Collie Battery Energy Storage Project
Health, Safety and Environment
Management Plan

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Authority

	Title	Name	Date
Owner	Project Manager	David Gray	19/04/2024
Reviewer	HSEQ Manager	Mike Bentley	19/04/2024
Approver	Project Manager	David Gray	19/04/2024

History

Revision	Date	Amended By (Name)	Details of Amendment
A	19/04/2024	Mike Bentley	Draft Plan
B	21/05/2024	Mike Bentley	Revised following client review
C	23/06/2024	Mike Bentley	Revised following client review
0	25/06/2024	Mike Bentley	Issued For Use
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3	08/12/2024	Mike Bentley	Reviewed following audit and ICAM
4	02/02/2025	Mike Bentley	Minor Changes
5	19/08/2025	Tess Guinness	Revised following audit

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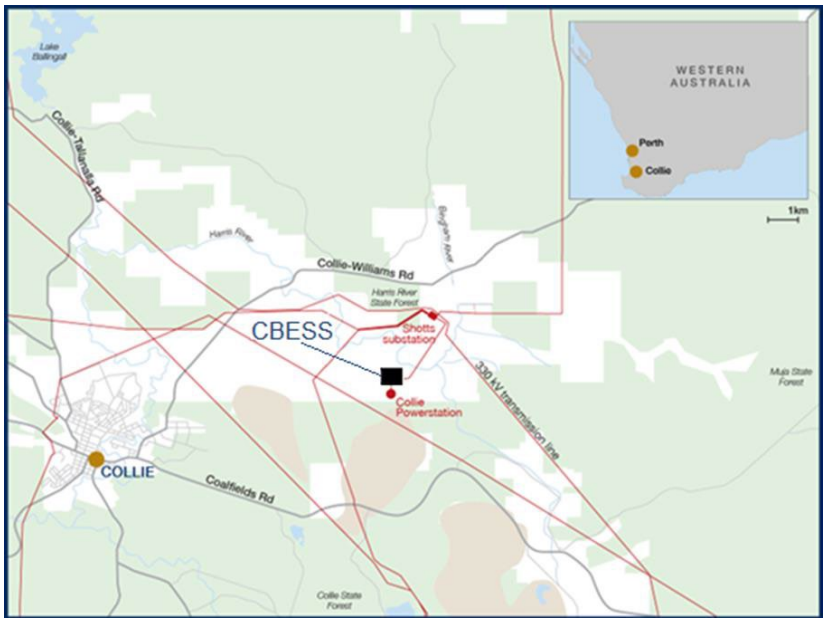
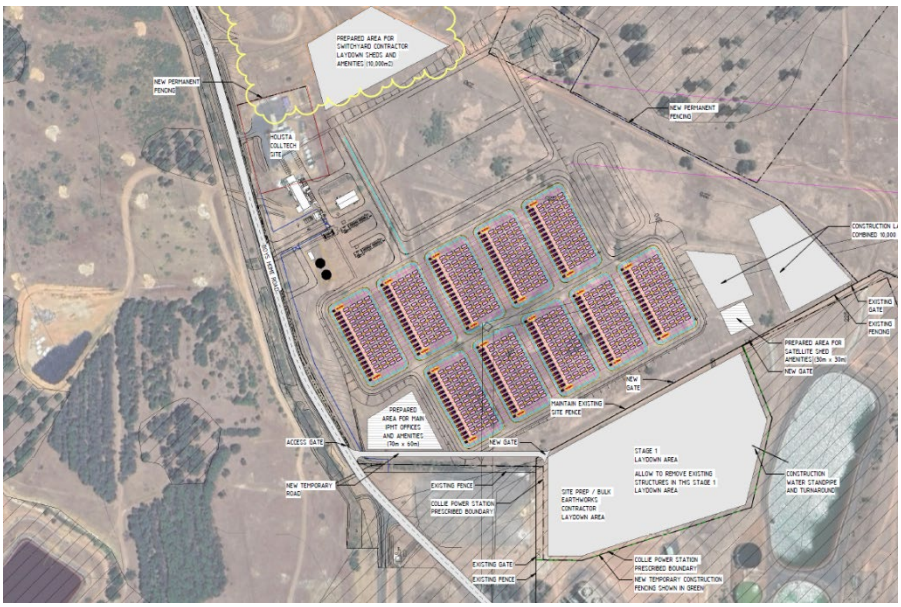
1 General

1.1 Scope of Work

This Health, Safety, and Environment Management Plan has been developed for the Collie Battery Energy Storage Project, which is located adjacent to the Collie Power Station site on Boys Home Road, Palmer in Western Australia, approximately 200 km south of Perth. The site is close to the Collie River, a place of both environmental and cultural significance, and the area is a known habitat for the endangered black cockatoo.



Project Location Overview



Site Layout

Synergy is Western Australia's largest electricity generator and retailer of electricity and gas with more than one million residential, business and industry customers.

Synergy generates electricity using a range of non-renewable and renewable energy sources as follows:

- Major power stations are in Collie, Kwinana and Pinjar.
- Smaller regional power stations are located at Mungarra and West Kalgoorlie.
- A wind farm in Kalbarri.
- Wind-diesel power plants in Bremer Bay and Coral Bay.
- Battery storage facilities at Kwinana and Alkimos.

The Collie Battery Energy Storage System project forms part of Synergy's decarbonisation plan and the replacement of coal-fired power generation with renewable energy generation and storage. The scope of work details Synergy's requirements for SCEE to undertake Balance of Plant work for a 500 MW/2000 MWh battery storage facility, referred to as Collie Battery Energy Storage System Stage 1 (CBESS1).

SCEE Electrical have been engaged as the Principal Contractor for the works under the Work Health and Safety Act 2020 (WA), the scope of which includes but is not limited to civil works, structural works, mechanical works and electrical works including supply of labour, materials, supervision, plant, services, equipment and all other things that are or may be required to be performed by SCEE under and in accordance with the Scope of Works Document CBS1-SOW-GEN-0001.

The purpose of this document is to clearly define a central and effective standard of strategies, systems and responsibilities to be applied throughout the Project for effectively managing health, safety and environmental elements of the project.

2 HSE Policies

SCEE aspires to achieving a workplace free from damage or harm to people, equipment and the environment and policies to govern safety, business conduct, social, environmental and economic activities are integral to our activities.

SCEE adopts seven key policies to drive the sustainable development and application of HSE Management across our operations consisting of:

- Health and Safety Policy
- Environmental Policy
- Fitness For Work Policy
- Working Environment Awareness Policy
- Workplace Rehabilitation Policy
- Non-Smoking Policy
- Sustainability Policy

These policies are reviewed annually or whenever there is a significant change to SCEE operations or legislative requirements.

The policies are approved and signed by the CEO/Managing Director and are displayed in all SCEE offices and crib huts and communicated to all workers and supervisors at SCEE inductions.

SCEE Project Management shall ensure the requirements of all HSE policies are communicated to all personnel.

Refer: SCEE-BS-HS-POL-0001 Health and Safety Policy
SCEE-BS-HS-POL-0002 Environmental Policy
SCEE-BS-HS-POL-0004 Working Environment Awareness Policy
SCEE-BS-HS-POL-0005 Non-Smoking Policy
SCEE-BS-HS-POL-0006 Sustainability Policy
SCEE-HR-HR-POL-0004 Fitness for Work Policy
SCEE-HR-IM-POL-0001 Workplace Rehabilitation Policy

3 Definitions

Term / Acronym	Definition
ALARP	As Low As Reasonably Practicable. A risk management principle based on reducing risk.
AS / NZS	Australian / New Zealand Standards
AS	Australian Standard
Aspect	The element of activities, product or service that can affect the environment
BAC	Blood Alcohol Content
BESS	Battery Energy Storage System
BMS	Battery Management System
CBESS	Collie Battery Energy Storage System
CBESS1	Collie Battery Energy Storage System Stage 1
CBESS2	Collie Battery Energy Storage System Stage 2
Competent Person	Refers to a person who has acquired through training, qualification or experience, the knowledge and skills required to do a designated task competently.
Consequence	The outcome of an event or situation expressed as the extent of harm.
Controls	Measures that reduce or eliminate a hazard.
CPR	Cardiopulmonary Resuscitation which is an emergency medical procedure for a victim of cardiac arrest or, in some circumstances, respiratory arrest.
CRAW	Construction Risk Assessment Workshop
Critical Incident	Any situation faced by an individual that causes him or her to experience unusually strong emotional and/or physical reactions that can interfere with their ability to productively carry on with their everyday lives and which has a detrimental impact on the efficient productive operations of the Project. Also considered to be any situation that could adversely affect SCEE or Synergy, such as public perception and/or outrage.
Datatrack	SCEE's software platform used for data tracking, management, and reporting.
EAP	Worker Assistance Program
EMS	Environmental Management System
ERT	Emergency Response Team
Evaluate	To ascertain or set up the amount or value
Event	A collective term which includes instances of actual or potential injury to SCEE workers and/or contractors, damage to plant and equipment or the environment
FAC	First Aid Case.
FFW	Fitness For Work
Fibrous Material	Any asbestos cement product or asbestos in the natural geology.
GPO	General Purpose Outlet

Term / Acronym	Definition
Hazard	A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment or a combination of these. (ISO 45001)
Hazardous Substance	A substance that following worker exposure can have adverse effect of health. A substance meeting the classification criteria specified in the Approved Criteria for Classifying Hazardous Substances (NOHSC: 1008 (2004)).
HSE	Health, Safety and Environment
HSEMS	Health, Safety and Environmental Management System
HSMS	Health and Safety Management System
HV	High Voltage
Impact	Any change either adverse or beneficial resulting from Impact resulting from an aspect
Incident	Any occurrence that may have had the potential to cause illness or damage to persons, property, plant or the environment.
JHA	Job Hazard Analysis
Job Hazard Analysis (JHA)	An analysis of a job or task to identify job steps, hazards and control measures to reduce risks to acceptable levels.
LTI	Lost Time Injury.
LTIFR	Lost Time Injury Frequency Rate
LV	Low Voltage
Manual Handling	Any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing.
MEWP	Mobile Elevated Work Platform
MOC	Management Of Change
MTI	Medical Treatment Injury
MTIFR	Medical Treatment Injury Frequency Rate
NCR	Non-Conformance Report
PEFA	Pre-employment Functional Assessments
PPE	Personal Protective Equipment
RCD	Residual Current Device
Risk	In relation to any potential injury or harm, the likelihood and consequence of that injury or harm occurring. (ISO 45001)
RWC	Restricted Work Case
SCEE	SCEE Electrical Pty Ltd
SDS	Safety Data Sheet (formerly MSDS)
Shall	Shall is to be understood as mandatory.
Should	Should is to be understood as recommended but not mandatory
SMP	Safety Management Plan
STEMS	Safety, Training, and Employee Management System, used to record and manage HSE information and reporting within SCEE.
SWMS	Safe Work Method Statement
WI	Work Instruction
WLL	Working Load Limit (Rated Capacity (formerly SWL))

Term / Acronym	Definition
Worker	A person is a worker if the person carries out work in any capacity including work as — a) an employee; or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an outworker; or f) an apprentice or trainee; or g) a student gaining work experience; or h) a volunteer; or i) a person of a prescribed class.

4 Planning

4.1 Operational Risk Management

It is a requirement that all SCEE operational sites implement HSE hazard and risk management processes across their scope of work, and that those processes are applied to all activities that SCEE can control or influence.

HSE hazards, risks and opportunities shall be assessed, prioritised and managed as appropriate to the nature, scale and potential impact of operations and activities both individually and as a whole.

The areas of concern that the risk management process should control are:

- Protecting the health and safety of the general public
- Protecting the health and safety of all personnel
- Protecting the environment
- Protecting heritage listed areas
- Protecting plant, equipment and property
- Protecting the business

SCEEs' systematic risk management process provides assurance that all planned objectives will be achieved within an acceptable level of risk. The SCEE Risk Management framework is designed in 5 steps supported by consultation /communication and monitoring / review of each step in line with continual improvement methods.

Refer: SCEE-BS-RM-PRO-0001 Corporate Risk Management Procedure
SCEE-BS-RM-PRO-0002 Operational Risk Procedure

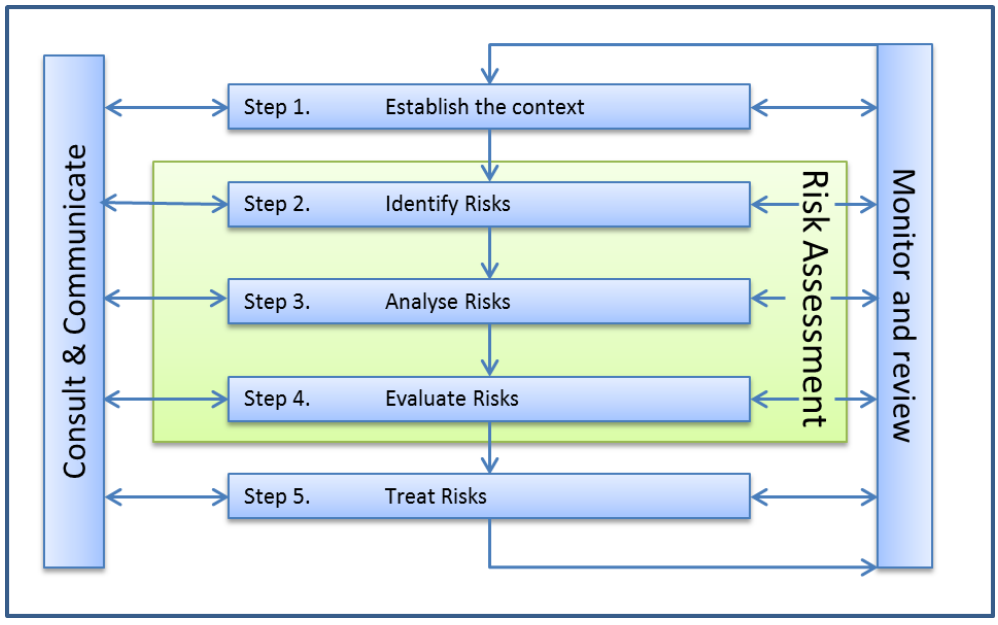


Figure 1: Risk Management Framework

4.1.1 Construction Risk Assessment Workshop (CRAW)

Prior to project mobilisation a Construction Risk Assessment Workshop (CRAW) will be convened. The risk assessment workshop will identify all aspects of the work scope, any potential environmental impact activities which have potential environmental implications, identify hazards and risks and detail specific controls to eliminate or minimise the risk using the ALARP principle.

In most states, statutory requirements exist for the control of known hazards. Examples of these are;

- Approved Codes of Practice
- Advisory standards
- Safety data sheets
- Guidance notes
- Australian Standards

Where the above documents exist, the controls referenced in those documents shall be incorporated into the risk assessment.

As part of the Construction Risk Assessment (CRA) development process, an external Safety in Design (SiD) study was undertaken by GHD. The outcomes of the SiD study shall be incorporated into the CRAW to ensure that design-related health and safety risks that could not be eliminated during the design phase are captured and addressed.

The CRA shall be documented using the SCEE Construction Risk Assessment Template and the Environmental Aspect & Impact Register or equivalent client specified document.

The CRA shall include a site-specific evaluation of potential health hazards, including biological, physical, and chemical/atmospheric contaminants. This assessment must be carried out by a competent person holding, at a minimum, a Certificate IV in Work Health and Safety.

The CRA shall identify potential worker exposure levels and outline the controls and management processes for each identified health risk. Where necessary, ongoing evaluation and monitoring shall be conducted by a suitably qualified Occupational Hygienist.

The risk assessment shall be reviewed following mobilisation, and where construction work planned differ from the work activities outlined in the CRAW, to reflect a greater understanding of the environment and work scope. The CRA shall become the projects hazard and risk register and be maintained for the life of the project.

The CRA and Environmental Aspect and Impact register shall be available to all interested parties on site through the QR code portal displayed in all offices and crib huts. Where external parties may be affected (e.g. Collie Power station), Synergy personnel shall forward the relevant documentation to the power station.

Refer: SCEE-BS-RM-TEM-0006 Construction Risk Assessment

SCEE-BS-RM-PRO-0002 Operational Risk
SCEE-BS-RM-TEM-0002 Risk Criteria Matrix
SCEE-BS-HS-TEM-0016 Environmental Aspect & Impact Register

4.2 Legal and Other Requirements

SCEE Management shall be aware of the legislative obligations applicable to this Project and the importance of complying and exceeding minimum requirements where practicable. These obligations include the conditions of regulatory approvals as well as applicable legislation, Codes of Practice and Australian Standards. All personnel will be made aware of their duty of care obligations and other key areas of legislation applicable to the Project during the site induction.

Legislation relevant to this project may include but is not limited to the following:

Applicable Western Australian Legislation and Codes of Practice:

Jurisdiction	Legislative Reference
WA	Aboriginal Heritage Act 1972
WA	Aboriginal Heritage Regulations 1974
WA	Conservation and Land Management Act 1984
WA	Dangerous Goods Safety (General) Regulations 2007
WA	Dangerous Goods Safety Act 2004
WA	Electricity (Licensing) Regulations 1991
WA	Environmental Protection (Clearing of Native Vegetation) Regulations 2004
WA	Environmental Protection (Controlled Waste) Regulations 2004
WA	Environmental Protection (Noise) Regulations 1997
WA	Environmental Protection Act 1986
WA	Environmental Protection Regulations 1987
WA	Native Title (State Provisions) Act 1999
WA	Soil and Land Conservation Act 1945
WA	Soil and Land Conservation Regulations 1992
WA	Work Health and Safety (General) Regulations 2022
WA	Work Health and Safety Act 2020
WA	Code of Practice – Confined spaces
WA	Code of Practice – Construction work
WA	Code of Practice – Demolition work
WA	Code of Practice – First aid in the workplace
WA	Code of Practice – Hazardous manual tasks
WA	Code of Practice – How to manage and control asbestos in the workplace
WA	Code of Practice – How to manage work health and safety risks
WA	Code of Practice – How to safely remove asbestos
WA	Code of Practice – Labelling of workplace hazardous chemicals
WA	Code of Practice – Managing noise and preventing hearing loss at work
WA	Code of Practice – Managing risks of hazardous chemicals in the workplace
WA	Code of Practice – Managing risks of plant in the workplace

WA	Code of Practice – Managing the risk of falls at workplaces
WA	Code of Practice – Managing the work environment and facilities
WA	Code of Practice – Psychosocial hazards in the workplace
WA	Code of Practice – Safe design of structures
WA	Code of Practice – Violence and aggression at work
WA	Code of Practice – Welding processes
WA	Code of Practice – Work health and safety consultation, cooperation and coordination
WA	Code of Practice – Workplace behaviour

Applicable Australian Standards:

Code	Description
AS/NZS 3000	Electrical Installations (Known as the Australian/New Zealand Wiring Rules)
AS 1319- 1994	Safety Signs for the Occupational Environment
AS 4775- 2007	Emergency eyewash and shower equipment
AS 4836	Safe Working on or near low-voltage electrical installations and equipment
AS2865	Confined Space
AS4839	The safe use of portable and mobile oxy-fuel gas systems for welding, cutting, heating and allied processes
AS4332	The storage and handling of gases in cylinders
AS3760	In-service safety inspection and testing of electrical equipment and RCDs
AS3012	Electrical installations - Construction and demolition sites
AS1851.1	Maintenance of fire protection equipment
AS1940	The storage and handling of flammable and combustible liquids

There are also compliance obligations surrounding sections of the Scope of Work and contract, such as:

- Protection of people, property, environment, and cultural heritage contained within Clause 9 of the contract.
- Compliance with the Synergy Contractor Environment & Heritage Management Standard SYN-STD-ENV-0001
- Project Approvals, Commitments and Obligations Register CBS1-REG-ENV-0001
- Scope of work Section 24
- Principal's policies and procedures contained in Schedule 4 of the Agreement.

SCEE Management shall be responsible for making all staff and subcontractors aware of all the requirements of the SCEE HSE Management Plan, procedures, specifications and all legal and other requirements as they relate to their position and work activity. SCEE Project Management shall be responsible for ensuring that all, personnel including subcontractors adhere to these requirements when performing work.

SCEE Management and Supervision personnel associated with the project shall ensure they have a working knowledge of legal and other requirements applicable to their work scope

and work location. SCEE Management shall maintain and provide timely access to applicable legislation and other reference documents when the information is required or requested.

Refer: SCEE-BS-HS-PRO-0019 HSE Compliance Obligations Procedure

4.3 Health, Safety, Environment Management Plan

4.3.1 Plan Intent

This HSEMP has been developed to ensure SCEE's activities on the project are conducted in a manner that protects the health safety and environment of all personnel, including contractors and visitors and maintain compliance with all legal and regulatory requirements. This HSEMP details the actions that are required to manage our HSE obligations and requirements and incorporates the specific requirements of:

- Relevant Legislation, Code of Practice, Standards and Industry requirements
- SCEE HSE Management System requirements and performance expectations
- Applicable Synergy HSE Management System requirements and performance expectations as sent at tender

The success of the Project depends upon the combined capability and contribution of all persons employed on the Project. SCEE is dedicated to fostering a work environment that challenges, enriches and rewards everyone.

4.3.2 Plan Issue and Authority

This HSEMP is a mandatory document under the SCEE HSEMS and a deliverable for the Collie Battery Energy Storage Project. The HSEMP is issued under the authorisation of the Project Manager and SCEE Corporate HSE Department and the procedures, practices and methods of control defined herein must be adhered to by all personnel and cannot be formally amended without the agreement of the Corporate HSE Department and Project Manager.

This project HSEMP will be reviewed within 2 months of project mobilisation and site works commencing.

The project HSEMP will be subject to periodic review and when required, amended to reflect changes in contractual or management requirements or to correct any disparity identified during monitoring, auditing or review activities.

4.3.3 Plan Objectives

The objectives of this HSEMP are to:

- Provide a uniform approach to the management of HSE requirements across all SCEE work locations.

- Define responsibilities and accountabilities for all personnel to ensure effective implementation of the HSE Management System
- Establish and support relationships between the HSE management system, site procedures and relevant standards
- Pro-actively facilitate communication with consultation and participation by all managers, supervisors, and personnel in HSE matters relevant to their role
- Identify, assess and control all workplace hazards and risks within our control
- Ensure processes for the effective management and reporting of HSE incidents and effective management and rehabilitation of injured personnel.
- Facilitate the continual improvement of HSE performance and standards of managers, supervisors, and all personnel.
- Provide information for personnel at all levels to meet responsibilities and deliverables
- Facilitate methods to achieve and improve, goals, targets, KPI's and objectives

4.3.4 Targets and Key Performance Indicators (KPI's)

The SCEE Project HSE targets are:

Performance Objective	Source Document	KPI	Target
Maintain compliance with all SCEE and Synergy HSE management plans and procedural requirements throughout the contract.	SCEE Project HSEMP Synergy Project HSEMP Daily Safety Report	Results from SCEE and Synergy audits. SCEE and Synergy HSE Reports	Min. of 85% compliance on any audit 100% compliance with HSE reporting requirements Project Manager/Superintendent – x1 5 Star Inspection per week Supervisors – x1 5 Star Inspection per day HSE – x1 5 Star Inspection per day, x1 5 Star Inspection focused on subcontractor scope per reporting month 10% of inspections on environmental/waste management
Maintain compliance with inspection and audit schedules.	SCEE-BS-HS-STR-0003 HSE Audit Schedule Corrective Action Register / STEMs	Percentage of HSE inspections completed. Percentage of audits completed. Percentage of Non-conformances & observations closed out within the agreed timeframe.	100% of inspections conducted to schedule 100% of audits conducted to schedule 100% Non-conformances & observations closed out within agreed time frames
Ensure all personnel are adequately trained and competent for the work they are to undertake.	Project Training Plan/Matrix Project Training Matrix / STEMs	Percentage of personnel trained according to the project training plan Percentage of personnel performing work, for which they are not trained, licensed or verified as competent	90% of training conducted to schedule 0% of personnel not trained licensed or VOC'd to perform role tasks

	Project Training Matrix / STEMs	Percentage of personnel trained in Senior First Aid	5% of all personnel trained in Senior First Aid
Achieve the contract goal of a workplace free from harm and damage to the health & safety of personnel, the environment and equipment.	SCEE-BS-HS-STR-0001 Objectives and Targets	No. of Hazards reported by SCEE & its subcontractors No. of injuries reported for SCEE & its subcontractors No. of incidents reported for SCEE & its subcontractors No. of environmental incidents reported. No. of P&E damage events reported	3 HazOb reports per site employee per week, 1 per site Management per week, 5 per site HSE position per week Nil MTI, RWC or LTI injuries Investigations completed within 7 days (exception for TapRooT / ICAM Investigations) Nil reportable environmental incidents
Maintain strong environmental performance standards.	SCEE-BS-HS-STR-0001 Objectives and Targets SCEE Project HSEMP Synergy Project HSEMP	No. Environmental Toolbox Topics No. of SWMS / JHA's with environmental issues considered Minimising environmental impact Percentage of Environmental inspections completed	2 x Environmental Toolboxes over the course of the project 100% of SWMS/JHA's with environmental issues/controls included. Nil significant environmental incidents 100% of inspections conducted to schedule
Senior Management Commitment		No. Site visits by Senior Management WHS reports reviewed by Senior Management and reported back to site.	1 x Site Visit every 3 months by either Corporate HSEQ team, Operations, or Executive Staff.

SCEE Executive Management develops and endorses HSE Objectives and Targets annually across the business to drive and improve HSE performance. These are available on the SCEE Intranet and progress against these targets is monitored and communicated periodically to site.

Refer: SCEE-BS-HS-STR-0001 HSE Objectives and Targets

5 Implementation

Project Management shall ensure all workers are informed of their individual responsibilities and duties under this Plan. This shall form part of the formal induction program implemented on site.

Key personnel shall sign responsibility statements to acknowledge an understanding and commitment to their responsibilities under this HSEMP. Responsibility statements to be signed by key project personnel are incorporated in this HSEMP as Appendix A.

Access to key HSE documentation such as the HSE Management Plan, CRAW, relevant procedure and work instructions shall be provided to all project workers and interested parties via website link and, where required and appropriate, providing hard copies at each work front.

Refer: Appendix A - Responsibility Statements

5.1 Senior Management Commitment

Senior management is committed to implementing and continuously improving the WHS management system, ensuring alignment with legal obligations and organisational safety objectives. HSE performance reports are produced regularly, reviewed by senior leadership, and communicated to site management to monitor progress against objectives and targets.

All senior managers, site managers, and supervisors complete WHS training focused on due diligence and legal obligations, as outlined in SCEE-TR-TD-GUI-0001 SCEE Global Training Needs Analysis. This ensures a clear understanding of WHS roles and responsibilities across all levels of management.

Senior managers conduct regular site visits to engage with site teams and workers on WHS matters. These visits, along with WHS performance and training metrics, are tracked as part of the organisation's KPIs

Refer: SCEE-TR-TD-GUI-0001 SCEE Global Training Needs Analysis

5.2 Culture

Project Management will create and sustain a culture that supports the objectives of the Health and Safety Management System (HSMS), based on:

- A belief in the company’s desire to improve HSE performance
- Motivation to improve personal HSE performance
- Acceptance of individual responsibility and accountability for HSE performance
- Participation and involvement at all levels in HSEMS development
- A commitment to an effective HSEMS

The implementation of safety and health management on the project shall be in accordance with a fair and just approach. At risk behaviours are not to be tolerated and the proactive re-enforcement of positive behaviours shall be a focus on the project.

5.3 Security

SCEE Project Management shall implement a security program that consists of the following:

- Only nominated workers (nominated by the Project Manager or designated persons) have access to office, storage areas and material and equipment sites
- All offices, storage areas, material and equipment sites shall be kept locked after hours with keys issued to nominated persons
- All personnel shall be made aware at their induction of the requirement to secure and return all plant equipment and materials to designated storage locations at the end of each workday
- Supervisors shall ensure that there are no photographs taken of any part of the project that may conflict with legal obligations or requirements regarding the media or local community.
- Access to project personnel information or SCEE procedures for Synergy personnel will be granted on request subject to requirements.
- Protection of high value equipment and cable following delivery to site
- Security personnel rostered to reflect risk levels holiday and high-risk dates and times.

5.4 Safety Requirements for Purchasing

Equipment and material specifications should be in place for all types of plant, equipment and materials to ensure compliance with the relevant site and legislative requirements and good industry practice.

Suppliers engaged through Felix for project material requisitions supply materials compliant with SCEE Electrical Safety Requirements. If deviations are necessary to meet specific project needs, the project team must inform the procurement department of these departures from standard requirements.

Equipment and material specifications shall be clearly communicated to procurement personnel to ensure that equipment and material purchases (including chemicals) satisfy SCEE, Regulatory and Synergy specifications. Information concerning prohibited tools shall be provided to the procurement department.

All chemicals that are intended for use on site must be approved by SCEE Electrical before being used on site, have an up-to-date Safety Data Sheet (SDS) and be stored appropriately on site.

Formal inspections of all equipment and materials with the potential to impact worker safety or health shall be conducted when it arrives at a project to check compliance against the purchasing specifications. Where appropriate, consideration shall also be given to

using alternative equipment or materials, which are safer and less hazardous than those being currently used.

5.5 Registers

Compliance registers shall be maintained for all relevant activities in accordance with applicable health and safety legislation and site requirements.

The below registers will be maintained in Stems

Register Name	Comments
Induction, Training and Competency	Project Training Matrix
Actions Register	Maintained in STEMS
Hazard Register	Maintained in STEMS
Event Register	Maintained in STEMS

In addition to the Stems based registers above, standard site registers will be maintained in SharePoint. These include:

- Lifting Equipment register
- Electrical Equipment register
- Ladder register
- Chemical register
- Plant register
- Permit register
- Confined Space register

Refer: SCEE-BS-HS-TEM-0065 SCEE Electrical Master HSE Registers

5.6 Preventative Maintenance and Inspections

A complete list of all mobile and portable plant on the Project will be maintained in the SCEE asset management system. This list will form the basis of the formal maintenance log, and maintenance and inspections will be scheduled as a preventative measure for plant and vehicles.

The maintenance system will be supported on a daily basis through the mandatory pre-start checks required to be completed by all operators. The overall preventative maintenance process is actioned through:

- Vehicle maintenance & Inspections
- Plant maintenance & Inspections
- Quarterly Inspection and tagging of electrical, lifting equipment, ladders, harnesses and lanyards
- RCD Operational Checking

- Pre-start Checks on all vehicles, plant and equipment. Weekly prestart inspections for light vehicles, daily for other plant and equipment
- Fire Extinguisher audits
- Training needs analysis

Copies of all inspections are recorded in the asset management system, which the Site Manager and HSE Advisor can review at any time and, in collaboration with the site Supervisors, assess the upcoming impact of maintenance activities on the work activities and schedule according to priorities and legislative compliance.

5.7 Subcontractors

In assessing and awarding subcontracts, the SCEE Project Manager or Project Supervisor shall consider all aspects of the proposed work methods, materials, and manpower to ensure the subcontractor can perform the work safely and without risk to their own workers, SCEE personnel, or others on the project.

Subcontractors will be provided with the SCEE HSE Management Plan, project risk assessments, and other documentation relevant to the scope of works, as outlined in SCEE-OP-OP-PRO-0010 Subcontractor Management Procedure.

As part of their site onboarding responsibilities, subcontractors shall complete the following activities prior to attending site:

- Complete SCEE site specific inductions, and any Synergy specified inductions prior to commencing work on the project.
- Provide copies of current insurances i.e. workers compensation, public liability, motor vehicle registration and licences during the onboarding process
- Provide safety data sheets (SDS) for all chemicals and hazardous materials it plans to use, discuss methods of storage, use training and safety precautions and obtain approval from the SCEE Project Manager / Project Supervisor before bringing the material onto the project
- Provide information on quantities of all hazardous materials on the project site for inclusion in the SCEE hazardous substance register
- Sign and abide by the SCEE sub-contractor agreement, including supervision ratios

Subcontractors shall carry out the following activities as part of their site responsibilities:

- Meet SCEE project safety KPI’s regarding hazard reporting and workplace inspections
- Liaise with the SCEE Project Manager / Package Manager on all aspects of their work to ensure smooth integration and prevention of conflict with SCEE work personnel and any subcontractors
- Participate in Prestart and Toolbox meetings and any general HSE training conducted while on the project as applicable
- Report all incidents to the SCEE Project Manager / Project Supervisor

- Cooperate with SCEE project team in all matters relating to safety and health and comply with all reasonable instructions from the SCEE Project Manager / Project Supervisor or their delegated representative
- Provide Safe Work Method Statements and risk assessments for work activities to SCEE electrical prior to undertaking work activities, and have these available for review on the work front by SCEE Electrical and/or Synergy personnel

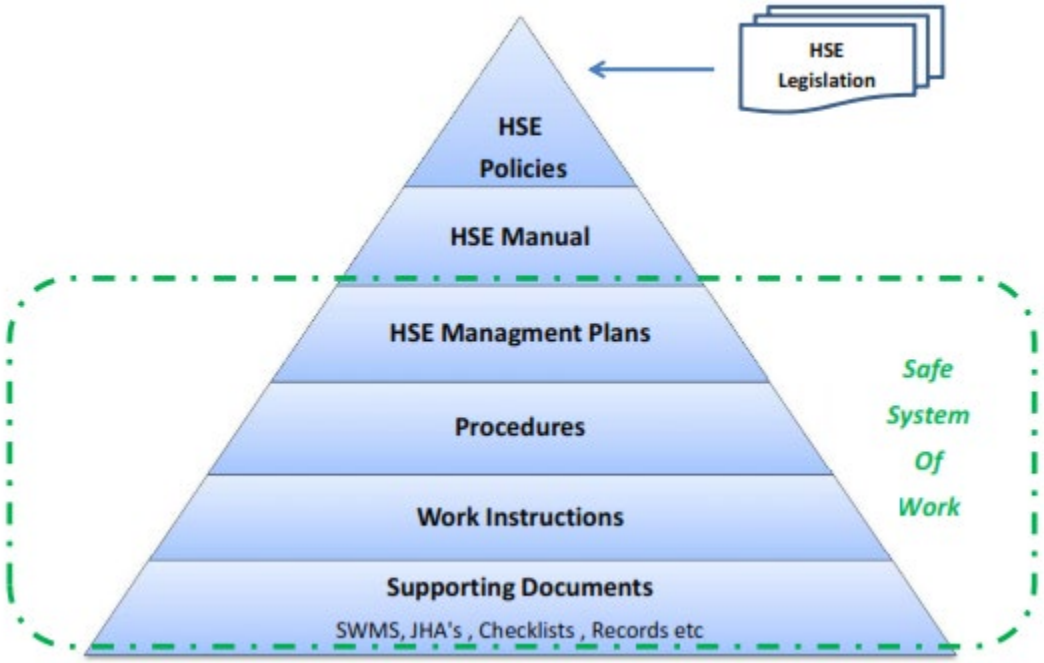
Where subcontractors wish to utilise their own documents or processes for site work, these must be submitted to the SCEE Project HSE Manager to assess alignment with project requirements prior to use on site. Subcontractors without processes that align with SCEE, or project requirements will be required to utilise SCEE project systems.

For the CBESS1 project, it is anticipated that major subcontractors may deliver HSE efficiencies and added value by using their own systems, provided these align with project standards. Minor subcontractors, however, will be required to fully adhere to project requirements.

Refer: SCEE-OP-OP-PRO-0010 Subcontractor Management Procedure

5.8 HSE Management System Structure

SCEE's HSE management system complies with the requirements of ISO 9001, ISO 14001 and ISO 45001. The HSE Management System is hierarchical, where documentation is developed to have a relationship and support the requirements of the levels above.



5.9 Document and Data Control

All SCEE HSE documentation and support material can be accessed on the SCEE Intranet.

All project documentation shall be established, recorded, controlled and maintained in accordance with SCEE Document and Data Control procedures. All documents are to be scanned and kept on the project job file on SharePoint. Synergy procedures related to project scope will be retained in the SCEE SharePoint system and accessed on site via QR code link.

The Project HSE Advisors are responsible for the management of HSE records and associated documents, and access to these documents for audit purposes shall be provided for SCEE corporate, Synergy and other related parties as required.

Refer: SCEE-BS-PC-PRO-0010 Project Document and Data Control

5.10 Records and Records Management

The Project Manager and Project HSE Manager are responsible for the management of records and documents associated with HSE requirements and activities of the project.

Safety records shall be stored and maintained in such a way that they are readily retrievable for audit purposes and protected against damage, deterioration or loss. Records to be retained include, but should not be limited to the following:

- Synergy Communications
- Competency Records
- HSE Meeting Minutes
- Training Records
- Incident Reports and Investigations
- Workplace inspections
- Plant & Equipment inspections
- HSE Reports
- Permits / SWMS/ JHA's
- Risk Assessments
- Safety and Health Management Plans
- Audits

All HSE records must be retained and archived in accordance with the requirements of the SCEE Quality Management System.

At a minimum, all records must be scanned and uploaded to the project folder on SharePoint and maintained for the duration of the project, plus the retention period specified by record management procedures and/or applicable legislation.

Some records are stored electronically within designated applications, including:

- Datatrack, for the recording of HSE information such as hazard reports and inspections
- STEMS, for incident reports, investigations, and employee information, including but not limited to training and competency records

Refer: SCEE-BS-PC-PRO-0007 SCEE Project Data Numbering Procedure
SCEE-BS-PC-LIS-0004 SCEE Project Documents Overview

5.11 Responsibility and Accountability

5.11.1 HSE Responsibilities for All SCEE Workers

All SCEE workers (including subcontractors) shall assist in the prevention of events by:

- Being responsible for their own safety and health, and that of others in the workplace
- Understanding and demonstrating a commitment to preventing injuries, minimising damage, and avoiding interruptions to the organisation
- Keeping the workplace in a clean and tidy condition
- Not interfering with or misusing protective equipment (personal or mechanical) issued or supplied in accordance with workplace requirements
- Attending and participating in pre-start meetings, safety presentations, and toolbox meetings
- Complying with environmental requirements by working to SCEE procedures and taking responsibility for their own environmental impact and that of others
- Immediately reporting all events, incidents, or unsafe conditions (hazards) that occur in the workplace
- Working in accordance with applicable statutory HSE legislation, as well as SCEE and Synergy procedures designed to ensure the safety and health of all workers and others
- Participating in Fitness for Work testing as requested
- Adhering to permit requirements
- Assisting management in achieving the project HSE goals and objectives
- Immediately stopping any “Unsafe Behaviour” identified during daily work activities
- Understanding the Health, Safety and Environment Management Plan and Quality Plan as it relates to their position

5.11.2 Project Manager / Site Manager

Reports to the Chief Operating Officer, in SCEE Head Office and is accountable for:

- Overall safety performance of all SCEE workers and subcontractors under their control
- Ensuring procedures are in place and followed to fully implement the Project Safety Management Plan, HSEMP, and all HSE procedures
- Providing adequate HSE resources and training to support the implementation of the HSEMP
- Ensuring all personnel complete role-appropriate training and induction before commencing work on site
- Delivering the Family Star Initiative to all workers during their first swing on the project
- Reporting all project safety progress to SCEE Head Office
- Motivating staff to fulfill their individual HSE responsibilities under the management plans
- Leading by example and conducting regular site inspections to assess compliance with the HSEMP

- Maintaining high visibility on site to encourage, monitor, and assess safe working practices
- Supporting SCEE Management and Synergy in resolving health and safety issues
- Managing all subcontractors within their scope as if they were SCEE workers
- Ensuring adequate health and safety resources, services, and facilities are available to effectively manage the HSE program
- Reviewing and addressing HSE performance weekly with the HSE team, including lead and lag indicators
- Undertaking regular project field inspections and participating in scheduled HSE system audits
- Reviewing incident and event reports, safety meeting minutes, and environmental protection activities.
- Reviewing the implementation and effectiveness of the HSEMP at regular intervals and following up on identified issues
- Encouraging proactive near-miss and hazard reporting by all site personnel
- Addressing hazards and risks identified during daily operations
- Ensuring relevant personnel complete the SCEE Supervisor Pathway Program

5.11.3 Site HSEQ Manager

SCEE Site HSEQ Manager reports to the Project Manager and is responsible for:

- Providing technical support to Project Management on HSE matters and ensuring the project complies with all HSE requirements
- Assisting with the compilation, review and approval of the project HSE Management Plan
- Coordination of site medic activities with the SCEE Electrical Injury Management Coordinator
- Overseeing development of training programs in risk management and the potential hazards on the project
- Making recommendations when applicable to improving SCEE's HSE system
- Facilitating ICam investigations as required, and assisting with incident investigations
- Preparing HSE reports for SCEE senior management
- Preparing and issuing safety and environmental bulletins on workplace events and incidents
- Conducting project HSE audits in compliance with the HSE audit schedule
- Assisting HSE Advisors and Supervisors with conducting risk assessments
- Reviewing project HSE performance (lag and lead indicators)
- Undertaking informal walk-through field inspections and documenting hazards identified when conducting site walks
- Monitoring the implementation of the SCEE and Synergy HSE Management Systems
- Ensuring overall compliance to the HSE Management Plan and Synergy procedures in conjunction with site personnel

5.11.4 Site HSE Advisor

The Site HSE Advisor reports to the Site HSEQ Manager. Responsibilities and accountabilities include:

- Advising Project Management in HSE matters and ensuring the project complies with all health, safety, and environmental requirements
- Assisting with the review and approval of the HSEMP
- Initiating and developing safety training to assist with cultural change
- Conducting site familiarisation/inductions for all site personnel
- Making recommendations and contributing to improving SCEE's HSE system
- Preparing HSE performance reports for SCEE management and Synergy
- Conducting and assisting with event and incident investigations
- Self-auditing of the Project Safety and Environmental Management System
- Assisting supervisors with conducting risk assessments
- Conducting documented daily site inspections
- Attending project safety, and Committee meetings, with the findings being reported to the necessary personnel
- Preparing and presenting safety and environmental presentations at weekly toolbox meetings
- Monitoring and reporting on safety and environmental initiative programs
- Undertaking daily field inspections and documenting any hazards or potential environmental impacts identified
- Conducting, preparing and assisting with risk assessments as required
- Assisting in the review and updating of Work Instructions, SWMS and JHA's as required
- Reviewing all permit systems prior to authorisation
- Inspecting First Aid facilities and replenish stock as required
- Conducting formal JHA reviews
- Implementing SCEE and Synergy HSE Management Systems
- Utilise Datatrack for the recording of HSE information – Hazard/Inspections

5.11.5 Superintendent / Supervisor

Supervisors and Superintendents are to coordinate and direct all project works in their area of responsibility.

Supervisors report to the Superintendent and are responsible for:

- Assisting the Project Manager / Construction Manager and the HSEQ Manager in achieving the project HSE requirements
- Understanding the requirements of this HSEMP
- Planning to do all work safely via compliance to the applicable procedures.
- Promoting HSE awareness at every opportunity
- Identifying HSE training needs and informing management of these needs
- Ensuring personnel are suitably skilled to undertake their assigned work tasks and are qualified and competent for the tasks they complete.
- Promoting and conducting hazard identification and reporting

- Assisting in the preparation of JHAs / SWMSs with workers and reviewing and approving them prior to work commencing
- Conducting daily documented HSE inspections of work areas under their control and initiating rectification of any issues
- Participating in event and incident investigations
- Facilitating prestart and toolbox meetings (which may be prepared by the HSE Advisor)
- Mentoring new starters or workers who have returned to site from leave
- Monitoring subcontractor health and safety performance
- Ensuring there is clear demarcation of all access ways, walkways, storage areas and roads
- Ensuring machine guarding is in place, adequate, and maintained
- Ensuring that all hard barricading is adequate, maintained and installed around penetrations as per site requirements
- Ensuring that all workers who work at height comply with relevant Work Instructions and procedures
- Reviewing all JHAs / SWMSs in the field daily
- Ensuring all relevant permits are in place prior to commencement of work
- Removing or isolating any hazard identified during daily work activities
- Assisting and supporting the HSEQ Manager and HSEQ Advisors with the resolution of safety issues when they arise
- Utilise Datatrack for the recording of HSE information – Hazard/Inspections

Supervisors will be engaged in ongoing observations of worker teams to facilitate the promotion of sound “safe behaviours” and to correct “at risk” behaviours. All supervisors are to be authorised by Synergy in accordance with contractual requirements

5.11.6 Health and Safety Representatives

Project Health and Safety Representatives, where elected, take an active and participative role in such things as workplace inspections, either as an individual or in collaboration with SCEE /or Synergy HSE personnel. Elected Health and Safety Representatives will participate in applicable training courses sourced from a Registered Training Organisation to ensure they have the necessary skills to fulfil the position.

Where elected, the Health and Safety Representative is responsible for:

- Assisting the Project Manager, Site Manager, SITE HSEQ Manager and the HSE Advisors in achieving the project safety requirements
- Undertaking duties assigned under applicable legislation
- Consulting with Project Management on all health and safety matters
- Participating in safety meetings and programs
- Always promoting a high level of safety awareness by providing information to workers regarding project safety
- Reporting to management any safety matters that are of concern by workers
- Assisting and supporting the HSE Advisor with the resolution of safety issues when they arise
- Attending project HSE committee meetings

Health and Safety Representatives will be appointed as per applicable legislation.

5.11.7 Foreman / Leading Hand

Reports to the Supervisor or delegate and is responsible for:

- Assisting the Supervisor and the HSE Advisor in achieving the project HSE requirements
- Understanding the HSEMP and the essential principals of the project practices and procedures
- Exhibiting safety awareness for their personal safety and other workers.
- Assisting in the resolution of safety matters in a responsive and pro-active manner
- Demonstrating care for the environment including flora, fauna and culturally significant sites
- Using and caring in a proper manner for power tools, mechanical aids, plant, equipment and personal protective equipment provided
- Receiving instruction, training and other assistance and help to carry out the work to both Synergy and SCEE standards, adhere to policies, procedures and government legislation

6 Personnel Management

6.1 Worker and Sub-Contractor Selection and Mobilisation

When selecting candidates for employment on the project, SCEE shall ensure personnel hold the appropriate current licenses or certificates necessary to perform their duties. All licences and training records shall be stored in Stems. SCEE shall also check verification of competency (VOC) validity and organise for further training or VOC's were deemed necessary. Where subcontractors are being mobilised to site the subcontractor shall first be approved through Felix to ensure they meet SCEE's minimal requirements.

SCEE shall adhere to procedures for site entry, including completion of necessary site entry and accommodation request forms, pre-employment medicals and drug and alcohol testing.

SCEE shall ensure any new site workers or subcontractors complete the following prior to commencing work on the project:

- SCEE Company Induction
- SCEE Site Worker Induction
- Site Specific Induction
- Construction Safety Awareness Training (White Card)
- Medicals – Pre-Employment, Drug and Alcohol
- SCEE standard VOC's and any Project specific VOC's applicable to the relevant qualification and role

All workers will be provided with a position description outlining their roles and responsibilities.

6.2 Pre-Employment Medicals

As a condition of employment, all site personnel are required to abide with Fitness for Work (FFW) procedures. This will commence with a pre-employment medical examination and a drug and alcohol screen prior to employment.

Prior to mobilisation, all site personnel will undergo a comprehensive Pre-employment Functional Assessment (PEFA), to assess their physical ability to perform the required tasks of their role. The PEFA assessments are customised for the physical demands of specific job profiles and assess the musculoskeletal risks associated with the task requirements for individual job roles.

All pre-employment medicals, PEFA's, and drug and alcohol screening are coordinated by the SCEE Human Resources Department.

6.3 Induction, Training and Competency

SCEE shall ensure that all site personnel hold current and relevant qualifications appropriate to the work they are required to perform. Records of all qualifications shall be

maintained and readily available. Verification of training, qualifications, competencies, and licences shall be conducted during the recruitment process by the training team. SCEE shall also organise any required competency assessments as necessary.

Assessments and supporting documentation verifying the competencies of workers shall be in accordance with Australian Standards, legislation and Nationally Accredited Standards as required. Training providers for registered training packages will be appropriately qualified and sourced from a Registered Training Organisation (RTO).

All training undertaken on site shall be sent to the Training Department training@scee.com.au to be uploaded in to Stems for inclusion into the project training matrix.

Renewed workers licences/tickets shall also be sent to the Training Department training@scee.com.au for uploading into Stems.

SCEE shall develop and maintain a Training Matrix through Stems for all workers on site.

Refer: SCEE-TR-TD-PRO-0001 Training Procedure

6.4 SCEE Site Specific Inductions

Prior to accessing site all project personnel shall undertake an online site-specific induction. The SCEE HSE Advisor, or designated person, shall provide onsite familiarisation induction prior to the work area familiarisation performed by supervision, all inductions shall be documented and recorded on the project training matrix. Personnel will also be required to complete SCEE Site Worker inductions attributable to their role on site prior to their arrival on site. Where existing project personnel, including Synergy personnel, have not undertaken the SCEE inductions they will be backfilled online as required.

Any personnel required to be on site in a short-term capacity for work (Under 3 days) will be required to undertake the SCEE Short Term Worker Induction when they first arrive on site. This will be facilitated by the SCEE Electrical Supervisor.

SCEE Project Managers shall ensure that the SCEE induction compliments Synergy requirements and that it is revised as required, to include any new policies and procedures throughout the duration of the project. The induction shall include a review of Synergy requirements and the SCEE HSE Management Plans as applicable to the SCEE scope of works.

As part of the induction process all workers shall be made aware of their responsibilities in accordance with this HSEMP and relevant Synergy processes.

Project Management is responsible for ensuring that all personnel, regardless of previous experience, attend and participate in the SCEE Project Specific Induction.

The content of the Induction will cover but not be limited to:

- Procedures for High-Risk Activities - Working at Heights, Cranage, Confined Space,

- Electrical Awareness, Power Tool Inspection and Use, Scaffolds
- Specific Hazards and risks identified on the project
- Code of Conduct and Discipline process
- Site specific requirements and rules
- Banned or restricted tools
- Mobile Phone usage
- Permit system
- Hazard identification and control
- Environmental requirements
- Responsibilities
- Fitness for Work
- Emergency Procedures
- First Aid/Medical facilities
- Supervision
- Policies
- HSE Issue Resolution Process
- Hydration
- Family Star Initiative

All personnel completing the SCEE Project Specific Induction shall be required to review their New Starter Skills Checklist with their direct supervisor prior to commencing work in the field, as part of the SCEE First Swing Program.

Refer: SCEE-BS-HS-PRO-0008 Induction and Orientation Procedure
SCEE-HR-RE-TEM-0008 Medical and Allergy Disclosure Form
SCEE-BS-HS-PRO-0012 First Swing Orientation Program
SCEE-BS-HS-LST-0008 New Starter Skills Checklist
SCEE-BS-HS-TEM-0068 Project Orientation Record

6.5 SCEE First Swing Orientation Program

The initial swing for staff new to a project has been identified as a period of elevated risk and has been associated with increased unwanted events and injuries. The SCEE First Swing Program is designed to ensure new and new to site personnel are aware of the specific site requirements and encourages supervision and new starters to actively engage in a communication process that aims to match initial task assignment to the new starters experience and qualifications, along with providing an opportunity to raise issues that the new starter may have encountered and improve the mobilisation process for future workers.

Toward the end of the first swing, a follow up meeting shall be scheduled with the supervisor, where the new starter and supervisor should review and clarify any issues that may have arisen during the first swing period.

Refer: SCEE-BS-HS-PRO-0012 First Swing Orientation Program

6.6 Area Specific Inductions

Personnel required to work in areas they are not familiar with must complete an "Area Specific Induction" that describes any specific HSE requirements or information pertaining to the work to be completed.

Area specific inductions may be required where SCEE Electrical are assisting with commissioning activities.

6.7 E-Learning Portals

SCEE and Synergy have online learning portals, and this is where workers can complete mandatory refresher training etc, this site can be accessed from any computer that has internet access.

On successful completion of any E-Learning training course a certificate of completion is provided which needs to be forwarded to the SCEE training department to ensure the qualifications are uploaded in Stems.

Where possible, all training is to be completed prior to site mobilisation.

6.8 Visitor Entry and Controls

Project Management shall ensure all visitors to site submit a Site Access Request, which shall be submitted and approved prior to site entry. All visitors shall remain in the company of the person they intend to always visit or their nominated site escort. Visitors are not allowed to work whilst on site

Refer: 201074-SE-PRO-0011 Short Term Worker and Visitor Procedure

6.9 Fitness for Work (FFW)

On site FFW will continue to be addressed by means of:

- SCEE Induction FFW education and awareness
- Blanket BAC daily testing of all personnel by means of the DAMSTRA system
- Drug and alcohol screening on a random basis as selected by the DAMSTRA system or where there is just cause
- Fatigue management and education
- Hydration management and education
- Nutrition and lifestyle management and education
- Stress management and education
- Worker Assistance Programs (EAP)

Self-testing facilities shall be available in the camp for personnel who wish to self-test prior to site entry.

SCEE will incorporate ongoing Drug and Alcohol testing throughout the duration of the project to support the FFW Site requirements. A random selection of personnel shall be selected by the DAMSTRA system to satisfy the required monthly testing policy quota.

SCEE Management and HSE Advisors will focus on these issues throughout the duration of the project via prestart meetings, safety newsletters, toolbox meetings, posters, notices and information sessions in conjunction with Synergy.

All breaches of Fitness for Work are to be actioned with reference to the SCEE Fitness for Work Procedure and reported to the SCEE HR Manager for action.

SCEE shall conduct a "for cause test" for alcohol and/or drugs following an incident which has occurred either in the workplace or at the accommodation villages. SCEE will endeavour at times to undertake this testing however may authorise an external party to assist as required.

Where testing is not achievable by either SCEE or an external party, site is to contact the HR Manager for further assistance.

SCEE will work with Synergy procedures where applicable with regards to Pre-employment Medicals, Fitness for Work and Fatigue Management.

Refer: SCEE-HR-HR-PRO-0009 Fitness for Work Procedure
SCEE-BS-HS-PRO-0025 Fatigue Management
SCEE-BS-HS-GUI-0001 Event Notification Guide

6.10 HSE Discipline

SCEE Project Management shall ensure all personnel are aware that any breach of the SCEE Code of Conduct or repeat or deliberate non-compliance with SCEE or Synergy HSE systems or requirements may result in disciplinary action. In the event that disciplinary action is required then SCEE performance management and disciplinary procedures will be implemented with reference to Synergy HSE Procedures.

The Human Resources department shall be contacted for all disciplinary proceedings and will coordinate the process.

Personnel will also be advised that there may be times where a single incident may involve multiple levels of disciplinary action or removal from site. Some instances may include but not be limited to breaches in isolation and tagging procedures, alcohol and drug abuse at the work site, tampering with or damaging safety equipment.

Refer: SCEE-HR-HR-POL-0003 Code of Conduct Policy
SCEE-HS-HS-PRO-0003 Code of Conduct
SCEE-BS-HS-PRO-0003 Fair and Just Culture Procedure

6.11 Verification of Competency and Re-Training Frequency

SCEE undertakes Verification of Competency (VOC) testing of all operators of plant including EWP's, Forklifts, Telehandlers, Cranes, Backhoes and Excavators and identified high risk work activities.

VOC's and retraining/refreshers are undertaken in selected courses prior to mobilisation to site, according to the following guidelines:

Competency	Frequency (Years)
Blue / White Card	One off
VOC's (EWP, Forklift/Telehandler, Crane, Backhoe, Excavator, Concrete Pump)	2
CPR (Electrician)	2
First Aid	3
Confined Space	2
Driver Training	3
Safe Working At Heights	2

7 Consultation and Communication

SCEE Project Management will schedule regular structured meetings to ensure effective communication, consultation and participation by all levels of the workforce.

Refer: SCEE-BS-HS-PRO-0028 Consultation and Communication Procedure

7.1 Pre-Start Meetings

SCEE Supervisors shall conduct a prestart meeting with all workers (including subcontractors) under their control prior to the commencement of work or when personnel are transferred to a new location or task. The prestart should address as a minimum:

- The day's activities
- Any notices, bulletins, hazards, event or incident findings
- HSE matters from adjacent work groups or contractors
- HSE matters relevant to the task
- JHA/SWMS and WI's relevant to the task
- Any permit requirements relevant to the task
- Any changes in the status of the work environment
- All safety precautions to be taken
- Stretching activities

Prestart meetings are documented on a prestart board by the site supervisors; attendance is recorded on a sign on sheet which shall be present at all prestart meetings.

If personnel are sick and staying in camp accommodation and have not contacted site management regarding their absence, they shall be telephoned using the contact details supplied at induction. If contact cannot be made at least two company representatives shall together visit the person's room to check their wellbeing and ask if any assistance can be provided (e.g. site medic or doctor's appointment required).

At no time shall a person who lives in camp accommodation and who does not turn up for work or contact their designated contact advising of their absence from work, remain unvisited throughout the working day.

Late comers shall sign on through Damstra on arrival. Their immediate supervisor will be informed of their arrival and make arrangements to transport them to the work front and receive the prestart information.

Refer: SCEE-BS-HS-TEM-0024 Pre-Start Safety Talk Checklist
SCEE-BS-HS-TEM-0056 HSE Sign on Sheet
SCEE-BS-HS-WIN-0005 Prestart Meetings Work Instruction

7.2 Toolbox Meetings

Toolbox meetings are the forum for workers to raise and discuss HSE topics. These meetings will be conducted weekly to present safety training talks and/or videos as organised by the Project HSE Advisor, Safety Committee, HSE Department or Synergy as required.

Toolbox agenda items may contain:

- Safety concerns raised, during the shift or week
- Discussion of any unresolved safety issues
- Discussion on safety aspects of planned work
- Discussion of any changes to safety procedures
- A specific HSE topic
- Review of events or incidents during the week & the corrective action taken or planned
- Discussion on results of audits and inspections
- Risk Register contents
- HSE initiatives and performance

Minutes of meetings are to be recorded on the Toolbox Meeting Report Form by the SCEE Site Manager/Supervisor and distributed for action as required.

Copies of the minutes will be posted on notice boards and filed for record. All Toolbox Meeting Minutes are to be submitted to the HSEQ Manager within 24 hours of occurrence, complete with attendance sign on sheets.

Refer: SCEE-BS-HS-WIN-0011 Safety Toolbox Meetings
SCEE-BS-HS-TEM-0025 Toolbox Meeting Report Form

7.3 HSE Promotion

Project Management shall decide upon and implement HSE promotional activities including:

- HSE Awareness Campaigns
- HSE Posters and Talks
- Reward and Recognition Programs

Project Management shall be proactive in all site safety promotional schemes

7.4 Project Safety Committee

A project Safety Committee Meeting will be held monthly as a minimum, dependent on the type of work, number of workers and changing shift patterns.

The Committee will operate in accordance with the requirements of the relevant legislation and either the SCEE Site Manager or HSE Manager will chair the Committee. The Committee shall be comprised of:

- SCEE Site Manager

- SCEE HSE Manager
- Synergy representatives (upon request)
- Elected Health and Safety Representatives
- Nominated worker representatives from work areas/groups

At least half of the committee will be worker representatives. Subcontractor representatives may also be requested to attend the Safety Committee Meetings. Supervisors may be required to attend meetings when matters relating to their work areas are to be discussed. The purpose of the Safety Committee meetings is to discuss safety, health and environmental issues relevant to the project and have a priority on raising HSE Awareness on site. The Safety Committee Meeting minutes will be recorded and made available to all personnel on project noticeboards.

Due to the size of the workforce on site during establishment, forming a SCEE project health and safety committee may not be practicable, or SCEE may use other processes such as toolbox meetings to convey HSE information.

Refer: SCEE-BS-HS-WIN-0013 Project Safety Committee Meetings

7.5 HSE Information

Access to HSE information will be provided in prominent locations on site, accessible by all personnel, and include information on:

- Minutes of Meetings
- HSE Promotional Material
- Emergency Response procedures, contacts and phone numbers
- First Aid personnel and contact details
- Fire Warden personnel and contact details
- Relevant and current HSE alerts and bulletins
- Traffic management
- Environmental obligations

In some cases, this information will be provided via electronic portal

7.6 Safety Incentives

SCEE will implement a HSE reward and recognition program that focuses on the following principles, and all personnel will be encouraged to:

- Promote a proactive approach to health, safety, and environmental management.
- Encourage employee engagement and participation in HSE initiatives.
- Recognize and reward individuals and teams for outstanding performance in HSE.
- Continuously improve HSE practices and standards within the project.

The program will acknowledge achievements by individuals or groups. SCEE will also recognise and reward individual achievers and provide them the opportunity to share their experience with the rest of the workforce.

Eligibility

All workers and teams participating on the project are eligible to participate in the HSE Rewards and Recognition Program. Eligibility criteria include but are not limited to:

- Compliance with HSE policies, procedures, and regulations.
- Contribution to the development and implementation of HSE initiatives.
- Demonstration of leadership and commitment to promoting a culture of safety and environmental sustainability.

Recipients of HSE awards will be eligible for a variety of rewards and incentives, that could include:

- Monetary bonuses or gift cards.
- Written Commendations.
- Public recognition through company-wide communications and social media channels.

Selection Process

Nominations for HSE awards will be solicited from the workforce and reviewed by the SCEE Management team. Nominations will be evaluated based on predetermined criteria and select recipients for each award category.

Refer: SCEE-BS-HS-PRO-0007 Safety Reward and Recognition Program

7.7 HSE Alerts and Information

The SCEE Safety Awareness Communication System (SACS) is the primary method by which information affecting worker safety is disseminated to all SCEE workers and work locations.

SACS is a three-tier notification system. HSE Alerts and Bulletins are used to communicate and raise awareness regarding any significant HSE issues which may pose a risk to personnel, plant and equipment, environment or the company. These issues may be identified because of incident investigations, hazard analysis, inspections, audits or management system reviews.

HSE Newsletters are used to communicate positive HSE events throughout SCEE and to keep personnel informed of other activities of the business relevant from a HSE perspective

All SACS documents will be distributed electronically to all personnel and Synergy HSE personnel and be posted at prestart locations.

Refer: SCEE-BS-HS-WIN-0010 Safety Awareness Communication System (SACS)

7.8 Health and Safety Issue Resolution

When an issue relating to workplace health and safety arises, management and workers must in the first instance attempt to resolve the matter by consultation between themselves. Where personnel believe that an unsafe or hazardous situation exists, or that planned work constitutes unsafe work practices, the worker has a right and obligation to:

- Stop work and remove themselves from the perceived hazard or situation.
- Immediately advise other workers who are in the affected area or directly involved in the work where the hazard or danger exists.
- Immediately notify their supervisor of the unsafe or hazardous situation.

Most safety and health issues will be resolved between the supervisor and the worker however, where a satisfactory outcome cannot be reached the HSE issue resolution process will be initiated in accordance with the SCEE Health and Safety Issue Resolution procedures.

All managers, supervisors and workers shall be made aware of the SCEE consultation and issue resolution procedures and how they shall be applied. SCEE Site Management will also comply with Synergy requirements for Reporting and Resolving Health and Safety Issues, and will notify Synergy where issue resolution processes are initiated or escalated

Refer: SCEE-BS-HS-WIN-0012 Health and Safety Issue Resolution

7.9 Signage

The Project Manager and HSE department have the responsibility to determine the relevant HSE signage to be displayed at appropriate visible points across work sites and locations. Signage may be permanent or temporary and shall comply with all site requirements and AS 1319. Signs shall be posted to assist in the prevention of events and help identify hazards. Signs shall also be posted to indicate the location of safety equipment and devices such as fire extinguishers and first aid kits.

Signs shall be placed so that they can be readily seen and should be maintained in a clean and readable condition.

8 Hazard and Risk Management

8.1 General

It is a requirement that all SCEE operational sites and office locations implement HSE hazard and risk management processes across their scope of operations, and those processes are applied to all activities that SCEE can control or influence.

HSE hazards and risks must be assessed, prioritised and managed as appropriate to the nature, scale and potential impacts of operations and activities both individually and as a whole.

The hazard and risk management process shall be applied to all aspects of the Project including pre-mobilisation planning, mobilisation, project execution and project close out/review.

Note that the Construction Risk Analysis Workshop (CRAW) undertaken prior to mobilisation and reviewed during the project, will utilise Synergy documentation and risk descriptors and matrix.

Refer: SCEE-BS-RM-PRO-0002 Operational Risk
SCEE-BS-FM-TEM-0002 Risk Matrix

8.2 Hazard Identification

SCEE Project Management and Supervisors shall ensure hazard identification, reporting and control is implemented across all aspects of the Project. All personnel are required to participate in hazard reporting as per site and Synergy requirements, with the understanding that under legislation worker's (including subcontractors) are required to report any situation in the workplace which they believe could constitute a hazard to any person.

Refer: SCEE-BS-RM-PRO-0002 Operational Risk

8.2.1 Hazards Controlled in the Design Stage

Design and Construct Projects:

SCEE shall engage suitably qualified architects and/or engineers during the design development phase to provide a Safety in Design (SiD) report, including a risk assessment that identifies any residual buildability hazards.

Where applicable, all identified buildability hazards shall be communicated to relevant personnel and included in the project CRAW.

Construct Only Projects:

Where SCEE is engaged to perform 'Construct Only' projects, a copy of the project's Safety in Design report — including a risk assessment identifying any residual buildability hazards — shall be requested from the client.

If this report is not provided by the designer, SCEE shall engage a suitably qualified engineer to conduct a risk assessment addressing any buildability issues.

Where applicable, all identified buildability hazards shall be communicated to relevant personnel and included in the project CRAW.

Prior to any design changes during the construction phase, a review of all potential hazards shall be conducted.

If the changes are identified as having the potential to introduce new hazards or impact existing known hazards, the Site Supervisor/Manager shall arrange for a review of the Project CRAW in consultation with the Project Manager, HSEQ Advisor, and any other relevant workers. This review is to assess all additional hazards and identify effective control measures.

Design changes during construction shall be discussed during Construction Progress Meetings and documented in the meeting minutes recorded in Procore.

Where a review of the CRAW is conducted, all updates — including changes to hazards or control measures — shall be communicated to impacted workers via formal means, including but not limited to toolbox meetings, email correspondence, or contractor meetings.

8.3 Hazard Observation (HazOb) Reports

SCEE Hazard Observation (HazOb) report books shall be always made available to all personnel on site. Where required, Client-provided HazOb cards may also be utilised. All hazards—regardless of whether they are immediately rectified by the person who identified them—must be reported and entered Datatrack. This reporting process supports the identification of trends and provides valuable insights that may assist other work groups or project sites in improving overall safety performance.

SCEE shall conduct a weekly hazard hunt aimed at encouraging personnel to actively identify and report safety hazards on site. This initiative promotes open communication and supports a responsive reporting system, contributing to enhanced safety performance while positively impacting operational processes and productivity.

All reported hazards will be recorded in the project's Hazard Observation Register, and any corrective actions identified will be assigned and tracked through STEMS. All hazards shall be appropriately followed up, closed out, and feedback provided to the relevant work group in a timely and effective manner.

Refer: SCEE-BS-HS-TEM-0012 Hazard Observation (HAZOB)

SCEE-BS-QU-PRO-0007 Non-Conformance (Including Corrective and Preventative Actions)

8.4 Hazard and Risk Assessment

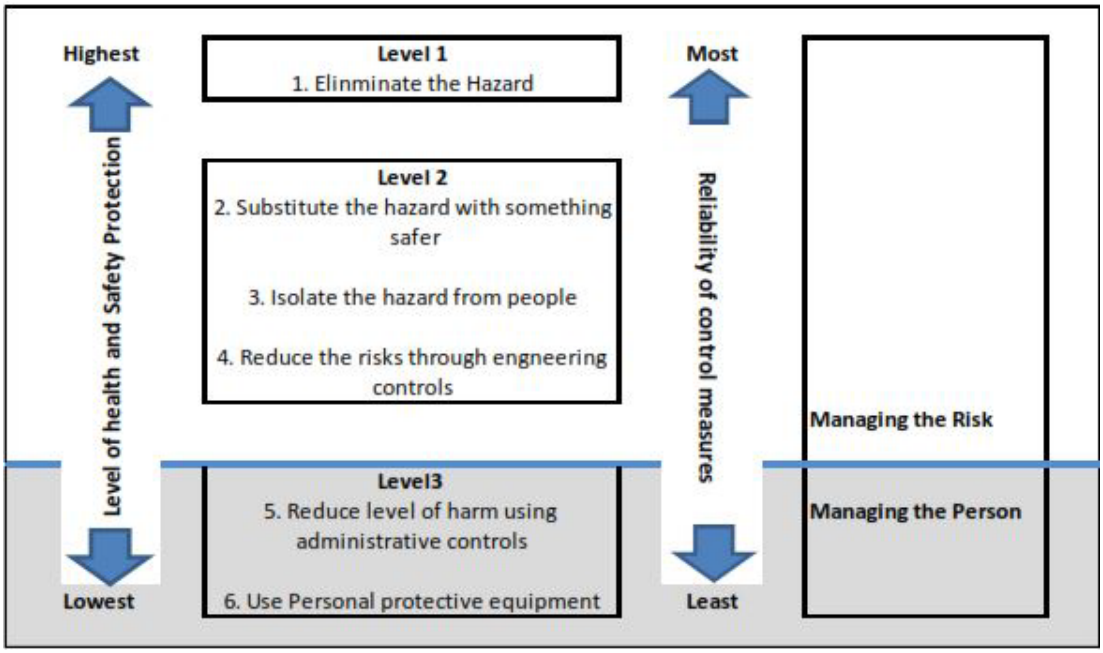
All hazards and risks shall be assessed by applying an approved Risk Matrix. Risks are assessed using a combination of Likelihood and Consequence. Approved risk matrices are the Synergy matrix (for the CRAW), the SCEE matrix (for task-based risk assessment), and matrices from subcontractors were assessed by the SCEE HSE Manager and deemed to be aligned with the SCEE/Synergy matrices.

When assessing risk controls, consideration shall be given to both preventive controls (to prevent an incident/ event occurring) and mitigation controls (to minimise the consequences should the incident/ event occur).

Refer: SCEE-BS-RM-TEM-0002 Risk Matrix

8.5 Risk Control

For every Hazard identified at least one control measure must be implemented. All controls shall be developed in accordance with the Hierarchy of Controls, relevant legislation, Codes of Practice and Australian Standards, to a control risk to a level which is both tolerable and As Low as Reasonably Practicable (ALARP):



- **Elimination –** eliminating either the substance or the activity which gives rise to the risk and is the most effective form of risk reduction.
- **Substitution** - substituting high risk products or activities with alternative lower risk products or activities to reduce overall risk exposures.
- **Isolation** - isolating a hazard and may be achieved by distance, the use of effective barriers or a combination of both.
- **Engineering** - making engineering changes to a process or piece of equipment used to perform a task.
- **Administration** - properly designed and implemented work practices and procedures.
- **Personal Protective Equipment** (PPE) - is considered the last line of defence against hazardous substances or conditions.

8.6 Work Instructions

SCEE has developed Work Instructions defining the required controls for tasks which are performed on a regular basis and work activities that SCEE has identified as being high risk. The Work Instructions specify the method of work to be followed when conducting the task.

Work instruction information is communicated to each worker through toolbox sessions and made available to all personnel when performing identified activities.

A work instruction is not a substitute for a risk assessment but does inform workers of controls to be considered mandatory when developing task-based risk assessment for the work.

Refer: SCEE-BS-RM-PRO-0002 Operational Risk Management

8.7 Safe Work Method Statements (SWMS)

Safe Work Method Statements (SWMS) shall be developed for all identified high risk construction work activities as outlined in legislation.

For tasks which have residual risk assessed as high, the Project/Site Manager and Supervisor are required to review and sign off on the SWMS prior to work commencing. This process is designed to assess controls and ensure the hazards identified are effectively controlled in the best manner possible.

SWMS must be reviewed by the workers involved and specifically apply to the high-risk activity and the actual work environment and shall be reviewed and signed daily.

Any tasks with an identified extreme residual risk are not to proceed and require referral to the Project Manager and HSEQ Manager for assessment. Divisional General Manager (or higher) approval is required for the activity to commence.

SWMS may also be used to document repeated tasks that are completed multiple times on the project. These tasks can be documented on a SWMS, reviewed by supervision, the work crew, and a HSE advisor, along with a WHS representative if one has been elected. References to work instructions and the project CRAW can also be included. The site

approved document can then be used with a Take 5 when completing the task, reviewed daily, and replaced weekly.

Refer: SCEE-BS-HS-PRO-0002 SWMS Development
SCEE-BS-FM-TEM-0002 Risk Matrix
SCEE-BS-HS-TEM-0043 Safe Work Method Statement Document Review

8.8 Take 5

Completion of a Take 5 Risk Assessment (Take 5) is required for all tasks. It allows hazards and level of risk to be assessed prior to work commencing and serves as a final check to ensure controls from other processes such as JHA's and formal risk assessments have been implemented.

The Take 5 is a personal real time risk assessment tool designed to assess a person's individual exposure to risk when performing tasks, and as such should be seen as necessary in the following situations:

- When commencing any new task
- When changes to the workplace occur, such as inclement weather or task modifications
- When commencing involvement in tasks controlled by JHA or SWMS
- When changing the method of work (e.g. removing PPE)

Refer: SCEE-BS-HS-WIN-0002 Take 5 Risk Assessment
SCEE-BS-HS-TEM-0011 Take 5 Form

8.9 Job Hazard Analysis (JHA)

A JHA must be developed by work crews for all activities and tasks outside those controlled by a SWMS. Tasks are to be analysed in accordance with the following criteria:

- What are the steps making up the job or task? (Steps)
- What are the hazards that could impact on each step of the job? (Risks)
- What action is to be taken to remove or reduce the hazard? (Controls)

The Supervisor is responsible for identifying tasks for analysis and for conducting the JHA process daily with the work crew. The JHA may complement an existing Work Instruction and in such a case the relevant WI will be attached to the JHA present at the work front. The JHA will be developed on the SCEE JHA template.

SCEE Project Management shall ensure:

- JHA's are developed with the participation of all workers involved in the task
- A JHA will be initiated prior to commencing tasks
- All workers understand the requirements and have signed on to the JHA daily
- JHA's are reviewed and signed off by Supervision daily

- The information from common task JHA's (e.g. cable pulling, terminating) become SCEE SWMS for that task
- A register is maintained for all JHA's
- Records of all JHA's shall be archived when the job has closed
- Where work instructions exist that relate to the work, they are appropriately communicated to worker's

All JHA's shall remain valid for 7 days and be reviewed daily. The JHA will be amended to include any identified change in the work method or any new hazards due to changing work environment. All identified changes will be communicated to the work crew and the amended JHA signed off by the Supervisor.

What looks good:

Job Step List the tasks required to perform the activity in the order they are carried out	Potential Hazards What can kill or harm you in this job step (refer to section 2 & 5)	Agreed Controls What are the controls that will prevent you from being harmed or killed?	Accountable Person Who is the person responsible for ensuring the controls are in place and effective
Pre-Start Vehicle	• Unwanted movement • Engine Start up • Pinch Points • Hot engine parts ✓ • Oils & fuel • Vehicle faults	• Chock wheels • Isolate Vehicle and remove key ✓ • Keep hand away from any potential line of fire hazards • Wear gloves that protect from hands from heat, oils & fuel – review SDS. • Record all faults in prestart book and report to supervisor	Vehicle operator / driver ✓
Drive vehicle	• Other traffic • Road works • Pedestrians • Weather • Fatigue ✓ • Vehicle faults	• Obey road signs and give way • Slow down when passing road works and stop when instructed • Slow down and give way to pedestrians • Check weather forecast before start of journey • Report any fatigue related issue to supervisor. Take a 20 min break every two hours of more if required ✓ • Complete journey management form when travelling more than 50 kms from site • Should any issues / faults arise with the vehicle, STOP and investigate and report to supervisor	Vehicle operator / driver ✓

What looks bad:

Job Step List the tasks required to perform the activity in the order they are carried out	Potential Hazards What can kill or harm you in this job step (refer to section 2 & 5)	Agreed Controls What are the controls that will prevent you from being harmed or killed?	Accountable Person Who is the person responsible for ensuring the controls are in place and effective
Pre-Start Vehicle	• Unwanted movement • Pinch Points	• Isolate Vehicle • Wear correct PPE ✗	✗ All
Drive vehicle	• Other traffic • Vehicle faults	• Obey road signs • Report to supervisor ✗	✗ All

Why this looks bad – How do we isolate the vehicle, what is the correct PPE for the task, what are we reporting to the supervisor and why is everyone accountable when the driver/operator is in charge of the vehicle.

Refer: SCEE-BS-HS-PRO-0001 Job Hazard Analysis
SCEE-BS-HS-TEM-0008 JHA Form

9 Control of Hazards / Risks

9.1 5 Star Commitment

SCEE has identified a series of significant fatal risks to its workers and subcontractors. These risks are:

- Electrical Isolations
- Management of Change
- Lifting Operations
- Working at Heights
- Driving Safety

The 5 Star Commitments do not cover all operational risks, nor do they replace SCEE's Risk Management Processes that shall be used by both workers and subcontractors. They set a minimum standard for establishing a safe work environment, set clear expectations for safe behaviour, assist in creating a safety mindset and provide a checklist for ensuring safe behaviour of oneself or others, regardless of where the activity is taking place in SCEE's operations.

Any breaches of the 5 Star Commitments will be referred to the Human Resources Department for disciplinary action which may result in termination of the workers employment.

Refer: SCEE-BS-HS-PRO-0027 5 Star Commitment Procedure

9.2 Synergy Lifesavers

At Synergy, the health and safety of our people is central to work, and SCEE are committed, along with Synergy, to providing a healthy and safe workplace which allows all workers to work without risk of injury or illness. To support this commitment, Synergy has developed a set of non-negotiable lifesavers.

- Permit to Work
- Plant and Equipment Operation
- Safety Protection Devices
- Safe Zones
- Working at Height
- Dropped Objects
- Confined Space
- Fitness for Work
- Safe Work Practices

The Synergy Lifesavers align with the SCEE 5 Star Commitments and SCEE high risk work processes, breaches of Synergy Lifesavers will be investigated in accordance with the Synergy and SCEE Just Culture process. SCEE Electrical are committed to promoting compliance with Synergy Lifesavers among all site workers.

Refer: SYN-STD-HAS-0002 Synergy Lifesavers Standard

9.3 Family Star Initiative

At SCEE Electrical, leadership is considered crucial for improving performance and promoting health, safety, environment, and quality within the organisation. Effective HSEQ leadership serves as a key factor in reducing serious health and safety incidents as well as high potential events. To foster a strong team culture, it is essential for personnel to demonstrate HSE culture behaviours, exhibit curiosity, challenge norms, and genuinely care for others. This helps create a mature team environment that attracts individuals who want to be part of it.

By integrating these elements into the overall approach, SCEE Electrical aims to foster a strong safety culture, empower workers to be proactive in risk management, and continuously improve performance in all areas of the business. The focus on leadership, family-like care, drift awareness, work culture, critical control points, and cross checking contributes to creating a safe and thriving work environment where individuals are motivated to be their best and look out for one another.

The Family Star Initiative foundations are based on one question - Who has the least to say in how we go about our work each day and has the most to lose?

The Family Star Initiative is based around the following areas;

- Family Values
- Drift
- Group Space/Head Space/Workspace
- Critical Control Points
- Cross Checking

This initiative will be presented by Site Management as a face-to-face session with all workers and supported throughout the duration of the project. The sessions will be recorded in Stems and form part of the Project Training Matrix.

9.4 Stop Work Authority

SCEE is committed to providing a safe work environment for all workers and contractors working on site. As such, it is a duty and the right of every worker and contractor at SCEE to exercise the Stop Work Authority whenever the worker feels at risk in completing a job/task. Management supports the decision of its workers in the diligent execution of the Stop Work Authority.

The following steps shall be followed when the Stop Work Authority has been initiated:

- A worker may cease or refuse to carry out work if the worker has a reasonable concern that his/her health, safety or wellbeing is at risk from an immediate or imminent exposure of a hazard.
- The worker instigating the Stop Work shall inform his/her Supervisor, HSE Advisor or safety representative (if appointed) immediately when work has stopped.
- The HSE Advisor or safety representative may direct a worker to cease work if the representative has reasonable concern that the job/task would expose the worker to a serious health and safety risk from exposure of a hazard. The Safety Representative or HSE Advisor shall inform his/her Supervisor immediately when work has stopped.
- It is the responsibility of the Supervisor to ensure that the hazard is isolated, and the Stop Work Authority is maintained until control measures have been implemented to reduce the risk to an acceptable level.
- If the hazardous situation cannot be rectified immediately the worker must be allocated alternative work in the same or another workplace if that work is safe and appropriate for the worker depending on the worker's competency level.
- A worker's employment and entitlements shall not be affected by invoking the Stop Work Authority if the worker has not unreasonably failed to comply with a direction to carry out suitable alternative work at the same or other workplace that was safe and appropriate for the worker.
- Synergy will be informed where a stop work authority has been initiated

9.5 Mobile Phones

With the introduction of many approved applications (e.g., SharePoint, Datatrack, Critical Risk Management, Leadership in the field, Stems) the safe use of devices across sites is essential.

SCEE Electrical with the approval the Project Manager or delegate will allow for a device to be used to access approved online systems while providing specific work area guidance to prevent personnel using devices in a way that may lead to an incident or distraction.

Mobile communication devices permitted in operational areas with specific guidance regarding use e.g.

- For work related activities on approved SCEE/Synergy applications.
- To take photos or capture video footage that will be used specifically for work purposes only. Once used the images shall be deleted.
- Earphones/pieces shall not be used at any time when undertaking work related activities.
- Storage location in Heavy Mobile Equipment (HME) is to be in a secure location / crib bag - outside of view. Storage in an operator's pocket is not acceptable due to the risk of driver distraction.
- No phones when driving - Do not operate cell phones (whether handheld or hands free) while operating a vehicle. Pull over to a safe location and stop the vehicle. Once stopped answer or make the required phone call.
- No phones when completing any High-Risk Works. If you need to use your phone, come back to ground level and go to a safe location before answering or making a call.

To ensure no one is exposed to a hazard while using a mobile communication device, all personnel must always ensure they:

Are stationary whilst using a device, i.e.

- Not walking around (unless within office / admin areas where walking while talking is permitted provided that is done free of hazards;
- Not climbing up or down stairs;
- Not conducting physical work;
  a) Are in a safe environment or location; positioned clear of any hazards;
  b) Are aware of their surroundings; and
  c) Comply with directions issued by their leaders

9.6 Work Environment and Housekeeping

Project Management shall ensure all SCEE working areas are maintained to a high standard. The following housekeeping requirements shall be complied with:

- Work areas shall be kept neat and tidy
- Storage facilities must be provided in all areas, sufficient to cope with requirements
- Nothing shall obstruct safety, first aid, spill response, and fire or ventilation equipment
- Platforms, stairways and ladders shall be kept clear, tidy and in good repair
- Amenities shall be kept clean and hygienic
- Oils and grease on floors shall be cleaned up immediately to prevent slip hazards
- All unnecessary items must be removed from the workplace daily
- Waste disposal containers must be provided and regularly emptied

Housekeeping will be monitored in formal site inspections and informal inspections of the workplace shall be conducted regularly by Project Management to ensure high standards of housekeeping are maintained. Any identified hazards shall be rectified immediately.

9.7 Personal Protective Equipment (PPE)

All personnel are required to comply with the wearing and use of all issued PPE. Project Management shall ensure all PPE and clothing requirements set by Synergy, legislation and applicable Standards are complied with.

The following is the minimum protective clothing requirements on site:

- Long trousers (reflective stripes mandatory for night work)
- Long sleeve shirts Hi-Vis (reflective stripes mandatory for night work)
- Leather steel cap lace-up protective footwear
- Safety glasses
- Gloves applicable to the task, including Hi-Vis gloves as required (to be always carried and available)
- Hard hat

The required PPE for all tasks must be identified in the risk assessment (JHA /Take 5 / SWMS). Project Management shall ensure appropriate PPE is available for tasks requiring further protection e.g. hearing protection, respirators, face shields etc.

Project Management shall ensure that workers are appropriately trained in the use, maintenance, storage, disposal and limitations of the equipment prior to use.

All issued PPE will comply with the following Standards:

PPE	Standard
Safety Helmet	AS/NZ 1801
Eye / Face Protection	AS/NZ 1336 AS/NZ 1337 AS/NZ 1338
Hand Protection	AS/NZ 2161 AS/NZ IEC 60903
Footwear	AS/NZ 2210
Respiratory protection	AS/NZ 1715 AS/NZ 1716
Hearing Protection	AS/NZ 1269 AS/NZ 1270
Clothing	AS/NZ 4501
Fall Protection	AS/NZ 1891
Skin (Sun) Protection	AS/NZ 2604

Some areas of site may not require PPE (e.g. office/crib areas), these will be clearly identified and will be addressed in the on-site familiarisation session.

Refer: SCEE-BS-HS-PRO-0013 Personal Protective Equipment Procedure

SCEE-BS-HS-GUI-0004 SCEE Minimum PPE Matrix
SCEE-BS-HS-GUI-0005 SCEE Glove Matrix

9.7.1 Personal Adornments

All personnel shall be advised during the SCEE induction of the personal adornment requirements, as per site specific procedures.

9.8 Working in Heat

Where location or conditions have been identified as having the potential to cause heat stress conditions then supervisors where practicable, shall consider and apply the following controls when organising work:

- Schedule demanding activities for the cooler times of the day
- Ensure sufficient drinking water is available at work locations
- Ensure sunscreen is available at work location
- Job rotation for personnel to provide relief periods
- Shaded rest areas to rehydrate
- Provision of additional PPE, such as hat brims, neck wraps, over hat protectors etc.

At induction and throughout the duration of the project, personnel shall be advised and educated on such things as:

- Acclimatisation
- Identifying the symptoms of heat stress
- Importance of fluid intake / hydration
- Impact of Health and Lifestyle factors
- Control strategies and work routines
- Prevention of heat related illness

9.9 Hydration Testing

SCEE shall undertake Hydration testing on all workers over the warmer months during the project. The testing procedure will involve the MX3 Pro Hydration Testing System or urine self-test strips. Testing will be conducted by randomly selecting workers at prestart, to conduct the hydration test. The worker will be requested to provide 3 tests during their shift. Blanket testing will be conducted from time to time.

Daily results shall be recorded and retained by SCEE Electrical. The register will be provided to Synergy if requested.

Results of testing are to be addressed in accordance with the Hydration Management protocol Flowchart, and will be used to promote self-awareness of personal hydration levels

Refer: SCEE-BS-HS-TEM-0066 SCEE MX3 Hydration Management Protocol Flowchart

9.10 Permits to Work

SCEE shall implement and follow an equivalent Permit to Work System to Synergy's Permit to Work System. All work that will require the use of permits shall as a minimum align with the Synergy permit system and requirements. SCEE are responsible for a permit system up to and including construction verification as per the scope of works, commissioning beyond this point is under Synergy control and will utilise Synergy processes but will include SCEE support. All equipment used during commissioning including but not limited to locks, keys, permit boards, cabinets shall be handed over to Synergy at the completion of the project.

SCEE shall comply with Synergy's permit to work system for any isolations associated with Synergy's equipment.

Refer: GBU-MAN-HSA-0001 Synergy Permit to Work Manual
SCEE-BS-HS-PRO-0018 Permit to Work Procedure
SCEE-BS-HS-TEM-0069 Permit to Work

9.11 Working at Heights

SCEE is committed to eliminating all fall potential from project works. For each job where workers are required to work at height and there is a risk of falling from one level to another a risk assessment shall be conducted to identify the level of risk and controls to be implemented.

SCEE Project Management and supervisors are responsible to:

- Develop and maintain a system to ensure that work shall not be undertaken at any height without there being adequate fall prevention or fall protection measures in place
- Ensuring only those workers with current working at height qualifications are allowed to work at heights
- That risk assessments (JHA/SWMS) are conducted to identify hazards and the appropriate control measures are implemented

Some common controls that should be considered are:

- Temporary Work Platforms – EWP's, Scaffolding
- Edge Protection – guard rails and/or hard barricade
- Individual Fall Arrest Systems - Safety harness with lanyard
- Restraint Systems - Static lines

SCEE will work in compliance with Working at Heights Procedures and Permits.

Refer: SCEE-BS-HS-PRO-0017 Working at Heights (High Risk)
SCEE-BS-HS-TEM-0072 Working at Height Rescue Plan
SCEE-BS-HS-TEM-0036 Working at Height Permit

9.11.1 Falling Object Prevention and Encapsulation

A Job Hazard Analysis (JHA) shall be completed prior to commencement of all work above ground level.

The risk of falling objects shall be controlled through Elimination wherever possible. Where this is not possible, controls from at least one of the following principles shall be applied for all work above ground level. Where work is conducted within 2 metres of an edge or void, controls from a minimum of two of these principles shall be applied, to ensure a secondary level of defence:

- Secure – all tools, equipment and material during use, transport and storage;
- Encapsulate – barriers around work areas to prevent uncontrolled items falling from one level to another;
- Exclude – prevent people from accessing below the work, in case the above controls fail.

Effectiveness of controls shall be monitored using SCEE's 5 Star Inspection Form – Prevention Dropped Objects. This inspection shall be completed prior to any working at heights commencing.

Stored items such as conduit, boards, and other lengthy items shall be stored horizontally and not leant against structure, handrails etc.

9.12 Working from Platform Ladders

The use of platform ladders is permitted provided:

- The ladder is appropriate to the task
- Work is only undertaken from the platform
- The ladder is in good condition (no broken rungs, rails or footings etc.)
- The ladder is on firm, stable and level ground (this includes grid mesh if the ladder footings are larger than the grid mesh squares)
- The ladder is the correct height for the task to avoid reaching or stretching
- The body must be always centred between the rails
- The ladder is secured against displacement (i.e. slipping or sliding) and/or there is another person holding the base of the ladder
- All the locking devices on the ladder are secure
- The ladder is always faced while climbing up or down and while positioned on the platform

Materials or tools are not carried by hand while climbing the ladder. Tools should be carried in a side pouch or handed up by an assistant.

The work undertaken while on the ladder should allow for three points of contact to be maintained and tools can be operated safely with one hand.

Working off non-platform ladders is not permitted

Refer: SCEE-BS-HS-WIN-0020 Portable Ladders

9.13 Confined Spaces

SCEE Project Management is committed to identifying oxygen deficient atmospheres (containing less than 19.5% oxygen), oxygen rich atmospheres, and environments that have gases or pollutants that have the potential to cause injury to any worker.

Project Management shall ensure detailed risk assessments are carried out once an environment has been identified as being potentially harmful. The risk assessment shall require use of air monitor devices to measure an atmosphere. Common environments that have the potential to cause injury are trenches, ducting and vessels.

Confined spaces shall be clearly identified, and all isolations verified prior to the commencement of work. A confined space sentry is always required whilst personnel are in the confined space. Access and egress will be controlled with no other work/task undertaken by the sentry and will be undertaken using the SCEE Permit to Work System.

Atmospheric testing shall be conducted prior to and during confined space work. This testing shall be completed by a qualified 'Gas Tester' at a frequency appropriate to the type of environment in the confined space or the type of work being undertaken.

A confined space rescue plan shall be required for all work undertaken in confined spaces. Workers entering the confined space may be required to wear a suitable confined space harness to assist with potential rescue situations.

Project Management shall ensure appropriate controls are considered for all confined spaces. Consideration shall be given to:

- Compliance with applicable Australian Standard (AS 2865)
- Eliminating the need to enter a confined space
- Isolating a confined space area
- Engineering out the hazard i.e. extraction fans
- Safe work methods i.e. stand by attendants
- Personal protective equipment i.e. breathing apparatus
- Ensure a safe system of work exists so that the hazards of working in a confined space are reduced to an acceptable level
- Only trained competent workers work in the confined space

Refer: SCEE-BS-HS-PRO-0014 Confined Space Entry (High Risk)
SCEE-BS-HS-TEM-0031 Confined Space Permits

9.14 Excavations and Penetrations

All excavations on site will be carried out in accordance with SCEE Excavation, Penetration and Earth Work requirements. All excavations and penetrations will comply with the referenced procedures and require the issue of a permit to excavate or penetrate. Hard barricading will be utilised as required around any open penetrations.

All excavation or penetrations within 1.5m of high voltage, high pressure, hydrocarbon, optic fibre or communications services shall be hand excavated or potholed. SCEE Project Management will ensure that where hand digging is to be conducted it will be with the use of shovels preferably. Picks and bars should not be used. Where approved, an electrically powered Kango type hammer with a Spade bit can be used.

Where a worker is required to work in an excavation that is at least 1.5 metres in depth, the excavation or earthwork shall be shored, benched or battered in a manner which will prevent it from collapsing or moving.

SCEE Project Management and Supervisors will be familiar with the excavation procedures and permits.

Refer: SCEE-BS-HS-PRO-0021 Trenching and Excavating (High Risk)
SCEE-BS-HS-SWM-0018 Trenching & Excavation
SCEE-BS-HS-TEM-0042 Excavation Permit
SCEE-BS-HS-TEM-0032 Penetration Permit
SCEE-BS-HS-WIN-0023 Penetration Work Instruction

9.15 Isolation of Plant and Equipment

Project Management shall ensure that prior to workers being permitted to work on equipment or electrical systems that have a potential to become live that all such equipment will have all potential energy sources isolated. Synergy's isolation lock and tag-out procedures have been communicated to all SCEE workers via a formal training session and will be utilised for this purpose. All training shall be documented and recorded in the project training matrix.

A lock register will be maintained for all isolation locks issued to SCEE site personnel.

No personnel shall work on or near isolated plant and equipment unless they have applied a personal isolation lock and tag. A lock and tag will be applied to a scissor clip at an isolation point or to a permit lock box. Personnel shall sign onto the isolation permit if they are working under an isolation permit.

Light Vehicle Isolation requirements when performing a pre-start shall be for the individual completing the pre-start to have possession of the ignition key in their pocket.

SCEE Project Management shall ensure lock and tag-out procedures are strictly complied with.

9.16 Hot Work

Hot Works will include but is not limited to:

- Grinding
- Hot cutting
- Oxy acetylene welding
- Electrical welding
- Cad Welding

- Any other process that produces or has the potential to cause a spark or ignition source

Where hot work is to be performed within a designated fire risk area or an area that is not normally a designated hot work area, a SCEE hot work permit shall be issued by authorised permit issuers.

A designated fire watch shall be required if it is identified during the risk assessment process (i.e. JHA) that there is a credible risk of a fire from the works being undertaken. This requirement extends to any hot works undertaken in the BESS areas after batteries have been landed. This will be determined based on the type and nature of the hot works conducted, identification of combustibles in the surrounding area, wind/weather factors and the ability or inability to contain the hot works. This is to be documented in the JHA and Permit to Work (if required) and approved by the relevant Supervisor in control of the works. Any fire watch is required to be aware of how to operate a fire extinguisher.

A fire extinguisher shall be available where hot work is being undertaken. Where hot works are to be undertaken, the direct area should be clear of combustibles and welding screens used as required. Gas testing shall be conducted prior to any hot work within an area with a suspected flammable atmosphere.

Oxy welding shall be performed in compliance with AS 4839: The Safe Use of Portable and Mobile Oxy-Fuel Gas Systems for Welding, Cutting, Heating and Allied Processes. Flashback arrestors must be fitted to both lines of the handpiece and to the cylinder.

Compressed gas cylinders are to be secured upright and not exposed to extreme temperatures. They shall be stored and segregated in accordance with AS 4332: The Storage and Handling of Gases in Cylinders. Lifting cradles and hand trolleys are to be used to minimise manual handling risk.

Where hot works are being undertaken during declared fire bans, the SCEE HSE Advisors shall ensure the requirements of the FESA notification process are complied with, including completion of hot works checklists. The SCEE Site HSE Department shall ensure site notification of fire bans occurs.

Refer: SCEE-BS-HS-PRO-0015 Hot Work (High Risk)
SCEE-BS-HS-SWM-023 Welding
SCEE-BS-HS-TEM-0033 Hot Works Permit

9.17 Cad Welding

Operators of Cad welders are to comply with the requirements of the SCEE Cad welding Work Instruction and associated SWMS.

Refer: SCEE-BS-HS-WIN-0018 Cad Welding (High Risk)
SCEE-BS-HS-SWM-0024 Cad Welding

9.18 Drilling into Cable Ladder and Panels

Any task that requires drilling into a cable ladder or a panel with cables installed will only be conducted under a SCEE permit.

This requirement applies no matter whether cables are live or de-energised, if the ladder is full or has only one cable installed.

The permit will be signed by the nominated Project Supervisor and HSE Advisor if one is allocated to the project.

Refer: SCEE-BS-HS-TEM-0034 Drilling Near Cable Permit

9.19 Driving

All driving must comply with the SCEE's Journey Management Procedure SCEE-BS-HS-PRO-0022. Driving must be managed to delay the onset of related fatigue, specifically:

- Plan all journeys; drive to road and weather conditions at all times but as a minimum standard obey the road rules
- Stop and rest for 15 minutes every 2 hours, with a minimum 30-minute break after 6 hours of driving
- Maximum driving time in any 24 hours is 10 hours with a minimum 10 hours rest afterwards
- Maximum 3 days driving 6 hours or more per day with a minimum of 1 rest day afterwards
- No driving if no sleep in the 16 hours prior to commencement of driving.
- Where workers are not staying at camp and are travelling from home, an 80km radius limit from site applies.
- Fatigue and Journey Management Plans must be communicated to Synergy HSE for any workers who are not accommodated in the immediate Collie area and must communicate daily to site.

Drivers will only operate a vehicle when:

- They are medically fit to operate the class of vehicle being used.
- They assess the suitability and safety of the vehicle prior to any journey being undertaken.
- Have completed a verification of competency (VOC) where required
- They are not under the influence of alcohol (zero BAC reading) or drugs and are not suffering from fatigue or impairment.
- They do not operate cell phones (whether handheld or hands free) while operating the vehicle.
- They have the applicable licence to drive the class of vehicle they are operating.

Passengers will only travel in a vehicle when:

- They assess the suitability and safety of the vehicle prior to commencing the journey.
- They assess the suitability of the driver's competency to undertake the journey

- The vehicle is fit for use – Keep it clean, report any damage.
- Travel from camp to site will be by bus under a service provider. A bus may be offered for transport from camp to Perth or other major centres at the end of each swing

Refer: SCEE-BS-HS-PRO-0022 Journey Management Procedure
SCEE-BS-HS-PRO-0027 5 Star Commitment Procedure

9.20 Machinery and Vehicle Inspection

All company machinery and vehicles shall as a minimum, be serviced in accordance with the manufacturers recommended intervals and in accordance with regulated requirements.

Additionally:

- Project supervision shall ensure that suitably qualified personnel carry out regular maintenance
- Records shall be maintained of all inspections carried out
- MEWP's and Cranes shall have documented annual inspections carried out
- Site administration shall provide a copy of all service records to SCEE head office on a weekly basis
- Inspections shall be carried out on all vehicles prior to mobilisation to site ensuring that the vehicle is free from weeds and seeds and that it is in sound serviceable condition
- Vehicles and equipment will be inspected prior to initial site entry and must be approved to enter the site. Approved vehicles will be marked with a site acceptance sticker.
- When performing maintenance, cleaning or repairs, the plant shall be stopped and isolated using the site lockout or isolation procedures. This may require the use of danger tags or permit to work systems.

SCEE Project Management will comply with the requirements of site procedures for Vehicles and Mobile Plant mobilisation and maintenance.

Site supervisors shall ensure all operators' logbooks are completed on a weekly basis for light vehicles and daily for other plant. Light vehicle and plant logbook entries shall be handed to the supervisor and entered in the SCEE Plant and Equipment register.

Supervisors shall also ensure that operator manuals are available and in good condition. Logbooks shall be always retained in the vehicle.

All defects of any machinery shall be logged in the Plant and Equipment Maintenance Register.

A detailed planned maintenance program for all equipment shall be maintained in Stems.

9.21 Cranes, Lifting and Rigging Equipment

Prior to use on the Project, a competent person shall inspect all cranes, lifting equipment and complete a mobilisation inspection form. This inspection report shall include:

- Serviceability
- Certification
- Working Load Limits (WLL must be always displayed)
- Component inspections (e.g. crane rope, block, etc.)
- Compliance with statutory and site requirements
- Cranes, mobile elevated work platforms and other lifting equipment shall be inspected daily and recorded in the daily inspection logbook

Cranes shall have annual inspections conducted on them and copies of the inspection will be placed with the machine and in the SCEE site office. An entry pertaining to the next inspection date will be recorded in the plant and equipment maintenance register.

For this Project two categories of lifts shall apply, routine lifts and non-routine lifts

Routine lifts:

Routine lifting operations may be executed under a routine lift plan

- A routine lift is a low risk, simple lifting operation to which none of the non-routine lift factors apply. For example:
- The load is pre-slung or very easily slung, with no external factors that complicate the operation.
- Use of vehicle loading crane (e.g. Hiab), where the crane capacity is less than 10 tonnes.
- Use of a non-slewing mobile crane (e.g. Franna).
- Workers involved are competent and well-practiced in the lifting operation.
- The load has certified anchor points.
- The load is under 80% of the rated workload limit (WLL) of the crane.

Note: Routine lifting operations require the above factors to be considered but this list is not exhaustive. The risk of each individual lift should be separately considered prior to classifying the lifting operation as a routine one.

Non-routine Lifts
Non-routine lifting operations will require a non-routine lift plan.

A non-routine lift requires a higher level of experience, qualification and/or certification to plan and execute. The following factors may apply:

- The load is to be lifted, upended or rotated by two or more lifting appliances.
- Approach or removal route is obstructed.
- Involves lifting workers (i.e. in a “man cage” / work box).
- The existence of proximity hazards (i.e. public road, overhead power cables, etc) within the minimum exclusion zone area.
- The lift is over, or near live process equipment / plant.
- The lift carries potential for severe business impact based on the outcome of the lift due to the potential consequences of a failed lift (e.g. process safety event) or the value of the load.
- The load is more than 80% rated workload limit (WLL) of the crane.

Note: Non-routine lifting operations require the above factors to be considered but this list is not exhaustive.
All rigging and lifting work shall be performed in accordance with statutory requirements. Only certified persons (rigger, dogman, crane driver) shall lift, rig up or supervise lifts. Lift analysis (SWMS) shall be conducted for all lifts.

All lifting equipment used by the company shall be subject to regular inspections to ensure adequacy for use, this includes all slings, shackles and hooks etc. Cranes, mobile elevated work platforms and other lifting equipment shall be inspected daily and recorded in the daily inspection logbook.

Inspections shall be carried out by a certified crane driver, dogman or riggers to gauge suitability for use and subsequently logged on the lifting equipment.

All items shall be colour coded to verify inspection status. The colour coding shall be in accordance with the electrical colour coding system.

Red - December to February
Green - March to May
Blue - June to August
Yellow - September to November

Items to be checked for during the inspection shall include:

- Any cuts, nicks, breaks and chafing
- Wear or deterioration – stitching / chemicals
- Elongation of chain / hooks
- Identification number
- Any item found which may affect the safe use of the equipment

Makeshift lifting equipment shall not be used under any circumstances. Items found that do not meet a safe standard shall be withdrawn from use immediately, marked with a danger tag by the person carrying out the inspection and sent to head office for repair / disposal.

Refer: SCEE-BS-HS-WIN-0026 Crane Activity
SCEE-BS-HS-SWM-0019 General Mobile Crane Work
SYN-PRC-HSA-Synergy Lifting Operations Procedure

9.22 Forklift Operation

Operators of forklifts on SCEE work sites shall have a Licence to Perform High Risk Work endorsed with load shifting equipment classification LF (Forklift Truck). Operators of telescopic handlers (Manitou) are required to have a certificate of competency for telescopic materials handler, and shall hold a relevant Verification of Competency for the type of equipment they are operating

Operation of forklifts and Telehandlers shall be in accordance with SCEE Work Instruction on forklifts.

Refer: SCEE-BS-HS-WIN-0027 Forklift Telehandler

9.23 Loading and Unloading

When loading or unloading on site, the following shall be adhered to:

- Inspect loads before un-securing to ensure it is safe and cannot not shift once binders are released.
- Personnel are not permitted to stand on the offside of the truck during loading and unloading. This area is to be demarcated with cones and flags and personnel are to monitor that this area is clear prior to any touching or movement of loads.
- No person/s is permitted to be on or climb onto an open tray without appropriate working at height protection; fall restraint protection such as gates or side rail protection will be a minimum of 900mm.
- Use of over centre binders to secure loads are not permitted, ratchet type binders or webbing straps shall be used.
- Chains and strapping should be protected from sharp edges.
- Inspection of load restraint equipment should be conducted prior to use.
- Unloading or loading in non-designated areas will be performed away from traffic flow to minimise interface issues.
- Rolling equipment is to be adequately secured to prevent rolling during transport.
- Dedicated lifting and tie down points of equipment are to be used.
- Due to the inherent risks associated with lifting, moving or relocating transportable buildings, this task shall only be conducted using a crane. The use of a 'Tilt-Tray' vehicle is permitted only once a risk assessment has been undertaken.
- All loading docks and ramps shall be engineered/ purpose-made and authorised for use.
- Loading ramps should be assessed to ensure they are rated for the weight and positioned correctly for the width of the equipment.
- Designated loading and unloading areas should be utilised where possible.
- Spotter should be used as required.
- Drivers shall remain clear of loading and unloading activities and to remain under the direction of the SCEE escort.
- The offside during loading and unloading should be a no-go zone for all personnel.
- Non-inducted drivers to be escorted and informed of site requirements.

All unloading on site will be under task-based risk assessment and shall align with the site loading/unloading process

Refer: 201074-SM-TEM-0004 Collie Battery Energy Project Loading and Unloading Guidance Note

9.24 Mobile Elevated Work Platforms (MEWP's)

Project Management shall ensure all operators of MEWPs:

- Hold a high-risk work licence and verification of competency for the equipment they are operating

- Thoroughly inspect the MEWP for any damage, and record any defects on the operator's logbook and report it to the supervisor, the machine must be tagged out of service if CAT A faults are identified as outlined in the machine log/inspection record
- Fill in the operator's logbook and have the supervisor sign off before operating the machinery
- Wear an approved safety harness with a lanyard attached securely to the correct anchor point within the basket
- Write a JHA for task as required
- Have a designated trained spotter
- An emergency response plan shall be developed and attached to the JHA/SWMS

Project Management shall ensure all MEWPs are serviced and have a safety inspection conducted at no greater than 1 year by an independent Inspector. Servicing will be done as per the manufacturer recommendations. This service shall be recorded in the operator's logbook.

Refer: SCEE-BS-HS-WIN-0019 Mobile Elevated Work Platform (High Risk)

9.25 Spotters

Spotters are required for a range of activities including but not limited to:

- Work from EWPs and other work at height
- Work in the vicinity of live HV lines
- Confined space entry.
- Moving of loads/placing of loads

Personnel may not conduct these activities without first conducting a risk assessment, obtaining the appropriate permit/s and appointing a Spotter. Supervisors must instruct their work team to follow the directions of the Spotter.

Any person appointed and functioning as a Spotter must:

- Be approved to function as such by SCEE and easily identified as a spotter
- Be appropriately trained and competent to perform the task they are undertaking
- Not perform any other work during the period while acting as Spotter
- Ensure that the control measures established for the activity are implemented
- Stop any work considered as being performed in a manner as to expose any person on the site to the risk of injury, and
- Report any stoppage to the Supervisor.
- If spotting for an EWP, must hold a high-risk work licence and VOC for the type of equipment being used, and must be on the ground with communication to those in the EWP basket.

9.26 Barricading

Temporary hard barricading shall be in place around all areas where people may be exposed to hazards, such as:

- Being struck by materials (Falling Objects): Under EWP baskets and under personnel working at height.
- Falling into open excavations or penetrations.
- Cranes & EWP's (Around slew radius & drop zones).
- Hot Work areas.
- Any area that requires the exclusion of unauthorised personnel.

The following types of barricading shall be used:

- Hard barricading shall be utilised when an area is required to be completely enclosed to prevent unauthorised entry into a hazardous area (Falling Objects, Crane Slew Radius (not required with Franna Cranes) etc.);
- Traffic cones shall be used around the slew area of an EWP main body or used for temporary delineation to highlight the presence of trip hazards of plant, equipment or materials;
- Traffic cones and/or flagging shall be used to demarcate the blind side of a truck during loading or unloading, and personnel must ensure that this area is clear before any contact with;
- Hard barricading shall be used around all trenches, excavations, the open sides of all floors, floor openings, stairwells, roofs, platforms and walkways from which a person can fall any distance, or where personnel are working above others who may drift into the danger zone unknowingly.
- Soft barricading (plastic/bunting) may be used where use of hard barricade is impractical
- Barricading should be installed and marked according to risk, caution (yellow) barricading for low level hazards, and danger (red/white) for high potential hazards
- Barricading should be kept at least one metre from the edge of an open trench, excavation or danger area, and must provide a clear visual warning.

Personnel shall comply with the following:

- At no time are personnel allowed to cross over, under or through barricades unless they obtain permission from the work area supervisor (danger barricade), or understand the nature of the hazard and the controls required to enter the area (hazard barricade);
- When using hard barricading (e.g. crowd control barricading), panels shall be locked together. Hard Barriers are to be rigid and continuous.
- Barricading and signage shall be inspected & maintained daily.
- Authorisation from the supervisor or delegate must be obtained prior to removing barricading that was erected by another work group.
- When the task the barricading has been erected for is complete or has changed, all signage shall be removed and the barricades packed away.
- Barricading shall be removed when no longer in use.

Barricade Signage/Information Tags:

- Additional signage shall be used to identify specific hazards e.g. Grid Mesh removal, Falling Objects, Hot Work, Excavation, Workers Above, or Crane Slew Zone etc.

- Barricading should have tags identifying its use where this is not obvious.
- Information tags shall be in place on all sides of barricading, detailing works in progress and a contact name and contact details of the supervisor (i.e. radio channel, phone number)
- Exclusion zones shall be barricaded without an entry point and appropriate signage attached (e.g. Exclusion Zone, Do Not Enter; Drop Zone, Do Not Enter).

Where personnel are required to access or egress a barricaded area, entry and exit points used shall be clearly identifiable with entry gates and with entry / exit signs. Positive communication is essential and required by all parties involved to make sure entry is safe.

The following personnel are responsible for the barricade:

- Crane slew zone - Crane Operator
- EWP drop zone - Spotter
- Blind side of truck – Logistics crew
- General work area – Supervisor

Refer: SCEE-BS-HS-PRO-0021 Trenching and Excavating
SYN-PRC-HAS-0020 Synergy Barricading Procedure

9.27 Inclement Weather

In any situation where inclement weather conditions do or are likely to affect safe work, affected workers and the SCEE supervisors shall consult and seek the best method for completing work safely or shall seek alternate safe work if available. Contingency plans should be reviewed as the project progresses to identify work areas or tasks that can be performed during inclement weather.

In emergencies work may continue, or as agreed in circumstances such as when provided with systems or procedures (i.e.to unload trailers or complete concrete pours), during periods of inclement weather where it is agreed that to **not** move or protect equipment or goods, substantial loss may occur, or substantial risk is present.

Inclement weather includes rain, lightning, high wind, or similar event.

Refer: 201074-SE-PRO-0011 Inclement Weather Management

9.28 Traffic Management

Traffic Management Plans will be required for situations where activity will necessitate a full or partial road closure or traffic diversion or detour that will impact on operational activities and traffic movement.

Plans are distributed the evening prior to the change, by the entity requiring the change. All drivers and operators must comply with Traffic Management Plans as per their scope of work.

SCEE and project subcontractors shall work in compliance with the overall SCEE CBESS Traffic Management Plan, which has been developed for the project.

Refer: 201074-SE-PLN-0005 CBESS Traffic Management Plan
201074-BS-HS-TEM-0046 Traffic Management Template

9.29 Use of Power and Hand Tools

SCEE supervisors shall ensure that all personnel are supervised in the selection, use and maintenance of power and hand tools they are required to use. All personnel will be informed on the use and maintenance requirements of hand and power tools.

During the SCEE Site Induction and periodically at Pre-start and Toolbox Meetings personnel will be reminded of their responsibilities before and during the use of power and hand tools.

These responsibilities include but are not limited to:

- Ensuring that power tools have a current quarterly test tag attached
- Checking the tool prior to use for damage to the tool or power lead
- Ensuring any equipment that is defective, damaged or untagged will not be used and such equipment will then be tagged with an Out of Service tag and reported to the Supervisor.
- Ensuring that all electric tools are fitted with a “Dead man” switch
- Wearing the appropriate and correct PPE for the task
- Ensuring the correct tool is used for the task and is used as per the manufacturer’s recommendations
- Ensuring that all 220-volt (or above) power tools are connected to an approved industrial type of RCD
- Ensuring the correct guards are fitted and in good condition
- Ensuring work pieces are clamped where possible
- Ensuring that tools are not lifted or carried by their electrical leads

All power tools will be required to undergo quarterly testing and tagging procedures as per AS/NZ 3760 In Service Testing of Electrical Equipment, and AS/NZS 3012 Electrical Installations, Construction and Demolition, and will be recorded on the project electrical equipment register. The quarterly test tag colours are defined as:

Red - **December to February**
Green - **March to May**
Blue - **June to August**
Yellow - **September to November**

Refer: SCEE-BS-PO-TEM-0038 Electrical Equipment Register
SYN-STD-HSA-0006 Synergy Prohibited and Restricted Equipment Standard

9.29.1 Electric Arc Welding

All welding machines shall have an approved Voltage Reducing Device (VRD) fitted prior to use. The VRD shall have a current inspection tag displayed. All electric welders shall have a

current test tag fitted on the primary cord. The welder should be marked what category welding environment it had been tested to every 3 months.

9.29.2 Handheld Drills

The following shall be applied when undertaking drilling activities with a Handheld Drills:

- Operators are to ensure all loose items are clear of rotating parts.
- Personnel drilling should ensure good body positioning, and the material is secured in the event of the drill bit binding.
- When drilling steel thicker than 8mm, consideration should be given to the use of a Rotabroach.
- Consideration should be given to the use of a drill mate to control handheld drills.

9.29.3 Handheld Grinders

The following shall be applied when undertaking grinding or cutting with a Handheld Grinder:

- Angle grinders shall be fitted with a clutch to prevent kick back.
- Operators are to ensure all loose items are clear of rotating discs.
- Where grinding or cutting activities are to be undertaken, the direct area should be clear of combustibles and screens used as required.
- Cutting wheels shall not be used for grinding work.
- The correct tool shall be utilised to remove the cutting disc or grinding wheel.
- Operators are to ensure grinders are held adequately when changing discs.
- The grinder shall be isolated from the power source or have the battery removed before changing discs.
- Personnel shall ensure that the grinding and/or cutting disc RPM has matched or exceeded the RPM of the handheld grinder.
- The correct disc is used for the task.
- Discs thinner than 1.6mm shall not be used.
- Discs should be inspected regularly for integrity.
- Personnel grinding or cutting should ensure good body positioning and ensure the material is secured.
- The cutting and grinding of drums is strictly prohibited.
- Handheld grinders shall have handles attached. Handles may only be removed upon completion of a risk assessment (i.e. JHA). Two hands used to always hold the grinder.
- Nine-inch grinders are prohibited.
- Double eye protection (i.e. full-face shield – medium impact rated, in conjunction with foam backed safety glasses or mono-goggles) shall be used when undertaking any form of grinding or cutting operations, along with hearing protection.

9.29.4 Rotabroach/Magnetic Drills

The following shall be applied when utilising a rotabroach or magnetic drill:

- Atra Ace WO 3250 Magnetic Based drills are prohibited from use on this project.
- Operators are to ensure all loose items are clear of rotating parts. Personnel drilling should ensure good body positioning, and ensure the material is secured.
- An information Tag is to be placed on the power source end of a 220V rotabroach indicating that a rota broach is connected and the power should not be turned off.
- If utilising a battery powered rotabroach, ensure the securing magnet is engaged before operation.
- If working at height consideration should be given to providing a means to safeguard the drill from falling from the structure (chain).
- Operator to ensure the drill is off before lifting guard and clearing swarf from broach.
- Gloves to be worn and brushes or other tools used rather to clean swarf.
- Double eye protection (i.e. full-face shield – medium impact rated, in conjunction with safety glasses or mono-goggles) shall be used when using a Rotabroach/Mag Drill.
- Where a rotabroach is recommended and there is no structure to place the units' base, consideration should be given to the use of a mobile base plate.

9.30 Banned Tools Onsite

The following tools are considered to present an unacceptable level of risk and as such are not permitted to be used on site.

- 9-inch (230mm) grinders
- Knifing/cutting discs less than 1.6mm in thickness
- Open blade knives and trimming knives (i.e. Stanley etc.)
- Hardened steel hammers
- Crow bars without a cap at one end
- Oxy / Acetylene systems not fitted with flashback arrestors
- Adjustable spanners or shifters
- Over-centre type Binders
- Atra Ace WO 3250 Mag Drills.

Refer: SYN-STD-HSA-0006 Synergy Prohibited and Restricted Equipment Standard

9.31 Plant and Equipment – Other

9.31.1 Safe Systems of Work

Safe systems of work shall be established for the operation of powered mobile plant on site, taking into consideration the OEM manual, outcomes from plant risk assessments, site-specific requirements, and the requirement for ROPs and FOPs.

SCEE will maintain records of all plant and equipment used on the project within the SCEE HSE Master Register.

Only trained and competent personnel are permitted to operate plant and equipment on site. Evidence of their relevant plant operation tickets, and where required, Verification of Competency (VoC), shall be maintained and summarised in the SCEE-TR-TD-GUI-0001 SCEE Global Training Needs Analysis (TNA).

9.31.2 Installation/Commissioning/Demolition

Plant must not be installed, commissioned, dismantled or decommissioned unless it has been established that it is safe to do so and will be done without risk to the health and safety of any person at the workplace.

A worker who installs, assembles, constructs, commissions or decommissions or dismantles the plant must be deemed a competent person. They must be provided with all information necessary to eliminate or minimise risks to health, safety and environment.

The processes for the installation, construction, commissioning, decommissioning and dismantling of plant will include inspections that ensure that risks associated with these activities are monitored and reduced to ALARP.

All Plant and Equipment prior to the processes of installation, construction, commissioning, decommissioning will be barricaded off to the general workforce to ensure alterations or interference with the plant is not undertaken without Site Management acknowledgement.

9.31.3 Plant Risk Assessment and Inspections

All plant used in the project, including that of subcontractors, shall comply with relevant legislation, applicable standards, and specific project requirements.

All items of powered mobile plant shall be inspected and risk assessed prior to the commencement of work using the SCEE-BS-MV-TEM-0013 Plant Access Request Form. This is to ensure that any risks associated with the plant are identified and appropriately managed, that the plant is fit for purpose, meets relevant safety specifications, and is in a serviceable condition. The assessment will consider the specific purpose and scope of work, as well as site conditions. A machine-specific risk assessment must be conducted for each item of mobile plant.

All mobile plant and light vehicles mobilised to site shall be inspected in accordance with the SCEE-BS-MV-PRO-0002 Plant and Equipment Access Procedure and the SCEE-BS-MV-TEM-0008 SCEE Equipment Hygiene Certificate. Fit-for-use confirmation must be provided by the Site Superintendent or their delegate.

Refer: SCEE-BS-MV-PRO-0002 Plant and Equipment Access
SCEE-BS-MV-PRO-0003 Equipment Hygiene Inspection
SCEE-BS-MV-TEM-0013 SCEE Plant Access Request Form
SCEE-BS-MV-TEM-0008 SCEE Equipment Hygiene Certificate

9.31.4 Fit for Purpose

Plant must be used only for the purpose for which it was designed. Where plant is not used for its designed purpose a risk assessment must be completed by a competent person to determine if there is an increase to the health or safety of workers.

Plant that is not in use at the workplace must be left in a state that does not create a risk to the health or safety of any person.

Guards must be in place that are of solid construction and securely mounted to the plant. Guards should be properly maintained to not create a risk. If guarding is removed from the plant, then controls must be in place to ensure it can't be restarted unless the guarding is replaced.

9.31.5 Plant and Equipment Controls

Operational controls must be easily identified on the plant to indicate their nature, function and direction of operation and located so they are readily and conveniently available to be operated by each person using the plant. The controls must be able to be locked in the off position to enable the disconnection of all motive power.

Operational controls must be guarded, controlled or located so that they cannot be unintentionally activated. Operation controls must be able to be locked in the off position when required.

Any controls not identifiable or guarded must be reported to your supervisor and the area secured.

9.31.6 Maintenance/Inspection of Plant

Maintenance, inspection, and, where necessary, testing of plant equipment must be carried out by a competent person in accordance with the manufacturer's recommendations. All such activities are to be documented in the SCEE HSE Master Register.

In cases where manufacturer recommendations are not available, maintenance, inspection, and/or testing shall be conducted in accordance with the competent person's professional judgment or, for inspections, as approved by Site Management.

Service intervals and operating hours shall be monitored through the completion of weekly light vehicle inspections and daily pre-start inspections for mobile plant on site.

Exceptions apply to generators and lighting towers, which are not required to undergo daily or weekly pre-start inspections. Instead, where generators are running continuously and cannot be shut down, a service schedule shall be arranged with the relevant hire company to ensure routine maintenance is carried out as service intervals fall due.

9.31.7 Plant Record Details

To ensure the effective tracking and management of plant and equipment a Plant and Equipment Register shall be completed within the HSE Master Register (SCEE-BS-HS-TEM-0065) for all existing assets, as well as for any plant and equipment that is purchased, trialled, or hired. This register shall be established prior to the introduction of any new plant or equipment on site, thereby ensuring that all required safety documentation, maintenance records, and risk assessments are appropriately associated with each item.

The register captures essential information such as equipment type, make, model, registration numbers, and relevant safety and compliance certifications. This process ensures that all plant and equipment are properly tracked, maintained, and compliant with site-specific safety requirements.

Refer: SCEE-BS-HS-TEM-0065 HSE Master Register

9.32 Fire Prevention

SCEE Project Management recognises that fire is the single most preventable occurrence that has the potential to cause the greatest loss. SCEE Project Management is committed to a fire prevention program that shall consist of:

- Fire extinguishers being located at SCEE work locations
- Fire extinguishers being inspected and tagged on a six-monthly basis by a fire equipment service company or qualified personnel on site
- Hot work permits system being adopted and implemented for all hot works by SCEE workers as per site requirements
- Emergency response plan including fire/bushfire response
- Use of water carts with water cannon that can be assigned to fire control if required.

Portable Fire Extinguishers will comply with AS 1841 and be maintained to AS 1851.1

Refer: SCEE-BS-HS-WIN-0029 Fire Extinguisher Inspection
SCEE-BS-HS-PRO-0015 Hot Work (High Risk)
SCEE-BS-RM-WIN-0004 Gas Bottle Handling and Storage

9.33 Electrical Safety

Project Management shall ensure:

- All electrical work is carried out in accordance with the relevant state or territory electrical regulations and AS/NZS 3000 Wiring Rules
- Only qualified electricians carry out or supervise electrical work
- All portable electrical equipment and electrical leads are inspected and tagged on a quarterly basis
- All portable electrical equipment and electrical leads are visually inspected prior to each use

- Residual Current Devices (RCD's) are used on all electrical circuits from the General-Purpose Outlet (GPO) including portable generators
- All electrical leads and extensions are routed off the ground or along edges where possible, to remove the tripping potential and to prevent damage and ingress of moisture
- Any person carrying out high voltage work completes SCEE's Permit Procedures
- The strictest compliance to the isolation and tag-out procedures are adhered to

All Electrical Work shall be conducted in accordance with SCEE's Electrical Specifications, Isolations and Permit to Work systems.

Refer: SCEE-BS-HS-PRO-0005 Electrical Isolation and Tag Out
SCEE-BS-HS-PRO-0020 Safe Electrical Work Procedure

9.33.1 Electrical Isolations

When a circuit or equipment has been isolated by an authorised person under the SCEE Isolation and Permit system to enable work to be carried out on or adjacent to such equipment, an approved isolation lock is to be attached to the approved isolation device, danger tag attached to the lock signed and dated by the worker carrying out the isolation. If multiple persons are to work on the isolated equipment, an approved multi-lock device with individual locks and tags attached by each person shall be used.

- Danger tags and locks are to be securely fixed to the operating handle or button of the equipment so that there is no risk of their being accidentally dislodged or of an operator being able to operate the equipment without seeing the tag.
- No switch may be operated whilst a lockout device and danger tag are attached.

All electrical isolations shall be achieved by a physical air gap or using a suitable locking device.

Prior to commencing work on any electrical equipment, a test for dead shall be completed with a suitably calibrated device

After any break in work or change of conditions a re-test for dead shall be completed prior to recommencing any electrical work.

A lock and danger tag may only be removed by the person whose signature appears on it, except that in the circumstances where the owner of the danger tag and lock is unavailable due to leave, illness or other cause, the authorised person or the delegate and appropriate Synergy authority may remove the lock and tag, but only after complying with the following conditions:

- They shall acquaint themselves with the reasons for the lock and tag being attached.
- They shall carry out all necessary inspections and tests on the circuits/equipment to make certain that such may be operated without danger to person or equipment.
- They shall ensure that all persons associated with the work are informed of their action.

- An event report shall be completed

No live work shall be undertaken; equipment is to be isolated prior to conducting work in accordance with the site isolation procedures. In addition to this:

- All electrical equipment must be treated as live, until proven de-energised.
- A "Test Before You Touch" in accordance with isolation regulations shall be performed to confirm there are no live exposed parts prior to commencing the work, and prior to recommencing the work where the work has been paused for any period.
- All electrical isolations shall be locked out and performed by an authorised isolation officer.
- Certified voltage testers shall be tested for correct operation before use and after use to confirm it is operating effectively.
- Proximity Testers shall not be used to confirm the presence of live voltage.
- Panel Volt Meters shall not be relied on to confirm an electrical part is de-energised.

Refer: SCEE-BS-HS-PRO-0005 Electrical Isolation and Tag Out
SCEE Isolation Permit

9.33.2 Working in the Vicinity of Live Power Lines

When it is required to work in the vicinity of live Power Lines, workers must report to their supervisor before commencing work and undertake a separate approval process with a specific task risk assessment attached.

- Synergy Vicinity Permit to be implemented and followed
- If achievable, earthing and short-circuiting of a high voltage overhead line shall be affected at a place which is visible from the site where work is to be carried out on such line.
- Earth Sticks are to be tagged (current). Modiewark's are to be tagged (current).
- Such earthing and short-circuiting shall be carried out on both sides of the site.
- Where no known permanent earthing facilities are available, earth connection shall be made by means of a metal rod not less than 13mm diameter or a metal stake of equivalent cross-sectional area driven vertically into the ground to a depth not less than 60mm.
- Except in a case of emergency involving danger to human life, a person shall not earth or short-circuit a high voltage overhead line otherwise than with equipment provided by SCEE for the purpose.

A Vicinity Permit shall be completed for work required to be performed within a 10-metre horizontal exclusion zone from electrical power lines. Care should be taken with crane booms or hooks which may luff or slew into the area of exclusion.

It is not anticipated that SCEE will work within a powerline danger zone.

Refer: SCEE-BS-HS-TEM-0070 High Voltage Vicinity Permit

9.33.3 High Voltage Work

All High Voltage mains and apparatus shall be regarded as live until proven dead.

Minimum Safe Working Distance

Where workers work in the vicinity of exposed live high voltage mains and apparatus, personnel shall not allow any portion of their bodies or any object or tool (other than equipment issued for testing, operating or working on live voltage mains and apparatus) which they are handling to come within the minimum safe working distances from exposed live high voltage mains and apparatus.

On the CBESS project, the 330kV overhead line has a 6m clearance zone

When it is likely that a worker's body or any object which they might be carrying would come within the distance specified above, insulating screens must be erected or the exposed live high voltage mains and apparatus must be made dead and isolated and earthed. Site specific vicinity permits will be required; these will be a Western Power process.

Except when authority is given and special tools and equipment are provided for working on high voltage mains and apparatus, high voltage mains and apparatus must not be worked on until:

- They have been isolated from all possible sources of supply; and
- Danger notices have been displayed on or adjacent to all devices and controls through which the mains and apparatus may be energised; and
- They have been proved dead; and
- They have been earthed and short circuited; and
- Barriers have been erected where necessary; and
- An access permit has been issued.

Where high voltage mains and apparatus to be worked on are divided into two or more sections, the above requirement shall be observed about each section.

Note: Voltage transformers as well as power transformers are a possible source of high voltage supply and must be isolated on both the high and low voltage sides.

HV work may include the removal and de-termination of existing cable and re-installation and termination of new HV cable. Isolations shall occur at the relevant switch room and switch gear prior to any HV work.

Permits shall be used whenever access or isolations to switch room equipment is required.

For all High Voltage work:

- The permit recipient will be appropriately trained.
- A high voltage access permit shall be raised.
- The circuit shall be isolated to confirm the circuit is de-energised and earthing interlocks, where fitted, are engaged.

It is not anticipated that SCEE will work where a High Voltage Access Permit is required.

9.33.4 Electric Shocks and Events

All electrical shocks and events require immediate attendance at the medical centre. There will be additional health investigation required which may be conducted at a hospital or local clinic

Electric shock events must be reported to the SCEE Site Manager, Project Manager, SCEE and Synergy HSE Advisor, the Nominated Synergy Electrical Supervisor immediately regardless of the severity. The nominated SCEE electrical representative for all suspected electric shock events is the SCEE Learning and Development Manager. The Learning and Development Manager is to be notified following all actual or suspected electric shock events and will participate in the incident investigation. All notifiable incidents will be reported to the applicable regulator through SCEE Electrical Representative within the required time frames.

If you come across a person receiving an electric shock:

- Assess the situation – never put yourself at risk
- Take precautions to protect yourself and anyone else in the vicinity
- Have someone report the incident to the supervisor and contact emergency services
- If possible, disconnect the supply
- Assess the injuries and if safe to do so, move the casualty to a safe area
- Administer first aid if trained
- Ensure the incident scene is not disturbed

Any person who has received an actual or potential shock is to attend the medic or hospital for an ECG to monitor heartbeat rhythm.

The event notification guide posted on the walls of offices outline the relevant personnel to contact in the event of an electric shock.

Refer: SCEE-BS-HS-PRO-0004 Event Management and Investigation
SCEE-BS-HS-WIN-0006 Event Reporting
SCEE-BS-HS-GUI-0001 Event Notification Guide

9.33.5 Electrical Fires

Electrical fires may result from:

- The overheating of circuits
- Machines running too slowly for long periods due to insufficient electrical power
- Machines driven beyond their intended capacity
- Oil and dust being allowed to accumulate on motors etc.
- Overheating of equipment by:
  - Too much equipment on the same circuit
  - Too large a fuse being used in a circuit

Only use a CO2 or dry chemical extinguisher on an electrical fire, and only when safe to do so. Fire extinguishers must be kept near main switchboards and substations as a minimum.

9.33.6 Controlling Electrical Hazards

SCEE management shall regularly discuss the controlling of electrical hazards in the workplace commencing with the SCEE Site Induction and continuing throughout the project in Prestart and Toolbox Meetings. Workers will be advised of the following controls that can be used in the workplace:

- Visually inspect all electrical equipment to ensure it is correctly tagged for the quarter
- All portable electrical equipment shall be used in conjunction with a portable RCD unit
- Do not use electrical devices near water
- Unplug equipment correctly
- If a circuit breaker has tripped, only reset it once, after which the supervisor should be advised
- Use 'out-of-service' tags and report faulty equipment
- Use the right equipment and fuses
- Adhere to isolation requirements and work procedures
- Read and heed warnings
- Increase your resistance to shock by wearing the issued safety boots.

All electrical activities carried out shall be compliant with the relevant safety and technical legislation as outlined in the Safe Electrical Work Procedure.

Refer: SCEE-BS-HS-PRO-0020 Safe Electrical Work Procedure

9.34 Substations

Only authorised persons will enter and work inside an energised substation. Substations must always be left locked when unattended and clear safety glasses must be worn when inside substations.

No persons are to work alone inside an energised switch room.

All electrical work required to be recorded must be entered into the Electrical Record Book and the appropriate Synergy Electrical Supervisor informed.

Energised substations fall under Western Power authority and rules.

9.35 Noise Control and Occupational Hygiene Monitoring

On the project the use of audio devices wired or connected via Bluetooth to earphones/pieces is not permitted. The use of mobile telephones is restricted to management and supervision in areas other than crib areas, unless approved by the Project Manager.

The continuing assessment of worker noise exposure levels will be an ongoing process throughout the project. Project management shall ensure that all plant or equipment identified as generating excessive noise above prescribed levels will be properly identified and signposted. Exposure times and or time weighted averages shall be discussed at prestart and toolbox meetings along with the appropriate protective hearing devices and instructions on their use.

Worker awareness and monitoring of occupational stressors including vibration, dust, fibrous materials, chemical exposure, ergonomics and manual handling will be undertaken by SCEE Project Management.

Refer: SCEE-BS-HS-PRO-0009 Noise Control and Hearing Protection Procedure

9.36 Pandemic

If a pandemic is declared by the State or Federal Government SCEE shall comply with all directions as advised by the governing body or Synergy. SCEE in addition will initiate a Pandemic Committee to assist in compliance requirements.

The committee as required will issue updates to all SCEE workers and sites keeping them informed of the declared pandemic and actions required.

9.37 Health Surveillance

Health surveillance may be required when personnel are at risk of exposure to hazardous substances in the workplace, as outlined in applicable legislation. The risk of exposure to harmful substances shall be identified and assessed during the Project Risk Assessment, with appropriate control measures implemented.

An initial review of potential health surveillance requirements shall be carried out during the Project planning phase and documented in the Project Risk Register. Ongoing reviews will be conducted throughout the Project lifecycle via workplace inspections and regular consultation forums, including daily pre-start meetings and toolbox talks.

A site-specific assessment of potential health hazards—including biological, physical, and chemical/atmospheric contaminants—shall be conducted by a competent person holding at least a Certificate IV in Work Health and Safety.

Health monitoring and surveillance shall be conducted in accordance with the WHS Regulations 2022. Personal exposure to health hazards on the project shall be measured and evaluated by a competent and formally trained Occupational Hygienist. At a minimum, the Occupational Hygienist shall hold a Graduate Certificate in Occupational Hygiene Practice or an equivalent qualification.

Where legislatively required—or as determined by risk assessment—personal exposure monitoring will be conducted to confirm that project site controls are meeting regulatory requirements. This may involve engaging qualified external specialists to assess exposure levels.

Personal exposure to health hazards on the project shall be measured and evaluated by a competent and formally trained Occupational Hygienist. At a minimum, the Occupational Hygienist must hold a Graduate Certificate in Occupational Hygiene Practice or an equivalent qualification.

If the outcome of the risk assessment determines that health surveillance is necessary, records shall be maintained confidentially within the worker's personnel file. Ongoing surveillance will be managed by the Human Resources department to ensure compliance and continuity.

All health records deemed relevant by a qualified medical practitioner or health professional shall be communicated to the affected workers. These records confirm that appropriate health surveillance and exposure monitoring information has been provided. All records will be stored securely, retained for the legally prescribed period, and made available to the individual or their nominated medical practitioner upon request.

Calibrated Equipment, such as alcohol testers, gas detectors, dosimeters, and radiation meters used for health surveillance, must be calibrated by an approved laboratory in accordance with SCEE-OP-OP-PRO-0003 Measuring and Test Equipment. All such equipment must also be recorded in the SCEE Electrical HSE Master Register (SCEE-BS-HS-TEM-0065).

Refer: SCEE-BS-HS-TEM-0065 SCEE Electrical HSE Master Register
SCEE-OP-OP-PRO-0003 Measuring and test equipment

9.38 Fibrous Materials

Whilst fibrous materials occur naturally within geological formations in certain regions, no naturally occurring fibrous materials are likely to be encountered during the project works.

Mineral fibres often occur in large visible bundles, but individual fibres and fibrils are not visible to the naked eye. Mineral fibres under the category of 'asbestos' fall into the classification of fibrous minerals. Asbestos is a hazardous material that poses a risk to health by inhalation if the asbestos fibres become airborne and personnel are exposed to airborne fibres. The definition of an asbestos fibre is a fibre with a diameter (width) less than 3 microns, a length greater than 5 microns and a length to width ratio greater than 3:1.

Exposure to asbestos fibres is known to cause mesothelioma, asbestosis and lung cancer. It should be stressed however, that risk of health impact from fibre inhalation is dose related, i.e. the greater the dose the greater the risk of disease (other factors such as smoking will increase the risk). The onset of disease usually occurs many years after exposure (chronic health effects).

It should also be stressed that not all fibres, because of their size and dimension could enter the lungs. Large fibres are trapped within the upper respiratory tract where they are removed by natural body processes.

SCEE Project Management shall ensure that all workers are made aware of the risks associated with fibrous materials, the risk control measures and their role within that procedure, during the SCEE Induction.

Refer: SCEE-BS-HS-TEM-0002 Dust Fibrous Material Management Plan

9.39 Working Near or Over Water

The conducting of work near or over water presents increased risk to site personnel. Reference is to be made to SCEE Work Instruction regarding working over water should this situation be encountered while undertaking work on site. Working close to the sediment dams on site should be controlled using this process.

Refer: SCEE-BS-HS-PRO-0023 Working Over Water

9.40 Working Alone

A person is “working alone” when they are physically on their own, when they cannot be seen or heard by another person or when they cannot expect a visit from another worker or member of the public for some time.

The following examples indicate situations where workers may be exposed to working alone:

- A person who is working alone in an office
- A person working after others have gone home
- A supervisor assessing a future job site/scope by themselves
- Travelling alone in company vehicles for extended periods of time
- Security hut workers at night

SCEE workers who are directly supervised by third parties (e.g. Synergy personnel) may still be working alone if the person supervising them leaves the direct area of work for long periods of time while the work is being performed.

Requirements to develop systems of work for personnel working alone are outlined in the SCEE Work Instruction on working alone.

Refer: SCEE-BS-HS-PRO-0024 Working Alone

9.41 Simultaneous Work Activities

At times SCEE personnel will be working in areas with simultaneous work activities occurring. For example, operations with other contractors or carrying out installation activities where normal construction works are underway. To assist in the management of simultaneous work activities in such a way as to eliminate or minimise the risk of fatalities, injuries or events, the following should be discussed and implemented where practicable:

- All persons on the BESS pad or in construction areas shall have access to a UHF radio tuned to channel 37.
- Coordination meetings with relevant contractors to discuss work schedules

- Synergy may be advised of proposed work activities at weekly progress meetings
- Field supervision (SCEE and other contractor) may have interface meetings on the work site to delineate work areas and coordinate movement
- Traffic Management Plans, crane activity, safety notices and bulletins regarding planned activities are communicated during prestart and toolbox meetings
- Permit and area access restrictions may be designated
- Use of radio communication on designated channels, along with call up boards at work areas
- Barricades, flagging and bunting can be set up and information tags used to communicate work and access details

Where workers are working above or below other workers, supervisors shall encourage the communication between work groups and ensure that the separate work areas are appropriately set up. This may include providing overhead protection, erecting a barricaded drop zone, using drop sheets and removing personnel from potential line-of-fire positions.

The schedule for interface meeting should be agreed between all stakeholders prior to the work commencing. Interface meetings would normally be held fortnightly or monthly but in environments such as shutdowns, work adjacent to operating plant or equipment or in dynamically changing environments; meetings will be more frequent. Each work area should have a single entity that is ultimately in control of it and responsible.

9.42 Management of Change (MOC)

SCEE recognises uncontrolled change at the work front as a significant risk.

Measures to reduce the risk of incidents, injury, equipment failures and damage arising from change events must ensure:

- Change is managed in a structured and uniform manner in line with the SCEE and Synergy HSE management systems.
- Work crews are included and have input into the change management process
- A Risk Assessment is conducted
- Controls deliver the required outcome, and risk is reduced as low as practicable
- No new hazards to persons, equipment or the project are introduced
- Documents are reviewed and updated in line with the appropriate document control procedures

Any permanent or temporary changes to the SCEE work front shall only proceed if:

- A Risk Assessment is completed, or existing task-based risk assessment is reviewed to assess the potential impacts of the change. If the residual risk rating is high or above work must not proceed until a formal risk assessment has been completed.
- A plan is developed by supervision and the work crew that clearly specifies the actions and timescale for the change and the control measures to be implemented. This could be a formal risk assessment or an amendment to the Safe Work Method Statement or JHA.

Refer: SCEE-BS-HS-WIN-0009 Workfront Management of Change

9.43 Hazardous Substances

SCEE shall comply with the relevant Australian Standards and Codes of Practice, SCEE and Synergy requirements to ensure the following:

- Transport shall be in accordance with the applicable Transport of Dangerous Goods legislation and shall be performed by licensed contractors
- The storage of hazardous goods shall be in accordance with the relevant legislation and as per the information on the SDS
- First aid requirements shall be supplied as per the information on the SDS

All hazardous substances required for the project shall only be bought on to site after SCEE Electrical approval, considering the degree of risk involved and the operational and economic effects of substitution with less hazardous materials.

A hazardous materials register will be maintained by the HSE Advisor. Access to Safety Data Sheets (SDS) for hazardous materials used will be maintained on site.

SCEE shall utilise ChemAlert to maintain its compliance with hazardous substances. There will be a manifest of dangerous goods maintained at the entry gate for emergency services personnel, along with SDS of the substances concerned, should manifest quantities of dangerous goods be exceeded.

Refer: SCEE-BS-HS-WIN-0021 Hazardous Materials Handling and Storage (High Risk)

9.44 Risk Assessment and Control of Hazardous Substances

If the use of certain hazardous substances is required, the Project Manager will ensure that a risk assessment is completed prior to the introduction of any such substance or product onto site. Factors such as the SDS, manufacturer's information, nature of work, experience of workers and the potential health effects of each substance are to be considered in the completion of the risk assessment.

Refer: SCEE-BS-HS-WIN-0021 Hazardous Materials Handling and Storage (High Risk)

9.45 Storage and Disposal of Hazardous Materials

All hazardous materials or chemicals shall be stored in accordance with the manufacturer's recommendations and statutory requirements in appropriate, correctly labelled containers and shall be accompanied by a SDS which will be made readily available to workers.

Containers of fuel are not to be stored near a flame or any other source of ignition and there will be no smoking in the vicinity. Containers shall be regularly inspected by a competent person.

All equipment excluding mobile plant which holds more than ten litres of fuel and has the potential to leak will be placed on drip trays. Equipment which holds less than ten litres of fuel will be stored suitably to reduce the risk of leaks and spills. Spill/drip trays are the preferred option for all equipment.

Disposal of hazardous materials shall be in accordance with legislative requirements and manufacturer guidelines. Only contractors with the appropriate license shall transport and dispose of such material, and waste will be recorded and reported in the monthly report as per site arrangements

Should fire retardant gas (SF6) contained in the switchgear or battery modules require disposal, this will be done using a licenced contractor and recorded/reported as above

Refer: SCEE-BS-HS-WIN-0021 Hazardous Materials Handling and Storage (High Risk)

9.46 Hydrocarbon and Other Chemical Management

A site register of all hazardous substances with appropriate SDS is maintained and stored as per SDS recommendation and as required under AS 1940:2004. The SDS register will be located in the site office, stores and hazardous goods container. Updates to the register are advised to workers at Toolbox and/or Pre-start Meetings.

The Construction Manager shall ensure that all bunds, storage and fire precautions shall be in compliance with the applicable Dangerous Goods (Handling & Storage) Regulations and AS 1940:2004 Storage and Handling of Flammable and Combustible Liquids.

Containers of fuel will not be stored near a flame or any other source of ignition and there will be no smoking in the vicinity. Containers shall be approved for carrying flammable liquids. Bulk fuel storage areas will be poly lined.

Hydrocarbons and chemicals shall have 110% secondary containment facilities. Authorisation shall be obtained prior to commencing any job that requires the handling of hydrocarbons or chemical in the vicinity of water bodies and a Job Hazard Analysis (JHA) shall be conducted.

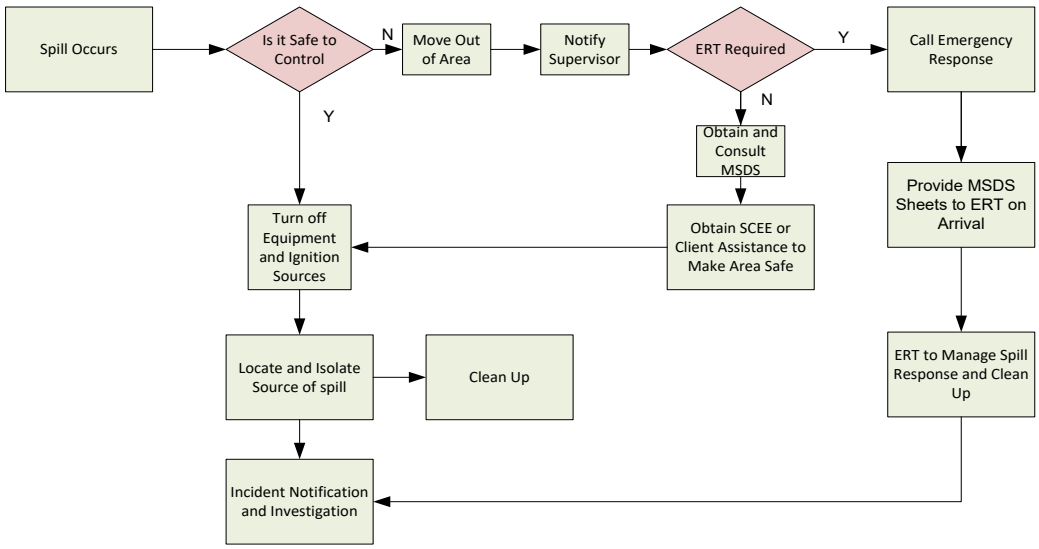
Suitable firefighting equipment shall be available and regularly inspected by a competent person.

Incompatible substances shall not be stored together.

9.47 Hydrocarbon and Chemical Spill Management

All hydrocarbon and chemical spills shall be reported to the Synergy Environmental Advisor as per the event notification guide. Hydrocarbon and/or chemical spills shall be managed on site according to the following flowchart.

Spill Response Action Plan



It is the responsibility of the SCEE Project Manager to ensure that in the event of a spill / release there is immediate access to appropriate clean up equipment and absorbent materials. For example:

- Inert absorbent material such as vermiculite, clay, sand or kitty litter in sufficient quantity to absorb the spill (or these goods would be stored in a bunded area large enough to contain the spill)
- Shovels will be taken to the spill area but will be kept on hand at areas such as fuel storage depot all times
- Barricading/Bunting/Witches Hats

The removal and disposal of contaminated soil shall be arranged in accordance with contractual requirements, disposed of in compliance with site requirements and applicable regulations.

SCEE will ensure that portable generators, welders or stationary engines comply with site standards.

SCEE refuelling trailers used for transportation of hydrocarbons shall be fitted with appropriate spill kits and drip trays. Additional spill kits shall be located at the SCEE stores and made readily available for use wherever hydrocarbons and chemicals are stored and/or used.

9.48 Pollution /Emissions

Due to the nature of work performed, SCEE is considered a minor contributor of emissions. Potential sources of emissions have been identified as primarily light vehicles, site-based load shifting plant and small internal combustion engines. To ensure that emissions are maintained at satisfactory levels, all equipment is regularly maintained in accordance with manufacturers' recommendations.

The burning of rubber and plastic products, waste oils or any waste material is not permitted. Any inadvertent emission of pollutants within or from the work site will be reported to the HSE Advisor. Areas which are suspect or known to be contaminated sites will be recorded.

9.49 Dust Management

In accordance with SCEE and Synergy procedures, SCEE will implement reasonable measures to:

- Ensure that a proactive approach to dust minimisation is taken for all work activities
- Avoid nuisance impacts of dust on the workforce and surrounding land users.
- Avoid impacts to Collie Power Station cooling stacks, where dust can affect the water chemistry

The Construction Manager shall make an assessment prior to the commencement of work as to the potential for dust generation, considering the:

- Nature and location of SCEE activities on site
- Weather conditions and wind direction
- Potential for dust nuisance on workforce and surrounding land users

The source of any nuisance dust will be identified and where practicable, dust control practices will be modified to reduce or eliminate ongoing risk. The potential for dust generation shall be reassessed periodically.
Dust control measures include:

- Road watering of unsealed access roads and road verges of sealed roads
- Watering of unsealed lay-down and work areas
- Speed restrictions of roads
- Minimising dust generating activities during dry and windy conditions
- Use of foam backed or close-fitting safety glasses where other controls do not reduce risk sufficiently

Refer: SCEE-BS-HS-TEM-0002 Dust and Fibrous Materials Management Plan

9.50 Protection of Flora and Fauna

SCEE personnel shall comply with the SCEE processes and work Instructions. This includes the following:

- Necessary approvals will be obtained prior to the removal of native vegetation
- SCEE shall not otherwise remove or damage any trees, plants or animals during work activities and shall minimise the need to disturb any area. In particular, the three protected trees within the site envelope shall not be disturbed, as these have been identified as potential habitat trees for the endangered black cockatoo.

- Significant tree communities or individual trees to be retained on site works, are clearly identified through appropriate tagging and fencing and marked on the site layout drawing
- All work activities will be confined to gazetted sites. Under no circumstances shall any personnel or vehicle travel on other than existing formed roads
- Fauna deaths and feral animal sightings shall be reported to Synergy as required and recorded on the Fauna Register
- No pets or other animals are permitted on the project site
- Firearms are prohibited on site

The site environmental representative will be contacted in the event that:

- Fauna relocation is required
- Roadkill of stock or fauna occurs (fauna kills will be reported as an environmental event)
- Feral animals are sighted within the Project area

SCEE will assist Synergy in fauna preservation and protection throughout the Project.

9.51 Soil and Water Conservation

SCEE shall take all precautions to prevent the discharge of any water containing contaminants into adjacent waterways, including the Collie River

Such precautions shall include:

- Maintenance of plant and equipment to be performed in an approved area
- Oil separation traps shall be used before discharge of drainage from maintenance activities
- Liquid waste will be collected in holding tanks and removed from site for recycling
- All oil or fuel spillage shall be cleaned up immediately

9.52 Waste Water Management

The normal scope of SCEE site operations generates wastewater (grey water) from ablutions and crib facilities. Wastewater from SCEE maintained ablution facilities will be removed by a licensed waste disposal contractor. All waste removed shall be recorded and reported as outlined in the NGER process.

Refer: 201074-SE-PLN-0003 CBESS Waste Management Plan

9.53 Non-Hazardous Waste

The company places significant emphasis on waste management, waste minimisation and the concept of cleaner production. The SCEE Project Manager is responsible for ensuring that environmental management procedures are followed during the project. The SCEE HSE Advisor will perform the monitoring activities required for effective Waste Management. These activities will include but not be limited to:

- Ensuring waste storage areas are correctly designated and identified
- Ensuring waste items are segregated appropriately
- Ensuring skips and other bins are not overflowing and are covered when necessary
- Ensuring waste storage containers and facilities are correctly labelled
- Promoting waste storage and disposal procedures through Toolbox and Pre-start meetings, including the reduce/reuse/recycle hierarchy
- Ensuring all waste is disposed of in accordance with the relevant site procedures, Regulations and Codes of Practice, along with the Synergy Contractor Environment and Heritage Standard SYN-STD-ENV-0001

SCEE will consult with the site environmental representatives to confirm any site-specific segregation and recycling requirements along with alternative waste disposal methods.

All waste will be recorded on the monthly register and communicated to Synergy, including waste that has been reused or recycled on site, waste removed from site, and recycling materials removed from site.

Where facilities are made available, the following work materials will be categorised:

- Organic (e.g. food scraps, low grade paper)
- Combustibles (e.g. wood, cardboard, paper)
- Recyclables (e.g. glass, paper, aluminium, plastic bottles, milk cartons)
- Scrap steel
- Batteries (not stored on site)
- Chemical waste
- Oil Waste – including contaminated rags

Refer: 201074-SE-PLN-0003 CBESS Waste Management Plan

9.54 Hazardous Waste

Where hazardous waste is generated as part of SCEE activities, it shall be disposed of in Synergy provided facilities, or if these facilities are unavailable disposed of using licensed hazardous waste disposal contractors. Relevant records of types and quantities of waste removed by this method shall be maintained and reported in line with Synergy Construction Management Plan requirements.

Refer: 201074-SE-PLN-0003 CBESS Waste Management Plan

9.55 Weed Management

SCEE shall ensure all ground engaging, earthmoving or tracked equipment is cleaned before arrival on site to remove all dirt, stones or vegetation material to assist in the prevention of weeds and plant transfer from other regions.

All other SCEE equipment, including light vehicles, will be in a clean state and free from excess dirt or dirt material when presented on site. Weed hygiene certificates or the

equivalent will be presented where required as a pre-mobilisation deliverable. These documents will then be kept on file on site as auditable records.

SCEE understands that the wash-down of vehicles and equipment is prohibited on site unless a Synergy approved facility is available.

9.56 Sewage Management

SCEE will ensure that the sewage management facilities, septic tanks and/or leach tanks are approved prior to installation. The relevant approvals will be provided and filed on site. The facilities will be managed in a way that complies with legislative conditions, prevents pollution and preserves the area.

Once facilities have been approved and installed it is the responsibility of the SCEE HSE Advisor to ensure the system and facility is inspected as required. The SCEE representative will also ensure that the strategy for sewage collection and monitoring is in accordance with site sewage management procedures and consult with Synergy representative for confirmation.

9.57 Surface Water/ Ground Water Management

SCEE will ensure that temporary surface water from rain events is managed appropriately and pumped/diverted into temporary sumps as required. This will be re-used as dust suppression water or diverted via bioswale to the surrounding ecosystem.

SCEE will ensure that no SCEE generated construction materials are left in creeks, riverbeds or on the banks of watercourses. If potential contaminants are believed to have reached natural drainage channels SCEE will contact Synergy representative to initiate water-sampling procedures.

The servicing and maintenance of vehicles and equipment will be conducted, where possible, in an off-site facility.

Refer: 201074-SE-PLN-0003 CBESS Waste Management Plan

9.58 Marine Discharge / Management

The scope of SCEE operations does not involve discharge of material to marine environments, however any discharge will be monitored and controlled to ensure it does not enter the Collie River.

9.59 Dewatering Management

Due to the proximity to the Collie River, runoff of excess water from site needs to be controlled. This is important both to maintain the integrity and compaction of the soil on site and prevent degradation, but also to ensure the runoff from site is controlled and that contaminants do not flow into the river uncontrolled.

General Site Area

SCEE will maintain the site levels to ensure the runoff drains into the sump that has been constructed near the north-east aspect of the project boundary. This sump will require periodic emptying until a permanent solution is constructed as part of the scope of works. To empty the sump, SCEE will utilise either a pump or siphon arrangement do direct water out of the sump and down a gully, through bioswale where the silt and contaminants can be settled out or taken up by vegetation, with the remaining filtered water ultimately entering the river ecosystem. Continual monitoring of sump levels is required, particularly during extended periods of heavy rainfall.

Permanent Water Table

According to the site survey, there is little chance of any site excavation approaching the level of the water table, these levels are well below where excavation activities will occur and should not pose a hazard to excavation work

Perched Water Tables

As identified in the geotechnical report for the project, there is a possibility of perched water tables being present in the site area. Given the possibility of encountering these during the deeper site excavation, monitoring of the excavation process will be required. Should a perched water table be adjacent to an excavation and seep or flow from the water table into the excavation occur, work will cease and an engineered solution to the issue developed in consultation with Synergy and GHD stakeholders, depending on the situation encountered.

Batch Plant

Construction of the batch plant will include installing a detention/settlement pond on the northern aspect of the batch plant site, which will hold the surface water runoff from the batch plant area, which will be contoured to produce a current flow conducive to the collection of water in the settlement pond. Discharge pipes will be installed into contour drains with rock protection installed, these will feed into the existing roadside drain along Boy's Home Road

9.60 Indigenous Culture and Local Community Partnership

SCEE workers shall not disturb or remove any material of archaeological, anthropological, cultural or historic significance from any work site, and this is communicated through the SCEE site induction.

All Aboriginal Heritage Sites shall be respected and not disturbed. SCEE shall immediately advise Synergy environmental representative of any previously unidentified heritage sites or suspected Aboriginal heritage sites located during site works. SCEE shall work with Synergy to ensure that these locations are protected from damage. The Collie River is a known cultural heritage area, and the river is not to be accessed without approval from Synergy.

Refer: SCEE-BS-HS-TEM-0004 Cultural Heritage Management Plan

9.61 Rehabilitation

SCEE will ensure that all temporary infrastructure and materials associated with the scope of work are removed from site.

Synergy representative shall determine areas requiring rehabilitation prior to demobilisation and review the scope of rehabilitation works. The site environmental representative will also assess the quality of rehabilitation as part of the demobilisation process.

10 Site Security Management

SCEE will manage site security via the DAMSTRA system and a provider of suitably trained personnel and equipment. Project personnel must comply with site security requirements for identification, access, protection of people and assets, and behavioural requirements at the work site and accommodation facilities where applicable.

All people require permission to access site and must have prior approval from the Project Manager or delegate though submission of a roster or a travel request. Access for personnel will be permitted after:

- Presentation of identity card (if a site worker)
- Completion of all inductions – which will depend on planned site activities
- Breath test for BAC
- Completion of a medical assessment for site workers, or medical information questionnaire for visitors
- Correct PPE
- Availability of escort (for visitors).
- Provision of a list of personnel from Synergy and discussion of requirements with SCEE Project Management

All vehicles and mobile equipment must be approved for site and must have prior approval from the Project Manager or delegate. All vehicles and mobile equipment will be subject to inspection prior to accessing site, conducted by a Project designated inspector. Entry to site will be permitted after:

- Presentation and review of all required documentation for the vehicle/equipment
- Weed and seed certification for ground contacting equipment
- Visual inspection and sign-off.

Where a vehicle or item of plant is assessed unfit for use on site, it will be refused access to site or removed from site. The security contractor will also conduct regular patrols of the site to ensure the security of buildings and other facilities, and to identify, manage if possible, and report unacceptable behaviours.

11 Emergency Preparedness and Response

SCEE Project Management shall implement a Site Emergency Plan and work in conjunction with the Client to ensure compliance is achieved. Emergency procedures for specific situations—including those related to the scope of works, medical emergencies, fire, natural disasters, bomb threats, and cyclones—shall be documented, regularly practiced, and incorporated into worker training to ensure effective communication and response to any workplace incident or emergency.

Prior to project commencement, emergency equipment requirements shall be identified through the project CRAW, considering project-specific activities, locations, and associated hazards (e.g. working at heights, confined spaces, hot works). This assessment shall be conducted by a suitably qualified individual holding, at a minimum, a Certificate IV in Work Health and Safety or a Certificate IV in Emergency Response Coordination.

All emergency equipment shall undergo regular inspection, testing, tagging, and maintenance in accordance with manufacturer guidelines and relevant AS/NZS standards (e.g. AS 1851 for fire protection equipment). All records are to be maintained and retained for audit and compliance purposes.

The adequacy and availability of emergency equipment shall be verified through routine workplace inspections, emergency drills, and following any emergency incident. Findings from these verifications shall be reviewed by the project team and used to support continuous improvement in emergency preparedness.

The aims of the emergency procedures are to:

- Decrease the level of risk to life, property and the environment
- Control any incident and minimise its effects
- Provide the basis for training of all people who could be involved in any emergency
- Outline emergency drill schedule, evaluation and review.
- Site specific review is conducted by a competent person to ensure emergency equipment is located and applicable to the scope of works.

SCEE Site Management shall coordinate with local emergency service providers to ensure alignment with project requirements. The SCEE Project Emergency Response Plan (ERP) will be developed to incorporate and integrate these external services where required.

SCEE Site Management shall work in collaboration with the Client's Emergency Response Team (ERT) to support emergency response efforts and participate in joint training drills. The SCEE ERP will be designed to align with and integrate into the Client's Emergency Response Plans.

SCEE will implement a real-time tag-in system to support and manage emergency response procedures effectively.

A site medic shall be maintained on-site for the duration of the project. Additionally, at least one trained First Aider shall be assigned to each work area and task and shall be clearly identified within the JHA relevant to that work area.

SCEE shall ensure that all designated First Aiders have access to a maintained first aid kit, equipped with appropriate supplies and consumables that reflect the First Aider's level of training and the likely injuries that could occur in their work area. All first aid facilities, services, kits, equipment, and consumables must comply with the Western Australian Code of Practice – First Aid Facilities and Services.

Refer: 201074-SE-PLN-0002 Emergency Response Plan
SCEE-BS-HS-PRO-0029 Medical Services and First Aid

11.1 First Aid Risk Assessment

Project Management shall ensure that a First Aid Risk Assessment is carried out at the commencement of the project by a suitably qualified individual, holding at minimum a Certificate IV in Work Health and Safety and/or a current First Aid qualification.

Refer: SCEE-BS-HS-TEM-0039 First Aid Risk Assessment
SCEE-BS-HS-WIN-0030 First Aid Risk Assessment Guide

11.2 High Winds/Squalls/Inclement Weather

The possibility of inclement weather conditions affecting work without warning is remote. In most cases by monitoring developing conditions and making themselves aware of potential hazards the exposure of workers can be avoided or reduced.

In any situation where weather conditions do or are likely to affect safe work SCEE supervisors shall consult on and seek the best method for completing work safely or shall seek alternate safe work if available.

The intent of the Inclement Weather Procedure is that when or where applicable, individuals, groups, sections or areas of the workforce on site will work in protected safe areas. If this is not possible for all workers to work, it is accepted that some workers may continue working whilst others are not able to do so.

Refer: SCEE-BS-HS-PRO-0011 Inclement Weather Management Procedure

12 Incident Management and Response

12.1 First Aid and Medical Treatment

SCEE Project Management is committed to ensuring that appropriate first aid facilities and qualified personnel are readily accessible to all workers and are equipped to effectively manage minor injuries.

To uphold this commitment, Project Management shall ensure that:

- There is a specialist medical room and paramedic/nurse on site
- There is a well-equipped first aid box in the site office
- The first aid facilities comply with Australian Standards
- Vehicle first aid kits comply with site requirements
- The first aid facilities are checked regularly, and stock replenished as required
- All first aid treatment is to be recorded in the incident register
- First aid training is required to be undertaken by 5% of the site crew
- All electricians will be required to hold a current CPR certification and receive CPR training every 2 years.
- All calls for medical assistance are to be made to the site paramedic
- SCEE personnel will be accompanied to the site medic by HSE Advisor or Supervisor and notification to Synergy HSE is to be provided

A qualified first aid person (as defined by SCEE Global TNA) is responsible for identifying first aid equipment and requirements in accordance with relevant legislation, codes of practice, and applicable Australian Standards.

Refer: SCEE-BS-HS-PRO-0004 Event Management and Investigation
SCEE-BS-HS-TEM-0039 First Aid Risk Assessment Template

12.2 Critical Incident Management

In the event that SCEE personnel are involved in a Critical Incident, Project Management shall refer to the Critical Incident Management component of the 201074-SE-PLN-0002 CBESS Emergency Response Plan. SCEE personnel shall be provided the following in the event of a critical incident:

- Appropriate counselling services for as long as required
- Access to the Worker assistance program
- Notification or contact with their family or next of kin
- Direct access to communications such as phone lines

Note: Critical Incident management will be coordinated by SCEE Electrical corporate, who will work with site personnel and Synergy representatives.

Refer: SCEE-BS-HS-PRO-0004 Event Management and Investigation
Refer to SCEE-BS-HS-PLN-0001 Crisis Management Plan

SCEE-BS-HS-TEM-0023 Crisis Management Record Template
SCEE-BS-HS-TEM-0035 Crisis Management Media Release Template
SCEE-BS-HS-TEM-0040 Crisis Management Key Contacts

12.3 Injury Management and Rehabilitation

SCEE will provide occupational rehabilitation for every worker who sustains an injury or illness at work. Injury management will involve the coordinated use of medical, psychological, social, education and vocational measures to restore function or achieve the highest possible level of function for persons at work following an injury or illness.

All injury management and rehabilitation activities will be managed and coordinated by the Human Resources Department in accordance with the SCEE Workplace Rehabilitation policy and procedures, under coordination with Synergy injury management.

The objectives are:

- To assist the early, safe return to meaningful productive work following illness or injury
- To establish rehabilitation as the normal course of action that begins when treatment is started
- To ensure accurate medical assessment, involvement of rehabilitation specialists when needed and to support the role of the treating medical practitioner
- Site to provide a structured rehabilitation program. Instances where a worker requires assistance beyond first aid, the human resources department with the company's rehabilitation provider and/or medical professional (s), shall prepare the rehabilitation program
- To provide appropriate duties where necessary to assist the worker's recovery whilst facilitating an early return to work

Refer: SCEE-BS-HS-POL-0006 Workplace Rehabilitation Policy
SCEE-HR-IM-PRO-0001 Workers Compensation and Injury Management
SCEE-HR-IM-WIN-0002 Workers Compensation

12.4 Incident Reporting

All workers (including subcontractors) working on the project shall report all incidents to their supervisor immediately.

The SCEE Event Notification Guide shall be displayed in the SCEE Site Office. SCEE Management shall be notified of all events in compliance with the Event Notification Guide.

Events must be reported formally for the following purposes:

- To enable appropriate procedures to be implemented to prevent a recurrence
- To enable a timely and appropriate investigation of circumstances of the event
- To enable accurate and timely notification to insurers of any event that may be the subject of a claim
- To comply with applicable legislation

For all events an incident report shall be completed in STEMs by the end of the shift in which the event occurred. The Incident Notification Guide outlines who must be notified if an incident occurs and the required notification time frames, and complies with SCEE and Synergy requirements

SCEE shall conduct a "for cause test" for alcohol and/or drugs following an incident which has occurred either in the workplace or at the accommodation villages. SCEE will endeavour at times to undertake this testing however may authorise an external party to assist as required.

Where testing is not achievable by either SCEE or an external party, site is to contact the HR Manager for further assistance.

All event and incident reporting shall also comply with Synergy Incident Reporting, Investigation, Corrective and Preventative Action and associated timelines.

Refer: SCEE-BS-HS-PRO-0004 Event Management and Investigation
SCEE-BS-HS-WIN-0006 Event Reporting
201074-SE-GUI-0001 Event Notification Guide
SYN-PRC-HAS-0018 Synergy HSE Incident Management Procedure
SYN-STD-HAS-0009 Synergy HSE Incident Classification

12.5 Incident Investigation

All incidents shall be investigated by SCEE Site Manager /Supervisor and HSE Advisor on site as a minimum requirement and include relevant personnel in the investigation as required. The level of investigation required will be at minimum 5 Whys investigation conducted by a trained and competent person. Training in 5 whys will be completed by all supervisors and above through the SCEE onboarding process. Exception from a 5 Whys investigation shall only be granted with the approval of the Site Manager.

Investigations shall be completed and all associated evidence uploaded to the STEMS incident record within 7 days of the event.

An ICAM investigation shall be conducted for all significant events, or at the request of the SCEE Executive Safety Committee. Exemption from an ICAM investigation shall only be granted with the approval of SCEE Executive Management.

The investigation will be facilitated by the HSEQ Manager (or delegate). As a minimum, an ICAM investigation will be conducted for the following events:

- RWC
- LTI
- High Potential Near Miss
- Procedural Breaches
- Significant Environmental Event

An ICAM investigation may be conducted after initial notification for other events at the request of the SCEE Executive Safety Committee or Synergy. Investigation reports shall be

provided to Synergy within 48 hours of the event occurring. Reports are to be reviewed by the SCEE Project HSE Manager or delegate prior to provision to Synergy, to ensure requirements have been met.

All identified corrective and preventative actions are to be assigned to the appropriate personnel and recorded against the STEMS incident record and forwarded to Synergy on a weekly basis.

Refer: SCEE-BS-HS-PRO-0004 Event Management and Investigation
SCEE-BS-HS-WIN-0007 Event Investigation

13 Monitoring, Auditing and Review

SCEE conducts monitoring, auditing and review of HSE activities across its operations to ensure compliance with all Legislative, Company, Project and Synergy requirements and to identify any performance trends.

13.1 Monthly HSE Performance Report

The project HSE Advisor or shall prepare a monthly HSE performance report each month and submit to Project Management and SCEE Corporate HSE. Reports shall be submitted by the 15th of each month. The monthly performance report provides a summary of the project's performance in the previous month and allows lead and lag performance data to be monitored and analysed. The monthly performance reports are used to monitor individual site, divisional and company performance.

The monthly HSE performance report consists of:

- HSE KPI's
- Incidents & Near Misses for the period
- Inspections & Audits for the period
- HazOb's for the period

13.2 Workplace Inspections

SCEE Project Management shall:

- Ensure supervisors and nominated workers are actively involved in conducting daily workplace inspections of all SCEE work areas, in accordance with site requirements and this plan.
- Record inspections using the SCEE Datatrack 5-Star Inspection software.
- Ensure daily inspections are conducted and recorded to ensure that work is being carried out in accordance with JHAs and SWMS.
- Ensure subcontractors participate in workplace inspections alongside SCEE supervisors and nominated workers, in line with KPI requirements.
- Use Datatrack as the official project record for completed inspections and provide records to the Client as required.
- Facilitate and encourage joint workplace inspections involving Synergy personnel and/or Elected Health and Safety Representatives, subcontractor management, an subcontractor personnel.
- Make regular observations to support safe behaviours and discourage at-risk behaviours.
- Record hazards identified during inspections in the SCEE Datatrack Hazard Observation Report Register.

Inspection Requirements:

Position	Type of Inspection	Frequency
Project Manager	5 Star Inspection	1 per week
Superintendent	5 Star Inspection	1 per week
Supervisor	5 Star inspection	1 per day
HSE Advisor	5 Star Inspection	1 per day

Refer: SCEE-BS-HS-PRO-0026 Star Inspection Procedure

13.3 Audits

To ensure compliance with SCEE and Synergy requirements a formal HSE audit program shall be established to validate whether the HSE systems and activities employed by SCEE and it's subcontractors:

- conform to agreed/ specified requirements
- are suitable and effective
- meet statutory/regulatory obligations
- require amendment or improvement

The HSE audit program shall consist of:

- Project benchmark audits (as per HSE & Quality Audit Schedule)
- Site self- assessment audits
- Synergy audits (as determined by Synergy Audit Schedule)
- HSE system compliance audits (as part of certification audits)

Audits will be conducted in accordance with SCEE-BS-QU-PRO-0003 Quality and HSE Audits and carried out by formally trained auditors from the HSEQ team or by qualified external auditors. The minimum training requirements are outlined in SCEE-TR-TD-GUI-0001 SCEE Global TNA.

Refer: SCEE-BS-HS-PRO-0026 Star Inspection Procedure

13.4 HSE Non-Conformance and Corrective Actions

All non-conformances or actions arising from monitoring, auditing and review activities are to be managed, tracked and closed out in accordance with the SCEE quality procedures.

All actions arising from HSE monitoring, auditing or review activities are utilised to effect change and improvement in HSE system and methods. Project Manager shall ensure all HSE non-conformances and actions are addressed and closed out within agreed timeframes. Timeframes for the closure of corrective actions are outlined in SCEE-BS-QU-PRO-0009 Non-Conformance (including Corrective and Preventative actions) on the classification of the actions as non-conformance, opportunity for Improvement or observation.

Corrective Action Descriptions and Completion Timeframes:

Action	Description	Action Completion time frame
Major NCR	Is a significant deviation from a specified requirement, standard, procedure, or regulation that poses a serious risk to safety, quality, the environment, or compliance. It indicates a breakdown in the management system or repeated failure to meet requirements. A Major NCR may result in project delays, legal non-compliance, or compromised integrity of the final product or process.	7 Days
Minor NCR	Is a less severe deviation from a requirement or standard that does not pose an immediate risk to safety, quality, or compliance and does not significantly impact the outcome of a product or process. It usually represents an isolated incident or a procedural oversight that can be corrected without major disruption.	14 Days
All other actions/tasks	Preventative/Corrective actions, tasks, observations and opportunities for improvement are proactive measures aimed at enhancing systems, processes, or performance before issues arise. These focus on identifying and eliminating potential causes of non-conformities to prevent their occurrence	21 Days

All identified non-conformances or corrective actions will be entered into the Project Corrective Action Register (CAR) as actions are generated within STEMS. A proposed closeout date, risk rating and a responsible person nominated for actioning the item will be identified in the CAR. This register shall be regularly reviewed by Project Management and made available to Synergy monthly.

Refer: SCEE-BS-QU-PRO-0007 Non-Conformance (Including Corrective and Preventative Actions)

13.5 Project Close Out Report

Project Management will compile a project HSE Close Out Report at the completion of the project. The Project HSE Close Out report reviews SCEE's Health, Safety and Environmental performance during the project.

The report includes statistics and graphs showing lead and lag performance indicators and documents what worked well and any identified issues during the delivery of the project.

The report also summarises any identified improvement initiatives and recommendations for the continual improvement of the SCEE HSE system.

Refer: SCEE-BS-HS-TEM-0029 Project HSE Close Out Report Template

14 Appendix A - Responsibility Statements

Project Manager / Site Manager

Reports to the Chief Operating Officer, in SCEE Head Office and is accountable for:

- The overall safety performance of all SCEE workers and subcontractors under their control
- Ensuring that the necessary procedures are in place to carry out all aspects of the Project Safety, Health and Environmental Management Plan
  Ensuring that all requirements of this HSEMP, and HSE procedures are fully implemented and complied with
- Providing adequate resources for the implementation of the HSEMP
- Deliver the Star Family Initiative to all workers within their first swing on the project
- Reporting all project progress in relation to safety to SCEE Head Office
- Motivating SCEE staff to pursue their individual responsibilities within the management plans
- Leading by example and conducting regular site inspections to assess SCEE's compliance to the HSEMP requirements
- Supporting SCEE Management and Synergy in the resolution of all health and safety issues
- Reviewing event and incident reports and minutes of safety meetings
- Reviewing environmental protection activities including waste disposal
  Reviewing HSE performance at regular intervals and following up any identified issues
- Reviewing the implementation of the HSEMP
- Being visible on site to encourage, monitor and assess all aspects of safe working procedures
  Managing all sub-contractors engaged in their scope of works as SCEE workers
- Ensuring the provision of adequate health and safety resources, services and facilities to effectively implement and manage the health and safety program
- Reviewing Project HSE performance weekly (lag and lead indicators) with the HSE Team
  Participating in Project HSE systems audits as scheduled
- Attending and participating in weekly toolbox meetings
- Undertaking Project field inspections
- Encouraging proactive near-miss and hazard reporting by all site personnel
- Addressing any hazards and risks identified during daily work activities
- Immediately stopping any "Unsafe Behaviour" identified during daily work activities
- Ensure Datatrack is implemented and used on site

I hereby certify that I have read and understood my Roles and Responsibilities as outlined in the Safety Management Plan and will comply with all requirements of the plan for the Collie Battery Energy Storage Project.

Signed _____ Date _____

Site Superintendent / Supervisor

Supervisors are to coordinate and direct all project works in their area of responsibility.

Supervisors report to the Project Manager / Project Supervisor and are responsible for:

- Assisting the Project Manager / Project Supervisor and the HSE Advisor in achieving the project HSE requirements
- Understanding the requirements of this HSEMP
- Planning to do all work safely via compliance to the applicable procedures.
- Promoting safety awareness at every opportunity
- Identifying safety training needs and informing management of these needs
- Ensuring personnel are suitably skilled to undertake their assigned work tasks
- Promoting and conducting hazard identification and reporting
- Assisting in the preparation of JHA's/SWMSs with workers
- Conducting safety inspections and initiating rectification of any issues
- Participating in event and incident investigations
- Facilitating prestart and toolbox meetings (which may be prepared by the HSE Advisor)
- Mentoring new starters or workers who have returned to site from leave
- Monitoring subcontractor health and safety performance
- Ensuring that adequate lighting is provided and maintained at all workplaces
- Ensuring there is clear demarcation of all access ways, walkways, storage areas and roads
- Ensuring machine guarding is in place, adequate, and maintained
- Ensuring that all hard barricading is adequate, maintained and installed around penetrations as per site requirements
- Ensuring that all workers who work at height comply with relevant work instructions and procedures
- Participating in event and incident investigations
- Undertaking weekly formal inspections of work areas Undertaking daily inspections of workplaces under their control
- Reviewing all JHA's /SWMSs in the field daily
- Ensuring all relevant permits are in place prior to commencement of work
- Ensuring a high standard of housekeeping is always maintained
- Removing or isolating any hazard identified during daily work activities
- Immediately stopping any "Unsafe Behaviour" identified during daily work activities
- Assisting and supporting the HSE Advisor with the resolution of safety issues when they arise
- Utilise Datatrack for the recording of HSE information – Hazards/Inspections

Supervisors will be engaged in ongoing observations of worker teams to facilitate the promotion of sound "safe behaviours" and to correct "at risk" behaviours.

I hereby certify that I have read and understood my Roles and Responsibilities as outlined in the Safety Management Plan and will comply with all requirements of the plan for the Collie Battery Energy Storage Project.

Signed _____ Date _____

Foreman/ Leading Hand

Reports to the Superintendent or Supervisor and is responsible for:

- Assisting the Superintendent / Supervisor in achieving the project Safety, Environmental and Quality requirements
- Understanding the Management Plans and the essential principals of the project practices and procedures
- Applying their professional skills in a safe manner for the proper execution of the allocated task
- Exhibiting safety awareness for their personal safety and that of their colleagues.
- Maintain very high standards of housekeeping
- Assisting in the resolution of safety matters in a responsive and pro-active manner
- Demonstrating care for the environment including flora, fauna and culturally significant sites
- Using and caring in a proper manner for power tools, mechanical aids, plant, equipment and personal protective equipment provided
- Receiving instruction, training and other assistance and help to carry out the work to both Synergy and SCEE standards, adhere to policies, procedures and legislation
- Immediately stop any “Unsafe Behaviour” identified during daily work activities

I hereby certify that I have read and understood my Roles and Responsibilities as outlined in the Safety Management Plan and will comply with all requirements of the plan for the Collie Battery Energy Storage Project.

Signed

Date

HSE Advisor

The Site HSE Advisor reports to the Project Manager/Project Supervisor and has functional reporting requirements to the HSE Supervisor. Responsibilities and accountabilities include:

- Advising Project Management in HSE matters and ensuring the project complies with all health, safety, and environmental requirements
- Developing and delivering training programs to project personnel in risk management for potential hazards and environmental impacts on the project site
- Initiating and developing safety training to assist with cultural change
- Making recommendations and contributing to improving SCEE's HSE system
- Preparing HSE performance reports for SCEE management and Synergy Conducting and assisting with event and incident investigations
- Self-auditing of the Project Safety and Environmental Management Systems
- Conducting familiarisation sessions with new starters
- Assisting supervisors with conducting risk assessments
- Conducting daily site inspections utilising the 5 Star Inspection process
- Managing hazardous materials on site
- Assisting with Workers Compensation and medical appointments where site personnel are involved, under direction of the SCEE Injury Management Coordinator
- Attending project safety, and committee meetings, with the findings being reported to the necessary personnel
- Preparing and presenting safety and environmental presentations at weekly toolbox meetings
- Monitoring and reporting on safety and environmental initiative programs
- Reviewing the weekly HSE performance (lag and lead indicators) with the Project Manager
- Undertaking daily informal field inspections and documenting any hazards or environmental impacts identified
- Conducting, preparing and assisting with risk assessments as required
- Managing SCEE's project HSE requirements
- Assisting in the review and updating of Work Instructions, SWMS and JHA's as required
- Reviewing all permit systems prior to authorisation from Synergy
- Inspecting First Aid kits and replenish stock as required
- Immediately stopping any "Unsafe Behaviour" identified during daily work activities
- Implementing SCEE and Synergy Safety Management Systems
- Utilise Datatrack for the recording of HSE information – Hazard/ Inspections

I hereby certify that I have read and understood my Roles and Responsibilities as outlined in the Safety Management Plan and will comply with all requirements of the plan for the Collie Battery Energy Storage Project.

Signed _____ Date _____

Workers (including sub-contractors)

Reports to the Superintendent, Supervisor or Leading Hand and is responsible for:

- Being responsible for their own safety and health and that of others in the workplace
- Showing an understanding and demonstrating a commitment to preventing injuries, minimising damage and avoiding interruption to the organisation
- Keeping the workplace in a clean and tidy condition and not interfering with or misusing protective equipment (personal or mechanical) that has been provided or installed for the purpose of safety and health
- Using all personal and mechanical protective equipment issued or supplied as per the workplace requirements
- Attending prestart meetings and participating in pre-start tasks
- Attending safety presentations and toolbox meetings
- Complying with the requirements for the protection of the environment
- Being responsible for their own environmental impact and that of others in the workplace
- Demonstrate environmental awareness
- Working in accordance with SCEE and requirements that have been produced to ensure the protection of the environment
- Immediately reporting all events, incidents or unsafe conditions that occur in the workplace
- Working in accordance with SCEE procedures and requirements that have been produced to ensure the safety and health of all workers and others
- Complying with the requirements of all statutory HSE legislation where applicable
- Participating in Fitness for Work testing as requested
- Adhering to permit requirements
- Assisting management in achieving the project HSE goals and objectives
- Immediately stopping any “Unsafe Behaviour” identified during daily work activities
- Understanding the Heath, Safety and Environment Management Plan and Quality Plan as it relates to their position

I hereby certify that I have read and understood my Roles and Responsibilities as outlined in the Safety Management Plan and will comply with all requirements of the plan for the Collie Battery Energy Storage Project.

Signed _____ Date _____

15 References

Document reference	Title
201074-BS-HS-TEM-0046	Traffic Management Template
201074-SE-GUI-0001	Event Notification Guide
SCEE-BS-HS-PLN-0001	Crisis Management Plan
201074-SE-PLN-0002	Emergency Response Plan
201074-SE-PLN-0003	CBESS Waste Management Plan
201074-SE-PLN-0005	CBESS Traffic Management Plan
201074-SE-PRO-0011	Inclement Weather Management
201074-SE-PRO-0011	Short Term Worker and Visitor Procedure
201074-SM-TEM-0004	Collie Battery Energy Project Loading and Unloading Guidance Note
GBU-MAN-HSA-0001	Synergy Permit to Work Manual
SCE-BS-HS-TEM-0065	SCEE Electrical Master HSE Registers
SCEE-BS-FM-TEM-0002	Risk Matrix
SCEE-BS-HS- WIN-0024	Monthly HSEQ Reporting
SCEE-BS-HS-GUI-0001	Event Notification Guide
SCEE-BS-HS-GUI-0004	SCEE Minimum PPE Matrix
SCEE-BS-HS-GUI-0005	SCEE Glove Matrix
SCEE-BS-HS-LST-0008	New Starter Skills Checklist
SCEE-BS-HS-PLN-0001	Crisis Management Plan
SCEE-BS-HS-POL-0001	Health and Safety Policy
SCEE-BS-HS-POL-0002	Environmental Policy
SCEE-BS-HS-POL-0004	Working Environment Awareness Policy
SCEE-BS-HS-POL-0005	Non-Smoking Policy
SCEE-BS-HS-POL-0006	Sustainability Policy
SCEE-BS-HS-POL-0006	Workplace Rehabilitation Policy
SCEE-BS-HS-PRO-0001	Job Hazard Analysis
SCEE-BS-HS-PRO-0002	SWMS Development
SCEE-BS-HS-PRO-0003	Fair and Just Culture Procedure
SCEE-BS-HS-PRO-0004	Event Management and Investigation
SCEE-BS-HS-PRO-0005	Electrical Isolation and Tag Out
SCEE-BS-HS-PRO-0007	Safety Reward and Recognition Program
SCEE-BS-HS-PRO-0008	Induction and Orientation Procedure
SCEE-BS-HS-PRO-0009	Noise Control and Hearing Protection Procedure
SCEE-BS-HS-PRO-0011	Inclement Weather Management Procedure
SCEE-BS-HS-PRO-0012	First Swing Orientation Program
SCEE-BS-HS-PRO-0013	Personal Protective Equipment Procedure
SCEE-BS-HS-PRO-0014	Confined Space Entry (High Risk)
SCEE-BS-HS-PRO-0015	Hot Work (High Risk)
SCEE-BS-HS-PRO-0017	Working at Heights (High Risk)
SCEE-BS-HS-PRO-0018	Permit to Work Procedure
SCEE-BS-HS-PRO-0019	HSE Compliance Obligations Procedure
SCEE-BS-HS-PRO-0020	Safe Electrical Work Procedure
SCEE-BS-HS-PRO-0021	Trenching and Excavating (High Risk)
SCEE-BS-HS-PRO-0022	Journey Management Procedure
SCEE-BS-HS-PRO-0023	Working Over Water
SCEE-BS-HS-PRO-0024	Working Alone
SCEE-BS-HS-PRO-0025	Fatigue Management
SCEE-BS-HS-PRO-0026	Star Inspection Procedure

SCEE-BS-HS-PRO-0027	5 Star Commitment Procedure
SCEE-BS-HS-PRO-0028	Consultation and Communication Procedure
SCEE-BS-HS-PRO-0029	Medical Services and First Aid
SCEE-BS-HS-PRO-0030	Hand and Power Tools
SCEE-BS-HS-STR-0001	HSE Objectives and Targets
SCEE-BS-HS-SWM-0018	Trenching & Excavation
SCEE-BS-HS-SWM-0019	General Mobile Crane Work
SCEE-BS-HS-SWM-0024	Cad Welding
SCEE-BS-HS-SWM-023	Welding
SCEE-BS-HS-TEM-0002	Dust and Fibrous Materials Management Plan
SCEE-BS-HS-TEM-0004	Cultural Heritage Management Plan
SCEE-BS-HS-TEM-0008	JHA Form
SCEE-BS-HS-TEM-0011	Take 5 Form
SCEE-BS-HS-TEM-0012	Hazard Observation (HAZOB)
SCEE-BS-HS-TEM-0016	Environmental Aspect & Impact Register
SCEE-BS-HS-TEM-0023	Crisis Management Record Template
SCEE-BS-HS-TEM-0024	Pre-Start Safety Talk Checklist
SCEE-BS-HS-TEM-0025	Toolbox Meeting Report Form
SCEE-BS-HS-TEM-0029	Project HSE Close Out Report Template
SCEE-BS-HS-TEM-0030	New Starter First Swing Review
SCEE-BS-HS-TEM-0031	Confined Space Permits
SCEE-BS-HS-TEM-0032	Penetration Permit
SCEE-BS-HS-TEM-0033	Hot Works Permit
SCEE-BS-HS-TEM-0034	Drilling Near Cable Permit
SCEE-BS-HS-TEM-0035	Crisis Management Media Release Template
SCEE-BS-HS-TEM-0036	Working at Height Permit
SCEE-BS-HS-TEM-0037	EOM Operations Report Template
SCEE-BS-HS-TEM-0038	SCEE Group HSE Board Report
SCEE-BS-HS-TEM-0039	First Aid Risk Assessment Template
SCEE-BS-HS-TEM-0040	Crisis Management Key Contacts
SCEE-BS-HS-TEM-0042	Excavation Permit
SCEE-BS-HS-TEM-0043	Safe Work Method Statement Document Review
SCEE-BS-HS-TEM-0056	HSE Sign on Sheet
SCEE-BS-HS-TEM-0065	SCEE Electrical HSE Master Register
SCEE-BS-HS-TEM-0066	MX3 Hydration Management Protocol Flowchart
SCEE-BS-HS-TEM-0068	Project Orientation Record
SCEE-BS-HS-TEM-0069	Permit to Work
SCEE-BS-HS-TEM-0070	High Voltage Vicinity Permit
SCEE-BS-HS-TEM-0072	Working at Height Rescue Plan
SCEE-BS-HS-WIN-0002	Take 5 Risk Assessment
SCEE-BS-HS-WIN-0005	Prestart Meetings Work Instruction
SCEE-BS-HS-WIN-0006	Event Reporting
SCEE-BS-HS-WIN-0007	Event Investigation
SCEE-BS-HS-WIN-0009	Workfront Management of Change
SCEE-BS-HS-WIN-0010	Safety Awareness Communication System (SACS)
SCEE-BS-HS-WIN-0011	Safety Toolbox Meetings
SCEE-BS-HS-WIN-0012	Health and Safety Issue Resolution
SCEE-BS-HS-WIN-0013	Project Safety Committee Meetings
SCEE-BS-HS-WIN-0018	Cad Welding (High Risk)
SCEE-BS-HS-WIN-0019	Mobile Elevated Work Platform (High Risk)
SCEE-BS-HS-WIN-0020	Portable Ladders

SCEE-BS-HS-WIN-0021	Hazardous Materials Handling and Storage (High Risk)
SCEE-BS-HS-WIN-0023	Penetration Work Instruction
SCEE-BS-HS-WIN-0026	Crane Activity
SCEE-BS-HS-WIN-0027	Forklift Telehandler
SCEE-BS-HS-WIN-0029	Fire Extinguisher Inspection
SCEE-BS-HS-WIN-0030	First Aid Risk Assessment Guide
SCEE-BS-MV-PRO-0002	Plant and Equipment Access
SCEE-BS-MV-PRO-0003	Equipment Hygiene Inspection
SCEE-BS-MV-TEM-0008	SCEE Equipment Hygiene Certificate
SCEE-BS-MV-TEM-0013	SCEE Plant Access Request Form
SCEE-BS-PC-LIS-0004	SCEE Project Documents Overview
SCEE-BS-PC-PRO-0007	SCEE Project Data Numbering Procedure
SCEE-BS-PC-PRO-0010	Project Document and Data Control
SCEE-BS-PO-TEM-0017	Subcontractor Questionnaire
SCEE-BS-PO-TEM-0038	Electrical Equipment Register
SCEE-BS-PRO-PRO-0004	Supplier and Subcontractor Selection and Review
SCEE-BS-QU-PRO-0007	Non-Conformance (Including Corrective and Preventative Actions)
SCEE-BS-RM-PRO-0001	Corporate Risk Management Procedure
SCEE-BS-RM-PRO-0002	Operational Risk Management Procedure
SCEE-BS-RM-TEM-0002	Risk Criteria Matrix
SCEE-BS-RM-TEM-0006	Construction Risk Assessment
SCEE-BS-RM-WIN-0004	Gas Bottle Handling and Storage
SCEE-HR-HR-POL-0003	Code of Conduct Policy
SCEE-HR-HR-POL-0004	Fitness for Work Policy
SCEE-HR-HR-PRO-0009	Fitness for Work Procedure
SCEE-HR-IM-POL-0001	Workplace Rehabilitation
SCEE-HR-IM-PRO-0001	Workers Compensation and Injury Management
SCEE-HR-IM-WIN-0002	Workers Compensation
SCEE-HR-RE-TEM-0008	Medical and Allergy Disclosure Form
SCEE-HS-HS-PRO-0003	Code of Conduct
SCEE-OP-OP-LIS-0001	Subcontractor Management Checklist Structure and Responsibility
SCEE-OP-OP-PRO-0003	Measuring and test equipment
SCEE-OP-OP-PRO-0010	Subcontractor Management Procedure
SCEE-TR-TD-GUI-0001	SCEE Global Training Needs Analysis
SCEE-TR-TD-PRO-0001	Training Procedure
SCEE-OP-OP-PRO-0010	Subcontractor Management Procedure
SYN-PRC-HAS-0018	Synergy HSE Incident Management Procedure
SYN-PRC-HAS-0020	Synergy Barricading Procedure
SYN-PRC-HSA	Synergy Lifting Operations Procedure
SYN-STD-HAS-0002	Synergy Lifesavers Standard
SYN-STD-HAS-0009	Synergy HSE Incident Classification
SYN-STD-HSA-0006	Synergy Prohibited and Restricted Equipment Standard