



# Integrated Management System

## Contractor Management Guidance Document

### Dropped Object Prevention

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## 1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; and
- Assigned work activities are:
  - Effectively described; and
  - Performed safely

**Note 1.1:** For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as **Contractors**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

**Note 1.2:** Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

## 2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding **Dropped Object Prevention** at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

**Note 2.1:** If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via [HSE\\_Team@Motorfuelgroup.com](mailto:HSE_Team@Motorfuelgroup.com).

## 3. GENERAL GUIDANCE

### 3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts for a specific work scope at a Company Service Station, that includes a requirement to perform work at height creating a potential for dropped objects which has been identified as potentially involving significant risk (**Major Works**). This guidance document specifically details expectations regarding the prevention of **Dropped Objects**.

A dropped object is any object with the potential to cause harm, that falls from its elevated position. When referring to dropped objects the following will be considered:

- Tools and/or equipment being used at height or being left behind after working at height
- Work activities conducted at height

- Equipment mounted at a height that could fall following impact and/or other damage (e.g., piping, lights, canopy, insulation, etc.)
- Temporary equipment at height (e.g., scaffolding, test equipment)
- Areas where personnel are working on a level directly below the work site; and
- Mechanical lifting operations (e.g., cranes, forklifts, etc.)

### 3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit (WCP)** to be prepared, authorised and issued.

Contractors will conduct a work site inspection to identify if risks of exposure to work at height exist and if present, the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

### 3.3 HAZARD CONTROL

Contractors will be responsible for identifying activities or tasks that involve hazards involving dropped objects, and for identifying the risk reduction measures (i.e., controls) necessary to reduce any risks associated with these hazards to an acceptable level. Risk reduction measures to ensure a safe working environment will be selected from the hierarchy of controls, for example:

- Elimination, remove the potential for a dropped object
- Substitution, use alternative methods and/or processes
- Engineering:
  - Facility design, primary securing method, or secondary retention measures
  - Guarding, for example toe boards and guard rails
  - Barriers barricades around the hazardous area); and
  - Netting and other secondary safety systems
- Administrative Controls:
  - Work Control Permit (WCP)
  - Clearance Certificate (JSA)
  - Workforce education
  - Safe Method of Working or Risk Assessment and Method Statement (RAMS); and
  - Good housekeeping practices
- Personal Protective Equipment (PPE)

**Note 3.3.1:** The Dropped Objects Hazards Assessment Tool ([Appendix A](#)) is to be used as a guide in assessing the potential harm associated with objects that fall from height to help determine the potential severity of a dropped object.

## 4. MAINTAINING A SAFE WORK ENVIRONMENT

### 4.1 CONTROLLED ACCESS AREAS

Controlled access areas will be established when a potential dropped object hazard is identified in the workplace. Contractors must establish and monitor conformance with the precautions identified when work activities are performed in these areas.

#### 4.1.1 HIGH-RISK AREA

An area with a high potential risk (i.e., fatality, permanent disability, amputation, etc.) of a dropped object incident occurring is considered a **High-Risk Area**. The minimum risk reduction measures (i.e., controls) for work activities in these areas are:

- The Contractor (i.e., Job Supervisor) will ensure:
  - The placement of **Danger Tape** or other form of physical barrier, around the work area to prevent unauthorised access
  - Only personnel involved in the actual work taking place at height and required to be there to perform their assigned duties will be present in the work area
  - Scheduled and routine inspections of the work area to:
    - Assess the status of the work; and
    - Confirm the specified risk reduction measures (i.e., controls) remain effective
  - A formal process is used to authorise and control access and work activities in these areas, for example:
    - Site Induction
    - Clearance Certificate; and
    - Work Control Permit (WCP)

The Job Supervisor and Job Crew members are responsible for ensuring effective implementation of these risk reduction measures (i.e., controls), and for identifying any additional control measures required on a task-by-task basis.

#### 4.1.2 MODERATE RISK AREA

An area with moderate potential risk (i.e., restricted work or medical treatment injury) of a dropped object incident occurring is considered a **Moderate Risk Area**. The minimum hazard risk reduction measures (i.e., controls) for work activities in these areas are:

- The Job Supervisor will ensure:
  - The placement of **Warning Tape** around the work area, to control unauthorised access
  - Only personnel assigned specific tasks within the work area can enter the area
  - Scheduled and routine inspections of the work area to:
    - Assess the status of the work; and
    - Confirm the specified risk reduction measures (i.e., controls) remain effective
  - A formal process is used to authorise and control access and work activities in these areas, for example:
    - Safety Induction
    - Clearance Certificate; and
    - Work Control Permit (WCP)

The Job Supervisor and Job Crew are responsible for ensuring effective implementation of these risk reduction measures (i.e., controls), and for identifying any additional control measures required on a task-by-task basis.

#### 4.1.3 LOW RISK AREA

An area with a minimal or low potential risk for dropped object hazards is considered a **Low-Risk Area** (i.e., beneath the forecourt canopy, etc.).

Routine work activities (e.g., equipment inspections, cleaning, pump maintenance, etc.) in these areas do not require additional dropped object risk reduction measures (i.e., controls), and the area may be entered by anyone provided there is no warning tape, danger tape, signage, and/or barricade in place.

Non-routine activities (e.g., repairing or replacing light fittings, repairing the canopy, etc.), in these areas will require the designated MFG Representative and Job Supervisor will review the work site prior to work commencing to identify any potential dropped object hazards and implement any required risk reduction measures (i.e., controls). The output of the is assessment, including additional risk reduction measures (i.e., control) will be recorded, for example within the:

- Safe Method of Working
- Risk Assessment and Method Statement (RAMS)
- Work Control Permit (WCP); and
- Clearance Certificate

**Note 4.1.3.1:** Working in such areas does not mean that there is no exposure to dropped object hazards. Personnel must remain vigilant and assess all potential hazards prior to and during any work activities in these areas and ensure that adequate measures are implemented to protect them from harm.

## 4.2 WORKING WITH TOOLS AND EQUIPMENT AT HEIGHT

When work involving the use of tools and equipment at height is required, the following dropped object hazard risk reduction measures (i.e., controls) will be utilised:

- Select tools and tool accessories that are appropriate to the needs of the task, including lanyard (tethers), and tool bags

**Note 4.2.1:** For work activities in a designated **High-Risk Area** a **Tool Inventory** will be used to record the tools and equipment being used at height.

- Ensure that loose parts are secured to minimise the potential for drops
- Extend the radius of the **Controlled Access Area** to provide protection against the potential distance travelled by a dropped object
- Check tubular items (e.g., piping, etc.), for items that may have been left inside and use end caps where practical
- Confirm the integrity of the work platform, including toe boards, and use mats where there is a potential for small items/objects to fall through grating; and
- Maintain good standards of housekeeping during and after working at height activities

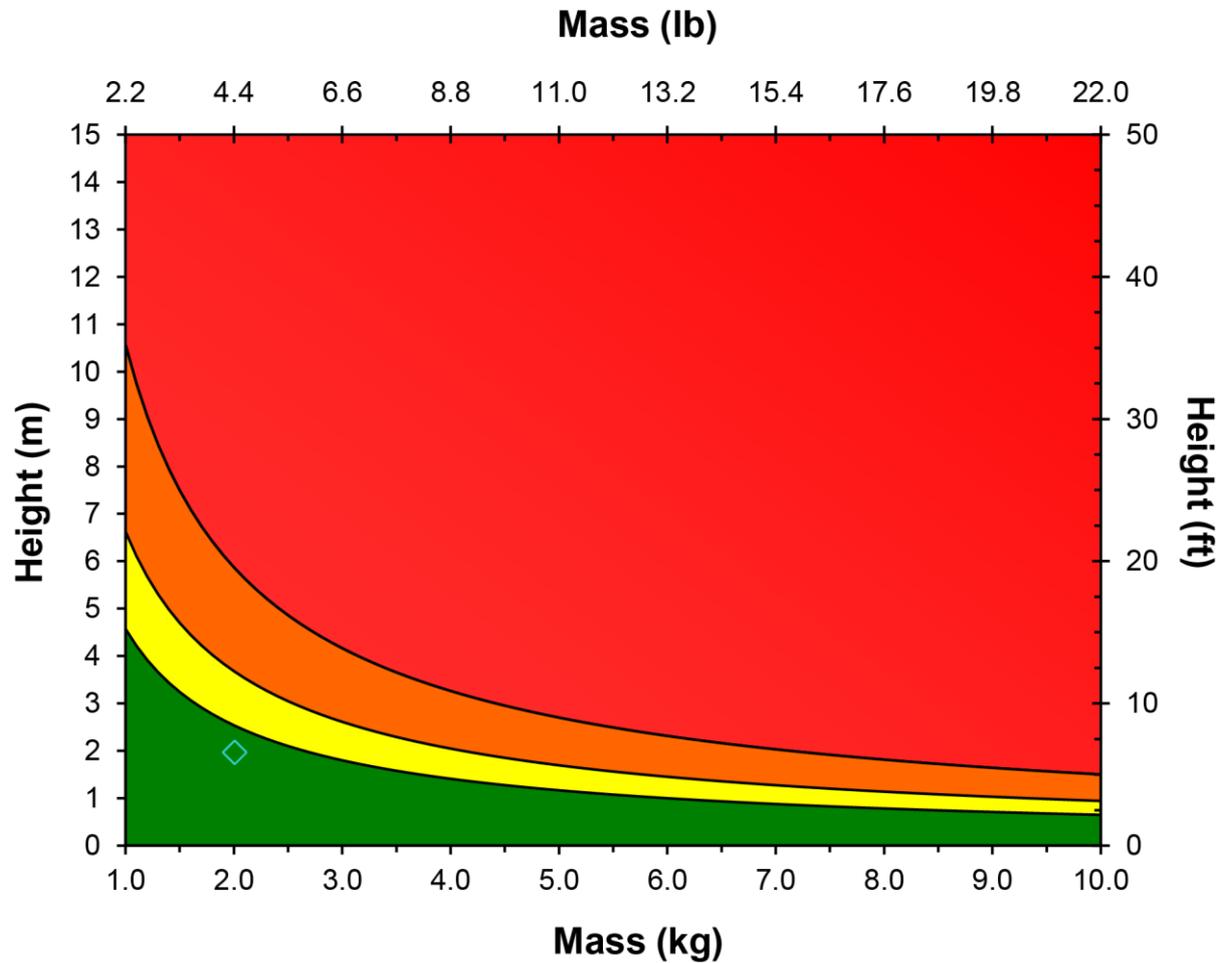
**Note 4.2.2:** When a need to work with tools and/or equipment at height is identified, the Contractor (Job Supervisor) will assess the need to establish controlled access areas and will also ensure the control measures required to ensure the elimination or satisfactory reduction of risk are implemented and effectively maintained.

## 5. MONITORING WORK PERFORMANCE & WORK COMPLETION

The Contractor (i.e., Job Supervisor) will:

- Monitor work activities related to working at height with a potential for dropped objects
- Confirm that:
  - Activities are carried out in accordance with the work control documentation
  - Any required field checks are performed and recorded
- On completion of the work activities:
  - Confirm and verify:
    - All waste and/or excess materials are removed from the work site
    - All handheld tools are removed and stored securely
    - Barriers, warning tape, flagging, signage, and floodlighting are removed; and
    - The work site is left in a safe condition
  - Sign-off the relevant work control documents, for example:
    - Clearance Certificate; and
    - Work Control Permit (WCP) if required

APPENDIX A – DROPPED OBJECTS HAZARD ASSESSMENT TOOL



■ Fatality    
 ■ Major    
 ■ Moderate    
 ■ Minimal

Definitions:

<b>Major</b>	Injury resulting in fatality or permanent/long-term disability (e.g., amputation, paralysis, loss of motor skills, lost time, etc.).
<b>Moderate</b>	Injury affecting work performance on a limited or longer-term basis (e.g., medical treatment, restricted work, chronic back injury, etc.).
<b>Minimal</b>	Injury not affecting work performance (e.g., minor first aid injury).