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Fea Contractor HSE Management System  
Guidelines

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# Fea Contractor Health and Safety Plan Template

Document No. HSE41C04

## Contract Details

Contractor name: \_\_\_\_\_

Contractor address: \_\_\_\_\_

Contractor representative: \_\_\_\_\_

Fea Contract Manager: Joji Tawake

Contract description: Supply to Navava, Vatudamu, Naqere, Namawa Settlement, Savusavu

Location of works: Savusavu

Timing of works (approximate): Start date: 17/07/17 End date: 18/12/17

### **Instructions**

This document is to be submitted as part of the HSE tender specification to potential bidders. They are to be submitted back to Fea for evaluation.



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Health and Safety Plan Template

1. Contract Details

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Contractor address: \_\_\_\_\_

Contractor representative: \_\_\_\_\_

Contract description: Supply to Navava, Vatudamu, Naqere, Namawa Settlement, Savusavu

Location of works: Savusavu

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2. Responsibilities

Briefly explain the OHS roles and responsibilities of Contractor staff involved in the contract

Name	Position held	Safety responsibilities	Contact number (direct)

3. Emergency contact details

Contact	Name	Position	Contact number (direct)
First contact			
Second contact			
Third contact			
Fourth contact			



### 4. Scope and Task Details

List Major Tasks
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

### 5. Risk Assessment

Risk assessment is a fundamental tool in the management of risk. It involves the identification of hazards and control measures. In accordance with **Form HSE41C11**, describe how you plan to carry out this process for this particular contract. Also submit a comprehensive JSA outlining your control options for the contract.

### 6. Safe Work Procedures

After completing the risk assessment, you must compile a safe system of work describing how you plan to control the hazards you have identified. Complete the following section outlining the Safe Work Procedures/Permit Systems required for the contract and how you will ensure that all employees and subcontractors understand the Safe Work Procedures (SWP). Also attach copies of the relevant SWP.

Fea Minimum Requirement:  
 Following Procedures from FEA Distribution Safe Work Procedure Manual

DIST-01 : Securing Ladder on pole  
 DIST-02 : Use of elevated platform vehicle  
 DIST-31 : Pole Erection  
 DIST-32 : Manual Pole Erection  
 DIST-33 : Installation of Fly Stay  
 DIST-34 : Installation of Ground Stay  
 DIST-35 : Stringing of Conductors  
 DIST-36 : Wiring of Transformers  
 DIST-48 : Cutting Trees using Chainsaws  
 DIST-51 - Traffic Control  
 DIST-62 : Use of Pruners  
 DIST-67 : Pedestrian Control



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### 7. Personal Protective Equipment

Where risk assessment identifies the need for personal protective equipment (PPE), then PPE must be made available. List down below the PPE you will require for this project.

Fea Minimum Requirement: Safety Helmet Safety eye glasses Leather gloves Overalls High Visibility Vest Safety Boot/Safety Gumboot Rain Suit Safety Harness
[Empty rectangular box for content]

### 8. Accessing Site/Times of work

If work is going to be carried out at Fea premises, then it is important to determine when you will be accessing the site.. You may also need to sign a PASS and sign in and out. This will avoid conflicts with other activities which may be continuing on site during contract works Describe below your site access requirements.

Fea Minimum Requirement: Award letter to permit entry to depot for Safety Instruction. Employee ID Card for all contractor employees who need to enter the Depot. Visitor Pass. Project Supervisor/Engineer approval for entry into Depot.
[Empty rectangular box for content]



Empty rectangular box for notes or comments.

### 9. Fencing and separation of work

In order to protect our employees as well as general members of the public, the work areas should, so far as is possible, be physically isolated with barriers like bollards, cones, tapes, [netting](#), etc. Describe below how will you fence or separate your work.

Fea Minimum Requirement:  
 All excavations (pole holes, earthing treches) are to be barricaded using barrier mesh and maintained 24 HOURS A DAY.  
 6' x 4' signboards at all approaches to the project site to be maintained for the duration of the project.  
 Portable signboards at all approaches to the jobsite at least 50m from the jobsite.  
 Bollards/Cones to be placed along the jobsite at intervals of 10m  
 Safety Observers to be stationed where they have clear view of the works.  
 Pedestrian and Traffic control shall be in compliance with FEA procedures.  
 Personnel to be assigned to assist pedestrians past the jobsite.

Empty rectangular box for project-specific details.

### 10. Signs and warnings

Sufficient signs should be erected or placed so that adequate warning is afforded around the worksite. Describe the kinds of notices you will be putting up and places where you will be putting this.

Fea Minimum Requirement:  
 6' x 4' signboards at all approaches to the project site.  
 Reflective, High visibility Portable signboards at 50m intervals along the job site, and 50m from all ends of the job site and all approaches to the job site.  
 Danger lanterns to be placed at 20m intervals along the job site.  
 Safety Observers to be stationed where they have clear view of the works.  
 Pedestrian and Traffic control shall be in compliance with FEA procedures.  
 Personnel to be assigned to assist pedestrians past the jobsite.

Empty rectangular box for project-specific details.



### 11. General storage & disposal of waste

Describe below what [waste](#) do you anticipate producing and how you plan to store and/or dispose off waste. Must take into account the nature of the waste e.g. hazardous/flammable.

Fea Minimum Requirement: All vegetation spoils are to be disposed off safely at location nominated by FEA Supervisor.

### 12. First Aid and Injury Management

A first aid program for contractors is outlined in the Fea Safety Manual. Please describe below any additional first aid needs and specific Injury management process for this contract

Fea Minimum Requirement: In compliance with FEA Safety Manual.

### 13. Emergency Procedures

Identify specific emergency procedures or equipment required for the contract.

Fea Minimum Requirement: CPR and First Aid Training for workers.

### 14. Incident reporting, recording and investigation

Describe how incidents will be reported, recorded and investigated during the contract.

Fea Minimum Requirement: All incidents (including damage to third party property) to be reported immediately to the Project Manager via phone, and within 12 hours in writing. FEA internal procedures on accident reporting will then follow.

### 15. Health and Safety Performance Monitoring

Describe how health and safety performance statistics associated with the contract will be compiled for review by Fea using Form HSE41C33.

Fea Minimum Requirement: HSE41C33 - FEA Contractor Monthly HSE Performance Report HSE41C34 - FEA Contractor Weekly HSE Minutes Recorder

### 16. Specialised Work or Licensing

List any special licences required for the contract.

Fea Minimum Requirement: 1 x FEA issued Lineman/Line Worker/Line Mechanic Certificate FEA issued Trainee Line Workers Certificate All personnel who will be working on poles to have FEA issued Pole Access ID. Chainsaw operators to have Forestry issued Chainsaw Operator Certificate FEA issued Pole Access Authorisation
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**17. Training and Induction Requirements**

Training and inductions for contractors are to be completed in accordance with the Fea Training requirements. List any relevant training required for the contract works in relation to safety, for example safe procedure training and attach training certificates of workers.

Ensure Fea's Induction Checklist for Contractor's is filled before commencement of work using Form [HSE41C14](#)

Fea Minimum Requirement:

1. Safe Work Procedure Training - Annually
2. FEA Safety Manual Training - 6 monthly
3. HSE Training - Annually
4. FEA/Contractor HSE Management System Training - Annually

In the event that 1, 2 or 3 above has not been conducted, the contractor shall undertake to get the relevant training completed within 2 weeks of award of project. These training can be conducted by FEA at a cost to the contractor.

All Contractors intending to provide service to FEA shall be required to attend the Annual FEA/Contractor HSE Management System Training.

**18. Workplace Health and Safety Inspection**

Health and Safety Inspections play an important role in the identification of hazards at the workplace and in the development of control measures. Outline the procedures and methods by which contract workplaces will be inspected on a regular basis. You may use Form

**HSE41C32**

Fea Minimum Requirement:

FEA will carry out weekly inspections as a minimum.  
 Contractor shall carry out daily Jobsite Safety Assessment.  
 Contractor shall carry out daily Safety Visits to jobsite.

**19. Health and Safety Consultation**



Consultation with employees provides an important mechanism whereby health and safety issues can be dealt with in a manner that promotes ownership and prompt resolution. Describe how this arrangement is in place, e.g. Safety meetings and how will the minutes be conveyed to Fea using Form HSE41C34 on a monthly basis

<p>Fea Minimum Requirement:  Contractor to submit weekly and Monthly reports as follows :</p> <p>HSE41C33 - FEA Contractor Monthly HSE Performance Report  HSE41C34 - FEA Contractor Weekly HSE Minutes Recorder</p>

**20. Plant and Equipment Register**

Complete the Plant and Equipment Register presented as Form [HSE41C12](#)

**21. Chemical Management**

Complete the attached Chemical Register listing all chemicals to be used presented as Form [HSE41C13](#)

**22. Subcontractor Management**

Complete the attached Subcontractor List detailing the subcontractors to be used and the details of the subcontractor management:

Sub Contractor Name	Sub Contractor Representative Name	Description of Work	Date of Local Induction

**23. Sign Off**

Sign off after agreeing to the undertaking outlined below.

*"We, the Contractor acknowledges that Fea is committed to its obligations under the Occupational Health and Safety At Work Act, 1996 to provide, as far as practicable, a safe and healthy working environment for workers and non-workers (including us, the contractors). Accordingly, we the contractor (and our subcontractor/s, where applicable), recognise that it is our legal duty to cooperate in everyway possible to ensure total compliance on the part of Fea. As such, we shall at all times work in a safe manner and not put ourselves, Fea workers, or others at risk. We the contractor (and our subcontractor/s, where applicable) shall comply with the Fea's reasonable directions in relation to compliance with the OHS legislation FEA's OHS policy, procedures and standards ,including completion of Fea's occupational health and safety induction, work method statements, and other requirements as*



*determine by the site specific risk. We, the contractors shall also familiarize ourselves with the work area and any potential hazards prior to commencing work."*

This Safety Management Plan and any attachments incorporate all the safety requirements outlined in the contract.

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:**            /    / \_\_\_\_\_