

Work Instruction

Contractor SHE Requirements

BAESMA BMS Document ID: SHE.MARBU.103.WI
Document Issue: 10
Issue Date: 25 June 2025

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1. Purpose

Contractor safety at BAESMA is a shared duty between the Contractor and BAESMA based on the values and objectives detailed within BAESMA Safety, Health and Environmental Policies and Procedures.

The purpose of this document is to describe the Safety, Health and Environment (SHE) requirements for Contractors including Service Providers working on BAESMA sites.

An electronic or hard copy of this work instruction must be provided to the representative of a Contractor prior to their preparing SHE Documentation for any works to be undertaken.

2. Scope

This Work Instruction applies to all Contractors, Sub-Contractors (herein referred to as contractors), and those engaging contractors or suppliers across activities conducted on BAESMA sites.

3. Applicable Documents and Definitions

BAESMA Documents	Refer to Annex A
External Documents	Refer to Annex A
Definitions	Refer to Annex B
Change Summary	Refer to Annex C

4. Responsibilities

Contractor safety at BAESMA requires a joint effort between the Contractor and BAESMA based on shared values & objectives as outlined within the BAESMA Safety, Health and Environmental Policies and Procedures to reduce risk so far as is reasonably practicable (SFARP).

Role	Responsibility
Contractor Manager	<p>Ensuring all relevant stakeholders are involved in the Contractor SHE management process.</p> <ul style="list-style-type: none"> Ensure Contractors provide all relevant Safety and Environmental documentation for review in a timely manner, and where practical, two (2) weeks before the commencement of work. Review Contractor's SHE Documentation to ensure it meets BAESMA's duty of care and management system requirements. Contractor Managers are required to use the Contractor SHE Documentation Review Form (SHE.MARBU.10.F) when reviewing documentation. <p>Note:</p> <ul style="list-style-type: none"> The Contractor Manager does not approve the Contractor SHE Documentation. They are to review to satisfy BAESMA's duty of care is met and to confirm in writing to the Contractor that they can proceed with works. When works are defined as High-Risk Construction Work (per WHS Regulations), at Osborne site it is required that the Contractors SWMS are reviewed by a SHE Advisor before work commences. The Contractor Manager will provide BAESMA documentation to the Contractor where required. This includes but is not limited to: <ul style="list-style-type: none"> Working at Heights and Prevention of Falls (SHE.ASCSB.27.SP); Hot Work Management (SHE.ASCSB.45.SP); Barricading Safety Barrier Tape and Tags (SHE.MARBU.32.SP);

Role	Responsibility
	<ul style="list-style-type: none"> ○ Drug and Alcohol Management (SHE.MARBU.34.SP); or ○ <i>Safe Working With Low Voltage Electricity - Facilities (SS.ASCSB.11.SP).</i> ● Ensuring that all substances to be stored, handled or used onsite must be assessed for conflicts / incompatibility / safest option before use. ● Ensuring all Contractor employees undergo relevant Site Inductions and comply with site SHE and Security requirements. ● Monitoring contractor works to ensure that supervision is sufficient for the scope and complexity of the work being conducted. ● Providing day-to-day management of the Contractors and their Sub-Contractors, to ensure that works are carried out in accordance with BAESMA safety systems and processes and the Contractor's SHE Documentation. ● Reporting all SHE non-compliance/incidents/hazards immediately to the relevant SHE Advisor/Manager (including after hours) and recording in the relevant incident management system. ● Participating in any assurance program designed to test and verify the effectiveness of this process and Contractor SHE performance. ● Reporting Contractor performance back to the Procurement function to ensure performance (negative and positive) is captured for that Contractor for consideration of future engagement of that Contractor. ● Receiving feedback from and consulting with Contractors engaged by BAESMA to ensure the Contractor SHE Management process and system is reviewed and improved.
SHE Team	<ul style="list-style-type: none"> ● Assisting with the evaluation of potential Contractors, including Contractor SHE Management Systems, SHE plans and other required documentation, for suitability and conformance with the requirements of this process. ● Providing advice and professional guidance on the safety and environment aspects related to management of Contractors. Consult on any works that will cause disruption to site operations, the nearby community, or place individuals at risk of harm. ● Assisting with review of SHE documentation in accordance with local procedures (refer 5.1) or when support is requested by the Contractor Manager. ● Assisting with verification audits of Contractors and providing feedback to Contractors of their performance in meeting the BAESMA SHE requirements.
Contractors (including their sub-contractors)	<ul style="list-style-type: none"> ● Complying with all relevant Acts, Regulations, Code of Practices and Standards including ensuring that all workers in operational areas have a White Card. ● Preparing the appropriate and site-specific SHE Documentation, assessing risk and determining all necessary controls to adequately manage risk for the scope of the contracted work. ● Providing SHE Documentation to BAESMA in a timely manner to allow for review (two [2] weeks prior to work commencing where practically possible). <p>Note:</p> <ul style="list-style-type: none"> ● Works must not proceed without written confirmation from BAESMA that the SHE Documentation is relevant to the work being undertaken.

Role	Responsibility
	<ul style="list-style-type: none"> • Ensuring an Australian compliant Safety Data Sheet (SDS) is provided (in electronic format) for all hazardous substances, chemicals and dangerous goods before commencement of work, or before delivery of the product to site (whichever occurs first) and is approved by the Contractor Manager. • Working in accordance with their own documented Safety Processes. • Providing competent workers to undertake the work detailed in the Scope of Work, ensuring that employees have the qualifications, licences, experience and certificates of competency required to undertake the job. • Providing the level of supervision appropriate to the nature of the work. • Maintaining the work area in which they work in a safe and tidy manner for themselves and for other workers. • Utilising safe and appropriate tools, equipment and systems of work to perform work safely. • Providing health monitoring and testing where required. • Undertaking regular reviews with the Contractor Manager (these could be, but not limited to safety inspections, progress reporting, performance meetings etc.). • Reporting all incidents, injuries, hazards, or near misses to the Contractor Manager immediately. • Unless agreed otherwise, ensuring waste generated from their works is appropriately removed and disposed of in accordance with local environmental regulations.

5. Procedure

5.1 Security Requirements

Contractor workers are required to register on entry to at all BAESMA and shared occupancy sites. With approval from the site Security function, a contractor worker may be permitted to enter site if escorted by an authorised BAESMA employee. The contractor worker must always remain in direct line of sight of the escort and must comply with any reasonable direction from the escort.

In all other cases, subject to local procedures and contractual arrangements, the Contractor Manager will advise on which of the following entry requirements will be applied:

- Site entry request for each worker completed and approved (mandatory).
- A permit to work approved by the Contractor Manager and sign in on entry to site.
- Swipe in on entry to site using a contractor's electronic pass issued by Security or be directly supervised by an authorised BAESMA worker.
- Contractor workers must wear the BAESMA lanyard and passes for identification at all times whilst on site.

The following must be adhered to by all contractor workers:

- Strict adherence to BAESMA security procedures.
- Cameras and videos are not to be used on any sites without the prior approval of BAESMA Security Management.
- No materials, tools or equipment belonging to BAESMA can be taken off site without written authorisation.
- Passes must be removed on every exit from site.

5.2 Contractor Induction Requirements

The Contractor Manager will ensure that all contractor workers have undergone a site induction before entering site.

To obtain a Contractor Pass for unescorted access at BAESMA sites, new Contractors (or contractors that have not been on-site for >12 months) must complete the following:

- BAESMA face-to-face Site Induction for contingent workers;
- BAESMA online Site Induction for irregular workers; and
- Provide a Police Clearance and evidence of Australian citizenship.

A minimum of two (2) days' notice is required to the Contractor Manager before site access approval can be granted. Access to specific areas is dependent on production priorities and cannot be guaranteed. Specific work may need to be carried out on a Rostered Day Off or out of production hours.

In situations where there is a breakdown or other immediate need for a contractor to attend site for non-scheduled works, contractors that are not inducted can enter site under escort. This is on an ad-hoc basis only. Security must be notified of the contractor coming to site.

5.2.1 Additional Project or Site Induction Requirements

The Contractor Manager will liaise with site management to identify any additional project or site-specific induction requirements and will work with the Contractor to ensure that all contractor workers have undergone these inductions as required.

5.3 Injuries, Incidents, Near Miss, Hazard Reporting

The Contractor is responsible for immediately reporting to the BAESMA Contractor Manager, all incidents occurring at a BAESMA worksite that resulted in or had potential to result in injury to a person or damage to property or harm to the environment.

The Contractor Manager is responsible for reporting all Contractor incidents to the BAESMA SHE team without delay. The SHE team has multiple contacts, and a member of the team must be contacted.

Near misses and hazards are to be reported in the same manner as above.

Incident investigations will be undertaken and shall provide a full investigation report; including but not limited to witness statements, root cause analysis and recommendations to prevent re-occurrence. Contractors must participate in BAESMA incident investigations, or investigate incidents as directed by the Contractor Manager

All Contractors will be required to carry out Fit for Work testing of involved worker in the event of specific incidents or near miss within two (2) hours of the event occurring.

5.4 Vehicles

Where it is necessary for Contractors to bring their vehicles onto site, the BAESMA Contractor Manager will arrange the necessary permissions and where required, nominate a location for the vehicle to be parked.

Vehicles are only allowed on site under conditions detailed below:

- When vehicle access is required, you will obtain a shipyard vehicle access pass from Security prior to entry. The access pass refers to Traffic Management requirements while on site.
- All drivers must hold a current driver's license relevant to the vehicle they are driving.
- Learner drivers are not permitted to drive on the site.
- Speed limits are to be followed as per speed signs.
- Hazard lights or flashing beacon must be on at all times.
- All vehicles must be in roadworthy condition.
- If driving near forklifts, other mobile plant or vehicles, 10 metres separation distance must be maintained at all times.
- Forklifts and mobile plant can only be operated by Workers who hold the relevant High Risk Work license (if required by legislation) and deemed as a SQEP.
- Always use designated roadways.
- BAESMA reserves the right to search the vehicles and property of any individual on the premises.
- Use of mobile phones and personal electronic devices is strictly forbidden when driving or operating.
- 5 Metre Rule applies during all interactions between operating mobile equipment, vehicles and pedestrians.

5.5 Management of Plant

All plant mobilised to BAESMA sites must be guarded appropriately, capable of being isolated (or key controlled), registered, maintained and inspected in accordance with legal requirements and the manufacturer's recommendations.

Regular inspections and maintenance as prescribed by the manufacturer must be undertaken by competent Workers as per the relevant Australian Standard and a record of these inspections and maintenance checks must be made available upon request.

Faults found with plant must be reported to the plant owner / contract supervisor immediately, and the plant is to be isolated, tagged out, assessed and repaired by a competent Worker.

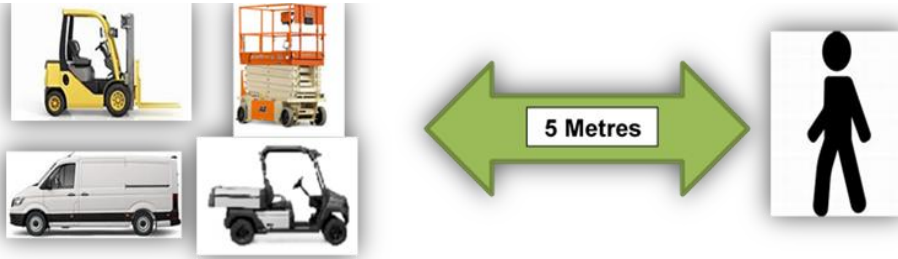
Contractors must provide Twelve (12) months maintenance / services records for the any plant to be used whenever requested by the BAESMA Contractor Manager.

Note: 5 Metre Rule

To be within 5m of operating Mobile Equipment personnel must:

- Obtain permission to approach from the operator via positive verbal communication.
- If not part of the task (i.e. a Spotter or Dogman), the Mobile Equipment must be stationary and park brake engaged.

- If part of the task, remain in the mobile equipment operator's line of sight or maintain positive verbal communication is maintained at all times.



5.5.1 SHE Verification of Competence (VOC) (Mobile Plant)

Contractor Managers must not assume that a contractor worker is competent in any particular skill or operation of any plant.

SHE Verification of Competency (VOC) must be undertaken on Workers who already hold a current ticket, licence, or unit of competency to verify that they remain competent to that standard.

The Contractor must provide evidence of the following:

- Nationally recognised qualifications, facilitated by a Registered Training Organisation (RTO):
 - 'Licence to Perform High Risk Work' is required for ALL Boom Type Lifts to be used on site including below 11m].
 - Relevant type of EWPA certificate of competency or card (for example a 'yellow card') is required to operate any other type of EWP.

SHE Verification of Competency (VOC) in operation of plant, which is usually facilitated by a Worker who holds a Certificate IV in Training and Assessment and is supported by a Subject Matter Expert (SME). This can be carried out by an internal or external provider.

For hired plant, a make and model specific familiarisation briefing must be undertaken prior to use facilitated by the hire company.

Note: Mobile Elevating Work Platforms (MEWP) - Evidence of Familiarisation:

When operating models different to those used in the training and assessment, the operator must be provided with familiarisation training on the specific MEWP they will be operating.

This is due to the design differences between manufacturers and even models by the same manufacturer:

- The operator must be supervised during the training period until they are deemed competent to operate the MEWP.
- Training must also be given to other workers within the MEWP e.g. fall prevention PPE use, emergency procedures, and overhead structures.
- Operators should also receive regular refresher training that covers the minimum standard set out in the MEWP operator's manual.

5.6 Alcohol and Other Drugs

The risk level related to hazards in a workplace can be significantly increased by alcohol or other drugs. The following must be adhered to:

- Contractors are required to ensure Workers affected by alcohol or other drugs are not permitted to carry out work on BAESMA or shared sites and may be required to participate in random or for cause testing.
- The use of illegal drugs and consumption of alcohol is not permitted on any BAESMA or shared site.
- The relevant Australian Standard cut of limits for drugs and 0.00 blood alcohol limit applies to all contractor workers.
- BAESMA holds the rights to conduct random drug and alcohol testing, and for-cause drug and alcohol testing, as per *SHE.MARBU.34.SP - Drug and Alcohol Management Procedure*.

5.7 Asbestos

Contractors who encounter asbestos during work or suspect that asbestos is present and not contained shall cease work immediately and inform the BAESMA Contractor Manager who will arrange verification of the product and its safe removal if necessary.

Asbestos and asbestos containing materials are to be removed only by approved workers, in accordance with legislative requirements and disposal only by environmentally licenced waste service providers.

- Please refer to the relevant Site Asbestos Register through your BAESMA Contractor Manager.

5.8 Work Permits (Contractor)

Production sub-contractors (on-site services e.g. NDT, B&P, habitation) must abide by the Work Permit requirements documented in the Work Permits Procedure (SHE.ASCSB.26.SP).

A Work Permit is required for all other Facilities - Contractor tasks on BAESMA sites (General Works along with associated high-risk tasks identified on the permit). The BAESMA Contractor Manager will need to facilitate this before the Work Permit can be issued.

Relevant parties must sign off Work Permits before any work commences. Work Permits shall be valid up to the specified time and date as stated on the Work Permit.

Contractors will be required to demonstrate they have prepared specific SHE Documentation prior to the issue of the Work Permit. In some cases, the Contractor may need to visit the work location so specific safety documents can be prepared. The BAESMA Contractor Manager will need to facilitate this before the Work Permit can be issued.

5.9 Hot Works

Contractors conducting Hot Work activities must ensure that the *SHE.ASCSB.49.SP - Hot Works Management Procedure* is followed throughout the duration of the task.

At Osborne site, Hot Work Permits are required even when contractors are working in areas that have been assessed as Designated Hot Work zones.

After the completion of all Hot Work, the Contractor must confirm that the area worked in has been declared safe and no risk from their work and a fire watcher must remain a minimum of 30 minutes after the work completed (e.g. fire or radiant heat).

5.10 Noise Control

Contractors must take all practicable precautions to minimise occupational and environmental noise.

Due to the proximity of sensitive receptors (local residents), noise is a significant concern during works, and consideration of any activities must be a priority for all site works, in particular those close to site boundaries or outside.

Where any doubt exists about the ability to maintain noise to acceptable levels, the Contractor Manager will obtain advice from the SHE team prior to authorising the work.

- Any noisy works that may cause disruption to site operations, the nearby community or place individuals at risk of harm are not to be commenced without permission of the BAESMA Contractor Manager.
- Noise conditions specified under any License to Occupy must always be adhered to (including for shared sites).

5.11 Working Alone

The Contractor Manager shall verify that if employees of the Contractor are required to work alone on BAESMA sites, the Contractor provides suitable systems of communication and welfare checks to ensure that assistance can be provided should an emergency occur and that those systems are effective.

5.12 Working at Heights

All Contractors undertaking Working at Height tasks within a BAESMA site are required to comply with all relevant Acts, Regulation, Codes of Practice, Standards, *SHE.ASCSB.27.SP - Working at Heights and Fall Prevention Procedure*, and any other relevant BAESMA contractual requirements. This includes the use of Elevated Work Platforms. The Contractor Manager will provide this document to the Contractor.

A Work Permit is required for Working at Heights for all tasks above 2 metres (measured from ground to a working platform height), including all work performed on a building roof.

A SWMS is mandatory when conducting construction work that involves a risk of falling more than 3 metres.

A platform ladder with gate shall be utilised in preference to working off an extension or traditional swing back stepladder. If a platform ladder cannot be used, a specific risk assessment must be submitted to the Contractor Manager with justification.

Prior to accessing a building roof, the contractor must familiarise themselves with the 'GO / NO GO Zones' and BAESMA safe system of work requirements. Suitable controls must be implemented and recorded in the contractor's SHE documentation.

For work on a building roof, the Contractor Manager must verify that the contractor's SHE Documentation and proposed work method align with the relevant BAESMA risk assessment for building roof access.

5.13 Electrical Work

All Contractors undertaking Electrical Work within a BAESMA Site are required to comply with all relevant State and Federal Acts, Regulation, Codes of Practice, Standards, *SS.ASCSB.11.SP - Safe Working With Low Voltage Electricity - Facilities Procedure*, and any relevant BAESMA contractual requirements.

It is mandatory to obtain a Work Permit for ALL electrical work.

5.14 Energy Isolation Lock Out and Tag Out

BAESMA has a system for isolating and danger tagging services for two purposes:

- To protect workers from operating faulty or dangerous equipment or services.
- Whenever maintenance or repair of equipment may pose a risk of injury from inadvertent operation of equipment.

5.14.1 Isolation Lock Out and Tag Out – Osborne Shipyard Contractors

The relevant BAESMA supervisor, project or facility manager will arrange isolations on request from the Contractor and following approval by the Contractor Manager.

- If a Danger Tag or Out of Service Tag is fixed to plant equipment or machinery, the equipment shall not be used; and
- If equipment is hazardous, immediately notify a Production Supervisor who will assess the hazard and attach a Danger Tag if required.

All switchboard isolations must be undertaken by qualified BAESMA electrical personnel. Any local control switch isolations can be conducted by Contractors or Sub-Contractors, in accordance with their Permit to Work. **IF UNSURE, ASK.**

NOTE: NO CONTRACTOR IS TO ISOLATE ANY EQUIPMENT THAT HAS NOT BEEN AUTHORISED BY BAESMA PERSONNEL.

5.14.2 Isolation Lock Out and Tag Out – Henderson Contractors

Contractors should give a minimum of 24 hours' notice when requesting a hazardous energy isolation/lock out for scheduled tasks from the Site Authorised Representative.

Urgent hazardous energy isolations/lock outs required to meet SHE concerns may be approved by the High-Risk Manager or nominated representative on request.

Upon receiving any work instruction that requires a hazardous energy isolation or lock out, the requesting party shall:

- Request a hazardous energy isolation or lock out from the Site Authorised Representative (SAR) through the Isolation Management System (ePAS).
- Produce and provide any relevant guidance material contained within the work-pack to the SAR.
- Provide the details required for the appropriate Isolation to the SAR who will generate the required Isolation. All details are to be entered into ePAS.
- Ensure the SAR has conducted the physical isolation of the plant in the required position (open or closed). This may have been previously completed in conjunction with other tasks.
- The requesting party shall not commence physical work until Isolation/lock out is confirmed, lockout device and danger tags applied, details entered in ePAS, and a Permit to Work (PTW) has been issued.

5.15 Portable Electrical Equipment

All Contractor's portable electrical equipment must be tested and tagged in accordance with Australian Standard AS 3760 and where deemed a construction site (e.g. Henderson) AS 3012, prior to use on BAESMA sites. Testing and tagging of portable electrical equipment are the responsibility of the Contractor.

- Contractors, who use portable electrical equipment on BAESMA sites shall do so in conjunction with a portable Residual Current Device (RCD) that is tested and maintained in accordance with WHS Regulations; and
- It is the Contractor's responsibility to ensure all electrical equipment used on site is correctly tested and tagged PRIOR to arriving on site.

5.16 Existing Services

When a contractor's scope of works requires any form of interference (e.g. temporary disconnection, cut in, modification, etc.) of any existing building services (including such things as electrical, hydraulics, sewer pipework, etc.), these works are not to be commenced until coordinated and approved by their BAESMA Contractor Manager.

- Services if encountered, obstructed, or damaged while performing work under the contract, shall be dealt with as required. All rectification work must satisfy the Authorities concerned.

5.17 Drone Use

Drone operations on site will require the following actions to be completed prior to the task being undertaken and adhered to:

- A Work Permit must be approved.
- Approval from Security (along with neighbouring stakeholder engagement / notification).
- Operators must be licensed, and so too the drone.
- Drones must have a flight logbook.
- Drones shall not fly over or near marine mammals.
- The Drone Operator must be escorted while on site. In some cases, the Camera will need to be covered or deactivated.
- Drones must not be flown higher than 120 metres and must keep at least 30 metres away from other people.
- Only one drone shall be flown at a time and the operator must keep the drone within visual line of sight.
- Report all incidents to Australian Transport Safety Bureau (ATSB).
- Drones must comply with Civil Aviation Safety Authority (CASA) Regulations.

5.18 Confined Space Entry

Contractor workers performing Confined Space work on site must hold a valid Confined Space ticket issued by an RTO and is valid for no longer than three (3) years.

After this period, contractors shall not enter a Confined Space or perform spotter duties.

A Work Permit must be issued before any confined space work commences on any BAESMA site.

- All confined spaces must be signposted.
- A Safe Work Method Statement must be prepared by the Contractor for any confined space work that is construction work.
- Risk assessments and a Work Permit must be issued before entering.

Please discuss with the BAESMA Contractor Manager.

Further information about requirements can be found in *SHE.ASCSB.33.SP - Confined Space Management Procedure*.

5.19 Personal Protective Equipment

Contractors must supply their own PPE to comply with site requirements and appropriate for the task in accordance with their own SHE documentation.

The mandatory requirements for respiratory, hand and eye protection are documented in our selection guides for PPE.

Further to this, the Fair Work Commission allows companies to restrict religious clothing for WHS risks or restrict access to locations where religious clothing is not compatible with WHS requirements.

5.19.1 Shipyard Operational Areas PPE

Below details the mandatory PPE requirements for Shipyard Operational Areas.



5.19.2 Head Protection

Hard hats must comply with AS/NZS 1801 and be worn whenever contractors are in designated hard hat areas.

Contractors who choose not to wear compliant hard hats due to religious beliefs or customs (such as wearing a turban) must not enter any designated hard hat area.

5.19.3 Hand Protection

Glove use is mandatory on site for all physical tasks.

Contractors using grinders on BAESMA sites, must abide by the same controls as BAESMA workers.

- Mandatory Glove use;
- Grinders must have dual handles;
- Work must be clamped and not held by hand; and
- Line of harm awareness.

All contractors must be suitably qualified and have signed off on the risk assessment sent through prior to commencing work.

5.19.4 Tonsley Site PPE

Mandatory PPE requirements for Tonsley includes:

- Long sleeve high visibility shirt.
- Long trousers.
- Protective boots / shoes.

Hard hat and safety glasses are task dependant and must be specified in the Risk Assessment.

5.20 Mobile Phone Use

Mobile phones must only be used when stationary, in a safe location away from trafficked areas and hazardous works.

Never use a mobile phone when driving onsite.

5.21 Headphone Use

Standard headphones are not permitted to be used in operational areas.

Bone conducting headphones may be used in limited circumstances at a worker' immediate work location with the volume set low enough to allow workers to effectively communicate with others.

Bone conducting headphones must not be used:

- When performing a task that requires a High-Risk Work Licence.
- During any type of confined space work (by the worker or spotter).
- For any task in Building 2, Bay 1.
- When moving around the Shipyard (headphones must be taken off or placed around the neck).

5.22 Exclusion Zones

Exclusion Zones must be considered for all tasks to ensure the protection of third parties. This may include use of a spotter, barricading (e.g. safety barrier tape or rigid barriers) and appropriate signage. See Annex D for Safety Barrier Tape and Safety Tag selection.

5.23 Roller, Mega, Rapid Doors

General pedestrian access through Mega Doors, Roller Doors and Rapid Doors is prohibited and only Pedestrian Access Doors are to be used. Exceptions for authorised Workers are:

- Operator of vehicle or spotter; and
- Carrying or transporting goods via wheeled device that cannot be done safely through the pedestrian doors.



5.24 Scaffolding

Contracted Scaffolders are responsible for the design, building, dismantling and maintaining of all scaffold equipment and must ensure that scaffolds are built to meet all of the site scoped requirements. Scaffolds must comply with all statutory requirements including meeting all relevant Australian Standards.

Only appropriately licensed and competent scaffolders can erect, dismantle, alter, inspect or repair scaffolds.

5.25 External Mobile Crane Operation

A crane lifting plan must be provided as part of the Contractor's SHE Documentation. The plan must be approved by the Operator Trade Manager or delegate prior to the Contractor Manager permitting the crane operation to proceed.

Only appropriately licensed and competent personal will be permitted to operate cranes, select, inspect and use lifting equipment and direct lifting operations.

5.26 Excavation Work

Prior to commencing work, the contractor must ensure that:

- A job specific Safe Work Method Statement (SWMS) is prepared, reviewed by the Contractor Manager (and BAESMA subject matter expert where appropriate) and is understood by the Workers performing the work.
- A Work Permit is obtained from the Contractor Manager.

Work must be managed in accordance with the SWMS to prevent the following:

- Excavation collapse.

- Inadvertent contact with services (e.g. electrical lines, gas, water, sewer, communication cables).
- Plant, people and other items from falling into the excavation.
- Any personal being exposed to contaminated material or atmospheres.

Before commencing and during excavation work, controls to be implemented include (but not limited to):

- Locating buried services through maps and plans.
- In-ground service location.
- Referring to Dial Before You Dig.
- Shoring or battering of excavations greater than 1.5m deep.
- Installation of barriers to prevent inadvertent fall into the hole.
- Confined space controls when the excavation is assessed as one.
- Working at height controls when an excavation void is greater than 1.5m deep.
- Emergency egress from excavations.

Note:

- Alternative excavation methods must be considered if there is a risk of unidentified services being present, or if other risks cannot be effectively controlled.
- All excavations must be continually assessed to determine if they should be deemed a confined space.

5.27 Surface Water, Land and Air Pollution Prevention

Where Contractor activities have the potential to contaminate the land, air or surface water, the Contractor must undertake all reasonably practicable pollution prevention measures throughout the course of the activity. Examples include:

- Storing materials on impervious hardstand surfaces (such as concrete) instead of bare earth or, where this is not possible, storing materials on impervious plastic sheeting or equivalent protective materials.
- Storing material on specifically designed and suitable hazardous liquid storage bunds.
- Implementing storm water and spills prevention controls.
- Instigating erosion prevention measures at construction sites that prevents sediment contamination of rainfall run-off into surface waters.
- Applying dust control measures such as a water spray application regime on exposed construction surfaces during hot or windy weather.
- Using dust, smoke and debris capture systems.

It is the responsibility of the Contractor to ensure that the implemented controls are effective and prevent environmental harm.

5.28 Storage and Disposal of Solid and Liquid Waste

Management of the storage and disposal of solid and liquid wastes generated during Contractor activities must be undertaken in consultation with the BAESMA Contractor Manager.

- Liquid wastes must never be disposed into unmarked or unidentified drainage points.
- Only clean rainfall run-off is permitted to be discharged into storm water drains that are connected to surface waters. A safe system of verifying the cleanliness of the rainfall run-off is required.
- Liquid wastes must never be disposed of into sinks, toilets, or any other facility connected to sewer unless approved in writing by the relevant sewerage authority.
- Liquid and solid wastes are to be stored in clearly identifiable (including dangerous goods placarding if applicable) and integrally sound receptacles, which are compatible with the nature of the waste, prevent the mixing of incompatible wastes, promote potential recyclability & resource recovery, and eliminate the risk of material escaping or leaking from the receptacle.
- Liquid wastes shall always be kept in a manner that provides adequate containment for the capture of any spill or leak from the primary container.
- Solid wastes at risk of contaminating rainfall run-off (including contaminated soil) shall be kept effectively covered and protected from the weather during the entire storage period on site.
- Disposal of solid and liquid wastes off site are only to be undertaken by a waste transport services provider licensed by the relevant environmental regulatory authority and disposed to an external facility licensed by the relevant environmental regulatory authority to accept those wastes.

5.29 Use of Chemicals and Hazardous Substances

All chemicals used by Contractors shall be removed from the site at the end of the day, or where stored on site chemicals must be tagged as 'approved' in ChemAlert by the Contractor Manager and added to the site chemical register.

Contractors who bring hazardous substances or dangerous goods onto BAESMA premises are required to have the following:

- A copy of an Australian compliant Safety Data Sheet (SDS).
- A copy of the risk assessment relating to the use, storage & disposal of the substance.
- Training details of those required to use the substance.
- Equipment to ensure its safe identification and storage, including adequate secondary containment to prevent spillage or leakage whilst the chemical is being used, decanted or stored on site; and
- Emergency spill equipment capable of containing and cleaning up the chemical in the event of a spillage.

NOTE:

- For Tonsley – Line Zero site, due to being located over a basement, all containers (>10L) must be banded.

5.29.1 In the Event of a Chemical Spill

- Try to identify the name and nature of the material e.g. from label or SDS.
- Try to identify the location of the nearest spill kit or equivalent means to contain the spill and prevent it from entering stormwater drains.
- Consider whether you or others around you have been trained and have capability to control the source or contain the spill without compromising health and safety. If so, undertake control and containment action.
- Contact your BAESMA Contractor Manager to alert them of the situation, particularly if assistance is required.
- Assist with clean-up activities to restore the work area to an acceptable condition and prevent pollution or environmental harm.

5.30 Emergency Spill Response Equipment

BAESMA provides spill equipment for employees to assist in the responsible containment and clean-up of spillages associated with work activities at our worksites.

- Contractors are expected to provide their own appropriate spill control equipment and associated training to enable them to contain and clean up spillages of any potentially environmentally harmful fluid released during contractor works.
- The extent and nature of the spill control equipment must be proportionate to the size, complexity, and risk of the contractor activities. This may include provision of a readily accessible supply of clean rags, absorbent material, drain mats, portable bunding, disposal bags and PPE which is compatible with the chemical characteristics of the materials being handled.
- At a minimum, spill control equipment provisions are expected to have sufficient capacity to effectively contain one 205 litre drum of fluid.
- It is expected that the risk of spills and appropriate controls are considered as part of the Contractor's SHE Documentation.

5.31 SHE Contractor Scorecard - Monitoring and Assurance

The SHE Contractor Scorecard Form ([SHE.MARBU.60.F](#)) is a tool used for monitoring and assurance, designed to test and verify the effectiveness and adherence of the contractor management process on BAESA-M sites.

Contractor Managers who are responsible for Production and Facilities Contractors that meet the below criteria must ensure that those Contractor's complete a SHE Contractor Scorecard:

- The Contractor performs site works for ten (10) or more working shifts per month on a regular basis; or
- Other Contractor's at the discretion of the Contractor Manager.

Possible outcomes of monitoring and assurance include:

- Receiving feedback from and consulting with Contractors engaged by BAESA-M to ensure the Contractor SHE Management system is reviewed and improved;
- Providing Contractors with timely and relevant feedback on SHE performance; and
- Reporting Contractor performance back to the Procurement function to ensure performance (negative and positive) is captured for that Contractor for consideration of future engagement of the Contractor.

The review and any outcomes must be documented within meeting minutes, email summary or similar and a copy retained on the project file.

Completed Contractor Scorecards will be formally reviewed with each Contractor at agreed intervals or quarterly at a minimum. The review and any outcomes must be documented within meeting minutes, email summary or similar and a copy retained on the project file.

Completed checklists must be submitted to the SHEQ Inbox for recordkeeping.

6. Training

Contractor Managers have a responsibility to ensure that contractors understand this Work Instruction and how it applies to their scope of work.

Toolbox and Pre-Starts relating to current topics to be given to Contractors by their Contractor Manager to ensure they are receiving current safety information relating to the site.

Contractor Managers are responsible to ensure contractors are kept up to date with changes to relevant shipyard SHE processes.

7. Record Retention

The following records must be maintained in accordance with *LEG.RDM.01.STD – Records Retention Schedule*:

- Contractor's SHE Documentation.
- Completed Contractor SHE Documentation Review Forms.
- Completed Contractor Building Induction Checklists.
- Work Permits issued to contractors.
- Completed Contractor SHE Scorecard Forms.
- Minutes of formal meetings with contractors.
- Contractor Incident and Investigation reports.

NOTE:

- All changes to documentation relevant to Contractor Safety, Health and Environment Requirements (Osborne & Tonsley SA) which is accessible to external parties, must be uploaded to [Suppliers | BAE Systems](#) as part of their induction requirements to enter site.

ANNEX A – Applicable Documents and Definitions

BAESM-A Documents	Title
SHE.MARBU.10.F	Contractor SHE Documentation Review Form
SHE.ASCSB.34.CHK	Contractor Building Induction Checklist
SHE.MARBU.60.F	Contractor SHE Scorecard Form
SHE.MARBU.34.SP	Drug and Alcohol Management
SHE.ASCSB.45.SP	Hot Work Management
SHE.ASCSB.27.SP	Working at Heights and Fall Prevention
SHE.MARBU.32.SP	Barricading Safety Barrier Tape and Tags
SHE.MARBU.34.SP	Drug and Alcohol Management
SS.ASCSB.11.SP	Safe Working with Low Voltage Electricity - Facilities Procedure
SHE.ASCSB.33.SP	Confined Space Management Procedure
LEG.RDM.01.STD	Records Retention Schedule

External Document	Title
AS 3760	In-service safety inspection and testing of electrical equipment
AS 3012	Electrical installations – Construction and demolition sites

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ANNEX B – Definitions

Term	Definition
ChemAlert	The database used for managing hazardous substances/chemicals.
Competent Worker	Means a Worker who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills enabling that Worker to perform the specified tasks.
Construction Work	Means any work carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, and refurbishment, demolition, decommissioning or dismantling of a structure.
Contractor (PCBU)	Any Worker, firm, company or organisation given access to any Site by BAESMA for the purpose of carrying out any work or service, including sub-contractor or suppliers of any other servants or agents of the Contractor.
Contractor Manager	Worker (or their delegate) who is responsible for the management of the contractor (and their subcontractors and suppliers) when on a BAESMA Site.
Contract Worker - Facilities	Any Worker, firm, company or organisation given access to any Site by BAESMA for the purpose of carrying out any work or service, including sub-contractor or suppliers of any other servants or agents of the Contractor. These workers are referred to as workers working on infrastructure or site works. Commonly reporting to Facilities, Workplace Solutions or ANI.
Contract Worker – Category A B C D	Any Worker given access to any Site by BAESMA for the purpose of carrying out any work or service on the platform (ship), including sub-contractor or suppliers of any other servants or agents of the Contractor. These are referred to on site as CAT A B C D workers.
Duty of care	Is a legal obligation which is imposed on a PCBU or an individual, requiring adherence to a standard of reasonable care while performing any acts that could foreseeably harm others.
Electrical work	Includes all work on electrical installations and electrical equipment/plant: Connecting electricity supply wiring to Electrical Equipment ; or Disconnecting electricity supply wiring from Electrical Equipment; or Installing, removing, adding, testing, replacing, repairing, altering or maintaining Electrical Equipment or Electrical System or an electrical installation; or Supervising that work.
Excavation/Site work	Is any man-made cut, cavity, trench, directional boring or depression in the earth surface formed by earth removal which may place people at risk through collapse, falling or contact with existing services
Fire Protection	Includes design features, systems or equipment in a building, structure or other fire risk, to reduce danger to Workers and property by detecting, extinguishing or containing fires.
Fire Watch	Worker designated to ensure that no condition arises, or action is taken that will lead to a hazardous situation.
Hazard	Means a situation or thing that has the potential to cause harm or damage.

Term	Definition
Hazardous Area	Means an area in which flammable liquids, vapours or gasses; combustible liquids, dust or fibres; or other flammable or explosive substance may be present in quantities such as to require special precautions for the construction, installation and use of equipment.
Hazardous Material	Includes but is not limited to a substance which because of its chemical, biochemical, microbiological or radiological properties, temperature or state of compression could in sufficient concentration cause harm to human health and safety, Personal injury; property damage or environmental harm and includes a Hazardous Chemical or a Dangerous Good.
High Risk Work	Any work set out in Schedule 3 of the SA WHS Regulations 2012
Hot work	Hot work is defined as welding, thermal or oxygen cutting, heating, fire-producing or spark-producing operations that may increase the risk of fire or explosion.
Light Vehicles (LV)	<p>A "light vehicle" is a motor vehicle which:</p> <ul style="list-style-type: none"> • Can be registered for use on a public road. • Has four or more wheels. • Can carry passengers. • Requires the driver to hold the minimum of a "C" class government issued licence. • Does not exceed 4.5 tonnes gross vehicle mass (GVM) as specified by the vehicles manufacturer. <p>Light vehicles may include the following categories of vehicles being used for work related activity:</p> <ul style="list-style-type: none"> • BAESMA owned or leased vehicles. • Hire vehicles (for example Budget or Avis rental vehicles). • Contractor or supplier vehicles operating on BAESMA property or controlled work site.
Mobile Equipment	Mobile Equipment (ME) is any piece of Mobile Equipment excluding light vehicles. (i.e.: Mobile Crane and forklifts).
Plant	Includes any machinery, equipment, appliance, container, implement and tool.
Risk	Is the potential harm, loss or damage that might occur as a result of exposure to a hazard.
Risk Assessment	Is the overall process of hazard identification, risk analysis and risk evaluation.
Safety, Health & Environmental (SHE) Documentation	This includes, but not limited to; Work Health and Safety Plan, JSEA (Job Safety, Environment Analysis), Safe Work Method Statement, Risk Assessment, Safe Work processes, and similar
Suitable Qualified Experienced Personnel (SQEP)	A Worker who has, through a combination of training, education and experience, acquired knowledge and skills enabling that Worker to correctly perform the specified tasks referred to in this document. Some Workers may refer to this as part of their SHE Verification of Competence (VOC).

Term	Definition
Workers	A Worker who carries out work in any capacity for BAESMA, including work as an employee, contractor or subcontractor, an employee of a contractor or subcontractor, a labour hire employee, an apprentice or trainee, a student gaining work experience or a volunteer.
White Card	A general construction induction training card
Workplace	Any work area within the Shipyard or sites under the control of BAESMA.
Working at Height	Work undertaken where there is a risk of a fall from, or dropped object from, one level to another that is reasonably likely to cause injury to a worker or other person.





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ANNEX C - Change Summary


Issue	Description of Change	Date	#CR
03	General review and consultation by SHE Team. Added Risk Assessment into Annexure.	17 Jun 2022	-
04	Removed 3/10m rule and replaced with 5m rule.	09 Aug 2022	-
05	Updated requirements around contractor CS work.	18 Dec 2023	-
06	Combined Henderson (SHE.MASUS.06.WI) and Osborne (SHE.ASCSB.103.WI) documents into MARBU version (now SHE.MARBU.103.WI).	11 Dec 2024	QSD-1331
07	Minor amendment: Additional note added to Record Retention section (7.0)	03 Apr 2025	QSD-2035
08	Update to electrical testing requirements for construction site (5.15). Inclusion of reference within external documents (<i>AS 3012</i>) (7.1).	17 Apr 2025	QSD-2066
09	Update to clarify Contractor Work Permit Process. Added requirements from Barricading Safety Barrier Tape and Tags and PPE Procedure. Production sub-contractors reference included (5.8)	18 Jun 2025	QSD-2630
10	Contractor SHE Requirements update to Contractor Scorecard process to simplify. Direct result from CAR#3 from Contractor Quality Audit.	25 Jun 2025	QSD-2742
For further amendment history, refer to the Maritime BMS, select the document and view the previous change history.			

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ANNEX D – BAESMA Safety Barrier Tape and Tags

SAFETY BARRIER TAPE				
Type	Purpose	Permissions	Information Tag	Time period
Hazard Tape 	Extra care is to be exercised in the vicinity (e.g., low headroom, trip hazards, bulkhead protrusions).	No permissions required to cross tape; however, care is to be exercised.	Information tag(s) must be applied.	To be used for short term periods (as short a time period as is practicable).
Caution Do Not Enter Tape 	Define areas that are out of bounds to general access . Due to deck plates removed, loads slung overhead etc.).	Authorisation from the Supervisors/workers inside the work area or listed on the Information Tag must be given before entry.	Information tag(s) must be applied.	To be used for short term periods (as short a time period as is practicable).
Danger Tape 	No Entry - Define areas in which dangerous conditions have rendered it inaccessible to all workers by any means.	Entry into areas restricted by DANGER tape must have SHE Team approval. Shall only be removed with permission from the Supervisor who initially authorised the tape or an authorised delegate.	Information tag(s) must be applied.	Temporary solution for short periods (as short a time period as is practicable); or in addition to a more substantial means of entry prevention i.e. board padlocked to tags.
Radiation Tape 	Applied before commencing and during radiography operations.	Must only be erected/removed by authorised radiographic workers. No access unless authorised by workers listed on Information Tag.	Information tag(s) must be applied.	Must only be removed by authorised radiographic workers at the completion of radiography operations.

ANNEX D – BAESMA Safety Barrier Tape and Tags

SAFETY TAGS		
Type	Purpose	Minimum Information
<p>Information Tag</p> 	<p>Information Tags MUST be used to ensure clear communication of the present hazards or risks and provide contact details.</p>	<ul style="list-style-type: none"> • Name of Supervisor or worker installing tape/conducting work; • Date tape was applied; • Radio details/Phone number (Extension or mobile); and • Remarks – Description of work being (e.g. maintenance, fault-finding etc.). • Hazard Identification – Description of the present hazard. • Contact Details (Radio or mobile)

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