

Procedure No: CS-OHS-27  
TRIM Ref No: B/D/11/30952  
Reviewed: 04/18  
Amended: 04/18  
Review Due: 04/20



## CS ENERGY PROCEDURE

# GUIDELINES FOR CONTRACTOR HEALTH AND SAFETY PLANS CS-OHS-27

Responsible Officer: Health and Safety Specialist  
Responsible Manager: Head of Health and Safety  
Responsible Executive: Executive General Manger Corporate Services

---

### DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Release				12/02/2002
Owner title, site H&S officer title, minor editing.				06/06/2005
Inclusion of new Sections 5 - Review and 6 - Auditable Outcomes / minor editing.				19/04/2006
Update of old template. Removal of Environmental components already relocated to CS-ENV-08	S Collard	D Clarke		24/04/2018



## CONTENTS

<b>DOCUMENT HISTORY</b> .....	<b>1</b>
<b>1 PURPOSE</b> .....	<b>3</b>
<b>2 SCOPE</b> .....	<b>3</b>
<b>3 ACTIONS</b> .....	<b>3</b>
<b>4 RESPONSIBILITIES</b> .....	<b>3</b>
<b>4.1 Principal’s Representative</b> .....	<b>3</b>
<b>4.2 Contractor</b> .....	<b>3</b>
<b>5 AUDITABLE OUTCOMES</b> .....	<b>3</b>
<b>6 DEFINITIONS</b> .....	<b>4</b>
<b>7 REFERENCES</b> .....	<b>4</b>
<b>8 RECORDS MANAGEMENT</b> .....	<b>4</b>
<b>9 ATTACHMENTS</b> .....	<b>5</b>
<b>9.1 Attachment 1 – Guidelines for a Health and Safety Plan</b> .....	<b>5</b>

## 1 PURPOSE

To outline guidelines for the Health and Safety Plan submitted by contractors that are conducting work at sites owned, operated and maintained by CS Energy. The guidelines are to satisfy the conditions of various legislation, including:

- Workplace Health and Safety Act 2011 and Regulations

## 2 SCOPE

Sites owned, operated or maintained by CS Energy.

## 3 ACTIONS

Prior to construction, specified work or maintenance work commencing on site, detailed Health and Safety plans must be developed by nominated contractors and approved.

The primary contractor shall develop this Plan after consultation with other stakeholders including sub-contractors and CS Energy.

The Health and Safety Plan guidelines can be found in Attachment 1

## 4 RESPONSIBILITIES

### 4.1 Principal's Representative

- assess the hazards / risks associated with the work at the planning and scoping stage of the work / contract.
- ensure Health and Safety Plan/s are approved prior to work commencing on site.

### 4.2 Contractor

- provide the Health and Safety Plan/s as requested by the Principal's Representative prior to work commencing on site.

## 5 AUDITABLE OUTCOMES

The following items are outputs of this procedure:

- Health and Safety Plans
- Implementation of Health and Safety Plans

## 6 DEFINITIONS

Term	Definition
Construction work	Building work, civil construction work, and demolition work as defined by the WH&S Act.
Contractor	Examples of contractors include trade service providers (plumbers, fitter, scaffolder), cleaners, and building and construction contractors.
Environmental Harm	Any adverse, or potential adverse effect (whether temporary, permanent and of whatever magnitude, duration or frequency) on an environmental value, and includes environmental nuisance.
Environmental Value	<ul style="list-style-type: none"> <li>A quality or physical characteristic of the environment that is conducive to ecological health or public amenity or safety; or</li> <li>Another quality of the environment identified and declared to be an environmental value under an Environmental Protection Policy or Regulation.</li> </ul>
Environmental Nuisance	Unreasonable interference or likely interference with an environmental value caused by: <ul style="list-style-type: none"> <li>Noise, dust, odour, light, or;</li> <li>An unhealthy, offensive or unsightly condition because of contamination; or</li> <li>Another way prescribed by regulation.</li> </ul>
Maintenance work	Plant repairs, rectification, modification, alteration or refurbishment.
Principal's Representative	Also known as the CS Energy Representative, is the person appointed by CS Energy to supervise the operation of a contract.
Specified work	Means construction work; work where the person doing the work can fall 2.4 m or more; excavating (depth of at least 1.5 m); or removing, sealing or inspecting for asbestos.

## 7 REFERENCES

Reference No	Reference Title	Author
	Workplace Health and Safety Act 1995	
	Workplace Health and Safety Regulation 1997	
<a href="#">B/D/11/31096</a>	Procedure - CS-ENV-08 - Guidelines for Contractor Environmental Management Plans	CS Energy

## 8 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, CS Energy's registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of controlled documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.

## 9 ATTACHMENTS

### 9.1 Attachment 1 – Guidelines for a Health and Safety Plan

#### Front Page:

Title

Health & Safety Plan for \_\_\_\_\_ Works at \_\_\_\_\_ Site

#### Second Page:

Employer Details

- Company Name
- Address and Contacts
- Sub-Contractor Details

Company Health & Safety Policy Statement

Strategic Health & Safety Objectives

Company Rehabilitation Policy Statement

#### Third Page:

Company organisational chart - Showing the responsible positions for Health and Safety decision making.

#### Fourth page:

- A brief description of proposed works including a list of any plant or substances being brought to site.

#### Following Pages:

#### RELEVANT QUEENSLAND HEALTH AND SAFETY LEGISLATION

The following legislation must be considered and comments made on how the company will comply with this legislation:

- Workplace Health and Safety Act 1995.
- Workplace Health and Safety Regulation 1997.
- Workplace Health and Safety Regulation (Miscellaneous) 1995.

#### RELEVANT STANDARDS

The following Advisory Standards / Codes of Practice should be considered where appropriate (but are not limited to).

- Asbestos Removal (including compliance with the CS Energy procedure)
- Construction Workplace Amenities
- Excavation (including compliance with the CS Energy procedure)
- Falls from Height / Work on Roofs (including compliance with CS Energy procedure)
- Falling Objects
- First Aid

- Hazardous Substances (Including compliance with the CS Energy procedure)
- Manual Handling
- Noise (including compliance with the CS Energy procedure)
- Personal Protective Equipment in Building and Construction
- Plant
- Risk Management
- Scaffolding
- Welding
- Workplace Amenities
- Industry Codes of Practice
- Relevant CS Energy Procedures

### **Job Safety Plans**

Management Plans must be prepared for the health and safety aspects of the company's activities specific to the site work. These should include

- A list of critical tasks associated with the works, i.e. any task that relies on the correct application of skill, knowledge or competence of a worker to protect others (hot work, work at height, work in confined spaces, work with chemicals or substances, plant operation, scaffold erection & dismantling, rigging etc).
- A list of all identified hazards (energy) associated with the work activity.
- An assessment of the risk of injury to workers and others from exposure to these hazards.
- Any existing controls.
- A list of the company's agreed control methods for preventing or minimising the exposure of workers and others to these identified hazards.
- A copy of worker certification for certified occupations / critical tasks. (Rigger, Scaffolder, Dogger, etc).
- A statement of how this plan is to be communicated to the workers.
- A statement of how breaches of the plan are to be dealt with (both procedural and behavioural).
- A statement of how a plan update is made and communicated.
- Management of incidents (eg. reporting, investigation).
- Emergency response.