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No.	Associated Documents	Document Number
1.	External Contractor Prequalification and Evaluation Form A	KH-SF-OHS-080-01
2.	Contractor OHS Evaluation Form B	KH-SF-OHS-080-02
3.	Evaluation – Contractor OHS Plan Form C	KH-SF-OHS-080-03
4.	Major Contractor Safety Induction Form D	KH-SF-OHS-080-04
5.	Contractor OHS Spot Check Form E	KH-SF-OHS-080-05
6.	Investigation Following – Contractor OHS Spot Check Form F	KH-SF-OHS-080-06
7.	Interim/ Final Contractor Performance Review Form G	KH-SF-OHS-080-07
8.	Admin/ Trades Contractor Self-Assessment Form H	KH-SF-OHS-080-08
9.	Minor Contractor Performance Review Form I	KH-SF-OHS-080-09
10.	Supplier Pre-purchase Checklist Form J	KH-SF-OHS-080-10
11.	KLEENHEAT Contractor Induction	KLEENHEAT Connect/ Online Inductions
12.	KLEENHEAT Contractor Induction & Safety related procedures booklet	KLEENHEAT Connect/ Online Inductions
13.	Contractors and Suppliers	KH-GM-OHS-080-01

THIS DOCUMENT WILL BECOME UNCONTROLLED IN HARD COPY

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## 1. PURPOSE AND SCOPE

To detail the instructions and safety rules that must be adhered to by all contractors working on Kleenheat facilities.

## 2. INTRODUCTION

This document contains instructions and safety rules that must be adhered to by all contractors working on Kleenheat facilities.

## 3. DEFINITIONS

**Contract** means the agreement, contract or purchase order between Kleenheat and the contractor to which this document has been appended or referred.

**Contractor** means the person or organisation, as the case may be, engaged under the contract.

**Dangerous Goods** are 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.

**Facility** means that part of Kleenheat’s property made available to the contractor by Kleenheat for the purpose of the contract.

**Facility Manager** means the person in operational control of the facility.

**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.

**Kleenheat** means Wesfarmers Kleenheat Pty Ltd.

**Responsible Officer** means the person nominated as the Responsible Officer for the work which is the subject of the contract under which the contractor is attending site. Where a contract does not have a person nominated as the Responsible Officer, the person nominated by Kleenheat to be responsible for the supervision of the contractor, shall be the Responsible Officer.

**Significant Incident** means any incident that results in or has the potential and likelihood to result in a major injury or illness (one that could result in extended or permanent disability or loss of life), serious environmental impact or financial loss greater than \$100,000 caused by property damage or loss of process.

**Visitor** means someone who has not been inducted.

**WesCEF** means Wesfarmers Chemicals, Energy and Fertiliser division.

**Work** means work which the contractor is or may be required to execute or provide under the contract and includes services, variations, remedial work, and any equipment to be supplied, or used in the execution of the work.

**Work Permit System** means written authorisation that identifies work that may be carried out provided all precautions specified in this written authorisation have been complied with.

## 4. SAFETY MANAGEMENT PLAN

Unless specifically approved otherwise, in writing, by KLEENHEAT, the contractor shall have a safety management plan, approved by KLEENHEAT in place prior to commencing any work at the facility.

## 5. INDUCTIONS

Only personnel who have participated in KLEENHEAT Contractor, Site induction and Permit to Work training process shall be permitted to work at the facility. Details of all personnel requiring induction must be advised to the Responsible Officer at least 10 days prior to the induction being required where possible.

## 6. WORKING HOURS

Unless otherwise approved in writing by the Responsible Officer, the contractor's working hours may be any time between 0600 hours and 1800 hours Monday to Friday, and 0600 hours and 1600 hours on Saturday. The contractor shall nominate its proposed working hours for approval by the Responsible Officer prior to the commencement of any work on the facility.

In addition to the above hours, the working hours may be able to be extended with the prior approval of the Responsible Officer.

Requests from the contractor to work outside of the approved working hours will not be considered unless the contractor has given the Responsible Officer 7 days' notice of the requested change where possible.

## 7. SIGN IN AND VISITORS

- 7.1 All contractor's personnel must sign in when arriving at the facility and sign out when leaving the facility each day.
- 7.2 All visitors arriving at the site must sign in 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 site.
- 7.3 Personnel may be required to surrender any devices that may be considered an ignition source prior to entry to the site.

## 8. CONTRACTOR EMPLOYEE MEDICALS

- 8.1 All contractor's personnel must have undertaken a pre-employment medical and be in a suitable physical condition to complete the tasks required.
- 8.2 All personnel performing work in an area requiring hearing protection must have undergone audiometric testing.

## 9. MEETINGS WITH RESPONSIBLE OFFICER

- 9.1 If requested by the Responsible Officer, the contractor shall attend a brief meeting each day with the Responsible Officer to discuss work progress issues including but not limited to:
  - 1. Advise the Responsible Officer of the days' activities, arrival of the contractor's personnel and delivery of contractor's equipment; and
  - 2. Discuss the work site activities which may impact on the contractor's activities.

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**Note:** This meeting may also be attended by other contractors working on the facility.

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- 9.2 In addition to the daily meeting referred to above, the contractor shall, if requested, attend a weekly contract progress meeting with the Responsible Officer.

## 10. SAFETY MEETINGS

If working on site for periods in excess of a week, the contractor shall hold a toolbox meeting with its personnel each week, unless otherwise directed by the Responsible Officer. Minutes of these meetings shall be recorded by the contractor and the signatures of all persons attending the meeting shall be added to the minutes. A copy of the minutes shall be forwarded to the Responsible Officer within 2 days of the meeting. In addition, the contractor must have daily pre-start safety meetings with personnel to discuss each day's activities.

## 11. INCIDENT PREVENTION AND REPORTING

- 11.1 The contractor shall ensure safe working conditions and practices are maintained at the facility and operate on a 'safety first' basis at all times.
- 11.2 If the Responsible Officer determines that any work is not progressing in a safe manner or may result in an unsafe condition, the contractor, on receipt of instruction from the Responsible Officer shall immediately suspend the work and rectify the situation. The cost of suspension and rectification shall be borne by the contractor where the situation has arisen from the actions or omissions of the contractor.
- 11.3 The contractor shall promptly report to the Responsible Officer all incidents and near misses that occur at the facility. For the purposes of this section an incident is an event that can or did result in harm to people, damage to property, damage to the environment or loss of process. A near miss is a type of incident that had the potential to create this harm but did not in this circumstance.
- 11.4 Further to section 11.3, in the event that a significant incident occurs within the workforce or activity under the contractor's control, the contractor shall carry out a detailed investigation of the circumstances giving rise to the incident and prepare and deliver to the Responsible Officer a comprehensive verbal presentation on the outcome of the investigation. This presentation shall be given by a senior manager of the contractor. The presentation shall include:
1. Details of the incident;
  2. Primary cause and contributing factors of the incident; and
  3. Actions to prevent recurrence.
- 11.5 KLEENHEAT reserve the right to nominate a specific doctor for assessment of any injury sustained on the facility.
- 11.6 The contractor shall, at all times comply with the duties and obligations set down in the Work Health Safety Act 2020 and Work Health Safety (General) Regulations 2022.
- 11.7 The contractor shall ensure that only personnel with appropriate and current competency qualifications and/or accredited training shall: perform scaffolding, rigging, electrical work; work on gas installations; sling loads for cranes, operate motor vehicles, cranes, forklifts, boom lifts, elevated work platforms, backhoes, earthmoving equipment, radiation equipment, explosive power tools or any activities where there is a regulatory requirement for qualifications or accreditation. The contractor shall maintain copies at the facility of all personnel licences, competency certificates, accreditation details and training details. Copies of these shall be provided to the KLEENHEAT Responsible Officer on request.
- 11.8 The contractor shall ensure that personnel complete manual handling and noise awareness training. The contractor shall maintain records of this training. Copies of these shall be provided to the Responsible Officer on request.

## 12. FITNESS FOR WORK

- 12.1 The contractor shall ensure that all personnel who attend the facility are fit for work and shall promptly remove from the facility any person who is not fit for work. For the purposes of this section, fit for work means that an individual is in a state (physical, mental and emotional) which enables the person to perform assigned tasks competently and in a manner which does not compromise or threaten the safety or health of themselves or others. 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.
- 12.2 Any personnel working at the facility may be asked by KLEENHEAT to submit to a drug and alcohol test either:
- Due to a cause, such as, serious incident or observed behaviours, or
  - Due to random testing.

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**Note:** All drug and alcohol testing conducted at KLEENHEAT is in accordance with Australian Standard (AS) 4308: 2008 – Procedures for Specimen Collection and the instructions of manufactures of testing products.

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- 12.3 It is not permitted to bring any alcohol or illegal drugs onto the facility.
- 12.4 Smoking is only permitted in designated areas. At some facilities this will be off site.

## 13. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- 13.1 The contractor shall provide all PPE required for its personnel.
- 13.2 The minimum level of PPE required whilst working at the site is:
1. Safety footwear.
  2. High visibility long-sleeved top fastened at the wrist (or hi-visibility vest over a long sleeved shirt) and long trousers. Clothing must be natural fibres or anti static treated.
  3. Approved Australian Standard safety glasses.
- 13.3 In addition to the minimum requirements specified above, the following additional requirements shall, in accordance with equipment and operational standards satisfactory to KLEENHEAT apply:
1. Specialised equipment must be worn in designated areas, eg, hearing protection, additional eye protection, respiratory protection, head protection, etc, in accordance with signs or work permit instructions.
  2. Additional PPE shall be worn, as appropriate for the task being undertaken.
  3. Eye protection - double eye protection must be worn whilst doing any work involving metal striking metal, grinding or welding.
  4. Chemical exposure - chemical resistant goggles to be worn where there is the potential for eye contact particularly from splashes or dusts.
  5. Welding - only approved UV welding visors of the appropriate grade for the types of welding are permitted. Safety glasses with UV protection shall not be allowed for any welding activities.
  6. Hearing protection - hearing protection shall be worn when noise levels exceed or are likely to exceed 85 dB (A). Examples of such activities include but are not limited to:
    - Use of power tools where high noise levels are expected to be generated, in particular grinding/cutting activities.

- Working in close proximity to operating machinery such as generators.
- Working in Kwik gas sheds

The hearing protection shall provide attenuation of the noise exposure to a level below 85 dB (A).

7. Ultra Violet light protection - protection from exposure to the rays from the sun is essential in order that the risk from the damaging effects including possible skin cancer can be minimised.
8. Fall arrest protection - only full body parachute type harnesses shall be permitted: (Applicable standards AS 2626:1983 – Industrial Safety Belts and Harnesses – Selection, Use and Maintenance, AS 4626:1993 – Industrial Fall-Arrest Devices – Selection, Use and Maintenance, AS 1891.3:1997 – Industrial Fall-Arrest Systems and Devices – Part 3 Fall-Arrest Devices & AS 1891.1:2007 – Industrial Fall-Arrest Systems and Devices – Part 1 Harnesses and Ancillary Equipment).

Lanyards and inertia reels shall be of an approved type.

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**Note:** Harness, which has been subjected to the arrest of a free fall, shall be immediately withdrawn from service.

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- 13.4 All PPE will comply with the relevant Australian Standard.
- 13.5 The contractor shall ensure that all PPE is correctly used, inspected and maintained.
- 13.6 The contractor shall ensure that all personnel are trained in the correct use of the PPE they are required to use.

## 14. WORK PERMITS

- 14.1 Prior to commencing any item of work, the contractor shall ensure that all required work permits are in place.
- 14.2 The contractor shall comply with KLEENHEAT's Work Permit System, other than as provided at Section 14.3 below.
- 14.3 When specifically approved by the Responsible Officer, the contractor may utilise their permit system. Such approval will only be granted where:
  1. The Responsible Officer designates that the item of work may be controlled by the contractors work permit system.
  2. The Contractor has been given sole access to an area (normally fenced off); and
  3. KLEENHEAT has approved the contractors permit system for use for the item of work.
- 14.4 Work permits will be required for all work in the permit areas at the site, unless conducted in a designated work area.
- 14.5 Once a Job safety Analysis (JSA) has been completed to determine all risks and hazards associated with the work in question, a work permit will be issued by the Permit Authority.
- 14.6 A work permit will cover all activities identified as necessary to complete the task, these may include hot work and confined space entry.
- 14.7 If the scope of work changes during the period of validity of the work permit, then the Permit Holder must stop work and advise the Permit Authority who will issue another Work Permit to address the change of conditions.

All isolations shall comply with the Locking and Tagging system of the facility. Refer Section 20.0 for more details.

## 15. JOB SAFETY ANALYSIS (JSA)

15.1 All hazards identified throughout the course of work will be assessed and eliminated or the risk reduced by applying the principles of the hierarchy of controls.

That is:

- Elimination
- Substitution
- Isolation
- Administration Controls
- Personal Protective Equipment (PPE)

15.2 The JSA process will be used to identify and document the work process steps, the associated hazards and risks, and the control measures required to safely perform the work.

15.3 The contractor has the responsibility of initiating a JSA and implementing the subsequent hazard control methods. A key aspect of the JSA will be the involvement and communication with all persons engaged in the job activities.

15.4 A JSA will be required:

1. For all work being conducted under a Work Permit.
2. For working at heights.
3. For excavation.
4. Where there are significant hazards/ potential hazards associated with the work activity, which require appropriate control measures.
5. For all non-generic tasks where existing procedures do not exist.
6. Where the persons involved are not familiar with the tasks.
7. Working near or in the vicinity of power lines (within 6 metres)

## 16. PERSONAL RISK ASSESSMENTS (STOP)

Personnel working on facilities are required to utilise a personal risk assessment tool called STOP. This tool is to be used prior to starting a task to ensure the hazards have been identified and controlled. Information on the STOP process is contained in the induction material and the permit to work training.

## 17. MOTOR VEHICLES AND MOBILE EQUIPMENT

17.1 Only contractor's vehicles required for transporting equipment will be allowed on site, at the approval of the Facility Manager. All other vehicles must be parked in designated parking areas (where available) and are at all times parked at the owner's risk. Vehicles should be reversed parked to ensure a quick exit if required.

17.2 All vehicles and mobile equipment will be maintained in a roadworthy condition. The operator will be responsible for a daily check of the vehicle/ mobile equipment and for the prompt reporting of any defects.

17.3 No person is to operate mobile equipment unless competent and registered as a trained operator or under the direct instruction from a competent trained instructor.

17.4 Site speed limits are to be complied with at all times.

17.5 Seat belts will be worn at all times where fitted in vehicles and in mobile equipment.



- 17.6 No person may be transported in or on a vehicle unless approved seating or work platform is available.
- 17.7 Give way to all pedestrians - they have right of way at all times.
- 17.8 Site Traffic Management Plans must be adhered to.
- 17.9 No person will use a mobile phone while operating any mobile equipment.

## 18. SAFETY SIGNS

All safety signs shall be observed.

## 19. ROAD CLOSURES AND EXCAVATIONS

- 19.1 Any closure or partial closure of roads or access ways requires prior approval from Responsible Officer or his/ her nominated representative.
- 19.2 Where excavation is carried out by hand to a depth greater the 600mm, an Excavation Certificate, Work Permit and a JSA are be required.
- 19.3 Where spikes are driven into the ground to a depth greater the 600mm, an Excavation Certificate, Work Permit and JSA are be required.
- 19.4 All machine excavations, regardless of depth, must be authorised by a Work Permit and supported by an Excavation Certificate and JSA.
- 19.5 All excavations and road closures are to be fenced or barricaded and fitted with appropriate signs and warning lights if left unattended. The fences, barricades, signs and lights are to be maintained in an effective condition at all times.
- 19.6 Where an excavation meets the statutory definition of a trench and requires notification to the authority, the contractor must make that notification.

## 20. LOCKING AND TAGGING

- 20.1 All equipment to be worked on will be made safe by isolation. Such isolations shall not be removed until the work is completed.
- 20.2 Approval must be obtained from the Responsible Officer or his/ her nominated representatives before any isolation is carried out.
- 20.3 Once approval has been given, 'Danger' and/ or 'Out of Service' tags must be fastened to the switch, valve or control and locked with an isolation lock. All persons working on that particular piece of equipment must attach their own 'Danger' and/ or 'Out of Service' tags personal isolation lock to the lock box.
- 20.4 The Responsible Officer or nominated representative will issue these tags and locks when required.
- 20.5 'Danger' and 'Out of Service' tags and locks may **ONLY** be removed from equipment by the person who attached the tag or in the case of an out of service tag, a competent person. The tags and locks must be removed immediately after the work has been completed.
- 20.6 No one may remove **ANY** danger tag or lock that does not have their name on it.
- 20.7 When faulty or non-functional equipment has been identified, an 'Out of Service' tag must be attached and the Responsible Officer must be advised immediately.

**21. ELECTRICAL EQUIPMENT**

- 21.1 Earth Leakage Circuit Breaker (ELCB) equipment is required on all portable tools and equipment including portable generators. All ELCB equipment must be tested at monthly intervals and the results recorded on the Earth Leakage Circuit Breaker Test Log.
- 21.2 All extension leads and portable electrical equipment shall be tested at quarterly intervals with the test record recorded on a register in accordance with AS 3760:2010 – In-Service Safety Inspection and Testing of Electrical Equipment.
- 21.3 All extension leads and portable electrical equipment including ELCB equipment must be colour tagged every 3 months.
 

Jan	-	March	-	Red
Apr	-	June	-	Green
July	-	Sept	-	Blue
Oct	-	Dec	-	Yellow
- 21.4 Power tools shall not be used in wet areas unless precautions are taken to prevent moisture contacting live parts.
- 21.5 Any power tool that is damaged in any way or defective in operation shall be immediately taken out of service and an 'Out of Service' tag attached. Repair to the equipment is only permitted by an authorised electrician.
- 21.6 All electrical equipment brought to the facility must be approved by the Responsible Officer and be within test date. It is the responsibility of the contractor to arrange for electrical testing to occur prior to bringing electrical equipment to the facility.

**22. HOUSEKEEPING**

- 22.1 Housekeeping must be maintained to the highest standards at all times. Rubbish/ debris must only be disposed of in approved areas.
- 22.2 All containers or pressurised flammable gas (LPG, acetylene, etc. and oxygen) should be turned off at the cylinder after each working shift, and at meal breaks.

**23. ENVIRONMENT**

- 23.1 The contractor shall perform the work in a manner that creates the least impact on the natural environment.
- 23.2 The contractor shall provide dust control on all excavations, material sites, roads and disposal areas within the facility.
- 23.3 The contractor shall take precautions against and do all things necessary to prevent the discharge of contaminants that may pollute the atmosphere, any body of water or land area, or which may harm fauna or flora.
- 23.4 The contractor shall comply with all relevant licenses and KLEENHEAT approvals, and relevant procedures outlined by the Responsible Officer or nominated representative.
- 23.5 Without limiting the generality of Section 0, the contractor shall promptly report all incidents that result in harm to the environment or had the potential to.
- 23.6 All spills shall be contained and cleaned up immediately in accordance with the relevant Safety Data Sheets (SDS).

- 23.7 The contractor shall notify the Responsible Officer and the WesCEF Environmental Department in writing, of any potential discharge or contaminants, at least one (1) full working day before the risk of the discharge occurs.

## 24. HAZARDOUS AND DANGEROUS MATERIALS

- 24.1 The contractor shall ensure that, before use or removal, all personnel are familiar with the correct use and safety precautions required when using or removing any hazardous chemical, substance or material (hazardous material), as written on the SDS.
- 24.2 An MSDS is to be submitted to KLEENHEAT by the contractor for any hazardous material prior to being brought onto site.
- 24.3 All hazardous materials shall be clearly marked, including those for disposal.
- 24.4 All hazardous material shall be disposed of in accordance with the relevant SDS and regulations.
- 24.5 The contractor shall remove and transport any hazardous materials according to the applicable safe working procedure and dispose of them in the location and manner approved by WesCEF's Environmental Department.
- 24.6 The contractor shall provide WesCEF's Environmental Department with a copy of the external approval and disposal records for the disposal of Hazardous Materials.
- 24.7 Flammable materials will not be stored:
1. In the presence of other combustibles;
  2. With or in the near vicinity to any oxidizing agent;
  3. In areas where hot work may take place.
- 24.8 Flammable materials, substances and gases shall be stored in a secure, enclosed isolated area away from all sources of ignition and direct sunlight.
- 24.9 Dangerous goods will be stored in accordance with the Dangerous Goods Regulations.

## 25. WORKING AT HEIGHT

- 25.1 Working at Height is defined as whenever people are at risk of falling from, into or through one level to another. No minimum height is stipulated as to when controls must be implemented. If a person can fall from one level to another a risk assessment must be completed. If a person can fall more than 1.8 metres a control **MUST** be implemented.
- 25.2 Wherever possible, personnel will work within protective barriers. Where this is not possible and there is a risk of falling, the following will take place:
1. Identify the hazards involved including access or egress to a work area.
  2. Assess the risks involved.
  3. Control the risk by using one or more procedures or pieces of equipment including safety harnesses, fall arrest systems and anchorage's to eliminate the risk of a person falling.
- 25.3 Elevated Work Platforms (EWP)
1. All persons working from an EWP shall secure themselves to the attachment point on the inside of the cage with a safety harness. No person is permitted to leave an EWP at height.
  2. Persons operating an elevated work platform capable of extension greater than eleven (11) metres must possess a certificate of competency.
- 25.4 Ladders:

1. All ladders must be in good condition with no defects.
  2. Aluminium ladders will not be permitted for any electrical work.
  3. They are only to be used for access purposes or light duties.
  4. Always apply the rule that the foot of the ladder moves out 1m from the vertical for every four (4) metres in height.
  5. The foot of the ladder must be on a firm surface. Have an attendant at the foot of the ladder if there any chance of the foot slipping.
  6. Secure the top of ladder to the structure.
  7. If the ladder is being used as an access to a platform allow one (1) metre to protrude above the platform.
  8. Both hands are to be free and used whilst ascending/ descending. Rope haulage system to be used to raise/ lower tools or equipment. If a person can fall more that 1.8 metres, harnesses will be worn and attached to a secure structure before the work commences.
- 25.5 Any other equipment used, i.e. cherry pickers or metal frame staging, must be constructed and/or operated by qualified persons only.
- 25.6 All personnel must be trained in the use of all safety apparatus used whilst working at height.

## 26. CONFINED SPACES

If personnel must enter a confined space, KLEENHEAT will regard AS 2865:2009 – Confined Spaces as the minimum standard. The Contractor will be required to obtain a Work Permit to enter a confined space. This will also include the following:

1. Confined Space Entry Certificate;
2. Appropriate rescue plan; and
3. JSA.

## 27. WELDING AND CUTTING

- 27.1 All leads, earth's, clamps, welding machines, hoses, gauges, torches and cylinders are to be inspected before each day's use.
- 27.2 Each welder is responsible for containing sparks and slag and/ or removing combustibles to prevent fire.
- 27.3 When working at height the area below shall be barricaded.
- 27.4 Avoid breathing fumes. Use an exhaust system, a blower and/ or a respirator.
- 27.5 Approved fire extinguishers shall be close at hand before starting any welding, burning or open flame work. All persons involved must know how to operate the fire extinguisher.

## 28. GAS CYLINDERS

- 28.1 All cylinders must be secured at all times by being supported in a suitable cradle cage or tied back to a secure support. Never lift cylinders without suitable approved cradles.
- 28.2 Flashback arresters must be fitted to the bottles and on the hand piece (Oxy/ LPG).

**29. COMPRESSED AIR**

- 29.1 All air driven equipment hoses and fittings must have an approved safety clip fitted. If hoses have incompatible fittings they must be removed from site immediately.
- 29.2 Compressed air shall not be used for anything but its intended purpose

**30. ANGLE GRINDERS**

Portable angle grinders with a disk size greater than six inches/ 150 mm will not be allowed on the facility.

**31. BARRICADES AND SIGNPOSTING**

- 31.1 Barricades are required around all excavations, holes or openings in floor or roof areas, at the edges of roofs, and elevated work platforms, and whenever necessary to warn people against; falling in, through, off or of overhead hazards.
- 31.2 Barricades must be one (1) metre high, square and level.
- 31.3 Where possible, keep barricades two (2) metres back from the edge of the hazard.
- 31.4 Barricades are to be constantly maintained.
- 31.5 Safety signs will be installed to warn employees of potential hazards. Signs will comply with AS 1319:1994 - Safety Signs for the Occupational Environment.

**32. EMERGENCY RESPONSE PROCEDURE**

All personnel shall comply with the KLEENHEAT emergency response procedures. These procedures and muster point locations will be advised during the KLEENHEAT induction.

In the event of an evacuation, all personnel 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 at the direction of a KLEENHEAT warden or supervisor.

In the event of an evacuation no plant or equipment shall be started and all motor vehicles shall be left where they are (after they have been turned off).