

WesCEF Supplier Site Instructions

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1. INTRODUCTION

Wesfarmers Chemicals, Energy & Fertilisers Limited (WesCEF) is a Division of Wesfarmers Limited.

<http://www.wescef.com.au/>

WesCEF operates chemical, energy and fertiliser businesses that service a range of sectors in both domestic and international markets. WesCEF group companies include:



CSBP (Chemicals)

CSBP manufactures and supplies of ammonia, ammonium nitrate and industrial chemicals to the Western Australian resource and industrial sectors.

CSBP (Fertilisers)

CSBP Fertilisers manufactures, imports and distributes phosphate, nitrogen and potassium-based fertilisers in blended, compound and liquid form for the Western Australian agricultural sector.



Australian Gold Reagents (AGR)

AGR manufactures and supplies sodium cyanide to the WA and international gold mining sector.



Kleenheat

Kleenheat extracts and distributes liquefied petroleum gas (LPG) to residential and commercial markets across Western Australia and Northern Territory through a comprehensive network of distribution centres and dealers; as well as retailing natural gas to residential and commercial markets, and electricity to businesses in Western Australia.



Kleenheat through its brand EVOL LNG also produces and supplies liquefied natural gas (LNG) power generation solutions for a broad range of markets including mining, transport, marine and locomotive industries.



Queensland Nitrates (QNP)

QNP manufactures and supplies ammonium nitrate to the mining sector in the Bowen Basin coal fields. QNP is *excluded* from this document.



Australian Vinyls (AV)

AV located in Victoria is primarily a supplier of PVC resin. It also supplies speciality chemical products to numerous industrial users throughout Australia. AV is *excluded* from this document.



ModWood (MW)

MW located in Victoria supplies quality composite decking and fencing products to homeowners, builders and architects throughout Australia. MW is *excluded* from this document.

These businesses have serviceable assets in Western Australia and the Northern Territory.

2. PURPOSE AND SCOPE

To detail the instructions that must be adhered to by all Suppliers working on WesCEF (Company) Sites. Site instructions for QNP, AV and MW are not included in this document.

Sites include:

CSBP Ltd	Bibra Lake Laboratory <ul style="list-style-type: none"> • Soil testing • Plant testing 	2 Altona Street Bibra Lake WA 6163
	Kwinana Works <ul style="list-style-type: none"> • Ammonia Loading Facility • Ammonia Plant (MHF) • Ammonia Import / Export Facility (Wharf/jetty infrastructure). • Industrial Chemicals Import / Export Facility (Wharf/jetty infrastructure). 	Kwinana Beach Road, Kwinana
	<ul style="list-style-type: none"> • Nitric Acid/Ammonium Nitrate Plant 1 (MHF) • Nitric Acid/Ammonium Nitrate Plant 2 (MHF) • Nitric Acid/Ammonium Nitrate Plant 3 (MHF) 	
	<ul style="list-style-type: none"> • Ammonium Nitrate Prill Plant (MHF and DG security certified) • Ammonium Nitrate Prill Bagging Plant; • AN Storage and Despatch 	
	<ul style="list-style-type: none"> • Ammonium Nitrate Emulsion Plant • ANE Storage and Despatch 	
	<ul style="list-style-type: none"> • Industrial Chemicals • Industrial Chemicals Import / Export Facility (Wharf/jetty infrastructure). 	
	<ul style="list-style-type: none"> • Sodium Cyanide Liquid Plant 1 • Sodium Cyanide Liquid Plant 2 • Sodium Cyanide Solids Plant • Sodium Cyanide Storage and Despatch 	
	<ul style="list-style-type: none"> • Granulation Plant • Superphosphate Manufacturing Plant • Fertiliser Storage and Despatch • Fertiliser Import / Export Facility (Wharf/jetty infrastructure). 	
	<ul style="list-style-type: none"> • Stores 	

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	<ul style="list-style-type: none"> Laboratory Associated buildings & infrastructure 	
CSBP Country Works	Albany <ul style="list-style-type: none"> Fertiliser Storage and Despatch 	Hanrahan Road Albany WA 6330
	Bunbury <ul style="list-style-type: none"> Fertiliser Storage and Despatch 	South West Highway Picton WA 6229
	Esperance <ul style="list-style-type: none"> Fertiliser Storage and Despatch 	Sheldon Road Esperance WA 6450
	Geraldton <ul style="list-style-type: none"> Fertiliser Storage and Despatch 	280 North West Coastal Highway Geraldton WA 6530
Kleenheat Production Facility (Wesfarmers LPG)	<ul style="list-style-type: none"> LPG train 1 LPG train 2 LPG storage and despatch LPG Import / Export Facility (Wharf/jetty infrastructure). 	Donaldson Road, Kwinana
	<ul style="list-style-type: none"> LNG LNG storage and despatch 	
	<ul style="list-style-type: none"> Stores Laboratory Associated buildings & infrastructure. 	
Kleenheat Operations WA	Kwinana Depot (MHF) <ul style="list-style-type: none"> Bulk LPG storage LPG cylinder filling, testing, refurbishment and condemning facilities; Storage and transport of LPG cylinders to customers, or exchange, or refill. 	40 Beach Street, Kwinana
	Repair and Fabrication Workshop <ul style="list-style-type: none"> Stores Associated buildings & infrastructure 	Unit 6 & 7, 32 Beach Street, Kwinana
	Fleet Maintenance Workshop	Unit 1, 32 Beach Street, Kwinana
	Albany <ul style="list-style-type: none"> LPG storage LPG cylinder exchange for customers 	123 Chesterpass Road Albany WA 6330

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	<ul style="list-style-type: none"> Storage and transport of LPG cylinders to customers, or exchange, or refill. 	
	<p>Broome</p> <ul style="list-style-type: none"> LPG storage LPG cylinder exchange for customers Storage and transport of LPG cylinders to customers, or exchange, or refill. 	<p>6 Archer Street, Minyirr Broome WA 6725</p>
	<p>Bullsbrook</p> <ul style="list-style-type: none"> Bulk storage site 	<p>Rutland Rd Bullsbrook WA</p>
	<p>Busselton</p> <ul style="list-style-type: none"> LPG storage LPG cylinder exchange for customers Storage and transport of LPG cylinders to customers, or exchange, or refill. 	<p>8 Goldsmith Street Busselton WA 6280</p>
	<p>Busselton (unmanned)</p> <ul style="list-style-type: none"> LPG storage 	<p>16 Trumper Drive Busselton</p>
	<p>Geraldton</p> <ul style="list-style-type: none"> LPG storage LPG cylinder exchange for customers Storage and transport of LPG cylinders to customers, or exchange, or refill. 	<p>70 Northwest Coastal Hwy, Geraldton WA 6530</p>
	<p>Kalgoorlie</p> <ul style="list-style-type: none"> LPG storage LPG cylinder exchange for customers Storage and transport of LPG cylinders to customers, or exchange, or refill. 	<p>Unit 2/3 35 Great Eastern Hwy Kalgoorlie WA 6430</p>
	<p>Kambalda</p> <ul style="list-style-type: none"> LPG storage LPG cylinder exchange for customers Storage and transport of LPG cylinders to customers, or exchange, or refill. 	<p>8 Clianthus Rd Kambalda WA 6442</p>
	<p>Port Hedland</p> <ul style="list-style-type: none"> LPG storage LPG cylinder exchange for customers 	<p>8 Sandhill St Wedgefield WA 6721</p>

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	<ul style="list-style-type: none"> Storage and transport of LPG cylinders to customers, or exchange, or refill. 	
	<p>Mundaring</p> <ul style="list-style-type: none"> LPG storage LPG cylinder exchange 	<p>Cnr Moata Street & Wandeara Crescent Mundaring WA 6073</p>
Kleenheat Operations NT	<p>Darwin (Winnellie)</p> <ul style="list-style-type: none"> Bulk LPG storage; LPG cylinder filling, testing, refurbishment and condemning facilities; a maintenance workshop; and Storage and transport of LPG cylinders to customers, or exchange, or refill. 	<p>144 Winnellie Road Winnellie NT 0820</p>
	<p>Channel Island (unmanned) (MHF)</p> <ul style="list-style-type: none"> Bulk LPG storage; LPG Import / Export Facility (Wharf/jetty infrastructure). 	<p>Lot 7448, 2000 Channel Island Road Channel Island NT 0837</p>
	<p>Alice Springs</p> <ul style="list-style-type: none"> LPG storage LPG cylinder exchange for customers Storage and transport of LPG cylinders to customers, or exchange, or refill. 	<p>24 Ghan Road Alice Springs NT 0870</p>

3. ABBREVIATIONS

Abbreviation	Description
ABN	Australian Business Number
AODS&D	Alcohol & Other Drugs Screen, and Declaration
amp	Ampere
AP	Accountable Person
APD	Accountable Person Delegate
CCR	Central Control Room
CO	Contract Owner
CSBP	CSBP Limited
CSE	Confined Space Entry
DG	Dangerous Goods
DBNGP	Dampier to Bunbury Natural Gas Pipeline.
EBA	Enterprise Bargaining Agreement
E&I	Electrical & Instrumentation
GPS	Global Positioning System
HSE	Health, Safety and Environment
HSEQOC	Health Safety, Environment, Quality, Operational and Commercial
HSMP	Health and Safety Management Plan
HV	High Voltage
iOS	Apple Inc. mobile operating system
IR	Industrial Relations
JSA	Job Safety Analysis
KPF	Kwinana Production Facility (Kleenheat, Donaldson Road, Kwinana)
LNG	Liquefied Natural Gas
LPG	Liquefied Petroleum Gas
LV	Low Voltage
MHF	Major Hazard Facility
NDT	Non-Destructive Testing
NFPA70e	National Fire Protection Association – National Electrical Code 70e
NT	Northern Territory, Australia
PC	Personal Computer
PDL	Personal Danger Locks
PPE	Personal Protective Equipment
RFQ	Request For Quote

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RM	Relationship Manager
RO	Responsible Officer
SCBA	Self-Contained Breathing Apparatus
SDS	Safety Data Sheet
SSAN	Security Sensitive Ammonium Nitrate
TBRA	Team Based Risk Assessment
V	Volt
VAC	Voltage Alternating Current
WA	Western Australia, Australia
WAH	Working at Heights
WesCEF	Wesfarmers Chemicals, Energy & Fertilisers Limited

4. TERMS AND DEFINITIONS

Unless the context otherwise requires, any term used in these Instructions which is not defined below shall have the meaning specified in the contract.

Accountable Person (AP)	Selected Company representative who has responsibility for the Supplier's infield duty of care and performance on a day to day basis. The Accountable Person can be the Responsible Officer, or a trained and competent Employee appointed by the Responsible Officer
Accountable Person Delegate (APD)	Selected Contractors that are trained and competent and have been authorised by the Area Manager to undertake limited in-field verification tasks during high volume work periods.
Ampere	The unit for measuring electricity.
Area Manager	The person in operational control of the facility.
Classified Plant	Plant or equipment which requires design approval in accordance with WorkSafe Western Australia regulations, and certification in accordance with statutory requirements.
Company	WesCEF or its subsidiary company(s).
Contract Owner (CO)	The selected Company representative responsible for the overall spend, contractual outcomes & Supplier relationship.
Contractor	The actual person or individual that performs the Work on behalf of the Supplier. This person is required to be suitably trained, qualified and inducted to perform the requested task.
Customer	A person or legal entity who purchase goods or services from the Company.
Dangerous Goods	Goods which have been classified as Dangerous Goods (DG) because they have the potential to cause immediate harm to people, property and the environment due to the possibility of a fire, explosion, release of toxic, flammable, or corrosive materials during a storage or handling incident.
Depot Manager	The manager of the Company's CSBP Country Works or Kleenheat Operations sites.
Employees	The actual person or individual employed with payments made by WesCEF payroll department. This includes all the definitions covered under EBA's and contracts of employment.
Equipment	All plant, vehicles and mobile equipment
Facilities	Part of WesCEF's Sites made available to the Supplier by WesCEF for the purpose of the Contract.

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Good Industry Practices	means the most stringent of the practices which are generally engaged in or observed by all industries with respect to goods or services similar to the Work.
Goods or Services	Means the goods and/or services to be provided by the Supplier.
Greater Perth Area	Inclusive, South to Rockingham, North to Joondalup, East to Kalamunda, West to the coastline.
Hazard	Any unwanted event that has the potential to harm people, property, the environment or process.
Hazardous Material	Any substance with properties which have the potential to cause injury to the health of personnel on the Site. It includes radioactive substances, substances on the "List of Designated Hazardous Substances" [NOHSC: 10005 (1999)] and substances which have been classified by the manufacturer or importer in accordance with the "Approved Criteria for Classifying Hazardous Substances" [NOHSC: 1008 (2004)].
High Voltage (HV) Asset	Includes 132kV equipment, 22kV equipment, 6.6kV equipment and 6kV equipment. Equipment classes include transformers (power and distribution), generators, motors, switchgear assemblies and distribution cabling systems.
HiPo events	<p>High Potential (HiPo) event is an incident or a hazard which involves a high potential energy. High potential energies include working at height, dropped objects, vehicular, machine, electrical, thermal, chemical, pressure and fire.</p> <p>A high potential hazard does not involve any transfer of energy.</p> <p>A high potential incident does involve a transfer of energy and has effective controls in place to prevent a major consequence (permanent injury or fatality).</p>
Incident	Any unwanted event that results in harm to people, damage to property, damage to the environment or loss of process.
Job Safety Analysis (JSA)	Is a structured risk assessment used for tasks; ideally developed by those conducting the Work. The JSA is developed by breaking the task into sequential steps; identifying the hazards or risks associated with that step; identifying suitable control measures and risk ranking the hazard with the control measures taken into account.
Operational Control	Authority over how normal business processes are executed.
Relationship Manager (RM)	The selected Company representative responsible for the ongoing strategic management of the Supplier
Regional Sites	All WesCEF sites outside of the "Greater Perth Area".
Responsible Officer (RO)	The person who is nominated as the Company representative for the Contract under which the Supplier is attending Site. Where a Contract does not have a person nominated as the Responsible Officer, the

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	selected company representative is responsible for the day to day spend, compliance to the Supplier policy and accountable for the overall duty of care of the Contractors.
Safety Meeting	Monthly meeting facilitated by the Company Health and Safety Department covering recent incidents as well as key safety, process safety, environmental and commercial focus areas across the Company.
Self-Contained Breathing Apparatus (SCBA)	A self-contained breathing apparatus (SCBA), sometimes referred to as a compressed air breathing apparatus (CABA) or simply breathing apparatus (BA), is a device worn to provide breathable air in an atmosphere that is immediately dangerous to life or health.
Security Sensitive Ammonium Nitrate (SSAN)	A substance that contains more than 45 per cent ammonium nitrate, unless: <ul style="list-style-type: none"> • it is an explosive, or • it is an aqueous solution, being a homogenous mixture of two or more components in a single phase.
Significant Incident	May also be defined as High Potential no control incident. Any incident that has a credible risk to result in a major injury or illness (permanent injury or fatality), serious environmental impact or financial loss greater than \$100,000 caused by property damage or loss of process. A high potential no control incident does involve a transfer of energy and does not have effective controls in place or existing controls have failed.
Site/s	Company property, facilities or operations as set out in Section 2.
STOP	Short individual assessment to assess risk and add controls before commencing a task
Subcontractor	A legal entity engaged by a Supplier to perform work on its behalf.
Supplier	The legal entity that will perform the Work for the Company. The Supplier is entity that our Company has a financial and contractual commitment. The Supplier should be used in all instances and take priority over “Vendor”, “Contractor” and “Consultants”.
Third Party	A person or legal entity that is involved in facilitating or executing the sale or purchase of goods or services by the Company but may not directly be controlled by either the Company or the Customer.
Visitor	Includes a person or persons who has not been Site inducted. Where Work is to be completed, this also includes area inductions and Work Permit System training.
Work	The provision of goods or services by the Supplier for the Company.
Work Permit System	Written authorisation that identifies Work that may be carried out provided all precautions specified in this written authorisation have been complied with.

5. SITE ADMINISTRATION

5.1 SITE MEETINGS

5.1.1 The Suppliers Representative/s shall attend all meetings at the frequency and duration deemed appropriate by the Company.

5.1.2 Pre Start Meetings

The Supplier is to facilitate a daily pre-start safety meeting with Contractors to discuss each day's activities.

5.1.3 Toolbox Meetings

The Supplier shall hold a weekly toolbox meeting with Contractors.

5.1.4 Responsible Officer (RO) Meetings

If requested, representatives of the Supplier shall attend meetings on Site with the Company's Responsible Officer (RO) to discuss Work progress or Contract issues. The frequency of meetings will be determined by the RO.

The Supplier shall prepare and present at the meeting current information relating to each item on the agenda.

5.1.5 WesCEF Safety Meetings

Suppliers who regularly perform Work on Site shall ensure that an appropriate representative attends the Safety Meeting. The Safety meetings are held at CSBP Kwinana.

Supplier's may be asked to present at the Safety Meetings to share improvements, innovations or learnings from their Work on Site or external sites. The presentations are designed to be open and collaborative with the broader Supplier's on Site.

5.2 SUPPLIER RELATIONSHIP MEETINGS

5.2.1 The Supplier's Representative/s shall attend all Supplier Relationship Meetings (SRM's) at the frequency and duration deemed appropriate by the Company's Supply Department, Contract Owner/s (CO), Relationship Manager (RM) and Responsible Officer (RO).

5.2.2 The Company will provide an agenda so that the Supplier can prepare and present information relating to their activities and performance. This includes but is not limited to Health Safety, Environment, Quality, Operational and Commercial (HSEQOC) performance.

5.3 SITE COMMUNICATIONS

5.3.1 The Supplier shall comply with verbal or written information and instructions issued by the Company.

5.4 ACCURACY OF INFORMATION

- 5.4.1** The Supplier shall rely on its own skill, care and judgement in the execution of the Work and shall not rely upon any information issued by or on behalf of the Company without having first satisfied itself of the accuracy and completeness of the information.
- 5.4.2** The Company does not warrant the accuracy or completeness of the information issued by or on behalf of the Company.
- 5.4.3** Without limiting the generality of clause 5.4.2, adjacent areas on drawings (for example, plant, Equipment or pipework) provided by or on behalf of the Company that are not directly affected by the Work may be inaccurately represented.

5.5 COOPERATION WITH OTHERS

- 5.5.1** The Supplier shall cooperate with other Suppliers, Contractors and persons performing Work for the Company.
- 5.5.2** The Supplier shall immediately advise the RO of any conflict which may arise with other Suppliers, Contractors or employees performing Work for the Company.

6. SUPPLIER QUALIFICATION, TRAINING AND COMPETENCY

6.1 QUALIFICATION

- 6.1.1** Prior to commencing Work on the first occasion on Site, Suppliers may need to complete the Company Qualification process which is co-ordinated by the Company's Supply Department.
- 6.1.2** If requested by the Company, the Supplier must make available any and all documents that the Company has referenced, and the Supplier has made representations about, during the Qualification process.

6.2 CODES AND STANDARDS

- 6.2.1** In providing the Work, the Supplier shall comply with the practices specified in relevant codes and standards referred to herein and specified from time to time by the Company in Scopes of Work.
- 6.2.2** Where no relevant code or standard exists, the Supplier must seek guidance from the Company and at all times follow Good Industry Practices.

6.3 SUPERVISION

- 6.3.1** The Supplier shall provide a competent and skilled person(s) to supervise the Work, unless otherwise approved by the RO. The supervisor(s) shall carry out progress inspections at Company approved intervals promptly and regularly updating the RO. As a minimum this shall occur at commencement of Site Work, fifty per cent (50%), ninety per cent (90%) and when the Work is ready for acceptance testing or inspection by the Company.

6.3.2 The Supplier's supervisor shall document and promptly notify the RO of any delays.

6.4 CONTRACTOR QUALIFICATION

6.4.1 The Supplier shall ensure Contractors are skilled, trained, qualified and competent to perform the Work.

6.4.2 The Supplier shall ensure that welding is only carried out by Contractors who have completed a Company administered welding test or who have provided current documentation from an accredited organisation certifying attainment of an equivalent standard, and have been approved by the Company to perform the type of welding that is required.

6.4.3 The Company welding test is conducted by the Company Technical Services Department.

6.4.4 The Supplier shall maintain a register and copies of each Contractor's proof of identify documents, licences, competency certificates, accreditation, training details and any other relevant competency or qualification material (collectively 'Qualification Documents').

6.4.5 The Supplier shall at its cost provide up to date certified copies of Qualification Documents to the Company by uploading and maintaining these within the Company's systems.

6.5 INDUCTION REQUIREMENTS

6.5.1 Contractors working at Site are required at the Supplier's cost, to complete a General Site Induction, Permit to Work training and where applicable, specific Area Induction(s) for all areas that they will perform Work (collectively 'Induction Program').

6.5.2 On the Contractor's first day at Site they will need to complete an area walk-around that will be conducted by their RO, AP or delegate.

6.5.3 The Supplier shall be advised of the names of the Contractors who have been approved by the Company to work on Site and the date on which they have been scheduled to attend their Site walk around.

6.5.4 Each Contractor who successfully completes the Induction Program and is deemed competent shall be issued with a Site Access Pass (the Pass). The Pass is the Contractor's authorisation to enter Site and must be kept on their person at all times. The Pass shall not be shared or transferred to any other person.

6.5.5 Contractors must successfully complete a refresher Induction Program at intervals no greater than twelve (12) months.

6.5.6 For specific CSBP Kwinana induction requirements refer to section 16.2.1.

6.5.7 For specific Kleenheat Production Facility induction requirements refer to section 17.1.1.

6.6 ALCOHOL AND OTHER DRUG SCREEN AND DECLARATION

- 6.6.1 Alcohol and Other Drug Screen and Declaration are only applicable to **CSBP Kwinana and Kleenheat Production Facility**.
- 6.6.2 The Supplier at its cost shall coordinate and provide the Company evidence of a compliant 'Alcohol and Other Drugs Screen and Declaration' (AODS&D) for each Contractor engaged in the performance of Work on Site.
- 6.6.3 The AODS&D must comply with the Company's 'Drug & Alcohol Procedure'.
- 6.6.4 A Contractor cannot be enrolled in the Company's Induction Program without providing a compliant AODS&D that is no greater than twenty eight (28) days old at the time of enrolment.
- 6.6.5 Each compliant AODS&D is valid and applicable at all Company Sites. for a period two (2) years. I.e. unless otherwise instructed by the Company consistent with its 'Drug & Alcohol Procedure' a Contractor is only required to complete one (1) AODS&D for all Company Sites within a two (2) year period. Before expiry of this period the Contractor must complete a new AODS&D and submitted to the Company for approval. Failure to do so will result in the Contractor's Site authorisation being removed.

6.7 SUBCONTRACTORS TO SUPPLIER

- 6.7.1 At the Supplier's cost all Subcontractors must be approved and qualified by the Company. The Company may withhold or withdraw its approval of Subcontractors at its discretion.
- 6.7.2 Subcontractors are the responsibility of the Supplier. Any approvals or directions given by the Company in relation to Subcontractors does not alter the Supplier's obligations or responsibility.
- 6.7.3 The Supplier shall ensure Subcontractors understand and comply at all times with Company policies, procedures and directions.
- 6.7.4 When bringing a Subcontractor to Site, it is the Supplier's responsibility to arrange appropriate inductions and Site access.

7. HEALTH & SAFETY RESPONSIBILITIES

7.1 ACCIDENT AND EMERGENCY RESPONSE

- 7.1.1 All Suppliers shall comply with the Company accident and emergency response procedures when conducting Work at Site.
- 7.1.2 These procedures and muster point locations will be advised during the induction.
- 7.1.3 In the event of a 'muster', all Company employees and Contractors must cease Work, stop all plant or machinery, close all valves or taps (if safe to do so), leave their Work area and assemble at the nearest muster point.
- 7.1.4 In the event of a muster no plant or equipment shall be started and all motor vehicles shall be left where they are (after they have been turned off).

7.2 HAZARD AND INCIDENT REPORTING

- 7.2.1 The Supplier shall promptly submit HSEQOC information, reports and statistics when requested by the RO.
- 7.2.2 The Supplier shall promptly report all HSEQOC hazards, incidents and injuries that occur to the RO, AP or APD. This is to ensure that all events are reported in the incident management system (Cintellate), investigated and the appropriate action/s are taken.
- 7.2.3 Incident reporting and classification will be in accordance with WesCEF Incident Reporting and Classification (WCEF-PD-OHS-070-01).
- 7.2.4 Incidents will be investigated in accordance with WesCEF Incident Investigation Methodology (WCEF-PD-OHS-070-02).
- 7.2.5 In the event of a significant incident/ high potential incident no control, the Supplier shall carry out a detailed investigation of the circumstances giving rise to the incident and prepare and deliver to Company senior management a comprehensive verbal presentation on the outcome of the investigation

7.3 PERMIT TO WORK

- 7.3.1 The Supplier shall ensure that, unless a task is classified by the RO as a routine or low risk task, a Job Safety Analysis (JSA) must be completed by the Supplier and approved by the Company.
- 7.3.2 The Supplier shall ensure that all required Work permits are in place before prior to Contractors commencing Work.
- 7.3.3 The Supplier shall comply with the requirements of the relevant Company certificate and Permit to Work System.

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- 7.3.4** CSBP Country Works Permit to Work System requires that before entering the Work area of a plant, the Contractor shall contact the Company's Operations Supervisor responsible for the plant/area and obtain a permit in accordance with the CSBP Permit To Work procedures.
- 7.3.5** For specific Kleenheat Production Facility Work Permit to Work System requirements refer to Permit to Work System Manual (KHP-GM-OHS-070-01).
- 7.3.6** For specific Kleenheat Operations Permit to Work System guidance refer to KHO Permit to Work Procedure (KHO-PD-OHS-070-11).

7.4 MANAGEMENT PLAN

- 7.4.1** Unless approved in writing by the Company, the Supplier shall have a comprehensive Health and Safety Management Plan (HSMP), approved by the Company's Health and Safety Department in place prior to commencing any Work on Site.
- 7.4.2** The HSMP shall include the Supplier's health & safety goals and objectives, policy, Site specific induction's, written Safe Work Practices and training commitments during the period of the Work and shall be supported by such documents as the RO advises are necessary for the effective management on Site.

7.5 HEALTH & SAFETY POLICIES AND PROCEDURES

- 7.5.1** The Supplier shall ensure, at all times that Contractors comply with the duties and obligations outlined in the Occupational Health and Safety Act and Regulations.
- 7.5.2** The Supplier shall ensure Contractors comply with all Company policies and procedures.
- 7.5.3** The Supplier before starting Work, shall advise the Company in writing of the name of its Safety Representative for the Site.
- 7.5.4** The Supplier shall ensure compliance with the Company's Permit to Work System including the requirement for Contractors to have completed a pre task risk assessment e.g. JSA or STOP.

7.6 FITNESS FOR WORK

- 7.6.1** The Supplier shall ensure that Contractors who attend Site are fit for Work.
- 7.6.2** Fitness for Work ensures an individual is in a state (physical, mental and emotional) which enables the Company Employee or Contractor to perform assigned tasks competently and, in a manner, which does not compromise or threaten the safety or health of themselves or others.
- 7.6.3** The Supplier shall ensure that the Company Injury Management Advisor is notified of any Contractors who are undertaking a return to work programme and will be working on Site.
- 7.6.4** An individual may be unfit for Work for a variety of reasons including the adverse effects of fatigue, stress, alcohol or other drugs and a range of physical and mental health issues.

7.6.5 Regardless of the provision(s) of any enterprise (or collective) bargaining agreement(s) entered into by the Supplier, the Supplier shall ensure that its fitness for work policy is aligned with Company's fitness for work and fatigue management policies, and in the event that contradictions occur, ensure that Company's policies take precedence, unless otherwise approved in writing by the Company.

7.7 PERSONAL PROTECTIVE EQUIPMENT (PPE)

7.7.1 The Supplier shall provide all standard PPE required for Contractors and comply with the Sites PPE requirements and the appropriate Australian Standards.

7.7.2 The Company will provide at its cost, specialised PPE such as Self-Contained Breathing Apparatus (SCBA) or acid resistant coveralls and gloves.

7.7.3 The Supplier shall ensure that each Contractor has been trained in the correct fitting and use of all safety equipment.

7.7.4 All Electrical Suppliers shall ensure Contractors wear on Site at all times arc flash protection clothing of an approved type, rated to Category 2 level of protection in accordance with NFPA70e or other approved authority.

7.7.5 All Electrical Suppliers shall ensure Contractors have access to appropriately rated visors, balaclava and gloves of the same ratings/approvals.

7.7.6 Contractors who are unwilling to comply with PPE requirements will be removed from Site.

7.8 USE OF EQUIPMENT IN HAZARDOUS AND RESTRICTED AREAS

7.8.1 Specific areas within Site are designated as hazardous zones. Accordingly, the use of Equipment, including radios, pagers, torches, battery-powered devices, electric motors, equipment in truck cabs, wearable devices, cameras, and mobile phones are prohibited, unless expressly approved by the Company in writing and set out on the Permit to Work.

7.8.2 Before bringing Equipment to Site, consider if it poses an ignition risk.

7.8.3 Best practice is to use Zone 1 certified intrinsically safe tablets/computers.

7.8.4 Usage must comply with all conditions on the Hazardous Areas (HA) certificate.

7.8.5 Please contact the Company Plant Electrical Engineer or E&I Engineering Superintendent if you have further queries about operating equipment in Hazardous Areas.

7.8.6 Items that are not intrinsically safe are prohibited within Hazardous Areas.

7.9 ELECTRICAL AND INSTRUMENTATION ASSETS

- 7.9.1 For specific High Voltage (HV) asset testing Electrical and Instrumentation Contractors shall demonstrate familiarity with the equipment under test, and all associated manufacturers recommendations and practices in carrying out the specified Goods or Services.
- 7.9.2 The Company has a wide range of protection relay, cabling, transformer and switchboard manufacturers, including legacy installations and new installations

7.10 CHEMICALS AND HAZARDOUS SUBSTANCES

- 7.10.1 The RO must ensure the chemicals/hazardous substances used on Site are approved in ChemAlert prior to being brought onto Site.
- 7.10.2 All approved chemicals/hazardous substances must have a copy of the Safety Data Sheet (SDS) in the storage location.
- 7.10.3 All chemicals/hazardous substances must be stored in accordance with legislative requirements e.g. Dangerous Goods Regulations.
- 7.10.4 The Supplier shall ensure that all items of plant or Equipment that have been in contact with hazardous materials are decontaminated prior to transportation or repair.
- 7.10.5 For specific CSBP Kwinana Chemical and Hazardous Substance requirements refer Suppliers are to ensure compliance with Control of Workplace Hazardous Materials (CSBP-GM-11-037-05).

7.11 NON-DESTRUCTIVE TESTING (NDT) – SOURCES OF RADIATION

- 7.11.1 Suppliers providing NDT services, which require entry of a radiation source/s to the Site shall complete and maintain the Radiation Source Register.
- 7.11.2 A radiation certificate must be completed as part of the permit to work process.
- 7.11.3 For CSBP Kwinana specific NDT – sources of radiation requirements refer to section 16.2.2.

8. ENVIRONMENT

8.1 PROTECTION OF THE NATURAL ENVIRONMENT

8.1.1 The Supplier shall:

- 8.1.1.1 perform the Work in a manner that creates the least impact on the environment.
- 8.1.1.2 provide dust control where necessary.
- 8.1.1.3 prevent the discharge of contaminants that may pollute the atmosphere, any body of water or land, or which may harm fauna or flora.
- 8.1.1.4 comply with all relevant licenses, approvals, legislation and relevant procedures outlined by the RO or nominated representative.
- 8.1.1.5 promptly report all incidents that result in harm to the environment or had the potential to.
- 8.1.1.6 contain and clean up spills immediately in accordance with the relevant Safety Data Sheets (SDS).
- 8.1.1.7 the Supplier shall contact the RO and the Company Environment Department as soon as reasonably practical in the event of becoming aware of any potential discharge or contaminants, before the risk of the discharge occurs.

8.2 WASTE MANAGEMENT

8.2.1 The Company shall:

- 8.2.1.1 provide reasonable general waste management services on Site (I.e. skip bins for waste disposal including general waste, recycling and scrap metal).
- 8.2.1.2 provide guidance on the disposal of bulk or specialist waste management in accordance with state or national regulations.

8.2.2 The Supplier shall:

- 8.2.2.1 ensure that all recyclable materials is placed in the appropriate recycling bin or as directed.
- 8.2.2.2 dispose of all non-recyclable materials in accordance with state or national regulations.
- 8.2.2.3 ensure all records of disposal shall be provided to the Company upon request.
- 8.2.2.4 shall be liable for any additional costs associated with contaminated or inappropriately disposed of waste; and
- 8.2.2.5 be responsible for the cost and disposal of all bulk and specialist waste management requirements, unless expressly agreed by the Company in writing before the performance of Goods or Services.

9. SECURITY

9.1 STANDARDS

9.1.1 The Supplier shall adhere to the Company's security standards by:

- 9.1.1.1 ensuring that Contractors do not use or interfere with any vehicle, plant or Equipment without authorisation.
- 9.1.1.2 complying with the procedures imposed by the Company or the RO for the inspection of the contents of vehicles, bags and property of persons entering or leaving the Site.

9.2 SECURITY INCIDENT REPORTING

- 9.2.1 The Supplier shall immediately report any incidences of theft, tampering with or damage to vehicles, plant or Equipment to the RO.
- 9.2.2 The Supplier shall immediately any incident of theft or loss of Contractor site access pass to the RO.
- 9.2.3 The Supplier shall be accountable to the Company for the actions of Contractors and Subcontractors while they are on Site.

9.3 SECURE STORAGE

- 9.3.1 The Supplier shall provide secure storage for its own materials and Equipment on Site and for any materials issued by the Company.
- 9.3.2 If Company areas, spaces or facilities are made available to the Supplier for the storage of the Suppliers materials and equipment, it does so at its own risk and the Company accepts no responsibility or liability for the Suppliers materials or Equipment.

9.4 SITE ENTRY & EXIT

- 9.4.1 Only Contractors who hold a valid Site Access Pass or Visitors Pass are permitted on Site.
- 9.4.2 The Site Access Pass (the Pass) shall remain the property of Company and the Supplier shall be responsible for its prompt return should it no longer be necessary for completion of the Work. The Supplier accepts liability for damage to or loss of the Pass(es) by Contractors. Upon request the Supplier shall promptly pay the Company for any damage or lost Passes.
- 9.4.3 The Pass is valid until one or more of the following occur:
 - 9.4.3.1 Cessation of a Contractor's employment with the Supplier (which the Supplier shall promptly notify the Company); or
 - 9.4.3.2 The expiry of a Contractor's inducted period;
 - 9.4.3.3 At the termination, completion or expiry of the Supplier's contract; or
 - 9.4.3.4 If invalidated by the Company at any time at its absolute sole discretion.

- 9.4.4 Under no circumstances are Contractors to permit entry to site by any person other than the person to whom the Pass has been issued too.
- 9.4.5 If a Contractor misplaces or loses their Pass, they must immediately inform the Company.
- 9.4.6 For specific CSBP Kwinana Site Entry and Exit requirements refer to 16.3.1.
- 9.4.7 For specific Kleenheat Production Site Entry and Exit requirements refer to 17.2.1.

9.5 SITE ENTRY AND EXIT - VISITORS

- 9.5.1 All Visitors are to attend the security gate house or administration area upon arrival to Site.
- 9.5.2 Visitors must sign in on arrival and sign out upon leaving. They shall not enter a Site unless approved by a Company representative, are wearing the correct minimum PPE (outlined in the WesCEF Basic Safety Rules WCEF-PD-HSE-0035) and are accompanied by an inducted person at all times.
- 9.5.3 In **exceptional circumstances** Visitors coming to Site to perform Work require Area Manager approval and must be accompanied by an inducted person at all times. Refer to section 9.6. Visitors (Non-Inducted Contractor) Required to Undertake Work.

9.6 VISITORS (NON-INDUCTED CONTRACTOR) REQUIRED TO UNDERTAKE WORK

- 9.6.1 A non-inducted Contractor is someone who has not completed the Company's Induction Program, refer Section 6.5. A non-inducted Contractor is classed as a Visitor.
- 9.6.2 In the event a Visitor is required to undertake work, written approval shall be required from the Area Manager. The AP shall ensure that as a minimum a Permit Holder escort is assigned to remain with the Visitor at all times whilst on Site. The Supplier must not perform Work if these conditions are not met.
- 9.6.3 For specific CSBP Kwinana and CSBP Country Works, Work Permit System guidance on Visitors required to undertake Work, refer to CSBP Work Permit System (CSBP-GM-11-031-51).
- 9.6.4 For specific Kleenheat Production requirements refer to Permit to Work System – Manual (KHP-GM-OHS-070-07).
- 9.6.5 For specific Kleenheat Operations Work Permit System guidance on Visitors required to undertake Work, refer to KHO Permit to Work Procedure (KHO-PD-OHS-070-11).

9.7 SITE ENTRY AND EXIT - VEHICLES

- 9.7.1 All deliveries to Site require Company approval and the Equipment/vehicles must then escorted by an RO, AP or a Company approved inducted Contractor at all times.
- 9.7.2 Only the driver may enter Site via the vehicle assess point. All passengers must disembark the vehicle and swipe into Site via a personnel access point.

9.7.3 For specific CSBP Kwinana Site Entry and Exit – Vehicles requirements refer to section 16.3.2.

10. MATERIALS AND EQUIPMENT

10.1 VEHICLES & MOBILE EQUIPMENT

10.1.1 It is the Company's sole and absolute discretion to review and approve Equipment.

10.1.2 All plant, vehicles and mobile equipment ("Equipment") brought to Site by the Supplier shall be registered for use on public roads (where applicable), modern, in condition consistent with Good Industry Practices, safe working order, fit for purpose, compliant with all relevant legislative and Site requirements and have maintenance records.

10.1.3 All operators of Equipment shall be fully trained and licensed to operate the Equipment.

10.1.4 Equipment must be fitted with safety and operational technology consistent with Good Industry Practices for the Equipment in question, which may include but is not limited to:

- a) Weightometers;
- b) Lock-out mechanisms;
- c) Operator safety systems;
- d) Emergency response systems and equipment such as appropriate fire extinguishers and spill kits;
- e) GPS;
- f) In-vehicle monitoring systems;
- g) Cameras;
- h) Warning light and alarms; and,
- i) Signage.

10.1.5 The Equipment operator will be responsible for a daily check and for the prompt reporting and rectification of any defects.

10.1.6 Prior to the commencement of any Work, the Supplier shall ensure that all Equipment:

- a) Undertakes a pre-start safety, environment and operational check; and,
- b) Is electrically isolated and tagged appropriately.

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- 10.1.7 Before using any Equipment on Site, the Supplier shall provide a copy of the Equipment's current certification documents to the RO.
- 10.1.8 Should the Company withhold or revoke the approval status of Equipment the Supplier will find suitable replacement(s) within twenty four (24) hours from notice of rejection or revocation of Company approval, unless otherwise agreed.
- 10.1.9 Site speed limits are to be complied with at all times.
- 10.1.10 Seat belts will be worn at all times. If the Equipment is not fitted with a seatbelt, the appropriate controls must be in place specific to that Equipment.
- 10.1.11 Site Traffic Management Plans must be adhered to.
- 10.1.12 Mobile phones are not to be utilised while operating any Equipment.
- 10.1.13 The Supplier shall ensure that all materials including paints, gas bottles, and pressure cans are suitably stored and secured when being transported.
- 10.1.14 The Supplier shall ensure that its Equipment are not re-fuelled or serviced inside any storage building or manufacturing plant.
- 10.1.15 All Equipment and tools brought onto site shall be clearly identified as property of the Supplier.
- 10.1.16 Contractors are not permitted to ride motorcycles or bicycles on Site.

10.2 HOUSING OF EQUIPMENT

- 10.2.1 The Supplier shall not park, house or garage Equipment on Site unless authorised by a Company Representative.
- 10.2.2 Equipment authorised to be brought to Site by the Supplier may, at the discretion of the Company, be subjected to a search.
- 10.2.3 All Equipment must be stored or parked in designated areas approved by the Company. The Company accepts no liability for damage occasioned to Equipment whilst left in the designated areas on Site.
- 10.2.4 For specific CSBP Kwinana housing of Equipment requirements refer to section 16.4.2.

10.3 MATERIALS AND EQUIPMENT PROVIDED BY THE SUPPLIER

- 10.3.1 The Supplier shall provide all the materials and Equipment required for the Work unless the Contract otherwise specifies.

- 10.3.2** If requested by the RO, the Supplier shall provide the following information on materials and Equipment:
- a) their source;
 - b) their method and place of manufacture;
 - c) their performance capability; and
 - d) any other details requested.

10.3.3 All containers or pressurised flammable Gas (LPG, Acetylene and Oxygen) should be turned off at the cylinder after each working shift and at meal times.

10.4 POWER GENERATION FOR WELDING AND OTHER PURPOSES

10.4.1 The Supplier shall seek approval from the RO before providing their own fuel-driven power generation equipment for welding.

10.4.2 The Supplier shall ensure that all stationary, or trailer mounted, fuel driven, power generation equipment that it is using on the Site is located outside of buildings, unless specific approval has been received from the RO to operate the equipment inside a building or confined space.

10.5 MATERIALS SUPPLIED BY WESCEF

10.5.1 CHECKING AND ACCEPTANCE

The Supplier shall ensure that before starting Work, all materials which are to be provided by the Company are available.

The Supplier shall inspect the materials and satisfy itself that the materials conform to the stated specifications and are suitable for inclusion in the Work.

10.6 STORAGE AND SAFE KEEPING

10.6.1 The Supplier shall not remove any item from the Company store or storage areas without the prior written approval of the RO.

10.6.2 The Supplier shall keep safe and in good order all the materials issued by the Company including any returnable packaging or containers, and shall replace or repair at its cost any of the materials which are lost or damaged whilst in the Contractor's possession.

10.6.3 The Supplier shall immediately advise the RO of any loss or damage to any of the materials issued to the Supplier.

10.6.4 The Supplier shall track all materials used, and on completion of the Work shall return unused materials to the Company in good order and condition.

11. FACILITIES PROVIDED OR APPROVED BY WESCEF

11.1 SUPPLIER FACILITIES

- 11.1.1 Unless otherwise specified in a Contract, the Supplier must seek approval from the Area Manager to provide its own demountable crib rooms, ablution and toilet blocks (the "Facilities"). The Facilities shall be sufficiently large enough to accommodate Contractors.
- 11.1.2 The Supplier shall provide all the furniture, equipment and consumables required for Contractors' use on Site.
- 11.1.3 The Supplier shall not install any fixtures (e.g. fencing), structures, services (such as power, water, gas or electricity) or servicing equipment (e.g. tanks) within an allocated space without the prior written approval of the Company Representative.
- 11.1.4 The Supplier shall properly maintain and remove from Site all temporary facilities and utilities necessary for the full and complete performance of the Work.
- 11.1.5 The Supplier must ensure the Company areas, spaces or facilities that are made available to the Supplier, are kept clean, tidy and safe at all times.

11.2 GENERAL WORK AREA - SPACE REQUIREMENTS

11.2.1 ALLOCATION OF WORK AREA

- 11.2.1.1 From time to time or on an on-going basis the Company at its cost and absolute discretion, may make available space to the Supplier, for the sole purpose of performing the Work in a timely and cost effective manner.
- 11.2.1.2 The Supplier shall confine its activities to the Work area designated by the Company.
- 11.2.1.3 If required, the Supplier shall arrange at its cost, additional Work areas off site.

11.2.2 APPROVAL OF WORK AREA

- 11.2.2.1 Temporary occupancy not exceeding three (3) months may be approved by Company RO. All other occupation periods must be approved by the relevant Company Area Manager and Commercial Manager – Procurement.
- 11.2.2.2 The Supplier shall comply with all reasonable directions given by the Company in relation to the Supplier's non-exclusive access to and use of allocated space.

11.2.3 ACCESS TO THE WORK AREA

- 11.2.3.1 The Company acting in good faith, shall at all times have unfettered access to space allocated by it to a Supplier.
- 11.2.3.2 Should the Company or others acting on its instructions, enter a Supplier allocated space without the presence of the Supplier, such as during a security or emergency incident, the Company shall notify the Supplier of the entry and its purpose.

11.2.4 MAINTENANCE OF THE WORK AREA

- 11.2.4.1 The Supplier shall be responsible, at its risk and cost, for the general upkeep, maintenance, and cleaning of allocated space to a standard acceptable to the Company and consistent with Good Industry Practices.
- 11.2.4.2 Supplier tools, Equipment, redundant Equipment, waste or scrap materials which are not needed specifically for the provision of the Work shall not be stored within any Supplier allocated space.
- 11.2.4.3 The Supplier is solely responsible for the risk and security of all things within space allocated to it by the Company.

11.2.5 WORKING IN THE WORK AREA

- 11.2.5.1 All Work performed within an allocated space shall:
- comply with the relevant Site procedures, standards and policies;
 - relate to the relevant Site, unless otherwise agreed by the Company Representative on that Site, or as set out in the Specific Space Requirements; and
 - At no time be used by third parties.
- 11.2.5.2 The Supplier shall not charge the Company any fee, hire, rent or depreciation on any tools, plant or Equipment stored within an allocated space.

11.2.6 COMPLETION OF WORK AND DEMOBILISATION FROM ALLOCATED WORK AREA

- 11.2.6.1 On completion of space occupation, the Supplier shall be responsible at its cost for making good the space to the same condition in which it was originally allocated. This may include, but is not limited to:
- Cleaning;
 - Removing all buildings, tools, plant, Equipment and materials; and
 - Any environmental remediation.

11.3 SPECIFIC WORK AREA - SPACE REQUIREMENTS

- 11.3.1 In addition to the above General Work Area - Space Requirements, approved Suppliers shall comply with Specific Work Area - Space Requirements.
- 11.3.2 Should a conflict exist between a Specific Work Area - Space Requirements and that of the General Work Area - Space Requirements, the Specific Work Area - Space Requirements shall take precedence.

11.4 UTILITY SERVICES

- 11.4.1** The Company shall provide from existing outlets whenever these services are available, single-phase 240 VAC electricity, water and plant air free of charge to the Supplier.
- 11.4.2** Plant Air will not be made available at CSBP Country Works, Albany, Esperance and Geraldton Sites.
- 11.4.3** The services are not guaranteed and may be withdrawn or terminated by the Company at any time and for any duration without notice.
- 11.4.4** Subject to first obtaining the written approval of the RO, the Supplier may extend at its own cost, any of these services from the existing outlet.
- 11.4.5** All extensions shall be built and maintained in accordance with relevant regulations and the RO's requirements. The extensions shall be removed at the completion of the Work.
- 11.4.6** The Supplier shall not be entitled to any compensation as a result of withdrawal, termination or interruption of these services, whether such services are provided by the Company or not.

12. INDUSTRIAL RELATIONS

12.1 OBLIGATIONS AND REQUIREMENTS

- 12.1.1** Industrial Relations shall be the responsibility of the Supplier.
- 12.1.2** The Company shall have no obligation to improve Site conditions or increase contract rates in the event that the Supplier agrees to changes with Contractors.
- 12.1.3** The Supplier shall ensure that it maintains clear and regular communication with the Company in relation to all matters which may impact Industrial Relations at Site, both directly and indirectly.
- 12.1.4** As part of the Suppliers Industrial Relations management, the Supplier will remunerate Contractors in accordance with relevant current industrial award rates.
- 12.1.5** The Supplier shall ensure, if it needs to utilise Subcontractors in completing the Work, that Subcontractors have an Industrial Relations management plan in place to regulate the terms and conditions of employment for the Subcontractor which is consistent with the Supplier's Industrial Relations management plans.

12.2 SITE ENTRY AND EXIT – VISITORS INDUSTRIAL RELATIONS

In the case of visits by Union Officials to Site the Supplier shall promptly as soon as becoming aware, and always before the visit occurs notify the Company's:

- a) Human Resources (HR) Department (hr@wescef.com.au);
- b) Supply Department (supply@wescef.com.au); and
- c) RO.

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The Supplier must ensure such Visitors are escorted at all times by a managerial representative of the Supplier.

13. WORKING ARRANGEMENTS

13.1 WORKING HOURS

13.1.1 Normal Hours of Site operation are the first 9 hours between 6am and 6pm, Monday to Friday, excluding public holidays.

13.1.2 The Supplier shall nominate its proposed working hours for approval by the RO prior to the commencement of any Work on Site.

13.1.3 The Supplier must obtain the RO's approval to deviate from otherwise approved working hours.

13.1.4 The Supplier shall keep an up-to-date record of all time worked by its Contractors. The Supplier shall make this record available for inspection by the RO daily or upon requested.

13.2 PLANNING

13.2.1 When planning or coordinating Work, the Supplier shall give full consideration to the Company's operational and maintenance requirements.

13.2.2 The Company's operational and maintenance requirements shall take precedence over the Work to be done by the Supplier.

13.2.3 The Supplier shall submit the proposed programming of the Work on Site to the RO for approval. The Supplier shall not start the Site Work until the proposed schedule for the Site Work has been accepted by the RO.

13.2.4 The Supplier shall submit updated Work schedules at intervals specified by the RO.

13.3 ILLUMINATION

13.3.1 The Supplier shall provide a sufficient quantity of artificial light to permit Work to be carried out efficiently, satisfactorily and safely, and to permit thorough inspection of the Work.

13.3.2 The Supplier shall also provide artificial light to clearly illuminate access ways to the place of Work.

13.3.3 The Supplier shall ensure that the wiring for such lighting is installed in a safe manner and complies with all applicable regulations and standards.

13.4 ROAD CLOSURES & EXCAVATIONS

13.4.1 Any closure or partial closure of roads or access ways requires prior approval from the RO.

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13.4.2 Prior to any excavation greater than 150mm, the Supplier shall obtain an excavation certificate shall be issued with a Work permit. Refer to WesCEF Excavation Procedure (WCEF-PD-OHS-040-05) and WesCEF Basic Safety Rules (WCEF-PD-HSE-0035).

13.4.3 Prior to any Work that penetrates into a blind space or involves mechanically penetrating materials defined in the WesCEF Penetration Procedure (WCEF-PD-OHS-040-06), a penetration certificate shall be issued with a Work permit.

13.4.4 Suitable barriers are to be erected to isolate the excavation hazard along with suitable signage. Adequate warning lights around excavations are required during hours of darkness. The barriers, signs and lights are to be maintained in an effective condition at all times.

13.5 PREVENTING DAMAGE TO EXISTING SERVICES/ UTILITIES

13.5.1 Where utility services such as overhead utility lines, underground pipes, conduits or cables (“Utility Services”) exist on, or in the vicinity of the Site where the Work is to be performed, the Supplier shall take care to prevent damage to the Utility Services.

13.5.2 Before moving any heavy plant or Equipment off an established road and before starting any excavation, the Supplier shall determine the location of any buried Utility Services by reference to the RO.

13.5.3 The Supplier shall report any damage to any Utility Services immediately to the RO.

13.5.4 Unless the Supplier can show that it complied with the requirements of this clause and that the presence of any Utility Service was not notified to it after requesting this information from the RO, and that it could not reasonably have been expected by the Supplier, then the costs of repairs and any consequential costs arising from any damage caused to any Utility Services shall be the responsibility of the Supplier.

13.6 PRODUCT CONTAMINATION

13.6.1 The Supplier shall take all steps necessary to prevent the contamination of the Company’s raw materials and finished products and shall indemnify the Company and keep the Company indemnified for any damages incurred by the Company as a consequence of the Supplier failing to take such steps.

13.7 PHOTOGRAPHY

13.7.1 Photographs or filming shall not be taken without the Company’s Corporate Communications Manager’s approval. Contact Corporate Communications via (CorpComms@wescef.com.au).

14. AUDITING AND ASSURANCE MONITORING

- 14.1.1 Suppliers, Contractors, Customers and Third Parties may be audited at any time.
- 14.1.2 Suppliers, Contractors, Customers and Third Parties must comply with any audit or assurance monitoring request.
- 14.1.3 Failure to comply with an audit request or to rectify areas of concern in a timely manner may lead to the potential restriction of access to Site.
- 14.1.4 Copies of external audits and results of assurance monitoring activities shall be shared with Company upon request within fourteen (14) days or unless otherwise agreed in writing.
- 14.1.5 For specific CSBP Kwinana auditing and assurance monitoring (Security Sensitive Ammonium Nitrate transport) requirements refer to section 16.6.

14.2 INSPECTION OF SUPPLIER FACILITIES

- 14.2.1 The Supplier shall provide the RO with full and escorted access to the other places of business of the Supplier and its subcontractors for inspection of materials and equipment.

15. KEY DOCUMENTS

15.1 WESCEF

Document number	Title
WCEF-PD-HSE-0035	WesCEF Basic Safety Rules
WCEF-GM-OHS-040-11	Responsible Officer and Accountable Person Health & Safety Requirements
	WesCEF AOD Contractor Declaration
WCEF-PD-OHS-140-01	WesCEF Drug and Alcohol and Procedure
WCEF-PD-OHS-070-01	WesCEF Incident Reporting and Classification
WCEF-PD-OHS-070-02	WesCEF Incident Investigation Methodology
WCEF-PD-OHS-040-05	WesCEF Excavation Procedure

15.2 CSBP

Document number	Title
CSBP-GM-11-031-51	CSBP Work Permit System
CSBP-SF-11-031-01	Job Safety Analysis (JSA) Worksheet
CSBP-GM-11-031-01	Personal Protective Equipment
CSBP-GM-11-037-05	Control of Workplace Hazardous Materials
CSBP-GM-02-100-03	Kwinana Works Vehicle Access Policy

15.3 KLEENHEAT PRODUCTION FACILITY

Document number	Title
KHP-GM-OHS-070-01	Permit to Work System Manual
KHP-GM-OHS-090-03	Vehicle Access and Traffic Management Plan
KH-SF-OHS-050-02	Job Safety Analysis Worksheet
KHO-GM-OHS-070-28	Use of Personal Protective Equipment
KHP-GM-OHS-050-02	Control of Workplace Hazardous Materials

15.4 KLEENHEAT OPERATIONS

Document number	Title
KHO-PD-OHS-070-11	Permit to Work Procedure
KH-SF-OHS-050-02	Job Safety Analysis Worksheet
KHO-GM-OHS-070-28	Use of Personal Protective Equipment
KHP-GM-OHS-050-02	Control of Workplace Hazardous Materials

16. SPECIFIC INSTRUCTIONS FOR CSBP KWINANA

16.1 SITE ADMINISTRATION

16.1.1 SITE COMMUNICATIONS

- 16.1.1.1 The Supplier shall provide Contractors with a radio and/or have available mobile phone or other telecommunications system which is suitable for use in areas across Site.

16.2 SUPPLIER QUALIFICATION, TRAINING AND COMPETENCY

16.2.1 INDUCTION REQUIREMENTS

- 16.2.1.1 Suppliers are to Request administrator access to Elevate to create an administration account in the Learning Management System (Elevate).
- 16.2.1.2 The Supplier can create accounts for Contractors in Elevate, upload competency documentation and request access to online inductions for Site.
- 16.2.1.3 Contractors will be unable to access the Site if they have not successfully completed the required online learning via the Elevate online modules. Online learning modules can be completed via laptop, PC or iOS / Android portable device/smart phone.

16.2.2 NON-DESTRUCTIVE TESTING (NDT)

- 16.2.2.1 Sodium cyanide has active radiation sources for level indication and those registers are maintained by the Company.

16.3 SECURITY

16.3.1 SITE ENTRY AND EXIT

- 16.3.1.1 All Contractors are to present their Site Access Pass at a CSBP access control point / swipe card reader upon arrival and departure from the Site.
- 16.3.1.2 If the Contractor has misplaced their Site Access Pass they can go to the security gatehouse and the guard can disable their Site Access Pass and give them a Temporary Site Access Pass for the day. The Temporary Site Access Pass must be returned to the gatehouse at the end of the day.
- 16.3.1.3 If the Contractor has lost their Site Access Pass either the Contractor or Supplier can request a replacement Site Access Pass through CSBPInductions@csbp.com.au
- 16.3.1.4 Only Contractors who are licensed drivers are in control of motor vehicles when on Site. The RO is to approve specific roads and paths for the purpose of accessing the Site and shall also ensure that no other parts of the Company's property is entered or accessed.
- 16.3.1.5 A valid Dangerous Goods Security Card (DGSC) is required to work unsupervised in the Ammonium Nitrate Prill Plant (PP2) and AN storage area. A Contractor can work supervised while in the 'line of sight' of a Company employee or Contractor who holds a valid DGSC.

16.3.2 SITE ENTRY AND EXIT – VEHICLES

- 16.3.2.1 Requests for drive access must be completed through Elevate for each individual.
- 16.3.2.2 Light vehicle approvals will be limited to minimise traffic movement on Site.
- 16.3.2.3 Vehicle limits and approvals may be applied as part of contracts/agreements and projects

16.4 MATERIALS AND EQUIPMENT

16.4.1 VEHICLE & MOBILE EQUIPMENT

Suppliers are to ensure that Contractors bringing vehicles to Site, must at all times comply with the requirements of the Kwinana Works Vehicle Access Policy (CSBP-GM-02-100-03).

16.4.2 HOUSING OF EQUIPMENT

Suppliers must not park vehicles in the designated parking area near the Operations building or Site Café after 3pm (main entry/exit from Site).

16.5 FACILITIES PROVIDED OR APPROVED BY WESCEF

16.5.1 UTILITY SERVICES

- 16.5.1.1 Some services outlet points at the Kwinana Site provide Nitrogen as well as Plant Air and water. The Supplier shall ensure that under no circumstances that air powered tools are connected to the Nitrogen Supply.
- 16.5.1.2 Plant Air, if available, may only be used for air powered tools. The Supplier shall ensure that Plant Air is not used as the air supply for self-containing breathing apparatus (SCBA) or PPE.

16.6 AUDITING AND ASSURANCE MONITORING

- 16.6.1.1 Security Sensitive Ammonium Nitrate (SSAN) transport providers shall be subject to two (2) yearly audits, conducted either by the Customer, an auditor of the Customer's choice, or by a Company nominated auditor.
- 16.6.1.2 The audit scope shall be consistent with document "WesCEF Audit – Scope of Work SSAN Transport Safety and Security Risk Management AUD-17693"

17. SPECIFIC INSTRUCTIONS FOR KPF

17.1 SUPPLIER QUALIFICATION, TRAINING AND COMPETENCY

17.1.1 INDUCTION REQUIREMENTS

- 17.1.1.1 Suppliers are to Request administrator access to Elevate to create an administration account in the Learning Management System (Elevate).
- 17.1.1.2 The Supplier can create accounts for Contractors in Elevate, upload competency documentation and request access to online inductions for Company sites.
- 17.1.1.3 Contractors will be unable to access the Site if they have not successfully completed the required online learning via the Elevate online modules. Online learning modules can be completed via laptop, PC or iOS / Android portable device/smart phone.

17.2 SECURITY

17.2.1 SITE ENTRY AND EXIT

- 17.2.1.1 Inducted Contractors and Visitors are required to surrender any devices that may be considered an ignition source prior to entry to the site e.g. mobiles, cameras, keys, unless prior approval has been granted.
- 17.2.1.2 If the Contractor has misplaced their Site Access Pass they can go to the security gatehouse and the guard can disable their Site Access Pass and give them a Temporary Site Access Pass for the day. The Temporary Site Access Pass must be returned to the gatehouse at the end of the day.
- 17.2.1.3 If the Contractor has lost their Site Access Pass either the Contractor or Supplier can request a replacement Site Access Pass through KPFInductions@kleenheat.com.au

17.2.2 SITE ENTRY AND EXIT - VISITORS

- 17.2.2.1 All Visitors arriving at the Site must sign in at the gatehouse and receive an 'access pass' on arrival, sign out on leaving and shall not enter the Site unless wearing the correct PPE and are accompanied by an inducted person whilst on the Facility.

17.2.3 SITE ENTRY – VISITOR ESCORT REQUIREMENTS

- 17.2.3.1 Kleenheat employee's hosting Visitors or groups on Site must follow four preferred routes:
- 17.2.3.2 Route 1: From the Central Control Room to LEX Plant (South), past the Hot Oil Surge Drum to the Export Refrigeration section. Continue to the Export Loading area, followed by a walk West of the Export Tanks and past the Flare and Domestic Loading bays to return to the Main Gate.
- 17.2.3.3 Route 2: From Central Control Room to LEX Plant (South), past the Hot Oil Surge Drum to the Export Refrigeration section. Continue to the Export Loading area followed by the Alinta Network Services corner and inlet manifold to return to the Main Gate.

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- 17.2.3.4** Route 3: From Central Control Room to LEX Plant (South), past the Hot Oil Surge Drum to the Export Refrigeration section. Continue to the Export Loading area, turn around and via the Export Refrigeration section and Export Tanks (East) continue to the Flare Knock Out Drums followed by the Domestic Loading bays, to return to the Main Gate.
- 17.2.3.5** Route 4: From Central Control Room to LEX Plant (South), past the Hot Oil Surge Drum to the Export Refrigeration section. Continue South past LNG LV switch room. Continue to South of the turbine, proceed East along the walkway until the pipe-rack. Then head South past the cold box, then head diagonally East past the sump. Continue past the LNG storage sphere to the flare knock-out area. Proceed past the Domestic Loading bays, to return to the Main Gate.
- 17.2.3.6** These routes are marked up on drawing DWG-00-A-260 General Plant Area Visitor Routes Layout.
- 17.2.3.7** As per access requirements, all Visitors to site must be escorted at all times, this is the responsibility of the host.
- 17.2.3.8** Contact the Company health and safety department if you have any queries.

17.2.4 VEHICLES AND MOBILE EQUIPMENT

- 17.2.4.1** Only Supplier approved vehicles required for transporting Equipment will be allowed on Site, at the approval of the Kleenheat RO/ AP. This will for a defined period or 'one off' approval.
- 17.2.4.2** KPF Vehicle Access and Traffic Management Plan (KHP-GM-OHS-090-03) must be adhered to at all times.
- 17.2.4.3** All vehicles parked on Site must have the key left in the ignition.

17.2.5 CRANES, EARTHMOVING AND HEAVY PLANT EQUIPMENT

- 17.2.5.1** The security Guard at the Site security gatehouse must be verbally notified in advance of the arrival of cranes or heavy plant by the Maintenance Supervisor or AP.
- 17.2.5.2** The verbal notice will constitute authority for entry to the controlled area but not for entry into the Permit Area.
- 17.2.5.3** Before any crane operation is commenced within the Controlled Area, the Maintenance Supervisor must confirm the following:
- The crane is currently registered in Western Australia.
 - The crane is currently registered with WorkSafe WA. The registration number must be recorded for future reference.
 - The rated load capacity is sufficient for the full scope of the Work.
 - The driver is currently licensed to operate a machine of this capacity.
 - All rigging complies with current legislation.

17.2.6 ROAD TANKERS

- 17.2.6.1 Road tankers are only permitted entry to the LPG, LNG and Condensate Loading Bays when the gatehouse is manned with security Guard.
- 17.2.6.2 Only five road tankers (i.e. one tanker in each loading bay, Condensate and Nitrogen) are allowed in the Controlled Area at any given time.
- 17.2.6.3 After completing loading or unloading, the road tanker must leave the Site before the next road tanker can enter.

17.2.7 DBNGP NETWORK SERVICES ODOURANT PICK –UP AND DELIVERY TRUCKS

- 17.2.7.1 DBNGP Network Services trucks will periodically pick up or deliver odorant to the odorant injection facility within the DBNGP Network Services fenced area of the site.
- 17.2.7.2 On arrival to the Site, the driver will report to the security gatehouse, who will contact the Operations Supervisor to inform them of the duration of visit.

17.2.8 GENERAL CAR PARKING POLICY

- 17.2.8.1 All vehicles must be reverse parked in bays provided.
- 17.2.8.2 All Contractors and Visitors are to park outside the main gates in the parking area provided. However, for events such as ship loading, shut down periods and weekend working, the Production Manager may authorise parking inside the fenced area of the site.
- 17.2.8.3 Short term parking within the fenced area for service Contractors may be authorised by supervising manager. In addition, short term parking for KPF management staff is authorised in the parking bay directly in front of the Administration building.
- 17.2.8.4 Motorcycles, belonging to both Company employees and Contractors may be parked on Site in the designated area.
- 17.2.8.5 No Company employees or Contractors are to park in the Visitors parking bays outside the gates. These bays are strictly for Visitors only.
- 17.2.8.6 It is a condition of access to Site that all vehicles parked inside the fenced area during normal working hours must be left unlocked and with keys in the ignition at all times.
- 17.2.8.7 After normal working hours and weekends, Company shift Employees can lock their vehicles, however, keys must be placed in the vehicle key box located in the CCR.
- 17.2.8.8 Should any employee wish to leave his or her vehicle locked during normal working hours, then it must be parked outside the plant fence line in the parking area provided.
- 17.2.8.9 For further information please refer to the Motor Vehicles and Mobile Equipment and Vehicle Access and Traffic Management Plan (KHP-GM-OHS-090-03).