

### 1. INTRODUCTION

Stanwell Corporation Limited (**“Principal”**) is an electricity generator that owns Wivenhoe Small Hydro (**“Site”**) located on Wivenhoe Dam, 90 km north-west of Brisbane.

Site operations and maintenance are contracted to SEQWater (**“Person in Control of the Site”**) and therefore SEQWater is in control of Site access, operations and maintenance.

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

- The Principal has set the following objectives for the Site (“Objectives”):
  - neither Personnel working on a Site nor the general public should suffer any illness or injury as a direct result of the operations, maintenances and associated activities at that Site;
  - no environmental incidents are to occur at a Site as a result of the operations, maintenance and associated activities at that Site;
  - no lost time or delays are to occur as a result of industrial disputes;
  - to identify and minimise the health & safety and environmental risks; and
  - to establish an underpinning culture that places safety and environmental awareness above all else.
- Site operations and maintenance are conducted under the Person in Control of the Site’s ‘Site Rules’ which are attached at [Appendix 1](#).

### 3. CONTRACTOR’S RESPONSIBILITIES

The Contractor must;

- use its best endeavours to achieve the Objectives;
- ensure that the Contractor’s Personnel are fully aware of all the requirements of these Site Conditions;
- display a copy of these Site Conditions in its Site offices;
- 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;
- ensure that any person engaged in work under the Contract or the Services complies with any direction given by any member of the Principal’s supervisory Personnel which seeks to;
  - avoid loss and/or damage to the property of the Principal, the Contractor, or any third party;
  - avoid injury to any person; or
  - avoid harm to the environment;
- secure any premises being used solely by the Contractor or the Contractor’s Personnel before leaving the Site each day;
- if required by the Principal, make available for inspection, time sheets, wage books and any other documentation which substantiates a claim for payment;
- 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;
- cooperate to the fullest extent with others on Site;

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<sup>1</sup> A dangerous occurrence is an event at a workplace involving imminent risk of explosion, fire or serious bodily injury.

- advise the Principal if it will be performing prescribed occupations, prior to performing such work on Site; and
- ensure that the Contractor's Personnel:
  - are aware of their rights and responsibilities in relation to Equal Employment Opportunity, Discrimination and Harassment; and
  - 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".

#### 4. SITE ACCESS

##### Site Access Protocols

The ("**Normal Working Hours**") for the Site are between the hours of 7.00am and 3:15pm Monday to Friday excluding Public Holidays. There are no Administrative Closure Days.

The hours during which the Contractor may work on Site must be approved by the Person in Control of the Site prior to the commencement of any work under the Contract 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 Person in Control of the Site.

The "Site Access Protocol" (HB# 560696) is available upon request from the Person in Control of the Site.

##### Permission to Access Site

The Contractor must ensure that the Contractor's Personnel do not enter a Site without having obtained prior approval to do so from the Person in Control of the Site.

The Person in Control of the Site reserves the right to refuse or withdraw permission for any of the Personnel to enter a Site.

#### 5. SITE FACILITIES

##### Site Facilities & Storage

Unless the Contract expressly states otherwise the Person in Control of the Site has limited toilets and washroom facilities available for use by the Contractor and the Contractor's Personnel.

The Contractor must confirm with the Person in Control of the Site, 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;

Limited off-loading and storage facilities for materials and equipment ("**Storage Areas**") may be provided on Site by the Person in Control of the Site. The Contractor must confirm with the Person in Control of the Site, 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. Power, water, sanitation and drainage will be available at the Storage Areas for the Contractor's use only if the Person in Control of the Site 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 Person in Control of the Site. If the Contractor uses any area outside of the Storage Area, then Contractor must, at the request of the Person in Control of the Site, immediately clear that area at its own expense. The Person in Control of the Site has the right to change and/or allocate new Storage Areas to the Contractor.

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### 6. 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.

**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 Person in Control of the Site’s environmental management policies, procedures and systems.

**Health & Safety and Environmental Management Systems** means the Person in Control of the Site’s health & safety and environmental management policies, procedures and systems.

**Incident Management System** means the Person in Control of the Site’s incident management policies, procedures and systems.

**Induction Course** means the Person in Control of the Site’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 [Appendix 1](#);

**Normal Working Hours** has the meaning given in [Section 4](#);

**Objectives** means the objectives set out in [Section 2](#);

**Permit to Work System** means the Person in Control of the Site’s work management policies, procedures and safe work systems.

**Personnel** means:

- (a) in relation to the Person in Control of the Site, their 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 [Appendix 1](#);

**Person in Control of the Site** has the meaning given in [Section 1](#);

**Person in Control of the Site’s Environmental Advisor and/or Workplace Health and Safety Advisor** means the person or persons nominated as such by the Person in Control of the Site from time to time;

**Principal** has the meaning given in [Section 1](#);

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

**Site** has the meaning given in [Section 1](#);

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

**Storage Areas** has the meaning given in [Section 5](#).

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## SITE RULES

### Wivenhoe Dam

- Site visitation will normally be restricted to only those personnel who have direct involvement with the project and other SEQWater personnel who routinely visit the site for routine operations or maintenance work. Children and animals are prohibited from site at all times normally.
- Any visitor to the Site must report directly to the nominated Site Supervisor. Visitors include
- SEQWater personnel who have not undertaken site/Project specific induction.
- All incidents including Work Caused Illness; Serious Bodily Injury or Dangerous Event; Environmental Incidents; Property/Plant/Vehicle Damage and electrical incidents must be reported to the Site Supervisor as soon as practicable after the event. The SunWater form "Incident/Improvement/Non-Conformance Report" is to be completed for each incident. Should an injury be of such severity as to cause the recipient to take time off work or is a dangerous occurrence or electrical event 1, the incident is to be reported to the Department of Industrial Relations / Electrical Safety Office using that Department's "Form 3".
- All previously unidentified hazards or risks must be reported to the Site Supervisor as soon as practicable after identification.
- All staff are to perform their duties in a manner that does not cause any damage to the environment. All waste materials are to be removed from site and disposed of correctly. Any actions, which result in, or has the potential to cause environmental damage is to be referred to the Site Supervisor.
- No hazardous substances are to be brought onto, stored or used on the Site unless a copy of the MSDS has been obtained and provided to the Site Supervisor or appended to the Work Plan/Work Method Statements.
- No person will operate plant, machinery or equipment unless they have been trained and are competent in their safe use, and they hold all necessary licences and certificates.
- All up-to-date drawings relating to electrical, civil and mechanical components of existing infrastructure are to be obtained and available to relevant personnel prior to the commencement of the works.
- All electrical equipment including leads are to be inspected and tagged at periods not exceeding 6 months and maintained in locations where they are not likely to be damaged or create a trip hazard. No piggyback leads or double adaptors are to be used on Site. Please note that on a Construction Work Site the test interval is 3 months.
- All workers must comply in full with all safety signage.
- All workers must wear correct PPE, including Safety Helmet, sun hat, safety footwear, ear muffs/plugs, safety glasses, sunscreen 30+, long sleeve shirt, safety vest, gloves, respiratory protection, as appropriate and as per the Work Plan/Work Method Statements.
- Staff working adjacent to roadways are to wear visible coloured vests (orange or yellow) to minimise the risk of being struck by vehicles.
- Alcohol and illegal drugs are prohibited on the Site. Any person affected by alcohol or drugs will be denied access to the Site.
- Safe and hygienic housekeeping practices are to be observed at all times:
  - Rubbish is to be placed in the appropriate bin/skip before leaving the Site each day; and
  - Work areas are to be kept clean and access ways free from hazards at all times;
- No person without specific approval is to alter or remove any plant, equipment, or safety device on Site. This includes scaffolds, handrails, barricades, signage, guards etc.
- Theft of any kind will result in disciplinary action and will be reported directly to the police.

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## SITE RULES

### Wivenhoe Dam

- Use of SEQWater vehicles is to be strictly in accordance with SEQWater policy. (Refer HS&E Handbook)
- Exits are to be kept clear at all times
- Speed limits are to be observed at all times.

#### PROJECT-SPECIFIC SITE RULES

- No access to the High Voltage Switchgear is permitted without prior approval of the Site Supervisor.
- All work above 2.4m requires fall protection.
- The SEQWater Permit to Work (PTW) system is to be used for (e.g. confined space, hot work, work in HV areas).
- Contractors coming to site are required to provide and wear personal protective equipment and carry relevant plant certificates.
- Workplace amenities are located in the SEQWater Office and in the wall.

#### SITE SECURITY AFTER HOURS

- All contractors must call Doug Grigg on Mobile – 0419 794 946 or Allan George on mobile 0419 795 221 prior to entry for an induction.

#### PUBLIC PROTECTION CONTROLS

- When working in areas where the public have access, contractors must ensure that appropriate barricades and signage are in place to restrict access.

#### SAFETY/ENVIRONMENTAL EMERGENCY RESPONSE EQUIPMENT

- First Aid Kits are located in each of the SEQWater vehicles and the underground complex.
- Fire extinguishers are located in each building.
- portable Gas Analyser is located at Somerset Dam and will be used for testing atmosphere where an entry into a pipeline or structure is to take place.
- Confined space rescue equipment is located in the underground complex.
- Low Voltage switchboard rescue kit is located in the underground complex.
- Spill Kits (Chemical/Oil Spills) are located adjacent to the office, in the hydro and in the underground complex.
- There are two Emergency Evacuation Assembly Points.
  - For the lower area (Hydro, workshop and outlet works) the assembly point is the carpark.
  - For the upper area (underground complex, office and top deck) the assembly point is on the top deck directly opposite the office.

#### COMMUNICATIONS

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|---------------------|--------------|
| Wivenhoe Dam Office | 5427 8147    |
| Doug Grigg          | 0419 794 946 |
| Allan George        | 0419 795 221 |
| Peter Myatt (WHSO)  | 0408 983 623 |

When using hand held UHF Radios, tune to channel 21

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