



Guide to Preparing Contract Health, Safety & Environment (HSE) Plans

1 Introduction

Prior to the commencement of the contract the successful tenderer is required to submit a Contract HSE Plan detailing the health, safety and environment systems and procedures that will apply during the term of the contract.

The Contract HSE Plan will be reviewed by East Gippsland Water / engineering service provider staff prior to commencement of the contract and will be subject to East Gippsland Water / engineering service provider approval.

The Contract HSE Plan shall be reviewed at regular intervals throughout the contract to ensure that it is maintained in an up to date condition. The Contract HSE Plan will also form an element by which the contractor's management systems will be audited by East Gippsland Water / engineering service provider staff.

This document outlines the general requirements and elements of HSE Plans to provide guidance to Contractors when preparing the plan.

Where required by the contract, a specific and detailed Environmental Management Plan is to be prepared for approval by East Gippsland Water / engineering service provider staff prior to the commencement of the contract works.

2 Contract HSE Plan Elements

2.1 Contract Details

A brief description of the scope of work associated with the contract should be documented. The description should be sufficiently detailed to provide persons unfamiliar with the contract an overview of the type of work being carried out and under what conditions.

The scope of work should include as a minimum requirement the following details:

- Summary of major activities and types of work to be performed.
- List of tasks or specialist procedures that may require detailed work procedures and training.
- List areas of contract requiring special consideration from a public safety or worker health and safety perspective eg:
 - presence of public
 - traffic management
 - work restrictions (work times, confined spaces)

- exposure to high risk OHS hazards
- List areas of contract requiring special consideration from an environmental perspective eg:
 - Cultural heritage
 - Biodiversity

2.2 Contract HSE Structure and System

The Contract HSE Plan should be established around the Contractor's existing HSE management systems and associated procedures and controls. Reference should be made to existing procedures and documentation in the Contract HSE Plan. This will also assist in minimising the size of the document.

The Contractor should outline the management structure, responsibilities, standards and control systems applicable to the contract to ensure HES requirements are adequately addressed. The following information should be included:

- Summary of management and HSE roles and responsibilities of Contractor staff involved in the contract.
- List of subcontractors to be used in relation to this contract.
- Position and/or name of senior person who will liaise with East Gippsland Water on HSE matters, as well as a deputy in his/her absence.
- Details of proposed safety and environment meetings (major contacts only), including frequency of the meeting, target attendees and the method of recording the minutes and action items.

2.3 Contract Induction and Safety Training

OHS legislation requires all employers to ensure that their employees have the skills and training required to carry out their work in a safe manner. East Gippsland Water requires that Contractors document their safety training program ensuring that they have appropriately skilled employees, suitable training programs and adequate supervision for the contract works. In addition, a site induction is to be provided to all staff before commencement of works. The following information should be provided:

- Register of personnel who have satisfactorily completed the contract induction.
- Details of employee HSE training which has or will be provided relevant to the contract requirements.
- Provide a register of names and/or positions of contract employees with authorisations, permits, competency certificates, licences etc who may be required to supervise or undertake specialist work activity.

2.4 Work Practices and Procedures

Relevant safe work practices and procedures for the contract should be referenced. Where possible, existing company HSE procedures should be used. However, contract specific HSE procedures may need to be developed on the basis of particular contract hazards. These may be identified when undertaking safety or environment risk assessments or completing safe work method statements.

The following information should be provided:

- a list and copies of existing or newly developed company safe work procedures or instructions relevant to the contract.
- a list and copies of relevant environmental procedures or work instructions.
- details of site operations that will be subject to permit to work systems.

2.5 Plant and Substances

The Occupational Health and Safety Act 2004 requires employers to ensure, so far as is practicable, the absence of risk associated with the use, handling, storage and transport of plant and substances. Subordinate regulations place specific obligations on employers with regard to use, inspection and maintenance of plant and equipment. Similar obligations exist regarding the use, storage and handling of chemicals.

In order to demonstrate compliance with these requirements, the following should be included:

- Details of plant and equipment to be used in connection with this contract/project.
- Details of plant inspections and maintenance, including in-service inspection and testing of lifting and electrical equipment.
- List of chemicals to be used in connection with this contract/project.
- Confirmation that Material Safety Data Sheets have been/will be obtained for all chemicals used or stored on site, and that these will be readily accessible to all employees (including subcontractors) who may be exposed to the chemicals.
- Confirmation that risk assessments have been/will be undertaken for all plant and chemicals, the results of which will be communicated to all relevant employees (including subcontractors).
- Confirmation that spill control / facilities will be in place for all chemicals and that staff will be / have been trained in spill response procedures.

2.6 Safety & Environment Risk Assessments / Safe Work Method Statements

The Safety & Environment Risk Assessments and/or safe work method statements (SWMS) are integral parts of the Contract HSE Plan and consider the following:

- Identification of hazards associated with contract tasks and activities
- Establishment of appropriate risk control measures

Each major or significant task or activity associated with the contract shall be assessed in terms of the associated hazards and the risk of injury or illness associated with that hazard.

A primary goal shall be to eliminate all risk of serious injury, illness or environmental damage associated with the contract and should be a major focus of the Risk Assessment / SWMS. Contractors should detail risk control measures that adequately address all identified risks.

When determining OHS risk control strategies, the hierarchy of controls summarised below should be considered:

Level 1 Controls

Eliminate the hazard	Design works / plant with hazard elimination as a goal; eg: reduce noise levels. Pre-assemble certain fittings. Segregate public and unauthorised personnel from worksite and plant in operation.
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Level 2 Controls

Substitute the hazard with something safer	Replace dangerous chemicals with less hazardous substances. Replace dry bedding media with dampening material.
Isolate the hazard from people	Install guard rails, barriers around fall hazards. Store chemicals in a fume cupboard.
Engineering controls	Fit reverse alarms/lights to mobile plant. Ensure machine guards in place. Use lifting devices for heavy loads. Use residual current devices (RCDs). Ensure appropriate plant maintenance undertaken.

Level 3 Controls

Administrative controls	Appropriate training of staff; work instructions. Job rotation. Safety inspections.
Personal protective equipment	Hearing protection; respirators; hard hats; gloves; protective clothing. Sun/UV protection

Where safe work procedures or instructions are developed they must clearly spell out the work sequence, highlighting the procedures required to adequately control each risk.

The Risk Assessment / SWMS shall be completed on an agreed form evaluating the full scope of work associated with the contract. Additional risk assessments /SWMS may be undertaken during the course of the contract as required (ie work undertaken by subcontractors).

Generic risk assessments may be used provided that the circumstances giving rise to the risk are sufficiently similar for the generic risk assessment to be valid.

Note: Contractors may choose to use EGW Form 048 or a derivative thereof.

2.7 Workplace HSE Inspections

Worksite inspections play an important role in the identification of safety and environment hazards at the workplace and in the development of control measures. The Contract HSE Plan should outline the procedures and methods by which contract workplaces will be inspected on a regular basis. The following information should be provided:

- Details of how workplace HSE inspections will be undertaken during the contract, considering:
 - checklists to be used
 - frequency of inspections
 - actioning of inspection findings
- Details of hazard reporting procedures for the contract, including hazard report forms.
- Details of specific activities or areas targeted for inspection ie plant, hazardous materials, electrical safety.

(For smaller contracts, a regular walk around by the contractor/site supervisor with notes listed in a diary may be sufficient.)

2.8 Health and Safety Consultation

Consultation with employees provides an important mechanism whereby health and safety issues can be dealt with in a manner that promotes ownership and prompt resolution. The following information should be documented:

- List of current employer and employee health and safety representatives (if applicable)
- Details of the membership and operation of the Safety Committee (if applicable)
- Reference to company issue resolution procedures

(For smaller contracts/contractors, reference to hazard reporting and issue resolution arrangements in the staff induction may be sufficient.)

2.9 Amenities / Emergency Procedures

The WorkSafe Victoria Industry Standard for Civil Construction (June 2012) states the following minimum requirements for the provision of amenities:

- Works of less than 2 days:
 - A supply of fresh drinking water
 - Food storage container (eg insulated cooler) and sealable rubbish container
 - Hand washing facilities
 - Stocked first aid kit
 - Works vehicles for shelter (if no shelter on site)
 - Where there is no on-site toilet, access to a maintained public toilet or a toilet that the contractor has permission to use, provided that the toilet is within 15 minutes of road travel in an urban area, or within 30 minutes of travel in a non-urban area and a works vehicle is available at all times for workers to drive to the toilet.

- Works of more than two days
 - Contractor to provide an on-site toilet
- Works of more than five days
 - Site sheds or equivalent according to the WorkSafe Victoria Guidance Note: *Amenities required on greenfield developments and minor civil construction and maintenance sites*

There is the potential for a range of emergency situations to occur both on-site and off-site in relation to contract works. These situations need to be identified and specific emergency procedures developed and made known. The following information should be documented:

- Details of first aid assessment arrangements (can meet either the “Prescribed Approach” or be subject to a first aid risk assessment - refer WorkSafe Victoria Compliance Code for *First Aid in the Workplace*)
- An emergency response plan which reflects the site location, ground conditions and type of works to be undertaken. The plan should anticipate emergencies such as:
 - Plant rollover and vehicle collisions
 - Contact with overhead or underground services
 - Excavation contact or flowing
 - Treatment of injuries and evacuation of injured or ill workers
- Arrangements/co-ordination with other worksite occupants in the event of an emergency.

Attendance by emergency services personnel should not be expected as the only means responding to an emergency.

2.10 Incident Recording & Investigation

All incidents associated with the contract involving personal injury, medical treatment, property or environment damage, or any incident involving a member of the public should be recorded and investigated. Notification of all incidents and injuries to the Superintendent is a requirement under the contract specifications.

2.11 Workers' Compensation

The law requires that employers have a valid workers' compensation policy where the employer's annual payroll is more than \$7,500 or if an apprentice or trainee is employed. A copy of the current workers' compensation confirmation of insurance policy is to be provided. Where a policy is not held, this is to be discussed with the superintendent without delay.