

## Site Conditions – Stanwell Generating Sites

### Document Number – OHS-STD-07

This document applies to the following sites:

All Sites	<input type="checkbox"/>		
Rockhampton Office	<input type="checkbox"/>	Brisbane Office	<input type="checkbox"/>
Kareeya PS	<input checked="" type="checkbox"/>	Swanbank PS	<input checked="" type="checkbox"/>
Mica Creek PS	<input checked="" type="checkbox"/>	Barron Gorge PS	<input checked="" type="checkbox"/>
Tarong North PS	<input checked="" type="checkbox"/>	Tarong PS	<input checked="" type="checkbox"/>
		Stanwell PS	<input checked="" type="checkbox"/>
		Koombooloomba PS	<input checked="" type="checkbox"/>
		Mackay Gas Turbine	<input checked="" type="checkbox"/>
		Meandu Mine	<input type="checkbox"/>

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WRITTEN BY: ..... ENDORSED/CHECKED BY: ..... APPROVED BY: ..... DATE: .....  
 NAME: J. Fullard NAME: M. Joy /K. Swanepoel NAME: I. Gilbar

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## 1. General

- 1.1 These Site Conditions form part of the Contract. The Contractor and each member of the Contractor's Personnel including any employees, subcontractors, agents and other associated persons shall comply in full with these Site Conditions.
- 1.2 In the event the Contractor or Contractor's Personnel breaches any of the Site Conditions, Stanwell may at its discretion:
- require the Contractor to rectify such breach to Stanwell's satisfaction;
  - remove the offending person from the Site; and / or
  - exercise any of its rights (including termination rights) under the Contract.
- 1.3 These site conditions apply to the following sites:

Site	Fuel Type	Location	Normal Day-Time Work Hours
Stanwell Power Station	Black Coal	22km west of Rockhampton in Central Queensland.	Between 7.00 am and 4.30 pm Monday to Friday excluding Public Holidays. Administrative closure day every Monday.
Tarong and Tarong North Power Stations	Black Coal	Near Nanango, approximately 180 kilometres north-west of Brisbane.	Between 7.00 am and 3.30 pm Monday to Friday excluding Public Holidays.
Mica Creek Power Station	Gas	6km south of Mount Isa in North West Queensland.	Between 6.30 am and 4.30 pm Monday to Friday excluding Public Holidays.
Swanbank Power Station	Gas	Near Ipswich, approximately 40km west of Brisbane.	Between 7.00 am and 3.33 pm Monday to Friday excluding Public Holidays. Administrative closure day staggered every second Monday or Friday.
Barron Gorge Power Station	Hydro	On the Barron River, 20 km north west of the city of Cairns in Far North Queensland. This Power Station is situated within the Wet Tropics World Heritage Area.	Between 7.30 am and 4.00 pm Monday to Friday excluding Public Holidays. Administrative closure day every second Monday.
Kareeya Power Station	Hydro	On the Tully River, 55km north-west of the town of Tully in Far North Queensland. This Power Station is situated within the Wet Tropics World Heritage Area.	Between 7.30 am and 4.00 pm Monday to Friday excluding Public Holidays. Administrative closure day every second Monday.

Site	Fuel Type	Location	Normal Day-Time Work Hours
Koombooloomba Power Station	Hydro	On the Koombooloomba Dam situated on the Tully River, 37km south of the town of Ravenshoe in Far North Queensland. This Power Station is situated within the Wet Tropics World Heritage Area.	Between 7.30 am and 4.00 pm Monday to Friday excluding Public Holidays.  Administrative closure day every second Monday.
Mackay Gas Turbine	Diesel	West Mackay.	Between 7.30 am and 4.00 pm Monday to Friday excluding Public Holidays.  The site is unmanned.

- 1.4 Copies of Stanwell's Policies, Procedures, forms, etc., can be found on Stanwell's internet web page <http://www.stanwell.com/doing-business-with-stanwell/policies-and-procedures/>.
- 1.5 Stanwell also has a coal mine adjacent to the Tarong Power Stations supplying them with coal, a small hydro Unit at Wivenhoe Dam and a corporate office in Brisbane. Separate Site Condition documents exist for these sites and for Stanwell's non-operational land holdings. These site work condition documents are also available via the Stanwell internet site listed above.

## 2. Site Liaison

- 2.1 The Contractor shall appoint a Site Supervisor approved by Stanwell, prior to commencement of the Works. Stanwell may request, and the Contractor shall provide information of the nominated Site Supervisor's qualifications, competencies, licences and experience in the areas of work being contracted. The Site Supervisor or a delegate of the Site Supervisor, approved from time to time by Stanwell, shall be present at all times when Works are being performed on site.
- 2.2 The Site Supervisor must attend the site meetings (if any) specified in the Contract. The Site Supervisor shall have the necessary authorities and competencies to make decisions and accept directions on behalf of the Contractor relating to the Work. Matters within the knowledge of the Site Supervisor shall be deemed to be within the knowledge of the Contractor.
- 2.3 Stanwell shall appoint a Site contact, who shall be responsible for liaising with the Contractor in relation to the performance of the Works and for giving instructions and directions on behalf of Stanwell. Stanwell's Site contact will be identified in writing to the Contractor prior to commencement of the Works.

## 3. Site Access Principles and Objectives

- 3.1 Stanwell's Safety Principles:
  - a) Stanwell's Safety Principles underpin Stanwell's safety 'values'. The Safety Principles set the standard for how all parties do things at Stanwell to improve health and safety. They guide each of us in making day-to-day decisions about safety.
  - b) At Stanwell we are committed to achieving Zero Harm Today. There is nothing more important than the health and safety of our people and to support and reinforce this, the following Safety Principles apply to everyone who works at, or visits Stanwell sites and offices.
  - c) Our Safety Principles:
    - i) All injuries and occupational illnesses can be prevented.
    - ii) We are all responsible for the safety of ourselves and each other at all times.
    - iii) Our people at all levels are safety role models.
    - iv) We do not compromise our safety standards – if it is not safe, stop the work and find a safer way.

- v) You see it, you own it. The safety standard you walk past is the 'STANDARD' that you set.
- vi) Proactive reporting and learning from incidents and events is fundamental to improvement.

"We care about our people and want you to be safe in everything you do."

### 3.2 Stanwell's Safeguards

The Stanwell Safeguards are the non-negotiable safety behaviours for all our workplaces. Developed by our workforce, the Safeguards unite all people working at or visiting Stanwell sites under a common set of behaviours. These behaviours form our entry to site conditions. The Stanwell Safeguards are as follows:

- a) **BE FIT FOR WORK** - Be fit for work and unimpeded by alcohol, drugs, medication and fatigue.
- b) **BE RESPECTFUL** - Be respectful in your dealings with others and contribute to a healthy workplace free from harassment, bullying, vilification and discrimination.
- c) **BE TRAINED, COMPETENT, AUTHORISED** - Ensure you are trained, Competent and authorised before operating plant and equipment.
- d) **USE PPE** - Effectively use Personal Protective Equipment (PPE) whenever it is required.
- e) **FOCUS ON ROAD SAFETY** - Observe standard road rules and maintain your focus on safety as a vehicle or mobile plant operator and as a pedestrian.
- f) **ACCESS AUTHORISATIONS IN PLACE** - Obtain authorisation and correct permits prior to entering confined spaces and restricted areas.
- g) **CONTROLS IN PLACE** - Ensure plant isolations and specific hazard controls are in place before commencing a job.
- h) **FALLS AND FALLING OBJECTS PROTECTION IN PLACE** - Have fall protection and falling object controls in place before working at heights.
- i) **OBSERVE DANGER TAGS AND LOCKS** - Only authorised personnel adjust Danger Tags or locks, and no person operates apparatus protected by a Danger Tag or lock.
- j) **PRIOR APPROVAL TO ALTER SAFETY PROTECTION** - Gain approval prior to removing or bypassing safety protection devices, guards and barriers, or modifying plant and equipment.

### 3.3 Stanwell's Environmental Objective

- a) Stanwell is committed to a full environmental compliance culture, where environmental risks are managed such that we operate within the Site approvals and comply with all legal and other relevant environmental requirements.
- b) Stanwell has no risk appetite for incidences of Material breaches, repeat breaches, or intentional breaches of environmental regulations or environmental authority conditions.

### 3.4 Stanwell's Industrial Relations Objective

No lost time or delays are to occur as a result of industrial disputes caused by the activities of Contractors or associated parties.

### 3.5 In order to work towards these site objectives, the Contractor must:

- a) implement a risk management process to identify potential risks and establish control measures to ensure the risks are eliminated or reduced to an acceptable level;
- b) incorporate Australian health and safety and environmental management standards into design, engineering, construction, commissioning, operating and maintenance processes;
- c) comply with all relevant legislative requirements, codes of practice and Australian standards; and
- d) implement a site-specific Health and Safety Plan and an Environmental Management Plan for all work on the Site where such a plan is requested as part of the contract.

### 3.6 General Site Access Compliance

When accessing any Stanwell Site, the Contractor must comply with all relevant policies, procedures and rules adopted by Stanwell in relation to the Site or the Works including Stanwell's policies and procedures (as amended by Stanwell from time to time) that are available at <http://www.stanwell.com/doing-business-with-stanwell/policies-and-procedures/>

## 4. Site Induction

- 4.1 The Contractor's Personnel shall, at the Contractor's expense, satisfactorily complete Stanwell's HSE foundation and site-specific inductions prior to being granted access to the Site. Inductions are to be arranged prior to the Contractor's attendance on Site. The duration of these inductions is on average 1-2 hours in total and includes an assessment for each induction.
- 4.2 At some sites each person who satisfactorily completes the inductions will be issued with an identification and / or access card, this allows access and exit from the Site. Identification / access cards must be returned to Stanwell at the completion of the Contract or upon termination of the cardholder's services (whichever is earlier). A fee may be applied for failure to return cards.
- 4.3 If the work to be performed on Site is controlled under Stanwell's Safe Work System, relevant members of the Contractor's Personnel shall, at the Contractor's expense, satisfactorily complete Stanwell's Safe Work System training to the appropriate level for the task being undertaken. This induction can take up to several hours.
- 4.4 A familiarisation induction may also be required for specific tasks / work areas including for plant or machinery that will be used whilst on Site.
- 4.5 If other individuals become part of the Contractor's Personnel during performance of the Works, Stanwell will conduct generic and site inductions for those personnel as soon as possible, prior to their start date. Any delays in the additional personnel undertaking and satisfactorily completing the relevant induction(s) will not be grounds for extensions of time or claims for additional costs by the Contractor.

## 5. Site Access

- 5.1 Access to the site is restricted to the dates and times specified in the Contract or as otherwise authorised by Stanwell.
- 5.2 Only members of the Contractor's Personnel who have been inducted may access the Site. Access to the site for any reason other than performance of the Works is prohibited.
- 5.3 The Contractor's Personnel must report to their supervisor or Stanwell's Site contact on a daily basis.
- 5.4 All visitors must be accompanied by a fully inducted person at all times while on Site, and must have the correct PPE.
- 5.5 Where issued, an identification card must be worn at all times and made available for inspection upon request. Identification and access cards are not transferrable. Misplaced identification cards must be reported to Site Security or Site Reception immediately. All persons must log on, or on some sites sign on every time they access the site, and log off/sign off when leaving site.
- 5.6 Stanwell may refuse or withdraw permission for any member of the Contractor's Personnel to enter or remain on the Site. The Contractor's Personnel may be stopped and questioned by Site Security or a Stanwell employee and may be required to explain the nature of their attendance on Site or their presence in a particular area of the Site. If at any time Stanwell withdraws its consent for the Contractor's Personnel to enter or be at the Site, the Contractor's Personnel must immediately return their identification / access card to Site Security and leave the Site.
- 5.7 All vehicle and machinery access to a site must be authorised by Stanwell.
- 5.8 Smoking is not permitted at any Stanwell site or office other than in the designated areas. On some sites, lighters and matches are not permitted on site.

- 5.9 Contractor's Personnel must advise their Site Supervisor if they have pacemakers, metallic medical implants or hearing devices, as some areas of the Site and plant may have access restrictions due to the presence of high voltage generation or transmission sources.
- 5.10 Mobile phones do not work at any Kareeya Hydro Power Station locations or at the main power station area at Barron Gorge, Contractors must have alternative communications in place.

## 6. Site Security

- 6.1 Any person entering a Stanwell site must comply with Stanwell's security procedures for the relevant Site. Without limitation, this includes complying with the rules and regulations laid down from time to time by Stanwell in relation to such matters as security, entry, exit, parking and traffic control at the Site and allowing Stanwell to search vehicles, mobile plant and personal luggage prior to entry to, or exit from, a Site as requested.
- 6.2 Security identification / access cards must be worn at all times while on site and all persons must swipe in on entry and swipe out when leaving.
- 6.3 The Contractor's Personnel must not enter any restricted access areas, including Monitoring Centres, Relay Rooms, Computer Rooms, Battery Rooms, Switch Yards or Stores on Site without the express permission or instruction of Stanwell.
- 6.4 The Contractor's Personnel must not remove from Site any item that is the property of Stanwell or any third party without the written consent of the person in control of the relevant item.
- 6.5 You must not take any photographs, digital images or video footage of the Site or areas within the Site unless you have prior approval from Site.
- 6.6 Areas of the site may be monitored by cameras. You must not interfere with any cameras or other recording equipment used at the Site.
- 6.7 Unless specifically authorised by Stanwell, you must not bring any firearm or explosive device onto the Site.

## 7. Qualification and Experience of the Contractor's Personnel

- 7.1 Each member of the Contractor's Personnel must be competent and sufficiently experienced to perform the work that person is undertaking.
- 7.2 Each of the Contractor's Personnel must hold and maintain for the duration of the Works all appropriate qualifications, certificates of competency, licences and induction cards when performing work. Where the Contractor's Personnel are engaged in High Risk Work activities as defined in the Work Health and Safety Regulation 2011 (Qld), then that person must hold an appropriate licence for that class of High Risk Work.
- 7.3 The Contractor must be able to demonstrate that the selection of sub-contractors has been undertaken and evaluated with regards to their Safety Systems, qualifications and performance.
- 7.4 As a minimum standard, the Contractor's Personnel must be appropriately trained and Competent in all national competency unit/s (or equivalent) that are relevant to the Works being conducted, including but not limited to the following:
  - a) CPCCOHS1001A – Work safely in the construction industry General Safety Induction Card - Construction Industry, (issued pursuant to Work Health and Safety Regulation 2011 (Qld);
  - b) RIIWHS202D – Enter and work in confined spaces; and
  - c) RIIWHS204D – Work safely at heights.
- 7.5 The Contractor must maintain an auditable record of all training, qualifications, licences and certifications.
- 7.6 Upon request, the Contractor shall provide to Stanwell written evidence of the qualifications, competencies and licences of any or all nominated members of the Contractor's Personnel.

## 8. Site Facilities and Services

- 8.1 The Contractor's Personnel may use, at its own cost, the on-site canteen where one is available.
- 8.2 The Contractor's Personnel may use general-use toilet blocks (including showers) within the Site where available. These facilities are shared with other persons on Site and must be left clean and tidy. Extra facilities may be required at some Sites if the Contractor's required capacity exceeds availability. Such extra facilities are to be provided at the Contractor's expense and must be confirmed with Stanwell prior to mobilisation to Site.
- 8.3 Stanwell will provide the following site services where they are available and to an extent which is reasonable:
  - a) electricity supply at existing electricity supply points within the Site. The supply will be free of charge to the Contractor provided the electricity is used only for performance of the Works and reasonable economy is exercised in its use. All electrical faults which occur during performance of the Works must immediately be reported to Stanwell;
  - b) water supply at existing outlets within the Site; and
  - c) compressed air at existing outlets within the Site.
- 8.4 The Contractor is to confirm that the Site can meet the volume requirements where a task / work process requires substantial volumes (e.g. compressed air).
- 8.5 Unless expressly stated in the Contract, communication facilities and connections will not be provided by Stanwell.
- 8.6 Unless expressly stated in the Contract, Stanwell will not provide accommodation or transport for the Contractor's Personnel. The Contractor bears all costs associated with accommodation and transportation of the Contractor's Personnel.

## 9. Transportation, Storage and Assembly of Plant and Equipment

- 9.1 The Contractor shall transport loads to and from the Site at the Contractor's own risk and expense.
- 9.2 The Contractor will obtain Stanwell's consent to the proposed transportation schedule, delivery, and storage/laydown arrangements prior to any loads being delivered to the Site. The Contractor shall undertake the delivery, reception, unloading and storage at the Site of all things supplied for the purposes of the Contract.
- 9.3 All items (including plant, equipment and consumables) delivered to the Site for use in the Works shall be identified as being items belonging to the Contractor.
- 9.4 The Contractor shall insure all items used in the performance of the Works and Stanwell shall not be liable to the Contractor or the Contractor's Personnel for the loss of or damage to any property brought on to the Site.
- 9.5 Where fabrication and assembly is to be carried out on Site, Stanwell will allocate an area for such work and the Contractor shall only perform the fabrication and assembly within the allocated area.

## 10. Use of Vehicles and Equipment

- 10.1 The Contractor shall ensure each member of the Contractor's Personnel has the necessary tools and equipment to perform the Works. All equipment and installations used by the Contractor in performing the Works shall be used in a safe manner and shall comply with all relevant Work Health and Safety legislation, Australian Standards and codes. All equipment shall have clear and permanent identification.
- 10.2 Vehicles belonging to the Contractor may be driven on to Site with the prior approval of Stanwell. All vehicles driven on Site must be registered, comprehensively insured and, where applicable, compliant with clause 14.7. Transportation of the Contractor's Personnel, plant equipment and materials within the Site is the responsibility of the Contractor.
- 10.3 Contractors must be able to demonstrate their processes for pre-start inspections and maintenance of vehicles and equipment.
- 10.4 If you are authorised to drive a vehicle or mobile equipment on Site, you must exercise due care and attention when driving and adhere to all applicable road signs (including maximum speed

signs). All general road rules apply on Site. The use of mobile phones while driving or operating any machinery is not permitted. Seat belts must be worn where provided in all moving vehicles and equipment.

- 10.5 Drivers/operators shall ensure that all vehicles are parked so that they do not pose a risk to any person through involuntary or uncontrolled movement while unattended.
- 10.6 When parking vehicles:
- a) vehicles must be parked only in designated car parks or other authorised areas;
  - b) vehicles shall be parked to allow the first movement to be in a forward direction (reverse parked);
  - c) vehicles are parked in a safe location wherever possible; this includes parking on a level surface and parking away from any traffic flows;
  - d) the vehicle transmission is placed in gear (or “park” for automatic transmissions) with the engine switched off;
  - e) the park brake shall be applied before leaving the vehicle; and
  - f) the operator shall lower all ground engaging devices such as blades or tines, if applicable.
- 10.7 For further information regarding vehicle maintenance, trailer coupling, isolation, loading and unloading refer to Vehicle Parking, Isolation and Maintenance Business Procedure OHS-PROS-140.
- 10.8 For electrical equipment:
- a) prior to the commencement of the Works, the Contractor shall submit to Stanwell’s Representative for approval, a plan showing where the power distribution boards are to be located and an inventory of all electrical equipment to be used on Site;
  - b) all electrical equipment must have a current test and tag label; and
  - c) all leads and cables must be run in a safe and neat manner.
- 10.9 All measuring and testing equipment used by the Contractor’s Personnel in the performance of the Works shall be properly calibrated.
- 10.10 The Contractor shall be responsible for maintaining all of the Contractor’s tools and equipment. Costs incurred in replacing or repairing the Contractor’s tools and equipment shall be borne by the Contractor.
- 10.11 No brass fittings or Utilux (worm drive) clamps for air hoses are permitted on sites.
- 10.12 Stanwell may undertake inspections and testing of the Contractor’s equipment on Site at any time and without notice. Any equipment which does not comply, to the satisfaction of Stanwell, with any of the requirements of these conditions must be removed from the Site.

## 11. Scaffold, Cranes and other Lifting and Access Equipment

- 11.1 Unless otherwise stated in the Contract, the Contractor shall provide any scaffolding, ladders, cranes, unloading and handling equipment required at the Site for performance of the Works.
- 11.2 All lifting, rigging and scaffolding equipment to be used on Site must comply with statutory requirements and site safety requirements. The Contractor shall have a procedure which prescribes the method of registration, inspection and tagging of all lifting and rigging equipment used to perform the Works. All Elevated Work Platforms operated at Stanwell sites are to be fitted with a pressure sensing secondary guarding device.
- 11.3 The Contractor must hold relevant licences and / or certificates required by law to use or operate the equipment. Upon request, the Contractor must provide to Stanwell a copy of each current certificate issued by the relevant statutory or governmental authority for scaffolding, cranes and lifting equipment used on Site. No modification shall be made to any plant, which is the subject of a certificate, unless the relevant statutory or governmental authority approves the modification. If a modification is made, the Contractor shall provide to Stanwell a copy of the authorisation for the modification.
- 11.4 Stanwell may inspect the Contractor’s scaffolding, cranes or other lifting equipment at any time. Any equipment found by Stanwell to be defective or inappropriate for use on the Site shall be



immediately removed from the Site and any costs incurred in repairing or replacing such equipment shall be borne solely by the Contractor.

- 11.5 Where the Contractor supplies and constructs scaffolding as part of the Works, the Contractor shall, subject to the Contractor's own work requirements, allow reasonable use of the scaffolding by others (including but not limited to other contractors of Stanwell or such other persons authorised by Stanwell) for the purpose of carrying out the Works or related works.

## 12. Workplace Health and Safety - General

12.1 The Contractor must ensure, at its own expense, that the Works are performed:

- a) safely in accordance with Stanwell's Safety Principles and Safeguards to ensure the health and safety of all persons on the Site;
- b) in full compliance with all legislation, codes of practice, standards and notices relevant to the work being performed including any health surveillance or monitoring, including audiometric testing, required to be undertaken by the Contractor under the *Work Health and Safety Act 2011* (Qld), the *Work Health and Safety Act 2011* (Cth) and all associated Regulations;
- c) in a way that does not place Stanwell or the Contractor in breach of any applicable work health and safety obligation;
- d) in full compliance with all relevant policies, and procedures including Stanwell's policies and procedures (as amended by Stanwell from time to time) available at <http://www.stanwell.com/doing-business-with-stanwell/policies-and-procedures/> ; and
- e) in full compliance with any directions given by Stanwell.

12.2 Without limiting the requirements of clause 12.1, the Contractor must, at its own expense:

- a) satisfy itself as to the location and characteristics of all access roads, overhead power lines, underground cables, facilities and services, and other site conditions which may be a hazard to the health and safety of any person;
- b) ensure that all electrical equipment used in connection with the Works satisfies the requirements of 'Use of Equipment' section of these Site Conditions;
- c) supply and ensure all members of the Contractor's Personnel wear appropriate, properly maintained, personal protective equipment where relevant. This shall include, but not be limited to:
  - i) cotton clothing (shirt / pants or overalls including winter jackets) that is day / night high visibility clothing compliant with AS4602 (any colour or retro reflective striping pattern is acceptable);
  - ii) safety boots or shoes;
  - iii) safety helmet (certain colours are restricted for emergency response team members, refer to the Site);
  - iv) compliant safety and prescription glasses;
  - v) where required gloves must be carried and worn where necessary;
  - vi) ear protection – as required;
  - vii) chin straps fitted to all helmets and used as required;
  - viii) wet weather clothing – as required; and
  - ix) other as specified by the controls identified through the hazard identification and risk assessment performed for the Contract or work task (Also refer to How to 'Manage Work Health and Safety Risks' Code of Practice 2011).
- d) supply and ensure all of the Contractor's Personnel performing live electrical work activities wear flame retardant clothing. Live electrical work specifically refers to:
  - i) work within the PPE zone for low voltage;
  - ii) work within the exclusion zone for high voltage; and
  - iii) work where procedures specifically instruct the wearing of flame retardant clothing.
- e) ensure all personal protective equipment worn by the Contractor's Personnel complies with relevant Australian Standards.

12.3 Any member of the Contractor's Personnel who fails to comply with the personal protective standard will be refused access to the Site.

- 12.4 The Contractor must ensure Contractor's Personnel are physically and mentally fit to perform the Works i.e. fit for duty and not under the influence of alcohol or drugs. Stanwell may at its discretion undertake on-notice, or randomly, alcohol and drug tests of members of the Contractor's Personnel.
- 12.5 The Contractor must manage the fatigue of the Contractor's Personnel. This must be done in alignment with Stanwell's Fatigue Management Procedure policy which is available from Stanwell upon request.
- 12.6 Where appropriate, the Contractor must provide to Stanwell for its review a range of documentation which may include:
- a) (completed) induction checklists;
  - b) Job Safety and Environment Analysis (JSEA) / Work Method Statements (WMS);
  - c) Health and Safety and Environmental Management Plans and Procedures, etc.;
  - d) Construction Safety Plan for construction work; and
  - e) relevant certifications and licences.
- 12.7 Stanwell may undertake Health and Safety Audits at any time to monitor the Contractor's compliance with their Safety Management System or Plan, or compliance with Stanwell's Policies and Procedures.
- 12.8 When commencing work, the Contractor must ensure:
- a) that all relevant parties complete all necessary documentation and gain proper authorisations before commencing work. No work is to be undertaken until authorisation is received from the Stanwell site contact. In most situations this will require the work group to complete training in the relevant safe work system permit;
  - b) the Contractor's Personnel complies in full and at all times with the requirements of the JSEA / WMS;
  - c) members of the Contractor's Personnel attend relevant safety and environment discussions and toolbox meetings on Site, as set out in the relevant JSEA / WMS or as otherwise directed by Stanwell; and
  - d) Stanwell's Safe Work Systems (for example electrical equipment isolation procedures) are complied with.
- 12.9 Stanwell will issue all relevant Contractor's Personnel with a unique personal isolation lock and key for use as part of the isolation point locking system (Personal Locking). This Stanwell issued lock is the only lock that may be used by the Contractor and Contractor's Personnel as part of the Stanwell isolation point locking system. Personal locks or locks from other organisations are not permitted for use on the Site. It is a requirement that all Contractor's Personnel return the Stanwell issued lock and key when required / requested. If the lock and key is not able to be returned, or is returned in a non-serviceable condition, Stanwell may seek to recover costs from the Contractor.
- 12.10 A traffic management plan is required to be developed and communicated appropriately if there is any work that affects the normal traffic flow or impacts on pedestrian footpaths.
- 12.11 A lone worker/remote work communication plan must be developed for any work carried out by any member of the Contractor's Personnel in a remote location.
- 12.12 Specific controls are required when working near cooling towers, raw water, fire water and service water outlets and when in contact with water as they may contain traces of legionella.
- 12.13 The Contractor shall maintain a system which will ensure its work areas and methods are regularly and systematically inspected to identify safety hazards and unsafe practices. The Contractor must ensure appropriate systems are in place with the Contractor's Personnel to identify any hazards (whether caused by the Contractor's Personnel or any other person on Site) that may impact upon the health and safety of any person on Site and to report such hazards to Stanwell.
- 12.14 For compliance with the Electrical Safety Act 2002 (Qld) and Regulations and Hazardous Area Standards any work carried out and equipment supplied or worked on will be treated as not being the Works of an Electricity Entity without first obtaining the written permission of Stanwell.

### 13. Hazardous Materials

- 13.1 Hazardous, dangerous, corrosive, radioactive, toxic or flammable materials shall be identified, handled and stored in accordance with site procedures, applicable legislation and Australian Standards.
- 13.2 Prior to bringing any substance or material on to the Site the Contractor shall submit a list identifying all substances / materials to be used on site and identify all hazardous, dangerous, corrosive, radioactive, toxic or flammable materials for approval by Stanwell. The list shall be accompanied by a copy of the product label or a description of the composition of the substances / materials together with a complete Safety Data Sheet (SDS) for each item. All SDS shall be submitted in a format in accordance with the National Code of Practice for the Preparation of Safety Data Sheets.
- 13.3 The Contractor shall ensure that any member of the Contractor's Personnel who will be working with hazardous, dangerous, corrosive, radioactive, toxic or flammable materials are properly trained and Competent in the safe and correct use of such materials and are aware of associated dangers or risks to the environment. The Contractor shall ensure that all such persons are provided with, and use, protective clothing and associated safety equipment appropriate for the specific risks.
- 13.4 All Contractors must be aware that on some sites there is a significant hazard associated with the gas pipelines and associated plant. Persons installing, removing, altering, repairing, servicing, testing or certifying the gas system, or a gas device on site, must be authorised and have the appropriate permits.
- 13.5 Only authorised persons are to undertake work that involves disturbing asbestos materials. Each site has an asbestos register which contains the location of known asbestos. The Contractor must consult with Stanwell if they are planning to disturb materials such as wall sheeting, gaskets and brake shoes which may contain asbestos.

### 14. Environmental Management - General

- 14.1 In carrying out the Works, the Contractor:
  - a) must not cause unauthorised harm, damage or nuisance to the environment; and
  - b) must do all things reasonable and practicable to prevent or minimise harm, or nuisance to the environment.
- 14.2 The Contractor must ensure that the Contractor's Personnel:
  - a) complies in full with all legislation, codes of practice, standards and notices relevant to the work being performed including, but not limited to, the *Environmental Protection Act 1994* (Qld) and the *Environmental Protection Regulation 2008* (Qld); and
  - b) does not do anything that would cause the Contractor or Stanwell to be in breach of any applicable legislation, code of practice, standard or notice.
- 14.3 The Contractor must identify, risk assess and control all relevant environmental hazards that could result from the Contractor's Works.
- 14.4 The Contractor must comply (and ensure each member of the Contractor's Personnel complies) with:
  - a) all relevant consents, approvals, authorisations, permits and licences held by the Contractor or Stanwell in relation to the Works and / or the Site;
  - b) all environmental policies, procedures and rules adopted by Stanwell in relation to the site including Stanwell's policies and procedures (as amended by Stanwell from time to time) available at <http://www.stanwell.com/doing-business-with-stanwell/policies-and-procedures/> ;
  - c) the environmental assessment in any JSEA / WMS or Health and Safety or Environmental Management Plan; and
  - d) all directions given to the Contractor by Stanwell at any time in connection with the environment.

- 14.5 Chemical and Waste Storage, Spills and Stormwater Management
- a) All materials and wastes are stored securely and any spills are adequately contained and cleaned up immediately.
  - b) You must not hose waste or spills down drains that are restricted from this kind of activity.
- 14.6 Flora, Fauna, Land and Vegetation Disturbance
- a) The Contractor must not interfere with any flora and fauna on site unless approved by Stanwell.
  - b) If the Works involve the disturbance of soil or vegetation, vegetation clearing, or vegetation maintenance works, the Contractor must ensure that Stanwell has approved the works.
- 14.7 The Contractor must:
- a) when required, supply a Weed Hygiene Declaration ([http://www.daff.qld.gov.au/\\_\\_data/assets/pdf\\_file/0009/53649/IPA-Weed\\_Hygiene-Declaration.pdf](http://www.daff.qld.gov.au/__data/assets/pdf_file/0009/53649/IPA-Weed_Hygiene-Declaration.pdf)) or be able to demonstrate to Stanwell satisfaction that relevant vehicles and / or equipment have been adequately cleaned down prior to entering the Site; and
  - b) ensure the vehicles and / or equipment are thoroughly cleaned at appropriate times before, during and after performance of the Works, including for ensuring mud is not deposited onto roadways.
- 14.8 Swanbank site falls within a Fire Ant Restricted Area and certain conditions will apply in accordance with the Plant Protection Act 1989 (Qld) and Plant Protection Regulation 2002.
- 14.9 Stanwell, prior to the completion of the Works, may complete an audit of the Contractor's environmental records and condition of the Site. The Works will not be completed until any outstanding matters raised in the audit report are rectified to the satisfaction of Stanwell and at the Contractor's cost.

## 15. Wet Tropics World Heritage Area and Queensland National Parks

- 15.1 The following sites and their associated infrastructure are located in or near a National Park and / or World Heritage Area ('Wet Tropics Sites') and / or other sensitive area:
- a) Barron Gorge Power Station;
  - b) Kareeya Power Station; and
  - c) Koombooloomba Power Station.
- 15.2 When accessing any Wet Tropics Sites, the Contractor must comply with all requirements of the *Wet Tropics World Heritage Protection and Management Act (Qld) 1993*, *Wet Tropics Management Plan 1998* and the associated Codes of Practice and Stanwell's Wet Tropics Permit and associated Environmental Management Plan.
- 15.3 The Contractor must read the terms and conditions contained in the Wet Tropics Permit the Environmental Management Plan, and the relevant Codes and ensure the Contractor understands and can act in accordance with:
- a) the environmental significance of the location of the Wet Tropics Sites in the National Park and / or World Heritage Area;
  - b) the implications of working under the requirements of the Environmental Management Plan and any of the Codes (Water Infrastructure, Road Maintenance and Electricity Supply Maintenance) which are applicable.
- 15.4 Stanwell is committed to protecting the values of the relevant National Park and World Heritage Area and requires the Contractor to commit to the same high standard. There are specific conditions which must be met when performing work within the Wet Tropics Sites. More information is available on [www.stanwell.com](http://www.stanwell.com) or request further information from Stanwell before starting work.
- 15.5 Vehicles and mobile plant must be "environmentally clean"; that is, free of mud and seeds to prevent the introduction of weeds into the National Park and World Heritage Area. No wash down of vehicles or mobile plant inside the National Park will be permitted.

## 16. Site Cleaning and Waste Management

- 16.1 Unless otherwise stated in the contract, Stanwell receptacles can be used for the disposal of Contractor waste. Waste must be disposed of in accordance with Stanwell's Policies and Procedures as well as legislative and regulatory requirements.
- 16.2 Regulated waste, hazardous waste or waste which is dangerous goods must be managed in accordance with legislative and Stanwell's requirements. All regulated waste must be transported and disposed of by licensed waste transport/disposal operators and be accompanied by a waste tracking certificate. Waste may be tracked by electronic means where the transporter is operating under a written (agent's) agreement with Stanwell under the Environmental Protection Regulation (Qld) 2008.
- 16.3 If the Contractor fails to keep its work areas clean and tidy, Stanwell may clean the Contractor's areas and recover any costs incurred in such cleaning works from the Contractor (including by way of set off).
- 16.4 If the Contractor is allocated laydown areas, the Contractor must maintain such areas to ensure safe access and so that they do not create a fire, vermin, weed or other hazard. The Contractor shall not burn anything on site or spray any chemicals to control vegetation unless approved in writing by Stanwell.

## 17. Non-interference and Cooperation

The Contractor must carry out all Works in a manner that avoids any interference with Stanwell's operations on the Site. The Contractor shall co-operate with Stanwell and other contractors performing work on the Site.

## 18. Industrial Relations

- 18.1 The Contractor is responsible for industrial relations within the Contractor's Personnel. The Contractor shall keep Stanwell fully informed of any disputes or other matters likely to affect industrial relations on the site.
- 18.2 The Contractor's Personnel must conduct itself in an appropriate manner and refrain from abusive, aggressive, violent, discriminatory or offensive behaviour.
- 18.3 The Contractor must comply with all relevant industrial instruments and superannuation requirements that apply to the Contractor and the Contractor's Personnel.

## 19. Making Good

Any damage or defacement to plant, buildings, paintwork, plant, surfaces or contamination of land on the Site caused by the Contractor's Personnel shall be made good by the Contractor, at its own expense, to the satisfaction of Stanwell.

## 20. Reporting of Incidents

The Contractor must immediately report all work related health, safety and environmental events, incidents and improvements to Stanwell and must accurately complete relevant incident reports. When directed by Stanwell, the Contractor shall participate in investigations of incidents involving the Contractor's Personnel.

## 21. Monitoring and Checking

Stanwell may monitor or check compliance with site conditions at any reasonable time.

## 22. Review and Consultation (Prior to Approval)

This Document is required to be reviewed, as a minimum, every 3 year/s.

## 23. Definitions

Unless otherwise expressly stated, words defined in the Contract have the same meaning in these Site Conditions and:

<b>Contract</b>	The agreement between Stanwell and the Contractor for the Works.
<b>Contractor</b>	The party providing the Works as listed in the relevant Contract.
<b>Contractor's Personnel</b>	The Contractor's employees, agents, consultants, subcontractors, invitees and their respective employees, agents, consultants, contractors and invitees
<b>PPE</b>	Means personal protective equipment which is required to be worn on site, including but not limited to that set out in section 12 above.
<b>Safeguards</b>	The definition of Safeguards has been set out in paragraph 3.2 above.
<b>Safety Principles</b>	Stanwell's safety principles have been set out in paragraph 3.1 above.
<b>Site</b>	The site specified in the Contract (including all areas within the boundaries of that site) or if no site is specified in the Contract, 'site' means the site, occupied by Stanwell, where the Works (or any part of the Works) are to be performed.
<b>Stanwell</b>	The same meaning as given to 'Principal' 'Stanwell', 'Us' or 'We' in the Contract.
<b>Works</b>	The work, services or supply of goods to be provided under the Contract.
<b>Competent</b>	The achievement and maintenance of an appropriate standard of knowledge and skills to safely and proficiently perform a role, skill or task. This may be achieved via refresher training or competency assessment.

## 24. Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	02.10.2013	SCL combined site conditions for Generating Sites.	M. Joy	OSC	W. Collins
1	26.02.2014	Update to section 6.0 to include national competency standards in confined space and working at heights.	C. Withoos	J. Falvo M. Joy	T. Hooper
2	02.12.2016	Updated to include implementation of locks, selection of sub-contractors, provision for auditing contractors, vehicle parking and environmental updates.	Jan Fullard	Michael Joy, Kevin Swanepoel	Ian Gilbar