Work Health and Safety Conditions
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PURPOSE AND SCOPE

Ergon Energy's Work Health and Safety Conditions (Safety Conditions) define the minimum requirements of Ergon Energy Corporation Limited (Ergon Energy) for the management of the workplace health and safety (WH&S) and electrical safety risks associated with the Works Under Contract (WUC) or the Services. The purpose of the Safety Conditions is to ensure:

- the health and safety of individuals at the workplace;
- the health and safety of the public;
- the safe operation of plant and equipment; and
- the safety of Ergon Energy's works as defined by the Electrical Safety Act and the Work Health and Safety Act 2011 (Qld).

The Safety Conditions form part of the Contract associated with the WUC or the Services. The Safety Conditions include this document, all of the applicable principal's policy requirements, standards and processes (as amended from time to time) in addition to the common law and legislative requirements, which include but are not limited to any applicable Acts, Regulations, local laws and by-laws, Codes of Practice, and Australian Standards as amended from time to time.

RESPONSIBILITIES

Group Manager Strategic Procurement is the Process Owner responsible for approving this Reference document.

Procurement Excellence Manager is responsible for maintaining this Reference document.

Safety Operations Manager is the Subject Matter Expert (SME) for the content this Reference document.

DEFINITIONS, ABBREVIATIONS AND ACRONYMS

Words written in italics like this have the meaning given to them in the General conditions of contract as amended from time to time (General Conditions of Contract).

GENERAL WH&S & ELECTRICAL SAFETY REQUIREMENTS

Compliance

The Contractor:

- must ensure that, at all times, the Contractor, its employees and its subcontractors, agents or representatives and their employees comply with the Safety Conditions.
- warrants the following:
  - that it will comply with the Safety Conditions;
  - that it will ensure that its employees, the subcontractors, agents and representatives and their employees comply with the Safety Conditions; and
  - that all WUC performed by its employees, subcontractors, agents and representatives and their employees comply with the Safety Conditions.
The Contractor acknowledges the powers of the Principal’s Representative under the General Conditions of Contract in relation to WH&S and electrical safety. The Principal:

- must, as far as reasonably practicable, ensure the Contractor fulfils their WH&S Act and Electrical Safety Act obligations for the duration of the WUC;
- conduct monitoring activities to assess safety performance.

Contractor’s WH&S Management System

The Contractor’s must have a WH&S management system which ensures that the Contractor complies with all of its obligations under the Work Health & Safety Act 2011, the Queensland Electrical Safety Act and subordinate legislation of the acts and these Safety Conditions.

The Contractor must, within 5 working days of being requested by Ergon Energy, submit a complete copy of its current WH&S management system to Ergon Energy.

Work Health & Safety Management Plan

A WH&S Management Plan is a requirement under WH&S legislation for construction projects. A construction project is construction work valued over $250K.

Safety Management Plan

For work under $250K the Contractor may need to develop and maintain a Safety Management Plan (SMP) for the duration of the Contract which is specific to the performance of the WUC or the Services.

A Safety Management Plan is an Ergon Energy policy requirement for work other than a construction project.

The SMP must meet or exceed these Safety Conditions.

The purpose of the SMP is to define how the Contractor’s WH&S management system and SSoW interacts with that of Ergon Energy. The SMP will include details of the following:

- General information on organisational structure and line of responsibility
- Scope of the WUC or the Services
- WUC Risk Register & Risk Management Framework
- How WH&S and electrical safety risk controls are to be implemented
- The processes to be used to monitor and review risk controls
- Equipment inspection, maintenance and calibration records
- Details of Health Surveillance processes (where applicable)
- The processes to be used to monitor and review Environmental risk controls
- Current training and competency matrix of the Contractor’s employees and employees of subcontractors, agents and representatives
- HS&E Performance targets, indicators and outcomes
- Details of the H&S consultation process
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- Emergency incident, non-compliance, complaint handling and corrective action processes
- WH&S and electrical safety self-audit processes and schedule
- Emergency Preparation & Response processes including cyclone, flood and bushfire mitigation (where applicable)
- SSoW Processes and forms for WUC

The SMP is subject to review by the Ergon Energy representative with assistance from the Safety Operations Group or any other relevant person within Ergon Energy.

Competency, Licensing, Inductions and Authorisations

The Contractor must ensure that anyone who (including subcontractors, agents and representatives) performs the WUC or the Services holds the necessary licences, authorisations, qualifications, competencies, inductions and/or training that enables them to legally and competently perform such WUC or Service as per the contract documentation.

The Contractor is to refer to the relevant schedule in the contract conditions for the specific induction, training and authorisations required for WUC.

Where a schedule is not provided as part of the contract conditions the following will apply:

**Scenario 1**

Construction and maintenance work activities **NOT** on Ergon Energy’s network or does **NOT** have the potential to encroach exclusion zone distances for an untrained person.

Prior to the performance of any WUC or Services, employees of the Contractor, its subcontractors, agents and representatives must have successfully completed the following:

- Work Safely in the Construction Industry CPCCOHS1001A (White Card) (Time - 3hrs duration) – Pre-requisite to the rest of Generic Induction (proof of current Blue/White Card will exempt the participant from this section)
- Ergon Energy’s Generic Contractor Induction (GCI) which covers the Ergon Energy Code of Conduct Awareness, Safety First Guide Awareness and Environmental Awareness – (6-8 hours duration)
- It is also recommended that the Principal Contractor’s Person/s in Charge of the work (PICW) with at least one proxy, successfully complete Ergon Energy’s Safe Work Near Exposed Live Parts (SWNELP).
Scenario 2
Construction and maintenance work activities ON Ergon Energy’s network AND/OR the potential to encroach exclusion zone distances for an untrained person.

Prior to the performance of any WUC or Services, employees of the Contractor, its subcontractors, agents and representatives must have successfully completed the following:

- Work Safely in the Construction Industry CPCCOHS1001A (White Card) (Time - 3hrs duration) – Pre-requisite to the rest of Generic Induction (proof of current Blue/White Card will exempt the participant from this section)
- Ergon Energy’s Generic Contractor Induction (GCI) which covers the Ergon Energy Code of Conduct Awareness, Safety First Guide Awareness and Environmental Awareness – (6-8 hours duration)
- Electrical Awareness for Safe Work Near Exposed Live Electrical Parts (SWNELP) (6 hours duration)

The Contractor shall make its own arrangements with Ergon Energy’s training provider, Training and Development, which provides these Induction courses at centres across regional Queensland. Work Safely in the Construction Industry CPCCOHS1001A (White Card) may be obtained from any provider.

All costs of training including accommodation, meals, travelling expenses and employees’ wages will be borne by the contractor. Successful completion of the necessary Induction, training, and authorisations will be a pre-condition of any work being carried out.

Should the Contractor employ additional staff these staff will also be required to successfully complete the necessary Induction, training and authorisations prior to commencing work.

Alcohol and Drugs
Ergon Energy operates a zero tolerance policy with regard to the consumption of alcohol, and the use of illicit drugs within the workplace.

The Contractor agrees and acknowledges it has read and understood and will abide by Ergon Energy’s Drug & Alcohol Policy and Business Rules, as amended from time to time (a copy can be obtained from the Ergon Energy representative).

Drug & Alcohol Policy EP101
Drug & Alcohol Policy Business Rules ES001001R100

Personal Protective Equipment
The Contractor must ensure that its employees and the employees of its subcontractors, agents and representatives wear all identified PPE in designated work areas or where workplace hazards cannot be eliminated or adequately managed. The standard of PPE must be in line with Ergon Energy’s Field / Workshop Personal Protective Equipment (a copy can be obtained from the Ergon Energy representative).

Field/Workshop Personal Protective Equipment CS000501R110
Risk Management

The principles of risk management are an important means of ensuring WH&S and electrical safety. Risk management includes the identification, assessment and control of workplace hazards together with regular monitoring and review of the effectiveness of implemented controls.

In consultation with Ergon Energy, the approach to risk management shall be guided by the provisions of all relevant Electrical Safety legislation, WH&S legislation, the Contractor’s WH&S Safety Management Plan and the Safety Conditions. The Contractor shall consider the scope of each part of the performance of the WUC or the Services to determine the level of risk planning which must be undertaken. The Contractor must ensure that its risk management complies with the Safety Conditions.

As a PCBU, Ergon Energy may develop and implement, in consultation with the Contractor, a Safety Management Plan, or Safe Work Method Statements, or both, for particular WUC or Services. Ergon Energy will undertake this action only after consultation with the Contractor, and only when Ergon Energy believes that it is necessary to achieve a safe working environment, or where it is deemed to be required under the WH&S Act and/or Electrical Safety Act. The Contractor shall comply with all directions of Ergon Energy regarding Workplace Health and electrical safety in these circumstances.

Monitoring Activities

Ergon Energy has a duty to monitor the Contractor’s health and safety at the workplace. Ergon Energy will also conduct monitoring activities to assess the Contractor’s workplace health safety and electrical safety performance, including compliance with these Safety Conditions and submitted Contractor Safety Management Plans/WH&S Management Plan. The means by which such monitoring and inspections will be undertaken include, but are not limited to:

- Safety observations
- Audits
- Workplace inspections and work activity assessments
- Plant, tool and equipment inspections
- Review of permits, risk assessments, Safe Work Method Statements and Safety Management Plans/WH&S Management Plan, copies of which will be provided by the Contractor upon the request of Ergon Energy

Incident Notification

The Contractor must ensure compliance with the WH&S Act and the Electrical Safety Act and the following Ergon Energy reference documents (a copy of which can be obtained from the Ergon Energy representative):

Single Incident Management Framework ES000704R100
Incident Classification Table ES000703R100

In particular, the obligations under those Acts in relation to incident reporting. Where the Contractor reports an incident to a statutory body, a copy of the report shall be forwarded to Ergon Energy.
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Fatigue Management
Where it is likely that the management of fatigue will impact on the works to be undertaken, the Contractor must demonstrate that they will at least meet as a minimum, all requirements of Ergon Energy’s Manage Fatigue Risk document ES000901R117 (a copy of which can be obtained from the Ergon Energy representative).

Pre-Start Meeting
The intent of the pre-start meeting is to enable the provision of clear instructions from the Ergon Energy representative in respect to the following:

- Site specific induction
- EE Non-negotiables including Switching and Access to our network and Live Line requirements
- Hazard and Risk identification and controls
- Health & Safety duties of PCBU’s
- Health & Safety monitoring activities
- Reporting requirements
- Incident management
- Management of Sub Contractors
- Training, Authorisations & Inductions
- Level of supervision provided by PCBU
- Consultation, Participation and Cooperation between multiple PCBU’s

Performance Reporting
The Contractor must provide Ergon Energy with regular (at least monthly unless otherwise specified) WH&S and electrical safety performance reports containing the following information:

- Total number of labour hours expended in the reporting period
- Number and details of lost time injuries (LTI)
- Number and details of medical treatment injuries (MTI)
- Number and details of first aid injuries (FAI)
- Number and details of any working day lost by an individual due to non work related illness occurring on the day immediately following an FAI of the employee
- Number of dangerous electrical events and serious electrical incidents
- Number and details of suitable duties claims (SD)
- Number and details of near miss reports
- Total number of working days lost due to injury
- Total number of working days lost due to non-work related illness.
- Current status of any injured personnel
This reporting information can be supplied in a format determined by the Contractor as specified in the SMP/WH&SMP, or, alternatively Ergon Energy’s Schedule (WH&S Performance Information) can be used for this purpose. WH&S and electrical safety performance information is to be provided at any time a claim for payment is made. The WH&S and electrical safety performance report should cover the period that relates to the claim for payment.

The Contractor must, when requested by Ergon Energy, provide evidence of ongoing adherence to the Contractor's WH&S management system, the SMP and the Safety Conditions by, submitting a Contractor WH&S and Electrical Safety Performance Report within a time frame specified by Ergon Energy. This report must include:

- The status of the implementation and outcomes of identified non-conformances as a result of WH&S and electrical safety monitoring and inspection activities
- Status of WH&S and electrical inspections, audits or assessments undertaken during the course of the Contract.

Waiver

The failure by Ergon Energy at any time to enforce any of its powers, remedies or rights under the Safety Conditions will not constitute a waiver of those powers, remedies or rights or affect Ergon Energy’s rights to enforce those powers, remedies or rights at any time.

Final Report

Ergon Energy shall evaluate the WH&S and electrical safety performance of the Contractor at the completion of the WUC or the Services. The results of this evaluation will be considered as part of the overall Supplier Performance reporting. The WH&S and electrical safety performance of the Contractor will help determine their continued eligibility and suitability for future contracts.

APPOINTMENT OF PRINCIPAL CONTRACTOR (CONSTRUCTION PROJECTS ONLY)

For Construction Projects where Ergon Energy appoints a Principal Contractor (PC) in accordance with the Work Health and Safety Act 2011 (Qld) and Work Health and Safety Regulation 2011 (Qld) to complete the WUC, the following duties apply to the PC:

- The PC must manage risks associated with the carrying out of construction work by:
  - Identifying reasonably foreseeable hazards that could give rise to risks to health and safety; and
  - Eliminate risks to the health and safety of persons at or near the workplace so far as is reasonably practicable. If it is not reasonably practicable to eliminate the risks the PC must minimise the risks so far as is reasonably practicable by using control measures as set out in the Regulations.

- The PC must:
  - Consult with each of the following persons who are involved in the construction work in relation to identifying hazards associated with the construction work and assessing risks that may result because of the hazards:
    - the designer;
    - the project manager;
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- the Person Conducting a Business or Undertaking that has commissioned the construction work;
- workers;
- any other relevant person; and

- The PC has the obligation, if the PC reasonably believes, or should reasonably believe, that a person at the workplace is not discharging the person’s workplace health and safety obligation to
  - direct the person to comply with the person’s workplace health and safety obligation; and
  - if the person fails to comply with the direction ensure the person stops work until the person complies.

- The PC must ensure the workplace is, as far as is reasonably practicable, secured from unauthorised access.

- The PC must ensure that they have prepared or been given a safe work method statement prior to allowing a relevant person to start high risk construction and to monitor the use of and compliance with the safe work method statement. High risk construction activity includes the following work:
  - Involves a risk of a person falling more than 2 metres
  - Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
  - Involves, or is likely to involve, the disturbance of asbestos
  - Is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or a tunnel;
  - Using explosives
  - Is carried out in or near a confined space
  - Tilt up and pre-cast construction work
  - Structural alterations or repairs that require temporary support to prevent collapse
  - The movement of powered mobile plant at the workplace
  - Work on a telecommunications tower
  - Work carried out on, in adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
  - Work on or near pressurised gas distribution mains or piping
  - Work on or near chemical, fuel or refrigerant line
  - Work near energised electrical installations or services
  - Work in an area that may have a contaminated or flammable atmosphere
  - Work in an area where there are artificial extremes of temperature
  - Is carried out on or near water or other liquid that involves a risk of drowning
  - Involves diving work

- The PC must manage excavation work, including the obtaining of underground essential services information, in accordance with the Regulation.
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- The PC must install signs showing their name, telephone numbers (including after hours) and the location of the site office (if any). The signs must be clearly visible from outside the workplace.

- The PC must prepare, communicate, review and keep a WH&S management plan in accordance with the Regulations.

- The PC must use the issue resolution procedure provided for in the Regulations.

- The PC must manage the risk of falls, use of ladders and working with scaffolding in accordance with the Regulations.

- The PC must manage risks to health and safety associated with the following:
  - The storage, movement and disposal of construction materials and waste;
  - The storage of plant not in use;
  - Traffic that may be affected by the work; and
  - Essential services at the workplace.

- The PC must ensure amenities are reasonably available to people and that they are maintained in a hygienic, safe and serviceable condition.

The above obligations remain for the duration of the WUC and until the construction work is taken to have ended and possession of the workplace is returned to the owner (Ergon Energy).