



CONTRACTOR OH&S MANAGEMENT PLAN

CONTRACTOR'S INTEGRATED OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT PLAN

REQUIREMENTS FOR CONTRACTORS ENGAGED IN WORKS FOR CROMWELL PROPERTY SERVICES

Protect yourself, other workers and the public by promptly reporting any hazards, unsafe plant or unsafe work practices to the Property Manager as a matter of priority.

The policies, procedures and instructions stated in this plan should be read and followed in conjunction with the relevant Acts, Regulations, Codes of Practice and Advisory Standards, both State and Federal and also relevant Australian Standards.

Should the contents of this plan in any way contradict any legislative or legal requirement, the legislative or legal requirement shall apply. By providing this plan to contractors, Cromwell is acting to enhance the safety on Cromwell sites and in no way infers that contractors do not have an obligation to at all times follow applicable legislation and legal requirements.

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CONTENTS

INTRODUCTION	4
1 OBJECTIVES	4
2 RESPONSIBILITIES	4
3 CONTRACTOR'S REPRESENTATIVE FOR HEALTH & SAFETY	4
POLICIES	5
4 OCCUPATIONAL HEALTH AND SAFETY POLICY	5
4.1 ENVIRONMENTAL MANAGEMENT POLICY	5
4.2 CONTRACTOR SIGN-IN / SIGN-OUT POLICY	6
4.3 REHABILITATION POLICY	6
4.4 DRUGS AND ALCOHOL POLICY	6
4.5 SMOKING POLICY	7
4.6 BULLYING AND OCCUPATIONAL VIOLENCE POLICY	7
4.7 ANIMALS IN THE WORK POLICY	8
4.8 ISOLATED WORKSITES POLICY	8
4.9 EXPOSURE TO SUN POLICY	8
4.10 CHILDREN PROHIBITED FROM THE WORKPLACE POLICY	8
HEALTH & SAFETY ASPECTS OF CONTRACT MANAGEMENT	9
5 PLANNED ARRANGEMENTS	9
5.1 CROMWELL PROPERTY SERVICES REPRESENTATIVE	9
5.2 MEETING REQUIREMENTS	9
5.3 INDUCTION REQUIREMENTS	9
5.4 NONCOMPLIANCE	10
CROMWELL PROPERTY SERVICES SAFETY RULES	11
6 NOMINATED COMPETENT PERSONS	11
6.1 SITE PRE-PLANNING	11
6.2 CONTRACTOR/SUBCONTRACTOR STANDARDS AND PROTOCOLS	12
6.3 PERSONAL PROTECTIVE EQUIPMENT [PPE]	13
6.4 HOUSEKEEPING	13
RISK MANAGEMENT	14
7 HAZARD IDENTIFICATION	14
7.1 RISK ASSESSMENT / JSA	14
7.2 SAFE WORK METHODS	14
STANDARD OPERATING PROCEDURES	15
8 WORKING ON ROOFS	15
8.1 FLOOR OPENINGS, PENETRATIONS AND EDGES	15
8.2 WARNING SIGNS, BARRIERS, GUARDS, SCREENS & NOTICES	16
8.3 EXCAVATIONS	16
8.4 SCAFFOLDING	17
8.5 ELEVATED WORK PLATFORMS [EWP]	17
8.6 LADDERS	18
8.7 LIFTING TACKLE, MACHINES & HOISTS	18
8.8 OXYGEN AND ACETYLENE WELDING, BURNING AND CUTTING	19
8.9 USE OF ARC WELDING EQUIPMENT	20
8.10 ASBESTOS	20
8.11 HAZARDOUS SUBSTANCES AND DANGEROUS SUBSTANCES	21
8.12 TRAFFIC MANAGEMENT	21
8.13 USE OF MOBILE CRANES	22
8.14 CONFINED SPACES	22
8.15 USE OF SOURCES OF IONISING RADIATION & RADIATION GENERATORS	22
8.16 USE OF FLAMMABLE LIQUIDS & GASES – EXPLOSION AND GAS HAZARD	23
8.17 HAND TOOLS	23
8.18 POWER TOOLS	23
8.19 EXPLOSIVE POWER TOOLS	23
8.20 WORKING AT HEIGHTS – RISK OF FALL HAZARD	24
8.21 GAS INSTALLATION & MAINTENANCE WORK	25

8.22	<i>NOISE</i>	25
8.23	<i>REMOVAL OF DUST, DIRT & FUMES</i>	25
8.24	<i>HIGH PRESSURE WATER WASHING</i>	26
8.25	<i>WASTE DISPOSAL</i>	26
ELECTRICAL OPERATING PROCEDURES		27
9	ELECTRICAL EQUIPMENT	27
9.1	<i>ELECTRICAL WORK UNDER OR NEAR POWER LINES</i>	27
9.2	<i>RESIDUAL CURRENT DEVICES</i>	28
9.3	<i>PROTECTION ON HIGH VOLTAGE EQUIPMENT</i>	28
9.4	<i>INSPECTION AND TESTING</i>	28
9.5	<i>ACCESS TO TRANSFORMERS AND SWITCHROOMS</i>	29
9.6	<i>FLEXIBLE CABLES</i>	29
9.7	<i>PORTABLE ELECTRICAL TOOLS</i>	29
9.8	<i>ELECTRIC WELDING</i>	29
9.9	<i>OTHER ELECTRICAL SAFETY MATTERS</i>	30
INCIDENTS, ACCIDENTS AND SUPPORT SYSTEMS		31
10	REPORTING ACCIDENTS AND NEAR MISSES	31
10.1	<i>DAMAGE TO EQUIPMENT, PLANT OR PREMISES</i>	31
10.2	<i>FIRST AID</i>	31
10.3	<i>FIRE FIGHTING EQUIPMENT</i>	31
10.4	<i>EMERGENCY PROCEDURE</i>	31
10.5	<i>FIRE</i>	31

INTRODUCTION

1 OBJECTIVES

- The management of Cromwell Property Services Pty Ltd have determined that in order to prevent accidents and injuries and sustain the environment, the highest standards of safety and environmental management shall be practiced both within the company and on behalf of the company by its contractors and subcontractors.
- The objective of this manual is to promote health, safety and environmental best practice and ensure regulatory compliance of contractors and subcontractors by prescribing the requirements for health, safety and the environment when providing services to or on behalf of Cromwell Property Services Pty Ltd.
- This booklet should be read carefully and its receipt acknowledged in writing in connection with a specific contract. No variation will be permitted without the express permission of the National Facilities Manager. Efforts to comply with timetables for providing the services, must not affect the Health & Safety of persons carrying out the work active or the environmental aspects and impacts of the work being undertaken.

2 RESPONSIBILITIES

In addition to statutory responsibilities contractors, sub-contractors, their employees and agents must comply with:

- Cromwell Property Services Health and Safety Policy and Environmental Policy.
- Any other regulations, orders and by-laws that shall be applicable to the works, particularly those matters that concern the health, safety and welfare of the persons on the site and the practical environmental protection of that site.
- Site specific risk assessments/method statements as required and specific to the activity being undertaken.

Each time a contractor/subcontractor arrives on site and before commencing work they must report to the Managers Representative and sign in the site visitors register. Contractors will not be allowed on site if a permit to work is not in place and authorised.

Where applicable any contractor's pass, once issued must be worn at all times whilst on site.

3 CONTRACTOR'S REPRESENTATIVE FOR HEALTH & SAFETY

- The contractor shall nominate a person who shall ensure that all contractual and statutory obligations for the health & safety of their own and sub-contractor's employees are fully met and that best practices are pursued for encouraging safe working. The contractor shall provide records to show this person has the knowledge/competency to undertake this role [H&S Rep training or other as appropriate]. The person identified will be hereafter referred to as the Contractor's Representative.
- Communication between the contractor/subcontractor and Cromwell Property Services on site shall be directly with the property management representative for Cromwells. If this communication proves unsatisfactory or a safety or environmental issue arises that cannot be resolved, the contractor/subcontractor should contact the National Facilities Manager to escalate the issue and seek resolution.

National Facilities Manager
Email: phil.cowling@cromwell.com.au
Phone: 07 3225 7777
Fax: 07 3225 7788

POLICIES

4 OCCUPATIONAL HEALTH AND SAFETY POLICY

At Cromwell Property Services the welfare of our employees, contractors, subcontractors, customers, visitors and the public are our first priority.

Good safety is good business. Our approach to health and safety is based upon consultation, worker competency and risk management. To achieve our safety objectives we will:

- Comply with regulatory requirements and ensure our contractors and subcontractors also comply
- Establish, monitor and measure OH&S objectives and targets throughout the organisation
- Ensure systems are in place to manage safety
- Ensure systems are in place to monitor contractor and subcontractor performance
- Ensure all work activities, including those of contractors and subcontractors, are carried out by competent persons
- Systematically audit our systems, including those pertinent to contractors and subcontractors, analyse and respond to results of audits and seek continual improvement to our safety management.

4.1 ENVIRONMENTAL MANAGEMENT POLICY

Our objective is to provide a minimum of disturbance to the existing environment when undertaking works.

To achieve our environmental objectives we will:

- Comply with regulatory requirements and ensure our contractors and subcontractors also comply
- Establish, monitor and measure environmental objectives and targets throughout the organisation
- Ensure systems are in place to identify and manage the environmental aspects and impacts of our work
- Ensure systems are in place to monitor contractor and subcontractor performance
- Ensure all work activities, including those of contractors and subcontractors, are carried out by competent persons
- Systematically audit our systems, including those pertinent to contractors and subcontractors, analyse and respond to results of audits and seek continual improvement to environmental management.

REGULATORY COMPLIANCE

- *Australian Workplace Safety Standards Act 2005 – Commonwealth*
- *Occupational Health and Safety Act 1989 – ACT*
- *Occupational Health and Safety Act 2000 – NSW*
- *Work Health Act 1986 – NT*
- *Workplace Health and Safety Act 1995 - QLD*
- *Occupational Health Safety and Welfare Act 1986 – SA*
- *Workplace Health and Safety Act 1995 – Tasmania*
- *Occupational Health and Safety Act 2004 – Victoria*
- *Occupational Safety and Health Act 1984 – WA*
- *AS/NZS 4801:2001 – Occupational Health and Safety Management Systems*
- *ISO 14001:2004 – Environmental Management Systems*

4.2 CONTRACTOR SIGN-IN / SIGN-OUT POLICY

Cromwell Property Services aims to provide a professional standard of property management. In this regard, we will, for properties where we are responsible for contractor / subcontractor management, implement a sign-in register, which contractors / subcontractors are required to fill in at the times of arrival and departure from the property. This will ensure, among other things, the following:

- Provide a list of contractors / subcontractors present on the property in the event of a fire or emergency.
- Provide accountability to tenants and investors on the integrity of preventive maintenance works being conducted on site.
- Provide accountability to tenants on the integrity of security controls, as well as provide protection to contractors / subcontractors in the event of damage or theft on tenants' premises.

4.3 REHABILITATION POLICY

Cromwell Property Services provides occupational rehabilitation for any employee who suffers a work related injury or illness and will work with the employee toward an effective return to work program.

To achieve these objectives we will:

- Provide the supporting framework including all medical and related support services to the injured worker
- Provide suitable duties for injured workers as part of the injury management program
- Ensure employees understand the objective of an early return to work
- Ensure employees understand their rights regarding injury management and return to work, including the dispute resolution process
- Ensure systems are in place to support contractors and subcontractors undertaking return to work programs with injured employees
- Ensure the participation in a rehabilitation program does not in any way prejudice an employee
- Where a return to work program is not appropriate, the company will take steps to assist the employee to return to a meaningful role within the community

4.4 DRUGS AND ALCOHOL POLICY

Cromwell Property Services takes the issue of the use of alcohol while at work, or prior to undertaking work as serious. There is a zero blood alcohol or illicit drug tolerance policy for contractors providing services at any Property managed by Cromwell.

If any employee, contractor or subcontractor is reasonably believed to be under the influence of an illicit drug while at a Cromwell Property Services delegated workplace, that person will be required to leave the workplace.

Should this occur more than once in a six month period [in relation to the same contractor or subcontractor] the company may be removed from the workplace and contract terminated.

REGULATORY COMPLIANCE

- *Safety, Rehabilitation and Compensation Act 1988 – Commonwealth*
- *Occupational Health and Safety Act 1989 – ACT*
- *Workplace Injury Management and Workers compensation Act 1998 – NSW*
- *Work Health Act 1986 – NT*
- *Workplace Health and Safety Act 1995 - QLD*
- *Occupational Health Safety and Welfare Act 1986 – SA*
- *Workplace Health and Safety Act 1995 – Tasmania*
- *Workers Compensation Act 1958 – Victoria*
- *Occupational Safety and Health Act 1984 – WA*
- *Occupational Safety and Health Act 1984 – VIC*

4.5 SMOKING POLICY

As our duty to ensure health and safety at work, Cromwell Property Services prohibits smoking in the workplace including client premises where work is being undertaken by the Contractor.

Cromwell Property Services has a duty to protect the health of all employees and tenants from the effects of tobacco workplace smoking.

Employees, contractors and subcontractors are required to adhere to the following:

- Smoking is prohibited on customer premises
- Smoking is prohibited in enclosed workplaces, mobile plant and motor vehicles
- Smoking is prohibited in areas where chemicals are stored and in and around other fire hazard areas
- Smoking is prohibited on construction sites or sites where building or renovation is being undertake
- A breach of this policy may initiate appropriate action including removal from site or cancellation of contract arrangements.

4.6 BULLYING AND OCCUPATIONAL VIOLENCE POLICY

Cromwell Property Services is committed to taking all practicable steps to ensure bullying and occupational violence does not occur.

Bulling is considered to be repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety.

No single incident of workplace bullying will be condoned or ignored as it could lead to repeated bullying behaviour.

Occupational violence is considered to be any incident where a person is physically attacked or threatened in the workplace, whether by a co-worker, subcontractor or customer.

The following behaviour is considered to be bullying:

- Verbal abuse
- Excluding or isolating workers
- Psychological harassment
- Assigning meaningless tasks unrelated to the job
- Giving workers impossible assignments
- Deliberately changing work rosters to inconvenience particular workers
- Deliberately withholding information that is vital for effective work performance
- The following behaviour is considered to be violent:
- Striking, kicking, scratching, biting, spitting or any other type of direct physical contact
- Throwing objects
- Attacking with knives, guns, clubs or any other type of weapon
- Pushing, shoving, tripping grabbing
- Any form of indecent physical contact.
- A breach of this policy may initiate appropriate action including removal from site or cancellation of contract arrangements.

REGULATORY COMPLIANCE

- o *Occupational Health and Safety Act 1989 – ACT*
- o *Occupational Health and Safety Regulation 2001 – NSW*
- o *Code of Practice: Violence, Aggression and Bullying at Work 2006 – WA*
- o *AS/NZS 4801:2001 – Occupational Health and Safety Management Systems*

4.7 ANIMALS IN THE WORK POLICY

Cromwell Property Services does not permit employees, contractors or subcontractors to allow animals in the workplace. They could provide a risk to safe systems of work and may provide a risk of diseases that could be transmitted by animals.

Exceptions to this policy do occur when animals are used as part of the system of work such as animals for security guarding purposes. Where this occurs, permission must be obtained from Cromwell Property Services and risk assessments with safe systems of work must be provided and approved.

A breach of this policy may initiate appropriate action including removal from site or cancellation of contract arrangements.

4.8 ISOLATED WORKSITES POLICY

Whilst Cromwell Property Services does not prevent employees, contractors or subcontractors from working alone, any such activity must be subject to documented risk assessments and job safety analysis to show that careful consideration is given to all identified hazards and risks and hazard/risk minimisation practices have been established.

Cromwell Property Services believe that working alone is something that should be avoided.

Contractors utilising loan working practices must provide a detailed a risk assessment and ensure that the risk assessment is provided to Cromwell's Facilities Manager responsible for the premises.

4.9 EXPOSURE TO SUN POLICY

Australia has the highest incidence of skin cancer in the world and the incidence of skin cancer is increasing.

The following standards apply in the workplace when work is being undertaken by, or on behalf of Cromwell Property Services:

- Outdoor work activities must provide appropriate sun protection such as shade provision, UV sunscreen [SPF 30+ as per AS1067], hats [also protecting the neck], sunglasses, covering of arms and other areas subject to sun exposure
- Work in the sun should be avoided between 10am and 2pm [daylight saving, 11 am to 3pm] as this is the most hazardous time
- Since outdoor work in the sun is hot, workers may be inclined to take off clothing and allow skin to be unprotected. This is a high risk, therefore other means of cooling down must be provided

4.10 CHILDREN PROHIBITED FROM THE WORKPLACE POLICY

Having children of any age [under the age of 16 who are not workers] at a workplace is a risk to both the child and workers. Cromwell Property Services do not permit children to attend workplaces under their control [where work is undertaken by a Cromwell Property Services employee, contractor or subcontractor]. This includes children in the company of truck drivers.

A breach of this policy may initiate appropriate action including removal from site or cancellation of contract arrangements.

REGULATORY COMPLIANCE

- Occupational Health and Safety Regulation 2001 – NSW
- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems

HEALTH & SAFETY ASPECTS OF CONTRACT MANAGEMENT

5 PLANNED ARRANGEMENTS

The contractor/subcontractor shall provide a Health & Safety Management Plan stating the arrangements and risk management practices that have been undertaken and agreed in consultation with the employee representative that ensures:

- Appropriate and contractually agreed workers compensation, public liability and professional indemnity [if required] insurances are current and evidenced [copies provided in the H&S Management Plan]
- Their legal and contractual health and safety obligations have been met
- Risk assessments and job safety analysis/safe work methods have been documented that are specific to the work being undertaken
- All workers are trained, competent and hold the appropriate licences and permits
- Adequate supervision is in place

5.1 CROMWELL PROPERTY SERVICES REPRESENTATIVE

The Facilities Manager or authorised Project Manager will nominate in writing a person to be responsible for liaison with the contractor/subcontractor on health and safety matters in order that any operations by any party that affect any other party with regard to safety can be known and acted on. The person nominated will hereinafter be referred to as the Manager's Representative. Such an appointment will not release contractors/subcontractors from their own responsibilities for health and safety matters.

Prior to the commencement of work on site, the Manager's Representative will arrange a meeting with the Contractor's Representative at which the implications and the extent of the safety requirements for the contract will be discussed. Minutes of meetings shall be recorded and copies provided to all interested parties.

The contractor will be required to ensure that all employees and sub contractors associated with the works complete an electronic induction and ensure that all employees sign in and out of the site each time they visit using the designated sign in books.

5.2 MEETING REQUIREMENTS

As a minimum, the agenda of the pre-start meeting shall include, but not be limited to:

- Identification and communication of hazards and risk controls established on the site
- The name and contact arrangements of the Contractor's Management and Site Representative responsible for health and safety
- Arrangements for induction
- Timelines planned for activities and any hold points, permit to work procedures or inspection and test plans appropriate to the work to be undertaken

5.3 INDUCTION REQUIREMENTS

All contractors, subcontractors and employees who will work at the premises must complete an induction that is site specific and includes, but is not limited to:

- Site communication and consultation processes to ensure precautions are taken by each contractor/subcontractor to ensure others who may be affected by their work are not put at risk - a system of appropriate and regular communication to operate effectively between all concerned to ensure that any changes in circumstances and conditions of work are discussed and arrangements revised accordingly
- Site emergency preparedness plans and procedures - arrangements for the emergency evacuation of the site
- Hazard identification and reporting procedures
- Risk assessment/job safety analysis, safe work methods/procedures
- Permit to work, lock out and other high risk systems and controls

- Personal protective equipment [PPE] required on site
- Environmental aspects and probable impacts
- Policies relevant to the site and works being undertaken
- Waste management including waste disposal, waste minimisation and recycling
- Site storage and disposal matters
- Traffic management planning
- Issue resolution procedure
- First Aid arrangements, names of first aid personnel and the location of first aid kits
- Incident and accident reporting arrangements

The induction process is an electronic web based system and all contractors as part of their Contract will be required to complete inductions prior to attending the premises and thereafter annually or as may be required.

5.4 NONCOMPLIANCE

In the case of contractor/subcontractor non-compliance the Manager's Representative will have the authority to stop the work if in their opinion it is necessary in the interests of health & safety.. The Principal will not accept liability for any loss howsoever incurred.

The contractor will present, for inspection, such copies of personal certificates of competency, test certificates and inspection records as requested by the Manager's Representative e.g. forklift truck drivers, lifting tackle, scaffolding, and mobile cranes.

The contractor will provide a schedule of relevant written health & safety risk assessments and safe work method statements as may be required at such time before or during the contract as agreed with the Manager's Representative.

REGULATORY COMPLIANCE

- o *Australian Workplace Safety Standards Act 2005 – Commonwealth*
- o *Occupational Health and Safety Act 1989 – ACT*
- o *Occupational Health and Safety Act 2000 – NSW*
- o *Work Health Act 1986 – NT*
- o *Workplace Health and Safety Act 1995 - QLD*
- o *Occupational Health Safety and Welfare Act 1986 – SA*
- o *Workplace Health and Safety Act 1995 – Tasmania*
- o *Occupational Health and Safety Act 2004 – Victoria*
- o *Occupational Safety and Health Act 1984 – WA*
- o *AS/NZS 4801:2001 – Occupational Health and Safety Management Systems*
- o *ISO 14001:2004 – Environmental Management Systems*

CROMWELL PROPERTY SERVICES SAFETY RULES

6 NOMINATED COMPETENT PERSONS

The contractor shall supply the Manager's Representative a list of persons who are competent to receive safety documentation. A competent person is someone who has sufficient training, experience and knowledge to enable them to assist the contractor to comply with legal safety requirements. The Manager's Representative may for any reason, refuse to accept a person as a nominated Competent Person.

The contractor will be informed by the Manager's Representative of the arrangements on site for the issue of appropriate safety documentation and the requirements for the safe retention of such documentation. The contractor shall ensure the Nominated Competent Person is fully aware of their role and the duties imposed on them.

6.1 SITE PRE-PLANNING

The health & safety of persons at work shall be achieved by maintaining general safety at and in the vicinity of the place of work. Before any work (to include commissioning or testing) commences, it will be the responsibility of the appropriate Contractor's Supervisor to satisfy themselves that appropriate health & safety precautions are taken to establish all safety measures at and in the vicinity of the workplace in accordance with legislation and relevant regulations.. Such precautions and the criteria for determining the workplace is safe [such as risk assessments or safety audits] shall be recorded.

Before the commencement of work the Nominated Competent Person in charge of the work shall continue to maintain conditions, which ensure that other work areas are not adversely affected by the activities for which they are responsible.

REGULATORY COMPLIANCE

- *Australian Workplace Safety Standards Act 2005 – Commonwealth*
- *Occupational Health and Safety Act 1989 – ACT*
- *Occupational Health and Safety Act 2000 – NSW*
- *Work Health Act 1986 – NT*
- *Workplace Health and Safety Act 1995 - QLD*
- *Occupational Health Safety and Welfare Act 1986 – SA*
- *Workplace Health and Safety Act 1995 – Tasmania*
- *Occupational Health and Safety Act 2004 – Victoria*
- *Occupational Safety and Health Act 1984 – WA*
- *AS/NZS 4801:2001 – Occupational Health and Safety Management Systems*
- *ISO 14001:2004 – Environmental Management Systems*

6.2 CONTRACTOR/SUBCONTRACTOR STANDARDS

- Contractor/subcontractors must ensure their employees have received appropriate training specific to the location and nature of the work, are aware of the site requirements, emergency procedures, any potential hazards and precautionary measures.
- Contractors shall provide sufficient levels of supervision for their employees when working on site. The level of supervision will vary depending on the nature and complexity of the work.
- The contractor must ensure all employees and sub-contractors have received site specific training and completed the induction before commencing any work.
- The contractor must ensure all equipment brought on site is safe and in good working condition, complies with relevant statutory requirements and is used/or erected safely.
- The contractor must ensure all Personal Protective Equipment (PPE) provided for their employees is used, stored and maintained correctly. Any person not wearing appropriate PPE may be requested to leave the site.
- The contractor will not undertake any works, introduce machinery or work practises that will affect the health safety and amenity of the tenants, owners or other users of the premises.
- The contractor will not undertake any works that give rise to noise, dust or other nuisance or disturbance without having notified Cromwell's Facility Manager or their representative.
- Contractors are to ensure the work area is kept clean, tidy and free from obstructions. All floors and traffic routes must be kept clear of materials, which could pose a slip or trip hazard to others.
- Having agreed the safe access and egress routes the contractor must ensure their employees use them.
- The contractor shall at all times ensure that suitable precautions are taken to prevent pollution of the atmosphere, ground or watercourses.
- The contractor shall ensure all their employees or those of sub-contractors record their attendance on site daily in order they can be accounted for in the event of a fire or other emergency.
- This will be in addition to the requirement for all contractors to report and sign in.

REGULATORY COMPLIANCE

- *Australian Workplace Safety Standards Act 2005 – Commonwealth*
- *Occupational Health and Safety Act 1989 – ACT*
- *Occupational Health and Safety Act 2000 – NSW*
- *Work Health Act 1986 – NT*
- *Workplace Health and Safety Act 1995 - QLD*
- *Occupational Health Safety and Welfare Act 1986 – SA*
- *Workplace Health and Safety Act 1995 – Tasmania*
- *Occupational Health and Safety Act 2004 – Victoria*
- *Occupational Safety and Health Act 1984 – WA*
- *AS/NZS 4801:2001 – Occupational Health and Safety Management Systems*
- *ISO 14001:2004 – Environmental Management Systems*

6.3 PERSONAL PROTECTIVE EQUIPMENT [PPE]

- All employers are obliged under the law to provide and train employees in any personal protective equipment necessary to ensure workplace and personal safety.
- Employees have an obligation to use and maintain PPE that is provided to them.
- Employees should wear clothing that is suitable for the job at hand and keep it as clean as practicable. Avoid wearing loose or torn clothing [Supervisors to ensure compliance].
- PPE provided must comply with the relevant Australian Standard.
- Risk assessments and the control of risks shall determine what PPE is required on site - this will be influenced by the nature of the work and the variable activities undertaken at any time.

6.4 HOUSEKEEPING

Good housekeeping is mandatory on Cromwell Property Services worksites.

- Lock all tools and equipment away at the end of the day or when the job is completed
- Keep materials stacked in designated areas
- Waste bins must be provided for the regular removal of waste
- Keep stairways, landings and access ways clear and well lit at all times
- Keep work areas clear of trip and slip hazards
- Wipe up oil or grease as soon as it is spilled
- Cover spills with a containment substance material

REGULATORY COMPLIANCE

- o AS 1336 – Eye Protection
- o AS 1715 – Respiratory Devices
- o AS 1800 - Protective Helmets
- o AS 2161 - Protective Gloves
- o AS 2210.1 - Protective Footwear
- o AS 2225 – Insulating Gloves for Electrical Purposes
- o AS 2375 – Clothing for Protection against Heat and Fire
- o AS 1891 – Safety Belts and Harnesses

RISK MANAGEMENT

7 HAZARD IDENTIFICATION

Prior to commencing work at a site, and progressively throughout a project when a new process, activity or plant or equipment comes on site, hazard identification must be undertaken in consultation with operational employee/s. Everyone has a responsibility to identify workplace hazards.

The most common two methods of hazard identification on site are:

- Undertaking the appropriate risk assessment
- Undertaking safety inspections

Trained persons should undertake hazard identification processes and include, as a minimum:

- Machine guarding, emergency stop systems
- Housekeeping and storage
- Chemicals
- Traffic management
- Fire extinguishers
- Operator competency
- Maintenance of plant and equipment
- Risk of fall from a height of more than 2 metres
- Confined spaces
- Noise
- Manual handling risks
- Risk of falling objects
- Electricity

7.1 RISK ASSESSMENT / JSA

Once a hazard has been identified it must be assessed to determine the level of risk and the options for controlling those risks. Risk assessments [or Job Safety Analysis] and risk controls must be undertaken through workplace consultation and be recorded.

Job Safety Analysis [JSA's] must be undertaken for all hazardous events and circumstances. This is part of the risk assessment process.

7.2 SAFE WORK METHODS

As a result of the JSA and risk assessment process, a method of doing the work safely is to be determined and this is documented and communicated to those involved in doing the work.

Persons working on the process or plant must contribute to the identification of hazards and planning of the safe work methodology. No work shall be undertaken without a safe work method statement where a hazard has been identified.

REGULATORY COMPLIANCE

- o Australian Workplace Safety Standards Act 2005 – Commonwealth
- o Occupational Health and Safety Act 1989 – ACT
- o Occupational Health and Safety Act 2000 – NSW
- o Work Health Act 1986 – NT
- o Workplace Health and Safety Act 1995 - QLD
- o Occupational Health Safety and Welfare Act 1986 – SA
- o Workplace Health and Safety Act 1995 – Tasmania
- o Occupational Health and Safety Act 2004 – Victoria
- o Occupational Safety and Health Act 1984 – WA
- o AS/NZS 4801:2001 – Occupational Health and Safety Management Systems
- o ISO 14001:2004 – Environmental Management Systems
- o AS 4360 – Risk Management

STANDARD OPERATING PROCEDURES

8 WORKING ON ROOFS

- Before working on any roof, the roofing material to be used must be approved by the Manager's Representative.
- A safe access and workplace must be provided by the contractor where such provisions are not already available. This will include but is not limited to the use of roof ladders, crawling boards, guardrails, toe boards, permits to work and safety management systems etc.
- Equipment shall be prevented from falling and suitable signs warning of overhead work displayed at ground level when appropriate.
- All materials and equipment should be transported to the workplace in a safe manner by the use of lifts or external hoists (the position of external hoists must be agreed with the Manager's Representative before any work commences).
- A permit to work will be required to work on any roof at Cromwell Property Services. Any works within 2 metres of a parapet, edge of a roof or where a fall from height may occur must be controlled with the use of barriers, fall arrestors and other such precautions as may be necessary to achieve statutory compliance.
- Where the work presents a risk from fire or the exposure of flammable materials on the roof the contractor must provide suitable fire fighting equipment and ensure employees are trained to use the equipment. In addition a hot work permit must be obtained from the Managers Representative before the commencement of any hot work.

8.1 FLOOR OPENINGS, PENETRATIONS AND EDGES

- Before the removal of any floor section the contractor/subcontractor must obtain permission from the Manager's Representative
- Handrails, guard rails or barriers must be erected and maintained at all place where is person could fall to a lower level.
- Suitable precautions must be taken to prevent danger to persons working at lower levels.
- All openings into shafts, ducts, stairs or lift wells must be protected by substantial full height handrails with mesh infill or be securely covered.
- Appropriate 'Danger' signage shall be used at all times.
- All floor sections must be replaced and secured as soon as possible. Should any slabs be broken immediate steps must be taken to prevent danger pending their replacement.

REGULATORY COMPLIANCE

- o *Scaffolding and Lifts Act 1950 - ACT*
- o *Safe Working on Roofs – part 1 & 2 - ACT*
- o *Occupational Health and Safety Regulation 2001 – NSW – Safe Work on Roofs Code of Practice*
- o *Work Health Act 1986 – NT*
- o *Workplace Health and Safety Act 1995 - QLD*
- o *Occupational Health Safety and Welfare Act 1986 – SA*
- o *Workplace Health and Safety Act 1995 – Tasmania + Managing the Risk of Fall in Housing Construction*
- o *Occupational Health and Safety Act 1985 – Victoria + Code of Practice, Safe Work on Roofs*
- o *Occupational Safety and Health Act 1984 – WA*
- o *AS/NZS 4801:2001 – Occupational Health and Safety Management Systems*

8.2 WARNING SIGNS, BARRIERS, GUARDS, SCREENS & NOTICES

- Whenever barriers, guards and screens are erected suitable notices shall be displayed to denote the hazard within the restricted area. Ensure all barriers and screens are erected and secured appropriately.. Barriers, guards and screens must meet AS standards as appropriate to their design.
- The removal, shifting or destruction of any warning sign is forbidden without authorisation.
- The contractor must not move any barriers, guards, screens or notices without the permission of the Manager's Representative.

8.3 EXCAVATIONS

All trenches and excavations are potentially dangerous and the associated hazards must be assessed prior to commencement of work. Excavation depth, soil conditions, existing services, proximity to traffic and other sources of static or vibratory loads must be considered. All excavations 1.5 metres or more deep shall be benched, battered, shored or otherwise supported in an approved manner in accordance with relevant State legislation and codes of Practice. Exceptions to this standard require written approval of a qualified engineer.

The following rules apply when excavation and trenching is required:

- No on-site excavations shall be made without specific permission and reference to site-specific drawings from the Facilities Manager or the Manager's Representative.
- All trenches & excavations should be barricaded off and appropriate warning signs displayed.
- Prior to the commencement of any excavation work the position of all underground services must be established.
- Excavations and trenches shall be inspected daily by a competent person. If there is evidence of sliding or collapse, all work in the exposed area shall cease until necessary precautions have been taken for the protection of persons working in and around the excavation.
- Work in the vicinity of underground services and method of excavation, is subject to approval of the Facilities Manager, Manager's Representative or approved consultants.
- Excavated or any other material or objects must not be placed closer than one metre from the edge of any excavation.
- All trenches & excavations are to be adequately protected from vehicle & mobile plant traffic.
- Due to the danger from underground services the driving of any item into the ground is classed as a hazardous situation and a risk assessment to determine underground and above ground hazards, including essential services must be undertaken prior to proceeding.

REGULATORY COMPLIANCE

- o *Scaffolding and Lifts Act 1912 – ACT + Regulations 1950*
- o *Safe Working on Roofs – Part 1 & 2 - ACT*
- o *Occupational Health and Safety Regulation 2001 – NSW – Excavation Regulation*
- o *Work Health Act 1986 – NT*
- o *Workplace Health and Safety Act 1995 - QLD*
- o *Occupational Health Safety and Welfare Act 1986 – SA*
- o *Workplace Health and Safety Act 1995 – Tasmania + Managing the Risk of Fall in Housing Construction*
- o *Occupational Health and Safety Act 1985 – Victoria + Code of Practice, Safe Work on Roofs, Code of Practices for Trenching*
- o *Occupational Safety and Health Act 1984 – WA + Code of Practice Excavation*
- o *AS/NZS 4884:2000 Manual Handling Systems and Safety Management Systems*

8.4 SCAFFOLDING

All scaffolding shall be erected, altered or dismantled strictly in compliance with the relevant scaffolding regulations and Australian Standards and by suitably certified and authorised persons.

Scaffolding must be in accordance with regulations and inspected to check that it is safe for use. The scaffolding must show a tag to indicate that it has been appropriately and periodically inspected.

Scaffolding shall be used in accordance with relevant State/Territory Acts and Regulations. For example, the following shall be adhered to:

- Defective scaffolding components shall be quarantined and prevented for re-use
- Ladder access shall be provided to, and made secure at every scaffolding platform working level
- Wheels/Wheels of mobile scaffolds shall be locked before using the scaffold
- No person shall be on a mobile scaffold when it is being moved
- Scaffolders employed by contractors shall produce evidence of training and registration

8.5 ELEVATED WORK PLATFORMS [EWP]

As with all plant, EWP's must be regularly inspected and well maintained. They must be set up and operated by suitably trained, certified and authorised persons.

A major hazard when using elevated work platforms is the risk of coming into contact with overhead power lines.

Refer to Section 9.1 for working under or near power lines. Additionally, the following rules apply:

- Never work alone when on an elevated work platform
- Use a spotter at all times when on an elevated work platform that is in the vicinity of power lines
- Ensure only certified, trained persons work on EWP's
- Pre-start checks must be performed prior to commencing work on an EWP
- Barricade working areas where persons may be struck by falling objects or material
- Always follow safe operational instructions and notices
- Always use the EWP on flat level surfaces and check that the ground is well compacted
- Fully extend outriggers where fitted and use sufficient hardwood packing where necessary
- Make sure you know the emergency lowering procedure before using the EWP

REGULATORY COMPLIANCE

- o Scaffolding and Lifts Act 1912 – ACT + Regulations 1950
- o Scaffolding and Lifts Regulations 1950 - ACT
- o Occupational Health and Safety Regulation 2001 – NSW – Formwork Regulation
- o Work Health Act 1986 – NT
- o Workplace Health and Safety Act 1995 – QLD + Advisory Standard for Scaffolding
- o Occupational Health Safety and Welfare Act 1986 – SA
- o Workplace Health and Safety Act 1995 – Tasmania + Managing the Risk of Fall in Housing Construction
- o Occupational Health and Safety Act 1985 – Victoria + Code of Practice, Safe Work on Roofs
- o Occupational Safety and Health Act 1984 – WA + Code of Practice Excavation
- o AS/NZS 4884:2001 Management Systems
- o AS/NZS 4576:2001 Scaffolding
- o AS/NZS 1577:2001 Scaffold Planks
- o AS/NZS 1891:1996 Fall Arrest Systems
- o AS/NZS 1892:1996 Fixed Platforms, Stairways, Ladders and ladders
- o AS 3610:1985 Work on Concrete

8.6 LADDERS

Ladders are for access and egress to a work area only. They are not to be used as a work platform in their own right.

- Only approved ladders shall be used. They must comply with relevant Australian Standards and show approved standards markings
- No electrically conductive ladder shall be used on site
- Before using a ladder, check for faulty rungs or stiles. Do not use damaged ladders
- Ladders must be secured in position prior to accessing the ladder
- Place ladder clear of walkways and traffic ways
- Place ladder with its foot approximately one quarter of its length from a wall or construction to be accessed
- Never stand on the top two rungs of the ladder
- Rungs of ladders are not to be used to support planks
- When in use, step ladders are to be fully opened

8.7 LIFTING TACKLE, MACHINES & HOISTS

- Only properly tested and marked lifting plant and equipment is to be used on site.
- The contractor will provide test records, maintenance reports and certificates of competence when requested by the Manager's Representative.

REGULATORY COMPLIANCE

- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems
- AS/NZS 4576:1995 Guidelines for Scaffolding
- AS/NZS 1577:1993 Scaffold Planks
- AS/NZS 1891:1:1995 Industrial Fall Arrest Systems
- AS/NZS 1657:1992 Fixed Platforms, walkways, stairs and ladders
- AS 3610:1995 Formwork for Concrete

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8.8 OXYGEN AND ACETYLENE WELDING, BURNING AND CUTTING

- Gas cylinders must be kept upright during use, transport and storage.
- Gas cylinders must be kept clear of artificial heat sources and at least 3 metres away from combustible material.
- Flammable [acetylene] and non-flammable [oxygen] cylinders must be separated by a distance of at least 3 metres when being stored. This applies whether bottles are full or empty. The workplace must be kept clear of combustible materials, debris and slip or trip hazards.
- No welding, burning or disc cutting shall be undertaken without the prior consent of the Manager's Representative. A permit to work shall be obtained prior to the commencement of any hot work.
- Gas cylinders must be stored outdoors or inside in areas with suitable ventilation.
- Gas cylinders must never be dropped, rolled, dragged or otherwise handled roughly. Smoking is prohibited while handling gas cylinders.
- Regulators must never be used as a lifting /handling point.
- Care must be taken to ensure oxygen cylinders and fittings do not come into contact with oil or grease. Oxygen under pressure when combined with oil or grease may cause an explosion.
- Flashback arrestors are to be fitted at the bottle and also at the handpiece. Flashback arrestors are to be tested or replaced at intervals not exceeding 12 months.
- Approved safety equipment, PPE and clothing shall be used when using cutting and brazing equipment.
- Suitable fire fighting equipment must be readily available when cutting and brazing.
- Screens or mats must be used to prevent hot metal falling below or onto adjacent equipment/personnel.
- Welding rods and spent rod ends must be kept in suitable containers and removed at the end of each working period.
- Gas cylinder valve keys are to be readily available at the cylinder to enable speedy closing of the valve in an emergency.
- Contractors must provide a detailed method statement to indicate how they will meet health and safety requirements.
- Equipment must be isolated at the end of each work period.
- Trailing hoses and welding cables must be kept clear of walkways, protected across roadways and protected from hot debris.

REGULATORY COMPLIANCE

- AS/NZS 4801:2001 – Occupational Health and Safety Management Systems
- Advisory Standard, Welding - Qld
- Machinery Act 1949 -ACT
- OH&S Regulations – Certification of Plant Users and Operators - Vic

8.9 USE OF ARC WELDING EQUIPMENT

Any arc welding equipment must be fitted with an open circuit voltage-limiting device.

The following specific points shall be complied with:

- The maximum voltages permitted between the electrodes and point of work is 100 volts.
- Any transformers used in the welding process must be double wound to ensure complete isolation of welding circuit from the mains supply. The secondary winding must not be earthed to the transformer tank.
- Every welding circuit a.c. or d.c. must be of the 3-lead system comprising the welding lead, the welding return and the welding earth.
- All leads and lead connections must be waterproof.

8.10 ASBESTOS

It must not be assumed that there is no asbestos on site. If you suspect material containing asbestos is present in your work area you must stop and inform the Manager's Representative immediately. The Manager's Representative will decide on the appropriate course of action.

- Removal of any Asbestos Containing Materials [ACM] at Cromwell Property Services will be carried out by Health and Safety Executive (HSE) licensed contractors only. Approval from the Manager's Representative must be given before work commences.
- A separate area will only be set aside for temporary storage of bagged materials upon receipt of a written request from the contractor.
- Contractors must comply with the Control of Asbestos at Work Regulations and the associated Regulations covering Licensing and Pollution. The application of these Regulations and associated Codes of Practice will be regarded as the minimum standard to which the contractor will be required to work.
- Work with thermal insulation containing Man Made Mineral Fibres [MMMF] will be carried out by Health and Safety Executive (HSE) licensed contractors.

REGULATORY COMPLIANCE

- *AS/NZS 4801:2001 – Occupational Health and Safety Management Systems*
- *Advisory Standard, Welding - Qld*
- *Machinery Act 1949 -ACT*
- *OH&S Regulations – Certification of Plant Users and Operators – Vic*
- *OH&S Asbestos Regulations 2003*
- *Advisory Standards Asbestos – Qld*

8.11 HAZARDOUS SUBSTANCES AND DANGEROUS SUBSTANCES

- Contractors must take account of the relevant regulatory requirements when working on site.
- A Hazardous Substances Register shall be provided by the contractor/subcontractor prior to bringing chemicals onto site.
- The Contractor must ensure that MSDS (Material Safety Data Sheets) are available and that suitable storage including appropriate bunding, drip trays, signage and PPE are provided.
- Evidence of information, instruction and training regarding chemicals shall be supplied by the contractor/subcontractor on request.
- Flammable liquids [eg petrol] must be stored in well ventilated areas and in approved metal containers that are accurately and clearly labelled.

8.12 TRAFFIC MANAGEMENT

- Contractors will be instructed where they can park their vehicles. Unauthorised parking within any building will result in the Contractors vehicle being towed away.
- Drivers of vehicles and mobile plant shall have been appropriately trained and have written authorisation from the Managers Representative.
- Vehicles and mobile plant should be driven carefully at all times, keeping to site speed limits, obeying all traffic signs and signals.
- All vehicles and mobile plant shall be correctly serviced and maintained in accordance with the manufacturer's instructions.
- Passengers must not be carried on vehicles unless the vehicle is designed for that purpose.

REGULATORY COMPLIANCE

- *National Code of Practice for the Control of Hazardous Substances 1994 – Commonwealth*
- *National Standard of Practice for the Handling and Storage of Dangerous Goods 2001 - Commonwealth*
- *Dangerous Goods Regulations 1978 –ACT*
- *Dangerous Goods Act 1975 – NSW*
- *Dangerous Goods regulations 1999 – NSW*
- *Dangerous Goods Act 1980 – NT*
- *Dangerous Goods Safety Management Act 2001 – Qld + Advisory Standard for Hazardous substances*
- *Dangerous Substances Act 1979 – SA + Regulation 1998*
- *Dangerous Goods Act 1998 – Tas + Regulation 1998*
- *OH&S Hazardous Substances Regulation 1999 – Vic*
- *Explosives and Dangerous Goods Act 1961 – WA*

8.13 USE OF MOBILE CRANES

Mobile cranes are not permitted on site without the permission of the Manager's Representative. The sitting and movement of the crane will be agreed with the contractor and Manager's Representative.

The contractor shall also provide the following information:

- A safe work method detailing the loads to be lifted, the weight of the load, the type of lifting tackle to be used, arrangements for the assembly of such equipment, a plan of the operating location, the jib radius and the name of the person supervising the lifts [this role is additional to the operator].
- Provide evidence that the operator is trained and competent [licensed as required].
- Provide evidence that the crane has been correctly maintained, tested and examined in accordance with manufacturer's instructions and relevant legislation.
- Provide evidence that the ground bearing stability will withstand the weight of the crane and load during operation [including location of underground services].

8.14 CONFINED SPACES

Confined spaces are permit to work areas. No person shall enter a confined space without first undertaking a risk assessment and completing the permit to work

- The contractor must comply with all relevant Regulations and obtain a permit to work prior to the commencement of any confined space working.
- No confined space is to be entered until a JSA/Safe work method has been prepared in consultation with all persons involved and all necessary training and precautions are implemented.
- Planning must be undertaken to provide provision for the prompt rescue of any ill or injured person from the confined space.

8.15 USE OF SOURCES OF IONISING RADIATION & RADIATION GENERATORS

The use of ionising or radiation sources is subject to the Ionising Radiation Regulations and associated Codes of Practice.

REGULATORY COMPLIANCE

- *Confined Spaces Regulation 1996 + Confined Spaces Code of Practice - Vic*
- *OH&S Regulations 2001 – NSW*

8.16 USE OF FLAMMABLE LIQUIDS & GASES - EXPLOSION AND GAS HAZARD

The Dangerous Substances and Explosive Atmosphere Regulations lay down directions regarding the use and storage of propane, butane and similar materials. They place the responsibility for compliance on the user rather than the occupier. Accordingly any contractor intending to bring on site and use such materials shall be fully responsible for the safe use, storage and compliance with these regulations.

No work involving sources of ignition shall be attempted near any pit, manhole, open sewer, drain vent, pipe trench or any space where there is reason to believe that flammable vapours may be present

The following are additional site requirements regarding the use and storage of all gas cylinders:

- Flashback arresters must be fitted to all gas cylinders.
- Cylinders must be transported in wheeled carriers to facilitate removal in case of fire (if on the roof the wheels must have pneumatic tyres).
- Cylinders must not be left in the vicinity of operating plant, fire exits or in the malls.
- Cylinders must not be stored on site unless approval from the Health and Safety Team has been given.

8.17 HAND TOOLS

Hand tools must be used for their intended purposes only. All tools brought onto site by contractors/subcontractors shall be inspected before use to ensure they are fit for purpose and in a safe working order.

Any faulty or damaged tools are to be quarantined until repaired or replaced.

Appropriate PPE shall be worn at all times.

8.18 POWER TOOLS

With the exception of double insulated tools, electric power tools and equipment must be earthed.

Angle grinders are to be fitted with a 'dead man' switch and with appropriate safety guarding as specified by the manufacturer.

Operating switches or levers requiring constant pressure for operation shall not be tampered with.

All users of power tools must have been provided appropriate training and re-training as required. Cromwell Property Services may request evidence of competency from time to time as part of site safety audits.

Appropriate PPE shall be worn at all times.

8.19 EXPLOSIVE POWER TOOLS

Only low velocity captive piston type tools are to be brought onto a Cromwell Property Services worksite. Where public is in close proximity, no explosive power tools shall be used.

Suitable warning notices must be clearly displayed at the work place. Verbal warnings must be given to all other workers on site before using explosive power tools to ensure they are not in close proximity.

Safety goggles and hearing protection and other appropriate PPE must be worn prior to the use of any explosive power tool.

8.20 WORKING AT HEIGHTS - RISK OF FALL HAZARD

All persons working at a height of 2metres or more, or working in an area where a risk of a fall of 2 metres or more is possible, must undertake a risk assessment to determine the hazards and implement controls to eliminate or minimise the risk.

Risk controls shall follow the hierarchy of controls as determined in the relevant Codes of Practice.

Where harnesses or other fall protection equipment is used, the employee must be trained to use such equipment.

Ensure signage and barricading as necessary is in place prior to working at heights or where there is a risk of fall injury.

REGULATORY COMPLIANCE

- *Risk of Fall Code of Practice - Vic*
- *Advisory Standard for Working at Heights - Qld*
- *OH&S Regulation 2001- NSW*

8.21 GAS INSTALLATION & MAINTENANCE WORK

All work undertaken to gas installations will be conducted by registered approved engineers.

8.22 NOISE

Contractors/subcontractors undertaking work that may generate a noise shall ensure that noise levels do not exceed 85dB and that appropriate hearing protection is being used. Noise in public places should be kept to a minimum. As necessary, undertake work at a time when the least amount of public disruption occurs.

- Contractors working in sprinkler pump rooms with diesel pumps, or within emergency supply generator rooms must wear hearing protection. It is the responsibility of the contractor to ensure their employees are provided with and are trained to use suitable hearing protection.
- Where contractors are required to use equipment or machinery, which may give levels of noise in excess of first, second, or peak action levels, measures must be taken to comply with the Regulations. The Manager's Representative must be informed of the measures to be taken and may carry out a noise survey in the area to ensure compliance.
- No works likely to create a disturbance to the tenants and occupiers of the premises will be allowed during normal business hours.

8.23 REMOVAL OF DUST, DIRT & FUMES

- The contractor is reminded of their duties when dealing with ventilation and the removal of dust, dirt and fumes arising from the work process or equipment.
- Stationary internal combustion engines and other plant, which give off hazardous fumes, shall not be permitted in buildings unless their exhaust systems are suitably ducted to allow emission outside the building.

REGULATORY COMPLIANCE

- *National Standard and Code of Practice for Noise management and Protection of Hearing 2000 - Commonwealth*
- *Noise Management Code of Practice - Vic*
- *Advisory Standard for Noise - Qld*
- *OH&S Regulation 2001- NSW*

8.24 HIGH PRESSURE WATER WASHING

The contractor may only use high-pressure water washing apparatus with permission of the Manager's Representative.

8.25 WASTE DISPOSAL

- Contractors must carry out any disposal of waste materials in accordance with the Environmental Protection Act and associated Regulations. The Manager's Representative must be consulted where there is doubt on the classification of any particular waste, advice will be given on the waste classification and method of disposal. It is of particular importance that known toxic or noxious waste must be kept separate from general waste.
- All waste oil must be contained in suitable receptacles and delivered to a location on site specified by the Manager's Representative. Discharge of oil or other waste pollutants into drains, gullies or watercourses is not allowed.
- Material or waste must be covered with a suitable transfer note. Transfer notes must be retained by the contractor and presented to the Manager's Representative at the end of the contract as proof of correct disposal.

REGULATORY COMPLIANCE

- *ISO 14001 – Environmental Management Systems*

ELECTRICAL OPERATING PROCEDURES

9 ELECTRICAL EQUIPMENT

The contractor shall comply fully with the following requirements of the Electricity Wiring Regulations at all times when working on site.

- AS/NZS 3000 (Wiring Rules)
- AS/NZS 3012 (Electrical Installations - Construction and Demolition Sites)
- AS/NZS 3760 (In-service Safety Inspection and Testing of Electrical Equipment)
- AS/NZS 2802 (Electric Cables - Reeling & Trailing for Mining and General Use - other than underground mining)
- AS 1318 (Industrial Safety Colour Code)
- AS 1319 (Safety Signs for the Occupational Environment)
- AS/NZS 4836 (Safe Working on Low Voltage Electrical Installations)

9.1 ELECTRICAL WORK UNDER OR NEAR POWER LINES

All work under or near power lines must satisfy applicable legislative and power supply provider requirements. The following points included in section 9.1 are included as guidance.

It is the responsibility of the contractor to know the specific requirements applicable to the task being undertaken and to satisfy those requirements.

- A Risk Assessment must be completed in consultation with all relevant operational and licensed electrical workers
- Prepare a Safe Work Procedure (SWP) and undertake training of personnel - ensure spotter is provided as required
- Contact your local power supply company before commencing work to obtain written permission from the power authority
- Arrange for installation of high visibility overhead markers on the power lines (via the power supply company)
- Erect adequate 'Danger Overhead Power Line' signage on any roadway underneath the overhead power lines
- DO NOT commence work until a pre-start site/job meeting have been completed

When working under or near overhead power lines (particularly with heavy mobile equipment or cranes) it is essential to stay clear of the overhead power lines using the "No Go Zone" principles. A Risk Assessment must be undertaken in all instances.

The Manager shall ensure that, where work is being undertaken near overhead power lines, (i) DANGER sign(s) are placed on the roadway underneath/within the area of work and (ii) the overhead power lines have high visibility markers

A Spotter is a safety observer competent for the sole task of observing and warning against unsafe approach to overhead power lines and other electrical equipment. A Spotter must hold the applicable competency for the State / Territory in which the work is being undertaken, including any first aid related requirements, and must have demonstrated competency in the particular type of plant being used.

9.2 RESIDUAL CURRENT DEVICES

- An RCD may be non-portable (on the switchboard at the origin of the final sub-circuit or at the socket supplying the appliance) or portable (in a portable device connected to a socket-outlet and which supplies the appliance)
- If electricity is supplied to movable electrical equipment through a socket outlet and the supply of electricity is not protected by a non-portable R.C.D., the output side of the socket outlet must be directly connected to a portable R.C.D. or E.L.C.B.
- Socket outlets, where there is an increased risk of electric shock to the user, must be protected by RCD's
- All R.C.D.'s/E.L.C.B.'s must be tested regularly
- Non-portable R.C.D.'s - three monthly by the built-in test facility, and three yearly in accordance with AS3760 (in service Safety Inspection & Testing of Electrical Equipment)
- On construction and demolition sites then testing in accordance with AS3012.
- Portable R.C.D./E.L.C.B. - before it is first used on any day by means of the built-in test facility and in accordance

9.3 PROTECTION ON HIGH VOLTAGE EQUIPMENT

- All electrical equipment operated at high voltage must be fitted with the following protection
- An interlocking system which ensures that it is not possible to remove the key opening the switch boxes without isolation the source of supply; and
- An earth leakage trip system on switch gear which disconnects the supply when a fault current exceeds 10amps; and
- A shunt trip on all switchgear operated by a lockout switch installed adjacent to the electrical equipment which is more than 60m from the main switchgear

9.4 INSPECTION AND TESTING

The contractor/subcontractor must ensure that equipment is inspected and tested in accordance with Australian Standards by a Registered Electrical Contractor or Licensed Electrical Worker before being brought onto a worksite.

Cord extension sets, power boards, appliances connected by a flexible cord, portable isolation transformers and RCD's must be inspected and tested:

- Prior to initial introduction to service (except where the equipment is new and there is written evidence of compliance to AS/NZS 3760)
- Before return to service after repairs;
- Prior to each hire (for hire equipment, inspection only) and additionally tested at not greater than monthly intervals;
- At intervals not exceeding those specified in the "Inspection & Testing Intervals" schedule appended to this document; and
- Prior to use, a quick visual inspection to ensure there are no defects (this is for the users personal satisfaction).

Equipment which has passed the inspection and test shall be fitted with a durable, non-reusable, non-metallic tag, which shall include:

- Name of the person or company performing the tests; and
- The test or re-test date.

9.5 ACCESS TO TRANSFORMERS AND SWITCHROOMS

- Transformer enclosures are locked and accessible only by the Registered Electrical Contractor, Licensed Electrical Workers or other authorised persons.
- If access is required for operating purposes, into switch rooms and motor starter rooms, all switch gear, conductors and other apparatus are totally enclosed.
- Switch rooms and motor starter rooms are kept locked, and no-one may enter them except in the presence of a Registered Electrical Contractor or Licensed Electrical Worker or other authorised person, if they do not comply with the preceding dot point.

9.6 FLEXIBLE CABLES

Flexible cables and extension leads must be:

- Located in positions where the cables and leads are not subject to damage (including damage by liquids).
- Provided with protection against damage (including damage by liquids).

A flexible cable or extension lead must be supported at least 2m from the floor or ground if the:

- plug connected to the electricity supply is more than 10m from the equipment to which the cable or lead is connected;
- person using the equipment to which the cable or lead or connected cannot see the plug connected to the electricity supply; or
- cable or lead crosses a passageway or access way.

9.7 PORTABLE ELECTRICAL TOOLS

- All portable electric tools and equipment except the tools referred to in the paragraph below must be connected by 3-core flexible cable which must be in good condition and suitably protected against mechanical damage. All insulated and double insulated tools may be connected by 2-core flexible cable, which must be in good condition and suitably protected against damage.
- Hand held portable electrical tools must be double-pole switched and operated at not more than 110 volts, the supply being derived from double wound transformer having the centre point of the secondary winding connected to earth. These transformers must be provided by the contractor.
- Where special tools or equipment require a supply above 110 volts special authorisation must be obtained from the Facilities Manager or Manager's Representative and a residual current device (RCD) provided by the contractor and connected in the circuit.
- Electric heaters or radiators having exposed heating coils or elements must not be used.

9.8 ELECTRIC WELDING

- Screens shall be used when welding to protect persons in the vicinity from risk of welding flash
- It is the responsibility of the user of the equipment to check its condition before use and ensure it is in safe operating condition
- All person involved in using electric welding equipment are required to use all necessary PPE
- 'Danger Welding in Progress' signs or similar are to be displayed in the area where welding is being carried out
- Where sparks, slag and other welding debris may effect persons working at a lower or other work areas, either fire blankets or suitable barricades with signs restricting access must be used

- All care should be taken to prevent sparks and slag contacting any flammable or combustible material or equipment
- Switch off welding power sources and turn off all valves when the task is completed
- Suitable fire fighting equipment shall be kept as close as possible to the work area

9.9 OTHER ELECTRICAL SAFETY MATTERS

- Supplies to welding equipment must be specially arranged. The connections must be sufficient in size for the duty to be performed, properly protected against mechanical damage and in good condition.
- Persons required to exercise resuscitation for electric shock must have received appropriate emergency first aid training.
- Where a contractor wishes to work on their own plant or equipment for the purpose of repair or for any other reason they must first disconnect the equipment from all sources of supply.

REGULATORY COMPLIANCE

- *Electrical Safety Act 1998 – Vic + Electrical Safety (Installations) Regulations 1999 (as amended)*
- *Code of Practice for Safe Electrical Work Low Voltage Installations – OCEI*
- *Code of Practice on Electrical Safety for Work on or Near High Voltage Electrical Apparatus (the 'Blue Book') - Vic*
- *Rules for Operating Near Overhead Power Lines for Cranes, Concrete Placing Booms and Excavating Equipment Vic*
- *Plant Regulations/Codes of Practice - Vic*
- *Electrical Safety Act 2002 - Qld*
- *Electrical Safety Regulations 2002 (as amended) - Qld*
- *Code of Practice – Working Near Exposed Live Parts – Versions 2 -Qld*
- *Code of Practice – Works – protective earthing, underground cable systems and maintenance of supporting structures for power lines - Qld*
- *Code of Practice – Electrical Work – Version 2 - Qld*
- *Plant Regulations/Codes of Practice – Qld*
- *Electrical Industry Safety and Administration Act 1997 – Tas*
- *Electrical Workers and Contractors Act 2002 – NT*
- *Occupational Health and Safety Regulation 2001 - NSW*
- *AS/NZS 3012:2003 (Electrical Installations – Construction and Demolition Sites)*
- *AS/NZS 3760:2003 (In-service Safety Inspection and Testing of Electrical Equipment)*
- *AS/NZS 2802:2000 (Electric Cables – Reeling & Trailing for Mining and General Use – other than underground mining)*
- *AS 1318:1985 (Industrial Safety Colour Code)*
- *AS 1319:1994 (Safety Signs for the Occupational Environment)*
- *AS/NZS 4836:2001 (Safe Working on Low Voltage Electrical Installations)*

INCIDENTS, ACCIDENTS AND SUPPORT SYSTEMS

10 REPORTING ACCIDENTS AND NEAR MISSES

All accidents or near misses to contractors/subcontractors' employees or others must be reported to the Manager's Representative immediately. The contractor will comply with their State/Territory/Territory statutory requirements for reporting injuries.

In addition, an accident report shall be submitted to Cromwell Property Services within 24 hours of a reportable accident having occurred.

10.1 DAMAGE TO EQUIPMENT, PLANT OR PREMISES

Any damage to equipment, materials, vehicles or premises must be reported to the Manager's Representative immediately.

Where conditions are unsafe, barricade, tag out or otherwise render the area secure to prevent further incident prior to reporting.

10.2 FIRST AID

First aid facilities are available on all worksites managed by Cromwell Property Services. Prior to commencement of work, and as part of site induction, contractors/subcontractors shall be informed of the first aid facilities and the names and contact details of first aid officers.

10.3 FIRE FIGHTING EQUIPMENT

Fire fighting equipment is available on all worksites managed by Cromwell Property Services. Prior to commencement of work, and as part of site induction, contractors/subcontractors shall be informed of the location of fire fighting equipment and the names and contact details of emergency services personnel.

10.4 EMERGENCY PROCEDURE

An emergency procedure is in place on all worksites managed by Cromwell Property Services. Prior to commencement of work, and as part of site induction, contractors/subcontractors shall be informed of the emergency procedure and the names and contact details of emergency services personnel.

10.5 FIRE

- The contractor/subcontractors and their employees must be familiar with the on site fire and evacuation procedures. If you have any concerns regarding the procedure you should discuss the matter with the Manager's Representative.
- Care must be taken when using any equipment that employs naked flames or produces sparks e.g. grinding, metal cutting. No hot work shall be undertaken without a permit to work.
- All flammable waste material must be stored in closed metal containers. No fires shall be started on site.
- All site huts, shelters etc. will be provided with suitable fire fighting equipment.
- Roadways must be kept clear at all times to facilitate access for the emergency services.
- All fire related matters are to be discussed with the Managers Representative. No fire systems may be isolated, altered or tampered with without the specific written authority of the Managers Representative.
- No sprinkler systems may be isolated nor is the use of any hydrant or fire hose permitted unless duly authorised in writing by the Managers Representative.

REGULATORY COMPLIANCE

- *Utilities Act 2000 – ACT*
- *OH&S Regulation 2001 – NSW*
- *Fire Services Act 1983 – NT*
- *Advisory Standard First Aid – Qld*
- *Code of Practice First Aid – WA*