

Title: **Work Health & Safety
Management Plan (WHS Plan)**

Section: **SMS 1.1**
Effective 01/11/2024
Issue: **Revision 14**



Hydro Aluminium Kurri Kurri Pty Ltd Work Health & Safety Management Plan

Management of the Containment Cell Hydro owned Land.

Hydro Aluminium WHS Plan



Revisions

Date	Rev	Details	Reviewed by	Approved
09/01/2015	A	Initial Draft	Andrew Solomou	
09/02/2015	B	Updated following review	Andrew Solomou	Andrew Walker
25/03/2015	0	Updated following review	Leanne Pringle	Andrew Walker
02/04/2015	1	Review and additional content added	Andrew Solomou	Andrew Walker
08/05/2015	2	Addition of site rule noted as O and detailed within Section 9.3	Andrew Solomou	Andrew Walker
25/05/2015	3	Addition of Confined Space information noted as O and detailed within Section 5.5	Andrew Solomou	Andrew Walker
24/08/2015	4	Inclusion of WHS Manager, hyperlinks to Legislation and general formatting	James Brown	Andrew Walker
01/03/2016	5	Updated Policy. SafeWork NSW references updated. Inclusion of Project Organisation Chart, Section 9.8.7 & Section 10.	James Brown	Andrew Walker
09/06/2017	6	Updated to incorporate additional Principal Contractor.	James Brown	Andrew Walker
7/12/2017	7	Updated to reference current WHS Regulation 2017 and incorporate the Subcontractor WHSE Requirements.	James Brown	Andrew Walker
8/02/2018	8	Updated WHS Policy and Insurance details.	James Brown	Andrew Walker
10/12/2018	9	Updated to include additional reference to the Containment Cell Construction and Site Remediation Works and new Hydro branding	James Brown	Andrew Walker
01/03/2020	10	Updated to include Remediation Contractor, updated Policy and removal of hyperlinks and added COVID-19 reference	James Brown	Andrew Walker
10/10/2022	11	Scheduled Review	James Brown	Andrew Walker
01/03/2024	12	Scheduled Review – Removal of Demolition references	James Brown	Andrew Walker
01/08/2024	13	Updated following completion of Demolition and Remediation works.	James Brown	Leanne Pringle
01/11/2024	14	Org chart and Muster point updates.	James Brown	Leanne Pringle

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1 Project Information

1.1 Management and review

This Work Health and Safety (**WHS**) Management Plan has been developed to outline the approach to managing WHS at the Hydro Aluminium Site situated at Hart Rd, Loxford NSW.

The Hydro Aluminium Kurri Kurri Team will:

- make this plan available to all workers and contractors on this site and ensure they can read, understand, clarify, and ask questions.
- keep a copy of the WHS Management Plan readily available as required under the WHS Regulation 2017 (NSW) (the WHS Regulation)
- review the plan regularly.
- promote and enhance the focus on safety and lead by example with evaluating, anticipating, minimising, and controlling high risk activities.

1.2 Principal Contractor Details

Hydro Aluminium Kurri Kurri (HAKK) are the Principal Contractor for their site.

Details

Business name:	HYDRO ALUMINIUM KURRI KURRI PTY LTD
Address:	Hart Rd Loxford NSW
Contact person:	Leanne Pringle
Mobile phone:	0432 458 278
Email:	leanne.pringle@hydro.com
ABN:	ABN 55 093 266 221

1.3 Scope and Purpose

The scope and purpose are to carry out the long-term management of the newly constructed containment cell, and the hydro owned land.

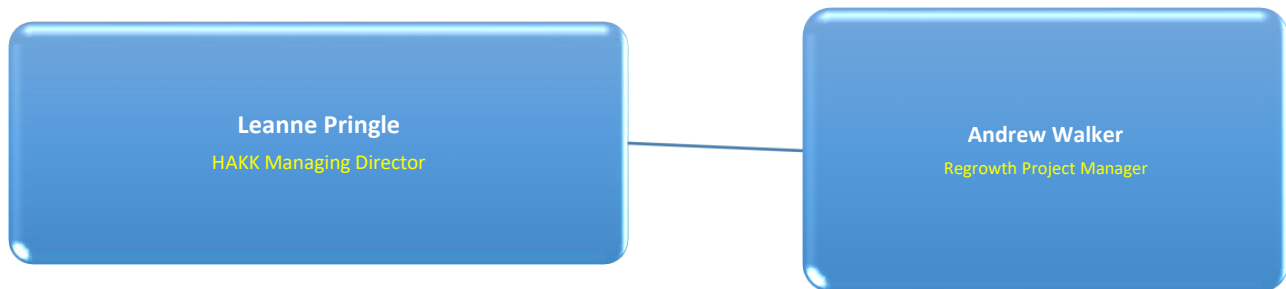
This includes the following:

- Visual inspections of the condition of the containment cell capping.
- Monitoring and reporting of key containment cell performance elements.
- Contingency actions (such as maintenance and repairs) that may be required because of the outcomes of monitoring and inspections.
- Pumping water from dams to manage onsite water.

Our commitment is to display leadership in identifying, eliminating, or controlling hazards, preventing incidents that could lead to workplace injury and illness and encouraging all participants on the project to adopt a culture of health and safety leadership, promotion and awareness of hazard identification and risk management.

1.4 Regrowth Project Organisational Chart

The following Organisation Chart demonstrates the positions and personnel involved within the Regrowth Kurri Kurri Site.



2 Roles and Responsibilities

2.1 Hydro Aluminium Kurri Kurri

The Principal Contractor of this project is responsible for matters including:

- preparing, updating, and implementing this WHS Management Plan, including all associated procedures
- identifying and observing all relevant legal WHS requirements
- reviewing SWMSs prepared by contractors.
- planning to do all work safely.
- identifying WHS training required for an activity.
- verifying that workers have undertaken identified WHS training.
- communicating and consulting with workers
- investigating hazard reports and ensuring that corrective actions are undertaken.
- dispute resolution
- continual review and monitoring of activities, sequence, process, and procedures.
- Ensuring that the right plant, equipment, and personnel to operate are applied to the task.
- Investigating incidents

2.2 Contractors

Contractors engaged by HAKK are responsible for matters including:

- fulfilling the duties of PCBU for their own operations
- managing risks associated with the carrying out of work in accordance with the WHS Act and Regulation
- planning to do all work safely.
- identifying all high-risk construction work associated with their activities and ensuring SWMS are developed and implemented.
- following all safety policies and procedures and site rules
- complying with this WHS Management Plan
- complying with any direction given to them by HAKK.
- undertaking site-specific induction before starting work and signing off that they have completed this induction.
- ensuring the workers, they engage undertake site specific inductions.
- ensuring they have the correct tools and equipment, and these are in a serviceable condition for the task.
- follow the safe work method and identify and control the risks associated with the task in their SWMS.
- Contractors are responsible for ensuring that safety and health hazards associated with the work they are performing, are satisfactorily controlled and do not pose a risk.

2.3 Workers

All workers on this site are responsible for:

- taking reasonable care of their own health and safety



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- taking reasonable care that their conduct does not adversely affect others.
- complying with instruction, so far as they are reasonably able.
- cooperating and complying with reasonable notified policies and / or procedures
- being actively involved in the formulation of SWMS's and understanding the controls to be applied to minimise risk.
- raising concerns where uncontrolled risk is evident, and the task cannot be completed safely.
- Reporting any incident or unsafe condition as soon as reasonably practicable
- Assisting in incident investigations (where required)
- Only operating plant and equipment that they hold current certification and Verification of Competency for
- Presenting to work in a fit condition free from fatigue, alcohol, or other drugs.

3 General WHS information

3.1 Legislation

Relevant legislation	Tick if applicable
<u>Work Health and Safety Act 2011</u>	<input checked="" type="checkbox"/>
<u>Work Health and Safety Regulations 2017</u>	<input checked="" type="checkbox"/>

3.2 Codes of Practice and other Guidance Material

Relevant Codes of Practice	Tick if applicable
Abrasive Blasting Code of Practice	<input type="checkbox"/>
Confined Spaces Code of Practice	<input type="checkbox"/>
Construction Work Code of Practice	<input type="checkbox"/>
Demolition Work Code of Practice	<input type="checkbox"/>
Excavation Work Code of Practice	<input checked="" type="checkbox"/>
First Aid in the Workplace Code of Practice	<input checked="" type="checkbox"/>
Hazardous Manual Tasks Code of Practice	<input checked="" type="checkbox"/>
How to Manage and Control Asbestos in the Workplace Code of Practice	<input checked="" type="checkbox"/>
How to Manage Work Health and Safety Risks Code of Practice	<input checked="" type="checkbox"/>
How to Safely Remove Asbestos Code of Practice	<input type="checkbox"/>
Labelling of Workplace Hazardous Chemicals Code of Practice	<input checked="" type="checkbox"/>
Managing Electrical Risks Code of Practice	<input checked="" type="checkbox"/>
Managing Noise and Preventing Hearing Loss at Work Code of Practice	<input checked="" type="checkbox"/>
Managing the Risk of Falls at Workplaces	<input checked="" type="checkbox"/>
Managing Risks of Hazardous Chemicals in the Workplace Code of Practice	<input checked="" type="checkbox"/>
Managing the Risks of Plant in the Workplace Code of practice	<input checked="" type="checkbox"/>
Managing the Risks of Stevedoring Code of Practice	<input type="checkbox"/>
Managing the Work Environment and Facilities Code of Practice	<input checked="" type="checkbox"/>
Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice	<input type="checkbox"/>
Managing the Risk of Falls in Housing Construction Code of Practice	<input type="checkbox"/>
Safe Design of Structures Code of Practice	<input type="checkbox"/>
Spray Painting and Powder Coating Code of Practice	<input type="checkbox"/>
Welding Processes Code of Practice	<input type="checkbox"/>
Work Health and Safety Consultation, Cooperation and Coordination Code of Practice	<input checked="" type="checkbox"/>



Hydro Aluminium WHS Plan



3.3 WHS Policy



ALUMINIUM METAL
PRIMARY PRODUCTION
KURRI KURRI



HEALTH, SAFETY & ENVIRONMENT POLICY

HSE-POL-01-02

Hydro Aluminium Kurri Kurri Regrowth Goal: Zero Harm

At Hydro Aluminium we are committed to managing the impact of our business on the Health, Safety and Environment of our workers, contractors, visitors and the local community. In fulfilling this responsibility, we have a duty of care to provide so far as practicable, a working environment that is safe and without risks to health, through processes that:

- Identify, analyse, evaluate or manage risks that could cause an incident, injury or illness to people, property damage or unacceptable impacts on the environment or the community;
- Assist workers, contractors and visitors to meet their HSE obligations;
- Provide compliance with relevant HSE legislation and conditions of licences under which we operate;
- Consider both long term and short-term health, safety, environmental and community impacts when making decisions.

MANAGEMENT IS COMMITTED TO:	WORKERS & CONTRACTORS ARE REQUIRED TO:
<ul style="list-style-type: none"> • Providing leadership and engage people in an active way to take responsibility and be accountable for their own safety and that of others. • Undertaking Risk Management activities to manage risks to people in the work environment, including review of work methods and practices. • Compliance with all relevant legislation standards, and other requirements to which Hydro subscribes. • Providing appropriate HS&E training to all workers. • Providing information, resources and supervision enabling workers to undertake their work in a healthy and safe manner. • Consultation with all workers and contractors to enhance the effectiveness of the HSE system. • Ensuring that plant, equipment, and substances are safe and without risk to health when used in accordance with standard operating procedures. • Providing, monitoring, and maintaining systems for safe use, handling, storage and transportation of plant, equipment and substances. 	<ul style="list-style-type: none"> • Carry out work safely and without harm to themselves, others, property, or the environment and in accordance with their training, operating procedures and work instructions. • Stop or not start activities that they believe carry an unacceptable level of risk to themselves and others. • Comply with the Hydro Regrowth Safety Management Plan, HSE Policies, HSE Procedures and programs as appropriate. • Undertake risk assessments of tasks prior to commencing the work. • Actively participate in the reporting of incidents including Personal Injury, Property Damage, and Near Misses. • Report any hazards observed in the workplace or deficiencies with work practice or procedures in a timely manner. • Report any unsafe conditions or environmental issues/concerns that come to their attention. • Ensure appropriate fitness for work and able to perform the task at hand. • Ensure all personnel performing works are adequately trained and competent to perform such works.

Leanne Pringle
Managing Director
July 2024

Revision 7: July 2024
HSE-POL-01-02 – HEALTH SAFETY & ENVIRONMENT POLICY
UNCONTROLLED COPY – Refer to Hydro Shared Drive for latest revision
Printed On: 22/07/2024

3.4 Insurances Hydro

Insurance type	Company	Policy number	Expiry date
Workers Compensation	icare	110260701	30.06.2025

4 Risk Management

4.1 Introduction

The system used to identify, and control hazards is based on a Risk Assessment process.

4.2 Risk Assessment Process Overview

Contractor performing works on the site shall document and submit for acceptance by HAKK, Safe Work Method Statements for review.

As a minimum, these documents shall be submitted 5 working days prior to commencing work and shall state the following:

- the contractor's representative and Supervisor for the purpose of the Act
- the tasks and activities to be performed.
- identify the specific High-Risk Work as defined by the Regulations.
- methodology on how the tasks and activities are to be conducted.
- the hazards associated the with tasks/activity.
- the proposed method of controlling the hazards identified.
- the training (including required licenses, accreditations, permits, certification and the like), experience and any attributes required of workers performing the tasks/activities.
- The Codes and Regulations the tasks/activities are covered by.
- How the works will be supervised, monitored, and reviewed.

The contractor shall ensure all direct and indirect workers are suitably supervised, trained and instructed in the work under the contract performed by the contractor and how the tasks and activities are to be conducted safely.

The contractor will review each SWMS before works commence daily and each worker shall sign onto the document to demonstrate understanding and commitment to implement the agreed control measures. The contractor shall be able to provide a copy of those reviews to HAKK as required. (Submit copies of these reviews with monthly invoices).

A failure by the contractor to comply with the provisions of these requirements shall constitute a fundamental breach of the contract.

4.3 Identifying Hazards and Managing Risks

Each Contractor will ensure systems for identifying hazards and assessing risk are in place prior to any activities commencing on site and shall utilize the Hierarchy of Controls (see 4.4) in conjunction with:

- SWMS developed by contractors at the site to control risks associated with high-risk construction work.
- using a risk management process to control general risks where necessary.
- carrying out regular site audits with a focus on a changing work environment.

4.4 Walk, Observe, Communicate (WOC)

A WOC is a structured program of workplace observations to initiate discussions based on specific or general issues.

The purpose of WOC is to:

- Coach, motivate and facilitate positive behaviours and approaches to work.
- Identify and correct issues and hazards in the work area including unsafe acts and conditions.
- Prevent injury, damage, and lost production by developing a culture of commitment to resolving their underlying causes in the workplace.
- Reinforce and raise standards – ‘The standard we achieve is the standard we walk past’.
- Eliminate injuries, damage, and waste.

WOC sessions are NOT policing exercises. Their success is based on open and honest discussion of the issues. The focus must be on identifying causes not attributing blame.

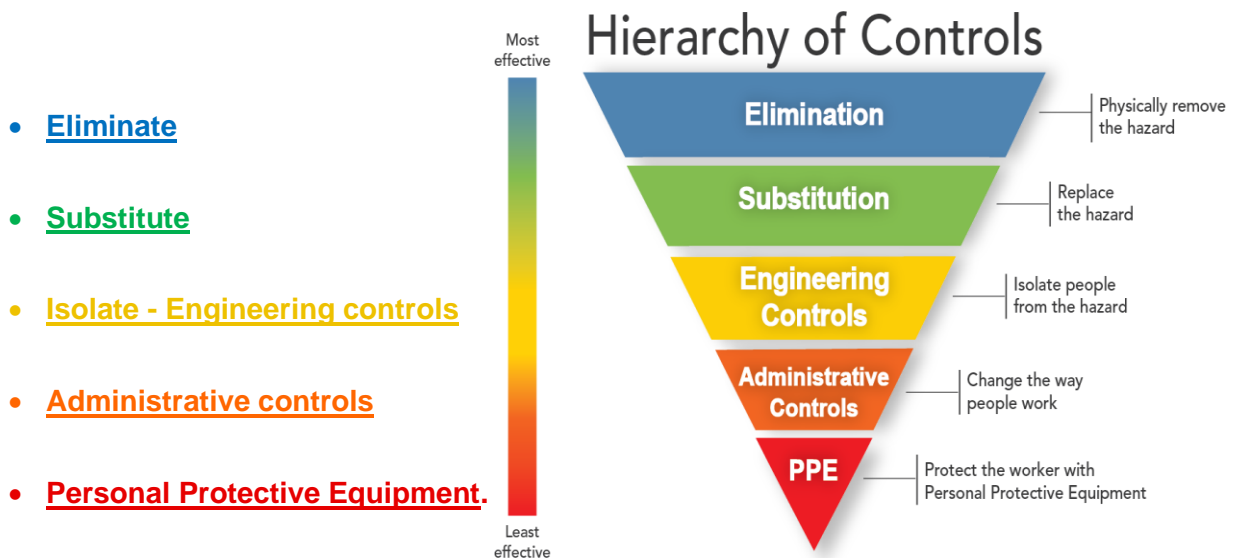
Where continued non-compliance is observed disciplinary action must be implemented in accordance with Site policy but separate from the WOC process.

Management shall undertake WOC’s on their work areas to ensure the abovementioned purposes are conducted.

Completed WOC’s shall be forwarded to HAKK Management for review and record management.

4.5 Hierarchy of Control

Where reasonably practical, the HAKK and contractors will manage all risks identified by applying the Hierarchy of Controls as follows:



Where practical, HAKK and contractors (as appropriate) will implement risk controls that are high in the order of hierarchy and will implement multiple controls where necessary.

5 High Risk Construction Work

5.1 High Risk Work

All contractors shall develop SWMSs for tasks that involve High-Risk Construction Work activities.

Prior to starting work on the site, contractors must provide HAKK with completed SWMS's. HAKK will collect, and file completed SWMSs as per the NSW WHS Regulations.

5.2 Licences for High Risk Work

HAKK require contractors to be licenced / accredited to undertake high-risk work.

Personnel, including contractors engaged on the Hydro site must hold the relevant licence, competencies, or accreditation to conduct the works and provide evidence of these matters to HAKK.

Types of High Risk Work Licenses	
(CB)	Bridge and Gantry Cranes
(CD)	Derrick Crane
(CN)	Non-Slewing Mobile Crane Greater than Three Tonnes Capacity
(CP)	Portal Boom Crane
(CS)	Self-Erecting Tower Crane
(C2)	Slewing Mobile Crane up to 20 Tonnes
(C6)	Slewing Mobile Crane up to 60 Tonnes
(C1)	Slewing Mobile Crane up to 100 Tonne
(CO)	Slewing Mobile Crane over 100 Tonnes Capacity
(CT)	Tower Crane
(CV)	Vehicle Loading Crane
(PB)	Concrete Placing Boom
(DG)	Dogging
(RB)	Basic Rigging
(RI)	Intermediate Rigging
(RA)	Advanced Rigging
(SB)	Basic Scaffolding
(SI)	Intermediate Scaffolding
(SA)	Advanced Scaffolding
(LF)	Forklift Truck
(LO)	Order Picking Forklift Truck
(WP)	Boom Type Elevating Work Platform
(HM)	Materials Platform Hoist
(HP)	Personnel and Material Hoists

6 Emergency and Incident Response

6.1 Emergency preparedness

The Contractor will:

- Ensure personnel attending the HAKK site are familiar with who to contact in the case of an emergency.
- ensure that first aid provisions are available.

6.1.1 Emergency Procedure

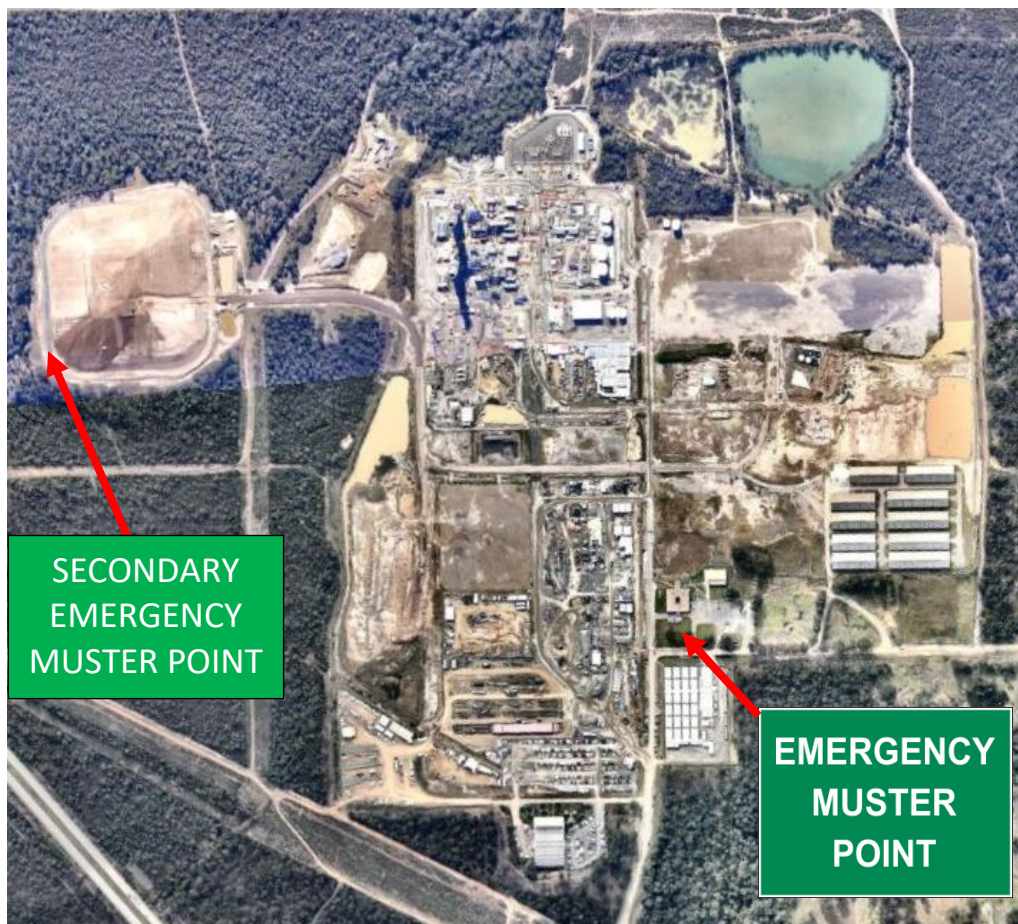
In the event of a fire or similar emergency evacuation, contractor personnel must:

- stop work immediately and the workplace be vacated if in imminent danger.
- assist anyone in the workplace who may not be familiar with the evacuation procedures.
- call emergency services on **000 or on 112 from a mobile** phone. Other emergency numbers are on display in the site office (if applicable)
- notify HAKK Management as soon as reasonably practical.

6.1.2 Emergency Muster Point

The main site emergency muster point is on the grassed area outside the main gate.

A secondary Muster point is located on the Western side of the Containment Cell.



6.1.3 Emergency Contact List For The Site

If an incident occurs at the workplace the procedure is:

- immediately notify the contractor employer and HAKK Management.
- do not interfere with the scene of the incident.
- depending on the nature and severity of the injury, SafeWork NSW will be notified.

EMERGENCY CONTACT NUMBERS	
AMBULANCE	POLICE
000 or 112 (mobile)	
(BOTH NUMBERS ARE ACCESSIBLE WHILE MOBILE KEYPADS ARE LOCKED)	
EMERGENCY CENTRE	
Name:	Hydro Main Office
Address:	Hart Rd Loxford NSW
Phone:	02 4937 1555
Operating hours:	08:00 – 16:00
LOCAL INFORMATION	
Police Station :	131 444
Poisons Information Centre :	131126
Telstra:	132 999
Electrical Emergency:	131 388
Dial before you dig:	1100
Gas Emergency:	131 909
Water Emergency: Hunter Water	1300 657 000
SafeWork NSW:	131 050
EPA	02 4908 6821

6.2 Incident Reporting

- All incidents incurred while working on the Hydro site, shall be reported to HAKK Management immediately.
- The reporting of incidents and injuries is necessary to investigate and correct deficiencies in control mechanisms. To encourage reporting in the absence of blame or penalty, incident, and accident occurrence information (i.e.: the number of injuries sustained) is not used as a performance criteria measure.
- All dangerous occurrences as nominated under the NSW WHS Act 2011 shall be reported immediately to HAKK Management.
- Any incident that has the possibility of being a SafeWork NSW Reportable Incident must be reported to HAKK Management immediately.

6.3 Notifiable Incidents

HAKK Management will report the following incidents to SafeWork NSW:

- a death of a person, or
- a serious injury or illness of a person, or
- a dangerous incident.

Section 36 of the WHS Act 2011 describes a serious injury or illness as:

Serious injury or illness of a person means an injury or illness requiring the person to have:

- (a) *immediate treatment as an in-patient in a hospital, or*
- (b) *immediate treatment for:*
 - (i) *the amputation of any part of his or her body, or*
 - (ii) *a serious head injury, or*
 - (iii) *a serious eye injury, or*
 - (iv) *a serious burn, or*
 - (v) *the separation of his or her skin from an underlying tissue (such as degloving or scalping), or*
 - (vi) *a spinal injury, or*
 - (vii) *the loss of a bodily function, or*
 - (viii) *serious lacerations, or*
- (c) *medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.*

Section 37 of the WHS Act 2011 describes a dangerous incident as:

A dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- (a) *an uncontrolled escape, spillage, or leakage of a substance, or*
- (b) *an uncontrolled implosion, explosion, or fire, or*
- (c) *an uncontrolled escape of gas or steam, or*
- (d) *an uncontrolled escape of a pressurized substance, or*

- (e) *electric shock, or*
- (f) *the fall or release from a height of any plant, substance, or thing, or*
- (g) *the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or*
- (h) *the collapse or partial collapse of a structure, or*
- (i) *the collapse or failure of an excavation or of any shoring supporting an excavation, or*
- (j) *the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or*
- (k) *the interruption of the main system of ventilation in an underground excavation or tunnel, or*
- (l) *any other event prescribed by the regulations but does not include an incident of a prescribed kind.*

In the event of such an occurrence:

- notify HAKK Management who must notify SafeWork NSW by the quickest means possible. The number for SafeWork NSW is **13 10 50** – this number is on the emergency contact list.
- Email an Incident Notification Form to SafeWork NSW as soon as possible following the incident (must be within 48 hours)
- do not disturb the site until given clearance by HAKK Management who will take advice from SafeWork NSW
- HAKK Management will confirm the reporting requirements required by SafeWork NSW and the Police
- HAKK Management shall only give permission to disturb the site when notified by SafeWork NSW that a formal investigation is not required.
- if a formal investigation is required, the HAKK Management will secure the site.
- HAKK Management will ensure that corrective actions are completed adequately.

6.4 First aid

Contractors shall ensure that their workforce consists of qualified First Aid personnel and supply adequate First Aid equipment.

In the event of a person being injured, trained first aid personnel should:

- stabilise the person and administer first aid.
- phone an ambulance (depending on the extent of the injuries)
- notify HAKK Management immediately if emergency services are called.

HAKK will maintain a First Aid Kit in the HAKK office and light vehicles.

7 Induction and training

7.1 Worker Induction

All personnel entering Wonarua Road gate to perform works within the HAKK site will be required to undergo a Site Induction.

This induction includes the following:

- the expectations outlined in this WHS Management Plan, including all policies and procedures.
- the emergency muster point
- the site rules.
- any site-specific hazards
- high risk construction work activities
- Personal protective equipment required to enter the site.

7.2 Worker Training

HAKK and Contractors will not permit workers to carry out work unless they:

- are trained and competent for the work to be undertaken.
- are trained to deal with any risks associated with the work and understand the control measures in place.
- on-site training and supervision are provided.
- undertake external training for specific tasks where required.
- have high risk licences for all high risk work available.

8 Consultation and Communication

8.1 Consultation

It is expected that each Contractor Management team will consult with their workers and contractors on WHS issues for this site. This may be in the form of the examples below:

- at toolbox meetings where anyone can raise issues for discussion
- informally during the planning of activities or the development of SWMS by contractors
- when changes to workplace arrangements could affect the health and safety of workers
- during investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident from re-occurring

HAKK Management will also consult with contractors and suppliers on WHS issues associated with any products or services provided for the site:

- during the negotiation phase before agreeing on the work requirements
- before starting any contractor operations
- when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures
- during review of SWMS's

8.2 Communication

HAKK Management will provide contractors with this WHS Management Plan before starting work on the site. Contractors are expected to make their workers aware of all WHS requirements.

Records of all communication shall be kept.

8.3 Disciplinary Procedures

Disciplinary action will be taken against persons that deliberately infringe the requirements of this plan, the site safety rules or are in breach of other legislative requirements.

Actions may include a verbal warning, written notification, or complete removal/suspension from the project.

For a serious breach of safety, a person or persons may be immediately dismissed and removed from site.

9 Site Safety Procedures

9.1 Site rules

Contractors shall carry out works on site as per the site rules and site induction. All persons entering the Kurri Kurri site shall take all reasonable precautions to ensure the Health and Safety of persons including:

- Other Contractors
- The Contractor's workers
- Sub-Contractors
- Third parties / Neighbours
- Other road users

Contractors shall take all reasonable precautions to ensure environmental contamination does not occur.

9.2 Site security

HAKK Management will, so far as reasonably practicable, secure the site by:

- erecting a fence to prevent unauthorised access where required to do so under the WHS Regulation
- locking gates to the site outside normal hours of operation

Workers and contractors are required to keep the site secure, for example by closing or locking gates and regular inspection and maintenance of security fencing.

9.3 Environment

- All workers shall ensure operations are conducted in a manner that shall prevent pollution and comply with the applicable laws, regulations, and HAKK requirements regarding environmental protection.
- No rubbish, waste, oil, or other pollutants shall be discharged or allowed to escape from the worker's equipment.
- Contractors are responsible for the removal and lawful disposal of materials used or generated by them, relating to the work, and as specified in the contract scope of work.
- Pollution or contamination caused by the contractor shall be cleaned up by the contractor at the contractor's expense and reported to HAKK Management.

9.4 Personal Protective Equipment

Contractors must ensure that the PPE is:

- suitable for the nature of the work and any hazard associated with the work.
- a suitable size and fit ensuring it is reasonably comfortable for the worker who is to use or wear it.
- maintained, repaired, or replaced so that it continues to minimise risk to the worker by
 - ensuring it is clean and hygienic.
 - ensuring it is in good working order.
 - ensuring it is used or worn by the worker, so far as is reasonably practicable.

Contractors must also:

- provide workers with information, training, and instruction in the proper use, wearing, storage and maintenance of PPE.
- ensure that any other person at the workplace (such as site visitors) is appropriately provided with PPE to wear when entering the site.

Workers must:

- follow all instructions to wear and use PPE as per the manufacturer's specification.
- take reasonable care of PPE.
- assess the task and ensure that the correct PPE is being applied.

9.5 Managing Construction Hazards Specified in the Regulations

9.5.1 Electrical

- All electrical power tools, leads and portable electrical equipment, inclusive of portable generator's shall be tagged and inspected in accordance with the NSW Code of Practice for Managing Electrical Risks at the Workplace.
- Flexible cords used on construction sites must be rated heavy duty.
- Flexible cords must be either protected by a suitable enclosure or barrier (flexible or rigid conduit) or located where they are not subjected to mechanical damage, damage by liquids or high temperature.
- Contractors will maintain an in-service inspection and test regime for all portable electrical leads, tools, and earth leakage devices (or RCD's).
- Contractors will verify that after the equipment has been inspected and tested, it will be fitted with a durable, non-reusable, non-metallic tag. The tag will include the name of the person or company who performed the test and the test and re-test date.
- Records of all inspections, tests, repairs, and faults related to all electrical equipment will be recorded in a "testing and tagging" register.
- RCDs and portable equipment must be inspected, tested, and tagged every 3 months.
- Electrical equipment used in hostile environments should be inspected more frequently.
- Workers must conduct an RCD push button test after connection to a socket and before connection to equipment at least once a day.
- Workers must report any damaged electrical equipment to the contractor. It will be removed from service and either repaired or replaced and subsequently inspected and tested as required.
- New electrical equipment must be recorded in the register and subjected to the in-service testing regime within the first 3 months of service.

9.5.2 Plant and Equipment

Contractors will manage the risks associated with working on the site including in relation to all plant and equipment used on site. Such plant and equipment must comply with the requirements of the WHS Regulations and codes of practices.

HAKK Management requires that:

- plant and equipment are used only for the purpose for which it was designed.
- all health and safety features and warning devices on plant are used.
- all information, training and instruction provided must be followed.
- guarding must be permanently fixed and is not permitted to be removed.

- no person other than the operator may ride on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator.
- maintenance/ servicing and testing is carried out and logged.
- check equipment is “fit for use” each shift.
- all plant is regularly maintained, inspected, and tested by a relevant competent person.
- all plant that lifts or suspends loads is specifically designed to lift or suspend that load.
- all safeguards are in place and operational. (e.g., fire extinguishers, E stops, flashing lights etc)
- the plant operator is ticketed or holds competencies in the use of the equipment.
- Site vehicles and trucks are well maintained, road worthy and that personnel are licensed to operate.
- persons operating unregulated Plant and equipment shall be instructed in their safe use.
- hire equipment shall be supplied with safe use instructions.
- mobile plant must have a specific Plant Hazard Risk Assessment for the work to be done.

9.6 Managing Other Construction Hazards

9.6.1 Hazardous Manual Tasks (Manual handling)

Contractors will manage hazards associated with hazardous manual tasks. HAKK Management requires that:

- all users follow good manual handling practices.
- risk assessment of loads or tasks occurs.
- mechanical lifting aids are used where applicable.
- appropriate PPE is provided to workers.

9.6.2 Chemicals and Substances

- No hazardous substance shall be brought onto the site unless accepted by HAKK Management.
- Chemical labelling and safety data sheets shall be compliant with Globally Harmonized System of Classification and Labelling of Chemicals (GHS)
- All hazardous substances approved to be brought on to the site shall be transported, stored, and handled in accordance with the requirements of the NSW Hazardous Substances Regulations and AS 1940 and AS 1596.

9.9.4 Slips, trips and falls

Contractors will manage hazards associated with slips, trips, and falls. HAKK Management requires that:

- slips, trips, and falls checklist are used as required.
- visual checks are conducted for hazards that could cause someone to slip, trip or fall.
- workers keep the site tidy as part of the written site rules.

9.9.5 Hand Operated and Power Tool Use

Contractors will manage hazards of hand operated and power tools. HAKK Management requires that:

- tools are regularly checked to ensure they are in a safe working order.
- all electrical tools are recorded in a test and tag register.
- electrical tools are tested and tagged (as per AS 3760-2010)

Before using power tools, workers must ensure:

- electrical connections are secure.
- electricity supply is through an RCD.
- safety guards are in position.
- the machine is switched off before activating the electricity supply.
- appropriate PPE is used as required by manufacturer's guidelines.
- The tool is being used for the purpose for which it is designed.
- The operator is competent in its use.
- The tool is not restricted on site (e.g., 9" grinders or explosive power tools)

Workers must report any issues with power tools. Unsafe tools will be tagged out of service and removed from the work area.

9.9.6 Sun Safety

All persons on site should:

- try and work in shaded areas or erect sunshades.
- wear adequate clothing (e.g., hat broad brims) and other protection methods (e.g., sunscreen) to protect themselves from the effects of working while exposed to UV rays.
- manage working in the sun to avoid dehydration and heat stress related illnesses.
- promote awareness of UV ratings and the harmful effects of too much sun.
- encourage self-screening and the seeking of advice if any skin abnormalities are discovered.

9.9.7 Site Traffic Movements and Mobile Plant

HAKK and Contractors will manage risks associated with traffic management. HAKK Management requires that.

- all vehicles on site are to be road worthy.
- drivers and operators to be licenced for the vehicle or machine being operated.
- speed limits sign posted across the site and adhered to.
- sign posting of traffic directions, stop and give way etc.
- delineation, safety kerbs, berms and barriers as required.
- maintain crossing and walkways for foot traffic.

9.9.8 Housekeeping

- All materials are to be safely stored in areas designated for this purpose.
- Work areas shall remain ordered and free of unnecessary or surplus materials.
- Rubbish shall be cleared and removed on a regular basis.

9.9.9 Kangaroos, Snakes, Spiders and Other Wildlife

Kangaroos

Kangaroos are often portrayed in the media as friendly and cuddly Australian cultural icons. However, they can hurt people.

The risk of being attacked by a kangaroo is very low. Several thousand people seek medical attention each year for injuries from domestic pets, while fewer than five people in NSW are treated for kangaroo-related injuries. The greatest risk is in areas where people have altered kangaroos' natural habitat and feeding patterns.

Kangaroo attacks may occur where:

- their numbers, movements and group structure have changed because kangaroos' natural predators are no longer present, or new habitat has been provided with the creation of dams, shelter, and pastures.
- kangaroos have lost their instinctive fear of humans because people have fed or handled them.
- a kangaroo sees a person as a sparring partner or threat to themselves, their offspring, or their dominance of the group.
- a kangaroo is cornered or startled.
- female kangaroos are weaning their young
- a habituated kangaroo (a kangaroo who is used to people) has aggressive traits.

A kangaroo will attack a person as if they were another kangaroo. It may push or grapple with its forepaws or sit back and kick out with its hind legs. As resulting injuries can be serious, avoiding conflict with kangaroos is vital.

Avoiding Kangaroo related risks

- Do not walk directly towards a kangaroo.
- Do not stand up tall, stare or hold your arms out towards a kangaroo.
- Do not go near kangaroos engaged in courtship or mating behaviour – for example, males sniffing, touching, or moving round with females.
- Do not go near male kangaroos that are sparring, fighting, or showing off their size and strength to each other.
- Do not go near a kangaroo that is growling or clucking.
- Do not move between a female and her joey.

Risks associated with wildlife such as Kangaroos should be discussed at Toolbox Meetings to ensure the workforce are kept informed.

Snakes

Australia has some 140 species of land snake, and around 32 species of sea snakes in Australian waters. Some 100 Australian snakes are venomous, although only 12 are likely to inflict a wound that could kill you.

The most dangerous snakes belong to the front-fanged group, which in NSW include the tiger snake, brown snake, death adder, mulga or king brown snake and a few species of sea snake.

Australia's other snakes are the solid-toothed non-venomous snakes (such as pythons, blind snakes, and file snakes) and venomous rear-fanged snakes (such as the brown tree snake and mangrove snakes). All native snakes in NSW are protected under the National Parks and Wildlife Act 1974.

Snakes are not naturally aggressive and always prefer to retreat. They will only attack humans if hurt or provoked - most bites occur when people try to kill or capture snakes. If you come across a snake on the site, just calmly walk the other way and report the location to a Hydro Representative as soon as possible.

Spiders

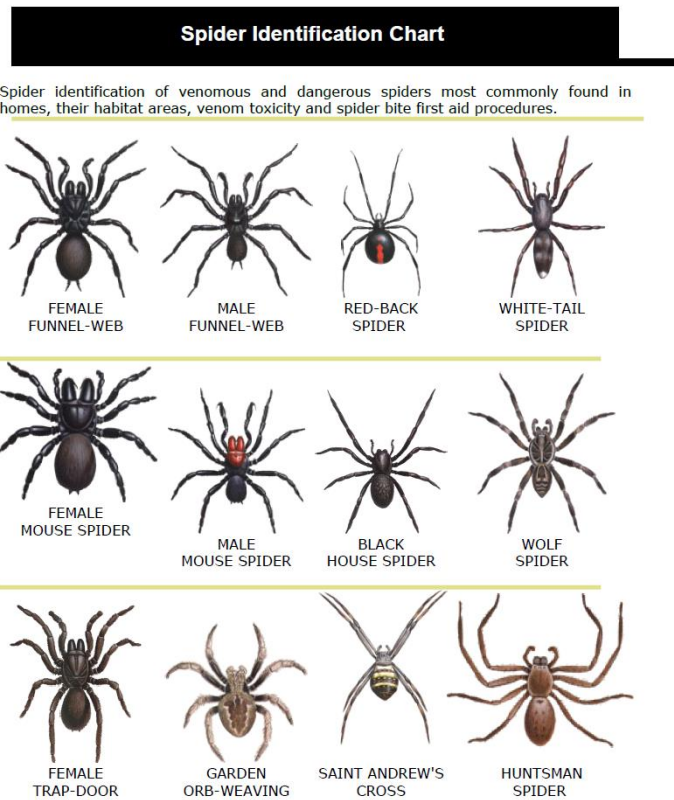
Spiders can be found all over the site in places such as workshops, offices, garden areas and pedestrian walkways.

Inspect your work area prior to commencing works to determine if spiders / spider webs are in your way.

Ensure gloves are worn when handling materials on site to minimise the potential for a spider bite.

If bitten by a spider, report the bite as soon as possible to your immediate Supervisor and seek medical assistance.

Where possible, attempt to take a clear photo of the spider front on, and another of its body from above. Not all spiders live everywhere, so an expert is needed to identify which spider you have encountered.



10 Contractor / Subcontractor Requirements

10.1 Acceptance of Compliance

The Subcontractor warrants that they are aware of and will observe the requirements specified below in respect of health and safety and the implications thereof for the execution of the work under the contract. These requirements constitute:

- The Work Health and Safety Act 2011 and Work Health and Safety Regulations 2017
- SafeWork Codes of Practice
- Australian Standards
- Hydro WHS Management Plan
- Hydro Induction requirements and information contained therein.
- Reasonable directions from Hydro authorised personnel for the purpose of WHS&E compliance.

10.2 Failure to Comply with Safety Requirements

Hydro has an obligation to stop work that is unsafe or environmentally damaging, and review work methods and hazard controls before work can resume.

Hydro, on failure by the Subcontractor to comply with statutory safety requirements or those requirements specified in this document, shall be entitled to:

- direct the Subcontractor to remedy such failure and ensure the health and safety of their workers and/or
- stop the work until such failure has been remedied to the satisfaction of Hydro and/or
- direct the Subcontractor to remove individual workers from the site.

Such action shall be through authorised Hydro Site personnel unless there is an immediate threat to life and limb, property, or the environment.

10.3 Performance Assessment

HAKK Management includes Subcontractor safety performance criteria in the selection of bidders and the award of site contracts.

Unless previously accepted onto the approved Subcontractor List Subcontractors are required to complete the:

- Contractor HES Evaluation (Company Questionnaire) or
- HSE Management Submission (Sole Traders & Small Companies)

Information provided to HAKK as part of the evaluation and submission process may be verified.

Site performance, inspection and audit results shall be reviewed for pre-qualification and selection of future Subcontractors.