



# Integrated Management System

## Contractor Management Guidance Document

### Site Set-Up (Major Projects)

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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 **Site Set-Up (Major Projects)** 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 set-up site for major project work, which has been identified as potentially involving significant risk (**Major Works**). This guidance document specifically details expectations regarding the **Site Set-Up (Major Projects)**.

### 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, and authorised and issued, when required

### 3.3 HAZARD CONTROL

Contractors (i.e., Site Manager or Job Supervisor) will carry out a work site hazard inspection and determine the risk reduction measures (i.e., controls) required when work related to site set-up is identified. Consideration will be given to:

- The scope of work and associated tasks, for example:
  - Working at height
  - Access and egress
  - Equipment to be used
  - Mechanical lifting; and
  - Potential for dropped objects
- Location of the work activity (i.e., workplace hazards)
  - Traffic movement
  - Flammable liquids and vapours
  - Infrastructure
  - Activities of other (i.e., customers, visitors, etc.); and
  - Overhead hazards (i.e., powerlines)

**Note 3.3.1:** The presence of overhead electrical cables presents a risk of electrocution, for **230 kV cables** the recommended minimum safe working distance is **four (4) metres (13.1 feet)** and for **50kV cables** the minimum safe working distance is **three (3) metres (9.8 feet)**.

Contractors will formally record the assessment findings as part of the task-specific Safe Method of Working (supported by a Clearance Certificate) or Risk Assessment and Method Statement (**RAMS**) that include as a minimum:

- Hazards
- Associated risks to people, the environment and assets
- Risk ranking for existing risks (e.g., High, Medium or Low)
- The risk reduction measures (i.e., controls) required to reduce the existing risks
- A residual risk ranking following implementation of controls (e.g., High, Medium or Low); and
- Step by step description of how work tasks will be performed safely, including safe use of the equipment and tools required for the work

**Note 3.3.2:** If residual risk is determined after implementation of additional risk reduction measures (i.e., controls) to remain **High Risk**, work cannot begin. Further assessment is required to identify other controls that, following implementation, will residual reduce to an acceptable level.

## 4. SITE SET-UP (MAJOR PROJECTS)

### 4.1 ARRIVAL AT SITE

Contractors (i.e., Site Manager or Site Supervisor) will:

- Ensure that the required:
  - Personal Protective Equipment (PPE) is available to, and worn correctly by the Job Crew
  - Equipment is available and assigned to trained and competent personnel; and
  - Equipment and training certificates are reviewed and validated
- Confirm the following work control documentation is available:
  - Safe Method of Working (supported by Clearance Certificate) or RAMS
  - Work Control Permit (WCP) when required; and
  - Clearance Certificate

- Review the content of the work control documentation, for example:
  - Safe Method of Working (supported by Clearance Certificate) or RAMS
  - Work Control Permit, when required; and
  - Clearance Certificate; with the Job Crew to ensure mutual understanding
- Assign duties to the Job Crew based on skills, training, and experience; and
- Coordinate activities related to deliveries, for example:
  - Traffic management
  - Site sign-in; and
  - Unloading expectations and requirements

## 4.2 ATMOSPHERIC MONITORING (GAS TESTING)

Contractors (i.e., Job Supervisor) will assign an trained and competent person Authorised Person (Gas Tester) duties, when gas testing is identified as a risk reduction measure in the Safe Method of Working or RAMS following site inspection.

**Note 4.2.1:** Gas testing will be required if potential ignition sources (e.g., hot work or use of mobile motorised equipment) are likely to be present within a designated Hazardous Zone (i.e., DSEAR).

Thee Authorised Person will, using a calibrated gas detection instrument:

- Conducts tests for:
  - Oxygen
  - Flammable Vapour
  - Hydrogen Sulphide
  - Carbon Monoxide; and
  - Other Identified Vapours of Concern (Where Applicable)
- Confirm test reading are within the specified limits:
  - Oxygen: **19.5% to 23.0%**
  - Flammable Vapour: Less Than **5% LEL (<5% LEL)**
  - Hydrogen Sulphide: Less Than **10 ppm (<10 ppm H<sub>2</sub>S)**
  - Carbon Monoxide: Less Than **30 ppm (<30 ppm CO)**; and
  - Other identified vapours of concern: Within Published Worker Exposure Limits (WEL's)
- Accurately record gas testing readings (e.g., Clearance Certificate or Gas Testing Log Sheet)

## 4.3 WELFARE CABIN & STORAGE UNITS

Contractor (i.e., Job Supervisor and Job Crew) will:

- Perform pre-task hazard assessment to:
  - Confirm risk reduction measures (i.e., controls) identified in Safe Method of Working or RAMS are implemented
  - Identify any new or additional site-specific hazards; and
  - Determine and implement any additional risk reduction measures (i.e., controls) needed to allow the work to proceed safely
- Ensure that mechanical lifting activities are properly controlled and supervised, for example
  - Lift Plan to be agreed and documented with Competent Person (Crane or Hiab Operator)
  - Crane or Hiab Operator to be certified as Competent
  - Lifting equipment to be certified as within test
  - Outriggers to be used where required
  - Lift area to be clear of people, equipment, and materials; and

- Banksman (e.g., Spotter) to communicate with Crane/Hiab Operator throughout lift
- Ensure that manual handling activities performed during this phase of the work are:
  - Assessed, including route of travel, and size and shape of the load
  - Performed using:
    - Lifting aids if identified as necessary; and
    - Proper kinetic handling techniques
- Secure the office, welfare cabin and storage unit(s) in the designated location(s)
- Note 4.3.1:** Competent personnel to connect services to these facilities, as appropriate.
- Inspect the work site remove and stow items of equipment and/or debris

## 4.4 SITE SECURITY

### 4.4.1 SITE OFFICE, WELFARE CABIN & STORAGE UNITS

Contractors (i.e., Job Supervisor and Job Crew) will:

- Install security fencing (i.e. Haras anti-climb fencing) around the:
  - Site office
  - Welfare cabin; and
  - Storage units

**Note 4.4.1.1:** Refer to Health & Safety Executive Guidance Document; [HSG 151 The Site Perimeter and Other Boundaries](#), for guidance and address within RAMS.

- Ensure that manual handling activities performed during this phase of the work task are:
  - Assessed, including route of travel, and size and shape of the load
  - Performed using:
    - Lifting aid if identified as necessary; and/or
    - Proper kinetic handling techniques, including two person lifting where necessary
- Take precautions against:
  - Vehicle and pedestrian access and egress
  - Sharp edges; and
  - Slip, trip, and fall hazards (e.g., uneven surfaces) in the work site(s)
- Ensure that the security fencing is:
  - Stabilised / supported
  - Secured using the correct types of securing devices
  - Provided with correctly installed and suitable access panels (i.e., gate); and
  - Installed correctly and secure
- Post warning notices on the fencing, including relevant Work Site Health and Safety Information

### 4.4.2 DESIGNATED WORK AREAS (FORECOURT OR INFRASTRUCTURE)

Contractors (i.e., Job Supervisors and Job Crew) will:

- Prepare to install security fencing (i.e., Haras anti-climb fencing) to define and secure work areas
- Perform pre-task hazard assessment(s) to:
  - Confirm risk reduction measures (i.e., controls) identified in Safe Method of Working or RAMS are implemented
  - Identify any new or additional site-specific hazards; and
  - Determine and implement any additional risk reduction measures (i.e., controls) needed
- Install Haras Fencing to secure work areas:

- Ensure any manual handling activities performed during this phase of the task, are:
  - Assessed, including route of travel and weight to be lifted
  - Performed using:
    - Lifting aid if identified as necessary; and
    - Proper kinetic handling techniques, including two persons lifting where necessary
- Take precautions against:
  - Site vehicle and pedestrian access and egress
  - Sharp edges; and
  - Slip, trip, and fall hazards (e.g., uneven surfaces) in the work site
- Ensure that the security fencing is:
  - Stabilised / supported
  - Secured using the correct types of securing devices
  - Provided with correctly installed and suitable access panels (i.e., gate); and
  - Installed correctly and secure
- Post warning notices on the fencing, including relevant Health and Safety Information

#### 4.5 HOUSEKEEPING & SECURITY INSPECTIONS

Contractors (i.e., Job Supervisor and Job Crew) will inspect the work sites confirm removal of:

- All equipment and tools
- Spare fittings and fixtures
- Materials
- Waste; and
- Other potential housekeeping hazards

Contractor (i.e., Job Supervisor) will inspect the welfare facilities and work site to confirm:

- Proper installation and security of:
  - Office
  - Welfare Facilities; and
  - Storage Units
- Proper installation and security of:
  - Security fencing
  - Fencing access panels; and
  - Notices
- Removal and safe stowage of:
  - All equipment and tools
  - Spare fittings and fixtures
  - Materials
  - Waste; and
  - Other potential housekeeping hazards

#### 5. MONITORING WORK PERFORMANCE & WORK COMPLETION

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

- Monitor work activities related to site set-up
- Confirm that:
  - Activities are carried out in accordance with the work control documentation; for example:

- Safe Method of Working or RAMS
  - Any required 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, when required