Workplace Health, Safety and Environment Requirements for Contractors

Contents

1 Brief description

This manual defines the requirements for Contractors who provide an operational service of any kind to Western Power; and/or a contractor who may pose a workplace health, safety and environment (WHSE) risk to workers, or any members of the public.

1.1 Related policies

This manual is made under and supports the *Safety, Health and Environment Management Standard (EDM 32254910).*

1.2 Introduction

1.2.1 Commitments

Western Power is committed to continually improving the mitigation strategies in place to reduce the safety and health risk of its workers and suppliers. This includes reducing the risk its assets and activities present to the community as well as sustainable environmental management.

Western Power has legal responsibilities, as the person conducting a business or undertaking (PCBU), to ensure that adequate management of risk is applied to any person carrying out work in any capacity, including that of a Contractor or subcontractor *(Work Health and Safety Act (WA) Subdivision 3 (7) meaning of worker*). For the purposes of this document, this applies to the management of workplace health, safety and environment (WHSE) risk.

Western Power also has legal responsibilities, under the *Electricity (Network Safety) Regulations 2015*, to ensure, so far as reasonably practicable, that each prescribed activity carried out on the network is carried out safely (Part 2 Regulation 6 'Duty of network operator to manage prescribed activities').

To meet its legal obligations, Western Power conducts due diligence on its Contractors to ensure that they are able to manage the WHSE aspects of their work. Western Power will also provide any necessary information concerning WHSE matters under the control of Western Power to Contractors to enable them to carry out their work safely.

All Contractors are reminded that they also have legal responsibilities to organise and carry out their work in such a way as to ensure minimum WHSE impact to the persons and environment which may be affected by their work.

1.2.2 Scope

This manual applies to:

- Western Power Contractors as specified in section *1.2.3 Application.*
- All specified activities and processes undertaken in connection with Western Power business activities and operations.

Compliance with this document is mandatory.

1.2.3 Application

This document primarily applies to Contractors that provide an operational service of any kind to Western Power, and/or Contractor which may pose a WHSE risk to Workers, or any member of the public. It also applies to those Contractors of goods and materials that deliver to locations where WHSE risks are present, such as substations or in proximity to the network Contractor. The Employees (including subcontractors) of these Contractors will be hereon in referred to as 'Worker(s)'.

For the avoidance of doubt, where this document places an obligation on a Contractor, the Contractor must also ensure that their Workers also comply with these obligations.

Contractors who are appointed as 'Principal Contractor' are responsible for ensuring that they have their own adequate systems and processes to manage WHSE risks as far as reasonably practicable. Western Power may conduct assurance activities to verify that these systems are applied and performing correctly. The requirements set out in the document provide a guideline in these circumstances to Western Power's approach towards WHSE risks.

However, 'Principal Contractors' that perform prescribed activities are required to ensure that their systems and processes meet the requirements in this document to ensure compliance with the obligations set out in the *Electricity (Network Safety) Regulations 2015.*

1.2.4 Safety, Health and Environment requirements for Contractors

This document describes Western Power's general WHSE requirements. Please refer to the *Electricity System Safety Rules (ESSR) (EDM 41392645)* and the applicable documents in *Appendix 1: List of Western Power SHE Management System Documents* for additional requirements when working on or near the network while undertaking Prescribed Activities in accordance with the *Electricity (Network Safety) Regulations 2015.* These requirements are to be applied in a manner appropriate to the work being undertaken and should not be considered as a substitute for specific requirements necessary to work safely in particular situations or to a contractor's legal requirements.

The document has been developed to operate with Western Power's suite of contracts. However, if there is any inconsistency between this document and the contract, the terms of the contract prevail and contract specific WHSE mitigation strategies will be in place in agreement with the Western Power contract representative.

Contractors must ensure that they have current versions of any relevant WP information, including this document and others referenced in the terms and conditions of the Contract, before commencing work and for the duration of the works being conducted."

2 Details

2.1 Responsibilities

Western Power requires each Contractor to demonstrate that it is competent to manage the WHSE risks associated with the work under contract. This involves a process to ensure the appropriate selection, management, monitoring and review of Contractors.

Western Power will:

- provide Contractors with details of all known project or site-specific WHSE risks that Western Power is aware of during the tender process or when issuing work unless it is stated in the contract or otherwise that Contractors are responsible for identifying these. This includes whether or not the works are classified as a Prescribed or Non-prescribed activity.
- inform Contractors of any change in the scope of works
- inform the Contractor, as required, the controls to be implemented to manage prescribed activities, WHSE risks, as set out in this document, as well as other relevant SHE Management System documents
- assess the Contractors WHSE management plan (including site specific plans) and determine if it sufficiently manages the WHSE risks associated with the contract scope of works
- ensure WHSE bulletins are provided to the Contractors where necessary, for example when a significant incident occurs, or lessons learnt

- monitor Contractor compliance with contract terms and conditions, the WHSE Management Plan and the requirements set out in this document
- review WHSE performance throughout the term of the contract and, as required, provide feedback to the Contractor
- include WHSE lessons learnt considerations within the contract close out report
- consider previous WHSE risk performance when engaging the Contractor for future works.

Contractors must:

- complete the Western Power WHSE qualification questionnaire and meet all criteria based on their proposed work categories when registering for tender, and provide associated information for verification
- understand the WHSE risks specific to the contract scope of works and have processes in place to appropriately manage these risks
- provide a tender submission that meets the requirements of the request for tender or proposal and the requirements in this document
- prepare a site-specific WHSE Management Plan that meets the requirements of this document and (as relevant) to the *Work Health and Safety Act 2020 (WA)*, *Work Health Safety (General) Regulations 2022* and *Electricity (Network Safety) Regulations 2015* prior to the commencement of work under the contract and implement such plan(s). This plan must include WHSE matters such as risk registers and inspection schedules
- be competently resourced to complete work under contract prior to acceptance
- ensure the WHSE qualification is valid for the duration of the contract scope of works and relevant to any changes which impose any additional WHSE risks
- maintain a list of all their Workers (including subcontractors) training, authorisations competencies and competencies assessments (making available when requested
- participate in any consultation meeting required to enable Western Power to comply with its duties under WHSE legislation
- ensure that workers have access to, and a thorough understanding of, all relevant controls in place to eliminate or manage the WHSE risks associated with the works in which they are undertaking
- If the use of a subcontractor is required:
    - prequalify for subcontractor management
    - be approved by a Western Power Representative
    - perform a pre-engagement assessment, verify risk assessments and undertake checks.
- have a process to communicate Western Power WHSE bulletins and consult with Workers (including subcontractors) on WHS matters meeting the requirements of the WHS Act 2020
- immediately notify Western Power of any changes in WHSE risks and/or associated controls relevant to the contract scope of works, and update their WHSE management plan to address these changes
- report all WHSE incidents to “Western Power’s Incident Hotline 1300 CALL WP (1300 2255 97)” within 60 minutes of the incident
- incorporate site-specific land access, biosecurity and environmental requirements into the WHSE Management Plan (where applicable)
- comply with all aspects of WHSE legislative requirements and the contract terms and conditions
- where required, comply with Western Power’s WHSE Management System Documents, contract terms and conditions and scope of work

- provide monthly WHSE performance data to Western Power by the end of first week of the following month, in accordance with the terms and conditions of the contract, these include;
  - the number of 'all' injuries (no treatment required, first aid injuries, medically treated injuries, restricted work injuries and lost time injuries) including subcontractors
  - the total number of Worker hours worked including overtime hours (i.e. Western Power office, depot, or field location including travel)
  - number of leadership site walkthroughs and/or meetings
  - number of WHS representative meetings
  - number of Supervisor hours on spend in field
  - number of WHS assurance inspections conducted
  - number of WHS assurance audits
  - total fuel used categorised by fuel type (unleaded, diesel, liquid petroleum gas) and category of use (transport purposes or stationary energy purposes)
  - drug and alcohol testing statistics.
- maintain records to demonstrate the application of the requirements of this document and make these records available on request.

2.1.1 Span of control

Span of control is the ratio of supervisors and WHSE professionals to Workers. The ratio may vary dependent on the scope of works, number of work fronts, shift times and risk profile of the individual contractor. Therefore, the ratio must be agreed with Western Power during contract negotiations if different to this document. The determined ratio must be complied with throughout the term of the contract.

The number of supervisors, WHSE professionals and administrative support staff required is presented in the table below. A supervisor is defined as a person who periodically supervises work on site but is not part of the work crew. Minimum qualifications for WHSE professionals must be tertiary level qualifications in safety, health or environment (i.e. Certificate IV, Diploma, bachelor's degree). In the case that the contractor has a number of Workers on site who are new to the industry or organization, additional supervision may be required as determined by the risk assessment.

The need for specialist environmental professionals must be agreed on a case-by-case basis with Western Power where there is the potential for significant impact on the environment. In this case, the minimum qualifications must be tertiary level qualifications in environmental management and, or science.

Where the Contractor nominates to subcontract any part of the works, the Contractor must ensure the minimum span of control for supervision and WHSE professionals in maintained, whether by the subcontractor, Contractor, or a combination of both.

Table 1: Span of control minimum requirements

Number of site Workers	Supervisors (minimum ratio of 1:15)	WHSE professionals (minimum Certificate IV in Work Health and Safety)	Administrative Support
0-19	1-2	Nil, with other requirements to be agreed with Western Power, such as access to WHSE consultants or some WHSE training for internal management	Shared resource
20-79	2-6	Manager and 1 adviser	Shared resource
80-179	6-12	Manager and 2 advisers	Full time admin support
180-259	12-18	Manager and 3 advisers	Admin support adequate for site team
260-339	18-23	Manager and 4 advisers	Admin support adequate for site team
340+	Minimum ratio of 1:15	As agreed with Western Power Representative	Admin support adequate for site team

2.1.2 Site roles and responsibilities

A supervisor must be appointed when a team of people are working on the same task. The supervisor must be fully aware of the requirements, hazards and risks associated with the tasks being performed. They must verbally agree to undertake this role and be confident in their ability to do so.

The supervisor must:

- ensure that a job briefing, and risk assessment has been completed before commencing the task, and during the task, as required
- ensure that team members understand their duties, and the risks and controls associated with these duties
- ensure that visitors to site are managed by inducting them onto the risk assessment and appointing a nominated person from the work team to supervise them as required
- conduct a handover (if required) with a new supervisor if they leave the site. The handover must be recorded on the risk assessment
- sign off the risk assessment on completion of the task.

If there are multiple teams on site, the supervisor must:

- meet to discuss the work being undertaken and agree how the work will be managed. This may include appointing one site coordinator to oversee the work
- establish clear communication protocols between all teams
- update the risk assessment with any additional hazards that have been identified due to other work teams in the area
- record their name on the risk assessment of the other teams working on the worksite
- demarcate the different work areas, if required.

2.1.3 Subcontractor management

The use of subcontractors must be agreed with the Western Power Representative during the tender process or prior to undertaking the works. Where it is determined that subcontractors are required during the duration of the contract, the Western Power Representative will require details of these companies, including the work they will undertake, and the duration, number and competencies of their Workers. All subcontractors tiers must be approved by the Western Power Representative prior to commencing work on site.

Contractors are responsible for the appropriate selection, management, supervision, monitoring and review of their subcontractors and Western Power may request evidence to demonstrate this. Contractors must also provide this document and other relevant documentation and information to any subcontractors they utilise.

Western Power will only allow contractors to subcontract work where the contractor has been assessed as having a suitable and sufficient subcontractor WHSE management system in place.

2.1.4 General standards of behaviour

Western Power places a high importance on our public image. Consequently, contractors are expected to act as though they are ambassadors for Western Power and ensure their Workers behave and dress professionally and in accordance with WHSE standards at all times as well as maintaining high standards of housekeeping.

2.1.5 Public complaints

Western Power is a customer-orientated business and takes all public complaints seriously. Such complaints may include not notifying a landholder before accessing their land, driving on crops, noisy operations, dust emissions or unsafe driving.

Contractors are required to have a procedure for recording public complaints. Any complaints received by contractors when performing work under contract from a member of the public or a customer must be reported to the Western Power Representative, who will determine the process for resolving the complaint.

3 General requirements

3.1 Safety, health and environmental management systems for contractors classified as a Principal Contractor

A Principal Contractor is a person or entity who has been appointed by Western Power to have management and control of the site in which the works are being undertaken.

Principal Contractors are primarily responsible for the WHSE management of their work including that undertaken by all tiers of subcontractors working for them. Principal Contractors must have their own systems and processes in place which meet the obligations set out in *Work Health and Safety Act 2020 (WA)* and any other applicable legislation. Western Power will exercise due diligence by way of assurance activities to verify that these systems are applied and performing correctly.

To ensure compliance with WHSE legislation and to minimise WHSE risks, it is expected that all Principal Contractors will have an established WHSE Management System that aligns to recognised standards such as *ISO 45001:2018 Work health and safety management systems* and *ISO 14001: 2016 Environmental management systems*.

Notwithstanding the above, where a Contractor is performing a 'Prescribed Activity' they must also ensure that these activities are carried out in accordance with this document to ensure compliance with the obligations set out in the *Electricity (Network Safety) Regulations 2015*.

3.2 Safety, health and environmental management systems for contractors classified as a Self-Managed Contractor

A 'Self-Managed Contractor' is a contractor who has management and control of site, however, do not fall under the definition of 'Principal Contractor' under WHS legislation. This may be due to the fact that there are less than five people on site, or that the works being conducted are not considered high risk construction work.

Contractors who are appointed as 'Self-Managed Contractors' are responsible for ensuring that they have their own adequate systems and processes to manage WHSE risks as far as reasonably practicable. Western Power may conduct assurance activities to verify that these systems are applied and performing correctly. The requirements set out in the document provide a guideline in these circumstances to Western Power's approach towards WHSE risks.

Notwithstanding the above, where a Contractor is performing a 'Prescribed Activity' they must also ensure that these activities are carried out in accordance with this document to ensure compliance with the obligations set out in the Electricity (Network Safety) Regulations 2015.

3.3 Safety, health and environmental management systems for contractors classified as Workers

Workers are responsible for ensuring the requirements in this document are met throughout their engagement with Western Power and incorporated into their WHSE Management System. Work must also meet the requirements of any other WHSE requirements stated in the contract terms and conditions as well as Western Power's SHE Management System documents. It is expected that Contractors will align their own WHSE Management System with Western Power's SHE Management System to the extent that it is relevant to the work being conducted. This however does not limit the Contractor's responsibility to ensure safe work requirements and comply with all WHSE legislative requirements.

3.4 Safety, health and environmental management systems for those who conduct a Prescribed Activity

A Prescribed Activity is an activity carried out in the course of the construction, commissioning, operation, maintenance or decommissioning of the network.

Notwithstanding the requirements outlined in section *2.1 Responsibilities* of this document, any persons who are conducting what is classified as a 'Prescribed Activity' must comply with the requirements set out in Western Power's *Electrical System Safety Rules (ESSR) (EDM 41392645)* and the underpinning instructions listed in *Appendix 1: List of Western Power SHE Management System Documents* of this document that is relevant to the contract scope of works. These requirements have been set by Western Power, as the Network Operator, to ensure that all Prescribed Activities carried out on the network is carried out safely.

3.5 Risk management

The identification of hazards and the assessment and management of associated risks in the workplace is a key process to reduce WHSE risks and is a legislative requirement. Contractors must have an appropriate risk management process to ensure WHSE hazards are identified, and controls are implemented to ensure risks are eliminated, or reduced as far as reasonably practicable, prior to and during the course of the work. As a minimum, this must include a WHSE risk register with a list of hazards and associated controls, which include minimum controls set out by Western Power.

Risk is an uncertain event or condition that, if it occurs, will affect our ability to successfully execute and achieve our operational objectives. Risk is measured in terms of consequence (impact on objectives) and likelihood (probability of occurrence). The risk rating determines the level of controls to be implemented against the hierarchy of controls.

The hierarchy of controls are:

- elimination
- substitution
- engineering
- administration
- personal protective equipment (PPE).

All WHSE risks must be eliminated where reasonably practicable. If it is not reasonably practicable to eliminate the risk, control measures must be put in place in line with the hierarchy of controls, with administration and PPE being the last line of defence.

The contractor must facilitate or participate in a collaborative risk assessment Workshop to identify, assess and control significant risks through the development of a risk register. It is recognized that contractors will demonstrate the management of risk recording methodologies differently, however all risk assessment processes are to meet the requirements outlined in *ISO 31000:2018 Risk Management*.

Where necessary, Western Power may review and make recommendations regarding the suitability of contractor risk assessments and safe work method statements (SWMS). Western Power will ensure the suitability of the SWMS and other contractor risk management methodologies at the tender evaluation stage, to ensure that WHSE risks associated with the scope of works are eliminated or reduced as far as reasonably practicable. An additional assessment will be conducted at contract-start up to ensure the suitable risk controls are in place.

3.6 Training and competency

Contractor workforce must have the required competencies, authorisations, qualifications, skills and WHSE hazard and risk management awareness for all work undertaken. Contractors must provide their Workers with suitable and sufficient information, instruction, training and supervision which is specific to the work undertaken and addresses the WHSE risks that will or may be encountered.

Registers, records of training and certificates of competence of all contractor and subcontractor staff must be maintained by the Contractor and provided to the Western Power Representative prior to starting the work under contract and kept readily available for inspection and audit purposes.

3.6.1 Inductions

Effective induction ensures that individuals understand the WHSE systems and processes that apply to a particular company and, or site. Inductions must be completed by those with management and control of the worksite, whether that be the Contractor or Western Power. The contractor must ensure their workforce, subcontractors and visitors have a suitable and sufficient WHSE induction, and, or a site-specific induction before starting work. The detail in the induction will vary according to the complexity of the work. Records of inductions must be kept and made available to Western Power upon request.

Contractors must provide inductions to Western Power workers working or visiting a site under the contractor's control. Similarly, contractors are required to complete a Western Power induction if working at a site under Western Power's control.

3.6.2 Authorisations

Contractors must ensure that their workforce (including subcontractors) working on behalf of Western Power have the necessary authorisations, licences or permits that are current and appropriate for the work to be undertaken.

Contractors must comply with the *Network authorisation procedure (EDM 27980613).*

3.7 Communication and consultation

Contractors must meet all legislative obligations to consult, cooperate and coordinate work under contract with other parties. If required, the contractor must participate in consultation meetings with Western Power and other contractors performing work on behalf of Western Power.

Effective communications with contractor workforce (such as toolbox talks) must be used to maintain high standards of WHSE awareness during works, such as advising their Workers of changing circumstances as a project progresses. Discussions must be led by a person competent on relevant topics. Contractors must record daily pre-job briefings, risk assessments and toolbox discussions, keep copies for the life of the contract and make these available upon request.

Any Western Power specific information provided to the contractor by Western Power, such as updates to documentation or WHSE bulletins containing learnings from incidents, must be disseminated by the contractor to relevant Workers including subcontractors in a timely manner. Evidence must be recorded confirming that the communications are maintained and must be made available on request by Western Power.

Communication and consultation must be conducted in accordance with the *Engagement, consultation and communication procedure (EDM 34280312).*

3.8 Fitness for work

Contractors are required to have processes in place to ensure their Workers are fit for work each and every working shift.

An individual is “fit for work” when the individual is in a satisfactory physical, mental and emotional state to perform assigned tasks competently and in a manner, which does not compromise or threaten the safety and health of themselves or others. An individual may be unfit for work for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs and a range of physical and mental health issues.

3.8.1 Drugs and alcohol

The Contractors workforce must be free from alcohol and illicit drugs at all times while undertaking work. To ensure a safe working environment, all Contractors must have and implement their own procedures for testing and managing their Workers that includes:

- pre-employment testing
- for cause testing, noting that Western Power may require for cause testing if, during the course of carrying out work for Western Power, the personnel:
  - have been involved in an incident
  - have been involved in a motor vehicle accident
  - are observed displaying unusual or dangerous behaviour that may place people and/or property at risk
  - are observed using drugs or alcohol at work
- random testing, ensuring adequate coverage of Workers using a risk-based approach (minimum of once per year per Worker) testing methodologies, which must be by breath analysis for alcohol and a urine screen for other drugs that complies with *AS4308:2008 Procedures for specimen collection* (note that oral-based drug screens are not acceptable)
- immediately standing down individuals who return a non-negative result that is not commensurate with declared medication until their sample is confirmed to be commensurate with declared medication, or is under the relevant cut-off as defined by *AS/NZS: 4308:2008 Procedures for the collection, detection and quantitation of drugs of abuse in urine* arranging safe transportation for any individual stood down

- not permitting an individual to return to work following a non-negative result, until the individual is tested and confirmed to be commensurate with declared medication, or under the relevant cut-off as defined by *AS4308:2008 Procedures for specimen collection*
- ensuring that their testing procedures include a requirement for their Workers to provide written consent for any test results to be reported to Western Power, if required
- reporting all non-negative results including the name of the individual and date of the non-negative result to the Western Power Representative, who will consider any additional measures to be implemented
- not permit an individual who records two non-negative results within a twenty-four-month period, to continue to undertake any work, now or in the future, on behalf of Western Power.

The Contractor must ensure that Workers taking prescribed or over the counter medications, herbal or natural remedies, additives or supplements are to discuss any actual or potential safety or fitness for work concerns with their employer prior to commencing any work and:

- for prescribed or over the counter medications they are aware of the details of their prescription, the name of the medication and disclose this to the collector when participating in alcohol and other drugs testing; and
- for herbal or natural remedies, additives, supplements, e-cigarettes or any other product or treatment they are aware of the name, contents or ingredients of the product or treatment and disclose this to the collector when participating in alcohol and other drugs testing.

The Contractor must ensure that its Workers have a Blood Alcohol Concentration (BAC) of 0.00 at all times when undertaking work. A Non-Negative result will be recorded if the breathalyser used for testing complies with *AS 3547:1997 Breath alcohol testing devices* and records a BAC above 0.00.

For other drugs, a Non-Negative result will be recorded if:

- the instant urine test result is non-negative for one or more drugs and the confirmatory test result shows a level of the drug(s) above the cut off levels set out *in AS/NZS: 4308:2008 Procedures for the collection, detection and quantitation of drugs of abuse in urine*; or
- the individual has refused to declare a prescribed drug they are taking and a Non-Negative result for a drug (not limited to illicit drugs) is obtained.

A non-negative result will not be recorded if the test result is commensurate with a drug declared by the individual, legally prescribed by a doctor for the individual and is being consumed by the individual in accordance with the prescribing doctors, or manufacturers, instructions.

3.8.2 Injury management

Contractors must ensure that injured or ill Workers with medical restrictions are supported in a safe return to their original job, where possible. This must include early intervention and return to work programs, such as:

- real-time management of incidents to care for those people involved or affected
- providing Workers with quality medical care
- communication between the Contractor supervisor, Workers and medical professionals regarding return-to-work expectations, including phased return to work plans
- job modifications where possible to accommodate injured Workers or the identification of job alternatives, whether permanent or temporary.

3.8.3 First Aid

Contractors must provide first aid facilities and services as required by the *Work Health and Safety Act 2020* (WA), including:

- conducting a risk assessment to determine first aid facilities, services and number of first aiders in accordance with the *WorkSafe Code of Practice: First aid in the workplace 2022* providing first aiders with the minimum qualification 'Apply First Aid' (National Training Code HLTFA311A)
- as a minimum, one first aider must be on duty at all times in the vicinity of high-risk activities being undertaken
- first aiders must be clearly identified through notices, signage or clothing to other Workers in the vicinity and should be identified as part of the ask risk assessment for operational activities
- new Workers must be informed of their designated first aiders as part of their induction.

3.8.4 Fatigue

Contractors are required to have processes and procedures to manage Worker fatigue. It is particularly important to identify fatigue risks which might arise when safety critical tasks are being carried out, such as tasks where the consequences of a mistake or error in judgment could result in serious injury.

Contractors must comply with the following fatigue management requirements when working for Western Power:

- a maximum of 16 hours is worked in any 24-hour period, including any travel time to and from the depot, worksite, home, with such 16 hour shifts only being during unplanned or emergency response situations rather than the norm
- a break of at least 10 hours is required between shifts, and a minimum of 30 hours break in a 72-hour period
- break times start and finish from home, not the depot or worksite
- at least two full days (24 hours per day, either concurrently or individually) off in a 14-day period, with Workers not on call during these two days
- maximum average weekly working hours for planned work should not exceed 60 hours per week over four weeks
- for planned work, adequate notice including a minimum of 24-hour break must be provided before altering between day/night shifts
- shifts cannot be split to achieve fatigue compliance.

3.9 Inspections

Contractors are required to undertake regular WHSE inspections of sites under their control. Sites requiring inspections may include but are not limited to depots, temporary depots or laydown areas, substations and construction sites. Refer to Section 3.13.5 for inspection requirements of vehicles, plant and equipment. The frequency of these inspections should be based on the risk to Workers, visitors and members of the public. These must be documented, corrective actions recorded and tracked to completion, copies kept for the life of the contract and copies made available to Western Power upon request.

Contractors must allow Western Power Representatives unrestricted access to undertake periodic WHSE inspections of Contractor sites. Co-operation from Contractors is required for external inspections as well as joint inspections between Western Power and Contractors where there are multiple parties on the same site.

Contractors are required to carry out all reasonable requests for improvement deemed necessary from these inspections.

3.10 Incidents and emergency response

3.10.1 Incidents and near misses

An incident is any undesirable, unplanned event which had the potential to (a near miss), or did lead to (an accident), a loss to people, the environment, the network or property. Examples of incidents include injuries to Workers or the public, making contact with an underground service or driving on native vegetation without approval.

If Contractors are involved in an incident when undertaking work for Western Power, they must call the 365 days 24/7 Western Power Incident Hotline 1300 CALL WP (1300 225 597) as soon as practicable, but within 60 minutes, and inform the Western Power Representative. This requirement forms a specific term in all contracts and as such, contracts may be terminated if it is found that a Contractor decides to not report an incident. Contractors are also required to report relevant incidents to the appropriate regulatory authorities in line with their statutory duties.

3.10.2 Hazards

A hazard is a source of potential harm. Reporting hazards is critical for ensuring that risks are eliminated or reduced prior to an incident occurring. It is the duty of Contractors to reduce the risk of any hazard associated with their work. Those hazards that cannot be controlled and are the responsibility of Western Power must be reported to the Western Power Representative or Western Power's Incident Hotline 1300 CALL WP (1300 2255 97). All emergency faults are to be reported via the Customer Service Centre 131 351.

3.10.3 Investigations

Western Power requires all WHSE incidents (accidents and near miss), involving Workers and the public to be reported and appropriately investigated.

All incidents are to be investigated by the Contractor concerned using their own incident investigation procedure which must address issues such as securing the site, appointing a suitable person to lead each investigation, recording evidence, and recording, tracking and completing corrective actions. The Contractor's procedure must also address specific requirements contained within the *Incident management procedure (EDM 34255745).*The Western Power Representative may oversee the investigation and ensure it is completed to an appropriate standard and will require a copy of the investigation report within the timeframes detailed in the contract. In certain cases, when Western Power is undertaking an independent investigation the Western Power *Incident management procedure (EDM 34255745)* will be used and the Western Power Representative will require access to information relating to the incident as detailed in the contract terms and conditions, and the contractor must actively participate in any Western Power led investigations.

Corrective actions will also be recorded in Western Power's incident management system. Examination of incidents will, in any event, form part of the normal process of Contractor performance reviews undertaken by Western Power.

Contractors must comply with the relevant sections of the *Incident management procedure (EDM 34255745)*.

3.10.4 Emergency response

The Contractor must have emergency plans in place to address foreseeable safety, health and environment emergency situations where the Contractor is in control of a site. These plans should address issues such as rescue plans, emergency contacts and communication, training and responsibilities, first aid, visitors, nearby hospitals, evacuation, muster and alternative muster points, equipment and response to fires, bombs (including unexploded ordinances), severe weather, injuries, gas leaks and large spills. Where Contractors are working on a site under Western Power control, they will be provided with a site induction in line with Western Power's emergency response procedures before they start work.

In periods of adverse weather, Western Power may issue 'weather warnings' or declare 'system emergencies' or 'alerts'. During such times work on the network may be temporarily suspended. In certain circumstances Contractors might be asked to provide assistance to restore electricity supplies. In all cases Contractors continue to be responsible for the safety, health and welfare of their staff.

4 Undertaking work

In addition to the requirements contained in this section, the Contractor must comply with Western Power's SHE Management System documents listed in *Appendix 1: List of Western Power SHE Management System Documents*. All documents listed in Appendix 1 are available in Depot Pack or from your Western Power representative (see *Depot Pack contractor access and installation (EDM 44678992)*).

4.1 Working on or near the network

Work on the network (i.e. on or in proximity to conductors or cables) is considered a Prescribed Activity under the *Electricity (Network Safety) Regulations 2015* and is covered by Western Power's WHSE Management System including the *Electrical System Safety Rules (ESSR) (EDM 41392645),* this document and *Appendix 1: List of Western Power SHE Management System Documents*.

A Prescribed Activity is an activity carried out in the course of the construction, commissioning, operation, maintenance or decommissioning of the Western Power network.

The ESSR outlines the minimum electrical safety standards for Workers working on, near or in the vicinity of Western Power's electrical network and associated apparatus and must be read in conjunction with other relevant Western Power WHSE Management System Documents. Where applicable, Contractors must comply with the ESSR and have the appropriate competencies (including information, instruction, training, supervision and authorisation) to perform the work safely.

4.2 Golden Safety Rules

Western Power has identified nine activities that are most likely to result in serious harm.

The Golden Safety Rules were developed to reduce the risk associated with carrying out these activities. These rules outline the minimum safety requirements and critical controls required to ensure the safety of our workforce.

Every person performing work for Western Power (including the Contractor workforce) has the authority to stop work if the work is unsafe or the minimum safety requirements are not in place. Contractors must comply with the *Golden Safety Rules (EDM 41205405)*.

4.3 Interface with the network

When Contractors are required to work or attend to faults at the interface between the Western Power's network and low voltage customer installations, they may encounter damaged or degraded customer electrical assets.

Regardless of ownership, if the asset at the interface is identified as being non-compliant, damaged or degraded there exists a duty of care to keep risks as low as reasonably practicable.

Contractors must comply with the *Managing and assessing low voltage customer assets at the network interface procedure (EDM 32264496).*

4.4 Electrical permit to work

Western Power uses a permit to work system to control and authorise access to the network to undertake approved works. Work permits are issued by persons with relevant competencies and authorisations in accordance with specific requirements of each work permit. The purpose of the work permit is to assist in the management of risks associated with working on the network.

Contractors must comply with the *Electrical permit to work procedure (EDM 34141096)*.

4.5 High Voltage live work

The potential consequence of the risks associated with working live on High Voltage (HV) electrical apparatus can be catastrophic. Contractors must, so far as reasonably practicable, control the risks associated with working live, when it is not practicable to work de-energised.

Contractors must comply with the below Australian Standards:

- *5804.1 2010 High-voltage live working - General*
- *5804.2-2010 High-voltage live working - Glove and barrier work*
- *5804.3-2010 High-voltage live working - Stick work*
- *5804.4-2010 High-voltage live working - Barehand work*

Contractors must also comply with Western Power specific requirements outlined below:

- *High Voltage Live Work Manual (EDM 52790811)*
- *Live Working Procedure (EDM 34235231)*

4.6 Distribution Commissioning Manual

The *Distribution Commissioning Manual (EDM 34137510)* is intended for use when undertaking testing and commissioning activities of electrical apparatus on Western Power's distribution network. The manual provides instructions for commissioning using the various Distribution Commissioning Forms (DCF).

Contractors must comply with the *Distribution Commissioning Manual (EDM 34137510).*

4.7 Service Connection Test Guideline

The *Service Connection Test Guideline (EDM 53525817)* and the *Service Connection Test Form (EDM 53524514)* are in place to assist Workers who are trained and authorised in service connection testing to perform service connection tests on installations where a meter has been added, replaced, decommissioned or being disconnected/reconnected.

These documents are referenced against *AS 4741-2010 – Testing of connections to low voltage electricity networks* and support the *Management and assessment of private low voltage electrical installation assets procedure (EDM 32264496).*

Contractors must comply with the guideline and form.

4.8 Helicopter service operators

Western Power engages helicopter service operators to carry out aerial works and patrols of its overhead electrical network.

Contractors (i.e. helicopter service operators) must comply with the *Helicopter Management Procedure (EDM 27756216).* Nothing diminishes the duties of the helicopter service operators or their pilots to comply with the obligations under Australian aviation legislation.

4.9 Personal protective equipment

The use of personal protective equipment (PPE) is the last line of defence in the hierarchy of risk controls for controlling risks to safety and health. PPE must not be relied on as the primary means of risk control until the options higher in the list of control priorities, such as elimination, have been exhausted.

Contractors are responsible for identifying the need for PPE (including clothing), selecting appropriate items and enforcing its correct use when conducting work for Western Power. Condition checks on PPE need to form part of the Contractor's normal inspection regime. Contractors must also provide information, training and supervision on how and when personal protective equipment must be used and maintained.

There are, however, specific Western Power requirements for the use of PPE in certain environments. The minimum PPE that must be worn when carrying out operational, construction or maintenance activities are:

Non-operational work areas

- high-visibility clothing or high-visibility vest
- long-sleeved shirt (buttoned to the wrist) and long trousers or overalls (buttoned to the wrist)
- enclosed footwear
- eye protection relevant to the risk
- head protection relevant to the risk

Operational work areas

- Hi-vis FR long sleeve shirt
- FR long trousers OR FR overalls
- Electrical Hazard safety protective footwear
- Gloves relevant to the risk
- Eye protection relevant to the risk
- Head protection relevant to the risk Standard Western Power PPE 1 (shirt and trousers, or overalls) are flame retardant (FR). For details on minimum and additional level PPE requirements for work in operational areas, see tables 2 - 5 below.

Table 2: Minimum operational PPE

Minimum FR PPE 1
• Hi-vis FR long sleeve shirt • FR long trousers OR FR overalls • Electrical Hazard safety protective footwear • Gloves relevant to the risk • Eye protection relevant to the risk • Head protection relevant to the risk

Table 3: Additional levels of FR PPE

FR PPE 2	FR PPE 3	FR PPE 4
FR PPE 1, plus: • FR overalls • Safety glasses • Arc rated face shield	FR PPE 1, plus: • FR switching jacket • FR switching trousers • Safety glasses • Arc rated face shield	FR PPE 1, plus: • FR switching jacket • FR switching trousers • Safety glasses • FR hood

Table 4: PPE/Flame retardant Cal Rating Comparison

PPE level	Cal rating	WP requirement
PPE 1	4-8	6.5
PPE 2	8-25	9.7
PPE 3	25-40	37
PPE 4	37-40	40

Operational work requires PPE to be worn. Switching, live work or testing on energised apparatus may require additional levels of PPE to be worn. Refer to *Table 5: PPE requirements when switching or working on or near live electrical equipment* below for the minimum requirements.

Table 5 – PPE requirements when switching or working on or near live electrical equipment

	Personal protective equipment				
	PPE level	PPE 1	PPE 2	PPE 3	PPE 4
Type of electrical equipment	HV O/H equipment	✓			
	LV O/H and underground equipment	✓			
	LV pillar and kiosk - insulated live connections	✓			
	LV pillar and kiosk - exposed live connections		✓		
	LV cable – exposed live cores		✓		
	Transformer LV frame up to 315 kVA air insulated		✓		
	Transformer LV frame greater than 315 kVA air insulated			✓	
	HV RMU SF6 insulated	✓			
	HV RMU air insulated			✓	
	HV RMU oil insulated				✓
	Terminal and Zone substation outdoor equipment, air insulated	✓			
	Zone substation “Primary” indoor equipment (Gas and vacuum)		✓		
	Zone substation “Primary” indoor equipment (Oil)				✓
	Terminal and Zone substation indoor and outdoor secondary systems	✓			

- The identified risk assessment controls could require additional PPE levels to be worn.
- When applying shorting leads on underground LV network, a minimum of FR PPE 2 must be worn.
- HV live work may require additional specialist PPE (gloves, sleeves etc.).
- PPE for works within three metres of live exposed electrical apparatus is supplied in accordance with *ENA NENS 09-2014 National Guideline for the Selection, Use and Maintenance of Personal Protection Equipment for Electrical Arc Hazards.*
- Approved wet weather and thermal protective garments obtained from authorised vendors can be worn over the protective clothing.
- Non-natural fibre garments (e.g. nylon or polyester) are not recommended to be worn under protective clothing.

4.9.1 Head protection

- A safety helmet must be worn when
  - there is a risk of a person being struck on the head by a falling object
  - there is a risk of a person hitting their head on an overhead stationary object
  - the site displays a ‘Safety Helmet Area’ sign.
- Where this is no requirement to wear a helmet, a wide brim hat may be worn for sun protection. For maximum sun protection, use a plastic snap brim.

- As a minimum, all PPE used must meet the below standards:
  - Head protection
    - AS/NZS 1801:1997 Occupational Protective Helmets.
  - Gloves
    - AS/NZS 2225:1994 Insulating gloves for electrical purposes, I.S EN 388:2016 Protective gloves against mechanical risks an
    - AS/NZS 2161.1.2016 Occupational protective gloves against chemicals and micro-organisms.
  - Eye protection
    - AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications
    - AS/NZS 1337.6:2012 Personal eye protection**.**
  - Hearing protection
    - AS/NZS *1270:2002 Acoustics – Hearing protectors*. Hearing protection must be worn for the appropriate decibel (dB) noise level that is to be encountered.
  - Respiratory protection
    - AS/*NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment*
    - *AS/NZS* 1716:2012 Respiratory protective devices.
  - Protective footwear
    - *AS/NZS 2210 Occupational protective footwear* and be lace up (no elastic boots) and provide ankle support

In addition to the above, PPE requirements must comply with Western Power's *Personal protective equipment (PPE) procedure (EDM 27090942).*

4.10 Journey and transport management

Due to the extensive distances covered by the Western Power network, driving is one of the highest risks facing our workforce and Contractors. Contractors must have management arrangements to control the risk presented by driving both on metropolitan and country roads. Contractors must implement journey management principles in their procedures, including:

- consider alternatives to long distance driving (e.g. teleconferencing or travel by plane instead)
- long distance trips are planned appropriately considering the risk factors and make contingency arrangements such as overnight accommodation
- ensure appropriate controls to manage fitness for work and fatigue, such as rest breaks, rotation of drivers and self-assessment on fitness to drive, are identified prior to starting the journey
- provide suitable communications and safety equipment for remote area driving and maintain regular contact with personnel throughout and at journey completion
- ensure all vehicles are fit for purpose and inspected prior to the journey
- ensure drivers have the appropriate licences and skills to operate the vehicle and that they drive safely, courteously and within federal and Western Australian road traffic legislation.

Commercial drivers (i.e. anyone who holds a LR or higher class of driver's licence) must comply with the following additional requirements:

- be certified fit to drive a commercial vehicle by a medical practitioner every three years
- take all necessary breaks and record these in the vehicle logbook
- do not sleep or rest overnight in the cab of a vehicle unless it is specifically designed for that purpose.

4.11 Lone and remote working

The nature of some works conducted can result in working or travelling alone or to remote areas. The risk for people who work alone, remote or both, may be increased because of difficulty contacting emergency services when required. Emergency situations may arise because of the sudden onset of a medical condition, accidental work-related injury or disease, attack by an animal or reptile, exposure to the elements, or by becoming stranded without food or water. The consequences may be very serious. Contractors must ensure that Workers who are required to conduct work tasks must be provided with effective means of communication to call for help in the event of an emergency. The selection of communications equipment must consider usability, reception coverage and response times e.g. mobile phone, satellite phone, EPIRB, two-way radio.

To ensure reasonable foreseeable hazards are identified, and appropriate controls are in place, the Contractor must ensure that a risk assessment is completed prior to mobilisation. This risk assessment must include a plan of the route taken and determine the communication methods to be used and include consideration of any site-specific safety and health management plans.

4.12 Smoke-free workplaces

All Western Power operational and non-operational sites, including offices, depots, vehicles, substations and any other place where a Contractor works while engaged by Western Power, are designated as no-smoking areas. All Contractors who wish to smoke must do so away from the work site and dispose of associated waste appropriately.

Contractors must comply with the *Fire precautions work instruction (EDM 43657515).*

4.13 Site management

Contractors who have management and control of a site are responsible for the management of WHSE risks and associated mitigation strategies Western Power will exercise due diligence by way of assurance activities to verify that the controls being implemented are in place and performing accordingly.

In the case of depots, substations, field operations and construction sites that are under Western Power's direct management and control, the site coordinator/manager will be a Western Power Representative.

Where a site has both Western Power and Contractors working together, the overall site management responsibility must be established before work commences, depending on mutual consultation between both parties or as agreed in the contract. The decision to take overall responsibility for control should be based on risk, competence and understanding of the assigned task and scope of work.

Site coordinators or managers are responsible for, but not limited to, ensuring:

- Workers and visitors are inducted and informed of the relevant WHSE hazards, risks and controls for the site
- amenity and welfare provisions are in place such as toilet, drinking and first aid facilities
- daily pre-job briefs and daily risk assessments are conducted before the work commences and whenever conditions change
- the site is secure with safe access, egress and emergency procedures
- roles and responsibilities are assigned.

4.13.1 Site security

When controlling a worksite, Contractors must have processes in place to identify hazards and apply appropriate risk controls to prevent injury or harm to the workforce, visitors and the public. Essential controls include but are not limited to:

- ensuring that Western Power assets and materials such as power poles, conductors and electrical apparatus are secured by appropriate barricades to prevent a risk to the public and vehicles from unauthorised and inadvertent access
- appropriate signage to inform Workers, visitors and the public of potential hazards and site entry requirements
- traffic management (see Section 4.13.2 for further detail)
- ensuring vehicles, plant and equipment are stored securely
- controlling site access by implementing site inductions and signing onto the daily job risk assessment plans for all Workers, new arrivals and visitors.

4.13.2 Traffic management

Contractors that are required to provide traffic management will be responsible for designing and obtaining authorisation for their own Traffic Management Plans (TMPs) and Traffic Guidance Schemes (TGSs). The Contractor must ensure documentation/processes are current and are annually reviewed and approved by a Main Roads WA (MRWA) Advanced Worksite Traffic Management (AWTM) accredited person.

Contractors must:

- ensure they have appropriate and current qualifications, training and accreditation to perform traffic management duties
- ensure they only engage approved MRWA traffic management companies as defined by the State Road Traffic Management Company Registration Scheme
- ensure they provide Workers with current qualifications, training and accreditation to perform traffic management duties
- ensure work does not commence until the appropriate TMP and TCD are available on site
- stop work if the traffic management is inadequate or unsafe
- ensure that traffic management does not result in greater obstruction to vehicle or pedestrian traffic than is reasonably necessary
- obtain appropriate approval from the relevant road authority/authorities for TMPs
- meet notification requirements to MRWA or local governments relating to traffic management
- upon request of Western Power, provide copies of the TMP and TGSs relevant to the job they are engaged to control on behalf of Western Power,

Additionally, Contractors must comply with the Traffic Management for Works on Roads Code of Practice (WA) when working on or near public roads. Additional approval requirements may apply when working near/on freeways or national routes or in certain local government areas.

4.13.3 Temporary depots and laydown areas

A temporary depot or laydown area means any site used for the storage of materials or waste to support the delivery of a Western Power project. Laydown areas are defined as any storage area required for up to four weeks and temporary depots are for any duration longer than that.

Where Contractors set up temporary depots or laydown areas they are required to use a risk assessment approach to ensure appropriate sites are chosen and sufficient management controls are in place to, so far as is reasonably practicable, minimise safety, health and environmental risks. Appropriate locations will

minimise risks to the public, surface water, public drinking water areas and native vegetation, among others. Examples of controls that will be required in the management of a temporary depot or laydown area include but are not limited to:

- site security measures to prevent public access, such as fencing
- prevention of oil and chemical leaks or spills, with spill kits available
- secure storage of treated wood poles off the ground
- segregation of waste and appropriate drums and bins for different waste types.

Additionally, for temporary depots, Contractors must agree the proposed location and arrangements with the Western Power Representative prior to establishing the site. A site inspection may be conducted by a Western Power Representative to ensure compliance with relevant legislation and Western Power requirements before use.

Contractors must ensure a formal agreement is in place with the landowner. In addition, Contractors are required to complete a pre and post site inspection to ensure any property damage caused (e.g. oil spill, gate damaged) as a result of the Contractor's work is recorded and rectified prior to returning the site to the owner.

4.13.4 Vehicles, plant and equipment

All Contractors' vehicles, plant and equipment used to perform work for Western Power must be fit for purpose, have an electrical test certificate and a high voltage or low voltage rating plate where applicable (e.g. elevated work platforms), compatible with the risks of the work being undertaken, and designed and manufactured to meet relevant legislative requirements and Australian Standards.

4.13.5 Service, maintenance and inspections

Contractors must have processes in place to ensure all vehicles, plant and equipment are serviced and maintained as required by established standards and manufacturers' specifications. Pre-use checks and inspections on vehicles, plant and equipment are mandatory before mobilisation and/or prior to work commencement, and any faults must be recorded and repaired.

Operators of such equipment must complete inspection records as required and use an appropriate log book to record inspection, services and faults. Contractor log books, qualifications, maintenance records, inspection certificates and licences may be checked by Western Power at any time and must be provided on request.

4.13.6 Operating vehicle, plant and equipment

Contractors who drive vehicles or operate plant on Western Power sites must have undergone appropriate training and hold the appropriate licence for the type of vehicle, plant or equipment. Contractors must check licences at least annually or have a system in place to ensure that licences remain valid.

The manufacturer's safety devices must be used by all operators of vehicles, plant and equipment and must not be tampered with (e.g. stabiliser/boom limit and 'deadman' switches). Suitable chocks should be used for all heavy vehicles where the vehicle is unattended or there is a risk the vehicle could move on its own. Suitable interlocks are required on cranes to ensure that all outrigger legs are retracted, the lifting arm of the crane is stored and the Power-Take-Off is disengaged before they are driven.

4.13.7 Electrical equipment and instruments

Electrical equipment must be tested and tagged in accordance with *AS/NZS 3760:2010 In-service inspection and testing electrical equipment*, while insulated tools and equipment must be tested and tagged in accordance with *AS 5804.2&3:2010 High voltage live working*. Results must be recorded.

4.14 Working at height

Working at heights are defined as 'accessing or working in any position where a person or object could slip and/or fall from, into or though anything from one level to another'.

For any working at heights task, the contractor must ensure control measures in place to manage WHSE risk. The control measures should include eliminating the need to work from height. Where all options to eliminate the need have been exhausted and the working at heights task is still identified as necessary, a SWMS and supporting risk assessment must be developed detailing identified hazards and controls communicated as necessary. These controls must be identified in accordance with the hierarchy of control and comply with the requirements of the Western Power *Working at heights procedure (EDM 34292997).*

4.15 Lifting Operations

Lifting operations are defined as all work activities that involve the raising or lowering of loads or moving a load horizontally. Lifting Operations Plant listed in Schedule 5 Division 1 of the *Work Health and Safety Regulations 2020 (WA)* must be registered with the Department of Commerce as 'Registered Plant'.

Critical risk controls must be in place to minimise the risk associated with lifting operations as far as reasonably practicable, in accordance with the hierarchy of controls. This includes, but is not limited to, using trained and competent persons to carry out lifting operations, inspections of plant, lifting gear and lifting points, establishing exclusion zones and clear communication protocols.

Contractors must comply with the *Lifting operations procedure (EDM 43682860).*

4.16 Confined spaces

A Confined Space as defined in *Code of Practice- Confined Spaces (WA) 2022*, is an enclosed or partially enclosed space that:

- is not designed or intended primarily to be occupied by a person; and
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- is or is likely to be a risk to a persons' health and safety from:
  - an atmosphere that does not have a safe oxygen level, or
  - contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
  - harmful concentrations of any airborne contaminants, or
  - engulfment.

4.16.1 Confined space planning

Prior to the commencement of the Confined Space task, a *risk assessment* must be completed to identify hazards associated with the work and control measures to be put in place to ensure risks are reduced as far as reasonably practicable. Potential risks within confined spaces are the build-up of asphyxiant gases and the development of explosive or flammable atmospheres.

When evaluating controls for implementation, each element of the 'Hierarchy of Controls' must be applied before moving to the next lower level. Where it is not reasonably practicable to provide a safe oxygen level, or a safe level of atmospheric contaminants, suitable Personal Protective Equipment (PPE) including supplied air respiratory protective equipment/breathing apparatus must be utilised and instruction on the use of PPE must be provided. Contractors are responsible for the supply of all safety equipment necessary to perform work in confined spaces, including air quality monitoring equipment, breathing apparatus, harnesses, having a competent rescue person available and other escape equipment.

The risk assessment must demonstrate that planning and preparation has occurred to ensure that minimal time is spent working within the confined space, the nature and location of the confined space and intended works, any changes that may alter the risk and documented in an appropriate format which is kept for the duration of the task. Communication means must be identified from inside the space to the standby person outside the space.

Contractors must comply with *Confined space procedure (EDM 43680274)*.

4.17 Excavation and trenching

Excavation work is defined as activities that involve the removal of soil or rock to form an open face, hole or cavity using tools, machinery or explosives. Trenching and directional drilling are types of Excavations.

Due to the nature and location of our underground assets, trenching and excavation poses a high risk to our workforce during day-to-day operations, particularly when excavating adjacent to buildings and structures. Other environmental and property risks are also created through excavation and dewatering in high-risk areas of acid sulfate soils or dewatering other sources of water.

Contractors must comply with the *Code of Practice – Excavation (2022).*

4.18 Contaminated sites

The *Environmental Protection Act 1986 (WA)* requires Western Power to prevent pollution and the *Environmental Protection (Unauthorised Discharges) Regulations 2004 (WA)* stipulates that discharging oil (and other contaminants) into the environment is an offence. Section 11(4) of the *Contaminated Sites Act 2003 (WA)* requires Western Power as owner and/or occupier of land to report and appropriately manage any site that is known or suspected to be contaminated to the Department of Water and Environmental Regulation (DWER).

A site is deemed to be ‘contaminated’ if a substance is present on the site above background concentrations that presents, or has the potential to present, a risk of harm to human health or the environment.

Contaminated sites can be encountered as a result of previous or current land use and from activities within or in the vicinity of the working area. Contaminated material may include soil contamination, groundwater contamination (underground water), wastewater contamination (e.g. sewer) or contaminated fill.

Management of contaminated sites must comply with the Western Power *Contaminated Sites Procedure (EDM 30266682).*

Table 6: Common types of contamination as a result of WP operations and their likelihood of occurrence

Location	Types of Asset	Possible contaminants	Likelihood of Occurrence			
			Hydrocarbons	PCBs	OCPs	Asbestos
Substations	Transformers	Hydrocarbons (oils), Polychlorinated Biphenyls (PCBs)	L	P		
	Capacitors	Hydrocarbons (oils), PCBs	P	P		
	Oil-filled cables	Hydrocarbons (oils)	L			
	Building materials and insulation	Asbestos in soil			P	L
Depots	Underground storage tanks	Hydrocarbons (diesel)	L			
	Pole mix storage, pole treatment and treated pole storage	Organochlorine Pesticides (Aldrin, dieldrin, pentachlorophenol), Copper Chrome Arsenate (CCA), Hydrocarbons (diesel, creosote, tar treatment)	L		L	
	Building materials and insulation	Asbestos in soil				P
	General storage and waste	Redundant transformers; waste burial	P	P	P	P
Padmount Transformers	Transformers	Hydrocarbons (oils), Polychlorinated Biphenyls (PCBs)	L	P		

Key: L = Likely, P = Possible

Note: This table is provided for information purposes only and Contractors must still undertake a risk assessment before disturbing soil in brownfields locations.

4.19 Land access, biosecurity and environmentally sensitive areas

Many Western Power assets are located on private land, Conservation Estate, near infrastructure or in Environmentally Sensitive Areas (ESAs). There are additional requirements when accessing these areas, which can include permits, approvals, notifications, and specialist supervision or equipment. Customers and private landholders must be treated with respect and courtesy when accessing their properties.

Contractors must comply with the *Environment and land access in operations work instruction (EDM 41050794).*

4.20 Protection of native plants and animals

Works must be conducted to avoid, mitigate, or minimize disturbance of native vegetation and fauna. These methods may include bird diverters, insulation of conductors, use of barriers to isolate electrical equipment and designation and protection of habitat.

All native plants and animals are protected under legislation and Contractors can be prosecuted for breaches. Any harm to native animals or damage to native vegetation resulting from Western Power work must be reported as an environmental incident to Western Power's Incident Hotline 1300 CALL WP (1300 2255 97).

Contractors must comply with the *Vegetation and fauna impact management procedure (EDM 43625014).*

4.21 Aboriginal Heritage

Under the *Aboriginal Heritage Act 1972 (WA)* it is an offence to alter or in any way damage an 'Aboriginal heritage site' as defined in the Act (registered or unregistered), namely places and objects of cultural significance customarily used by or traditional to the original inhabitants of Australia or their descendants. Damage to 'Aboriginal heritage sites' without the necessary approvals may lead to prosecution.

Archaeological heritage relates to the physical remnants of their occupation of land. These take the form of artefacts such as stone tools or chippings from making them, scarred trees, man-made structures such as fish traps, cave paintings, petroglyphs (rock engravings), shell middens and the like. Anthropological (ethnographic) heritage relates to the culture and incorporates sacred sites such as ceremonial grounds, initiation sites, gathering sites, dreaming mythology and creation legends.

Maintenance of the network or the construction of new infrastructure can potentially disturb or destroy a site that is significant to Aboriginals. By being aware of this possibility and by investigating the nature of our impacts, these heritage sites may be avoided and the important relationship with traditional land owners maintained.

Western Power will undertake a desktop assessment for planned projects. Where required, Western Power will seek approval or develop alternative proposals for managing any Aboriginal heritage risk in consultation with traditional owners. Any relevant approval conditions or instructions will be provided to the Contractor to be complied with.

4.21.1 Maintenance and field work

Maintenance involving new earth works has the potential to impact on the values of Aboriginal heritage sites. When conducting maintenance activities:

- All works that involve significant earth disturbance must be planned and conducted to avoid disturbance of Aboriginal Heritage Sites.
- If objects are found during earth works that are suspected of being of Aboriginal origin, works must stop immediately, and the discovery reported to the "Western Power Incident Hotline 1300 CALL WP (1300 225 597)" and the Western Power Representative by the onsite person in charge. A reasonable 'no work zone' must be established around the site to ensure the discovery will not be disturbed. Work may continue outside the 'no work zone'.
- in some circumstances, permission must be obtained to photograph Aboriginal heritage sites and material; advice should be sought from your Western Power Representative prior to undertaking this activity.

In the case of suspected cultural material (not being skeletal remains, such as stone tools or culturally scarred trees), the following guidance should be followed:

- Works must stop immediately at that location, temporarily block off the relevant area, establishing a 'no work zone' and contact the Western Power Representative to arrange an Aboriginal Heritage Advisor from the Western Power Environmental Contract Services Panel.
- The Aboriginal Heritage Advisor will inspect the material and determine whether the material is cultural and constitutes a newly discovered heritage site.
- Work must not recommence until advised by the Aboriginal Heritage Advisor.

In the case of skeletal material:

- Works must stop immediately at that location, temporarily block off the relevant area, establish a 'no work zone' and contact the Western Power Representative to arrange an Aboriginal Heritage Advisor from the Western Power Environmental Contract Services Panel.
- The 'skeletal material' is to be inspected to determine if it is animal or human. This should be completed by the Aboriginal Heritage Advisor.

- If the bones are human, the WA Police must be contacted along with the Department of Planning, Lands and Heritage. No work may resume.
- Work must not recommence until advised by the Aboriginal Heritage Advisor.

4.22 Noise

Noise from construction and maintenance works are both a hazard to the workforce and can impact the lives of third parties.

4.22.1 Occupational noise

Contractors must ensure that noise levels on site fully comply with statutory requirements. Where possible, Contractors should use low noise (i.e. suitably damped, silenced or acoustically treated) equipment. Machinery used intermittently should be shut down or throttled back in the periods between work. Contractors are also responsible for providing and ensuring the use of suitable hearing protection by their workforce.

Adequate risk controls must be in place to minimise adverse health effects relating to noise exposure. Controls must include the following:

- hearing protection must be worn when noise exceeds 85dB (A) for longer than 8 hours
- monitoring to be conducted where the risk of exposure to noise exceeds 85dB(A)
- signage indicating noise levels may exceed 85dB(A) and mandatory type of hearing protection to be worn in area
- Workers at risk of being exposed to noise levels that exceed 85db(A) must undergo a comprehensive baseline noise survey (audiometric test) as part of pre-employment medical assessment, with follow-up tests conducted every two years.

4.22.2 Environmental noise

All construction work undertaken by Contractors must comply with the *Environmental Protection Act 1986* (WA) and the *Environmental Protection (Noise) Regulations 1997* (the Noise Regulations).

The use of temporary or mobile generators deployed for planned maintenance or potential network peak management purposes is also subject to this requirement.

For work carried out between 7am and 7pm on any day which is not a Sunday or public holiday:

- The work must be carried out in accordance with control of noise practices set out in section four of *AS 2436-2010 Guide to Noise and Vibration Control on Construction, Demolition and Maintenance Sites*
- The equipment used must be the quietest reasonably available.

For work outside the hours detailed above, noise levels must either:

- Comply with the levels outlined in the Noise Regulations, or
- Be carried out in accordance with section four of *AS 2436-2010 Guide to Noise and Vibration control on construction, demolition and maintenance sites*, including
    - The equipment used must be the quietest reasonably available and for fixed plant, should be positioned to minimise noise impacts to neighbours
    - Neighbours must be advised of the work to be done at least 24 hours before it commences;
    - The Contractor must demonstrate that it was reasonably necessary for the work to be done out of hours; and

- Contractors will need to provide a Noise Management Plan to be submitted to the applicable local government authority, when work:
  - Is performed outside the hours of 7am and 7pm, Monday to Saturday or on a public holiday;
  - Is performed in close proximity to residential areas;
  - Is likely to generate unreasonable noise.

The Noise Management Plan must be submitted at least four weeks prior to the commencement of works, including any accompanying documents required by the local government. The Noise Management Plan must be approved prior to commencement of works.

It is recommended that Contractors engage suitably qualified noise consultants for the preparation of Noise Management Plans.

4.23 Hazardous substances and dangerous goods

Hazardous substances can have an adverse effect on human health. Many hazardous substances are also classified as dangerous goods. Oils, chemicals and other hazardous substances are used by Western Power to operate and maintain the network (see subsections below for more details on common hazardous substances and dangerous goods at Western Power locations). Without appropriate controls, these present a hazard to the workforce and the environment.

Contractors must identify any substances which are classified as hazardous substances or dangerous goods. Contractors must have controls in place to protect Workers from adverse effects due to potential exposure to these substances, including making Safety Data Sheets available to all Workers in relation to the safe handling, storage, usage and transportation of substances.

4.23.1 Asbestos

Asbestos Containing Material (ACM) means any material, object or product that contains Asbestos, with the three common types being Crocidolite (blue), Amosite (brown) and Chrysotile (white). Asbestos is a naturally occurring fibrous silicate mineral and considered a versatile product due to its ability to withstand heat, erosion and decay and its electrical, fire and water-resistant properties.

Asbestos is hazardous to human health when individual fibres within the material are allowed to escape into the air and inhaled. Fibres can penetrate the airways and tissues of the lung leading to illness such as Asbestosis, lung cancer and mesothelioma. Risk factors associated with these diseases include exposure duration, fibre type, genetic susceptibility and whether the individual is a smoker.

ACM has been identified at various Western Power locations, including buildings (e.g. roof sheeting, wall insulation, ducting, vinyl tiles, fire doors), network assets (e.g. gaskets, pillars, fuses, meter boards), fencing or contaminated soils.

Where Contractors undertake work that may disturb asbestos containing materials, asbestos registers must be consulted before work takes place and suitable SWMS developed that include asbestos specific controls. The register is available from your Western Power Representative.

If ACM is accidentally disturbed or discovered, work should stop immediately. The Contractor must inform the “Western Power’s Incident Hotline 1300 CALL WP (1300 2255 97)”and the Western Power Representative. No attempt should be made to remove the material without approval from Western Power.

Exposure to ACM may warrant the implementation of health surveillance as defined under the *Work Health and Safety Regulations 2022* (WA).

4.23.2 Polychlorinated biphenyls

Polychlorinated biphenyls (PCB) were historically used as insulators in transformers, capacitors, streetlight choke boxes and other electrical equipment prior to 1980. There is a potential for the presence of PCB when dismantling or servicing these items, or when involved in cleaning up spills or leaks. Due to the risk of PCB in modern transmission and distribution capacitors, this plant type must be treated as suspected of containing PCB regardless of age.

Contractors must appropriately manage PCB and equipment suspected of containing PCB to prevent exposure to Workers and the environment.

4.23.3 Sulfur hexafluoride

Sulfur hexafluoride (SF_6) filled equipment (such as switchgear and control gear), cylinders, evacuation and refilling devices, vehicles used for transporting SF_6 and buildings containing SF_6 filled equipment must be clearly identifiable and compliant with dangerous goods legislation.

Contractors involved in the handling, transport or storage of SF_6 or SF_6 equipment must be trained and competent and must comply with *AS IEC 62271.4:2015 High-voltage switchgear and controlgear – Handling procedures for sulphur hexafluoride (SF_6) and its mixtures*.

4.23.4 Electric and magnetic fields

The Australian Radiation Protection and Nuclear Safety Agency has established guidelines for public and occupational exposure to electric and magnetic fields (EMF). Western Power designs and operates its network assets to comply with the relevant guidelines for human exposure.

All Western Power radio systems are also licensed and operate at the frequency and power levels stipulated in the licence. This equipment is located on radio mast towers and on certain operational and non-operational buildings.

There are national and international guidelines (i.e. International Commission on Non-Ionizing Radiation Protection) for the level of occupational exposure to EMF emissions. Contractors must implement suitable arrangements to ensure exposure to EMF is within these guidelines.

4.24 Waste

Contractors are required to follow the ‘refuse, reduce, reuse and recycle’ hierarchy when managing waste associated with their work in combination with any health and safety risks that may apply. Additionally, waste must always be kept in a secure location to avoid potential escape causing littering or pollution.

Specific requirements are provided under the *Public Health Act 2016* (WA) for the provision of waste management as it relates to public health. Under the *Environmental Protection Act 1986* (WA) Contractors are required to ensure that pollution is prevented or minimised and contamination to the environment in which it operates is prevented or managed. Contractors are also required to comply with the *Environmental Protection (Controlled Waste) Regulations 2004 (WA)*, including providing copies of all tracking forms and receipts for any controlled waste disposal of Western Power assets.

Asbestos is a special type of controlled waste and separate requirements apply to its disposal, including wrapping and labelling prior to disposal at a licensed landfill.

4.24.1 Wood poles

Western Power encourages the reuse of redundant and untreated wood poles wherever possible, however, if Contractors are planning to make redundant wood poles available to third parties, this must be done in a manner that manages the associated risks and is approved by the Western Power Representative. For example, CCA treated wood poles cannot be reused, and untreated wood poles cannot be used for structural purposes.

Pole butts must always be disposed at an approved landfill site and cannot be reused under any circumstances. For more information refer to Western Power's *Redundant Wood Pole Disposal Standard (EDM 59515587)*.

5 Dictionary

Defined terms appear in this document as capitalised.

Defined term	Meaning
Actual control	The control of the actual work being performed at a specific work location on the general workplace.
Audit	A formal, scheduled evaluation of an activity or asset with pre-determined objectives, criteria and protocols to test compliance against expectations, implementation and/or performance.
Construction project	A Construction Project is defined under the WHS legislation as a project that involves construction work where 5 or more persons are, or likely to be, working at the same time at a construction site.
Consultation	Western Power and the Self-Managed Supplier must consult, co-ordinate and co-operate to ensure that there's a shared understanding of WHS risks. Western Power must verify that the Supplier does what they said they would do and has WHS systems that are current and relevant for the work they are conducting.
Contract	A legally enforceable agreement between two or more parties that sets out the terms and conditions under which goods and/or services will be provided.
Contract management	The process of systematically and efficiently managing Contract creation, execution and analysis for maximising operational and financial performance.
Critical risk controls	Critical Risk Controls refer to the specific strategies or methodologies the Supplier implements to mitigate critical risks identified related to the specific Scope of work in the contract.
Evaluation panel	A panel made up of relevant subject matter experts (e.g. Engineering and Design, ITC, HR, Operational Services, SEQT etc.) who conduct a quantitative and qualitative evaluation of the Supplier's technical submission. The composition of the Evaluation Panel will be determined by the specific contract being reviewed.
General control	The control of the general workplace. Note: Multiple factors (including prescribed activities, risk, and supplier maturity) determine whether Western Power retains General Control or transfers it to a Self-Managed Supplier
Hazard	An immediate risk of harm from injury, environmental damage and/or economic loss.
Impact	An outcome affecting people, the environment or property, whether adverse or beneficial, resulting from an asset or project's activities, products or services.
Impact (environment)	Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.
Management system	A structured and documented set of interdependent practices, process and procedures used by the managers and the workforce in a company to plan, direct and execute activities.
Objectives	Overall business goal, arising from customer, statutory, or other requirements, strategic business intent, WHSE policies, or other sources, that a business sets itself to achieve, and which is quantified where practicable.
Officer	An officer is a person who makes decisions, or participates in making decisions, that affect the whole, or a substantial part, of a business or undertaking and has the capacity to significantly affect the financial standing of the business or undertaking.

Defined term	Meaning
Person Conducting Business or Undertaking (PCBU)	For the purposes of the Work, Health and Safety Act 2020 (WA), a PCBU falls under the definition set out in Division 3, Section 5 'Meaning of person conducting a business or undertaking'.
Prescribed activity	Prescribed Activity means an activity carried out during the construction, commissioning, operation, maintenance or decommissioning of a network. To qualify as prescribed, the activity must be carried out at the site at which the network is located or is being constructed.
Principal contractor	A Principal Contractor is a PCBU with legislative responsibility for the WHS management and control of a workplace for a construction project. The Principal Contractor is generally accountable for all WHS risks and requirements associated to the workplace where the construction work is taking place, this includes specific duties under the legislation.
Responsible	A person(s) who complete the work under this Procedure and is directed by and answerable to an Accountable person(s). There is at least one role with a participation type of Responsible, although others can be delegated to assist in the work required.
Risk management	Comprises the identification, assessment and prioritisation of the impact of undesirable WHSE events and implementation of effective, preventive and corrective controls.
Safe System of Work	All aspects of the suppliers WHS systems and documentation to ensure the supplier can perform the works in a safe manner. These systems include corporate policies and procedures, checklists, registers, forms and work instructions used by the supplier in executing the works.
Safe Work Method Statement (SWMS)	A SWMS is a mandatory document that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. A SWMS also describes the specific methodology to be employed in order to complete the high-risk activities in a safe manner
Subcontractor	A workforce not directly employed by a supplier that is engaged by the supplier to complete specific parts of the scope.
Supplier	A party that supplies materials, goods and/or services under a Contract with Western Power.
Worker	Under the WHS legislation a worker is a person who carries out work in any capacity for a person conducting a business (PCBU) or undertaking, including any of the following: • an employee • a contractor or subcontractor • an employee of a contractor or subcontractor • an employee of a labour hire company who has been assigned to work in the person's business or undertaking • an outworker • an apprentice or trainee • a student gaining work experience a volunteer – except a person volunteering with a wholly 'volunteer association' with no employees (whether incorporated or not).

6 References

- *Aboriginal Heritage Act 1972 (WA)*
- *AS 2436-2010 Guide to Noise and Vibration control on construction, demolition and maintenance sites*
- *AS 4741-2010 – Testing of connections to low voltage electricity networks*
- *AS 5804.1 2010 High-voltage live working - General*
- *AS 5804.2-2010 High-voltage live working - Glove and barrier work*
- *AS 5804.3-2010 High-voltage live working - Stick work*
- *AS 5804.4-2010 High-voltage live working - Barehand work*
- *AS IEC 62271.4:2015 High-voltage switchgear and controlgear - Handling procedures for sulphur hexafluoride (SF6) and its mixtures*
- *AS/NZS 1270:2002 Acoustics – Hearing protectors. Hearing protection must be worn for the appropriate decibel (dB) noise level that is to be encountered.*
- *AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications*
- *AS/NZS 1337.6:2012 Personal eye protection.*
- *AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective equipment*
- *AS/NZS 1716:2012 Respiratory protective devices.*
- *AS/NZS 1801:1997 Occupational Protective Helmets.*
- *AS/NZS 2161.1.2016 Occupational protective gloves against chemicals and micro-organisms.*
- *AS/NZS 2210 Occupational protective footwear and be lace up (no elastic boots) and provide ankle support*
- *AS/NZS 2225:1994 Insulating gloves for electrical purposes*
- *AS/NZS 3760:2010 In-service inspection and testing electrical equipment*
- *AS/NZS: 4308:2008 Procedures for the collection, detection and quantitation of drugs of abuse in urine*
- *AS4308:2008 Procedures for specimen collection*
- *Code of Practice - Confined Spaces (WA) 2022*
- *Code of Practice - Excavation (2022)*
- *Code of Practice: First aid in the workplace 2022*
- *Contaminated Sites Act 2003 (WA)*
- *Electricity (Network Safety) Regulations 2015*
- *ENA NENS 09-2014 National Guideline for the Selection, Use and Maintenance of Personal Protection Equipment for Electrical Arc Hazards.*
- *Environmental Protection (Controlled Waste) Regulations 2004 (WA)*
- *Environmental Protection (Noise) Regulations 1997*
- *Environmental Protection (Unauthorised Discharges) Regulations 2004 (WA)*
- *Environmental Protection Act 1986 (WA)*
- *I.S EN 388:2016 Protective gloves against mechanical risks*
- *ISO 45001:2018 Occupational health and safety management systems*
- *ISO 14001: 2016 Environmental management systems*
- *Public Health Act 2016 (WA)*
- *Work Health and Safety Act (WA) 2020*
- *Work Health and Safety Regulations (WA) 2022*

7 Related documents

Title	EDM reference
Confined space procedure	43680274
Contaminated sites procedure	30266682
Depot Pack contractor access and installation	44678992
Distribution Commissioning Manual	34137510
Electrical permit to work procedure	34141096
Electricity System Safety Rules (ESSR)	41392645
Engagement, consultation and communication procedure	34280312
Environment and land access in operations work instruction	41050794
Fire precautions work instruction	43657515
Golden Safety Rules	41205405
Helicopter Management Procedure	27756216
High Voltage Live Work Manual	52790811
Incident management procedure	34255745
Lifting operations procedure	43682860
Live working procedure	34235231
Managing and assessing low voltage customer assets at the network interface procedure	32264496
Network authorisation procedure	27980613
Personal protective equipment (PPE) procedure	27090942
Redundant Wood Pole Disposal Standard	59515587
Safety, Health and Environment Management Standard	32254910
Service Connection Test Form	53524514
Service Connection Test Guideline	53525817
Vegetation and fauna impact management procedure	43625014
Working at heights procedure	34292997
Workplace Health, Safety and Environment Requirements for Contractors Manual consultation register	46375674

8 Review

This manual will be reviewed and evaluated by the content owner at least once in every three-year period taking into account the purpose of the manual and the outcome of the compliance review.

9 Content owner

Full name	Role title	Business unit
Raff Moshfiq	WHS CLMF Risk Team Lead	SEQT

10 Content approver

Full name	Role title	Business unit
Andy Shaw	Head of Function	SEQT

11 Accountabilities

SEQT HOF — Accountable for publishing the approved version of this manual.

If you have any questions in relation to this manual, please contact either the Head of SEQT or Assurance Manager.

12 Approval history

Version	Approved by	Date of approval	Notes
1	Richard Gough, Head of Safety, Health and Environment	04/06/2015	First issue. New document created under the WHSE Management of Contracts Procedure.
2	Claire Royston, Head of Safety, Health and Environment	30/09/2015	Document level changed from procedure to guideline. References to WHSE standards within the document changed to procedures.
3	Don Ogilvie, Acting Head of Safety, Environment, Quality and Training	03/01/2018	Major review with more detail around WP procedural requirements. Added span of control. Section 1.4 Work Practices Project Phase 3 changes
4	Claire Royston, Head of Safety, Health and Environment	27/09/2018	Major review with specific references to mandatory procedures. Appendix 1 added with all mandatory documents.
5	Andy Shaw, Head of Safety, Environment, Quality and Training	13/02/2023	Document level changed from guideline to manual. Major review to align with impending WHS Contract Lifecycle Management Framework.

Appendix 1: List of Western Power SHE Management System Documents

Contractors must comply with each of the Western Power SHE Management System Documents listed in this Appendix.

Document Classification	Document Title	EDM Number
Form	1.1 - High voltage overhead powerlines - DCF	21584553
Form	1.2 - Low voltage overhead lines - DCF	22138998
Form	1.3 - Low voltage aerial bundled conductor - DCF	21583726
Form	1.4 - High voltage aerial bundled conductor and Hendrix spacer cable - DCF	23994096
Form	2.1 - High voltage XLPE cable - DCF	21540116
Form	2.2 - High voltage mixed cable - DCF	21535022
Form	2.3 - HV paper-insulated belted cable - DCF	21944117
Form	2.4 - HV paper-insulated screened cable - DCF	21951092
Form	2.5 - Low voltage XLPE cable - DCF	21536808
Form	2.6 - Low voltage cable with/without pillars -DCF	21635344
Form	2.7 - Steel standard streetlights - DCF	33981562
Form	2.8 - SPUDS single-phase to three-phase pillar - DCF	27007034
Form	2.9 - Pole to pillar - DCF	34034804
Form	3.1 - MPS distribution transformer - Commissioning - DCF	24253324
Form	3.1 - MPS distribution transformer - Decommissioning - DCF	29854219
Form	3.2 - Non-MPS distribution transformer - Commissioning - DCF	24981587
Form	3.2 - Non-MPS distribution transformer - Decommissioning - DCF	29855006
Form	3.3 - Single-phase transformer (pole- mounted/pad-mounted) - DCF	23932817
Form	3.4 - Three-phase pole-mounted transformer - Commissioning - DCF	24238157
Form	3.4 - Three-phase pole-mounted transformer - Decommissioning - DCF	30562085
Form	3.5 - SWER isolation transformer (pole- mounted) - DCF	24293616
Form	3.6 - SWER isolation transformer (ground- mounted) - DCF	25344754
Form	4.1 - Earthing system resistance testing (all equipment) - DCF	21631145
Form	4.10 - Low voltage kiosk - DCF	21613761
Form	4.11 - NOJA pole-mounted automatic control recloser - DCF	32271371
Form	4.2 - Nu-Lec load break switch/sectionaliser - DCF	21734095
Form	4.3 - Nu-Lec pole-mounted automatic control recloser - DCF	21543658
Form	4.4 - Pole-top switch - DCF	21640904
Form	4.5 - Pole-mounted capacitor bank - DCF	21638217
Form	4.6 - High voltage single-phase underground rural supply fuse switch DCF	21823418
Form	4.7 - Voltage regulator (closed Delta connection) - DCF	22105433

Document Classification	Document Title	EDM Number
Form	4.8 - Voltage regulator (Star connection) - DCF	24601112
Form	4.9 - High voltage ring main switchgear - DCF	21611007
Work Instruction	Assessing a stored or on-site wood pole	41885522
Procedure	Confined space	43680274
Work Instruction	Controlling damaged or faulty customer installation assets in public areas	41886099
Work Instruction	Customer installation assets at the network interface	41899675
Work Instruction	Customer requested appointments	41853904
Work Instruction	Decommissioning cables	41857864
Work Instruction	De-energising a SWER Transformer for Service Core Replacement	41891333
Form	Department of Biodiversity, Conservation and Attractions (DBCA) notification form	34324792
Work Instruction	Depot Pack contractor access and installation	44678992
Work Instruction	Disconnecting a service prior to a building demolition	41886102
Manual	Distribution commissioning	34137510
Work Instruction	Earthing cable screens in HV switchboards fitted with frame leakage protection	41854953
Procedure	Electrical permit to work	34141096
Standard	Electrical Systems Safety Rules (ESSR)	41392645
Work Instruction	Environment and land access in operations	41050794
Work Instruction	Erecting poles through energised LV conductors	41895833
Work Instruction	Escorting a restricted access vehicle	41890235
Procedure	Excavation and trenching	43740956
Work Instruction	Extinguishing pole fires	41890826
Work Instruction	Fire precautions	43657515
Standard	Golden Safety Rules	41205405
Work Instruction	Hazardous substances and dangerous goods	41139433
Procedure	Helicopter Management	27756216
Work Instruction	High power tools	43610967
Manual	High Voltage Live Work Manual	34059310
Work Instruction	Identifying and proving status of cables	41857364
Procedure	Incident management	34255745
Work Instruction	Induced voltage in isolated conductors/apparatus	41854206
Work Instruction	Installing and testing unmetered supply services	41855230
Work Instruction	Installing portable earths on drop-out fuses	41872964
Work Instruction	Insulator Washing and Siliconing	43659740

Document Classification	Document Title	EDM Number
Work Instruction	Key site responsibilities	41862632
Work Instruction	Land restoration management	31147883
Work Instruction	Laying, pulling and bedding cables	41855257
Procedure	Lifting operations	43682860
Procedure	Live working procedure	34235231
Work Instruction	Low voltage shorts (underground)	41880366
Work Instruction	Maintaining and replacing down earth assemblies	41862205
Work Instruction	Batteries, battery chargers and DC/DC converters	41826497
Work Instruction	Responding to damaged or faulty steel streetlight poles	41855137
Work Instruction	Maintaining overhead service cables	41891561
Work Instruction	Earth wires and earth return wires	41872758
Procedure	Managing and assessing low voltage customer assets at the network interface	32264496
Work Instruction	Managing Environmentally Sensitive Areas	29557965
Work Instruction	Inspecting assets using a camera	29826863
Work Instruction	Network incident evidence retention	43632947
Guideline	Noise compliance requirements for distribution transformers	31178895
Work Instruction	Environmental, planning and heritage approvals	43027773
Work Instruction	Pole assessment and support prior to altering the load	41867151
Work Instruction	Portable earthing and shorting equipment	41895845
Work Instruction	Powerwatch security lighting	41854215
Work Instruction	Reinforcing wood poles	41862066
Work Instruction	Removing embedded poles and legacy reinforcement	41869291
Work Instruction	Removing pitch from cable boxes	41861703
Work Instruction	Replacing a meter panel	41888335
Work Instruction	Replacing fuses using Rezap Fault Master or Kelvatek Fusemate	41856960
Work Instruction	Revenue meter maintenance, removal and replacement	43635644
Manual	Workplace Health, Safety and Environment Requirements for Contractors	34193785
Work Instruction	Sealing revenue meters, fuses and terminal blocks	41890669
Work Instruction	Secondary isolations	41855140
Form	Service Connection Test Form	53524514
Guideline	Service Connection Test Guideline	53525817
Work Instruction	Service De-energisation/Re-energisation and Disconnection/Reconnection	41885504
Work Instruction	Steel conductor repair	41872278

Document Classification	Document Title	EDM Number
Manual	Switchgear Instruction Manual 1	23792120
Manual	Switchgear Instruction Manual 2	24256725
Work Instruction	Temporary Pole Support Device	41866246
Work Instruction	Using Tags	41848067
Procedure	Vegetation and fauna impact management	43625014
Work Instruction	Vegetation Management for Lineworkers	41856061
Procedure	Waste Management	34285657
Procedure	Network authorisation	27980613
Procedure	Working at heights	34292997
Work Instruction	Working Near Gas Mains and Petrol Stations	41854870
Work Instruction	Working on Existing Cables and Moving Earth Electrodes near Telstra Pits	41860795
Work Instruction	Working on Pillars and separating Schneider Electric RM6 RMU Kiosk from support stand	41895363
Work Instruction	Working on Substation Earthing	46201164