HEALTH & SAFETY INSTRUCTION

GUIDELINES FOR CONTRACTOR HEALTH & SAFETY PLANS

INSTRUCTION HISTORY

If any changes or errors are identified in this instruction, contact the Responsible Supervisor to arrange.

Responsible Team / Supervisor			Instruction Code
Health and Safety / Head of Health, Safety and Security			**CS-OHS-27**
Key Changes	**Updated By**	**Verified By**	**Date**
Original Release	H&S	HoD H&S	12/02/2002
Owner title, site H&S officer title, minor editing.	H&S	HoD H&S	06/06/2005
Inclusion of new Sections 5 - Review and 6 - Auditable Outcomes / minor editing.	H&S	HoD H&S	19/04/2006
Update of old template. Removal of Environmental components already relocated to CS-ENV-08	S Collard D Clarke	HoD H&S	24/04/2018
Updated Legislation references, updated definitions in line with Contractor Management procedure, and latest Environmental definitions. Converted to Instruction	K Tippett	L Hartley	07/01/2026

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1 PURPOSE

Enter 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 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 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 Designated Lead 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	Vendor or person who is providing services to CSE.**Contractor is equivalent to Contingent Worker**
Contractor Management Coordinator	Site champion to ensure effective end to end Contractor Management processes on site.
Contract Owner	Has overall accountability for the contract and it the key point of contact in relation to the contract.
Designated Lead	Overall accountability for development, execution and close out of the job scope of work.
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	A quality or physical characteristic of the environment that is conducive to any of the following. • ecological health or public amenity or safety; or • a contribution to biological diversity and integrity, intrinsic or attributed scientific value or interest, amenity, harmony and sense of community
Environmental Nuisance	Unreasonable interference or likely interference with an environmental value caused by: • Noise, dust, odour, light, or; • An unhealthy, offensive or unsightly condition because of contamination; or • Another way prescribed by regulation. Environmental nuisance can be considered as serious or material environmental harm.
Maintenance work	Plant repairs, rectification, modification, alteration or refurbishment.
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
	Workplace Health and Safety Act
	Workplace Health and Safety Regulation
B/D/11/31096	Procedure - CS-ENV-08 - Guidelines for Contractor Environmental Management Plans
B/D/13/34521	Procedure – CS-CMP-00 Contractor Management Procedure
B/D/13/34119	Contractor Management Quick Guide

8 INSTRUCTION CHECKS AND UPDATES

- This document will be checked and updated by the responsible team as and when required in relation to accuracy, relevancy, safety, and effectiveness.
- When the document has been updated, the following TRIM Notes shall be applied -

Responsible Person	Required TRIM Note	User Stamp Tick
Nominated Author/s	Updated	Must be on
Responsible Supervisor	Verified	Must be on

- Checks of this document shall also occur in the following instances –
  - Changes in legislation, standards, or regulation.
  - Changes in technology or process.
  - As an action following an incident, safety review or audit.
  - As part of a risk assessment.

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.
- Workplace Health and Safety Regulation.
- Codes of Practice.

RELEVANT STANDARDS

The following Advisory Standards / Codes of Practice should be considered where appropriate and include compliance with the relevant CS Energy procedures (but are not limited to).

- Asbestos Removal
- Construction Workplace Amenities
- Excavation
- Falls from Height / Work on Roofs
- Falling Objects
- First Aid
- Hazardous Substances
- Manual Handling
- Noise

- 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
    - Reporting process
    - Investigation overview
    - Corrective action tracking
- Reporting & Inspection define timeframes for:
    - Safety inspections
    - Progress reporting
    - Audit schedules
- Emergency response.
    - Evacuation routes
    - Emergency contacts
    - First aid arrangements
    - Fire response
    - Spill response