

Vendor Requirements



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1 About this Document

- Purpose** The purpose of this document is to ensure that every Vendor (whether a supplier, subcontractor or consultant) is aware of Zinfra's expectations and requirements.
- Zinfra expects its own personnel, its Vendors and Vendors' personnel to behave in a manner that is characteristic of Zinfra's corporate values.
- Scope** These Vendor requirements apply to every Zinfra Vendor and all Vendor personnel providing goods and / or services to or performing works for Zinfra. .



2 Introduction

2.1 Our Values

Zinfra's business values underpin our culture and drive the way we interact with our clients, stakeholders, partners and each other. They are centred on a balance of safety, integrity, professional delivery and sustainable capability development to meet the future expectations of our clients, markets and stakeholders.

We value:

- Health, Safety and the Environment
- Our employees and their potential for development
- Our clients' needs and expectations
- Teamwork and performance
- Integrity and Respect
- Accountability

2.2 Vendor Compliance

Zinfra is committed to managing risk and meeting its contractual and legal obligations. We expect all our Vendors who provide goods and / or services to or perform works for Zinfra to deliver such services in accordance with:

- Good industry practice;
- Zinfra's (and / or its Clients) operating, information management, standard procedures, policies and processes as updated from time to time and notified to Vendors;
- The contractual terms and conditions, written specifications and other documents (such as drawings etc.);
- Zinfra's lawful directions;
- Relevant legislation, regulations, codes of practice, including local authority requirements as amended from time to time;
- Industry based accreditations, licenses, certifications, qualifications etc.; and

- The National and State Codes of Practice for the Building and Construction Code Industry (the **Codes**). For further information click on the [Code and Guidelines](#). Vendors should note that prior to or during the course of undertaking works on a Zinfra project, Zinfra may require Vendors to complete a [Declaration of Compliance Form](#) and provide evidence of how the Vendor (and the Vendors subcontractors) complies to the Code. Evidence may include completing a self-assessment questionnaire, submitting management plans and / or providing copies of industrial instruments.

2.3 Vendor Integrity

Vendors are required to ensure that they and their personnel conduct themselves in a professional manner consistent with:

- Community standards;
- Zinfra values;
- Compliance with all applicable laws and regulations; and
- Zinfra policies and procedures (as notified to the Vendor).

Vendors must ensure that they and their personnel:

- Behave in a fair, honest, professional and consistent manner in all dealings with Zinfra personnel, Zinfra Clients and Zinfra Client's end-customers;
- Ensure the health, safety and welfare of themselves, Zinfra personnel, Clients personnel and members of the public;
- Do not use Zinfra intellectual property without obtaining the proper written consent of Zinfra;
- Have regard for the protection of the environment and the well-being of the various communities in which Zinfra carries out activities.
- Protect and enhance Zinfra's image and success;
- Maintain a standard of appearance while performing duties at a Zinfra site that is appropriate to the Zinfra environment and the duties performed;
- Carry out work conscientiously, efficiently, economically and effectively;
- Keep confidential information obtained by the Vendor or its personnel relating to Zinfra and / or its Clients confidential at all times;
- Present a positive and professional image and always endeavour to understand and meet the expectations of Zinfra Clients and end-customers;
- Cooperate with Zinfra personnel and other personnel for the benefit of Zinfra and its Clients.

2.4 Vendor Behaviours

Vendors must ensure that they and their personnel do not engage in unacceptable behaviour including:

- Verbal or written abuse, physical abuse or assault
- Discrimination, harassment, bullying or victimisation
- Threatening or intimidating behaviour
- Breach of relevant laws and regulations
- Unauthorised use of Zinfra resources or facilities (including electronic communication facilities) for personal gain or private purposes
- Using Zinfra electronic communication facilities for any illegal purpose or in a manner which causes interference with or disruption to other network users, services, equipment and information assets
- Using image recording devices, such as cameras or mobile phones with cameras without written permission from Zinfra to capture or distribute images of:
 - Private, confidential or copyrighted documents or other material or Zinfra premises or sites that are not accessible to the general public
 - Any person without their express permission or any persons, object, act or incident where the image would reasonably be considered inappropriate or offensive

- Accessing, storing processing or transmitting any information deemed to be of a threatening, obscene, pornographic, discriminatory or harassing nature
- Damage to or theft of Zinfra property, or property entrusted to the care of Zinfra
- Theft or attempted theft
- Fraud or attempted fraud
- Unauthorised selling or promotion on behalf of another organisation
- Making unauthorised public statements about Zinfra or any Zinfra company, or their position in respect of any matter
- Directly or indirectly engaging in any activity which could by association cause Zinfra public embarrassment or other damage
- Unauthorised passing of sensitive or confidential information obtained by or relating to Zinfra or its operations, to a third party or posting of such information in a public domain e.g. external website
- Seeking or accepting tips or gratuities from Zinfra customers
- Not adhering to safety and security procedures and standards, including failure to have an Identification Card (ID) or a Visitor's pass appropriately displayed at all times
- Failure to comply with any Zinfra policy notified to the Supplier
- Possession, sale, use, distribution, or being found under the influence of, drugs or alcohol
- Unauthorised use of Zinfra's name or logo
- Unlawful discrimination (including harassment) against any person on the basis of sex, race, colour, decent, nationality or national origin, age, impairment / disability, sexual preference, gender identity and transgender status, pregnancy or potential pregnancy; marital status, family responsibilities, responsibilities as a carer and / or parental / carer status, religious or political beliefs and trade union membership, union or industrial activity or membership or an employee organisation (the receipt, access, storage, processing or distribution of any information deemed to be of a threatening, obscene, pornographic or harassing nature (e.g. by using the internet or e-mail) may also constitute harassment)
- Any form of workplace bullying including:
 - Persistent verbal or physical abuse 'initiation' practices that involve humiliating, intimidating or abusing Zinfra personnel or other personnel of the Vendor;
 - Psychological abuse such as the exclusion or isolation of a member of Zinfra personnel or any other personnel of the Vendor; or
 - Deliberately withholding information necessary for effective work performance

Every Vendor is responsible for ensuring its workplace practices comply with anti-discrimination and other relevant legislation and dealing with complaints about discrimination, harassment and / or bullying quickly, fairly, confidentially and effectively and advising its Zinfra representative if any complaint of discrimination or harassment or bullying is made by a member of Zinfra's personnel to the Vendor.

2.5 Investigation of Unacceptable Behaviour

Where Zinfra believes that a Vendor has engaged in unacceptable behaviour and / or an illegal offence (such as fraud, attempted fraud, theft, attempted theft, unauthorised removal of property etc.) Zinfra may take whatever action it considers appropriate including suspending any contract made between the Vendor and Zinfra or activities being undertaken by the Vendor on behalf of any Zinfra company while Zinfra conducts an investigation.

Where Zinfra is satisfied that a Vendor has committed the unacceptable behaviour and / or the illegal offence, Zinfra may take whatever action it considers appropriate including terminating the contract or the Vendor's performance of any Goods / Services. The Vendor may face criminal charges. Where Zinfra believes that the Vendor's personnel have committed this offence, Zinfra may take whatever action it considers appropriate while Zinfra conducts an investigation. This may include directing that the relevant personnel not be involved in providing Goods / Services to, or performing work for, Zinfra Group. Where Zinfra is satisfied that a member of the Vendor's personnel has committed an offence, Zinfra may take whatever action it considers appropriate including determining that it will not allow that particular member of the Vendor's personnel to be involved in providing Goods / Services to, or perform work for, Zinfra Group. The person may also face criminal charges.

The Vendor must co-operate with Zinfra personnel in the carrying out of any investigations in connection with alleged unacceptable behaviour.

3 HSEQ Requirements

3.1 Safety Non-Negotiables

We recognise that our people are exposed to a common set of risks that, if not controlled properly, will result in serious injury or worse. Zinfra has developed a set of 10 Safety Non-Negotiables (**SNN's**) which must be adhered to by all personnel. The objective is to target and reinforce crucial behaviours and processes that ensure a safe workplace, particularly when performing high risk activities.

Zinfra Groups SNN's include:

- Confined Space Entry
- Working in or near Live Traffic
- Crane Lifting
- Working at Height
- Excavations and Trenches
- Working with and around High Risk Plant
- Hazardous Area
- Electrical Hazards
- Working near Underground Services
- Working with Live Electricity

The requirements of the SNN's are attached at the end of this document.

A Vendor's non-compliance with the SNN's may jeopardise the business relationship with Zinfra Group, including suspension of work or termination of contract where appropriate.

3.2 Workplace Health and Safety Risk Management

Vendors must be able to demonstrate that they can comply with Zinfra Groups Risk Management requirements and / or the relevant HSEQ Management Plan(s). In some circumstances a Vendor may be required to provide its HSEQ Management Plan(s) for approval by Zinfra and / or our Client.

All Vendors undertaking high risk construction work must ensure that the works are conducted according to an approved Safe Work Method Statement (**SWMS**) The Vendor should not commence the performance of any work until it is clear which HSEQ Management Plans and / or SWMS it needs to comply with.

High risk construction work means construction work that:

- Involves a risk of a person falling more than 2 metres; or
- Is carried out on a telecommunication tower; or
- Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- Involves, or is likely to involve, the disturbance of asbestos; or
- Involves structural alterations or repairs that require temporary support to prevent collapse; or
- Is carried out in or near a confined space; or
- Is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres; or a tunnel; or
- Involves the use of explosives; or
- Is carried out on or near pressurised gas distribution mains or piping; or
- Is carried out on or near chemical, fuel or refrigerant lines; or
- Is carried out on or near energised electrical installations or services; or
- Is carried out in an area that may have a contaminated or flammable atmosphere; or
- Involves tilt-up or precast concrete; or

- Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- Is carried out in an area in which there are artificial extremes of temperature; or
- Is carried out in or near water or other liquid that involves a risk of drowning; or
- Involves diving work.

3.3 Plant and Equipment

All plant and equipment used by vendors must be in good condition, safe for use and adequately maintained in accordance with statutory requirements, manufacturer's recommendations and relevant standards.

Where a vendor is intending to use High Risk Plant, they must provide:

- Copies of Plant Risk Assessments for all items;
- Associated SWMS's for the operation of these items of plant;
- Completed Plant Pre-Acceptance Checklist, where provided by Zinfra Group;
- A register of all items of high risk plant - including inspection and maintenance schedules;
- Evidence the operator(s) hold a valid 'licence to perform high risk work' where relevant;
- Evidence the operator has undergone Verification of Competency (**VOC**). This may be in the form of a letter from the organisation or registered training organisation detailing the following:
 - The type of plant the person been VOC'ed;
 - The name of the person has been VOC'ed;
 - The name of the person nominated by the PCBU to VOC;
 - The details of certification and relevant experience on operating the particular type, model and make of plant.

Without meeting all these requirements, the piece of High risk plant and / or the operator will be not permitted to operate on a Zinfra work site.

Note: For the purpose of Zinfra Requirements, high risk plant includes: Cranes (mobile, truck mounted, gantry), Excavators, Elevated Work platforms (boom, scissor, knuckle), Forklifts, Moxy articulate dump trucks, Rollers (not remote), Direction Drillers, Telehandlers, Concrete booms, Backhoes, Skid steers, Graders, Trenchers, Pole Erection Recovery Units (**PERU**), Vacuum excavation trucks and Cable winch / stringing machines.

Where a Vendor is intending to use Portable Electrical Equipment, they must provide a register of all equipment - including inspection and maintenance schedules.

Where a Vendor is intending to use Lifting Equipment, including working at heights equipment, they must provide a register of all equipment - including inspection and maintenance schedules.

3.4 Hazardous Chemicals

Where a Vendor is intending to use Hazardous Chemicals, they must:

- Provide a register of all Hazardous Chemicals;
- Have up to date copies of Safety Data Sheets (**SDS**) and relevant controls implemented;;
- Ensure the chemical is adequately transported, labelled, stored and disposed of according to the Safety Data Sheet and the relevant environmental and safety regulations.

3.5 Consult and Communicate

Vendors must consult, cooperate and coordinate with Zinfra and all other relevant parties in relation to any HSEQ issues. Forums that Vendors may be requested to participate in include Client's Meetings, Toolbox Talks, WHS Committees and Daily Pre-start Meetings.

3.6 Drugs and Alcohol

All workers must present to work in a suitable condition to carry out their duties. They must not possess, consume or be under the influence of alcohol or other impairing substances e.g. drugs.

Zinfra has a 'zero tolerance' to drugs and alcohol. Anyone suspected of being impaired due to alcohol or substance abuse or taking of drugs, legal or illegal, will be immediately removed from the workplace. Where a person is taking medication that may affect their ability to undertake their duties, this must be disclosed to their immediate supervisor.

Random screening for alcohol and drugs is conducted at Zinfra sites. Drugs are tested using oral fluid (saliva) and Alcohol is tested using portable breathalysers. Testing may also be carried out on reasonable suspicion or following an incident. The disciplinary process will be invoked, and may lead to dismissal, in the case of any worker who:

- Is removed from a workplace due to impairment or suspicion of impairment caused by substance abuse, drugs or alcohol consumption;
- Tests positive for illegal drugs;
- Is found to have a blood alcohol level of 0.00 or more;
- Refuses to undertake a screening test for alcohol or drugs; or
- Is found supplying, manufacturing or in possession of illegal drugs in any company workplace (including company vehicles).

3.7 Manage Fatigue

Vendors are responsible for working co-operatively with Zinfra to manage the risk of fatigue. Vendors should consider:

- Work scheduling and planning hours – average hours worked, length of shift etc.
- Shift work – start times, rotation of shifts etc.
- Night work – number of consecutive nights, opportunity to sleep between shifts etc.
- Breaks - during work and during shifts
- Mental and physical job demands – repetitive or monotonous tasks, high physical effort, sustained or complex mental tasks
- Work environment – limiting exposure to vibration, noise, hazardous substances, airborne contaminants and extreme temperatures

3.8 Skill and Competency

Vendors must ensure that all personnel involved in the performance of services / works are competent and qualified to undertake the work. Vendors are required to provide all their employees with adequate information, instruction and training. Vendors must provide evidence of training / qualification to Zinfra upon request.

3.9 Induction

All Vendor personnel must have written verification that they have completed the required inductions before they commence work. These include:

- Industry generic inductions (e.g. construction industry white card or equivalent);
- Zinfra induction including - HSE risk management requirements; and
- Project / contract / depot specific induction.

3.10 Environment

Vendors must use practices and material in design, construction and delivery that minimise adverse environmental impacts.

Vendors must prevent water pollution, minimise destruction / disturbance of flora / fauna and protect cultural heritage and artefacts. Noise and vibration related impacts on occupants, visitors and surrounding activities / owners must be assessed and mitigation measures put in place.

Vendors must comply with all applicable environmental laws, standards, codes and practices. If a Vendor is unsure of any of Zinfra's environmental requirements the Vendor should discuss with the Zinfra Representative and comply with the conditions stated in their contract.

3.11 Work Quality

Vendors are required to ensure that work quality is completed according to relevant contract requirements and Australian Standards.

All incoming materials or product must be suitably verified prior to acceptance and their specific transport, handling, storage and packaging precautions identified and implemented accordingly.

Work quality will be managed through the use of approved Inspection Test Plans / Checklists (ITP / ITC). Depending on the scope of work, the vendor may be required to provide Inspection Test Plans / Checklists (ITP / ITC) or work under Zinfra.

3.12 Arrival On-Site

Before arrival on-site for the first time, Vendors should arrange to meet the Zinfra Site Manager or delegate who will escort them to the correct location of work. The Zinfra Site Manager is responsible for ensuring that Vendors are aware of the site requirements. Vendors who have health and safety queries should discuss them with the Zinfra Site Manager.

3.13 Supervision

Vendors must ensure all personnel involved in the performance of the works are adequately supervised by competent supervisors. This includes maintaining adequate supervision across multiple work areas. Vendors must regularly provide information to Zinfra about the training, qualifications and assessed competencies of its supervisors.

3.14 Personal Protective Equipment

Vendors are responsible for providing and replacing Personal Protective Equipment (PPE). Specific site PPE requirements should be confirmed by the Vendor with the Zinfra Site Representative.

Zinfra Groups minimum PPE requirements for all operational / construction environments include:

Industrial Clothing

- Compliant to AS 2919 Industrial Clothing and AS 4602.1 High visibility safety garments - Garments for high risk applications;
- Must cover neck to wrist to ankle coverage (e.g. long sleeved shirt and long trousers);
- Any person working in proximity to traffic or mobile high risk plant must wear high visibility clothing with reflective stripes on the upper body / torso;

Protective Helmets

- Compliant to AS 1801 Industrial Safety Helmets and AS 1800 Occupational Protective Helmets - Selection, Care and Use;
- To be worn when there is the potential for an object to fall from height or where signage indicates.

Safety Glasses

- Compliant to AS 1337 Eye Protectors for Industrial Applications;
- Tinted safety glasses in all outdoor environments;
- Clear safety glasses in night time conditions, low light environments and process facilities such as switch rooms, laboratories and chemical storage and handling facilities etc.;
- Double eye protection must be worn at all times when performing grinding, welding or using abrasive disc type cutting tools.

Gloves

- General purpose high impact resistance gloves must be worn when undertaking manual tasks in all operational environments.
- Other specific gloves may be required depending on the work activity and risk assessment e.g. Chemical resistant when handling chemical substances.

Foot Protection

- Compliant to AS 2210 Occupational Protective Footwear.
- Should be a minimum 150mm high lace-up boot and must be worn correctly e.g. laces pulled tight and tied correctly.

3.15 Reporting of Incidents

Vendors must immediately report all incidents to the Zinfra Site Representative. These include injuries, near miss / hit incidents, environmental damage; reportable dangerous occurrences and any statutory notices issued by the regulator.

Vendors are also required to report hazards.

Vendors must fully co-operate, at their own cost, with any investigation by any regulator, by Zinfra or Zinfra Group's Client to ensure that the root causes(s) of the incident are identified and corrective actions can be developed to prevent re-occurrence.

3.16 Injury Management

Vendors are required to manage the rehabilitation of their respective employees in accordance with all legislative requirements. Zinfra may request evidence that the Vendors employee is fit to safely return to duties on the Zinfra site.

3.17 Emergency Response

Vendors will be briefed on specific emergency response requirements as part of the site induction that will be given prior to work commencing on site.

Vendors may be required to supply emergency equipment where their scope of work or risk assessment identifies such requirements.

3.18 Site Safety

Vendors are responsible for conducting and / or participating in various activities to ensure their work is conducted according to HSEQ requirements and that their work environment remains safe e.g. good housekeeping. These activities may include participation in:

- Task observations
- Work site Inspections
- Toolbox Meetings
- Pre-Start Meetings

3.19 Subcontracting

Vendors must not enter into any subcontract for the purpose of directly or indirectly fulfilling their obligations under their contract without first consulting with Zinfra and obtaining Zinfra Group's written consent.

All subcontractors, suppliers or other persons engaged by Vendors in the course of the Vendor providing good / services to Zinfra must comply with these Vendor Requirements. Vendors are responsible for sharing the information set out in these Vendor Requirements with their subcontractors, suppliers and other persons engaged by them.

3.20 Conducting Works Outside of Your Scope of Services

Vendors must not carry out works which are outside of their scope of services or when conditions (risks or environment) change unless they have first:

- Contacted the Zinfra representative to discuss the potential change;
- Understood all of the hazards associated with the additional activities;
- Developed and / or amended SWMS specific to the risks and the additional activities so as to ensure appropriate control measures are in place; and
- Provided appropriate training and have in place adequate supervision in connection with the additional and / or changes activities.

Appendix 1 - Confined Space Entry



SAFETY NON-NEGOTIABLE

1. CONFINED SPACE ENTRY



Definition

A confined space means an enclosed or partially enclosed space that:

- is not designed or intended primarily to be occupied by a person; and
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- is or is likely to be a risk to health and safety from:
 - an atmosphere that does not have a safe oxygen level, or
 - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
 - harmful concentrations of any airborne contaminants, or
 - engulfment.

Non-Negotiables

- ✓ Must have and follow the Safe Work Method Statement
- ✓ Follow all issued permit requirements
- ✓ Test and maintain a safe atmosphere within the confined space
- ✓ Isolate services that may cause harm (e.g. drowning or suffocation)
- ✓ Only enter a confined space if you are appropriately trained
- ✓ Only enter a confined space when a trained stand-by person is positioned at the entry point for the duration of the work
- ✓ Set up emergency rescue equipment and maintain agreed communication with the stand-by person
- ✓ Use tested and certified safety equipment
- ✓ Place warning signs and barricades at all access points
- ✓ Secure the confined space each day once the work is completed



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Applicable Hazard Control Procedure
G-HS-PR-00747 Confined Space Entry

Version No. 1 Doc No. G-HS-ST-00736

Appendix 2 - Working in or near Live Traffic



SAFETY NON-NEGOTIABLE

2. WORKING IN OR NEAR TRAFFIC



Definition

Work activity where vehicles, plant and pedestrians interact whilst travelling on a public or private roadway, or within static construction sites or depots.

Non-Negotiables

Public Roadway

- ✓ Must have and follow the Safe Work Method Statement
- ✓ Follow the relevant road authority permits
- ✓ Only start work with a suitable Traffic Management Plan (TMP) in place
- ✓ Only start work after traffic control devices are set up according to the TMP
- ✓ Only set up traffic control devices if you are appropriately trained and certified
- ✓ Maintain communication between traffic controllers and work crews
- ✓ Set up clearance distances between construction plant or vehicles and traffic according to the posted speed limit and road type
- ✓ Watch for potential changes in visibility or blind spots and adjust the TMP accordingly
- ✓ Wear high visibility clothing with reflective stripes at all times

Static construction sites or depots

- ✓ Follow the Vehicle Movement Plan (VMP)



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Applicable Hazard Control Procedure
G-HS-PR-00746 Working in or Near Traffic

Version No. 1 Doc No. G-HS-ST-00737

Appendix 3 - Crane Lifting



SAFETY NON-NEGOTIABLE



3. CRANE LIFTING

Definition

Operating a machine equipped with a hoist that raises, moves and/or lowers materials or objects.

Non-Negotiables

- ✓ Must have and follow the Safe Work Method Statement
- ✓ Follow the special conditions prescribed in a lift study / permit / SWMS (approved by a rigger/dogger) when:
 - Operating a crane at more than 85% of its Safe Working Load (SWL)
 - Using multiple cranes in the same lift
- ✓ Use a licensed rigger or dogger to determine the rigging method
- ✓ Perform the lift with licensed riggers, doggers and crane operators
- ✓ Check ground and site conditions before setting up the crane (crane operator)
- ✓ Use tested, tagged and rated lifting equipment, and inspect before use
- ✓ Locate overhead power lines and maintain safe clearance distances
- ✓ Set up exclusion zones around the crane's operating area (rigger/dogger)
- ✓ Operate the crane within its Safe Working Load (crane operator)
- ✓ Steady loads with 16mm tag lines and keep body parts away from the pinch /crush points
- ✓ Do not walk under a suspended load



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Applicable Hazard Control Procedure
G-HS-PR-00748 Crane Lifting

Version No. 1 Doc No. G-HS-ST-00738

Appendix 4 - Working at Height



SAFETY NON-NEGOTIABLE



4. WORKING AT HEIGHT

Definition

Any work activity where there is a potential risk of a person falling from a height greater than 2m.

Non-Negotiables

- ✓ Must have and follow the Safe Work Method Statement
- ✓ Use a Working at Height permit if fall arrest equipment is used as the main safety control
- ✓ Only access/use a scaffold with an approved scaffold tag or similar label attached
- ✓ Only operate boom-type Elevated Work Platforms (greater than 11m) if you have a valid licence to perform high risk work
- ✓ Operate Elevated Work Platforms according to the manufacturer's requirements
- ✓ Wear a harness connected to an anchor point when using a boom-type Elevated Work Platform
- ✓ Set up height rescue equipment before starting work
- ✓ Only use anchor points installed and certified by a competent person
- ✓ Use tested and tagged fall prevention equipment and always inspect before use
- ✓ Only use fall prevention equipment (e.g. harness, lanyards) when trained in the selection, use and inspection of this equipment
- ✓ Use ladders that are rated and fit for the task and inspect before use
- ✓ Only work from straight or step ladders if you are trained as an electrical supply industry worker



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Applicable Hazard Control Procedure
G-HS-PR-00236 Working at Height

Version No. 1 Doc No. G-HS-ST-00739

Appendix 5 - Excavations and Trenches



SAFETY NON-NEGOTIABLE

5. EXCAVATIONS AND TRENCHES

Definition

A hole or cavity made by removing material – through methods such as boring or digging.

Non-Negotiables

- ✓ Must have and follow the Safe Work Method Statement
- ✓ Follow all issued permit requirements
- ✓ Check ground conditions and the stability of adjacent structures before starting work
- ✓ Bench, batter or shore any excavation or trench deeper than 1.5m where people may enter
- ✓ Use a competent person to install and inspect shoring
- ✓ Obtain written certification from a geotechnical engineer for battering or benching with an angle of repose greater than 45 degrees
- ✓ Set up safe exit and entry points
- ✓ Place bulk materials and mobile plant outside the zone of influence – unless the Risk Assessment decides it is safe
- ✓ Set up warning signs and barricades



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Applicable Hazard Control Procedure
G-HS-PR-00749 Excavations and Trenches

Version No. 1 Doc No. G-HS-ST-00740

Appendix 6 - Working with and around High Risk Plant



SAFETY NON-NEGOTIABLE

6. WORKING WITH AND AROUND HIGH RISK PLANT



Definition

Any work activity performed near or using High Risk Plant including cranes (mobile, truck mounted, gantry), excavators, elevated work platforms (boom, scissor, knuckle), forklifts and other plant determined as 'high risk' following a Risk Assessment.

Non-Negotiables

- ✓ Must have and follow the Safe Work Method Statement
- ✓ Only operate high risk plant with the relevant licence
- ✓ Only operate high risk plant after verification of competency
- ✓ Keep the plant risk assessment, operator's manual and safe operating instructions with the high risk plant
- ✓ Operate high risk plant according to manufacturer's requirements
- ✓ Locate overhead power lines and maintain safe clearance distances
- ✓ Set up high risk plant operating exclusion zones, identify blind spots and communicate these locations to all site workers
- ✓ Conduct a daily plant pre-start check
- ✓ Establish communication methods for operating high risk plant
- ✓ Only enter a high risk plant operating exclusion zone after approval from the operator or spotter/safety observer
- ✓ Do not use mobile phones in the high risk plant operating exclusion zone
- ✓ Wear a seat belt (where fitted)



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Applicable Hazard Control Procedure

G-HS-PR-00750 Working with and Around High Risk Plant

Version No. 1

Doc No. G-HS-ST-00741

Appendix 7 - Hazardous Area



SAFETY NON-NEGOTIABLE



7. HAZARDOUS AREAS

Definition

An area where an explosive gas atmosphere is (or may be) present – in quantities that require special precautions for the construction, installation and use of equipment.

Non-Negotiables

- ✓ Must have and follow the Safe Work Method Statement
- ✓ Follow all asset owner permits and requirements
- ✓ Identify exclusion areas and set up barriers and warning signs
- ✓ Only enter the hazardous area when qualified, licensed and authorised, or accompanied by an authorised person
- ✓ Wear approved hazardous area Personal Protective Equipment (PPE)
- ✓ Use tested and certified safety equipment
- ✓ Remove all ignition sources in the hazardous area, unless authorised under a permit



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Applicable Hazard Control Procedure
G-HS-PR-00751 Hazardous Area

Version No. 1 Doc No. G-HS-ST-00742

Appendix 8 - Electrical Hazards



SAFETY NON-NEGOTIABLE



8. ELECTRICAL HAZARDS

Definition

Carrying out electrical work on an electrical installation or using portable electrical equipment.

Non-Negotiables

Installations/Equipment

- ✓ Must have and follow the Safe Work Method Statement
- ✓ Only perform work on electrical installations if licensed
- ✓ Tag electrical cables when installing temporary electrical systems
- ✓ Test all electrical installations in accordance with relevant standards
- ✓ Only work on a live system after written authorisation
- ✓ Keep safe approach distances to all live electrical installations

Lock-Out-Tag-Out (LOTO)

- ✓ Tag, lock and test all isolations before starting work
- ✓ Place individual lock and tag on isolation points
- ✓ Only remove another person's lock or tag after written authorisation

Portable equipment

- ✓ Connect all electrical equipment to a Residual Current Device (RCD) and test the device before use
- ✓ Use portable electrical equipment that has a current test tag attached and has been visually inspected before use
- ✓ Tag out, and remove from use, any defective equipment
- ✓ Do not join electrical extension leads
- ✓ Keep all electrical leads that may be damaged off the ground



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Applicable Hazard Control Procedure

G-HS-PR-00752 Electrical Hazards

Version No. 1

Doc No. G-HS-ST-00743

Appendix 9 - Working near Underground Services



SAFETY NON-NEGOTIABLE



9. WORKING NEAR UNDERGROUND SERVICES

Definition

Work conducted in the vicinity of potential services (e.g. electricity, water, gas and telecommunications) installed below ground.

Non-Negotiables

- ✓ Must have and follow the Safe Work Method Statement
- ✓ Follow all issued permit conditions and asset owner requirements
- ✓ Only start work with current asset owner/Dial Before You Dig plans
- ✓ Use a trained spotter
- ✓ Carry out a site survey to locate and mark the services
- ✓ Visually confirm and record the depth and location of services at regular interval using non-destructive digging methods when services are within the excavation area
- ✓ Provide all service location information to the site operator and spotter
- ✓ Protect all exposed high risk services with a physical protection when damage may occur
- ✓ Follow the approved drilling profile during drilling works
- ✓ When using mechanical excavation methods maintain a minimum clearance of 300mm from services crossing the excavation
- ✓ Seek written approval from an authorised person before proceeding with any changes in the scope of works



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Applicable Hazard Control Procedure

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Appendix 10 - Working with Live Electricity



SAFETY NON-NEGOTIABLE

10. WORKING WITH LIVE ELECTRICITY



Definition

Carrying out electrical work on a live electrical installation.

Non-Negotiables

- ✓ Must have and follow the Safe Work Method Statement
- ✓ Only work live if trained and authorised
- ✓ Only work live with a trained safety observer
- ✓ Wear insulated gloves and outers appropriate to the voltage and inspect before use
- ✓ Set up emergency rescue equipment and maintain agreed communication
- ✓ Use tested and certified plant and equipment and inspect before use
- ✓ Use insulated Elevated Work Platforms to the appropriate voltage
- ✓ Earth all mobile plant used in a live HV environment
- ✓ Set up non-conductive barriers to prevent accidental contact
- ✓ Install insulated mats and covers to stop secondary contact
- ✓ Use insulated tools when working on live switchboards or underground system



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Applicable Hazard Control Procedure

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