# Health, Safety & Environment Risk Identification & Management

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TENDER / PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This document identifies what HSE risks a Contractor is likely to experience and the level of management required to manage these risks.

This document is separated into three sections.

1. HSE Risk Checklist
2. Contract Classification
3. Specific & General Zero Harm Procedures

**Please read all sections and complete the signatory at the end of section 3 confirming you have read and understand the requirements.**

**Please return the signed document as part of your tender submission.**

# SECTION 1: HSE RISK CHECKLIST

The HSE Risk Checklist identifies what HSE Risks you are likely to experience when performing work for TasNetworks.

**The table below identifies the minimum standards and competencies, required to be either met or exceeded by the Contractor, for the risks associated with the work.**

|  |  |  |
| --- | --- | --- |
| **HIGH RISK ACTIVITIES** | | |
| High risk activities that require a Safe Work Method Statement or equivalent | Examples of types of work encountered | Primary TasNetworks standards/competencies that will either need to be met or exceeded |
| Working on energised electrical equipment | Constructing, maintaining, upgrading or dismantling a substation, distribution or transmission line or asset. | * [Power System Safety Rules](https://www.tasnetworks.com.au/industry-and-development/training-centre/) * TasNetworks [Operations Manuals](http://hseqzone.tnad.tasnetworks.com.au/Operation%20Manuals%20and%20Directives/Forms/AllItems.aspx) * TasNetworks Electrical Safety Industry (ESI) competency matrix requirements * Registering an ESI Worker * [TasNetworks Authorised Service Provider (ASP) scheme (excluding general maintenance activities)](http://thezone.tnad.tasnetworks.com.au/wsd/pdc/Pages/default.aspx) * TasNetworks Magnetic and Electric Fields Procedure * [TasNetworks Isolation Lock Out Tag Out Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000191372|Record) * Lineworkers Reference Handbook |
| Working near energised electrical installations or services | Clearing vegetation; inspecting electrical assets (excluding meter reading); operating plant near electrical assets. | * [Power System Safety Rules](https://www.tasnetworks.com.au/industry-and-development/training-centre/) * TasNetworks ESI competency matrix requirements or Vegetation Competency matrix requirements * [TasNetworks Authorised Service Provider (ASP) scheme](http://thezone.tnad.tasnetworks.com.au/wsd/pdc/Pages/default.aspx) * Lineworkers Reference Handbook |
| Working with a risk of a person falling more than two metres | Working adjacent to or above a trench opening; on or near poles or towers; at heights on plant (i.e. Elevated Work Platforms (EWPs), man cages) or structures (offices, depots or substations, telecommunication buildings). | * TasNetworks [Preventing Falls and Falling Objects Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000596914|Record) * TasNetworks [Implementing a Safe Drop Zone Work Practice](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000949328|Record) * TasNetworks ESI competency matrix requirements |
| Working on a telecommunication tower | Installing, maintaining or decommissioning telecommunication towers. | * TasNetworks [Operations Manuals](http://hseqzone.tnad.tasnetworks.com.au/Operation%20Manuals%20and%20Directives/Forms/AllItems.aspx) * TasNetworks ESI competency matrix requirements * [TasNetworks Authorised Service Provider (ASP) scheme (excluding general maintenance activities)](http://thezone.tnad.tasnetworks.com.au/wsd/pdc/Pages/default.aspx) |
| Work involving demolition of an part of a structure that is load-bearing or ensures physical integrity of the structure | Demolishing a structure (buildings, sheds, towers, substations) part of a structure that is load-bearing or otherwise related to the physical integrity. | * TasNetworks Environmental Handbook * This specialist work is required to meet WHS Regulations and industry requirements for construction and demolition work |
| Work involving, or is likely to involve, the disturbance of asbestos | Working on or removing: asbestos meter panels; Telstra pits; old (pre 1965) street light heads; choke box covers; substations; buildings older than 1980’s; iron clad fuses; meter boxes; switchboards; conduits; arc chutes/shields; fuse panels and some plant. Excavation or construction in some areas of Tasmania, where there is serpentine rock. | * TasNetworks Environmental Handbook * [TasNetworks Asbestos Management Plan](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000472616|Record) |
| Work in or near a confined space | Work in ground vault integrated substations; oil water separator pits at substations and depots; oil storage tanks, and; large transformers in substations. | * TasNetworks Confined Space Procedure * TasNetworks ESI competency matrix requirements |
| Work in or near a shaft or trench with an excavated depth greater than 1.5 metres | Laying or repairing conduits in a trench more than 1.5 metres deep. Deep excavation works for installing or removing towers, buildings or electrical assets. | * [TasNetworks Excavation Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000793081|Record) * [TasNetworks Confined Space Procedure](http://hseqzone.tnad.tasnetworks.com.au/tc/proceduredevelopment/ConfSpace/Confined%20Spaces.docx) * TasNetworks ESI competency matrix requirements * An environmental consideration report will be required in some circumstances (i.e. sites near national parks, reserves, heritage areas; on steep slopes or erosion areas; establishing access tracks; excavation work near water bodies; installing oil filled equipment near water bodies; working less than 10m above sea level; or with acid sulphate soils). Identification of these is to form part of the HSE management plan. Any permits or approvals must be sought if awarded the contract. |
| Working on or near pressurised gas distribution mains or piping | Excavation or construction work near these essential services. | * [TasNetworks Excavation Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000793081|Record) |
| Working with or near hazardous chemicals (including on or near chemical, fuel or refrigerant lines or in an area that may have a contaminated or flammable atmosphere). | Installing, maintaining, decommissioning, transporting plant or assets where there is a risk of spills and leaks from transformers, switchgear, hydraulic oil, fuel and solvents.  Environmental clean-up services; waste removal services; loading, unloading and transporting chemicals or dangerous goods; using chemicals for vegetation management; cable jointing. | * [TasNetworks Hazardous Substances Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000502077|Record) * [TasNetworks Environmental Handbook](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000112530|Record) |
| Working on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians | Work on the distribution or transmission network near these water bodies, roads or shipping lanes. | * TasNetworks [Traffic Management Procedure (Vehicles)](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000317467|Record) * TasNetworks [Traffic Management Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000709359|Record) (Pedestrian) * TasNetworks ESI competency matrix requirements |
| Using or working near plant | Working on or near powered mobile plant such as forklifts, cranes, hoists or EWPs, concrete placing boom, operating boilers, turbines or steam engines.  Working with assets, fleet and/or powered tools. | * TasNetworks [Managing Plant Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000709303|Record) * [TasNetworks Isolation Lock Out Tag Out Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000191372|Record) |
| Working in artificial extremes of temperature, diving, or working in or near water or liquids with the risk of drowning | Working inside enclosed roof cavities.  Working on the network near rivers, lakes, sea or pools; installing or maintaining underwater cables.  Working on submarine cables. | * [TasNetworks Environmental Handbook](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000112530|Record) * [TasNetworks Adverse Weather and Bushfire Response Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000709015|Record) |
| In specialised areas, including with explosives, in tunnels, precast concrete |  | * This specialist work is required to meet WHS Regulations and industry requirements |

|  |  |  |
| --- | --- | --- |
| **OTHER HSE RISK ACTIVITIES** | | |
| Other HSE risks that require a work practice | Examples of types of work encountered | Primary TasNetworks standards/competencies that will either need to be met or exceeded |
| Designing for construction work | Designing new or modifying an existing electrical infrastructure.  Designing or modifying buildings or plant on behalf of TasNetworks. | * Safe design considerations provided on the [Safe Work Australia website](https://www.safeworkaustralia.gov.au/safe-design) (i.e. ergonomic considerations; designing for the lifecycle of the plant or structure) and for electrical design: ENA 01-2008 - [National Electricity Network Safety Code.](https://www.saiglobal.com/online/Script/Details.asp?DocN=ENA75494632149) * An environmental consideration report will be required in some circumstances (i.e. sites near national parks, reserves, heritage areas; on steep slopes or erosion areas; establishing access tracks; excavation work near water bodies; installing oil filled equipment near water bodies; working less than 10m above sea level or with acid sulphate soils). Identification of these is to form part of the HSE management plan. Any permits or approvals must be sought if awarded the contract. |
| Construction work (including excavating less than 1.5 metres deep; excavation or demolition of non-load bearing structures) | Construction, modification or demolition of a substation, transmission or distribution infrastructure or asset.  Constructing a new building, refurbishing or modifying existing buildings. | * [TasNetworks Environmental Handbook](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000112530|Record) * [TasNetworks Risk Management Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000094863|Record) * [TasNetworks Excavation Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000793081|Record) * An environmental consideration report will be required in some circumstances (i.e. sites near national parks, reserves, heritage areas; on steep slopes or erosion areas; establishing access tracks; excavation work near water bodies; installing oil filled equipment near water bodies; working less than 10m above sea level; or with acid sulphate soils). Identification of these is to form part of the HSE management plan. Any permits or approvals must be sought if awarded the contract. |
| Supplying products such as plant, structures or chemicals | Supplying products such as electrical assets, hand tools, machinery, office furniture, personal protective equipment and substances for insect, disease or weed control. | * [TasNetworks Environmental Handbook](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000112530|Record) * As applicable: * [TasNetworks Hazardous Substances Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000502077|Record), and/or * TasNetworks [Managing Plant Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000709303|Record) |
| Extreme environmental conditions | Electrical storms, bushfire, high winds, extreme heat or cold and working in remote or isolated areas. | * [TasNetworks Adverse Weather and Bushfire Response Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000709015|Record) * [TasNetworks Fatigue Management Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000191357|Record) |
| Manual tasks | Lifting or moving electrical infrastructure or equipment; stacking and lifting goods in the warehouse; dispatching goods; vegetation management; cleaning. | * [TasNetworks Manual Task Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000229844|Record) * TasNetworks ESI competency matrix requirements or Vegetation Competency matrix requirements |
| Noise | Installing or maintaining generators. Working with chainsaws or noisy plant/equipment. | * [TasNetworks Environmental Handbook](http://teamzone.tnad.tasnetworks.com.au/health-safety-and-environment/Shared%20Documents/Environmental%20Training/Environment%20and%20Sustainability%20Handbook%20Training%20Presentation.pptx) * [TasNetworks Noise Management Procedure](http://hseqzone.tnad.tasnetworks.com.au/how-to/Aurora%20Distribution%20HSEQ%20Procedures/Noise%20Management%20Procedure.pdf#search=noise%20management%20procedure) |
| Vegetation clearing | Clearing vegetation in easements or near conductors and assets. | * [TasNetworks Environmental Handbook](http://teamzone.tnad.tasnetworks.com.au/health-safety-and-environment/Shared%20Documents/Environmental%20Training/Environment%20and%20Sustainability%20Handbook%20Training%20Presentation.pptx) * TasNetworks ESI competency matrix requirements or Vegetation Competency matrix requirements |
| Driving off roads onto vegetated areas or protected areas such as parks and reserves | Scoping work, inspecting assets or performing construction work in protected areas. | * [TasNetworks Environmental Handbook](http://teamzone.tnad.tasnetworks.com.au/health-safety-and-environment/Shared%20Documents/Environmental%20Training/Environment%20and%20Sustainability%20Handbook%20Training%20Presentation.pptx) |
| Working on or close to heritage sites or aboriginal heritage sites | Performing scoping or construction work on or near cottages, churches, world heritage areas.  Working near the coast, watercourses, wetlands or near rock formations. | * [TasNetworks Environmental Handbook](http://teamzone.tnad.tasnetworks.com.au/health-safety-and-environment/Shared%20Documents/Environmental%20Training/Environment%20and%20Sustainability%20Handbook%20Training%20Presentation.pptx) |
| Disposing of waste on behalf of TasNetworks or using TasNetworks sites for disposal | Disposing of asbestos containing materials (i.e. meter panels, fuses), oil filled assets (transformers and switchgear), oil contaminated waste, metals from assets, pole ash, construction material waste, light globes, batteries and gas cylinders. | * [TasNetworks Environmental Handbook](http://teamzone.tnad.tasnetworks.com.au/health-safety-and-environment/Shared%20Documents/Environmental%20Training/Environment%20and%20Sustainability%20Handbook%20Training%20Presentation.pptx) * [TasNetworks Waste Management Procedure](http://hseqzone.tnad.tasnetworks.com.au/how-to/Procedures%20and%20Standards/Waste%20Management.docx) * [TasNetworks Management of Insulating Oil Procedure](http://hseqzone.tnad.tasnetworks.com.au/how-to/Procedures%20and%20Standards/Management%20of%20Insulating%20Oil.docx) |

|  |  |  |
| --- | --- | --- |
| **NO HSE RISKS** | | |
| No HSE risks have been identified | Types of work encountered | Standards that will either need to met or exceeded |
| No HSE risks have been identified | Consultancy work, office and depot inspections. | * [Online HSE Induction course for Contractors](https://www.tasnetworks.com.au/safety/). * When working onsite, induction of employees and subcontractor employees to TasNetworks offices, depots, substations, data centres or worksites. |

TasNetworks shares our standards, work practices, procedures and documents with our contractors and their contractors. These are available on TasNetworks internet. The standards in these documents need to either be met or exceeded by our contractors.

TasNetworks has many work instructions that are applicable to specific tasks. Contact your TasNetworks representative to seek the applicable standards from the TasNetworks Health, Safety Environment and Technical Competency group.

This HSE Checklist needs to form part of any safety management plans.

This is to be managed by the contractor and their subcontractors with support from TasNetworks.

Yours sincerely

# SECTION 2:

# HSE Contract Classification

From the HSE Risks identified above we have determined the level of contractor management TasNetworks will require to manage the contract.

The below table identifies the HSE contract classification for this work.

**Level of Risk**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **TOPIC** | | | |
| **Level of HSE Risk and complexity\*** | **The level of Control required of TasNetworks∞\*** | **Duration of contract\*** | **Degree of interaction with other work groups\*** |
| **RISK LEVEL** | **High level** | Two or more of the *high Risk activities* were identified in the HSE Risk Checklist | * TasNetworks owns the buildings, sites, assets, equipment and/or plant, and * TasNetworks will provide the Contractor information or advice to manage one or more *high Risk activities (*eg work procedures/practices.) |  |  |
| **Medium level** | * One of the *high Risk activities* was identified in the HSE Risk Checklist, or * One or more of the *other HSE Risks that require a work practice* were identified in the HSE Risk Checklist | * TasNetworks owns the buildings, sites, assets, equipment and/or plant, and * TasNetworks specific risks which requires TasNetworks to provide HSE information and induction. | 1 year or more | Working at a worksite with TasNetworks team members and/or with multiple Contractors and/or subcontractors |
| **Low level** | * Low/no risk identified in the HSE Risk Checklist * For example, providing consultancy service, first aid kit and fire extinguisher inspector | * TasNetworks does not need to support the Contractor to manage Risk * Basic online HSE induction and site induction to TasNetworks buildings, sites, assets, equipment, plant is sufficient | Days - months | * Contractors working at the same worksite/s but at different times, or * One contracting organisation/Contractor involved |

\* Standards specified in the *ENA NENS 10-2005 National Guidelines for Contractor Occupational Health and Safety Management* to determine the degree of management.

∞Under the WHS Act 2012, TasNetworks has duties to: manage and Control our workplaces, duties to consult, cooperate and coordinate with Contractors and subcontractors to manage Risk.

**Contract Classification**

|  |  |
| --- | --- |
| **Results** | **Classification Level** |
| Two high level categories applies to the contract | 1 |
| One high level category applies to the contract | 2 |
| No high level categories apply to the contract | 3 |

**The classification level for this work has been deemed: \_\_\_\_\_\_\_\_\_\_**

**SECTION 3:**

# Specific Zero Harm requirements for Contractors

This section determines how we expect our Contractors to manage HSE Risk when they perform work for TasNetworks.

| **REQUIREMENTS** | **CONTRACT CLASSIFICATION LEVEL** | | | |
| --- | --- | --- | --- | --- |
| **TasNetworks Recommended Requirements for the HSE Risk Levels** | | | **CLASSIFICATION LEVEL FOR THIS WORK IS \_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Level 1** | **Level 2** | **Level 3** | **THE MINIMUM REQUIREMENT LEVELS TO MANAGE HSE RISK FOR THIS WORK ARE AS STATED BELOW** | **Level 3** |
| Maximum ratio of work supervision (team member/supervisor) per worksite | 10/1 ratio | 20/1 ratio | None specified |  |
| Minimum ratio of supervision provided by a HSE advisor/manager (team member/safety supervisor) per worksite | * 100 team members or more = at least one full time HSE advisor * 30 – 100 team members = part time HSE advisor | * 100 team members or more = at least one full time HSE advisor * 30 – 100 team members = part time HSE advisor | None specified |  |
| If work is being undertaken at TasNetworks buildings, sites or using TasNetworks tools or equipment, the minimum number of daily workplace inspections required of the contractor | 1 or more or as assessed via JRA/JSA | 1 or more or as assessed via JRA/JSA | As required |  |
| Minimum number of monthly self-audits to be performed by the contractor while working for TasNetworks. These audits are to test the effectiveness of HSE management systems to manage risks in identified in the HSE Risk Checklist | 4 | 2 | As required |  |
| Minimum frequency of performance discussion meetings between TasNetworks and the contractor (when work is being performed frequently on behalf of TasNetworks throughout the year) | Monthly | Quarterly | As required |  |
| Frequency of reporting routine HSE performance to TasNetworks. Reporting to your TasNetworks representative is to include:   * Near hits and incidents * Completed self-audits and inspections * Completed risk assessments and JRA/site risk assessments * Any improvement programs and LEAD indicators | Monthly | Monthly | As required |  |

**SECTION 4:**

**General Zero Harm requirements that apply to all TasNetworks contracts**

Contractors and subcontractors working on behalf of TasNetworks need to work in accordance with the following TasNetworks requirements, either meeting or exceeding these standards.

|  |  |
| --- | --- |
| Requirement | Further information |
| 1. At TasNetworks our Zero Harm goals are:  * No harm to our people and the public * Minimising our impact on the environment | TasNetworks [Zero Harm Policy](https://www.tasnetworks.com.au/about-us/policies/zero-harm/) |
| 1. TasNetworks Zero Harm Policy applies to all TasNetworks activities. Our team members and contractors must comply with this Policy and will be motivated, resourced and trained to follow this Policy and associated standards and procedures. |
| Contractor Requirements |  |
| 1. Contractors need to be are aware of and support TasNetworks to implement the Zero Harm Contractor Management process. This includes identifying and determining how HSE risks will be managed and mitigated. | TasNetworks Contractor Management Procedure |
| 1. TasNetworks Authorised Service Provider (ASP) scheme is designed to assure any contractors who perform work on or near TasNetworks electrical infrastructure have strong safety systems in place. An independent auditor will test contractor management system against AS/NZ and ISO 9001, 14001 and 4801. | TasNetworks Authorised Service Provider Scheme |
| 1. Where TasNetworks and their contractors decide to use a contractor’s procedure, safe work method or other instruction, the standard must either meet or exceed TasNetworks standards. A list of commonly used procedures is provided on TasNetworks internet: <https://www.tasnetworks.com.au/about-us/working-with-tasnetworks/contractor-resources/>   Contact your contract manager for further information about specific work practices that relate to your work. | As specified in the HSE Risk Checklist provided by TasNetworks  TasNetworks ESI competency matrix requirements |
| 1. Comply with HSE laws. All work must be conducted in a safe, healthy and environmentally responsible manner and comply with all legal/regulatory requirements. | [WorkSafe Tasmania](http://www.worksafe.tas.gov.au/laws/code_of_practice_2016)  [Department of Primary Industries, Parks, Water and Environment](http://dpipwe.tas.gov.au/)  TasNetworks [Legal and Other Requirements Compliance Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000094360|Record) and [Register](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000094771|Record) |
| 1. Commit to doing the right thing by our customers, our people, our owners and act with integrity. | [TasNetworks Code of Conduct](http://businesszone.tnad.tasnetworks.com.au/policies/_layouts/15/WopiFrame.aspx?sourcedoc=/policies/policies/Code%20of%20Conduct%202017%20(1).pdf&action=default) |
| 1. Refrain from using, or being affected by, illicit drugs or alcohol at TasNetworks offices, depots, substations, field worksites, vehicles, including hire cars, and when working for TasNetworks off-site. | [TasNetworks Alcohol and Other Drugs Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000027699|Record) |
| **Consultation, co-operation and co-ordination** |  |
| 1. Consult, co-operate and co-ordinate with your TasNetworks representatives and other contractors to agree on how to manage HSE risk. | * TasNetworks [Consultation and Communication Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000027738|Record) * TasNetworks HSE Issue Resolution Procedure * WorkSafe Tasmania’s [Work health and safety consultation, co-operation and co-ordination](https://www.safeworkaustralia.gov.au/doc/model-code-practice-work-health-and-safety-consultation-co-operation-and-co-ordination) Code * Safe Work Australia’s [Remote and Isolate Work](https://www.safeworkaustralia.gov.au/remote-work) |
| 1. Regularly consult with workers about HSE standards and issues. |
| 1. Contractors are encouraged to attend TasNetworks Health and Safety Representative (HSR) committee meetings, especially where contractors work on the same construction site/s as TasNetworks Team Members. Your TasNetworks representative can share the HSR meeting schedules through TasNetworks’ Business Service Officers. |
| 1. Some areas within Tasmania do not have reliable mobile coverage. Where a contractor will be working alone, and/or employee/s will be in remote and isolated areas, contractors are required to provide their employees with a reliable method of communication and ensure their contractors have access to reliable communication also (i.e. satellite phone, radio communication, etc.). |
| 1. Where TasNetworks engages/is engaged by contractors for construction projects to the value of $250 000 (excl GST) or more, the role of principal contractor is automatically authorised to the business that will have dominant role in managing or controlling the workplace. | [Safe Work Australia’s Construction Work Code](https://www.safeworkaustralia.gov.au/system/files/documents/1705/mcop-construction-work-v2.pdf) |
| **Inductions** |  |
| 1. Before commencing work, all contractors (and their contractors) working at TasNetworks offices, depots, substations, data centres or worksites are required to complete the online HSE Induction for Contractors. | * TasNetwork’s online General HSE Induction for Contractors * TasNetworks Induction, Training and Competency Procedure |
| 1. A site induction must be completed by the contractor/s (and their contractors) prior to visiting each new office, depot, substation, data centre or construction worksite. (An office, depot, substation or data centre induction is required where a contractor will work unescorted by a TasNetworks team member at a TasNetworks building).   The Contractors site induction is to be coordinated by the TasNetworks Team Member Planning The Work. |
| Training |  |
| 1. Contractors are required to be competent and qualified to undertake work on behalf of TasNetworks and ensure their contractors are competent and qualified. Contractors are required to provide all their employees and contractors with adequate information, instruction, licensing and training and provide TasNetworks with these relevant records before undertaking the work. TasNetworks Team Members Planning the Work and contractors must ensure contractors are suitably qualified before work commences. | TasNetworks ESI competency matrix requirements |
| 1. Contractors must provide records of required competencies and qualifications for any new starters to TasNetworks training center prior to them commencing work. |
| 1. Contractors must make available records of competence and qualification during TasNetworks audits. |
| **Managing risk** |  |
| 1. Hazards and risks need to be identified and managed with suitable controls that are documented and shared with people involved with the work. This includes:  * HSE system documents – procedures, work practices, Safe Work Method Statements (SWMSs), risk registers and depot and office management documents * Risk assessments * Hazard and near hit reporting * Site risk assessments (i.e. JRA, JHA, Take 5, etc.) * Project management plans for construction work –Safety and Environmental (HSE) * Pre-start/toolbox talks * Access Authorities/Safe Approach Distances * Safety, environmental and other permits (Hot Work Permit, Confined Space entry, vegetation clearing, threatened species, work in the World Heritage area, Council Permits, Building Permits, Diving Permit) * Workplace inspections * Holding current safety data sheets for hazardous substances on worksites * Pre-use inspections for plant and equipment * Audits | * TasNetworks Risk Management Procedure * ISO and AS/NZS 4801, 9001 and 14001 * [Power System Safety Rules](https://www.tasnetworks.com.au/industry-and-development/training-centre/) * WorkSafe Tasmania’s [Construction Work Code of Practice](https://www.safeworkaustralia.gov.au/doc/model-code-practice-construction-work) and other [Code Practice](https://worksafe.tas.gov.au/laws/code_of_practice_2016) |
| Personal Protective Equipment (PPE) |  |
| 1. PPE (such as the minimum PPE required for worksites: safety glasses, safety helmet, hard-toe safety footwear, trousers and long sleeved shirts and high visibility clothing) must be worn/used as appropriate to the area and work being carried out. | * TasNetworks [PPE Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000112684|Record) * WorkSafe [Codes of Practice](http://www.worksafe.tas.gov.au/laws/code_of_practice_2016) |
| 1. Arc Flash clothing must be worn by contractors conducting electrical work on behalf of TasNetworks. Other specialised PPE must be provided by the contractor to their employees in accordance with TasNetworks PPE Procedure or WorkSafe Tasmania Code of Practice or industry/Australian Standards. |
| 1. All contractor personal protective equipment must be in good condition, properly maintained and suitable for task being carried out. They must comply with the relevant legislative requirements and/or Australian Standards. |
| **Supply of goods** |  |
| 1. If you are supplying products to TasNetworks:  * They must be designed and manufactured to minimise the risk of injury to people working or visiting. This requires compliance to Australian Standards, international and/or industry standards, where they exist. * Plant or structures must be installed and constructed so that they will be safe and according to standards. * You must provide sufficient information on the safe use, storage and disposal of the product so that risks can be eliminated or minimised. This needs to include manufacturer specifications for plant and safety data sheets for hazardous substances. It also needs to include any required technical instructions, operating standards, safety reports and certifications. * Goods should be sustainable to reduce the adverse environmental, social and economic impacts throughout their life. | * [TasNetworks Environmental Handbook](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000112530|Record) * As applicable: * [TasNetworks Hazardous Substances Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000502077|Record), and/or * TasNetworks [Managing Plant Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000709303|Record) |
| Plant, equipment and fleet |  |
| 1. Plant and equipment needs to be installed, commissioned, used, handled, maintained, stored, decommissioned and dismantled in accordance with the WHS Regulations, Australian and Industry Standards along with manufacturer specifications. This also includes using required isolation and de-energisation techniques. | * TasNetworks [Managing Plant Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000709303|Record) * TasNetworks [Isolation Lock Out Tag Out Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000451012|Record) * WorkSafe Tasmania’s [Managing the Risks of Plant in the Workplace](https://www.safeworkaustralia.gov.au/doc/model-code-practice-managing-risks-plant-workplace) |
| 1. Plant and equipment being used by the contractor must be licensed/registered where it is required by the WHS laws. |
| 1. The Tool of Trade fleet may only be driven and operated by contractors who have written permission from the relevant Leader/Group Leader. They must hold a current and valid driver licence and hold the necessary plant and equipment licences as required. The Authorised Driver must log in with their correct name and contact phone number when first inside the vehicle. The Authorised Driver must also log off once they have completed their journey. Matesafe login and log off instructions can be accessed from the [Fleet Services](http://thezone.tnad.tasnetworks.com.au/fbs/cs/Pages/FleetServices.aspx) Zone site. | * TasNetworks Tool of Trade Fleet Policy * TasNetworks Tool of Trade Fleet Procedures |
| **Emergencies** |  |
| 1. Emergency response plans and procedures are required for any high risk work (such as work at heights over 2 metres, working on or near electrical assets, confined space work, working with hazardous substances, etc.). | Refer to minimum standards identified in the TasNetworks HSE Risk Checklist |
| 1. Contractors working at TasNetworks offices and depots need to understand TasNetworks HSE Management Plans and Site Emergency Procedures for each of our depots, offices and data centres. | TasNetworks [management plans and emergency procedures.](http://hseqzone.tnad.tasnetworks.com.au/how-to/plans/Forms/AllItems.aspx) |
| **First aid** |  |
| 1. Ensure contractor team members have access to trained first aid officers and suitable first aid equipment and facilities. | TasNetworks [First Aid Procedure](http://recordpoint.tnad.tasnetworks.com.au/_layouts/15/RecordPoint/RecordProcessor.aspx?Operation=OpenPermaLink&Key=R0000709308|Record) |
| **Incidents and Near Misses** |  |
| 1. All incidents are to be reported to TasNetworks as soon as possible, and in any event, within one hour, via phone call to your TasNetworks representative. The TasNetworks representative will notify and record the incident within our incident management system. | * TasNetworks [Incident Management Procedure](http://hseqzone.tnad.tasnetworks.com.au/how-to/Procedures%20and%20Standards/Incident%20Management%20Procedure.doc) * Safe Work Australia’s [Incident Notification Fact Sheet](https://www.safeworkaustralia.gov.au/doc/incident-notification-fact-sheet) * WorkSafe’s [Report an Incident](http://worksafe.tas.gov.au/safety/safety_subjects/subject/incident_notification) * [Department of Primary Industries, Parks, Water and Environment](http://dpipwe.tas.gov.au/) |
| 1. A serious safety incident (such as a fatality, a serious injury or illness requiring medical treatment, or a dangerous incident such as electric shock, infrastructure collapse, fire, etc.) is notifiable to Worksafe Tasmania. Assist injured people and, if essential, make the site safe. Preserve the scene of the incident and notify Worksafe Tasmania on 1300 366 322. |
| 1. A serious environmental incident (spills of oil, disturbance of cultural sites, unauthorised vegetation clearing, lopping trees on heritage registers, spreading weeds, fauna strikes (e.g. wedge-tailed eagles)) must be notified to the Department of Primary Industries, Parks, Water and Environment (DPIPWE) or Environment Protection Authority (EPA). |

TasNetworks shares our standards, work practices, procedures and documents with our contractors and their contractors. These are available on TasNetworks internet.

<https://www.tasnetworks.com.au/about-us/working-with-tasnetworks/contractor-resources/>

**Should you require access to the ‘work practice’ site please contact your TasNetworks Representative to arrange access.**

**The standards in these documents need to either be met or exceeded by the Contractor**.

To find out what standards specifically apply to your work, contact your TasNetworks representative to seek advice from the Health Safety Environment Group.

I have read and understand this document and will conduct work on behalf of TasNetworks in a manner that either meets or exceeds these standards.

Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_