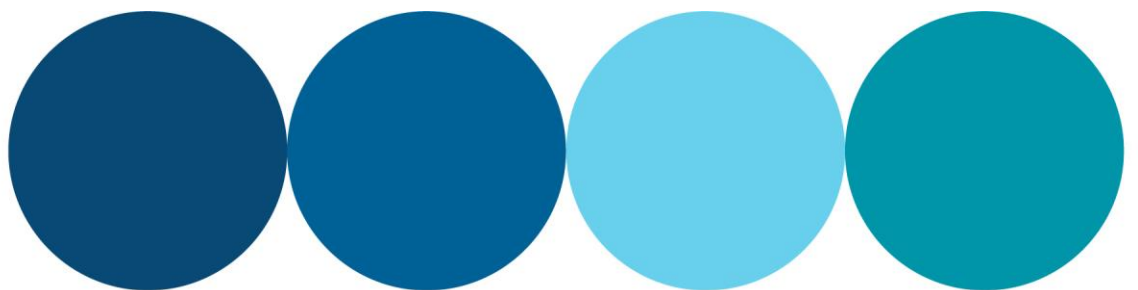


Health Safety and Environment (HSE) Requirements for Contractors





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1 Introduction

This handbook outlines Water Corporation's general HSE requirements and applies to all contracts, it is available to download from the Health and Safety for Contractor's page on our website watercorporation.com.au.

Contractors must comply with all legislated HSE requirements in addition to the Water Corporation specific requirements as outlined in this document.

Any deviation to the requirements stated within this handbook must be through management plan acceptance and approved on a case-by-case basis for each contract. A coversheet detailing any deviations must be provided with the management plan.

1.1 Definitions and Abbreviations

Contractor

Contractor includes Supplier, Consultant and Vendor – means the person or persons, firm, company or other entity that has contracted with Water Corporation to provide goods or services.

Contract Manager

An authorised representative of Water Corporation responsible for selection of a Contractor or management of a contract or both. "Contract Manager" includes the Superintendent, Superintendent's Representative, Project Manager, Consultant or Agent. The Contract Manager may change throughout the contract.

Construction Environment Management Framework (CEMF)

A CEMF is a high level document that includes all the project environment risks, objectives, performance criteria, standards and all conditions or requirements. The CEMF may also include and/or refer to other specialist management plans that have been prepared.

Construction Environment Management Plan (CEMP)

A CEMP provides detailed environment management measures that allows the Contractor to meet the objectives, performance criteria, standards and all conditions or requirements of the contract.

Lost Time Injury

A Lost Time Injury (LTI) is a work related injury or illness that results in absence from work for one full day (or shift) or longer.

Medical Treatment Injury

A Medical Treatment Injury (MTI) is a work related injury or disease that resulted in a certain level of treatment given by a physician or other medical personnel under standing orders of a physician. Types of treatment that classify an MTI are as follows:

- Any injury for which a prescription only medication is taken.
- Any cut or laceration requiring stitches, staples or glue.
- Removal of foreign bodies from wound, if the removal requires a physician because of the depth of embedment, size or shape or object, or location of wound.
- Surgical removal of dead skin.
- Removal of any embedded foreign bodies from eyes using means other than irrigation, tweezers or cotton swab.
- Fractures regardless of treatment.
- Treatment of spider/insect bite with anti-venom.

- Any burn exceeding superficial partial thickness.
- Treatment of bruises by drainage.
- Referral by a medical practitioner for a course of treatment that is more than three sessions (e.g. physiotherapy, acupuncture, chiropractor.).
- A procedure that can only be administered by a medical professional e.g. cortisone.
- Any dental procedure other than review, polishing, cleaning, buffing. (Includes capping).

Restricted Work Injury

A Restricted Work Injury (RWI) is a work related injury or disease that resulted in a physician or other licensed health care professional recommending that the worker not perform one or more of the routine functions of his or her job, or not work the full workday or shift that he or she would otherwise have been scheduled to work. This must be documented on a WorkCover WA medical certificate.

A case is not recordable as a restricted work case if the worker experiences minor musculoskeletal discomfort, a health care professional determines that the worker is fully able to perform all of his or her routine job functions, and the employer assigns a work restriction to that worker for the purpose of preventing a more serious condition from developing.

Restricted work activity limited to the day of injury does not make it recordable.

Site

Means the lands and other places to be made available and any other lands and places made available to the Contractor by Water Corporation for the purpose of the Contract.

Safe Work Procedures (SWP)

A documented procedure required for the safe performance of routine work activities and tasks.

Occupational Safety & Health Management Plan (OSHMP)

An OSHMP is a written plan that sets out the arrangements for managing site health and safety matters. The intention of the plan is to ensure the required processes are in place to manage risks associated with a contract, where there may be multiple contractors and subcontractors involved and circumstances can change quickly from day to day.

Safe Work Method Statement (SWMS)

Risk assessment conducted to identify, assess and mitigate hazards and risk associated with high risk work activities under a given scope of work.

2 Getting Started

General requirements that apply to Contractors are outlined in this document. However, you may need to address additional HSE requirements specific to the contract of work. These are outlined in contract documents.

2.1 Prequalification

Prequalification ensures that Contractors have appropriate HSE systems in place to identify and control risks associated with the services they provide.

Contractors must complete an application to register interest to conduct work for Water Corporation.

[Instructions on how to register as a supplier](#)

Based on the selected work categories, the system generates a list of HSE system documentation that must be uploaded where indicated.

Contractors will only be eligible to complete work within the categories for which they hold current HSE Prequalification.

To find out the status of a pending HSE Prequalification assessment, or to check any information in relation to an existing HSE Prequalification status, access Water Corporation Supplier Portal.

[Instructions on how to re-access the system and change your company information](#)

2.2 HSE in the Bidding Process

The HSE bidding process includes an evaluation of:

- HSE Prequalification status.
- Bidder's HSE Submission including:
 - HSE systems and past performance.
 - Proposals for addressing HSE risks via Contractor's Risk Register, SWMS and/or SWPs.
 - Company licenses (such as Demolition Licence or Asbestos Removal Licence).
 - HSE management plans.
 - HSE management system certification.
- Performance Reports for previous contracts with Water Corporation.
- Completion of similar work (type of work /size of contract, for either Water Corporation or elsewhere).

Water Corporation may apply additional or alternative HSE selection criteria or processes for large or long-term contracts.

2.3 Contract Risk Assessment

Prior to arranging bids, or awarding a contract, Water Corporation's Contract Manager will assess the level of contract risk. The contract risk level will be assessed as either:

- Significant Risk.
- Minimal Risk.
- Insignificant Risk.

This risk level determines the mandatory requirements during the contract, as detailed below.

2.3.1 Significant Risk Contracts

The Contractor provides Water Corporation with a contract specific OSHMP and CEMP. The Contract Manager may require the plans to be varied.

For construction work, the Contractor conducts a construction risk assessment workshop (CRAW) to identify, assess and control significant risks through development of a construction risk register. This risk register forms a part of the OSHMP and CEMP, and must identify where SWMSs are required for high risk construction work.

Note 1 *Guidelines for the development of the OSHMP and CEMP is shown in section 5 Attachments.*

Note 2 *An OSHMP must be provided when there are five or more people working on site. For single task or short duration with less than five people, the Contract Manager may waive the requirement for an OSHMP and instead accept SWPs and/or SWMSs.*

Note 3 *Bidders describe methods for addressing significant risks during the bid phase, and this information must be addressed in the risk assessment workshop and carried through to the OSHMP, CEMP, SWMS and/or SWPs after contract award.*

The Contract Manager arranges a pre-start meeting involving the Contractor and other stakeholders.

2.3.2 Minimal Risk Contracts

The Contractor submits Safe Work Procedures and Safe Work Method Statements to the Contract Manager. The Contract Manager may require these to be varied.

Note 1 *An OSHMP must be provided when there are five or more people working on a construction site. An OSHMP may be required for some low risk contracts of long duration*

Note 2 *A CEMP must be provided where the contract specifies. See section 5 Attachments for what to include in a CEMP.*

The Contract Manager arranges a pre-start meeting involving the Contractor and major stakeholders.

2.3.3 Insignificant Risk Contracts

The Contract Manager will instruct the Contractor of any site specific requirements in a commencement meeting.

2.4 Water Corporation HSE Induction for Contractors

Contractor HSE Induction must be completed by all contractor and subcontractor workers prior to commencing work.

The [Contractor HSE Induction](#) is available online.

Some low risk non-construction contracts may not require an HSE induction.

Following successful completion of the Contractor HSE Induction, individuals will be issued with an Induction Certificate, which must be printed and presented upon request when working on a Water Corporation site. To assist in verification, a form of photo identification may also be required.

2.5 Site Inductions

Some Water Corporation sites require a Water Corporation site specific induction which will be specified in the Clearance to Work permit (section 2.7).

The Contractor is required to maintain a site induction for their workers and subcontractors. The Contractor's induction must communicate Water Corporation requirements with relation to HSE. Induction records are to be maintained and provided to Water Corporation upon request.

The Contractor provides instruction to all workers including subcontractors in SWMSs and SWPs relevant to their contract work.

2.6 Safety in Design Report

The Contract Manager will make available to the Contractor the Safety in Design Report where works are designed by Water Corporation or its design consultants.

Where the Contractor is also the designer, the Contractor must provide a Safety in Design Report to Water Corporation.

2.7 Clearance to Work on Water Corporation Assets

Contractors may only work on Water Corporation assets with written authorisation from the operations team with day-to-day control of the asset. Clearance to Work (CTW) permits are required. Standard notice period for a CTW is five days, though if the work is likely to cause a service disruption to Water Corporation customers the minimum notice period is 15 days. Contractors are required to undertake online training in Water Corporation OSH Permits to work under this system. Training can be accessed via [our website](#).

Hazards and conditions will vary between different Water Corporation locations and assets due to differing designs, previous works or upgrades, and operational requirements. Some projects may require multiple CTW permits to be identified and obtained. Contracts requiring multiple CTW permits typically involve works that are complex in nature (or requiring multiple crews). Contract documentation will indicate where CTW permits are required.

A CTW permit is not required when the Contractor is directly supervised on site by the relevant Water Corporation's operations team.

2.8 Inspections and Audits

The Contract Manager conducts a HSE start-up check in the early stages of the contract (which includes a check against the Contractor's OSHMP, CEMP, SWMSs, SWPs and contract specific HSE requirements).

The Contractor undertakes inspections and audits to satisfy Water Corporation that the Contractor is complying with legislative requirements, requirements of this document and the Contractor's management plans and other risk documentation. Inspections must be at least monthly and audits must be as per the audit schedules in management plans. Inspections and audits must be made available to Water Corporation on request.

Water Corporation may conduct additional site visits, inspections and audits throughout the contract. The Contract Manager provides performance feedback to the Contractor through progress meetings and formal vendor evaluations.

2.9 Contractor Evaluation

The Contract Manager evaluates the Contractor's HSE performance monthly. This information is used in assessing the Contractor for future works.

3 General HSE Requirements

3.1 OSH and Environment Policies

Water Corporation is committed to caring for our people, our community and our environment. Our OSH and Environment Policies set the foundation for this commitment. Everyone who works for or on behalf of Water Corporation must recognise and align with this commitment. Our policies are available on our website.

3.2 Risk Management

The Contractor must ensure that HSE hazards are identified, assessed and controls put in place to manage the risk of all activities. Risk assessments must be fit for purpose, and risk decisions must be documented and monitored to ensure risks remain managed.

Controls are to be selected to reduce risks to As Low As Reasonably Practicable (ALARP).

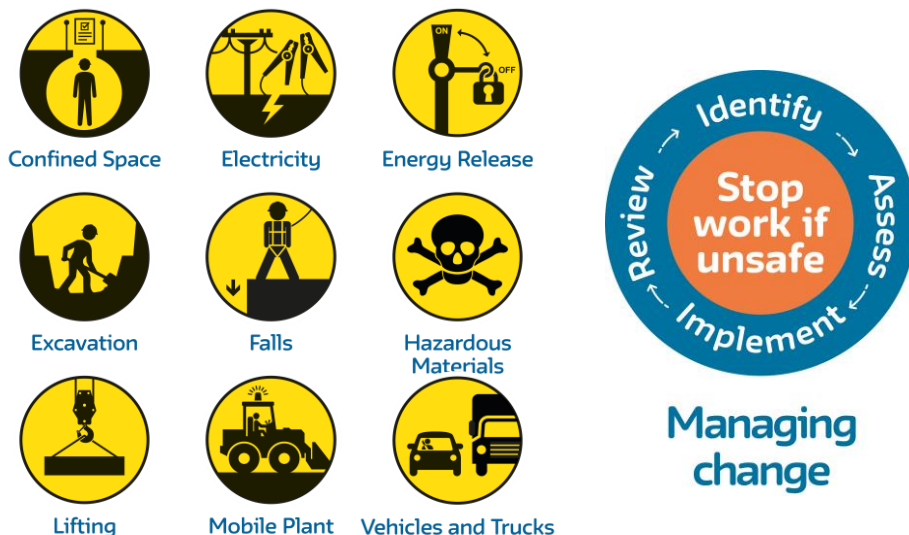
Hierarchy of control is to be used in determining risk controls and ALARP.

Risks associated with temporary and permanent changes to design, operations, processes, assets, plant and materials must be assessed and managed before the change occurs. The Contractor must retain evidence of Management of Change risk assessments.

In addition to all legislated HSE requirements and the Safety Essential mandatory requirements, Contractors must comply with the following Water Corporation specific requirements:

- WC-OSH 023 Clearance to Work on Water Corporation Assets.
- S152 Public Safety at Construction Sites.
- HSEAA-P-150 Lock Out Tag Out.
- High Voltage Switching Practice Manual.
- Pipeline Voltage Mitigation.

3.3 Water Corporation Safety Essentials



Safety Essentials are mandatory requirements for our high risk activities. Each Safety Essential describes the processes and systems that must be established and maintained to conduct the work safely and minimise the potential for harm. The mandatory requirements are detailed in our Safety Essentials Leader's Guide, which is available on our website.

3.3.1 Confined Space

Confined Space entries must be done in accordance with AS2865 Confined Spaces and have a specific rescue plan in place. The rescue plan, including a test of the equipment and system must be completed as a part of the pre-task safety discussion. The stand-by person must not be assigned any other duty, other than controlling entry of persons, testing atmospheres and monitoring the wellbeing of the entrant. The stand-by person must not enter the confined space for any reason while they are the stand-by, including activating a rescue.

Confined Space Permits must only be valid for one day. If the task exceeds one day, a new permit is required for each day.

Contractors may use their own Confined Space permit system when working on a Water Corporation controlled site provided the system has been assessed as meeting or exceeding Water Corporation requirements. This assessment must be documented on the CTW Permit by the authorised person.

Where Contractors have possession of site, the Contractor must have a process in place to address confined space work. This process must be documented and submitted with OSH Management Plans.

3.3.2 Electricity

3.3.2.1 *Electrical Safety in Metallic Pipeline Construction*

Some hazards are unique to metallic pipeline construction, relevant to only certain pipelines. Where applicable, the risk and construction controls must be in the Safety in Design Report.

3.3.2.2 *Pipeline Voltage Mitigation*

Certain existing metallic Water Corporation pipelines are potentially affected by hazardous touch voltages induced in the pipeline from adjacent power lines. The risk and construction controls must be in the Safety in Design Report. For work on these pipelines, Water Corporation's 'Pipeline Voltage Mitigation' procedure applies.

3.3.2.3 *High Voltage Switching*

Contractors may use their own High Voltage Switching practice, once it has been approved by Water Corporation HV Switching Authorising Officer. Otherwise Contractors must work within Water Corporation HV Switching Practice Manual.

3.3.3 Energy Release

Contractors must have an isolation system in place, which includes the requirement to isolate, lock out and tag dangerous energies. Contractors may use their own isolation systems, unless the energy source is originating from a Water Corporation asset, in which case Water Corporation's Lock Out, Tag Out procedures apply.

Contractors may only work on Water Corporation isolated plant with written authorisation from the operations team with day-to-day control of the asset. Isolation request forms are required to be submitted, and a handover form is provided by Water Corporation before work can commence. Contractors are required to undertake training in Water Corporation Lock Out Tag Out procedures to work under this system. Training can be accessed via [our website](#).

3.3.4 Excavations

Contractors must manage all excavation work in accordance with the Excavation Code of Practice (WorkSafe WA) and engage competent persons, as defined in the Code (and named in the Contract) to be responsible for the design and supervision of excavations. If the Contractor is working with multiple excavations at different locations simultaneously, the Contractor must have a nominated competent person supervising work at each location. Daily recorded inspections are required for excavations >1.5m.

3.3.5 Hazardous Materials

3.3.5.1 Asbestos

Asbestos may be present on some Water Corporation sites, in assets, buildings, building materials and the natural environment. Previously identified asbestos is recorded in our Asbestos Asset Database, Lupin, which is available on most sites via QR code reader. Contractors must not assume that all asbestos has been located, and identify and manage asbestos in the workplace in accordance with the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)].

Where asbestos is identified during the execution of the contract, the Contractor must immediately stop work in the vicinity of the asbestos affected areas and notify the Contract Manager for direction.

Where Contractors are removing asbestos, the Contractor must submit an Asbestos Removal Control Plan to the Contract Manager, addressing the safe removal of the asbestos, methods to control air pollution and worker safety, disposal details and include the applicable asbestos removal license details.

Removal of asbestos containing material must comply with the Code of Practice for Safe Removal of Asbestos [NOHSC:2002 (2005)]. Contractors must obtain all necessary permits relating to asbestos removal, transport and disposal.

3.3.5.2 Hygiene (Wastewater, Surface Water, Ground Water and Soils)

Wastewater pathogens include, but are not limited to Hepatitis A, Hepatitis B and Polio. Infection and contamination can occur through:

- Contact with open wounds and lacerations, or dermal contact for some contaminants.
- Splashing onto eyes, nose or mouth, or hand-to-mouth contact (via eating, drinking or smoking) or inhalation.
- Taking contaminated clothing/footwear home from the workplace.

Controls must include:

- Awareness of risks and personal hygiene techniques (induction).
- Provision and use of personal protective equipment (gloves should be either disposable, decontaminated after use or dedicated for use at the site).
- Provision of site amenities.
- Prompt disinfection and dressing of wounds, cuts and lacerations.

Vaccination is also recommended for people working with wastewater.

3.3.6 Falls

3.3.6.1 General

Selection of risk controls for fall prevention must adhere to the following order of hierarchy:

- Eliminate need to work at height.
- Asset-based controls (fixed work platforms, walkways, stairways).
- Fall injury prevention systems:
 - Fall-restraint (prevents a person from being in a position where a fall is possible).
 - Fall-arrest (prevents a person falling a great distance).
- Administrative controls (e.g. signage, anchor compliance plates).

Both fall-restraint and fall-arrest systems require workers to be in a harness and appropriately secured to rated anchorages. Workers must be trained in the use of these systems before use, and must not work alone. Rescue plans must be in place when workers are using a harness.

3.3.6.2 Grid Mesh

New grid mesh, installed as part of a new asset or modified asset, must be inspected during the final OSH inspection for the project, prior to handover.

If existing grid mesh panels are temporarily removed as a part of contract works, a protective barrier and/or exclusion zone must be immediately in place. Grid Mesh reinstatement permits, authorised by the Water Corporation Operational Manager, are required before the grid mesh can be put back into operational service. Training can be accessed via [our website](#).

3.3.6.3 Portable Ladders

Portable extension or single ladders should only be used as a means of access or egress and must be secured in position, and extend 1m beyond the landing height. Portable ladders are not to be used as a work platform unless alternative safer methods are not practical (e.g. elevating work platforms, scaffold, and platform ladders). Ladders may only be used for light duty work, where the work can be done with one hand (maintaining three points of contact) and work does not require use of leverage force. Ladders must not be left unattended in a public place.

3.3.7 Lifting

Contractors must have a system in place that identifies critical lifts. Critical lifts must be planned and documented (such as a lift plan) and controlled by a dedicated responsible person (such as a Critical Lift Controller).

Loads must never be suspended from anything other than a designated lifting point (e.g. not from bucket teeth).

Tag lines must be used wherever practical to guide a load. Tag lines must be at least 16mm in diameter and be made of non-conductive material. Natural or synthetic rope can be used for tag lines. The person guiding the load must not be in the line of fire from either the load itself or the mobile plant.

Where a lift traverses (pick and carry) the route of travel must be identified and a safe method of maintaining the exclusion zone for the entire route before commencing the lift and where practical this is to include a visible delineation.

3.3.8 Mobile plant

Plant must not be operated unless there is a method of preventing unauthorised access to the plant operating area. A spotter is required when operating near overhead or underground services, near an open edge, or in close proximity to other workers. Pre-starts must be completed and recorded on all mobile plant. Servicing and maintenance must be up to date and in accordance with manufacturer's instructions.

Mobile plant requiring a High Risk Work license must not be operated unless the correct class of license is current. Other mobile plant (not requiring a high risk work license) must be assessed as competent in accordance with NOHSC 7019:

- Front-End Loaders (FEL)
- Backhoe
- Bobcat
- Excavator
- Dragline

- Dozer (wheeled and tracked)
- Graders
- Rollers
- Scrapers
- Tip trucks (articulated and non-articulated)
- Combined units, e.g. backhoe/front-end loader
- Multi-purpose plant (e.g. tele-handlers) that is not being used as a mobile crane or EWP

The assessor must be competent and have experience in the operation of the type of plant they are assessing. As a minimum, they must hold either:

- Certificate IV in Training and Assessment (TAE40116), or
- A Statement of Attainment for the assessment units of 'TAEASS401B Plan assessment activities and processes', 'TAEASS402B Assess competence' and 'TAEASS403B Participate in assessment validation'.

3.3.9 Vehicles and Trucks

3.3.9.1 Use of Electronic Devices in Vehicles

Where Contractors are working on sites controlled by Water Corporation, electronic devices must not be touched or manipulated (including voice activation) in any way while driving. This does not include radios used for plant movement communications.

3.4 Other Requirements

3.4.1 Personal Protective Equipment (PPE)

Operational site PPE standard must be complied with: long sleeve, long pants, gloves carried on person, hat with flap or brim, safety footwear, safety eyewear and high visibility (day standard minimum). Construction Site PPE includes the above minimum and; hard hat with flap or brim, and lace up safety footwear. All other PPE is to be risk based, and defined within risk registers and SWMSs. Some locations may have site specific requirements which will be specified via Clearance to Work and/or site inductions.

3.4.2 Alcohol and Other Drugs

Water Corporation is committed to providing safe, healthy and productive workplaces. This includes ensuring that workers do not come to work under the influence of alcohol or other drugs. Limits are 0.00 g/ml for alcohol, and as per cut off concentrations in Australian Standards AS4308 (urine) and AS4760 (oral fluid) for other drugs.

Where Contractors are working on a Water Corporation site on a day of random testing, contractor and subcontractor workers must comply with testing requirements. For cause testing may also be required, if workers display concerning behaviours or after an incident has occurred.

Failure to participate in testing, or a positive test result may result in the individual's removal from site, and Water Corporation reserves the right to deem the person unsuitable for working with or on behalf of Water Corporation on a temporary or permanent basis.

Where Contractors have possession of site, the Contractor must have a process in place to address alcohol and other drugs. This process must be documented and submitted with OSH Management Plans. The Contractor must retain reports of this data, and make this information available to Water Corporation on request.

3.4.3 Concrete and Masonry Cutting and Drilling

Contractors must manage all concrete cutting and sawing work in accordance with the Concrete and Masonry Cutting and Drilling Code of Practice (WorkSafe WA) and engage competent persons to be responsible for the methodology and supervision of the work. If the Contractor is working at multiple locations simultaneously, the Contractor must have a nominated competent person supervising work at each location.

Operators of concrete and masonry cutting and drilling equipment must be trained to the following nationally recognised standards by a Registered Training Organisation (RTO):

- RIISAM204D Operate Small Plant and Equipment (for diamond-blade and water-cooled concrete and masonry saws that are either hand-held, fixed to tracks, or fitted to trolleys).
- CPCCCO3047A Cut and Core Concrete (for core drilling 150mm diameter and greater).

Operators of wire line concrete saws must be competent and have received formal training in the use of such equipment. The Contractor must retain records of such training and make this information available to Water Corporation on request.

3.4.4 Prohibited equipment/materials

The use of 9" grinders is prohibited on all Water Corporation sites.

Blasting or the use of explosives is prohibited on Water Corporation sites unless otherwise stated in the contract's project specific content.

3.4.5 Trenchless Technology

Trenchless Technology Operators must hold a Certificate III in Civil Construction (Trenchless Technology) or a Certificate III in Drilling (Trenchless Technology) with the relevant unit or units for new installations as follows:

- BCCTT3001B – Conduct fluid assisted directional boring
- BCCTT3002B – Conduct impact moling, ramming and augering
- BCCTT3003B – Conduct micro tunnelling and pipe jacking

3.4.6 Hot Work

Hot work includes grinding, welding, thermal or oxygen cutting or heating, or any other heat or spark producing task (e.g. use of metal blades on a brush cutter).

A Hot Work Permit is required for any hot work (both field work and indoor work) except when it is conducted in:

- A fire safe area such as a designated welding bay workshop or a workshop with temporary welding screens or bays.
- An area where the Bureau of Meteorology's (BOM) Fire Danger Rating is 'Low to Moderate' – applicable to field work only.

Hot Work Permits must only be valid for one day. If the task exceeds one day, a new permit is required for each day.

Hot work must have a 5m fire exclusion zone, where all flammable material is cleared, covered, wetted or otherwise protected. Hot work requires a continuous 60 minutes post hot work fire watch.

Contractors may use their own Hot Work permit system when working on a Water Corporation controlled site provided the system has been assessed as meeting or exceeding Water Corporation requirements. This assessment must be documented on the CTW permit by the authorised person.

Where Contractors have possession of site, the Contractor must have a process in place to address hot work. This process must be documented and submitted with OSH Management Plans.

4 Contractor HSE Reporting

4.1 Incident Reporting

The Contractor must notify the Contract Manager of all HSE incidents, injuries and disease events, including any incident involving the public within two hours. Notification must be verbal addressing the criteria in the form in Section 5.3.

The Contractor must provide to the Contract Manager within three calendar days of the incident a "Preliminary Incident Report" using the form in Section 5.3.

The Contractor must provide to the Contract Manager within 14 calendar days of the incident a full incident investigation report detailing the incident findings and corrective actions.

The Contractor must notify relevant regulators of any statutory reportable events.

4.2 Monthly Performance Reporting

The Contractor is required to report on their performance via Water Corporation eProcurement Supplier Portal <http://eprocurement.watercorporation.com.au>. Guidance on entering performance data is available within the supplier portal.

The Contractor must submit within two working days of the start of each month the following monthly performance data:

- Estimated month hours (including subcontractor hours worked).
- Number of Lost Time Injuries/Diseases.
- Number of Medical Treatment Injuries/Diseases.
- Number of Restricted Work Injuries/Diseases.
- Total number of Incidents.
- Number of High Potential Incidents.
- Number of WorkSafe Improvement Notices.
- Number of WorkSafe Prohibition Notices.

Note 1 *Monthly performance data is to be reported for work performed on site.*

4.3 Regulatory Notices Reporting

In the case of a regulatory notice being issued, the Contractor must verbally notify the Contract Manager within two hours and provide a copy within two calendar days.

5 Attachments

5.1 Occupational Safety and Health Management Plan (OSHMP)

OSH Management Plans should be of a scope and scale relative to the complexity of the construction project.

Contractors should use their own OSH Management Plan template, which complies with the requirements of OSH Regulation 3.142.

It is NOT intended that the plan details the Contractor's OSH Management System, but may cross-reference procedures or elements of the Contractor's system.

The OSH Management Plan must include the following minimum requirements:

Leadership and Planning

- Project details, managers and supervisors names, scope of works.
- OSH roles and responsibilities.
- Project objectives and targets.

Risk Management

- Construction Program and Methodology (or reference to another document containing this).
- Contractor's Risk Register (CRAW).
- Safe Work Method Statement (SWMS) register.
- Site-specific safety rules.
- Management of change process.
- Process for reviewing and updating risk management document for changes.

Compliance

- Compliance obligations relevant to the project, including legislation, licenses, approvals.

People

- Induction arrangements for the project.
- Requirements for Water Corporation HSE Contractor induction.
- Training and Competency requirements for the project.
- Fitness for work requirements, including the Contractor's Alcohol and Other Drugs policy.
- Health surveillance requirements, where applicable.

Communication and Consultation

- Communication and consultation requirements for the project, for example pre-start talks, toolbox talks, safe job planning reviews.

Systems of Work, e.g.

- Permit requirements.
- Hazardous materials.
- Vehicle and plant safety, including site traffic movement plans.
- Road Traffic.
- Asbestos.
- Confined Space.
- Public Safety.
- Lock Out and Tag Out.
- Fall Prevention.

Land, Facilities and Plant

- Plant registers.

Contractors and Suppliers

- Subcontractor management process.

Incident Management, Reporting and Investigation

- Emergency Planning, including scenarios identified that are relevant to the risks.
- Emergency drill schedule.
- Incident reporting, including complying with Water Corporation incident reporting requirements.

Performance, Inspection and Audit

- Arrangements for monitoring compliance with the OSH Management Plan.
- Inspections and audit requirements for the project, including schedule (or reference to another document containing this).

5.2 Construction Environment Management Plan (CEMP)

Where a Construction Environment Management Framework (CEMF) has been provided to the Contractor as a part of the contract, the Contractor must complete the CEMP in accordance with the CEMF. When not provided, the CEMP must include the following requirements at a minimum:

Leadership and Planning

- Project details, managers and supervisors names, scope or works.
- Environment responsibilities.
- Project objectives and targets.

Risk Management

- Construction Program & Methodology (or reference to another document containing this).
- Contractor's Risk Register (CRAW).
- Environment requirements as per the CEMF.
- Safe Work Method Statements (SWMS) addressing high environment risk tasks.
- Site-specific environment rules.
- Process for reviewing and updating risk management document for changes.

Compliance

- Compliance obligations relevant to the project, including legislation, licenses, approvals.

People

- Induction arrangements for the project.
- Requirements for Water Corporation HSE Contractor induction.
- Training and Competency requirements for the project.

Communication and Consultation

- Communication and consultation requirements for the project, e.g. pre-start talks, toolbox.
- Process for management of community complaints.

Systems of Work

- Permit requirements (works approvals, clearing, hot work)
- Project specific management plans (as applicable to the risks):
 - Acid Sulfate Soil and Dewatering.
 - Bushfire.
 - Dieback.
 - Disposal of highly alkaline or chlorinated water.
 - Dust.
 - Flora and Fauna.
 - Heritage/ Native Title.
 - Hydrocarbon Management & Spill Response.
 - Noise.
 - Odour.
 - Waste.
 - Weed Control.

Land, Facilities and Plant

- Construction footprint plan, including access/egress, plant movements, laydown areas and site facilities.
- Rehabilitation management.

Contractors and Suppliers

- Process for managing subcontractors performing high environmental risk tasks (e.g. clearing, weed control).

Incident Management, Reporting and Investigation

- Emergency Planning, including scenarios identified that are relevant to the risks.
- Details of emergency services e.g. sucker trucks and spill response Contractors.
- Emergency drill schedule.
- Incident reporting, including Water Corporation incident reporting requirements.

Performance, Inspection and Audit

- Arrangements for monitoring compliance with the CEMP.
- Inspections & audit requirements, including schedule (or reference to another document).

5.3 Contractor Incident Report Form

Person reporting													
Name:	Contractor:												
Position:	Contact number:												
Date:	Time:												
Reported to:													
Incident details													
Date of incident:	Time of incident:												
Location of incident:													
Actual classification (risk):	Potential classification (risk):												
Type of incident (tick all that apply) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Environment</td> <td><input type="checkbox"/> Property/Equipment Damage or Loss</td> <td><input type="checkbox"/> Fire</td> </tr> <tr> <td><input type="checkbox"/> Injury or Illness</td> <td><input type="checkbox"/> Motor Vehicle</td> <td><input type="checkbox"/> Security/Emergency/Public Safety</td> </tr> <tr> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Dangerous Goods Safety/Chemicals</td> <td><input type="checkbox"/> Service Continuity</td> </tr> <tr> <td><input type="checkbox"/> Near miss</td> <td><input type="checkbox"/> Other _____</td> <td></td> </tr> </table>		<input type="checkbox"/> Environment	<input type="checkbox"/> Property/Equipment Damage or Loss	<input type="checkbox"/> Fire	<input type="checkbox"/> Injury or Illness	<input type="checkbox"/> Motor Vehicle	<input type="checkbox"/> Security/Emergency/Public Safety	<input type="checkbox"/> Electrical	<input type="checkbox"/> Dangerous Goods Safety/Chemicals	<input type="checkbox"/> Service Continuity	<input type="checkbox"/> Near miss	<input type="checkbox"/> Other _____	
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<input type="checkbox"/> Electrical	<input type="checkbox"/> Dangerous Goods Safety/Chemicals	<input type="checkbox"/> Service Continuity											
<input type="checkbox"/> Near miss	<input type="checkbox"/> Other _____												
Work activity being performed at the time (identify any plant, equipment, substance involved)													
Incident description (describe what happened, who was involved, what was involved)													
Immediate action taken													
What controls were in place at the time of incident? <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Exclusion zone</td> <td><input type="checkbox"/> Clearance to Work</td> <td><input type="checkbox"/> Other Permit</td> </tr> <tr> <td><input type="checkbox"/> Safe Work Method Statement</td> <td><input type="checkbox"/> Step Back</td> <td><input type="checkbox"/> Supervisor</td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td><input type="checkbox"/> Other _____</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>		<input type="checkbox"/> Exclusion zone	<input type="checkbox"/> Clearance to Work	<input type="checkbox"/> Other Permit	<input type="checkbox"/> Safe Work Method Statement	<input type="checkbox"/> Step Back	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____			
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<input type="checkbox"/> Safe Work Method Statement	<input type="checkbox"/> Step Back	<input type="checkbox"/> Supervisor											
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____											
PPE in use (e.g. harness, respirator):													
Did any controls fail or were breached? If yes, provide details													

Photographs/Diagrams/sketches

5.4 Referenced Water Corporation Documents

Document Name
WC-OSH 023 Clearance to Work on Water Corporation Assets.
S152 Public Safety at Construction Sites.
HSEAA-P-150 Lock Out Tag Out.
High Voltage Switching Practice Manual.
Pipeline Voltage Mitigation.

5.5 Document Revision History

Revision Date	Details
01 Jan 1998	Original version
05 Feb 2004	Revised / issued.
28 Aug 2012	Revised / issued.
23 Apr 2014	Described Health Safety and Environment (HSE) Contractor Prequalification process. Included section on Safety in Design Reports.
04 Nov 2014	Bidder OSH Submission updated. Refer to MOC #11794263.
20 Jan 2015	Name of S146 updated to S146 Mobile Plant and Trenchless Technology Operator Licencing and Competency to reflect inclusion of trenchless technology operator competency requirements. Refer to MOC #11675224.
05 Dec 2016	Updated to reflect changes in prequalification process.
30 Jun 2017	Interim review to include prequalification process (Section 4.1), Asbestos requirements (Section 6.2) and replace shall with must.
9 Nov 2018	<ul style="list-style-type: none"> Restructured and simplified document for ease of use. Amended document title from HSE Handbook to HSE Requirements. Specific procedures have been removed in lieu of General HSE Requirements. Specific requirements have been reworded and/or included into the document. Updated performance reporting requirements and added injury definitions. 'Low' risk contracts changed to 'minimal' risk contracts to align with Contracts procedures. Refer to MOC 16337530 and Notification of Change 20378336.

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ISBN 1 74043 718 7 July 2012

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