

# Health, Safety and Environment Requirements for Contractors/Tenants

(Extract from Grid Standard GD HS G2 037 Rev 5 21/8/09)

## Attachment 1: Health Safety and Environment Requirements for Contractors / Tenants

### 1. General HSE Requirements

#### Introduction

The Health, Safety and Environment (HSE) requirements outlined in the following clauses shall be observed for ALL work undertaken on TransGrid Sites or on behalf of TransGrid. A checklist highlighting the HSE requirements shall be agreed by both TransGrid and the Contractor prior to possession of site being granted.

The requirements outlined in this document apply to:

- ♦ All contracts and work orders for construction, repair, maintenance, vegetation control, and/or demolition work conducted for TransGrid;
- ♦ Contractors/Tenants on TransGrid sites; and
- ♦ Contractors (including their Sub-Contractors) carrying out work for Tenants on TransGrid sites.

#### 1.1 Legislative & TransGrid Requirements

All work shall be carried out in strict accordance with all relevant OHS and Environmental legislation and TransGrid specification requirements.

TransGrid believes that all accidents are preventable on and off the job and is committed to providing a healthy and safe work environment for everyone. TransGrid demonstrates this through its Health & Safety Policy, Management System and Plans. TransGrid expects that all contractors to be equally committed and have safe systems of work to prevent illness and injuries at work and be able to demonstrate this during the tender stage.

Where works are being undertaken outside the state of NSW, the Contractor shall comply with all OHS and Environmental Legislation and or Regulations pertaining to that State or Territory whether specifically mentioned or not in the Specification. In such cases any references in the specification to NSW Legislation shall be taken as including legislation pertaining to that State or Territory. NSW legislative requirements shall be complied with when there is no equivalent legislation in the State or Territory where the work is being undertaken.

#### 1.2 Risk Management

The Contractor is responsible for ensuring all hazards associated with work to be performed have been identified, assessed and appropriate controls implemented prior to any work commencing. This includes undertaking risk assessments and the provision of Work Method Statements where appropriate.

#### 1.3 Site Safety Training

The Contractor shall be responsible for identifying and providing any safety and environmental training required for work under the Contract. The Contractor shall provide evidence that the employees have received such training and are competent in the type of work to be performed under the Contract.

TransGrid may require any Contractor's employee, at the Contractor's expense, to attend further site safety induction and training when considered necessary (eg. When required to

work within either the scope of TransGrid Safety Rules, i.e. in high voltage areas or TransGrid's Environmental Rules).

## **1.4 OHS Induction**

All persons including visitors (including persons carrying out non-construction type work) to TransGrid locations shall have an induction, which shall include:

- ♦ Location/Site orientation;
- ♦ Emergency procedures;
- ♦ Personal Protective Equipment requirements eg. Safety helmet, safety shoes, high visibility clothing, etc.
- ♦ Any other relevant information required for the safety of visitors whilst at the location.

At remote locations Emergency Response procedures shall form part of the Induction. The Contractor's site management is responsible for ensuring all employees are adequately informed of and comply with site emergency response procedures.

## **1.5 Protective Clothing and Equipment**

### **1.5.1 General**

The Contractor shall be responsible for ensuring their employees are suitably dressed at all times. In all cases any kind of undressed appearance or use of leisure clothing (eg. beachwear, thongs, open footwear, singlets etc.) is not acceptable.

The Contractor shall also comply with any legislative requirements or Regulations for personal protective equipment or clothing. The Contractors shall also comply with any directives issued from time to time by TransGrid that requires specific protective clothing or equipment to be used whilst carrying out work under the contract.

The Contractor and /or their employees are responsible for the supply and maintenance of protective clothing and equipment and for ensuring staff are trained in its correct use as appropriate.

All personnel must wear long sleeve shirts, trousers, safety helmets, enclosed footwear and high visibility shirts or vests when entering switchyards, repeater stations, along transmission line sites or in any other area where a safety helmet is required.

### **1.5.2 Construction Work**

Shorts and short sleeve shirts are not permitted for construction work on TransGrid sites or when carrying out work on TransGrid assets.

Unless otherwise directed or specified, the Contractor, its employees and those of its Sub-Contractors shall wear long sleeved shirts, long trousers or combination overalls made of an appropriate material, safety helmets and safety footwear. High visibility shirt or vest must also be worn when working in switchyards, repeater stations, along transmission lines or in any other area where a safety helmet is required.

When working on or near electrical equipment, clothing must be 100% cotton material.

## **1.6 Incident Notification, Investigation and OHS Reports**

Whilst undertaking work under the contract and in addition to any legislative requirements or Regulations, the Contractor shall immediately notify TransGrid of:

- ♦ Any incident involving the death or serious injury of its employees or those of its Sub-Contractors, and
- ♦ Any dangerous occurrence or "near miss" incident including any environmental incident,

As soon as possible after any incident, the Contractor shall conduct an appropriate investigation and provide copies of the completed Incident Report and Investigation Report to TransGrid.

The Contractor must also supply OHS statistics to the TransGrid site representative at the end of each month and at the end of the contract. The statistics must include the total hours worked by all employees irrespective of any incidents and full details of any incidents that have occurred. A proforma for the provision of statistics will be contained in the specification or provided by TransGrid during the handover meeting.

## 1.7 Work Principles & Amenities

- ♦ The Contractor is responsible for maintaining a clean and tidy work area at all times.
- ♦ The Contractor shall provide and maintain appropriate sanitary and washing facilities for its staff and those of its subcontractors. These facilities shall be in accordance with the Occupational Health and Safety Regulation 2001 and the NSW Work Cover Code of Practice - Amenities for Construction Work.
- ♦ An acceptable standard of staff discipline is to be maintained at all times. The use and/or possession of illicit drugs or alcohol on site is strictly prohibited.
- ♦ Security at TransGrid sites is required to be maintained at all times.
- ♦ All TransGrid buildings, plant, any identified area and vehicles are designated as “No Smoking” areas. In addition when any work is carried out on behalf of TransGrid on private properties, approval of the property owner must be obtained to determine if smoking is permitted.

## 2. Specific HSE Requirements

### 2.1 Accredited Corporate OHS Management System

For all construction work valued at \$1 million or more or when required by the specification, the Contractor shall have an accredited Corporate OHS Management System. The system must meet the requirements of the NSW Government Occupational Health & Safety Management Systems Guidelines 4th Edition and be accredited by TransGrid.

If the tenderer is not already accredited by TransGrid, it must submit its Corporate OHS Management System documentation that meets the requirements of the NSW Government Occupational Health & Safety Management Systems Guidelines 4th Edition with its tender in schedule (X), and include:

- ♦ Verification of the operation of the Corporate OHS Management System. This should also include records pertaining to any audits conducted of the system.
- ♦ Health and Safety performance records including records of accidents, incidents and any WorkCover infringements or prosecutions for the last 3 years.

Failure to provide the necessary System documentation or achieve TransGrid accreditation will exclude the Tenderer from further consideration.

Accreditation provided by TransGrid will be issued specifically for works to be undertaken for TransGrid only.

### 2.2 Principal Contractor

It is the Principal's intention that, on award of the Contract, the successful Tenderer will be appointed as the Principal Contractor. The Tenderer shall therefore nominate (in Schedule [X]), an appropriately qualified and experienced person who can competently perform the duties and responsibilities of a Principal Contractor pursuant to the Occupational Health & Safety Regulation 2001 under the Occupational Health & Safety Act 2000.

On the award of the Contract the Principal appoints the Contractor as Principal Contractor.

The Principal reserves the right from time to time to terminate the appointment of the Contractor as Principal Contractor and request a new nomination, or alternatively will appoint another appropriately qualified person as Principal Contractor.

#### 2.2.1 Authority and Duties of Principal Contractor

The Contractor shall, at its own expense directly engage, employ and remunerate, throughout the period of the Contract, an appropriately qualified and experienced person who can competently perform the duties and responsibilities of a Principal Contractor pursuant to the Occupational Health & Safety Regulation 2001 (the Regulation) under the Occupational Health & Safety Act 2000, at each location where work is carried out under the Contract.

Once appointed as Principal Contractor and pursuant to all the requirements of Part 8 of the Regulation, the Contractor is permitted to exercise only such authority of the Principal as to enable it to properly discharge the responsibilities and duties imposed on the Principal Contractor in relation to the work under the Contract and as provided by the Regulation.

Without limiting in any way the responsibilities of the Contractor, the Contractor in its capacity as Principal Contractor shall:

- i) Be responsible for ensuring all legislative requirements under the Regulation including the OHS Management Plan, Work Method Statements, OHS induction training, risk management, including measures to control risks are implemented and maintained;
- ii) Maintain all Occupational Health & Safety (OHS) records, OHS Management Plans, Work Method Statements, Hazardous Substance Register, reports, notices and other documentation required by the Regulation and make readily available to the Principal and Superintendent at all times;
- iii) Be responsible for the work under the Contract at all times until the work is completed;
- iv) Notify the Principal immediately in the event that it is no longer able to carry out its duties and responsibilities as Principal Contractor pursuant to the Regulation in relation to the work under the Contract;
- v) Periodically and upon completion of the Contract provide copies of all training records and associated records to the Principal's nominated officer;
- vi) Be responsible for any and all other duties required of it as Principal Contractor under the Regulation;
- vii) Ensure that, before construction work begins, signs clearly visible from outside the Site are placed on the Site and display the name and contact telephone numbers, including an after hours emergency telephone number of the Principal Contractor.

The Contractor shall indemnify the Principal against any loss or expense that the Principal incurs or any claim made against the Principal by a third party arising from the negligent act or omission of the Contractor in performing its duties as Principal Contractor pursuant to the Contract or the Regulation.

In the event that the Contractor is not the Principal Contractor, or is not the only Principal Contractor, it shall be responsible for co-ordinating its work with any other work at the Site and the requirements of any other Principal Contractor to ensure that the requirements of the Regulation are fully observed and discharged. In doing so the Contractor shall meet at Site with other Contractors, Principal Contractors and the Principal prior to commencement of work to discuss relevant parts of the OHS Management Plan for the place(s) of work and documenting any additional OHS measures and controls that need to be implemented to ensure the health and safety of all persons at the Site.

## **2.3 OHS Management Plan (Site Specific Safety Management Plan)**

For all construction work valued at \$250,000 or more or when required by the specification the successful Contractor shall ensure that an OHS Management Plan (Site Specific Safety Management Plan) is prepared and submitted along with a completed Checklist B - "Site Specific Safety OHS Management Plan" to TransGrid for each place of work before the work commences. As a minimum the plan must address all the requirements of the OHS Regulation 2001 clause 226, and as outlined in Checklist B.

Evidence to support the Contractors ability to prepare and manage Site Specific Safety Management Plans shall be included in the tender Schedule [X], including:

- ♦ History of any previous management of OHS Plans;
- ♦ Management Structure expected for the contract including the person to perform the duties and responsibilities of the Principal Contractor, qualifications and experience of other staff, including sub contractors relevant to the work being undertaken;
- ♦ Risk management practices to be applied for the contract;
- ♦ Examples of Safe Work Method Statements;
- ♦ Safety Performance records (including records of accident/incidents and any WorkCover prosecutions) for the last 3 years.

## **2.4 Induction and Training for Construction Work**

### **2.4.1 General OHS Induction for Construction Work**

The Contractor is responsible for ensuring that each Contractor employee (including Sub-Contractors) has undertaken and received certification in the Occupational Health and Safety General Induction for Construction Work in NSW course as outlined in the WorkCover Code of

Practice - Occupational health and safety induction training for construction work, prior to commencing any work on site. Evidence of such training shall be supplied to TransGrid for each employee required to work on site.

#### **2.4.2 Work Activity OHS Induction for Construction Work**

The Contractor is responsible for providing work activity OHS induction training in accordance with WorkCover Code of Practice – Occupational health and safety induction training for construction work for all employees (including new employees) on site. Evidence of such training shall be supplied to TransGrid for each employee on site.

#### **2.4.3 Site Specific OHS Induction for Construction Work**

All Contractor staff (including Sub-Contractors) shall, at the Contractors expense, complete site-specific OHS induction training in accordance with WorkCover Code of Practice – Occupational health and safety induction training for construction work prior to commencing any work on the site. This also applies to any new staff who may be recruited by the Contractor to work on the site or assigned to the project after initial commencement. It is the contractors responsibility to provide this training.

Following site induction the Contractor shall ensure that each employee acknowledges attendance at the induction session by signing TransGrid's Site Specific Induction Declaration Attendance Sheet or a similar attendance sheet (Attachment 3). The Contractor shall return a copy of the attendance sheet and the originals of the Site Specific Induction Declaration sheet to TransGrid on completion of the induction session.

### **2.5 Pre-Work Risk Assessments & Work Method Statements**

Pre-Work Risk Assessments are required to be carried out prior to commencing any work under the contract. This includes a review of any Work Method Statements that may already be in place and existing environmental conditions. Documentary evidence, at least on a daily basis, that all workers have been involved in this pre work risk assessment process is required.

Records of Pre Work Risk Assessments shall be kept for a period of six months and may be audited by TransGrid at any time.

Note: If the proposed work falls under the requirements of TransGrid's Environmental Rules, an Environmental Impact Assessment, as stipulated under these Rules, shall be attached to the Pre-Work Risk Assessment Form.

Work Method Statements (i.e. that describe how the work is to be carried out, identifies the hazards associated with the work activities, assesses the safety risks, describes the control measures that will be applied to do the work activities, and includes a description of the equipment used in the work, the standards or codes to be complied with, the qualifications of the personnel doing the work and the training required to do the work) are required for all construction work and must be held on site during the work. These may be audited by TransGrid at any time, and when requested, must be provided to TransGrid prior to commencing the work.

### **2.6 OHS Audits**

The Contractor shall conduct periodic independent audits of the implementation of their HSE management systems and or safety management plans whilst undertaking work for TransGrid and supply a copy of the audit report to TransGrid. These audits will be as specified by agreement between the Contractor and TransGrid.

For all contracts requiring OHS Management Plan and/or Site Specific Safety Management Plans, an initial audit must be undertaken by the contractor in the presence of a TransGrid representative within 3 months of commencement works.

TransGrid may also conduct system audits and/or random audits of the Contractor's implementation of their HSE Management System, Safety Management Plan or works being conducted.

### **2.7 Asbestos Management and Control in the Workplace**

TransGrid has Asbestos Registers detailing the location of building materials and equipment that contain bonded asbestos products and an Asbestos Management Plan. No work is to be undertaken on any building materials or electrical equipment until TransGrid provides

confirmation of the status of any potential asbestos containing materials and the appropriate controls are implemented.

The requirements for managing asbestos including asbestos removal are detailed in TransGrid's Procedure "Asbestos Management Plan" (AMP) GD HS G2 048. At the time of seeking tender for asbestos related works a copy of the AMP will be made available, and on award of the contract the contractor will be required to comply fully with the requirements of the AMP.

## **2.8 Confined spaces**

All work to be carried out in a confined space shall be in accordance with TransGrid Standard – Safety Rules GD SA G2 012, TransGrid Standard – Confined Spaces GD SA G2 022, NSW Occupational Health & Safety Regulation 2001 - clauses 66 to 78 and Australian Standard AS 2865 "Safe Working in a Confined Space".

TransGrid Safety Rules set down the requirements to ensure the safety of personnel when apparatus is being installed, commissioned, worked on in service or taken out of service.

Contractors shall ensure that all staff are trained and assessed as competent under the Safety Rules as appropriate for the work to be undertaken in confined spaces. Further to Safety Rules training and Authorisation required, confined spaces training including rescue training must be provided by the contractor that addresses NSW legislative requirements.

## **2.9 Electric and Magnetic Fields (EMF)**

Electric and magnetic fields may interfere with cardiac pacemakers. All staff required to enter or work in switchyards, climb towers or who are in the vicinity of high voltage/high current equipment are to be informed of the possibility for interference.

## **2.10 Electrical Practices for Construction Work**

All electrical practices carried out as part of construction work shall be in accordance with the WorkCover Code of Practice - Electrical Practices for Construction Work. Installation of electrical equipment shall be in accordance with Australian Standard AS/NZS 3000:2000 "Electrical Installations" (known as the Australian/New Zealand Wiring Rules). Australian Standard AS 3760 – "In Service Safety Inspection and Testing of Electrical Equipment" shall be observed to maintain safety of electrical equipment on site.

The Contractor shall install a Residual Current Device (earth leakage circuit breaker device) at the immediate point of electricity supply from a TransGrid electrical power service outlet. Mobile power equipment such as diesel generators shall also be equipped with earth leakage devices.

## **2.11 Environmental Issues**

### **2.11.1 Air Pollution**

The Contractor shall ensure that all facilities erected on site and all tasks carried out are designed and operated to prevent the emission of atmospheric pollutants such as smoke, dust, cement dust, fertiliser and any other objectionable matter.

The Contractor shall take all proper precautions to minimise any nuisance arising from dust caused by construction activities. Such precautions may include, but shall not be limited to, spraying roads with water or other suitable liquids, the removal of mud from the wheels and bodies of hauling equipment or plant before they enter public roads and the removal of mud spilt by construction equipment on public roads.

### **2.11.2 Erosion**

The Contractor shall take all proper precautions to prevent:

- ♦ Erosion of soil from any used or occupied lands;
  - ♦ Erosion of the bed or banks of any drainage line, stream, river or lake or waterway regardless whether or not the feature is carrying water (ephemeral or perennial);
  - ♦ Deposition of excavated or eroded materials in any drainage line, stream, river or lake or waterway regardless whether or not the feature is carrying water,
- that may result from the execution of the works.

If, in the opinion of TransGrid, the Contractor's operations cause erosion hazards, the Contractor shall, at their own expense, obtain the advice of the Department of Lands- and effect such remedial measures as are recommended by them.

The Contractor shall refrain from destroying, removing or clearing trees, timber and scrub to an extent greater than is necessary for the execution of work as determined by TransGrid.

For works within National Parks, no trees or other vegetation shall be removed without prior written approval of the National Parks and Wildlife Service.

In all the above examples TransGrid Standard GM AS L2 006 – Minor EIA Maintenance of Transmission Lines, Easements and Access Tracks, shall be assessed and addressed.

### **2.11.3 Pollution and Spillage**

Environmental Site Emergency Response Manuals are located at each TransGrid site (usually in the Control Rooms).

The Contractor shall ensure that all staff and Sub-Contractors staff are familiar with TransGrid's Environmental Emergency Response Procedures applicable to the work being performed.

Where the works involve the handling, storage or disposal of environmentally sensitive materials, the Contractor's Site Management Plan shall include procedures for the safe handling, storage and disposal of such materials and the procedures to be followed should a spill occur. The Contractor shall ensure that adequate facilities and equipment are readily available to contain, remove and decontaminate affected areas in the event of an accidental spill or discharge of a pollutant.

The Contractor shall take all precautions necessary to prevent the discharge of any pollutants into the environment as defined by the Protection of the Environment (Operations) Act 1997 and shall ensure:

- ♦ All liquids stored on site are contained in bunds in accordance with the, Australian Standard AS\_1940 – "The storage and handling of flammable and combustible liquids" and relevant Regulations;
- ♦ Areas where plant and equipment maintenance is carried out shall be set up to ensure that pollutants and spills are contained and not discharged to the environment. Drainage from work areas shall have oil separation traps installed before discharge into any waterway. The Contractor is responsible for the regular up-keep of the traps, including the removal and appropriate disposal of deleterious matter to ensure there is no discharge of pollutants to the environment. Wherever possible, work should be carried out on an impervious surface, to minimise the risk of contaminating the ground;
- ♦ All oil or fuel spilt or leaking from any plant or equipment shall be cleaned up immediately. If necessary, the excavation of impregnated soil and its removal to approved disposal areas shall be conducted in consultation with TransGrid as appropriate.

If any waterway becomes contaminated by oils or similar materials as a result of the Contractor's failure to comply with the requirements of this clause, the Contractor shall, at their own expense, comply with all directions given by any relevant Authority to clean-up the contaminated areas and to prevent any further pollution.

### **2.12 Excavations Near Cables and Pipelines**

Where work involves excavations, the Site Specific Safety Management Plan shall provide procedures for locating cables and pipelines and for safe work practices in the event that a cable is unearthed. The existence of any underground services shall be confirmed with TransGrid prior to the commencement of any excavation work.

Notwithstanding the above, work near cables shall be performed in accordance with TransGrid Standard – Safety Rules GD SA G2 012.

### **2.13 Fire Protection**

The Contractor shall be responsible for the fire protection of its own buildings, plant and equipment and shall assist in the fire protection of the buildings, plant and equipment of TransGrid and other Contractors. The method of complying with this requirement shall be detailed in the Site Specific Safety Management Plan and work method statements.

TransGrid supplies fire-fighting equipment for the purposes of fire protection of their buildings, plant and equipment to meet normal operating needs. The Contractor shall provide additional adequate fire fighting equipment as appropriate in areas where the Contractor is working and shall ensure that all site staff are trained in the correct use of this equipment.

## **2.14 First Aid**

The Contractor is responsible for the provision of first aid services for their employees and those of its Sub-Contractors, and for providing transport for injured persons to hospital or other appropriate destination as and when required.

Vehicles that are generally used for site work shall carry a first aid kit complying with OHS regulations.

## **2.15 Hazardous Substances**

The Contractor/Principal Contractor shall:

- ♦ Maintain a register of all hazardous substances and/or dangerous goods used or stored by them on a TransGrid site. Such register shall be readily available for inspection by TransGrid and shall include current Material Safety Data Sheets for all hazardous substances and/or dangerous goods listed;
- ♦ When requested, provide a copy of such register and any subsequent updates to TransGrid;
- ♦ Comply with the requirements of the relevant legislation in regard to risk assessments for the use, storage, handling, transport and disposal of hazardous substances and dangerous goods;
- ♦ Have in place procedures to control an incident involving a spillage/leakage of a hazardous substance or dangerous goods.

## **2.16 High Voltage Switchyards**

All work in High Voltage Switchyards shall comply with TransGrid Standard – Safety Rules GD SA G2 012.

Contractors shall ensure that all staff working in a switchyard are trained and assessed as competent under the Safety Rules as appropriate for the work to be undertaken. This includes being warned and instructed in the dangers with live, high voltage exposed conductors and apparatus, the identification of high voltage conductors, insulators, apparatus, supporting structures, earthing conductors, and the responsibilities of persons allocated to work under an Access Authority.

When working in High Voltage Switchyards, unless otherwise directed or specified, the Contractor, its employees and those of its Sub-Contractors shall wear long sleeved high visibility shirts (or vest), long trousers or combination overalls made of an appropriate material, safety helmets and safety footwear. When working on or near electrical equipment 100% cotton material must be worn.

## **2.17 Hot Work**

Hot Work in high-risk situations shall be carried out in accordance TransGrid Standard-Environmental Rules for Easements, Underground Cables and Access Tracks and Environmental Rules for Premises. The Contractor shall consult with the TransGrid Site Project Manager regarding Access Authority requirements, Environmental Rules Authorisation and control measures prior to commencing any hot work.

In all cases where the Contractor is required to carry out hot work i.e. cutting or welding work, the area shall be inspected to ensure the work can be conducted in a safe manner and a risk assessment shall be undertaken to determine appropriate control measures.

It is the contractor's responsibility to ensure their employees and sub-contractors are appropriately trained to carry out hot work. This training is separate and additional to any Hot Work training required for Environmental Rules Authorisation required by TransGrid.

Note, during declared bush fire seasons hot work on easements and access tracks etc, is considered to be work in a high risk situation.

## **2.18 Mobile Plant and Equipment (eg. Cranes)**

Work involving mobile plant and equipment near electrical conductors shall be carried out in accordance with TransGrid Standard – Safety Rules GD SA G2 012.

The Contractor must consult with the TransGrid Site Project Manager regarding control measures and training prior to commencing any work involving mobile plant near electrical conductors. No work involving mobile plant near electrical conductors is to proceed until all TransGrid Safety Rules requirements have been implemented.

This generally requires operators and safety observers of mobile equipment to be Authorised or instructed under the Safety Rules. Completion of an appropriate risk assessment and the earthing of mobile plant or vertical extendible equipment when working within 8 metres of high voltage conductors is required.

Mobile plant operating on construction sites must conform to OHS Regulations, WorkCover Code of Practice "Moving plant on construction sites" and AS 1742.3 "Manual of uniform traffic control devices".

All Plant must be maintained, inspected and repaired in accordance with AS 2550 series of Australian Standards.

## **2.19 Noise**

All work undertaken and all equipment used in the performance of work shall comply with the NSW Occupational Health & Safety Regulation 2001 clause 49, Protection of the Environment (Operations) Act 1997 and any other relevant regulatory provisions relating to noise emissions.

## **2.20 Performance Reports**

HSE performance reports including accident statistics will be required to be submitted by the Contractor during the contract work.

The following shall also be maintained by the Contractor and made available on request:

- ♦ Details of qualifications held by individuals
- ♦ Inspection reports, audit reports and any non-conformances identified
- ♦ Accident Statistics/Environmental incident statistics
- ♦ Risk Assessments conducted
- ♦ Reports of accident/incident investigations
- ♦ Records/minutes of workplace OHS meetings/tool box meetings.
- ♦ Induction and training records
- ♦ Safety equipment records
- ♦ Records of any complaints received and action taken

## **2.21 Radio communication equipment/mobile phones**

Radio equipment shall be licensed as required and these licences shall be made available for inspection on demand by the Inspectors from the Commonwealth Department of Communications.

The use of radio communication equipment and mobile phones near computer and PLC equipment is prohibited. This equipment is generally located in Switch Rooms or Control Rooms.

## **2.22 Radio Frequency Radiation**

Contractors should familiarise themselves with the "Site Radiation Folder" (where available) or use a personal radiation monitor to check the work area.

All "in service" Microwave (MW) dishes and antennas are to be regarded as a potential radiation hazard unless site radiation folder information indicates otherwise.

An Amendment return form shall be completed and sent to TransGrid whenever work is performed that modifies, upgrades or removes radio transmission equipment at any site.

## 2.23 Safety Hazard Notices

TransGrid may issue Site Safety Environmental Hazard Notices and shall charge the Contractor for any costs incurred in rectifying the hazard if the Contractor fails to comply.

## 2.24 Safety Rules

All work on apparatus associated with cables, electrical stations, generating stations, overhead lines and TransGrid premises shall comply with TransGrid Standard – Safety Rules GD SA G2 012. The Contractor shall consult with the TransGrid Site Project Manager regarding permit to work requirements and Safety Rules Authorisation.

The Safety Rules set down the requirements to ensure the safety of personnel when apparatus is being installed, commissioned, worked on in service or taken out of service. Contractors shall ensure that all staff are trained and assessed as competent under the Safety Rules as appropriate for the work to be undertaken.

This includes the requirement for persons to become authorised for certain work. Authorised persons are required to be re-assessed at regular intervals on their knowledge and application of the Rules applicable to their categories of authorisation and where relevant annual assessment of, electrical release and rescue, CPR, rescue from a pole, structure or elevating work platform.

Note, it is the responsibility of the Contractor to ensure training and competency for electrical release and rescue, CPR, rescue from a pole, structure or elevating work platform is provided and current (within 12 months).

Where apparatus of other organisations is installed in a TransGrid electrical station, persons working on such apparatus shall do so in accordance with the TransGrid Safety Rules and any requirements considered necessary by the owner of the apparatus.

## 2.25 Traffic Management

The Contractor must consider the traffic implications of its activities and develop/implement appropriate control measures.

## 2.26 Waste Management

All waste shall be disposed of in accordance with relevant EPA requirements, including the Protection of the Environment (Waste) Regulation 2005 and Environmentally Hazardous Chemicals Act 1985, and with TransGrid's Standard – Waste Management GD EN G3 023. Waste Reduction and purchasing principles, as outlined in TransGrid's Waste Management standard, shall also be applied.

Any oils and other environmentally hazardous liquids shall be stored in such a manner to minimise the risk of spill, leakage or other means of contaminating the environment. Waste oils shall be disposed of in the correct manner as soon as practicable.

If, within 2 hours written notice by TransGrid, the Contractor fails to comply with any of these requirements, TransGrid may carry out the work at the Contractor's expense.

## 2.27 Working at Heights

The requirements and responsibilities for controlling the risks associated with working at heights are detailed in the following TransGrid, ESAA and WorkCover documents:

NSW Occupational Health & Safety Regulation 2001 – Fall Prevention, Clause 39;  
NSW Occupational Health & Safety Regulation 2001 – Working at Heights, Clauses 56-61;  
ESAA NENS 05-2003 “National Fall Protection Guidelines for the Electrical Industry”;  
TransGrid Procedure: Working At Heights – GD HS G2 025  
TransGrid Guideline for Working At Heights – Transmission Line Structures GD HS G3 005  
TransGrid Guideline for Working At Heights – Communications Structures GD HS G3 006  
TransGrid Guideline for Working At Heights – Substations GD HS G3 007  
TransGrid Guideline for Working At Heights – Elevating Work Platforms GD HS G3 008  
Approved Fall Arrest Equipment List (TransNet – Health and Safety – Safety Equipment)  
WorkCover Guidelines: <http://www.workcover.nsw.gov.au/default.htm>

- Code of Practice: The Amenity Tree Industry
- Code of Practice: Safe Work on Roofs, Part 1

The above applies to contractors working for TransGrid and require, in the first instance, the identification and implementation of control measures for *working at heights* to be undertaken in accordance with the *hierarchy of controls*. If it is determined that the hazard cannot be eliminated or the work performed from ground level, consideration shall be given to the use of the following specific control measures for *working at heights* in the order described:

- i) A stable and securely fenced platform, such as scaffolding or other form of portable work platform. If this is not reasonably practicable for the work, then:
- ii) Secure perimeter screens, fencing, handrails or other forms of physical barriers that are capable of preventing the fall of a person. If this is not reasonably practicable for the work, then:
- iii) Other forms of physical restraints capable of arresting the fall of a person from a height of 2 metres or more.

If a control measure lower than the first in the hierarchy are used, the reasons for it not being reasonably practicable to apply the higher control shall be documented on the risk assessment.

Whenever the work involves a situation where a person could fall 2 metres or more, the work shall be carried out with a minimum of two persons trained and assessed as competent for *working at heights* for the relevant structures, approved equipment or techniques. This includes work involving the use of an Elevating Work Platform of which one person must remain on the ground.

In all situations where a person is required to be attached to prevent a fall, a full body harness is to be used with appropriate lanyards or strap attached to suitable anchorage points.

Contractors training and assessment for working at heights shall be aligned to national industry training package standards and designed to meet the requirements of the NENS 01 – National Electricity Network Safety Code the NENS 05 – National Fall Protection Guideline and applicable Australian Standards.

It is the responsibility of the contractor to ensure the training provided meets the competency standards detailed in the above documents and the training and assessment is conducted by suitably qualified persons. Evidence of training and assessment in working at heights and rescue including self decent from an Elevating Work Platform must be provided to TransGrid covering each employee prior to commencement of the activity involving working at heights.