
 - (ix) any record used to demonstrate conformity to specified requirements and effective operation under the AS/NZS ISO 9000 series or required by the Principal; and
 - (x) any record generated to document the planning, execution and closure of the project but does not include records which are commercial in confidence or relate to staff confidential matters.

5.2 Inspection and Test Plans

- a) The Contractor must plan, document and implement any inspection and test activities for all phases of Works. Prepare Inspection and Test Plans in hard copy format (no soft copy) plus any necessary associated checklists in accordance with the Australian Standard AS9001:2015 Quality Management Systems Guidelines (QMS Guidelines), incorporating the Hold and Witness points specified in the Contract or otherwise specified by the Principal from time to time. Include special or particular requirements in the acceptance criteria used to inspect and verify Works. The Contractor must submit to the Principal the Inspection and Test Plan (ITP) in accordance with the Quality documentation shown in Table A. The ITP document must indicate but not be limited to the following:
- (i) all inspection and testing required by the Works;
 - (ii) inspection and tests required to verify and validate the design of the equipment built;

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- (iii) inspection and tests required for the supplied spares before it is used in the work. The ITP record reference verifying conformity of the spares or preceding work to the requirements;
 - (iv) Contracts staff who performs the inspection and test at each stage of the contract work;
 - (v) how each inspection is to be carried out and recorded (documented testing procedure or standard test method);
 - (vi) the acceptance criteria, frequency of testing, including the Principal's requirements;
 - (vii) who reviews inspection / test results, evaluates whether work conforms to the specification, determines what is the next course of action if work does not pass a required inspection or test and closes out completed and conforming work areas; and
 - (viii) provision for confirmation that all inspection and tests have been carried out to verify conformity to product / service requirements in each work.
- b) The QMS Guidelines are available at:
<http://www.construction.nsw.gov.au/cppm/guidelines.html>
- c) For each of the activities listed in subclause "Inspection and Test Plan Schedule" below, submit an Inspection and Test Plan (ITP), plus any necessary associated checklists, to the Principal at least 14 days prior to Possession of Site, and then submit ITP's for any emergency work prior to that work commencing.
- d) Show on each ITP the applicable mandatory "Hold" and "Witness" points listed in subclause "Inspection and Test Plan Schedule" below as requiring attendance by the Principal. Show any mandatory "Hold" or "Witness" points for tests or inspections required by the Contract to be carried out by the Contractor. Show any mandatory "Hold" and "Witness" points that are required by statutory authorities. Also show "Hold" and "Witness" points that are considered necessary for the Contractor to verify the conformity of work to be carried out by employees and subcontractors.
- e) Describe in the ITPs all work and materials required by the Contract to be inspected or tested, and by whom and at what stage or frequency.
- f) A "Hold" point (denoted by H on ITPs) is defined as a point beyond which work must NOT proceed without authorisation by the Principal. The required notice is a minimum of 24 hours unless otherwise specified by the Principal. There are no exceptions where a Hold Point can be passed without authorisation.
- g) A "Witness" point (denoted by W on ITPs) is defined as a point at which a particular activity or state of completion or readiness, is to be witnessed by the Principal, but work may proceed past this point if that Party fails to attend. The required notice is 24 hours unless otherwise specified by the Principal.

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- h) A Review Point (denoted by R on ITPs) is defined as a point, where quality documentation / processes are regularly reviewed and verified by the Contractor consistently, throughout the Works. Review Point does not restrict the Contractor from progressing to the next step of the Works. All other surveillance (monitoring) will be provided by the Contractor (denoted by S).
- i) Note that surveillance (monitoring) by the Principal will apply to all work associated with the Contract not otherwise covered by a "Hold" or "Witness" point. Prepare the ITPs to reflect this.
- j) The required ITPs must each include any checklists that are necessary to summarise a number of activities, attributes or standards that need to be verified at a particular inspection or test.
- k) Verification:
 - (i) for each work activity requiring an ITP, divide the required work into "work areas" or "lots", each "work area" or "lot" being a discrete section or quantity of the total work usually defined by location, which, for that activity, will be completed before moving on to another area.
 - (ii) a copy of the ITP (and associated checklists) for each activity must be assigned to each work area to allow progressive verification with the inspections and tests carried out.
 - (iii) checklists must be completed by those who perform or directly supervise the identified activity.
 - (iv) nominate experienced personnel who are authorised by the Contractor to verify, by notation on the ITPs, that the quality of the work inspected or tested is as specified.
 - (v) the Principal will endorse mandatory "Hold" points, and may endorse "Witness" points, when attending, at each work area. Such an endorsement will allow the Contractor to continue with following work but will not release the Contractor from the obligation to achieve the specified requirements of the Contract.
 - (vi) it is specifically noted that hold points will be programmed and enforced for all pressure welding work including but not limited to:
 - (vii) welder qualification record;
 - (viii) weld procedure verification;
 - (ix) positive material identification;
 - (x) visual inspection by competent welding supervisor; and
 - (xi) non-destructive testing results.

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- (xii) the Principal will specifically perform a mandatory final inspection via a mandatory "Hold" point identified on the program directly prior to closure of access doors. If this hold point is passed by the Contractor, confined spaces will be required to be re-opened and inspected and will not be the basis for a time extension.

6.0 Environmental and Waste Management Plans

- a) The Contractor must prepare, and issue to the Principal, a Site-Specific Environmental Management Plan (SSEMP). The SSEMP must address as a minimum, the following:
 - (i) roles and responsibilities;
 - (ii) environmental training and competency of staff;
 - (iii) a summary of key environmental issues;
 - (iv) regulatory requirements;
 - (v) environmental risk assessments;
 - (vi) pollution prevention and containment;
 - (vii) soil erosion, sedimentation and water quality;
 - (viii) noise and vibration control;
 - (ix) hazards and risks;
 - (x) waste minimisation and management;
 - (xi) indigenous and non-indigenous heritage and archaeology;
 - (xii) hazardous substance and dangerous goods management;
 - (xiii) air quality control (including fugitive dust);
 - (xiv) flora and fauna management, visual screening and landscaping;
 - (xv) traffic control and access, hours of operation;
 - (xvi) contaminated soils/acid sulphate soils
 - (xvii) incident response;
 - (xviii) monitoring, checking and corrective action;
 - (xix) complaints management procedure; and
 - (xx) supplementary SSEMP's (e.g. sub-contractors).

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- b) The Contractor must undertake all environmental monitoring as required by the SSEMP. Monitoring records must be retained by the Contractor and must notify the Principal of any non-conformance as soon as it is known.

The SSEMP must comply with all requirements of statutory/regulatory authorities that may require specific issues to be addressed by the SSEMP. The requirements will include all relevant Federal and State Regulatory Authorities. In the event of a discrepancy between the SSEMP and the Contract, the Contract will prevail.

- c) The Contractor must review and revise the SSEMP on a 6 monthly basis or at the direction of the Principal to ensure the SSEMP is in line with current Site practices and Legislation.
- d) Where the Principal has an environmental plan or procedure for the Site, the Contractor must also comply with the Principal's environmental plan or procedure.
- e) As a minimum, the Contractor must comply with the requirements of all relevant legislation. This will include but not be limited to the following:

- (i) Environmental Protection Licence 76;
- (ii) Protection of the Environment Operations Act 1997;
- (iii) Soil Conservation Act 1938;
- (iv) Waste Avoidance and Resource Recovery Act 2001;
- (v) Ozone Protection Act 1989;
- (vi) Water Management Act 2000;
- (vii) Environmental Hazardous Chemicals Act 1985;
- (viii) Fisheries Management Act 1994;
- (ix) National Parks and Wildlife Act 1974;
- (x) Environmental Planning and Assessment Act 1979;
- (xi) Biodiversity Conservation Act 2016;
- (xii) Biosecurity Act 2015;
- (xiii) Coastal Management Act 2016;
- (xiv) Contaminated Land Management Act 1997;
- (xv) Dangerous Goods (Road and Rail Transport) Act 2008;
- (xvi) Heritage Act 1977;
- (xvii) Pesticides Act 1999;

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- (xviii) Pipelines Act 1967;
 - (xix) Radiation control Act 1990;
 - (xx) Rural Fires Act 1997;
 - (xxi) Ozone Protection and Synthetic Greenhouse Gas Management Act 1989;
 - (xxii) National Greenhouse and Energy Reporting Act 2007;
 - (xxiii) All Applicable State Environmental Planning Policies (SEPP's);
 - (xxiv) Relevant Local Environment Plan and Regional Environmental Plan; and
 - (xxv) Environment Protection and Bio-diversity Conservation Act 1999.
- f) In addition, the Contractor must comply with any specific conditions/requirements of development consent, construction approvals, licenses and environmental impact assessment/approval documents and any other approvals. The Contractor is responsible for obtaining all licences and/or approvals unless otherwise stated in the Contract. The Contractor is responsible for the payment of fees associated with such approvals.
- g) The Contractor must take responsibility for the training of all Personnel and Subcontractors in relation to the requirements of the SSEMP. Records of such inductions must be made available to the Principal on request.
- h) The Contractor must inspect the Works on a weekly basis to ensure all requirements of the SSEMP are met. Any non-conformances to the SSEMP must be reported to the Principal on a weekly basis, or immediately in the event of a significant non-conformance.
- i) The Contractor must ensure that adequate facilities and equipment are readily available to contain, remove and decontaminate affected areas in the case of an accidental spill or discharge of a pollutant. Such equipment must include but not be limited to oil booms, oil absorbent pads, sawdust and spill kits. All oil/fuel contaminated material must be disposed off-site to an EPA licensed facility.
- j) The Contractor must maintain plant and equipment in proper and efficient condition to prevent the emission of fuels, oils, fume, dust and other objectionable matter into the environment. All plant and equipment must be operated in proper and efficient manner. All activities must be conducted in a competent manner.
- k) The Contractor must ensure that all fuels, oils and chemicals are stored in an impervious bunded area. The bunded volume must be sufficient to contain a minimum of 110% of the largest container of chemicals stored.
- l) If any pollution incident occurs as a result of an act by the Contractor, the Contractor must, at no cost to the Principal, comply with all instructions given to the Contractor by the Principal or any relevant Authority to clean-up the contaminated areas and to prevent any further pollution. The Contractor is responsible for the payment of any

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finer or charges associated with such incidents. The Contractor must immediately notify the Principal of any such incident.

- m) The Contractor must take all proper precautions to minimise any nuisance arising from dust caused by its activities. Washing down of vehicles must only be conducted in an area approved by the Principal.
- n) The Contractor must not clear any trees, timber and scrub without the prior approval of the Principal. The Contractor must abide by all Local Council tree preservation orders.
- o) At the direction of the Principal, the Contractor must attend meetings to assess the potential environmental risks of the Works. Such meetings may occur at the commencement of the Contract or prior to commencement of a new work process. Any additional actions identified in such meetings must be implemented by the Contractor and integrated into the Environmental Management Plan at no additional cost to the Principal.
- p) The Contractor must provide onsite waste and recycling facilities unless otherwise directed by the Principal. Disposal or recycling of wastes generated by the Contractor is the responsibility of the Contractor. The disposal method and destination for this waste must be nominated on the Contractor's waste schedule which must be submitted to the Principal prior to the date of possession of Site.
- q) The Contractor must provide a list of major waste streams expected to be generated by their activities at the Site. This includes the activities of proposed Subcontractors. The list must include, but not be limited to; lubricants, solvents, hazardous chemicals/materials, paper, glass, plastics, packaging material, lagging and cladding material, green waste, used plant components and construction waste. This Schedule must nominate the collection method and final destination of the waste or recyclable.
- r) All Personnel must be made aware of the procedures for collection and disposal of waste or recyclables, which are detailed on the Contractor's Waste Schedule, prior to each employee commencing any work at the Site. Contractors must maintain a register of staff inducted in waste procedures and this will be accessible to the Principal's staff on request.
- s) When purchasing goods and/or services on the Principal's behalf the Contractor must establish the disposal method recommended by the supplier for the product and packaging. The Contractor must observe any recommendation to recycle or re-use the product or packaging. Consideration should be given to products that have recycled content wherever they are cost and performance competitive.
- t) The Contractor must ensure that all waste is disposed of in accordance with the New South Wales, Environmental Protection Authorities, Waste classification guidelines.
- u) Any approach made to a Contractor by a member of the public in relation to the environmental performance or impact of the power station operations on the environment is to be regarded by the Contractor as an environmental

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complaint/enquiry. The Contractor must inform the Principal of an environmental complaint/enquiry at the earliest opportunity.

7.0 Environment Management

The Principal maintains a comprehensive ISO14001 accredited Environmental Management System (EMS) that targets compliance with all statutory Environmental Regulations and continual improvement of environmental performance.

The Principal strives to reduce environmental impacts where suitable economically viable technology exists to reduce or eliminate emissions or discharges, these technologies will be implemented and the Principal encourages their Contractors to do the same.

The Principal employees have the authority to cause work to cease immediately if environmental harm has occurred or is likely to occur.

7.1 Environment training and competency requirements

- a) Prior to commencement on Site, all Contractors will be made aware of the relevant environmental objectives of the Site through induction training. They must demonstrate the required knowledge and skills to perform the work in an environmentally responsible manner.
- b) Should any task require environment licence approvals, these must be directed to the Principal.

7.2 Contractor Environment Responsibilities

- a) Contractors must comply with the requirements of all relevant statutory bodies and with the Protection of Environment Operations 1997 and all associated Regulations.
- b) Maintain awareness of new Environment legislation.
- c) Report any environment incidents.
- d) Implement an Environment Management Plan.
- e) Implement a Waste Management Plan.

7.3 Environmental Incident Report

- a) The following general procedure must be followed on observing an Environmental Issue and is required under the Protection of the Environment Operations Act. All employees, Contractors and visitors are responsible for the reporting of an environmental issue. If an employee/ Contractor detects an incident or potential incident, then immediate action must be taken to isolate, reduce or remove the hazard where such action does NOT involve risk to themselves or other Personnel.
- b) The incident must be reported immediately to the Principal via the PCR (phone 555 or 02 4352 6070) with accurate information on:

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- (i) the type of Issue (oil, chemical, ash, coal, bushfire, gas etc.);
- (ii) location and extent of Issue;
- (iii) any circumstances requiring the use of specialised equipment;
- (iv) name and phone number of persons reporting the Issue;
- (v) any injuries Personnel; and
- (vi) extent of any hazard reduction actions undertaken.

7.4 Environmental Emergency Response

- a) The Principal have trained environmental emergency response staff onsite, in the event of an environment incident.
- b) Contractors must have in place procedures for environment emergency response for the work they complete.
- c) The safety of Personnel involved in environmental emergency issue response must be given the highest priority. Only properly trained personnel equipped with appropriate safety gear and protective clothing may be permitted to take part in operations where the risk of injury is evident. Any response action is to consider the requirements for support systems such as back-up Personnel and equipment, first aid, showers, hoses etc.

7.5 The Principal Environment Protection Licence

- a) The Site is covered under a NSW Government Environment Protection Licence.
- b) If any work an employee or Contractor carries out pose a risk or breach of licensing requirements, the Principal must be notified immediately.

7.6 Water Protection

- a) Water Restrictions.
- b) Contractors must abide by any Council enforced water restrictions when working on Site with domestic water supply.
- c) Water Contamination.
- d) Any incidents involving water contamination must be reported immediately.

7.7 Hazardous Substances

- a) The Contractor must take all precautions necessary to prevent the discharge of any pollutants as defined by the Protection of the Environment (Operations) Act, into any waters.

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- b) All plant and equipment maintenance must be carried out on a concrete paved area, the drainage from which must be provided with oil separation traps before discharge into any waters.
- c) Oil, grease, paints, chemicals, solvents, and liquids other than water must NOT to be disposed of down drains, toilets, or into watercourses.
- d) Oil Spills
 - (i) If an oil spill occurs, the Principal must be advised immediately.
 - (ii) All oil or fuel spilt or leaking from any item of plant or equipment must be cleaned up immediately and the Principal is to be notified of all details.
 - (iii) If any waters become contaminated by oils or similar materials or otherwise polluted as a result of any act of the Contractor the Contractor must, at no cost to the Principal comply with all directions given to them by any relevant Authority to clean-up the contaminated areas and to prevent any further pollution.
 - (iv) All above actions taken by the Contractor and equipment used in preventing or removing pollution must be approved by the Principal.
 - (v) Oil absorbent material must be applied immediately to oil spilt. When the oil is absorbed, the oiled compound must be swept up and disposed of properly - not washed down drains. (Granular oil-sorb material is not preferred).
 - (vi) Any remaining oil must be removed by use of an approved degreaser, followed by hosing with water into a contaminated water drain. Special attention must be paid to oil films on steel platforms and steps which may cause a safety problem.
- e) Bunding of hazardous substances
 - (i) All environmentally hazardous liquids must be stored in bunded areas. Oil fuel and hazardous materials must be stored in bunded areas. The net capacity of a bund must be at least 110% of the net capacity of the largest tank or drum.
 - (ii) Areas where spillage is possible, or oil handling equipment is located, must be bunded prior to any work being done. Someone must be present at all times when oil transfer is in progress.
 - (iii) Drainage areas must be protected from ingress with suitable protection or containment equipment
 - (iv) Supplies of oil absorbent material must be available wherever oil handling and work on oil systems is taking place.
 - (v) Use of hazardous substances, chemicals, pesticides must be included in a risk assessment.

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- (vi) All hazardous substances, chemicals and pesticides usage must be approved by the Principal before being brought onto Site.
- f) Chemical deliveries
 - (i) Bulk deliveries of chemicals to Site must be approved by the Principal
 - (ii) Twenty-four (24) hours' notice of deliveries is required.
 - (iii) The Contractor must set up suitable storage and bunding for chemicals they bring on site.
- g) Vapours from chemicals
 - (i) If there is a potential for vapours from chemicals, appropriate exclusion zones must be set up.
 - (ii) If required air analysis monitors must be used to monitor vapour levels.

7.8 Hazardous Waste

- a) Hazardous waste products for Site include but is not limited to the following:
 - (i) corrosives;
 - (ii) fabric filter bags;
 - (iii) toxic inorganic materials such as soluble salts;
 - (iv) liquid waste;
 - (v) enviro lube;
 - (vi) oily sludges and oil filter debris;
 - (vii) oils and drums with oil;
 - (viii) toxic organic material such as pesticides;
 - (ix) pcb contaminated materials;
 - (x) poisons;
 - (xi) radioactive waste;
 - (xii) solvents; and
 - (xiii) any substances of unknown composition.
- b) Appropriate disposal of hazardous waste must be in accordance with relevant environmental legislation and statutory requirements.
- c) Contractors must implement recycling procedures where appropriate.

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7.9 Flora and Fauna

- a) Except to the extent necessary for the carrying out of the Works, flora must not be removed, damaged or disturbed nor must any vegetation be planted. Trapping, poisoning and/ or shooting of animals is strictly forbidden. No domestic pets or livestock are permitted on Site. Where the use of herbicides, pesticides and other poisonous substances has been specified, the Contractor must submit a Method Statement.
- b) Approval from the Principal must be obtained before the clearance of any native vegetation.

7.10 Marine Life

- a) Fishing and/or prawning activities are forbidden at all times on Site with the following exceptions:
 - (i) Commercial/experimental ventures that have the express permission of the Principal; and
 - (ii) Contractors, who in the course of their duties, are required to clear blockages at the cooling water (CW) screens, must ensure that all marine life and refuse is to be either returned to the natural environment or stored in an approved manner for later disposal.

7.11 Noise and Air Pollution

Contractors must carry out their work in such a way that noise and air pollution is minimised. This includes proper enclosure of work involving excessive noise or the release of dust or grit (eg. grit blasting) or using dust suppressant methods when working with coal fines or fly-ash. Special precautions may be necessary during windy conditions.

7.12 Environment Risk Assessments

Environment risks must be considered when carrying out tasks and adequate control measures put in place to protect the environment.

7.13 Finding of Minerals, Fossils and Relics

Valuable minerals, fossils, articles or objects of antiquity or of anthropological or archaeological interest, treasure trove, coins and articles of value found on the Site will, as between the parties be and remain the property of the Principal. Immediately upon the discovery of these things the Contractor must take precautions to prevent the loss or removal or damage and must notify the Principal of the discovery.

8.0 Site Security, Access and Removals from Site

8.1 Site Security

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- a) The Principal's Site is maintained under a by a third party security contractor and security system.
- b) The Contractors Personnel will be provided with a photo identification card which must be kept on their person at all times whilst on Site.
- c) All identity cards must be returned to the Principal upon completion of the Works and/or termination of an employee's services. In the event that an identity card is lost, the matter must be reported immediately to the Principal who issue a new card. A fee will be charged by the Principal to the Contractor for all unaccounted Contractor's identity cards of \$250 at the completion of the Works.
- d) The Contractor, and its Subcontractors and their employees must comply with the requirements of the Principal in regard to entering and leaving the Site and while they are on the Principal's premises. The Principal reserves the right to inspect the contents of all vehicles entering and leaving the Site.
- e) The Principal will accept no responsibility for the loss of, or damage to, the Contractor's or its Subcontractors, works, tools, equipment, clothing, etc.

8.2 Access

- a) Access to Site and Traffic Management
 - (i) The normal access to the Power Station Site is through the main gate which is manned to control vehicular access. Special access to other parts of the Site may be arranged subject to conditions on traffic control and security.
 - (ii) Only marked Contractor's vehicles will be permitted entry to the Site. Private vehicles (except those with access permits) will not be granted access. Access permits may be issued following an application in writing by the Contractor to the Principal. The Contractor must apply for access permits for issue to its Subcontractors. All vehicles granted access must be registered, road worthy and have current motor vehicle insurance.
 - (iii) Site parking regulations and speed limits must be strictly observed. Offenders may be refused further access to the Principal's property.
 - (iv) Non-employees are only permitted on Site on official business. Children are not permitted on the Site.
 - (v) Traction and prime mover vehicles that are primarily designed for travelling on public roads and are used on Site must be registered with the appropriate State Authority unless exempted in writing by the Principal. All non-registered plant must be maintained to a satisfactory standard, as required by the Principal.
 - (vi) The speed limit on Site is 10 km/hr. or as signposted otherwise. Contractors must ensure that all employees, visitors and delivery drivers observe the speed limits as the Principal may deny access to persons, who contravene the limits, to drive on Site.

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- (vii) Vehicles that are generally used for Site work must carry a first aid kit complying with legislative requirements and be clearly identifiable with the company name/logo.
- (viii) Areas on Site may from time to time be restricted due to the nature of work. Notification will be by observance of the ATAR isolation/access procedures and/or by Site notice.

b) Access to Apparatus

- (i) The Principal has a system in place to manage access to apparatus on Site called the Access to Apparatus Rules (ATAR). Formal written approval will be given by the Principal prior to any work on equipment. Approval is given via a Permit to Work (PTW) or Sundry Apparatus Approval for Access Form. The Contractor must be trained and assessed to carry out certain functions under the Principal's ATAR and their associated procedures.
- (ii) The Principal may, under certain circumstances, permit a Contractor to apply the Contractor's isolation procedures while carrying out Work under the Contract at the Site. Where the Contractor's isolation procedures are to be used, the Principal's approval must be obtained in writing prior to any Work starting on Site.
- (iii) The Contractor must ensure that any isolation locks issued to Personnel are returned to the Principal upon completion of the Works or termination of the employee.
- (iv) In the event that an ATAR access lock is lost, the matter must be reported immediately to the Principal who will undertake a corrective process. A fee will be charged by the Principal to the Contractor for all unaccounted Contractor's ATAR access locks of \$250 at the completion of the Works.

c) Access to the Works

- (i) The Contractor must provide temporary access and temporary protection to all equipment to enable safe work to proceed. This temporary work must be to the satisfaction of the Principal.
- (ii) The Contractor must make the Works available at all times for inspection by the Principal. Where the Contractor has control of the Site, the Contractor must put in place the appropriate Site access control procedures to allow all visitors including the Principal to gain access to Site.
- (iii) All work on Site must be carried out in such a manner so as not to obstruct operations of any other Contractor or the operation of existing plant.

d) Smoking

Vales Point Power Station is a non-smoking worksite except for designated smoking areas. Personnel are only to use the designated smoking areas in designated breaks.

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It is the responsibility of the Contractor to ensure that Personnel do not smoke outside of the designated areas or outside of agreed times.

e) Removal from Site

- (i) The Contractor must not remove materials or equipment from the Site unless accompanied by a signed docket ('Removal from Site Form' or 'Pass Note for the Principal Property') which must be presented to the Principal's security staff when the removal takes place. The Contractor must give adequate notice for the removal from the Site of all items owned by the Principal so that the Principal must have adequate time to arrange insurance, notifications and clearances. Up to the date of Practical Completion for each Portion, to achieve Practical Completion and during the completion of omissions and defects the Contractor must maintain and leave the Site in a clean and tidy condition.
- (ii) Before leaving Site, the Contractor must repair and make good all fire stopping areas disturbed by the Contractor during the contract to the Principal's approved standard (AS4072.1 and AS1851).
- (iii) All rubbish and material no longer required must be removed from site. Disposal must be in a fashion approved by the principal. If the Contractor fails to comply within 24 hours of a written direction issued by the Principal pursuant to this clause, the work may be carried out by the Principal and the total cost to the Principal, of the works, will be a debt due and payable from the Contractor to the Principal.
- (iv) Upon completion of the Contract the Contractor must remove from the Site all its temporary Works, miscellaneous plant, materials and other things then on the Site but not forming part of the Works.