# GENERAL SITE CONDITIONS FOR CONTRACTORS

THIS PROCEDURE CONTAINS MANDATORY REQUIREMENTS

| Document Control | | | | Summary Of Changes |
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| Owner: | A.Cockerill | Date for next Review: | December 2026 | • Reformatting to current Template<br>• Amended email addresses.<br>• Amended AOD Policy Reference number<br>• Removal of reference to fax<br>• Updated SEQ reference Procedure Numbers |
| Authorised: | A.Cockerill<br>Principal Procurement Specialist | *Refer to document properties for further document control information.* | | |

## 1. SCOPE

This procedure covers all Contractors and Sub-contractors working on Western Port site must comply with these General Site Conditions.

## 2. REFERENCES

These documents are incorporated into these General Site Conditions

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| OCCUPATIONAL HEALTH AND SAFETY ACT 2004 (VIC) | |
| OCCUPATIONAL HEALTH AND SAFETY REGULATIONS 2007 (VIC) | |
| WENG01-G001M | Western Port Labour Sourcing Manual |
| WENG04-G003P | Excavation Permit Procedure |
| WOHS-EN008P | Disposal of Waste & By-product and Recyclables Handling |
| WOHS01-03P-SEQ | Confined Space Procedure |
| Confined Space Compliance Code | |
| BZ-SEQ-S-03-311 | Manual Task Risk Management |
| MA-ENG-DES-100 | Ergonomics and Human Factors Manual |
| BSL Corporate - Life Preserving Principles Policy | |
| Manufacturing Life Preserving Principles | |
| WOHS01-07P | Hot Work Procedures |
| WOHS01-08P | Safe System of Work: Red Pathway (CRITICAL PROCEDURE) |
| WENG04-M002P | Crane and Equipment Standard |
| BZ-SEQ-S-03-213 | Falls Prevention |
| Focussed Audits Various | |
| F.BZ-SEQ-S-03-213.01 | Falls Prevention – Focussed Audit |
| BZ-SEQ-S-12-01 | Incident Management |
| BZ-OHS-S-14-02 | BANZ OHS Governance Program |
| BZ-SEQ-S-14-02 | Internal Mgt System Audits |

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|---|---|
| BZ-SEQ-S-06-04 | Safe Act Observations |
| BZ-SEQ-S-07-03 | Critical Procedures |
| BZ-SEQ-S-14-03 | Focussed Audits |
| BZ-SEQ-S-03-10 | Personal Protective Equipment |
| BZ-SEQ-G-03-10 | PPE Care and Maintenance |
| BZ-HR-G-07-02 | Company Clothing Guidelines |
| BZ-SEQ-S-12-01 | Incident Management |
| Statutory Notification of Incidents to Regulator | All Regions |
| BZ-SEQ-S-03-213 | Falls Prevention |
| Prevention of Falls in General Construction Compliance Code | |
| WOHS01-44P | Prevention of Occupational Heat Stress |
| WOHS01-46P | Upcasting Policy |
| BZ-SEQ-S-10-20 | Restricted Tools and Equipment |
| DS.BZ-SEQ-S-10-20. | Restricted Equipment List |
| BZ-SEQ-S-10-241 | Hand and Workshop tools (including Trolleys |
| BZ-SEQ-S-03-322 | Noise Management |
| WOHS01-51P | Isolation Regulations |
| WOHS01-52P | Western Port Emergency Management Procedures |
| BZ-SEQ-P-04-05 | Injury Mgt 7 Workers Compensation Policy |
| BZ-SEQ-S-04-05 | Injury Mgt |
| BZ-HR-G-04-04 | Fair Treatment System Guidelines |
| BZ-SEQ-S-03-116 | Hazardous Chemicals Management |
| WOHS01-60P | Procedure for Vehicle Access into Plant Buildings |
| BZ-SEQ-S-06-02 | Health and Safety Issue Resolution |
| BZ-SEQ-S-03-02 | Risk Management |
| WHRD02-A03P | Western Port Road Traffic Code |
| BZ-SEQ-G-03-02 | Risk Management Tools |
| BZ-SEQ-S-03-08 | Safe Work Method Statement |
| SEQ Risk Assessments (Various) | |
| WOHS01-70P-SEQ | Asbestos Management Procedure |
| WOHS-11P-SEQ | Western Port Evacuation Procedure |
| BZ-OHS-S-08.01 | Contractor Safety Mentoring |
| BZ-SEQ-P-04-01 | No Smoking Policy |
| BZ-SEQ-S-03-213 | Falls Prevention |
| WOHS01-88P | Gas Work Clearance |
| WOHS01-90P | Lift Plan Procedures |
| BZ-SEQ-S-10-30 | Tagging and Barricading |
| BZ-HR-T-05-27.05 | (Danger Barricades, Caution Barricade & Warning Tag Training) |

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|---|---|
| WOHS01-109P | Western Port General Site Induction Process |
| WOHS01-116P | Procedure for Access to BlueScope Steel Western Port |
| BZ-SEQ-S-06-01 | Health and Safety Consultation |
| BZ-SEQ-G-06-01 | Guideline for Health and Safety Committees |
| BZ-SEQ-S-06-03 | Communication |
| BZ-SEQ-S-06-04 | Safe Act Observation |
| SEQ List of HSR's | |
| BZ-SEQ-S-03-118 | Mgt of Refractory Ceramic Fibre / Synthetic Mineral Fibre (Man Made Vitreous Fibres) |
| BZ-SEQ-S-04-04 | Alcohol & Other Drugs Management Procedure |
| WPRO-012P | Procurement of Bottled Gas for Use by Site Contractors |
| BSL-OHS-06-11 | Code of Practice for Load Restraint |
| WENG04-E021S | Electrical Installation Standard |
| High Voltage Operating and Safety Rules | Western Port Works BSL-OHS-06-03 |
| Mobile Equipment Safety Code of Practice | |
| Environmental Protection Act 1970 | |
| Environmental Protection (Prescribed Waste) Regulations 1998 | |
| Electricity safety Act | |
| Electricity safety (installation) regulations | |
| AS/NZS 3000 | |

# 3. CONDITIONS

## 3.1 GENERAL

### 3.1.1 Agreement

Compliance with these conditions (and the policies and procedures incorporated by reference) is a condition of engagement as a BlueScope Steel Contractor. No part of this document may be altered, copied, reproduced or transmitted without BlueScope Steel's prior permission. This document can only be used for the purpose of providing services to BlueScope Steel. The information provided is current at the time of publication but can change at any time. **It is the contractors responsibility to obtain the latest version**.

### 3.1.2 Qualification and Supervision of Personnel

The Contractor warrants that all the personnel working on the Site are appropriately qualified and competent in the type of work to be performed, namely:

a) indentured, e.g. fitter, boilermaker;

b) licensed, e.g. electrician, plumber;

c) certificated, e.g. rigger, scaffolder, gas fitter (type B); and

d) inducted as required,

e) licensed, e.g. forklift, vehicle, crane etc. (and are to be available for inspection),

f) ensure that the contractors personnel have unrestricted rights to work in Australia for the duration of their assignment

and are under competent supervision.

#### 3.1.3 Subcontractors

The Contractor shall brief its Sub-contractors and ensure they and their personnel fully comply with the requirements of these Site Conditions

#### 3.1.4 Compliance with Fair Work Act

The Contractor will be in compliance with the Fair Work Act.

## 3.2 SECURITY AND SITE ACCESS

### 3.2.1 General Security Regulations

#### 3.2.1.1 Cameras/Photographs/Videos/Films

Cameras are not permitted on the Site. Where photographs/videos/films are required by the Contractor, a request should be made to the BlueScope Steel Responsible Officer, for consideration

#### 3.2.1.2 Minors

Minors under the age of 15 are not permitted on site

### 3.2.2 Admission of Contractors

#### 3.2.2.1 Identification Cards

All personnel of the Contractor shall be required to carry Site identification cards issued by the BlueScope Steel Security Department as a part of the Induction program. No Contractor's or Sub-contractor's employee can access the site without an identification card. Cards may be issued on a permanent or temporary basis depending on individual needs.

#### 3.2.2.2 Attendance Recording

The "Contractor Registration Form" in Appendix B1 must be accurately filled out showing all relevant information for each person and emailed to the email address listed on the form, no later than two Normal Working Days prior to contract work being carried out.

Registration of Contractors coming on Site for emergency breakdown or unplanned opportunity downtime shall be emailed to the email address listed on the form,

(a) within 4 hours if task commencement is on a Normal Working Day; or

(b) by 0800 hours on following Normal Working Day if task commencement is outside Normal Working Day.

Free access to the information contained in the Contractors' register is available only to approved officers of BlueScope Steel.

### 3.2.3 Inductions

#### 3.2.3.1 General

The Contractor is only authorised to access the Site, area or work locations for which its personnel have been appropriately inducted. The Contractor shall ensure that all personnel are inducted in the appropriate induction programs, as stated at 3.2.3.3.

#### 3.2.3.2 Basic Safe Work

The Contractor shall ensure its personnel are fully inducted and competent in basic safe working procedures and practices applying to their trade or industry

#### 3.2.3.3 Contractors

**3.2.3.3.1** General Site Induction;

The General Site Induction (Class 4 Plant Safety Induction) is required by all contract personnel who will perform work on Site.

It is the responsibility of the Contractor to ensure all of its personnel (including any subcontract personnel) hold a current General Site Induction before coming on to the site.

The General Site Induction must be renewed every year.

Inductions must be request via the BlueScope Steel Western Port contact, the contact verifying the requirement for the induction

BlueScope Steel Western Port, then, through its Procurement, may approve Contractors to carry out General Site Inductions provided they achieve and maintain a formal accreditation.

The Contractor may arrange for its personnel to be inducted or have their induction renewed by contacting

1. their BlueScope Steel Western Port contact, who will be requesting induction on behalf of the contractor, or;
2. BlueScope Steel Western Port Training co-ordinator, via email to BANZWPTraining@bluescopesteel.com but the booking will not be completed until verified by their BlueScope Steel contact.

**3.2.3.3.2** Area Based Induction;

An Area Based Induction is required by all contract personnel who will enter a specific work area and perform work. There are nineteen distinct areas covering the entire site and each one has its own Area Based Induction. It is the responsibility of the Contractor to ensure all of its personnel hold a current Area Based Induction specific to an area before working in that area. The Contractor may arrange for its personnel to be inducted or have their induction renewed by contacting the appropriate person in the area concerned. These are normally conducted on Site by area based BlueScope Steel personnel.

The Area Based Induction must be renewed every year.

**3.2.3.3.3** Task Induction;

Each and every job performed on Site by Contractors will require an 'Authority to Work Permit' (ATWP), refer BlueScope Steel procedure WOHS01-08P. The Contractor shall ensure that its personnel are instructed in each job, specific hazards, precautions, isolations and procedures. These are managed by working through an ATWP, which has been prepared by BlueScope Steel Officers of the work area

#### 3.2.3.4 Service Providers

The enquiry/Contract document will specify the appropriate induction for Service Provider Contractors. If not specified, then the specified inductions of Clause 3.2.3.3 shall apply

### 3.2.4 Cost of Inductions

As a guide, the first General Site Induction takes approximately 2.5 hours, and the renewal approximately 1 hour. Area Based Inductions take between 10 and 30 minutes depending on the area.

BlueScope Steel will not pay the Contractor for labour or any other costs incurred for any Inductions, invoiced either as an hourly rate, or a lump sum.

### 3.2.5 Admission of Visitors

Contractors wishing to invite a visitor to visit the Site shall obtain prior approval from the BlueScope Steel Responsible Officer, submitting visitor's name, Employer, and purpose of the visit. When approval is granted, such visitor shall:

1. report to reception at the Administration Building and obtain a Visitor's Pass (to be returned on completion of visit); and
2. be escorted by an officer of BlueScope Steel at all times whilst on the Site.

Whilst on the Site, the visitor is the responsibility of the BlueScope Steel officer. The Contractor shall ensure that all visitors conform to all safety requirements detailed in Section 3.3.

### 3.2.6 Admission of Vehicles

#### 3.2.6.1 Vehicle access Request - The Contractor must seek permission from the BlueScope Steel Responsible Officer to bring vehicles onto the Site. (refer to the General Site Safety Induction

#### 3.2.6.2 Vehicle Owners Risk - BlueScope Steel accepts no responsibility for any loss, damage or expense relating to Contractor's vehicles on Site

### 3.2.7 Removal of Contractors Tools/Equipment/Materials

BlueScope Steel Security personnel shall have the right to inspect Contractor's tools/ equipment/material or the containers in which they are transported at the point of entry to, or exit, from the site. Contractor's personnel shall assist BlueScope Steel Security personnel to conduct any such inspection as requested

## 3.3 OCCUPATIONAL HEALTH AND SAFETY

### 3.3.1 General

The Contractor must work closely with the BlueScope Steel Responsible Officer to ensure the Contractor is familiar with legislative Occupational Health and Safety, and site, requirements, in particular, and as a minimum, the Procedures/Policies listed below.

Occupational Health and Safety Act 2004 (Vic)
BZ-SEQ-S-03-10 Personal Protective Equipment
BZ-SEQ-G-03-10 PPE Care and Maintenance

BZ-HR-G-07-02 Company Clothing guidelines
WOHS01-51P Isolation Regulations
WOHS01-08P Authority to Work Permit System
BZ-OHS-S-14-02 BANZ OHS Governance Program
BZ-SEQ-S-14-02 Internal Mgt System Audits Focussed Audits - various
BZ-SEQ-S-06-04 Safe Act observations
BZ-SEQ-S-06-02 Health & Safety Issue Resolution
BZ-SEQ-S-06-01 Health and Safety Consultation
BZ-SEQ-G-06-01 Guideline for Health and Safety Committees
BZ-SEQ-S-06-03 Communication
BZ-SEQ-S-06-04 Safe Act Observation
SEQ List of HSR's

In addition to the above, and dependent on the work being performed, Contractors may need to be familiar with other Procedures and Policies - these are listed in Section 2.0 References, of this document.

Copies of the BlueScope Steel Policies/Procedures may be obtained from the BlueScope Steel Responsible Officer.

### 3.3.2 Personal Protective Clothing and Equipment

It is the responsibility of the Supplier to ensure that PPE, appropriate and suitable for the task to be undertaken on site, (in accordance with the relevant Statutes, Standards, Procedures and Policies), is provided to their employees and sub-contractors, is worn as required, and the appropriate information and training for use and maintenance of such PPE is provided

### 3.3.3 Working Hour Rules

BlueScope Steel has strict rules for hours worked. These are:

(a) maximum of 64 hours worked in any 7-day period;

(b) maximum of 16 hours worked in any 24-hour period;

(c) maximum of 3 non-consecutive double shifts of 16 hours in any 7-day period;

(d) overtime free day before and after working 2 consecutive double shifts of 16 hours;

(e) minimum of 1 day off every 14 days; and

(f) during shutdowns of a defined duration, the following concessions apply:

(i) maximum of 72 hours worked in any 7-day period;

(ii) minimum of 1 day off after 6 consecutive 12 hour shifts; and

(iii) overtime free day before and after the shutdown if more than 72 hours per week is to be worked during the shutdown.

The Contractor shall not supply personnel who would breach these rules to minimise work fatigue, irrespective where they have worked.

### 3.3.4 Toolbox Meetings

BlueScope Steel requires that the Contractor shall comply with the following toolbox meeting frequency/duration guidelines as a minimum, to ensure that OH&S issues are being communicated to and raised by its personnel and appropriately addressed.

**Toolbox Meeting Guidelines**

| Type of Work | Frequency | Duration |
|---|---|---|
| Shutdowns/Down days | Daily | 10 minutes |
| Projects | Weekly | 30 minutes |
| Term Contracts | Monthly | 30 minutes |
| General Services | Monthly | 30 minutes |
| Specialists | Regular (off-Site) | - |

The BlueScope Steel Responsible Officer may or may not attend such meetings, regardless, minutes must be submitted to the Responsible Officer for record purposes. Appendix D1 appends guidelines for such "Minutes of Toolbox Meeting".

#### 3.3.5 Noise

The requirements of the VWA Code of Practice of Noise and the Occupational Health and Safety (Noise) Regulations must be complied with at all times. This includes the provision of PPE, Training, Noise Exposure Assessments etc

## 3.4 FIRE PREVENTION

#### 3.4.1 Fire Prevention Rules

The Contractor shall adhere to BlueScope Steel "Fire Prevention Rules". Appendix C1 appends such fire prevention rules

#### 3.4.2 Hot Work Procedures

Hot Work Procedures shall be followed when required to perform hot work outside "Approved Hot Work Areas" like a work compound. The Contractor shall adhere to BlueScope Steel "Hot Work Procedure WOHS01-07P" and any other identified precautions

#### 3.4.3 Electric Arc/Oxy Acetylene Welding/Cutting

##### 3.4.3.1 Additional Personal Protective Equipment

The Contractor shall supply the additional personal protective equipment like helmets, hand shields, goggles, respiratory and clothing items conforming to the appropriate Australian Standard and to site requirements during welding/cutting tasks.

##### 3.4.3.2 Certification

The Contractor shall comply with AS1796-2001 and AS1796-2001/Amdt 1-2002 in respect to the work under the Contract.

##### 3.4.3.3 Safety/Fire Watch

The Contractor shall supply a competent safety/fire watch person when performing any welding/cutting tasks. The BlueScope Steel Employee Development Module IC1605 Welding Safety Course could be used by the Contractor as a guide to this minimum on-Site requirement.

#### 3.4.3.4 Electric Arc

The Contractor shall provide and use electric arc cutting and welding equipment in accordance with AS1674 Series. This equipment must also be fitted with a Voltage Reduction Device (VRD).

When electric arc welders are used, the work electrode shall be connected to the work and not to adjacent equipment as this could cause equipment damage due to welding current flowing through that equipment's electrical earthing system.

All electric arc shall be VRD protected. For exemptions consult Bluescope welding inspector.

## 3.5 ENVIRONMENTAL PROTECTION

### 3.5.1 General

Environmental protection shall include but not be limited to noise pollution, gaseous emissions, noxious/offensive odours, liquid waste collection/storage/disposal and solid waste collection/storage/disposal, as per ATWP, refer Procedure WOHS01-08P and WENV-008P.

Strict Environmental Protection Authority (EPA) environmental limits apply for a range of emissions and discharges from the Western Port Works. The actions of Contractors must not result in any of these limits being exceeded and not cause pollution of the air (flues/stacks), water (bay/storm water) or land (on-Site/off-Site) environments.

If there are situations where the Contractor or the BlueScope Steel Responsible Officer is not sure what action to take or if there is a perceived conflict between statutory legislation, the Contract document and this Standard Specification, then advice must be obtained from the BlueScope Steel Western Port Environment Department prior to commencing work.

At all times during the performance of the Contract, the Contractor shall preserve and protect the natural environment in the general area of the Site and the external areas that may be affected by their operations.

Without limiting the Contractor's responsibilities under statutory legislation, the Contract shall be performed in such a manner as to ensure:

(a) no substance which can harm or is likely to harm the environment is to be allowed to leak, spill or escape from any container, storage area, or equipment, both on site or in transit;

(b) no oil, chemical or effluent is permitted to escape into the BlueScope Steel drainage system, stormwater system, surrounding ground or roads;

(c) all powdered pollutants, including dust, generated during the performance of the Contract are contained to prevent air pollution;

(d) ensure that welding or hot metal cutting operations do not generate toxic substances as a result of the action of heat on chemical residues which may be present in the material being processed;

(e) all waste generated on-site, must be segregated and then despatched as per EPA regulations as noted in section 3.5.2, except paper and food scraps which shall be collected in suitable receptacles and disposed of through the BlueScope Steel waste management contractor(s);

If, during the performance of the contract the Contractor's personnel are confronted with any situation which may contravene the provisions of any environmental legislation, the Contractor shall contact the BlueScope Steel Responsible Officer and obtain clarification. The Contractor shall suspend the work (and direct employees to other duties) until clarification has been received from the Responsible Officer.

The Contractor shall provide and maintain dust suppression equipment and procedures on the Site to control airborne dust generated from the work area, unsealed roads and all other dust sources, where it is likely that work will generate dust.

The Contractor shall provide all equipment such as tanks, hoses, valves and the like to permit them to collect, store and/or remove the waste materials.

The Contractor shall provide on Site readily accessible, adequate supplies of containment materials such as oil "pigs", sand and sandbags to permit it to contain any spillages. The Contractor must also comply with site spills procedure WENV-007P.

Any damage to the environment, which, in the opinion of the BlueScope Steel Responsible Officer, was caused by lack of care or by accident on the part of the Contractor or their personnel shall be rectified by the Contractor to the satisfaction of the Responsible Officer and/or statutory authorities and at no expense to BlueScope Steel.

### 3.5.2 Compliance with Statutory Environmental Legislation

The Contractor shall comply with all of its environmental statutory requirements, which include (but are not limited to):

(a) Environmental Protection Act 1970; and

(b) the following regulations:

(i) Environment Protection (Industrial Waste Resource) 2009; and

(ii) Environmental Protection (Transport) Regulations 1987.

(iii) EPA License EM 20933

### 3.5.3 Emergency Spills

If a spillage occurs:

(a) dial 333 from internal telephones (dial (03) 5979 6333 from mobile or external telephones) to contact Security Department who will instigate emergency spill procedures, as per the "General Site Induction". Note that due to BlueScope Steel holding our own licence, the Contractor is not to contact the EPA directly.

(b) act promptly to contain the spill and prevent it from entering any drain/channel as far as practicable;

### 3.5.4 Disposal of Wastes

The Contractor shall dispose of Prescribed Waste via waste disposal contractors approved by the EPA (such Contractors to be notified to BlueScope Steel Environment Department).

The Contractor shall dispose of general waste using the on-site general waste receptacles provided.

The BlueScope Steel contracted waste collection/recycling service may be subcontracted by the Contractor for such waste disposal. When such service is used, the Contractor shall segregate this waste and ensure it is placed into the correct bins.

Off-Site disposal of solid waste (building/construction materials, metallic components or similar) and liquid waste, including excess paint shall be via an EPA Transport Certificate as well as conform to Standard Specification WENV-008P.

### 3.5.5 Transportation/Handling/Storage of Wastes

Enviro Bunds provided by BlueScope Steel waste management contractor(s) shall be used to collect/store and transport 200 litre drums of waste on Site. Liquid waste quantities less than 200 litres can be temporarily stored on Site in approved drums, labelled with contents, sealed and stored in these Enviro Bunds which can be hired/purchased from the BlueScope Steel waste management contractor(s).

Tankers from waste disposal contractors approved by the EPA (such contractors to be notified to BlueScope Steel Environment Department) shall be used for liquid waste quantities greater than 200 litres.

Wastes shall be transported off Site when bins are full. All wastes shall be transported off Site as part of the work under the Contract and before completion of the Contract. Disposal shall be to an approved EPA disposal facility.

For information regarding BlueScope Steel waste management contractor(s), contact the BlueScope Steel Procurement or Environment Departments.

### 3.5.6 Recycling

BlueScope Steel encourages the recycling of wastes by providing collection bins for recyclables such as gloves, paper, drink containers, steel, timber, electrical cables, hydraulic hoses and any other present and future waste that can be recycled. The Contractor shall provide an estimate of recyclable quantities to the BlueScope Steel Responsible Officer so that additional collection bins can be hired at the Contractor's cost. When such recyclables are placed in these bins, they become the property of BlueScope Steel.

Where the Contractor provides its own (approved) recycling provisions, then the requirement to advise quantities is waived and the Contractor shall retain property in its recyclables

## 3.6 HAZARDOUS GOODS AND DANGEROUS SUBSTANCES

### 3.6.1 Compliance with Statutory Hazardous Substances and Dangerous Goods Legislation

The Contractor shall comply with the following statutory requirements.

(a) Dangerous Goods Act 1985; and

(b) The following regulations:

(i) Dangerous Goods (Storage and Handling) Regulations 2012.

(ii) Occupational Health and Safety (Hazardous Substances) Regulations 2007.

(iii) Code of Practice for Hazardous Substances, VWA 2000.

(iv) Victorian Code of Practice for Storage and Handling of Dangerous Goods 2013.

### 3.6.2 Approval of Chemicals Prior to Materials being Bought on Site

If any chemical is to be brought onto site, or are to be produced on site, approval must be sought and obtained at least one week prior to the arrival onto site of the hazardous substances or dangerous goods.

Note: Major changes such as process chemicals will require extra time to ensure health, environment and quality hazards have been identified and corrective actions been completed if required.

If a chemical requires water treatment simulation the process will take at least a month.

The approval process for new chemicals at Western Port is now managed by each individual department and approval must be obtained from the BlueScope Steel Responsible Officer. See WOHS01-57P-SEQ for information on Chemical Approval Process

### 3.6.3 Risk Assessments and MSDS Provisions

In line with current legislation, all Hazardous Substances and Dangerous Goods applications for approval must include a copy of the current MSDS and a completed risk assessment. Guidance for completion of a hazardous substances/dangerous good risk assessment can be obtained from either of the codes of practice mentioned above or from the BlueScope Steel internal document "BZ-SEQ-S-03-116 Management of Hazardous Substances and Dangerous Goods".

A completed risk assessment is still required for materials that are on the BlueScope Steel site.

MSDS register as the risk assessment is related to the use of the material, not simply the presence of the material on the site.

### 3.6.4 Labelling and Identification

Labelling, signage and placarding shall be in accordance with the requirements of the legislative instruments mentioned in 3.6.1

### 3.6.5 Material Safety Data Sheets

For all chemicals used by the Contractor on Site, a 'Material Safety Data Sheet' (MSDS) shall be in possession of the Contractor's Representative on Site

### 3.6.6 Asbestos Removal

If the Contractor encounters asbestos during the course of the work, the Contractor must contact the BlueScope Steel Responsible Officer. After evaluation, the BlueScope Steel Responsible Officer will arrange to have the area or equipment inspected by an appropriately trained person such as the local area Asbestos Co-ordinator or an Occupational Hygienist to establish the level of risk. The Contractor is to abide with all directions given by the BlueScope Steel Responsible Officer in relation to the precautions to be taken during this period.

All asbestos removal is to be arranged by the BlueScope Steel Responsible Officer and performed by an approved Contractor

## 3.7 LEGISLATION STANDARDS

### 3.7.1 Compliance with Statutory Hazardous Substances and Dangerous Goods Legislation

It is incumbent on the Contractor to be aware of all legislative and regulatory requirements (including all applicable Australian Standards) associated with the task or activity being undertaken. Whilst a list is provided in Section 2.0 of this document, it is not intended to be comprehensive.

It is incumbent on the Contractor to show evidence of compliance, or otherwise, with relevant legislative instruments as requested by the company during audits or other related activities.

### 3.7.2 Bluescope Steel Standards

#### 3.7.2.1 General

As specified in any Purchase Order or Work Specification detailing the technical requirements

#### 3.7.2.2 Abrasive Blasting/Spray Painting

The Contractor, prior to performing any shot or abrasive blasting operations on Site shall:

(a) obtain written permission from the BlueScope Steel Responsible Officer; and

(b) comply with any direction from the BlueScope Steel Responsible Officer as to the suitability of proposed blasting area, prescribed times of blasting operations, wind conditions or other considerations that the Responsible Officer may deem appropriate.

The Contractor shall not commence any spray-painting operation on the Site without the written approval of the BlueScope Steel Responsible Officer.

The BlueScope Steel Responsible Officer may conduct an Environmental Impact Audit of the Contractor's proposed operation and the Contractor shall comply with any direction by the Responsible Officer in relation to the Contractor's spray painting operation.

Painting work shall be carried out in such a manner that airborne particles of paint are contained on the immediate work area

Any damage caused by such paint particles to vehicles parked or passing adjacent to the work area shall be the Contractor's responsibility and all costs involved in repairing and making good such damage shall be borne by the Contractor.

### 3.7.3 Consents/Licences/Permits

The Contractor shall comply with and give all notices required by and obtain all consents, licences, permits required to be obtained and pay all fees payable pursuant to any Act of Parliament or by any Regulation or By-law of any Local Authority or of any Public Service Utility or Authority which has any jurisdiction with regard to the work under the Contract or with those utilities that are or will be connected, and it shall pay and indemnify BlueScope Steel against any fees or charges legally demandable under such Act of Parliament, Regulation or By-law which were current at the base date in respect of the Works

## 3.8 BLUESCOPE STEEL SUPPLIED TOOLS/EQUIPMENT/MATERIALS/SERVICES

### 3.8.1 General

If there are any BlueScope Steel supplied tools, equipment, materials or services which are required by the Contractor to perform the Contract, these shall be specified in the Work Specification. These tools, equipment or materials will be issued to the Contractor by the BlueScope Steel Responsible Officer as and when required by the Contract. When these tools and equipment are no longer required they shall be promptly returned to the BlueScope Steel storage areas together with any excess materials. The Contractor is responsible for tools, equipment and materials while in its care, and is liable for any loss or damage incurred during this time.

The arrangements for use of BlueScope Steel equipment or services, such as electric overhead travelling cranes, forklifts and the like shall be as specified and/or made with the prior approval of the BlueScope Steel Responsible Officer but always under the condition that the BlueScope Steel Responsible Officer has priority call thereon.

### 3.8.2 Allocated Site Area

Where the Project Specification requires a Site area to be made available, BlueScope Steel shall make available an unfenced, unimproved area of the Site near the work area for the Contractor to install temporary

site offices, sheds, amenities, equipment and the like. The Contractor shall comply with any directives given by the BlueScope Steel Responsible Officer in relation to condition of the allocated area

### 3.8.3 Services

#### 3.8.3.1 General

BlueScope Steel will provide services (Power, Water, Compressed Air, etc.) where it is able to do so. The Contractor shall not assume that these will be available or connect to these without the prior approval from the BlueScope Steel Responsible Officer. The Contractor shall not modify any service points without an authorised ATWP.

#### 3.8.3.2 Electrical Power

Prior to Contract award, Contractors shall nominate their electrical power requirements to the BlueScope Steel Responsible Officer.

Electrical power is available within existing buildings as follows:

(i) 415/240V, 30/60A, 50Hz, 3/single phase, 4 wire plus earth outlets. Wilco E532P plugs are compatible with these outlets

(ii) 240 V, 10/15 A, 50 Hz, single phase outlets;

(iii) 110V, 10A,50Hz, single phase outlets; and

(iv) 32V, 10A, 50Hz, single phase outlets.

#### 3.8.3.3 Water

Water is available at a nominal pressure of 700kPa

#### 3.8.3.4 Sewerage

The Contractor shall, prior to commencing any work on Site, provide the BlueScope Steel Responsible Officer with details of anticipated effluent quality and quantities and the design of any proposed sewer extension

#### 3.8.3.5 Natural Gas

Natural gas is available at 240 kPa. Equipment including a regulator in accordance with AGA 501/601 shall be provided by the Contractors

### 3.8.4 Bottled Gas

Standard Specification WPRO-012P makes provision for all Contractors (except plumbers, air conditioning services, forklift services and fire extinguisher services) to be trust supplied with bottled gas in their performance of the Contract. All those Contractors shall not bring their own bottled gas on Site. The Contractor must advise its requirements in advance as detailed in Standard Specification WPRO-012P.

### 3.8.5 Scaffolding

BlueScope Steel will supply all scaffolding equipment for Contract work on Site. The BlueScope Steel Responsible Officer can supply details

All Contractors who supply Scaffolders to work on Site must ensure that its employees or Sub-contractors are inducted into the BlueScope Steel 'Scaff Tag' system.

## 3.9 CONTRACTOR SUPPLIED TOOLS/EQUIPMENT/MATERIALS/SERVICES

### 3.9.1 General

The Contractor shall provide all the work under the Contract except where the Project Specification details BlueScope Steel supplied goods and services or exclusions to the Contract.

BlueScope Steel will not accept any claim by the Contractor for loss of tools, equipment or materials, for loss of use or for delays or disruption due to BlueScope Steel exercising its rights under Section 3.10

### 3.9.2 Work Site Sheds

Shipping containers are prohibited to be used as Site work sheds unless suitably modified to the relevant standard required by the appropriate statutory authority

### 3.9.3 Provision of Storage

The Contractor shall provide appropriate on-Site security, protection, preservation and the like for its and BlueScope Steel supplied tools, equipment or materials in its care and control

### 3.9.4 Appropriateness

The Contractor shall ensure that all tools and equipment are appropriate for the type of work to be performed and of adequate strength, capacity, inspected/tested/tagged in accordance with relevant statutory regulations, properly maintained, and safe for use prior to being brought onto the Site and operated in accordance with relevant statutory requirements. Additional guarding to BlueScope Steel approved standard shall be provided if required.

**The Contractor should note that no 'D' shackles, only 'BOW' shackles are to be brought on Site for lifting or rigging activities.**

### 3.9.5 Portable Electrical Tools/Equipment/Flexible Cords

The Contractor shall inspect, label and maintain a register of all portable electrical tools, equipment and flexible cords on a three monthly cycle to ensure such tools/equipment/cords are safe and fit for use.

Chuck keys for electric drills shall not be wired to the drill's electrical cord.

All 3 pin plugs/sockets shall be either non-rewireable or of the transparent type

### 3.9.6 Temporary Electrical Installations

Flexible cords/extension leads are susceptible to damage. To reduce this damage risk, the Contractor shall install a fixed and temporary electrical distribution board as close as practicable to the work area. Electric cords must be run above walkways or protected across walkways or roadways.

### 3.9.7 Residual Current Device

Portable electrical tools/equipment shall be powered through a 30 mA residual current device (RCD). If the power outlet is not labelled as being protected by a 30 mA RCD, the Contractor shall provide a portable RCD unit for each portable electrical tool and equipment. Such portable RCD units are to be located at the

power outlets to provide earth leakage protection for any flexible cords/extension leads as well as the portable electrical tools/equipment

### 3.9.8 Flashback Arresters

The Contractor shall provide flashback arrestors conforming to ISO 5175, DIN 8521 and BS 6158 fitted to all oxy-acetylene and liquefied petroleum gas heating equipment

## 3.10 DOCUMENTATION

### 3.10.1 Incident/Accident/Non-Conformance Report

a) All injuries ***MUST*** be reported to the BlueScope Steel Site Emergency Responses Team.

These BlueScope Steel Site Conditions do not set aside the Contractor's responsibility to report such injuries on the appropriate forms to the relevant government department(s).

b) All Incidents ***MUST*** be reported to the BlueScope Steel Responsible Officer and in conjunction with the Contractor's Supervisor, entered into the relevant database.

### 3.10.2 Incident Investigation

The contractor shall, with the assistance and guidance of BlueScope Steel, be integrally involved in any investigations of incidents or injuries.

"BZ-SEQ-S-12-01 Incident Management" procedure gives guidance on this matter.

### 3.10.3 Monthly Injury Summaries

Further to the requirements under Sections 3.10.1, and 3.10.2, selected Contractors shall also duly complete and submit to the Contractor Safety Coordinator, within two days of the end of each calendar month, the total number of hours the Contractor's employees worked on-site for the previous month.

### 3.10.4 Daily Records

BlueScope Steel supervised hourly hire labour contracts and for Contract Sum contracts when the Contractor is required to work on a Schedule of Rates basis, the BlueScope Steel Responsible Officer shall approve the Contractor's daily record sheets detailing tools, equipment, materials, personnel and any other item/information requiring verification of costs incurred during that day. Payment claims cannot be authorised without such approved daily record sheets.

### 3.10.5 Payment/Practical Completion Certificate

The Payment/Practical Completion Certificate, Appendix A2 must be completed for all site work.

It is the responsibility of the Supplier to submit this form, with Invoice, to the BlueScope Steel Responsible Officer/Representative for approval, for each claim.

Supporting documentation for each claim must be available for review, upon request from BlueScope Steel Responsible Officer/Representative.

## 4. DOCUMENTATION

| | |
|---|---|
| Appendix A2 | Payment/Practical Completion Certificate |
| Appendix B1 | Contractor Registration Form |
| Appendix C1 | Fire Prevention Rules |
| Appendix D1 | Minutes of Toolbox Meeting |
| Appendix E1 | Document Review History |

## APPENDIX A2 PAYMENT/PRACTICAL COMPLETION CERTIFICATE

**Supplier name**
**Supplier address**
**Supplier phone**
ABN XXXXXXXXXXXXXX

Date: | Invoice Number:

### PAYMENT / PRACTICAL COMPLETION CERTIFICATE

| BlueScope Steel Representative | Order Number | Original Order Value |
|---|---|---|
| | | |

### PAYMENT CERTIFICATE

| Order Item | Detail | Value |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

### Variations to Order

| Item | Reason for Variation | | |
|---|---|---|---|
| | | Variation Claim Value | |
| | | Variation Claim Value | |
| | | Variation Claim Value | |
| | | Total Claim Value | |
| | | GST | |
| In this the final claim for this Order Number? | | Total Including GST | |

**It is certified that the work has been completed relevant to the claim being made**

| Supplier | Supplier Representative | Date |
|---|---|---|
| | | |

### CERTIFICATE OF PRACTICAL COMPLETION

**Date of Practical Completion**

| Approved by | Responsibility Code | Date |
|---|---|---|
| | | |

| Authorised by | Responsibility Code | Date |
|---|---|---|
| | | |

## APPENDIX B1 CONTRACTOR REGISTRATION FORM

**CONTRACTOR REGISTRATION FORM**
FOR ON SITE LABOUR AT BLUESCOPE STEEL WESTERN PORT

| CONTRACTOR NAME: | |
|---|---|

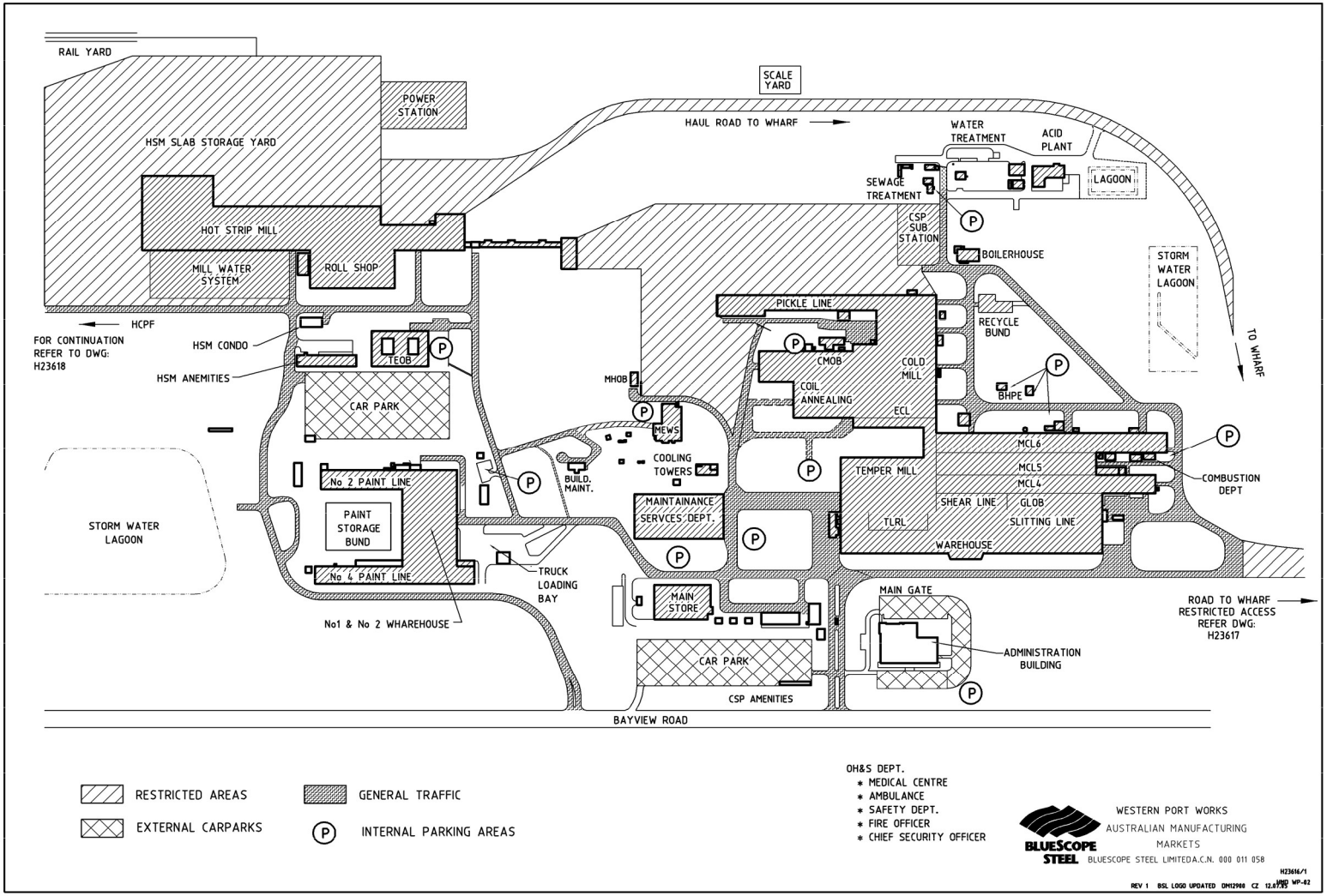
| EMPLOYEE NAME: | CLASS: | START DATE: |
|---|---|---|
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**CLASS LEGEND:**

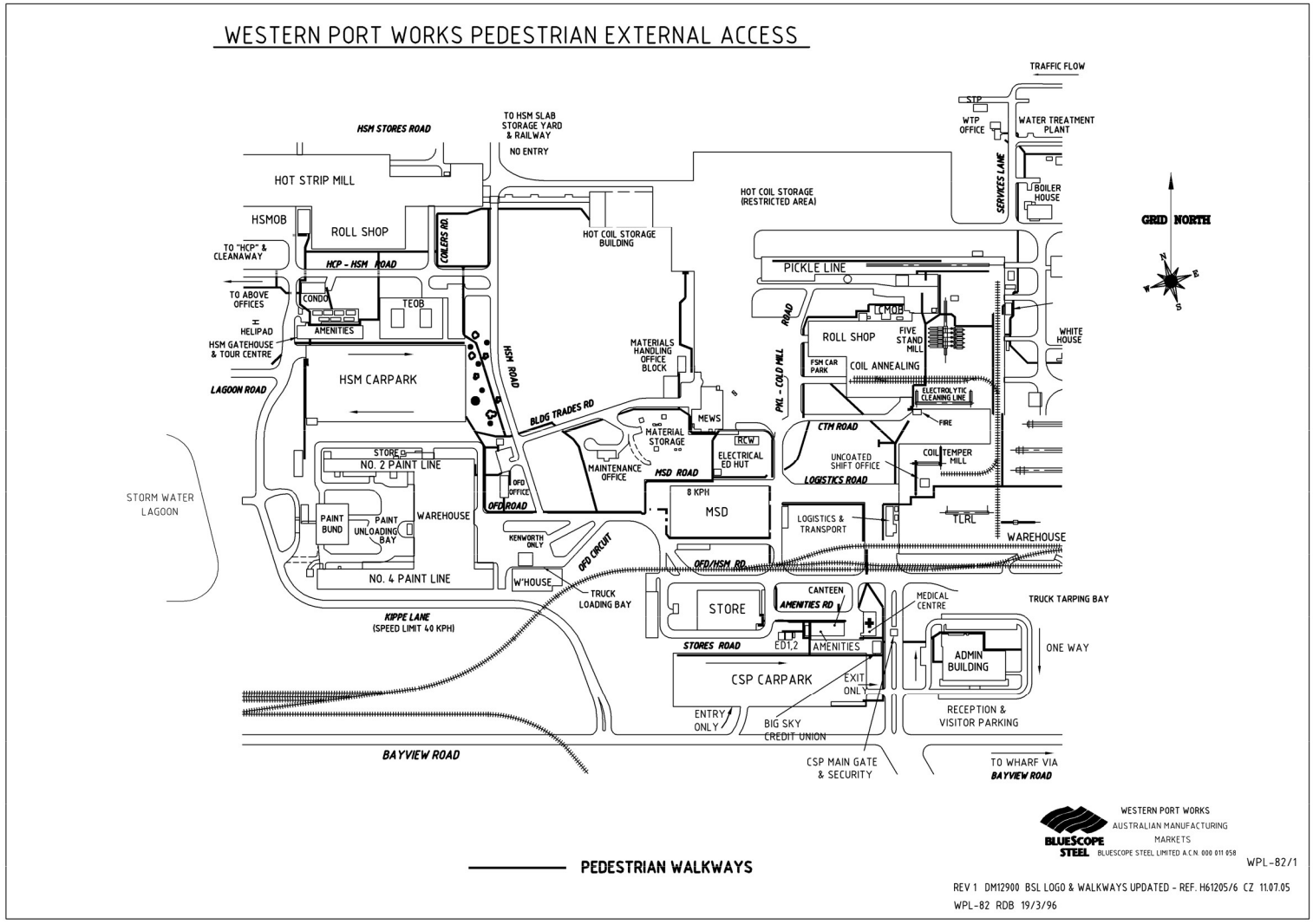
| | | | | | | | |
|---|---|---|---|---|---|---|---|
| B | Boilermaker | F | 1.1.1 Fitter Civil | R | Rigger | C | |
| T | Trades Assistant | E | Electrician Scaffolder | S | | M | Management |

Email : smbwtpsecurity@bluescopesteel.com

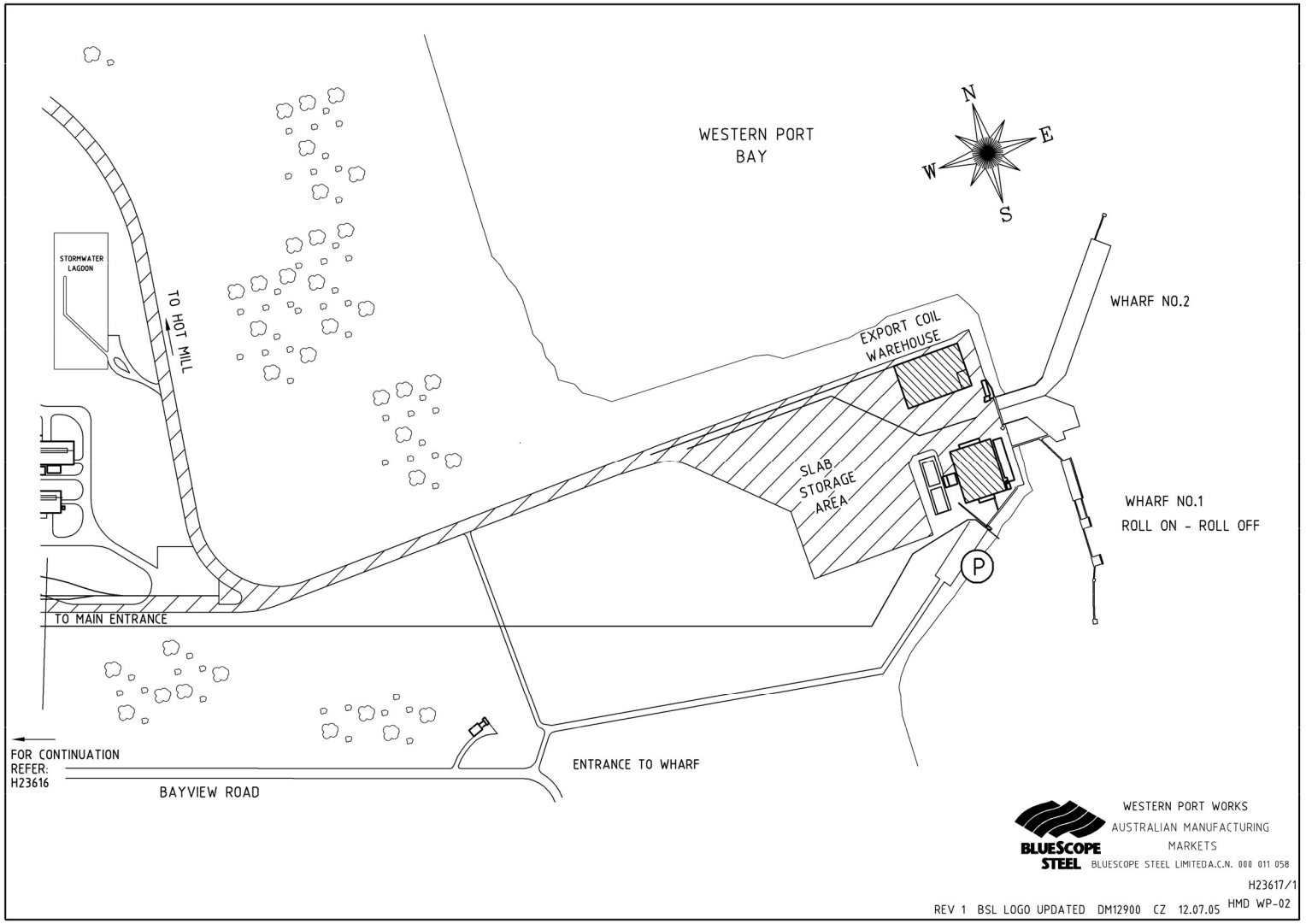
## WESTERNPORT WORKS SITE MAP



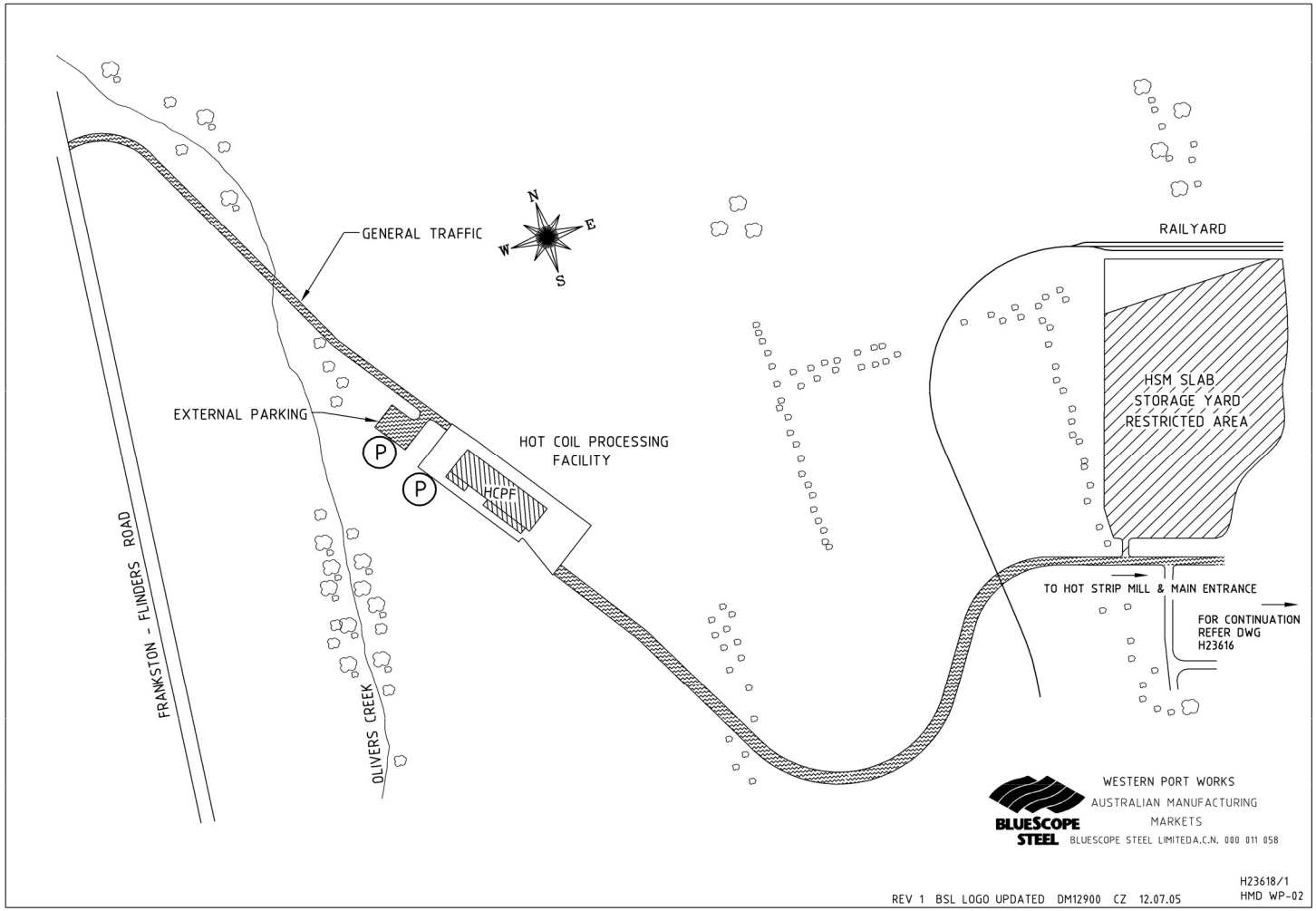
# WESTERNPORT WORKS EXTERNAL PEDESTRIAN ACCESS



## WESTERNPORT WHARF



## WESTERNPORT HOT COIL PROCESSING



## APPENDIX C1 FIRE PREVENTION RULES

## FIRE PREVENTION RULES FOR CONTRACTORS

1. The Contractor shall take adequate precautions at all times to prevent damage by fire to the Principal's property
2. The Contractor shall advise all of his personnel of the procedure to be followed in the event of a fire. This shall include:
    a. suitable training in the use of portable fire equipment;
    b. location of on-Site fire equipment;
    c. means of contacting the Superintendent's Representative when fire-fighting assistance is required; and
    d. means of escape
3. The Contractor will be advised by the Superintendent's Representative of the particular fire hazard and the necessary precautions for the area of the Site the Contractor is working in
4. Access shall be maintained to all fire equipment (extinguishers, hose reels, fire hoses) at all times
5. Emergency evacuation access ways shall be kept clear of obstructions at all times
6. Water shall not be taken from hose reels or fire hydrants for purposes other than fire-fighting
7. Requirements for additional fire equipment are to be arranged through the Superintendent's Representative
8. Damage to or use of any fire equipment shall be reported to the Superintendent's Representative immediately after an occurrence
9. An air/water and a 9kg (minimum) ABE rated dry chemical powder fire extinguisher shall be located adjacent to all electric welding and oxy-acetylene cylinder groups. (Note: All extinguishers are to be manufactured and maintained in accordance with the relevant Australian Standard)
10. The Contractor shall determine prior to commencement of work, if the area where the work is to be carried out is covered by a fixed fire protection system. If it is, the Superintendent's Representative shall take the necessary steps to prevent false alarms immediately prior to commencement of such work.
11. The Contractor shall have appropriate equipment, properly use and maintain same including
    a. hoses, regulators, fittings and flashback arrestors on oxyacetylene and liquefied petroleum cylinders ('bottled gas') shall at all times be installed and maintained in first class condition
    b. full or empty bottled gas should be kept secure and upright during use and storage and comply with the storage requirements set out in Dangerous Goods Act 1985. All spare bottled gas shall be returned to the Principal's bottled gas Supplier (BOC) if trust supplied or be stored outside buildings
    c. care shall be taken that bottled gas, equipment and tubing are not damaged by inadvertent bumping, abrasion or contact with sharp metal edges or hot metal particles;
    d. Arc cutting and welding equipment shall be installed and used in accordance with AS1674.2-2007 Electrical;
    e. portable electric tools, including leads, shall be kept in good working condition and used in such a way as to prevent overloading of circuits;
    f. all electrical equipment shall be unplugged when not in use for extended periods; and
    g. all other tools and equipment shall be used in such a manner to keep potential sources of ignition to a minimum
12. Standard Specification WPRO-012P Procurement of Bottled Gas for Use by Site Contractors makes provision for all Contractors (except plumbers, air conditioning servicers, forklift servicers and fire extinguisher servicers) to be trust supplied with bottled gas in their performance of the Contract. All those Contractors shall not bring their own bottled gas onto the Site

13. The Contractor shall ensure that all Supervisors, welders, boilermakers and other personnel likely to use cutting and welding equipment are thoroughly conversant with AS1674.1-1997 Fire Precautions, prior to commencement of work on Site
14. Whenever practical, cutting, heating and welding work shall be removed to an approved work compound or other areas as designated by the Superintendent's Representative
15. Where it is not practical to remove the object to an approved work compound, then all combustible materials within a 3-metre radius shall be removed or adequately protected from potential ignition sources if not removable. In particular, the following requirements shall be observed;
    a. careful consideration is to be given to pits, openings, reverse side of walls, spent electrodes, falling sparks, hot metal and the like with adequate precautions to be taken;
    b. a person shall stand by with suitable fire extinguishers to watch for sparks, slag and hot metal pieces and to quench any that may penetrate the protective measures; and
    c. at no time is an oxy-acetylene torch or any other heating device to be left turned on unattended
16. The use of spark producing tools (e.g. welders, grinders, electric drills) in areas designated as hazardous or 'No Smoking' and licensed flammable liquid Stores is strictly forbidden. Should the use of such tools be necessary, the area shall be made completely free of all combustible material and the atmosphere tested by the Principal's Combustion Department, and such tools shall not be used until authorised by the Superintendent's Representative
17. No Smoking' restrictions shall be obeyed at all times
18. Suitable containers and designated bunds are to be used for the storage and handling of flammable liquids. Spillages shall be cleaned up immediately
19. The top of any drum shall not be removed by oxy-acetylene or arc cutting
20. Waste material must be removed from the Site daily and placed in suitable containers
21. Burning of rubbish on any part of the Site is strictly forbidden unless authorised by the Superintendent in writing
22. Flammable solvents shall not be used unless authorised by the Superintendent in writing
23. On Total Fire Ban days, the Contractor shall not weld, grind or use naked flame torches outside buildings unless the Principal's Fire Officer issues a written permit therefor
24. The Contractor shall provide all his own portable fire extinguishers and fire retardant blankets at each of his work places. All weld splatter and sparks shall be contained on the fire retardant blankets

## APPENDIX D1 MINUTES OF TOOLBOX MEETING (2 PAGES)

**Date** _____

**Location:** _____

**Present:** Contractor's Supervisor/Foreperson: _____

Contractor's Project Manager/Safety Officer: _____

BlueScope Responsible Officer: _____

Contractor's personnel: _____

_____

_____

**Items discussed (Indicate if not discussed)**

1. **Review of Action Items from Last Meeting:**

2. **Items of General Safety Importance to the Total Work Area:** (Ask personnel to mention any incidents during the past week which may have resulted in damage to property or injury to any person).

3. **Items of Safety Interest to this Group:** (e.g. hazards or safety conditions applicable to this group's work area).

4. **Work Procedures Relevant to this Group:**

5. **Reminders to Personnel of their Personal Responsibilities:**

Tick as appropriate which item is reviewed and discussed:

- Personal protective equipment _____
- Housekeeping _____
- Electrical equipment condition _____
- Gas bottle safety _____
- Special BANZ/SEQ requirements _____
- e.g. No Smoking Regulations Permit & Certificate Regulations

6. **Hazardous Substances on Site:**

7. **Show-and-tell Safety Talk Tips:**

8. **Items Raised by BlueScope's Officer:**

9. **Safety Hand-outs:**

10. **Other Items:**

11. **Actions Resulting from this Meeting:**

| ITEM | ACTION BY | WHEN |
|---|---|---|
| | | |

Signature of Supervisor/Foreperson _____ Dated _____

## APPENDIX E1 DOCUMENT REVIEW HISTORY

| Rev | Recent Revision Reason | Issued By | Authorised By | Date |
|---|---|---|---|---|
| 21 | DOCUMENT UPDATE – Update to reflect right to work and Fair Work Requirements, minor spelling errors | A.Cockerill | PRINCIPLE PROCUREMENT SPECIALIST | March 2025 |
| 20 | DOCUMENT UPDATE – Template Refresh, email address updated, AOD policy update to reflect SEQ documentation. | A.Cockerill | PRINCIPLE PROCUREMENT SPECIALIST | November 2022 |
| 19 | DOCUMENT UPDATE | A.Cockerill | PRINCIPLE PROCUREMENT SPECIALIST | October 2020 |
| 18 | DOCUMENT UPDATE | A.Cockerill | PRINCIPLE PROCUREMENT SPECIALIST | March 2018 |
| 17 | DOCUMENT UPDATE | B. Ross | PROCUREMENT MANAGER | Jan/2015 |
| 16 | D OCUMENT UPDATE | M. Thomas | MANAGER PROCUREMENT | Aug/2012 |
| 15 | UPDATE HEADERS | S. Screaton | MANAGER PROCUREMENT | 23/12/10 |
| 14 | D OCUMENT NUMBER CHANGE & UPDATE | A. McFarlane | MANAGER PROCUREMENT | 10/8/09 |
| 13 | D OCUMENT UPDATE | A McFarlane | MANAGER SUPPLY | 25/9/06 |
| 12 | COMPLETE REVISION | A McFarlane | MANAGER SUPPLY | 01/08/06 |
| 11 | U PDATED DRAWINGS | M. D'ALOIA | MANAGER SUPPLY | 15/07/05 |
| 10 | D OCUMENT UPDATE | M. D'ALOIA | MANAGER SUPPLY | 06/05/02 |
| 9 | D OCUMENT NO CHANGE WENG01-G003S | J. MILLER | SUPERINTENDENT SUPPLY | 15/12/00 |
| 8 | U PDATE PAGE 27 APPENDIX B1 | P. BYASS | SUPERINTENDENT SUPPLY | 26/10/00 |
| 7 | C OMPLETE REVISION | R. NEWTON | SUPERINTENDENT SUPPLY | 01/06/99 |
| 6 | U PDATED PAGE 14 & 15 | R. NEWTON | SUPERINTENDENT SUPPLY | 13/08/97 |
| 5 | G ENERAL REVISION BY GA/MH | M. HODGKINSON | ENGINEERING MGR | 04/03/96 |
| 4 | R EVISED APPENDIX D & E | M. HODGKINSON | ENGINEERING MGR | Oct '95 |
| 3 | U PDATE - REVIEW 8/95 | M. HODGKINSON | ENGINEERING MGR | 22/08/95 |
| 2 | U PDATE - REVIEW 3/95 | M. HODGKINSON | ENGINEERING MGR | 01/04/95 |
| 1 | U PDATE - REVIEW SEP '94 | M. HODGKINSON | ENGINEERING MGR | 30/09/94 |
| 0 | INITIAL ISSUE | H. LANGENDAM | ENGINEERING MGR | 17/07/92 |