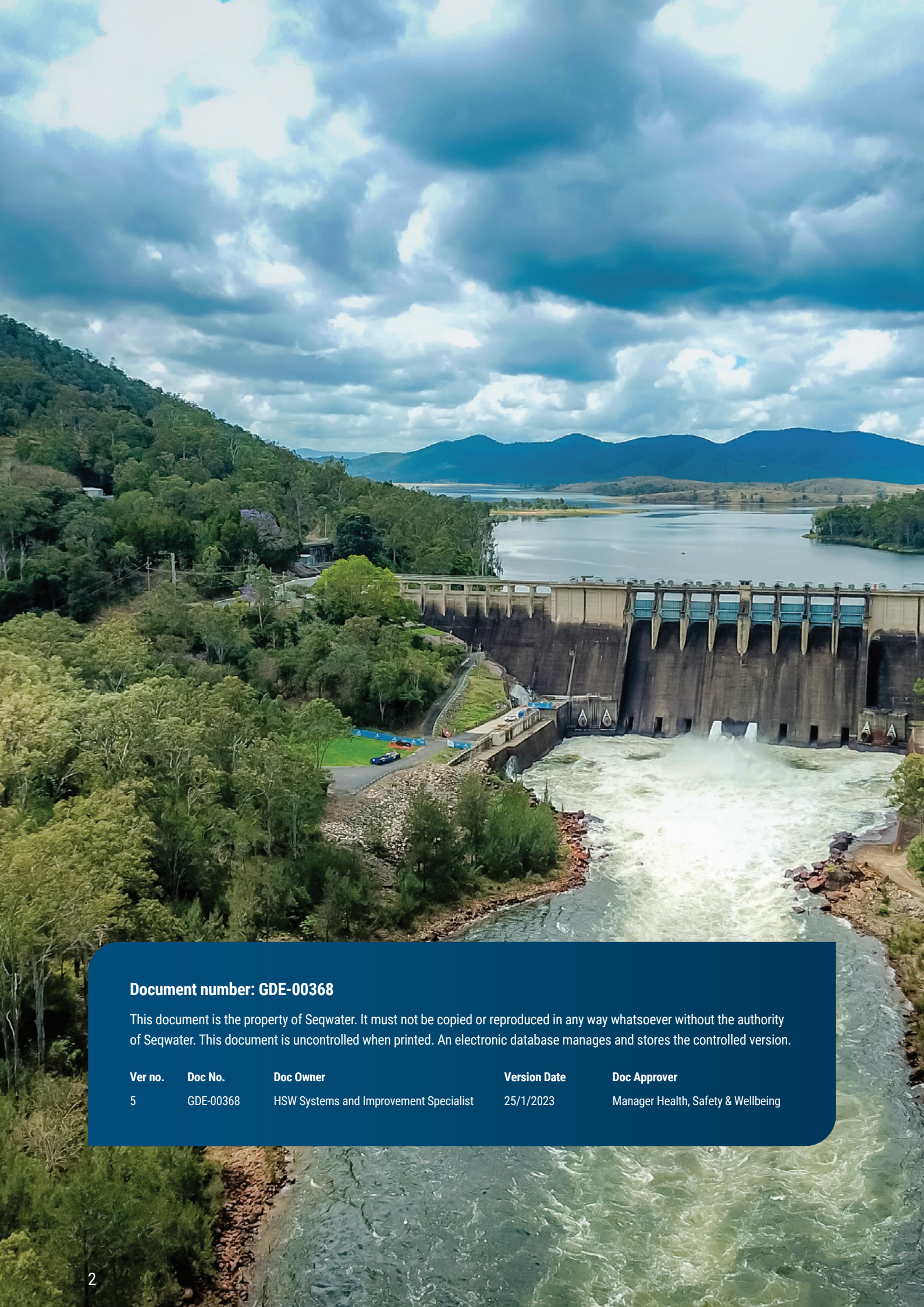




Guideline

**Principal Contractor Minimum Health,
Safety and Environmental Requirements**



Document number: GDE-00368

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Ver no.	Doc No.	Doc Owner	Version Date	Doc Approver
5	GDE-00368	HSW Systems and Improvement Specialist	25/1/2023	Manager Health, Safety & Wellbeing



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1. Working with Seqwater

1.1 Purpose

The purpose of this document is to establish and communicate Seqwater's minimum Health, Safety and Environment (HSE) requirements for designated Projects performed by Principal Contractors (PC) for Seqwater. Seqwater's minimum HSE requirements are summarised as follows:

- Comply with all relevant WHS and Environment legislation and other requirements
- Communicate PCBU and Principal Contractor HSW responsibilities
- Implement management systems that comply with *ISO45001 – Occupational Health and Safety Management Systems* and *ISO14001:2015 Environmental management systems*
- Demonstrate good practice through compliance with industry Codes of Practice and Guidelines
- Comply with Seqwater's Critical Controls.

1.2 Scope

The scope of this document applies to all Principal Contractors appointed by Seqwater.

1.3 Person Conducting a Business or Undertaking (PCBU) Responsibilities

Seqwater acknowledges its obligations under the WHS Act and Environmental Protection Act 1994 to ensure the safety of its workers, including Contractors it engages or whose work Seqwater influences or directs, along with the environment it is working within, so far as is reasonably practicable.

1.4 Principal Contractor Responsibilities

The Principal Contractor (PC) remains responsible for the health and safety of all workers. The PC is responsible for the development and implementation of their own Work Health and Safety Management Plan (WHSMP), Environmental Management Plan (EMP), systems and procedures.

The term "Contractor" will be used throughout this document from this point which should be understood to refer to Principal Contractors.

1.5 Seqwater Commitment to Safety

Seqwater's Safe for Life promise reflects our commitment to keeping our employees, our contracting partners and our communities healthy, safe and well at work and at home. Seqwater is committed to fulfilling safe design obligations and working collaboratively to consult, cooperate and coordinate with our Contractors to oversee the safe delivery of projects.



2. WHS Management requirements

2.1 WHS Legal Requirements

The Contractor shall be appointed the “Contractor” under the Contract and shall perform the duties of the “Principal Contractor” as defined in the Work Health and Safety Regulation 2011 (Qld). The Contractor must comply with all relevant legislation including, but not limited to:

- Work Health and Safety Act 2011;
- Work Health and Safety Regulations 2011;
- Worker’s Compensation and Rehabilitation Act 2003;
- Electrical Safety Act 2002;
- Electrical Safety Regulation 2013;
- Heavy Vehicle National Law 2018;
- Relevant Australian Standards; and
- All other legislative requirements including safety in design and relevant Codes of Practices.

2.2 WHS Management System

The Contractor must demonstrate an externally certified WHS Management System which is appropriate to the nature and scale of the project, as well as compliant with the requirements of ISO 45001. Seqwater may request evidence which demonstrates effective implementation and understanding of the WHS Management System.

The Contractor’s WHS Management System and plans must consider the general public and visitors to the site (including Seqwater workers).

2.3 Seqwater’s WHS Critical Risks

Seqwater has identified critical controls which set clear minimum expectations. The Contractors procedures/processes must meet or exceed the objective of Seqwater’s critical controls, and ensure there is a system in place which supports the identification and interaction with the critical controls.

Seqwater WHS critical controls are documented in:
Critical Control Handbook (MAN-00313).

2.4 WHS Management Plan

The Contractor shall develop, implement, and comply with a WHS Management Plan (WHSMP) which details the processes, procedures and, roles and responsibilities to manage the WHS relating to the Project.

The Contractor WHS Management Plans should include the following elements:

- Safety leadership and commitment
- Structure, responsibility, and accountability consultation, communication, coordination and cooperation
- Inductions, training and competency
- Hazard identification, risk assessment and controls including Safe Work Method Statements (review and control)
- Non-conformances and corrective / preventive actions
- Subcontracting and suppliers – including the processes the Contractor shall implement to ensure subcontractors at all times comply with the requirements of the reviewed WHSMP.
- Emergency management (including documenting an emergency management plan, incident notification, establishing critical incident response and first aid facilities)
- Site layout plans, updated as required (clearly delineating the area of the PC responsibility, covering temporary accommodation, storage, pedestrian and vehicular routes, plant location and emergency procedures)
- Performance evaluation and reporting including WHS objectives and targets
- Incident investigation and management including injury management and return to work
- Assurance and audit processes and schedules.

The Contractor must review and revise the WHSMP to ensure it remains up to date throughout the duration of the Contract. The WHSMP is considered a controlled document and the Contractor must notify Seqwater of all updates made to the WHSMP.

Seqwater’s review and acceptance of the WHSMP prepared by the Contractor is a pre-condition for the commencement of the work under the Contract.

2.4.1 Inductions and Permit Access and Safety System (PASS)

The Contractor must:

- Conduct their own site-specific induction for all Workers before starting construction work under the Contract.
- Include any Seqwater relevant information into the Contractor's site-specific induction to convey information about Seqwater assets and specific project risks.
- Ensure all members of the Contractor's project management or supervisory team complete Seqwater's Induction and PASS overview training in order to understand Seqwater's operational requirements. <https://www.seqwater.com.au/contractor-induction>.

Seqwater operates a Permit Access Safety System (PASS) for all Seqwater managed sites to access and control work that is conducted on those sites. For further information refer to Seqwater's Contractor Information webpage: <https://www.seqwater.com.au/contractor-information>.

Notes: The Contractor's general workforce is not required to complete Seqwater's induction if they are performing work in areas under the Contractor's management and control.

2.4.2 Safe work method statements (SWMS)

The Contractor shall prepare SWMS to ensure that supervisors, workers and any other persons at the workplace understand the minimum requirements that have been established to perform high risk activities in a safe manner. The SWMS should include:

- The work activities in logical sequences
- Assessment of associated hazards
- Method for implementation of control measures.

All relevant SWMS shall be submitted for information ahead of high-risk construction activities.

Seqwater does not 'approve' SWMS and the responsibility to ensure these are appropriate to the work tasks and eliminate or reduce risks to as low as reasonably practicable is the Contractor's responsibility.

2.4.3 Subcontracting and Suppliers

The Contractor shall:

- Detail and implement procedures for the engagement of subcontractors, which ensures all subcontractors are engaged to carry out work under the Contract are competent to carry out the work safely.
- Provide each subcontractor with all relevant Contract information and the parts of the WHSMP that are relevant to the work to be undertaken by the subcontractor (incl. the provision of SMWS as per 2.5.2)
- Ensure subcontractor compliance with the Management plans through records
- Review any subcontractor SWMS developed for high-risk activities
- Ensure that all subcontractors who will be undertaking work under the Contract have documented safe systems of work in place prior to commencing work.

2.4.4 Notification of impacting activities

The Contractor must notify in advance and seek approval for works which may affect Seqwater operations or impact the local community. The Contractor is to ensure it has suitable coordination notification processes in place which have been agreed with Seqwater or are in line with Seqwater requirements. Works which would be expected to prompt this advance notification could include, but not be limited to:

- Change to site footprint/fences/areas under control including establishment and demobilisation
- Interruption of services
- Notification of deliveries which may affect Seqwater operations
- Access restrictions which may affect Seqwater workers or operational capability
- Noisy works which could affect workers inside Seqwater operational areas or members of the public
- Dust generating work
- Use of hazardous chemicals which could affect Seqwater operational areas or workers
- Asbestos removal
- Out of hours works / changes to working hours
- Changes to designated project contacts.



3. Environment Management requirements

3.1 Environmental Legal Requirements

Seqwater is committed to ensure all its activities – including those undertaken by engaged Contractors on behalf of Seqwater, do not cause environmental harm, minimise environmental impacts and achieve best practice environmental outcomes wherever possible.

The Environmental Protection Act 1994 (s319) states that we all have a General Environmental Duty (GED). This means that we are all responsible for the actions we take that affect the environment, and as such the GED requires that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm.

The Contractor must comply with all relevant legislation including, but not limited to:

- Vegetation Management Act 1999
- Nature Conservation Act 1992
- Water Act 2000
- Fisheries Act 1994
- Biosecurity Act 2014
- Waste Reduction and Recycling Act 2011
- Environmental Protection and Biodiversity Act 1999
- Aboriginal Cultural Heritage Act 2003; and,
- All other legislative requirements including safety in design and relevant Codes of Practices.

3.1.1 Approvals, Licences and Permits

For a particular project or work activity, a number of approvals, licences, permits and/or regulatory notifications may be required prior to the work activity commencing. Relevant approvals should have been obtained and personnel made aware of their conditions and requirements prior to works commencing.

Importantly, many Seqwater operational sites have existing Environmental Authority (EA), Development Approval (DA):

- the EA/DA for the site is an approval to undertake environmentally relevant activities (e.g. water treatment, sewage treatment, and chemical storage).
- the EA/DA details specific conditions which MUST be adhered to in order to ensure operations do not have adverse impacts on the surrounding environment. A copy of the EA/DA is available on site. The EA conditions will also apply to project works undertaken within the site.

The subsequent sections will assist Contractors in identifying relevant environmental management requirements pertaining to their scope of works and demonstrating compliance with relevant legal requirements.

3.2 Environmental Management System

Seqwater's Environment & Sustainability Policy (**POL-00027**) provides our commitment to environmental management which sets foundations for our certified ISO14001 Environmental Management Systems. As such, all personnel must be aware of this Policy which aims to minimise and manage all environmental aspects and impacts of our operations and activities.

The Contractor must demonstrate an externally certified Environmental Management System (EMS) which is appropriate to the nature and scale of the project, and where relevant incorporates aspects of other subcontracted works. Seqwater may request evidence which demonstrates effective implementation and understanding of the Contractor's EMS.

3.2.1 Environmental Management Plan

Based on the scope of works and the inherent environmental risks, the Contractor may be asked to develop a detailed Environmental Management Plan (EMP). Note that not all works require a detailed EMP to proceed. For works assessed to pose a low risk to the environment an approved risk assessment and SWMS may be sufficient for those works. This will be made clear in the documentation provided to Contractor's throughout the procurement phase.

Based on the level of documentation required for the Project, the EMP and/or SWMS will need to account for an array of environmental risk – located directly on the work area, adjacent to, or in proximity to environmentally sensitive areas (e.g. water supply, waterway, protected flora and fauna, etc). Section 3.3. provides the most common environmental aspects where key risks may arise for a particular work activity or project site.

3.3 Project environmental risks

The following are the most common environmental aspects where key risks may arise for a particular work activity or project site. These should be given adequate consideration throughout works planning, and where required will need to be addressed in the EMP and/or SWMS documentation.

- Erosion and sediment control
- Water quality and resources
- Release of Water
- Works within and/or around waterways
- Fauna and Flora (including vegetation clearing)
- Weeds and Pests (including Fire Ants)
- Air Quality & Dust
- Noise & Vibration
- Waste Management
- Aboriginal & Cultural Heritage
- Chemical and Hazardous Substances
- Contaminated Land

To assist in document development, Contractor's should refer to the following Seqwater guidance:

- SPE-00312 Corporate Environment – Requirements for Projects and Works
- FRM-00652 Corporate – Contractor Environment Management Plan Review Checklist.



4. HSE reporting

4.1 HSE performance reporting

The Contractor must include HSE performance data in their monthly project report that is submitted to the Seqwater Project Team in line with the timing as detailed in the Head Contract. At a minimum, this WHS performance data will include current monthly totals and some cumulative totals for:

- Total work hours (including subcontractor hours worked)
- HSE positive performance indicators
- Fitness for work testing summary (including drug, alcohol, and fatigue management)
- Injury performance rates - total recordable injuries and total recordable injury frequency rate (TRIFR) – also include lost time injuries (LTI), restricted work injuries and medically treated injuries (MTI)
- Number and summary of any Health & Safety, and Environmental incidents
- Details of any Improvement Notice, Prohibition Notices, Penalty Infringement Notices
- Number and summary of other regulator interactions or worker representative group interactions
- Summary of HSE assurance of high-risk construction work performed by Contractor.
- Notification of updates to WHSMP, EMP or any other key HSE systems documentation.

4.2 Incident notification

The Contractor must notify Seqwater of any relevant incidents immediately. HSE related incidents include but are not limited to:

- Any incident involving the death or serious injury or illness of its employees or those of its sub-contractors
- Any Dangerous Incidents or near miss events
- Any Serious electrical incidents or any dangerous electrical events
- Any High Potential Incidents (which includes High Potential Near Misses)
- Any Worker exposure that has or is suspected of exceeding workplace exposure standards.
- Environmental incidents including, for example: spills, fauna injury / deaths, contaminated water releases, over-clearing outside project boundary, etc)

The Contractor must advise Seqwater of:

- Date, time, and location of the event
- What happened
- Actual and potential consequences
- Who was involved
- Immediate actions taken.

Where the Contractor is required to report an incident to WorkSafe QLD or to a Regulatory body from an environmental matter (e.g. DES), the Contractor shall provide a copy of the notice to Seqwater as soon as reasonably practicable.

If an incident which Seqwater considers to be a notifiable incident has taken place at the Project, and the Contractor has not notified the regulator, Seqwater may report the incident directly to the regulator after advising the Contractor of the intention to do so.

4.3 Incident investigation and continuous improvement

The Contractor must adequately investigate all incidents as per their management plans.

Seqwater require:

- The Incident Investigation be led by an Incident Investigator with a suitable level of independence from the Project.
- Any breach of a Seqwater critical control be investigated.

The Contractor must fully cooperate with Seqwater in the event of an investigation and make the incident investigation report and all relevant documents available in full to the Seqwater without exercising any legal privilege.

If Seqwater considers that the incident investigation corrective actions are insufficient, Seqwater may:

- Issue the Contractor with a Corrective Action Request, and
- Impose a Hold Point on the particular work process.

The Contractor's initial Investigation report (and supporting documents) must be completed and provided to Seqwater within reasonable time frames given the nature and circumstances of the incident. The following timeframes are in line with Seqwater's internal requirements and are provided as a guide:

- Potential consequence of insignificant, low, moderate - within seven (7) days of the occurrence
- Potential Consequence of major or critical investigations - within 4 weeks of the occurrence

Notwithstanding these timeframes the Contractor, where requested by Seqwater shall provide periodic updates (including briefings) relating to the incident until their final incident investigation report is completed.

The Contractor is to prepare and supply to Seqwater a Lessons Learnt following major/critical incident investigations. Seqwater may share the lessons learnt from within the business.

Seqwater may choose to participate in the Contractors Incident Investigation Team or Investigation process or to investigate independently any near miss/incident/injury or illness. Any investigations by Seqwater may be conducted for the purpose of obtaining legal advice and subject to legal professional privilege.

4.4 Regulatory interactions

The Contractor must:

- Notify Seqwater by phone within 2 hours and in writing within 24 hours of any regulator activity (WHSQ, Maritime Safety, Department of Environment & Science, etc.) at the construction workplace. This may include, but not be limited to site inspections, complaints or incident follow up.
- Notify Seqwater immediately, where the Contractor or their subcontractor is served a WHSQ notice or fine, environmental notice, or similar for the works under contract. Within 24 hours the Contractor is to provide Seqwater a copy of the fine or notice(s) and a written response from the Contractor explaining their intended corrective and preventative actions to rectify the issues(s) raised. Seqwater is to be provided regular progress updates until any such notices are complied with and closed out to the satisfaction of the issuing party.
- Where the Contractor has been served a summons or convicted of any offence in relation to WHS the Contractor, immediately supply a copy of that summons to Seqwater or notify Seqwater of any conviction and the penalty imposed.

The Contractor's Management System and/or the management plans should detail the processes to notify Seqwater and deal with notices served by:

- The regulator arising from work under the Contract; or
- Provisional improvement notices issued by the Contractor's or their Workers Health and Safety Representatives (HSRs).

4.5 Health and safety representative activity

Seqwater is to be notified by phone within 2 hours and in writing within 24 hours of any HSR activity at the site. If the HSR issues a Provisional Improvement notice (PIN), Seqwater is to be notified as soon as it is received, be given a copy of the PIN and receive progress updates provided until any such action or issue is resolved or closed out.

4.6 WHS entry permit holder interactions

Seqwater is to be notified by phone within 2 hours and in writing within 24 hours of any WHS entry permit holder entering the workplace relating to WHS matters under Sections 117, 120, or 121 of the *WHS Act or under Section 512 of the Fair Work Act 2009 (Cth)*.

The Contractor must provide Seqwater a copy of the notice of entry permit and are to be notified and provided progress updates until any such action or issue is resolved or closed out.

5. Assurance

5.1 Assurance by Contractor

The Contractor where requested by Seqwater shall allow an Seqwater representative to observe any assurance activities. The contractor must:

- Complete regular HSE monitoring and review of activities to:
 - Ensure the health and safety of all Workers on site
 - Verify the implementation of their HSE management systems
- Ensure their Workers participate in and undertake HSE inspections and audits within their immediate work areas and other work areas.
- Carry out their own assurance activities, including reviews and internal audits, in accordance with their HSE Management System.
- Detail the means in which they will conduct verification of the implementation of their HSE risk controls, HSE management system and project management plans.
- Progressively provide evidence to Seqwater that the activities in their assurance schedule are being fulfilled.
- Verify safe systems of work by their Workers and verification of on-site risk controls.
- Maintain and make available to Seqwater when required a summary of how they are verifying their HSE risk controls are in place.

5.1.1 Reviews of management systems and management plans

The Contractor must:

- Carry out an independent third-party Audit of the implementation of the project management plans within three months of the project award and then six monthly thereafter, unless otherwise agreed with Seqwater
- Make records of these reviews available to Seqwater as required.
- Ensure formal internal Assurance reviews and Audits are done as per the agreed frequency detailed within the project management plans.
- Ensure Internal Assurance reviews or Audits are led by an experienced, qualified person with knowledge of the Contractor's HSE Management systems and with a suitable level of independence from the Project.

5.2 Assurance by Seqwater

Seqwater will:

- Undertake compliance monitoring and assurance review

activities throughout all phases of the Project.

- Without limiting any other right of Seqwater, at any time view and make copies of any of the Contractor's documents (including designers, subcontractors or suppliers) which are considered relevant to providing us with assurance that HSE is being managed satisfactorily.
- Conduct targeted assurance reviews of the HSE compliance and HSE performance of the Contractor against their project management plan, Seqwater's project HSE requirements and any applicable WHS and Environmental laws, standards and codes of practice. The Contractor shall make available, on request, all relevant HSE records including those of Subcontractors and suppliers. The Contractor shall provide all reasonable assistance during the reviews including attendance by the Contractor's Management team representatives if required.
- During the construction phases of the Project, Seqwater will monitor WHS performance of the works to verify the implementation of their project HSE management plans through verification of risk controls through site condition inspections.

5.3 Non-conformance and corrective actions

The Contractor must notify Seqwater of all nonconformances that have been identified and any corrective actions required from any assurance activities that are undertaken by the Contractor.

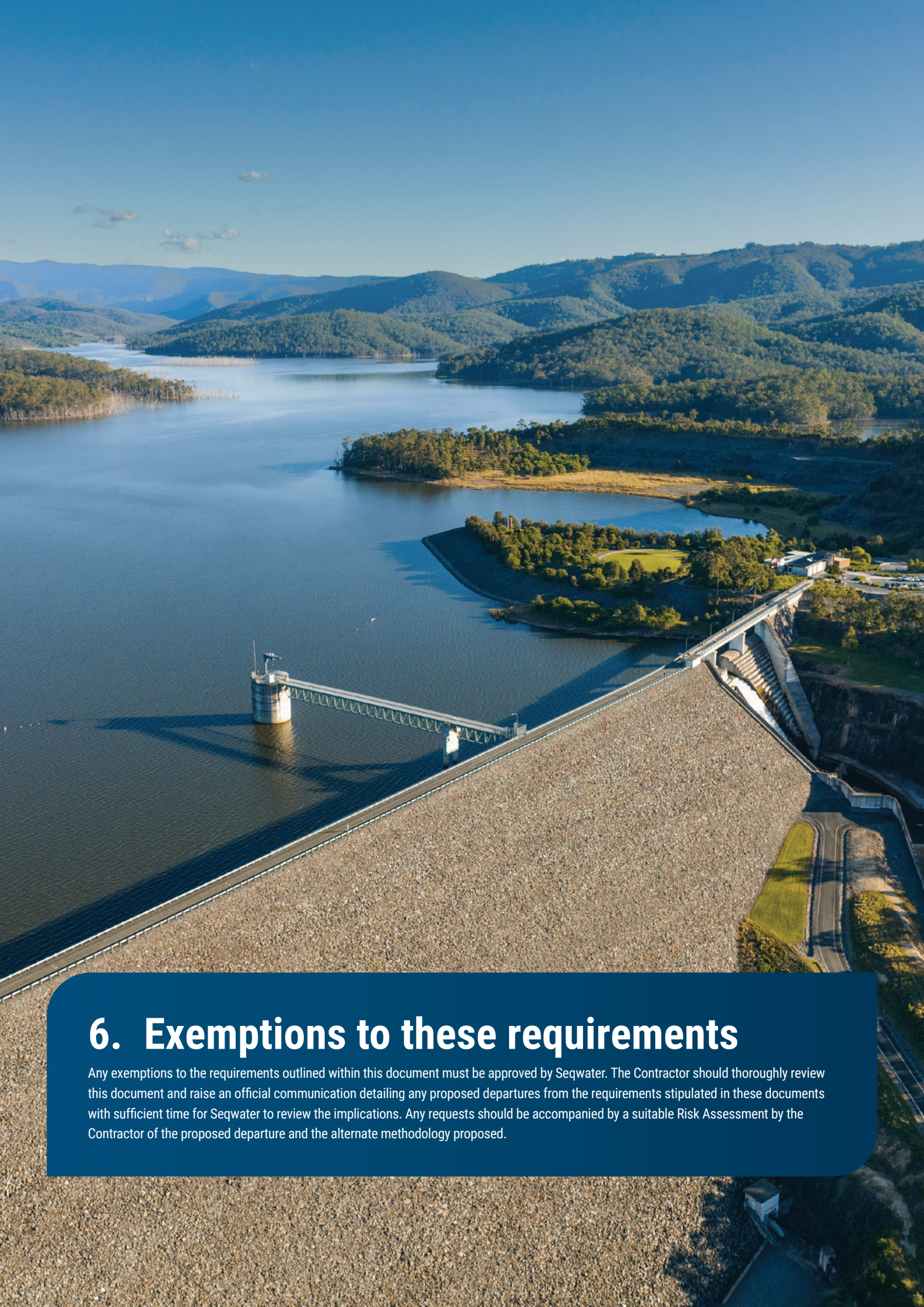
The Contractor must identify the root cause and identify corrective actions to prevent the non-compliance from repeating. The corrective actions must be rectified in a timeframe consistent with the level of risk involved and in accordance with the Contractor's project HSE management plans.

The action plan must be communicated to Seqwater.

Seqwater will monitor the closure of the corrective actions through performance evaluation meetings with the Contractors representatives and Seqwater or is representative Seqwater reserves the right to ask for relevant documents and records to support the closing of the action.

5.4 Contractor evaluation

Seqwater will evaluate the contractor's monthly and final Project HSE performance. This information may be used in assessing the Contractor for future Seqwater works.



6. Exemptions to these requirements

Any exemptions to the requirements outlined within this document must be approved by Seqwater. The Contractor should thoroughly review this document and raise an official communication detailing any proposed departures from the requirements stipulated in these documents with sufficient time for Seqwater to review the implications. Any requests should be accompanied by a suitable Risk Assessment by the Contractor of the proposed departure and the alternate methodology proposed.

7. Definitions

Terms used in this document and defined elsewhere in the documents forming part of the Contract will have the same meaning given to them elsewhere in the Contract unless the context requires otherwise.

Access Officer

The Worker who controls access to a Seqwater site and may include an Operations representative.

Access officers are assessed as being competent to make decisions relating to work undertaken at sites under their control.

Contract

An agreement between Seqwater and the Principal Contractor for the provision of construction works.

Critical Controls

Seqwater's Critical Risk Controls as defined in the Critical Control Handbook (MAN-00313).

Emergency Management Plan

Detailed plan for emergency management which covers continuity planning (preparedness, risk identification and risk management), action plans detailing actions and responses to emergency situations), and recovery plans.

First Aid injury

Treatment normally performed by a First Aider and not relating to a Lost Time Injury (LTI) or Medically Treated Injury (MTI). Treatment include, but are not limited to:

- Application of antiseptics during the first visit to medical personnel.
- Treatment of superficial burns.
- Application of bandages during any visit to medical personnel.
- Removal of foreign bodies not embedded in the eye.
- Removal of foreign bodies from a wound in the procedure is uncomplicated and is affected by the use of some simple technique.
- Use of non-prescription medications and administration of a single course of prescription medication on the first visit for a minor injury or discomfort, or as a precaution.
- Tetanus injection.
- Drilling of a finger or toenail to relieve pressure or draining fluid from a blister.
- Doctor treatment first aid is a single visit for injury or condition where the doctor performs first aid, confirms that first aid treatment is adequate and/or provides advice on recover; or where medical imaging is conducted confirming no injury; or where there is a second doctor visit for a follow-up review with no further medical intervention or treatment administered;

Attendance of EAP, counsellor etc. attending site to provide counselling services after witnessing significant traumatic event.

Hazard

A situation that has the potential to harm a person and/or the environment and/or damage property.

Hierarchy of controls

Identify the risk control actions and responsibilities by identifying controls in the following specific order:

1. Eliminate the hazard.

- If elimination of the hazard is not reasonably practicable, minimise the risk so far as reasonably practicable by:
- substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk
- isolating the hazard from any person exposed to it
- implementing engineering controls.

2. If a risk then remains, then minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls.

3. If a risk then remains, then minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable Personal Protective Equipment (PPE).

High Potential Incident

An incident where the actual or potential consequence is assessed as "Major" or "Catastrophic". Incidents that have been classified as a Near Miss may also be deemed as HPIs.

In determining the potential consequence, consideration should be based on the reasonably foreseeable outcomes given the circumstances, likelihood, and controls in place at the time of the event.

Seqwater will have the sole discretion to determine whether an incident constitutes a 'High Potential Incident'.

High Risk Construction Work (HRCW)

Has the same meaning as Section 291 "Meaning of high-risk construction work" of the WHS Regulations 2011(Qld).

Lost Time Injury (LTI) A work related and/or workplace occurrence:

- Which results in a fatality, permanent disability, illness, or time lost from work of one day /shift or more.
- The resultant time lost from work can occur on the next subsequent shift or at any other time (e.g., heavy lifting resulting in hernia, where the lost time occurs at a later date due to an operation).
- Which can be directly linked to an "event" at the workplace.
- Where the worker suffered an injury or illness as a result of that event.

- Psychological trauma directly related to work activity.
- Work or employment is identified as a significant contributing factor to the injury or illness.
- The worker is unable to participate in meaningful work.

In the case of part-time workers, if a person is away from work due to a lost-time injury or illness for one whole day or shift, irrespective of how many hours constitute that shift, they are considered to have satisfied the threshold of the one day / shift time lost.

Recurring Injuries are not to be included in the calculation of LTIs.

Commuting and journey injuries are not to be included in the calculation of LTIs or in the calculation of other measurement rates or other indicators of performance.

Medically Treated Injury (MTI)

Any injury or illness requiring medical treatment other than first aid (note: first aid and observations by a medical practitioner are not MTI's). Do not report first aid treated injuries in this category.

Treatment includes:

- application of antiseptics during second or subsequent visits to medical personnel
- treatment of partial or full thickness burns
- insertion of sutures
- any dental procedure other than review, polishing, cleaning, buffing. (Includes capping)
- removal of foreign bodies embedded in eye, not washed from eye, or wiped out from eye.
- removal of foreign bodies from wound, if the removal requires a physician because of the depth of embedment, size or shape or object, or location of wound
- use of prescription medications (except a single dose administered on the first visit for minor injury or discomfort or as a precaution)
- surgical debridement. (Surgical removal of foreign object or suspect tissue from a wound)
- positive x-ray diagnosis for fractures or other medical imaging confirming injury
- any work injury that results in a loss of consciousness
- doctor prescribed visits to an associated health professional for treatment not for initial assessment and follow up i.e., three or more treatments is an MTI (e.g., Physiotherapist)
- more than one appointment to a registered psychologist or counsellor.

Near Miss

Any unplanned incident that occurred at the workplace which, although not resulting in any injury or illness, had the potential to do so.

Permit Access Safety System (PASS)

Means the Seqwater's permit system regulating the performance of work at the site which, amongst other things:

- identifies the area(s) of the site where a contractor is permitted to work;
- the activities that a contractor is permitted to perform in an area; and
- conditions relating to that access of activities.

Principal Contractor

Has the same meaning given to that term under the WHS Act and the WHS Regulation.

Principal Supplied Information

Means any information (whether documented or otherwise) supplied or made available to the Contractor by or on behalf of the Principal before or after the award date (including responses provided to requests for information before the award date) not contained in the documents comprising the Contract (whether or not it is expressly described as Principal-supplied information), or contained in documents comprising the Contract where it is expressly described as Principal-supplied information) including the information (or information contained in the documents) identified in Item 16A.

Project

Any project that involves construction work where the cost is \$250,000 or more.

Project Manager

An appropriately trained and competent Worker has overall responsibility for the delivery of a Project. For Seqwater this could also mean the Project Director or the Principal's representative depending on the structure of the project.

Registered Training Organisation (RTO)

RTOs are those training providers registered by ASQA (or, in some cases, a state regulator) do deliver vocational educational (VET) and training services.

Site(s)

A Workplace at a defined location that is either owned, managed, or controlled by Seqwater e.g., a water treatment plant, administrative building, pump station, recreation area or catchment.

Remote and Isolated Work

In relation to a Worker, means work that is isolated from the assistance of other persons because of location, time, or the nature of the work. Assistance includes rescue, medical assistance, and the attendance of emergency service workers.

RPEQ

Means Registered Professional Engineer of Queensland and has the same meaning as given under s114 of the Professional Engineers Act 2002 (Qld).

SWMS

Safe Work Method Statements.

WHS Act

Means the Work Health and Safety Act 2011 (Qld), as amended from time to time.

WHS Management System

Workplace Health and Safety Management System.

WHS Regulation

Means the Work Health and Safety Regulation 2011 (Qld), as amended from time to time.

Work Related

This definition is given as a reference of how Seqwater determines work related injury or illnesses.

An injury or illness must be considered work-related if an event or exposure in the work environment caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. An injury or illness resulting from events or exposures occurring in the work environment is considered work-related unless one of the following exceptions applies:

- The injury or illness results solely from voluntary participation in a wellness program or in a medical, or recreational activity, such as blood donation, physical examination, flu vaccination, exercise class, squash, soccer etc. Where the activity is company-sponsored all participation will be communicated as voluntary and participation will be considered the same.
- The illness or injury involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure
- The illness or injury is solely the result of eating, drinking, or preparing food or drink for personal consumption (whether bought on the employer's premises or brought in). For example, if the employee is injured by choking on a sandwich while in the employer's establishment, the case would not be considered work-related. Note: If the employee or contractor is made ill by ingesting food contaminated by workplace contaminants (such as lead), or gets food poisoning from food supplied by the employer, the case would be considered work-related
- The illness or injury is solely the result of doing personal tasks in the work environment outside of the employee's assigned working hours
- The illness or injury is solely the result of personal grooming, self-medication for a non-work-related condition or is intentionally self-inflicted
- The illness or injury is the common cold or flu. Note: contagious diseases such as tuberculosis or hepatitis A are considered work-related if the employee or contractor is infected at work
- Any gastrointestinal illness, where no direct link can be determined
- The illness or injury occurs while commuting from the home to the normal place of work or first stop unless it is company-mandated transport.

The injury or illness results solely from normal body movements (e.g., walking unencumbered, talking, tying shoelace, sneezing, coughing etc.) provided that the action does not involve a job-related motion and the work environment does not contribute to the injury or illness.

Work Related Injury

Any injury, illness or medical condition arising out of, or in the course of a worker's employment, for which an entitlement exists under the Worker's Compensation and Rehabilitation Act 2003 (Qld) or any other State or Commonwealth equivalent including the Safety, Rehabilitation and Compensation Act 1988 (Cth).

Work under the Contract (WUC) Has the same meaning as under the Contract.

Worker

Means a person who carries out work in any capacity for Contractor, including work as:

- an employee
- a contractor or subcontractor
- an employee of a contractor or subcontractor
- an employee of a labour hire company who has been assigned to work in the person's business or undertaking
- an outworker
- an apprentice or trainee
- a student gaining work experience
- a volunteer
- a worker of a prescribed class.

Workplace is a reference to Section 8 of the WHS Act 2011 (Qld).

A workplace is a place where work is carried out for a business or undertaking and includes a place where a worker goes, or is likely to be, while at work.

Work Health and Safety Requirements

Takes the same meaning as defined in the Contract:

Includes:

- the Principal's policies and procedures relating to work health and safety;
- all legislative requirements relating to work health and safety, including the Workplace Health and Safety Legislation; and
- the requirements of:
 - relevant documents;
 - work standards;
 - the Contractor's Management Plans;
 - any manufacturer's recommendations associated with any equipment or materials to be used for the purposes of carrying out the WUC or to be installed as part of the WUC;
 - the particular site requirements or any other requirements identified in any relevant site induction or requirements; and
 - any other provisions of the Contract relating to health and safety (including occupational or work health or safety).

Workplace Exposure Standards

Has the same meaning as 'exposure standard' given in the definitions in Schedule 19 of the WHS Regulation 2011 (Qld).

For reference purposes within this document, it can be understood to represent the airborne concentration of a particular substance or mixture that must not be exceeded. The exposure standard can be of three forms:

- 8-hour time weighted average
- Short-term exposure limit
- peak limitation.

Workplace Health and Safety Legislation

Means legislation relating to health and safety at work which applies to the WUC including:

- the Electrical Safety Act 2002 (Qld)
- the Workers' Compensation and Rehabilitation Act 2003 (Qld)
- the WHS Act and Regulation
- The regulations made under those Acts and code of practice made under, or preserved pursuant to, the WHS Act, as amended from time to time.



8. References

Description	Status	Location
MAN-00313 Corporate HSW - Critical Control Handbook	Active	Rex & Waternet
PRO-00657 Corporate HSW - Hazard Identification and Risk Management Procedure	Active	Rex & Waternet
SPE-00312 Corporate Environment – Requirements for Projects and Works	Active	Rex & Waternet
FRM-00652 Corporate – Contractor Environment Management Plan Review Checklist	Active	Rex & Waternet

