

# Recent changes

## Health Safety Environment for Contractors

Version date: 06 Dec 2024

This register summarises changes to the [Health Safety and Environment \(HSE\) Requirements for Contractors](#) and documentation referenced within. Speak with your Water Corporation Contract Manager to confirm the applicability of these changes to your contract.

Previous versions of these documents are available on request by emailing [HSEsystems@watercorporation.com.au](mailto:HSEsystems@watercorporation.com.au).

Version date	Document	What has changed?	Reference	Comment
06 Dec 2024	HSE requirements for contractors	<p>We've updated the Minimum safety standards to clarify:</p> <ul style="list-style-type: none"><li>• Site supervisor competency</li><li>• Site supervisor and worker ratios</li><li>• Construction Risk Assessment Workshop (CRAW) terminology</li><li>• difference between Locate and protect underground services (RIICCM202) training and Before You Dig Australia (BYDA) awareness training.</li></ul> <p>Update references to Contractor work authority replacing Clearance to work.</p> <p>Clarification that it is the contractor's responsibility to report notifiable incidents and may be required to provide evidence on request.</p> <p>We've removed references to COVID-19.</p>	<a href="#">HSE requirements for contractors</a>	Contractor work authority replaces Clearance to work. We are in a transition period with final cutover due 01 March 2025. While we are transitioning, it is ok to use either old or new forms.
18 Oct 2024	Lock Out Tag Out (LOTO) procedure	We've introduced a third party isolation handover form. This is for use with third parties (not contractors).	<a href="#">Lock Out Tag Out (LOTO) procedure</a>	Contractors will continue to receive confirmation of isolation via the Isolation permit. No action required for contractors
28 Jun 2024	Work Health and Safety (WHS) policy	We've updated our Work Health and Safety (WHS) policy and WHS policy poster. This time we've included: <ul style="list-style-type: none"><li>• reference to process safety (highlighting the distinction from people safety)</li><li>• expanded the explanation of psychosocial risk management.</li></ul>	<a href="#">WHS policy</a>	None

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15 Dec 2023	Contractor HSE induction training	<p>Site supervisor induction training is a requirement for contractors who supervise on construction sites under AS 4000 and AS 4902 contracts.</p> <p>We've updated the contractor HSE training documents:</p> <ul style="list-style-type: none"> <li>• What training do I need to do</li> <li>• Frequently asked questions</li> </ul>	<a href="#">Contractor HSE training</a>	None
04 Dec 2023	Worksafe OHSE Subbypack	<p>WorkSafe WA has recently removed the OHSE Subbypack template from their website and we've replaced with Comcare WA Work Health and Safety Management Plan template to help our suppliers meet our tier requirements.</p> <p>Additional information that our tier 3 and 4 suppliers need to provide has been updated in the HSE Prequalification – additional requirements:</p> <ul style="list-style-type: none"> <li>• stop work authority</li> <li>• alcohol and other drugs</li> <li>• subcontractor management</li> <li>• management of change</li> <li>• injury management</li> <li>• environmental management.</li> </ul>	<a href="#">Comcare WHS management system website</a>	None
02 Oct 2023	HSE requirements for contractors	<p>HSE requirements for contractors has been updated to:</p> <ul style="list-style-type: none"> <li>• include infectious risk for dried wastewater and controls applied to both wet and dry products.</li> <li>• replace Fall Injury Prevention Systems (FIPS) terminology to work positioning systems as per Work Health and Safety legislation.</li> <li>• require workers to use a fall arrest system on portable ladders greater than 3m.</li> </ul> <p>The old 2 and 3 metre trigger for edge protection is no longer in the WHS regs. From 30 Mar 2025 we have to provide fall prevention devices, work positioning systems and fall arrest systems to manage fall risk in construction regardless of the height of the fall.</p>	<a href="#">HSE requirements for contractors</a>	None

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06 Jun 2023	Safety essentials leader's guide Safety essentials field guide Safety essentials poster	We've have added a new safety essential 'Healthy minds', to recognise the importance of being in the right head space when we do high risk work.	<a href="#">Leader's guide</a> <a href="#">Field guide</a> <a href="#">Safety essentials</a>	None
06 Apr 2023	Environment policy	We've updated our Environment to align with our Thrive 2035 objectives.	<a href="#">Environment policy</a>	None
21 Feb 2023	S152 Public safety at construction sites	We've clarified that: <ul style="list-style-type: none"> <li>The gap between the ground and base of fence panels should not exceed 200mm.</li> <li>Where they do dog bars or other equipment that achieves the same outcome (e.g., upside down fence panel) must be used.</li> <li>Horizontal gaps between fence panels must not exceed 75mm.</li> </ul>	<a href="#">S152 Public safety at construction sites</a>	None
01 Aug 2022	HSE requirements for contractors	HSE requirements for contractors has been updated for: <ul style="list-style-type: none"> <li>mandatory controls for working near water services, disconnecting waster services and working near flooded ground</li> <li>LOTO permit replacing isolation request form</li> <li>NOHSC codes for asbestos replaced with Western Australian WHSC codes</li> <li>removal of COVID-19 case management procedure, replaced with simplified COVID-19 reporting requirements.</li> </ul>	<a href="#">HSE requirements for contractors</a>	None
29 Jul 2022	Clearance to work procedure	Clearance to work procedure updated to our new writing styles. No change to process, just an easier read.	<a href="#">Clearance to work</a>	None

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15 Jun 2022	HSE requirements for contractors	<p>From 10 June 2022, contractors and visitors no longer need proof of vaccination as a condition of site entry.</p> <p>Please continue to let us know if any of your people who have recently visited one of our sites, gets COVID-19.</p> <p>Removed link to COVID-19 case management procedure.</p>	<a href="#">HSE requirements for contractors</a>	Proof of vaccination no longer applies
18 May 2022	COVID-19 Case management procedure	<p>The State Government has made several changes as part of their easing of restrictions which include:</p> <ul style="list-style-type: none"> <li>• definition, notification and requirements of close contacts</li> <li>• removal of the critical worker protocols</li> <li>• removal of mask mandate except for high-risk settings and environments where social distancing cannot be maintained</li> <li>• COVID-19 exposure sites will no longer be communicated.</li> </ul>	<a href="#">COVID-19 Case management</a>	None
12 Apr 2022	COVID-19 Case management procedure	The Department of Health will no longer publish exposure sites on the HealthyWA website or wa.gov.au website. The Department of Health will only notify of major outbreak venues or super-spreader events in Western Australia.	<a href="#">COVID-19 Case management</a>	None
06 Jan 2022	COVID-19 Case management procedure	Updated for definitions of contacts, and what to do if you've been to an exposure site.	<a href="#">COVID-19 Case management</a>	Let your Water Corporation representative know if there's a confirmed COVID case in a worker who has attended one of our sites during their infectious period.

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22 Dec 2021	HSE requirements for contractors	Contractors must have systems in place to verify the vaccination status of their workers, including subcontractors, prior to attending a Water Corporation site. Workers must carry proof of vaccination and may be asked to present this along with photo identification on site entry. We will not be retaining/storing copies of the contractor's vaccination evidence; sighting the evidence is sufficient. We have clarified the meaning of temporary works with a definition and examples.	<a href="#">HSE requirements for contractors</a>	Proof of vaccination applies from 01 Jan 2022
10 Nov 2021	Lock Out Tag Out (LOTO) procedure	New categories for types of isolations, basic and permit. Basic isolation is where: the isolation does not impact a critical process safeguard, and one of: all individuals can attach their own personal danger lock/tag to all isolation points work is on a low risk water reticulation system. All other isolations require an isolation permit. Critical process safeguards are instruments, equipment and interlocking which prevents or mitigates release of energy or dangerous goods. The isolation permit replaces the following forms with a single A3 permit, similar to the confined space permit: isolation request form isolation planning meeting template isolation handover form fluid system isolation plan The complex isolation position nomination form, and LOTO self-assessment will be obsolete. 'Green lockbox' lock has been renamed 'green equipment' lock. Basic isolation is done either via safe job planning, or on the clearance to work (for contractors)	<a href="#">Lock Out Tag Out (LOTO) Procedure</a>	Contractors will have until 31 Dec 2022 to complete the new training. In the meantime, contractors may still use the isolation request form. This can be either attached to the LOTO permit or information transferred across.

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22 Sep 2021	S152 Public safety at construction sites	Update for template and writing style (light touch review).	<a href="#">S152 Public safety at construction sites</a>	No specific action required.
06 Aug 2021	Work Health and Safety (WHS) policy	We are combining our Occupational Safety and Health (OSH) policy and Injury management policy, and replacing with the Work Health and Safety (WHS) policy to prepare for the upcoming Work Health and Safety legislation and better reflect our key safety priorities.	<a href="#">Work Health and Safety (WHS) policy</a>	Replace existing hard and soft copy policies in your workplace and local documents.
21 May 2021	COVID-19 Case management procedure	The procedure has been updated as follows: simplified managing a suspected versus confirmed case of COVID-19 removed reference to transition plan which was about returning to the workplace clarification that rapid response team members must delegate their role if they will be on leave/unavailable added checklists for roles in the rapid response team.	<a href="#">COVID-19 Case management</a>	No changes impacting contractors.
30 Mar 2021	Health safety and environment (HSE) requirements for contractors	<p>'Electrical safety in metallic pipeline construction' was omitted in error, and we have removed the HV switching practice manual link because it's not externally available.</p> <p>Minimum standards refers to AS4000 and AS4902, instead of major works contracts. The two safety units can be completed within the supervisors' certificate as electives, or as additional qualification.</p> <p>Incident reporting:</p> <ul style="list-style-type: none"> <li>Contractors need to present the outcome of HPI investigations within 10 working days</li> <li>Calendar days changed to working day equivalents, to allow for public holiday times</li> <li>2 hours verbal reporting requirement has changed to 30 mins, to align internally and allow for quick response and support for the investigation.</li> </ul>	<a href="#">HSE requirements for contractors</a>	Minimum standards apply from 31 March 2021.

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30 Oct 2020	Health safety and environment (HSE) requirements for contractors	<p>Include the new minimum safety standards for major works contracts. These provide the requirements to be included within certain contracts, so that all contractors provide an equivalent high level of work health and safety on our major works contracts. These standards were co-created with our contractors and seek to 'raise the bar' in terms of safety expectations, improving the safety and wellbeing of all our people, including our contractors.</p> <p>Clarify the post work fire watch duration requirements are 20/30mins depending on fire danger rating, or 60mins for indoor work. Under Total fire ban, follow Department of Fire and Emergency Services (DFES) requirements.</p>	Section 3.4.6 and section 4 in <a href="#">HSE requirements for contractors</a>	The minimum standards in section 4 are applicable to our major works contracts (AS4000, AS4902) managed by Project Management Business Unit issued for bid after 31 March 2021.
30 Oct 2020	Pipeline Voltage mitigations	The Pipeline Voltage Mitigation procedure now includes the requirement to use bridging equipment when breaking continuity of pipe.	Section 5.1.2 in <a href="#">Pipeline voltage mitigation</a>	None
17 Apr 2020	<p>COVID-19 Case management procedure</p> <p>Managing a suspected or confirmed case of COVID-19</p>	Additional mandatory procedures for contractors have been added to the Health Safety and Environment (HSE) Requirements for Contractors.	Section 3.2 in <a href="#">HSE requirements for contractors</a> references these new procedures	None

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8 Jan 2020	Environmental Policy PCY 230	The Environment Policy (PCY230) has been updated to align with the recently updated Water Corporation Greenhouse Gas objective and State Government objective to reduce carbon emissions to net zero by 2050.	Section 3.1 in <a href="#">HSE requirements for contractors</a> mentions the Environment Policy	None
5 Jun 2019	Environmental Policy PCY 230	<p>PCY230 Environment Policy has been updated to:</p> <ul style="list-style-type: none"> <li>• Align with the new Corporate Vision which now includes Lowest Environmental Impact.</li> <li>• Include objectives that drive Water Corporation towards the Lowest Environmental Impact. Our new objectives are:                             <ul style="list-style-type: none"> <li>○ No net greenhouse gas emissions by 2030.</li> <li>○ Protecting the oceans and waterways we influence.</li> <li>○ Increasing reuse of treated wastewater.</li> <li>○ Reducing water use per capita to conserve resources.</li> <li>○ Sustainable use of resources with no net clearing of native vegetation.</li> </ul> </li> <li>• Remove references to the previous commitment: Striving for Zero Footprint.</li> </ul>	Section 3.1 in <a href="#">HSE requirements for contractors</a> mentions the Environment Policy	<p>We have a new Corporate Vision statement which includes Lowest Environmental Impact.</p> <p>Our Environment Policy (PCY 230) needs to describe how we will achieve our new vision.</p> <p>The current Environment Policy was endorsed in October 2015, and is due to be revised.</p>

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13 June 2017	<p><a href="#">S022 Personal Protective Equipment</a></p> <p>Appendix E Personal Protective Equipment for chemical dosing facilities</p>	<p>An approved HSEAA concession is required, where the risk to the individual is likely to be increased through the use of a component of PPE, or where the requirement to wear one item of PPE may impede the wearing of another item of PPE. The <a href="#">request for HSEAA concession form</a> has to be submitted to SEAA Branch for review and approval before the activity is undertaken.</p> <p>PPE requirements listed in the <a href="#">Liquid Corrosive Chemical PPE Selection Chart</a> and indicated within Appendix E apply when conducting activities at chemical dosing facilities that require:</p> <ul style="list-style-type: none"> <li>• Entering a chemical dosing room.</li> <li>• Coming within 5 metres of               <ul style="list-style-type: none"> <li>○ Pressurised pipework that contains a chemical at a hazardous concentration ((identified by labelling or colour coding). Pressurised pipework does not include ground based storage tanks or pipework subject to only head pressure.</li> <li>○ Mixing or pouring of chemicals from an open container with a volume of 3L or greater.</li> <li>○ A chemical delivery that involves making or breaking connections, such as tanker deliveries</li> </ul> </li> <li>• Being underneath overhead pipework that contains a chemical at a hazardous concentration.</li> </ul> <p>Chemical resistant gloves for liquid corrosives must meet European Standards (EN 374) indicated by the symbol below with the letter rating K and L.</p>	<p>4.10 PPE Concession</p> <p>Appendix E</p>	

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16 January 2017	WC-OSH 023 Clearance to Work on Water Corporation assets	New section (s5.4) included to stipulate requirements for urgent repair work or reactive maintenance where the normal 5 day notification is not practical. New form Clearance to Work Acceptance Checklist (Appendix E) which provides a standard approach to validate contractor's compliance with procedural requirements.	Section 5.4  Appendix E	Before starting work on site, contractors must demonstrate that they have complied with the requirements of the Clearance to Work Procedure. This will be documented using the Clearance to Work Acceptance Checklist.