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CS ENERGY PROCEDURE

HOT WORK CS-PTW-HAZ-01

Responsible Officer: PTW Committee
 Responsible Manager: CS Energy PTW Administrator
 Responsible Executive: Executive General Manager Plant Operations

DOCUMENT HISTORY

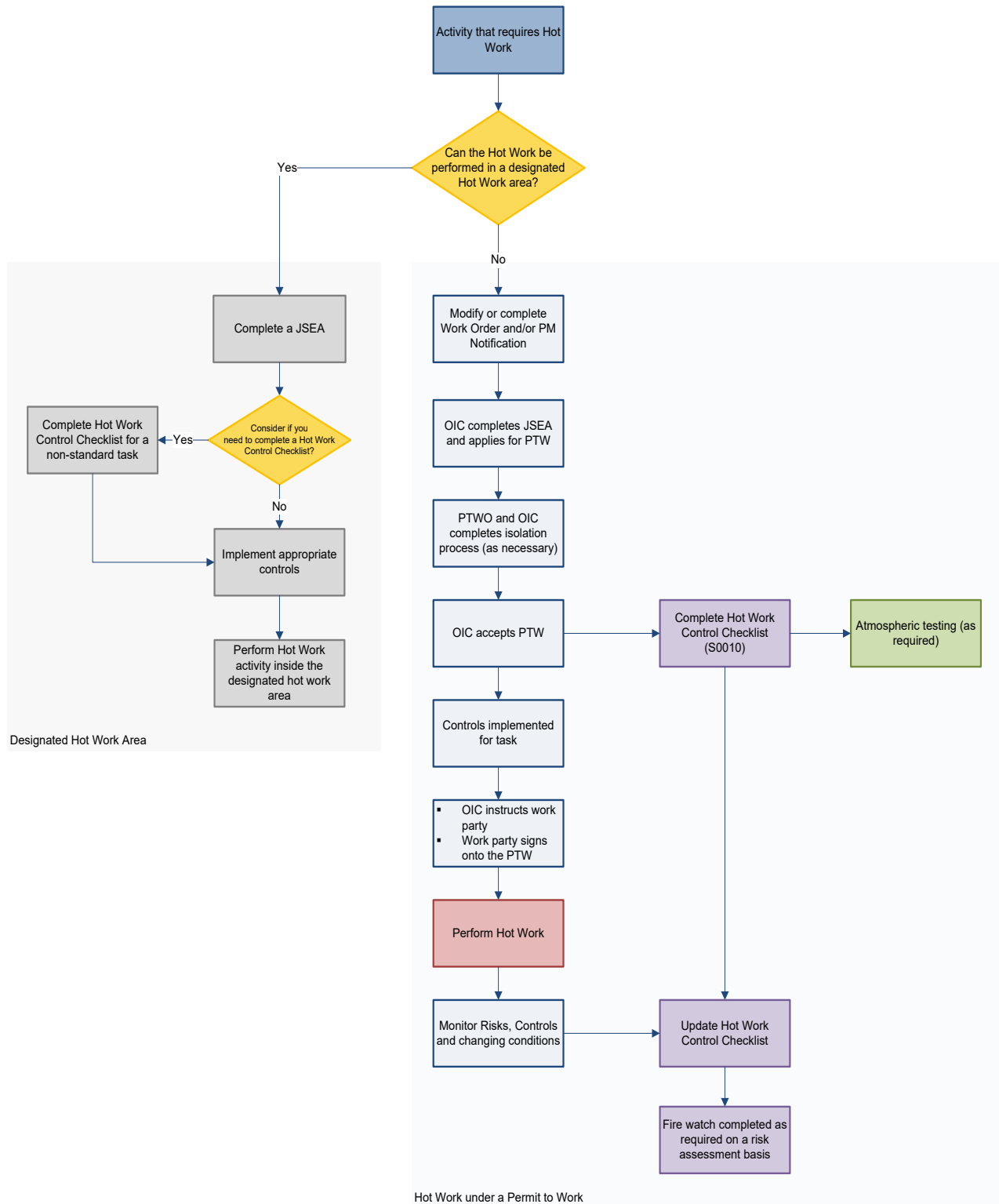
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1 HOT WORK FLOWCHART



2 PURPOSE

To prevent fire, explosion and damage to people, property or the environment during a hot work activity.

3 SCOPE

This procedure applies to all personnel; both employees and contractors, at all CS Energy sites undertaking hot work related activities, outside the maintenance workshops or other designated hot work areas. Hot work related activities include:

- Arc welding, cutting and gouging.
- Hot friction devices e.g. grinding and cutting
- Gas welding, flame cutting and gouging.
- Electric welding and cutting
- Thermic lancing
- Brazing and soldering.
- Metal preparation processes.
- Hot work in confined spaces.
- Use of electrical tools in a Hazardous Area

Note: it is not the intent of this procedure to address the specifics of the many related welding, brazing, cutting and gouging techniques that are included within the scope of hot work related activities, but rather address the common fire and explosion hazards associated with the performance of hot work.

4 RESPONSIBILITIES AND ACCOUNTABILITIES

4.1 Site General Manager

Site General Managers are responsible for ensuring that:

- Systems are in place to ensure appropriate hot work tools and equipment are available to workers;
- Systems are in place for ensuring hot work equipment is certified, inspected and fit for purpose;
- Sufficient resources are provided to effectively conduct hot work; and
- Provision of appropriate training.

4.2 Supervisors

Supervisors are responsible for:

- monitoring compliance with this procedure and the risk control measures being implemented by the work party members;
- provision of appropriate training and other support to all personnel in application of this procedure;
- provision of resources, including fire watch (if required) after hot work activities;
- communicating with the OIC and/or Shift Supervisor as required during the progress of the hot work;
- conducting and/or assisting personnel with JSEAs / SWIs; and

- authorisation of a completed JSEA / SWIs as required.

4.3 Permits to Work Officer

The PTWO is responsible for ensuring:

- If applicable, the PTW 'Hazards' section, Hot Work, is selected for any work scope that involves hot work;
- If applicable, the Hot Work Control Checklist is attached to the PTW prior to the transfer of the PTW to the OIC; and
- If applicable, a copy of the Hot Work Control Checklist is retained with the PTW documentation.

4.4 Officer in Charge (OIC)

The OIC shall ensure safe assessment, control implementation and overall safe hot work practices in accordance with this procedure. They shall ensure:

- If applicable, the Hot Work Control Checklist is attached to the PTW;
- If applicable, the Hot Work Control Checklist is completed as specified before work begins; and
- Controls in the JSEA / SWI are effective to manage the hot work activity.

4.5 PTW Administrator

The PTW Administrator is responsible for ensuring:

- A risk assessment is completed before approving a designated hot work area other than in a workshop;
- They perform audits and review the PTW system (including compliance to the Hot Work Procedure);
- Workers are trained and familiar with hot work procedures and activities.

4.6 Work Party

Employees and contractors are responsible to:

- Utilize the appropriate equipment provided for hot work;
- Perform visual inspections of hot work equipment before use;
- Ensure hot work requirements are followed when work is being performed where there is the potential to cause injury;
- Report and tag as "out of service" any faulty or defective equipment;
- Be trained and competent to perform hot work activities;
- Be involved with risk assessments as requested.

5 RISK MANAGEMENT

All hot work activities must be planned and risk assessed in accordance with the CS Energy Health and Safety Risk Management Procedure. The following should be considered when undertaking a risk assessment for hot work;

- Location of the hot work activity and work to be undertaken (including whether hot work is to be performed in designated hot work area).
- The PPE and other equipment required to complete the hot work.
- Potential for fire or explosion.
- Work which introduces cleaners, solvents, adhesives or paints.
- Requirement for a fire watch.
- Environmental conditions

A safe system must be implemented to control risks to health and safety arising from items such as, but not limited to:

- Flammable and explosive dust atmospheres;
- Flammable and explosive gas atmospheres;
- Flammable liquids, either spilt, residue or within process plant;
- Class A,B and C welding environments (refer to Table 1); and
- Combustible and flammable material.

Environment Categories are defined in AS1674.2 Safety in welding and allied processes – electrical;

Environment	Definition
Category A	"An environment without increased hazard of electric shock ". Areas such as bench top welding where there is a low risk of electric shock.
Category B	"Environment with increased hazard of electric shock." "Welding where there is a significant risk of the welder contacting the work piece or other parts of the welding circuit i.e. restricted or tight space or standing on the job."
Category C	"Welding where the risk of electrocution or shock from electric arc welding is greatly increased due to the presence of water, moisture or heat particularly where the ambient temperature is above 32°C."

Table 1 - Hot Work Environment Categories

During hot work activities (in and outside of designated hot work areas) precautions are to be taken to prevent fire and explosion risks created from:

- Ignition of explosive gas or dust atmospheres;
- Sparks and hot metallic particles and slag being generated that can cause combustion and smouldering of adjacent materials;
- Electrode stubs that remain at high temperature;
- Gas leakages, improper use of oxygen and unsafe equipment;
- Pierced or cut pressure hosing by sharp object or burned hosing by sparks, flame or hot slag;
- Heating of gas cylinders;
- Welding and cutting containers and piping that contain unknown gases/substances capable of causing
 - ignition or explosion;
- Burning or cutting through walls and partitions;
- Poor electrical connections; and
- Igniting metallic and non-metallic dusts capable of causing fire and explosions.



The draining or opening of lines containing flammable substances and materials may also need to be supplemented by specific cleaning, rinsing and purging action prior to work.

6 DESIGNATED HOT WORK AREAS

Designated areas specifically for hot work activities must be established wherever possible. A risk assessment must be undertaken, and approval received from the PTW Administrator stating the area is safe to carry out hot work processes.

The following should be considered as a minimum;

- Area (including floor/ceiling) is free from flammable chemicals, gases, oils and batteries and things that easily ignite;
- Area has screening (temporary or permanent) to prevent sparks and welding flash from leaving the area and contacting personnel;
- Firefighting equipment is easily accessible;
- Ventilation is adequate and utilised.

Wherever it is possible on a CS Energy site, hot work activities should be performed within established workshops or authorised hot work areas and at purpose built welding and allied process work stations. Hot work performed in a designated hot work area does not require a Hot Work Control Checklist, if it meets the minimum requirements.

Where it is not possible to perform hot work activities in designated hot work areas, the work must be performed under Permit to Work (PTW) with a completed Hot Work Control Checklist and identified controls in place.

7 ASSESSING THE HOT WORK RISKS

Hot work risks must be assessed to determine what workers are at risk of exposure and to determine what sources and processes are causing risk. As a minimum the following risks should be assessed;

- Airborne contaminants (hot work processes can generate fumes, mists, dusts, vapours and gases. Sparks and debris must be controlled)
- Radiation (different welding activities generate radiation. The effect of radiation on the body depends on the type, intensity, the distance and duration of exposure. CS Energy have radiation sources in their plants and risks of working in and around radiation must be considered)
- Electrical (electric shock or electrocution can occur through direct contact with an electrode, live parts, the work piece or through contact with a device such as an unearthed cable or tool)
- Fire and explosion (generated heat, flames and sparks can be a source of ignition in the presence of flammable and combustible gases and liquids, dusts, wood, leaves, rubbish)
 - Hot work activities at height are to be specifically monitored to ensure that hot particles and slag cannot cause injury, fire or explosion below, this requirement is particularly important for areas above grid mesh, personnel or other plant where controls such as ply boards, floor mats, covers are required to be implemented.



- Under the WHS Regulation an atmosphere is a hazardous atmosphere if the concentration of a flammable gas, vapour, mist or fume exceeds five per cent of the lower explosive limit for the gas, vapour, mist or fume. The criteria for classification of hazardous areas are described in AS/NZS 60079: (series) *Explosive atmospheres* and AS/NZS 61241.10: *Electrical apparatus for use in the presence of combustible dust – classification of areas where combustible dusts are or may be present*.

- Burns and exposure to heat (burns can occur on hands and other exposed skin, but also in eyes from sparks and metal fragments. Hot work can generate heat and combined with work in hot environments can cause heat rash, heat stress or heat stroke)
- Compressed and liquefied gases (the hazards associated with compressed and liquefied gases include fire, explosion, toxicity, asphyxiation, oxidisation and uncontrolled release of pressure. Precautions need to be taken when storing, handling and using cylinders).
- Noise (hot work activities can generate noise causing noise induced hearing loss)
- Lead (workers may be exposed to lead when performing hot work tasks on steel painted with leaded paints, on leaded steel, materials contaminated with lead)

Access to any hot work task must be restricted.

Other procedures may be required to be followed for certain tasks when doing hot work activities;

- Confined spaces (refer to Working in Confined Spaces Procedure)
- Working at heights (refer to Working at Heights Procedure)
- Cutting, drilling or building penetrations (refer to Digging Excavation and Building Penetration Procedure)
- Radiation (refer to Kogan/Callide Radiation Safety and Protection Plan)
- Asbestos (refer to Asbestos Management)
- Explosive atmospheres and hazardous areas (Electrical Safety Management Procedure)
- Working in heat (Working in Heat Procedure)
- Noise (Noise Management Procedure)

8 CONTROLLING HOT WORK RISKS

8.1 Isolations

Removal of people from a hot work activity minimises risks to hot work tasks (atmospheric contaminants, noise). This can be done by erecting suitable signage and barricading (refer to Barricades and Signage Procedure), suitable screens to prevent sparks. If an isolation is required, please refer to PTW and Hot Work Control Checklist.

8.2 Ventilation

Ventilation can remove heat from the environment and reduce exposure to fumes and other atmospheric contaminants. The choice of ventilation system should take into account;

- the amount and type of fumes and contaminants produced
- the proximity and location of the welding process relative to the ventilation system
- the level of ventilation, natural or mechanical, both for the whole workplace and the welding area – this will also depend on screens and partitions which may restrict cross-flow at the work area

- the proximity of the welder's breathing zone to the fume source.

Mechanical ventilation must be inspected and maintained to ensure adequate air flow.

8.3 Equipment - Maintenance and Inspection

All equipment used for hot work activities must be adequately maintained. A visual inspection of all equipment before use must be completed by the person using the tools and equipment.

Electrical equipment such as power sources, generators and welding machines and devices like ventilation systems and equipment must be properly installed, maintained, repaired and tested.

Equipment used with compressed gases, including regulators, must be properly maintained and inspected to prevent hazards such as gas leaks. The following is required for gas cylinders;

- All cylinders are stored vertically and not to be positioned in an access way or traffic area.;
- All cylinders are adequately restrained and secured against movement;
- Full cylinders are segregated from empty cylinders;
- Fuel gases are segregated from oxygen cylinders (e.g. acetylene and oxygen);
- Signage, such as "No Smoking or Naked Lights" is displayed where fuel gases are stored; and
- There is a system of 'first in, first out' use (i.e. the cylinders that have been in storage for the longest period are used prior to newly purchased cylinders)
- For welding equipment flash back arrestors, suitable for the types of equipment used are to be fitted to both oxygen and fuel gas lines:
 - Between the blowpipe and hose; and
 - At the regulator outlet.
- Workers involved in hot work activities are to generally inspect and consider the capability of materials, stands or other support devices to elevate, support and hold components during hot work. Prior to and during work, identify or monitor the likelihood of fire or collapse can be minimised.
- Precautions are to be taken wherever practicable to prevent sparks or flames from hot work activities coming into contact with hoses and cylinders.

8.4 PTW System and Hot Work Control Checklist

8.4.1 Permit to Work

Any hot work outside of a designated work area will be managed under the PTW system (refer to the Permit to Work Procedure). A JSEA/SWI must also be completed with the PTW.

Prior to hot work activities commencing during major plant maintenance, overhauls or forced outages, planning is to be undertaken to ensure that the following are adequately considered:

- Appropriate means of access during plant overhauls and outages;
- Availability of appropriate resources to complete (inc. fire watch processes);
- Suitable times and timeframes for welding or other hot work activities;
- The necessary exclusion of personnel from work areas; and
- Safe preparation of work environments and atmospheres.



Important Note – No hot work is to be conducted outside a designated hot work area without a PTW with a completed Hot Work Control Checklist (S0010) and relevant controls implemented.

If the scope of work changes under the Permit to Work which requires hot work to be undertaken where initially it did not, the Permit to Work is to be suspended (e.g. Alter-Isolation) and the special precaution 'hot work' added to the 'hazards' of the PTW. The S0010 Hot Work Control Checklist is to be completed for the job to ensure necessary controls are in place.

8.4.2 Hot Work Control Checklist

A Hot Work Control Checklist is a CS Energy approved document that details a planned approach to Hot Work tasks. The document recognises that Hot Work tasks have an inherent degree of risk and typically requires hazard controls to be implemented before the task can be approved and then undertaken. The OIC is to complete the Hot Work Control Checklist (S0010) before the hot work is undertaken. The Hot Work Control checklist addresses the following activities;

- Hot Work Job Details
- Sources of ignition
- PPE
- Special precautions and conditions
- Atmospheric testing
- Authorisation
- Prior to work commencing checklist
- Post work checklist
- Fire watch

The Hot Work Control Checklist is required to be updated during the planning stage, when performing hot work and after the work has been completed.

8.5 Housekeeping

Good housekeeping practises are required for hot work activities; including the work area being free of debris and leads and hoses managed to prevent slip, trip, fall hazards. As far as practicable, all flammable and combustible material, including remnants of fuel (e.g. coal, dust, and fuel oil), gases, liquids and solids are to be removed from the hot work area and anywhere where an ignition source could be created as a result of the hot work.

Always consider and immediately rectify possible poor housekeeping risks, such as:

- Keep all welding leads as short as possible, looping them using a pattern that minimises the risk of inductance (double looped not coiled). Tangled and poorly laid out leads and hoses create raised trips hazards and can also cause leads to overheat.
- Never drag live welding leads across surfaces that may cause the insulation to become worn or split.
- Ensure that work areas are thoroughly cleaned and the following sequential steps taken:
- Fuel or other sources of ignition must be rendered inoperative
- substances previously held in the equipment identified and the hazards associated with it determined

- an appropriate method of cleaning must be chosen
- where possible the equipment should be moved outdoors or to a well-ventilated and drained area for cleaning

8.6 Safety Data Sheets

Workers are to ensure that they access current safety data sheets to understand chemical risks when performing hot work, in particular welding activities.

8.7 Atmospheric Monitoring

Atmospheric testing and monitoring (type and frequency) must be consistent with the hazards identified in the JSEA/SWI.

Atmospheric testing using a certified, calibrated device is to be undertaken prior to working in hazardous areas where flammable gases/liquids (i.e. vapours) are possible.

In a high-risk environment (e.g. enclosed plant – tanks, vessels, containers etc.) it is requirement to have continuous atmospheric testing in place.

Atmospheric tests are to be documented on the Hot Work Control Checklist.

8.8 Emergency Response

Potential emergency scenarios should be considered when performing a hot work task. Fire extinguishers suitable for the types of task performed are to be located within the immediate vicinity (within 10m) of personnel performing hot work activities. This may be easily achieved by securing fire extinguishers to welding trolleys and mobile units or hanging extinguishers on walls.

8.8.1 Fire Watch

When performing hot work activities in areas where sparks may have spread to any other area of plant that contains flammable material/substances, it is a requirement to employ fire watch arrangements.

Fire watch requires an employee to check the area and surrounding areas to ensure there are no signs of smouldering, burning, flames or fire.

8.8.2 Fire Watch Requirements

- For low risk work there shall be an intermittent fire watch provided for 30 minutes after completion of hot works.
- For moderate risk work there shall be a 30-minute continuous fire watch after completion of hot works.
- For high/significant risk areas there shall be a continuous 60-minute fire watch after completion of hot works. Then for 3hrs afterwards there should be intermittent checks/fire monitoring as deemed necessary by risk assessment.

A risk assessment conducted by the OIC should determine the type of fire watch required after the work completed – 30 minutes continuous or 60 minutes continuous and the frequency of intermittent checks. Checks may be required after the 60-minute continuous fire watch.

If fire watch is required after normal site hours, the OIC or Supervisor is to plan for a resource to complete this task. The OIC or Supervisor may need to contact the Operations Shift Supervisor to organise a resource from Operations to conduct the fire watch activities.

The person conducting the fire watch is to document the inspection result on the Hot Work Control Checklist (S0010). Personal Protective Equipment

The use of PPE when performing hot work activities is mandatory – refer to PPE Procedure. The table below provides the minimum PPE that must be used when performing hot work tasks.

Process	Example Hazards	Minimum PPE Required
Gas cutting and welding	Radiation Burns Toxic Fumes Noise	<ul style="list-style-type: none"> Goggles or shields with appropriate filters Fire retardant clothing, gauntlets and footwear Suitable head wear for overhead cutting Suitable respirators Hearing protection
Arc Welding (Manual)	Radiation Burns Toxic Fumes Electric Shock Noise	<ul style="list-style-type: none"> Full welding shield and filters Fire retardant dry clothes, gauntlets (leather gloves), and footwear Suitable respirators Hearing protection
Grinding and chipping	Hard Particles Burns Electric Shock Hot Material Noise	<ul style="list-style-type: none"> Safety glasses & impact rated face shield or goggles and face shield Fire retardant clothing Hearing protection
Plasma Cutting	Radiation Electric Shock Toxic Fumes Noise	<ul style="list-style-type: none"> Goggles or shields with appropriate filters Fire retardant clothing, gauntlets (leather gloves), footwear Suitable head wear for overhead cutting Suitable respirators Hearing protection
Cutting and welding (Zinc or cadmium coated plate fasteners etc.)	Toxic Fumes Noise Burns	<ul style="list-style-type: none"> Goggles or shields with appropriate filters Fire retardant dry clothing, gauntlets (leather gloves), and footwear Suitable head wear for overhead cutting Suitable respirators Hearing protection

Table 2 - PPE requirements

9 COMPLETION OF HOT WORK

The following activities must be undertaken upon completion of hot work:

- a. Removal of signs and barricading delineating the work area.
- b. A fire check maintained for a period defined by the JSEA for the hot work task.
- c. Return of equipment to its correct place of storage.
- d. The area surrounding the hot work is cleared and returned to a safe condition.
- e. Closure of the Hot Work Control Checklist and/or PTW.
- f. Removal of any isolations in place which were specific to the hot work.

10 CONTRACTOR MANAGEMENT

Where contractors that may be unfamiliar with CS Energy procedures are procured to undertake hot work activities on site, relevant site specific information is to be communicated during pre-contract consultation, the site induction process and pre-work Supervisor/Site Contact/OIC communication. Refer to the CS Energy Contractor Management Procedure

11 TRAINING AND COMPETENCY

All workers who perform hot work tasks must be familiar in the hot work task and the use of relevant equipment (e.g. welding tools). A relevant trade certificate may be required for identified hot work activities. Training and assessment must be undertaken in accordance with the CS Energy Training requirements and recorded in the LMS. Refer to the Permit to Work Procedure for training required for roles in the event a permit is required to perform hot work.

Information, training, and instruction that is provided to workers who carry out welding include:

- the proper use, wearing, storage and maintenance of personal protective equipment (PPE)
- how to work safely in hazardous environments, such as a confined space
- first aid and emergency procedures
- how to access safety data sheets (SDS) for hazardous chemicals
- the nature of, and reasons for, any health monitoring if required.

All atmospheric testing must be performed by a person trained in atmospheric testing and competent to use the certified atmospheric tester.

12 MONITOR AND REVIEW

Control measures that are put in place to protect health and safety should be regularly reviewed to make sure they are effective.

A review of the controls can be done by the following means;

- Inspection of the workplace before hot work is performed
- Welding fume monitoring of individuals completed by an occupational hygienist
- Atmospheric monitoring at the time of the hot work
- Completing a Critical Control Verification Hot Work

13 DEFINITIONS

Term	Definition
Lower Explosion Limit (LEL)	in relation to a flammable contaminant, the concentration [concentration (usually >10% LEL) of a gas or vapour in air capable of producing a flash of fire in presence of an ignition source (arc, flame, heat)] of the contaminant in air below which the propagation of a flame does not occur in contact with an ignition source
LMS	Learning Management System
Designated Hot Work Area	A clearly identified area for which a risk assessment has been undertaken and approval has been received from the PTW Administrator stating the area is safe to carry out hot work processes.
JSEA	A Job Safety Environment Analysis used to identify the safety and environmental hazards, their risk and controls required for a work activity.
Hazardous Area	<p>An area in which an explosive atmosphere is present or may be expected to be present, in quantities such as to require special precautions for:</p> <ul style="list-style-type: none"> • Any access or activity that presents an ignition source, or The construction, installation and use of electrical equipment
Hot Work	<p>Includes:</p> <ul style="list-style-type: none"> • Fire or spark producing activities that may increase the risk of fire or explosion; • Introduction of a non-certified ignition source into a classified hazardous area; • Activities within a hazardous area that have the potential to cause a release of gas in that hazardous area; or • Activities within a hazardous area that have the potential to cause large dense dust cloud in the hazardous area. <p>Examples include:</p> <ol style="list-style-type: none"> (a) Welding, grinding, heating, thermal, friction or oxygen cutting; (b) Taking/using communication devices, combustion engines, torches, battery or mains powered tools in a hazardous area; (c) Maintenance of a gas pipeline valve on-line that could create an explosive gas atmosphere; or <p>Air-arc cutting a liner creating a large dust cloud.</p>

14 REFERENCES

Reference No	Reference Title	Author
	Work Health and Safety Act 2011	
	Work Health and Safety Regulation 2017	
	Welding Code of Practice 2021	
B/D/11/19582	Procedure - CS-PTW-01 - Permit to Work (PTW) Procedure	CS Energy
B/D/18/6609	Procedure – CS-OHS-76 Health and Safety Risk Management	CS Energy
B/D/13/34521	Procedure – CS-OHS-68 Contractor Management	CS Energy
B/D/11/39828	Procedure – CS-PTW-HAZ-03 Working in Confined Spaces	CS Energy
B/D/11/19581	Procedure - CS-PTW-HAZ-02 Working at Heights	CS Energy
B/D/11/19576	Procedure – CS-PTW-HAZ-04 Digging Excavation and Building Penetration	CS Energy
B/D/11/30966	Procedure - CS-OHS-43 Asbestos Management Plan	CS Energy
B/D/18/13008	Procedure - CS-OHS-31 Electrical Safety Management	CS Energy
B/D/11/30949	Procedure – CS-OHS-24 Working in Heat	CS Energy
B/D/11/30950	Procedure – CS-OHS-25 Noise Management	CS Energy
B/D/12/11085	Procedure – CS-OHS-36 Barricades and Signage	CS Energy
B/D/12/1363	Procedure – CS-OHS-50 Personal Protective Equipment	CS Energy
C/D/11/23405	Kogan Radiation Safety and Protection Plan	CS Energy
C/D/17/27091	Callide Radiation Safety and Protection Plan	CS Energy
B/D/11/36145	Form - S0010 - Hot Work Control Checklist	CS Energy
AS 1336:2014	Recommended Practices for Occupational Eye Protection	
AS 1337:2020	Personal Protective Equipment - Eye and Face Protection	
AS 1338:2012	Filters for Eye Protectors – Part 1: Filters for Protection Against Radiation Generated in Welding and Allied Operations	
AS 1674.1:1997	Safety in Welding and Allied Processes Part 1 1997 – Fire Precautions	
AS 1674.2:2007	Safety in Welding and Allied Processes Part 2 2007 – Electrical	
AS1680:2012	Interior and workplace lighting	
AS1715:2009	Selection, use and maintenance of respiratory protective equipment	
AS 16900:2015	Respiratory protective devices – methods of test and test equipment	
AS 1995:2003	Welding Cables	
AS 2161.4:1999	Occupational Protective Gloves – Part 4: Protection Against Thermal Risks (Heat and Fire)	
AS 2380.1:1989	Electrical Equipment for Explosives Atmospheres – Explosion Protection Techniques	
AS 2444:2001	Portable Fire Extinguishers and Fire Blankets – Selection and Location	
AS 2812:2005	Welding, Brazing and Cutting of Metals – Glossary of Terms	
AS 2865:2009	Safe Working in a Confined Space	
AS 3000:2018	Electrical Installations (Australian/New Zealand Wiring Rules)	
AS 3008.1.1:2017	Electrical Installations – Selection of Cables – Part 1.1 Cables for Alternating Voltages up to and Including 0.6/1 kV – Typical Australian Conditions	
AS 3100:2017	Approval and Test Specification – General Requirements for Electrical Equipment	
AS 4839:2001	The safe use of portable and mobile oxy-fuel gas systems for welding, cutting, heating and allied processes	
AS/NZS 60079 (series):	Explosive atmospheres	

Reference No	Reference Title	Author
AS/NZS 61241.10:	Electrical apparatus for use in the presence of combustible dust – classification of areas where combustible dusts are or may be present.	
AS 60974 series	Arc Welding Equipment	
AS 60974.1:2020	Arc Welding Equipment – Welding Power Sources	
AS60974.6:2006	Arc Welding Equipment – Limited duty portable arc welding and allides process power sources	
WTIA (Tech Note 7)	Welding Technology Institute of Australia – Technical Note Number 7: Health and Safety in Welding	
WTIA (Tech Note 22)	Welding Technology Institute of Australia – Technical Note Number 22: Welding Electrical Safety	

15 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, 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.

Government Owned Corporations 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 business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.