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 Procedure No: CS-SCP-609
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CS ENERGY PROCEDURE

SITE CONDITIONS CS-SCP-609

Responsible Position: Procurement Governance Specialist
 Responsible Manager: Head of Procurement
 Responsible Executive: Chief Financial Officer

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1 INTRODUCTION

CS Energy owns and maintains Callide B and C, and Kogan Creek Power Stations and the Brisbane Corporate Office. Callide C Power Station is owned and operated under a joint venture. The locations of these Power Stations and our corporate office may be seen on the CS Energy website:

<http://www.csenergy.com.au>

2 PURPOSE

This document outlines the conditions to which all CS Energy staff, Contractors or Suppliers or visitors must comply with whilst accessing and / or working on any CS Energy Site. Additional conditions may be found in the contract document itself.

3 SCOPE

These Site Conditions (as amended from time to time) apply to all persons visiting or working in CS Energy sites. These Site Conditions do not apply to Mines that operate as defined by the Queensland Coal Mining Safety & Health Act 1999.

The expectation of compliance depends on the work or services that are to be performed by the Contractor or Suppliers; or the area(s) that are to be visited in case of non-services providing visitors.

Some aspects of the Site Conditions can be varied from time to time for specific circumstances based on rigorous risk assessments approved before the event by the Site General Manager. The request to vary the Site Conditions must be prepared and submitted to the Site General Manager for approval by the CS Energy staff responsible for the events at least three (3) working days before the event.

These site conditions apply unless otherwise specified in the contract between the CS Energy and the Contractor.

4 PRECEDENCE

Where there is an inconsistency between the contract terms and the applicable Site Conditions, the Site Conditions will prevail, unless the parties expressly agree otherwise.

5 CONTRACTOR PRE-MOBILISATION GENERAL RESPONSIBILITY

Prior to the Contractor's personnel (now referred to as contingent workers) accessing the Site, the Contractor must ensure that the information and documents as requested in the Site Conditions Checklist ([Form S2024](#)) are provided to the Designated Lead. Some sections of this form will change from time to time and the Contractor may need to check and update.

CS Energy reserves the right to refuse entry, or withdraw permission, for any person from the Site if they do not comply with these site conditions, or do not have the necessary competencies.

Where the Contractor has personnel that have not undergone the Site Conditions Checklist process, prior notice must be provided to the Designated Lead. The Designated Lead can then decide to grant access or not.

The Contractor is also responsible for:

- ensuring that its personnel comply at all times with these site conditions.
- ensuring that all personnel are available at Site at the designated times, and ready for the performance of the services.

- If any of the personnel are not available at the designated time and ready for the performance of the services, unless provided for in the contract, the contractor shall supply a replacement within three (3) hours of such an event or as agreed with the Designated Lead, and,
- all aspects of security within the Contractor's own work areas.

6 SITE WORKS, SITE ACCESS AND INDUCTION

CS Energy sites are manned 24hrs per day, but standard working hours are between 07:00hrs and 16:30hrs Monday to Friday, excluding closure days and gazetted public holidays. However, staff may work outside of this period. Some Sites may have other standard working hours that are different to the hours stated. Working hours for contractors will be as agreed in each contract or as designated by the Designated Lead.

Work on weekends, or overtime during normal work periods will require review by the Designated Lead. However, rosters for employees and contractors must work within the CS Energy Fatigue Management Policy (refer clause 7.13.3 for further detail).

Unless otherwise provided for in the contract, the Contractor will be responsible for the supply and delivery on the Site of all plant and materials required for the purposes of the contract, including consumables and personal protective equipment (PPE).

The Contractor shall be responsible for adherence to CS Energy's [CS-OHS-10 Pre-Commencement Health Assessment](#). This procedure requires all suppliers to have in place a health assessment process equivalent to or greater than the CS Energy process. Notification of compliance is required prior to Site access being granted.

Access to the work area at all times will be accorded to CS Energy's Representative and other authorised employees of CS Energy. Lay down areas, and facilities for site fabrication and assembly prior to installation, will be carried out in areas allocated by CS Energy's Representative. The standing of vehicles and equipment on access roads, and within Site buildings, is prohibited unless expressly approved by the Designated Lead.

6.1 Access to Site

Each operational Site has a site access/permission process to control the entry and exit of people onto Site. The site access procedures are in place to maintain a secure and safe site.

Your CS Energy contact will provide you with the necessary paperwork to arrange access to Site.

6.2 Site Induction

CS Energy has an online induction process for employees, contractors and visitors to its power station Sites

6.2.1 How to find the online induction:

- Staff can access the online induction through the 'My Learning' area of Success Factors. Contractor Personnel can access the online induction from [CS Energy's website](#).

To save time, complete your online site induction prior to arrival at Site. A limited number of computers will be available in the security office to complete the online induction at Site.

6.2.2 Induction types

Once logged into the online site induction, select the relevant induction type:



| Induction Type | Access | Online Module/s |
|----------------|---|--|
| Visitor | Not accessing plant, cannot perform works or services, accompanied on-site | Site-specific module (15 minutes) |
| Worker | All employees. Contractors conducting work on plant, signing onto Permit To Work (PTW) board. | Site specific module and core safety module (45 minutes) |

No personnel shall perform work on Site prior to completing the CS Energy site induction and, in some instances, PTW or Officer in Charge (OIC) training. Specific inductions are required for certain areas of plant and types of work including, but not limited to:

- confined space entry
- electrical access
- cooling tower entry

Depending on the Site and induction type, CS Energy requires that inductions are refreshed after set periods.

On completion of site induction, Contractor personnel will be issued with an electronic swipe card and a blue personal lock for use under the PTW system. OIC's will be issued a yellow lock.

Contractor's personnel are not permitted access to any area outside the immediate location where the services are being performed. Specifically, Contractor's personnel are not permitted to enter the Control Room or any of the administration buildings, laboratory, workshops or stores, or drive on ash dam roads unless permitted by the Designated Lead.

If any of the conditions in the Site Conditions are breached, CS Energy reserves the right to refuse or withdraw permission for any person to access the Site. In such circumstances, the Contractor shall ensure that replacement personnel be acceptable to CS Energy and be available to commence work on the site within three (3) hours or as agreed with the Designated Lead or as stipulated in the contract, at no additional charge.

6.3 Electronic Swipe Cards

Electronic swipe cards will be issued to individuals only after they have completed the Site induction. It is the card holder's responsibility to ensure that they swipe on whenever they enter Site; and swipe off whenever they leave. It is the responsibility of the card holder to carry their electronic swipe card on their person at all times whilst onsite. On completion of the contract works or on termination of contract, the card holder must return their swipe card to site security. Failure to do so may result in a \$75 payment per outstanding card which shall be deducted from the Contractor's final invoice.

A restricted short-term access swipe card may be issued where the work does not exceed one (1) day. Conditions apply.

If any of the Contractor's personnel are not required to be onsite for any more than three (3) consecutive business days, they must return their electronic swipe cards to the Designated Lead at the completion of each site visit.

6.4 Vehicle Access

Only Contractor's vehicles carrying equipment necessary for the performance of the services shall be allowed on Site, and entry to Site by each vehicle will be subject to approval by CS Energy. Private vehicles belonging to contractor's personnel are not permitted to enter Site. Application for vehicle access must be requested via the Designated Lead.

All vehicles required to access the Site shall be registered and comply with Queensland Road Transport legislative requirements. They must also comply with the specific conditions contained in the CS Energy Health and Safety Handbook and associated documents; as well as:

- Vehicles shall be Site registered with site security and provided with a Vehicle Access Pass prior to being granted access to Site. Applications for Vehicle Access Pass must be submitted to the Designated Lead at least three (3) business days prior to bringing vehicles onsite.
- All personnel driving vehicles on Site shall have current driving licences endorsed for the type of vehicle being driven – driver's license number and expiry date will be entered into the driver's profile on a secure site access database Vehicle operators are to carry their license on their person at all times. Persons are required to notify of the loss of their licences.
- All vehicles should be clearly marked with the name of the Contractor.
- Rotating beacon or LED beacon is required to be on site at all times (where vehicle approval is granted).
- All vehicles are to have a reversing alarm
- Vehicle speed limit on Site is 15kph; whilst inside Site buildings is speed is limited to 5kph.
- Parking in Site buildings, and any other 'no parking' areas onsite is not permitted.
- Vehicles will be operated onsite, and whilst travelling to Site, in accordance with Queensland Road Rules at all times.
- Vehicles will be reversed parked so that first movements on re-entering the vehicle will be in a forward motion.
- Keys shall be left in vehicles at all times when the vehicle is unattended outside of designated parking areas on Site.
- No smoking will be allowed in any vehicle, including contractor vehicles, while on Site at any time, in accordance with the Queensland Tobacco and Other Smoking Products legislation.
- Parking brakes will be set in all parked vehicles.

All vehicles entering or leaving Site can be subjected to inspection and search of both the vehicle and its contents. All containers including personal bags and cases being brought onto or taken from the Site will be subject to inspection.

6.5 Chain of Responsibility (CoR)

The CS Energy Chain of Responsibility (CoR) procedure [CS-OHS-78](#) applies to all heavy vehicle activities over 4.5 tonnes gross vehicle mass and any person involved in transport activities at CS Energy sites where products, goods or materials are received or dispatched via heavy vehicles. The aim of CoR is to make sure all personnel in the supply chain share the responsibility for ensuring breaches of road transport laws do not occur.

The requirements of the CoR procedure are defined by the Heavy Vehicle National Law (HVNL). All Contractors will comply with the process set out in procedure [CS-OHS-78](#).

6.6 Security

The Contractor's personnel shall comply with CS Energy's security procedures and policies with respect to entry to and exit from Site, vehicle parking and traffic control. All personnel shall comply with any direction(s) given by the Designated Lead, including security staff.

Any mobile plant, containers, personal bags, cases, toolboxes and the like being brought onto or taken from the Site can be subject to inspection. All personnel on Site will be deemed to have consented to such inspection.

The Contractor shall immediately report any theft to the Designated Lead. Theft of any kind will result in disciplinary action and will be reported directly to the police.

6.6.1 Prohibited Items

At no time shall pyrotechnics, illicit drugs or alcohol be brought on to the Site. Written permission is required from CS Energy, for any firearms, ammunition, explosives or animals (excluding guide dogs) to be brought on to any CS Energy Site.

6.7 Permits and Inspections

The Contractor will obtain all necessary permits and pay the fees required for completion of the works as stated in the contract. The Contractor will make such tests as are called for by regulations.

6.8 Smoking

Smoking will only be permitted in smoking areas designated by CS Energy.

7 RISK MANAGEMENT, WORKPLACE HEALTH, SAFETY AND ENVIRONMENT

7.1 Compliance

The Contractor will, before commencing work on Site, become familiar with CS Energy's procedures and legislative requirements for health, safety and environmental management whilst working onsite. These requirements are detailed in the [Health and Safety Handbook](#) and associated documents.

The Contractor will be responsible for the safety of all persons employed under the contract. The Contractor will ensure that all employees receive adequate instruction in the safety and emergency procedures applicable to their duty and place of employment.

The Contractor shall comply with all CS Energy's policies and procedures as well as relevant Workplace Health and Safety Legislation and Standards. These may include, but are not limited to:

- Workplace Health and Safety Legislation
- Workers' Compensation and Rehabilitation legislation
- Environmental Legislation

Further guidance on legislative and procedural requirements can be reviewed at:

<http://www.csenergy.com.au>

www.legislation.qld.gov.au

7.2 Contractor Health and Safety Plans (H&S Plans)

At least seven (7) business days prior to commencing work on Site, the Contractor will submit a Health and Safety Plan(s) to the Designated Lead for approval. The plan shall detail how the Contractor intends to meet their H&S legislative requirements and the requirements of CS Energy's H&S management system.

The primary Contractor shall develop this Plan in consultation with other stakeholders including sub-contractors and CS Energy.

7.3 Risk Management

Hazards must be identified, and associated risks must be assessed, managed, monitored and documented in accordance with Element 4 of the CS Energy Health and Safety Management System as set out in the [Health and Safety Handbook](#) and associated documents.

All risks must be controlled as per the hierarchy of control with elimination the preferred method. The effectiveness of controls must be evaluated and verified.

7.3.1 Job Safety and Environmental Analysis (JSEA)

The Contractor and its employees will prepare a health and safety risk assessment for the work to be conducted under the contract. This will be documented using a Job Safety & Environmental Analysis (JSEA), or safe work method statement form, and will be submitted to the Designated Lead for approval at least seven (7) business days prior to commencing that work.

The Contractor must ensure that hazards are controlled to as low as reasonably practicable. If the risk estimate remains at moderate level or above, the Contractor must liaise with the Designated Lead.

The Contractor is not obliged to use the CS Energy template for JSEA. However, if the Contractor elects to use its own risk assessment document, it must meet the requirements outlined in CS Energy's Health and Safety Handbook and associated documents.

The development of JSEAs shall involve the workers for the contract and requires that workers sign onto the document. Signing onto a JSEA acknowledges that the workers have read and understood the document. Appropriate Permit to Work (PTW) requirements will be determined from the requirements of the JSEA, and specialised training may need to be given to the Contractor by CS Energy to fulfil these duties.

7.4 Life Savers and Preventing Serious Injury and Fatality

CS Energy maintains safety standard processes to emphasise the importance of compliance with to the CS Energy Health and Safety Management System. These procedures are used in conjunction with the CS Energy 'Fair and Just Culture' procedure to determine accountability and culpability of persons responsible for breaching critical safety standards.

These systems apply to all people on CS Energy Site including all CS Energy personnel and Contractors. Contractors are required to review and communicate these procedures to their employees and subcontractors prior to commencing onsite.

7.4.1 Life Savers

Health and Safety Life Savers are rules that, if not followed, are considered serious safety breaches; and will result in predefined disciplinary action applying the procedure for 'Fair and Just Culture' (see CS-OHS-47). Any such breach is considered a serious matter by CS Energy as it has the potential to cause serious injury or fatality of employees, contractors and / or members of the general public.

The Health and Safety Life Savers are specific rules that are pivotal to upholding the integrity of the CS Energy health and safety management system and are detailed in the Health and Safety Handbook and associated documents.

These life savers shall be communicated to; and understood by all contract personnel; and are displayed in prominent locations around each Site.

All personnel must work to ensure compliance with the health and safety life savers. Where a person has acted in breach of the life savers, this must be reported to the Designated Lead and disciplinary action will be taken.

7.4.2 Preventing Serious Injury and Fatality

The critical controls required to manage the risk of serious injury and fatality are detailed in the CS Energy Health and Safety Handbook and associated documents. Work can only start when effective controls are in place and verified. If a critical control is found to be ineffective, the activity must stop.

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The Contractor shall review the CS Energy standards for [preventing serious injury and fatality](#) and communicate the specific minimum performance standards to their workforce prior to commencing and while conducting work onsite.

7.5 Permit to Work System

CS Energy operates a PTW system that is used to control all work on Site. All personnel shall comply with the PTW system requirements. The PTW system ensures that all potential energies on plant and equipment are properly isolated prior to the performance of any work.

Details are contained in the Health and Safety Handbook and associated documents.

Non-adherence to this guideline and unauthorised interference with danger tags, isolation locks and / or PTW boards constitutes a serious breach of the site conditions.

Blue personal locks and yellow OIC locks are to be returned to security at the completion of the services on Site. Failure to return locks to Designated Lead may result in a charge of \$75 for each lock. This amount may be deducted from the Contractor's final invoice.

7.5.1 Permit to Work (PTW) - Authorisation

There are a range of roles which require authorisation by the Site PTW Administrators. These roles are detailed in the Health and Safety Handbook and associated documents.

The Contractor must complete relevant forms and provide any supporting evidence to the Designated Lead and receive approval in accordance with the CS Energy Training and Authorisation of Roles in the PTW System procedure, prior to commencing works. Permit to Work (PTW) – Supporting Documents

In addition to managing plant isolations, the PTW System is also used to manage other high risk activities. Work permit requirements are based on the scope of works being performed, and include the following:

7.5.2 Confined Space

Work in confined spaces is managed under the Confined Space Entry (CSE) Permit and the requirements are detailed in the Health and Safety Handbook and associated documents.

The Contractor shall review the CS Energy safety and PTW procedures relating to confined space entry and ensure that all personnel comply. The Contractor shall ensure that personnel supplied are competent and capable of working within a confined space. The CS Energy worker induction includes basic confined space awareness training only. In the event that the Contractor is to appoint one of their staff members as an OIC, the Contractor must ensure that person has undertaken the Nationally Accredited Confined Space Entry training.

7.5.3 Hot Work

Hot work is managed under the Hot Work Permit and requires the use of a hot work / control checklist.

The Contractor shall review the CS Energy safety and PTW procedures relating to hot works and ensure that all personnel comply. The Contractor shall ensure that personnel supplied are competent and capable of performing hot works safely. In the event that the Contractor is to appoint one of their staff members as an OIC, the Contractor must ensure that person is made available to undergo the OIC training modules related to hot works.

More information on the Hot Work Permit can be found in the Health and Safety Handbook and associated documents.

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7.5.4 Excavation and Trenching

Excavation, trenching and spike driving activities are authorised by a permit and an excavation and building penetration control checklist.

The Contractor shall review the CS Energy safety and PTW procedures relating to excavation, and ensure that all personnel comply. This will include all measures that will ensure the work is carried out in compliance with the Queensland Workplace Health & Safety Regulations.

The Contractor shall ensure that personnel supplied are competent and capable of performing digging and excavation works safely. In the event the Contractor appoints any of their staff members as an OIC, the Contractor must ensure these persons are made available to undergo the OIC training modules related to excavation.

More information on the Excavation and Building Penetration Permits can be found in the Health and Safety Handbook and associated documents.

7.5.5 Working at Height

All personnel must be trained in height safety to a level satisfactory to the Designated Lead before work at height is to commence on Site. All personnel must ensure they comply with CS Energy's policies, procedures and permitting systems regarding working at heights and must implement fall protection control measures when working at heights greater than 2m or creating a fall risk of greater than 0.5m. Creating a fall risk of greater than 0.5m may be done through removing flooring, gridmesh, gatic covers, or other physical barriers, and may only be performed once the appropriate permit has been obtained. Requirements for Working at Heights is detailed in the Health and Safety Handbook and associated documents. Risk Assessment for Lower Heights.

A risk assessment is required to determine if fall protection is needed at lower heights. (e.g. working one metre above rotating parts or sharp impaling objects)

7.5.6 Live Work

The Contractor shall review the CS Energy PTW procedures related to live electrical work; and ensure that all personnel comply. This will include, amongst other things, the requirement to complete form S1885 and obtain the appropriate approvals as outlined in the PTW system. Live electrical work includes, amongst other things, fault finding, testing of electrical equipment, testing to prove de-energised for isolations and any other work where the worker may be exposed to a live electrical conductor.

- Live work is also covered in the CS Energy Electrical Safety Management procedure (see CS-OHS-31); Maintenance and Testing of Entity Works, Electrical Installations and Electrical Equipment (see CS-OHS-32);
- CS Energy Selection, Maintenance and Use of Electrical Safety Equipment and PPE (see [CS-OHS-34](#)).

Further detail on electrical safety is covered in the [Health and Safety Handbook](#) and associated documents.

7.6 Hazardous Substances and Dangerous Goods

No hazardous substances or dangerous goods (including gasses and chemicals) are to be bought onto CS Energy sites without following the required risk assessment and approval process as set out in the CS Energy [Health and Safety Handbook](#) and associated documents. The Contractor is to consult with the CS Energy Principal's Representative during the pre-contractual phase to determine which hazardous substances and dangerous goods require approval before being bought onto Site.

The site Emergency Response Team (ERT) are to be notified of hazardous chemicals response requirements prior to the chemicals being brought on Site.

The Contractor will ensure that the use of hazardous substances or dangerous goods is incorporated into the JSEA for works being undertaken. This will include the requirement to ensure that the Contractor's personnel are trained and competent in the safe use of hazardous substances and dangerous goods. The Contractor will provide any specialist PPE required for the safe use of hazardous substances and dangerous goods.

7.7 Incident Reporting

All incidents, accidents, injuries, near misses, and dangerous occurrences involving people; breakage; distortion or damage to any part of the plant or works on CS Energy Sites must be reported to the Designated Lead in accordance with the CS Energy [Health and Safety Handbook](#) and associated documents.

The ultimate classification of an incident will be at the discretion of the Designated Lead.

The details of the incidents shall be advised to CS Energy immediately, or as soon as practicable, following the event. An incident investigation process shall follow on from the initial notification in accordance with CS Energy policies and procedures. The Contractor is required to cooperate completely with the Designated Lead in ensuring that all incidents are investigated, and corrective actions are closed out in a timely fashion. In some circumstances this will require the Contractor to undertake their own incident investigation; reporting back in a format that provides detail consistent with the CS Energy Health and Safety Handbook and associated documents.

The Contractor will, within five (5) days of the end of each calendar month, submit to the Designated Lead a report detailing the number and type of accidents, incidents and dangerous events. In the event of no occurrences it remains a requirement that a NIL REPORT be submitted.

The Contractor is required to comply with the statutory requirements for incident notification. Documents relating to the reports, notification and investigation are to be provided to CS Energy within two (2) hours. It is the Contractor's responsibility to correctly complete the appropriate sections of the approved forms and cooperate with the Statutory Authority under all circumstances.

7.8 Contract Safety Resources

Where a Contractor employs more than 30 personnel on Site, the Contractor shall appoint and maintain onsite accredited Workplace Health and Safety personnel at all times while works are being delivered.

If the Contractor engages less than 30 personnel, they are still required to provide adequate resources to provide functional safety and rehabilitation coordination for those personnel whilst they are on CS Energy worksites. The provision of safety and rehabilitation support services to the works shall be to the satisfaction of the Designated Lead.

The Contractor shall provide the Designated Lead with details of the names, contact numbers and qualifications of the persons appointed to H&S roles at least seven (7) business days prior to commencing works onsite.

Regardless of the nomination of safety support resources for works under contract, the Contractor shall allow the election, by the workforce, of a Safety Representative to cover the works onsite. In some instances, the Safety Representative may be required to participate in the activities of the broader Safety Committee at CS Energy Sites, or a specific Safety Committee may be required under a contract. This will be negotiated with the Designated Lead prior to works commencing.

7.9 Personal Protective Equipment (PPE)

The Contractor shall ensure that all contractor personnel wear protective clothing and are provided with and use safety equipment in accordance with the contract and in accordance with CS Energy Health and Safety Handbook and associated documents.

Contractors are to ensure their personnel are trained in the use of the PPE they are required to use. CS Energy will not provide protective clothing or wet weather gear to the Contractor's personnel.

7.10 Equipment

No equipment will be used which may be unsuitable, unsafe or liable to cause personal injury or damage. Without lessening the absolute responsibility of the Contractor with regard to such equipment, CS Energy's Designated Lead will have the right to inspect such equipment and exclude it from the works if it is determined to be unsuitable. In this event the Contractor will provide replacement equipment, at no additional cost to CS Energy.

The Contractor shall develop and maintain a testing and tagging program for equipment to capture all tools and equipment that require periodic inspection and testing. Such equipment will include, amongst other things, electrical tools, lifting / rigging equipment and height safety equipment. The program shall be provided to the Designated Lead at least seven (7) business days prior to the Contractor bringing such equipment onto Site.

7.11 Miscellaneous Safety Provisions

In complying with the [Health and Safety Handbook](#) and associated documents the Contractor will to, the satisfaction of the Designated Lead :

- provide and maintain adequate lighting and access to all working areas
- ensure adequate controls are put in place for traffic management, and the protection of Contractor personnel working alongside roadways and other public thoroughfares in consultation with CS Energy
- ensure that each employee is the holder of the necessary statutory permits and certificate of competency. These requirements are to be identified during the pre-contractual phase and all permits and certificates are to be provided to the Designated Lead at least seven (7) business days prior to commencing onsite

7.12 Supervision and Personal Conduct

The Contractor will co-operate fully with the Designated Lead and other supervising staff of CS Energy on all matters affecting safety.

The Designated Lead has the right to require the Contractor, at no additional cost to CS Energy, to immediately, on receipt of notice in writing, remove any Personnel or Subcontractor from the Site who fails to comply with the Power Station Safety Procedures.

7.13 Fitness for Duty

All personnel must comply with CS Energy's [Health and Safety Handbook](#) and associated documents regarding fitness for duty.

All personnel are to be fit for the duties they undertake and work in a manner that protects both themselves and other personnel from potential harm.

7.13.1 Health assessment

The Contractor must verify that their employees are fit to undertake the inherent occupational duties of the position in which they are employed. Refer to the requirements listed in [CS-OHS-10 Pre-commencement health assessment](#).

7.13.2 Alcohol and Other Drugs

CS Energy will exclude from any of CS Energy Sites, any personnel whose test result does not meet the requirements set out in the procedure, or any person who refuses to participate in the testing program.

Contractor personnel must notify the Designated Lead if they are on prescribed medication that will impair their ability to work safely on Site.

7.13.3 Fatigue Management

The Contractor must implement control measures to effectively manage fatigue. The Contractor shall comply with the CS Energy [Health and Safety Handbook](#) and associated documents.

7.14 Health and Hygiene Management

7.14.1 Health Monitoring

The Queensland Work Health & Safety Regulation 2011 requires that employees who are potentially exposed to specific hazards must be provided with health monitoring. CS Energy has identified the potential for health exposures on their operational sites in relation to several hazards.

Contracting employers providing workers on CS Energy sites must monitor the health of their employees in accordance with procedure [CS-OHS-75 - Health Hazard Exposure Management](#) and provide evidence of same to CS Energy. If there is any doubt as to the health monitoring required the CS Energy Site H&S Business Partner will provide clarification.

7.14.2 Fit testing

All Contractor employees who are performing work that requires the wearing of respiratory protection must have a current fit test (at least annually). Verification of a current fit test must be provided to CS Energy.

7.14.3 Vaccinations

Where the Contractor is performing work that requires vaccinations such as Hepatitis A & B, tetanus, influenza, COVID-19, etc, the Contractor is responsible for ensuring its personnel are appropriately vaccinated, and that these vaccinations are up to date at all times.

Vaccination requirements will be identified during the pre-contractual phase based on the risk presented by the work. This will be undertaken in consultation with, and to the satisfaction of, the Principal's Representative.

7.15 First Aid and Emergency Recovery

CS Energy will provide first aid qualified personnel to cover the Contractor's Personnel during normal working hours. However, the Contractor is required to provide additional or specialist coverage during normal working hours if it is warranted by the risk presented by the scope of works under contract.

The Contractor is required to provide first aid coverage outside of normal working hours.

Where the Contractor performs high risk activities (work at heights, confined space, hot works, excavation, work with hazardous substances, explosives etc., the provision of first aid, emergency response, recovery and evacuation, is to be reviewed by the Designated Lead with input from the Site

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H&S, ERT, Environment and Chemical staff as necessary. Personnel are to notify of any injury by using the emergency phone system dialling '555' (Kogan); '555' (Callide).

The Contractor shall ensure that all injuries to its personnel are reported to CS Energy as soon as reasonably practicable in accordance with the CS Energy Health and Safety Handbook and associated documents. All injuries must be reported to CS Energy before leaving Site.

7.16 Electric and Magnetic Fields

Some areas of the Site and plant have access restrictions due to the presence of high voltage generation or transmission sources. The Contractor must advise the Designated Lead if any of their personnel have pacemakers, metallic medical implants or hearing devices. The Contractor is to ensure persons are not exposed to electric and magnetic fields in excess of the statutory requirements.

7.17 Radioactive Substances

The Contractor shall submit a Radiation Safety and Protection Plan (RSPP) to the Designated Lead at least seven (7) business days prior to bringing a radiation source onto Site. The Contractor is obliged to comply with the Radiation Safety Act whilst engaging in radiation work on CS Energy sites. In addition to the details contained in the Health and Safety Handbook and associated documents, the following applies:

7.17.1 Approvals, Licenses and Permits

The Contractor will obtain all approvals, licenses and permits for the transportation, possession, storage and use of any radioactive substance.

7.17.2 Identification

All equipment producing or capable of producing ionising radiation will be identified in accordance with Appendix B of AS1345.

7.17.3 Transport

Transport of radioactive substances will be carried out in accordance with the current 'Commonwealth of Australia - Environmental Protection (Nuclear Codes) Act, current 'Code of Practice for the safe transport of Radioactive Substances' Contractor's Radiation Safety Nominee.

The Designated Lead will nominate an on-site Radiation Safety Officer (RSO) or the Designated Lead can request the Contractor to nominate an on-site RSO. The nominated RSO shall possess the qualifications, official approval and experience commensurate with their duty. A copy of RSO certifications are to be provided to the Designated Lead at least seven (7) business days prior to their arrival onsite. Where necessary, the nominee may be required to attend an approved Radiation Safety Course.

7.17.4 Radiography

Approval for radiography on Site will be obtained from the Designated Lead who will be advised of the arrival and departure of radioactive sources at the Site. The Contractor will ensure that any radiography work at CS Energy Power Stations complies with all requirements of the Radiation Safety Act, and any CS Energy procedures for the control of radiography.

7.17.5 Radiation Gauges

When the Contractor notifies the relevant Statutory Authority of their intention to bring sources of ionising radiation into Queensland, the Contractor will supply to Designated Lead sufficient details to enable an application for the necessary licenses. The Contractor will notify the Designated Lead immediately when the sources for radiation gauges arrive at the Site.

7.18 Lasers

The Contractor will comply with recommended practices and certification of operators in accordance with Australian Standards; AS 2211 'Laser Safety' and AS 2397' Guide to the Use of Lasers in the Construction Industry'. All laser equipment brought onto the Site will be notified to CS Energy's Representative. Laser equipment other than Australian Classifications 1, 2 and 3A will not be allowed on the Site.

7.19 Audit

The Contractor's H&S Plan(s) will be subject to CS Energy review and monitoring. The number of audits will vary according to the length of the contract, time spent on Site and the risk level of the work. CS Energy audits are generally conducted in three stages:

- 1) **Pre-Mobilisation:** Prior to commencement of work on Site the H&S Plan will be reviewed by the Designated Lead against the CS Energy safety system standards to ensure compatibility. This review will require at least five (5) business days lead-time to undertake.
- 2) **Execution Phase:** CS Energy may choose to conduct an audit of the Contractor's safety management system as they relate to the works onsite. This is to ensure compliance with the H&S Plan and CS Energy Safety Systems
- 3) **Works Completion:** Overall compliance of contractor performance to the H&S Plan and CS Energy Health and Safety Handbook and associated documents shall be assessed as part of the contractor review and evaluation process.

7.19.1 Non-Conformance

Non-conformances to the H&S Plan and CS Energy Health and Safety Management System identified whilst Contractors are onsite shall be reported in writing to the Designated Lead. These written notifications shall describe the non-conformance in detail and state actions required to correct the non-conformance. The Contractor shall be provided with details in writing of the non-conformance along with corrective action that is required for rectification.

Matters of non-conformance with the H&S Plan and CS Energy Health and Safety Management System shall be recorded on the CS Energy Contractor Safety Database and may be used for Contractor evaluation purposes in future. Extensive or repeated non-conformance and acts of incompetence or reckless negligence will be considered a breach of contract.

CS Energy will not tolerate any breaches of the site safety conditions and will require immediate action to remedy any breach. Repeat non-compliance can result in the contract being terminated without any compensation to the Contractor.

7.20 Environmental Management Plan (EMP)

CS Energy power stations and mines operate in accordance with a suite of Environmental Approvals, including Environmental Authorities, Water Licences and Damage Mitigation Permits. When conducting activities at a specific CS Energy Site, the Contractor must comply with relevant elements of these approvals.

Site-specific environmental controls must be identified by the Contractor during the planning stage and documented accordingly. The Guidelines for Contractor Environmental Management Plans CS-ENV-08 detail the environmental management requirements through each stage of the contractor management process, specifically how the EMS is integrated into each stage.

By an agreed date as detailed in the contract, the Contractor is required to prepare site-specific documentation detailing the environmental controls to be implemented as part of the delivery of the activity or service. The type of documentation to be prepared is dependent upon the nature of the activity

or service. In some cases, a JSEA will be sufficient, and in others, an Environmental Management Plan (EMP) will be required. The documentation is to be provided to the CS Energy Designated Lead. Works cannot commence until the documentation is approved.

In the event an EMP is required, the Guidelines for Contractor Environmental Management Plans [CS-ENV-08](#) can be used as guidance for the preparation and evaluation of an EMP consistent with the CS Energy ISO14001 accredited EMS. The EMP shall detail the main activities and tasks involved with performing the activity or service at the Site. The EMP shall show the assessment and control of environmental risks associated with the performance of the Services and is to be approved before the commencement of services on Site. The EMP may be subject to auditing by the Designated Lead throughout the duration of the scheduled works to ensure Contractor compliance with environmental obligations and requirements.

7.21 Environmental Performance

The Contractor shall comply with the approved JSEAs and/or EMP and any relevant requirements of the applicable legislation (e.g., *Environmental Protection Act 1994* and *Sustainable Planning Act 2009*) and the requirements of CS Energy relating to environmental management and protection.

The Contractor must Comply with the Site's Environmental Authority and permits issued under the Environmental Protection Act 1994 to undertake certain Environmentally Relevant Activities (ERAs).

The Contractor must conform to the principles stated within the CS Energy Environment Policy.

The sections below provide additional information on some of the key environmental issues associated with completing work on CS Energy Sites. This is not exhaustive and site specific controls relevant to the proposed activities.

7.21.1 Environmental Nuisance

The Contractor must prevent the occurrence of nuisance from dust, water, noise and vibration or other sources through or in connection with the execution of the Services. In the event the CS Energy Designated Lead forms a view that the Contractor's work practices may cause environmental nuisance, harm, damage or pollution, the Contractor must comply with any responsible direction from the CS Energy Designated Lead to rectify.

7.21.2 Chemicals and fuels

All oils, fuels and chemicals brought on to Site or decanted on Site by the Contractor must be adequately labelled, contained and banded at all times to prevent spillage onto the ground or into stormwater systems. All chemicals must be accompanied by a Safety Data Sheet, ("SDS"), approved for use on Site and registered in accordance with clause 7.16 of this document.

Any spillage of wastes, contaminants or other materials shall be contained and then cleaned up as quickly as practicable and in the manner specified in the Site induction and relevant Site procedures. Spillages are not to be cleaned by hosing, sweeping or otherwise releasing such wastes, contaminants or materials into any stormwater drainage system, roadside gutters or watercourses. Collection and disposal of spills and waste should be done in accordance with Site requirements.

Any oil or chemical spill shall be contained and then cleaned up immediately with an approved oil absorbent material. Vehicles or equipment with oil leaks will not be used on the Site. Any oil spill will be cleaned up immediately with an approved oil absorbent material. No oil will be discharged into the station drainage system. In case the Contractor has equipment on Site that could potentially leak or spill oil the Contractor shall hold on Site a stock of an approved oil absorbent material. The material may also be obtained from one of the many Oil Spill Kits located around the Site. Used oil absorbent material shall be placed in the correct designated disposal bins. No oil or absorbent material shall be permitted to discharge into stormwater drainage system, roadside gutters or watercourses.

7.21.3 Waste Management

Regulated Waste removal, including transport and disposal shall be managed in accordance with legislative requirements and the approved Site processes and practices.

7.21.4 Cleaning of Equipment

All vehicles, plant and implements passing through declared weed infested areas should be cleaned (washed) down to ensure it is free of reproductive material (seeds) prior to leaving the weed infested site. The cost of the wash down will be borne by the vehicle owner. The drivers of such vehicles are to present a completed Weed Hygiene Declaration Form prior to entry to Site and are required to meet all biosecurity legislative requirements.

7.22 Environmental Non-Conformance, Incidents and Complaints

The Contractor must report any non-conformances to the Environmental obligations referred to in clause 7.22, incidents and complaints in the following manner for:

- a) Incidents and non-compliance with any legal environmental obligations, including Site Environmental Authorities, Permits and the EMP.
 - i. Written advice of the following information must be provided as soon as possible but no later than 24 hours following an occurrence, incident or event (for the purposes of this clause all referred to as "event"):
 - A. The location of the event;
 - B. The time of the event;
 - C. The time the holder of the Environmental Authority or Permit became aware of the event;
 - D. The suspected cause of the event;
 - E. A description of the resulting effects of the event;
 - F. Actions taken to mitigate any environmental harm and/or environmental nuisance caused by the event; and
 - G. Proposed actions to prevent a recurrence of the event.
- b) Complaints
 - i. Time, date and nature of complaint;
 - ii. Type of communication (telephone, letter, personal etc);
 - iii. Name, contact address and contact telephone number of the complainant (Note: if the complainant does not wish to be identified then "Not Identified" is to be recorded);
 - iv. Response and investigation undertaken as a result of the complaint (Note: if the complaint is considered frivolous or vexatious, the reasons for considering the complaint frivolous or vexatious must be recorded.);
 - v. Name of person responsible for investigating the complaint;
 - vi. Action taken as a result of the complaint investigation and signature of responsible person; and
 - vii. Advise if the complaint is about dust or noise and provide on-site meteorological data relevant to the time from a representative site including wind speed and direction, temperature, barometric pressure, daily rainfall and relative humidity.

8 FACILITIES

8.1 General

The Contractor may be allocated a lay down and storage area; or building or part thereof on Site by CS Energy. Power, water, sanitation and drainage may be available for the Contractor's use.

The Contractor's use of any laydown area, facility, building or part thereof, is pursuant to a non-exclusive licence only. CS Energy may at any time withdraw or amend the permission for such use. CS Energy's permission for any use by the Contractor does not create or imply any form of tenure in any area, lay down, building or part thereof. When requested, the Contractor will submit a plan for approval to the Designated Lead showing the layout of any proposed site facilities necessary for the contract. The use of such areas will be at the Contractor's risk.

All maintenance or improvements to any area shall be approved by CS Energy prior to any work being done. The cost of maintenance and improvement of any property of the Contractor shall be met by the Contractor. When finished, the Contractor shall ensure that any lay down, storage area, or building that is used by the Contractor for such purposes is returned to CS Energy's control in the way it was left, if not better.

Any area occupied by the Contractor, but outside the area allocated to the Contractor shall, at the request of CS Energy, be cleared at the Contractor's expense. CS Energy has the right to change and / or allocate new areas to the Contractor.

8.2 Other Site Facilities

CS Energy's dressing rooms, sanitary conveniences and washing facilities may be available for use by the Contractor's employees while on Site with prior approval from the Designated Lead. Lockers will not be provided.

A Site canteen is available to Contractor's employees on some CS Energy sites. Where available, the Site canteens typically operate between Monday and Friday.

8.3 Portable Office / Crib and Ablution Buildings

With CS Energy's written consent, the Contractor may supply and install the Contractor's own portable site buildings including offices, lunchrooms, toilets, locker rooms, washing facilities and containers, all of which must be installed and maintained to the satisfaction of CS Energy. All buildings / containers shall be designed and erected in accordance with all applicable legislative requirements, relevant Australian Standards and Building Code of Australia requirements, and otherwise be of a standard satisfactory to CS Energy.

Demountable buildings / containers shall only be placed in laydown areas approved by the Designated Lead.

Without lessening the responsibility of the Contractor to comply with the statutory obligations, all buildings or containers may be inspected by the Designated Lead prior to the equipment being permitted onsite. Any building or container, comply with any requirement of CS Energy will not be permitted on Site.

All buildings / containers shall be clearly marked with the Contractor's name. All shipping containers being used for work on Site shall have an emergency hatch / exit fitted.

Upon any request by CS Energy, Contractor's buildings and containers onsite shall be available for inspection by CS Energy.

8.4 Workshop and Storage Area

Equipment and material will not be stored outdoors without prior approval. The Contractor will be responsible for the adequacy and integrity of all-weather protection. The Contractor will provide all material for storage purposes. No items will rest on the floor or ground.

The Contractor shall be responsible for the adequacy of protection against loss, corrosion damage, or mechanical damage of CS Energy's materials and / or equipment in their possession. If necessary, the Contractor shall arrange covered storage at the Contractor's expense. Any damage that may occur to material and / or equipment shall be repaired, refurbished, or replaced to a condition reasonably required by CS Energy before that item is installed.

As soon as any part of the Contractor's site facilities is no longer required, the Contractor will remove such facility and restore the vacated area to a clean and tidy condition fit for immediate use.

The Contractor's portable site buildings will be in good condition; provide adequate unobstructed means of access and escape; and will comply with the appropriate Australian Standard specifications for portable site buildings.

8.5 Site Cleaning

Each Contractor is responsible for work area cleanliness; and the maintenance of necessary services with local authorities in accordance with that authority's regulations. The Contractor will be responsible for the regular removal of all rubbish, spoil and the like from Site.

The Contractor shall not allow combustible rubbish or materials to accumulate to a point where it presents an unacceptable fire hazard at any time whilst onsite.

The Contractor may use CS Energy's waste removal facilities where it is documented in the contract or with the approval of the CS Energy Designated Lead.

Failure to maintain the work area in a clean and tidy condition will be an adequate reason for CS Energy to have the Contractor removed from Site.

No dumping is permitted on any adjacent land without prior written approval from the owners and the CS Energy Designated Lead.

When working on Site the Contractor will at all times, make adequate provision to prevent damage and defacement of adjacent plant, building and floors and to ensure the health and safety of the workforce.

Upon completion of the contract the Contractor will, subject to the provision of the contract, remove all buildings; workshops and temporary works; all equipment and surplus materials; and will restore the site. The whole of the works and surroundings are to be left in a clean and tidy condition fit for immediate use and / or occupation – that is, they are to be returned to CS Energy control in the same state that they were left, if not better.

Should the Contractor fail in any of the above, CS Energy reserves the right to perform such work and to recover from the Contractor any associated expenses.

8.6 Power Supplies

A limited supply of electricity at 240V and 415V 3-phase, 4-wire 50Hz will be provided free of charge at fixed points throughout CS Energy Power Stations to the Contractor. All electrical work performed by the Contractor must be performed in accordance with these site conditions, and any applicable legislative and Australian Standard requirements.

The Contractor shall supply approved power distribution boards and electrical appliances, tested and tagged, to connect to CS Energy power supply outlets for all the Contractor's power requirements. The power distribution boards provided by the Contractor shall be designed and installed in accordance with

AS3000 and any other relevant legislative and Australian Standard requirements. All temporary construction wiring shall comply with AS3012.

Residual Current Device (RCD) protection is required for all power distribution boards used to supply infield electrical equipment. RCD protection is to be provided by the Contractor. The Contractor will supply any other equipment necessary to connect to these fixed points at no cost to CS Energy. It is the responsibility of the Contractor to ensure that this requirement is met. If a supply is not permanently protected with a RCD then the Contractor is to supply a portable RCD for their use so as to comply. The Contractor's inspection, measuring and testing regime shall comply with the requirements of CS Energy Health and Safety Handbook and associated documents.

Additional supply points may be arranged by discussion with CS Energy's Representative, but such additional supply points will be installed at the Contractor's expense. The Contractor is to notify the CS Energy Designated Lead of electricity supply requirements at least seven (7) business days prior to the commencement of work onsite. Continuity of supply of electricity is not guaranteed.

The Contractor will provide and maintain the whole of the installation on the load side of such points of supply. All 240V and 415V general purpose outlets (GPO) will be RCD protected. The Contractor is responsible for the supply and maintenance of all RCD protection for GPO's in accordance with AS3000 and any other relevant legislative and Australian Standard requirements. CS Energy's Designated Lead will require the disconnection or alteration of any electrical distribution equipment or electrical appliances which may be considered dangerous. CS Energy will carry out all connections and disconnections at the above mentioned supply points.

In the case of supply circuits to motors, driving plant of a portable nature, the use of bare or insulated cables carried on wooden pole construction will not be permitted and the final connections to the control equipment and motors will be made by the use of approved mining type trailing cables.

Where directed by CS Energy's Designated Lead, cable shall be run in conduit construction. All electric circuits shall be kept off the ground.

Underground cables will not be installed unless approved by the CS Energy's Designated Lead. No underground supply will be energised unless the Designated Lead's staff have inspected the cabling and approve. The Contractor will maintain an accurate record of the location of each underground cable required for the works and provide drawings illustrating the location of these cables prior to being energised. All connections and disconnections at the above mentioned supply points shall be carried out by the Contractor and approved by CS Energy prior to use. Buried cables shall be removed once no longer required.

8.7 Lighting

The Contractor shall provide all temporary lighting required for the performance of the services.

All lighting must comply with AS3000 and any other relevant legislative and Australian Standard requirements. All temporary construction wiring shall comply with AS3012. The Contractor shall not tamper with or remove any lighting that has been installed by CS Energy.

The Contractor shall be responsible for the maintenance and supply of parts for all the Contractor's own lighting.

8.8 Water

A limited supply of potable and / or non-potable water will be provided to the Contractor and at various locations on the Site free of cost, subject to the Contractor exercising strict control over its usage. Any Contractor who is considered by the Designated Lead to be wasteful in the use of water will be directed to change their work practices.

Any pipework required by the Contractor for reticulation beyond CS Energy's points of supply shall be provided by the Contractor at no cost to CS Energy. Each connection will commence with an approved type of isolating valve capable of being locked in either the open or closed position. The lock will be provided by CS Energy, and the keys for the lock held by the Designated Lead.

The Contractor shall install and maintain such pipework with the approval of and to the reasonable satisfaction of CS Energy.

The Contractor shall advise the Designated Lead of their proposed water requirements at least seven (7) business days prior to commencing onsite.

8.9 Telecommunications

CS Energy will not provide IT; telephone; or network access unless provided for in the contract. The Contractor has an obligation to provide sufficient and reliable communication methods or services to contact the Emergency Response Team in the event of an emergency.

8.10 Compressed Air

A limited supply of compressed air from station compressors may be made available for the operation of the Contractor's pneumatic tools, but only for the performance of the works under contract. The Designated Lead may, at its absolute discretion, supply the Contractor's proposed quantity of compressed air.

If CS Energy does not supply the Contractor with compressed air, the Contractor must provide their own compressors. If the compressors are to be used inside buildings they must be electrically driven compressors. All compressors must be fitted with approved silencers and located in an area nominated by the Designated Lead.

The Contractor shall advise the Designated Lead of their proposed compressed air requirements at least seven (7) business days prior to commencing onsite.

8.11 Removal of Contractor Facilities

As soon as any part of the Contractor's installation is no longer required under the contract, the Contractor will disconnect and remove their equipment to the satisfaction of the Designated Lead.

8.12 Photography or Video Footage

Photographs and / or videotaping are not to be taken on Site without the written permission of CS Energy.

8.13 Site Relationships

The Contractor is required to co-operate with CS Energy, its Representatives and with all other Contractor's onsite. CS Energy will not be responsible or liable for any damage caused by any other Contractor to the Contractor's equipment or plant. It is the Contractor's responsibility to recover costs directly from any other Contractor(s) who may be involved in any such loss.

9 CONTRACTOR'S TOOLS AND EQUIPMENT

9.1 Tools and Equipment

The Contractor shall ensure that all tools and equipment supplied to perform the services are fit for purpose; and are maintained in a clean and safe condition. Where applicable, such tools and equipment shall comply with legislative and CS Energy safety procedural requirements contained in the [Health and](#)

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[Safety Handbook](#) and associated documents (e.g. electrical equipment being tested and tagged, lifting slings to be certified, etc.).

All electric welding equipment must be fitted with a Voltage Reduction Device (VRD) to AS3195.

Unless authorised by the Designated Lead, the Contractor will not bring any internal combustion engine inside a building. If so authorised, then the Contractor will ensure that there is adequate ventilation of fumes from any such engine, and silencers are used to keep noise to an acceptable level within the internal environment.

Plant risk assessment to be conducted and up-to-date. Operator Manual to be available onsite for reference. All tools and equipment to be inspected for damage prior to use. If defects are found, item is to be tagged out of service and scheduled for repair or replacement.

9.2 Responsibility for Equipment

CS Energy will not accept responsibility for loss of or damage to the Contractor's vehicles, tools, clothing or equipment. The Contractor shall arrange to insure its tools, equipment and other properties; and for any security deemed to be necessary within the contractor's own work area at no cost to CS Energy.

Each item of equipment belonging to the Contractor shall be clearly marked with identification specifying ownership and contact details of the Contractor.

9.3 Electrical

All electrical work on Site shall be conducted in accordance with the CS Energy [Health and Safety Handbook](#) and associated documents, as well as the relevant Australian Standards, Codes of Practice and Statutory requirements.

The Contractor shall submit to CS Energy, no later than seven (7) business days prior to the commencement of work on Site, a plan showing where the power distribution boards and proposed buried electrical cables are to be located and an inventory of all electrical equipment to be utilised on Site. The electrical equipment inventory is to include a test and tag program.

Without lessening the responsibility of the Contractor with regard to safety of equipment and Statutory obligations; all electrical equipment shall have clear and permanent identification; and have current certification as "tested and tagged". All equipment may be subject to inspection by CS Energy prior to being permitted on Site, and at any time during the Contractor's tenure onsite. Any equipment that does not comply with all Statutory and / or CS Energy safety procedural requirements will not be permitted on Site.

Any equipment or tooling found to be defective by the Contractor or CS Energy is to be immediately removed from service by the Contractor and clearly marked 'Out of Service'. All electrical faults that occur during the conduct of the services must be reported to CS Energy. The Contractor shall ensure that all the Contractor's electrical equipment is suitably maintained, calibrated, certified and repaired at no cost to CS Energy.

CS Energy has restrictions relating to the performance of live electrical work and work in proximity of exposed energised conductors. Under normal circumstances, Contractors should not be expected to perform live electrical work unless it is absolutely necessary, or they are testing to prove de-energised. Personnel must not encroach on safe approach distances and exclusion zones as specified in the CS Energy Health and Safety Handbook and associated documents, and the Electrical Safety Act and Regulations. If live work is to be performed, the Contractor must complete the Live Electrical Work Checklist (form S1885).

Personnel must be authorised through the PTW System to work in any explosive atmospheres or hazardous areas; undertake live electrical work; test to prove de-energised; and work in an "authorised zone".

All personnel are to treat any exposed electrical part as energised until it is isolated and proven de-energised. CS Energy requires all electrical personnel to implement a test for dead before commencing work on electrical equipment and installations.

Where electrical work has been conducted on electrical equipment, a certificate of testing and safety is to be provided to CS Energy by a licensed electrical contractor.

Where electrical installation work has been performed on a high voltage electrical installation, or on an electrical installation located in a hazardous area, the work is to be inspected by an accredited high voltage electrical auditor and an inspection and test certificate is to be provided to CS Energy.

9.3.1 Electrical Cord Extension Sets

All electrical cord extension sets on Site shall comply with AS3120 – Approval and test specification – Cord Extension Sockets. All socket ends of electrical leads used on Site must be fitted with a socket with a “shroud” or protection of the socket face.

All power leads used to conduct the services shall be run in a neat and safe manner, ensuring that access for personnel and vehicles is not endangered or impeded. Electric cables shall not be draped across, or tied to, metallic structures. Where cables cross walkways, then suitable protective covers shall be supplied and installed by the Contractor.

9.3.2 Inspection, Measurement and Test Equipment

The Contractor’s inspection, measuring and test equipment shall comply with CS Energy’s calibration requirements. Records shall be provided to CS Energy prior to the equipment’s use on any plant or equipment on Site.

9.4 Statutory Authority Certificates

Before any item of plant that is subject to Statutory Authority Certification is put to use on Site; the Contractor shall provide copies of the relevant Statutory Authority Certificates to CS Energy. No modification shall be made to any plant or equipment that is the subject of a certificate unless the modification is approved by the Authority that issued the certificate. The Contractor shall provide CS Energy with a copy of the authorisation of the modification.

9.5 Lifting, Rigging and Scaffolding Equipment

All lifting, rigging and scaffolding equipment to be used on Site must comply with the statutory requirements and CS Energy Health and Safety Handbook and associated documents. The Contractor is required to have a procedure that prescribes the methods of registration and inspection of all lifting and rigging equipment.

Scaffold design, erection, inspection and maintenance must be in line with the Queensland Workplace Health & Safety Regulation, the Queensland Code of Practice for Scaffolding and any applicable Australian Standards. CS Energy uses the ‘Scafftag’ system to manage periodic inspection and maintenance of scaffold onsite. The Contractor is required to provide a system that achieves an equivalent or better standard of inspection and maintenance. Under some circumstances the Contractor may apply to have their scaffold included under the CS Energy site-specific scaffold inspection and maintenance regime if negotiated with the Designated Lead.

The Contractor is to provide the Designated Lead with a scaffold register and scaffold inspection / maintenance plan at least seven (7) business days prior to commencing onsite.

Without lessening the responsibility of the Contractor with regard to safety of equipment and statutory obligations; all lifting, rigging or scaffolding equipment and associated certificates and records may be inspected by CS Energy prior to the equipment being allowed onsite, or at any time whilst in use onsite. Contractors shall ensure that containers carrying lifting, rigging and scaffolding equipment are accessible

so that CS Energy may conduct an inspection prior to equipment entering Site. Any equipment that does not comply with all Statutory and / or Site requirements shall not be allowed on Site.

All equipment found by CS Energy to be defective or inappropriate for use shall be immediately removed from service and costs incurred in repairing or replacing the equipment be met by the Contractor.

The Contractor is to provide the Designated Lead with a rigging / lifting register at least seven (7) business days prior to commencing onsite.

9.6 Machinery – Cranes and Mobile Plant

Where necessary the Contractor will provide mobile plant or unloading equipment required at the Site. Such equipment will only be brought on Site during normal CS Energy's working hours. The Contractor shall provide a crane lifts plan to the Designated Lead before the commencement of work with the crane. A current compliance and history certificate will accompany all mobile plant and unloading equipment and be presented to the Designated Lead for verification before that plant or equipment is permitted to enter Site and commence work.

The Contractor will ensure that all workers employed by the Contractor or Subcontractors to operate cranes and mobile plant, comply with the requirements and rules of the various Statutory Authorities. All workers must hold the licences applicable to the roles they perform.

The Contractor will ensure that all cranes and other high risk plant are fitted with a daily pre-start inspection sheet, logbook, etc., that is used by Contractors to assess condition before use each day.

The Contractor shall provide the Designated Lead with a plant register outlining all high risk plant (e.g. cranes, excavators, forklifts, civil plant, etc) at least seven (7) business days prior to commencing onsite. This will include all registration and compliance certificates.

9.6.1 Transformer Oil Regeneration Plants

Transformer Oil Regeneration Plants are to have either a:

- a) fire suppression system fitted; or
- b) fire monitoring, prevention and control plan that is approved by the Designated Lead.

The Contractor must take all precautions against the occurrence of fire onsite and acquaint themselves with the CS Energy safety procedures in force for fire prevention and control. The Contractor shall ensure compliance to all fire prevention and control processes required under the contract by its employees and Subcontractors.

The Contractor shall provide the Designated Lead with its fire monitoring, prevention and control plan at least seven (7) business days prior to commencing onsite. This will include all registration and compliance certificates.

9.6.2 Certification of Machinery

The Contractor will ensure that all machinery for use on Site have, a unique identification number; all current registrations and inspection certificates, approvals or other compliances as required for their operation in accordance with Queensland Legislation or Codes of Practice affecting that equipment.

Such certificates, approvals and registration evidence will be presented to the Designated Lead by the contractor or a nominated Subcontractor on the day the machinery arrives at the Power Station. In the event of the documentation not being available or not current, entry to the Power Station will be refused. Such a refusal of entry to the Power Station or delays in the inspection of such certificates and registration will not be grounds for extension of time or claims for additional costs. This requirement is in addition to the requirement to provide the high risk plant register discussed in the previous section seven (7) business days prior to commencing onsite.

The appropriate licences and certificate of competency must be presented to the Designated Lead at least seven (7) business days prior to starting work on Site and be carried on the operator's person whilst working onsite. Security will require the operator to show photo ID that matches the documentation supplied to the Designated Lead when the Site access form was completed to gain the site access card.

9.6.3 Permits and Inspections

The Contractor will obtain all necessary permits and pay the fees required, as stated in the contract, and will make such tests as are called for by the regulations of all Authorities having jurisdiction over the installation.

10 COMPETENCY / WORKMANSHIP

10.1 Qualifications and Experience

Only competent, experienced, skilled, licensed and certified personnel will be utilised to provide the services. All contractors' personnel shall:

- a) Possess experience commensurate with the tasks they are employed to do, for example, in heavy industry maintenance or construction, be experienced in working at heights, confined space entry, and be able to communicate and cooperate with other employees.
- b) Ensure that all workers employed by the Contractor or Subcontractors, comply with the requirements and rules of the various Statutory Authorities with regards to prescribed occupations. All workers must hold the relevant high risk work or high risk plant operation licences appropriate for the work they are required to perform.
- c) Possess the appropriate trade certificates / statutory tickets relevant to the services being performed or specified in the contract. The Contractor shall provide evidence of such skills, experience competencies, and certification / licenses to the satisfaction of CS Energy at least three (3) business days before the work commences. These must also be attached to the Power Station swipe card application to be completed prior to access to Site; and held on the Contractor's person at all times whilst participating in high risk work or operating high risk plant onsite.

All personnel will be expected to work alongside CS Energy's multi-disciplined, multi skilled workforce, and other Contractors on Site.

10.2 Pressure Welders

If the services include coded welding then, the Contractor shall ensure that its Weld Supervisor is qualified in accordance with AS1796-2001 to Certificate No.10, and that pressure welders maintain current qualifications for codes required to perform the services. Testing shall be the responsibility of the Contractor and shall be undertaken within 6-months prior to commencement of work on Site. The Contractor is to maintain records of such qualifications and provide them to CS Energy at least three (3) business days prior to the commencement of works onsite.

10.3 Trades Assistants / General Hands / Apprentices

All trades assistants shall have experience working with tradespersons on large industrial sites. Where the Contractor chooses to employ people with little or no experience of this type of work, or where the person is younger than seventeen (17) years of age, they shall only be employed in areas and on work approved by CS Energy.

Supervision for these persons must be appropriate to the risk associated with the works. As a minimum; CSE require a ratio of one tradesperson per apprentice.

11 ACCOMMODATION AND TRANSPORT

Unless otherwise specified in the contract, CS Energy will not provide accommodation and transport for personnel; or meet the cost of any accommodation and transport that the Contractor provides for the Contractor's personnel. The Contractor shall be deemed to have made all appropriate allowances in the contract price.

12 EMPLOYEE AND INDUSTRIAL RELATIONS

The Contractor is responsible for industrial relations within their own workforce and within the workforce(s) of each Subcontractor(s).

The Contractor shall keep CS Energy fully informed of any disputes or other matters likely to affect industrial relations on the Site.

Upon request, the Contractor must provide copies of all industrial instruments and agreements applicable to the Contractors workforce to CS Energy.

The Contractor must ensure that it deals with all industrial matters relevant to its Personnel at the Site such that the services are executed without interruption; avoiding industrial disputes and ensuring all Personnel are paid and receive all amounts, benefits, allowances and conditions to which they are entitled to.

The Contractor will immediately notify the Designated Lead of an industrial dispute or a potential dispute with a statement of the problems and the number of personnel involved. A written report to CS Energy's Representative must be received within one hour of the settlement of the dispute or problem.

12.1 Equal Employment Opportunity (E.E.O.)

The Contractor shall provide employment conditions that ensure equal employment opportunities; that are free from unlawful discriminatory practices; and are in accordance with statutory requirements.

The Contractor will also ensure that all persons engaged by the Contractor and engaged in the performance of the contract works have received training in the relevant aspects of EEO legislation and requirements to a standard that complies with CS Energy's expectations of acceptable behaviour of persons working within a CS Energy workplace.

12.2 Bullying, Harassment and Victimization

The Contractor must take all necessary measures to prevent the occurrence of bullying, harassment and victimisation by the Contractor's Personnel. If the Contractor becomes aware of any instance of bullying, harassment or victimisation then the Contractor must notify CS Energy immediately and take steps to address the issue.

12.3 Contractor's Representative (Contractor's Rep.)

The Contractor shall appoint and make available at no additional expense to CS Energy, its Contractor's Representative who may assist the Contractor in the performance of the contract; and act as liaison officer between CS Energy and the Contractor.

The Contractor shall notify CS Energy in writing of the name and contact numbers of the Contractor's representative; and of any subsequent changes.

Any direction given by CS Energy to the Contractor's representative in relation to the Services under the Contract shall be deemed to have been given to the Contractor.

Matters within the knowledge of the Contractor's representative shall be deemed to be within the knowledge of the Contractor.

12.4 Access to Site for purposes other than Contracted Works

CS Energy, at its discretion; may grant or extend access to defined areas of the Site for purposes other than the contracted works.

Any such extension must be agreed in advance of the event by the Principal's Representative. The Principal's Representative can decide whether to allow such extension or not.

13 DISTINCTIVE LEGISLATION

13.1 Ethical Supplier Threshold

The Contractor shall at all times ensure that they do not breach the Queensland Government Ethical Supplier Threshold.

The Contractor shall notify CS Energy immediately that they become aware of a potential breach of the Queensland Government Ethical Supplier Threshold.

If CS Energy suspects a breach by the Contractor of the Queensland Government Ethical Supplier Threshold, it will notify the Contractor, and the Contractor shall assist CS Energy in any investigation.

If the Contractor has breached the Ethical Supplier Threshold or does not assist in any investigation, then it is a material breach of the contract. The Contractor is consequentially excluded from further supply to CS Energy.

13.2 Modern Slavery

CS Energy has a zero-tolerance approach to modern slavery within our business and supply chain as set out in [Preventing Modern Slavery - Expectations of CS Energy suppliers](#).

Contractors shall comply and operate in full compliance with all laws and regulations in the jurisdictions in which the goods and services are procured or sourced, including modern slavery laws to ensure that there is no modern slavery in their supply chain and operations.

In the event that the Contractor identifies any occurrence or material risk of modern slavery in their supply chain they are to take practical and effective steps to address that occurrence or risk and notify the Principal's Representative immediately they are aware.

13.3 Security of Critical Infrastructure (SOCi)

13.3.1 Responsible Entity

CS Energy is a Responsible Entity and Direct Interest Holder and is subject to obligations under the SOCi Act.

13.3.2 General Obligations

Without limiting any other contract or agreement obligations, to the extent that the SOCi Act applies to any of CS Energy or Contractor, the Contractor must:

- a) inform itself of all applicable obligations under the SOCi Act in relation to CS Energy and its operations (including in respect of any amendments to those obligations made from time to time);
- b) do all things necessary to the assist or enable CS Energy to comply the requirements of the SOCi Act (including providing all information requested by CS Energy);
- c) comply with any reasonable direction of CS Energy relating to, or necessary for, CS Energy's compliance with, or obligations under, the SOCi Act; and

- d) not do anything, and ensure that its Personnel do not do anything, which would preclude or prevent CS Energy from complying with its obligations under the SOCI Act.

13.3.3 Critical Workers

Where CS Energy considers that the Contractor's personnel are critical workers, and so notifies the Contractor, the Contractor must comply with the SOCI Act including:

- a) provide CS Energy with a list of relevant personnel;
- b) provide CS Energy with background information and risk assessments;
- c) not commence the works until CS Energy approves those personnel; and
- d) notify CS Energy as soon as possible of any matters that may affect the ongoing suitability of the Critical Worker personnel.

13.3.4 Cyber Security Incident

The Contractor must:

- a) **As soon as possible and no later than three hours** notify CS Energy on becoming aware that a Cyber Security Incident has occurred or is occurring; and the Cyber Security Incident has had, or is having, a Significant Impact;
- b) notify CS Energy in writing as soon as possible and in any case, no later than 20 hours, after becoming aware that:
 - i. a Cyber Security Incident has occurred, is occurring, or is imminent; and
 - ii. the Cyber Security Incident has had, is having, or is likely to have, a Relevant Impact.
 - iii. provide CS Energy with all relevant details and provide reasonable assistance in investigating, responding to and remedying the Cyber Security Incident and its consequences;
- c) where the incident affects CS Energy systems or data, not notify any person of the existence or any details of an actual or potential Cyber Security Incident without CS Energy's prior written consent;
- d) comply with any directions from CS Energy in responding to the Cyber Security Incident, including correcting any security flaws.

13.3.5 Protected Information

The Contractor is hereby advised that all information disclosed or generated (including by CS Energy or the Contractor) in connection with the SOCI Act, reporting a Cyber Security Incident, or that is otherwise Protected Information, is CS Energy confidential information, and must only be recorded, used or disclosed by the Contractor for the purposes of ensuring compliance with the SOCI Act.

If the Contractor gains access to any Protected Information in connection with performing its obligations under this Contract or Agreement, the Contractor must:

- a) only use, and must ensure that its Personnel only use, Protected Information in accordance with the directions of CS Energy and in accordance with the SOCI Act;
- b) ensure that Protected Information is not disclosed to, or accessed by, any persons other than those persons for which CS Energy has provided prior written permission;
- c) promptly notify CS Energy if the Contractor becomes aware of any misuse of the Protected Information by the Contractor or its Personnel or any other persons to whom the Contractor has granted access to the Protected Information;

- d) ensure that any person to whom it discloses Protected Information under this Contract or Agreement complies with the obligations under this Contract or Agreement as if that person were the Contractor;
- e) ensure that all Protected Information is marked as such and is protected by adequate Security Measures to protect it against unauthorised access; and
- f) unless otherwise agreed by CS Energy in writing, not hold, use, transmit, process or store any Protected Information outside of Australia.

14 INTERFERENCE

As an electricity generating authority, the operation and maintenance of the Station (or Site) is of primary importance to CS Energy at all times. The Contractor shall not do anything that could interfere in any way with the continuity of electricity supply without approval of CS Energy, whose decision shall be final, and despite any other provision of the Contract; may be in the interest of CS Energy alone.

15 AUDIT REQUIREMENTS

Upon reasonable notice, if required by CS Energy, the Contractor shall make available for inspection, time sheets, wages books, and any other documentation that substantiates a claim for payment or evidences compliance with any requirement of these Site Conditions.

16 BUSINESS SYSTEMS

If required, the Contractor shall utilise CS Energy's business management systems, SAP, Insight (incident reporting system), the document management system – TRIM; and the Risk Management System (to provide work close out information) as required by CS Energy.

17 MAKING GOOD

The Contractor will make good to the satisfaction of the Designated Lead all damage or defacement to the buildings, paintwork, plant etc. caused by the Contractor during the course of the Contract. All holes cut through walls, floors etc will be made good to the satisfaction of CS Energy's Designated Lead.

All trenches made by the Contractor will be filled in by the Contractor, compacted and graded with approved filling to the satisfaction of the Designated Lead. Excavated materials shall be dumped at sites approved by the Designated Lead.

18 CONTRACTOR'S REPORTING OBLIGATIONS

The Contractor shall be required to provide the following reports to the Designated Lead at intervals as stipulated hereunder or as stated in writing by the Designated Lead to the Contractor or the Contractor's Representative. Other reports as stated in the contract document must also be supplied by the Contractor in accordance with the contract terms.

18.1 Contractor Staff staying longer than the allowed time

The Contractor shall submit to the Designated Lead a list of its staff that are staying longer than the allowed time in accordance with the Health and Safety Handbook and associated documents.

18.2 OHS Incidents Statistics

The Contractor shall submit the OHS Incidents reports in accordance with the Health and Safety Handbook and associated documents.

18.3 Non-Conformance

The Contractor shall detail any non-conformances to the Occupational Health and Safety Plan; Environmental Management Plan; CS Energy Safety and Occupational Health, and Environmental Management System as detailed in the Health and Safety Handbook and associated documents.

18.4 Environmental Incidents and Complaints

The Contractor shall submit the OHS and Environment reports on any incidents or complaints in accordance with the Health and Safety Handbook and associated documents.

18.5 Insurance Certificate

The Contractor shall submit the appropriate Insurance Certificates in accordance with the contract between CS Energy and the Contractor before work commences or where the insurance expires during the contractual period. The Contractor must always have a current insurance during the period of the performance of the contract.

18.6 Advice of Emissions made on CS Energy Sites for NGERs Reporting

The National Greenhouse and Energy Reporting (NGERS) Act of November 2007 established mandatory reporting of all emissions made and energy used at each of CS Energy's facilities (sites) during the respective reporting periods. To comply with the principles of accuracy, completeness, comparability and traceability; the reporting of the emissions made by Contractors while working at CS Energy's sites has to be included in annual submissions.

Please note the different scopes of emissions below, however, only Scope 1 emissions fuels data are to be supplied.

- Scope 1 is emissions from fuel or energy consumed on the site/facility.
- Scope 2 is emissions from fuel or energy purchased from another facility/site.
- Scope 3 is emissions from fuel or energy consumed on behalf of the facility/site away from the site for example travel fuel (vehicles, air etc.)

Also, fuels and energy supplied by the CS Energy sites to the Contractor are not to be included.

As CS Energy is required to report on a facility (Site) basis, the data shall be collected on a per Site basis. For reporting the data, please fill out the form S2051 for each facility (Site).

The form is also available on CS Energy website.

18.7 SOCI Obligations

The Contractor shall discharge any and all SOCI obligations as described in section 13 of this document.

19 ASSOCIATED DOCUMENTS

Copies of required documents are available on CS Energy's website.

All up-to-date drawings relating to electrical, civil and mechanical components of existing infrastructure are to be obtained and available to relevant personnel prior to the commencement of the works.

20 DEFINITIONS

| Term | Definition |
|---|---|
| Business Day | The official working day of the week, that is, days between and including Monday to Friday but excluding public holidays that fall within the period |
| Contract | The agreement between CS Energy and a Supplier or Contractor to purchase goods and/or services. The contract may be in the form of a purchase order, service order, contract, or other agreement. |
| Contractor's Representative | (Contractor's Rep.) Any person nominated from time to time by the Contractor to represent the Contractor in the performance of the contract |
| Contractor's Site Representative | The site based person representing the Contractor for the overall management of the technical / commercial aspects of the Contract on behalf of the Contractor. |
| Contractor / Supplier | The entity contracted to perform and complete the services and / or any party, which makes a supply to CS Energy under the Contract, however named in that Contract. The words 'Contractor' and 'Supplier' can be used interchangeably. |
| Critical Worker | In accordance with the Security of Critical Infrastructure Act 2018 (Cth), a critical worker has access to or control and management of a critical component of a critical infrastructure asset. Their absence or compromise could prevent the proper function of the critical infrastructure asset or could cause significant damage to the asset. Critical workers can include employees, interns, or contingent workers that are permanent, temporary, full-time, part-time, casual, student, and meet the above criteria. |
| Designated Lead | A CS Energy person who is accountable for scope of work and is responsible for onboarding (at site) and managing the contingent worker (e.g. Supervisor, Project Lead, Planner, Officers in Charge (OIC), Overhaul Manage, Outage Manager, Hiring Manager).including to the extent of the scope of work, provide direction to the Contractor. |
| Legislative Requirements | The requirements of all statutes, rules, regulations, proclamations, ordinances, awards, and by-laws, present and future. |
| Personnel | <ul style="list-style-type: none"> a) in relation to CS Energy, its employees, agents, consultants and contractors (other than the Contractor), and b) in relation to the Contractor, its Workers, the Contractor's employees, agents, consultants, subcontractors and their employees, agents, consultants and contractors. |
| Plant Area | The defined areas within a Site where plant (e.g. Boiler, Turbine, etc), are installed or located. |
| CS Energy | CS Energy Limited (ABN: 54 078 848 745), its subsidiaries and all its entities it controls. Collectively CS Energy or the Principal in the Contract. |
| Principal's Representative | CS Energy's Representative or any person nominated from time to time by CS Energy and may include any or all of any of the Power Station employees or its agents so designated to provide direction to the Contractor. |
| Principal's Site Representative | The Site-based person representing CS Energy for the overall management of the technical / commercial aspects of the Contract on behalf of CS Energy who may also be the Principal's Representative. The Principal's Representative may also be the Designated Lead. |
| Permit to Work (PTW) | An authorisation on the prescribed form giving approval for a specific scope of works on specified equipment or in a specified area. |
| Protected Information | Has the meaning as provided in the SOCI Act. |
| Relevant Impact | Has the meaning as provided in the SOCI Act. |

| Term | Definition |
|----------------------------|---|
| Services (or Works) | The whole and any part of the work which the contractor is required to perform and complete under the contract and includes variations, remedial work and all other work reasonably necessary for the performance of the Contract. Services may include the supply of materials and equipment. |
| Significant Impact | <p>The SOCI Act defines that a cyber security incident has a significant impact (whether direct or indirect) on the availability of an asset if, and only if:</p> <p>(a) both:</p> <ul style="list-style-type: none"> i. the asset is used in connection with the provision of essential goods or services; and ii. the incident has materially disrupted the availability of those essential goods or services; or <p>(b) any of the circumstances specified in the rules exist in relation to the incident.</p> |
| Site | The place where the services are to be performed and includes any area that is located within the boundaries of the Power Station, any buffer land that the station manages and any other locations that CS Energy may have works or services including CS Energy's Brisbane Office. |
| SOCI Act | Refers to the legislation Security of Critical Infrastructure Act 2018 (Cth), |
| Station | Any CS Energy Power Station. |

21 REFERENCES

| Reference No | Reference Title | Author |
|--------------------------------|--|-----------|
| Web Link | CSE Website – Home Page | CS Energy |
| Web Link | CSE Website – Suppliers Information Page <i>(Includes CSE Standards and Procedures for Contractors)</i> | CS Energy |
| Web Link | CSE Website – Online Inductions Page for Contractors | CS Energy |
| Web Link - PDF | CSE Website – Quick Guide - Contractor Management | CS Energy |
| Web Link - PDF | CSE Website – Procedure - CS-CMP-00 - Contractor Management | CS Energy |
| Web Link - PDF | CSE Website – Procedure – CS-SCP-609 – Site Conditions [this document] | CS Energy |
| Web Link - PDF | CSE Website – Health and Safety Handbook | CS Energy |
| Web Link - PDF | CSE Website – Form – S2024 - Site Conditions Checklist | CS Energy |

22 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of registered documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

Government Owned Corporations must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.