



## WHS-46 Contractor Safety Management Procedure

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2.0	11/09/2014	Throughout document	Amended references to WHS Management Plans

## 1 Purpose

The purpose of this procedure is to provide outline the requirements for the management of Work Health and Safety and Environmental aspects of work being conducted by Contractors on Territory Generation maintained sites.

## 2 Scope

This procedure defines the critical processes, for ensuring an effective and consistent approach to all work activities undertaken for Territory Generation by *Contractors*.

This procedure is applicable to:

- All Territory Generation personnel responsible for managing contractors, and
- *Contractors/sub-contractors* conducting work on Territory Generation maintained sites.

**NOTE:** This procedure does not cover Principal Contractors and Labour Hire personnel.

**Principal Contractors** are covered by other WHS legislation and Territory Generation/Procurement policies and procedures.

**Labour hire personnel** have exactly the same rights and responsibilities as Territory Generation Employees under the WHS Legislation and are treated the same as Territory Generation Staff.

## 3 References

- NT Work Health and Safety Act 2011
- NT Work Health and Safety Regulations December 2013
- NT How to Manage Work Health and Safety Risk Code of Practice
- NT Construction Work Code of Practice
- NT Managing the Work Environment and Facilities Code of Practice

## 4 Roles and Responsibilities

Role / Title	Responsibility
<b>Chief Executive Officer</b>	Shall ensure that : <ul style="list-style-type: none"> <li>• All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control.</li> <li>• Initiates procedure review as required.</li> </ul>
<b>All Managers/Site Coordinators</b>	Shall ensure that: <ul style="list-style-type: none"> <li>• This procedure is put in place at all Territory Generation controlled power stations sites.</li> <li>• Personnel are advised and trained as necessary in the procedure to be followed.</li> <li>• Contractors are informed of and follow the procedure, where applicable.</li> <li>• Contribute to procedure reviews</li> </ul>

<b>Project Officers/Contract Managers</b>	Shall ensure that: <ul style="list-style-type: none"> <li>• Contractors under their control are informed of and follow the procedure, where applicable.</li> <li>• Contribute to procedure reviews</li> </ul>
<b>Territory Generation Representative/Site Contact</b>	Means a Territory Generation employee responsible to ensure that: <ul style="list-style-type: none"> <li>• All requirements of this procedure are complied with,</li> <li>• All WHS legislative requirements are met before, during and after the activity;</li> <li>• Relevant risk assessment processes are conducted to identify all hazards and ensure appropriate control measures have been implemented before the work is conducted;</li> <li>• All applicable Territory Generation policies and procedures are complied with by the Contractors under their control</li> </ul>
<b>All Personnel</b>	Shall ensure that: <ul style="list-style-type: none"> <li>• This procedure is followed personally and by contractors/visitors under their control, where applicable</li> <li>• Contribute to procedure reviews</li> </ul>
<b>Document Owner</b>	<ul style="list-style-type: none"> <li>• The position responsible for the preparation, review and accuracy of this document.</li> </ul>
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## 5 Definitions

<b>Action Officer</b>	Means, for the purpose of this procedure: <ul style="list-style-type: none"> <li>• The Territory Generation Superintendent; and/or,</li> <li>• The designated site contact; and/or,</li> <li>• The project manager; and/or,</li> <li>• The contract officer.</li> </ul>
<b>Approved</b>	Means having appropriate Territory Generation endorsement in writing.
<b>Authorised</b>	Means a <i>competent person</i> with technical knowledge or sufficient experience who has been <i>approved</i> to act on behalf of Territory Generation to perform the duty concerned.
<b>Competent Person</b>	Means a person who has, through a combination of training, qualification and experience, acquired knowledge and skills enabling that person to

	correctly perform the specified task.
<b>Contract</b>	Means a legal document that specifies the terms and conditions for works, services and/or goods supplied by a contractor.
<b>Contractor</b>	<p>Means an individual and/or organisation entering into an agreement (whether written or verbal) to supply goods, materials, equipment, personnel, labour and/or services to Territory Generation and includes but not limited to:</p> <ul style="list-style-type: none"> <li>• A contractor or subcontractor; and,</li> <li>• An employee of a contractor or subcontractor; and,</li> <li>• An employee of a labour hire company who works for Territory Generation; and,</li> <li>• A Consultant.</li> </ul>
<b>Territory Generation Representative(s)/Site Contact</b>	<p>Means the person(s) from Territory Generation who has the responsibility to ensure that contractors are supervised and comply with Territory Generation policies and procedures while conducting work on, or for Territory Generation.</p> <p>This Responsible person(s) may include:</p> <ul style="list-style-type: none"> <li>• Project Managers;</li> <li>• Contract Managers;</li> <li>• Territory Generation Superintendents;</li> <li>• Site Managers/Coordinators;</li> <li>• Territory Generation OH&amp;S Section Personnel;</li> <li>• Supervisors;</li> <li>• Coordinators;</li> <li>• Leading Hands;</li> <li>• Persons in charge of specific work tasks or areas.</li> </ul>
<b>Hazard</b>	Means a situation or thing that has the potential to harm a person. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity. Working at heights, a repetitive job, bullying and violence at the workplace.
<b>Panel Contract</b>	Means a panel of Contractors is appointed to provide the same works, services or goods/materials (as defined in the tender documents) over a period of time, on an “as required” basis. Contractors are selected from the panel to undertake specific projects based on

	the selection mechanism set out in the contract.
<b>Period Contract</b>	Means a sole Contractor is appointed to provide specific works, services or goods/materials (as defined in the tender documents) over a period of time, on an “as required” basis. Sometimes services are fixed, for example, cleaning services. Pricing is generally against a schedule of rates.
<b>Principal Contractor</b>	Means the Person that commissions a construction project becomes the Principal Contractor for the project unless: <ul style="list-style-type: none"> <li>• They engage another PCBU as principal contractor for the project and authorises the person to have management or control of the workplace and to discharge the duties of principal contractor.</li> </ul> <p><b>Note:</b> There can only be one Principal Contractor on a Project.</p>
<b>Risk</b>	Means the possibility that harm (death, injury or illness) might occur when exposed to a hazard.
<b>WHS Management Plan</b>	Means in relation to a construction project a workplace health and safety management plan prepared for the workplace before work on the project commences and covering required information under Section 309(2) of the NT WHS Regulations
<b>Safe Work method Statements (SWMS)</b>	Means a) in relation to electrical work on energised electrical equipment a SWMS prepared under Regulation 161 and b) in relation to high risk construction work and SWMS prepared under regulation 299. A SWMS must identify all hazards associated with the work and describe the control measures to be implemented, monitored and reviewed to manage the risk.
<b>Worker</b>	Means: <ul style="list-style-type: none"> <li>• An employee; or,</li> <li>• A contractor or subcontractor; or,</li> <li>• An employee of a contractor or subcontractor; or,</li> <li>• An employee of a labour hire company who has been assigned to work on Territory Generation sites; or,</li> <li>• An outworker; or,</li> <li>• An apprentice or trainee; or,</li> <li>• A student gaining work experience; or,</li> <li>• A volunteer; or,</li> </ul>

	<ul style="list-style-type: none"> <li>• A person of a prescribed class.</li> </ul>
<b>Shall</b>	Means a mandatory requirement
<b>Should</b>	Means an advisory requirement

## 6 Records

- All records associated with the contracted works shall be saved in TRIM e.g. contracts, tenders etc.
- Contractor inductions shall be recorded in the Rapid Induct System
- Contractor high risk licences, white cards and other relevant documentation shall be uploaded into the Rapid Induct system
- Contractor authorisations shall be recorded in the authorisation database
- Completed JSEA's shall be referenced to the associated job number and stored for a period of five years. It is at the discretion of each site coordinator as to if these records are stored electronically in TRIM or as a filed hard copy.
- Completed operational risk assessments and all other related records shall be saved in TRIM and stored for a period of 5 years.

## 7 Before Contractors Start Work on Territory Generation Sites

- 7.1 Before a Contractor can begin work on a Territory Generation maintained site, the *Territory Generation Representative* must ensure that all Territory Generation and site specific requirements are met.
- 7.2 Before entering any Territory Generation site, all Contractors shall:
- Have the name of a designated site contact who is responsible for them while on a Territory Generation maintained site;
  - Have completed the applicable Territory Generation Online Induction(s) for the Territory Generation site(s) to be accessed and uploaded any relevant documentation (Driver's license, HRW licenses, white card, Confined Space etc.) in the process;
  - Have completed the applicable portions of the Online Training for Access to Apparatus Rules, (Territory Generation Permit to Work system)
  - See [WHS-53 Induction Procedure](#) (BDOC2014/283) and [WHS-61 Site Access Procedure](#) (BDOC2013/92)

## 8 Workplace Health and Safety Management Plan

Where applicable:

- 9.1 The *Contractor* shall submit a Workplace Health and Safety (WHS) Management Plan to the *Territory Generation Representative* which shall outline how all aspects of the intended work scope will comply with all relevant WHS legislation, approvals, licences, permits and Territory Generation's standards of performance outlined in the work scope document and any other relevant Territory Generation policies and procedures. This includes policies and procedures for any site specific requirements on Territory Generation sites.

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- 9.2 The WHS Management Plan shall be submitted to the Territory Generation Representative for review and approval by any relevant stakeholders and the Territory Generation WHS section. Where Territory Generation determines the plan does not address all aspects of the work, including compliance to relevant WHS legislation, approvals, licences, permits and Territory Generation policies and procedures applicable to the proposed work scope the Contractor shall amend their WHS Management Plan accordingly.
- 9.3 Once the WHS Management Plan has been approved it shall not be amended without prior consultation and acceptance by Territory Generation. The Contractor shall not commence any work prior to receipt of written approval of the WHS Management Plan from the Territory Generation Representative.
- 9.4 The WHS Management Plan shall demonstrate to Territory Generation that the management of workplace health and safety will be implemented in a planned, systematic, documented and effective manner.
- 9.5 Contractor workers shall be briefed on the approved WHS Management Plan by the Contractor, so that workers have a working knowledge of the requirements and responsibilities that relate to their work function and role.
- 9.6 The Contractor shall in consultation with the Territory Generation Representative periodically review the WHS Management Plan to ensure it is up to date and continues to comply with all WHS laws and regulations, approvals, licences, permits and Territory Generation Policies and Procedures.
- 9.7 The Contractor shall ensure its workers are advised of any changes to the WHS Management Plan along with associated obsolete plans or documents.
- 9.8 On the request of Territory Generation, the Contractor shall provide Territory Generation access to a copy of the WHS Management Plan.
- 9.9 The Contractor shall meet on a regular basis with the applicable Territory Generation Representative(s) to report on its implementation and compliance to the WHS Management Plan. The Contractor shall on the request of Territory Generation provide documentary evidence to demonstrate its compliance to the WHS Management Plan.

### **9 Safety Management Systems**

- 9.1 The Contractor shall provide copies of all work health and safety policies and procedures comprising their Safety Management Systems; to the Territory Generation Representative.
- 9.2 These system documents should contain the WHS commitments the contractor will abide by in order to reduce risks and improve safety performance.
- 9.3 These system documents shall be signed by the contracting firms Managing Director or most senior person. Policies should be no older than two years from the date of issue.

### **10 Legal and Other Obligations**

- 10.1 The Contractor shall identify, document and comply with all applicable NT Work Health and Safety, and Environmental legislation, approvals, licenses and permits which are applicable to the work site and shall conduct its activities in a manner consistent with Territory Generation's guidelines procedures and permits (Access to Apparatus Rules).
- 10.2 The Contractor shall keep accurate, current and legible evidence to prove compliance with all work health and safety and environmental requirements and at the request of Territory Generation shall produce documentary and other evidence to prove such compliance.



- 10.3 The Contractor shall ensure that it is and its personnel are familiar with all work health and safety, and environmental legislative requirements applicable to all work undertaken on Territory Generation sites and shall comply with these requirements fully.
- 10.4 The Contractor shall, immediately upon receipt of any notice (including approvals) from any government or statutory authority or body that relates to the Work, provide Territory Generation with a copy of such notice.

## 11 Roles and Responsibilities of the Contractor

- 11.1 Where applicable, prior to the commencement of work under any contract, the *Contractor shall* provide Territory Generation with:
- a) A detailed organisational chart showing the positions, job roles and reporting relationships for all managerial and supervisory personnel associated with the intended scope of works.
  - b) The organisational chart *shall* also outline the obligations of those nominated to maintain and administer their Workplace Health and Safety Management Plan. The nominated person *shall* have a direct reporting line to the Contractor's Project Manager and where applicable, the *Territory Generation Representative*.

## 12 Training and Competency

- 12.1 The *Contractor shall* ensure that its personnel are appropriately licensed, qualified, skilled and experienced to carry out the duties required of them in accordance to applicable NT legislation for the *Licensing of Persons Performing High Risk Work* and any other Territory Generation requirements.
- 12.2 Certification and/or other recognised certification *shall* be made available to the *Territory Generation Representative* prior to mobilising to any Territory Generation controlled site.
- 12.3 Individuals performing tasks where specialised training and competencies are required or where a *High Risk Work License* is required *shall* carry their licence or certification with them at all times to provide evidence of their competencies.
- 12.4 The Contractor *shall* acknowledge that where Contractor employees do not possess the required competencies, they are prohibited from performing those tasks until such time as competencies are achieved and evidence of completion has been submitted to the *Territory Generation Representative*.
- 12.5 Examples of specialised training and competencies include, but are not limited to:
- Mobile Plant and Equipment;
  - Elevated Work Platforms;
  - Operation of Plant and Equipment;
  - Mobile Crane Operation;
  - Overhead Crane Operation;
  - Dogging;
  - Rigging;
  - Scaffolding;
  - Forklift Operation;
  - Confined Space Entry;
  - Working at Heights;
  - Electrical Work;
  - Trade Certificates, e.g. Welder, Boilermaker, Fitter machinist etc.

## 13 Mandatory Training and Inductions

- 13.1 Before entry to any Territory Generation site, the *Contractor shall* ensure that all personnel have successfully completed the applicable Territory Generation site online induction.

- 13.2 Where applicable, the *Contractor shall* be responsible to provide its personnel with copies of any health and safety information or handbooks relevant to the work site and each person's work role.
- 13.3 The *Contractor shall* ensure that that all personnel attend refresher courses and inductions to retain familiarity with current procedures and processes.
- 13.4 Territory Generation has specific training requirements - No *contractor shall* drive any light vehicle, or operate any heavy earthmoving equipment, fixed plant or specialised equipment, such as cranes, EWP, forklifts at Territory Generation site unless they are under a trainer's control or are licensed and approved/authorised to do so.
- 13.5 Licensing includes the delivery of training, assessing of competency and the issuing of formal accreditation. The *Contractor shall* provide evidence of completion of all training and competency assessments on the request of Territory Generation.

## 14 Consultation and Communication

- 14.1 Territory Generation requires the *Contractor* to participate in and conduct Work Health and Safety meetings in accordance with site requirements as a means to effectively discuss workplace health and safety and environmental related issues and the planning of work activities.
- 14.2 Territory Generation may choose to attend all such meetings for the purpose of informing the *Contractor* and its personnel of specific workplace health and safety and environmental matters identified by Territory Generation.
- 14.3 The requirements of the NT Approved Code of Practice for *Work Health and Safety Consultation, Co-operation and Co-ordination* shall be implemented and complied with at all Territory Generation controlled sites.
- 14.4 Depending on the length of contract or work duration, a minimum meeting schedule *shall* be established to include;
- Daily pre-start meetings;
  - Weekly Toolbox Meetings;
  - Weekly management HSE review meetings;
  - Monthly Contractor review meetings.
- 14.5 The *Contractor shall* provide Territory Generation a schedule of any intended meetings to provide Territory Generation the opportunity to attend.
- 14.6 The *Contractor shall* keep minutes of any health and safety meetings and a register of action items arising from each meeting. Upon request by Territory Generation, the *Contractor* must make available the minutes and the register of action items and all progress updates from such meetings.

## 15 Hazard and Risk Management

### 15.1 Risk Assessment

- a) On Territory Generation sites, risk management practises *shall* comply with the NT WHS Legislation and, depending on the work, NT Approved Codes of Practice *Construction Work* and/or *How to Manage Work Health and Safety Risks*.
- b) Territory Generation risk management practices at an operational level *shall* utilise the following processes:
- Formal Risk Assessments and Risk Registers;

- Incident Reporting and Investigation Process;
  - Job Safety and Environmental Analysis (JSEA) and/or Safe Work Method Statements (SWMS);
  - Hazard reporting;
  - Safe Act Observations;
- c) The Territory Generation document, *WHS-30 Operational Risk Assessment Template* (BDOC2013/326) *shall* be used for all operational risk assessment processes on Territory Generation controlled sites unless the *Contractor* has an equal or better risk assessment process.
- d) The *Contractor* is responsible and accountable for ensuring effective risk mitigation processes are in place to address all potential hazards prior to the commencement of any work including hazards emanating from planned or unplanned changes to operations, facilities, equipment, procedures, laws, regulations, standards, materials and processes.

## 15.2 Risk Registers

Where applicable:

- a) The *Contractor* shall maintain and regularly update a work scope-specific risk register. The register *shall* include risks that have been identified through any change management process, operational risk assessments, incident investigations, procedural reviews or additions and safety alerts which are relevant to the Contractors operations.
- b) The *Contractor shall* review their risk register on a monthly basis and provide the relevant *Territory Generation Representative* a summary of updates on a monthly basis.

## 15.3 Task based risk assessment

- a) A Job Safety Environmental Analysis (JSEA) or equivalent shall be developed for all work tasks conducted on Territory Generation sites.
- b) All *Contractors* who are involved in the task (work group) shall participate in the development of a JSEA and sign to acknowledge their input and understanding of the JSEA content prior to commencement of the task
- c) The use of generic or old JSEA's is not permitted on any Territory Generation Site. An old JSEA may be used as a tool of reference and as a guide for the development of a new JSEA which shall consider any hazards that may have evolved since the task was last performed.
- d) Prior to the commencement of works, Contractor JSEA's shall be approved for use by the relevant *Territory Generation Representative* or their proxy.
- e) Active JSEA's shall remain on the job for the duration of the job and periodically reviewed by the Contractor Supervisor for any changes to the task, personnel or work conditions
- f) Where appropriate Safe Work Method Statements (SWMS) may be used however they must be updated to cover any site and task specific hazards associated with the work; or shall be used in conjunction with a current JSEA.

## 15.3 Hazard Identification and Reporting

- a) All Workers *shall* participate in hazard identification, assessment and remediation measures.
- b) Worksite hazards *shall* be documented and reported to the *Territory Generation Representative*. Where practicable all hazards *shall* be addressed as soon as they are identified.
- c) The *Territory Generation Representative shall* ensure those reports are entered into the GRACE hazard and incident reporting database.
- d) Hazards *shall* be assessed and action taken to mitigate potential risks to a level as low as reasonably practicable. Corrective and preventative actions *shall* be tracked to completion.

- e) Site or task specific hazard registers shall be established to facilitate a systematic review of workplace hazards and their associated corrective and preventative actions.
- f) On the approval of the relevant *Territory Generation Representative*, *Contractors* who have a process equal to the Territory Generation hazard Identification and mitigation process may use their own process.

## 16 Contractors Obligations at the Work Site

### 16.1 Equipment

- a) The *Contractor shall* ensure that all equipment used to meet work health and safety requirements is regularly calibrated, tested, maintained and in a serviceable condition and a register of such equipment is also maintained.
- b) At the *Contractor's* expense, the *Contractor shall* ensure that all its electrical tools and equipment are inspected and tagged by an approved licensed electrical worker at scheduled intervals
- c) Testing and tagging tags *shall* identify the date of testing and inspection and the name of the person who conducted the inspection and test.
- d) All users of electrical tools, appliances and extension leads are responsible for visually inspecting their electrical equipment for signs of damage and tag validity prior to using the equipment.
- e) The *Contractor shall* ensure its employees have been given the appropriate Information, training and instruction on the selection, use and maintenance of such work health and safety equipment.
- f) All health and safety equipment shall comply with all applicable legislation, rules, standards, regulations and site specific requirements.
- g) Any breach of these requirements by the *Contractor* on Territory Generation sites *shall* initiate a formal incident investigation conducted by Territory Generation. Disciplinary measures may be implemented as a result of the investigation resulting in the equipment, and potentially, the Contractor being removed from site.

### 16.2 Personal Protective Equipment

- a) All PPE *shall* comply with the relevant WHS legislation, Code of Practice, Australian Standards, Territory Generation Procedure and/or Industry Standards and will be appropriately inspected, maintained and replaced where it becomes defective.
- b) The Contractor shall ensure they have read and maintain compliance with the requirements of *WHS-10 Minimum Dress Code and PPE Procedure* (BDOC2014/298).
- c) Where applicable, the Contractor shall ensure that its workers have been trained in the correct selection, care, use and application of PPE. All such training shall be documented and made available to Territory Generation on request.
- d) On Territory Generation sites, mandatory signage (blue and white) or other notices are displayed directing persons to wear PPE then personnel shall abide to such signs and notices.
- e) Any breach of the PPE requirements by the Contractor on Territory Generation sites shall initiate a formal incident investigation conducted by Territory Generation. Disciplinary measures may be implemented as result of the investigation, resulting in the Contractor being removed from site.

## 17 Plant and Equipment Isolation, lockout and Permitting Procedures

- 17.1 All plant and equipment isolation, lock out – tag out and permitting procedures used by Contractors *shall* be in accordance with ***Territory Generation Access to Apparatus Rules*** and its associated Procedures. See *AAR-00 Access to Apparatus Rules (AAR) Manual* (BDOC2014/290)

## 18 Mobile Plant and Equipment

**Note:** For the purpose of this section, all cars, Utes, light trucks and mobile plant used by the Contractor and/or their employees may be referred to as a “*Vehicle*”.

### 18.1 Entry to Territory Generation Site Requirements

- a) The *Contractor* shall supply Territory Generation with a list of all intended mobile plant assets that it intends to mobilise to site.
- b) Prior to mobilising plant and equipment to site, the *Contractor* shall ensure all plant and equipment without limitation to health and safety and the equipment intended for use by the Contractor are fit for purpose.
- c) Territory Generation reserves the right to inspect all mobile plant and equipment prior to allowing on site.
- d) The *Contractor* shall acknowledge that Territory Generation can refuse entry of any mobile plant that does not meet acceptable standards.
- e) Mobile plant and equipment inspections undertaken by Territory Generation shall not absolve the *Contractor* of its responsibilities for conducting its own inspections or ensuring acceptable mobile plant maintenance, inspection and safe operability.
- f) Mobile Plant and Equipment that pose environmental risks (e.g. oil and fuel leaks) shall not be permitted entry to Territory Generation sites.
- g) Detailed plant and equipment risk assessments shall be conducted to identify all foreseeable hazards and required control measures.

### 18.2 Maintenance of Plant and Equipment

- a) Plant and equipment *shall* be maintained utilising a scheduled maintenance program to ensure the safety and integrity of equipment and ultimate safety of personnel.
- b) The Contractor shall retain accurate and up to date plant and equipment records and certification for all tests, scheduled and unscheduled maintenance.
- c) The Contractor shall provide evidence of such maintenance, repairs, tests and certification on the request of Territory Generation.

### 18.3 Mobile Plant and Equipment Pre-start Inspections

- a) All mobile plant shall undergo a documented pre-start inspection prior to its use.
- b) Where critical components of the mobile plant are found to be defective, the plant shall be taken out of service until deemed safe to operate by a competent & authorised person.

**Note:** *Critical components are parts or systems of mobile equipment that in the event of failure could cause unexpected or uncontrolled movement or other occurrences that could result in personal harm, equipment or environmental damage.*

- c) Only on complete repair to the required standard by a competent person, shall the vehicle be permitted to return to service.
- d) All vehicles and associated equipment shall have a documented maintenance program.
- e) Only persons deemed competent and authorised to do so shall service, repair or modify vehicles and associated equipment.

### 18.4 Vehicle Safe Operation Rules

- a) Personnel operating a vehicle *shall* have the appropriate and current license.
- b) Where required, vehicles and associated equipment *shall* have current vehicle registration and insurance.
- c) Safety features and devices incorporated into vehicles shall be in place and fully operational prior to use.

- d) Where a vehicle is designed to accommodate/carry a person then it shall be equipped with an appropriate seat and seat belt. Where a vehicle has no provision for seat or seat belt then persons shall not travel on the machine.
- e) Seatbelts shall be worn by vehicle occupants at all times whilst the vehicle is in motion.
- f) Speed limits at Territory Generation sites shall be obeyed at all times.

### 18.5 Mobile Plant training and Verification

- a) Under no circumstance *shall* any person operate any mobile plant and equipment for which they have not been trained. Employees *authorised* to operate mobile plant *shall* have been deemed *competent* to do so by an *approved* and *authorised* person.
- b) Operators of mobile plant shall carry their applicable vehicle licence with them at all times and be able to produce their licence on request to verify licence currency and competency.
- c) All light vehicle operators shall be in possession of a Current Australian Drivers Licence. Operators who have had their light vehicle licence suspended or removed are not permitted to operate any mobile plant on Territory Generation sites.
- d) It shall be the Contractors responsibility to ensure their operator licences and other accreditation is maintained and updated in accordance to legislative and site requirements. The Contractor is obliged to maintain a documented training matrix that outlines the mobile plant and equipment competencies of each of its employees.

## 19 Work Processes

### 19.1 Cranes and associated rigging and lifting equipment

Contractors working with cranes and rigging and lifting gear on Territory Generation sites *shall* use equipment in accordance with;

- *WHS-40 Mobile Plant Procedure* (BDOC2014/221); and
- *WHS-42 Safe Operation of Overhead Cranes Procedure* (BDOC2014/228); and
- *WHS-42 Lifting Equipment Procedure* (BDOC2014/256).

### 19.2 Scaffolding

Contractors working with Scaffolds and Scaffolding on Territory Generation sites *shall* comply with:

- The relevant Australian Standard(s); and
- *WHS-44 Scaffolds and Scaffolding Procedure* (BDOC2014/259).

### 19.3 Working at Heights

Contractors working at heights on Territory Generation sites shall comply with:

- NT Approved Code of Practice – *Managing the Risks of Falls in the Workplace*; and,
- The relevant Australian Standards; and,
- Where applicable, NT Approved Code of Practice *Preventing Falls in Construction*; and,
- *WHS-12 Working at Heights Procedure* (BDOC2014/207); and,
- *WHS-12A Working at Heights Checklist* (BDOC2012/107)

### 19.4 Confined Spaces

Contractors working in or on Confined Spaces on Territory Generation sites shall comply with:

- NT Approved Code of Practice – *Confined Spaces*; and
- *AAR-14 Confined Space Procedure* (BDOC2014/187).

**19.5 Hazardous Materials and Substances**

Contractors may not bring hazardous materials onto site without seeking prior authorisation from Territory Generation. All personnel involved in using, storing, handling, transporting, recycling and or disposing hazardous materials *shall* have undertaken the applicable training.

Contractors bringing chemicals onto Territory Generation sites *shall* comply with:

- *WHS-04A Chemical Management Procedure* (BDOC2013/96).

**19.6 Fitness for Work**

Contractors shall assess Fitness for Work and Fatigue in accordance with:

- NT Approved Code of Practice – *Fatigue Management*; and
- *WHS-50 Fitness for Work Procedure* (BDOC2014/251); and,
- *WHS-51 Fatigue Management Procedure* (BDOC2014/250)

**19.7 Incident Reporting**

Contractors *shall* report all incidents to their *Territory Generation Representative*. Incident reporting and investigation shall be in accordance with:

- *WHS-56 Incident Investigation and Reporting Procedure* (BDOC2014/247).

**19.8 First Aid**

Contractors who are injured, or require first aid on Territory Generation sites *shall* comply with:

- NT Approved Code of Practice – *First Aid in the Workplace*; and,
- *WHS-49 First Aid Management Procedure* (BDOC2014/274).
- *WHS-56 Incident Reporting and Investigation Procedure* (BDOC2014/247).

**19.9 Emergency Response Procedures**

- a) The *Contractor shall* ensure that its personnel and visitors have been instructed in Territory Generation emergency management processes.
- b) In the event of an emergency, the Contractor shall adopt the relevant sites Territory Generation Emergency Response Plan
- c) The Contractor shall participate in all emergency management drills and debriefs including those following an emergency response.
- d) The Contractor shall participate in emergency response drills including but not limited to fire, spill and evacuation drills to regularly test the effectiveness and readiness of its emergency response personnel, equipment, procedures, and the knowledge and proficiency of Contractor personnel.