

# Safety, Health & Environment (SHE) Contractor Management Handbook

Issue Date: January 2018  
1.05A SHE Contractor Management Handbook  
Holcim (Australia & New Zealand) Pty Ltd

# Explanatory Statement

This handbook has been prepared to ensure that the safety, health and environment of all Holcim (Australia & New Zealand) Pty Ltd customers, visitors, employees and contractors is maintained whilst independent contractors are undertaking work on Holcim (Australia & New Zealand) sites. This handbook clearly outlines Holcim's safety, health and environment expectations of these independent contractors and their sub-contractors.

All other legal, financial, design, etc requirements should be assessed and reviewed by the relevant personnel within the business unit/s.

**zeroHarm**

## Distribution of Handbook

A copy of the Safety, Health & Environment (SHE) Contractor Management Handbook is provided to all contracting companies (excluding lorry owner drivers (LOD's)) who are required to carry out work on Holcim (Australia & New Zealand) sites. It is important that the information in the handbook is read prior to submitting a tender or quote and implemented where possible prior to commencement of work. Contractors to Holcim (Australia & New Zealand) who are using Sub-contractors must ensure the Sub-contractors meet the requirements as placed on them by Holcim (Australia & New Zealand).

## Contents

<b>1.0</b>	<b>Introduction</b>		
<b>2.0</b>	<b>Objectives</b>		
<b>3.0</b>	<b>Contractor Definitions</b>		
<b>4.0</b>	<b>Before Contractors Start Work</b>		
<b>4.1</b>	<b>Induction Training</b>		
<b>4.2</b>	<b>Site Details</b>		
<b>4.3</b>	<b>General Safety Rules</b>		
4.3.1	Communication and Consultation	4.3.6	Operator Licences and Competencies
4.3.2	Reporting of Incidents	4.3.7	Electrical Safety
4.3.3	Alcohol and Drugs	4.3.8	Emergency Response
4.3.4	Asbestos	4.3.9	First Aid
4.3.5	Classified and Registrable Plant	4.3.10	Environment
		4.3.11	Explosives
		4.3.12	Fire Prevention
		4.3.13	Hazardous Chemicals
		4.3.14	Health Surveillance
		4.3.15	Hoisting
		4.3.16	Housekeeping
		4.3.17	Inspection of Plant, Vehicles and Equipment
		4.3.18	Portable Ladders
		4.3.19	Mechanical Lifting Devices
		4.3.20	Lockout and Out of Service
		4.3.21	Noise
		4.3.22	Personal Protective Equipment
		4.3.23	Privacy Information
		4.3.24	Public Safety
		4.3.25	Silica Dust
		4.3.26	Smoking
		4.3.27	Spray Painting and Abrasive Blasting
		4.3.28	Storage of Contractors Equipment
		4.3.29	Vehicles and Mobile Plant
		4.3.30	Welding/Hot Work
		4.3.31	Working Alone (isolated)
		4.3.32	Training
		4.3.33	Working at Heights
		4.3.34	Excavation and Trenching
		4.3.35	Confined Spaces
		4.3.36	Working On or Near Water

## 1.0 Introduction

To ensure that the highest safety, health and environmental standards exist for both Holcim (Australia & New Zealand) employees, the contractor and their employees, the following summary of safety, health and environment provisions will apply in total or in part to any contract work undertaken on a Holcim (Australia & New Zealand) Site.

Contractors must indicate acceptance of these conditions and give a commitment to meeting and maintaining these provisions before work can proceed, by **accepting compliance with the Contractor Management Handbook in Holcim's Contractor Management Database ([www.damstra.com.au](http://www.damstra.com.au))**. The contractor must be prepared to uphold their duty of care as an employer and service provider as prescribed under relevant legislation.

**Note:**  
**Contractor**

a person/s engaged by Holcim (Australia & New Zealand) for the purpose of performing work or providing a service for Holcim (Australia & New Zealand), where that person is not engaged as an employee. The engagement can be by a written contract or pursuant to an oral request. This includes contractors' sub-contractors and their employees who are doing work for the benefit of Holcim (Australia & New Zealand).



## 2.0 Objectives

Holcim (Australia & New Zealand) is committed to providing a safe work environment for all Holcim (Australia & New Zealand) employees, contractors and their employees, along with visitors and the public. To meet this objective the following criteria must be achieved:

- **All contractors to be aware of their responsibilities and obligations and to comply with all Holcim (Australia & New Zealand) safety, health and environment policies and procedures while working on Holcim (Australia & New Zealand) premises.**
- **All contractors to maintain a safe working environment.**
- **All contractors to minimise disruptions to the daily running of the business.**
- **All contractors to be familiar with the site.**
- **All contractors to be familiar with and comply with their legal requirements, including risk assessment, licensing, certificates and providing a safe work environment.**

## 3.0 Contractor Definitions

### Definitions

- Supervised contractors conduct operational tasks similar to that of our employees and work under the supervision of our management. Supervised contractors typically include labour hire personnel and full time maintenance workers.
- Independent contractors are those who undertake work on our behalf such as agents that supply concrete and cartage contractors used on a non routine or irregular basis. Independent contractors also include persons who are brought to site for specific tasks and expertise such as electrical maintenance and or installation, project oriented consulting, entry into prohibited confined spaces, upgrade or construction work, and do not require the direct supervision of our management. Owner drivers and fleet owners are also recorded as Third Party / Independent Contractors / LODs.

## Contractor Classes

Different classes of contractors have different requirements to ensure a safe workplace is maintained depending on the nature of the task that is to be performed. The classes and minimum requirements are listed below:

Category	Activity	Service Examples	Minimum Requirements
<b>1. Admin</b>	Companies or individuals engaged to work within or on behalf of Holcim operations.  The work being performed is not hazardous nor performed within a hazardous location.	<ul style="list-style-type: none"> <li>• Office cleaners</li> <li>• Administration staff</li> <li>• Office equipment repairs</li> <li>• Catering services</li> </ul>	<ul style="list-style-type: none"> <li>• Consultants facilitating professional development (indoors)</li> <li>• Scope of Works</li> <li>• Contractor Management Handbook (Damstra)</li> <li>• Insurance (Damstra)</li> <li>• Induction to appropriate level (Damstra)</li> <li>• Adequately trained/skilled personnel (Damstra)</li> <li>• Reliable and safe equipment, tools and material (Damstra Document Library)</li> </ul>
<b>2. Advisory</b>	Consultants – technical advice and planning.	<ul style="list-style-type: none"> <li>• Product Engineers</li> <li>• Plant Designers (not including large project work under 3.5 Design to commission)</li> <li>• System development</li> <li>• Training or Technical Advisors (not attending site)</li> </ul>	<ul style="list-style-type: none"> <li>• Scope of Works</li> <li>• Insurance (Damstra)</li> <li>• Adequately qualified/skilled personnel (Damstra)</li> </ul>
<b>3. Operational</b>	Companies or individuals engaged to undertake work within existing operations, where the work may be hazardous in nature and or conducted in an operational area.	<ul style="list-style-type: none"> <li>• Quarry load, haul, drilling and stripping</li> <li>• Routine maintenance and repairs on fixed plant, mobile equipment, buildings</li> <li>• Labor Hire Personnel engaged in operational activity</li> <li>• Road transport</li> <li>• Outdoor training consultants</li> <li>• Gardening services</li> <li>• Crane companies</li> <li>• Technical Consultants outdoor and operational</li> </ul>	<ul style="list-style-type: none"> <li>• Scope of Works</li> <li>• Contractor Management Handbook (Damstra)</li> <li>• Insurance (Damstra)</li> <li>• Routine audits and review (as required)</li> <li>• Induction to appropriate level (Damstra)</li> <li>• Adequately trained/skilled personnel (Damstra)</li> <li>• Reliable and safe equipment, tools and material (Damstra Document Library)</li> <li>• Provide to Holcim the Safety and Health RA's and Procedures and other relevant documents</li> <li>• Provide Competency Assessments for all tasks that require the contractor to use mobile plant or any other regulated activity</li> </ul>

## Safety, Health & Environment Contractor Management Handbook

Category	Activity	Service Examples	Minimum Requirements
<b>4. Specialised activities</b>	Companies or individuals engaged to perform activity that is reasonably assumed to be medium/high risk.	<ul style="list-style-type: none"> <li>• Electrical maintenance or installation</li> <li>• Blasting and explosives</li> <li>• Contractors conducting activities regarded as prohibited, i.e. confined space, trenching</li> <li>• Construction/Demolition (not in designated construction zone)</li> <li>• Asbestos removal</li> <li>• Agitator de-dagging</li> </ul>	<ul style="list-style-type: none"> <li>• Scope of Works</li> <li>• Contractor Management Handbook (Damstra)</li> <li>• Pre-qualification review</li> <li>• Routine audits and scheduled reviews</li> <li>• Insurance (Damstra)</li> <li>• Induction to appropriate level (Damstra)</li> <li>• Adequately trained/skilled personnel (Damstra)</li> <li>• Reliable and safe equipment, tools and material (Damstra Document Library)</li> <li>• Assessment of contractors OH&amp;S Policy</li> <li>• Provide to Holcim the Safety and Health RA's and Procedures and other relevant documents</li> <li>• Provide Competency Assessments for all tasks that require the contractor to use mobile plant or any other regulated activity</li> <li>• Safety Plan</li> </ul>
<b>5. Construction</b>	Companies undertaking construction projects, where the contractor is deemed in control of the project and a clear "construction zone" is designated. These areas are physically separated from our operational activities.	<ul style="list-style-type: none"> <li>• Construction projects</li> <li>• Plant installations or major refurbishment</li> </ul>	<p>All scope of works and details are to be organised during the tendering stage. These projects are generally coordinated by specialised teams within Holcim (Australia &amp; New Zealand). The day-to-day safety and health controls are managed by the contractor and not by Holcim (Australia &amp; New Zealand). These contractors should supply a Safety Plan for the project which includes:</p> <ul style="list-style-type: none"> <li>• Scope of Works</li> <li>• Pre-qualification review including OH&amp;S performance and policy</li> <li>• Contractor supplied audits and reviews</li> <li>• Insurance</li> <li>• Contractor supplied induction to appropriate level</li> <li>• Adequately trained/skilled personnel</li> <li>• Reliable and safe equipment, tools and material</li> <li>• Safety and Health RA's and Procedures and other relevant documents</li> <li>• Provide Competency Assessments for all tasks that require the contractor to use mobile plant or any other regulated activity</li> </ul>



## 4.0 Before Contractors Start Work

Before a contractor can begin work on any Holcim (Australia & New Zealand) site, they must ensure that certain requirements are met to minimise risks.

The contractor must self register with Holcim (ANZ's) Contractor Management System via [www.damstra.com.au](http://www.damstra.com.au) and

- 1. be provided with a scope of works for the type of work or task required of the contractor on the Holcim (Australia & New Zealand) Site. For Category 1 (Administration) and 2 (Advisory): contractor's scope of works can be written on the purchase order. For all other contractors the scope of works shall be a formal scope of work. Licences, Certificates of Competency, Training, Insurance requirements etc should be based on the scope of works.**
- 2. supply evidence of current insurances as per Holcim (ANZ's) Minimum Insurance requirements stipulated in Damstra.**
- 3. agree to comply with Holcim (ANZ's) SHE requirements set out in the Contractor Management Handbook via Damstra 'Company Questionnaire'.**
- 4. complete site induction training as per the task being performed, once the SH&E risks have been identified and controls established i.e. lockout, hot works etc; and**
- 5. declare to Holcim (Australia & New Zealand) any history of prosecutions for breaches of the Work Health and Safety legislation, Environmental Regulations or any prosecutions involving the contractor or their personnel and any prosecutions during the currency of the contractor's contract with Holcim (Australia & New Zealand).**

Where an independent contractor is to perform work that falls into category 3 (Operational) or 4 (Specialised) categories, the contractor shall:

- 6. supply a risk assessment for approval by the site or project Manager/ Supervisor or other delegate before commencing work. The Holcim (Australia & New Zealand) Risk Assessment Worksheet and the relevant Hazard Prompt Sheet/s are available on the Holcim (Australia & New Zealand) SHE Intranet Website.**

## 4.1 Induction Training

The Principal Contractor, their nominated employees, sub-contractors and their employees will be required to attend Site Induction Training to ensure they are familiar with safety requirements and emergency procedures. The training must be completed prior to the commencement of work on a Holcim (Australia & New Zealand) site. Induction requirements are to be arranged with the Site Manager/Supervisor prior to visiting the site.

## 4.2 Site Details

Prior to commencement of work, the contractor must sign in at a designated location on the site Damstra Terminal.

Before arrival on-site for the first time contractors should arrange to meet the Site Manager or designate at reception who will escort the contractor to the correct location of work. The Site Manager is responsible for ensuring that contractors are aware of Holcim (Australia & New Zealand) safety, health and environment policies and procedures, security and site requirements. Contractors who have health and safety problems or queries should initially discuss them with the Site Manager.

Parking is available in Holcim (Australia & New Zealand) site car parks at most sites and is subject to authorisation by the relevant Site Manager.

Contractors are requested to notify the Site Manager of any expected deliveries in order that the appropriate arrangements can be made to admit the deliveries and to enable couriers to find the contractor concerned.

“The contractor must immediately report to the Site Manager/ Supervisor all incidents that occur on site. These may include medical treatment, lost time injuries, near miss/hit incidents, environmental damage; and reportable dangerous occurrences.”





## 4.3 General Safety Rules

### 4.3.1 Communication and Consultation

All contractors are to maintain effective communication with Holcim (Australia & New Zealand) in relation to any safety, health or environmental issues that may affect Holcim (Australia & New Zealand) employees, contractors or visitors. Category 3 (Operational) & 4 (Specialised) contractors are encouraged to attend site safety improvement team (SIT) meetings to partake on the consultation process on site.

Contractors who do not take part in the safety improvement meeting held by the site shall provide an outline of their procedure to ensure their employees working on Holcim sites are informed of important and relevant workplace health and safety information and are given the opportunity to voice any concerns that they may have.

### 4.3.2 Reporting of Incidents

The contractor must immediately report all incidents that occur on site to the Site Manager/Supervisor or other delegate. These may include medical treatment, lost time injuries, near miss/hit incidents, environmental damage; and reportable dangerous occurrences.

The contractor must attend to any legal requirements in respect of such injury or damage.

First aid facilities are available at every Holcim (Australia & New Zealand) site.

### 4.3.3 Alcohol and Drugs

The use of alcohol and other drugs by Holcim people, contractors and visitors in a manner that could impair their ability to safely undertake their duties, or increase the risk of injury to themselves or others, is prohibited. All Holcim people, contractors and visitors have a personal responsibility not to consume alcohol or other drugs that could impair their ability to safely carry out their duties or pose a risk to the safety of any other person.

The possession, use or distribution of illegal drugs is prohibited. Holcim people, contractors who are required to take either prescription or over the counter drugs which could impair judgement and coordination, and reduce alertness, must inform their manager or supervisor. Doctors and pharmacists should be consulted before taking any medication to learn any side-effects which may affect overall work performance.

Alcohol may be consumed at a Holcim site only with the permission of the manager in charge of that site and then only during a supervised, after-hours social function. Holcim people and Holcim visitors must act responsibly as regards to the amount of alcohol consumed by them and must ensure that they take safe and suitable transport when leaving the function.

### 4.3.4 Asbestos

Holcim (Australia & New Zealand) sites containing asbestos have been suitably identified, assessed and controlled. Refer to the site asbestos register for detailed information.

Prior to working on or adjacent to asbestos material, authorisation must be sought from the Site Manager or designate.

Asbestos is to be removed by a contractor with an Asbestos Removal License. Any work conducted on, or with asbestos material, must be carried out as per legislative requirements.

## 4.3.5 Classified and Registrable Plant

Classified and/or Registrable Machinery (such as cranes) will only be permitted to operate on Holcim (Australia & New Zealand) sites provided it meets Holcim (Australia & New Zealand's) minimum requirements and it carries a certificate of inspection indicating its suitability for use, signed by an inspector or other persons approved in writing by the relevant legislation.

All classified and registrable plant and machinery must conform to relevant legislation.

### **Scaffolding Equipment:**

All scaffolding equipment used on site must conform to the requirements outlined in the respective legislation and AS 1576: Scaffolding.

## 4.3.6 Operator Licences and Competencies

### **Classified Plant Operators:**

All operators of classified plant and equipment must hold and produce a valid certificate of competency issued under the relevant legislation (e.g. mobile cranes)

### **High Risk Licences:**

High Risk Licences are required by the operator prior to operating the following equipment on site:

- **Forklift**
- **Boom Type EWP**
- **Dogging/Rigging**
- **Scaffolding**
- **Mobile Crane**

### **Certificate of Competency:**

A Certificate of Competency is required by the operator prior to operating on site with the following equipment:

- **Front End Loader/Backhoes**
- **Dump Truck**
- **Excavator**
- **Dozer**
- **Skid Steer Loader**
- **Grader**

Contractors must also obtain a Licence or Certificate of Competency for other equipment where it is a legally required.

### **Note:**

#### ***Classified or Registrable Plant***

Those pieces of both fixed and mobile plant that require registration by the relevant State authority (eg boilers, cranes, etc).

## 4.3.7 Electrical Safety

To ensure the complete safety of equipment, the following shall apply:

- All electrical work performed on site, shall be performed by appropriately qualified person/s as registered in Damstra.
- All electrical work conducted on a Holcim site, shall be preceded by the completion of the Holcim (Australia & New Zealand) electrical risk assessment.
- All electrical workers shall follow the Holcim (Australia & New Zealand) electrical safe isolation procedures outlined in the Holcim (ANZ) Guideline - Electrical Safety - Attachment 3.11V HANZ Removal and Restoration of Power Procedures. **Test before You Touch is mandatory.**
- All electrical equipment and conductors should be regarded as energised (live) until isolated and proven de-energised. Testing by appropriately qualified person/s must be performed before touch.
- When working under or near overhead power lines, particularly with heavy machinery, it is essential to stay clear of the overhead power lines using “No Go Zone” principles.
- There are increased risks to site personnel if the process of resetting and switching on/off electrical equipment is not carried out in a systematic and rigorous manner therefore Holcim (Australia & New Zealand) has a removal and restoration of power procedures that shall be followed.
- Where an Arc Flash hazard has been identified Arc Flash Personnel Protective Equipment (PPE) is required to be used.

Leads and portable appliances

- All electrical equipment is to have a current test tag to Australian Standard AS3760: In service safety inspection and testing of electrical equipment, before use on site. Non-tagged equipment must not be used on site. All repairs are to be undertaken by an appropriately qualified person.
- Newly purchased electrical equipment (within office and amenities) can be tagged “New to Service” with a statement stating “This appliance has not been tested in accordance with AS/NZS3760.” This equipment must be tested and tagged at the first opportunity by a competent person.
- All electrical equipment to be used on Holcim sites must be fit for purpose for the environment of foreseeable use and the task to be performed. If unable to determine if electrical equipment is fit for purpose, they should contact their electrician to provide further assistance.
- Holcim encourage the use of battery powered tools as a safer alternative to 240Volt hand tools in all situations where battery operated tools are a practical alternative. Pneumatic tools can also be considered in wet or dusty environments.
- All electrical equipment may be subject to inspections by Holcim.
- All flexible leads and flexible extension leads must be heavy-duty sheath flexible cords and not used while coiled or reeled. Commercially manufactured extension leads are preferable. Holcim promotes the use the earth screened extension leads for use in areas where there is an increased risk of damage.
- All leads and electrical equipment to be kept in a good safe condition. (For example cord sets, cord extension sets and outlet devices, also known as electrical portable outlet devices -EPODs, or power boards)
- Double adaptors, three-pin plug (‘piggy back’) adaptors are not permitted on Holcim sites.
- Power leads must be located clear of moving traffic, walkways, water, chemicals, heat sources and anything else that can damage them. Where the lead crosses a trafficable area it should either be hung up or protected by a suitably robust device that is easily seen.
- Where extension leads are linked together and used outdoors or in situations such as quarry plant areas, Humes production areas or where damp or wet locations and/ or dusty environments are present, the extension socket and plug should be protected by design or enclosure against separation of the plug and socket and the ingress of water.
- If it is unavoidable to use extension leads in damp or wet locations and/or excessive dusty environments the use of IP 56 (min) plugs and sockets will aid providing further risk reduction of electric shock.
- The below table shows the maximum length of extension leads. Leads must not be joined to exceed maximum length. The maximum length of a power tool lead is 5 metres when connected to a flexible extension lead.

Maximum length of 240Volt extension leads\*

Extension lead rating (Amps)	Conductor size (mm <sup>2</sup> )	General use maximum length	For Motors or high starting currents
10	1	25	15
	1.5	35	25
	2.5	60	40
15	1.5	25	15
	2.5	40	25
20	2.5	30	20
	4	50	30

\*415Volt leads (3 phase) length can be doubled on the above quoted length.

Generators

- All Generators must meet Holcim (Australia & New Zealand) 3.11 Electrical Safety guideline requirements.
- All portable generators under 25kW must comply with AS 2790- Electrical generating sets-Transportable (Up to 25kW) and be subjected to approval by a qualified electrician before use. All generator outlets MUST be provided with 30mA (minimum) RCD protection. The RCD protection device must be subjected to regular testing.
- Where a powered appliance is to be supplied from a portable generator with an extension lead, an additional 2.5mm earth bonding conductor should be run to any unbonded metal work associated with the use of that appliance e.g. When using a power tool on a light vehicle, the metal body of that vehicle should be bonded back to the generator. For plug & socket connected generators, the connection of a generating set bonding system to the general mass of earth through an earth electrode is not required or recommended (AS/NZS 3010:2005 Clause 4.2.3).

Welders

- Welders must be provided with a Hazard Reduction Device (HRD) and be subjected to regular testing as per AS1674. Evidence of testing may be requested.  
**Examples of Hazard Reduction Devices (HRD):**
  - A voltage reduction device (VRD)
  - An automatic switching device.
  - A trigger switch operated feeder (as found on a MIG).
- Always ensure that the earth return welding lead is connected as close as possible to the work area, e.g. on the same piece of steel that is being worked upon.
- It is essential to ensure on all welding jobs, that the earth lead, as well as the positive lead, is in good condition and free of defects.

### 4.3.8 Emergency Response

Contractors will be briefed on specific emergency requirements as part of the site induction that will be given prior to work commencing on site.

### 4.3.9 First Aid

Holcim (Australia & New Zealand) sites have first aid facilities. The injured person must report the injury to a nominated Holcim (Australia & New Zealand) First Aider who will arrange the appropriate first aid treatment and record the injury and treatment in the Injury Register.



### **4.3.10 Environment**

The contractor will liaise with the Holcim (Australia & New Zealand) Site Manager regarding preparation of the work site to minimise environmental impact. This shall be specified in the Safety Plan or Risk Assessment

Destruction or disturbance to native flora shall be minimised. Lighting of fires in the area will require permission from the Site Manager.

The contractor will ensure that rubbish bins are used for the collection of all rubbish such as food scraps, containers, rags, papers, cardboard, cans and tins used in the work activity. Oil changes and servicing of equipment will be conducted in such a way that waste, oil and grease is not spilt or dumped on the ground. All waste oil and grease is to be returned in drums to the contractor's base for disposal or, on a remote site where there are no facilities available for proper disposal, to the Holcim (Australia & New Zealand) workshop waste oil disposal area.

All stores of fuels and lubricants are to be constructed to prevent accidental spillage of product contaminating the soil, to the standard and satisfaction of the Holcim (Australia & New Zealand) Site Manager.

### **4.3.11 Explosives**

No explosives will be transported, stored, or used on Holcim (Australia & New Zealand) sites without the approval of the Site Manager.

### **4.3.12 Fire Prevention**

Fire protection equipment is located throughout the site. Use of fire fighting equipment must be reported to the Site Manager.

Contractors are responsible for fire protection within their work environment. Fire prevention shall be taken into consideration when determining work methods and selecting tools and equipment for use at the work place. Contractors are responsible for ensuring that flammable liquids are stored in closed metal containers – which are labelled as per regulations to identify contents.

Fire protection alarms, fixed installations and ancillary equipment such as pumps and water supplies shall not be shut down or altered without the authorisation of the Site Manager.

Vehicles and machinery brought onto the site, as authorised by the Site Manager must be equipped with a relevant fire extinguisher of adequate type and capacity as required and must be inspected in line with Australian Standard AS1851: Maintenance of Fire Protection Equipment (i.e. every 6 months).

### **4.3.13 Hazardous Chemicals**

The contractor will not bring chemicals, compressed gasses, fuels, cleaning agents, glues, etc. onto site without the permission of the Site Manager. The contractor will be responsible to provide a supplier's Safety Data Sheet (SDS) for each product to the Site Manager and ensure that all such products are properly labelled. A Hazardous Chemicals Register must be held on site which includes Safety Data Sheets (SDS's) and Hazardous Chemicals Risk Assessments. If safe hazardous substance storage facilities are not available, only the amount required for the task on that day should be kept on site.

Spill kits must be available if required by legislation and/or the Site Manager. Disposal of substances safely and in compliance with health, safety and environmental legislation is the responsibility of each contractor.

### 4.3.14 Health Surveillance

In some circumstances, where a contractor is on site for more than one month, the contractor may need to undergo medical health surveillance at the expense of the contractor.

### 4.3.15 Hoisting

All hoisting operations for personnel will require an approved “man cage” conforming to Australian Standards AS1418.17: Design & Construction of Workboxes, AS2550: Cranes, hoists and winches and AS2359: Powered Industrial Trucks. Man cage attachments are prohibited from being used on a Front End Loader (FEL) on all Holcim (Australia & New Zealand) Sites.

Any hoist equipment used on a Holcim (Australia & New Zealand) site must conform to the relevant legislation & Australian Standards.

### 4.3.16 Housekeeping

Contractors will be required to maintain workplaces in a clean and tidy condition. Working areas, stairways, passages, emergency exits, fire fighting and safety equipment must be kept clear at all times.

If required, working areas must be barricaded off and appropriate warning notices erected. All materials and debris must be lowered and not dropped from elevated locations and platforms.

Work areas and access to work area must be cleared at the end of each working day.

### 4.3.17 Inspection of Plant, Vehicles and Equipment

The contractor must provide upon request proof of inspection and safe condition of their equipment to ensure it complies with legal requirements before it will be approved for use on site. Approval will be established by presentation of a certificate and/or the inspection by a Holcim (Australia & New Zealand) Site Manager. All contractor tools and equipment must be in a sound and safe condition for use on site.

Holcim (Australia & New Zealand) reserves the right to inspect contractor tools at any time.

### 4.3.18 Portable Ladders

All portable ladders used on site must comply with Australian Standard AS1892: Portable Ladders.

### 4.3.19 Mechanical Lifting Devices

The following requirements will apply to the use of lifting devices such as lifting beams, bars, lifting frames, etc.

- **All fabricated lifting devices shall be properly designed and approved by a qualified engineer, to the requirements of the Australian Standards and approval secured before fabrication. All items of lifting equipment referred to in this standard must bear a stamp or tag stating the Working Load Limit (WLL) or Safe Working Limit (SWL) of the device.**
- **All lifting equipment brought onto a Holcim (Australia & New Zealand) site must be in good condition. All chain-falls, chain-pulls, cumalongs, winches, slings must have their Working Load Limit (WLL) clearly displayed.**

- **Fibre webbing slings must be certified and may only be used with by qualified personnel.**
- **All hooks on anchor points and load bearing lines must be fitted with a safety latch.**

No equipment, front end loader, backhoe, etc. shall be used as a crane on a Holcim (Australia & New Zealand) Site, unless authorised by the Site Manager and complying with Australian Standard AS1418.8: Cranes, hoist and winches special purpose appliances.

### 4.3.20 Lockout and Out of Service

No person is to attempt or to carry out inspection, maintenance or cleaning work that exposes that person or others to contact with moving machinery/equipment product or parts thereof that has not had all energy sources isolated and locked out. All Holcim (Australia & New Zealand) Sites have procedures for the isolation and lockout of fixed plant and mobile equipment. The contractor is to ensure that any person acting on their behalf is trained in those procedures prior to carrying out the work and that those procedures are complied with at all times.

Failure to comply with this requirement will result in the personnel involved being dismissed from the site and a review of the supply agreement.

### 4.3.21 Noise

All relevant equipment brought onto the site must have its noise emission level identified. All equipment with noise emissions that exceed the statutory action level of 85 dBA (Leq) 8-hour must be adequately identified as a noise hazard and all personnel operating or working in proximity to that equipment must use approved hearing protection if the noise level cannot be reduced by engineering controls.

It is the responsibility of the contractor to advise the Site Manager of any equipment to be used that exceeds the noise level set out above. The Site Manager has the authority to prohibit or restrict the use of such equipment.

The use of iPods, MP3 players, discmans, mobile phones with headphones are banned from use on site. Portable radios are permitted as long as they are operated at an acceptable level where they do no create a disturbance to others.

### 4.3.22 Personal Protective Equipment

The basic Personal Protective Equipment (PPE) on all Holcim (Australia & New Zealand) Sites will be:

- **Approved safety boots – ankle height or high leg to Australian Standard AS2210: Occupational protective footwear, anywhere in the workplace.**
- **High visibility clothing consisting of long sleeve shirt and long pants complying with AS 4602: High visibility safety garments.**
- **All personnel must wear an approved safety helmet to Australian Standard AS1801: Occupational protective helmets, where designated.**
- **Approved safety glasses to Australian Standard AS1336: Recommended practices for occupational eye protection, must be worn at all times where designated.**
- **Personal hearing protection devices complying with the requirements of Australian Standard AS1269: Occupational noise management must be used when exposed to noise levels in excess of 85 dBA (Leq) 8hr or 140dB Lin. peak in the workplace.**

Personal protective devices such as face shields or goggles when grinding, gloves for sharp materials and other PPE must be made available by the contractor to their employees for use when they are exposed to specific hazards.

## Safety, Health & Environment Contractor Management Handbook

Contractors shall ensure that personal protective equipment is maintained and used by their employees and sub-contractors in relation to hazards associated with their work.

Specific arc flash personal protective equipment is required when working in switch rooms on Holcim (Australia & New Zealand) sites. Contractors should contact the Site Manager or other delegate before entering switch rooms on site.

Where signage indicates that dust masks should be used persons shall wear a P2 dust mask complying with AS/NZS 1716: Respiratory Protective Devices.

### 4.3.23 Privacy Information

Contractors must not discuss with any persons/organisations any matter in relation to any items involving Holcim (Australia & New Zealand) Sites, equipment or people without the expressed authority of the Site Manager. Use of cameras is prohibited without authority of the Site Manager.

### 4.3.24 Public Safety

Holcim (Australia & New Zealand) aims to maintain the safety and wellbeing of the public. All contractors employed by Holcim (Australia & New Zealand) are responsible to ensure that members of the public are not injured or otherwise affected by the activities of the contractor, their employees and sub-contractors, and agents whilst on site.

Contractors with direct access to or contact with the public, by the nature of services that the contractor provides, will exercise all due care for the health and safety of members of the public. This requirement includes full compliance with all relevant legislation codes of practice and/or Australian Standards.

Contractors shall take suitable precautions to protect the safety and welfare of the public. The contractors shall provide appropriate barriers/screens etc. to protect staff/public from any hazards generated and prevent any exposure to risk.

### 4.3.25 Silica Dust

Clay, concrete and quarry products may contain crystalline silica. Exposure to respirable silica dust (over a number of years) may lead to lung diseases including bronchitis and silicosis.

Working with these products or when handling aggregates or road base materials may require the wearing of appropriate Personal Protective Equipment (PPE) to prevent exposure to silica dust. Precautions aimed at minimising potential exposures during clean up (i.e. grinding, drilling activities) and maintenance must be taken.

### 4.3.26 Smoking

Holcim (Australia & New Zealand) has a no smoking policy, which must be adhered to.

### 4.3.27 Spray Painting and Abrasive Blasting

Spray painting and abrasive blasting equipment must comply with the relevant legislation.

### 4.3.28 Storage of Contractors Equipment

If a contractor wishes to store any equipment, work tools or work materials, permission must first be obtained from the Site Manager/Supervisor and sign and comply with the terms of a "Licence to Store Work Tools". Please contact the Holcim (Australia & New Zealand) Legal Department who can prepare the licence.



“Holcim (Australia & New Zealand) aims to maintain the safety and well being of the public.”



**WARNING**

- On entry and exit to this machine please remember:
- Maintain 3 points of contact
  - Never jump off machine
  - Up forwards, down backwards
  - Insure the steps are clean

## 4.3.29 Vehicles and Mobile Plant

A person who drives or controls a motor vehicle or mobile equipment must hold a current licence or must have been competency assessed for that equipment. Motor vehicles used in surface operations must be roadworthy and maintained. Specific requirements for light vehicles in restricted areas such as quarry or underground pits will be explained during Induction.

Documented pre-start inspections are required to be undertaken for any contractors mobile equipment on site. Mobile Equipment brought to a Holcim (Australia & New Zealand) Site shall be reviewed against the associated minimum safety hardware checklist or may be subjected to a risk assessment specific to the task that the equipment is to be used for.

In the case of earth moving equipment brought onto site it must;

- **be fitted with Roll Over Protective Structure (ROPS) complying with AS2294.**
- **be fitted with Falling Object Protective Structure (FOPS) complying with AS2294 (if working underground).**
- **be fitted with a seat belt/restraint system, which must be used at all times whilst equipment being operated.**
- **have a flashing orange light while operating.**
- **have a reverse warning system (e.g. beeper).**
- **have safety warning signs.**
- **have appropriate fire suppression equipment.**
- **have a body up warning device for dump trucks (warning light and audible alarm).**
- **have movement alarms on excavators, face shovels, drill rigs and elevated work platforms.**

## 4.3.30 Welding/Hot Work

A Hot Work Permit is intended to safeguard people and property. During the course of operating, maintaining or installing new plant or equipment, it is frequently necessary to perform "Hot Work" activities outside of a designated hot work area.

Hot Work is defined as any activity likely to produce a source of ignition and includes the following:

- **All forms of welding**
- **Oxy cutting/heating**
- **Use of spark producing tools (e.g. angle grinders)**

The Site Hot Work procedure shall be followed at all times.

All equipment brought onto the site for welding shall have:

- **Flashback arresters at both the hand piece and regulator on oxygen/acetylene cylinders.**
- **A hazard reduction device (HRD) on all alternating current welding equipment and be subjected to regular testing.**

## 4.3.31 Working Alone (isolated)

If contractors have to work alone on site, they must ensure that the risk is managed by ensuring they have implemented appropriate controls for communication (e.g. radio, mobile phone) and the task.

A contractor should complete a risk assessment to document the hazards, assess the risks and select the controls and this must be approved by the Site Manager before the Contractor can work alone on site. Templates for risk assessments can be accessed through the Holcim (Australia & New Zealand) intranet page.



### **4.3.32 Training**

Contractors shall participate in all relevant Safety, Health & Environment (SHE) training as required by Holcim.

### **4.3.33 Working at Heights**

Where contractors work at heights with potential to fall 2m or more to the ground or other platform, the work must be authorised by the Site Manager with completion of an authorised Hazardous Work Permit. Contractors must provide safe operating procedures for access, lockout and working requirements for overhead and gantry cranes and crane runway systems. The contractor shall ensure adequate protection is provided including use of appropriate scaffolding, elevated work platforms, etc. Where this is not practical the use of harnesses, lanyards and fall arrest systems shall be used.

All working at heights equipment such as elevated work platforms, that are to be used on a Holcim (Australia & New Zealand) site, should only be repaired using manufactures, or approved compatible parts.

Where elevated work is undertaken, the area below shall be suitably fenced/roped off. Signs reading “Danger Work Overhead” shall be conspicuously posted.

### **4.3.34 Excavation and Trenching**

Any excavation or trenching of surfaces, shall only be completed after all underground services maps and other relevant service maps have been reviewed to locate and if necessary lockout all potentially affected hazardous energy sources.

All excavation or trenching tasks that exceed 300 millimeters in depth or involve the disturbance of a sealed pavement surface (such as a concrete slab), regardless if it is impossible for a person to fully enter the excavated area or trench must be authorised to do so by the site manager or other authorised delegate through the Hazardous Work Permit system.

Where an excavation or trench is to be entered by a person, the contractor must be suitably qualified to ensure that all support structures and control measures are in place and are suitable to prevent the collapse of the excavation or trench.

### **4.3.35 Confined Spaces**

Where contractors who have to gain entry to or work in a confined space or work as a supervisor or assisting in confined space work, contractors must be authorised by the Site Manager or their delegate through the completion of an authorised Hazardous Work Permit (HWP). The contractor must provide their own confined space permit to work and work procedure/s including access, working requirements, rescue and lockout. Where confined space work is required, the contractor must be suitably qualified to carry out work and ensure control measures are in place.

### **4.3.36 Working On or Near Water**

Where contractors need to work on the water (for example on pontoons or boats etc.) or near water (including slimes dams etc), contractors must be authorised by the Site Manager or their delegate through a hazardous work permit. A risk assessment must have been completed outlining how the risks associated with the water are controlled.



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