

This form supports the CS Energy Site Conditions. It is to be completed by CS Energy Principal's Representative for the works.

Section 1 – Works Details

Site: **Location:**

Contract Number / Works or Services Description:

Section 2 – Provision of Information *Tick ✓ appropriate boxes*

1. Contractor Prior Site Access

	Ref	Done	N/A
Ensure authorised docs (purchase or service orders, contracts documents) in Contractor's possession.	S5	<input type="checkbox"/>	<input type="checkbox"/>
Ensure personnel have completed Principal's Site Induction and PTW (if applicable).	S7.2	<input type="checkbox"/>	<input type="checkbox"/>
Ensure personnel have received electronic access card.	S10.61	<input type="checkbox"/>	<input type="checkbox"/>
All personnel are aware of and have acquainted themselves with CS Energy Health and Safety policies and procedures especially: <ul style="list-style-type: none"> o CS Energy Health and Safety Policy o CS Energy Health and Safety Manual o CS Energy Permit to Work Manual o CS Energy Life Savers o CS Energy Minimum Health & Safety Standards for Critical Risks 	S7.4 and S8	<input type="checkbox"/>	<input type="checkbox"/>

2. Provision of Health, Safety & Environmental Planning Documents

	Ref	Done	N/A
Provide an Occupational Health and Safety Plan for the works under contract. This must be completed no less than seven (7) business days prior to the scheduled commencement of works.	S8.2	<input type="checkbox"/>	<input type="checkbox"/>
Provide draft JSEA's for all works under contract. This must be completed no less than seven (7) business days prior to the scheduled commencement of works.	S8.3	<input type="checkbox"/>	<input type="checkbox"/>
Provide a radiation safety plan for the works under contract. This must be completed no less than seven (7) business days prior to the scheduled commencement of the work onsite.	S8.19	<input type="checkbox"/>	<input type="checkbox"/>
Provide an Environmental Management Plan to the Principal's Rep. as detailed in the contract. This must be completed no less than seven (7) business days prior to the scheduled commencement of works.	S8.21	<input type="checkbox"/>	<input type="checkbox"/>

3. Details of Personnel requiring Access to Site – Licenses/Qualification/Tickets/Experience

	Ref	Done	N/A
Provide details including photo identification of all personnel intending to access site			
Provide copies of certificates of competency, relevant licenses / tickets, trade certificates or professional qualifications, for all contracting personnel who are being provided for the services to the Principal's Rep. This must be completed no less than three (3) days prior to the scheduled commencement of works.	S6 and S11	<input type="checkbox"/>	<input type="checkbox"/>
The above documentation must also be attached to the Power Station swipe card application form which is to be completed prior to access to site,	S6 and S11	<input type="checkbox"/>	<input type="checkbox"/>
Trade Assistant/ General Hands/Apprentices – Under 17 years of age – work area to be approved by Principal.	S11	<input type="checkbox"/>	<input type="checkbox"/>
Trade Assistant/ General Hands/Apprentices – experience in working with tradespersons on large industrial sites.	S11	<input type="checkbox"/>	<input type="checkbox"/>

4. Vehicular Site Access

	Ref	Done	N/A
Vehicle Access Passes application submitted no less than three (3) days prior to bringing vehicles on-site.	S7.3.1	<input type="checkbox"/>	<input type="checkbox"/>
Contractor designated drivers licenses copies supplied no less than three (3) days prior to bringing vehicles on-site.	S7.3.1	<input type="checkbox"/>	<input type="checkbox"/>

5. Provision of Registers and Certifications

	Ref	Done	N/A
Provide an equipment register and inspection / test program covering all non-electrical equipment to be bought onto site. This must be completed no less than seven (7) business days prior to having electrical equipment onsite.	S8.10	<input type="checkbox"/>	<input type="checkbox"/>
Provide a lifting / rigging register and inspection / test program covering all lifting / rigging equipment bought onto site. This must be completed no less than seven (7) business days prior to bringing the equipment onsite.	S10.5	<input type="checkbox"/>	<input type="checkbox"/>
Provide hazardous substances register / dangerous goods manifest covering all substances being bought onto site. The register must contain a compliant MSDS for each substance and a chemical risk assessment / approval form must be	S8.16	<input type="checkbox"/>	<input type="checkbox"/>

completed for all relevant substances. This must be completed no less than seven (7) business days prior to bringing substances onto site.			
Provide an electrical equipment register and test / tag program covering all electrical equipment to be bought onto site. This must be completed no less than seven (7) business days prior to bringing electrical equipment onto site.	S10.3	<input type="checkbox"/>	<input type="checkbox"/>
Provide a scaffold register and inspection / test / certification program covering all scaffolds to be built onsite. This must be completed no less than seven (7) business days prior to the scheduled commencement of works.	S10.5	<input type="checkbox"/>	<input type="checkbox"/>
Provide a plant register outlining all high risk plant (e.g. cranes, excavators; forklifts, civil plant etc). This will include all registration and compliance certificates. This must be completed no less than seven (7) business days prior to the scheduled commencement of works.	S10.6	<input type="checkbox"/>	<input type="checkbox"/>
Provide insurance Certificates in accordance with the contracts terms and conditions. This must be completed no less than seven (7) business days prior to the scheduled commencement of works.	S18.6	<input type="checkbox"/>	<input type="checkbox"/>

6. Safety Considerations & Requests

	Ref	Done	N/A
The contractor has reviewed, understood and communicated relevant CS Energy safety policy / procedural requirements to all personnel who are coming onto site. These requirements are accessible from CS Energy Supplier portal (http://www.csenergy.com.au/content-(103)-Supplier_downloads.htm) or the CS Energy Representative on request.	S6 S8.1	<input type="checkbox"/>	<input type="checkbox"/>
The contractor has made allowances for the provision of first aid coverage outside of normal CS Energy working hours.	S8.14	<input type="checkbox"/>	<input type="checkbox"/>
The contractor has identified any vaccination requirements needed for its staff dependent on the scope of works.	S8.15	<input type="checkbox"/>	<input type="checkbox"/>
The contractor has notified the CS Energy representative of electricity supply requirements for the works. This must be completed no less than seven (7) business days prior to the scheduled commencement of works.	S9.6	<input type="checkbox"/>	<input type="checkbox"/>
The contractor has provided drawings for any proposed buried cable runs , wiring diagrams and plant modifications	S9.6	<input type="checkbox"/>	<input type="checkbox"/>
The contractor has notified the CS Energy representative of water supply requirements for the works. This must be completed no less than seven (7) business days prior to the scheduled commencement of works.	S9.8	<input type="checkbox"/>	<input type="checkbox"/>
The contractor has notified the CS Energy representative of compressed air supply requirements for the works. This must be completed no less than seven (7) business days prior to the scheduled commencement of works.	S9.10	<input type="checkbox"/>	<input type="checkbox"/>
The Contractor has obtained all Approvals, Licences and Permits for the transportation, possession, storage and use of any radioactive substance	S8.19 i	<input type="checkbox"/>	<input type="checkbox"/>

Section 4 – Completion Details

Contractor's (Company) Name:

Name: Position:

Signature: Date: / /

Comments