



CS ENERGY PROCEDURE FOR SITE CONDITIONS CS-SCP-609

Responsible Officer: Group Manager Procurement and Contract Management
Responsible Executive: Executive General Manager Strategy and Commercial

DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Initial Release	G Oduko			July 2011
Updated format and references	J Langton-Smith S Collard	G Hamilton	G Hamilton	07/09/2012
Correct refer to clause error	J Langton-Smith	G Hamilton	G Hamilton	17/10/2012
Updated	J Langton-Smith	G Hamilton	G Hamilton	24/04/2013
Updated for outdated references	H Lonsdale	C Clark	J Mahoney	12/12/2014



CONTENTS

DOCUMENT HISTORY	1
1 INTRODUCTION	5
2 PURPOSE.....	5
3 SCOPE.....	5
4 PRECEDENCE	5
5 CONTRACTOR PRE-START GENERAL RESPONSIBILITY	5
6 SITE WORKS, SITE ACCESS AND INDUCTION	6
6.1 Access to Site	6
6.2 Site Induction.....	6
6.3 Electronic Swipe Cards	7
6.3.1 Vehicle Access	7
6.4 Security	8
6.4.1 Prohibited Items	8
6.5 Permits and Inspections	9
6.6 Smoking	9
7 RISK MANAGEMENT, WORKPLACE HEALTH, SAFETY AND ENVIRONMENT	9
7.1 Compliance	9
7.2 Occupational Health and Safety (OHS) Plan.....	9
7.3 Job Safety and Environmental Analysis (JSEA)	10
7.4 Permit to Work System	10
7.4.1 Permit to Work (PTW) - Authorisation.....	10
7.4.2 Permit to Work (PTW) – Supporting Documents	11
7.5 Safety Performance	13
7.6 Incident Reporting.....	13
7.7 Contract Safety Resources	14
7.8 Life Savers and Minimum Standards for Critical Risks	14
7.8.1 Life Savers	14
7.8.2 Minimum Standards for Critical Risks	15
7.9 Personal Protective Equipment (PPE).....	15
7.10 Equipment.....	15
7.11 Miscellaneous Safety Provisions	16
7.12 Supervision and Personal Conduct	16
7.13 Fit for Duty	16
7.13.1 Minimum Standards for Critical Risks	17
7.13.2 Fatigue Management	17



7.14	First Aid and Emergency Recovery	17
7.15	Vaccinations	18
7.16	Hazardous Substances and Dangerous Goods	18
7.17	Audit	18
7.17.1	Non-Conformance	19
7.18	Electric and Magnetic Fields	19
7.19	Radioactive Substances	19
7.19.1	Approvals, Licenses and Permits	19
7.19.2	Identification	19
7.19.3	Transport	19
7.19.4	Radiography	20
7.19.5	Radiation Gauges	20
7.20	Lasers	20
7.21	Environmental Management Plan (EM Plan)	20
7.22	Environmental Performance	20
7.23	Environmental Non-Conformance, Incidents and Complaints	21
7.24	Cleaning of Equipment	22
8	FACILITIES	22
8.1	General	22
8.2	Other Site Facilities	23
8.3	Portable Office / Crib and Ablution Buildings	23
8.4	Workshop and Storage Area	23
8.5	Site Cleaning	24
8.6	Power Supplies	24
8.7	Lighting	25
8.8	Water	25
8.9	Telephone	26
8.10	Compressed Air	26
8.11	Removal of Contractor Facilities	26
8.12	Photography or Video Footage	26
8.13	Site Relationships	26
9	CONTRACTOR'S TOOLS AND EQUIPMENT	26
9.1	Tools and Equipment	26
9.2	Responsibility for Equipment	27
9.3	Electrical	27
9.3.1	Electrical Cord Extension Sets	28



- 9.3.2 Inspection, Measurement and Test Equipment28
- 9.4 Statutory Authority Certificates.....28**
- 9.5 Lifting, Rigging and Scaffolding Equipment.....28**
- 9.6 Machinery – Cranes and Mobile Plant.....29**
 - 9.6.1 Transformer Oil Regeneration Plants29
 - 9.6.2 Certification of Machinery.....29
 - 9.6.3 Permits and Inspections.....30
- 10 COMPETENCY / WORKMANSHIP30**
 - 10.1 Qualifications and Experience.....30**
 - 10.2 Pressure Welders30**
 - 10.3 Trades Assistants / General Hands / Apprentices.....30**
- 11 ACCOMMODATION AND TRANSPORT31**
- 12 EMPLOYEE AND INDUSTRIAL RELATIONS31**
 - 12.1 Equal Employment Opportunity (E.E.O.)31**
 - 12.2 Bullying, Harassment and Victimisation.....31**
 - 12.3 Contractor’s Representative (Contractor’s Rep.).....31**
 - 12.4 Access to Site for purposes other than Contracted Works.....32**
- 13 INTERFERENCE.....32**
- 14 AUDIT REQUIREMENTS.....32**
- 15 BUSINESS SYSTEMS32**
- 16 MAKING GOOD.....32**
- 17 CONTRACTOR’S REPORTING OBLIGATIONS32**
 - 17.1 Contractor Staff staying longer than the allowed time32**
 - 17.2 OHS Incidents Statistics33**
 - 17.3 Non-Conformance33**
 - 17.4 Environmental Incidents and Complaints.....33**
 - 17.5 Insurance Certificate33**
 - 17.6 Advice of Emissions made on CS Energy Sites for NGERS Reporting.....33**
- 18 ASSOCIATED DOCUMENTS33**
- 19 DEFINITIONS.....34**
- 20 REFERENCES.....35**
- 21 RECORDS MANAGEMENT.....35**



1 INTRODUCTION

CS Energy owns and maintains Callide A, B and C, Kogan Creek, and Wivenhoe Power Stations. Callide C Station is owned and operated in partnership with Intergen. The locations of these Power Stations may be seen on the CS Energy website:

[http://www.csenergy.com.au/content-\(17\)-power-stations.htm](http://www.csenergy.com.au/content-(17)-power-stations.htm)

2 PURPOSE

This document outlines the conditions to which all CS Energy staff, Contractor or Supplier or visitors must comply with whilst accessing and / or working on any CS Energy site. Additional conditions may be found in the contract document itself.

3 SCOPE

These Site Conditions (as amended from time to time) apply to all persons visiting or working in CS Energy sites. These Site Conditions do not apply to Mines that operate as defined by the Queensland Coal Mining Safety & Health Act 1999.

The expectation of compliance depends on the work or services that are to be performed by the Contractor or Suppliers; or the area(s) that are to be visited in case of non-services providing visitors.

Some aspects of the Site Conditions can be varied from time to time for specific circumstances based on rigorous risk assessments approved before the event by the Site Manager. The request to vary the Site Conditions must be prepared and submitted by the CS Energy staff responsible for the events three (3) working days before the event to the Site Manager for approval.

These site conditions apply unless otherwise specified in the contract between the CS Energy and the Contractor.

4 PRECEDENCE

Where there is an inconsistency between the contract terms and the applicable Site Conditions, the Site Conditions will prevail, unless the parties expressly agree otherwise.

5 CONTRACTOR PRE-START GENERAL RESPONSIBILITY

Prior to the Contractor's personnel accessing the site, the Contractor must ensure that the information and documents as requested in the Site Conditions Checklist (Form S2024 - "[B/D/10/33442](#)") are provided to the Principal's Representative.

CS Energy reserves the right to refuse entry, or withdraw permission, for any person from the site if they do not comply with these site conditions, or do not have the necessary competencies.

Where the Contractor has personnel that have not undergone the registration process, prior notice must be provided to the Principal's Representative. The Principal's Representative can then decide to grant access or not.

The Contractor is also responsible for:

- ensuring that its personnel comply at all times with these site conditions.
- ensuring that all personnel are available at site at the designated times, and ready for the performance of the services.



- If any of the personnel are not available at the designated time and ready for the performance of the services, unless provided for in the contract, the contractor shall supply a replacement within three (3) hours of such an event or as agreed with the Principal's Representative, and,
- all aspects of security within the Contractor's own work areas.

6 SITE WORKS, SITE ACCESS AND INDUCTION

CS Energy sites are manned 24hrs per day, but standard working hours are between 0700hrs and 16:30hrs Monday to Friday, excluding closure days and gazetted public holidays. However, staff may work outside of this period. Some Sites may have other standard working hours that are different to the hours stated. Working hours for contractors will be as agreed in each contract or as designated by the Principal's Representative.

Work on weekends, or overtime during normal work periods will require review by the Principal's Representative. However, rosters for employees and contractors must work within the CS Energy Fatigue Management Policy (refer clause 7.13.2 for further detail).

Unless otherwise provided for in the contract, the Contractor will be responsible for the supply and delivery on the site of all plant and materials required for the purposes of the contract, including consumables and personal protective equipment (PPE).

Access to the work area at all times will be accorded to CS Energy's Representative and other authorised employees of CS Energy. Lay down areas, and facilities for site fabrication and assembly prior to installation, will be carried out in areas allocated by CS Energy's Representative. The standing of vehicles and equipment on access roads, and within site buildings, is prohibited unless expressly approved by the Principal's Representative.

6.1 Access to Site

Each operational site has a site access/permission process to control the entry and exit of people onto site. The site access procedures are in place to maintain a secure and safe site.

Your CS Energy contact will provide you with the necessary paperwork to arrange access to site.

6.2 Site Induction

CS Energy has moved to an [online induction](#) process for employees, contractors and visitors to its power station sites

How to find the online induction:

Staff and contractors can access the online induction at <https://csenergy.clui.com/>. Contractors can also follow the links from [CS Energy's website](#).

To save time, complete your online site induction prior to arrival at site. A limited number of computers will be available in the security office to complete the online induction at site.

Induction types

- Once you've logged into the online site induction, select the relevant induction type for you:

Induction Type	Access	Online Module/s
Visitor	Not accessing plant, accompanied on-site	Site-specific module (15 minutes)
Worker	All employees. Contractors conducting work on plant, signing onto PTW board.	Site specific module and core safety module (45 minutes)



No personnel shall perform work on site prior to completing the CS Energy site induction and, in some instances, PTW or Officer in Charge (OIC) training. Specific inductions are required for certain areas of plant and types of work including, but not limited to:

- confined space entry
- electrical access
- cooling tower entry

Depending on the site and induction type, CS Energy requires that inductions are refreshed after set periods.

On completion of site induction, Contractor personnel will be issued with an electronic swipe card and a blue personal lock for use under the PTW system. OIC's will be issued a yellow lock.

Contractor's personnel are not permitted access to any area outside the immediate location where the services are being performed. Specifically, Contractor's personnel are not permitted to enter the Control Room or any of the administration buildings, laboratory, workshops or stores, or drive on ash dam roads unless permitted by the Principal's representative.

If any of the conditions in the Site Conditions are breached, the Principal reserves the right to refuse or withdraw permission for any person to access the site. In such circumstances, the Contractor shall ensure that replacement personnel be acceptable to the Principal and be available to commence work on the site within three (3) hours or as agreed with the Principal's Representative or as stipulated in the contract, at no additional charge.

6.3 Electronic Swipe Cards

Electronic swipe cards will be issued to individuals only after they have completed the site induction. It is the card holder's responsibility to ensure that they log on whenever they enter site, and log off whenever they leave. It is the responsibility of the card holder to carry their electronic swipe card on their person at all times whilst onsite. On completion of the contract works or on termination of contract, the card holder must return their swipe card to site security. Failure to do so shall result in a \$75 payment per outstanding card which shall be deducted from the Contractor's final invoice.

A restricted short term access swipe card may be issued where the work does not exceed one (1) day. Conditions apply.

If any of the Contractor's personnel are not required to be onsite for any more than three (3) consecutive business days, they must return their electronic swipe cards issued to them to the Principal's Representative at the completion of each site visit.

6.3.1 Vehicle Access

Only Contractor's vehicles carrying equipment necessary for the performance of the services shall be allowed on site, and entry to site by each vehicle will be subject to approval by the Principal. Private vehicles belonging to contractor's personnel are not permitted to enter site. Application for vehicle access must be requested via the site contact.

All vehicles required to access the site shall be registered and comply with Queensland Road Transport legislative requirements. They must also abide by the following specific conditions:

- Vehicles shall be site registered with site security and provided with a Vehicle Access Pass prior to being granted access to site. Applications for Vehicle Access Pass must be submitted to the Principal's Representative at least three (3) days prior to bringing vehicles onsite.

- All personnel driving vehicles on site shall have current driving licences endorsed for the type of vehicle being driven – drivers licenses shall be copied and provided to the Principal's Representative at least three (3) days prior to bringing vehicles onsite, and vehicle operators are to carry their license on their person at all times. Persons are required to notify of the loss of their licences.
- All vehicles should be clearly marked with the name of the Contractor.
- Flashing lights or hazard lights are required to be on when entering site buildings (e.g., turbine halls) or when in close proximity to heavy vehicles and equipment (e.g., loaders & cranes).
- Vehicles shall give way to pedestrians and heavy vehicles at all times.
- Vehicles shall at all times obey road line markings and signs on site.
- Posted speed limits onsite will be adhered to at all times.
- Vehicle speed limit whilst inside site buildings is 5kph.
- Parking in site buildings, and any other 'no parking' areas onsite is not permitted.
- Seatbelts must be worn on site at all times whilst driving vehicles.
- Vehicles will be operated onsite, and whilst travelling to site, in accordance with Queensland Road Rules at all times.
- Keys shall be left in vehicles at all times when the vehicle is unattended outside of designated parking areas on site.
- No smoking will be allowed in any vehicle, including contractor vehicles, while on site at any time, in accordance with the Queensland Tobacco and Other Smoking Products legislation.
- Vehicle drivers will not use mobile phones or other communications devices unless equipped with "hands-free" capability.
- Parking brakes will be set in all parked vehicles.

All vehicles entering or leaving site can be subjected to inspection and search of both the vehicle and its contents. All containers including personal bags and cases being brought onto or taken from the site will be subject to inspection.

6.4 Security

The Contractor's personnel shall comply with the Principal's security procedures and policies with respect to entry to and exit from site, vehicle parking and traffic control. All personnel shall comply with any direction(s) given by the Principal's Representative, including security staff.

Any mobile plant, containers, personal bags, cases, toolboxes and the like being brought onto or taken from the site can be subject to inspection. All personnel on site will be deemed to have consented to such inspection.

The Contractor shall immediately report any theft to the Principal's Representative. Theft of any kind will result in disciplinary action and will be reported directly to the police.

6.4.1 Prohibited Items

At no time shall pyrotechnics, illicit drugs or alcohol be brought on to the site. Written permission is required from the Principal, for any firearms, ammunition, explosives or animals (excluding guide dogs) to be brought on to any CS Energy site.



6.5 Permits and Inspections

The Contractor will obtain all necessary permits and pay the fees required for completion of the works as stated in the contract. The Contractor will make such tests as are called for by regulations.

6.6 Smoking

CS Energy Power Stations operate smoke free work areas. Smoking will only be permitted in smoking areas designated by the Principal.

7 RISK MANAGEMENT, WORKPLACE HEALTH, SAFETY AND ENVIRONMENT

7.1 Compliance

The Contractor will, before commencing work on site, become familiar with CS Energy's procedures and legislative requirements for health, safety and environmental management whilst working onsite.

The Contractor will be responsible for the safety of all persons employed on the work under the contract. The Contractor will ensure that all employees receive adequate instruction in the safety and emergency procedures applicable to their duty and place of employment.

The Contractor shall comply with all of the Principal's policies and procedures as well as relevant Workplace Health and Safety Legislation and Standards. These may include, but are not limited to:

- Workplace Health and Safety Legislation
- Work Cover Legislation
- Environmental Legislation

Further guidance on legislative and procedural requirements can be reviewed at the supplier portal:

[http://www.csenergy.com.au/content-\(103\)-Supplier_downloads.htm](http://www.csenergy.com.au/content-(103)-Supplier_downloads.htm)

www.legislation.qld.gov.au

7.2 Occupational Health and Safety (OHS) Plan

At least seven (7) business days prior to commencing work on site, the Contractor will submit an Occupational Health and Safety Plan to the Principal's Representative for approval. The plan will cover off on at least the following key elements:

- a general policy statement which nominates the Contractor's senior executive responsible for the implementation of safety policy throughout the organisation
- details of the safety management infrastructure showing lines of communication and command within the Contractor's workforce and with the Project Safety Officer
- details of expertise available for the preparation of applicable safety procedures; and
- details of the safety orientated training programmes and facilities, both in house and external, used by the Contractor for staff training

The Plan shall also detail the main activities and tasks to be involved while performing the Services on Site. The OHS Plan shall show the assessment and control of risks for the potential hazards associated with the performance of the Services.

The Contractor's OHS Plan shall also detail the requirements and methods to be used to ensure that all personnel are physically fit and capable of performing the work and that work practices are environmentally sound and able to be carried out in a safe manner.



7.3 Job Safety and Environmental Analysis (JSEA)

The Contractor and its employees will prepare a health and safety risk assessment for the work under the contract. This will be documented using a Job Safety & Environmental Analysis (JSEA) or safe work method statement form.

Note that the Contractor is not obliged to use the CS Energy template for JSEA. However, if the Contractor elects to use its own risk assessment document, it must meet the requirements outlined in CS Energy's procedure for JSEA (see CS-OHS-11). All JSEA's or safe work methods statements prepared by the Contractor must be provided to the Principal's Representative at least seven (7) business days prior to the work commencing for review.

The development of JSEA's shall involve the workers for the contract, and requires that workers sign onto the document. Signing onto a JSEA acknowledges that the workers have read and understood the document. Appropriate Permit to Work (PTW) requirements will be determined from the requirements of the JSEA, and specialised training may need to be given to the Contractor by CS Energy to fulfil these duties.

7.4 Permit to Work System

CS Energy operates a Permit to Work (PTW) system that is used to control all work on site. All personnel shall comply with the PTW system requirements. The PTW system ensures that all potential energies on plant and equipment are properly isolated prior to the performance of any work.

Refer to the PTW Manual (see CS-PTW-01) and associated procedures on the supplier portal.

Non-adherence to this guideline and unauthorised interference with danger tags, isolation locks and / or PTW boards constitutes a serious breach of the site conditions.

Blue personal locks and yellow OIC locks are to be returned to security at the completion of the services on site. Failure to return locks to Principal's Representative will result in a charge of \$75 for each lock. This amount will be deducted from the Contractor's final invoice.

7.4.1 Permit to Work (PTW) - Authorisation

Persons required completing the following work or performing the following roles onsite must be authorised by the site PTW Administrator:

- Person in Charge of Work (PICW)
- Officer in Charge (OIC)
- Manage Confined Space Entry
- Safety Observer (General & Electrical)
- Electrical Work
- Isolating Officer
- Switching Officer
- Switching Assistant
- Instructed Person in Switchyard
- Working near LV and HV Equipment (e.g., switch rooms, battery rooms)
- Work at Heights
- Asbestos Removal
- Work in / on Cooling Towers



The Contractor must complete form S1949 and provide any supporting evidence to the Principal's Representative, and receive approval in accordance with the CS Energy Training and Authorisation of Roles in the PTW System procedure, prior to commencing works. See CS-PTW-SOP-02 on the CS Energy supplier portal for further information on the process.

7.4.2 Permit to Work (PTW) – Supporting Documents

In addition to managing plant isolations, the PTW System is also used to manage other high risks activities. Work permit requirements are based on the scope of works being performed, and include the following:

7.4.2.1 Confined Space

Work in confined spaces is managed under the Confined Space Entry (CSE) Permit and requires the use of the following forms:

- a) Risk assessment
- b) Air monitoring
- c) Re / response plan, and,
- d) Sign on / sign off forms

The Contractor shall review the CS Energy safety and PTW procedures relating to confined space entry, and ensure that all personnel comply. This will include, amongst other things, the requirement to sign on / sign off the PTW and confined space entry log sheet.

The Contractor shall ensure that personnel supplied are competent and capable of working within a confined space. CS Energy shall provide mandatory confined space awareness training for all personnel needing to perform work in a confined space. In the event that the Contractor is to appoint one of their staff members as an OIC, the Contractor must ensure that person has undertaken the Nationally Accredited Confined Space Entry training and CS Energy Site specific confined space training.

7.4.2.2 Hot Work

Hot work is managed under the Hot Work Permit and requires the use of a hot work / control checklist.

The Contractor shall review the CS Energy safety and PTW procedures relating to hot works, and ensure that all personnel comply. This will include, amongst other things, the requirement to sign on / sign off the PTW and hot work permit sheet, the implementation of fire prevention measures and the use of fire spotters.

The Contractor shall ensure that personnel supplied are competent and capable of performing hot works safely. In the event that the Contractor is to appoint one of their staff members as an OIC, the Contractor must ensure that person is made available to undergo the OIC training modules related to hot works.

More information on the Hot Work Permit can be found in the PTW Manual (see CS-PTW-HAZ-01) which is available on the CS Energy supplier portal.

7.4.2.3 Digging and Excavation

Excavation work is managed under the Digging and Excavation Work Permit. A permit is required if digging is greater than 100mm in depth.

The Contractor shall review the CS Energy safety and PTW procedures relating to excavation, and ensure that all personnel comply. This will include, amongst other things, the requirement to sign on /

sign off the PTW and digging and excavation permit sheet, the conduct of services searches, and other measures that will ensure the work is carried out in compliance with the Queensland Workplace Health & Safety Regulations.

The Contractor shall ensure that personnel supplied are competent and capable of performing digging and excavation works safely. In the event the Contractor appoints any of their staff members as an OIC, the Contractor must ensure these persons are made available to undergo the OIC training modules related to excavation.

More information on the Digging and Excavation Permit can be found in the PTW Manual (see CS-PTW-HAZ-02) which is available on the CS Energy supplier portal.

7.4.2.4 Working at Height

A permit is required if the fall risk is greater than two (2) metres, or when creating a fall risk removing handrails, flooring, guide mesh, gates or physical barriers and the fall is 0.5metre or more.

All personnel must ensure they comply with the Principal's policies, procedures and permitting systems regarding working at heights and must implement fall protection control measures when working at heights greater than 2m, or creating a fall risk of greater than 0.5m. Creating a fall risk of greater than 0.5m may be done through removing flooring, gridmesh, gatic covers, or other physical barriers, and may only be performed once the appropriate permit has been obtained. Fall protection must be implemented by any of the following means, either alone or in combination with other control measures:

- Edge protection – permanent handrails
- Scaffold – handrails and mid-rails with kickboards
- Fall arrest or fall restraint systems utilising approved anchorage points in conjunction with an approved recovery plan
- The use of a cherry picker, JLG or other similar elevating work platform

All personnel must be trained in height safety to a level satisfactory to the Principal's representative before work at height is to commence onsite.

7.4.2.5 Risk Assessment for Lower Heights

A risk assessment is required to determine if fall protection is needed at lower heights. (e.g. working one metre above rotating parts or sharp impaling objects)

7.4.2.6 Live Work

Live electrical work is managed using the Live Electrical Work Checklist in the PTW system.

The Contractor shall review the CS Energy PTW procedures relating to live electrical work, and ensure that all personnel comply. This will include, amongst other things, the requirement to complete form S1885 and obtain the appropriate approvals as outlined in the PTW system. Live electrical work includes, amongst other things, fault finding, testing of electrical equipment, testing to prove de-energised for isolations and any other work where the worker may be exposed to a live electrical conductor.

Live work is also covered in the CS Energy Electrical Safety procedure (see CS-OHS-31) and the CS Energy Selection, Maintenance and Use of Electrical Safety Equipment and PPE (see CS-OHS-34). Further detail on electrical safety is covered in S10.3 of these site conditions.



7.5 Safety Performance

The Contractor will ensure that all employees and Subcontractors' employees observe the safety requirements of the Power Station safety procedures at all times. The Contractor shall complete JSEA for all work to be conducted, and submit them to the Principal's Representative for approval at least seven (7) business days prior to commencing that work.

The Contractor must ensure that hazards are controlled to as low as reasonably practicable. If the risk estimate remains at moderate level or above, the Contractor must liaise with the Principal's Representative.

7.6 Incident Reporting

All incidents, accidents, injuries, near misses, dangerous occurrences, and all incidents involving breakage, distortion or damage to any part of the plant or works on CS Energy sites must be reported to the Principal's Representative in accordance with the CS Energy procedure for Incident Management (see CS-IM-01). Refer to the supplier portal for detail on this procedure.

For any incidents or near misses that may have occurred while carrying out the contract the Contractor shall provide the Principal's Representative with details in the approved CS Energy form as per CS-IM-01.

Table 1 shows the different categories that will be used depending on the nature of the incidents. The ultimate classification of an incident will be at the discretion of the Principal's Representative.

Table 1 - Health & Safety and Environmental Incident Categories

Category 1	Category 1 incidents are of a minor localised nature and are controlled immediately by the Site
Category 2	Category 2 incidents may require specialist assistance and are controlled and managed by the Site.
Category 3	Category 3 incidents require notification to the Corporate Stakeholders as relevant. These incidents may be reportable to the <i>Regulatory Authorities</i> , require specialist assistance or impact off-site
Category 4	Category 4 incidents impact adversely on people, plant, environment, production and / or the off-site community and would normally initiate the crisis response management plan

The details of the incidents shall be advised to the Principal immediately, or as soon as practicable, following the event. An incident investigation process shall follow on from the initial notification in accordance with CS-IM-01. The Contractor is required to cooperate completely with the Principal's Representative in ensuring that all incidents are investigated and corrective actions are closed out in a timely fashion. In some circumstances this will require the Contractor to undertake their own incident investigation reporting back on a form that provides detail consistent with the CS Energy Incident Management process.

The Contractor will, within five (5) days of the end of each calendar month, submit to the Principal's Representative a report detailing the number and type of accidents, incidents and dangerous events. In the event of no occurrences it remains a requirement that a NIL REPORT be submitted.

The Contractor is required to comply with the statutory requirements for incident notification. Documents relating to the reports, notification and investigation are to be provided to the Principal within two (2) hours. It is the Contractor's responsibility to correctly complete the appropriate sections of the approved forms, and cooperate with the Statutory Authority under all circumstances.



7.7 Contract Safety Resources

Where a Contractor employs more than 30 personnel on site, the Contractor shall appoint and maintain an onsite accredited Workplace Health and Safety Officer (WHSO) and a Rehabilitation Officer at all times while works are being delivered onsite. The accreditation of the WHSO must be suitable to the scope of works being carried out under contract.

If the Contractor engages less than 30 personnel they are still required to provide adequate resources to provide functional safety and rehabilitation coordination for those personnel whilst they are on CS Energy worksites. The provision of safety and rehabilitation support services to the works shall be to the satisfaction of the Principal's Representative.

The Contractor shall provide the Principal's Representative with details of the names, contact numbers and qualifications of the persons appointed to the WHSO, Rehabilitation Officer and other Safety Support Services roles at least three (3) days prior commencing works onsite.

Regardless of the nomination of safety support resources for works under contract, the Contractor shall allow the election, by the workforce, of a Safety Representative to cover the works onsite. In some instances the Safety Representative may be required to participate in the activities of the broader Safety Committee at CS Energy Sites, or a specific Safety Committee may be required under a contract. This will be negotiated with the Principal's Representative prior to works commencing.

7.8 Life Savers and Minimum Standards for Critical Risks

CS Energy maintains two safety standards processes to emphasise the importance of compliance to the CS Energy Safety Management System. These procedures are used in conjunction with the CS Energy 'Fair and Just Culture' procedure to determine accountability and culpability of persons responsible for breaching critical safety standards.

These systems apply to all people on CS Energy site including all CS Energy personnel and Contractors. Contractors are required to review and communicate these procedures to their employees and subcontractors prior to commencing onsite.

7.8.1 Life Savers

Health and Safety Life Savers are rules that, if not followed, are considered to be serious safety breaches and will result in predefined disciplinary action applying the procedure for 'Fair and Just Culture' (see CS-OHS-47). Any such breach is considered a serious matter by CS Energy as it has the potential to cause serious injury or fatality of employees, contractors and / or members of the general public.

The Health and Safety Life Savers are specific rules that are pivotal to upholding the integrity of the CS Energy safety management system. These are detailed as follows:

- No person shall direct anyone to break a life savers rule
- Only operate equipment for which you are trained, competent and authorised
- Only commence work after all appropriate permits to work (PTW) are in place
- All necessary isolations must be in place and verified as effective in accordance with your role, before work can commence
- Do not remove, bypass or modify a safety protection device without appropriate authorisation
- Do not work at heights without appropriate fall protection systems in place for people and objects

These life savers shall be communicated to, and understood by all contract personnel and are displayed in prominent locations around each site.



All personnel must work to ensure compliance with the health and safety life savers. Where a person has acted and in breach of the life savers, disciplinary action will be taken.

The CS Energy Life Savers procedure is available for review on the supplier portal.

7.8.2 Minimum Standards for Critical Risks

The minimum health and safety standards for critical risks apply to key areas of the CS Energy health and safety management system. These areas are summarised below:

- Permit to Work
- Risk Assessments
- Isolation, Electrical Access & Switching
- Excavation Work
- Confined Space Entry
- Working at Heights and Falling Objects
- Incident Reporting
- Hazardous Substances and Dangerous Goods
- Training and Authorisation
- Personal Protective Equipment
- Manual Handling
- Fit for Duty

The Contractor shall review the CS Energy Minimum Standards for Critical Risks procedure (see CS-OHS-48) and communicate the specific minimum performance standards to be followed to their workforce prior to commencing work onsite.

The CS Energy Minimum Standards for Critical Risks procedure is available for review on the supplier portal.

7.9 Personal Protective Equipment (PPE)

The Contractor shall ensure that all contractor personnel wear protective clothing and are provided with, and use safety equipment in accordance with the contract and in accordance with CS Energy procedure for Personal Protective Equipment (PPE) CS-OHS-50.

Contractors are to ensure their personnel are trained in the use of the PPE they are required to use.

The Principal will not provide protective clothing or wet weather gear to the Contractor's personnel.

7.10 Equipment

No equipment will be used which may be unsuitable, unsafe or liable to cause damage or personal injury. Without lessening the absolute responsibility of the Contractor in regard to such equipment, CS Energy's Representative will have the right to inspect such equipment and exclude it from the works if it is determined to be unsuitable. In this event the Contractor will provide replacement equipment, at no additional cost to CS Energy.

The Contractor shall develop and maintain a testing and tagging program for equipment to capture that all tools and equipment that require periodic inspection and testing. Such equipment will include, amongst other things, electrical tools, lifting / rigging equipment and height safety equipment. The



program shall be provided to the Principal's Representative at least seven (7) business days prior to the Contractor bringing such equipment onto site.

7.11 Miscellaneous Safety Provisions

Within the Contractor's work area, the Contractor will, to the satisfaction of the Principal's Representative:

- provide and maintain adequate lighting and access to all working areas
- provide and maintain adequate edge protection around each temporary floor and wall opening to prevent the falling of persons or objects
- take all precautions against the occurrence of fire onsite. The Contractor will provide fire extinguishers, and other fire fighting media as appropriate, in each of their site buildings and vehicles, and acquaint themselves with the CS Energy safety procedures in force for fire prevention and control (e.g., hot work procedures, not bringing prohibited items onsite, etc). The Contractor shall ensure compliance to all fire prevention and control processes required under the contract by its employees and Subcontractors
- ensure adequate controls are put in place for traffic management, and the protection of Contractor personnel working alongside roadways and other public thoroughfares in consultation with the Principal
- ensure that each employee is the holder of the necessary statutory permits and certificate of competency, these requirements are to be identified during the pre-contractual phase and all permits and certificates are to be provided to the Principal's Representative at least three (3) days prior to commencing onsite

7.12 Supervision and Personal Conduct

The Contractor will co-operate fully with Principal's Representative's supervising staff on all matters affecting safety.

The Principal's Representative has the right to require the Contractor, at no additional cost to CS Energy, to immediately on receipt of notice in writing, to remove any employee or Subcontractor from the site who fails to comply with the Power Station Safety Procedures.

7.13 Fit for Duty

All personnel must comply with CS Energy's policies and procedures regarding fitness for duty. The policies and procedures are listed below:

- Fit for Duty Policy
- Alcohol and Other Drugs Policy
- Fatigue Management Policy and Procedure
- Managing Alcohol & Other Drugs Procedure

All personnel are to be fit for the duties they undertake and work in a manner that protects both themselves and other personnel from potential harm. The Principal will exclude from any of the Principal's Sites, any personnel whose test result does not meet the requirements set out in the procedure, or any person who refuses to participate in the testing program.

Contractor personnel must notify the Principal's Representative if they are on prescribed medication that will impair their ability to work safely on site.



7.13.1 Minimum Standards for Critical Risks

The Contractor acknowledges that while at the Principal's workplace and / or conducting business on behalf of the Principal they are obliged to participate in testing programs as a condition of access to the workplace. Specific to the management of alcohol and other drugs procedure, the Contractors personnel may be asked to provide a sample, either breath (for alcohol testing) or saliva (for drug testing).

Refer to the CS Energy Managing Alcohol & Other Drugs procedure (see CS-OHS-42) on the supplier portal for further detail.

7.13.2 Fatigue Management

Risks due to the effects of fatigue shall be managed by the Contractor with appropriate control measures implemented. The most effective means to manage fatigue is to develop and implement managed work rosters with rest periods, and ensure their personnel have had adequate restorative sleep.

The Contractor shall comply with the CS Energy Fatigue Management procedure (see CS-OHS-12) which is available for review on the supplier portal. Key requirements of this procedure include:

- Maximum nominal rostered shift times of no more than 12hrs.
- Fatigue risk assessments prepared and approved by the Principal's Representative for personnel working in excess of 12hrs.
- Maximum weekly working hours of no more than 72hrs.
- Maximum weekly rosters of no more than six (6) consecutive shifts without a 24hr break.
- CS Energy may approve a maximum of 14 hours on site supported by a risk management process. Travel is to be arranged to transport workers after 14 hours on site.

Where a Contractor, or their personnel, have not complied with CS Energy fatigue management conditions they may be requested to leave site or refused entry to the site.

7.14 First Aid and Emergency Recovery

CS Energy will provide first aid qualified personnel to cover the Contractor's personnel during normal working hours. However, the Contractor is required to provide additional or specialist coverage during normal working hours if it is warranted by the risk presented by the scope of works under contract.

The Contractor is required to provide first aid coverage outside of normal working hours.

Where the Contractor performs high risk activities (work at heights, confined space, hot works, excavation, work with hazardous substances, explosives etc) the provision of first aid, emergency response, recovery and evacuation is to be reviewed by the Principal's Representative with input from the Site OH&S, ERT, Environment and Chemical staff as necessary. Personnel are to notify of any injury by using the emergency phone system dialling '555'.

The Contractor shall ensure that all injuries to its personnel are reported to the Principal as soon as soon as reasonably practicable in accordance with the CS Energy Incident Management procedure (see CS-IM-01). An injury report must be completed by the Contractor and handed to the Principal within twenty-four (24) hours of the injury occurring in the approved form (S1814 – Injury illness report form).

Some injuries will be classified as 'notifiable incidents' and require notification to the Statutory Authority. Refer to clause 7.6 for further detail. All injuries must be reported to the Principal before leaving site.



7.15 Vaccinations

Where the Contractor is performing work that requires vaccinations such as Hepatitis A & B, tetanus, etc, the Contractor is responsible for ensuring its personnel are appropriately vaccinated, and that these vaccinations are up to date at all times.

Vaccination requirements will be identified during the pre-contractual phase based on the risk presented by the work. This will be undertaken in consultation with the, and to the satisfaction of, Principal's Representative.

7.16 Hazardous Substances and Dangerous Goods

No hazardous substance or dangerous goods (including gasses and chemicals), are to be bought onto CS Energy sites without undergoing risk assessment and approval first. Details of some hazardous substances and dangerous goods which have already been approved for use onsite, are stored on the ChemAlert database. The Contractor is to consult with the Principal's Representative during the pre-contractual phase to determine which hazardous substances and dangerous goods require approval before being bought onto site.

The site Emergency Response Team (ERT) are to be notified on hazardous chemicals response requirements prior to the chemicals being brought on site.

In the case of all non-approved hazardous substances and dangerous goods, the Contractor is to complete a copy of the Chemical Approval Request Form (see form S0004) and submit it to the Principal's Representative for approval prior to bringing any such substances onto site.

The Contractor is to prepare a register of all hazardous substances and dangerous goods to be bought onto site as part of the scope of works. This register is to contain compliant Material Safety Data Sheets for all hazardous substances and dangerous goods to be bought onto site. The hazardous substance and dangerous goods register is to be provided to the Principal's Representative for review and approval at least seven (7) business days prior to the materials being bought onto site.

A Material Safety Data Sheet (MSDS) is to be maintained on file for all hazardous substances and dangerous goods used on CS Energy sites. A copy of all MSDS' shall be kept in the Contractor's register of hazardous substances and dangerous goods. The MSDS is to be compliant with statutory requirements and is to be kept at the work area and reviewed each time the hazardous substance or dangerous good is used.

Hazardous substances and dangerous goods will be managed in accordance to the CS Energy Hazardous Substances and Regulated Waste procedure (see CS-OHS-08). This procedure is available on CS Energy supplier portal. The Contractor shall remove from site unused portions of chemical.

The Contractor will ensure that the use of hazardous substances or dangerous goods is incorporated into the JSEA for works being undertaken. This will include the requirement to ensure that the Contractor's personnel are trained and competent in the safe use of hazardous substances and dangerous goods. The Contractor will provide any specialist PPE required for the safe use of hazardous substances and dangerous goods.

7.17 Audit

The Contractor's OHS Plan will be subject to CS Energy review and monitoring. The number of audits will vary according to the length of the contract, time spent on site and the risk level of the work. CS Energy audits are generally conducted in three stages:

- a) **Pre-Mobilisation:** Prior to commencement of work on site the OHS Plan will be reviewed by the Principal's Representative against the CS Energy safety system standards to ensure compatibility. This review will require at least five (5) business days lead-time to undertake.



- b) **Execution Phase:** CS Energy may choose to conduct an audit of the Contractor's safety management system as they relate to the works onsite. This is to ensure compliance with the OHS Plan and CS Energy Safety System.
- c) **Works Completion:** Overall compliance of contractor performance to the OHS Plan and CS Energy Safety Management System shall be assessed as part of the contractor review and evaluation process.

CS Energy reserves the right to audit contractors against the HSE system.

7.17.1 Non-Conformance

Non-conformances to the OHS Plan and CS Energy Safety Management System identified whilst Contractors are onsite shall be reported in writing to the Principal's Representative. These written notifications shall describe the non-conformance in detail and state actions required to correct the non-conformance. The Contractor shall be provided with details in writing of the non-conformance along with corrective action that is required for rectification.

Matters of non-conformance with the OHS Plan and CS Energy Safety Management System shall be recorded on the CS Energy Contractor Safety Database and may be used for Contractor evaluation purposes in future. Extensive or repeated non-conformance and acts of incompetence or reckless negligence will be considered a breach of contract.

The Principal will not tolerate any breaches of the site safety conditions and will require immediate action to remedy any breach. Repeat non-compliance can result in the contract being terminated without any compensation to the Contractor.

7.18 Electric and Magnetic Fields

Some areas of the site and plant have access restrictions due to the presence of high voltage generation or transmission sources. The Contractor must advise the Principal's Representative if any of their personnel have pacemakers, metallic medical implants or hearing devices. The Contractor is to ensure persons are not exposed to electric and magnetic fields in excess of the statutory requirements.

7.19 Radioactive Substances

The Contractor shall submit a Radiation Safety Plan to the Principal's Representative at least seven (7) business days prior to bringing a radiation source onto site. The Contractor is obliged to comply with the Radiation Safety Act whilst engaging in radiation work on CS Energy sites. In addition to this, the following applies:

7.19.1 Approvals, Licenses and Permits

The Contractor will obtain all approvals, licenses and permits for the transportation, possession, storage and use any radioactive substance.

7.19.2 Identification

All equipment producing or capable of producing ionising radiation will be identified in accordance with Appendix B of AS1345.

7.19.3 Transport

Transport of radioactive substances will be carried out in accordance with the current 'Commonwealth of Australia - Environmental Protection (Nuclear Codes) Act, current 'Code of Practice for the safe transport of Radioactive Substances' Contractor's Radiation Safety Nominee.



The Principal's Representative will nominate an on-site Radiation Safety Officer (RSO) or the Principal's Representative can request the Contractor to nominate an on-site RSO. The nominated RSO shall possess the qualifications, official approval and experience commensurate with their duty. A copy of RSO certifications are to be provided to the Principal's Representative at least three (3) days prior to their arrival onsite. Where necessary, the nominee may be required to attend an approved Radiation Safety Course.

7.19.4 Radiography

Approval for radiography on site will be obtained from the Principal's Representative who will be advised of the arrival and departure of radioactive sources at the site. The Contractor will ensure that any radiography work at CS Energy Power Station complies with all requirements of the Radiation Safety Act, and any CS Energy procedures for the control of radiography.

7.19.5 Radiation Gauges

When the Contractor notifies the relevant Statutory Authority of their intention to bring sources of ionising radiation into Queensland, the Contractor will supply to Principal's Representative sufficient details to enable an application for the necessary licenses. The Contractor will notify Principal's Representative immediately when the sources for radiation gauges arrive at the site.

7.20 Lasers

The Contractor will comply with recommended practices and certification of operators in accordance with Australian Standards; AS 2211 'Laser Safety' and AS 2397 'Guide to the Use of Lasers in the Construction Industry'. All laser equipment brought onto the site will be notified to CS Energy's Representative. Laser equipment other than Australian Classifications 1, 2 and 3A will not be allowed on the site.

7.21 Environmental Management Plan (EM Plan)

At least seven (7) business days prior to commencing work on site, the Contractor will submit an Environmental Management Plan (EM Plan) to the Principal's Representative as detailed in the contract for approval. CS Energy Procedure CS-ENV-08 is to be used as guidance for the preparation and evaluation of an EM Plan consistent with the CS Energy ISO14001 accredited Environmental Management System. The Plan shall detail the main activities and tasks to be involved while performing the Services on Site. The EM Plan shall show the assessment and control of environmental risks associated with the performance of the Services. The EM Plan may be subject to auditing by the Principal throughout the duration of the scheduled works to ensure Contractor compliance to environmental obligations.

7.22 Environmental Performance

The Contractor shall comply with approved EM Plan and any relevant requirements of the *Environmental Protection Act 1994* and the *Sustainable Planning Act 2009* or any current legislation and the requirements of the Principal relating to environmental management and protection.

Some of these provisions include:

- a) The Contractor must ensure that all reasonable and practicable measures have been taken to prevent and/or minimise harm to the environment from any activity that will or is likely to cause environmental harm.
- b) The Contractor must prevent the occurrence of nuisance from dust, water, noise and vibration or other sources through or in connection with the execution of the Services.



- c) The Contractor must comply with any reasonable direction given by the Principal where the Principal forms the view that the Contractor's work practices or those work practices of the Contractor's Personnel may cause nuisance from dust, water, noise and vibration or harm, damage or pollute the environment through or in connection with the Services.
- d) If the Contractor becomes aware that the Contractor or any other individual or group has caused any environmental incidents, the Contractor shall notify the Principal immediately.
- e) The Contractor must immediately notify and supply details to the Principal of any complaint made to the Contractor by any person about the Services undertaken by the Contractor on the Site.
- f) All oils, fuels and chemicals brought on to Site or decanted on Site by the Contractor must be adequately labelled, contained and banded at all times to prevent spillage onto the ground or stormwater systems. They must be accompanied by a Material Safety Data Sheet, ("MSDS") and registered in accordance with clause 7.16 of this document.
- g) Compliance to the Site's Environmental Authority issued under the *Environmental Protection Act 1994* to undertake certain Environmentally Relevant Activities (ERAs).
- h) Conform to the principles stated within the CS Energy Environment Policy.

Any spillage of wastes, contaminants or other materials shall be contained and then cleaned up as quickly as practicable and in the manner specified in the Site induction and relevant Site procedures. Spillages are not to be cleaned by hosing, sweeping or otherwise releasing such wastes, contaminants or materials into any stormwater drainage system, roadside gutters or watercourses. Collection of spills and waste should be done in proper Contaminated Waste Bags.

Any oil or chemical spill shall be contained and then cleaned up immediately with an approved dry type oil absorbent material. Vehicles or equipment with oil leaks will not be used on the site. Any oil spill will be cleaned up immediately with an approved dry type oil absorbent material. No oil will be discharged into the station drainage system. In case the Contractor has equipment on Site that could potentially leak or spill oil the Contractor shall hold on Site a stock of an approved oil absorbent material. The material may also be obtained from one of the many Oil Spill Kits located around the Site. Used oil absorbent material shall be placed in the designated disposal bins. No oil or absorbent material shall be permitted to discharge into stormwater drainage system, roadside gutters or watercourses.

Regulated Waste shall be supported by a Waste Tracking certificate in order to ensure that wastes are disposed off in accordance with regulation.

7.23 Environmental Non-Conformance, Incidents and Complaints

The Contractor must report any non-conformances to the Environmental obligations referred to in clause 7.22, incidents and complaints in the following manner for:

- a) Incidents and non-compliance with any legal environmental obligations, including Site Environmental Authorities, and the EM Plan.
 - i. Written advice of the following information must be provided as soon as possible but no later than 24 hours following an occurrence, incident or event (for the purposes of this clause all referred to as "event"):
 - A. The location of the event;
 - B. The time of the event;
 - C. The time the holder of the Environmental Authority became aware of the event;
 - D. The suspected cause of the event;
 - E. A description of the resulting effects of the event;



F. Actions taken to mitigate any environmental harm and/or environmental nuisance caused by the event; and

G. Proposed actions to prevent a recurrence of the event.

b) Complaints

- i. Time, date and nature of complaint;
- ii. Type of communication (telephone, letter, personal etc);
- iii. Name, contact address and contact telephone number of the complainant (Note: if the complainant does not wish to be identified then "Not Identified" is to be recorded);
- iv. Response and investigation undertaken as a result of the complaint (Note: if the complaint is considered frivolous or vexatious, the reasons for considering the complaint frivolous or vexatious must be recorded.);
- v. Name of person responsible for investigating the complaint;
- vi. Action taken as a result of the complaint investigation and signature of responsible person; and
- vii. Advise if the complaint is about dust and provide on-site meteorological data relevant to the time from a representative site including wind speed and direction, temperature, barometric pressure, daily rainfall and relative humidity.

7.24 Cleaning of Equipment

All vehicles and implements passing through declared weed infested areas should be cleaned down to ensure the load is free of reproductive material (seeds) prior to leaving the weed infested site. The cost of the wash down will be borne by the vehicle owner. The drivers of such vehicles are to present a completed Weed Hygiene Declaration Form prior to entry to Site in order to meet the legislative requirements of a 'written notice' under the *Land Protection (Pest and Stock Route Management) Act 2002*. Both the Contractor and Site need to keep a copy of the form for five years. A written notice is required before supplying anything that is, or could be, contaminated with the following Class 2 declared plants:

- parthenium (*Parthenium hysterophorus*)
- prickly acacia (*Acacia nilotica*)
- giant rat's tail grass (*Sporobolus pyramidalis* and *S. natalensis*)
- American rat's tail grass (*Sporobolus jacquemontii*)
- giant Parramatta grass (*Sporobolus fertilis*)
- Parramatta grass (*Sporobolus africanus*)

Refer to the Queensland Department of Primary Industries and Fisheries (DPI&F) website for further information regarding weed identification and vehicle washdown facility locations
http://www.dpi.qld.gov.au/documents/Biosecurity_EnvironmentalPests/IPA-Cleandown-Procedures.pdf

8 FACILITIES

8.1 General

The Contractor may be allocated a lay down and storage area or building or part thereof on site by the Principal. Power, water, sanitation and drainage may be available for the Contractor's use.



The Contractor's use of any laydown area, facility, building or part thereof, is pursuant to a non-exclusive licence only. CS Energy may at any time withdraw or amend the permission for such use. The Principal's permission for any use by the Contractor does not create or imply any form of tenure in any area, lay down, building or part thereof. When requested, the Contractor will submit a plan for approval to the Principal's Representative showing the layout of any proposed site facilities necessary for the contract. The use of such areas will be at the Contractor's risk.

All maintenance or improvements to any area shall be approved by the Principal prior to any work being done. The cost of maintenance and improvement of any property of the Contractor shall be met by the Contractor. When finished, the Contractor shall ensure that any lay down, storage area, or building that is used by the Contractor for such purposes is returned to CS Energy control in the way it was left, if not better.

Any area occupied by the Contractor, but outside the area allocated to the Contractor shall, at the request of the Principal, be cleared at the Contractor's expense. The Principal has the right to change and / or allocate new areas to the Contractor.

8.2 Other Site Facilities

CS Energy's dressing rooms, sanitary conveniences and washing facilities may be available for use by the Contractor's employees while on site with prior approval from the Principal's Representative. Lockers will not be provided.

A site canteen is available to Contractor's employees on some CS Energy sites. Where available, the site canteens typically operate between Monday and Friday.

8.3 Portable Office / Crib and Ablution Buildings

With Principal's written consent, the Contractor may supply and install the Contractor's own portable site buildings including offices, lunchrooms, toilets, locker rooms, washing facilities and containers, all of which must be installed and maintained to the satisfaction of the Principal. All buildings / containers shall be designed and erected in accordance with all applicable legislative requirements, relevant Australian Standards and Building Code of Australia requirements, and otherwise be of a standard satisfactory to the Principal.

Demountable buildings / containers shall only be placed in laydown areas approved by the Principal Representative.

Without lessening the responsibility of the Contractor to comply with the statutory obligations, all buildings or containers may be inspected by the Principal's Representative prior to the equipment being permitted onsite. Any building or container that does not, in the opinion of the Principal, comply with any requirement of the Principal will not be permitted on site.

All buildings / containers shall be clearly marked with the Contractor's name. All shipping containers being used for work on site shall have an emergency hatch / exit fitted.

Upon any request by the Principal, Contractor's buildings and containers onsite shall be available for inspection by the Principal.

8.4 Workshop and Storage Area

Equipment and material will not be stored outdoors without prior approval. The Contractor will be responsible for the adequacy and integrity of all weather protection. The Contractor will provide all material for storage purposes. No items will rest on the floor or ground.

The Contractor shall be responsible for the adequacy of protection against loss, corrosion damage or mechanical damage of the Principal's materials and / or equipment in their possession. If necessary, the



Contractor shall arrange covered storage at the Contractor's expense. Any damage that may occur to material and / or equipment shall be repaired, refurbished or replaced to a condition reasonably required by the Principal before that item is installed.

As soon as any part of the Contractor's site facilities is no longer required, the Contractor will remove such facility and restore the vacated area to a clean and tidy condition fit for immediate use.

The Contractor's portable site buildings will be in good condition, will provide adequate unobstructed means of access and escape, and comply with the appropriate Australian Standard specifications for portable site buildings.

8.5 Site Cleaning

Each Contractor is responsible for work area cleanliness and to maintain any necessary services with local authorities in accordance with that authority's regulations. The Contractor will be responsible for the regular removal of all rubbish, spoil and the like from site.

The Contractor shall not allow combustible rubbish or materials to accumulate to a point where it presents an unacceptable fire hazard at any time whilst onsite.

The Contractor may use the Principal's waste removal facilities where it is documented in the contract or with the approval of the Principal's Site Representative

Failure to maintain the work area in a clean and tidy condition will be an adequate reason for CS Energy to have the Contractor removed from site

No dumping is permitted on any adjacent land without prior written approval from the owners and the Principal's Representative.

When working on the site the Contractor at all times, will make adequate provision to prevent damage and defacement of adjacent plant, building and floors and to ensure the health and safety of the workforce.

Upon completion of the contract the Contractor will, subject to the provision of the contract, remove all buildings, workshops and temporary works, all equipment and surplus materials and will restore the site. The whole of the works and surroundings are to be left in a clean and tidy condition fit for immediate use and / or occupation – that is, they are to be returned to CS Energy control in the same state that they were left, if not better.

Should the Contractor fail in any of the above, CS Energy reserves the right to perform such work and to recover from the Contractor any associated expenses.

8.6 Power Supplies

A limited supply of electricity at 240V and 415V 3-phase, 4-wire 50Hz will be provided free of charge at fixed points throughout CS Energy Power Stations to the Contractor. All electrical work performed by the Contractor must be performed in accordance with these site conditions, and any applicable legislative and Australian Standard requirements.

The Contractor shall supply approved power distribution boards and electrical appliances, tested and tagged as per clause 10.3, to connect to CS Energy power supply outlets for all the Contractor's power requirements. The power distribution boards provided by the Contractor shall be designed and installed in accordance with AS3000 and any other relevant legislative and Australian Standard requirements. All temporary construction wiring shall comply with AS3012.

Residual Current Device (RCD) protection is required for all power distribution boards used to supply infield electrical equipment. RCD protection is to be provided by the Contractor. The Contractor will supply any other equipment necessary to connect to these fixed points at no cost to CS Energy. It is the responsibility of the Contractor to ensure that this requirement is met. If a supply is not permanently



protected with a RCD then the Contractor is to supply a portable RCD for their use so as to comply. The Contractor's inspection, measuring and testing regime shall comply with the requirements of CS Energy Maintenance and Testing of Portable Electrical Equipment, RCD's and Tools safety procedure (see CS-OHS-33) which is available for review on the supplier portal.

Additional supply points may be arranged by discussion with CS Energy's Representative but such additional supply points will be installed at the Contractor's expense. The Contractor is to notify the Principal's Representative of electricity supply requirements at least seven (7) business days prior to the commencement of work onsite. Continuity of supply of electricity is not guaranteed.

The Contractor will provide and maintain the whole of the installation on the load side of such points of supply. All 240V and 415V general purpose outlets (GPO) will be RCD protected. The Contractor is responsible for the supply and maintenance of all RCD protection for GPO's in accordance with AS3000 and any other relevant legislative and Australian Standard requirements. CS Energy's Representative will require the disconnection or alteration of any electrical distribution equipment or electrical appliances which may be considered dangerous. CS Energy will carry out all connections and disconnections at the above mentioned supply points.

In the case of supply circuits to motors, driving plant of a portable nature, the use of bare or insulated cables carried on wooden pole construction will not be permitted and the final connections to the control equipment and motors will be made by the use of approved mining type trailing cables.

Where directed by CS Energy's Representative, cable shall be run in conduit construction. All electric circuits shall be kept off the ground.

Underground cables will not be installed unless approved by the Principal's Representative. No underground supply will be energised unless the Principal's Representative's staff have inspected the cabling and approve. The Contractor will maintain an accurate record of the location of each underground cable required for the works, and provide drawings illustrating the location of these cables prior to being energised. All connections and disconnections at the above mentioned supply points shall be carried out by the Contractor and approved by the Principal prior to use. Buried cables shall be removed once no longer required.

8.7 Lighting

The Contractor shall provide all temporary lighting required for the performance of the services.

All lighting must comply with AS3000 and any other relevant legislative and Australian Standard requirements. All temporary construction wiring shall comply with AS3012. The Contractor shall not tamper with or remove any lighting that has been installed by the Principal.

The Contractor shall be responsible for the maintenance and supply of parts for all the Contractor's own lighting.

8.8 Water

A limited supply of potable and / or non-potable water will be provided to the Contractor and at various locations on the site free of cost, subject to the Contractor exercising strict control over its usage. Any Contractor who is considered by the Principal's Representative to be wasteful in the use of water will be directed to change their work practices.

Any pipe-work required by the Contractor for reticulation beyond the Principal's points of supply shall be provided by the Contractor at no cost to the Principal. Each connection will commence with an approved type of isolating valve capable of being locked in either the open or closed position. The lock will be provided by CS Energy, and the keys for the lock held by the Principal's Representative.

The Contractor shall install and maintain such pipe-work with the approval of and to the reasonable satisfaction of the Principal.



The Contractor shall advise the Principal's Representative of their proposed water requirements at least seven (7) business days prior to commencing onsite.

8.9 Telephone

CS Energy will not provide IT telephone or facsimile access unless provided for in the contract. The Contractor has an obligation to provide sufficient and reliable communication methods or services to contact the Emergency Response Team in the event of an emergency.

8.10 Compressed Air

A limited supply of compressed air from station compressors may be made available for the operation of the Contractor's pneumatic tools, but only for the performance of the works under contract. The Principal's Representative may, at its absolute discretion, supply the Contractor's proposed quantity of compressed air.

If CS Energy does not supply the Contractor with compressed air, the Contractor must provide their own compressors. If the compressors are to be used inside buildings they must be electrically driven compressors. All compressors must be fitted with approved silencers and located in an area nominated by the Principal's Representative.

The Contractor shall advise the Principal's Representative of their proposed compressed air requirements at least seven (7) business days prior to commencing onsite.

8.11 Removal of Contractor Facilities

As soon as any part of the Contractor's installation is no longer required under the contract, the Contractor will disconnect and remove their equipment to the satisfaction of CS Energy's Representative.

8.12 Photography or Video Footage

Photographs and / or videotaping are not to be taken on site without the written permission of the Principal.

8.13 Site Relationships

The Contractor is required to co-operate with CS Energy, its Representatives and with all other Contractor's onsite. CS Energy will not be responsible or liable for any damage caused by any other Contractor to the Contractor's equipment or plant. It is the Contractor's responsibility to recover costs directly from any other Contractor(s) who may be involved in any such loss.

9 CONTRACTOR'S TOOLS AND EQUIPMENT

9.1 Tools and Equipment

The Contractor shall ensure that all tools and equipment supplied to perform the services are fit for purpose and are maintained in a clean and safe condition. Where applicable, such tools and equipment shall comply with legislative and CS Energy safety procedural requirements (e.g., electrical equipment being tested and tagged, lifting slings to be certified, etc.).

All electric welding equipment must be fitted with a Voltage Reduction Device (VRD) to AS3195.

Unless authorised by the Principal's Representative, the Contractor will not bring any internal combustion engine inside a building. If so authorised, then the Contractor will ensure that there is



adequate ventilation of fumes from any such engine, and silencers are used to keep noise to an acceptable level within the internal environment.

9.2 Responsibility for Equipment

The Principal will not accept responsibility for loss of or damage to the Contractor's vehicles, tools, clothing or equipment. The Contractor shall arrange to insure its tools, equipment and other properties and also for any security deemed to be necessary within the contractor's own work area at no cost to the Principal.

Each item of equipment belonging to the Contractor shall be clearly marked with identification specifying ownership and contact details of the Contractor.

9.3 Electrical

All electrical work on site shall be conducted in accordance with the CS Energy Electrical Safety Management Procedure (see CS-OHS-31) as well as the relevant Australian Standards, Codes of Practice and Statutory requirements. Refer to the CS Energy supplier portal for this procedure.

The Contractor shall submit to the Principal, no later than seven (7) business days prior to the commencement of work on site, a plan showing where the power distribution boards and proposed buried electrical cables are to be located and an inventory of all electrical equipment to be utilised on site. The electrical equipment inventory is to include a test and tag program.

Without lessening the responsibility of the Contractor in regard to safety of equipment and Statutory obligations, all electrical equipment, shall have clear and permanent identification and have current certification as "tested and tagged". All equipment may be subject to inspection by the Principal prior to being permitted on site, and at any time during the Contractor's tenure onsite. Any equipment that does not comply with all Statutory and / or CS Energy safety procedural requirements will not be permitted on site.

Any equipment or tooling found to be defective by the Contractor or the Principal is to be immediately removed from service by the Contractor and clearly marked 'Out Of Service'. All electrical faults that occur during the conduct of the services must be reported to the Principal. The Contractor shall ensure that all of the Contractor's electrical equipment is suitably maintained, calibrated, certified and repaired at no cost to the Principal.

The Principal has in place restrictions relating to the performance of live electrical work and work in proximity of exposed energised conductors. Under normal circumstances, Contractors should not be expected to perform live electrical work unless it is absolutely necessary or they are testing to prove de-energised. Personnel must not encroach on safe approach distances and exclusion zones as specified in the CS Energy Electrical safety procedure (see CS-OHS-31), the CS Energy Selection, Maintenance and Use of Electrical Safety Equipment and PPE safety procedure (see CS-OHS-34), and the Electrical Safety Act and Regulations. If live work is to be performed, the Contractor must complete the Live Electrical Work Checklist (see form S1885) which is available on the CS Energy supplier portal.

Personnel must be authorised through the PTW System to work in any explosive atmospheres or hazardous areas, undertake live electrical work, test to prove de-energised, and work in an "authorised zone".

All personnel are to treat any exposed electrical part as energised until it is isolated and proven de-energised. The Principal requires all electrical personnel to implement a test for dead before commencing work on electrical equipment and installations.

Where electrical work has been conducted on electrical equipment, a certificate of testing and safety is to be provided to the Principal by a licensed electrical contractor.

Where electrical installation work has been performed on a high voltage electrical installation, or on an



electrical installation located in a hazardous area, the work is to be inspected by an accredited high voltage electrical auditor and an inspection and test certificate is to be provided to the Principal.

9.3.1 Electrical Cord Extension Sets

All electrical cord extensions sets on site shall comply with AS3120 – Approval and test specification – Cord Extension Sockets. All socket ends of electrical leads used on site must be fitted with a socket with a “shroud” or protection of the socket face.

All power leads used to conduct the services shall be run in a neat and safe manner, ensuring that access for personnel and vehicles is not endangered or impeded. Electric cables shall not be draped across, or tied to, metallic structures. Where cables cross walkways, then suitable protective covers shall be supplied and installed by the Contractor.

9.3.2 Inspection, Measurement and Test Equipment

The Contractor’s inspection, measuring and test equipment shall comply with the Principal’s calibration requirements. Records shall be provided to the Principal prior to the equipment’s use on any plant or equipment on Site.

9.4 Statutory Authority Certificates

Before any item of plant that is subject to Statutory Authority Certification is put to use on site the Contractor shall provide copies of the relevant Statutory Authority Certificates to the Principal. No modification shall be made to any plant or equipment that is the subject of a certificate unless the modification is approved by the Authority that issued the certificate. The Contractor shall provide the Principal with a copy of the authorisation of the modification.

9.5 Lifting, Rigging and Scaffolding Equipment

All lifting, rigging and scaffolding equipment to be used on site must comply with the statutory requirements and CS Energy safety procedural requirements. The Contractor is required to have a procedure that prescribes the methods of registration and inspection of all lifting and rigging equipment.

Scaffolds erected on site must be tagged if they are greater than 2m high. Scaffold design, erection, inspection and maintenance must be in line with the Queensland Workplace Health & Safety Regulation, the Queensland Code of Practice for Scaffolding and any applicable Australian Standards. CS Energy uses the ‘Scafftag’ system to manage periodic inspection and maintenance of scaffold onsite, the Contractor is required to provide a system that achieves an equivalent or better standard of inspection and maintenance. Under some circumstances the Contractor may apply to have their scaffold included under the CS Energy site-specific scaffold inspection and maintenance regime if negotiated with the Principal’s Representative.

The Contractor is to provide the Principal’s Representative with a scaffold register and scaffold inspection / maintenance plan at seven (7) business days prior to commencing onsite.

Without lessening the responsibility of the Contractor in regard to safety of equipment and statutory obligations, all lifting, rigging or scaffolding equipment and associated certificates and records may be inspected by the Principal prior to the equipment being allowed onsite, or at any time whilst in use onsite. Contractors shall ensure that containers carrying lifting, rigging and scaffolding equipment are accessible so that the Principal may conduct an inspection prior to equipment entering site. Any equipment that does not comply with all Statutory and / or site requirements shall not be allowed on site.

All equipment found by the Principal to be defective or inappropriate for use shall be immediately removed from service and costs incurred in repairing or replacing the equipment be met by the Contractor.



The Contractor is to provide the Principal's Representative with a rigging / lifting register at seven (7) business days prior to commencing onsite.

9.6 Machinery – Cranes and Mobile Plant

Where necessary the Contractor will provide mobile plant or unloading equipment required at the site. Such equipment will only be brought on site during normal CS Energy's working hours. The Contractor shall provide a crane lifts plan to the Principal's Representative before the commencement of work with the crane. A current compliance and history certificate will accompany all mobile plant and unloading equipment and be presented to the Principal's Representative for verification before that plant or equipment is permitted to enter site and commence work.

The Contractor will ensure that all workers employed by the Contractor or Subcontractors to operate cranes and mobile plant, comply with the requirements and rules of the various Statutory Authorities. All workers must hold the licences applicable to the roles they perform.

The Contractor will ensure that all cranes and other high risk plant are fitted with a daily pre-start inspection sheet, logbook, etc., that is used by Contractors to assess condition before use each day.

The Contractor shall provide the Principal's Representative with a plant register outlining all high risk plant (e.g. cranes, excavators, forklifts, civil plant, etc) at least seven (7) business days prior to commencing onsite. This will include all registration and compliance certificates.

9.6.1 Transformer Oil Regeneration Plants

Transformer Oil Regeneration Plants are to have either a:

- a) fire suppression system fitted; or
- b) fire monitoring, prevention and control plan that is approved by the Principal's Representative.

The Contractor must take all precautions against the occurrence of fire onsite and acquaint themselves with the CS Energy safety procedures in force for fire prevention and control. The Contractor shall ensure compliance to all fire prevention and control processes required under the contract by its employees and Subcontractors

The Contractor shall not allow combustible rubbish or materials to accumulate to a point where it presents an unacceptable fire hazard at any time whilst onsite.

The Contractor shall provide the Principal's Representative with its fire monitoring, prevention and control plan at least seven (7) business days prior to commencing onsite. This will include all registration and compliance certificates.

9.6.2 Certification of Machinery

The Contractor will ensure that all machinery for use on site have, a unique identification number, all current registrations and inspection certificates, approvals or other compliances as required for their operation in accordance with Queensland Legislation or Codes of Practice affecting that equipment.

Such certificates, approvals and registration evidence will be presented to the Principal's Representative by the contractor or a nominated Subcontractor on the day the machinery arrives at the Power Station. In the event of the documentation not being available or not current, entry to the Power Station will be refused. Such a refusal of entry to the Power Station or delays in the inspection of such certificates and registration will not be grounds for extension of time or claims for additional costs. This requirement is in addition to the requirement to provide the high risk plant register discussed in the previous section seven (7) business days prior to commencing onsite.

All operators and other persons operating the machinery brought on site will be properly licensed and



trained in their use. The appropriate licences and certificate of competency must be presented to the Principal's Representative at least three (3) days prior to starting work on site and be carried on the operator's person whilst working onsite. Security will require the operator to show photo ID that matches the documentation supplied to the Principal's Representative when Site access form was completed before the site access card is issued

9.6.3 Permits and Inspections

The Contractor will obtain all necessary permits and pay the fees required, as stated in the contract, and will make such tests as are called for by the regulations of all Authorities having jurisdiction over the installation.

10 COMPETENCY / WORKMANSHIP

10.1 Qualifications and Experience

Only competent, experienced, skilled, licensed and certified personnel will be utilised to provide the services. All contractors' personnel shall:

- a) Possess experience commensurate with the tasks they are employed to do, for example, in heavy industry maintenance or construction, be experienced in working at heights, confined space entry, and be able to communicate and cooperate with other employees
- b) Ensure that all workers employed by the Contractor or Subcontractors, comply with the requirements and rules of the various Statutory Authorities with regards to prescribed occupations. All workers must hold the relevant high risk work or high risk plant operation licences appropriate for the work they are required to perform
- c) Possess the appropriate trade certificates / statutory tickets relevant to the services being performed or specified in the contract. The Contractor shall provide evidence of such skills, experience competencies and certification / licenses to the satisfaction of the Principal before at least three (3) days before the work commences. These must also be attached to the Power Station swipe card application to be completed prior to access to site, and held on the Contractor's person at all times whilst participating in high risk work or operating high risk plant onsite.

All personnel will be expected to work alongside the Principal's multi-disciplined, multi skilled workforce, and other Contractors on Site.

10.2 Pressure Welders

If the services include coded welding then, the Contractor shall ensure that its Weld Supervisor is qualified in accordance with AS1796-2001 to Certificate No.10, and that pressure welders maintain current qualifications for codes required to perform the services. Testing shall be the responsibility of the Contractor and shall be undertaken within 6-months prior to commencement of work on site. The Contractor is to maintain records of such qualifications and provide them to the Principal at least three (3) days prior to the commencement of works onsite.

10.3 Trades Assistants / General Hands / Apprentices

All trades assistants shall have experience working with tradespersons on large industrial sites. Where the Contractor chooses to employ people with little or no experience of this type of work, or where the person is younger than seventeen (17) years of age they shall only be employed in areas and on work approved by the Principal.

Supervision for these persons must be appropriate to the risk associated with the works.



11 ACCOMMODATION AND TRANSPORT

Unless otherwise specified in the contract, the Principal will not provide accommodation and transport for personnel, or meet the cost of any accommodation and transport that the Contractor provides for the Contractor's personnel. The Contractor shall be deemed to have made all appropriate allowances in the contract price.

12 EMPLOYEE AND INDUSTRIAL RELATIONS

The Contractor is responsible for industrial relations within their own workforce and within the workforce(s) of each Subcontractor(s).

The Contractor shall keep the Principal fully informed of any disputes or other matters likely to affect industrial relations on the Site.

Upon request, the Contractor must provide copies of all industrial instruments and agreements applicable to the Contractors workforce to the Principal.

The Contractor must ensure that it deals with all industrial matters relevant to its Personnel at the Site such that the services are executed without interruption, avoiding industrial disputes and ensuring all Personnel are paid and receive all amounts, benefits, allowances and conditions to which they are entitled to.

The Contractor will notify immediately the Principal's Representative of an industrial dispute or a potential dispute with a statement of the problems and the number of personnel involved. A written report to CS Energy's Representative must be received within one hour of the settlement of the dispute or problem.

12.1 Equal Employment Opportunity (E.E.O.)

The Contractor shall provide employment conditions that ensure equal employment opportunities and that are free from unlawful discriminatory practices and are in accordance with statutory requirements.

The Contractor will also ensure that all persons engaged by the Contractor and engaged in the performance of the contract works have received training in the relevant aspects of E.E.O. legislation and requirements to a standard that complies with CS Energy's expectations of acceptable behaviour of persons working within a CS Energy workplace.

12.2 Bullying, Harassment and Victimisation

The Contractor must take all necessary measures to prevent the occurrence of bullying, harassment and victimisation by the Contractor's Personnel. If the Contractor becomes aware of any instance of bullying, harassment or victimisation then the Contractor must notify the Principal immediately and take steps to address the issue.

12.3 Contractor's Representative (Contractor's Rep.)

The Contractor shall appoint and make available at no additional expense to the Principal, its Contractor's Representative who may assist the Contractor in the performance of the contract and also to act as liaison officer between the Principal and the Contractor.

The Contractor shall notify the Principal in writing of the name and contact numbers of the Contractor's representative and of any subsequent changes.

Any direction given by the Principal to the Contractor's representative in relation to the Services under the Contract shall be deemed to have been given to the Contractor.



Matters within the knowledge of the Contractor's representative shall be deemed to be within the knowledge of the Contractor.

12.4 Access to Site for purposes other than Contracted Works

Not linked to Fatigue Management

The principal, at its discretion may grant or extend access to defined areas of the site for purposes other than the contracted works.

Any such extension must be agreed in advance of the event by the Principal's Representative. The Principal's Representative can decide whether to allow such extension or not.

13 INTERFERENCE

As an electricity generating authority, the operation and maintenance of the Station is at all times of primary importance to the Principal. The Contractor shall not do anything that could interfere in any way with the continuity of electricity supply without approval of the Principal whose decision shall be final and despite any other provision of the Contract may be in the interest of the Principal alone.

14 AUDIT REQUIREMENTS

Upon reasonable notice, if required by the Principal, the Contractor shall make available for inspection, time sheets, wages books and any other documentation that substantiates a claim for payment or evidences compliance with any requirement of these Site Conditions.

15 BUSINESS SYSTEMS

If required, the Contractor shall utilise the Principal's business management systems, SAP, the document management system – TRIM; and the Risk Management System (to provide work close out information) as required by the Principal.

16 MAKING GOOD

The Contractor will make good to the satisfaction of the Principal's Representative all damage or defacement to the buildings, paintwork, plant etc. caused by the Contractor during the course of the Contract. All holes cut through walls, floors etc will be made good to the satisfaction of CS Energy's Representative.

All trenches made by the Contractor will be filled in by the Contractor, compacted and graded with approved filling to the satisfaction of the Principal's Representative. Excavated materials shall be dumped at sites approved by the Principal's Representative.

17 CONTRACTOR'S REPORTING OBLIGATIONS

The Contractor shall be required to provide the following reports to the Principal's Representative at intervals as stipulated hereunder or as stated in writing by the Principal's Representative to the Contractor or the Contractor's Representative. Other reports as stated in the contract document must also be supplied by the Contractor in accordance with the contract terms.

17.1 Contractor Staff staying longer than the allowed time

The Contractor shall submit to the Principal's Representative a list of its staff that are staying longer than the allowed time in accordance with clause 12.4. The number should be submitted before each event.



17.2 OHS Incidents Statistics

The Contractor shall submit the OHS Incidents reports in accordance with clause 7.6 of this Site Conditions.

17.3 Non-Conformance

The Contractor shall detail any non-conformances to the Occupational Health and Safety Plan and Environmental Management Plan, CS Energy Safety and Occupational Health, and Environmental Management System etc in accordance with clauses 7.17.1 and 7.23 of these Site Conditions.

17.4 Environmental Incidents and Complaints

The Contractor shall submit the OHS and Environment reports on any incidents or complaints in accordance with clause 7.23 of these Site Conditions.

17.5 Insurance Certificate

The Contractor shall submit the appropriate Insurance Certificates in accordance with the contract between the Principal and the Contractor before work commences or where the insurance expires during the contractual period. The Contractor must always have a current insurance during the period of the performance of the contract.

17.6 Advice of Emissions made on CS Energy Sites for NGERS Reporting

The National Greenhouse and Energy Reporting (NGERS) Act of November 2007 established mandatory reporting of all emissions made and energy used at each of CS Energy's facilities (sites) during the respective reporting periods. To comply with the principles of accuracy, completeness, comparability and traceability the reporting of the emissions made by Contractors while working at CS Energy's sites has to be included in annual submissions.

Please note the different scopes of emissions below, however, only scope 1 emissions fuels data are to be supplied.

- Scope 1 is emissions from fuel or energy consumed on the site/facility.
- Scope 2 is emissions from fuel or energy purchased from another facility/site.
- Scope 3 is emissions from fuel or energy consumed on behalf of the facility/site away from the site for example travel fuel (vehicles, air etc.)

Also, fuels and energy supplied by the CS Energy sites to the Contractor are not to be included.

As CS Energy is required to report on a facility (site) basis, the data shall be collected on a per site basis. For reporting the data, please fill out the form S2051 for each facility (site).

The form is also available on CS Energy website –

[http://www.csenergy.com.au/content-\(103\)-Supplier_downloads.htm](http://www.csenergy.com.au/content-(103)-Supplier_downloads.htm)

18 ASSOCIATED DOCUMENTS

Copies of required documents are either available in the Principal's website - [http://www.csenergy.com.au/content-\(103\)-Supplier_downloads.htm](http://www.csenergy.com.au/content-(103)-Supplier_downloads.htm) or can be obtained from the Principal's Representative.

All up-to-date drawings relating to electrical, civil and mechanical components of existing infrastructure are to be obtained and available to relevant personnel prior to the commencement of the works.



19 DEFINITIONS

Term	Definition
Business Day	The official working day of the week, that is, days between and including Monday to Friday but excluding public holidays that fall within the period
Contract	The agreement between CS Energy and a Supplier or Contractor to purchase goods and/or services. The contract may be in the form of a purchase order, service order, contract, or other agreement.
Contractor's Representative	(Contractor's Rep.) Any person nominated from time to time by the Contractor to represent the Contractor in the performance of the contract
Contractor's Site Representative	The site based person representing the Contractor for the overall management of the technical / commercial aspects of the Contract on behalf of the Contractor.
Contractor / Supplier	The entity contracted to perform and complete the services and / or any party, which makes a supply to the Principal under the Contract, however named in that Contract. The words 'Contractor' and 'Supplier' can be used interchangeably.
Legislative Requirements	The requirements of all statutes, rules, regulations, proclamations, ordinances, awards, and by-laws, present and future.
Personnel	<ul style="list-style-type: none"> a) in relation to the Principal, its employees, agents, consultants and contractors (other than the Contractor), and b) in relation to the Contractor, its Workers, the Contractor's employees, agents, consultants, subcontractors and their employees, agents, consultants and contractors.
Plant Area	The defined areas within a Site where plant (e.g. Boiler, Turbine, etc), are installed or located.
Principal	CS Energy Limited (ABN: 54 078 848 745) and its subsidiaries.
Principal's Representative	The CS Energy's Representative, Contract Manager, Overhaul Manager or the Outage Manager or any person nominated from time to time by the Principal and may include any or all of any of the Power Station employees or its agents so designated to provide direction to the Contractor.
Principal's Site Representative	The site based person representing the Principal for the overall management of the technical / commercial aspects of the Contract on behalf of the Principal.
Permit to Work (PTW)	An authorisation on the prescribed form giving approval for a specific scope of works on specified equipment or in a specified area.
Services (or Works)	The whole and any part of the work which the contractor is required to perform and complete under the contract and includes variations, remedial work and all other work reasonably necessary for the performance of the Contract. Services may include the supply of materials and equipment.
Site	The place where the services are to be performed and includes any area that is located within the boundaries of the Power Station, any buffer land that the station manages and any other locations that CS Energy may have works or services.
Station	Any CS Energy Power Station.



20 REFERENCES

Reference No	Reference Title	Author
External Links		
Portal Link	CS Energy Website → Supplier Information → Supplier Downloads	CS Energy
Internal Links		
"B/D/11/30976"	Procedure - CS-OHS-08 - Management of Hazardous Substances and Regulated Waste	CS Energy
"B/D/11/30939"	Procedure - CS-OHS-11 - Job Safety and Environmental Analysis (JSEA)	CS Energy
"B/D/11/30940"	Procedure - CS-OHS-12 - Fatigue Management	CS Energy
"B/D/11/30957"	Procedure - CS-OHS-31 - Electrical Safety Management	CS Energy
"B/D/11/30960"	Procedure - CS-OHS-34 - Selection, Maintenance and Use of Electrical Safety Equipment and PPE	CS Energy
"B/D/11/30965"	Procedure - CS-OHS-42 - Managing Alcohol and Other Drugs	CS Energy
"B/D/11/30969"	Procedure - CS-OHS-47 - Fair and Just Culture	CS Energy
"B/D/11/30970"	Procedure - CS-OHS-48 - Minimum Health and Safety Standards for Critical Risks	CS Energy
"B/D/12/1363"	Procedure - CS-OHS-50 - Personal Protective Equipment (PPE)	CS Energy
"B/D/11/19582"	Procedure - CS-PTW-01 - Permit to Work (PTW) Manual	CS Energy
"B/D/11/19583"	Procedure - CS-PTW-SOP-02 - Training for Roles in the PTW System	CS Energy
"B/D/11/19573"	Procedure - CS-PTW-HAZ-01 - Hot Work	CS Energy
"B/D/11/19581"	Procedure - CS-PTW-HAZ-02 - Working at Heights	CS Energy
"B/D/11/45318"	Procedure - CS-IM-01 - Incident Management Plan	CS Energy
"B/D/11/31096"	Procedure - CS-ENV-08 - Guidelines for Health Safety and Environment Plans	CS Energy
"B/D/12/66139"	Form - S0004 - Chemical Approval Request	CS Energy
"B/D/11/36208"	Form - S1814 - Injury / Illness Report	CS Energy
"B/D/10/21585"	Form - S1878 - JSEA - Job Safety and Environmental Analysis Template	CS Energy
"B/D/11/36153"	Form - S1885 - Live Electrical Work Checklist	CS Energy
"B/D/10/33442"	Form - S2024 - Site Conditions Checklist	CS Energy
"B/D/12/71202"	Form - S2051 - National Greenhouse and Energy (NGERS) Reporting	CS Energy
"B/D/13/25987"	Form - S2136 - Safe Work Method Statement Declaration	CS Energy

21 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 where it has been identified that there are changes in technology, legislation, standards, regulations 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.

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.