Known Hazards At Commonwealth Premises

GENERAL GUIDANCE FOR ANNEX D

Status: Optional

Purpose: To advise the Contractor, when required, of hazards to health and safety that are or may be present at the Commonwealth Premises where the Contractor and/or Subcontractors may perform work in connection with the Contract.

Policy: WHS Legislation

Defence Safety Manual

Guidance: This annex is used to list hazards to health and safety which are known to be present at, or in the proximity of, Commonwealth Premises where work may be conducted under the Contract (eg, during installation and test). Hazards include Problematic Substances, Problematic Sources, ACM, and other hazards and substances, such as high voltage electricity and high noise areas.

This annex begins with common introductory clauses (clauses 1 and 2) that outline the purpose of the annex and the Contractor’s acknowledgement that hazards exist. This is followed by specific details of hazards in clause 3, which may be copied 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, drafters may find that creating an enclosure for each site is a more usable structure.

Problematic Substances are substances that pose a hazard to health and/or are Environmental Contaminants, including Hazardous Chemicals, Dangerous Goods, Ozone Depleting Substances (ODSs) and Synthetic Greenhouse Gases (SGGs). Hazardous Chemicals and Dangerous Goods are present at many Commonwealth Premises and common examples include fuels, cleaning agents, solvents and compressed gases. ODSs and SGGs, which may also be Hazardous Chemicals, may be found within some refrigerants and fire suppressants. Drafters should refer to the Defence *ChemAlert* database on the Defence Protected Network and transfer identifying details for the applicable Problematic Substances into Table D-1.

ACM may be located in Commonwealth-owned buildings where the Contractor and/or Subcontractors may perform work, such as installing equipment or conducting test activities. If applicable, details of ACM can be obtained from Defence Estate and Infrastructure Group and summarised in Table D-1.

Problematic Sources may also be present at or near locations where the Contractor and/or Subcontractors will perform work. Examples include microwave radars, X-ray machines, and gaseous tritium light sources. Drafters need to identify and include applicable Problematic Sources in Table D-2.

Other health and safety hazards, if applicable, should be added to Table D-3. These may include noise, high voltage electrical installations and any other hazard. Drafters should consult WHS representatives for the applicable Commonwealth Premises in order to identify these hazards.

Drafters need to enter details into the applicable tables when preparing the RFT. Sufficient detail is required to enable tenderers to perform safety risk assessments, to ensure the health and safety of workers, and identify any cost implications for any resultant Contract. If necessary, details may need to be updated prior to Effective Date (once installation requirements for the preferred tender are known).

Related Clauses: Paragraph 2 of Annex D to Attachment A to the COT (TDR D-2)

SOW clause 7, Health Safety and Environment

known hazards At Commonwealth Premises (OPTIONAL)

1. Purpose

This Annex D 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 D provides a list of known Problematic Substances, ACM, Problematic Sources and other hazards that are 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...]

that are:

prohibited from use;

regulated as Hazardous Chemicals;

regulated as Dangerous Goods;

substances that could cause Environmental contamination;

the subject of specific standards, working practices or procedures; or

subject to special handling instructions.

The Contractor further acknowledges that:

details in this Annex D 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 Commonwealth Premises, should be consulted for specific details of the known hazards; and

the referenced survey reports may be amended or superseded during the term of the Contract and the latest documents should be sought from the Commonwealth Representative prior to undertaking work at each location.

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 / building) where the Contractor may work (or create enclosures for each location if preferred). Drafters should insert the name of the Commonwealth Premises into the level 1 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 D-1 should be populated with information relevant to the Commonwealth Premises where the Contractor’s staff may work in relation to Contract (eg, for installations or V&V). The entries in the draft table below are examples only and must be replaced with details specific to the Contract. If there are no Problematic Substances or other hazards, the references to Table D-1, Table D-2 or Table D-3, respectively, should be deleted from the Note to tenderers.

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

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

Table D-1: List of Known Problematic Substances and ACM at Commonwealth Premises

| Problematic Substance /  ACM | Substance Location | | Comments / Survey Report |
| --- | --- | --- | --- |
| Facility/Area | Location |
| 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. [...TBD Drafter...] | 1. [...TBD Drafter...] | 1. [...TBD Drafter...] | 1. [...TBD Drafter...] |

Note to drafters: Include and amend the following clause and table when RADHAZ are present in the proximity of areas where Contractor and Subcontractor staff may be engaged on Commonwealth Premises. 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 D-2 lists and references the survey details for known Problematic Sources for the Contractor’s work areas at the applicable Commonwealth Premises.

Table D-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. 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: Amend the following clause for the known hazards present in the proximity of areas where Contractor staff may work on Commonwealth Premises. 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 D-3 lists other known safety hazards in the proximity of the Contractor’s work areas at the applicable Commonwealth Premises.

Table D-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...] |
|  |  |  |