Safety, health and environment requirements for contractors

2018

DOCUMENT CONTROL

Document Name	Safety, Health and Environment Requirements for Contractors
Document EDM	34193785

Author/ custodianship

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Document version history

Version	Date	Amendment
1	04/06/15	New document created under the SHE Management of Contracts Procedure
2	30/09/15	Document level changed from procedure to guideline. References to SHE standard within the document changed to procedures.
3	03/01/2018	Major review with more detail around WP procedural requirements. Added span of control and process flow chart. Section 1.4 Work Practices Project Phase 3 changes
4		

Related / referenced documents

Document title	Document EDM
Electrical System Safety Rules (ESSR)	41392645
Golden Safety Rules	41205405

Review and authorisation

Version	Approved by	Signature	Date approved	Next review date	Comments
1	Richard Gough, Head of Safety, Health and Environment	*Richard Gough*	08/06/2015	May 2018	First issue
2	Claire Royston, Head of Safety, Health and Environment	*Claire Royston*	30/09/2015	Sept 2018	Document level changed from procedure to guideline.
3	Don Ogilvie, Acting Head of Safety, Environment, Quality and Training	*Don Ogilvie*	03/01/2018	03/01/2021	Major review. Section 1.4 Work Practices Project Phase 3 changes

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1 INTRODUCTION

1.1 Commitments

Western Power is committed to continually improving the safety and health of its employees and suppliers, reducing the risk its assets and activities present to the community as well as sustainable environmental management.

Western Power has legal responsibilities to ensure suppliers are competent to manage the SHE aspects of their work and provide all relevant information concerning those SHE matters under the control of Western Power necessary to enable the supplier to carry out their work safely.

All suppliers are reminded that they also have legal responsibilities to organise and carry out their work in such a way as to ensure the safety and health of anyone who may be affected by their work and to minimise their impact on the environment.

1.2 Scope

This document primarily applies to suppliers that provide an operational service, i.e. a 'contractor' that undertakes physical work for Western Power, rather than a supplier that provides professional services such as designs or reviews, or simple supply of goods and materials. Notwithstanding this, it also applies to those suppliers of goods and materials that deliver to locations where SHE risks are present, such as substations or in proximity to the network, or suppliers of professional services who inspect or do minor works onsite. These suppliers will be hereon in referred to as 'Contractor(s)'.

1.3 SHE requirements for Contractors

This document describes Western Power's general SHE requirements, additional requirements when working on or near the network undertaking Prescribed Activities in accordance with the *Electricity (Network Safety) Regulations 2015* and details how Western Power evaluates the competence of potential Contractors to adequately manage SHE risks and deliver safe outcomes. The requirements are to be applied in a manner appropriate to the work being undertaken and should not be considered as a substitute for specific arrangements 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.

Contractors must ensure that they have current versions of any relevant Western Power information, including this document and others referenced in the terms and conditions of the contract, before commencing work.

1.4 Update on Work Practice Manuals

From 28 February 2018, Western Power's Work Practice Manual and Transmission Substation Work Practice Manual are replaced with a more targeted number of procedures, work instructions, manuals and guidelines which form part of Western Power's SHE Management System accessible via the 'new' Depot Pack.

As a result, from 28 February 2018 Contractors are no longer required to follow the Work Practice Manual and Transmission Substation Work Practice Manual but pursuant to this document must comply with all of the requirements set out in the procedures, work instructions, manuals and guidelines contained in Western Power's SHE Management System (**the WP SHE Management System Documents**).

Any Contractors who cannot access the 'new' Depot Pack or who otherwise have questions in relation to the transition from the Work Practice Manuals must immediately contact their Western Power representative.

2 GENERAL REQUIREMENTS

2.1 Safety, health and environmental management systems

Contractors are primarily responsible for the SHE management of their work including that undertaken by all tiers of subcontractors working for them. Contractors must comply with their obligations under the *Occupational Safety and Health Act 1984* (WA) (and any legislation made for the purposes of modernising this Act), *Environmental Protection Act 1986* (WA) and all other relevant legislation and requirements. Where no specific legal requirements exist which specify how a contractor is to discharge its SHE obligations, contractors must, as a minimum, comply with guidance issued under relevant Australian Standards, Codes of Practice or recognised Industry Standards.

To ensure compliance with SHE legislation and to minimise SHE risks, it is expected that all Contractors will have an established SHE Management System that aligns to recognised standards such as AS/NZS 4801:2001 *Occupational health and safety management systems* and *AS/NZS ISO 14001: 2016 Environmental management systems*.

Contractors are responsible for ensuring the requirements in this document are met throughout their engagement with Western Power and incorporated into their SHE Management System. Work must also meet the requirements of any other SHE arrangements stated in the contract terms and conditions as well as the WP SHE Management System Documents . It is expected that Contractors will align their own SHE 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 arrangements and comply with all SHE legislative requirements.

2.2 Roles and responsibilities

Western Power requires each Contractor to demonstrate that it is competent to manage the SHE 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 project or site-specific SHE risks that Wester 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
- inform contractors of any change in the scope of works
- monitor Contractor compliance with contract terms and conditions, the SHE Management Plan and the requirements set out in this document

- review SHE performance throughout the lifetime of the contract and, as required, provide feedback to the Contractor
- provide relevant Western Power SHE Management System Documents
- provide access to the SHE Management System via the 'new' Depot Pack where required

Contractors must:

- be competently resourced to complete work under contract prior to acceptance
- provide a tender submission that meets the requirements of the request for tender or proposal and the requirements in this document
- comply with all aspects of SHE legislative requirements and the contract terms and conditions
- comply with Western Power's SHE Management System documents, contract terms and conditions and scope of work
- ensure their personnel (including subcontractors) have access to and a thorough understanding of all relevant Western Power SHE Management System documents.
- identify and manage SHE risks associated with their work
- prepare a site-specific SHE Management Plan that meets the requirements of this document and (as relevant) the *Occupational Safety and Health Regulations 1996* (WA) prior to the commencement of work under the contract and implementing the plan
- ensure that site-specific requirements, for example land access requirements, approval conditions or Environmentally Sensitive Area (ESA) procedures, have been obtained prior to undertaking work and incorporating these into the Contractor's SHE Management Plan
- maintain a list of all their employees (including subcontractors) and their competencies and make this list available when requested
- select, manage, supervise, monitor and review subcontractors appropriately
- report all SHE incidents to the Western Power Incident Hotline within 60 minutes of the incident
- report all complaints from the public to the Western Power Representative
- communicate all Western Power SHE bulletins to employees including any subcontractors
- provide SHE data to Western Power at the end of working day two in accordance with the terms and conditions of the contract
- participate in any consultation meeting required to enable Western Power to comply with its duties under SHE legislation.

2.2.1 Span of control

Span of control is the ratio of supervisors and SHE professionals to crew personnel. 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 shall be agreed with Western Power during contract negotiations. The determined ratio must be complied with throughout the term of the Contractor's contract.

The number of supervisors, SHE 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 SHE professionals shall be tertiary level qualifications in safety, health or environment (i.e. Certificate IV, Diploma, Bachelor degree).

The need for specialist environmental professionals shall 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 shall be tertiary level qualifications in environmental management and, or science.

Where the contractor nominates to subcontract any part of the works, the primary contractor must demonstrate compliance with minimum span of control for supervision and SHE professionals in addition to the subcontractor for their part of the works.

Table – Span of control minimum requirements

No. of site personnel	Supervisors (minimum ratio of 1:15)	SHE professionals (minimum Certificate IV in Work Health & Safety)	Administrative Support
0-19	1-2	Nil, with other arrangements to be agreed with Western Power, such as access to SHE consultants or some SHE 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

2.2.2 Subcontractor management

The use of subcontractors must be agreed with the Western Power Representative during the tender process or prior to undertaking the works. The Western Power Representative will require details of these companies, the work they will undertake, and the duration, number and competencies of employees (both contractor and sub-contractor) prior to commencing work under contract.

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 SHE management system in place.

2.2.3 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 employees (including subcontractors) behave and dress professionally and in accordance with SHE standards at all times as well as maintaining high standards of housekeeping.

2.2.4 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.

2.3 Risk management

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

The hierarchy of controls below must be used to manage risks:

1. elimination
2. substitution
3. engineering
4. administration
5. personal protective equipment (PPE).

Elimination and substitution are better controls than administration and PPE since they result in a greater level of risk reduction, and are to be considered first and used wherever reasonably practicable.

It is recognised that contractors will operate different risk assessment and recording methodologies, however all risk assessment processes are to meet the following requirements:

- assessments must be completed prior to work commencing
- assessments must be reviewed and revised as regularly as necessary, in light of changing conditions (including those specific to a site), to ensure the controls remain effective
- assessments are to be documented, copies kept for the life of the contract, and copies provided to Western Power upon request
- where risk assessments indicate that a Safe Work Method Statement (SWMS) or similar document is required as part of the controls identified or as a result of legislative

requirements (e.g. if the work meeting the definition of 'high risk construction work' in the *Occupational Safety and Health Regulations 1996* (WA)), the SWMS must be developed sufficiently in advance to allow co-ordination of those works with any subcontractors and relevant third parties

- contractors are responsible for ensuring cooperation and coordination of risk assessments, controls and communication between contractors and subcontractors on site, such as ensuring that all subcontractors have SWMS for all high risk construction work they conduct
- contractors must undertake effective monitoring, review and audit of risk assessments and SWMS.

Where necessary, Western Power may review and make recommendations regarding the suitability of contractor risk assessments and SWMS. Western Power does not 'approve' SWMS or other contractor risk management documents and the legal responsibility to eliminate or reduce risks to as low as reasonably practicable is the contractor's responsibility.

2.4 Training and communication

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

Records of training and certificates of competence of all contractor and subcontractor staff must be provided to the Western Power Representative prior to starting the work under contract and be maintained in real time and kept readily available for inspection and audit purposes.

2.4.1 Inductions

Effective induction ensures that individuals understand the SHE systems and processes that apply to a particular company and, or site. Contractors must provide all their personnel, subcontractors and visitors with a suitable and sufficient SHE 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 upon request.

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

2.4.2 Authorisations

Contractors must ensure that all personnel (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.

Any person working for Western Power on a construction site (including maintenance) requires a Network Authority Card (NAC). Each card must be under the name of the relevant primary contractor company. The instructions on how to obtain NACs are available from the Western Power Network Authorisation Team via the Western Power Representative.

Contractors entering Western Power substations must have Substation Entry Level 1 or 2 authorisation (depending on the type of work) as well as the NAC and any other authorisations relevant to the specific type of work to be conducted. Where required, Western Power-specific

training is available from Power Training Services, Western Power's registered training organisation.

NACs remain the property of Western Power and must be returned when the employee is no longer working on behalf of Western Power, or a statutory declaration must be provided if a card has been lost, stolen or cannot otherwise be returned to Western Power. Failure to return cards may result in new cards not being issued to contractors.

2.4.3 Communications

Clear and effective SHE communication improves knowledge and understanding that prevents risk behaviours and enhances safe work practices.

Effective communications with contractor personnel (such as tool box talks) must be used to maintain high standards of SHE awareness during works, such as advising personnel of changing circumstances as a project progresses. Discussions must be led by a person competent on relevant topics.

Any Western Power specific information provided to the contractor by the Western Power Representative, such as updates to this document or SHE bulletins containing learnings from incidents, must be disseminated by the contractor to relevant personnel including subcontractors.

Contractors must record daily pre-job briefings and tool box discussions, keep copies for the life of the contract and make these available upon request.

2.5 Consultation

The Contractor 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.

2.6 Fitness for work

Contractors are required to have processes in place to ensure personnel (including subcontractors) are fit for work each and every working shift.

2.6.1 Drugs and alcohol

Contractor personnel must present themselves for work free from alcohol and illicit drugs and not consume these during work hours.

To ensure a safe working environment, all contractors must have and implement their own procedures for testing and managing their employees that includes:

- pre-employment testing
- for cause testing
- random testing, ensuring adequate coverage of personnel (minimum of once per year per employee)
- testing methodologies, which must be by breath analysis for alcohol and a urine screen for drugs that complies with AS4308 (note that oral-based drug screens are not acceptable)
- levels which trigger a positive result, which must be 0.00 blood alcohol concentration and anything above the cut off levels for drugs as set out in AS4308

- management of non-negative results including return to work requirements.

Western Power may require drug and alcohol testing for all those involved following any incident where the use of drugs or alcohol is reasonably suspected. Contractors are required to co-operate with this requirement.

The legal use of prescribed medications may also have an impact on an individual's capability to perform work safely. Contractors must have a process for recording and managing declared prescription medication as part of an individual's fitness for work assessment and retain records of decisions made authorising a person to work whilst taking the declared medication.

2.6.2 Disabilities in the workplace

Employees with disabilities should receive equal treatment at work. Specific risk assessments, reasonable adjustments and training should be used which takes into account an individual's capabilities. For example, employees with disabilities may require additional protective clothing and equipment for use at work.

2.6.3 Injury management

All contractors must maintain suitable and sufficient workers compensation insurance, as required in the contract.

Contractors must ensure that injured or ill employees 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 employees with quality medical care
- communication between the contractor supervisor, employees and medical professionals regarding return to work expectations, including phased return to work plans
- job modifications where possible to accommodate injured employees or the identification of job alternatives, whether permanent or temporary.

2.6.4 Heat stress

Contractors must conduct risk assessments and implement appropriate controls for the management of heat stress, including the provision of cooling (where practicable), drinking water and rest periods.

2.6.5 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 employees 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 should not be split.

2.7 Inspections

Contractors are required to undertake regular SHE 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 3.8 for inspection requirements of vehicles, plant and equipment. The frequency of these inspections should be based on the risk to personnel, 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 SHE 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 at their own expense.

2.8 Incidents and emergency response

2.8.1 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 on 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 will 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.

2.8.2 Hazards

A hazard is an object or a behaviour which poses a risk to something when interacted with in a certain way. 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 and to report those hazards to Western Power.

Western Power operates a hazard reporting process via hazard postcards and a mobile app. Details of how to download the app or obtain postcards are available from the Western Power Representative.

2.8.3 Investigations

Western Power requires all SHE incidents (accidents and near-hits) and hazards, involving employees, contractors 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 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, Western Power may wish to undertake a joint or complementary investigation and will require access to information relating to the incident as detailed in the contract terms and conditions. Corrective actions will also be recorded in Western Power's incident management system. Examination of accidents and incidents will, in any event, form part of the normal process of contractor performance reviews undertaken by Western Power.

2.8.4 Emergency response

Contractors are required to have site-specific procedures for emergency response where they are in control of a site. These should address issues such as rescue plans, emergency contacts and communication, training and responsibilities, first aid, nearby hospitals, evacuation, muster and alternative muster points, equipment and response to fires, bombs (including unexploded ordinances), 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.

3 UNDERTAKING WORK

When reading this section, please refer to additional requirements within Western Power's SHE Management System Documents, available in 'Depot Pack' or from your Western Power representative.

3.1 Working on or near the network

Work on the network (i.e. on or in proximity to conductors) is considered a Prescribed Activity under the *Electricity (Network Safety) Regulations 2015* and is covered by Western Power's SHE Management System including the Electrical System Safety Rules (ESSR).

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

maintenance or decommissioning of the network, the activity is not in connection with the network unless it is carried out within 6 metres of the network.

The ESSR outlines the minimum electrical safety standards for personnel 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 SHE 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.

3.2 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.

Everyone has the authority to stop work if it's unsafe or the minimum safety requirements are not in place.

Contractors must also comply with the Golden Safety Rules. A copy of the Golden Safety Rules is available on the Western Power website.

3.3 Personal protective equipment

The use of personal protective equipment (PPE) is the last line of defence in the hierarchy of risk controls (see Section 2.3) 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:

- 100% cotton high-visibility clothing
- minimum 6.5 Cal rated clothing if working within 3 metre danger zone of live electrical apparatus
- long trousers and a long-sleeved shirt or overalls buttoned to the wrist
- protective foot wear (safety boots or shoes relevant to the risk and working conditions)
- medium impact eye protection, if relevant for the task
- head protection, if relevant for the task.

Some operational activities will require additional PPE, dependent on the task, such as:

- clothing with a higher Cal rating commensurate to the risk associated with the works being conducted
- arc flash Protective Clothing and Hoods
- wet weather gear
- protective footwear
- chainsaw PPE
- disposable coveralls
- hearing protection
- face protection
- hand protection (including insulated gloves where necessary)
- respiratory protection
- eye protection
- welding protection
- working at height PPE
- rescue kit – LV switchboard panel.

3.4 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 breaks in accordance with the standard hours of work and rest, 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.

3.5 Fire

Contractors are required to assess the risk of fire for all work and reduce the risk as far as reasonably practicable.

As a minimum, contractors must meet the requirements within the Western Power Fire Precautions Work Instruction, including:

- number and type of fire-fighting equipment required on vehicles on a work site
- management of the risk of fire from tasks during the fire season (as determined by the Department of Fire and Emergency Services, but usually October to March)
- implementation of controls when driving off-road during Total Fire Bans (as issued by the Department of Fire and Emergency Services) and Harvest and Vehicle Movement Bans (as issued by the applicable local government).

During the fire season, Contractors must check the Department of Fire and Emergency Services website for Fire Ban Information and contact the relevant local government Fire Control Officer to determine if any other bans are in place such as Harvest and Vehicle Movement Bans.

3.6 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.

3.7 Site management

Contractors who have direct control of a site are responsible for the operation and management of that site. In the case of depots, substations, field operations and construction sites that are under Western Power's direct 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 SHE 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 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, including identification armbands for team leaders, safety observers and site coordinators, where required.

3.7.1 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 3.7.2 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, such as Job Risk Assessment (JRA) or Workplace Risk Assessment Plans (WRAP), for all personnel, new arrivals and visitors.

3.7.2 Traffic management

Contractors are responsible for managing traffic risks on roads and road verges that form part of, or are adjacent to, a work site under their control. Adequate precautions must be taken at all times to protect personnel, the site, associated plant, and the general public.

Where work will, or is likely to, cause an obstruction of any public road, contractors are required to develop and implement a Traffic Management Plan. This includes notifying and obtaining approvals (where required) from Main Roads WA or the relevant local government in control of the road.

A copy of the approved Traffic Management Plan must be submitted to Western Power for review before the commencement of works.

Contractors must comply with the WA Traffic Management for Road Works Code of Practice when working near public roads. Additional approval requirements may apply when working near/ on freeways or national routes.

The Traffic Management Plan must be available and communicated to all parties on site.

3.7.3 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.

3.8 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.

3.8.1 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 work commences, 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.

3.8.2 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.

3.9 Land access and biosecurity

Many Western Power assets are located on private land. Customers and private landholders must be treated with respect and courtesy when accessing such properties. Permits may be required for access to certain areas.

3.9.1 Access to or working near other infrastructure

Authorisations and permits may be required to access certain areas of the network that are near other infrastructure. Examples include:

- rail reserves
- gas pipelines, including special requirements for authority to access the Dampier to Bunbury Natural Gas Pipeline corridor
- water mains
- telecommunications infrastructure.

3.9.2 Conservation Estate

Land that is managed by the Department of Biodiversity, Conservation & Attractions (formerly Department of Parks & Wildlife) such as National Parks, Nature Reserves and Regional Parks, is referred to as Conservation Estate. There are approximately 20,000 Western Power poles and structures located in Conservation Estate.

Western Power has a formal agreement with the Department to give 10 business days' notice prior to entering any Conservation Estate for work purposes (this includes inspections, scoping, construction and maintenance by contractors). Contractors must contact the relevant district office of the Department, using the correct notification form (available from environment@westernpower.com.au), providing details of the type of work to be conducted. Contractors must comply with any instructions provided by the Department.

Contractors must plan for and provide appropriate equipment, such as biosecurity kits and mobile washdown facilities, whenever Conservation Estate will be accessed, to ensure that clean on entry requirements are met.

3.9.3 Private landowners and occupiers including agricultural land

All contractors must notify landowners or occupiers, wherever practical, of the intent to access their property. Contractors should inform them of the nature of the work and follow any instructions provided by the landowner or details on signs around the property. This might include entry restrictions, directions on the use of gates or tracks, instructions for areas infested by weeds or requirements for entry by foot at certain times of the year.

Western Power will, where possible, make landowner contact details available to contractors through the allocation of work or provide the contractor with access to the internal Geographical Information Systems (GIS). Alternatively, contractors should contact the Western Power Call Centre or regional depot.

Contractor vehicles, equipment and personnel must be free of soil, plant and animal material prior to entering any private property. Contractors must also plan for and provide appropriate equipment, such as biosecurity kits and mobile washdown facilities, to ensure that clean on entry requirements are met.

Any damage caused to private property must be reported to the landowner and Western Power's Incident Hotline on 1300 2255 97.

3.9.4 Erosion and sedimentation

Erosion mostly occurs on steep slopes or when soil has been disturbed through clearing vegetation, earthworks or driving heavy vehicles on sandy access tracks. This can lead to sedimentation of waterways and vegetation. Contractors are required to identify and manage the risk of erosion or sedimentation on work sites.

3.10 Environmentally Sensitive Areas

The Western Power Environmentally Sensitive Area (ESA) program ensures employees and contractors are informed of areas that require special considerations or precautions to be taken prior to and during work. Contractors will be liable for prosecution and remediation costs if any damage is caused to environmentally sensitive areas.

ESAs include those containing:

- rare fauna habitats
- declared rare and priority listed flora
- threatened ecological communities
- declared weeds
- parks and conservation covenants
- multiple chemical sensitivities.

ESAs are demarcated in Western Power's GIS database and included in asset data. There are also reflective green signs and strips on poles and gates in or near those areas in the field.

Contractors must obtain site-specific ESA procedures from Western Power's SHE Function (environment@westernpower.com.au or 0419 987 954) prior to any work commencing in an ESA.

Some ESA procedures require contractors to contact the Department of Biodiversity, Conservation & Attractions four weeks in advance of the work, utilising the correct notification form (available from environment@westernpower.com.au). It is important to obtain the procedures and contact the Department as soon as possible to ensure the work is not delayed.

Where there is a requirement to engage specialist botanical supervision for works within an ESA which cannot be provided by the Department, the contractor must contact their Western Power Representative to arrange these services.

3.11 Manual handling

Common soft tissue injuries can arise from undertaking hazardous manual handling tasks. Contractors must manage the risks associated with performing hazardous manual handling tasks to avoid these types of injuries. This requires systematically identifying, assessing and controlling those risk factors and the provision of manual handling information, instruction and training (including refresher training) to workers.

3.12 Working at height

Western Power has identified working at height as a critical risk and therefore requires strict arrangements to be in place. If there is any risk of a person falling, a risk assessment must be completed and steps taken to eliminate or minimise the risk of the fall through the application of the control measures in order of priority based on the hierarchy of controls. Where there is a risk of falling two or more metres, the risk assessment process must include the development of a SWMS in addition to the JRA. Contractors must document fall prevention strategies, such as permanent attachments, relevant to the work they are conducting on behalf of Western Power. This includes the management of exclusion/ drop zones underneath work being undertaken at height should items fall to the ground.

Western Power requires measures such as fixed platforms and mobile work platforms to be used where practicable in preference to ladders or attached climbing techniques. Where this cannot be achieved, there must be as a minimum:

- permanent attachment of the worker at all heights, and;
- two points of attachment at the working position with a suitable fall arrest shock absorber in series with at least one of the points of attachment.

Cover boards, barriers or crawling boards should be used where required in conjunction with other techniques. In all cases suitable fall prevention and/ or protection measures should be used, for example fixed barriers or safety harnesses and lanyards.

3.13 Lifting Operations

Lifting operations are known as a high risk activity, therefore require strict controls in place to protect both the workers and the public. 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.

3.14 Hot work

Particular precautions should be taken during hot work, i.e. any activity resulting in the use or creation of naked flames, heat or sparks. Risk assessments must be conducted prior to work commencing. This should consider items such as building fabric, materials stored in proximity to the work, evacuation of third parties and provision of fire-fighting equipment.

Specific precautions may need to be taken if hot work is proposed within a confined space, in the vicinity of gas mains or during fire bans.

Contractors are required to maintain a high standard of housekeeping, with flammable or combustible material being adequately controlled/ stored for the duration of the work. Contractors must ensure that prior to commencing hot work, an exclusion zone around the work area has been established using appropriate warnings, signage and barricading. If an exclusion zone cannot be achieved, a safety observer must be stationed in the area near the hot work.

Permits are required for hot work, unless it is being conducted under controlled conditions, such as within a workshop.

3.15 Confined spaces

There are a number of locations which Western Power defines as confined spaces, including cable tunnels and inspection pits. Work in confined spaces must be effectively planned and risk assessed before starting work.

Potential risks within confined spaces are the build-up of asphyxiant gases and the development of explosive or flammable atmospheres. 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.

Before starting any confined space work a 'Confined Space Entry Permit' (that has been accepted by Western Power) must be issued.

3.16 Excavations, trenching and ground disturbance

Excavation has the potential to be one of the most hazardous construction operations and Western Power has identified it as one of our critical risks. Excavation work may range from shallow trenching and simple foundation excavation to large and complex excavations for buildings and structures where the risk of serious injury and environmental impact can be significant.

All excavations and openings must be fully maintained with adequate structural support, and suitable access, egress and protection. Before commencing excavations, contractors must assess the risk associated with the work to be performed and implement an appropriate hierarchy of controls, to eliminate or reduce harm, injury and environmental damage.

Deep excavations represent a particularly hazardous working environment. Advice on the use of shoring, trench boxes and other ground support techniques such as stepping the side of excavations or battering back must be provided by a competent person.

In all cases where excavations are accessible to the public, suitable precautions to prevent falls or tampering with equipment and materials must be taken.

3.16.1 Barriers and egress

Contractors must conduct a risk assessment before commencing an excavation to identify the risks to employees and the public. Contractors must apply the control measures based on the hierarchy of controls (see Section 2.3) to prevent injury or harm to the workforce and the public. Additionally, excavations can pose a hazard to native animals in some areas, such as in Conservation Estate and where there are large areas of native vegetation. Suitable barriers, with safe access and egress must be provided.

3.16.2 Underground utilities

Dial Before You Dig enquiries must be made during the planning stage of work to identify and avoid underground utilities, such as communications, water, gas, sewer and the underground electricity network. Dial Before You Dig can be contacted on 1100 or www.1100.com.au. Contractors must identify underground utilities in proximity to them, and if necessary, obtain relevant permits and implement appropriate controls prior to carrying out work. Refer to Section 3.9.1 of this document for more information about permits when working in the vicinity of other utility infrastructure.

Contractors must ensure a competent person maintains supervision of employees when excavation work is being carried out.

Contractors must identify hazards, assess the risk and implement controls related to underground utilities and excavations. Contractors performing any excavations such as directional drilling, erecting poles, laying cables and any other process that displaces soil must implement the 4 “P” process: Plan, Pothole, Protect and Proceed.

Particular care regarding excavation must be taken in substation environments where cables are congested and may be difficult to locate accurately. In such circumstances method statements involving cable locating tools and safe digging techniques must be developed and agreed with the Western Power Representative prior to work commencing.

3.16.3 Contaminated sites

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), waste water contamination (e.g. sewer) or contaminated fill.

Known contamination

Western Power completes desktop assessments for planned projects and will complete intrusive investigations where applicable. Western Power will provide relevant information from its investigations to the contractor where contamination has been identified. If necessary, contractors may need to develop a project-specific contaminated site management plan detailing the management strategy for handling, storage, transport and disposal of contaminated, or potentially contaminated, material. The plan must be provided to the Western Power Representative for acceptance prior to work commencing and the contractor must implement and monitor the plan.

The Department of Water & Environmental Regulation has a Contaminated Sites Database that provides information about known contaminated sites. The absence of a site classification does not

mean that the site is free of contamination as unconfirmed sites are not available on the database. Consideration should still be given to the land use (e.g. ex-industrial, fuel storage or manufacturing land uses) and potential risks when planning work.

Unexpected contamination

If unexpected contaminated material is identified during works, contractors are required to stop work, barricade the area, contact the Western Power Incident Hotline on 1300 22 55 97**,** request the incident be escalated and await further advice from Western Power.

3.16.4 Acid sulfate soils

Acid sulfate soils naturally occur in soils and sediments containing sulphide minerals. In their natural state they are benign but produce sulfuric acid when exposed to oxygen during excavation and dewatering works. The acid generated can cause contamination of groundwater, wetlands and soil. Increased acidity can also corrode and reduce the life of concrete and steel structures. Construction and maintenance work that involves excavation and dewatering in high risk areas of acid sulfate soil have the potential to expose acid sulfate soils.

The desktop assessment and investigations completed by Western Power for planned projects will determine the risk of acid sulfate soils. If the risk is determined to be significant, the contractor must develop a project-specific acid sulfate soil management plan, including dewatering, detailing the management strategy for managing acid sulfate soils in alignment with the Department of Water & Environmental Regulation guidelines.

The plan must be agreed by the Western Power Representative prior to works commencing and the contractor must implement and monitor the application of the plan.

3.16.5 Dewatering

Construction dewatering is the removal of groundwater via mechanical extraction, such as pumps.

Western Power completes desktop assessments for planned projects involving dewatering. Subject to the nature and location of the works, Western Power will require the contractor to develop a project-specific dewatering management plan detailing the management strategy for the dewatering activities.

Where emergency dewatering is required, contractors must not discharge into drains or surface water without approval. Contractors should call the Western Power Incident Hotline on 1300 225 97 (1300 CALL WP), request the incident be escalated and await further advice from Western Power.

3.17 **Protection of native plants and animals**

The south-west of Western Australia (WA) is an international biodiversity hotspot with a large number of plant and animal species that are not found anywhere else.

3.17.1 Native plants and vegetation

Any plant that is native to WA is protected and unauthorised clearing is an offence and can result in prosecution.

Clearing includes not only the cutting or removal of vegetation but also damage by driving vehicles on vegetation.

If clearing is required, contractors must receive authorisation from Western Power's SEQT Function via environment@westernpower.com.au before undertaking the clearing.

Contractors must ensure they have copies of all clearing permits and environmental approvals and must follow all instructions in design drawings, project specific SHE Management Plans and works packages, and be aware of the significance of plants marked by flagging tape, roadside flora markers ('hockey sticks') or ESA signs when working on the network.

3.17.2 Animals

Native animals are protected through state and federal legislation. Contractor work can impact animals in a variety of ways, including removal of habitat, the introduction of weeds and disease, disturbance to wetlands, increased noise emissions and pollution.

Contractors must not harm native animals or damage their habitat including nests or dwellings unless approval has been obtained by Western Power and communicated to the contractor, usually through a SHE Management Plan. Works must be planned to minimise impacts to animals, for example the use of appropriate barriers in open excavations or provision of escape routes to prevent trapping of animals.

Any harm to native animals or damage to habitat resulting from Western Power work must be reported as an environmental incident to Western Power's Incident Hotline on 1300 2255 97.

3.18 **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.

3.18.1 Maintenance and field work

Maintenance involving new disturbance of soil has the potential to impact on the values of 'Aboriginal heritage sites'. When conducting maintenance work:

- all works that involve significant earth disturbance must be planned and conducted to avoid the disturbance of 'Aboriginal heritage sites'
- if any material is discovered that may be an 'Aboriginal heritage site', contractors must immediately inform the person in charge on site who must establish a No Work Zone around the site and contact the Western Power Incident Hotline on 1300 225 597 to advise them of the discovery, request escalation and await further instructions from Western Power.

3.19 **Noise**

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

3.19.1 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 employees and subcontractors.

3.19.2 Environmental noise

Contractors performing work on the network are required to be mindful of neighbours when selecting appropriate locations for equipment such as portable generators and keep noise to a minimum before 7am and after 7pm. Contractors are responsible for ensuring compliance with the *Environmental Protection (Noise) Regulations 1997* and, where required, implement a Noise Management Plan prior to the commencement of works. All construction, demolition and maintenance work must also comply with AS 2436 *Guide to noise and vibration control on construction, demolition and maintenance sites.*

If work is carried out outside of the hours of 7am to 7pm, or at any time on a Sunday or public holiday, contractors must ensure:

- it was reasonably necessary for the work to be done out of hours, on a Sunday or public holiday
- the equipment used is the quietest reasonably available and fixed plant is positioned to minimise noise impacts to neighbours
- neighbours are advised of the work to be done at least 24 hours prior
- if residents are likely to be effected by noise, then a Noise Management Plan is required to be submitted to the local government at least 7 days before commencing work and approved by the local government.

3.20 **Hazardous substances**

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 Western Power network. Without appropriate controls, these present a hazard to the workforce and the environment.

The following are examples of hazardous substances that may be encountered when working for Western Power:

- hydrocarbons including mineral oil, mineral oil containing polychlorinated biphenyls (PCB), hydraulic oil, pitch, lubricants and fuels
- pesticides and herbicides, including treated wood poles, ash from burnt poles and soil surrounding treated poles
- battery acid
- asbestos
- sulfur hexafluoride (SF_6)
- resins and jointing compounds
- contaminated soil.

Contractors working with or in proximity to hazardous materials must ensure that:

- risk assessments, SWMS or JRAs, and emergency response plans consider the hazards presented from such substances and ensure control measures are adequate to prevent harm
- Safety Data Sheets (SDS) are made available to relevant personnel and use is made of appropriate PPE
- induction, information, training and supervision of workers is provided
- labelling, storage and handling of hazardous materials is performed according to the SDS, and that hazardous materials are segregated from incompatible materials, with appropriate ventilation and spill control
- transport, storage and disposal of hazardous materials is in accordance with dangerous goods and controlled waste legislation
- all incidents involving hazardous substances are reported to the Western Power Incident Hotline on 1300 2255 97.

3.20.1 Dangerous goods

The most common types of dangerous goods at Western Power include C1 combustible liquids (e.g. diesel) and non-flammable, non-toxic gases (e.g. SF_6, see Section 3.20.4 for more information), although small amounts of other dangerous goods can also be present.

Contractors must identify any substances which are classified as dangerous goods, and follow all legislative requirements related to storage and transport.

3.20.2 Asbestos

Western Power has undertaken detailed asbestos surveys at operational (substation) and non-operational (depots) sites which have resulted in the removal of asbestos containing materials with a high potential to cause ill-health. Some asbestos containing materials remain which are either safe by position, encapsulated or present a low risk and are safe to leave in-situ. This residual asbestos is managed by Western Power and where required it has been labelled.

Examples of asbestos containing materials include but are not limited to certain types of meter boards, fuse holders, vinyl tiles, pillars, ducts, cable lagging, roofing, gutters, downpipes and vehicle components.

Where contractors undertake work that may disturb asbestos containing materials, surveys and asbestos registers must be consulted before work takes place and suitable SWMS developed. The surveys and registers are available from the Western Power Representative.

If asbestos containing material is accidentally disturbed or discovered, work should stop immediately. The contractor must inform the Western Power Incident Hotline on 1300 2255 97 and the Western Power Representative. No attempt should be made to remove the material without approval from Western Power. Notices warning others of the presence of asbestos should be posted where relevant.

3.20.3 Polychlorinated biphenyls

Polychlorinated biphenyls (PCB) were historically used as insulators in transformers, capacitors, streetlight choke boxes and other electrical equipment prior to 1985. There is a potential for the presence of PCB liquid and waste 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.

All efforts must be made to appropriately manage PCB and equipment suspected of containing PCB to prevent exposure to workers and the environment through contamination of soil and groundwater. Adherence to the SDS and avoidance of eye/ skin contact, vapour generation or inhalation must be observed at all times when dealing with PCB.

3.20.4 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 must be trained and competent in the appropriate procedures for handling, transport and storage of SF_6, including the safety recommendations within AS 2791, and familiarise themselves with the SDS, management of incidents involving SF_6 and associated environmental issues.

3.20.5 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 recommended national and international guidelines for the level of occupational exposure to EMF emissions. Contractors must implement suitable arrangements to ensure exposure to EMF is within these guidelines.

3.21 **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.

When disposing of controlled waste, contractors must only use licensed carriers and keep copies of tracking forms or receipts for any controlled waste that is associated with Western Power. Some of the common types of controlled waste at Western Power include waste mineral oil, contaminated

soil from spills or around used treated poles, tyres, glues, resins, paints and sewage. Western Power may request copies of contractor controlled waste tracking forms or receipts at any time.

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.

3.21.1 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 Western Power. 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.

4 Contract and contractor management

Western Power places high importance on the selection and management of contractors. The process that contractors can expect to go through from a SHE perspective is outlined below.

4.1 Pre-award

Western Power will evaluate the capability of all contractors to adequately manage SHE associated with the proposed scope of works.

Contractors will be required to complete a questionnaire and provide evidence of how SHE issues are to be managed and demonstrate compliance with the requirements outlined in this document. Western Power may request further information or conduct field audits during the evaluation period to assist in making this determination.

Western Power may also utilise third parties to undertake this “SHE pre-qualification evaluation” on our behalf, at the cost of the contractor. This process may be undertaken on an annual basis with annual fees applicable, to continue to working for Western Power. Contractors with SHE arrangements that are deemed to be unacceptable at this stage will not be awarded contracts with Western Power.

4.2 Pre-start

Following award of the contract, but prior to conducting any work for Western Power, contractors may be required to prepare a Contractor SHE Management Plan(s) specific to the scope of works. Where the work is of a general, ongoing nature (such as distribution maintenance or facilities management), this may be a once-off management plan that addresses key risks encountered at all sites and contains a process of managing site-based risks. Where the work is project-related, a site-specific management plan will need to be developed by the contractor prior to each project.

Contractor SHE Management Plans must address all the issues relevant within this document, including:

- nature of the project and the scope of works
- the people or roles with specific SHE responsibilities and how those roles are coordinated
- SHE arrangements and rules specific to that site or scope of work, and each phase of the work (i.e. pre-construction, construction and post-construction)

- SHE hazards and risks present at the site or applicable to the scope of work, and the controls in place to minimise those risks
- SWMS applicable to the site or scope of work
- communication of SHE arrangements to all persons on site, including visitors
- SHE induction training that will take place
- arrangements for managing SHE incidents
- SHE inspection and audit frequency
- amenity, welfare and emergency response arrangements.

The Western Power Representative will review and accept the management plan prior to any work commencing.

4.3 Monitoring and Review

Western Power will periodically monitor and review the SHE performance of contractors. Mechanisms for this may include:

- Key Performance Indicator reports or incident investigation reports from contractors
- inspecting work on site
- evaluating compliance with Western Power requirements and quality standards
- audits of contractor SHE management systems and work on site.

Contractors are responsible for any costs associated with implementing corrective actions or improvements which have been identified as not meeting the requirements in this document.

The appointed Western Power Representative, or a person authorised by Western Power will have the authority to stop any contractor working if, in their opinion, this is necessary in the interests of SHE. Western Power will not accept liability for any loss incurred by a contractor due to the stoppage of work if that contractor or their subcontractor has breached the terms and conditions of the contract, SHE legislative requirements or the requirements outlined in this document.

4.3.1 Performance and reporting

In addition to reporting statistics regarding work completed, contractors are required to report SHE performance on a monthly basis as described in the terms and conditions of their contract, which will depend on the type of work conducted. The reporting requirements may include providing the following information one month in arrears (i.e. by the end of the following month) via a form or system as advised by your Western Power Representative:

- the total number of hours worked including overtime and subcontractors (i.e. Western Power office, depot, or field location including travel)
- number of inspections conducted
- 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.