



# Contractor's Site Instructions

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<b>Title:</b>	<b>CONTRACTOR'S SITE INSTRUCTIONS</b>
<b>Version Number:</b>	<b>1.0</b>
<b>Date Revised:</b>	<b>05 June 2018</b>

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## INTRODUCTION

This document contains instructions which must be adhered to by all contractors working on the company's premises. It also contains cross references to other documents. Those documents are available for viewing on the Company's website "[www.csbp.com.au](http://www.csbp.com.au)" by selecting the "Visit Procurement" link at the bottom of the home page which will take the reader to a "Safety & Site Instruction" link which will contain the latest version.



# Contractor's Site Instructions

## SUBCONTRACTORS INCLUDED

The Contractor shall ensure that all 3<sup>rd</sup> Parties, brought to Site by the Contractor, including but not limited to subcontractors, agents, representatives, vendors visitors and the like comply with the requirements of this *Contractor's Site Instructions document (CSBP-GM-10-020-04)*.

## DEFINITION OF TERMS

Unless the context otherwise requires, any term used in these Instructions which is not defined below shall have the meaning specified in the Agreement.

**Agreement** means the agreement, contract or purchase order between the Company and the Contractor to which these Instructions are appended or referred.

**Classified Plant** means plant or equipment which requires:

- design approval in accordance with WorkSafe Western Australia regulations, and
- certification in accordance with statutory requirements.

**Company** means CSBP Limited and/or Australian Gold Reagents.

**Contractor** means the person or organisation, as the case may be, engaged under the Agreement and shall also include their Employees.

**Contractor Personnel** includes those persons included within the definitions of "Contractor" and "Employee"

**Employees** shall include any employee, subcontractor, or agent working for the Contractor, any director or other officer of the Contractor.

**Facilities** has the meaning ascribed to it in clause 7.1.1.

**Form** has the meaning ascribed to it in clause 2.3.2.

**Hazardous Material** means any substance with properties which have the potential to cause injury to the health of personnel on the Site. It includes radioactive substances, substances on the "List of Designated Hazardous Substances" [NOHSC: 10005 (1999)] and substances which have been classified by the manufacturer or importer in accordance with the "Approved Criteria for Classifying Hazardous Substances" [NOHSC: 1008 (2004)].

**Incident** has the meaning assigned to it in CSBP-GM-11-050-01 (Incident and Illness Investigation).

**Permit to Work** means a permit issued in accordance with the Company's Permit to Work System (CSBP-GM-11-031-51).

**Pre-qualification Process** means the process of Contractor pre-qualification used by the Company to prequalify Contractors to work on a Company Site as referred to in *Safety Selection & Management of Contractors document (CSBP-GM-11-030-04)*.



# Contractor's Site Instructions

**Responsible Officer** means the person nominated as the Responsible Officer in the Agreement. Where an Agreement does not have a person nominated as the Responsible Officer, the person nominated by the Company to be responsible for the supervision of the Contractor, shall be the Responsible Officer.

**Site** means that part of the Company's property made available to the Contractor by the Company for the purpose of the Agreement.

**Work** means work which the Contractor is or may be required to execute or provide under the Agreement and includes services, variations, remedial work, and any equipment to be supplied, or appliance for things used in the execution of the work.

## 1. ADMINISTRATION

### 1.1 SITE MEETINGS

1.1.1 The Contractor's Representative shall attend all meetings called by the Responsible Officer.

1.1.2 The agenda for the meetings will be as follows:

1. Minutes of Previous Meeting
2. Safety (including safety statistics)
3. Security
4. Engineering/Technical
5. Materials
6. Contractor's Resources
7. Progress / Schedule
8. Interfaces
9. Quality
10. Contractual
11. Other Business
12. Areas of Concern/Critical Items
13. Next Meeting

1.1.3 The Contractor shall prepare and present at the meeting current information relating to each item on the agenda so that this information may be included in the minutes of the meeting.

1.1.4 The Contractor shall also submit at each Contract Meeting, in a format acceptable to the Responsible Officer, a schedule detailing the total number of hours worked each week by each of the Contractor's employees on the site.



## Contractor's Site Instructions

1.1.5 The Responsible Officer will chair the meetings and will record and issue the minutes of the meeting to all attendees and other relevant personnel.

1.1.6 Meetings will be held on Site unless otherwise directed by the Responsible Officer.

### 1.2 SITE COMMUNICATIONS

1.2.1 The Contractor shall comply with information and instructions issued by the Company. These may be verbal or in writing on a Field Direction Form which has been signed by the Responsible Officer.

1.2.2 The Contractor shall, at all times, comply with information and instructions issued to the Contractor, by the Company, by means of a "Contractor Circular" email issued by the Company's Supply & Administration Department.

1.2.3 The Contractor shall acknowledge in writing the receipt of all Field Direction communications from the Responsible Officer by signing the Field Direction Form.

1.2.4 KWINANA ONLY - The Contractor shall provide a radio and/or have available mobile phone or other telecommunications system which is acceptable to the Company.

### 1.3 ACCURACY OF INFORMATION

1.3.1 The Contractor shall rely on its own skill, care and judgement in the execution of the Work and shall not rely upon any information issued by or on behalf of the Company without having first satisfied itself of the accuracy and completeness of the information.

1.3.2 The Company does not warrant the accuracy or completeness of the information issued by or on behalf of the Company.

1.3.3 Without limiting the generality of clause 1.3.2, adjacent areas on drawings (for example, plant, equipment or pipework) provided by or on behalf of the Company that are not directly affected by the Work may be inaccurately represented.

### 1.4 COOPERATION WITH OTHERS

1.4.1 The Contractor shall cooperate with other contractors and persons performing work for the Company. The Contractor shall immediately advise the Responsible Officer of any conflict which may arise with the Contractor and other contractors or persons.

1.4.2 Where the Contractor's Work or access to certain facilities is interfered with as a result of the concurrent activities of other contractors or persons, the Contractor, when directed by the Responsible Officer, shall reschedule the Work to minimise conflict with such other parties.

1.4.3 The Contractor shall not be entitled to any extension of time or to compensation as a consequence of clause 1.4.2, where alternative Work is available to the Contractor.



# Contractor's Site Instructions

## 2. THE CONTRACTOR'S EMPLOYEES

### 2.1 SUPERVISION

The Contractor shall provide a competent and skilled person to supervise the Work on Site. This person shall carry out progress inspections and confirm to the Responsible Officer when the Work is ready for inspection and acceptance by the Company.

### 2.2 EMPLOYEE QUALIFICATIONS

- 2.2.1 The Contractor shall ensure its personnel have proved proof of identity, are skilled, trained, qualified and competent to perform the Work prior to coming to Site. All tradespersons employed by the Contractor for work on the site shall be formally qualified and licensed (if required by the authority). All Riggers, Dog persons, Scaffolders, Elevating Work Platform (above 11 metre reach) Operators and Crane Drivers shall be licensed by WorkSafe WA. For tasks requiring additional safety training e.g. confined spaces, gas testing, working at heights and correct use of safety equipment, Contractors must ensure their personnel are trained and competent prior to commencing work.
- 2.2.2 The Contractor shall ensure that welding is only carried out by Employees who have completed a Company administered welding test or who have provided current documentation from an accredited organisation certifying attainment of an equivalent standard, and have been approved by the Company to perform the type of welding that is required.
- 2.2.3 The Contractor shall maintain a register of personnel qualifications and proof of identity. The register shall include expiry dates of qualifications, where appropriate. The Contractor shall, when requested by the Responsible Officer, make the register available for inspection.
- 2.2.4 The Contractor must consult with the Responsible Officer to ensure that all of its Personnel that are required to work under a Permit To Work undergo CSBP Permit To Work 1 and 2 training.

### 2.3 INDUCTION

- 2.3.1 The Contractor shall ensure, at the Contractor's cost; that all personnel it provides to the Company complete a Company general induction program which may include a medical examination before starting Work on the Site and, if appropriate to the area, also undertake an area specific induction applicable to the Work area where the Work is to be performed, together with permit and risk assessment training as necessary.

If a medical examination is required the Contractor shall be guided by the Company's medical staff regarding the person's fitness for work.

- 2.3.2 Kwinana – The Contractor shall submit a completed Site Clearance Request form (CSBP-SF1285) to the Responsible Officer for each Employee who does not have a current CSBP Contractor's Pass and who is required to perform Work on the Site.



## Contractor's Site Instructions

All sections of the Form, including but not limited to the inclusion of trade certificate and qualification details, are to be completed prior to signing of the form by each employee. Copies of all certificates and qualifications to be attached to the site clearance request Form.

- 2.3.3 The Contractor shall submit the Form at least 7 working days before the start of the Induction Program the employees plan to attend.
- 2.3.4 Based on the information provided in the Form, the Company shall determine if each employee meets the Company's standards for working on the Site.
- 2.3.5 The Contractor shall be advised of the names of those Employees who have been approved by the Company to work on the Site and the date on which they have been scheduled to attend their Site Induction.
- 2.3.6 Each Employee who achieves a predetermined standard in an examination at the end of the Induction Program shall be issued with a CSBP Contractor's Pass. This Pass is their permit to enter the Site to carry out the Work. The pass shall remain the property of the Company and the Contractor shall be responsible for its prompt return should it no longer be necessary for completion of the Work contracted at that time, e.g. Termination of the Employee or completion of the contract. The Contractor shall not issue the pass to another of its Employees.
- 2.3.7 A CSBP Contractor's Pass is valid until cessation of their employment or for a maximum of 24 months from the date of issue, after which each Employee shall attend a refresher Induction Program at intervals no greater than every twenty four months.
- 2.3.8 Subcontractors to Contractors  
When bringing a subcontractor to Site, it is the Contractor's responsibility to declare, when arranging Site access, the subcontractor to be a subcontractor (as opposed to being an employee of the Contractor) and to advise the period of time that Site access is required by the subcontractor to complete the parcel of work for which the subcontractor is being brought to Site. Subcontractor access is to be sought on a specific job by job basis and shall not be for a blanket period of time.

### 2.4 SITE ENTRY AND EXIT

- 2.4.1 The Contractor shall ensure that each Employee presents his/her Contractor's Pass at a Company access control point upon arrival and departure from the Site. At Kwinana this shall entail each Employee swiping his/her Contractor's Pass through the swipe card reader upon arrival and departure. All Contractor Employees, other than the driver, entering the site as passengers in a motor vehicle shall exit the vehicle and each individual shall swipe their access card through a pedestrian turnstile before re-entering the vehicle.
- 2.4.2 The Contractor shall ensure that, under no circumstances, shall its Employees permit entry to the Site by any person other than the person to whom the pass has been issued by CSBP.



## Contractor's Site Instructions

- 2.4.3 The Contractor shall ensure that only Employees or the Contractor's Subcontractors who hold a current Contractors Pass are permitted on the Site.
- 2.4.4 The Contractor shall ensure that only its Employees who are licensed drivers are in control of motor vehicles when on Site and the Contractor shall ensure that they only use such roads and paths as have been authorised by the Responsible Officer for the purpose of accessing the Site and shall also ensure that no other parts of the Company's property is entered or accessed.
- 2.4.5 Contractor's visitors or associates may only access the Site if they are authorised to do so by the Responsible Officer and are escorted at all times by an inducted person. Visitors may only perform work while on Site if approval is given by the Business Owner. Contractors are responsible to ensure that, in the case of visits by Union Officials:
- a) The Company's shift supervisor is notified in advance of the visit, and
  - b) that such visitors are escorted at all times by a managerial representative of the Contractor.
- 2.4.6 The Contractor shall ensure that, at all times whilst on Site at the Company's premises, that its employees, subcontractors and other personnel (agents, representatives, visitors and the like) comply with the Company's procedures, policies and standards.

## 2.5 WORKING HOURS

### 2.5.1 COMPANY RESPONSIBILITIES

The Company shall at all times adhere to its duty of care responsibilities in relation to Contractor Employees.

### 2.5.2 CONTRACTOR RESPONSIBILITIES

Unless a written instruction is received by the Contractor confirming an alteration has been authorised in accordance with 2.5.3:

- 2.5.2.1 The Contractor shall not permit any Employee to work for more than 5 hours without a meal break.
- 2.5.2.2 The Contractor shall not permit an Employee to work for more than 16 hours per day. The Contractor shall not permit an Employee to work longer than 12 hours per day on consecutive days.
- 2.5.2.3 The Contractor shall not permit an Employee to work for more than 60 hours in any period of 6 consecutive days. The Contractor shall require each of its Employees to take at least 1 day off work per fortnight.



- 2.5.2.4 The Contractor shall not permit any Employee to return to work unless there has been an uninterrupted 10 hour break between work on any rostered day and the return to rostered work. (Whether on the Site or elsewhere).
- 2.5.2.5 The Contractor shall ensure that each of its Employees has not worked outside the limits imposed by clauses 2.5.2, 2.5.3 and 2.5.4 in the 14 day period immediately preceding the date he/she started working on the Site.
- 2.5.2.6 The Contractor shall keep an up-to-date record of all time worked by its Employees, both on and off the Site. The Contractor shall make this record available on the Site each day for inspection by the Responsible Officer.
- 2.5.2.7 The Company's normal working hours are between 0700 hours and 1600 hours Monday to Friday (excluding Public Holidays). Outside of these hours, access to certain services (including the issue of clearances and special permits) and to some equipment, facilities and plant areas, may be restricted by the Company or may not be available. The Contractor shall plan and coordinate the execution of the Work after allowing for these factors.
- 2.5.2.8 Unless otherwise specified in the Contract, the Contractor's working hours may be any time between 0600 hours and 1800 hours Monday to Friday, and 0600 hours and 1600 hours on Saturday. The Contractor shall nominate its proposed working hours for approval by the Responsible Officer prior to the commencement of the Work.
- 2.5.2.9 The Contractor shall not change its approved working hours without the agreement of the Responsible Officer. Requests from the Contractor to work outside of the approved working hours will not be considered unless the Contractor has given the Responsible Officer 48 hours notice of the requested change.
- 2.5.2.10 The Contractor shall ensure that all of its personnel working on the Company's premises are fit for work. The Contractor shall ensure that its personnel comply with the requirements of the Company's *Drug and Alcohol Policy and Procedure (GM-01-120-04)*

### 2.5.3 EXCEPTIONS TO 2.5.2

2.5.3.1 Notwithstanding the provisions of section 2.5.2, the hours of work may be approved:

- (a) in the case of plant shutdowns, by agreement between the Company's Shutdown Manager and the Company's designated Plant Manager, or
- (b) in the case of other contracted work, by agreement between the Responsible Officer and the Company's designated Plant Manager.

Any such approval shall be confirmed to the Contractor, in writing, by the Company's Shutdown Manager or Responsible Officer.

2.5.3.2 Hours of work for each activity shall be in accordance with duty of care obligations to complete work safely.



## Contractor's Site Instructions

2.5.3.3 The designated Plant Manager shall be responsible for ensuring the agreed working hours are in accordance with the Company's duty of care obligations.

### 2.6 INDUSTRIAL RELATIONS

- 2.6.1 The Contractor shall be responsible for industrial relations with its Employees.
- 2.6.2 The Contractor and its subcontractors shall strictly comply with the requirements of all Awards or agreements applicable to their Employees.
- 2.6.3 The Contractor shall advise the Responsible Officer whenever there is to be an industrial stoppage or meeting of their Employees on a CSBP Site.
- 2.6.4 Where the Contractor terminates an employee, the CSBP Contractor's Pass for that employee, must be returned to the Company by the Contractor on the next working day following the termination.
- 2.6.5 The Contractor shall enforce with its Employees, the Company's Site rules, regulations, procedures and instructions including, but not limited to, starting and finishing time, smoking regulations, Site entry and exit, safety, health, hygiene, security, accident and emergency procedures, and daily clean up.

## 3. SAFETY

### 3.1 SAFETY MANAGEMENT PLAN

- 3.1.1 The Contractor shall supply the Company with a comprehensive Safety Management Plan which the Contractor shall develop at its own expense specifically for Work at the Company's Site and, if required by the Responsible Officer, a contract specific Safety Management Plan.
- 3.1.2 The Safety Management Plan shall include the Contractor's Safe Work Procedure(s) and/or Job Safety Analysis together with the Contractor's goals and objectives for safety during the period of the Work and shall be supported by such documents as the Responsible Officer advises are necessary for the effective management of safety on the Site, including the Contractors Safety Policy, site specific induction's, written Safe Work Practices and Safety Training Programs.
- 3.1.3 The Contractor shall conduct inspections and other regular functions in accordance with their Safety Management Plan and Safety Audits to the satisfaction of the Responsible Officer.

### 3.2 COMPANY SAFETY AND HEALTH REQUIREMENTS

- 3.2.1 The Contractor shall comply with all the Company's safety rules and procedures as detailed in *Basic Safety Rules (CSBP-GM-11-035-02)*.

3.2.2 The Contractor shall, prior to performance of any work, ensure that a risk assessment which meets the requirements of the Company's *Safety Selection and Management of Contractors document (CSBP-GM-11-030-04)* is performed to the satisfaction of the Responsible Officer.

3.2.3 The Contractor shall comply with the Company's respiratory protection policy (refer to Figure 1 of *Respiratory Protection (CSBP-GM-11-031-05)*).

This policy includes the requirement for Employees who are to work in operational areas in the following categories to be clean shaven in accordance with Australian Standard AS1715-Selection, Use and Maintenance of Respiratory Protection Devices unless the Employee is in possession of a written exemption from the business unit manager:

- Employees of Site established maintenance Contractors.
- Employees who may be called upon at short notice to work in an environment where respiratory protection relying on a facial seal must be worn.

The Responsible Officer may declare any Work or portion of the Work as requiring Employees to be clean shaven in accordance with AS1715.

3.2.4 The Contractor, before starting the Work, shall advise the Company in writing of the name of its Safety Representative for the Site.

3.2.5 The Contractor shall hold a safety meeting with its Employees each week, unless otherwise directed by the Responsible Officer. Minutes of these meetings shall be recorded by the Contractor and the signatures of all persons attending the meeting shall be added to the minutes. A copy of the minutes shall be forwarded to the Responsible Officer within 2 days of the meeting and reviewed at each Contract Meeting and will be attached to the minutes of that meeting.

3.2.6 The Contractor shall promptly submit safety information, reports and statistics when requested by the Responsible Officer.

3.2.7 CSBP KWINANA ONLY - Contractors who regularly perform Work on Site shall ensure that an appropriate representative attends the Contractor's Site Safety Meeting held on the second working Wednesday of each month.

3.2.8 Prior to commencing work on the first occasion on the Company's premises, Contractors must complete CSBP's Pre-Qualification process which can be completed by contracting CSBP's Supply Department.

3.2.9 If requested by the Responsible Officer or a representative of the Company's Supply Department, the Contractor must make available any and all documents that the Company has referenced, and the Contractor has made representations about, during the Pre-Qualification process.

3.2.10 The Contractor shall ensure compliance with the Company's Permit to Work System including the requirement for every worker to have completed a JSA or Take 5.

### 3.3 INCIDENT PREVENTION

- 3.3.1 The Contractor shall introduce and maintain safe working conditions and practices at the Site.
- 3.3.2 If the Responsible Officer determines that the Work is not progressing in a safe manner or may result in an unsafe condition, the Contractor, on receipt of instruction from the Responsible Officer shall immediately suspend the Work and rectify the situation. The cost of suspension and rectification shall be borne by the Contractor where the situation has arisen from the actions or omissions of the Contractor.
- 3.3.3 The Contractor shall comply with the Company's document *Incident and Illness Investigations (CSBP-GM-11-050-01)* and *Notification of Incidents to External Authorities (CSBP-GM-11-050-02)* to ensure that all Incidents are reported, investigated and the appropriate action taken.
- 3.3.4 Further to section 3.3.3, in the event that a lost time injury or a significant Incident occurs within the workforce or activity under the Contractor's control, the Contractor shall carry out a detailed investigation of the circumstances giving rise to the Incident and prepare and deliver to the Company's senior management a comprehensive verbal presentation on the outcome of the investigation and shall cooperate fully, and participate in, any investigation or subsequent corrective / preventative actions determined by the Company. This presentation shall be given by a senior manager of the Contractor. The presentation shall include:
- details of the Incident,
  - causes of the Incident and
  - actions to prevent recurrence.
- 3.3.5 The Contractor shall ensure that the Company's Rehabilitation Officer is notified of any of its Employees who are undertaking a rehabilitation programme and will be working on our Site.

### 3.4 SAFETY AND PERSONAL PROTECTION EQUIPMENT

- 3.4.1 The Contractor shall provide all safety equipment required for the protection of its Employees and for the safe completion of the Work.
- 3.4.2 The Contractor shall ensure that all safety equipment used in the performance of the Work, including personal protection equipment, complies with the Company standard and the appropriate Australian Standards.
- 3.4.3 The Contractor shall ensure that each Employee has been trained in the correct fitting and use of all safety equipment.
- 3.4.4 Employees who are incapable or unwilling to comply with Personal Protection Equipment requirements are to be removed from Site.



## Contractor's Site Instructions

- 3.4.5 The Contractor shall ensure that each of its Personnel wear a CSBP approved reflective vest (or equivalent PPE) when present in plant areas of the Company's Site/s.

### 3.5 INTRODUCTION AND USE OF HAZARDOUS MATERIALS

- 3.5.1 The Contractor shall provide to the Responsible Officer, Material Safety Data Sheets (MSDS) for any Hazardous Materials which the Contractor intends to use in the Work. The Contractor shall obtain the approval of the Responsible Officer for their use, before introducing any Hazardous Materials onto the Site. (Refer to *Control of Workplace Hazardous Materials (CSBP-GM-11-037-05)*).
- 3.5.2 The Contractor shall maintain a register of all Hazardous Materials which it has used in the Work and shall provide this information to the Responsible Officer when requested.
- 3.5.3 The Contractor shall ensure that its Employees are instructed in the applicable safe working procedure before they use any Hazardous Materials.

### 3.6 REMOVAL AND DISPOSAL OF HAZARDOUS MATERIALS

- 3.6.1 The Contractor shall ensure that its Employees are instructed in the applicable safe working procedure before they remove any Hazardous Materials.
- 3.6.2 The Contractor shall remove and transport any Hazardous Materials according to the applicable safe working procedure (*CSBP-GM-11-037-05*) and dispose of them in the location and manner approved by the Company's Environmental Department.
- 3.6.3 The Contractor shall provide the Company's Environmental Department with a copy of the external approval and disposal records for the disposal of Hazardous Materials.

### 3.7 NON-DESTRUCTIVE TESTING (NDT) - SOURCES OF RADIATION

Contractors or their Employees providing NDT services to the Site, which require entry of a radiation source/s ("Radiation Source") to the Site shall, at the time at which the Radiation Source is entering the Site, record the following information in the 'CSBP Radiation Source Register' located at the Company's security gatehouse:

- Contractor's/subcontractor's name,
- date & time the Radiation Source enters the Site,
- radiographer's name,
- Radiation Source type, and
- location on Site where Radiation Source is to be used.



## Contractor's Site Instructions

The date and time of departure of the Radiation Source from the Site shall also be recorded by the Contractor or its Employee when the Radiation Source is being removed from the Site.

### 3.8 PLANT ACCESS AND PERMITS TO WORK

3.8.1 Before entering the work area of a plant, the Contractor shall contact the Company's permit authoriser (control room operator or Field Engineering Officer) responsible for the plant/area and obtain a permit in accordance with the CSBP Permit To Work procedures.

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**Note:** For CSBP Albany, Bunbury, Esperance and Geraldton Sites the Contractor shall contact the Works Manager and not the Control Room Operator.

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3.8.2 The Contractor shall obtain the Permit to Work before he/she starts the Work. This Permit to Work must be read, and the implications of the Permit to Work must be understood, by the Contractor and its personnel prior to presentation to the permit authoriser each day and validation obtained before the Contractor starts work.

At all times the Contractor's Personnel shall comply with the requirements of the Company's *Permit to Work System (CSBP-GM-11-031-51)*

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**Note:** For CSBP Albany, Bunbury, Esperance and Geraldton Sites the Contractor shall contact the Works Manager and not the Control Room Operator.

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### 3.9 CERTIFICATES

3.9.1 The Contractor shall not start any activity which requires a certificate without first obtaining the correct certificate. A list of activities requiring a certificate is given in *Basic Safety Rules (CSBP-GM-11-035-02)*.

### 3.10 SAFETY LOCKOUT SYSTEM

3.10.1 The Company operates a lockout system which must be used by all personnel working on plant, equipment or systems. Details of the safety tag system are set out in the *Basic Safety Rules (CSBP-GM-11-035-14)*.

### 3.11 DECONTAMINATION OF PROCESS EQUIPMENT

3.11.1 The Contractor shall ensure that all items of plant or equipment that have been in contact with hazardous materials are decontaminated prior to transportation or repair. (Refer to *Decontamination of Process Equipment (CSBP-DP-11-031-30)*).

### 3.12 HAZARDOUS AND RESTRICTED AREAS

3.12.1 Specific areas within the Sodium Cyanide, Chlor Alkali, Ammonia and Prill plants located at Kwinana are designated as hazardous zones. Accordingly the use of equipment, including telephones, cameras, radios, pagers, torches and the like, that is not intrinsically safe is prohibited within these areas.



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3.12.2 In addition, there are other areas that are designated as restricted areas and controls apply to these areas.

3.12.3 For more information refer to *Hot Work (CSBP-GM-11-036-06)*.

### 3.13 JOB SAFETY ANALYSIS (JSA)

3.13.1 The Contractor shall ensure that, unless a task is classified by the Responsible Officer as a routine or low risk task, a JSA must be completed by the Contractor's Personnel and approved by the Company. The requirements of the Company's *Take 5 and Job Safety Analysis Risk Assessment (CSBP-GM-11-031-23)* shall be adhered to at all times.

## 4. ENVIRONMENT

### 4.1 PROTECTION OF THE NATURAL ENVIRONMENT

4.1.1 The Contractor shall perform the Work in a manner that creates the least impact on the natural environment.

4.1.2 The Contractor shall provide dust control on all excavations, material sites, roads and disposal areas within the Site.

4.1.3 The Contractor shall take precautions against and do all things necessary to prevent the discharge of contaminants that may pollute the atmosphere, any body or water or land area, or which may harm fauna or flora.

4.1.4 The Contractor shall comply with all relevant licenses and Company approvals, and relevant procedures outlined by the Responsible Officer.

### 4.2 REPORTING

4.2.1 The Contractor shall notify the Responsible Officer and the Environmental Department in writing, of any potential discharge or contaminants, at least one (1) full working day before the risk of the discharge occurs.

4.2.2 The Contractor shall comply with the Company's document *Incident and Illness Investigations (CSBP-GM-11-050-01)* and *Notification of Incidents to External Authorities (CSBP-GM-11-050-02)*.

### 4.3 RECYCLING

4.3.1 Unless otherwise specified, the Contractor shall ensure that all recyclable materials are placed in the appropriate Company recycling bin, where available. Where such bins are not available, the Contractor shall dispose of the materials at an appropriate recycle facility.

4.3.2 The Contractor shall dispose of all non-recyclable materials in an off-site land fill facility in the approved manner, unless directed to do otherwise by the Responsible Officer.



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4.3.3 All records of disposal shall be provided to the Responsible Officer.

### **5. SECURITY**

#### **5.1 REPORTING**

5.1.1 The Contractor shall report immediately to the Responsible Officer any incidences of theft, tampering with or damage to vehicles, plant or equipment.

5.1.2 The Contractor shall report immediately to the Responsible Officer any Incident of theft or loss of their Employees' CSBP Contractor Passes.

5.1.3 The Contractor shall be accountable to the Company for the actions of the Contractor's employees while they are present on the Company's Site.

#### **5.2 PERSONNEL**

5.2.1 The Contractor shall comply with and observe all restrictions and limitations on right to enter and leave Sites and shall not allow any person onto the Site who is not concerned with the execution of the Work.

5.2.2 The Contractor shall ensure that its Employees are issued with, and wear at all times when working on the Site, a safety helmet or shirt which bears the Contractor's name or logo, and the name of the Employee.

5.2.3 The Contractor and its Employees shall carry at all times whilst on, or entering the Site, Contractor passes issued for the purpose of identification. If required by the Responsible Officer to do so, the Contractor and its Employees shall wear their Contractor's pass attached to their clothing.

5.2.4 The Contractor and its Employees shall comply with the Company's security rules and regulations whether or not related to the Work.

5.2.5 The Contractor and its Employees shall comply with the procedures imposed by the Responsible Officer or the Company's security personnel for the inspection of the contents of vehicles, bags and property of persons entering or leaving the Site.

5.2.6 The Contractor shall ensure that its Employees do not use or interfere with any vehicle, plant or equipment without proper authority.

#### **5.3 SECURE STORAGE**

5.3.1 The Contractor shall provide secure Site storage for its own materials and equipment and for any materials issued by the Company.

5.3.2 The Company may, at its sole discretion, make an area, space or facilities available to the Contractor for storage of materials or equipment. Should the Contractor elect to make use of such areas, spaces or facilities for the storage of the Contractor's





## Contractor's Site Instructions

materials and equipment, it does so at its own risk and the Company accepts no responsibility or liability whatsoever for the Contractor's materials or equipment.

- 5.3.3 If areas, spaces or facilities are made available to the Contractor, by the Company, the Contractor must ensure they are kept clean, tidy and safe at all times.

### 5.4 VEHICLES

- 5.4.1 The Contractor shall only bring onto Site, motor vehicles which have been approved by the Company for Site access.
- 5.4.2 Contractor's, if bringing vehicles to Site, must at all times comply with the requirements of the *Kwinana Works Vehicle Access Policy (CSBP-GM-02-100-03)*.
- 5.4.3 The Contractor shall not permit private vehicles to enter the Site unless prior written approval is issued by the Responsible Officer.
- 5.4.4 Parking of all other vehicles shall be confined to the area designated as the Contractors' car park.
- 5.4.5 The Company will not accept any legal responsibility for damage occasioned to vehicles whilst left in the designated car park or any other areas.
- 5.4.6 The Contractor shall not permit its Employees to ride motorcycles or bicycles on the Site.
- 5.4.7 Any vehicle brought to Site by the Contractor or its Employees may, at the discretion of the Company, be subjected to a search.

## 6. MATERIALS AND EQUIPMENT SUPPLIED BY THE CONTRACTOR

### 6.1 SUPPLY

- 6.1.1 The Contractor shall supply all the materials and equipment required for the Work unless the Agreement otherwise specifies. This shall include but not be limited to covered work areas, warehousing and storage for materials, security generally including fencing, transportation, cranes, special tools, inspection and test equipment, first line First-Aid facilities, fuels, lubricants, consumables and temporary scaffolding as may be required for access during erection or construction.
- 6.1.2 The Contractor shall install, properly maintain and remove from Site all temporary facilities and utilities necessary for the full and complete performance of the Works. Without limiting the generality of the foregoing, this shall include bypassing, supporting, or relocating pipework, conduits, equipment and structures and the provision of power or controls to keep the plant or equipment operational during the period of the Work.

## 6.2 INFORMATION ON MATERIALS AND EQUIPMENT

- 6.2.1 If requested by the Responsible Officer, the Contractor shall provide the following information on materials and equipment the Contractor proposes to supply in the performance of the Work:
- their source,
  - their method and place of manufacture,
  - their performance capability, and
  - any other details requested.
- 6.2.2 The Contractor shall provide the information requested in the format specified by the Responsible Officer.

## 6.3 INSPECTION

- 6.3.1 The Contractor shall provide the Responsible Officer with full and free access to the shops, factories and other places of business of the Contractor, its subcontractors and suppliers for inspection of materials and equipment.

## 6.4 POWER GENERATION FOR WELDING AND OTHER PURPOSES

- 6.4.1 The Contractor shall provide its own fuel-driven power generation equipment for welding.
- 6.4.2 The Contractor shall ensure that all stationary, or trailer mounted, fuel driven, power generation equipment that it is using on the Site is located outside of buildings, unless specific approval has been received from the Responsible Officer to operate the equipment inside a building or confined space.

## 7. FACILITIES SUPPLIED BY THE CONTRACTOR

### 7.1 EMPLOYEE AMENITIES

- 7.1.1 Unless otherwise specified in the Agreement, the Contractor shall provide its own demountable crib rooms, ablution and toilet blocks (the "Facilities"). The Facilities shall be sufficiently large to accommodate its Employees.
- 7.1.2 The Contractors shall install the Facilities in the area nominated by the Responsible Officer and on completion of the Work the Contractor shall remove the Facilities.
- 7.1.3 The Contractor shall supply all the furniture, equipment and consumables, including chairs, tables, hot water systems and urns, toilet paper, soap, cleaning materials, coffee, tea, sugar, milk, cups and the like, required for its Employees' use on the Site.



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## **7.2 SITE OFFICE**

- 7.2.1 Unless otherwise stated in the order or contract against which the Contractor is attending site the Contractor shall provide its own Site Office if this is required for its Site management.

## **8. MATERIALS SUPPLIED BY THE COMPANY**

### **8.1 CHECKING AND ACCEPTANCE**

- 8.1.1 The Contractor shall ensure that before starting Work, all materials which are to be provided by the Company are available.
- 8.1.2 The Contractor shall inspect the materials and satisfy itself that the materials conform to the stated specifications and are suitable for inclusion in the Work.

### **8.2 TAKING POSSESSION**

- 8.2.1 The Contractor shall not remove any item from the Company's store or storage areas without the prior written approval of the Responsible Officer.
- 8.2.2 On taking possession of the materials, the Contractor shall sign a document which acknowledges it has received the materials.

### **8.3 STORAGE AND SAFE KEEPING**

- 8.3.1 The Contractor shall keep safe and in good order all the materials issued by the Company including any returnable packaging or containers, and shall replace or repair at its cost any of the materials which are lost or damaged whilst in the Contractor's possession.

### **8.4 ACCOUNTING**

- 8.4.1 The Contractor shall account to the Company for all materials used, and on completion of the Work shall return to the Company, in good order and condition, any materials which are unused.
- 8.4.2 The Contractor shall immediately advise the Responsible Officer of any loss or damage to any of the materials issued to the Contractor.

## **9. FACILITIES SUPPLIED BY THE COMPANY**

### **9.1 WORK AREA**

- 9.1.1 The Contractor shall confine its activities to the work area designated by the Company as its Site. If required, the Contractor shall arrange at its cost, additional work areas off the Site.

### 9.2 UTILITY SERVICES

- 9.2.1 The Company shall provide from existing outlets whenever these services are available, single-phase 240 V a.c. electricity, water and plant air free of charge to the Contractor. The services are not guaranteed and may be withdrawn or terminated by the Company at any time and for any duration without notice.

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**Note:** Plant Air will not be made available at CSBP Albany, Esperance and Geraldton Sites.

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- 9.2.2 Plant Air, if available, may only be used for air powered tools. The Contractor shall ensure that Plant Air is not used as the air supply for breathing apparatus or Personal Protective Equipment.



**SOME SERVICES OUTLET POINTS AT COMPANY'S KWINANA SITE PROVIDE NITROGEN AS WELL AS PLANT AIR AND WATER. THE CONTRACTOR SHALL ENSURE THAT UNDER NO CIRCUMSTANCES THE AIR POWERED TOOLS ARE CONNECTED TO THE NITROGEN SUPPLY.**

- 9.2.3 Subject to first obtaining the written approval of the Responsible Officer, the Contractor may extend at its own cost, any of these services from the existing outlet. All extensions shall be built and maintained in accordance with relevant regulations and the Responsible Officer's requirements. The extensions shall be removed at the completion of the Work.
- 9.2.4 The Contractor shall not be entitled to any compensation as a result of withdrawal, termination or interruption of these services, whether such services are provided by the Company or not.

## 10. WORKING ARRANGEMENTS

### 10.1 PLANNING

- 10.1.1 When required by the Company to do so, the Contractor shall attend meetings to coordinate future Work requirements of the Company and to be kept informed of the Company's operations and maintenance requirements.
- 10.1.2 When planning or coordinating Work, the Contractor shall give full consideration to the Company's operational and maintenance requirements. The Company's operational and maintenance requirements shall take precedence over the Work to be done by the Contractor.
- 10.1.3 The Contractor shall submit the proposed programming of the Work on the Site to the Responsible Officer for approval. The Contractor shall not start the Site Work



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until the proposed Schedule for the Site Work has been accepted by the Responsible Officer.

10.1.4 The Contractor shall submit updated schedules at intervals specified by the Responsible Officer.

### **10.2 ILLUMINATION**

10.2.1 The Contractor shall provide a sufficient quantity of artificial light to permit Work to be carried out efficiently, satisfactorily and safely, and to permit thorough inspection of the Work.

10.2.2 The Contractor shall also provide artificial light to clearly illuminate access ways to the place of Work.

10.2.3 The Contractor shall ensure that the wiring for such lighting is installed in a safe manner and complies with all applicable regulations and standards.

### **10.3 TEMPORARY WORK**

10.3.1 All temporary Work shall be subject to the approval of the Responsible Officer.

### **10.4 REMOVAL OF REDUNDANT EQUIPMENT**

10.4.1 The Contractor shall disassemble and remove all redundant equipment, piping, valves, etc. associated with the Work, from the immediate Work area.

10.4.2 The Contractor shall deliver and neatly stack all redundant equipment in the storage area nominated by the Responsible Officer. This shall take place on the same day the equipment is removed from the plant.

### **10.5 HOUSEKEEPING**

10.5.1 The Contractor shall at all times keep Facilities and the Site in a safe, tidy and sanitary condition. At the conclusion of each day all rubbish shall be collected and placed in the disposal areas nominated by the Responsible Officer.

10.5.2 The Contractor shall ensure that aisles and access ways are kept clear at all times.

10.5.3 At the completion of the Work, the Contractor shall ensure that the Site is left in a safe, tidy and sanitary condition to the satisfaction of the Responsible Officer.

10.5.4 The Contractor shall undertake Site inspections at intervals agreed by the Responsible Officer and records of the inspections shall be kept on Site.

### **10.6 VEHICLES, PLANT AND EQUIPMENT**

10.6.1 The Contractor shall ensure that its Employees who are required to drive vehicles on the Site are licensed by the Western Australian Police Department for the class of vehicle being driven.

- 10.6.2 The Contractor shall ensure that all vehicles brought onto the Site are registered for use on public roads, are equipped with a dry power fire extinguisher of an appropriate size for the vehicle and are maintained in a roadworthy condition at all times.
- 10.6.3 The Contractor shall ensure that its Employees have the appropriate training, have demonstrated their operating competency and hold a current license, ticket or permit before they are permitted to operate any vehicle or item of plant or equipment on the Site.
- 10.6.4 Before using any Classified Plant on the Site, the Contractor shall provide a copy of the Classified Plant's current certification documents to the Responsible Officer.
- 10.6.5 The Contractor shall ensure that all vehicles brought onto the Site are parked in designated parking areas.
- 10.6.6 The Contractor shall ensure that all materials including paints, gas bottles, and pressure cans are suitably stored and secured when being transported.
- 10.6.7 The Contractor shall ensure that its vehicles and equipment are not re-fuelled or serviced inside any storage building or manufacturing plant on the Site.
- 10.6.8 All equipment and tools brought onto Site shall be clearly identified as property of the Contractor.

### 10.7 DAMAGE PREVENTION

- 10.7.1 Where utility services such as overhead utility lines, underground pipes, conduits or cables ("Utility Services") exist on, or in the vicinity of the Site where the Work is to be performed, the Contractor shall take care to prevent damage to the Utility Services.
- 10.7.2 Before moving any heavy plant or equipment off an established road and before starting any excavation, the Contractor shall determine the location of any buried Utility Services by reference to the Responsible Officer.
- 10.7.3 The Contractor shall obtain a Certificate from the Responsible Officer before starting any excavation. (Refer to *Basic Safety Rules (CSBP-GM-11-035-02)*).
- 10.7.4 The Contractor shall report any damage to any Utility Services immediately to the Responsible Officer.
- 10.7.5 Unless the Contractor can show that it complied with the requirements of this clause 10.7, and that the presence of any Utility Service was not notified to it after requesting this information from the Responsible Officer, and that it could not reasonably have been expected by the Contractor, then the costs of repairs and any consequential costs arising from any damage caused to any Utility Services by the Contractor shall be the responsibility of the Contractor.



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### **10.8 PRODUCT CONTAMINATION**

- 10.8.1 The Contractor shall take all steps necessary to prevent the contamination of the Company's raw materials and finished products and shall indemnify the Company and keep the Company indemnified for any damages incurred by the Company as a consequence of the Contractor failing to take such steps.
- 10.8.2 Without limiting the generality of clause 10.8.1, the Contractor shall ensure that welding electrodes, bolts, pieces of metal, wire ties, cable off-cuts and the like are not mixed into the Company's raw materials or finished products and shall protect temporary openings to buildings to prevent the entry of water and other potentially harmful substances.

### **10.9 PHOTOGRAPHY**

- 10.9.1 Photographs or filming shall not be taken without the Company's Corporate Communications Manager's approval.

### **10.10 EXISTING FACILITY OPERATION**

- 10.10.1 The Company operates up to twenty four (24) hours per day at its various locations. The Contractor shall not interfere with the Company's operations.



## Contractor's Site Instructions

### 11. REFERENCE MATERIAL

#### 11.1 KWINANA ACCIDENT AND EMERGENCY PROCEDURES

<b>ACCIDENT OR EMERGENCY</b>
IF AN ACCIDENT OR ON-SITE EMERGENCY OCCURS INTERNAL PHONE DIAL 444 MOBILE PHONE DIAL 9411 8444 REPORT THE ACCIDENT OR EMERGENCY

<b>EMERGENCY ALARM</b>
UNDULATING SIREN FOR 2 MINUTES STAY ALERT BUT REMAIN IN WORK AREA
CONTINUOUS SIREN FOR 3 MINUTES EVACUATE TO THE NEAREST NOMINATED ASSEMBLY POINT





## Contractor's Site Instructions

### 11.2 ALBANY ACCIDENT AND EMERGENCY PROCEDURES

<b>ACCIDENT OR EMERGENCY</b>
IF AN ACCIDENT OR ON-SITE EMERGENCY OCCURS  DIAL 444  REPORT THE ACCIDENT  OR EMERGENCY

<b>EMERGENCY ALARM</b>
3 SHORT BLASTS OF SIREN  STAY ALERT  BUT REMAIN IN WORK AREA
CONTINUOUS SIREN FOR 2 MINUTES  EVACUATE  TO THE ASSEMBLY POINT



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### 11.3 BUNBURY ACCIDENT AND EMERGENCY PROCEDURES

<b>ACCIDENT OR EMERGENCY</b>
IF AN ACCIDENT OR ON-SITE EMERGENCY OCCURS  DIAL 9  REPORT THE ACCIDENT  OR EMERGENCY

<b>EMERGENCY ALARM</b>
3 SHORT BLASTS OF SIREN  STAY ALERT  BUT REMAIN IN WORK AREA
CONTINUOUS SIREN FOR 2 MINUTES  EVACUATE  TO ASSEMBLY POINT 1
1 SHORT BLAST THEN CONTINUOUS SIREN  FOR 2 MINUTES  EVACUATE  TO ASSEMBLY POINT 2



## Contractor's Site Instructions

### 11.4 ESPERANCE ACCIDENT AND EMERGENCY PROCEDURES

<b>ACCIDENT OR EMERGENCY</b>
IF AN ACCIDENT OR ON-SITE EMERGENCY OCCURS  DIAL 311  REPORT THE ACCIDENT  OR EMERGENCY

<b>EMERGENCY ALARM</b>
UNDULATING SIREN FOR 2 MINUTES  STAY ALERT  BUT REMAIN IN WORK AREA
CONTINUOUS SIREN FOR 3 MINUTES  EVACUATE  TO THE NEAREST NOMINATED ASSEMBLY POINT



## **Contractor's Site Instructions**

### **11.5 GERALDTON ACCIDENT AND EMERGENCY PROCEDURES**

<b>ACCIDENT OR EMERGENCY</b>
IF AN ACCIDENT OR ON-SITE EMERGENCY OCCURS  DIAL 601  REPORT THE ACCIDENT  OR EMERGENCY

<b>EMERGENCY ALARM</b>
3 SHORT BLASTS OF WORKS SIREN  STAY ALERT  BUT REMAIN IN WORK AREA
LONG CONTINUOUS SIREN  EVACUATE  TO THE NEAREST NOMINATED ASSEMBLY POINT