



SITE REQUIREMENTS

For

Illawarra NSW Sites

September 2016

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S1. PRINCIPAL'S POLICY REQUIREMENTS

The Contractor can access the set of policy and procedure documents on BlueScope's Site Contractor Document System on the internet at the address <http://supply.bluescopesteel.com/login.aspx?ReturnUrl=%2fDefault.aspx>. These documents together with inductions, the plant and process specific policies and procedures described in the Contract form the Principal's Policy Requirements ("**Principal's Policy Requirements**").

The Contractor agrees to comply with and to ensure that its Subcontractors comply with the provisions of all of the Principal's Policy Requirements, relevant Australian Standards industry Codes of Practice and legislative requirements.

S2. OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL REQUIREMENTS

S2.1 PLANT OR PROCESS SPECIFIC HAZARDS

The Principal's Representative will communicate to the Contractor the known plant and process specific hazards applicable to the Work and Work Site through the induction processes and safe work systems.

S2.2 GENERAL REQUIREMENTS

S2.2.1 Responsibility

The Contractor shall comply with and shall be responsible for ensuring that all its employees, and Subcontractors comply with all safety and environmental statutory requirements and the Principal's Policy Requirements.

S2.2.2 Training

The Contractor shall ensure that all its employees and the employees of its subcontractors working on the Principal's premises ("**the Site**") are adequately trained in the type of work to be performed and are trained in relevant procedures and have the appropriate qualifications, certificates, inductions and tickets and are under competent supervision. The Contractor shall maintain records of the training and qualifications and these shall be available for inspection upon request of the Principal's Representative.

S2.2.3 Personal Protection

All the Contractor's personnel and those of their subcontractors shall comply with the Principal's minimum clothing and personal protection requirements as specified in DIV-OHS-01-09 "Clothing and PPE Procedure" and DIV-OHS-01-34 "Occupational Noise Management".

The Contractor's personnel shall also comply with department specific clothing standards when working in those departments. The Contractor should contact the Principal's Representative to confirm the appropriate clothing standards prior to their employees commencing work on Site. Personal protective equipment shall also be worn if recommended by manufacturers or suppliers of proprietary products or equipment.

The Contractor shall take all reasonable steps to limit the noise level emitted during any part of the Work to less than 85 dB(A) at one metre. Noise generating equipment such as compressors, generators and the like must be sound proofed.

Areas where, in the opinion of BlueScope's Representative, it is not practical to reduce the level of noise emission to 85 dB(A) shall be roped off and signs erected to prevent personnel who do not have hearing protection from being affected.

S2.2.4 Plant, Equipment, Power & Hand Tools

The Contractor shall ensure that all plant, equipment, power and hand tools brought onto Site by the Contractor or its Subcontractors are:

- a) appropriate for the type of work to be performed;
- b) approved, inspected, tested and tagged (if appropriate) in accordance with relevant Statutory regulations and the Principal's Policy Requirements;
- c) in compliance with Australian Standards;
- d) in compliance with BlueScope Steel's Codes of Practice and
- e) properly maintained.

The Contractor shall comply with the requirements of DIV-OHS-06-05 "Safety Requirements for Equipment", DS.DIV-OHS-06-05.02 "Restricted Equipment List", DS.DIV-OHS-06-05.03 "Equipment – Preferred Safety Features List" and DS.DIV-OHS-06-05.04 "Equipment Reference List" which reference equipment which is prohibited or restricted or preferred on the site.

Welding units shall comply with, and welding work shall be carried out in accordance with MA-ENG-105 "Welding Safety Manual".

The requirements of section S2.4 "Construction Procedures and Work Permits", and in particular "Safe System of Work", apply to the pre and post work activities in relation to plant and equipment – this includes delivery, assembly, maintenance, disassembly and removal of plant and equipment to/from the site.

S2.2.5 Hazardous Substances and Dangerous Goods

Hazardous Substances are any substances or materials specified in Statutory Regulations as being 'hazardous'.

At least two working days prior to any Hazardous Substances being brought onto the Site or produced on the Site, the Contractor shall submit to the Principal's Representative, the following:

- Material Safety Data Sheets (MSDS) in accordance with the requirements of the National Code of Practice for the Preparation of Material Safety Data Sheets;

- Purpose for bringing the Hazardous Substance onto the Site;
- Proposed method of disposal;
- Safety and environmental precautions/requirements and handling; and
- Proposed Safe Work Method Statement for the use of the material.

The Contractor shall comply with all Statutory requirements and with DIV-OHS-01-33 “Management of Substances Policy & Procedures” and DIV-OHS-06-303 “Dangerous Goods (Hazardous Chemicals) Compliance Procedure” in the transportation and handling of Hazardous Substances.

S2.2.6 Incident Reporting

The Contractor shall notify the Principal’s Representative immediately of any incident that occurs on the Site in accordance with the Principal’s Policy Requirement ref DIV-OHS-06-10 “Incident and Near Miss Management for Health, Safety and Environment”. Any Contractor’s personnel who are involved in any significant incidents will be required to submit to drug and alcohol testing in accordance with the Principal’s Policy Requirement ref DIV-OHS-08-03 “Alcohol and Other Drugs Management Procedure”.

Personnel involved in serious / significant incidents may be subject to the BlueScope Australia and New Zealand “Just and Fair Culture” model as described in MA.BZ-HR-T-05-48.

S2.2.7 Site Inductions

The Contractor shall ensure that all of its personnel and those of its subcontractors have been inducted in accordance with DIV-OHS-14-02 “Safety Inductions”.

a) Basic Safe Work Procedures

The Contractor shall ensure that all its employees and employees of its Subcontractors who will have access to the Site have been trained in basic safe working procedures and practices that apply to their trade or industry, and for construction sites, the NSW WorkCover General Construction Induction Card (“White Card”).

b) Site Specific Safety Issues

The Contractor shall ensure that all its employees and those of its Subcontractors are inducted as outlined in “Safety Training Requirements for Persons Working at BlueScope Steel” - DIV-OHS-12-01, and with the specific requirements of the plant area in which the work is to proceed.

Specifically, the minimum BlueScope Steel inductions are:

- Illawarra Site Induction
- Protected person – Isolation Training

- BlueScope Steel Road and Rail (for those needing to drive on BlueScope Steel property)
- “Safe System of Work” BZ-OHS-S-03-01 (for those performing the roles of Work Owner &/or Person In Charge).

c) Visitors to Site

Unless otherwise specified in the Contract, the Contractor may, in accordance with DIV-OHS-14-02 “Safety Inductions” allow casual visitors access to the Site without attending an induction providing that for the full period the visitor is on the Site, the visitor remains in the care and custody of a person who has been properly inducted and an appropriate site specific induction has been conducted in accordance with the Contractor’s Safety Management Plan.

S2.3 SAFETY MANAGEMENT PLAN

Where the value of construction work exceeds \$250,000 and the Contractor is the Principal Contractor, or where required by the Contract, the Contractor shall develop, implement and administer a Safety Management Plan (SMP) that complies with the requirements of the Contract and to NSW WHS Regulations. As a minimum, the SMP should include all of the items in F.DIV-CAP-PRO-203.01 “Small Safety and Environment Management Plan (WHS Regs Compliant”.

S2.4 CONSTRUCTION PROCEDURES AND WORK PERMITS

All work on the site requires a valid Illawarra SSW Permit in accordance BZ-OHS-S-03-01 “Safe System of Work (SSW)”.

The Contractor shall identify hazards and potentially hazardous work operations. For each work operation or task, the Contractor must involve the work team in the development of hazard analysis or safe work method statement / job safety and environment analysis (JSEA) in accordance with DIV-OHS-06-206.03 “Job Safety and Environment Analysis (JSEA)”.

The Contractor will prepare a written Crane Lift Study in accordance with the Principal’s Policy Requirement ref DS.DIV- ENG-11.01 for each lift to be undertaken on the Site.

Any demolition work shall only be performed under the control of an accredited demolition supervisor approved by WorkCover.

S2.5 PLANT ISOLATION, LOCKING AND BARRICADING

The Contractor shall comply with DIV-OHS-01-11 “Isolation Regulations”, and DIV-OHS-01-13 “Warning Tag and Barricade Regulations”.

Before commencing any work, the Contractor shall consult with the Principal’s Representative as to the position of any existing active systems / plant in the work area.

Where an active service / plant is to be isolated, cut-into or modified as part of the Work, that work shall be carried out to a program that has been agreed to by the Principal’s Representative.

S2.6 WORKING AT HEIGHTS

Where work is to be carried out at heights, the Contractor shall comply with DIV-OHS-01-04 “Fall Prevention”. Within this procedure, access to mobile crane carrier decks and truck trailers is regarded as working at height.

All scaffolds erected on the Site shall comply with the Australian Standard Guidelines for Scaffolding and with DIV-OHS-01-04.05 “Scaffolding Safety”.

Where scaffolding work is to be subcontracted, the Contractor shall only use a Scaffolding subcontractor who is approved by the Principal to erect and dismantle scaffolds on the Site.

Use of elevating work platforms shall comply with DIV-OHS-01-04.02 “Operating and Working with Mobile Elevating Work Platforms (MEWP)”.

S2.7 FATIGUE MANAGEMENT

Where work entails extended hours, or continuous around the clock work, the Contractor shall provide a fatigue management plan to the Principal’s Representative.

Where the work entails continuous exposure to hot conditions, the Contractor shall develop and implement a plan to manage fatigue and heat stress.

S2.8 EXCAVATION AND PENETRATION

Prior to commencing any work where any ground is to be disturbed through mechanical excavation or piling or any work involving the penetration of walls, floors and ceilings, the Contractor and Principal’s Representative shall arrange to have an investigation of the work site in accordance with DIV-ES-ADM-033 “Excavation and Penetration Procedure”. If the Principal’s Representative issues an Excavation Permit in accordance with DIV-ES-ADM-033, the Contractor shall strictly comply with the requirements of that permit. No excavation or penetration work is to be performed without an up to date and signed excavation permit and SSW permit for the work being performed.

S2.9 HOT WORK

Where work involves use of cutting, welding, grinding or the use of any tool that creates heat, sparks or open flame, the requirements of DIV-OHS-06-219 “Hot Work Procedure” must be complied with. This may require a Hazardous Works Clearance Permit before works commencing.

S3 IDENTIFICATION, SECURITY AND ENTRY TO STEELWORKS

S3.1 IDENTIFICATION OF CONTRACTOR’S EMPLOYEES

The Contractor and its subcontractors shall ensure that, at all times while on the Site, all their employees and those of their subcontractors comply with the Principal’s Identification requirements, specifically:

- a) Carry proof of Illawarra Site Induction with either a valid and current BlueScope Steel passport or a proximity card; and
- b) Have in their possession their certificates of competency for WorkCover mandated skills (e.g. Rigger, Scaffolder, Crane Driver, EWP > 11 metre, Fork lift, etc).

These must be presented to the Principal's Representative on request.

S3.2 SECURITY

The Principal has a security fence surrounding its property and operates a Security System. The Contractor shall comply with any instructions or requirements of the Principal's Security Contractor, including those relating to the entry and removal of materials, tools and equipment to and from the Principal's property.

All Principal provided or loaned materials including scrap and off-cuts shall, unless otherwise stated, remain the Principal's property.

S3.3 IDENTIFICATION OF EQUIPMENT

To distinguish between Principal owned property and that belonging to contractors working on the Principal's property, the Contractor and all its subcontractors shall ensure that all items of equipment and tools are clearly identifiable. Equipment or tools whose ownership cannot be clearly identified may be considered to be the Principal's property.

S3.4 RIGHT OF INSPECTION OF CONTRACTOR'S SHEDS, TOOL BOXES AND VEHICLES

The Principal and its Security Contractor shall have the right to conduct random searches, of any of the Contractor's or its subcontractor's vehicles, plant, site facilities, tool boxes (including those of employees) and the like.

S3.5 ENTRY TO STEELWORKS

Access to the Principal's premises is permitted only for the purposes of fulfilling requirements of contracts between the Principal and the Contractor or as otherwise expressly agreed to in writing by the Principal.

Entry of all vehicles and personnel is subject to compliance with DIV-OHS-01-40 "Road Safety and Site Access", and DIV-OHS-14-02 "Safety Inductions". For un-inducted casual visitors, this requires that the un-inducted visitor not walk unescorted within the secure boundary.

To be authorised to enter a secured boundary and drive on the Principal's property, the Contractor's employees must show proof of Road and Rail Induction (or be accompanied by an authorised driver), have an individual proximity access card that will operate boom gates (where appropriate) and have the relevant car parking sticker attached to vehicle windscreen.

The Contractor's employees shall have no parking rights within the Principal's boundaries. If the Contractor elects to provide transport for the Contractor's employees from public car

parks to the Site, the route to be used within the Principal's boundaries must be approved by the Principal's Representative.

Where materials delivery to a site within the secured boundary is required by a non-inducted driver or non-approved vehicle, the Contractor must escort the delivery vehicle with an appropriately inducted person from entry point to the site and return.

S4. MOVEMENT WITHIN THE STEELWORKS

S4.1 GENERAL

All drivers within the secured boundary shall comply with the requirements of DIV-OHS-01-40 "Road Safety and Site Access", have a valid current Road and Rail Induction (RRI) and be licenced to drive the vehicle.

S4.2 REGISTERED OWNERSHIP

All mobile vehicles and plant used by the Contractor for movement of personnel, materials and equipment on the Principal's property, shall be registered for use on NSW roads. The Contractor shall, upon request, furnish to the Principal's Representative a copy of Registration Certificates for all registered mobile vehicles and plant.

S4.3 MASS PERMITS / OVERSIZE LOADS

Where required, the Contractor shall apply for and hold current heavy weight / oversized load permits and store such permits that the Principal's Representative upon request may inspect them. The Contractor shall not knowingly accept loads in excess of the maximum payload specified on the permit for transport on NSW roads.

The Contractor shall comply with DIV-AR-RO-04 "Requirements of Oversize Vehicle / Loads - Escorting Procedure For Port Kembla Steelworks" for heavy loads on the site.

S4.4 DAMAGE TO PRINCIPAL'S ROADS

The Contractor shall not operate tracked vehicles over either temporary or permanent roads within the Principal's property without the use of timber mats, or other protection measures which the Principal's Representative has approved to prevent damage to the Principal's roads.

S4.5 LOADS

All loads shall be secured in accordance with the Code of Practice BSL-OHS-C-03-11 "Load Restraint".

Each vehicle driver employed by the Contractor shall ensure that before the truck leaves the loading point, the load is so trimmed that no material can spill during transit to the unloading point.

Should spillage occur, the Contractor at the Contractor's expense shall clean spillage immediately, and report the spillage to Principal's Representative.

The Contractor shall not dump full or part loads of BlueScope Steel materials in an unauthorised manner on the Principal's roads or property (other than appropriate stockpile facilities), or public roads or public property.

All loads with potential to discharge dust in transit shall be covered.

Vehicles shall utilise truck/ wheel washers where such facilities are provided. If no truck / wheel washing is available a properly designed, installed and maintained "rumble trip / cattle grid" shall be utilised at the boundary of any stockpile area.

S5 INTERACTIONS WITH THE PRINCIPAL'S OPERATIONS

S5.1 GENERAL

The Contractor shall not interfere with the Principal's production or maintenance activities or activities of other contractors which are being carried out in the vicinity of the Work except where the Contractor has obtained the prior agreement of the Principal's Representative.

S5.2 PROVISION OF SAFETY WATCHERS & EQUIPMENT

When the Contractor is working in close proximity to operating production facilities, roads or railways and a safety hazard exists, the Contractor shall provide safety watchers as necessary or as directed by the Principal's Representative, and supply, erect and subsequently dismantle all the required barriers, flags, wheel stops, buffer stops, and flashing lights or other necessary safety equipment to enable the Work to proceed with due regard to the safety of the Contractor's and Principal's personnel. The following procedures / regulations outline the basic requirements:

- Procedure For Working Near, On, Above Or Below Rail Tracks DIV.NSWRC-PR-S-001;
- Procedure For Working On Or Near BlueScope Steel - Port Kembla Steelworks Roads, DIV-AR-RO-02; and
- Warning Tag And Barricade Regulations, DIV-OHS-01-13.

S5.3 PROTECTION OF PRINCIPAL'S EQUIPMENT

The Contractor shall adequately protect all items of the Principal's property, and that of other contractors working on or near the Site, such as cables, conveyor belts, machinery, and the like, which are in danger of damage from the Contractor's works.

S5.4 USE OF OVERHEAD PRODUCTION CRANES

Unless specified in the Contract, the Contractor will not have access to or use of the Principal's Overhead Production Cranes.

S5.5 USE OF CONTRACTOR'S ACCESS AND SCAFFOLDING

The Contractor shall allow others to use any access, scaffolding and the like, which the Contractor has provided to carry out Work, providing that such use by others does not interfere with the Contractor's activities and subject to the respective users agreement in relation to safety, suitability for purpose, insurance and the like.

S6. SUBCONTRACTORS - APPROVED SITE CONTRACTORS

S6.1 USE OF SUBCONTRACTORS

The Principal has a Directory of Approved Site Contractors who may be used as subcontractors for on-site work.

If the Contractor wishes to use subcontractors other than those in the Directory of Approved Site Contractors, the Contractor must first obtain the written approval of the Principal's Representative.

If the Contractor intends to use other than an Approved Site Contractor as its subcontractor, the Contractor shall ensure that the subcontractor is bound by the same obligations as the Contractor has assumed under the Contract in matters relating to carrying out work on the Site, including safety requirements, insurances, and compliance with the Principal's policies and procedures.

The Contractor shall be responsible for the immediate reporting and initial investigation of all incidents involving its subcontractors.

S7. SITE FACILITIES AND SERVICES

S7.1 GENERAL

Unless otherwise specifically provided for in the Contract, no accommodation, toilet, bathing, crib or messing facilities will be provided by the Principal.

S7.2 TEMPORARY FACILITIES

Where the Contract specifically provides for the installation of temporary facilities, or where the Principal's Representative agrees in writing to the installation, the Contractor may provide site office, compound, hardstand and/or site amenity or other temporary facilities required for the progress of the Work.

Trunk services will not be extended by the Principal. Services connections and reticulation within the temporary facilities area must be inspected approved by the Principal's plumbing and electrical inspectors prior to use. Unless otherwise specified, telephone connection will not be provided by the Principal.

All constructions shall be of sound and neat appearance and shall conform with all statutory requirements. A sign shall be fixed on each shed and compound to clearly indicate the Contractor's name, address and telephone number.

The Contractor shall at all times maintain the Site and all sheds and other areas used by the Contractor in a clean and tidy condition.

S7.3 SITE DISESTABLISHMENT

On completion of the Work the Contractor shall remove all their equipment, establishment, total services connections and any associated temporary works from the Site. Removal of the Contractor's equipment shall be carried out to a program agreed to by the Principal's Representative so as not to disrupt the Principal's operations. The site shall be returned to its original state unless agreed in writing by the Principal's Representative.

S8. ENVIRONMENTAL MANAGEMENT

S8.1 GENERAL ENVIRONMENTAL MANAGEMENT

The Contractor shall comply with all laws relating to the environment and the BlueScope Environment Protection Licence (EPL) 6092 issued by the Environment Protection Authority (EPA). If the Contractor becomes aware of a breach of any environmental licence, building/construction approval, or statutory requirement, the Principal's Representative must be informed immediately.

S8.2 LAND

Activities shall be managed to eliminate the impact to land. The Protection of the Environment Operations Regulation Act 2010 (POEO) defines land pollution as placing in or on the land any matter solid, liquid or gaseous that causes land degradation, loss or property damage. All spills are to be reported as per requirements of, "Spill Response Guidelines" MA-ENV-11-02. Spill kits are located throughout all departments within PKSW.

S8.3 AIR

As per EPL Licence 6092 BlueScope has a legal obligation to report fugitive dust emissions. The system in place to monitor and record these events is known as the Dust Emission Ranking system (DER). This procedure is used across Port Kembla Steel Works (PKSW) "Fugitive Dust Management System" MA-ENV-02-02.

The Contractor shall ensure that excessive airborne dust is not produced on the Site as a result of any work undertaken or vehicles/equipment used by the Contractor. Any cleaning, watering or dust suppression that may be necessary to comply with this requirement shall be carried out immediately at the Contractor's expense as the necessity arises or when directed by the Principal's Representative.

The Contractor shall not burn any materials including industrial wastes, refuse or rubbish on the Principal's property.

S8.4 WATER

The Contractor shall ensure that control measures are put in place to eliminate discharges of contaminants to drains or water courses from the Site as per the requirements of EPL Licence 6092. The Contractor shall also ensure the storage of liquids are contained by secondary containment. Where liquids are stored in a position that a leak or spill could result in land or

water pollution, they must be suitably banded - "Environment Requirements for Bunding of Storage Tanks" MA-ENV-02-03.

All spills are to be reported as per requirements of, "Spill Response Guidelines" MA-ENV-11-02. Spill kits are located throughout all departments within PKSW. Vehicles loading/unloading chemicals must be fitted with a spill kit.

All contractors must adhere to the Water Wise Rules and exemptions for operations within PKSW. Those contractors who maintain and operate facilities on the Principal's sites are also expected to understand their water usage and consider best practices in water efficiency within their footprint.

S8.5 WASTE

Unless otherwise stated in the Contract or directed by the Principal's Representative, the Contractor shall be responsible for the appropriate disposal of all waste. This includes any contaminated and unsuitable material, scrap materials and dismantled equipment without additional cost to the Principal, in an environmentally sound manner.

Removal and disposal of waste, recyclable and non-recyclable and scrap materials shall be in accordance with DIV-AR-RS-01, "Management of Waste Material" and relevant Statutory Regulations. The Contractor shall maximise recycling opportunities, utilising separate waste containers for steel, timber, recyclable and non-recyclable materials.

The Contractor shall collect, cut to a suitable size and deliver all steel scrap to the Principal's scrap yard for inspection and directions for its tipping. No steel or copper scrap shall be removed from site without prior written agreement from the Principal's Representative.

Waste must not be brought onto the Site unless prior approval has been granted by the EPA and the Principal.

S8.6 ASBESTOS AND SYNTHETIC MINERAL FIBRE (SMF) REMOVAL

If in carrying out the Work the Contractor encounters asbestos or SMF material, the Contractor must immediately report the occurrence to the Principal's Representative. The Contractor shall clear the affected area immediately and barricade the area. All identification, testing and removal of asbestos and SMF shall be carried out in accordance with Divisional Documents DIV-OHS-01-30 "Asbestos Control Procedures & Asbestos Management Plan" and DIV-OHS-01-31 "Synthetic Mineral Fibres (SMF) Policy & Handling Procedures".

Asbestos contaminated materials (ACM) can only be removed by a holder of a current WorkCover Authority of NSW Asbestos Removal Contractor's Class A Licence, and who is approved in writing by the Principal's Procurement department to carry out this nature of work on Site.

S8.7 NOISE

EPL Licence 6092 defines construction activity and operational noise limits in Condition L6. If the nature of the Work being carried out is likely to exceed these limits, this should be discussed with the Principal's Representative prior to work commencing.

S8.8 ENERGY

Contractors who maintain and operate facilities on the Principal's sites should consider greenhouse gas reduction and energy efficiency opportunities in the operation and maintenance of their plant and equipment.

S8.9 BIODIVERSITY

The Contractor shall ensure that all works carried out have negligible impact on flora and fauna. There are a number of areas identified on site as being a potential habitat or corridor for the threatened Green and Gold Bell Frog. "Management of Threatened Species, the Green and Gold Bell Frog, *Litoria Aurea*" MA-ENV-03-03. Training must be carried out prior to working in these areas.

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