

### 1. INTRODUCTION

The Stanwell Corporation Limited (“Principal”) is an electricity generator that owns and operates the following power stations in Australia (“Sites”):

Site	Fuel Type	Location
Barron Gorge Power Station	Hydro	On the Barron River, 20 km north west of the city of Cairns in Far North Queensland. This Power Station is situated within the Wet Tropics World Heritage Area.
Kareeya Power Station	Hydro	On the Tully River, 55km north-west of the town of Tully in Far North Queensland. This Power Station is situated within the Wet Tropics World Heritage Area.
Koombooloomba Power Station	Hydro	On the Koombooloomba Dam situated on the Tully River, 37km south of the town of Ravenshoe in Far North Queensland. This Power Station is situated within the Wet Tropics World Heritage Area.
Mackay Gas Turbine	Diesel	West Mackay
Neerkol	Nil	22km west of Rockhampton in Central Queensland near Stanwell Power Station.
Stanwell Energy Park	Nil	22km west of Rockhampton in Central Queensland adjacent to Stanwell Power Station.
Stanwell Power Station	Black Coal	22km west of Rockhampton in Central Queensland.

Copies of the Principal’s Policies, Procedures, forms and approved formats can be found on the Principal’s web page [www.stanwell.com](http://www.stanwell.com) under the section “Our Suppliers” “Policies & Procedures”.

### 2. SITE OBJECTIVES

- (a) The Principal has set the following objectives for the Sites (“Objectives”):
- (i) no Personnel working on a Site or the general public should suffer any illness or injury as a direct result of the operations, maintenance and associated activities at that Site;
  - (ii) no environmental harm;
  - (iii) no environmental incidents to occur at a Site as a result of the operations, maintenance and associated activities at that Site;
  - (iv) no lost time or delays to occur as a result of industrial disputes;
  - (v) to identify and minimise the health, safety and environmental risks; and
  - (vi) to establish an underpinning culture that places safety and environmental awareness above all else.
- (b) In order to ensure the Objectives are met, the Contractor must:
- (i) implement a detailed risk management process to identify potential risks and establish control measures to ensure the risks are eliminated or reduced to an acceptable level;
  - (ii) incorporate Australian health & safety and environmental management standards into design, engineering, construction, commissioning, operating and maintenance processes;
  - (iii) comply with all relevant Legislative Requirements, Codes of Practice and Australian Standards;
  - (iv) implement a detailed Site-specific Health & Safety Plan and an Environmental Management Plan for all work on the Site;

### 3. WET TROPICS WORLD HERITAGE AREA AND QUEENSLAND NATIONAL PARKS

The following Sites and their associated infrastructure are located in or near a National Park and/or World Heritage Area (“Wet Tropics Sites”) and/or other ;

- Barron Gorge Power Station;
- Kareeya Power Station; and
- Koombooloomba Power Station.

The requirements of Wet Tropics Permit No. WTMA06020, including the associated EMP and three Codes of Practice apply to these sites.

The Contractor must read the terms and conditions contained in Wet Tropics Permit No. WTMA06020, the EMP, and the relevant Codes and ensure it understands and can comply with:

- (a) the environmental significance of the location of the Wet Tropics Sites in the National Park and/or World Heritage Area;
- (b) the implications of working under the requirements of the EMP and three Codes associated with activities in the World Heritage and National Parks areas.
- (c) All Contractors working in the Wet Tropic must be complete an induction covering these matters prior to commencing work onsite.

The Principal is committed, through its Environmental Management System, to protect the values of the relevant National Park and or World Heritage Area and requires the Contractor to commit to the same high standard.

Vehicles and mobile plant must be “environmentally clean”; that is, free of mud and seeds to prevent the introduction of weeds into the National Park and World Heritage Area. No wash down of vehicles or mobile plant inside the National Park will be permitted.

#### Final Environmental Audit

The Principal’s Environmental Advisor, prior to the completion of the Works or Services, will complete an audit of the Contractor’s environmental records and condition of the Site. The Works or Services will not be completed until any outstanding matters raised in the audit report are rectified to the satisfaction of the Principal’s Environmental Advisor and at the Contractor’s cost.

### 4. CONTRACTOR’S RESPONSIBILITIES

The Contractor must;

- (a) use its best endeavours to achieve the Objectives;
- (b) ensure that the Contractor’s Personnel are fully aware of all the requirements of these Site Conditions;
- (c) Display a copy of these Site Conditions in its Site offices;
- (d) unless the Contract expressly states otherwise, supervise the execution of the work under the Contract or the Services (as applicable) and have a competent representative present on Site at all times during which any activities relating to the execution of the work under the Contract or the Services are taking place;
- (e) ensure that any person engaged in work under this Contract or the Services complies with any direction given by any member of the Principal’s supervisory Personnel which seeks to;
  - i. avoid loss and/or damage to the property of the Principal, the Contractor, or any third party;
  - ii. avoid injury / harm to any person; or
  - iii. avoid harm to the environment;
- (f) secure any premises being used solely by the Contractor or the Contractor’s Personnel before leaving the Site each day;

- (g) if required by the Principal, make available for inspection, time sheets, wage books and any other documentation which substantiates a claim for payment;
- (h) make good to the satisfaction of the Principal all damage or defacement to the buildings, paintwork, plant, equipment etc owned or supplied by the Principal, which has been caused or contributed to by the Contractor or the Contractor's Personnel during the term of the Contract;
- (i) cooperate to the fullest extent with others on Site;
- (j) advise the Principal if they will be performing prescribed occupations, prior to performing such work on site; and
- (k) ensure that the Contractor's Personnel:
  - i. are aware of their rights and responsibilities in relation to Equal Employment Opportunity, Discrimination and Harassment; and
  - ii. act in a manner which is consistent with the Principal's Code of Conduct which can be found on the Principal's web page [www.stanwell.com](http://www.stanwell.com) under the section "Our Suppliers" "Policies & Procedures"..

## 5. SITE ACCESS

### Site Working Hours

The normal working hours for the Sites are as follows ("Normal Working Hours"):

Sites	Normal Working Hours	Administrative Closure Days
Barron Gorge Power Station Kareeya Power Station Koombooloomba Power Station	Between 7.30am and 4.00pm Monday to Friday excluding Administrative Closure Days (as set out in this table) and Public Holidays	Every second Monday
Mackay Gas Turbine	Between 7.30am and 4.00pm Monday to Friday excluding Public Holidays	None
Stanwell Power Station Neerkol Stanwell Energy Park	Between 7.00am and 4.30pm Monday to Friday excluding Public Holidays	None

The hours during which the Contractor may work on Site must be approved by the Principal prior to the commencement of any work or Services on Site. The Contractor shall ensure that its work rosters address fatigue risks and meets all Legislative Requirements.

All Contractor's Personnel seeking to enter the Site for the first time must report to the Site's Reception. At this point the purpose of the access will be determined and appropriate actions will be taken by the Principal.

### Permission to Access Site

The Contractor must ensure that the Contractor's Personnel do not enter a Site without having obtained the Principal's prior approval to do so. The Principal reserves the right to refuse or withdraw permission for any of the Personnel to enter a Site.

Unless the Principal states otherwise in writing, all Contractor's Personnel must hold a General Safety Induction Certificate (Queensland Blue Card) or equivalent construction industry general safety induction card issued in Victoria, New South Wales, South Australia and Western Australia prior to 1 July 2009 or hold a statement of attainment issued for course CPCCOHS1001A Work safely in the construction industry after 1 July 2009 prior to performing any construction work or construction related services on a Site that is located in Queensland.

The Contractor must give the Principal at least 7 working days prior notice of its intention to send Personnel to the Site who do not currently have the Principal's permission to enter the Site by

completing and faxing to the Principal, the Principal's Pre-attendance Registration Form, which contains the following type of details for each person:

- (a) First and last name;
- (b) Trade or role (including a copy of qualifications and certificates);
- (c) Home address;
- (d) Home telephone number and mobile telephone number (if applicable);
- (e) Work telephone number;
- (f) Name of the Contractor's Representative on Site to whom they will be reporting; and
- (g) Area of Site where access is required.

The Contractor's Personnel must be identifiable on Site as being employed by, or responsible to, the Contractor by displaying an appropriate identification badge. If the Principal issues an identification/access card to a member of the Contractor's Personnel during the Induction Course, the Contractor must ensure that the Contractor's Personnel display the identification/access card at all times they are on Site.

The Contractor's Personnel must not enter any Monitoring Centres, Relay Rooms, Computer Rooms, Battery Rooms, Switch Yards or Stores on Site without the express permission or instruction of the Principal.

The Contractor must immediately comply with a notice given by the Principal requiring the Contractor to remove any Personnel from a Site where:

- (a) the notice is reasonably given; or
- (b) the Personnel have:
  - (i) failed to comply with the Principal's safety or environmental requirements for a Site; or,
  - (ii) at the sole opinion of the Principal, behaved inappropriately, been negligent or incompetent.

### **Hours of Site Access**

Unless instructed otherwise by the Principal, the Contractor must schedule the work or Services such that work or Services will be performed during the Normal Working Hours for that Site.

Any work schedules that requires the Contractor's Personnel to enter the Site out of the Normal Working Hours for that Site, must be approved by the Principal prior to accessing the Site. If such approval is not given then the Contractor must perform the work or Services during the Normal Working Hours for that Site.

### **Site Induction Course**

The Contractor's Personnel must complete:

- (a) the Induction Course for the relevant Site to the Principal's satisfaction;
- (b) any other job specific training that the Principal deems necessary; and
- (c) the Contractor's induction training,

prior to being granted permission to enter the Site and/or commencing work or Services on the Site. The Principal's basic Induction Course may take 1 to 2 hours.

In addition to the 1 to 2 hour Induction Course, the Contractor must confirm with the Principal, what, if any, job specific induction training the Contractor's Personnel will be required to attend prior to commencing any work on the Site.

The Contractor must arrange a time and date suitable to the Principal for the Principal to conduct Induction Courses and job specific training for the Contractor's Personnel.

Induction Courses and job specific training for all Sites remain current for a period of 12 months.

Unless the Contract expressly states otherwise, all costs incurred by the Contractor for the Contractor's Personnel to attend Induction Courses and any or job specific induction training under the Contract are to be borne by the Contractor.

**Logging on and off the Site**

Where available, the Contractor's Personnel must log on at Site when they arrive and log off when they leave. The Contractor's Personnel must not hold up the flow of traffic to or from the Site when logging on or off the Site.

The Contractor must ensure that any of the Contractor's Personnel who are not required to be on Site for more than one day in a row at any time, hand back to the Principal at the completion of each Site visit, any identification/access card issued by the Principal.

Additionally, the Contractor must ensure that all identification/access cards issued by the Principal are returned to the Principal:

- (a) at the completion of the Contract; or
- (b) on termination of any of the Contractor's Personnel.

The Principal may charge the Contractor \$15 for each identification/access card which is not returned in a reasonable condition.

**Hazardous Substances**

No hazardous, toxic or flammable materials/substance (including paints, solvents, etc) may be brought onto a Site without the prior written approval of the Principal. The Contractor must give the Principal at least 5 working days notice of its intention to bring hazardous substances onto a Site. The notice of intention to bring hazardous substances onto a Site must include:

- (a) Task assessment and location for which the hazardous substance is to be used;
- (b) List of the proposed users of the substance; and
- (c) Material Safety Data Sheet (MSDS) detailing the following:
  - i. Substance name;
  - ii. Properties;
  - iii. Description of the composition of the materials;
  - iv. Safety, health and environmental risks; and
  - v. Emergency controls.
- (d) The method of disposal of wastes, including administrative matters required by Regulators.

If a hazardous substance is not acceptable to the Principal, an alternative acceptable product or process must be identified and proposed by the Contractor.

The Contractor shall ensure that employees are provided with and use protective clothing and associated equipment appropriate for the specific risks.

**Site Security**

The Contractor and the Contractor's Personnel must comply with the Principal's security procedures for the relevant Site. Without limitation, this includes complying with the rules and regulations laid down from time to time by the Principal in relation to such matters as security, entry, exit, parking and traffic control at the Site and allowing the Principal to search vehicles, mobile plant and personal luggage prior to entry onto a Site.

**Delivery of Items to the Site**

The Contractor is responsible for ascertaining the route to be used for delivery of any item to the Site. All costs and other arrangements in relation to obtaining permits, escorts and any other requirements are the responsibility of the Contractor.

### 6. SITE FACILITIES

#### Neerkol and Stanwell Energy Park

Unless the Contract expressly states otherwise the Contractor must confirm with the Principal what site facilities are available for their use at Neerkol and Stanwell Energy Park, prior to commencing work.

#### Site Facilities & Storage

Unless the Contract expressly states otherwise:

- (a) the Principal has limited toilets and washroom facilities available for use by the Contractor and the Contractor's Personnel at the following Sites:

- (i) Barron Gorge Power Station;
- (ii) Kareeya Power Station;
- (iii) Stanwell Power Station;

The Contractor must confirm with the Principal, the actual toilets and washroom facilities that will be made available for the Contractor's use. In the event that the actual toilets and washroom facilities at the Site are not adequate for the Contractor's use, the Contractor must provide additional toilets and washroom facilities at the Contractor's cost.

The Contractor and the Contractor's Personnel must ensure that all such facilities are maintained in a clean, safe and hygienic manner at all times;

- (b) A canteen is open on Site at Stanwell Power Station during limited periods during Normal Working Hours;
- (c) Limited off-loading and storage facilities for materials and equipment ("Storage Areas") may be provided on Site by the Principal. The Contractor must confirm with the Principal, the actual off-loading and storage facilities that will be made available for the Contractor's use. All such materials and equipment will be off-loaded and/or stored on Site at the Contractor's risk. All hydrocarbons, chemicals or other hazardous materials must be transferred, stored and used within bunded or surface water controlled areas. Power, water, sanitation and drainage will be available at the Storage Areas for the Contractor's use only if the Principal gives the Contractor written notice that this is the case. Any necessary maintenance or improvements to the Storage Areas must be arranged by the Contractor at its own expense following written approval by the Principal. If the Contractor uses any area outside of the Storage Area, then Contractor must, at the request of the Principal, immediately clear that area at its own expense. The Principal has the right to change and/or allocate new Storage Areas to the Contractor; and
- (d) The Contractor must:
- (i) at all times during the Contract, provide and maintain at its own expense (and in accordance with the Contract) adequate workshops and covered weatherproof storage facilities to protect against loss, corrosion, damage or mechanical damage of materials and equipment delivered to the Site by the Contractor;
  - (ii) provide all dunnage for storage of the materials. The minimum requirement being that all items rest on wooden dunnage, elevated at 150mm above the floor or ground;
  - (iii) not store materials exposed to the weather without first obtaining the consent of the Principal.

Storage of any vehicle, equipment or materials not directly required by the Contractor on the Site is prohibited.

#### Power Supplies

Where possible the Principal will provide a limited supply of electricity from nominated supply points ("Supply Points") free of charge to the Contractor provided that the Contractor exercises reasonable economy in its use of that electricity. The Contractor acknowledges that such electricity supplies are part of the local distribution system and therefore the Principal does not guarantee continuity of supply.

Subject to approval by the Principal, all connections and disconnections to Supply Points will be carried out by the Contractor at its expense. Additional Supply Points may be approved by the Principal in writing at the Contractor's request. Unless otherwise directed by the Principal, all connections to Supply Points must be made by using cable in conduit construction.

The Contractor is responsible for providing and maintaining the whole of the installation on the load side of the Supply Points.

All electrical installations must comply with the requirements of the relevant State's Occupational Health and Safety (OHS) legislation, and AS 3012 Electrical installations – Construction and demolition sites and AS 3000 - "SAA Wiring Rules".

All 240 volts general purpose outlets must be protected by sensitive current balance earth leakage protection equipment. If the Principal considers that any part of the Contractor's electrical installation is dangerous, then the Principal may give the Contractor written notice requiring the Contractor to disconnect or alter its electrical installation and the Contractor must immediately comply with this notice.

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

All underground cable trenches and routes must be approved, via a Permit to Work and an Excavation and Digging Control Guide, by the Principal in writing before the commencement of any digging and or laying of cables and no electricity will be supplied to the Contractor unless the cabling has been inspected by the Principal. The Contractor must maintain an accurate record of the location of each underground installation and must submit this information to the Principal upon completion of the underground installation works. Uninsulated copper must not be used in any underground installation.

### **Water**

The Principal may make a reasonable supply of water available to the Contractor free of charge, subject to the Contractor exercising strict control over its usage. The Contractor must only draw its water from the Principal's nominated water supply points and transfer it to his remote site facilities where required.

If requested by the Contractor, the Principal may (but is not obliged to) arrange for the installation of additional water supply points in addition to the Principal's nominated water supply points. Such installation will be at the Contractor's expense. The Contractor must maintain such installations to the satisfaction of the Principal.

Subject to contamination verification and approval by the Principal, all waste water generated by the Contractor must be contained and directed through the Principal's water management processes (ie stormwater, sewage treatment or oil separation unit). The Contractor must not discharge untreated water without the prior written approval of the Principal's Environmental Advisor.

### **Telephones and Radios**

Except in the case of an emergency, the Contractor and the Contractor's Personnel must not use the Principal's telephones without the Principal's prior written approval.

The Contractor may establish a telephone service at the Contractor's Site office. Applications for such telephone services must be made to the network services provider through the Principal. The Contractor is responsible for paying the network service provider connection fee and all other charges.

Unless the Principal directs otherwise, any equipment relating to Site radio communications (including two way radios) is the responsibility of the Contractor and the Contractor's Personnel.

The Principal may allocate radios to key Contractor's Personnel. It is the responsibility of the Contractor and the key Contractor's Personnel allocated a radio to ensure that it is returned to the Principal when no longer required. The Principal will advise the Contractor of the designated channel for the radios.

### First Aid

The Principal has first aid representatives available at the following Sites during Normal Working Hours:

- Barron Gorge Power Station Bench;
- Kareeya Power Station Bench; and
- Stanwell Power Station.

The Principal's first aid representatives may be available to treat any of the Contractor's Personnel on those Sites, who require first aid. The Contractor must confirm with the Principal what will actually be provided.

At all other Sites, the Contractor must continuously maintain suitable first aid equipment and Personnel to a standard approved by the Principal. The Contractor must ensure at all times that at least one of the Contractor's Personnel on the Site holds a current Senior First Aid Officer Certificate (Level 2) or better.

### Lighting

The Contractor must provide all temporary lighting it requires to complete the Works or the Services. The lighting provided must not cause an environmental nuisance to neighbours or wildlife. The Contractor must not tamper with or remove any lighting installed prior to commencement of the Contract.

The Contractor must not tamper with or remove any of the Principal's lighting installed on Site.

### Drainage

The Contractor must not discharge any substance other than clean storm water into the Principal's stormwater drainage system. Unless otherwise approved in writing by the Principal, the Contractor must not discharge any substance other than approved liquid wastes (including sewage) into the Principal's septic or sewerage system.

The Contractor must obtain approval from the Principal prior to connecting to or allowing a solid or liquid discharge into any of the Principal's water management processes (ie stormwater, sewage treatment or oil separation unit).

### Principal's Tools and Equipment

The Contractor must not move or use any of the Principal's equipment including vehicles, mobile plant, lifting equipment, lights, welders, etc., without the prior written approval of the Principal. The Principal has the right to require the Contractor to remove any of the Contractor's Personnel from Site who do not comply with this requirement.

### Disconnection and Departure

As soon as any part of the Contractor's installation, including equipment or site facilities, is no longer required for the carrying out of the Works or the Services, the Contractor must disconnect and remove this equipment plus repair the Site to the satisfaction of the Principal.

No less than 5 working days prior to the completion of any work or Service which results in the departure from the Site of any section of the Contractor's Personnel and or installation, including equipment or site facilities from the Site, the Contractor must give the Principal the following:

- (a) written notice of the intended departure;
- (b) a list of outstanding items of the work or Service;
- (c) details of the current progress and status of the work or service; and
- (d) an estimated date for completion.

### Housekeeping

The Contractor shall implement and maintain safe housekeeping practices and must instruct their workforce to follow safe housekeeping practices.

### 7. CONTRACTOR'S PERSONNEL

#### Availability of Contractor's Personnel

The Contractor must ensure that all members of the Contractor's Personnel on Site are in a fit condition to perform their work safely. In the event that a member of the Contractor's Personnel does not report for work on a Site, the Contractor must promptly arrange a replacement. The Contractor must bear all costs incurred in providing replacement Personnel under this clause.

Where the work under the Contract or the Services are interrupted or delayed as a result of the Principal withdrawing its permission for a member of the Contractor's Personnel's to enter the Site, such delay or interruption will not be regarded as a delay or interruption beyond the Contractor's control for the purposes of the Contract.

#### Qualifications and Experience

The Contractor's Personnel must have relevant industry experience, be able to work at heights and in confined spaces, if applicable, and be able to communicate and cooperate with others on the Site.

All Contractors' Personnel must possess the appropriate qualifications, certificates of competency and licence for the type of work being performed.

Where the type of work being performed requires the use of trainees or tradesperson's assistants, then these people may be used provided they are appropriately supervised by the Contractor.

Any Contractor's Personnel performing electrical work on the Principal's Queensland Sites must be:

- (a) licensed in the state where the work is to be performed, to perform such work or hold an electrical licence equivalent as set out in Schedule 1 of the Queensland Electrical Safety Regulations. These licence equivalents are limited to Australian states/territories and New Zealand;
- (b) comply with the Principal's requirements in relation to such work (if any); and
- (c) comply with all Legislative Requirements for performing such work.

When the work on Site or the Services involves working on live switchgear, the Contractor's Personnel performing this type of work must have a current competency in resuscitation and rescue from live switch gear. Any of the Contractor's Personnel who are assisting people working on live switchgear must also have a current competency in resuscitation and rescue from live switch gear. For the avoidance of doubt, a current competency in resuscitation for the purposes of the Contract means that the Contractor's Personnel has proved its competency within the last six months.

#### Worker Impairment

##### Alcohol and other Drugs (AOD)

The Contractor's Personnel must not turn up for work on Site in the possession of, or under the influence of, alcohol or illegal substances. Any Contractor's Personnel who are in the possession of, or under the influence of, alcohol or illegal substances, will not be allowed to commence or continue work at the Site and must leave the Site immediately, when directed to do so, by either the Principal or the Contractor.

Stanwell has an established AOD Procedure where all personnel entering Stanwell workplaces may be subject to testing for the presence of AOD. A confirmed positive test result could result in the permanent exclusion of the workers from Stanwell workplaces.

If any member of the Contractor's Personnel are taking drugs or medicine prescribed by a medical practitioner that may cause drowsiness or lessen their ability to perform their work safely, those Personnel must report the situation to their supervisor or the Contractor's Representative on Site prior to commencing work on Site on that day.

##### Fatigue

Stanwell has an established Fatigue Management Policy. The policy places limits on the duration of worker attendance to ensure adequate opportunity for restorative sleep is provided. Contractors

may be requested to provide the roster patterns and travel history of workers for a period of up to 7 days prior to the date of commencing work at a Stanwell workplace. When workers are involved in night work, contractors may be required to provide workers transport home (or to a place of accommodation) that does not require them to drive and they may be obliged to provide breaks after successive attendances.

Rosters will not exceed 72hours in one week.

Planned rosters will not extend beyond 6 consecutive days.

Planned attendances will not exceed 12.5 hrs in a single shift.

### **Protective Clothing & Safety Equipment**

The Contractor must ensure that all of the Contractor's Personnel wear appropriate protective clothing, and use the safety equipment provided, to the satisfaction of the Principal. The Contractor must provide the Contractor's Personnel with the following Personal Protective Equipment (PPE) when performing work on-site at its own cost:

- (a) lightweight 100% cotton drill, long sleeved shirts and medium weight 100% cotton drill trousers and/or combination overalls;
- (b) type 1 steel toe capped safety boots complying with AS/NZS 2210.9:2001;
- (c) non-metallic safety helmet complying with AS/NZS 1801:1997/Amdt No. 1-1999 (Orange helmets are not to be worn on Site);
- (d) safety glasses or goggles complying with AS/NZS 1337:1992/Amdt 1-1994/Amdt 2:1997;
- (e) ear protection – as required;
- (f) gloves – as required;
- (g) wet weather clothing; and
- (h) other as specified by the controls identified through the hazard identification and risk assessment performed for the Contract or work task (also refer Risk Management Advisory Standard Supplement 1 PPE).

The minimum dress and PPE required for limited Site access (Reception, Administration Buildings and Canteen) is enclosed footwear, safety helmet and safety glasses.

Also note:

- Prescription Safety Glasses must be in a safety frame and have side shields fitted (if applicable) or over-specs must be worn.
- Dark safety glasses are not to be worn inside buildings while performing work or Services. Clear or light mirror (indoor/outdoor) glasses complying with AS/NZS 1337-1992/Amdt 1:1994/Amdt 2:1997 are acceptable.
- There is a limited period (maximum 30 minutes) at the start of each normal working day at Stanwell Power Station when PPE is not required to be worn (must still wear closed in footwear) as Personnel walk directly to/from their transport and their place of work).
- Unless otherwise approved by the Principal, all Personnel performing live electrical work activities are to wear flame retardant clothing. Live electrical work specifically refers to:
  - Work within the PPE zone for low voltage;
  - Work within the exclusion zone for high voltage; and
  - Work where procedures specifically instruct the wearing of flame retardant clothing.
- Specific PPE for performing electrical work is detailed in the Principal's Electrical Safety Corporate Standards #560790 (PTW) or #692270 (ATW), a current copy of which is available from the Principal.

Where PPE supplied and used by the Contractor is found to be unsuitable, it must be immediately removed from service and a suitable replacement be provided by the Contractor. Delays caused by re-supply of such garments will be borne by the Contractor.

### **Industrial Relations**

#### **General**

The Contractor is responsible for the industrial relations of the Contractor's Personnel.

The Contractor must keep the Principal fully informed of any disputes or other matters likely to effect industrial relation on the Site.

The Contractor shall ensure that the Contractor's Personnel are covered by a current industrial instrument or agreement prior to commencing work on Site. The Contractor must also provide an assurance that they will conform to legislative obligations or requirements.

When requested, the Contractor shall provide copies of all industrial instruments and agreements relevant to the work on Site.

## **8. CONTRACTORS EQUIPMENT**

### **General**

The Contractor must ensure that the Contractor's Personnel have the necessary tools and equipment to perform their work or the Services under the Contract.

All tools and equipment brought on Site by the Contractor must be fit for purpose in accordance with the Principal's Procedure "Allowing Non SCL Owned Mobile Plant or Equipment to Perform Work on Stanwell Corporation Limited Owned or Operated Sites" and portable electrical equipment must be tested and tagged 3 monthly in accordance with the relevant Electrical Safety Regulations and be calibrated as required, and bear a suitable identification mark of ownership.

Where the tools and equipment are intended for use by the Principal, including but not limited to hire circumstances, appropriate operator manuals and operator instructions must be provided. The Contractor must not bring on to Site any tools and equipment which, when operated, would cause environmental harm.

The Contractor must repair, maintain and, where necessary replace, all tools and equipment provided by it at its own cost. The Contractor must immediately report any theft of tools and equipment on the Site to the Principal.

In the event that a tool or piece of equipment is identified as being unsafe to operate, the Contractor must immediately remove the tool or piece of equipment from service. The Contractor will replace all defective or unsafe tools and equipment at no additional cost to the Principal.

The Contractor must obtain the written approval of the Principal before bringing any vehicles, mobile plant and equipment onto the Site. The Principal's "Mobile Plant and Equipment Access to Site" form must be completed by the Contractor and submitted for consideration to the Principal no later than 5 working days prior to the required access date. For the purposes of completing this form, vehicles, mobile plant and equipment includes but is not limited to vehicles, portable generators, air compressors, water blasters & grit blasters, back hoes, boring equipment, cutting and drilling equipment, lasers, cranes, excavators/trenchers, forklifts, graders, skid steer loader/bobcat & loaders, dozers/tractors, trailers, tippers, work platform, petrol/diesel pumps and portable toilets.

### **Portable Office, Crib and Ablution Buildings**

Prior to any portable building being brought onto a Site, the Contractor must give the Principal notice of its intention to bring the portable building on Site, and obtain the Principal's instruction as to whether or not the Principal wishes to inspect the portable building prior to it being brought onto Site. Any inspection by the Principal will not relieve, limit or otherwise affect the Contractor's liability under the Contract in relation to the safety of the Contractor's portable buildings and its statutory obligations. The Contractor must provide to the Principal copies of documentary evidence showing compliance of the portable building with all statutory requirements. Any equipment that does not comply with all statutory and Site requirements will not be permitted on the Site.

All portable buildings, including offices, lunch rooms, toilets, locker rooms and washing facilities, must:

- (a) be erected, installed and maintained by the Contractor in accordance with the relevant State's Occupational Health & Safety and plumbing legislation and the relevant Australian Standards and have adequate means of access and egress;
- (b) be maintained by the Contractor in a condition satisfactory to the Principal;
- (c) be in good condition;
- (d) have suitable foundations and tie downs applicable and appropriate for the Site; and
- (e) have as a maximum number of units in one group, 4 with a 3 metre clearance between each group.

The costs of supplying, installing, maintaining and removing the Contractor's portable buildings shall be borne by the Contractor.

### **Contractor's Tools and Equipment**

The Principal reserves the right to inspect all tools and equipment to be used on Site by the Contractor prior to them being brought onto Site. Any inspection by the Principal will not relieve, limit or otherwise affect the Contractor's liability under the Contract in relation to the suitability and or safety of the Contractor's tools or equipment and the Contractor's statutory obligations.

### **Electrical Equipment**

All electrical equipment and installations brought on Site by the Contractor must meet the relevant Australian Standards and Codes.

The Contractor must report to the Principal all electrical faults which occur during the course of the Contract with electrical equipment and installations the Contractor brings onto the Site.

The Contractor's electrical leads must be run in a neat and safe manner, such that access for equipment or Personnel is not impeded or endangered. Where cables must be laid across walkways or other types of access, suitable protection (protective covers or overhead stands) must be supplied and installed by the Contractor, in order to prevent tripping and damage to cables.

The Contractor must ensure that all portable electrical tools brought on Site are protected by a Residual Current Device and have a current test tag.

### **Inspection, Measurement and Test**

The Contractor's inspection, measuring and test equipment must comply with the Principal's calibration requirements. The Contractor must provide the Principal with copies of all records in relation to the calibration of the inspection, measuring and test equipment prior to its use on Site.

### **Statutory Authority Certificates**

Before any item of plant, which is subject to Statutory Authority Certification, is put to use on Site, the Contractor must furnish the Principal with a current copy of the relevant Statutory Authority Certificates and inspections records.

The Contractor and the Contractor's Personnel must not modify any plant which is the subject of a Statutory Authority Certificate, unless the modification is approved by the relevant Statutory Authority which issued the certificate. The Contractor must provide the Principal with a copy of the authorisation for the modification.

### **Lasers**

The Contractor must comply with recommended practices and certification requirements 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 must be registered with the Principal. Laser equipment other than Australian Classifications 1, 2 and 3A will not be allowed on the Site.

The Contractor must nominate a qualified Laser Safety Officer and maintain a register of lasers used on Site.

**Compressed Air**

Unless otherwise agreed, all compressed air required to perform the work or the Services must be supplied by the Contractor. Electrically driven compressors are preferred by the Principal. Each compressor must be:

- (a) fitted with approved silencing equipment to ensure a noise emission level of below 85 dBA; and
- (b) located to the satisfaction of the Principal.

**Pressure Hoses**

The Contractor must:

- (a) inspect all pressure hoses prior to their use on site and must provide written evidence to the Principal that such inspections have occurred;
- (b) remove from service any defective pressure hoses and clearly mark them as unserviceable;
- (c) ensure that all hoses used for the purpose of supplying compressed air are made from Class B materials and have a maximum working pressure of 1600Kpa;
- (d) ensure that all hoses used to convey chemicals comply with the requirements of AS 2594;
- (e) ensure that all compressed air hoses with an internal diameter of 25mm or greater are fitted with suitable whip-check devices at all fitted ends and securely fastened to prevent hazardous hose movement in the event of a failure of the hose or fitting;
- (f) when using or supplying pressure hoses on Site include information on the management of pressure hose related hazards in the Contractor's Contract health and safety management plan.

**Synthetic Mineral Fibres ("SMF")**

All SMF materials or equipment containing SMF must be managed in accordance with the National Health and Safety Standard and Code of Practice for SMF and the Queensland Workplace Health and Safety – Glasswool and Rockwool Industry Code of Practice.

**Welding/Cutting/Heating**

All welding, cutting and heating is to be conducted in compliance with the Principal's Corporate Hotwork Standard #560724 (PTW) or #692251 (ATW).

**Scaffolding**

All scaffolding erected by the Contractor must comply with the Principal's Scaffolding Corporate Standard - #560736 and Australian Standard 4576 prior to the scaffold being used. A SCAFTAG system must be implemented for all scaffolds erected on the Site.

**Lifting Gear, Slings, Shackles, etc.**

The Contractor must ensure that every sling, lifting chain and shackle brought on the Site complies with the Principal's Lifting Equipment Corporate Standard #560726.

**Noise**

All equipment brought on Site by the Contractor or the Contractor's Personnel must be designed and operated in compliance with the relevant State's Occupational Health & Safety legislation and codes of practice. The Contractor shall at all times comply with the Environmental Protection Act 1994 (Qld), its subordinate legislation and all relevant local authority legislation with respect to noise levels on the site. Noise impacts on neighbours and wildlife are to be considered and minimised at all times. Operation of the equipment must not cause an environmental nuisance beyond the boundaries of the Site.

**Contractor's Vehicles, Mobile Plant**

Prior to coming to site all vehicles, mobile plant and equipment must be "environmentally clean". This means that the vehicles, mobile plant and equipment is free of dirt, mud, seeds or other organisms which may introduce pests and diseases into the World Heritage Area and/or National Park. Wash down facilities for externally contaminated vehicles, mobile plant and equipment are not available on site. Externally contaminated vehicles, mobile plant and equipment will be deemed by the Principal as unsuitable for use on site and be immediately removed by the Contractor.

All vehicles and mobile plant to be used on Site must be registered and be fit for purpose in accordance with the Principal's Procedure "Allowing Non SCL Owned Mobile Plant or Equipment to Perform Work on Stanwell Corporation Limited Owned or Operated Sites". Any vehicles or mobile plant that is identified as unsuitable for use on Site must be immediately removed from Site.

Documentary evidence of this compliance with the Principal's above mentioned procedure must be produced by the owners of the Mobile Plant and Equipment and typically includes records of current inspections (required by the Workplace Health and Safety Act), accurately maintained Log Books, Operations and Maintenance Manuals and or Maintenance Records. Evidence that all defects recorded in Log Books or Maintenance Records, have been rectified must also be available to the Principal for checking.

All vehicles and mobile plant brought onto the Site must be:

- (a) reasonably required on Site;
- (b) If a car, ute, truck or mobile crane, registered with the relevant State's Transport Department;
- (c) in a roadworthy condition;
- (d) driven by Personnel of the Contractor who hold a current driver's licence or certificate of competency endorsed for the type of vehicle they are driving; and
- (e) clearly identified with the name of the Contractor unless approved otherwise in writing by the Principal.

If the Principal issues an identification card for a Vehicle then the Contractor must log the Vehicle on to the Site when it arrives and log it off when it leaves the Site.

Due care and attention must be given by the Contractor's Personnel when operating vehicles and mobile plant on Site, and all road signs must be adhered to at all times. Unless signposted otherwise, the maximum speed limit on Site is 15 km/hr. Drivers should give way at all times to pedestrians and comply with all relevant State transport legislation.

If a Vehicle needs to be driven into a building on the Site to lay down or pick up materials, plant or equipment, the Vehicle must be operated at walking pace within the building, and have its hazard lights operating. The Contractor must ensure that each vehicle is fitted with efficient and well-maintained seat belts and that these belts are worn by the Contractor's Personnel travelling in the vehicles or mobile plant. Appropriate safety warning devices (such as revolving lights and reversing alarms), where required or fitted, must be operational. The Contractor must conduct a daily pre-start inspection on all vehicles and mobile plant prior to their use on Site.

The Contractor's Personnel must not ride on the side-steps or in the trays of trucks or utilities unless they are sitting in properly constructed and enclosed seats fitted with seat belts.

Where risk assessment identifies a potentially harmful dust hazard, the Contractor must ensure each piece of earthmoving machinery and mobile cranes brought onto Site are fitted with an air-conditioned operator's cabin, and maintain such equipment for the duration of the Contract.

Private vehicles belonging to persons engaged on work under the Contract or Services must not enter the Site other than at designated parking areas at the entrance to the Site.

The Contractor is responsible for organising and supplying transport on and around the Site for all of the Contractor's Personnel and all plant, equipment and materials intended for use in work under the Contract or the Services.

### **Accommodation and Transport**

The Principal will not provide accommodation or transport for the Contractor's Personnel. Where the Contractor considers that accommodation and/or transport in respect of the Contractor's Personnel should be provided, then the Contractor is deemed to have made the appropriate allowance in the price payable by the Principal under the Contract.

### **9. WORKING ON THE SITE**

The Contractor must not breach the Principal's Health & Safety and Environmental Management Systems. Where such a breach occurs, the Contractor must take immediate action to remedy the breach. The remedy of such breaches will not constitute grounds for extensions of time or reimbursement of Contractor's costs under the Contract. If for any reason the Contractor fails to remedy such a breach within seven (7) days of notification by the Principal, the Principal may remedy the breach at the Contractor's cost.

#### **Permit to Work System/Authority to Work System**

The Principal's operates a safe system of work designed to ensure all potentially damaging energies on plant are properly isolated. A Permit to Work or Authority to Work must be obtained for all work required to be carried out on pressurised or energised plant or equipment, which has, or is likely to become, operational. Isolation of equipment specified under an Isolation Guide is the responsibility of the Principal, and tampering with any isolation point by the Contractor or the Contractor's Personnel constitutes a major breach of the Site safety requirements and disciplinary action will result.

Any of the Contractor's Personnel who are engaged in work under this system must complete a Work Party Member Training Course, taking approximately 2 hours depending on class size.

#### **Permit to Dig (Authority to Excavate)**

All excavation and digging work must comply with the Principal's Excavation and Digging Corporate Standard#560720 (PTW) or #692252 (ATW).

#### **Confined Space Air Quality Tests**

It is the responsibility of the Principal to ensure that confined air quality checks are carried out at the appropriate periods. Requests for additional tests can be made if required. Where the Principal is in control of the work, sufficient confined space air quality meters will be provided.

#### **Land Clearing and Cultural Heritage**

The Contractor and the Contractor's Personnel must not clear vegetation, including felling and lopping trees and not disturb the ground (soil, land) without the written approval of the Principal's Environmental Advisor.

If the Contractor or the Contractor's Personnel discover an Archaeological Site, or suspects that one exists, they must:

- (a) immediately stop activities which may disturb the site and report the find to the Principal.
- (b) not touch or disturb anything around the site, including the natural landscape surrounding the site;
- (c) avoid walking or driving vehicles, mobile plant or equipment on or around the site; and
- (d) use white flagging tape to delineate the site.

Any finds of Aboriginal artefacts or other archaeological material anywhere on the Site must be reported immediately to the Principal.

It is illegal to remove, disturb, or destroy any archaeological artefacts or aboriginal relics (eg stone implements, carved trees, rock scatters, etc).

The Contractor must ensure that the Site, access tracks and other assets are maintained and left in a stable, erosion-free condition. Effective drainage control, especially in the more erosion-prone soils, is required. Soil erosion measures are to be in place before works or the Services commence and to be removed once the area has been revegetated, permanent protection methods have been installed, or at the direction of the Principal's Environmental Advisor.

The following procedures apply with respect to soil conservation and erosion prevention:

- (a) the Contractor must take all precautions to prevent the erosion of soil from or within the Site; and
- (b) the Contractor must provide, for the approval of the Principal's Environmental Advisor, a Site specific plan detailing erosion and sediment control measures where necessary, with particular emphasis on protection of exposed areas, control of run-off and trapping and disposal of sediment. Any review or approval by the Principal's Environmental Advisor under this clause will not relieve, limit or otherwise affect the Contractor's liability and responsibility under this clause.

### **Chemicals and Fuels**

The storage of chemicals and or fuels on Site will only be permitted by the Principal's Environmental Advisor and/or Health and Safety Advisor after provision and review of the MSDS, the proposed quantities to be stored and the Contractor's proposed storage methods. Appropriate storage, use, transport and disposal of the chemicals by the Contractor is mandatory.

The Contractor must ensure that the following procedures are followed with respect to all fuels, oils and chemicals:

- Avoid refuelling on site where possible. All care must be taken to avoid spillage when mixing, decanting or refuelling anywhere on the Site and portable bunds are to be utilised;
- Refuelling or other vehicle and equipment servicing operation shall not be conducted within 50 metres of a water course or on open ground (i.e. outside a storage shed)
- Chemicals shall not be decanted, mixed, applied or stored within 30 metres of a watercourse (unless specifically addressed in other regulatory documents) or on open ground, outside a bund or surface water controlled area;
- Where this is not practicable, the contractor shall provide containment bunding or other spillage control;
- Drains must be identified and protected during refuelling operations;
- Vehicles, mobile plant or equipment leaking oil or fuel must not be permitted on the Site and if found, must be removed immediately by the Contractor;
- Leaking chemical and fuel drums or containers are not permitted on the Site and if found, must be removed immediately by the Contractor;
- The Contractor must have available at all times appropriate spill containment and clean up equipment. Upon agreement this may be the Principal's equipment.
- Dumping of any oil or fuel on the Site is prohibited;
- All oils and other waste (eg oil filters, fuel drums, etc.) must be removed from the Site and disposed of at an approved local authority waste disposal site. This may be done via Stanwell's waste management system upon written approval of the site Environmental Advisor;
- If the Contractor has equipment on Site that contains oil, the Contractor must maintain with the equipment a stock of an approved oil absorbent material;
- The Contractor must maintain records of all regulated waste that is removed from the Site, and must advise the Principal when ever regulated waste is being removed from the Site. The Contractor will ensure that the Principal has an up to date copy of the Contractor's regulated waste removal for Site records

In the event of an accidental spillage of any liquids on the Site, the Contractor must:

- (a) take immediate steps to control and clean up any spillages with an approved oil absorbent material. and
- (b) notify the Principal immediately.

The following applies with respect to all chemicals:

- (a) any hazardous substances and dangerous goods are to be identified, stored, handled and transported in accordance with the applicable Australian Standards and regulations;
- (b) the Contractor must agree with the principal a disposal method of both residual chemicals and their storage vessels.
- (c) the Contractor must ensure that the Contractor's Personnel carrying out work with any hazardous, toxic or flammable materials under this Contract are trained and competent in their safe and correct use and are aware of any associated dangers. The Contractor must ensure that the Contractor's Personnel are provided with and use protective clothing and associated equipment appropriate for the specific risks.

**Ozone Depletion**

The following procedures shall apply with respect to Ozone Depleting CFC and Halon products:

- (a) The use of certain CFC and Halon products incorporated in aerosol propellants, refrigerants or fire suppression foams is prohibited on the Site. Exemptions to this prohibition may be granted in extreme circumstances; and
- (b) The Contractor shall not bring or cause to be brought onto the Site any of the listed CFC or Halon products, in any form whatsoever, without approval. Table 1 lists prohibited CFC and Halon Products.

**TABLE 1**  
**OZONE DEPLETING HALOCARBONS**

NAME	CHEMICAL NAME	APPLICATIONS	OZONE DEPLETING POTENTIAL	TRADE NAME
CFC-11	Trichlorofluoromethane	Refrigeration, air-conditioning, foam blowing, aerosol propellants	1.0	Freon 11
CFC-12	Dichlorodifluoromethane	Refrigeration, air-conditioning, foam blowing, aerosol propellants	1.0	Freon 12
CFC-13	1, 1,2-trichlorotrifluoroethane	Electronics industry, dry-cleaning industry	0.8	Freon TF
CFC-114	1,1-dichlorotetrafluoroethane	Aerosol propellant (special applications)	1.0	
CFC-115	1-monochloropentafluoroethane	Low temperature refrigeration	0.6	
Halon-1211	Bromochlorodifluoromethane	Fire suppression	3.0	BCF
Halon-1301	Bromotrifluoromethane	Fire suppression	10.0	
Halon-2402	Dibromotetrafluoroethane	Fire suppression	6.0	

### Waste Management

All rubbish and waste material, including regulated and hazardous waste (including contaminated paint and blasting medium) shall be removed from the site and disposed of at an approved waste disposal location. This may be done via Stanwell's waste management systems upon written approval of the site Environmental Advisor. Burying of rubbish on site is not permitted.

### Work Management and Controls

Unless the Contract expressly states otherwise, prior to the commencement of work or Services on the Site, the Contractor must prepare and provide to the Principal health, safety and environmental management plans that include Work Method Statements/Job Safety Environmental Analyses (JSEAs)/ Risk Assessments for tasks to be performed on Site as required by the Contract.

All Work Method Statements are to be prepared in the Principal's approved format, a copy of which is available on the Principal's web page.

### Protection of Flora and Fauna

The Contractor and the Contractor's Personnel must observe the following conditions on all Sites:

- (a) firearms must not be brought on Site;
- (b) dogs and other domestic animals must not be brought on Site;
- (c) all native fauna (including snakes) and flora are protected;
- (d) it is illegal to destroy, take, or unnecessarily disturb any animal and plants;
- (e) No ferns, orchids, staghorns, elkhorns or other plants, shall be interfered with or removed;
- (f) all works and activities on the Site must be carried out in a manner that minimises disruption of habitat;
- (g) feeding native animals is prohibited;
- (h) watercourses and water-bodies must not be polluted by rubbish, felled or cut vegetation, soap, toilet waste, silt, fuel spillage, contaminated water etc; and
- (i) the lighting of fires is prohibited.

**Contract Pre-Start Check**

Prior to the commencement of the works under the Contract or the Services, the Contractor's Representative/s must meet with the Principal to review and discuss:

- (a) the Contractor's health & safety and environmental management plans;
- (b) Incident reporting and recording procedures;
- (c) management of injury and environmental nuisance or harm situations;
- (d) Work Method Statements/JSEAs;
- (e) health, safety and environmental management of the Contractor's subcontractors; and
- (f) other matters related to the health, safety and environmental management of the works or Services.

**Interference**

As the Principal is an Electricity Generating Authority, the operation and maintenance of existing operations and plant is at all times of prime importance. The Contractor must not do anything which could interfere in any way with the continuity of electricity supply without written approval of the Principal, whose decision will be final.

**Liaison**

Any direction given by the Principal to the Contractor's Representative on Site in relation to work under this Contract or the Services will be deemed to have been given to the Contractor. Matters within the knowledge of the Contractor's Representative will be deemed to be within the knowledge of the Contractor.

**Inspection of Work**

The Principal reserves the right to inspect work at any stage of a job and to reject a job either in part or in whole at the Principal's sole discretion, if in the Principal's opinion the work is of an unsatisfactory standard.

**Defect Logging and Reporting**

The Contractor shall report the following to the Principal, without delay, through the Principal's Incident Management System:

- (a) any defects requiring repairs to any of the facilities or services (eg leaking or broken taps, damaged walls and flooring, broken basins or pedestals, blocked toilets and any item considered unsafe); and
- (b) any other reportable occurrence such as low water pressure, vandalism and unhygienic conditions.

**Site Cleaning**

The Contractor is responsible for cleanliness of its work and storage areas. The Principal reserves the right to conduct occupational hygiene inspections of the Contractor's work and storage areas. In the event that the Contractor's work and or storage areas fail an occupational hygiene inspection by the Principal, the Contractor must take such action as directed by the Principal to ensure that its work and storage areas conform to the Principal's requirements.

The Contractor must ensure that at the completion of each and every job, the Site is left clean and tidy, and that all rubbish and excess materials are either placed in approved receptacles or removed from Site to a licensed landfill as directed by the Principal. Limited bins are provided on Site for waste disposal. Tracking certificates/receipts must be retained for all rubbish removed from the Site to a licensed landfill and copies of these must be supplied to the Principal.

With the exception of Principal approved cleared vegetation and excess excavated materials, disposal of any other materials on the Site is prohibited. Burying of rubbish on the Site is not permitted.

Upon completion of the Contract, the Contractor must, subject to the provisions of the Contract, remove all building, workshops and temporary works, all of its equipment and surplus materials and

must leave the whole of the area and surroundings in a clean and tidy condition fit for immediate use.

Should the Contractor fail in any of the above, the Principal reserves the right to do such work and to recover any expense incurred from the Contractor.

**Delays**

The Contractor must perform the work and the Services without delay. The Contractor is not entitled to payment for any time during which work could not proceed due to any act or omission on its part or on the part of the Contractor's Personnel or due to any other cause within the Contractor's power to avoid or control.

**Reporting of Incidents and Hazards**

Incident and hazard reporting is required for all Occupational Health & Safety and environmental incidents, hazards or "near hits" that occur on Site, in order to assist the Principal to continually improve its Health & Safety and Environmental Management Systems.

The Contractor must initiate all hazard and incident reports regarding injuries, safety and environmental incidents involving either the Contractor or the Contractor's Personnel. Details of any such occurrences must be reported to the Principal immediately on the Principal's approved form, and a copy of the Contractor's investigation report must be submitted to the Principal's Health and Safety Advisor or Environmental Advisor.

**Environmental Complaints/Incidents**

The Contractor shall take due note of the possibility of adverse public comment and is advised of the high priority the Principal places in retaining and enhancing its image in respect of its environmental performance.

In the event of the Contractor receiving either verbally or in writing, complaints of an environmental nature, the Contractor must immediately notify the Principal's Environmental Advisor of such complaint together with the details of the complaint and contact names and addresses of the complainants. The Principal's Environmental Advisor may require the cessation of the subject activities until such times as the complaint has been investigated and resolved. The Contractor must ensure that:

- (a) any complaints are treated courteously; and
- (b) all media enquires are referred immediately to the Principal's Environmental Advisor.

**Investigations**

In the event that the Principal deems that an investigation is warranted, the Contractor must provide details as and when required by the Principal. When any of the Contractor's Personnel are required for the investigation, these persons must be made available to the Principal as soon as practical to assist the investigation.

All investigations will be conducted in accordance with the Principal's Hazard and Incident Reporting Corporate Standard #796990 a current copy of which is available from the Principal.

**Smoking on Site**

In addition to Legislative Requirements, Site rules with respect to no smoking must be adhered to, i.e. designated "No Smoking" zones, such as signposted areas and inside all buildings, must be adhered to at all times by all Contractors' Personnel.

**Site Health, Safety and Environment Meetings**

Where work under the Contract or Services extend for a period beyond 3 months then the Contractor must conduct, as a minimum every 3 months, a site health, safety and environmental meeting which must be minuted by the Contractor. Any issues raised at these meetings that relate to the Site must be promptly reported to the Principal's Health and Safety Advisor and/or Environmental Advisor.

### Demobilisation Environmental Audit

The Principal's Environmental Advisor, prior to the completion of the Works or Services, may at the Principals discretion complete an audit of the Contractor's environmental records and condition of the Site. The Works or Services will not be completed until any outstanding matters raised in the audit report are rectified to the satisfaction of the Principal's Environmental Advisor and at the Contractor's cost.

## 10. DEFINITIONS

Unless otherwise specified below, terms used in these Site Conditions and defined in the Contract have the meaning given to them in the Contract.

**Code** means the Queensland Electricity Supply Industry's code for the maintenance of the Wet Tropics World Heritage Area ; the Department of Main Roads Road Maintenance Code of Practice; the Water Infrastructure Code of Practice; and their subsequent revisions;

**Contract** means the purchase order, contract or agreement, as the case may be, under which the work or the Services are being performed.

**Contractor** means the contractor, supplier or consultant, as the case may be, that the Principal has the Contract with;

**Environmental Management System** means the Principal's environmental management policies, procedures and systems.

**Health & Safety and Environmental Management Systems** means the Principal's health & safety and environmental management policies, procedures and systems.

**Incident Management System** means the Principal's incident management policies, procedures and systems.

**Induction Course** means the Principal's environmental and health & safety induction for a Site;

**Legislative Requirements** means the requirements of all statutes, rules, regulations, proclamations, ordinances, awards, and by-laws, present and future;

**MSDS** has the meaning given in clause 5.5;

**Normal Working Hours** has the meaning given in clause 5.1;

**Objectives** means the Principal's objectives as specified in clause 2;

**Permit to Work System/Authority to Work** means the Principal's work management policies, procedures and systems.

**Personnel** means:

- (a) in relation to the Principal, the Principal's employees, agents, consultants and contractors (other than the Contractor); and
- (b) in relation to the Contractor, the Workers, the Contractor's employees, agents, consultants, subcontractors and their employees, agents, consultants and contractors.

**Personal Protective Equipment or PPE** has the meaning given to it in clause 7.4;

**Principal's Environmental Advisor and/or Workplace Health and Safety Advisor** means the person or persons nominated by the Principal from time to time.

**Public Holidays** means a public holiday or other holiday appointed pursuant to the Holidays Act 1983 (Qld) at the Site;

**Site Conditions** means these conditions which the Contractor must comply with when accessing and or working on a Site;

**SMF** means synthetic mineral fibres;

**Storage Area** has the meaning given it in clause 6.1;

**Supply Points** has the meaning given in clause 6.2;

**Wet Tropics Sites** has the meaning given in clause 3.