Procedure No:	CS-OHS-TRAIN-8
TRIM Ref No:	B/D/11/30978
Reviewed:	01/02
Amended:	01/02
Review Due:	01/04

CS ENERGY PROCEDURE

CONTRACTOR HEALTH AND SAFTEY CHECKLIST GUIDELINES CS-OHS-TRAIN-8

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

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Release				01/01/2002

CONTENTS

1 INTRODUCTION

Employers have an obligation to their employees in regard to all aspects of Occupational Health and Safety (OHS). The same obligation is imposed on employers who hold responsibility for contractors and sub-contractors. CS Energy recognises this obligation and is committed to proactively managing risks to ensure the health and safety of all people working at our sites.

The Queensland *Workplace Health and Safety Act (1995)* identifies clear obligations on employers, executive officers and other persons (including contractors, designers, suppliers and manufacturers) to ensure safety in the workplace. It is an offence if the person on whom this obligation is imposed fails to discharge that obligation.

To assist CS Energy in meeting their obligation, the Health and Safety Contractor Checklist is to be used as part of the evaluation criteria for contractors. Before beginning work on CS Energy sites, the contractor will be required to complete a Workplace Health and Safety Plan (refer CS-OHS-27 for example).

These Guidelines are designed to assist CS Energy personnel in completing the Health and Safety Checklist. Each question has a number that corresponds to the checklist for easy reference, and a brief explanatory note. The documents / systems in *italics* may be required to validate the criteria.

2 AS4801 CERTIFICATION

Does the company have AS4801 Certification?
AS4801: Occupational health and safety management systems – Specification with guidance for use, specifies requirements for an OHS Management System to enable an organisation to formulate a policy and objectives taking into account legislative requirements and hazards/risks. Certification to AS4801 demonstrates an organisation is systematically controlling the OHS hazards/risks affected by the organisation's activities, products or services. (Certification document)

3 WORKPLACE ACCREDITATION

Does the company have workplace accreditation as defined by the Queensland WorkCover Act (1996)?

An 'accredited workplace' has a workplace rehabilitation policy and procedures that are accredited by WorkCover. Rehabilitation is the process of returning injured people to as close to their pre-injury state as possible. This includes their physical, psychological and social well being in both the social and work environment. Employers have a responsibility to assist with the rehabilitation of people who have been injured at work. Some organisations appoint a rehabilitation coordinator (someone who has received specific training); other organisations employ rehabilitation providers to perform that role, while still maintaining an active role in the employee's rehabilitation. It is a legal requirement for an employer to appoint a rehabilitation coordinator if 30 or more workers are employed at a workplace. *(Accreditation Certificate)*

4 HEALTH AND SAFETY POLICY

Does the company have an Occupational Health and Safety policy?

The role of the policy is to clearly communicate OHS intentions to all concerned, including employees, contractors and members of the public. Policy statements are broad in scope, but need to be specific to explain their intention.

CS Energy suggests an acceptable OHS Policy will:

1. be specific in nature;

2. not merely be a repeat of legal obligations;
3. make a statement about worker discretion in high risk work;
4. define accountability and responsibility of all people at all levels;
5. make a clear commitment to establish measurable objectives and targets to ensure continued improvement in OHS performance;
6. define availability of the policy;
7. define review period of policy, be dated and signed by the Chief Executive Officer, Managing Director or Owner of the business.

Note that the policy should always reflect the conscious intent of the person who signs it. It is highly undesirable that any employer simply signs a policy that has been prepared by others without understanding the implications and discussion of its contents. *(OHS Policy)*

5 HAZARDS IDENTIFICATION / RISK ASSESSMENT

Is there a hazard identification / risk assessment process relating to:

5.1 Manual handling

Manual handling includes any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any object. This may include carrying a bag of cement or pulling or pushing a wheelbarrow. With every activity of this nature, there is some risk of injury depending on a number of factors, including frequency of movement, weight of the load, age of the person, workplace layout and working posture and position.

5.2 Machinery and tools

This is concerned with risks arising from fixed machinery and powered portable tools. Consideration is commonly given to things such as machine guarding, testing and tagging, emergency stop locations, the use of the correct machinery for the work, compliance with relevant standards relating to the various topics and the competency of the operator.

5.3 Vehicles and mobile equipment

Risks of injury and damage involving vehicles and mobile equipment are often only able to be reduced by considering the suitability of the vehicle for the task, vehicle maintenance practices, the routes used and rules applied, the training and certification of drivers and considering the manufacturer's specifications. Other considerations may include a design review prior to purchase, planning and defining of pedestrian and traffic flows and operating time limitations.

5.4 Pressure hazards

These hazards include bottles containing compressed matter of all types, reticulated compressed gases, compressed air in vehicle tyres and compressed liquids (as in hydraulic systems). In some situations, pressure vessels are required to be registered.

5.5 Falling objects and falling people

This relates to objects that are able to fall, swing, slide or collapse, and may include items stored at height, objects supported by slings or cranes, objects on ramps, or structures or walls of earth (that is, trenches).

It also relates to people working at heights, including walking, running, pushing, standing on supports, climbing or using harnesses to hold them in elevated positions.

5.6 Sound and vibration

This relates to noise exposure and whole body vibration as a result of mechanical vibrations of the floor, vehicles, machinery or other supports.

5.7 Electricity

This involves all forms of electricity from low voltage systems to high voltage systems commonly found in power stations, and may include overhead/buried services and machinery.

5.8 Ionising and non-ionising radiation

Ionising radiation includes such things as X-rays and ultra violet radiation from the sun. Restrictions often apply to operating times eg X-rays conducted out of normal work hours

Non-ionising radiation is due to equipment that produces heat — for example, cables, large motors, lasers, welders.

5.9 Heat and cold

These relate to the thermal environment and contact with heat and cold. Consideration should be given to: working in hot or cold locations, such as working outside during summer months, working near boilers; and the length of time. Other types of heat (such as welding splatter or a molten metal explosion) should also be considered.

5.10 Chemicals

This relates to any chemicals used within the work environment — for example, glues, solvents, detergents, caustics and acids, resinous materials, plastics, fuels and oils, heavy metals etc. Consideration should be given to the purchase, use, storage and disposal of chemicals. Stings / bites from snakes, spiders etc are also included.

5.11 Fire and explosion hazards

This relates to storage of combustible materials, working in an explosive environment, the availability of fire detection and suppression equipment and the control of sources of ignition. Information such as the explosive limits of a dust and the flammability of chemicals may be required.

5.12 Biological organisms

This relates to exposure to communicable diseases such as HIV, hepatitis, legionella and others.

5.13 Psychological and social stresses

This relates to psychological stressors in the work environment and may include effects from shift work, conflict or assaults within the workplace, or organisational changes such as downsizing or restructuring.

5.14 Physical environment

This looks specifically at the work environment. Consideration should be given to background sound

levels, lighting, amenities, air quality or air-conditioning and access or egress.

Further information can be obtained by referring to the Advisory Standards, Codes of Practice and CS Energy procedures.

(Hazard Identification / Risk Assessment process)

6 CONTRACTORS / SUB-CONTRACTORS

Is there a process that includes OHS for assessing potential contractors / subcontractors?

The assessment may include but is not limited to:

1. insurances;
2. OHS Management Systems;
3. health and safety work plans;
4. training, certification; and
5. auditing.

(Subcontractor / Contractor management process)

7 PURCHASING, DESIGN, BUILDING AND DISPOSAL

Are specific risks considered when purchasing, designing, building or disposing of equipment and materials?
This may consider issues such as:

1. refer hazard identification / risk assessment (section 5)
2. suitability for task;
3. weights and handling instructions;
4. compliance with relevant Australian Standards;
5. operating, inspection and maintenance instructions;
6. training requirements;
7. hiring equipment;
8. record requirements;
9. engineering certification
10. registration

A practical example of this may be obtaining a material safety data sheet for the MSDS register when ordering a particular chemical, or assessing if there is a less hazardous chemical available that would work in the same way.

(Purchasing, design, disposal processes)

8 EQUIPMENT AND PLANT

Is there a maintenance and inspection system for all equipment (motor vehicles, plant equipment, personal protective equipment, electrical equipment etc) used?

Many hazards are controlled by the condition of equipment, machinery and protective equipment. An

inspection and maintenance program is required to ensure an adequate standard of operation. Where operational safety (or specialised process protection) is concerned, maintenance practices may require careful scheduling of inspection intervals and maintenance tasks.

Completed checklists should be filed for record and held for three years.

(Maintenance / inspection records)

Is there a system for ensuring registrable plant is registered?

There is a legislative requirement for registrable plant certification to be current. Refer Appendix A for a list of registrable plant. (*Certificates)*

9 TRAINING AND CERTIFICATION

Do new employees complete a company induction-training program?

Induction training for new employees (including contractors) is essential for the prevention of injuries and improved production. The need for training is an important part of 'duty of care' legal requirement. The induction-training program should be designed to cover the particular aspects of that industry or workplace, and may also include:

1. company activities;
2. conditions of employment;
3. job description;
4. company amenities;
5. outline of OHS policy and procedures;
6. workers' compensation;
7. first aid provisions;
8. site specific safety training;
9. rehabilitation; and
10. reporting of incidents.

A complete list of topics for induction training, required by the Workplace Health and Safety Regulation (1997) before beginning specified work1 as defined by Regulation 56(1), is listed in Appendix B.

(Induction training syllabus and records)

Is there a system to ensure only those people with current certificates of competency are used in prescribed occupations (load shifting equipment, crane operator, boiler operator, rigger, dogger, scaffolder or welder)?

There is a legislative requirement for workers who perform work in a prescribed occupation to hold a current certificate of competency to work. A copy of the relevant certificate must be supplied to CS Energy. If a certificate has not been supplied, that person will not be allowed to work in the prescribed occupation until such certificate is received. Trainees are allowed to work in prescribed occupations only under strict supervision and with a current logbook. A list of prescribed occupations can be found in Appendix C.

(Certificates)

[1] Specified work – construction work; excavating; removing, sealing or inspecting asbestos. Refer WH&S Regulation S56(1) for detail.

Is there a system for training workers?

The training needs of all employees should be analysed and scheduled. This may take into account training required by a statutory authority to renew a trade certificate or similar. Training such as first aid, basic safety awareness, manual handling or basic skills refresher training relating to the employee's particular field could be considered.

(Copies of training needs analyses, records, certificates)

10 HEALTH MONITORING

Does the company undertake health monitoring for employees who are deemed to be at risk (for example for noise, heat, lead)?

If a person is exposed to a risk, health monitoring may be required to ensure the control measure is effective. Examples are:

1. noise;
2. heat; and
3. dust.

In some cases, a risk of exposure or an actual exposure will require monitoring to meet legal compliance. Such details are included in Schedule 6, WH&S Regulation (1997). Examples include:

1. asbestos;
2. isocyanates;
3. crystalline silica; and
4. benzene.

In some cases, health monitoring will be required to ensure the workers are able to do the job without putting themselves at risk. A suitably qualified person must perform the health surveillance.

(Health monitoring requirements)

11 COMMUNICATION

Does the company have a system in place for communicating information to workers?

Consideration may need to be given to non-speaking workers.

Means of communication may include (but is not inclusive):

1. inductions
2. toolbox meetings

12 PERFORMANCE

Does the company use any measure of OHS performance?

Performance measures are intended to provide management and employees with the information needed to manage a risk control program. They answer questions such as:

1. how many proposals for improvements are being considered, how much do they cost and are they completed on time?
2. what training is undertaken, and how effective is it?

3. how often are safety audits, surveys or inspections carried out, and what are the results?
4. how many corrective actions are outstanding / completed?
5. have equipment and maintenance inspection programs been completed?
6. what types of incidents are most important to us?
7. how many of them do we have, and how serious are they?
8. are the numbers or seriousness of these incidents changing (improving or getting worse) with time?
9. Examples of OHS performance may include a star or number rating system or a lost time injury frequency rate (LTIFR)

(Relevant documentation)

13 HAZARD REPORTING

Does the company have a hazard reporting system in place?

A hazard reporting system allows employees to notify their employer of a health and safety hazard. This allows the hazard to be documented, a risk assessment to be carried out and control measures implemented. This system is necessary to identify hazards as they occur, and to be able to modify Workplace Health and Safety Plan contents accordingly.

(Hazard reporting system)

14 INCIDENT MANAGEMENT

Does the company have an Incident Management System?

This could include (but is not limited to):

1. reporting;
2. notification of relevant authorities and people (including CS Energy);;
3. communication paths;
4. recording;
5. investigations;
6. responsibilities;
7. cost;
8. preventative actions;
9. monitoring and review; and
10. training.

The incident management system will need to interface with CS Energy's system.

(Incident management system)

15 EMERGENCY PLANNING

Does the company have an emergency plan?

Credible emergencies may include but are not limited to: fire; flood; bomb threat; explosion or medical emergency.

The emergency plan will need to interface with CS Energy's system. Emergency plans should include (but are not limited to):

1. notification of relevant authorities and people (including CS Energy);
2. action to be taken by people on site;
3. evacuation procedures;
4. communications:
5. public relations and media liaison;
6. resources;
7. responsibilities;
8. training; and
9. monitoring and review.

(Emergency plan / credible emergencies)

16 INTERFACE ISSUES

Does the OHSMS include interface issues with CS Energy systems?

Interface issues include (but are not limited to):

1. inductions;
2. systems of work / procedures eg. hot work, excavation and digging work, working with asbestos, working at heights, hazardous substance management, access under overhead works, confined spaces, PTW etc.
3. hazard reporting;
4. incident management; and
5. emergency planning.

17 DEFINITIONS

Term	Definition

18 REFERENCES

Reference No	Reference Title	Author

19 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.

20 ATTACHMENTS

20.1 Attachment 1 – List of Registrable Plant

1. Air conditioning units.
2. Amusement devices.
3. Boilers other than coil type forced circulation boilers having a rating less than 1 Mw.
4. Building maintenance units.
5. Cooling towers.
6. Cranes other than -
   - cranes having the hoisting mechanism operated by hand power; or
   - cranes having a safe working load less than 5 t; or
   - truck mounted loading and unloading cranes having a moment capacity equal to or less than 10 metre tonnes.
7. Escalators.
8. Industrial lift trucks having a capacity of more than 10 t.
9. Lifts.
10. Mobile elevating work platforms.
11. People movers and aerial funiculars.
12. Personnel and material hoists.
13. Unfired pressure vessels (other than cylinders mentioned in AS 2030) with a capacity greater than 500 L and containing -
    - steam: or
    - gas; or
    - a flammable, poisonous or corrosive fluid.
14. Vehicle hoists.

20.2 Attachment 2 - Induction Topics for Specified Work

The topics for the induction are:

1. preventing accidents, including keeping a lookout for hazards and reporting hazards;
2. unfamiliar workplaces or work;
3. procedures for dealing with emergencies and accidents;
4. manual lifting procedures and handling of materials;
5. fatigue and heat stress;
6. use of alcohol and drugs;
7. fire, firefighting and flammable substances;
8. hazardous substances;
9. electrical safety;
10. falling from heights or on slippery surfaces;
11. use of safety harnesses;
12. things that can be fallen into — for example, pits, trenches, holes and floor openings;
13. working in confined or unventilated spaces;
14. safety barriers and safety signs;
15. eye, head, hearing and respiratory protection;
16. protective clothing, helmets and footwear;
17. overhead hazards — for example, cranes and falling objects;
18. hazards from things that project;
19. hazards from things or areas left unattended;
20. hazards from vehicles;
21. use of workplace amenities, cleanliness and housekeeping;
22. sunburn;
23. wearing jewellery;
24. workplace health and safety plans;
25. workplace health and safety meetings;
26. an outline of the person's obligations under the Act.

20.3 Attachment 3 – List of Prescribed Occupations

1. For crane or hoist operation:
   a) operator of a tower crane;
   b) operator of a derrick crane;
   c) operator of a portal boom crane;
   d) operator of a bridge or gantry crane (other than operation by a remote control having not more than three powered operations);
   e) operator of a vehicle loading crane with a capacity of 10 tonnes or more;
   f) operator of a non-slewing mobile crane with a capacity of more than 3 t;
   g) operator of a slewing mobile crane with a capacity of:
      i. 20 t or less; or
      ii. 60 t or less; or
      iii. 100 t or less; or
      iv. more than 100 t;
   h) operator of a boom type elevating work platform with a boom length of 11 metres or more;
      i. operator of a mobile truck mounted concrete placing boom with a
      ii. knuckle boom capable of power operated slewing and luffing;
   i) operator of a materials hoist with a cantilever platform;
   j) operator of a materials or personnel hoist.
2. For demolition work:
   a) demolisher of a building or other structure;
   b) demolisher of plant;
   c) demolisher of a building or other structure of up to two storeys or with a maximum height of 10 m;
   d) demolisher of a house.
3. For load shifting equipment operation:
   a) operator of a bridge or gantry crane — if load being lifted by
   b) remote control having not more than three powered operations is more than 5 t;
   c) operator of a bulldozer;
   d) operator of an excavator having an engine capacity of more than 2 litres;
   e) operator of a forklift truck (other than a pedestrian operated fork lift truck);
   f) operator of a front-end loader having an engine capacity of more than 2 L;
   g) operator of a front-end loader/backhoe having an engine capacity of more than 2 L;
   h) operator of a grader;
   i) operator of an order picking forklift truck;
   j) operator of a road roller having an engine capacity of more than 2 L;

k) operator of a skid steer loader having an engine capacity of more than 2 L;

l) operator of a scraper.

4. For pressure equipment operation:
   a) advanced boiler operator;
   b) intermediate boiler operator;
   c) basic boiler operator;
   d) operator of a turbine with a power output of 500 kW or more;
   e) operator of a reciprocating steam engine with a piston diameter of more than 250 mm.
5. For rigging:
   a) advanced rigger;
   b) intermediate rigger;
   c) basic rigger.
6. Dogger.
7. For scaffolding:
   a) advanced scaffolder;
   b) intermediate scaffolder;
   c) basic scaffolder.
8. For welding:
   a) welder certificate no. 1;
   b) welder certificate no. 1E;
   c) welder certificate no. 2;
   d) welder certificate no. 3;
   e) welder certificate no. 3E;
   f) welder certificate no. 4;
   g) welder certificate no. 5;
   h) welder certificate no. 6;
   i) welder certificate no. 7;
   j) welder certificate no. 8F;
   k) welder certificate no. 8G;
   l) welder certificate no. 9;
   m) welder certificate no. 10.
9. Asbestos removalist