



OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENT PLAN

Insert Project Title

Work at Tarong Energy Corporation

Company name:

Address:

ABN:

Phone:

Fax:

Contact email:

**TEC Contract
Administrator:**

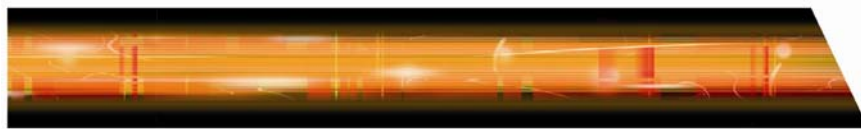
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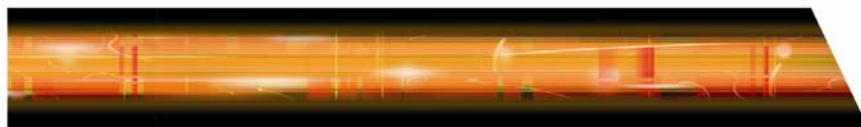
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Approved by:

Copies to:



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1. Introduction

This Health, Safety and Environment Plan details the approach and activities adopted by Company Name to comply with Tarong Energy Corporation's health, safety and environment policies and procedures throughout the term of the contract.

2. Policy Statements

2.1 OHS Policy

Company Name has a documented health and safety policy, which will be introduced to all personnel working on the project, including sub-contractor's workers, as part of the induction process.

While completing the project, Company Name shall also comply with the TEC Zero Harm policy, including following the Safety Operating Philosophy and the Life Save Rules.

A copy of Company Name's OHS policy has been attached as an appendix to this plan.

Yes No

2.2 Environment Policy

Company Name has a documented environment policy, which will be introduced to all personnel working on the project, including sub-contractor's workers, as part of the induction process.

A copy of Company Name's environment policy has been attached as an appendix to this plan.

Yes No

3. Scope of Works

Site:	<input type="checkbox"/> Tarong <input type="checkbox"/> Wivenhoe <input type="checkbox"/> Tarong North <input type="checkbox"/> Other:			
Period of work activity:	Start: dd/mm/yyyy		Complete: dd/mm/yyyy	
TEC Contract Administrator:				
Scope of work to be undertaken:				
Major activities to be carried out:				

In completing the above works Company Name shall comply with the TEC *Special Conditions of Contract – Site Work Conditions* in force at the time of the works.



Job Safety & Environmental Analysis (JSEA/ Work Method Statement):

The following activities will require a JSEA to be completed:

- 1.
- 2.
- 3.

All completed *JSEAs* will be submitted prior to arriving onsite.

JSEAs will be done in consultation with the persons involved in the job and will be referred to, and approved by, the TE Contract Administrator **before** each activity is permitted to commence.

4. Key Contract Personnel

4.1 Site Management

On site management shall be:

Name	Position	Contact Number	Email Address

Emergency contact

Name	Position	Contact Number	Email Address

4.2 Leader Responsibilities

Position Title shall be the key person responsible for ensuring all the HSE requirements listed in this plan are fully implemented. Specific responsibilities include:

- Ensuring adherence to all Tarong Energy and Company name OHS and environment requirements.
- Providing OHS and environmental training for all employees which will include as a minimum:
 - Site inductions
 - Use of *JSEAs*
 - Potentially hazardous conditions present in the work area
 - Familiarisation with site safety standards
 - Identification of required PPE for the work operation
 - Instructions on the proper procedure for reporting unsafe conditions they may encounter
 - Instructions regarding the immediate reporting of work-related injuries or illness
 - Instructions regarding the location and use of Material Safety Data Sheets
- Implementing immediate action to correct reported or observed hazards.
- Ensuring inspections of work areas are conducted regularly and taking necessary corrective actions to eliminate hazards.



- Ensuring toolbox meetings are held and records of such kept.
- Reporting any injury or incident immediately to the TEC Contract Administrator and to the TEC OHS and/or environment teams.
- Providing information to employees regarding their emergency response responsibilities and assisting in its implementation.
- Enforcing TEC's Safe Operating Philosophy and Life Saving Rules.
- Ensuring a risk assessment tool (HSE STAR Card or similar, or JSEA) is conducted prior to any work activity.
- Ensuring the correct PPE, tools and equipment are provided for the job.
- Providing safety and environmental leadership by always:
 - Leading by example;
 - Intervening immediately to stop risk taking behaviour.
 - Giving recognition to individuals for safe behaviour and environmental management practices.
- Ensuring that team members are adequately trained for work and are competent to do the tasks assigned.
- Providing support and promptly arranging rehabilitation for an injured employee.

4.2 Employee Responsibilities

All **employees** shall have the following responsibilities:

- Cooperating and participating in activities relating to risk management programs and workplace investigations into injuries, incidents or potential (near miss) incidents.
- Complying with the instructions given for OHS and environment at the workplace.
- Never compromising safety or the environment.
- Energising their mind before their hands by doing the following:
 - STOP and THINK – What task am I going to do?
 - ASSESS – How can I injure myself or harm the environment?
 - RESPOND – What can I do to prevent injuries or environmental impact?
- Promptly reporting all injuries, hazards, incidents and complaints.
- Behaving in a proactive manner to prevent and correct unsafe acts and conditions.
- Presenting themselves in a fit state for work and being aware of Tarong Energy's site policy on fatigue, and alcohol and other drugs.
- Complying with Tarong Energy's Zero Harm policy, including following the Safety Operating Philosophy and the Life Save Rules.
- Inspecting the work area for hazards before starting work and maintaining it in a clean, tidy and orderly state.
- Complying with all relevant safety and environment rules, including use of risk controls and personal protective equipment.
- Seeking immediate treatment for any injury and seeking immediate response to environmental incidents.
- Not attempting any job or task unless competent to do so.
- Always asking for help or asking questions when unsure how to do a job or task safely.



4.3 Workplace Health and Safety Officer (where applicable) or HSE Contact

If more than 30 people work at a workplace in any 24-hour period, a WHSO must be appointed. If not applicable, a person still must be named as the contact for health, safety and environment information, ensuring that any incident or injury is reported immediately to their TEC Contract Administrator, and a copy sent to either the OHS department, or the Environment department, as relevant.

This person is responsible for presenting any TE provided toolbox talks.

Name	Position	Contact Number	Email Address

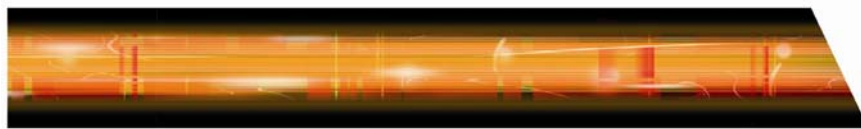
4.4 Competencies

All employees and sub-contractors engaged to do the works will receive sufficient information and training and possess the necessary skills to perform the contracted works in a safe and environmentally responsible manner. Persons undertaking a prescribed occupation must hold a relevant ticket and/or qualification prior to commencing the work. This includes welders, scaffolders, riggers, dogman, crane operations, forklift drivers and electrical tradespersons, etc.

The list of skills and competencies held by employees working on this site are listed below. Included in this list are Prescribed Occupations and the corresponding certificate number as well as details of first aid qualifications.

Minimum HS training must be identified.

Name of Employee	Skills & Competencies Held	Date	Cert. No.
		dd/mm/yyyy	
		dd/mm/yyyy	
		dd/mm/yyyy	
		dd/mm/yyyy	
		dd/mm/yyyy	
		dd/mm/yyyy	
		dd/mm/yyyy	
		dd/mm/yyyy	



5. Planning

5.1 Objectives and Targets

An effective planning process with well defined and measurable outcomes is essential. Planning needs to address schedules, resources and responsibilities for achieving the project's HSE objectives and targets.

Key Performance Indicators specific to the project include:

KPI	Responsible Person	Date

6. Risk Management

In line with WHS legislative requirements, no job is to commence without the risks of the job being assessed and controlled.

Company name is committed to effective risk management, as outlined below:

1. Identify hazards, based on experience, recorded data and other information
2. Assess the associated risks by making an evaluation of the level of risks to the health and safety of workers, based on the consequences and likelihood of harm
3. Select control measures from the hierarchy of control (e.g. eliminate, substitute, isolate or engineer out the risks, or reduce them through administrative measures or personal protective equipment) by selecting the highest order control method possible and then proceeding down the list in order
4. Implement or apply the selected control measure(s) in the workplace
5. Monitor the control measures to ensure that they are working correctly to control the risks and that no other risks have been introduced.

6.1 Project specific safety critical activities

Safety critical activities include (but are not limited to): scaffolding, forklift, bobcat and crane operations, confined space work, mechanical isolation, welding, work at heights, equipment generated noise, shutdown/start-up operation, high pressure water blasting/cutting, asbestos removal work, excavation and trench work, using hazardous materials, demolition work.

Safety critical activities	Hazards/env impact	Control	Risk ranking



6.2 Mobile Plant

Will mobile plant be brought on site and used for this work?

Yes No

Mobile plant will be maintained and operated in accordance with manufacturer's specifications, relevant Australian Standards and State OHS legislation.

It is anticipated that the following mobile plant will be brought on to site and operated by contractor employees:

Type	Make	Purpose and Use Requirements

6.3 Lifting Gear

Will lifting gear be required to complete the work?

Yes No

All lifting gear (chains, slings, wire rope, shackles, and hooks) to be brought on site will be listed on the register below. This register will be maintained during the course of the contract.

All lifting slings and accessories will be marked with the manufacturer's identification, Safe Work Load and the grade of the steel or alloy.

A test certificate for each item shall be held on site and made available on request. Prior to use all lifting gear is to be inspected by a competent person to check for defects.

Description	ID Number	Inspection Date	Status	Inspected By
		dd/mm/yy		
		dd/mm/yy		
		dd/mm/yy		
		dd/mm/yy		
		dd/mm/yy		



6.4 Fixed Plant

Will fixed plant be brought to site as part of the contracted work?

Yes No

Company Name will bring the following fixed plant to site and will take responsibility for its safe installation and operation:

Description	Purpose and Use Requirements

Position Title will ensure that all the plant nominated above is certified upon installation by a responsible and competent person. The certification will be made available to the TEC Contract Administrator on request.

6.5 Electrical

Will electrical equipment be used as part of the contracted work?

Yes No

All use of electrical wiring, portable tools and extension cords will be in accordance with the Queensland Electrical Safety Act. All leads, portable power tools and earth leakage devices will not be brought on site unless tested and inspected and tagged by a licensed electrician. The TEC Contract Administrator may be able to arrange assistance to comply with this requirement.

Electrical equipment is identified on the electrical register below. This register will be completed prior to commencement of works and maintained during the course of works on site.

Frequency of testing must be at a minimum standard to Tarong Energy (6-monthly or 3-monthly for equipment used in construction work). Company Name will ensure testing off all electrical equipment at a frequency of _____ months.

Description	Manufacturer	Item No	Test Date	Next Test Date	Cert No
			dd/mm/yy		
			dd/mm/yy		
			dd/mm/yy		
			dd/mm/yy		
			dd/mm/yy		
			dd/mm/yy		



All electrical equipment will be connected to an earth leakage protection device at all times. All electrical leads will be kept off the ground on insulated hangers or on lead stands. No extension leads are to be joined together. All plugs and sockets will be non-wirable (moulded) or transparent. No electrical equipment will be placed on or near wet areas.

6.6 Safety Signage

Applicable: Yes No

Any additional safety signage required as part of the works will conform to AS1319 (Safety Signs for the Occupational Environment) and be approved by the TEC Contract Administrator prior to placement.

6.7 Materials Handling

Applicable: Yes No

Heavy materials delivered to site will be unloaded where possible using mechanical aids such as a crane or forklift. The materials will be transported around site by use of cranes, forklifts, hoists or trolleys to reduce the risk of manual handling hazards.

Prior to conducting materials handling the work party shall assess the risk of damage and/or spillage of the product into the environment and implement appropriate controls prior to commencing work.

Where manual handling is required, mechanical aids will be considered as the primary control.

6.8 Personal Protective Equipment (PPE)

Applicable: Yes No

Helmets, safety boots, safety glasses, long-sleeved day & night high visibility cotton shirts, cotton trousers and gloves are mandatory and must be worn on site. Side shields are to be fitted to all safety glasses.

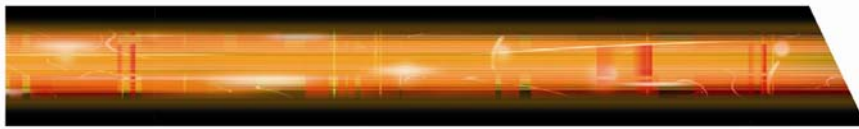
During the development of each *JSEA*, control measures other than the use of PPE will be considered to the extent feasible. Where practical, hazards will be controlled through elimination, substitution, engineered out or administrative measures.

Where it is not practical to introduce these measures PPE will be utilised. Such PPE may include (other than the standard site PPE):

- hearing protection;
- breathing apparatus or other special respiratory protection equipment;
- additional eye protection, such as goggles and face shield;
- safety harnesses.

Position Title is responsible for ensuring all employees including management utilise the required PPE and ensure all PPE is properly selected for the task and properly maintained.

All items of PPE will be manufactured, used and maintained in accordance with the relevant Australian Standard.



6.9 Drugs & Alcohol

A copy of Company Name's procedure has been attached as an appendix to this plan.

Yes No

All employees and sub-contractors shall report to work in a condition capable of safely carrying out the required tasks. Any person considered being under the influence of alcohol or drugs will be prevented from commencing or continuing to work.

All employees must comply with Tarong Energy's procedure Management of Alcohol and Other Drugs OHS-PROC-411. With cause and random testing are conducted at all Tarong Energy Sites.

If Company Name has an AOD policy, this will be considered exclusive of Tarong Energy's policy.

6.10 Fatigue Management

A copy of Company Name's procedure has been attached as an appendix to this plan.

Yes No

All employees must comply with Tarong Energy's procedure Fitness For Work – Fatigue Management OHS-PROC-406. Employees' work hours must fall within the guidelines contained in the procedure, and any breaches of this must be reported.

A fatigue risk assessment tool can be used for self, random, with cause, reasonable suspicion, work more than 12 hours or call out assessments. Copies of these must be given to the TEC Contract Administrator if used for work more than 12.5 hours or call out.

6.11 Fire Protection

Applicable: Yes No

A Hot Work Authorisation (TEC *Form T-1044*) shall be obtained for any hot work, such as welding, cutting or grinding. An appropriate fire extinguisher will be immediately available (within 5 metres) of all hot work carried out. The extinguisher will be fully operable and the relevant employees trained in its use. Fire Extinguishers to be brought on site are listed below. Any used fire extinguishers shall be removed from site and disposed of appropriately.

Extinguisher Type	Serial No	Condition	Last Inspection	Comment



6.12 Hazardous Substances

Applicable: Yes No

No substances will be brought on site without a Material Safety Data Sheet (MSDS) being provided and approved for use by the TEC Contract Administrator.

All storage and use of hazardous substances will be in accordance with the MSDS. Hazardous substances of any quantity will not be stored in crib rooms or offices and will be stored in their original containers with the label intact at all times. If a hazardous substance is decanted into another container, that container will be suitably labelled.

Prior to using the hazardous substance, all workers involved in its use will be provided with information and training, if necessary, to allow a safe completion of the task.

All hazardous substances are to be banded to contain 110% of storage whilst being stored on-site during contracted works. Any spills will be contained and cleaned up immediately, and the incident reported to the TEC Contract Administrator.

The following hazardous substances will be brought on site:

Product	DG Class	Max Quantity	Location

6.13 Environmental Hazards

Applicable: Yes No

The following table outlines the identified environmental hazards that have been identified and actions required mitigating the overall environmental risks, based on the activities outlined in this plan. Detailed JSEA / Work Method Statements will be developed on the job to specify the activities and the appropriate environmental control measures required to be performed during the work.

Emergency Spill Kits are provided onsite. Prior to commencing work Emergency Spill Kits are to be located at the location of the work being carried out. Kits will be accessible at all times the contractor is on site. Position Title is responsible for the maintenance and placement of the Emergency Spill Kit.



Work Activities / Processes / Services <i>(write down key activities to be undertaken)</i>	Potential Environmental Impacts from proposed activities / processes / services <i>(tick appropriate boxes)</i>													Control Actions		
	Spills to Stormwater / Water ways / Dirty Drainage system	Spills to Land / Contamination	Release emissions (dust, particulates, gases, odours)	Release greenhouse gases (eg, CO2, methane, nitrous oxides)	Use chemicals, pesticides, insecticides	Consumption Fuel, Water, Energy (electricity)	Works on unsealed ground (not concreted)	Spread of weeds and pests	Increase change of fire	Working within 10m of water course, vegetation clearance	Working between 6pm - 7am with noisy equipment	Generate solid wastes	Transporting wastes from site		Generate Regulated Wastes ¹	Other _____

¹ Regulated Wastes include oils, grease trap wastes, industrial residues, asbestos, synthetic mineral fibres.



6.14 Waste Management

A copy of Company Name's procedure has been attached as an appendix to this plan. Yes No

All wastes generated during work performed are to be managed in accordance with TEC's waste management handbook. Please discuss with the Contract Administrator for appropriate strategy.

Waste Type	Disposal Method	Destination of Waste

7. Hazard Reporting

Company Name will actively encourage employees and sub-contractors to report hazards immediately – this may be done via TEC's "Incident / Improvement Card" system (*Form T-1128*). Company Name will rectify all hazards reported, including implementing immediate temporary controls prior to a permanent fix. Where hazards are identified and or reported and proper rectification is beyond the control of the Contractor a referral will be made immediately to the TEC Contract Administrator.

8. Incident Reporting & Investigation

8.1 Reporting Timeframe

In the case of occupational injury/illness, individuals are required to report immediately to the Occupational Health Nurse at Tarong Power Station, or to a qualified first aider at other Tarong sites. Injuries will be recorded on TEC Form T-1307 (Injury Illness Report form)

All non-injury incidents will be reported within 24 hours by Position Title to the TEC Contract Administrator and to the relevant TEC department (OHS and/or environment). These incidents are to be recorded on TEC Form T-1039 (Incident Report Form – Non-Injury).

Part 10 of the Workplace Health and Safety Regulation 2008 requires notification to Workplace Health and Safety Queensland of a:

- Serious bodily injury
- Work caused illness
- Dangerous event



In the event the injury or incident is one of these, Company Name will provide written notification to WHS Queensland within 24 hours, and will retain a copy of the form for one year after the event. Company Name will also advise their TEC Contract Administrator and the relevant TEC department (OHS and/or environment) immediately.

8.2 Investigation

Investigation criteria is determined by the risk rankings of actual consequence and potential risk. Depending on rankings, an ICAM (Incident Cause Analysis Method) or formal investigation may be required. TEC Form T-1351 (ICAM Analysis Form) or T-1081 (HSE Incident Investigation) must be used for these.

The TEC Contract Administrator will facilitate these with members of the relevant TEC department (OHS and/or environment).

8.3 Corrective Actions

Investigations or ICAM will identify root causes and make recommendations for corrective action. The team is required to nominate officers responsible for action and timeframes for completion. Company Name agrees to implement all corrective actions as determined via the incident management process.

9. Injury Management and Rehabilitation

8.1 First aid

First aid service to be provided by TEC: Yes No.

If no first aid service will be provided by TEC, an up-to-date, fully stocked first aid kit will be located at Location. This kit will be accessible at all times the Contractor is on site. Position Title is responsible for the maintenance and placement of the first aid kit.

8.2 Rehabilitation

Company Name is committed to introducing suitable rehabilitation measures following all injuries where return to normal duties is not possible. Alternate duties will be arranged as required so that the injured worker can return to the work force in a manner that does not expose them to the risk of aggravating the original injury. Every effort will be made to provide alternate duties on site where it is medically feasible. The rehabilitation process will continue until such time as the injured employee is certified fit to resume full normal duties.

Where the injured employee refuses to participate in a Return to Work program or is deemed unsuitable for continued rehabilitation, this will be managed via Work Cover processes for such circumstances.

10. Consultation and Communication

Company Name considers consulting and communicating with employees on occupational health, safety and environment matters to be an important tool in creating and maintaining a safe and healthy working environment.



10.1 Toolbox Talks

All employees and sub-contractors will attend, as a minimum, a weekly safety toolbox talk held by Position Title. All toolbox talks will be recorded on TEC Form T-0160 (HSE Meeting Summary Attendance Record) and copies sent to the TEC Contract Administrator weekly.

Toolbox talks shall address relevant site and OHS issues, including those identified during OHS&E audits or walkthroughs.

10.2 Pre-start meetings

Pre-start meetings shall be held at the change of each shift to ensure all employees are fully informed of the progress of the work and any relevant safety issues.

10.3 Other consultation and communication processes

Other consultation and communication processes Company Name uses include:

-
-
-

11. Inspection and observation

Company Name is committed to measuring, monitoring and evaluating key activities to ensure the organisation is performing in accordance with its OHS policy, objectives and targets as well as initial and ongoing planning.

Processes for inspection and observation includes: audits of JSEAs/work method statements to ensure work is being performed as specified; conducting plant area safety inspections (observations); conducting safety systems audit, TEC GST cards.

11.1 Inspections

Weekly safety and environmental inspections of areas of work affected by the operations of the contracted work will be completed by Position Title. The results of all inspections will be recorded, a copy of which will be submitted to the TEC Contract Administrator no later than two days after the completion of the inspection.

To achieve an accurate appraisal of the site and subcontractor activities, the inspections will be done on varying days and times each week. Position Title will also use random visits and general time spent on site to monitor HSE performance on an ongoing basis.

Adequate type and size of rubbish and waste containers will be provided in work areas and will be emptied regularly. The following housekeeping rules shall apply:

- All hazardous wastes will be placed in containers or locations as directed by the TEC Contract Administrator.
- Combustible scrap materials will be removed daily.



- Tools and materials will be placed where they will not create a hazard for others.
- Spilt liquids will be cleaned up immediately.
- Access ways will be kept clear at all times.

11.2 Other inspections and/or observations

Company Name will perform the following during this project:

Inspection/observation process	Frequency	Person responsible

Copies of all inspection or observation forms will be provided by the person responsible to the TEC Contract Administrator.

12. Environmental Management

Complete the following section for all Contracts.

The following activities may impact on the environment:

-
-

The following external licences, authorisations and/ or approvals are required for the activities to be undertaken (please attach):

-
-

We will not undertake clearing or disturbing of TEC owned land, unless a Land Disturbance and Clearance Authorisation is obtained from the Contractor Administrator.



13. Emergency Procedures

Company Name agrees to follow all emergency procedures developed and implemented by TEC during the course of this contract. Generally these procedures will be clearly explained by TEC staff at the time of induction or via subsequent memorandums and tool box talks. Company Name agrees to co-operate with all emergency drills conducted by TEC.

14. Additional Comments and Sign-Off

<i>Additional Comments:</i>

I agree to provide sufficient resources to give effect to the applicable requirements of this Health, Safety and Environment Plan.

Contractor Acceptance			
Signature	Name	Position	Date