

GUIDELINE

Minimum HSES Requirements for Contractors

WLK-GBL-HSEQ-GDL-001

19/04/2024

UNRESTRICTED

Table 1: Document Revision Information

REV	ISSUED	WESTLINK ID	DOCUMENT NAME	AUTHOR	APPROVED
1	19/04/2024	WLK-GBL-HSEQ-GDL-001	Minimum Requirements for Contractors	PW	JDG

Table 2: Document Security Information

SECURITY LEVEL	AUTHORISED ACCESS LEVEL*	APPROVED BY	DATE
Unrestricted (Anyone can see the information)			Click or tap to enter a date.

* To be completed when Restricted security level is selected

Table 3: Related Documents / Information

DOCUMENT NUMBER	DOCUMENT NAME
WLK-QHSE-MAN-001	Westlink Management System Manual
WLK-GBL-GOV-PRO-003	Major Supplier Prequalification Process Overview

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1 INTRODUCTION

1.1 Purpose of this document

The purpose of this document is to establish and communicate the minimum Health, Safety, Environment, and Security (HSES) requirements that contractors must adhere to when providing services to Westlink Logistics Pty Ltd (“Westlink”). The primary objectives of this document are:

- To ensure that all contractors operating on behalf of our company fully understand and comply with Australian Work Health and Safety (WHS) and Environmental legislation, as well as relevant industry standards and guidelines.
- To mitigate operational and legal risks associated with services undertaken by setting clear HSES expectations and requirements for our contractors, ultimately enhancing the safety of our workforce, customers, other contractors, and the general public, while also reducing environmental impact.
- To establish a framework for selecting, onboarding, and monitoring contractors, emphasising their responsibility for maintaining high HSES standards throughout their engagement with Westlink.
- To promote a culture of continuous improvement in HSES performance by outlining procedures for auditing, reporting, and addressing incidents, near-misses, and non-compliance issues.
- To instil confidence in our clients, employees, and stakeholders that we prioritise the health, safety, environment, and security of our operations, and that we hold our contractors to the same stringent standards.

By defining these minimum HSES requirements and expectations, this document serves as a crucial resource to ensure the well-being of our workforce, protect the environment, maintain regulatory compliance, and uphold the reputation of our company as a responsible and ethical industry leader.

Westlink mandates that Contractors prioritise the Health, Safety, Environment, and Security (HSES) considerations for all individuals and property during the execution of work for Westlink. Contractors providing onsite services are required to align their HSES management systems with Westlink's culture, values, policies, and applicable standards within the scope of their work. This includes adherence to:

- Site specific HSES Policies
- Westlink's HSES Policies
- Health, Safety, Environment, and Security (HSES) Management Standards
- HSES Specifications for Contractors on Operational Sites
- Environmental Management Plans (EMP) and monitoring programs as outlined in the contract, Westlink Management System (WMS) Environmental Management Requirements.

Additionally, Contractors are expected to:

- Report all incidents promptly
- Manage necessary actions to address incidents

- Submit HSES Key Performance Indicators (KPIs) on a monthly basis to Westlink.

This commitment ensures the safety and environmental responsibility of our operations while fostering alignment with Westlink's values and standards.

1.2 Scope and Applicability

These Minimum Requirements for Contractors are applicable to contractors involved in a wide range of services, including but not limited to maintenance, logistics, consultancy, provision and operation of equipment and labour hire and any other activities that may impact health, safety, environment, and security (HSES) considerations and apply to all Contractors working for Westlink.

These requirements are designed to ensure alignment with relevant local, state, and national laws and regulations pertaining to health, safety, environment, and security (HSES).

Contractors shall include these Minimum Requirements for Contractors within their contractual agreements in relation to the contracted scopes of work and ensure their subcontractors and personnel also adhere to these standards.

Compliance with these Minimum Requirements for Contractors is mandatory. Failure to adhere to these requirements may result in contractual consequences, including suspension and/or termination of the contractor's engagement with Westlink.

Westlink will provide contractors with necessary guidance and support to understand and implement these requirements effectively.

If compliance with a requirement is not practicable, then alternative risk controls must be developed for approval by Westlink Management in the form of a risk assessment performed in accordance with WLK-GBL-QHSE-PRO-002 Risk Management procedure. Outcomes of the risk assessment will be included in the Project HSES plan, where one is in place.

These requirements are subject to periodic review and updates to reflect evolving industry standards, best practices, and regulatory changes.

1.3 Definitions and Terminology

Table 4: Definitions and Terminology

TERM	DEFINITION
Westlink	Westlink Logistics Pty Ltd
ALARP	As Low as Reasonably Practicable
Competent Person	An individual with the necessary skills, knowledge, and experience to perform specific tasks safely and effectively.

TERM	DEFINITION
Critical Control	A specific measure or action implemented to prevent or mitigate significant risks and hazards in the workplace
Dangerous goods	Dangerous goods, or hazardous materials, encompass substances or materials presenting risks to health, safety, property, or the environment due to their chemical or physical attributes. Examples include flammable liquids and solids, explosives, pressurised gases, corrosive substances, toxic or infectious materials, radioactive elements, and oxidizing agents.
Emergency Response	Planned procedures to address and manage emergencies.
HSES	Health, Safety, Environment, and Security
Operational Sites	Locations where Company activities and services are conducted.
Subcontractor	A contractor engaged by the primary contractor to perform work
Stakeholders	Individuals or groups affected by or having an interest in HSES matters.
Incident	Any unexpected event or circumstance with HSES implications.
Key Performance Indicators	Measurable metrics used to assess HSES performance.
Continuous Improvement	Ongoing efforts to enhance HSES systems and practices.
Regulatory Framework	Laws, regulations, and guidelines governing HSES practices
CoR	Chain of Responsibility
WMS	Westlink Management System
WHS	Workplace Health and Safety
Supplier	Suppliers of products and Services (inclusive of contractors and subcontractors)
HVNL	Heavy Vehicle Nation Law

2 REGULATORY FRAMEWORK

The Australian regulatory framework governing companies operating within Australia and overseas is multifaceted, encompassing various aspects of health, safety, environment, and compliance. It is crucial for us

and our contractors and subcontractors to understand and adhere to these regulations to ensure the well-being of our collective workforce, protect the environment, and maintain legal compliance across borders.

2.1 Australian WHS Legislation

The cornerstone of workplace health and safety in Australia is the Work Health and Safety Act 2011 (WHS Act) and associated regulations. This legislation places a legal obligation on companies to provide a safe and healthy work environment, emphasising risk assessment, incident reporting, and the duty of care owed to employees and others affected by their operations.

2.2 Environmental Legislation

Environmental regulations in Australia encompass various statutes, such as the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) and state-specific laws. These regulations require companies to assess and manage their environmental impact, including emissions, waste management, and the protection of biodiversity.

2.3 Working outside of Australia

When our operations take us outside of Australia, we and our contractors must also adhere to the host country's regulations and standards regarding health, safety, and environmental practices. Contractors must ensure they understand and meet all applicable requirements, which may be captured in a specific contract HSES Management Plan where one is required.

2.4 Industry Standards and Guidelines

In addition to statutory regulations, we are guided by industry-specific standards and guidelines. These include ISO standards related to logistics and supply chain management, as well as guidelines from industry associations and international bodies. Adherence to these standards will be identified in contract specific requirements.

2.5 Codes of Practice

The Codes of Practice referenced in this document play a critical role in guiding contractors and stakeholders in adhering to the highest standards of health, safety, and environmental compliance. These codes are developed to provide practical guidance and recommendations on how to manage various aspects of work safely, efficiently, and in accordance with Australian WHS legislation. It is imperative for contractors to recognise that while the referenced codes are up to date at the time of document development, it is their responsibility to continually monitor and ensure that they are working with the most current versions of these documents. Staying up to date with the latest legislation and amendments is essential to maintaining compliance and ensuring that safety practices align with evolving industry standards. Contractors must remain proactive in their commitment to safety, regularly reviewing and implementing any changes or updates to the Codes of Practice to promote the well-being of their workforce and those affected by their work.

2.6 Company Policies and Expectations

Westlink operates the Westlink Management System (WMS) to ensure a comprehensive approach to HSES. These policies and expectations are not limited to in-house employees but extend to all individuals and entities engaged in providing services on behalf of Westlink.

Contractors are expected to align their operations with our HSES policies and expectations as applicable to their scope of work. This alignment includes complying with all relevant laws, regulations, industry standards, and guidelines. Contractors must also actively contribute to the Westlink HSES culture, which may involve participating in safety training, adhering to environmental protection measures, and maintaining security protocols.

Westlink's policies and expectations emphasise shared responsibility for HSES across the entire value chain. This means that contractors are accountable for their actions and must report incidents, manage corrective actions, and maintain transparency in their HSES performance. By enforcing these policies and expectations with contractors, Westlink ensures a unified commitment to HSES excellence and a safer, more environmentally responsible, and secure work environment for all stakeholders.

3 CONTRACTOR SELECTION AND QUALIFICATION

3.1 Contractor Types

3.1.1 Monitored Contractor

These are contractors who work on client sites but are primarily responsible for their own operations and safety. The company monitors their activities to ensure they adhere to company policies and client-specific requirements. The level of supervision and involvement by Westlink or its client may vary depending on the specific project and client expectations. Contractors in this category often include subcontractors or service providers with a significant degree of autonomy.

- Contractor may work on a Westlink client site or Operation.
- Contractor is working under their own HSES Management Systems as described in the endorsed contract HSES Management Plan; or
- A combination of their own, Westlink or Westlink client HSES Management Systems as described in the endorsed contract HSES Management Plan.
- Hours are collected for reporting purposes.
- Contractor is not working under Westlink direct Supervision (e.g., they have their own supervisory arrangements on site).
- Westlink can audit Contractor to monitor performance, to ensure they meet contract requirements and Westlink expectations.

3.1.2 Westlink Client Site Safety Systems

When contractors are working on a Westlink client's site, they must be prepared to adhere to that site's safety systems as part of the minimum requirements. This entails aligning their own safety practices and procedures with those established by the Westlink and its client to ensure a unified approach to safety management. Contractors should be adaptable and familiarise themselves with the Westlink (and its client's) specific safety protocols, policies, and procedures relevant to the scope of work they are undertaking. This collaborative effort enhances overall safety, mitigates risks, and promotes a harmonious working environment between Westlink, our contractors and our clients. It underscores the importance of cooperation and flexibility to achieve the safety of all personnel involved and the successful execution of the project on the Westlink client's premises.

3.1.3 Managed Contractor

These contractors work on Westlink client sites but are directly managed and supervised by Westlink. Westlink assumes a more active role in overseeing their day-to-day operations, safety protocols, and compliance with Westlink and Westlink client policies, procedures, contracts and specifications. This category may include primary contractors responsible for critical logistics functions, and their work is closely integrated with the Westlink's operations.

- Contractor works on a Westlink client Site.
- Contractor is under Westlink (or Westlink client) direct supervision and is managed similar to an employee (supervisor ratios apply).
- They shall comply with all Westlink (or Westlink client) Health and Safety Management Systems and do not require an endorsed HSES Management Plan.
- Hours are collected for reporting purposes.
- No contractor Health and Safety Management System audits conducted as these contractors are managed similar to an employee and work under Westlink (or Westlink client) Health and Safety Management System, which is subject to other audits and inspections.

3.1.4 Specialised Consultants

Specialised contractors are those who provide unique and often niche services that are essential to Westlink's operations but do not typically work directly on Westlink client sites or scopes of work. Instead, they offer specialised expertise in areas such as environmental assessments, security, IT integration, or HR and QHSE consulting. These contractors are usually engaged for their specific knowledge and capabilities and may work in collaboration with Westlink personnel at its facilities or remotely.

- Consultant is working under their own Health and Safety Management System.
- Hours are not collected for reporting purposes.
- Level of influence in Health and Safety performance may be substantial as their work can directly impact safety, environmental compliance, and security. For example, environmental consultants may assess and mitigate environmental risks. Specialised consultants:

- have a legal duty of care to ensure the health, safety, and welfare of their own employees, as well as anyone else who may be affected by their work.
 - are required to identify and assess HSES risks associated with their work, implement appropriate control measures, and provide necessary information and training to their, and where applicable Westlink personnel. They must also adhere to Westlink-specific HSES policies and any Westlink client specific requirements.
 - must ensure that their HSES practices align with Westlink’s overarching HSES culture and expectations, fostering a cohesive approach to safety and compliance.
- Not normally subject to contractor audits post mobilisation.

3.2 Prequalification Requirements

Prequalification requirements are a fundamental component of our contractor management processes WLK-GBL-GOV-PRO-003 Major Supplier Prequalification Overview and GBL-GOV-PRO-005 Minor Supplier Prequalification Overview. It is imperative that all Suppliers complete the applicable Major or Minor Supplier pre-qualification form prior to Westlink engaging any services. This will ensure they meet specific prequalification criteria to ensure their capability, competence, and commitment to health, safety, environment, and security (HSES) standards. These requirements encompass a thorough assessment of the contractor's financial stability, relevant certifications, licenses, insurance coverage, past performance history, adherence to HSES regulations, and alignment with our company's values and policies. Prequalification serves as a proactive measure to minimise risks and ensure that all contractors working on our behalf are fully prepared to uphold the highest HSES standards and deliver their services with excellence, integrity, and reliability.

3.3 Contractor Document Submission requirements

Table 5: Contractor Documents to be submitted

CONTRACTOR TYPE	TENDER PHASE	CONTRACT AWARD PHASE
Monitored Contractor	<ul style="list-style-type: none"> ■ WLK-GBL-SCM-FRM-001 Major Supplier Prequalification Questionnaire and supporting documentation. 	<ul style="list-style-type: none"> ■ HSES Management Plan appropriate to the contract scope of works where required within the contract. ■ Risk Register appropriate to the contract of works and detailing controls for high level risks. ■ SWMS register applicable to scope of work and copies of SWMS. ■ List of subcontractors for approval.

CONTRACTOR TYPE	TENDER PHASE	CONTRACT AWARD PHASE
		<ul style="list-style-type: none"> ■ Training Needs Analysis or Matrix outlining skill, competencies and certification of workers appropriate to the contract of works. ■ HSES Audit schedule applicable to the scope of work. ■ KPI's for agreement to monitor performance.
Managed Contractor	<ul style="list-style-type: none"> ■ WLK-GBL-SCM-FRM-001 Major Supplier Prequalification Questionnaire and supporting documentation. 	<ul style="list-style-type: none"> ■ Risk Register appropriate to the contract of works and detailing controls for high level risks. ■ List of subcontractors for approval. ■ Contractor's Injury Management Process. ■ Training Needs Analysis or Matrix outlining skill, competencies and certification of workers appropriate to the contract of works. ■ KPI's for agreement to monitor performance. ■ Contractor's Injury Management Process.
Specialised Consultant	<ul style="list-style-type: none"> ■ WLK-GBL-SCM-FRM-002 Minor Supplier Prequalification Questionnaire and supporting documentation 	<ul style="list-style-type: none"> ■ Risk Register appropriate to the contract of works and detailing controls for high level risks. Where applicable to the contract and conducting work that directly impacts safety, environmental compliance, and/or security.

4 HEALTH AND SAFETY REQUIREMENTS

4.1 General Safety Guidelines

Westlink expects all contractors to understand the importance of a safety-first culture, with a focus on hazard identification, risk assessment, and the prevention of incidents. Contractors are expected to create and maintain a safe work environment, conduct regular safety meetings, and actively involve their teams in safety initiatives. These guidelines also stress the significance of communication, transparency, and immediate reporting of any safety concerns or near-miss incidents. Adherence to these general safety guidelines ensures that all our operations prioritise the safety and well-being of our workforce.

4.2 Leadership

Strong leadership is a pivotal element of all safety management systems. Effective leadership sets the tone for safety and inspires a culture of responsibility, accountability, and continuous improvement. Contractors are expected to appoint competent and committed leaders who prioritise HSES as an integral part of their management approach. These leaders must lead by example, demonstrate a visible commitment to safety, and actively engage with their teams to promote safe behaviours and practices. Leadership extends beyond the enforcement of rules; it involves fostering an environment where open communication, feedback, and collaboration on HSES matters are encouraged.

4.3 Personal Protective Equipment (PPE)

The use of appropriate Personal Protective Equipment (PPE) is mandatory. Contractors must provide and enforce the use of the necessary PPE for their employees, ensuring that it is in good condition and suitable for the tasks at hand. Compliance with PPE requirements is essential to minimise the risk of injury and exposure to residual risks, and it serves as a fundamental safeguard for the health and safety of all personnel involved in activities.

Contractors must provide appropriate PPE based on a thorough risk assessment, considering hazards specific to the work environment, such as helmets, safety goggles, gloves, high-visibility vests, and respiratory protection as needed. Additionally, they must ensure that workers are properly trained in the correct use and maintenance of PPE and comply with Australian WHS regulations, which outline the responsibilities and obligations related to PPE use, to mitigate workplace risks and protect employees from potential harm.

4.4 Behaviour Based Safety

Contractors shall work to a behaviour-based safety (BBS) program is essential. This shall include:

- Providing comprehensive training to personnel on identifying unsafe behaviours, understanding the importance of safe practices, and promoting a culture of safety awareness.
- Implementing a system for regular observation of workplace behaviours and providing constructive feedback to employees to reinforce safe practices and address unsafe behaviours.

- Involving employees in the development and implementation of BBS programs, encouraging active participation, and recognizing and rewarding positive safety behaviours.
- Demonstrating leadership commitment to safety by setting clear expectations, leading by example, and actively supporting BBS initiatives, and
- Establishing mechanisms for continuous evaluation and improvement of BBS programs, including regular review of safety data, identification of trends, and implementation of corrective actions.

4.5 Change Management

Contractors must have a process to identify and assess proposed changes to their operations, procedures, equipment, or personnel roles that could impact health, safety, environment, or security for the scope of services in accordance with the Westlink Change Management Procedure WLK-GBL-PRJ-PRO-002. Change reviews must include as a minimum:

- A thorough risk analysis to evaluate the potential consequences of proposed changes to their operations, procedures, equipment, or personnel roles that could impact health, safety, environment, or security.
- A formal approval process that involves relevant personnel and stakeholders, including Westlink relevant representatives in reviewing and authorising proposed changes before implementation.
- Ensure effective communication regarding approved changes to all relevant parties, including employees, subcontractors, Westlink and Westlink client.
- Provide training to personnel affected by the change to ensure they are adequately prepared to operate under the new conditions, and
- Maintain records of the MOC process, including change proposals, risk assessments, approvals, and communication logs.

4.6 Fitness for Work & Fatigue Management

Contractors must establish and adhere to a comprehensive fatigue management policy that meets the requirement of Westlink’s Fitness for Work Policy (WLK-GBL-GOV-POL-005) and prioritises the well-being and safety of all personnel. This includes:

- Conducting fatigue risk assessments to identify and mitigate potential fatigue-related hazards.
- Develop shift schedules that allow for adequate rest periods between shifts, taking into account local regulations and industry standards.
- Set maximum allowable work hours per day and week for personnel involved to prevent excessive fatigue.
- Ensure that personnel receive regular and sufficient rest breaks during shifts, as mandated by applicable regulations.

- Implement fitness for work assessments for personnel in safety-critical roles, considering factors like medical conditions, medication, and alcohol or drug use.
- Provide training to personnel on recognising signs of fatigue, the importance of rest, and strategies to manage fatigue while on duty.
- Provide access to suitable sleep and rest facilities for personnel working extended shifts or in remote locations.

4.6.1 Heavy Vehicle related fatigue management

Policies and procedures shall include additional requirements for Heavy Vehicle operations in accordance with the National Heavy Vehicle Regulator requirements unless an exemption (permit and notice must be provided) is granted by the HVNL. As a minimum the following must be adhered to:

- Understand the rules for counting work and rest times for fatigue-regulated heavy vehicle drivers.
- Record Keeping must be in place and must be:
 - kept for three years after they are created,
 - kept at a location accessible to an authorised officer for audit or investigation purposes, and
 - in a format that is readable, and reasonably assumed it will continue to be readable, in at least three years from the date of its creation.
- Training in fatigue risk management by an RTO for drivers, schedulers, and applicable supervisors and managers.
- Implementing work and rest requirements either:
 - Standard hours,
 - Basic Fatigue Management, and
 - Advanced Fatigue Management.
- Maintaining a complete and accurate Work Diary

Table 6: Master Code NHVR

AUSTRALIAN LOCATION REFERENCE	CODE OF PRACTICE
Australia	Master Code

4.7 Incident Reporting and Investigation

Incident reporting and investigation are integral to our HSES management. Contractors must have a robust incident reporting system in place to promptly document and report all incidents, injuries, and near-misses to the relevant authorities, Westlink and Westlink client where relevant. Investigations into incidents are equally crucial to identify root causes, prevent recurrence, and implement corrective actions. Contractors are expected to cooperate fully during investigations, maintain incident records, and proactively share lessons learned with their teams. This commitment to incident reporting and investigation enhances our collective understanding of

risks and enables continuous improvement in HSES performance, fostering a safer and more resilient working environment.

- Encourage open communication between personnel and supervisors regarding fatigue-related concerns and ensure prompt reporting of fatigue-related incidents or near-miss events.
- Assess and manage fatigue levels among personnel, especially in extended or remote operations.
- Train supervisors and managers in recognising signs of fatigue and ensuring compliance with fatigue management policies.
- Rotate personnel through different tasks or roles, where appropriate to reduce monotony and the risk of cumulative fatigue.
- Ensure that transportation methods (e.g., driving, flying) adhere to specific fatigue management regulations and best practices such as journey management.
- Maintain records of fatigue assessments, fitness for work evaluations, training, incidents, and safety meetings.
- Report all incidents, near-misses, and safety concerns promptly.
- Ensure full compliance with all relevant national and international regulations and standards related to fatigue management and fitness for work.
- Familiarise contractors with specific fatigue management regulations and requirements in the countries or regions where they conduct operations.

4.8 Return to Work

Contractors are required to have a documented Return to Work procedure, facilitating a safe and effective return-to-work process which should address:

- Developing comprehensive return-to-work plans tailored to the individual needs of employees, including phased return schedules, modified duties, and accommodations to support their recovery and rehabilitation,
- Requiring medical clearance from qualified healthcare professionals to ensure employees are fit to return to work and able to perform their duties safely, considering any physical or psychological limitations resulting from injury or illness,
- Maintaining open communication channels with employees throughout the return-to-work process, providing regular updates on their progress and offering ongoing support and guidance to facilitate their transition back into the workforce,
- Implementing necessary workplace modifications or adjustments to accommodate employees' specific needs, such as ergonomic equipment, assistive devices, or changes to work processes, to promote a safe and supportive work environment.

- Providing relevant training and education to employees and supervisors on injury prevention, ergonomics, and workplace health and safety practices to reduce the risk of re-injury and ensure a smooth return-to-work transition, and
- Ensuring compliance with applicable national or international laws and regulations governing return-to-work processes, privacy regulations, and workers' compensation requirements, to protect the rights and interests of employees.

4.9 Hygiene and Cleanliness

Contractors are required to maintain high standards of hygiene and cleanliness to safeguard the health and well-being of employees and the public. This will typically involve:

- Implementing regular cleaning and disinfection protocols for facilities, equipment, and vehicles used in logistics operations to prevent the spread of infectious diseases and ensure a hygienic working environment,
- Promoting good personal hygiene practices among employees, including handwashing, proper use of personal protective equipment (PPE), and avoiding contact with potentially contaminated surfaces or materials,
- Establishing proper waste management procedures for the safe disposal of waste materials generated during logistics operations, including hazardous materials, to prevent environmental contamination and health risks, and
- Providing training and awareness programs on hygiene and cleanliness practices for employees, contractors, and visitors to promote a culture of hygiene and reduce the risk of illness and infection in logistics operations.

4.10 Chain of Responsibility - Road Transportation

Contractors are obligated to understand and adhere to the Chain of Responsibility (CoR) principles, which require all parties in the transport supply chain to take reasonable steps to prevent breaches of road safety laws. This includes ensuring that vehicles are well-maintained and operated safely, scheduling realistic delivery times to prevent driver fatigue, and securing loads properly to prevent spillage or displacement during transport. Contractors must also provide training and awareness programs to educate their personnel about their responsibilities under the CoR. Compliance with CoR regulations is essential for minimizing risks and accidents associated with heavy vehicle transportation, and failure to do so can result in legal penalties and liabilities. Therefore, contractors must actively engage in CoR practices to promote road safety and uphold their obligations within the logistics industry in Australia.

4.11 Workplace Monitoring

Contractors are required to employ workplace monitoring measures to ensure the health, safety, and environmental integrity of operations including:

- Conducting regular monitoring of air quality, noise levels, and other environmental factors to assess potential hazards and ensure compliance with regulatory standards and guidelines,
- Implementing health monitoring programs to assess the health status of employees exposed to occupational hazards, such as hazardous chemicals, noise, or radiation, and providing necessary medical surveillance and support,
- Conducting routine safety inspections of facilities, equipment, and work areas to identify potential hazards, assess compliance with safety regulations, and implement corrective actions as needed to mitigate risks,
- Implementing behavioural observation programs to monitor employee behaviours and identify unsafe practices or conditions, providing opportunities for coaching, training, and intervention to prevent accidents and injuries,
- Analysing monitoring data and safety performance metrics to identify trends, areas for improvement, and opportunities to enhance HSES performance, and reporting findings to management and relevant stakeholders, and
- Ensuring compliance with relevant national and international regulations governing workplace monitoring activities, including data privacy laws, environmental regulations, and occupational health and safety standards.

5 SAFE WORK PRACTICES

Safe work practices are paramount, and Contractors must establish and adhere to specific safe work practices relevant to their tasks, which include loading and unloading, material handling, equipment operation, and transportation. These practices encompass procedures for preventing accidents, maintaining equipment, conducting safety inspections, and responding to emergencies. Contractors are also expected to provide comprehensive training and ongoing reinforcement of safe work practices to their personnel. By implementing these practices rigorously, we aim to mitigate risks and maintain a safe and productive environment. Contractors are to review each of the requirements below to where applicable to the scope of work implement the following requirements.

5.1 Chemical Hazards

- Maintain an accurate and up-to-date inventory of all chemicals used, stored, or transported.
- Ensure that all chemicals have readily accessible and current SDS's that provide information on hazards, safe handling, and emergency response procedures.
- Ensure all chemical containers are clearly labelled with appropriate hazard symbols, warnings, and instructions.
- Train employees on the recognition of chemical hazards and the use of hazard communication tools.

- Store chemicals in designated areas that comply with local regulations and industry standards, considering compatibility, segregation, ventilation, and containment measures.
- Develop and implement safe handling procedures for all chemicals, including measures for spills, leaks, and containment.
- Provide and require the use of suitable PPE for employees handling or working near chemicals, such as gloves, goggles, respirators, and protective clothing.
- Establish clear emergency response plans and procedures specific to chemical spills, fires, or releases.
- Conduct regular drills and training exercises to ensure preparedness.
- Comply with relevant transportation regulations for hazardous materials when transporting chemicals.
- Ensure proper labelling, packaging, and documentation during transportation.
- Properly manage and dispose of chemical waste in accordance with applicable laws and regulations.
- Consider recycling or reuse options where feasible.
- Provide comprehensive training for employees involved in handling, transporting, or managing chemicals.
- Ensure that employees understand the risks associated with chemical hazards and the appropriate protective measures.
- Conduct regular risk assessments to identify and mitigate potential chemical hazards in logistics operations.
- Implement preventive measures based on assessment findings.
- Maintain records of chemical inventory, safety data sheets, training, inspections, incidents, and emergency response activities.
- Stay informed about and adhere to all relevant local, national, and international regulations governing the handling, storage, and transportation of chemicals.
- Establish clear communication channels for reporting and addressing chemical incidents, near-misses, and safety concerns promptly.

5.2 Confined Space

Where relevant, Contractors tasked with activities involving confined space entry must establish a comprehensive process. This process should encompass, but not be limited to, the following key requirements:

- Maintaining an up-to-date register detailing confined spaces, along with corresponding Rescue Plans.
- Ensuring clear signage is placed at entry points to identify confined spaces effectively.
- Implementing a Permit to Work system to govern confined space entry operations, which includes conducting thorough risk assessments.
- Establishing an Emergency Rescue Plan tailored to each confined space scenario.

- Providing their own confined space rescue capability to initiate an immediate response in case of emergencies.
- Conducting appropriate atmospheric monitoring to assess air quality within confined spaces.
- Ensuring that all personnel involved in confined space activities, including those working inside the space, standby personnel, and individuals responsible for atmospheric monitoring, have undergone Nationally Accredited training and are competent in their roles.

5.3 Crane Operation

- Ensure that all crane operators possess valid and relevant certifications and licenses in compliance with local and international regulations.
- All non-standard and critical lifts are managed in accordance with the relevant site Permit to Work system including the completion of high-risk work certificate and accompanying lift plan.
- All personnel involved in lifting activities must hold applicable high-risk work licence (HRWL) and completed and passed a VOC within last 5 years.
- Regularly inspect and maintain all cranes in accordance with manufacturer specifications and industry standards.
- Document and keep records of inspections, maintenance, and repairs via a plant register.
- Provide comprehensive training for crane operators to ensure their competence in operating specific crane types and attachments.
- Verify and document operator competency through assessments and evaluations.
- Develop and adhere to safe load handling procedures, including load capacity calculations, rigging practices, and load securement protocols.
- Conduct thorough pre-work inspections of the crane, including checking wire ropes, hooks, sheaves, and controls, to identify and address any potential issues.
- Ensure that the work environment is free from obstructions, hazards, or unauthorised personnel during crane operations.
- Establish clear exclusion zones and communicate them to all personnel on-site.
- Develop and practice emergency response plans specific to crane-related incidents, including procedures for crane failures, load drops, and personnel evacuation.
- Minimise environmental impacts by implementing spill containment measures for fuel and hydraulic fluids.
- Comply with local environmental regulations related to crane operations.
- Monitor weather conditions and cease crane operations during adverse weather, including high winds, lightning, or heavy rain, as appropriate.

- Maintain records of crane operations, including lift plans, operator logbooks, incident reports, and safety meetings.
- Report all incidents, near-misses, and safety concerns promptly.
- Select the appropriate crane type and configuration based on the specific lift requirements, site conditions, and load considerations.
- Establish clear communication and signalling procedures between crane operators and ground personnel to ensure safe crane movements.
- Adhere to all relevant local, national, and international regulations governing crane operations, including compliance with Australian Work Health and Safety (WHS) legislation.
- Provide training to ground personnel involved in crane operations, such as riggers and signal persons, and ensure they understand their roles and responsibilities.
- Safely park and shut down cranes when not in use, securing them to prevent unauthorised access.

5.4 Dangerous Goods

Contractors engaged in handling, storage and transportation of dangerous goods are required to:

- Ensure compliance with relevant local, state, federal and international regulations governing the transportation, handling, and storage of dangerous goods,
- Providing specialised training and certification for personnel involved in the handling and transportation of explosives, covering topics such as safe handling procedures, emergency response protocols, and security measures,
- Implementing strict protocols for the safe loading, unloading, and transportation of dangerous goods, including the use of appropriate equipment, tools, and personal protective equipment (PPE),
- Conducting thorough risk assessments to identify potential hazards associated with the transportation, handling, and storage of dangerous goods and implementing appropriate control measures to mitigate risks,
- Implementing robust security measures to prevent unauthorised access to dangerous goods during storage and transportation, including secure storage facilities, access controls, and surveillance systems, and
- Developing comprehensive emergency response plans specific to dangerous goods -related incidents, including procedures for evacuation, containment, and communication with emergency responders.

5.5 Drug and Alcohol Testing

Contractors must establish and maintain a comprehensive drug and alcohol policy in alignment with their fitness for work policies and procedures that outlines the company's management of drug and alcohol testing.

- Conduct pre-employment drug and alcohol screening for all employees and contractors, ensuring that individuals are free from the influence of drugs or alcohol when starting their employment.
- Implement random drug and alcohol testing programs for employees and contractors, creating a deterrent against substance abuse and ensuring ongoing compliance.
- Conduct drug and alcohol testing following any workplace incident or accident, with a particular focus on safety-sensitive roles or activities.
- Administer drug and alcohol tests when there is a reasonable suspicion that an employee or contractor may be under the influence of substances impairing their ability to perform their duties safely.
- Provide ongoing education and training programs to raise awareness about the dangers of drug and alcohol abuse and their impact on workplace safety.
- Establish a confidential reporting system for employees and contractors to report suspicions or concerns about drug and alcohol abuse by their peers without fear of retaliation.
- Offer access to employee assistance programs or counselling services to support individuals dealing with substance abuse issues.
- Clearly outline the consequences and disciplinary actions for violations of the drug and alcohol policy, which may include suspension, termination, or rehabilitation programs.
- Maintain accurate records of all drug and alcohol testing results, incident reports, and actions taken, ensuring compliance with privacy and confidentiality laws.
- Comply with all relevant national and international drug and alcohol testing regulations and standards applicable in both Australia and overseas locations.
- Familiarise contractors with specific drug and alcohol regulations and requirements in the countries or regions where they conduct operations.
- Respect cultural differences and sensitivities when implementing drug and alcohol policies overseas, ensuring they align with local customs and laws.
- Maintain vigilant supervision of personnel in safety-critical roles, emphasising immediate reporting of any concerns related to drug or alcohol impairment.
- Periodically review and update drug and alcohol policies and practices to reflect changing regulations, industry standards, and best practices.

5.6 Electrical

- Ensure that all electrical work is performed by qualified and licensed electricians or personnel trained and authorised to perform electrical tasks in compliance with relevant regulations.
- Conduct risk assessments, identifying potential electrical hazards, including overhead powerlines, identifying potential hazards and defining safe work distances, and implementing control measures to mitigate any risks.

- Develop and communicate safe work procedures for electrical tasks, including lockout/tagout procedures and isolation measures to prevent accidental energisation.
- Regularly inspect and maintain electrical equipment, ensuring it is in safe working condition and compliant with industry standards and manufacturer guidelines.
- Ensure proper electrical isolation procedures to de-energise equipment before performing maintenance or repairs and confirm the absence of voltage.
- Clearly label electrical equipment with voltage ratings, warnings, and identification to facilitate safe operation and maintenance.
- Ensure that grounding and bonding procedures are in place to prevent electrical shocks and dissipate electrical faults safely.
- Install and maintain appropriate overcurrent protection devices, such as circuit breakers and fuses, to prevent electrical overloads and fires.
- Instruct personnel on the proper use of electrical equipment and tools, emphasising inspection of cords, plugs, and connections for signs of wear or damage.
- Develop emergency response plans for electrical incidents, including procedures for responding to electrical shocks or fires.
- Ensure full compliance with all relevant electrical safety regulations, standards, and codes of practice, both in Australia and in overseas operations.
- Conduct regular electrical testing and inspection of installations and equipment, with records maintained for verification.

5.7 Ergonomics and Manual Handling

Contractors are required to ensure ergonomic work environments and safe manual handling practices are in place to prevent musculoskeletal injuries and promote the health and well-being of employees. This should typically include:

- Conducting ergonomic assessments of workstations, equipment, and tasks to identify potential ergonomic hazards and implement ergonomic solutions to minimize risks and improve work efficiency,
- Providing comprehensive training to employees on safe manual handling techniques, including proper lifting, carrying, pushing, and pulling methods, to reduce the risk of musculoskeletal injuries,
- Providing appropriate mechanical aids, such as lifting devices, conveyor systems, and pallet jacks, to assist with manual handling tasks and reduce the physical strain on employees,
- Designing workspaces and layout configurations to optimize ergonomics and minimise the need for awkward postures, repetitive movements, and excessive force during tasks,
- Involving employees in the identification of ergonomic hazards and the development of ergonomic solutions, promoting ownership and participation in creating a safer work environment, and

- Conducting periodic reviews and assessments of ergonomic controls and manual handling practices to ensure ongoing effectiveness and identify opportunities for improvement.

5.8 Fall Protection

- Conduct fall hazard assessments, identifying potential fall hazards and implementing control measures to mitigate risks.
- Provide specialised training to personnel working at heights, including the proper use of fall protection equipment and safe work practices.
- Ensure that all personnel working at heights have access to and use appropriate fall protection equipment, such as safety harnesses, lanyards, lifelines, and anchor points.
- Regularly inspect and maintain fall protection equipment to ensure it is in good working condition, compliant with relevant standards, and free from defects.
- Develop and communicate safe work procedures for tasks involving work at heights, including proper setup and use of equipment.
- Install guardrails, safety nets, or barriers where feasible to prevent falls from elevated work areas.
- Clearly mark and label areas with fall hazards, including height restrictions and warnings about the use of fall protection equipment.
- Ensure that suitable and certified anchorage points are available and used when using personal fall protection equipment.
- Determine whether fall restraint or fall arrest systems are appropriate based on the specific tasks and hazards involved.
- Conduct regular inspections of elevated work platforms, scaffolding, and other structures used to ensure they are safe and secure.
- Monitor weather conditions, as adverse weather can increase fall risks, and cease operations as necessary.
- Emphasise height awareness and the importance of maintaining three points of contact when ascending or descending from elevated areas.
- Provide fall protection systems for equipment operators working in elevated cabs or platforms.
- Maintain records of fall protection training and competency assessments for personnel working at heights.
- Maintain records of fall protection equipment inspections, incident reports, and safety meetings.
- Report all incidents, near-misses, and safety concerns promptly.
- Ensure full compliance with all relevant national and international fall protection regulations, standards, and codes of practice.

- Familiarise contractors with specific fall protection regulations and requirements in the countries or regions where they conduct logistics operations.

5.8.1 Ladder safety

The use of ladders must adhere to strict guidelines, including:

- Implementing ladder safety practices, such as proper ladder selection, inspection, and secure placement,
- Regular inspections and maintenance of ladders, ensuring they are in safe working condition,
- Ladder safety training for personnel,
- Ladders should only be used in accordance with manufacturer specifications and industry best practices, and
- Providing fall protection equipment when working at heights using ladders.

5.9 Fire Protection

- Conduct fire risk assessments to identify potential fire hazards in relation to the scope of work and implement control measures to mitigate risks.
- Implement fire prevention measures, including regular housekeeping, removal of flammable materials, and proper storage of hazardous substances.
- Provide fire safety training for personnel, including instruction on the proper use of fire extinguishers, evacuation procedures.
- Develop and communicate clear emergency response plans, including evacuation routes, assembly points, and procedures for alerting emergency services.
- Ensure that all personnel have access to and are trained to use appropriate fire extinguishers and firefighting equipment.
- Regularly inspect and maintain fire extinguishers and equipment to ensure they are in good working condition.
- Install and maintain fire detection and alarm systems in warehousing facilities used on behalf of Westlink to provide early warning of potential fires.
- Implement a hot work permit system to control and monitor activities involving open flames or spark-producing equipment.
- Ensure that electrical equipment and installations comply with safety standards to prevent electrical fires.
- Enforce strict no-smoking policies in areas with legislation fire hazards and provide designated smoking areas with appropriate disposal facilities.
- Maintain clear zones and firebreaks in any outdoor storage areas to prevent the spread of fires.

- Conduct regular fire safety drills and exercises to familiarise personnel with evacuation procedures and emergency responses.
- Train designated fire wardens to take on leadership roles during emergencies, assisting with evacuations and firefighting efforts.
- Consider weather conditions and seasonal risks, such as bushfires or extreme heat, when planning work.
- Establish communication and coordination with local fire authorities and agencies for additional firefighting support when needed.
- Maintain records of fire risk assessments, fire drills, equipment inspections, and incident reports.
- Report all fires, near-miss events, and safety concerns promptly.
- Ensure full compliance with all relevant national and international fire protection regulations, standards, and codes of practice.

5.10 First Aid

Ensure that qualified and certified first aiders are available on-site or readily accessible during logistics operations, with training relevant to the specific work environment.

- Provide fully stocked and accessible first aid kits relevant to the nature of work at strategic locations throughout facilities and work sites, including vehicles, ensuring they are compliant with local regulations and industry standards.
- Maintain a list of emergency contact numbers, including local emergency services and medical facilities, and ensure personnel can easily access this information.
- Develop and communicate clear emergency response procedures for different types of injuries and illnesses, including evacuation protocols for severe incidents relevant to the nature of work.
- Provide first aid training to designated personnel, ensuring they are proficient in administering first aid for common injuries and medical conditions.
- Ensure that first aid providers have access to appropriate PPE, such as gloves, masks, and eye protection, to protect themselves and the injured or ill person.
- Establish a plan for rapid medical response in cases of serious injuries or medical emergencies, including arrangements with local medical facilities for quick transportation when working remotely.
- Maintain accurate records of all first aid incidents, treatments administered, and personnel involved in providing first aid.
- Report all injuries and incidents, regardless of severity, promptly.
- Regularly check and replenish first aid supplies to ensure they are up-to-date and available when needed.

- Install emergency eyewash stations and safety showers in areas where exposure to hazardous materials or substances is a risk.
- Address language barriers by ensuring that first aid instructions and signage are available in multiple languages if required.
- Continuously review and update first aid policies and practices to reflect changing regulations, industry standards, and best practices.

5.11 Forklift

- Ensure that all forklift operators are trained, licenced, and competent to operate forklifts safely, including understanding the specific forklift model in use.
- Adhere to age and licensing requirements for forklift operators in accordance with local regulations.
- Conduct pre-operational checks of forklifts to ensure they are in safe working condition, including inspecting brakes, tyres, lights, and controls.
- Clearly communicate and adhere to the forklift's load capacity and stacking limits to prevent overloading.
- Establish and enforce strict pedestrian safety rules and designated pedestrian walkways in areas where forklifts operate.
- Implement and enforce speed limits for forklift operations to prevent accidents caused by excessive speed.
- Ensure that forklift operators always wear seat belts during operation.
- Develop and communicate safe load handling procedures, emphasising proper load positioning and securing.
- Develop traffic management plans where multiple forklifts or other vehicles are in use, ensuring safe movement and coordination.
- Designate specific parking and storage areas for forklifts when not in use to prevent obstruction and congestion.
- Establish safe procedures for refuelling or recharging forklifts, ensuring that it is done in well-ventilated areas away from ignition sources.
- Equip forklifts with proximity alarms, warning lights, or backup alarms to alert pedestrians and other workers to their presence.
- Ensure operators use hand signals, radios, or other communication methods to coordinate movements and alerts.
- Regularly inspect and maintain forklifts, following manufacturer guidelines and keeping records of maintenance activities.
- Ensure manufacturers manuals are readily available with the forklift.

- Ensure that attachments used with forklifts (e.g., clamps, hooks) are properly secured and used according to manufacturer recommendations.
- Maintain records of forklift operator training, licences and competency assessments.
- Maintain records of forklift inspections, incidents, near-miss events, and safety meetings.
- Report all forklift-related incidents and safety concerns promptly.
- Ensure full compliance with all relevant national and international forklift safety regulations, standards, and codes of practice.

5.12 General Motor Safety

- Contractors must establish and adhere to a comprehensive motor vehicle safety policy that prioritises the safety of personnel, property, and the environment.
- Ensure that all drivers are appropriately licensed, trained, and competent to operate motor vehicles safely, including compliance with local regulations.
- Conduct pre-trip and post-trip vehicle inspections to ensure vehicles are in safe working condition, including checking brakes, tyres, lights, and controls.
- Regularly maintain and service vehicles, following manufacturer guidelines and keeping records of maintenance activities.
- Require all vehicle occupants to wear seat belts and use appropriate safety restraints, including child seats as necessary.
- Implement and enforce speed limits for vehicles used in logistics operations to prevent accidents caused by excessive speed.
- Provide defensive driving training to drivers to enhance their awareness and ability to respond to potential hazards on the road.
- Establish and enforce policies that prohibit the use of mobile phones or other distractions while driving.
- Implement fatigue management strategies, including shift scheduling, rest breaks, and adherence to maximum driving hours to prevent fatigue-related accidents.
- Conduct random alcohol and drug testing to deter substance abuse among drivers, which can impair driving abilities.
- Ensure that loads carried by vehicles are properly secured, balanced, and within safe weight limits to prevent accidents caused by shifting loads.
- Consider weather conditions and seasonal risks, such as rain, fog, or snow, when planning journeys and adapting driving practices accordingly.
- Require drivers to adhere to all traffic rules, regulations, and road signs in the countries or regions where they operate.

- Equip vehicles with emergency equipment, such as first aid kits, fire extinguishers, warning triangles, and basic tools.
- Implement technologies (e.g., GPS tracking) to monitor driver behaviour, track vehicle locations, and enhance driver safety for long haul journeys.
- Maintain records of vehicle inspections, maintenance, incidents, near-miss events, and safety meetings.
- Report all vehicle-related incidents and safety concerns promptly.
- Ensure full compliance with all relevant national and international motor vehicle safety regulations, standards, and codes of practice.

5.12.1 Vehicles operating within Mine Sites

Where work is performed on a Mine Site, the relevant vehicle safety standards and specifications must be adhered to. This will typically include:

- Requirements for vehicle design, maintenance, and safety features such as roll-over protection systems (ROPS), seat belts, and visibility aids, not exceeding certified Gross Vehicle Mass limitations etc.
- Operators of motor vehicles to undergo specific training programs to ensure they are competent in safe vehicle operation. This training may cover topics such as vehicle controls, hazard awareness, reverse parking requirements and emergency procedures.
- Regular inspections and maintenance schedules are usually mandated to ensure that motor vehicles used in mining operations are in safe working condition. This may include daily pre-operational checks as well as scheduled maintenance performed by qualified personnel.
- Adherence to site traffic management plans to prevent collisions and ensure the safe movement of vehicles and pedestrians within the mine site. This may involve designated traffic routes, speed limits, signage, and communication systems.
- Emergency response preparedness, including procedures for vehicle-related incidents such as fires, collisions, or vehicle breakdowns, are typically included in mine safety regulations. This may involve having emergency response teams trained and equipped to handle such situations promptly and effectively.

Vehicle monitoring through regular inspections and audits of records of vehicle inspections, maintenance activities, training programs, and incidents should be maintained to demonstrate compliance with WHS regulations.

5.13 HAZID, Risk Assessment and Control

Hazard identification and risk assessments should be used to identify hazards related to transportation, material handling, storage, and other activities. For example, to identify risks associated with forklift operations, heavy machinery usage, storage of hazardous materials, or handling of dangerous goods.

This will enable prioritisation of hazards based on their potential severity and likelihood, allowing correct allocation of resources for risk mitigation to manage controls.

Contractors must implement measures and controls to mitigate or manage identified risks effectively to reduce the likelihood of incidents and minimise their impact if they occur.

5.14 Heat Stress

Contractors shall maintain a system to ensure that they establish and maintain a robust system to ensure the implementation of the following precautions when workers face environmental heat risks:

- All job planning and the development of Job Hazard Analyses (JHA) or Safe Work Method Statements (SWMS) must consider the potential for heat stress.
- When encountering conditions with heightened risk factors such as unseasonably high ambient temperatures, elevated relative humidity, intense radiant heat, or inadequate air circulation, the associated heat stress hazards and corresponding control measures must be documented in the relevant JHA/SWMS encompassing controls such as the examples below:
 - Minimisation or removal of heat sources,
 - Provision of shaded areas in work zones,
 - Insulation of radiant heat sources,
 - Enhancement of air circulation through fans,
 - Utilisation of mobile air-cooling units,
 - Adjustment of work schedules to avoid peak heat periods,
 - Implementation of work/rest rotation schedules, and
 - Incorporation of equipment or process cooldown periods.
- Supervisors and team leaders must actively monitor environmental conditions.
- First aid assessments must incorporate immediate response protocols for workers affected by heat stress.
- Training sessions for supervisors, team leaders, and workers should cover early symptoms recognition of heat stress and the initial response procedures to be enacted.
- Workers should receive instructions on self-monitoring hydration levels, and access to ample cool drinking water should be readily available. Where work is performed on a mine site, these will typically provide ice machines at crib facilities.
- Contractor supervisors are responsible for ensuring that all personnel are fully briefed on the requisite protocols when operating in conditions posing heat risks.

5.15 Hot Work

Where contractors working for Westlink have premises where hot work activities are also being conducted where this impact our scope of services, they must adhere to the following minimum safety requirements:

- Ensure a thorough risk assessment to identify potential hazards, including the proximity of flammable materials and the safety of nearby personnel,
- Hot Work permit system must be in place prior to the commencement of any Hot Work activities. Only authorised personnel are allowed to perform Hot Work,
- All contractor employees involved in Hot Work activities must undergo adequate safety training, ensuring they are familiar with safe practices, emergency procedures, and the proper use of firefighting equipment,
- Contractors are responsible for implementing fire prevention measures, including having access to readily accessible fire extinguishers, fire blankets, and fire alarms near the work area. These measures must be in good working condition,
- Contractors must comply with all local, state, and national regulations and standards related to Hot Work safety,
- Contractors are required to provide and use appropriate personal protective equipment (PPE) such as flame-resistant clothing, safety goggles, and gloves when conducting Hot Work, and
- A designated fire watch person must be present during and after Hot Work activities.

5.16 Line of Fire

- Contractors must conduct a thorough assessment to identify potential Line of Fire hazards in their work activities. This includes recognising situations where workers may be exposed to moving objects, equipment, or processes that could cause injury.
- Implement engineering controls to mitigate Line of Fire hazards where feasible. For example, physical barriers, guards, or automated systems to prevent workers from entering hazardous areas.
- Develop and implement administrative controls to minimise the risk of Line of Fire incidents. This includes establishing safe work procedures, clear signage, and designated work zones to keep workers out of harm's way.
- Provide comprehensive training for all workers, supervisors, and subcontractors on Line of Fire hazards and safe work practices. Workers should be educated on how to recognise Line of Fire situations and take appropriate precautions to avoid harm.
- Ensure that appropriate PPE is provided to workers to protect them from Line of Fire hazards. This may include high-visibility clothing, hard hats, safety glasses, gloves, and steel-toed boots, depending on the specific risks present in the work environment.

- Supervisors and safety personnel should actively monitor work activities to ensure that Line of Fire hazards are effectively controlled. They should intervene if they observe unsafe behaviours or conditions and provide corrective actions as necessary.

5.17 Lockout/Tagout

Where applicable to the scope of work, contractors are obligated to establish comprehensive lockout/tagout procedures and ensure that all personnel involved are adequately trained. These procedures must include the isolation and de-energisation of machinery or equipment, the secure placement of lockout devices and tags, and the verification of energy isolation before maintenance or repair work begins. Contractors must strictly adhere to Australian WHS regulations to eliminate the risk of unexpected equipment start-up or release of hazardous energy, thereby safeguarding workers and upholding workplace safety standards.

5.18 Lone Worker

Where Contractor personnel operate alone it is imperative the this is managed by:

- Conducting thorough risk assessments to identify hazards associated with lone work, such as isolation, injury, or medical emergencies, and implementing appropriate control measures to mitigate risks,
- Establishing effective communication systems, such as check-in procedures, GPS tracking, or emergency alert devices, to maintain regular contact with lone workers and enable prompt response in case of emergencies,
- Providing comprehensive training to lone workers on hazard recognition, emergency procedures, and self-rescue techniques, as well as ensuring adequate supervision and support from management,
- Developing and implementing emergency response plans specific to lone worker scenarios, including procedures for raising alarms, contacting emergency services, and providing medical assistance, and
- Implementing procedures for monitoring the health and well-being of lone workers, including regular check-ins, health assessments, and access to medical support as needed.

5.19 Noise/Hearing Conservation

Contractors shall assess and control noise hazards in the workplace, ensuring that exposure to noise does not exceed the established exposure standards. For workers who are frequently required to use personal protective equipment, such as hearing protection, contractors must provide audiometric testing within three months of the worker commencing work. Regular follow-up audiometric testing, at least every two years, is also mandated to monitor and protect workers' hearing health.

Table 7: Noise Code of Practice References

AUSTRALIAN LOCATION REFERENCE	CODE OF PRACTICE
Western Australia	Managing noise and preventing hearing loss at work

AUSTRALIAN LOCATION REFERENCE	CODE OF PRACTICE
Model Act	Managing noise and preventing hearing loss at work
Queensland	Managing noise and preventing hearing loss at work
Victoria	Compliance code – Noise
Northern Territory	Managing noise and preventing hearing loss at work
South Australia	Managing noise and preventing hearing loss at work
Tasmania	Managing noise and preventing hearing loss at work

5.20 Radiation

For contractors engaged in services involving the transportation, handling, and storage of radioactive items, adherence to stringent Health, Safety, and Environment (HSE) requirements is essential, both domestically and internationally. These requirements typically include:

- Ensuring compliance with national and international regulations governing the transportation, handling, and storage of radioactive materials, including requirements set forth by relevant authorities such as the Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) and the International Atomic Energy Agency (IAEA),
- Providing specialised training and certification for personnel involved in the handling and transportation of radioactive items, covering topics such as radiation safety, emergency response protocols, and security measures, in accordance with applicable national and international standards,
- Implementing strict protocols for the safe loading, unloading, and transportation of radioactive materials, including the use of appropriate shielding, containment, and handling equipment to minimize radiation exposure risks,
- Implementing robust security measures to prevent unauthorised access to radioactive items during storage and transportation, including secure storage facilities, access controls, and surveillance systems, in compliance with national and international security standards,
- Developing comprehensive emergency response plans specific to incidents involving radioactive materials, including procedures for containment, decontamination, and communication with emergency responders, adaptable to different jurisdictions and international settings, and
- Conducting thorough risk assessments to identify potential hazards associated with the transportation, handling, and storage of radioactive items, and implementing appropriate control measures to mitigate risks, in accordance with national and international radiation safety guidelines.

5.21 Rigging

- Ensure that all riggers and signal persons possess valid and relevant certifications and licenses in compliance with local and international regulations.
- Develop detailed rigging plans and engineering assessments for all lifting operations, including load calculations, rigging configurations, and lifting procedures.
- Establish and enforce safe load handling procedures, addressing load securing, weight distribution, and sling/attachment inspections.
- Regularly inspect and maintain all rigging equipment, including slings, shackles, hooks, and blocks, in accordance with manufacturer specifications and industry standards.
- Document and keep records of inspections, maintenance, and repairs.
- Conduct pre-lift inspections of cranes and lifting equipment to ensure they are in safe working condition before commencing rigging operations.
- Provide comprehensive training for rigging and signal personnel to ensure their competence in performing rigging operations safely.
- Verify and document the competency of riggers and signal persons through assessments and evaluations.
- Develop lifting plans and conduct risk assessments for all lifting operations, considering factors such as load size, weight, centre of gravity, and environmental conditions.
- Establish clear emergency response plans specific to rigging-related incidents, including procedures for load drops, personnel evacuation, and medical emergencies.
- Minimise environmental impacts by implementing spill containment measures for fuel and hydraulic fluids.
- Comply with local environmental regulations related to rigging operations.
- Monitor weather conditions and cease rigging operations during adverse weather, including high winds, lightning, or heavy rain, as appropriate.
- Establish clear communication and signalling procedures between rigging personnel, crane operators, and ground personnel to ensure safe rigging movements.
- Maintain records of rigging operations, including lifting plans, incident reports, and safety meetings.
- Report all incidents, near-misses, and safety concerns promptly.
- Adhere to all relevant local, national, and international regulations governing rigging operations, including compliance with Australian Work Health and Safety (WHS) legislation.
- Provide training to ground personnel involved in rigging operations, ensuring they understand their roles and responsibilities in load handling.

- Properly store and handle rigging equipment when not in use to prevent damage and unauthorised access.

5.22 Stop Work Authorisation

Contractors must establish comprehensive policies and procedures that empower their employees to exercise their right to stop work when they encounter unsafe conditions or activities that pose a risk to health, safety, or the environment. This includes reporting concerns without fear of reprisal and initiating stop work actions when necessary. These issues must be investigated and addressed these promptly, working to resolve safety concerns and mitigate risks before allowing work to resume.

5.23 Stored Energy

Contractors must conduct a thorough assessment to identify all potential sources of stored energy in their work scope. This includes but is not limited to electrical systems, hydraulic systems, pneumatic systems, and mechanical systems such as springs or compressed gas cylinders. These shall be addressed in the relevant JHA or SWMS. Contractor shall:

- Develop and implement energy control procedures, such as Lockout/Tagout (LOTO) or Isolation and Verification procedures, to ensure that stored energy sources are safely de-energised before work, maintenance, repair, or servicing activities begin.
- Provide comprehensive training for all workers involved in activities where stored energy is present. Workers must be trained on the hazards associated with stored energy, how to properly control and isolate energy sources, and the importance of following established procedures.
- Maintain written procedures for the control of hazardous energy sources. These procedures should outline the steps for safely de-energising equipment, verifying energy isolation, and restoring energy after work is completed.
- Clearly label all energy isolation points and equipment with appropriate warning signs to alert workers to the presence of stored energy and the need for proper isolation procedures.
- Conduct regular inspections of energy control devices, such as lockout/tagout devices or isolation valves, to ensure they are functioning correctly and are properly maintained.
- Supervisors and safety personnel should monitor activities to ensure compliance and intervene if unsafe conditions or behaviours are observed.
- Establish effective communication and coordination protocols between contractors, subcontractors, and site personnel regarding energy control procedures. This ensures that everyone involved is aware of their responsibilities and works together to maintain a safe working environment.
- Maintain records of training activities, inspections, and incident reports. Regularly review and update procedures based on lessons learned, changes in equipment or processes, and regulatory requirements.

5.24 Subcontractor Safety Management

Contractors must establish robust requirements for subcontractor management to ensure the safety and compliance of their operations. Contractors have a legal obligation to engage subcontractors who demonstrate competence in WHS matters and who adhere to all relevant WHS laws and regulations. This entails:

- conducting thorough due diligence in the selection process,
- ensuring that subcontractors possess appropriate certifications, licenses, and insurance.

Contractors must also clearly define the roles and responsibilities of subcontractors in terms of WHS, including reporting and incident management procedures.

Regular communication, supervision, and collaboration between contractors and subcontractors are essential to ensure that WHS requirements are consistently met throughout the work scope.

5.25 Thermal Hazard Management

Where contractor scope involves handling, storage and transportation of goods that are sensitive to temperature variations, they must:

- Conduct a thorough risk assessment to identify potential thermal hazards,
- Implement appropriate control measures to mitigate thermal hazards, such as insulation, ventilation, temperature monitoring systems, and protective equipment for personnel,
- Develop and implementing emergency response plans specific to thermal hazards, including protocols for evacuation, first aid, and coordination with emergency services,
- Provide comprehensive training to personnel on thermal hazard recognition, safe handling practices, and emergency response procedures in case of thermal incidents, and
- Regularly monitor and review thermal hazard management procedures to ensure effectiveness and compliance with relevant regulations and industry best practices.

5.26 Tool Safety

Contractors must establish and enforce minimum requirements for tool safety including implementing policies and procedures to ensure that all tools and equipment used on the job are safe, well-maintained, and suitable for their intended purpose.

- Provision of adequate training and supervision is required to workers, emphasising proper tool use and safety precautions.
- Regular inspections and maintenance checks for tools and equipment should be conducted to identify and address potential hazards.

Additionally, contractors must promote a culture of responsibility among workers, encouraging them to report any damaged or faulty tools and ensuring that unsafe tools are promptly removed from service.

5.27 Work Zone Safety

Contractors are to establish and enforce requirements for work zone safety to protect the safety of workers and the public. This includes but is not limited to:

- The creation of comprehensive traffic management plans, ensuring the safety of workers and efficient traffic flow of vehicles and pedestrians.
- Implementing clear signage, marked walkways, and traffic control measures to minimise the risk of accidents within warehouse facilities or public roads, and
- Adequate training, supervision, and communication must be implemented to ensure that all workers understand and adhere to safe practices within these work zones.

6 ENVIRONMENTAL REQUIREMENTS

6.1 Environmental Impact Assessment

Contractors are required to conduct impact assessments as part of their scope of work, involving a thorough evaluation of potential environmental risks and impacts associated with their scope of working. Environmental aspects related to transportation, storage, and handling of goods, including any hazardous materials must be identified and documented. Followed by assessing the potential consequences of these aspects on the environment, such as air and water quality, soil contamination, and habitat disruption. To mitigate these impacts, contractors are required to develop and implement controls, or where the scope warrants it an environmental management plan, that outline measures for pollution prevention, resource conservation, and waste management.

6.2 Waste Management and Disposal

Contractors shall develop an effective waste management plan aimed at reducing, reusing, and properly disposing of waste generated during operations. Contractors must segregate, store, and transport waste in a manner that complies with environmental regulations and guidelines. This includes handling hazardous materials with utmost care, ensuring their safe containment and disposal in accordance with relevant laws. Recycling and sustainable waste practices should be prioritised whenever feasible to minimise the environmental impact of waste disposal. Regular monitoring and reporting on waste management activities are required to maintain compliance and demonstrate a commitment to environmental responsibility.

6.3 Pollution Prevention Measures

Contractors are required to implement pollution prevention measures within the scope of their work, in strict accordance with Australian environmental legislation to prevent pollution and minimise environmental impact. Contractors must identify potential sources of pollution and take proactive steps to mitigate them, including:

- Adhering to regulations regarding the safe storage, handling, and transport of hazardous materials, ensuring spill containment and prompt reporting of any spills,

- Effective waste management practices must be established to segregate, store, and dispose of waste in compliance with environmental laws. Recycling and reusing materials whenever possible are also encouraged,
- Contractors must employ measures to minimise emissions from vehicles and equipment, including regular maintenance and emission control systems, to reduce air pollution,
- Managing stormwater runoff and preventing contamination of water sources and controls to prevent pollutants from entering waterways during operations,
- Compliance with noise and vibration limits to mitigate disturbances to surrounding communities and ecosystems,
- Take measures to protect local flora and fauna, including minimising disturbance to habitats and adhering to regulations that safeguard biodiversity, and
- Develop effective spill response plans to manage and mitigate environmental harm in the event of accidental spills.

6.4 Environmental Monitoring and Reporting

Contractors will be required to provide supporting evidence of any environmental objectives and KPI's for the contract scope to identify metrics that will demonstrate the reduction of carbon emissions.

7 SECURITY REQUIREMENTS

7.1 Access Control and Facility Security

Access control and facility security are paramount for contractors engaged by Westlink to conduct services on our behalf for our clients to protect personnel, assets, and sensitive information where Westlink client assets are stored. The minimum requirements will typically include:

- Access control systems that restrict unauthorised entry to facilities, warehouses, or specific areas within them. This may involve keycard access, biometric authentication, or security personnel,
- Contractors should establish visitor management protocols to ensure that all visitors are properly identified, logged, and escorted as needed while on-site,
- The use of surveillance cameras and monitoring systems to deter unauthorised access and record activities within the facility,
- Intrusion detection systems in place to promptly identify and respond to unauthorised entry or security breaches, and
- Physical security measures such as fencing, barriers, bollards, and secure locks to fortify the facility perimeter and entry points.

In addition to physical security, contractors must implement robust data security measures to protect sensitive information, including digital records and Westlink and its clients data. This includes encryption, firewalls, and regular software updates.

7.2 Cargo and Inventory Security

Cargo and inventory security must be implemented where the contract scope includes holding goods and materials. The minimum requirements in this regard typically encompass:

- Establishing an inventory management system to accurately track the movement and storage of goods. This includes regular audits to identify discrepancies,
- Secure handling practices for loading, unloading, and transportation. Contractors must ensure that cargo is properly secured to prevent shifting, damage, or theft during transit,
- Warehouses and storage facilities should be equipped with appropriate security measures to prevent unauthorised access and theft,
- Cargo containers should be sealed and locked to deter tampering and unauthorised access. Security seals should be regularly inspected and recorded,
- Conducting background checks (e.g. police clearance) on personnel involved in cargo handling and transportation can help prevent insider theft or security breaches,
- Accurate record-keeping of cargo movements and inventory levels,
- Security to for employees to ensure they understand and adhere to security protocols, including reporting any suspicious activities,
- Collaborating with local law enforcement and relevant security agencies to enhance cargo and inventory security, especially during transportation through high-risk areas, and
- Adequate cargo insurance coverage should be in place to mitigate financial losses in case of theft or damage.

7.3 Information Security

Contractors shall implement minimum requirements for information security, with a strong link to the Australian Privacy Principles (APPs). These principles, outlined in the Privacy Act 1988, set the standard for the collection, handling, and protection of personal information in Australia. Contractors must ensure the following:

- Safeguard personal information collected during the contract scope, including customer data and employee records. for example: encryption, access controls, and secure storage, to protect this information from unauthorised access, disclosure, or breaches,
- Obtain clear and informed consent from individuals when collecting their personal information and provide transparent notifications about how that information will be used,
- Personal information should only be retained for as long as necessary to fulfill the purpose for which it was collected, with data retention policies,

- A process to report any data breaches related to the contract to Westlink and the Office of the Australian Information Commissioner (OAIC),
- Ensure staff receive cyber security training and awareness to ensure that employees understand their responsibilities in safeguarding information, and
- Contractors must ensure that third-party service providers or subcontractors also adhere to information security practices when handling personal or sensitive information relating to the contract scope.

8 TRAINING AND COMPETENCE

Contractors shall ensure their training programs and requirements are relevant to the scope of services and ensure the competence of their workforce for task undertaken.

8.1 Training Programs and Requirements

- All personnel, including new hires and contractors, shall undergo comprehensive induction training that covers safety protocols, company policies, and job-specific requirements.
- Contractors must ensure that employees have the necessary skills and knowledge to perform their roles safely and effectively. This may include training on equipment operation, hazardous material handling, and compliance with relevant regulations.
- Health and safety training programs must address common workplace hazards, safe work practices, emergency response procedures, and incident reporting.
- Employees must be educated on compliance with relevant laws and regulations, industry standards, and company-specific policies. This may include training on environmental regulations, road safety, and industry-specific guidelines.
- Contractors must maintain detailed records of employee training and certifications to demonstrate compliance with training requirements and confirm compliance through their internal audit program.
- Training programs should be regularly reviewed and updated to reflect changes in regulations and industry best practices.

8.2 Road Transportation, Communication, Qualification and Training

Contractors providing road transportation services are required to adhere to the relevant regulations and standards which differ between Australian states and territories and vary depending on the type of vehicles used. As such, contractors and any subcontracted transport operators have the responsibility to comprehensively understand and comply with the applicable regulations and standards pertinent to their specific scope of work. This includes, but is not limited to:

- The appropriate class of driver's license for their vehicles,
- Commercial vehicles inspections must be maintained to ensure roadworthiness and safety compliance,

- Requirements for securing and restraining loads on vehicles to prevent them from shifting or falling off during transport,
- Regulations governing driving hours and rest periods for commercial drivers to prevent driver fatigue, ensuring safe road transport operations,
- The classification, labelling, packaging, and documentation of hazardous materials as per the applicable Dangerous Goods regulations,
- Compliance to the Heavy Vehicle National Law (HVNL) for heavy vehicles over 4.5 tonnes gross vehicle mass (GVM) for roadworthiness, mass limits, dimension limits, and accreditation,
- Adherence to relevant regulations addressing vehicle emissions and environmental standards to reduce the environmental impact of road transport,
- Understanding and training personnel in the accountabilities within the Chain of Responsibility legislation including consignors, consignees, loaders, and transport operators, and
- Compliance with road safety laws, including speed limits, seatbelt use, and mobile phone usage restrictions.

8.3 Competency Assessment

Contractors must provide personnel that have been deemed competent for their role through assessment to ensure that individuals possess the requisite knowledge, skills, and qualifications for their respective roles. These may involve:

- Relevant training programs and attain certifications as necessary for their roles by way of a Training Needs Analysis and supporting evidence.
- Confirmation through supervision and mentoring, and
- Periodic assessments and evaluations to verify ongoing competency and identify areas for improvement.

9 DOCUMENTATION AND RECORDS MANAGEMENT

The Contractor is responsible for establishing, implementing, and maintaining an effective document control and records management system, with clear guidelines for document retention periods. These records must be easily understandable and legible to Personnel and Visitors.

All document deliverables submitted by the contractor to Westlink must be in English. Additionally, the procedure for accessing HSES procedures and other documents must be clearly communicated to all relevant individuals.

10 AUDITING AND COMPLIANCE MONITORING

10.1 Regular Audits and Inspections

Contractors must establish auditing and compliance monitoring procedures including:

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- A risk based audit and inspection schedule outlining when and where assessments will be conducted based on level of HSES risks related to the scope of activities.
- Audit reports and findings must be documented including any non-compliance issues or areas needing improvement. Clear reporting mechanisms should be in place to communicate these findings to relevant parties, with a focus on corrective actions and preventive measures, and
- Procedures for addressing non-compliance issues promptly, implementing corrective actions, and verifying their effectiveness must be included.
- Contractors must participate in Westlink lead HSES audits which will be determined prior to the commencement of the works.

11 COMMUNICATION AND REPORTING

Contractors must establish effective communication, consultation, and reporting processes as a minimum:

- Establish clear channels of communication to ensure that all relevant parties, including employees, subcontractors, and Westlink personnel, can exchange information regarding safety concerns, incidents, and best practices such as:
 - daily pre-start meetings,
 - weekly toolbox talks,
 - monthly HSES committee meetings with minutes circulated to all employees, and
 - shift handover communication process.
- Regular consultation with their workforce and other stakeholders to gather input on safety measures, risk assessments, and hazard identification,
- Prompt reporting of safety incidents, near misses, and potential hazards. Contractors should have procedures in place for incident reporting and investigation, ensuring that all incidents are thoroughly documented and reported to the appropriate authorities as required by WHS Legislation,
- Have a mechanism for feedback from employees and stakeholders on safety matters and make improvements based on this input, and
- Ensure that all personnel are trained and aware of the communication, consultation, and reporting processes, emphasising the importance of proactive safety measures.

12 EMERGENCY RESPONSE AND CONTINGENCY PLANNING

12.1 Emergency Response Procedures

Contractors must maintain a comprehensive emergency response plan that address various potential scenarios, including accidents, natural disasters, and hazardous material incidents relevant to the scope of services. This must include, as a minimum:

- Clear communication procedures to alert and inform personnel, Westlink and its clients, and relevant authorities during emergencies,
- should have well-defined evacuation diagrams for their facilities and transportation routes, ensuring the safety of all personnel and the protection of assets,
- Regular training and emergency drills to ensure that personnel are adequately prepared to respond effectively to emergencies. Records must be maintained and provided to Westlink upon request,
- Contingency plans should outline alternative strategies and actions to minimise disruptions to services during unexpected events, and
- Identify and allocate necessary resources, such as first aid supplies, fire extinguishers, and emergency response teams, to support effective emergency response.



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