Known Hazards At Commonwealth Premises

GENERAL GUIDANCE FOR ANNEX E

Status: Optional

Purpose: To list hazards to the health and safety that are or may be present at the Commonwealth Premises to be used by the Contractor.

Policy: WHS Legislation

Defence Safety Manual (SafetyMan)

Guidance: This Annex is used to list WHS hazards known to be present at, or in the proximity of, Commonwealth Premises where work may be performed under the Contract. Hazards can include Problematic Substances, Problematic Sources, Asbestos Containing Materiel (ACM), high-voltage electricity, noise and other hazards. This annex informs the Contractor and Subcontractors when preparing Work Health and Safety (WHS) risk assessments, in compliance with WHS Legislation.

Annex E includes a standard introduction (clauses 1 and 2) outlining the purpose of the Annex and the Contractor’s acknowledgement of the hazards. This is followed by specific details in clause 3, which may be repeated for each of the applicable Commonwealth Premises (eg, each Defence base). Where there are multiple sites and a large amount of detail for each site, an enclosure for each site can be a more usable document structure.

Problematic Substances include Hazardous Chemicals, Dangerous Goods, Ozone Depleting Substances (ODSs) and Synthetic Greenhouse Gases (SGGs). For WHS purposes, the focus is on Hazardous Chemicals and Dangerous Goods. These are present at many Commonwealth Premises and common examples include fuels, cleaning agents, solvents and compressed gases. ODSs and SGGs are not as important in this Annex unless they also pose a risk to health and safety (eg, fire suppressants in a confined work area). Drafters should refer to the Defence *ChemAlert* database, on the Defence Restricted Network, and transfer identifying details for the applicable Problematic Substances into Table E-1.

ACM may be present in Commonwealth buildings where the Contractor and/or Subcontractors are required to work. If applicable, details of ACM can be obtained from Security and Estate Group and summarised in Table E-1.

Problematic Sources may be present at or near locations where the Contractor and/or Subcontractors will perform work. Examples include microwave radars, lasers and some chemicals used in non-destructive testing. Drafters must identify and include applicable Problematic Sources in Table E-2.

Other hazards, if applicable, should be added to Table E-3. These may include high levels of noise, high-voltage electrical installations, and any other hazards. Drafters should consult WHS representatives in order to identify these hazards.

Drafters should enter details in the appropriate tables. If the RFT includes location options (eg, on or off-base options to be proposed by tenderers) then the Annex should be updated during pre-contract period, or otherwise prior to Effective Date (ED). Changes to Annex E after the ED will require a CCP.

Related Clauses: Paragraph 5 of Annex E to Attachment A of the Conditions of Tender (Risk Assessment)

SOW Clause 12, Health, Safety and Environment

known hazards At Commonwealth Premises

1. Purpose

This Annex E summarises the hazards that are known to be present at Commonwealth Premises where work may be performed under the Contract.

1. WHS Hazards

Note to drafters: Each of the applicable Commonwealth Premises should be listed under clause 2.1. Details must then be added for each of the applicable Commonwealth Premises under clauses 3, 4, and so on (or as enclosures for each of the Commonwealth Premises).

The Contractor acknowledges that this Annex E provides a list of known Problematic Substances, ACM, Problematic Sources and other hazards present at (‘the applicable Commonwealth Premises’):

[...INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN...]; and

[...INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN...].

The Contractor further acknowledges, regarding known hazards, that:

details in this Annex E are not intended to be comprehensive or exhaustive, but provide an overview of the general location of known Problematic Substances, ACM, Problematic Sources and other hazards, where applicable;

the referenced survey reports identified in the ‘Comments / Survey Report’ column of each table, for each of the applicable Commonwealth Premises, should be consulted for specific details of the known hazards;

the referenced survey reports may be amended or superseded during the Term and the latest documents should be sought from the Commonwealth Representative prior to any undertaking work at each location; and

Note to drafters: The selection of the HSMP or SSMP in clause 2.2d should match the option selected in clause 12.3.2 of the SOW.

this Annex E is not intended to repeat the information that is contained in the list of Approved Problematic Substances and Problematic Sources within the Approved […INSERT 'HSMP' OR 'SSMP'…], or the Approved Substances identified within Government Furnished Information and Government Furnished Data, such as Maintenance manuals.

Note to drafters: Drafters are to copy clause 3 and create new clauses (ie, clauses 4, 5, etc) for each additional Commonwealth Premises (eg, each base or building) where the Contractor and/or Subcontractors may work (or create enclosures if preferred). Drafters should insert the name of the Commonwealth Premises into the level 1 clause headings, as indicated below. Where sites are near-identical, such as ships, each heading and set of clauses may address multiple sites (eg, insert the name of the class of ship as the heading).

1. Known WHS hazards at [...INSERT THE NAME OF THE COMMONWEALTH PREMISES AT WHICH WORK WILL BE UNDERTAKEN...]

Note to drafters: Table E-1 should be populated with information relevant to the Commonwealth Premises that Contractor and/or Subcontractor Personnel are likely to occupy in relation to work under the Contract (eg, GFF or site visited for the removal and replacement of items from fixed installations). All entries in the draft table below are given as suggestions only and must be replaced with details specific to the Contract. If there are no Problematic Sources or ’other hazards’, reference to Table E-2 or Table E-3, respectively, should be deleted from the note to tenderers.

Note to tenderers: Copies of the Survey Reports in Table E-1, Table E-2, and Table E-3 are provided in the Technical Library for perusal by tenderers.

The Contractor acknowledges that Table E-1 lists and references the survey details for the known Problematic Substances, ACM and other substances that could cause Contamination, where applicable, for the Contractor’s work areas at the applicable Commonwealth Premises.

Table E-1: Known Problematic Substances and ACM at applicable Commonwealth Premises

| PROBLEMATIC SUBSTANCE / ACM | SUBSTANCE LOCATION | | COMMENTS / SURVEY REPORT |
| --- | --- | --- | --- |
| Facility / Area | Location |
| 1. ACM | 1. Building numbers [...TBD Drafter...] | 1. Roof cladding and eaves. Wall cladding in boiler rooms. | 1. [...TBD Drafter...] Asbestos Hazard Register. |
| 1. ACM | 1. Building number [...TBD Drafter...] | 1. Standby generator facility – roof cladding, lining and wall cladding. | 1. [...TBD Drafter...] Asbestos Hazard Register. |
| 1. Lead | 1. All buildings | 1. Lead-based paint used extensively throughout buildings. | 1. Lead Management Report, dated [...TBD Drafter...]. |
| 1. Hydrocarbons | 1. Area X ‘Fuel Farm’ | 1. All areas inside perimeter fence. | 1. Hydrocarbon Report, dated [...TBD Drafter...]. |
| 1. Hydrocarbons | 1. Building number [...TBD Drafter...] | 1. Standby generator facility. | 1. Hydrocarbon Report, dated [...TBD Drafter...]. |
| 1. [...TBD Drafter...] | 1. [...TBD Drafter...] | 1. [...TBD Drafter...] | 1. [...TBD Drafter...] |

Note to drafters: Include and amend the following clause and table when Problematic Sources (eg, RADHAZ) are present in the proximity of areas that Contractor and/or Subcontractor staff may occupy on Commonwealth Premises (including ships). All entries in the draft table below are given as suggestions only and must be replaced with details specific to the Contract.

The Contractor acknowledges that Table E-2 lists and references the survey details for the known Problematic Sources for the Contractor’s work areas at the applicable Commonwealth Premises.

Table E-2: List of Problematic Sources at Commonwealth Premises

| PROBLEMATIC SOURCE | LOCATION | COMMENTS / SURVEY REPORT |
| --- | --- | --- |
| 1. Defence ATC Radar | 1. As identified in RADHAZ Survey Report | 1. [... DRAFTER TO INSERT REFERENCE...] RADHAZ Survey Report dated [... DRAFTER TO INSERT...] |
| 1. Non Destructive Testing Equipment | 1. Non Destructive Inspection workshop | 1. Source Licence [... DRAFTER TO INSERT REFERENCE...], Facility Licence [... DRAFTER TO INSERT REFERENCE...] |
| 1. Gaseous Tritium Light Sources | 1. Electrical and Instrument Repair Workshop | 1. Standing Orders [... DRAFTER TO INSERT REFERENCE...] |
| 1. [...TBD Drafter...] | 1. [...TBD Drafter...] | 1. [... DRAFTER TO INSERT REFERENCE...] RADHAZ Survey Report dated [... DRAFTER TO INSERT...] |

Note to drafters: Include and amend the following clause and table for any other known hazards present in the areas where Contractor and/or Subcontractor staff may work on Commonwealth Premises (including ships). These may include high-voltage electrical substations, high-noise areas and any other hazard. If there are no other relevant safety hazards, the clause and table may be deleted.

The Contractor acknowledges that Table E-3 lists other known safety hazards in proximity of the Contractor’s work areas at the applicable Commonwealth Premises.

Table E-3: List of other Safety Hazards at Commonwealth Premises

| HAZARD | LOCATION | COMMENTS / SURVEY REPORT |
| --- | --- | --- |
| 1. [... DRAFTER TO INSERT NAME...] | 1. [... DRAFTER TO INSERT LOCATION...] | 1. [... DRAFTER TO INSERT REFERENCE...] dated [... DRAFTER TO INSERT...] |
|  |  | 1. [... DRAFTER TO INSERT REFERENCE...], dated [... DRAFTER TO INSERT ...] |