



Collie Battery Energy Storage Project

Short Term Worker and Visitor

Procedure

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Authority

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1. Purpose

The purpose of this procedure is to describe the short-term worker and visitor to site process used by SCEE Electrical Pty Ltd at the Collie CBESS Site.

2. Scope

This procedure applies to all short-term workers, contractors, subcontractors, visitors or escorts working on or visiting the Collie CBESS site.

3. Definitions

Term	Explanation
NCP	Nominated Contact Person - Any person who is the primary contact point for a short-term worker or visitor to the project
STW	Short Term Worker - Any person who is engaged to undertake work on the project for a period that shall not exceed three days.
Short Term Visitor Induction	An induction delivered to a short term worker by the nominated contact person
Shall	To be understood as mandatory.
Should	To be understood as recommended but not mandatory.
Visitor	A non-inducted person who visits site and does not undertake work.
Worker	A person is a worker if the person carries out work in any capacity including work as — a) an worker; or b) a contractor or subcontractor; or c) an worker of a contractor or subcontractor; or d) an worker 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. Responsibilities

Role	Responsibility
Project Manager / Operations Manager	Responsible for ensuring resources are available to enable the implementation of this procedure and for the accountability of person's responsibilities as defined.
Site Manager	Ensure full compliance with the requirements of this procedure and ensure the effective implementation of this procedure.
Nominated Contact Person	Primary contact person for a short-term worker or visitor Ensures compliance to this procedure and assumes responsibility for the short-term worker or visitor
Short Term Workers	Attend all prestart meetings as required. Execute all work activities as per JHA, SWMS work permits and procedural requirements.

5. Personnel Roles

5.1 Responsible Person

A Responsible Person is a person who has been designated as the primary contact for the short-term worker or visitor. This person assumes full responsibility for them for the duration of their time on site and is additionally responsible for ensuring that the worker / visitor:

- Is greeted at the security gate by the escort (visitor) or supervisor (short term worker).
- Conducts the BAC and DAMSTRA card access procedure for site access via security.
- Undertakes the office / crib room familiarisation walk around.
- Completes the Orientation and Skills Checklist (Short term worker only)
- Completes the short-term visitor induction if required.

5.2 Short Term Worker

A short-term worker (STW) is defined as any personnel, other than a fully inducted worker, who is engaged to work on the project for a period not exceeding three days. If the period of work is expected to or is found to exceed three days, the STW will be required to undertake the full SCEE mobilisation and induction process.

Short-term workers are not allowed to undertake high risk work activities. This includes all work for which a High-Risk Work Licence is required. They will typically be plant repair personnel, plumbers, or other emergency trades who are required to work for a short period of time, but for whom the full suite of SCEE inductions would be impractical for the work required on site. They will be required to provide evidence of qualifications and licences such as drivers licence, plumbing licence, and white card to the SCEE Project Manager or their delegate prior to their site approval

Short-term workers are approved by the project manager or delegate after lodging a Site Access Request Form. Part of this approval may be submission and verification of licences, white cards, or other competencies as required prior to the work being conducted on site.

All STWs will initially be met by the supervisor at the security gates after prior contact has been established. The nominated contact person shall liaise with the gate security officer to arrange a BAC test to be performed by the STW at the DAMSTRA kiosk, on successful completion of this the STW will be issued a temporary DAMSTRA site access card.

The supervisor shall then conduct an orientation session with the STW encompassing the office / crib room and stores areas if required. This will cover topics such as:

- Muster Points
- Evacuation Routes
- High Traffic Areas
- Crib Facilities

- Absolution Facilities
- Stores

On completion of the office / crib area orientation the Nominated Contact person will complete the form **201704-HS-TEM-0009 CBESS Stage 1 Orientation and Skills Checklist** with the STW and hand to site HSE.

The supervisor shall then conduct the short-term worker induction with the STW. This comprises a face-to-face induction process which is a shortened version of the full SCEE online induction. The supervisor shall:

- Obtain the Short-Term Worker Induction folder from the SCEE main office.
- Ensure that the STW reads and understands the information in the folder.
- Ensure that the STW and themselves sign off on the Short-Term Induction Signoff Sheet.

The STW is now deemed to be site inducted for the 3-day duration of their stay. The nominated contact person shall now escort the STW to their place of work for job specific familiarisation. they will be assigned a SCEE supervisor for the duration of their site work.

5.3 Visitor

A visitor is a non-inducted person who arrives to site and will not undertake any work whilst on site. Visitors are approved for site after lodging a site access request form to the CBESS Access mail group, and being approved by the project manager or delegate. Visitors are required to nominate a site contact person, who is the contact for their site visit, and this person shall be a supervisor, superintendent, or manager. They also need to nominate an escort, or have one assigned to them. An escort is a fully inducted person who ensures the visitor is safe whilst on site and accompanies them during their stay. At no stage shall a visitor enter the construction site unescorted. Visitors are not permitted to drive on site.

Visitors shall submit a CBESS Site Access Request to the SCEE Project Manager or delegate. This form will nominate their responsible person and escort, and will be signed and returned to the applicant when they are approved for site. The conditions for visitors are included on this form.

Visitors shall report to the security hut on arrival to site, and shall be issued a temporary access card, visitor vest, hard hat, along with safety glasses if they do not have them. The security guard will call the responsible person or escort, who shall go to the gatehouse and collect their visitor from the security guard. The visitor shall log into the Damstra system as a visitor and undertake a BAC as a condition of entry, and may be subject to further random drug and alcohol tests while on site

6. Escorts

Escorts are to remain with their visitors. Should the visitor visit the construction site, the escort shall accompany them, ensuring they have the correct PPE and access to a radio whilst in the field. They will also be responsible for managing the visitor in the event of an emergency muster. Should an escort become sick or unable to complete their duties, an alternative shall be selected and assigned to the visitor for the remainder of the day.

7. Related Documents

Related documents are those that have a relationship with this document, for example if this was the Operational Risk Management procedure related documents would include the work instruction to complete a JHA, the JHA template, Take 5 work instruction and booklet, etc.

Document ID	Document Title
SCEE-BS-HS-PRO-0008	Employee and Visitor Induction Procedure
201074-HS-TEM-0009	CBESS Project Stage 1 Orientation and Skills Checklist