Integrated Management System

Contractor Management Guidance Document

Constructing Concrete Forming Frames

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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 the **Construction of Concrete Forming Frames** 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.

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 activities within excavations and trenches that may include confined space entry which has been identified as potentially involving significant risk (**Major Works**).This guidance document details expectations for **Constructing Concrete Forming Frames**.

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 the risks associated to the proposed work tasks and determine the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

3.3 Risk Assessment & Method Statement

Contractors will carry out a hazard inspection of the work site and determine the risk reduction measures (i.e., controls) required when constructing concrete forming frames following breaking ground activities (i.e., excavation and trenching). Consideration will be given to:

- The scope of work and associated tasks, for example:
    - Constructing concrete forming frames
    - Access and egress
    - Mechanical plant to be used, for example:
        - 360 Excavator (including lifting equipment)
        - Dumper truck; and
    - Mechanical equipment to be used, for example:
        - Saws (including Stihl Saw)
        - Drills; and
        - Compactor (e.g., Whacker Plate)
    - Non mechanical hand tools, including access ladders
- Location of the work activity (i.e., workplace hazards)
    - Traffic movement
    - Flammable liquids and vapours
    - Infrastructure (i.e., dispensers, valeting, LPG, retail building and Fo to Go)
    - 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 cable the minimum safe working distance is three (3) metres (9.8 feet).
- Duration of the work
- Confined space entry consideration (i.e., deep excavations)
- Condition and stability of existing surfaces, including ground conditions
- Physical capabilities of the workers; and
- Emergency procedures required in the event of an incident

Contractors will formally record the assessment findings as part of the task-specific Risk Assessment and Method Statement, which will 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

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. Preparing to Constructing Concrete Forming Frame

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

- Excavation is safe in all aspect for entry, for example:
  - The removal of:
    - Slip, trip, and fall hazards
    - Waste materials; and
    - Excessive levels of water
  - The provision of suitable and safe means of access and egress; and
  - Availability of suitable risk reduction measure designed to prevent wall collapse

  Note 4.1: Excavations deeper than 1.52 metres (5 feet) are considered a confined space and require the issue of a Work Control Permit (WCP) allow entry into the excavation. Additionally, if workers are required to in a crouched or kneeling position to perform work within an excavation, a Work Control Permit (WCP) will be required at a reduced depth.
- Availability of sufficient materials for the:
  - Sub-grade (e.g., crushed stone)
  - Building of forming frames, for example:
    - Plywood
    - Framing timber; and
    - Reinforcing wire (i.e., Re-Bar)
- Manage and coordinate the construction of concrete forming frames
- Review the Risk Assessment and Method Statement (RAMS) for the work, to:
  - Ensure full understanding
  - Confirm suitable for the proposed work; and/or
  - Identify and record any required amendments to the RAMS
- Review the Work Control Permit (WCP) if required with the designated MFG Representative
- Prepare a Clearance Certificate
- Communicate the content of the Work Control Permit and Clearance Certificate to the Job Crew and other affected personnel (i.e., Pre-Job Safety Brief) and confirm mutual understanding of:
  - Risk Assessment and Method Statement (RAMS)
  - Work Control Permit (WCP) if required; and
  - Clearance Certificate
- Assign duties to each member of the Job Crew and confirm their responsibilities
- Verify that the:
  - Risk reduction measures (i.e. controls) regarding backfilling excavations, including confined entry where necessary, are implemented; and
  - Mobile plant and equipment being used is properly inspected, certified as fit for purpose, and is available for use

  Note 4.2: The Contractor will perform a risk assessment to determine if atmospheric monitoring (i.e., gas testing) required at the work site. Gas testing mandatory if mechanic plant or equipment capable of producing an ignition source is used in a Classified Hazardous Area (DSEAR) or confined space entry is required.

  Note 4.3: Gas testing will be performed by an Authorised Person to confirm the work site is within acceptable tolerances for potentially hazardous atmospheres, see below:
  - Oxygen: 19.5% to 23.0%
  - Flammable Vapour: Less Than 5% LEL (<5% LEL)

- Hydrogen Sulphide: Less Than 10 ppm (<10 ppm H2S)
- Carbon Monoxide: Less Than 30 ppm (<30 ppm CO); and
- Other identified vapours of concern: Within Published Worker Exposure Limits (WEL's)

- Ensure that:
  - Equipment to be used for frame forming activities is inspected and confirmed fit for purpose, for example:
  - Plant and equipment operators are trained and competent to perform their assigned duties
  - All pre-work activities have been completed
    - Sub-grade materials are available (if required)
    - Frame forming materials are available, for example:
      - Timber framing wood
      - Securing connectors and fixtures (e.g., bolt and fasteners); and
      - Reinforcing wire (i.e., Re-Bar)
  - The work site is safe in all aspect to allow the frame forming work to proceed; and
  - The Job Crew are ready in all aspects to proceed with the work

5. Constructing Concrete Forming Frames

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

- Review the drawing / plans to confirm arrangement for frame forming
- Confirm the:
  - Excavation is safe to enter, for example:
    - Safe means of access and egress
    - Slip, trip, or fall hazards removed or highlighted
    - Windblown rubbish removed
    - Waste items removed; and
    - Excessive levels of standing water corrected
  - Sub-grade materials are available and free of:
    - Large rocks
    - Vegetation; and
    - Other deleterious materials, for example:
      - Wood
      - Organic waste
      - Polyurethane foam; and
      - Plaster board
- Compact the area within the excavation in which concrete structures are required
- Safely transfer sub-grade material into compacted area using the excavator and/or hand tools
- Compact the sub-grade using mechanical tools until the required depth is achieved

  Note 5.1: Job Supervisor to ensure that the sub-grade has been backfilled correctly and compacted prior to authorising framing work to proceed.

- Construct the forming frames in accordance with design specifications, ensuring:
  - The frame is strong enough to withstand all types of dead and live loads:
    - Rigidly constructed; and
    - Effectively propped and braced to retain its shape, both:
      - Horizontally, and

        - Vertically
    - The joints of the frame are sufficiently tight to prevent leakage
    - The frame is set accurately to the desired line and levels should have a plane surface
- Reinforcing wire (i.e., re-bar) if required, is:
    - Accurately positioned
    - Cut and formed safely

      Note 5.2: Reinforcing wire (re-bar) may require cutting into the required lengths and then bent (formed) into the appropriate shape (as per design specification)

    - Adequately supported; and
    - Effectively secured against displacement

      Note 5.3: Reinforcing wire when formed will be carefully positioned within the forming frame and secured in place using wire ties or other fastenings. Correct spacing and alignment is crucial for uniform distribution of strength throughout the concrete**.**

- The following safe handling requirements apply to installing reinforcing wire (i.e., re-bar):
    - Use mechanical lifting when locating reinforcing wire at the work sites
        - Mechanical lifting equipment to be suitable, and certified, for lifting operations; and
        - Lifting accessories to be certified and confirmed as fit for purpose

      Note 5.4: Work Control Permit (WCP) to be prepared, reviewed, approved, and issued for mechanical lifting activities, if deemed necessary by the designated MFG Representative.

    - Manual handling requirements must be assessed immediately prior to performing a lift to ensure that the manual handling activity is safe to perform manual

      Note 5.5: Where considered safe to proceed the manual handling activities will require the use of safe and efficient kinetic handling techniques, including as necessary:
        - Lift aids; and/or
        - Second person to assist with the lift.
    - Cutting and forming reinforcing wire will require:
        - The use of mechanical cutting and forming equipment (e.g., Stihl Saw or grinder)

          Note 5.6: Reinforcing wire (re-bar) may require cutting into the required lengths and then bent (formed) into the appropriate shape (as per design specification).

        - Consideration given to the need to issue a hot work permit based on the Contractor conducting a risk assessment

          Note 5.7: If hot work is likely to create an ignition source (e.g., grinding or use of Stihl saw) within a classified Hazardous Area (DSEAR) a Work Control Permit (WCP) is a mandatory requirement, including a requirement to conduct atmospheric monitoring (i.e., gas testing) of the work site.

        - Required PPE to be worn, including
            - Hearing protection
            - Safety goggles or face visor; and
            - Leather or impact resistant gloves
    - Use mechanical lifting when positioning pre-formed reinforcing wire (re-bar) within the forming frame:
        - Mechanical lifting equipment to be suitable, and certified, for lifting operations
        - Lifting accessories to be certified and confirmed as fit for purpose

      Note 5.8: Work Control Permit (WCP) to be prepared, reviewed, approved, and issued for mechanical lifting activities, if deemed necessary by the designated MFG Representative.

Note 5.9: If mechanical lifting activities are required within a classified Hazard Area (DSEAR) a Work Control Permit will be required that includes hot work controls including atmospheric monitoring (i.e., gas testing).

Note 5.10: If manual handling is required to correctly position reinforcing wire (i.e., re-bar) within the forming frame they will be performed using safe and efficient kinetic handling techniques, including as necessary lift aids and/or second person to assist with the lift.

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

- Monitor work activities related to the construction of concrete forming frames
- Confirm that the forming frames:
  - Activities are carried out in accordance with the work control documentation
  - The frame(s) are constructed in accordance with the design specifications; and
  - Meet design intent
- Ensure any required field checks (e.g., alignment and configuration) are performed and recorded

6. Monitoring Work Performance & Work Completion

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

- Monitor work activities related to concrete forming frames activities to ensure:
  - Work activities are carried out in accordance with the work control documentation
  - Any required field checks (e.g., alignment, etc.) are performed and recorded
  - Frames are constructed accordance with design specifications (i.e., drawings or plans)
    - Shape
    - Depths
    - Contour; and
    - Reinforcing wire (i.e., re-bar) requirements
  - Waste is correctly stored or disposed of off-site
  - When not in use:
    - All mobile equipment is parked safely and secured; and
    - All handheld tools are removed and stored securely
  - Forming frames are correctly secured within excavations that are:
    - Protected against collapse
    - Properly protected (e.g., fencing, warning tape and lighting); and
    - Safe in all aspects to allow:
      - Local compacting of the sub-soil; and
      - Safe construction of forming frames within the excavation

  Note 6.1: Until excavated areas have been fully restored to **ground level** the work site must remain secured against unauthorised access (e.g., fencing, warning tape and lighting).
- On completion of the frame forming activities confirm:
  - All waste and/or excess materials are removed from the work site
  - Mobile equipment is parked safely and secured
  - Handheld tools are removed and stored securely
  - Barriers, warning tape, flagging, signage, and floodlighting remain in place; and
  - The work site is safe and ready in all aspects, for any required further work
- Sign-off the relevant work control documents, for example:
  - Clearance Certificate; and
  - Work Control Permit (WCP) if required