

PART E - TECHNICAL SPECIFICATION

E1. DESCRIPTION OF THE WORKS

SCOPE OF WORKS WARRAGAMBA DAM LANDSCAPE MAINTENANCE

Background:

The Sydney Catchment Authority (SCA) owns and operates the Warragamba Dam located approximately 25 km southwest of Penrith. The dam and associated operational and visitor infrastructure are located within a number of sites adjacent to the village of Warragamba. These sites are segregated into operational areas closed to the public and visitor facilities accessible to the public.

To assist in the maintenance of its Warragamba facilities the SCA is seeking the services of a suitably experienced and resourced grounds maintenance organisation. The selected supplier will be responsible for the maintenance of the Warragamba Dam landscape as outlined in following documentation.

Type of Work

The Work comprises the following service activities:

- mowing and slashing of grassed areas
- trimming of edges along paths, kerb lines and around fixtures and fence lines within the subject areas.
- removal and off site disposal of litter, fallen leaves, tree limbs, small branches & twigs etc and the cutting down of trees of up to 20 cm in diameter and 6 metres in height
- sweeping of paved areas and pathways
- trimming of shrubs and trees
- maintenance of gardens, embankments, and walking trails
- maintenance of vegetation along roadways, vehicle tracks, pathways and gutters
- removal of debris and accumulated silt from drains
- maintenance of access and internal roads and gutters within the contract area
- hazard reduction and slashing around structures
- the establishment and maintenance of Asset Protection Zones along fence lines and around structures
- structures - removal of accumulated debris around structures, control of vegetation around and on structures, windows, doors and other building openings to be kept clear of all climbing plants for a minimum of 20 cm around all openings, removal of any grass growing on fences and any part of structures.

Area of Contract

For the purposes of this tender the site is broken into 4 service zones, these zones are as follows:

Visitor Precinct

This area is defined by the yellow shading on Plan 1 in Appendix F10. This area includes the Visitor Centre, terraced gardens, main internal roads, road and pathway entries, car parks, walkways, footpaths, fence lines, trees, shrubs and all planting beds within the defined area. This area also includes embankment areas within this zone that are not trafficable areas.

Service requirements:

- mow/slash all grassed areas
- defined area to be kept clear of all windfall and other debris such as fallen trees, branches, leaves and litter
- trim along paths, kerb lines, fence lines and around inground fixtures, plants and gardens beds. (the use of herbicide to control growth in these areas is **not** an acceptable method)
- sweep paved areas and paths immediately after mowing and weekly to remove windfall and other debris, external furniture is also to be cleaned of debris immediately after mowing
- roadside gutters & drains are to be cleared
- trimming of shrubs
- hand weeding of garden beds and mulched areas
- control of vegetation along and over roads and tracks
- structures
- replenishment of garden mulch
- internal fences to be kept clear of vegetation
- nominated perimeter fencing is to be kept clear of vegetation and debris within 2 metres of the exterior of the fence and 500mm on the interior of the fence line. These fence lines are shown in blue on the attached plans.
- embankments - remove windfall and other debris, slash vegetation and spray weeds
- weed control

Dam Precinct

This area is defined by the blue shading on Plan 1 in Appendix F10, this area includes any structures within or along the defined area, the dam crest road, road verges, the downstream embankment to the west of the dam, valve house road and adjacent service area, auxiliary spillway embankments,

Service Requirements

- mow/slash all grass

- trim along paths, kerb lines, fence lines and around in ground fixtures, around plants and gardens beds (the use of herbicide to control growth in these areas is **not** an acceptable method)
- sweep paved areas, stairways and paths
- clear roadside gutters & drains
- defined area to be kept clear of all windfall and other debris such as fallen branches and leaf litter
- control and removal of vegetation growth in sealed surfaces e.g. road joints (hand spraying of herbicide is acceptable in these areas, but **only with the prior approval of the SCA**).
- control of vegetation along and over roads and tracks
- internal fences to be kept clear of vegetation
- nominated perimeter fencing is to be kept clear of vegetation and debris within 2 metres of the exterior of the fence and 500mm on the interior of the fence line. These fence lines are shown in blue on the attached plans.
- weed control
- structures
- Western embankment

Conference Centre Precinct

This area is defined by the green shading on Plan 1 in Appendix F10. This area includes any structures within or along the defined area, the entrance road, road verges, car parks, walkways, footpaths, fencelines, trees, shrubs and all planting beds within the defined area.

Service Requirements

- mow all grass
- trim along paths, kerb lines, fence lines and around in ground fixtures, around plants and gardens beds (the broad scale use of herbicide to control growth in these areas is **not** an acceptable method)
- sweep paved areas, stairways and paths
- clear roadside gutters & drains
- defined area to be kept clear of all windfall and other debris such as fallen branches and leaf litter
- control and removal of vegetation growth in sealed surfaces e.g. road joints (hand spraying of herbicide is acceptable in these areas, but **only with the prior approval of the SCA**).
- trimming of shrubs
- weeding of garden beds
- maintenance of gardens around vacant cottages

- control of vegetation along and over roads and tracks
- internal fences to be kept clear of vegetation
- nominated perimeter fencing is to be kept clear of vegetation and debris within 2 metres of the exterior of the fence and 500mm on the interior of the fence line. These fence lines are shown in blue on the attached plans.
- weed control
- structures

Operational Infrastructure

These areas are coloured red on Plans 1 – 4 in Appendix F10 and include:

- The viewing platform, entry road and surrounds
- Pumping station 9, roadway and structures
- Riparian area
- West bank workshop and approach road
- West bank training wall area and access road
- East bank workshops
- Internal service roads
- Associated fence lines

Service Requirements

- Mow/slash all grassed areas
- trim along paths, kerb lines, fence lines and around in ground fixtures, (the broad scale use of herbicide to control growth in these areas is **not** an acceptable method)
- Sweep paved areas and paths. clear roadside gutters & drains
- control of vegetation along and over roads and tracks
- structures
- remove vegetation growing in pavement and or concrete joints (hand spraying of herbicide is acceptable in these areas, but **only with the prior approval of the SCA**).
- defined area to be kept clear of all windfall and other debris such as fallen branches and litter
- internal fences to be kept clear of vegetation
- nominated perimeter fencing is to be kept clear of vegetation and debris within 2 metres of the exterior of the fence and 500mm on the interior of the fence line. These fence lines are shown in blue on the attached plans.
- weed control
- embankment area within the operational area to the left of the main entry gate and road

Asset Protection Zones

The works entail the establishment and maintenance of Asset Protection Zones (APZs) around structures and along nominated perimeter fences. The nominated fence line APZs are identified on the attached plans by the blue lines on Plans 2,3 & 4 in Appendix F10.

At the commencement of the contract the contractor is to establish these asset protection zones. This establishment will require the removal of all trees up 20cms in diameter and 6 m in height, the removal of understory growth, the slashing of grass and the removal of lower branches up to a height of 4 metres on large trees (i.e. trees over 20 cm in diameter and 6mtrs in height).

The contractor will be required to maintain the established APZs as and when requested by the SCA. The maintenance of APZs will include the removal of all windfall material, regrowth vegetation, trimming of lower branch regrowth on large trees and the slashing of grass. These zones are to be maintained on an annual basis at the direction of the SCA. The contractor is to provide a fee for the one off establishment of the APZs and a unit rate to maintain the APZs. A, B and fence lines.

Service Specifications

Grass and Lawn Maintenance

Grass maintenance shall include, but not be limited to grass cutting, edge trimming and general site cleaning prior to mowing of grass, which shall be carried out in accordance with the following requirements:

Limit: 25mm-50mm High

- All grassed areas within visitor and conference precincts, viewing platform, operational and dam precincts

Limit: 25mm-200mm High

- Open areas NOT VISIBLE from public areas
- Steep embankments VISIBLE from public areas

Limit: Left Uncut

- Steep embankments NOT VISIBLE from public areas or that are unsafe to access.

General

- Before any mowing or slashing is undertaken, the Contractor must prior to commencing mowing or slashing undertake an inspection of the area to be mowed and remove all debris. This will include the removal of rubbish and garbage, sticks and branches (larger than 5mm in diameter), debris and storm damaged trees from the site. All materials and debris collected must be removed in accordance with the waste disposal terms outlined in this Contract.
- Grass is to be mown evenly to the height required and not be scalped. This applies to all areas.
- Trees and shrubs shall not be damaged by mowing or edging operations.
- All grass cuttings accruing from mowing shall be uniformly distributed over the mown areas and not left in windrows or heaps.

- Only hand operated machinery may be used on steep banks that are susceptible to erosion, unless otherwise approved by the SCA.
- In areas where mobile equipment would create bare patches or damage grass cover in other respects or where the reach of this equipment is insufficient (i.e. along steep embankments and along inaccessible drains), hand mowing/brushcutting shall be undertaken.
- Where grass adjoins concrete structures, edgers are to be used.
- The Contractor is required to trim all edges using an edge trimmer, or mechanical edger to form a neat defined edge or border along pathways, kerbing, fences and walls around planted areas, trees, shrubs, rocks, stone and concrete edges, adjacent to tables, seats and playground equipment, poles, buildings and structures in lawns.
- The Contractor is **not permitted** to use herbicides without the consent of the SCA for control or eradication of grass along edges and borders.
- At the completion of mowing roads, all shelters and toilet blocks, pathways, driveways, access ways, forecourts, park furniture, seating and tables, paved and gravelled areas shall be left clear of clippings and debris.
- Mowing of the top of embankments is to be finished so that no growth on the face of an embankment is higher than the top of the embankment.
- Sections of the site may require the contractor's staff to utilise fall arrest devices, the Contractor shall be responsible for the supply and maintenance of such devices. The principal will where practical provide approved anchor points.

Weed Removal

Weeds in the context of this contract are:

- any vegetation growth in mulched garden beds that was not in the original planting schedule
- all vegetation growing in hard stand areas, roadways, joins in roadways, footpaths and gutters, drainage lines, culverts, joins between the base of buildings and external structures such as retaining walls outside of formal garden beds
- weed species growing within the embankment zones including, but not limited to, blackberry, lantana, privet, camphor-laurel, cotoneaster, pattersons curse, gorse, broom, scotch thistle and other species at the direction of the SCA. If the contractor is in doubt as to the nature of any vegetation they are to seek the direction of the SCA.

The use of herbicides is acceptable, but spray methods and the herbicides proposed for use require the pre approval of the SCA. In the event that the contractor has sprayed a large weed infestation, the sprayed plants are to be removed immediately after it is apparent the plants have died.

Frequency of Service

The Contractor shall undertake the services in accord with the table in **ATTACHMENT F10**.

Type of Equipment

- The Contractor shall undertake the required services using equipment appropriate to deliver the required services. Tractor mounted slashers shall not be used for lawn areas.

- The Contractor will ensure that all equipment used will comply with the Australian Standards for emission of noise, pollution etc. The upper noise limit shall not exceed 85 decibels.

Access ways, Sealed Areas, Forecourts, Stairways, Walkways and Pathways

The Contractor shall maintain all access ways, roadways, asphalt forecourts, pathways, car parks, gravelled and paved areas included in the Contract to keep them free of weeds, leaves and litter during each service visit.

The Contractor shall pay particular attention to remove all litter debris etc. from areas where leaves and litter accumulate around and under buildings, in drains and sumps on pathways and stairways so that these areas are clean and free of debris.

Walkways footpaths and stairways are to be kept clear of vegetation intruding from the side of paths and overhanging to a height of 2.7mtrs. Particular attention to stairways is required to keep them clear of all debris.

All walkways, paths and stairways are to be kept free of moss.

Roads & Tracks

Those tracks required to be serviced outside of identified service areas are highlighted in yellow on the attached plans 2, 3, & 4. *(the service requirements for roads and tracks within identified service areas are detailed in the scope for service areas).*

The Contractor shall trim back all shrubs and trees along roadways and tracks to a height of 4 m and where practicable to a width of 1 m either side of the road or track. Unformed drains along roads are to be cleared of accumulated debris.

Gardens, Rock Mulch & Plantings

This requirement applies to all formal and informal garden beds, massed or singular plantings located within the defined services areas, and includes the areas of rock mulch. Tabs 2 & 3 list the plantings within the site.

The Contractor shall provide the level of service to the following standard:

- Shrubs must be trimmed to maintain a compact form, free from wayward growth, whilst still maintaining the health of the plant.
- Spent flower heads, dead or dying or diseased plants or plant parts, litter, leaves, twigs, branches and other debris that may accumulate in the garden area, must be removed. Trimming of plants to ensure windows and doors and other openings have a 20 cm clearance
- Trimming of plants to ensure that a 20cm gap is retained between plant growth and the surface of any structure.
- Trimming of plants to contain each plant within the boundaries of the garden area (within the retaining structure i.e.: logs, rocks, earth fences etc).
- Maintenance of mulch using material of the same specification to maintain a minimum depth of 75mm.
- Weed control shall be by hand or spot spraying using an approved herbicide in accordance with the manufacturer's instructions and EPA Guidelines (refer to Appendix A for General Guidelines for Weed Spraying and Removal). Weeds must be attended to at each visit. A "weed" for the purpose of this specification is any plant not included in the original planting. The herbicide to be used shall be nominated by the Contractor and approved by the SCA.

The cost of the herbicide shall be covered in the Fee. **The use and type of herbicides must be pre approved by the SCA.**

- Inspections of plants for pests and diseases must be carried out at each visit and infestations treated within 5 working days of identification. Spray material to be nominated and provided by the Contractor, approved by the SCA and covered in the Fee.
- Straightening and tying of stakes and tree guards to trees and shrubs planted either in garden beds or in open areas.
- A qualified horticulturalist will undertake or supervise the Garden Maintenance tasks.

Drain & Gutter Maintenance

Stormwater and road drains in all areas are to be cleared of all debris and accumulated silt to allow free flow of water and minimise the transport of noxious weeds and foreign substances in accord with the nominated service frequency for each area. Gutters are to be cleared of all plant material and or silt.

Embankment Areas

Embankments are to be cleared of undergrowth and all windfall material is to be removed, mechanical slashing can be used in these areas if it is physically safe to do so, alternatively powered hand tools must be used.

Service Strategy

The tenderers are to nominate their preferred service strategy to effectively deliver the scope of works, strategies may include options for basing an employee at the site on a part or full time basis.

The service strategy is to specify the level of staff resources and equipment to be allocated to the site. The staff resources identified within the service strategy are to be those persons and hours actually allocated to the contract, not the total staffing resources of the contractor.

The contractor shall also nominate the qualified horticulturist that will be responsible for the site and specify the extent of involvement of this person in the delivery of the works.

Should the contractor nominate a strategy requiring an on site presence, the SCA will nominate the area from which the contractor may operate. The SCA will not be supplying any telephony, data or office services to the contractor's personnel.

Waste Disposal

Non organic waste collected by the contractor is to be disposed of, off site to an approved waste disposal facility at the contractors' expense.

Organic matter collected within the site is to be retained for re use on the site. Windfall material such as leaf litter and branches and lopped branches are to be chipped or shredded and kept on site to be used for replenishing garden mulch. The contractor is to supply their own chipper/shredder.

Green waste generated from the site is to be shredded/ chipped and composted for re use on the site.

The contractor is to establish a suitable storage area on the site, this establishment to include the bunding of stockpiled material. The contractor is also to supply a sealed composting unit or units for the management of green waste. The SCA will nominate a location for the required storage area.

Schedule of Rates Portion – Ancillary Work

The SCA may require the Contractor from time to time to undertake additional ancillary work, which has not been included elsewhere under the Contract.

The Contractor will undertake this ancillary work only if directed by the SCA.

The SCA will pay for this ancillary work at the rates quoted in the Schedule of Rates for Ancillary Work and the Hourly Rates for Variations. The contractor will be reimbursed for any materials required for any ancillary works at cost plus 10%.

The SCA reserves the right to market test claims for material costs and if it can demonstrate that the contractor has not used their best endeavours to obtain competitive pricing the SCA will reimburse the contractor at the lower quoted cost provided from suppliers servicing the Warragamba area.

The type of ancillary work, which the SCA may require the Contractor to undertake, may include, but will not be limited to, the work described hereunder:

- placement and/or restoration of timber, masonry or rock borders, retaining walls, barriers, posts and temporary fences
- Use of backhoe, bobcat, front-end loader, truck and self-loading truck including operator, all fuel, oil and transport to and from the site
- Supply and application of fertiliser for grassed areas
- Other tasks as requested by the SCA.
- In relation to ancillary works the SCA reserves the right to utilise the services of other contractors.

General Requirements

- All staff must be fully trained in the safe use of all chemicals used
- All equipment and materials used are to be of a commercial grade quality
- Operators are to be trained and licensed (if required) in the operation of equipment they drive or use and are to have a complete understanding of equipment and materials used to ensure optimal maintenance is achieved
- Machinery and equipment used supplied and used by the contractor or any associated subcontractor, including electrical leads and attachments are to be maintained in a safe and efficient manner by the contractor
- All mains powered electrical tools, equipment and attachments must be fitted with an earth-leakage device
- Contractors must comply at all times with all Statutory and Legislative OHS&R Regulations. All Staff must be made aware of and practice the same regulations
- The contractor is to maintain maintenance records for equipment used and to produce such records upon request of the SCA. All staff must be of a neat and tidy appearance and wear a proper protective uniform clearly showing the name of the company.
- The Contractor must comply with SCA instructions regarding the locking and unlocking of gates.

- The Contractor shall supply Material Safety Data Sheets for all chemicals used.
- The Contractor shall supply with their Tender or submit as required all Environmental Management Plans, Pesticide Management plans and Safe Work Plans.
- The site is open to the public and the Contractors Work method Statements and Safe Work Plans should reflect the requirement to minimise risk to all persons at the site.

E2. OHS & R

E2.1 General Requirements

- (a) The occupational health, safety and rehabilitation requirements contained in this specification:
 - (i) may be in addition to, but are not in substitution for, any other requirements of any legislation or regulations or of any condition in the General Conditions of Contract or the Special Conditions of Contract; and
 - (ii) shall not be taken to limit the powers of the SCA or the liabilities and responsibilities of the Contractor under the Contract.
- (b) The Contractor shall, at all times, exercise any other necessary and reasonable precautions appropriate to the nature of the Work and the conditions under which the Contract is to be performed for the safety of all persons on the Site, or in the vicinity.

E2.2 Additional Safety Requirements

- (a) Personal Protection Equipment

Notwithstanding the general requirements of clause E2.1(a), it shall be a requirement of the Contract that all supervisors, employees and visitors wear whatever Personal Protective Equipment that is required to ensure their safety and comply with all safety requirements.

- (b) Provision of Safety Equipment

It shall be the Contractor's responsibility to provide equipment, training, personnel and documentation necessary to satisfy the above requirements. The Contractor shall comply with these requirements and shall provide relevant documentation as preconditions for issue and continuation of a Permit to Work at the Site.

E2.3 Serious Incident and Dangerous Occurrence Reports

- (a) The Contractor shall immediately notify WorkCover and the SCA of any serious incident or dangerous occurrence. The Contractor shall then formally notify WorkCover in accordance with the Occupational Health and Safety Regulation 2001 and immediately provide a written report to the SCA.

- (b) If requested, the Contractor shall co-operate in any subsequent incident investigation and/or debrief conducted by the SCA.
- (c) The Contractor shall promptly submit reports of all incidents involving loss of time or incidents with serious incident potential such as equipment failures, slides, cave-ins, etc., giving such information as may be required by the SCA.

E2.4 Safety Co-ordination Committee

- (a) In the absence of an Occupational Health, Safety and Rehabilitation (OHS&R) Workplace Committee, the SCA may direct that a Safety Co-ordination Committee be established or a nominated Safety Representative be appointed.
- (b) The Committee may be chaired by the SCA or SCA's nominee and shall comprise representatives of the SCA, the Contractor, subcontractors and employees on the Site or such one or other of those as the SCA may direct. If more than one Contractor is working on a particular Site, all such Contractors may be represented.
- (c) At the direction of the SCA, recommendations made by the Committee shall be put into effect by the Contractor. If such direction involves a variation to the Works, then Part C - General Conditions of Contract shall prescribe the method of valuing the variation.

E2.5 Hazard Identification and Risk Assessment Meeting.

Following award of the Contract, the Contractor shall attend and participate in, a 'Hazard Identification and Risk Assessment Meeting', which shall be chaired by the SCA. Attendance by other stakeholders shall be as determined by the SCA. The purpose of the meeting shall be to ensure that significant OHS&R hazards and risks associated with the Contract Work have been identified.

E2.6 Preparation, Review and Sign-Off of Project Safety Plan

- (a) Following the Hazard Identification and Risk Assessment Meeting, the Contractor shall prepare a 'Project Safety Plan', which shall include appropriate controls to minimise the OHS&R hazards & risks identified in the accepted Hazard Risk Identification in clause F2 and at the Hazard Identification and Risk Assessment Meeting.
- (b) The Project Safety Plan shall detail the OHS&R systems and procedures which will apply during the term of the Contract, including all relevant aspects of the Work and in regard to sub-contractors. The Project Safety Plan shall incorporate the Contract requirements listed under 'Project Safety Plan – Specifics' in the relevant sub-clause below.
- (c) The Contractor shall submit the Project Safety Plan to the SCA prior to the 'Kick-off Meeting' and grant of Site possession. The Contractor will not be able or permitted to commence Work at the Site nor be given possession of the Site until the Project Safety Plan fully complies with all relevant government, statutory and SCA safety requirements. At the SCA's discretion the Project Safety Plan may be reviewed and signed off in stages to allow Works to commence. Review of the Project Safety Plan by the SCA shall in no way limit, abrogate or affect the Contractor's obligations in relation to safety in all respects including as occupier of the Site, Contractor (and possible Principal Contractor).

- (d) All work activities identified in the Hazard Identification and Risk Assessment Meeting as carrying a high or moderate safety risk shall be addressed in Safe Work Method Statements. These shall be included in the Project Safety Plan. Where conditions of the job Site on the day must be known to determine the specific work method to be used, Safe Work Method Statements may be of a generic nature. In such cases a site-specific Safe Work Method Statement shall be developed at the Site prior to commencement of the relevant Work.
- (e) Where the Project Safety Plan does not meet SCA's Contract requirements the SCA shall notify the Contractor who shall make appropriate modifications to the Project Safety Plan. The Contractor shall not commence on-site work until the SCA has acknowledged in writing to the Contractor, that the Project Safety Plan is acceptable to the SCA.

E2.7 Kick-off Meeting, Contractor Induction and Site Possession

- (a) The Contractor shall attend and participate in a 'Kick-Off Meeting' and Contractor induction. These shall be conducted by the SCA and attended by other stakeholders nominated by the SCA. The purpose of the meeting shall be to ensure that all environmental and OHS&R controls required to be deployed prior to Site possession are in place and that Contract responsibilities are understood by the key personnel. Key OHS&R issues associated with the Site, the Work and the Project Safety Plan shall be reviewed.
- (b) At the satisfactory conclusion of the Kick-Off Meeting and Contractor induction the SCA shall grant the Contractor possession of the Site or sufficient of the Site to enable the Contractor to commence work.

E2.8 Types of OHS&R Induction

- (a) It is a legislative requirement that employees receive adequate induction and training to ensure tasks are undertaken in a manner that minimises the risk to their health and safety. SCA OHS&R induction must be completed for all contractors, subcontractors and their employees before they commence Work at SCA Sites. There are three levels of OHS&R induction:

General Induction	Conducted by SCA for the Contractor and the Contractor's employees and subcontractors.
Area Inductions	Additionally conducted by the Contractor for other Contractor employees and subcontractors.
Site Specific Induction	Conducted by SCA for the Contractor and the Contractor's employees and subcontractors.
Project Specific Inductions	Conducted by the Contractor sometimes in conjunction with the Project Manager or the SCA or both.

- (b) If the Contractor is carrying out construction work which requires a WorkCover Construction Induction Certificate (which replaced "Green Cards") to be issued by

the WorkCover Authority of NSW then the Contractor will be required to ensure that it and its personnel (as relevant) obtain and carry such a card as required by WorkCover and the relevant legislation and regulations.

E2.9 Guidelines for OHS&R Induction

- (a) The following guidelines provide an outline of the content of induction courses to be delivered to persons working on SCA contracts, and the responsibilities for delivery of different induction components. They also outline the requirements for issue of SCA Contractor Induction Cards.
- (b) The Contractor shall ensure that all Personnel, subcontractors and employees involved in the Work under the Contract are properly inducted before their commencement of Work on Site. Specific responsibilities for delivery of inductions are outlined below. These responsibilities shall be specified in the Contractor's Project Safety Plan.
- (c) General Induction Process
 - (i) All Contractors, subcontractors and their employees shall be given a General Induction where they will be given a General Induction Card (refer SCA Contractor Induction Card System below).
 - (ii) A general induction package shall include:
 - SCA's OHS&R policy, values and code of conduct;
 - An overview of SCA OHS&R requirements for contractors (including responsibilities of SCA and responsibilities of the Contractor); and
 - SCA contractor safety rules.
 - (iii) The General Induction will provide the Contractor with practical safety induction to SCA. It is the first part of a three part induction process that the Contractor and each of the Contractor's employees and subcontractors must complete before commencing Work on SCA Sites. In addition to this General Induction, the Contractor shall ensure that each of the Contractor's employees and subcontractors (and their employees) shall receive a Site-Specific Induction and a Project-Specific Induction.
- (d) SCA Site-Specific Induction
 - (i) The Contractor and its Personnel shall be given a Site-specific induction before they commence Work on Site.
 - (ii) Where management of the Site is not under the control of SCA, the Site-Specific Induction will be delivered by the person who has management responsibility for the Site. This shall be the Contractor unless otherwise advised in writing by the SCA.
 - (iii) Site-Specific Inductions shall as a minimum address the following:
 - Site-specific hazards.
 - Controls to be adhered to on Site.

- Site safety rules.
- Work permits.
- Emergency evacuation and incident procedures.
- Emergency contacts.
- Hazard and incident reporting procedures.
- Regulatory requirements and Codes of Practice relevant to Site hazards.
- Safe access and amenities.
- Other site-specific OHS&R issues.

(e) Project-Specific SCA Induction.

- (i) The Contractor shall ensure that all employees and sub-contractors have received a Project Specific Induction prepared and provided by the Contractor. The Project Specific Induction shall be tailored by the Contractor to the specific project and work activity.
- (ii) The Project-Specific Induction shall include:
 - Safe Work Method Statements;
 - the Project Safety Plan key contents; and
 - Codes of Practice.

E2.10 Induction Records and Monitoring

- (a) The Contractor shall keep records of all inductions given to the Contractor and its Personnel. Specific inductions received by each individual shall be recorded on each individual's project specific induction card (refer contractor induction card system below).

(b) Contractor Induction Card System

The Contractor will be issued with a Contractor Induction Card which shall be evidence that the Contractor has undertaken the General Induction. In relation to the other induction processes these may be undertaken through the Contract specific safety documentation and plans or under separate safety documentation as relevant to the Work and the project.

E2.11 Project Safety Plan - Specifics

- (a) The Contractor shall prepare a Project Safety Plan in accordance with the requirements of the Contract.
- (b) The Contractor shall implement the Project Safety Plan and shall carry out frequent workplace inspections to ensure that OHS&R controls are in place, systems are implemented, OHS&R risks are identified and promptly addressed. The Contractor shall ensure that subcontractors follow the requirements of the Project Safety Plan.
- (c) The SCA may audit the Contractor's Project Safety Plan at any time to evaluate implementation, effectiveness and level of compliance with the Project Safety Plan. The SCA may report any non-conformance issues. The SCA shall appraise the Contractor's performance for the SCA's records.

- (d) The Project Safety Plan shall cover the key elements contained in the current NSW Government OHS&R Management System Guidelines and shall incorporate the requirements of that publication's "Corporate OHS&R Management System".
- (e) The Project Safety Plan shall be reviewed at regular intervals throughout duration of the Contract to ensure that it is maintained in an up to date condition. The Project Safety Plan shall also form the basis by which the Contractor's management systems will be audited by SCA.
- (f) The Project Safety Plan and Safe Work Method Statements should utilise but not depend solely on the Hazard Risk Identification included in the Contract documents. The Project Safety Plan and Safe Work Method Statements should take into account the interface/s with ongoing SCA operations and with any other employees and contractors who may be undertaking other work simultaneously on the Site/s. Revisions to the documentation shall also be submitted.
- (g) Outlined below are the general requirements for and elements of the Project Safety Plan to be provided by the Contractor.

(i) Management Responsibility

The Contractor's Project Safety Plan shall state the name of the Contractor's management representative responsible for the following:

- Overall compliance on-Site to OHS&R requirements & legislation.
- Reviewing subcontractors' Project Safety Plans.
- Monitoring subcontractors' Project Safety Plans.
- Monitoring purchasing and materials delivery.
- Receiving, safely storing and using materials and hazardous substances.
- Communicating OHS&R information & Site Safety Rules.
- Providing OHS&R training and site induction.
- Maintaining accident and emergency procedures and first aid equipment.
- Conducting Site inspections.
- Identifying, assessing and controlling hazards.
- Workplace injury management and rehabilitation.
- Managing communication between OHS&R Workplace Committees.
- Ensuring appropriate interaction with SCA procedures and operating systems.

(ii) Subcontracting and Purchasing

Safe Work Method Statements or procedures for the project should be in place for the following.

- Selection of subcontractors.
- Monitoring of work undertaken by subcontractors.
- Purchasing and delivery of materials.
- Delivery of hazardous substances.

- Handling of materials and hazardous substances.
- Review of Subcontractors' Project Safety Plans.
- Subcontractors' compliance with their Project Safety Plans.

(iii) Process Control (includes Safe Work Method Statements)

(A) Hazard identification and risk analysis will be completed and documented in the Project Safety Plan. All work activities identified in the Hazard Risk Identification and Hazard Identification and Risk Assessment Meeting as carrying a high or moderate safety risk shall be addressed in a Safe Work Method Statement.

(B) A Safe Work Method Statement shall include the following elements:

- A description of the Work.
- Identification of potential hazards associated with the Work.
- The actual step by step sequence involved in doing the Work (may reference SOP).
- The foreseeable hazards for each step listed.
- The safety controls that will be in place to minimise these hazards.
- All precautions to be taken to protect health and safety.
- All health and safety instructions to be given to employees involved with the Work.
- Identification of the applicable sections of OHS, workplace injury management and workers compensation legislation, regulations, codes, standards and procedures applicable to the Work, and where these documents are kept.
- The names and qualifications of those who will supervise the Work.
- The names and qualifications of those who will inspect and approve work areas, work methods, protective measures, plant equipment and power tools.
- Description of what training is to be given to those doing the Work.
- The names and qualifications of those responsible for training workers in the requirements of the Safe Work Method Statements.
- Identification of the resources, plant and equipment that is most likely to be used on the work site, such as ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguishers, tools and materials.
- Identification of health and safety related standards or codes and any WorkCover permits applicable to the Work, and where these are kept.
- Identification of the plant and equipment that will most likely be used on the project.
- Details of inspection and maintenance checks that will or have been carried out on the plant and equipment.

(C) Some Contract Works may involve activities for which a proven work method or training requirement is required by standards or regulations. These proven work methods shall be included in the Project Safety Plan. These activities may include:

- emergency procedures;
- electrical work;
- asbestos work;
- abrasive blasting;
- electroplating and work with molten metal;
- gas installations and compressed air work;
- processes involving lead work
- formwork
- lifting, handling, loading and unloading;
- tool and equipment inspections;
- safety systems for isolated areas;
- scaffolding;
- working at heights;
- 'hot work' procedures;
- fire protection;
- clothing and footwear;
- power tools;
- confined spaces;
- excavations and tunnelling;
- dust control;
- hazardous substances, dangerous goods, chemicals and explosives;
- disposal;
- traffic control;
- demolition; and
- work with a drowning risk including work on, in, over, under or near water

(D) A pro-forma outline for a Safe Work Method Statement is included in clause F7.

(iv) Training

Procedures shall be clearly defined for the following activities:

- The training of management, supervisors and workers.
- OHS&R induction training.
- Task training and refresher training.
- Task training necessary to conform to OHS&R standards.
- Keeping appropriate records of OHS&R training.

(v) Incident Management

The Project Safety Plan shall document who will:

- be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents;
- ensure that the procedures for contacting the available person(s) are communicated and clearly displayed on Site; and
- ensure that everyone is made aware of accident and emergency procedures and first aid facilities are clearly identified.

(vi) Control of OHS&R Issues

(A) General

Procedures shall be clearly defined for the following activities:

- Incidents of non-compliance.
- Non-compliance of materials and substances.
- Elimination of unsafe work practices and areas.
- Disposal of non-conforming materials and substances.
- General site safety procedures.
- Injury management.
- Rehabilitation.

(B) Multiple Sites

The Project Safety Plan shall document how OHS&R issues will be managed where the project is conducted at multiple sites including:

- OHS&R roles and responsibilities;
- consideration of Site specific OHS&R issues and hazards;
- OHS&R inspection and review requirements; and
- induction requirements.

(C) Site Safety Rules

The Project Safety Plan shall always include Site Safety Rules. The Site Safety Rules shall apply to the particular Site and to the procedures used on the Site. Site Safety Rules should also be integrated with SCA operating procedures and Permit to Work Certificates.

(D) PPE

The Project Safety Plan shall identify how the Contractor will ensure that appropriate personal protective equipment (PPE) such as safety helmets and safety footwear is worn by all employees, agents and visitors.

(E) Access to the Site

The Project Safety Plan shall identify how the Contractor will make sure that there is only authorised entry to, movement on or exit of persons, vehicles and equipment.

(vii) Contractor OHS&R Performance Report

The Contractor shall supply to SCA on a monthly basis, or at such frequency as shall be accepted in the Contractor's Project Safety Plan, a completed copy of a Contractor OHS&R Performance Report. This should confirm that reasonable health and safety precautions have been taken. The report shall be as per the Contractor OHS&R Performance Report format in clause F8.

E2.12 Principal Contractor

- (a) Where the SCA appoints or identifies the Contractor as the principal contractor then the Contractor must show how its Corporate OHS Management System procedures address the additional responsibilities of being a principal contractor as well as its normal responsibilities as a contractor, workplace controller and employer.
- (b) Where the Contractor is appointed or identified as the principal contractor then it shall be responsible for, as a minimum, the following in accordance with the Occupational Health and Safety Regulation 2001:
 - (i) Ensuring that all persons carrying out the work on Site have undergone OHS Induction Training prior to commencing Work and keep records of such training;
 - (ii) Ensuring that a the relevant certificates of competency, licenses or permits required to carry out particular work on site are sighted prior to commencement of that Work;
 - (iii) Facilitating consultation between all service providers on Site and their employees, as well as between the service providers;
 - (iv) Keeping a register of all hazardous substances present at the Site;
 - (v) Monitoring on site service provider compliance with legislation, OHS management plans and Safe Work Method Statements;
 - (vi) Providing copies of their OHS management plans and Safe Work Method Statements to all applicable service providers on Site.

E2.13 Audit

The Contractor shall make available, on request, all relevant OHS&R records including those of subcontractors and suppliers, for the purpose of audit and surveillance. The Contractor shall provide all reasonable assistance during the audits including attendance by the Contractor.

E3. ENVIRONMENTAL REQUIREMENTS

E3.1 Noise Specifications

- (a) Equipment supplied and installed may need to provide a quiet working environment for SCA operations personnel and others such as nearby residents. The Contractor shall comply with the Sydney Catchment Authority Procedure 0616 "Noise Management". The Contractor shall comply with the *Occupational Health & Safety*

Regulation 2001 and WorkCover Code of Practice, Noise Management and Protection of Hearing at Work.

E3.2 Purchasing

- (a) The Contractor shall purchase and use recycled content products where appropriate.
- (b) The Contractor shall submit a progress report to the SCA every two months during the Contract Term and a summary report before Completion regarding the purchase of certain materials with details of the total and recycled content tonnages (the "Purchasing Reports").
- (c) The Purchasing Reports are to be in the format set out in clause F4.1 below.

E3.3 Waste Management

- (a) The Contractor shall recycle and divert from landfill surplus soil, rock and other excavated or demolition materials, wherever this is practical.
- (b) The Contractor shall separately collect and stream quantities of waste concrete, bricks, blocks, timber, metals, plasterboard, paper and packaging, glass and plastics and offer them for recycling where practical.
- (c) The Contractor shall monitor waste tonnage and record their method and location of disposal and whether or not that location was a place that could lawfully be used as a waste facility for the waste.
- (d) The Contractor shall submit to the SCA a progress report every two months and a summary report before Completion regarding the implementation of waste management measures, including the record of waste tonnage and their method and location of disposal (the "Waste Management Report"). All receipts issued by the waste facility need to be supplied to the SCA.
- (e) The Waste Management Reports are to be in the format set out in clause F4.2 and F4.3 below.
- (f) The SCA promotes the use of the recycled paper to protect the environment. The Contractor shall print all documents and reports required by the Authority **on a minimum 50% recycled content paper**. Where it is not practical for the Contractor to use recycled paper for printing of reports and documents, the Contractor shall obtain written approval from the SCA before printing reports or documents on non-recycled paper.

E3.4 Energy Management

- (a) All equipment used in the construction of and installed under this Contract should minimise energy use. Equipment should meet best practice in energy management by being the most efficient of its class, and by using the most appropriate energy source for the application (whether that be electricity, natural gas or LPG, a renewable energy source, or any other fuel). This is to ensure low ongoing costs for the operation of the installation.

- (b) Energy star for office equipment and energy ratings for (usually household) appliances can be used where appropriate.

E3.5 Site Requirements

- (a) Unless directed otherwise by the SCA, the Contractor must ensure that:
 - (i) any door that is unlocked is locked when left;
 - (ii) all windows, external doors and gates are securely fastened and locked after all personnel employed on the Work leave the premises;
 - (iii) all keys given to the Contractor by the SCA are kept securely, are not copied and are returned to the SCA when asked.
 - (iv) If a key given to the Contractor by the SCA is lost, the Contractor shall immediately inform the SCA.
- (b) The SCA may supply electricity and water for the WUC however, the Contractor must ensure that the use of these services is not more than is reasonably necessary to carry out the WUC and that all electric lights, power points and water taps are turned off immediately after use. The Contractor must ensure that its employees do not use telephones or other equipment on SCA's premises without the consent of the SCA.

E3.6 Complying with Environmental Laws

- (a) The Contractor must become aware of liabilities and responsibilities applying to the Contractor and/or SCA under environmental laws. The Contractor must also become aware of any requirements of SCA's Operating Licence Environment Plan and environmental policies relevant to this Contract. In particular the Contractor must become aware of and comply with the requirements of the NSW Protection of the Environment Operations Act, 1997.
- (b) The Contractor must ensure that the operation of equipment or other activities required under this Contract are carried out in a manner, which satisfies these laws, regulations and SCA's environmental requirements. If the Contractor fails to do so, the Contractor will be responsible for any resulting costs and/or penalties.
- (c) The Contractor must ensure that it is appropriately licensed as required by any of the Environmental legislation in relation to the Works that it is carrying out at all times including (without limitation) the transportation and disposal of waste and hazardous waste.

E3.7 Not Used

E3.8 Environment Management Plan

Where the project the subject of the Works has been declared a critical infrastructure project, a major infrastructure development or similar under Part 3A of the Environmental Planning and Assessment Act then it shall be the Contractor's responsibility to ensure that it fully complies with any requirements as a consequence of this determination including (without limitation) any requirements in relation to the Environmental Management System or Environmental Management Plan.

- (a) At least 7 calendar days before commencement of the Work, the Contractor shall provide to SCA a written explanation ("Environmental Management Plan") of how the Contractor will carry out the Work in a manner which will protect the environment. The Contractor's Environmental Management Plan shall demonstrate to the reasonable satisfaction of SCA that the Contractor has carried out an adequate risk assessment, developed and implemented appropriate controls to protect the environment. The "reasonable satisfaction of SCA's Representative" shall not be construed to mean that the Contractor's Environmental Management Plan is automatically adequate to protect the environment. The responsibility for such adequacy always remains with the Contractor.
- (b) The Contractor shall implement the Environmental Management Plan and shall take appropriate measures to ensure the Plan is kept relevant to the carrying out of the work under the Contract.

E3.9 Changing the Environment Management Plan

- (a) The Contractor may make changes to the Environment Management Plan at any time, however the Contractor must ensure that any changes are agreed in writing by SCA before they are implemented.
- (b) The Contractor is required to immediately change an existing Environment Management Plan if:
 - (i) there are changes in environmental laws, regulations or SCA's environmental policies/requirements during the course of the Contract;
 - (ii) the Environment Management Plan does not adequately reflect the environmental management requirements of this Contract;
 - (iii) the procedures/plan do/does not reflect the Contractor's actual working practices;
 - (iv) the Contractor alters or reschedules the work undertaken within the Contract.

E3.10 Non Conforming Work Practices

- (a) The Contractor is required to immediately stop any work practices that do not meet the requirements of the Environment Management Plan, and to rectify any non-conforming Works.
- (b) Work practices which could result in a violation of SCA's environmental responsibilities or requirements, are to be considered as non-conformances.
- (c) The Contractor must record all non-conformances detected and notify SCA as soon as possible. A written report must be submitted to SCA within one working day of detecting the non-conformance.

E3.11 Contractor's Environmental Representative

The Contractor shall nominate a person from the Contractor's own management to be responsible for ensuring that environmental management for the Contract meets the requirements of this specification.

E3.12 Records

The Contractor is to ensure that all records related to the implementation of the Environment Management Procedures/Policies are stored and maintained in such a way that they are not subject to deterioration, damage or loss and can be easily retrieved for supply to SCA for up to 7 years from the date of Completion of the Contract.

E3.13 Induction and Training

- (a) The Contractor shall ensure that all employees undertaking on-Site Works for this Contract are aware of the environment management procedures required by this Contract. The Contractor shall assign specific tasks related to environmental management required by the Contract only to personnel who are qualified to perform them.

E3.14 Subcontracting

The Contractor must specify the environmental management requirements of this Contract in all sub-contract agreements. Sub-contractors shall be required to comply with the environment management procedures/plan in accordance with the requirements of this Contract.

E4. NOT USED

E5. ADDITIONAL WORKS REQUIREMENTS

E5.1 Not Used

E5.2 Traffic Control

The Roads and Traffic Authority, NSW "QA Specification G10 - Control of Traffic at Road and Bridge Works" details the requirements to be met by the Contractor in providing traffic control for the Works unless otherwise approved by SCA.

E5.3 Not Used

E5.4 Working Hours

Unless the Contract otherwise provides, the span of working hours shall be between 7:00 am and 5:00 pm but no work shall be performed within 100 metres of any residence before 7:30 am or after 5:00 pm. The working days shall be Monday to Friday inclusive, but exclusive of public holidays and exclusive of one day every four weeks, usually a Monday, which is a rostered day off.

E5.5 Customer Complaints

- (a) SCA has a Customer Complaint Resolution Policy to address complaints and enquiries from customers. The procedures for this policy are applicable to all personnel, including external Contractors engaged by SCA.
- (b) SCA will make available to the Contractor a number of Customer Assistance Cards upon request. The Contractor shall provide a Customer Assistance Card to any

SCA customer, member of the public or affected party who complains to the Contractor or who enquires about any SCA activity or associated work under this Contract.

- (c) The Contractor shall advise SCA of the occurrence and nature of any such complaint or enquiry within one week of the occurrence.

E6. NOT USED

E7. INCIDENT MANAGEMENT

- (a) The Contractor shall manage all incidents in a manner, which conforms with the requirements of relevant legislation and minimises the adverse effects of the incidents.
- (b) The Contractor shall, before commencing any Work under the Contract, provide to SCA, and obtain its approval of, an Incident Management Plan, which shall deal with issues including:
 - (i) a clear statement of accountabilities;
 - (ii) identification and analysis of the risks;
 - (iii) prevention of incidents;
 - (iv) preparedness for incidents;
 - (v) declaration of incidents;
 - (vi) early notification of incidents;
 - (vii) response to and recovery from incidents;
 - (viii) current contact directories including the names and procedures for 24 hour contact with persons nominated by the Contractor to prevent, prepare for, respond to and recover from incidents. The Contractor shall advise SCA immediately of any changes in the names of persons so nominated.
- (c) The Contractor's Site Incident Manager shall notify each incident to SCA immediately it occurs and manage the incident, unless SCA's Incident Manager takes over the role of Site Incident Manager from the Contractor for that incident. In that event the Contractor shall continue to provide necessary support and assistance to SCA's Incident Manager in managing the Incident.
- (d) "Incidents" shall include, but are not limited to, those events causing or with the potential to cause a threat to or impact upon:
 - (i) the life, health and safety of any persons;
 - (ii) the environment;
 - (iii) public or private property;
 - (iv) interruption to availability and/or quality of services to SCA customers;
 - (v) SCA property or systems;
 - (vi) SCA businesses operations including infrastructure, staffing, major suppliers;
 - (vii) community infrastructure including electricity, gas, telephone, rail, road, footpaths;

- (viii) prosecution or fines by a regulatory authority;
 - (ix) requirements for urgent action under legislation;
 - (x) the reputation and/or public image of SCA; and
 - (xi) customer expectations (service quality, quantity, duration, damage, social inconvenience).
- (e) “Incidents” shall also include an anticipated imminent incident arising from a flood, fire and/or weather warning, terrorist threat, industrial action, potential electrical failure, etc.
- (f) The Contractor shall manage all incidents in a manner, which conforms with the requirements of relevant legislation, and SCA’s Incident Management Procedures to minimise the adverse effects of each incidents.