|  |  |
| --- | --- |
| <Client> Project | A close up of a sign  Description automatically generated |
| <Project Name> |
|  | |
|  |  |
| A picture containing text, toiletry  Description automatically generated | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CPP Project No:** **<Project Number>**   |  |  |  |  | | --- | --- | --- | --- | | **Current Revision** | | | | | Revision: | A – Initial Draft | Revision Date: |  | | **Task:** | **Responsibility:** | **Date:** | **Signature:** | | Developed by: |  |  |  | | SQE Review: |  |  |  | | Review by Responsible Site Manager: |  |  |  | | Approved by Accountable Project Manager: |  |  |  | |

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# welcome to the project

CPP are pleased to welcome you to the project and look forward to building a professional and successful working relationship for this and future endeavours. In preparation for the upcoming works at please find project critical information / requirements below.

# Introduction

This Contractor Pack describes controls and requirements for the execution of this Project including project specific requirements. This Contractor Pack is not intended to be an overarching document and project critical requirements are not conclusive but provide high level information to assist in your mobilization to site.

As a company, CPP strives for continuous improvement daily, both as individuals and as an organisation. Our core values reflect who we are and define our approach to doing business.

## CPP Core Values

Consolidated Power Projects core values are:

**Team Work** - One team, together we achieve;

**Integrity** - Doing the right thing / doing what’s right;

**Innovation** - Always learning, creating, adapting; and

**Sustainability** - Ensuring our future.

***“Doing Safety Differently”***

# Specific Project Requirements

## Project Details

| **Table 1 Project Specific Details** | |
| --- | --- |
| Client: |  |
| Principal Contractor: |  |
| Project Name: |  |
| Project Number: |  |
| Project Address: |  |
| Project Manager: |  |
| Site Manager: |  |
| Site SQE Advisors: |  |

### Drug and Alcohol Testing

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Breath Testing** | **Daily** | **Random** | **Post Event** | **For Cause** | **Other:** |
| **Required Results** | Zero Alcohol recorded by breath testing | | | | |
| **Drug Testing** | **Daily** | **Random** | **Post Event** | **For Cause** | **Other:** |
| **Required Results** | A negative result from a saliva swab | | | | |

Table 2 Drug and Alcohol Testing

### Site Working Hours

|  |  |
| --- | --- |
| **Normal Shift Length** | 10Hrs |
| **Shift Start Time:** | 7:00am |
| **Shift Finish Time:** | 5:00pm |
| **Exceeding Maximum Shift Length:** | Approval required from CPP Project Manager |
| **Minimum Break between Shift:** | 10Hrs |
| **Normal Rostered Days On:** | 11 |
| **Normal Rostered Days Off:** | 3 |

Table 3 Site Working Hours

Any change to the above will require a documented risk assessment to be submitted to the CPP project manager for approval, approval will only be granted where the changes align with CPP’s Fatigue Management Guideline.

### Project Specific Risks

CPP have developed a Project Specific Risk register and provided a copy to you. A list of high-risk tasks relevant to the project and specific high risk tasks relevant to your scope are included in Appendix A.

# QEST (Quality, Environment, Safety, Training) App

CPP have implemented an online digital safety solution called QEST. Its primary aim is to replace as many SQE forms and requirements as possible to reduce the administrative burden from projects, subcontractors, and workers.

CPP will initiate your access to QEST via your nominated Subcontractor Administrator and will assist with the onboarding of you plant, equipment, and people.

# CPP Expectation from Subcontractors

## Pre-Mobilisation (QEST)

* Establish at least one Subcontractor Administrator for QEST
* Log into the system when they have been added
* Provide the requested information contained in this Subcontractor Pack relevant to QEST
* Ensure all employees and any subcontractor employees are added into QEST also ensure they log into the App
* Ensure the following information is uploaded direct into QEST or provided to CPP in the format requested and in the requested timeframe:
  + **Users** –all workers intended to work on this project must provide:
    - Tickets, licenses, and certificates / Qualifications relevant to the project
    - An email address they can access *(personal email addresses are acceptable)*
    - Mobile phone number
    - Emergency contact details
    - Must complete the online CPP induction (valid for two years after completion)
  + **Plant** – all plant intended to be used on the project must be added into QEST, including:
    - Plant Risk Assessment
    - Operators Manual
    - Service History and ensure that all plant has either a visible sticker or some form of accessible documentation detailing when the next scheduled maintenance is due.
  + **SWMS** –all “High Risk” SWMS along with a completed SWMS review. Please ensure all SWMS are project and site specific and do not include controls that stipulate “when required”, or “where appropriate” etc. Do not group multiple hazards for one job step with a single risk assessment. Different hazards have different risks e.g., falling 3m has higher risk than getting dust in an eye. SWMS must be specific on PPE requirements e.g., if gloves are specified, what sort of gloves. If for cut protection then Cut 5 gloves should be worn, if for chemical protection then Nitrile, PVC or Acrylic should be stated, as per the Safety Data Sheet (SDS). Be specific.
  + **Equipment**– all equipment intended to be used on the project must be added into QEST, including:
    - All calibrated equipment and their Calibration Certificates,
    - Lifting equipment,
    - Fire extinguishers,
    - Electrical equipment and
    - Spill kits.
  + **Your own Subcontractors** – all subcontractors you intend to engage for the project must be added into QEST, including the same details as described above for people, plant, and equipment

## Pre-Mobilisation (NON- QEST)

* **Safety Data Sheets (SDS)** – Please supply a SDS Register along with copies of SDS and Risk Assessments (RAs) where required. Please ensure copies of SDS and RAs are available on site and accessible for all workers.
* **Project Risk Register** – Please supply CPP with a site-specific Project Risk Register applicable for your scope of works.
* **ITC / ITP** – Please supply ITC / ITPs for review either in template form or partially completed (if available at this point in time) - if ITC / ITPs are not available please advise.

## Post-Mobilisation (QEST)

* Utilise QEST to manage the SQE system requirements on a project.
* Ensure any new people, plant or equipment, and associated required records are added into QEST prior to them commencing on site.
* Maintain and update any information with expiry dates that have been submitted into QEST.

## Project Kick-Off

* Prior to works commencing on the Project, CPP will hold a Kick-Off Meeting with subcontractors. The Kick-Off Meeting is to convey all relevant project requirements, procedures, and related work instructions to all relevant personnel.
* The Kick-Off Meeting will also be used as a forum to discuss the Project Risk Register to ensure all parties understand the identified risks and mitigation strategies which will be implemented.
* The Project Kick-Off Meeting will cover:
* Project specific and high-risk construction activities.
* Site coordination.
* Permits to work.
* Vehicle management.
* Event management; and
* Emergency management.

## Prohibited and Restricted Tools

| **Reference Image** | **Equipment/Activity Description and Status** | **Status Justification** | **Alternative Tooling or Method** |
| --- | --- | --- | --- |
| Angle Grinder | **PROHIBITED**  Angle Grinders without dead man switches | A dead man switch allows the grinder to only operate as long as the switch is being pressed. If the switch is released, the machines immediately shut down. | Use only grinders fitted with a functioning Dead Man switch.  *All grinders to be compliant from 2019\** |
|  | **PROHIBITED**  Hazardous materials not approved | Compliance to ISO 14001. | All items to be risk assessed and approved |
| Welder | **PROHIBITED**  Welders without voltage reduction devices | A VRD reduces the maximum unloaded open circuit voltage across the output terminals of the welder to a safe voltage normally this reduced voltage is about 12 volts. | All welding equipment to be fitted with a voltage reduction device.  *All welding equipment to be compliant from 2019\** |
| Generator | **PROHIBITED**  Generators not fitted with a RCD unit | An RCD, or residual current device, is a life-saving device which is designed to prevent you from getting a fatal electric shock if you touch something live. | Generators to be fitted with a RCD unit. |
|  | **PROHIBITED** Domestic power boards | **Portable socket outlet assemblies (PSOA):**   * Must comply with AS/NZS 3190 and be of class H (should be marked with these requirements). * Must have an overload protective device, RCD and plugs intended for connection of low-voltage socket-outlet. * flexible cable feeding the PSOA must be the heavy-duty sheathed type not longer than two metres. | image |
| oxy | **PROHIBITED**  Oxy / Acetylene systems not fitted with Flash back Arrestors | A flashback arrestor is a special gas safety device most commonly used in oxy-fuel welding and cutting to stop the flame or reverse flow of gas back up into the equipment or supply line and it prevents the user and equipment from damage or explosions. | All Oxy / Acetylene systems to be fitted with flash back arrestors. |
| Image result for 9 inch grinder | **PROHIBITED**  9 Inch Grinders | The increased power and size of the unit will cause more severe kickback and gyroscopic effects (i.e. makes the grinder difficult to manoeuvre) this has resulted in a significant number of high potential events. | **PROHIBITED** |
| Karabina | **PROHIBITED**  Non-locking carabiners used in Working at Heights assemblies & applications | Screw gate carabiners can be locked in a closed position to provide extra protection against accidental gate openings. | Locking carabiners to be used in all working at heights tasks |
| A close up of a tool  Description automatically generated | **PROHIBITED**  Removal of OEM guards from equipment | Materials can shatter or disintegrate producing fragments which may become lodged in the operator’s eyes or other parts of the body. | **PROHIBITED** |
| Star Picket Caps | SWF Group | **\*RESTRICTED** “Brush Contact” Star Picket Caps | Low quality star picket caps can be degraded by UV exposure and are not rated to withstand the forces sustained if fallen on. | Caps that are used in an area where a worker could fall onto the star picket, must be rated to lessen or prevent the risk of injury |
| Image result for 7 inch grinder | **\*RESTRICTED** 7-inch grinders | The increased power and size of the unit will cause more severe kickback and gyroscopic effects (i.e. makes the grinder difficult to manoeuvre) this has resulted in a significant number of high potential events. | Use according to OEM design and intent, in conjunction with comprehensive Risk Assessment, authorised use and controls. |
| DSC01373 | **\*RESTRICTED**  Hand power tool with handle(s) removed. | Angle grinders can be a dangerous power tool. Kickbacks can result in severe cuts. | Select suitable tool for task and use according to OEM design and intent in conjunction with comprehensive Risk Assessment, authorised use and controls. |
| Demolition Saw | **\*RESTRICTED**  Hand held demolition saws - quick cut, soft cut, or other concrete cutters. **MUST** be used in conjunction with water. | This equipment is more prone to violent forces unleashed when a saw blade jams inside a cut. These forces, commonly referred to as kick-back, push-back or pull-in, are difficult and sometimes impossible to control, and place the operator at risk of serious and potentially fatal injury from an out of control circular saw. | Select suitable tool for task and use according to OEM design and intent in conjunction with comprehensive Risk Assessment, authorised use and controls. |
| Image result for ladder | **\*RESTRICTED**  Single and extension ladders used for working at heights tasks. | Single and extension ladders are only to be used for gaining access, these ladders shall not be worked from due to not being able to safely maintain 3 points of contact. All tasks being completed from platform ladders. | Platform ladders to be used for all working at height tasks. Single and extension ladders only approved for access use. |
|  | **\*RESTRICTED**  The use of Mobile phones / tablets must be for operational or emergency purposes only. | Any person using a mobile phone / tablets in construction zones, for operational or emergency purposes must move out of the line of fire from operational activities and remain stationary during the call. | All non-work related use of mobile phones / tablets, shall be undertaken in scheduled breaks. |
|  | **\*RESTRICTED**  Use of any type of earphones outdoors is prohibited except for commissioners undertaking point to point testing. | Earphones can only be used after completing a Risk Assessment and under the following conditions:   * Inside buildings and control rooms only. * Only one earphone to be used at once. * Restrictions do NOT include hearing aids. * As part of a commissioners point to point testing. | Full over ear headphones are **PROHIBITED** in all areas.  A black headphones on a white background  Description automatically generated |

## Subcontractor Management

As a subcontractor to CPP, you shall manage any subcontractors you engage to the same standard as CPP, specifically but not exclusively, you shall:

* Ensure the CPP expectations and obligations contained within this Subcontractor Pack and other CPP SQE Systems, or contracts must be complied with at all levels of subcontractor engagement.
* Provide a copy of this Subcontractor pack in its entirety to your subcontractors and your subcontractor’s subcontractors (and so on) for all levels of subcontractor engagement.
* Ensure onboarding requirements specified in Sections 5.1 and 5.2 must be completed before subcontractors are permitted to commence work on site.
* Identify and manage / control all additional risks to the project introduced by your subcontractor and ensure CPP is advised of those risks.
* Ensure that your subcontractors, supply the information relevant to QEST in the format and time frame requested by CPP.
* Ensure your subcontractors complete the CPP site induction prior to commencing work.
* Ensure all High-Risk tasks have a SWMS that has been reviewed by CPP prior to commencing work.
* Ensure all Non-High-Risk Work has a SWMS, or a Take 5 completed prior to commencing work.
* Ensure all controls are in place and working effectively prior to commencing work.
* Ensure your subcontractors are encouraged and permitted to stop any task if they feel unsafe with 100% support from the business.
* Understand that if any of your employees, subcontractors or visitors, breach their commitment to safety they may have their induction revoked and will no longer be permitted on the Project.
* Ensure all SQE records related to your scope of work with are available for CPP to audit when requested.

## Personal Protective Equipment (PPE)

e 5

| **All personnel working at site shall wear the following PPE as a minimum:** | | |
| --- | --- | --- |
| **Name** | **PPE** | **Use** |
| Day / Night long sleeve cotton high visibility shirt | A picture containing clothing, yellow, work-clothing  Description automatically generated | To be worn at all times while on site |
| Long cotton trousers | A pair of blue jeans  Description automatically generated with medium confidence | To be worn at all times while on site |
| Lace up steel toe-cap boots | A pair of brown boots  Description automatically generated with low confidence | To be worn at all times while on site |
| Safety glasses - Medium Impact | A picture containing sunglasses, spectacles  Description automatically generated | To be worn at all times while on site. Additional eye protection required if working with power tools |
| Hard hat | A picture containing headdress, clothing, helmet  Description automatically generated | To be worn as required for site conditions. The sun shield brim is optional |
| Face shield | Chart  Description automatically generated with medium confidence | To be worn at all times while using grinders, and for use of chemicals (as per SDS) |
| Arc flash face shield | Icon  Description automatically generated | To be worn as required for site conditions when switching electrical equipment |
| Glove clip |  | To be worn at all times while on site |
| Correct rated gloves for task | A picture containing handwear, clothing, plant  Description automatically generated | To be worn at all times whilst completing tasks where cuts and puncture risks are identified  Minimum Mechanical Protection is 5 for cut resistance and 4 for puncture protection. Any gloves rated less than that can be used if their use is explained on the SWMS or Take 5 |
| Heat protection gloves | A picture containing handwear, footwear  Description automatically generated | To be worn at all times whilst completing hot or heat generating tasks |
| Chemical protection gloves | A picture containing handwear, clipart  Description automatically generated | To be worn at all times while working with chemicals |
| Class 0 LV protective glove set rated for 1000 VAC/1500 VDC | A picture containing clothing, handwear  Description automatically generated | To be worn at all times while when testing for dead or when there is concern for electrical equipment to still hold electrical potential |
| Ear protection | A pair of blue headphones  Description automatically generated | To be worn at all times when working using tools and equipment or working in noisy environments |

Table 3 Personal Protective Equipment

## Project Documentation

Please find the following Project documents attached for your reference;

|  |  |  |
| --- | --- | --- |
| **Document** | **Supplied** | **Comments** |
| Project Directions and Requirements |  |  |
| Construction Activity Map |  |  |
| Project Risk Register |  |  |
| CPP WHS Management Plan |  |  |
| CPP Environmental Management Plan |  |  |
| CPP Quality Plan |  |  |
| CPP Traffic Management Plan |  |  |
| CPP Emergency Management Plan |  |  |
| Management Plan Appendices |  |  |
| ITC / ITP | ☐ |  |

Table 4 Project Documentation

## Project Inspections / Audits

The following inspections will be completed (using QEST) whilst on the project; these inspections will involve both a CPP representative and subcontractor representative.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection Type** | **Target** | **KPI** | **Responsibility** | **Recorded On** |
| Weekly Site Inspection | 1 per week | 100% Compliance | CPP / Subcontractor representative | QEST |
| SWMS Observations or STKY Engagements | 4 per week | 100% Compliance | CPP / Subcontractor representative | QEST |
| Subcontractor Audits | 1 per Quarter | 90% Compliance | CPP / Subcontractor representative | CPP Audit tool |

Table 5 Project Inspections

* The following inspections will be required to be completed by the subcontractor.
* All site inspections will be conducted using CPP’s QEST App.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection Type** | **Target** | **KPI** | **Responsibility** | **Recorded On** |
| Mobile Plant Inspections | Once on arrival | 100% Compliance | CPP Site Manager | QEST |
| Fire Extinguishers | 6 monthly inspection | 100% Compliance | Subcontractor Site Manager | QEST |
| Ladder Inspection | 6 monthly inspection | 100% Compliance | Subcontractor Site Manager | QEST |
| Spill Kits | 3 monthly inspection | 100% Compliance | Subcontractor Site Manager | QEST |
| First Aid Kits | 6 monthly inspection | 100% Compliance | Subcontractor Site Manager | QEST |
| Electrical Equipment | Quarterly Inspections | 100% Compliance | Subcontractor Site Manager | QEST |
| Lifting Equipment | Quarterly Inspections | 100% Compliance | Subcontractor Site Manager | QEST |
| Mobile Plant Pre-Starts | 1 per day used | 100% Compliance | Subcontractor Site Manager | pre start form |

Table 6 Project Inspections

## Project Plant and Vehicle Requirements

* All plant and equipment attending a CPP site must attend site in a clean and weed and seed free manner. Should plant and equipment not attend clean from weeds and seed then it will not be permitted to enter site.
* The below table specifies CPP’s expectations regarding plant and vehicles on this project; further information regarding the below can be located within the Traffic Management Plan.

|  |  |  |  |
| --- | --- | --- | --- |
| **Mobile Plant / Light Vehicle Minimum Standards** | | | |
| **Requirement** | **Mobile Plant** | **Truck** | **Light Vehicle** |
| Operating Manual or SOP | ü |  |  |
| Plant Risk Assessment | ü | ü |  |
| Daily Inspection Record | ü | ü |  |
| Weekly Inspection Recorded |  |  | Site Vehicle Only |
| Rotating Beacon | ü | ü | Site Vehicle Only |
| Reversing Beeper | ü | ü | Site Vehicle Only |
| Fire Extinguisher | ü | ü | Site Vehicle Only |
| First Aid Kit | Site Risk Assessment | Site Truck Only | Site Vehicle Only |
| Spill Kit | Site Risk Assessment | Site Risk Assessment |  |
| UHF Radio | ü | ü | Site Vehicle Only |
| Unique Plant Identifier\* | Site Risk Assessment | Site Risk Assessment | Site Risk Assessment |
| Chocks | Site Risk Assessment | Site Risk Assessment | Site Risk Assessment |
| Emergency Triangle | Site Risk Assessment | ü |  |
| ROPS (to AS2294) | ü |  |  |
| FOPS (to AS2294) | As per project/task risk assessment |  |  |

Table 7 Plant and Vehicles

* \* Where a risk assessment determines it, (typically, but not exclusively, wind farms and projects with high volumes of passing mobile plant and plant and vehicle interactions) Vehicles and Mobile Plant must be fitted with a unique plant identifier which shall consist of the follow requirements:
* signage providing positive ID shall be displayed on mobile plant and vehicles.
* the identification number shall be displayed on both sides and the rear.
* the signage may be a sticker, painted on or be of a magnetic type and shall display a unique equipment identification number which is clearly visible at all times.
* the pre-fix prior to the Machine ID Number shall be 3 letters and followed by three numerical numbers e.g., CPP-100.
* height should be no less than 150 mm high and should be either on a reflective background or reflective ID as per the below example.

Logo

Description automatically generated

## Chain of Responsibility (CoR)

* Chain of Responsibility applies to all subcontractors who participate in loading / unloading, receiving delivered goods, ordering goods from suppliers for delivery and directly transporting goods. It remains the responsibility of the subcontractor to ensure they are aware of, understand and comply with all aspects of the Chain of Responsibility and National Heavy Vehicle Regulation as it applies to their operations for vehicles over 4.5 tonnes Gross Vehicle Mass (GVM).
* Compliance to CoR requirements may include all, or only some aspects, based on the role a subcontractor is participating in.

### Loader / Unloader

* Telehandler / Forklift / Crane Operator – Removing / Placing or restraining the load on a vehicle:
* Ensure the load is restrained in accordance with load restraint and CoR obligations.
* Do not overload the GVM of any vehicle.
* Check packing integrity is satisfactory and in good condition.
* Have the appropriate competency or HRWL for the plant being used to load/unload.

### Receiver

* Site Personnel – Taking possession of the load:
* Ensure that unloading shared freight does not adversely impact on CoR obligations for the balance of the journey.
* Do not reject non-compliant CoR loads at the risk of contravening heavy vehicle obligations by the vehicle returning through public thoroughfares non-compliant.
* Make all reasonable attempts to notify others in the CoR of such non-rejection to prevent recurrence.

### Consigners

* Anyone organising / ordering the transport of goods must ensure the supplier of goods or the transport operator is aware of the Chain of Responsibility requirements and apply them.

### Operators

* Engage drivers that are capable of achieving load restraint and CoR obligations.
* Provide vehicles that are capable of containing required loads.
* Maintain vehicles in accordance with manufacturers requirements.
* Schedule deliveries to ensure drivers do not exceed speed or fatigue limits.

### Driver Heavy Vehicle Operator (+4.5T)

* Ensure the load is restrained in accordance with load restraint and CoR obligations.
* Follow all fatigue management guidelines as specified in Section 25.3 of the WHSMP.
* Complete a logbook when driving over 100km, unless using an IVMS.

Report CoR non-conformance issues to your manager, such as inappropriate schedules, poor vehicle maintenance, driver fatigue.

Drivers shall attend work fit for duty and understand and acknowledge CPP’s requirements regarding drugs and alcohol in the workplace.

Drivers shall indicate prior to commencing work that they are fit for duty and have had all required rest breaks.

* Hold the appropriate license for the vehicle they are driving.

## Project Communications

* It is critical for projects to succeed that there are clear paths of communication, it is integral to the success of all projects that CPP is aware of all decisions which are being made on the project.
* CPP advise that all communication MUST be through CPP, CPP does not permit our subcontractors to go directly to the client without prior authorisation from CPP. This includes but not limited to:
* Email correspondence;
* Phone calls;
* Discussing Project concerns or issues;
* Decision making discussions;
* Planning discussions.
* If CPP are not aware of communications, it is difficult for our project teams to effectively plan and manage site operations.
* Please ensure the below communication process is followed at all times whilst working for CPP.

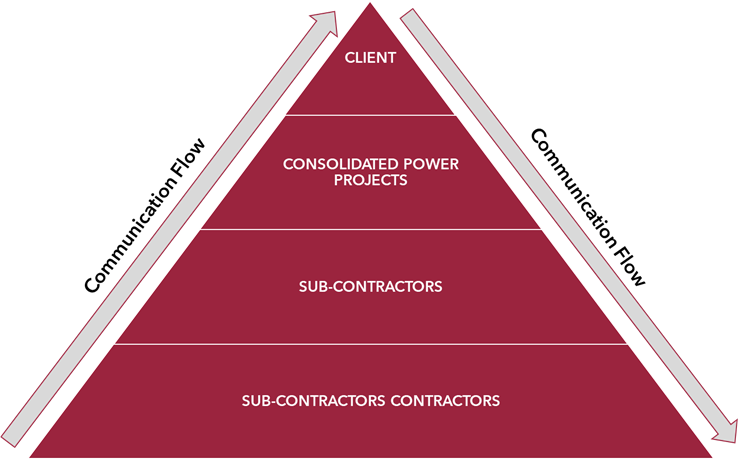


Figure 1 Communication Flow Process

SQE CRITICAL RISKS

Below are the identified Safety, Quality and Environmental Critical Risks to the project, please review the below and if applicable to your scope of works please ensure these are included within your submitted documents.

| **Critical Risk** | * **Hazards - Aspects and Impacts** | * **Critical Controls** |
| --- | --- | --- |
| **CRITICAL RISK** – Quality Management | * ITC / ITP not reviewed by CPP * Witness / Hold points not observed * ITC / ITP not signed by CPP and / or Client | * All subcontractor ITC / ITPs to be reviewed by CPP prior to implementation * All notification periods for witness/hold points to be observed * All subcontractor ITC / ITPs to be signed at completion of task by either CPP and / or the client |
| **CRITICAL RISK** - Traffic Management | * Other stakeholder interactions - Public * Vehicle ACCIDENT * Personnel being struck by plant, equipment, or vehicles * Severe injury * Collisions between plant and vehicles | * Traffic management plan when working on or near public roads * Traffic management plan and site induction for construction sites * Designated walkways and bollards in high pedestrian areas * **Unique Plant Identifier Required?**   £ **YES** or£ **NO** |
| **CRITICAL RISK -** Environmental | * Incorrect delineation of No-Go Zones * Breach of No-Go Zones * Clearing unapproved vegetation. * Potential to stop works * Potential for significant fines. * Potential for loss of reputation * Potential for contamination of surrounding land and / or waterways. | * Compliance with Environmental Management Plan and all Sub-Plans * Clearing of approved vegetation only * No-Go Zone to be delineated prior to any clearance taking place * Environmental management plans * Site preparation per the design * Compliance to the erosion and sediment controls management plan |
| **CRITICAL RISK –**  Electricity | * Contact with power lines, structures, and apparatus * Electrocution | * Do not breach agreed approach limits to live lines and structures * Authorised and licensed personnel * Gain approval from asset owners prior to working above or on live HV structures * De energise equipment and verify isolation before commencing work * Always work under approved permit and sign onto relevant SWMS |
| **CRITICAL RISK –** Working at Heights | * Falling from work area and falling objects causing serious bodily injury | * Fall prevention MUST be provided when working at heights * Never approach within 1.5 m of unprotected edge * Persons MUST wear fall arrest type harness and lanyard where required * Protect against dropped objects * Competent staff * A work at height permit is required when the primary means of fall protection is a harness. * Rescue Plan |
| **CRITICAL RISK –** Lifting Operations | * Personnel injury | * Basic lift plan required for all non significant lifts * Lifting plan/study required for all significant lifts * Never walk under a suspended load * Never lift a load over a person * Lifting equipment SWL never exceeded. * Exclusion zones around lifting activities * De-rate lifting capacity of Franna when articulating or working on slopes. * Trained and operators must have a high-risk work license. |
| **CRITICAL RISK –**  Excavation | * Personnel injury | * Always work under an approved excavation permit and sign onto relevant SWMS * Positive identification of all services prior to any excavation * Protect against trench collapse before entering excavations deeper than 1.5m * Exclusion zones |
| **CRITICAL RISK –** Mobile Plant | * Other stakeholder interactions - Public * Vehicle accident * Personnel being struck by plant, equipment, or vehicles * Severe injury * Collisions between plant and vehicles | * Trained, competent and authorised operators * Do not operate plant that is in unsafe condition * Maintained and fit for purpose * Exclusion zones * Plant coming to site must be inspected and approved prior to commencing work * **Unique Plant Identifier Required?**   £ **YES** or£ **NO** |
| **CRITICAL RISK –** Driving | * Other stakeholder interactions - Public * Vehicle accident * Personnel being struck by vehicles * Severe injury * Collisions between plant and vehicles * Wildlife collisions | * Vehicle maintained and fit for purpose * Follow all road rules * Journey Management Plan (as required) * Competent and licensed driver * Fatigue management * Do not overload vehicles and secure all loads * Compliance to National Heavy Vehicle Regulations (NHVR) |
| **CRITICAL RISK –** Fitness for Work | * Personnel injury * Other stakeholder interactions * Vehicle accident * Plant and equipment damage | * Always come to work fit, healthy, and free from illicit drugs and alcohol * Provide education and Employee Assistance Program (EAP) * Fatigue Management Plan |
| **CRITICAL RISK** – Silica Exposure | * Personnel illness (silicosis) | * Minimise dust with water * Wet cuts only for concrete / asphalt * Isolate (distance) people from earthmoving operations * Enclosed air-conditioned cabins * PPE as required |
| **Scope Specific Risks** | | |
| Insert as required |  |  |
| Insert as required |  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Section A: SUBCONTRACTOR DETAILS*This form must be completed and returned with the requested documentation prior to work commencing on site.* | | | | | | | | | |
| **Section A.1 SUBCONTRACTOR DETAILS** | | | | | | | | | |
| **Company Name:** |  | | | | | | | | |
| **Business Address:** |  | | | | | | | | |
| **Phone Number:** |  | | | | **ABN:** | |  | | |
| **Contact Person:** |  | | | | **Position:** | |  | | |
| **Mobile Phone No.:** |  | | | | **Email:** | |  | | |
| **Subcontractor Admin (QEST):** | |  | | | **Email:** | |  | | |
| **Brief Description**  **of Project Works:** |  | | | | | | | | |
| **Commencement date on Project:** |  | | | **Approx. Time on Project:** | | |  | | |
| **No. of Workers** | **Employees:** | |  | **Subcontractors:** | | |  | | |
| **Section A.2 SITE DOCUMENTATION** | | | | | | | | | |
| **Documentation** | | | | | | **Required?** (Site Manager to indicate) | | | **Copy Provided?** |
| **Yes** | | **N/A** |
| **Risk** | | | | | | | | | |
| Project Risk Register | | | | | | ü | |  |  |
| **Training** | | | | | | | | | |
| Project Training Matrix | | | | | | ü | |  |  |
| Copies of applicable tickets and licences uploaded to QEST | | | | | | ü | |  |  |
| **Plant and Equipment** | | | | | | | | | |
| Plant Risk Assessments | | | | | | ü | |  |  |
| Plant Maintenance Records | | | | | | ü | |  |  |
| Weed Declarations or verification that plant and equipment is free from weeds and seeds prior to arriving onsite | | | | | | ü | |  |  |
| **Other** | | | | | | | | | |
| Organisation Chart | | | | | | ü | |  |  |
| Audit Schedule | | | | | | ü | |  |  |
| SDS for any substances / chemicals | | | | | | ü | |  |  |
| Hazardous Chemicals / Substances Register | | | | | | ü | |  |  |
| Spill Kit Inspection Checklists | | | | | | ü | |  |  |
| Calibrated Equipment Certificates and Register | | | | | | ü | |  |  |
| Compliance Registers (lifting equipment, fire extinguishers, electrical test and tag, mobile plant) | | | | | | ü | |  |  |
| Other: | | | | | | £ | |  |  |
| **Comments:** | | | | | | | | | |
| **Subcontractor Commitment** | | | | | | | | | |
| I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have supplied the above documentation in full and developed it specifically for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project;  I have enforced the following with my employees and contractors;   * **All QEST information for people, plant or equipment have been uploaded** * **All tasks must be risk assessed prior to commencing work** * **All controls must be in place and working effectively prior to commencing work** * **They shall stop any task if they feel unsafe with 100% support from the business** * **They shall ask questions if they are unsure** * **They shall follow and adhere to CPP’s Critical Commitments at all times**   I understand that if the above documentation is not supplied or developed specifically for this project that we are unable to commence work on the project.  I understand that if any of my employees, contractors or visitors breach their commitment to safety they will have their induction revoked and will no longer be permitted on the Project. | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Subcontractor Name** | **Position** | **Signature:** | **Date:** |
|  |  |  |  |
| **CPP Reviewer Name** | **Position** | **Signature:** | **Date:** |

*Please email completed Section A form to:*

1. Site Manager (e.g. jcitizen@conpower.com.au)
2. Project Manager (e.g. jcitizen@conpower.com.au)
3. [Carl Hogg - SQE Manager](mailto:cshogg@conpower.com.au)

# Section B1: Sub-Subcontractor Review Form (FRM-S165)

It is a contractual requirement to ensure CPP is provided with the adequate details of any and all subcontractors engaged by CPP’s own subcontractors and any additional tiers of subcontractors, if they will be attending the site which is under the management and control of CPP as Principal Contractor, or otherwise.

This completed form must be submitted to CPP for approval at least 14 days prior to engagement for construction related subcontractors.

CPP must be notified at least 72 hours in advance of any new subcontractor attending site for the first time.

Failure to do either notification may cause delays in gaining access to site.

In addition, the following responses **must** be supported by documented evidence to verify each response and must be available for CPP to witness during audits or as requested.

|  |  |  |  |
| --- | --- | --- | --- |
| **CPP Details** | | | |
| **Project Name:** |  | | |
| **CPP Project / Site Manager:** | | **Contact no.: (Mobile):** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subcontractor requesting access to site for new subcontractor** | | | | | |
| **New Subcontractor Organisation:** |  | | | | |
| **Company Representative:** | **Contact no. (Mobile):** | |  | | |
| **Contact email:** |  | | | |
| *I, as the company representative, or delegate, have included the prescribed mandatory terms in subcontracts for work on the site, including terms requiring compliance with the site safety management plan, minimum conditions of subcontracts, attendance at inductions and a prohibition on further subcontracting without approval.* | | | | Yes | No |
| *I, as the company representative, or delegate, have provided our subcontractor with a copy of the CPP project specific plans, subcontractor pack and any other relevant information.* | | | | Yes | No |
| *I, as the company representative, or delegate, have reviewed our subcontractor’s submitted documentation and confirmed it meets CPP’s minimum contractual obligations and all relevant records stipulated in the CPP Subcontractor Pack have been verified as submitted.* | | | | Yes | No |

|  |  |  |
| --- | --- | --- |
| **New Subcontractor Organisation:** |  | |
| **Company Representative:** | **Contact number (Mobile):** | |
| **Scope of Work:** | | |
| **Number of people expected on site:** |  | |
| **Number and types of plant coming to site:** |  |  |

|  |  |  |
| --- | --- | --- |
| **Signature Confirmation:** | | |
| **Subcontractor requesting access to site for new subcontractor** | | |
| **Name:** | **Signature:** | **Date:** |

|  |  |  |
| --- | --- | --- |
| **CPP Authorisation** | | |
| **I confirm that CPP has been provided with all requested documentation, is aware of when the subcontractor is commencing on site and that all relevant site expectations and obligations have been communicated.** | | |
| **The nominated subcontractor is authorised to commence on site following their induction on:** | |  |
| *Date* |
|  |  |  |
| *Name* | *Signature* | *Date:* |

# SECTION B2: sub-subcontractor evidence

*This section must be completed for* ***each*** *subcontractor that you bring to site and for* ***all and any*** *subcontractors your subcontractors engage.*

**Please confirm that you have obtained and retained as evidence the following information for subcontractors that you engage and / or that they subsequently engage:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DOCUMENTATION** | **OBTAINED** | **RETAINED** | **NOT APPLICABLE - REASON** |
| SWMS |  |  |  |
| Licenses |  |  |  |
| Tickets |  |  |  |
| Plant maintenance documents |  |  |  |
| Calibrated equipment certificates |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that through my engagement of this subcontractor I have identified and managed / controlled all and any additional risks to the project | | Yes | No |
| I confirm that I have provided a copy of this Subcontractor pack in its entirety to my subcontractors and any subsequent engagement by my subcontractors | | Yes | No |
| I confirm that I have received the information as required by this pack from my subcontractors | | Yes | No |
| I acknowledge that my subcontractors will undertake the CPP site induction | | Yes | No |
| I confirm that I have completed and returned *Section B2: Sub-Subcontractor Review Approval Form (FRM-S165)* as provided on page 19 of this pack for the engagement of subcontractors that have not been approved through the contractual process | Yes | No | N/A |

* CPP has no expectation as to the process behind the acquisition of this information, the expectation is that you have managed your subcontractors and any subcontractors that they subsequently engage.
* CPP will audit this information during your CPP SQE audit process.

*Email Section A, Section B1 and Section B2 to:*

1. Site Manager (e.g. jcitizen@conpower.com.au)
2. Project Manager (e.g. jcitizen@conpower.com.au)
3. [Carl Hogg - SQE Manager](mailto:cshogg@conpower.com.au)