



CS ENERGY PROCEDURE FOR  
**GUIDELINES FOR HEALTH, SAFETY AND ENVIRONMENT  
PLANS**  
**CS-OHS-27, CS-EMSP-8**

Responsible Officer: Production Environment Manager, Health and Safety Manager

Approved: GM Operations

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## 1. Purpose

To outline guidelines for the Health, Safety and Environment Plan submitted by contractors, conducting work at sites owned, operated and maintained by CS Energy. The guidelines are to satisfy the conditions of various legislation, including:

- Workplace Health and Safety Act 1995 and Regulations
- Environmental Protection Act 1994 and Regulations
- Environmental Protection Policies (Air, Water, Noise, Waste)
- Power Station Environmental Authority

## 2. Scope

Sites owned, operated or maintained by CS Energy.

## 3. Actions

Prior to construction, specified work or maintenance work commencing on site, detailed Health, Safety and Environment Plan/s must be developed and approved. (Not all work conducted by contractors will have an impact on the environment. If there is a risk of environmental harm or nuisance occurring, then the contractor must submit the Environment Plan).

The primary contractor shall develop this Plan after consultation with other stakeholders including sub-contractors and the Principal's Representative (and Site Environmental Coordinator and Health and Safety Adviser as relevant).

The Health and Safety Plan (Attachment 7.1) and Environment Plan (Attachment 7.2) guidelines are attached. These plans can be incorporated into one plan.

## 4. Responsibilities

### Principal's Representative

- assess the hazards / risks associated with the work at the planning and scoping stage of the work / contract.
- ensure the Health Safety and Environment Plan/s are approved prior to work commencing on site.

### Contractor

- provide the Health, Safety and Environment Plan/s as requested by the Principal's Representative prior to work commencing on site.

## 5. Review

The following items are described in Procedure CS-EMSP-7 "Environmental Audit, Review and Performance Evaluation":

- The EMS Audit Program encompasses the checking of this document

## 6. Auditable Outcomes

The following items are outputs of this procedure:

- Health, Safety and Environment Plans
- Implementation of Health, Safety and Environment Plans

## 7. Definitions

Construction work – building work, civil construction work, and demolition work as defined by the WH&S Act.

Contractor – examples of contractors include trade service providers (plumbers, fitter, scaffolder), cleaners, and building and construction contractors.

Environmental Harm - any adverse, or potential adverse effect (whether temporary, permanent and of whatever magnitude, duration or frequency) on an environmental value, and includes environmental nuisance.

Environmental Value:

- A quality or physical characteristic of the environment that is conducive to ecological health or public amenity or safety; or
- Another quality of the environment identified and declared to be an environmental value under an Environmental Protection Policy or Regulation.

Environmental Nuisance - unreasonable interference or likely interference with an environmental value caused by:

- Noise, dust, odour, light, or;
- An unhealthy, offensive or unsightly condition because of contamination; or
- Another way prescribed by regulation.

Maintenance work – plant repairs, rectification, modification, alteration or refurbishment.

Principal's Representative – also known as the CS Energy Representative, is the person appointed by CS Energy to supervise the operation of a contract.

Specified work – means construction work; work where the person doing the work can fall 2.4 m or more; excavating (depth of at least 1.5 m); or removing, sealing or inspecting for asbestos.

## **8. Reference Documentation**

Environmental Protection Act 1994 and Regulations

Environmental Protection Policies (Air, Water, Noise, Waste)

Power Station Environmental Approvals

Workplace Health and Safety Act 1995

Workplace Health and Safety Regulation 1997

## 9. Attachments

### 9.1 Attachment 1 – Guidelines for a Health and Safety Plan



## GUIDELINES FOR A HEALTH & SAFETY PLAN

### **Front Page:**

Title

Health & Safety Plan for \_\_\_\_\_ Works at \_\_\_\_\_ Site

### **Second Page:**

Employer Details

- Company Name
- Address and Contacts
- Sub-Contractor Details

Company Health & Safety Policy Statement

Strategic Health & Safety Objectives

Company Rehabilitation Policy Statement

### **Third Page:**

Company organisational chart - Showing the responsible positions for Health and Safety decision making.

### **Fourth page:**

- A brief description of proposed works including a list of any plant or substances being brought to site.

### **Following Pages:**

## RELEVANT QUEENSLAND HEALTH AND SAFETY LEGISLATION

The following legislation must be considered and comments made on how the company will comply with this legislation:

- Workplace Health and Safety Act 1995.
- Workplace Health and Safety Regulation 1997.
- Workplace Health and Safety Regulation (Miscellaneous) 1995.

## **RELEVANT STANDARDS**

The following Advisory Standards / Codes of Practice should be considered where appropriate (but are not limited to).

- Asbestos Removal (including compliance with the CS Energy procedure)
- Construction Workplace Amenities
- Excavation (including compliance with the CS Energy procedure)
- Falls from Height / Work on Roofs (including compliance with CS Energy procedure)
- Falling Objects
- First Aid
- Hazardous Substances (Including compliance with the CS Energy procedure)
- Manual Handling
- Noise (including compliance with the CS Energy procedure)
- Personal Protective Equipment in Building and Construction
- Plant
- Risk Management
- Scaffolding
- Welding
- Workplace Amenities
- Industry Codes of Practice
- Relevant CS Energy Procedures

## **Job Safety Plans**

Management Plans must be prepared for the health and safety aspects of the company's activities specific to the site work. These should include:

- A list of critical tasks associated with the works, i.e. any task that relies on the correct application of skill, knowledge or competence of a worker to protect others (hot work, work at height, work in confined spaces, work with chemicals or substances, plant operation, scaffold erection & dismantling, rigging etc).
- A list of all identified hazards (energy) associated with the work activity.
- An assessment of the risk of injury to workers and others from exposure to these hazards.
- Any existing controls.
- A list of the company's agreed control methods for preventing or minimising the exposure of workers and others to these identified hazards.
- A copy of worker certification for certified occupations / critical tasks. (Rigger, Scaffolder, Dogger, etc).
- A statement of how this plan is to be communicated to the workers.
- A statement of how breaches of the plan are to be dealt with (both procedural and behavioural).

- A statement of how a plan update is made and communicated.
- Management of incidents (eg. reporting, investigation).
- Emergency response.

## 9.2 Attachment 2 – Guidelines for an Environmental Plan



### GUIDELINES FOR AN ENVIRONMENTAL PLAN

#### Front Page:

Title

Environmental Plan for \_\_\_\_\_ Works at \_\_\_\_\_ Site

#### Second Page:

- Company Name
- Address and Contacts
- Sub-Contractor Details

Company Environmental Policy Statement

Strategic Environmental Objectives

#### Third Page:

Company organisational chart - Showing the responsible positions for Environmental decision making.

#### Fourth page:

A brief description of proposed works including a list of any plant or potentially contaminating substances likely to be brought on to the site. Include also any potentially contaminating waste substances resulting from the work.

#### Following pages:

### RELEVANT QUEENSLAND ENVIRONMENTAL LEGISLATION

The following legislation must be considered and comments made on how the company will comply with this legislation:

- Environmental Protection Act 1994 and Regulations
- Environmental Protection Policies (Air, Water, Noise, Waste)
- Power Station Environmental Approvals.

## Relevant Australian Standards and Codes of Practice

The following Australian Standards and Codes of Practice should be considered where appropriate (but are not limited to):

- Australian Standard 1940: *The Storage and Handling of Flammable and Combustible Liquids.*
- Australian Standard 3780: *The Storage and Handling of Corrosive Substances.*
- Australian Standard 1055.1: *Acoustics - Description and Measurement of Environmental Noise - Part 1-3.*
- AS/NZS ISO 14001: *Environmental management systems – Requirements with guidance for use.*
- Soil Erosion and Sediment Control: Engineering Guidelines for Queensland Construction Sites. Queensland Division, Institution of Engineers, Australia.

## Environmental Management Plans

Environmental Management Plans will be prepared for the environmental aspects associated with the company's work. These might include:

- Air quality.
- Noise control.
- Chemical and oil management - including compliance with CS Energy's procedure for working on oil systems.
- Stormwater management.
- Waste management / Waste tracking - need to notify CS Energy the amount of all wastes generated and where the waste is disposed.
- Discharge water quality.
- Prevention of introduction of weed or pest species.
- Notification of complaints and incidents.
- Management of incidents.
- Emergency response.

## Risk Assessment Sheets

- Identified environmental risks associated with the project.
- A rating of the risk of environmental harm associated with these risks.
- The company's agreed control measures to prevent or minimise environmental harm.
- The method of communicating the Environmental Plan to the site workforce.
- How the Environmental Plan will be updated as new risks are identified.

## 10. Document History

Issue Date	Nature of Changes
12/02/2002	Original
06/06/2005	Owner title; site H&S officer title; minor editing.
19/04/2006	Inclusion of new Sections 5 - Review and 6 - Auditable Outcomes; minor editing.

