



SCOPE OF WORKS

SOW Document Release Date: 01/02/2010

Content

Introduction	3
Project Procedures and Administration	8
Work Rules & Guidelines	16
Contractor release indemnity form	30
Appendix	31

INTRODUCTION

Introduction

GraysOnline, an Industrial Asset Management Company, has been appointed by *THE VENDOR* as exclusive agents for the sale and of redundant assets, salvaged assets. Graysonline and/or *THE VENDOR* will manage the removal of these assets.

GraysOnline will offer redundant assets 'as is, where is' to their buyers (Buyer). Subsequent to their sale these assets are required to be removed by the Buyer. Assets sold during the sale process will be removed at the expense of the Buyer. GraysOnline and *THE VENDOR* as a condition of sale will require the Buyer to utilise or become preferred contractors (Contractors) to remove the assets on the site. Contractors will need to conform to the site entry and operating conditions as determined by Graysonline and *THE VENDOR*.

The Buyer of an asset is the client for the Contractors. Graysonline will manage the interaction between *THE VENDOR*, Buyers & Contractors to ensure the success of the Project.

Sale & Removal Projects

To ensure a successful outcome Graysonline will conduct one or more Sale Project/s. All assets within a Sale Project will be classified as 'A' or 'B' type assets by Graysonline. All 'B' type assets will be deemed to require a Contractor for removal.

Removal includes decommissioning (if not already completed), dismantling, labelling for identification, packaging, make good and make safe. Dismantling is not to include the cutting up of assets as scrap on the site. Minimum packaging requirements are that all assets are secured to a pallet or are secured and ready for a straight lift onto a buyers transport agents vehicle for local delivery.

Shortly after the completion of the bidding on Assets within a Sale Project the Contractor will be handed the Removal Site in a formal hand over meeting. Contractors, if not already done so, must then provide a relevant Safe Work Method Statement (SWMS) for the removal of the Assets on the Removal Site. The SWMS's will be reviewed and on acceptance, payment in full by the buyer and confirmation of the decommissioned state of the asset will receive approval to begin Works. The signed SWMS's for a Project Site identify the extent of the Removal Project to be undertaken by the Contractor and shall be inclusive of all associated works required to gain access to assets. Further Work Permits maybe required for specific tasks.

The Contractor shall supply all labour, site supervision, crange, materials, services, packaging, plant, equipment, engineering support and planning support.

Contractors will prior to the commencement of an Asset Removal Project be given control of the Localised Project Site. It will be the Contractors responsibility to ensure the safe removal of equipment and the safety of all persons on the Localised Project Site.

For all sales conducted from GraysOnline's own sites, GraysOnline will be considered the vendor. In this case all activities or works conducted by GraysOnline Supervisors, Buyers or Contractors must comply with this Scope of Works.

Preferred Contractor Selection

The minimum requirements for selection include but are not limited to the provision of:

- a company profile
- suitable work experience
- suitable OHS management plan or compliance with *THE VENDOR* or Graysonline; management plan
- proof of use of safety management systems
- a Public Risk Policy to the sum of \$10 million
- Contractors All Risk Policy to the sum of \$10 million
- Registration under the Worker's Rehabilitation and Compensation Act 1986 covering all persons employed
- Confirmation of acceptance to site entry conditions

All Contractors engaged by Graysonline, the Buyer or *THE VENDOR* must comply with these minimum standards.

Project Timing

The Removal Project is to be completed within time specified in the conditions of sale listed on the GraysOnline website for this sale or as approved by Graysonline and/ or *THE VENDOR*.

The Works will be carried out on a daily basis over a 5 day work week. The site operating hours are 9.00am to 4.00pm however Works requiring a permit can only be conducted between the hours of 9.00am to 4.00pm. Special dispensation for extended hours may be granted by Graysonline and/ or *THE VENDOR*.

Preplanning is essential. Work shall be carefully planned to ensure maximum utilisation of resources within the agreed time frame.

A Supervisor will be assigned to monitor the Localised Project Site and progress of the Contractor. Removal progress will be reported by the Contractor to Graysonline and/ or *THE VENDOR*.

SAFETY

Graysonline and *THE VENDOR* embrace the principle that a zero lost time injury frequency rate is a key objective. Graysonline and *THE VENDOR* recognises that the benefits to be gained from successful health and safety programs are significant in both human and monetary terms and fully justify the pursuit of the highest standards of occupational health and safety at all times.

It is recognised that all levels of management are responsible for preventing injury and illness and for maintaining a duty of care toward all persons involved in Removal Projects by:

- Providing a safe and healthy work environment
- Training employees in safe work practices
- Providing effective supervision
- Providing information to employees on potential hazards

All persons on the site must accept responsibility for their own safety and the safety of others.

In striving to achieve and maintain a safe workplace both *THE VENDOR* and Graysonline reserve the right to deny access to the Site to any person or visitor who breaches the project procedures, rules and guidelines.

It is a term and condition of entrance to the site that all Contractors and subcontractors undertaking Works on the Site shall observe any and all site safety requirements as specified from time to time by Graysonline and/or *THE VENDOR*.

All parties on the Site will comply with the provision of the South Australian Occupational Health ,Safety and Welfare Act 1986.

1. OHS Safety Management Plan

The contractor shall undertake all Works under their approved OHS Safety Management Plan for the dismantling and demolition works. Your OHS Safety Management Plan will represent best practice and combine the safety management systems of the Contractor and guidelines provided by Graysonline and *THE VENDOR* in this Scope of Works.

All individuals working on the *THE VENDOR* site shall have an appropriate Safety Induction. Site Supervisors shall have appropriate safety training. Additional training such as Confined Space training are separate courses that may be needed.

2. General Project Safety Rules & Assumptions

- (1) All local Statutory rules and regulations (Safework SA) must be adhered to at all times.
- (2) Alcohol, drugs, firearms and explosives, or any other weapons, are strictly prohibited within the *VENDOR* site.
- (3) Drinking alcohol or taking illegal drugs is strictly prohibited within the *THE VENDOR* site.
- (4) Entering the *VENDOR* site under the influence of alcohol or drugs is not permitted.
- (5) "Skylarking" and practical jokes are prohibited.
- (6) Fighting, physical violence or intimidation of others is not allowed, such an occurrence may deem instant dismissal from the project.
- (7) Smoking is not permitted in any building. Smoking is only permitted in designated smoking areas.

- (8) All speed limits and other road signs must be observed.
- (9) All safety signs and warnings must be observed.
- (10) All appropriate personal protective clothing and equipment is to be worn as required or directed.
- (11) Acceptable housekeeping practices and standards are to be maintained at all times.
- (12) No *THE VENDOR* equipment or materials shall be removed from the project area without prior approval of Graysonline and *THE VENDOR*.
- (13) All individuals working on the *THE VENDOR* Site will not operate, move or interfere with plant, power tools, mobile equipment or scaffolding unless adequately licensed.
- (14) All injuries must be treated by a qualified first aid person.
- (15) Never switch on machinery unless you know how to switch off.
- (16) All contractors will be appropriately qualified for the task.
- (17) Contractor to supply their own equipment.
- (18) All equipment used on the site will meet current legislative requirements.
- (19) All mishaps / near misses / spills / fires are to be reported and investigated.
- (20) All penetrations are to be made safe and returned to agreed condition.
- (21) No temporary or permanent attachments are to be made to the building or structure without Engineering Approval.
- (22) The use of 9" Angle Grinders will be by exception only.
- (23) Only approved Contractors to be used – Prime / Sub.
- (24) WSMS (Work Safety Management System) to be submitted by contractors 3 working days prior to start.
- (25) Contractors Localised Project Site will be colour coded for identification purposes.
- (26) All traffic flow will be in a clockwise direction.
- (27) Compliance to agreed Project Management System.
- (28) No one accesses the *VENDOR* site without appropriate induction or supervision.
- (29) No *THE VENDOR* stillages / dunnage to be used by Contractors unless authorised.
- (30) Hot Work in the Paint Shops will be by exception only.
- (31) No Personnel Carriers to be used on site
- (32) Openings and pits will be protected.
- (33) Hazards will be identified and controlled.

Note: Any person(s) found not abiding by any of the above rules will lead to that person(s) facing the appropriate disciplinary action.

3. Contractor Responsibilities

The Contractor will be in control of the Localised Project Site for the duration of the Removal Project. All access and egress to the site by all persons is to be monitored and controlled by the contractor. The Contractor will be responsible for the safety and well being of all employees, sub contractors and any party entering their Localised Project Site.

The Contractor will supply all Supervision, specifically a full time Site Supervisor that will control all aspects of the Contractors management

responsibilities, and include management of all Sub contractors etc. plus all labour, equipment and materials to carry out the following but not limited to:

- Traffic and pedestrian controls in place to manage the local traffic
- Localised Project Site & Lay down area fencing and access control into these areas.
- Reinstatement or make safe of openings will be executed to *THE VENDOR* standards as outlined in this document.
- All steel and structure shall be removed without any protrusions past ground level. *THE VENDOR* will retain all salvageable assets and scrap from the site
- Noise minimisation and its control during the dismantling/removal process is required

PROJECT PROCEDURES AND ADMINISTRATION

Introduction

Graysonline and *THE VENDOR* have developed a number of procedures, control measures and monitoring (Procedures) to suitably manage the sale and removal process.

Contractors will be required to comply with the Procedures whilst onsite. Once admitted to the site the relevant Procedures for asset removal for Contractors are outlined here and a schematic diagram of each is shown on subsequent pages of this document.

- Removal B
- Transport

It is important for the contractor to understand and follow these procedures for the success of the overall project.

'Removal B' and 'Transport' procedure will occur once a sale transaction has been completed.

To maintain adequate control of the removal process from a logistics, timing and safety perspective, the contractor may need to attend regular meetings and submit relevant tracking and approval forms.

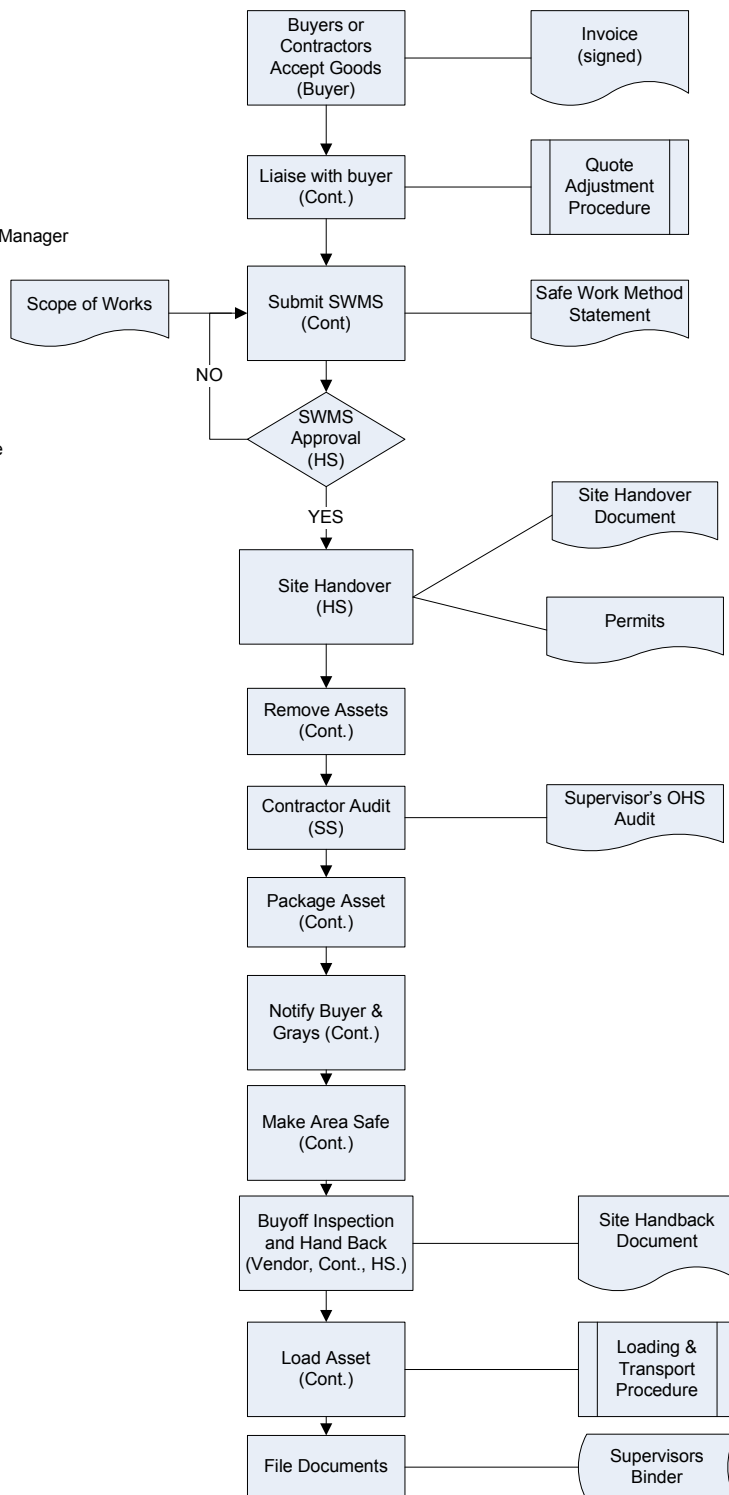
The main control documents relevant for the contractor are this SOW, Localised Project Site Hand Over Document, Safe Work Method Statement (SWMS) Works Permits (Permits) and Site Hand Back Document. They are available in the Appendix of this document.

Contractors will be undertaking the removal of sold Assets on behalf of the Buyer. On payment of the assets by the Buyers, the risk to the Assets will transfer to the Buyer and the transaction between the Seller and the Buyer is deemed complete on final removal. Buyers will be encouraged to gain adequate insurance cover for their assets during the sale process. There will be no recourse for the buyer beyond this time.

The Contractor will be given control of the Localised Project Site and will need to act on the Buyers behalf in the removal process while adhering to the policies and procedures as outlined in the SOW, the Safety Management Plans and Site Induction requirements.

REMOVAL B PROCEDURE

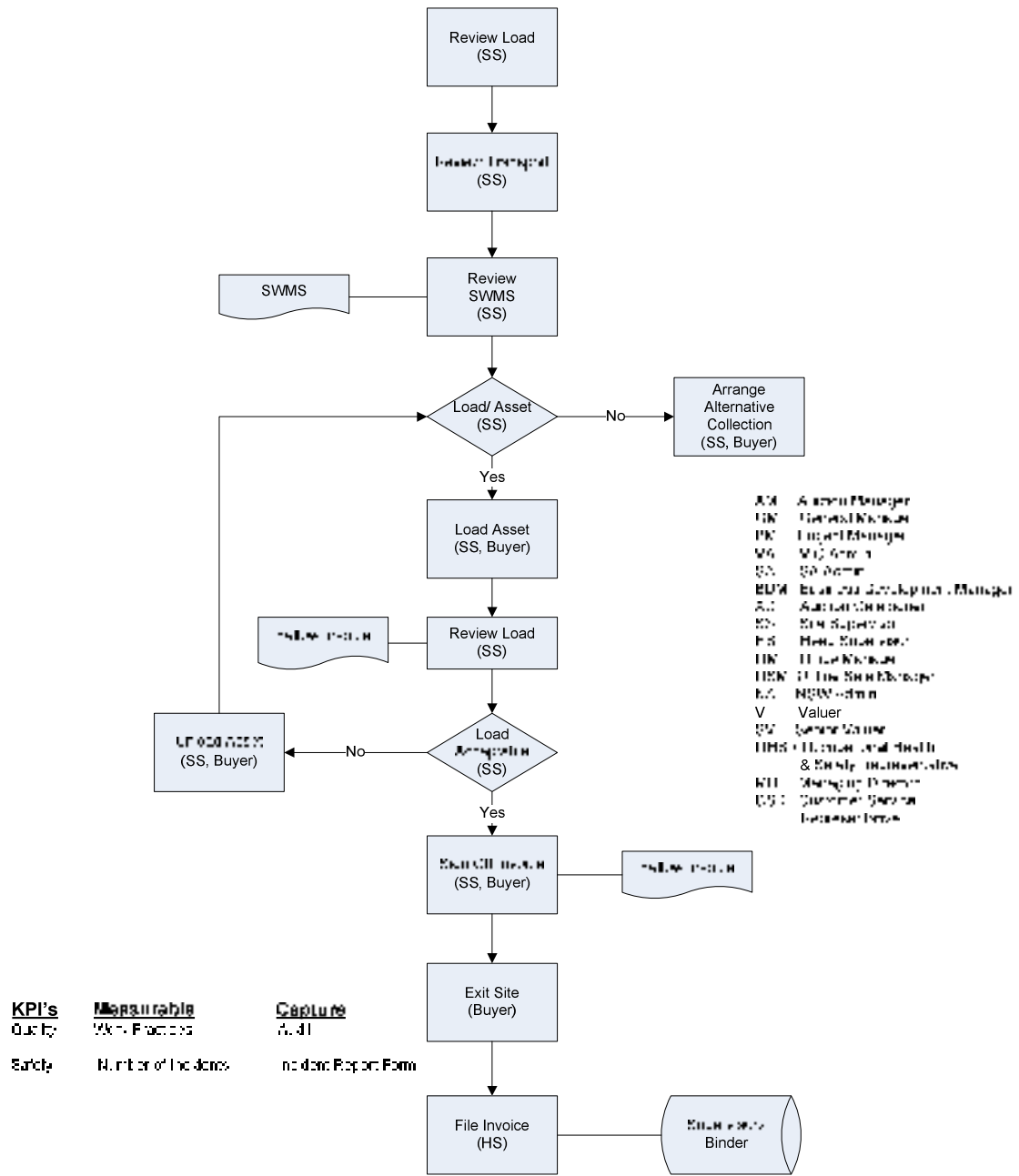
- AM Auction Manager
- GM General Manager
- PM Project Manager
- VA VIC Admin
- SA SA Admin
- BDM Business Development Manager
- AC Auction Cataloguer
- SS Site Supervisor
- HS Head Supervisor
- OM Office Manager
- OSM Online Sale Manager
- NA NSW Admin
- V Valuer
- SV Senior Valuer
- OHSR Occupational Health & Safety Representative
- MD Managing Director
- CSR Customer Service Representative



Originator	Ben Roden
Approval Date:	01/07/09
Current Date:	24/12/2009
File Name:	Removal B



LOADING & TRANSPORT PROCEDURE



Original: Ben Roden
 Approval Date: 01/07/09
 Current Date: 24/12/2009
 File Name: Loading and Transport



Meetings

Graysonline and *THE VENDOR* may conduct a Daily Contractor Meeting. This meeting is compulsory and will provide an opportunity for contractors to verify removal authorisation and Permits for pending activities. It will also inform them of other relevant activities on the site and an opportunity to discuss relevant issues. Further meetings will be called from time to time with all or particular Contractors to discuss issues such as site safety and progress.

The contractors will be expected to conduct daily Pre-start Meetings to transfer relevant information to their staff or sub-contractors. A Graysonline Supervisor may be in attendance at this meeting on regular intervals.

Site Hand Over Form

After approval of a contractor to a removal project a Site Hand Over Meeting between Graysonline/ *THE VENDOR* and the Contractor will occur to formally transfer the Localised Project Site responsibility to the contractor.

At this meeting, information relating to the project, orientation and decommissioning of assets on the Localised Project Site will be provided. A formal document will be executed by all parties as acknowledgement of the site handover (Site Hand Over Form—see Appendix). The signed off yellow Graysonline invoice will also suffice for this transfer.

SWMSs

The SWMS form will represent the authority for the contractor to commence removal on an asset by asset basis. The SWMS will contain an assessment by the contractor of the risks and control measures associated with the removal of each asset. If the content of the SWMS is deemed adequate, if payment by the buyer is confirmed and if the decommissioning status of the asset is verified the document will be signed off.

An individual SWMS form will be required for each asset but a group assessment may be acceptable. At a minimum the SWMS needs to reference the appropriate asset reference number or lot number (Lot Number).

All works shall be authorised by an approved SWMS, including associated works such as removal of barriers, unsold assets & other impediments.

A SWMS will need to be submitted at least 1-3 days prior to the preferred start date of the activity.

The contractors are encouraged to use their own documents if deemed suitable for their SWMS in line with their OHS Management System.

For high risk assets, information will be provided by *THE VENDOR* or should be requested by the contractor to assist in knowledge transfer.

SWMS's will need to be visible or available at the Localised Project Site at all times.

Permit to Work System

Most work carried out on site is regarded as cold work and is not controlled by a permit system. There are some aspects of work that do require permits (refer below for this type of work). Before you start any type of work check with Graysonline and/or *THE VENDOR* to determine if a Permit is required.

Any person commencing unauthorised removal work or taking unauthorised vehicles onto the site shall be immediately removed from site and disciplinary action will be taken. **No excuse is acceptable.**

The Permits which may be used in this system are:

- Hot work
- Confined space
- High Access (Scaffold)
- Vehicle Access
- Isolation of electrical and mechanical equipment
- Excavations
- Work on roofs
- Working in Hazardous Chemical Areas
- Working with Hazardous Materials (MSDS required)

A copy of each Permit is available from *THE VENDOR*.

Safe Work Method Statements (SWMS) will be required before any "Permit to Work" will be issued.

Permit life will extend for 24 hours and only valid in the hours of 9.00am to 4.30pm unless suitable dispensation is granted by Graysonline and/or *THE VENDOR*.

Buyoff Inspection and Handback

At the completion of the removal project, *THE VENDOR*, Graysonline and the Contractor will review the Localised Project Site making reference to site make good and make safe requirements specific for the site.

If deemed acceptable Buyoff Inspection & Handback will occur and be acknowledged on the Handback Inspection Form. The Handback Inspection Form can be viewed in the Appendix of this document.

Plant Safety Checklist

All operators of plant are responsible to report any item of plant that is suspected of requiring maintenance or in an un-roadworthy condition. A daily Plant Safety Checklist is to be completed by relevant operators. A compliant fire extinguisher is to be fitted to plant or in close proximity of the plant operations. No loose objects are to be left unsecured in the cabin areas.

Licences

Licences are required to be in the possession of relevant individuals at all times when operating relevant vehicles or undertaking relevant tasks.

Licences required onsite include but are not limited to:

- Motor Vehicle Licences
- Forklift Licence
- Electricians Ticket
- Riggers/Dogging Ticket
- Scissor Lift
- Boom Lift
- Cranes

Licences are to be made available at induction sessions for copying and subsequent retention.

Any Contractor found to be operating without a licence will face disciplinary review and may be escorted from the site.

Incident Reporting

The full disclosure of all incidents which involve injuries or damage, potential injuries or damage and all instances of near miss, is required on this project. All incidents as described must be reported to Graysonline and/or *THE VENDOR* as soon as possible on an appropriate Incident Report Form. The Accident - Injury Report can be found in the Appendix of this report.

The information given will be used for fact finding purposes and not fault finding. The intent of the information is to eliminate or control hazards and alert others to potential hazards and the risks of being harmed or injured.

Neglected minor injuries can become more serious. Incidents must be reported initially to your Supervisor and Safety Officer or First Aid officer. Your co-operation is necessary to be able to maintain a safe workplace.

Induction

Graysonline and/or *THE VENDOR* will provide an appropriate induction for all personal involved in this project.

Salvageable Assets and Scrap Metal

All Salvageable Assets and Scrap Metal are to be retained by *THE VENDOR* unless specified in the asset description of the sold item. Contractors will be expected to undertake a basic sort of Salvageable Assets and Scrap Metal (Salvage Assets) and

transfer these assets into the salvage laydown areas specified by Graysonline and/or *THE VENDOR* within the *VENDOR* Site. Salvage Assets are to be sorted into categories such as but not limited to ferrous metals, copper, non-ferrous metal, pumps, motors, valves, electric cabinets, panelling...etc)

A clean and accessible Salvage Laydown Area will need to be maintained at all times.

Removal of Obstructions and Make Good

Obstructions to the removal process are the responsibility of the Contractor. We will expect the contractor to identify which assets will benefit from the removal of an obstruction.

It will be the Contractors responsibility to make good and make safe all necessary structures affected in the removal of obstructions. Due to the nature of the overall project make good requirements will be reviewed on a case by case basis.

Transport

The buyer will be responsible for arranging the removal of their assets from the site. The Contractor will be expected at a minimum to provide the buyer with relevant shipping information for this purpose including but not limited to number of loads (pallets), load size and load weight.

The collection of assets by Transport Agents will be restricted to 9.00am to 4.30pm throughout the project to ensure the effective management of all traffic on the site. Alternate collection days must be requested by the Buyer or Contractor and approved by Graysonline and/or *THE VENDOR*.

All loads leaving the site will need to be appropriately secured on the Transport Agents vehicle with appropriate consideration to The Road Traffic Act 1961 (SA)

Contractors will be encouraged to arrange with or on behalf of the Buyer the transportation of a Buyers Assets.

Site Set Up

1. Dismantling/Lay Down Area

We encourage contractors to identify a suitable lay down area for their project at the daily contractor meetings. Dismantling/Lay Down Area will receive final approval by Graysonline and/or *THE VENDOR* and could change without notice.

2. Contractor Site Offices and Amenities

The contractor may make written request to the Graysonline and/or *THE VENDOR* Contractor Manager to set up their site office or to utilise existing amenities on the site.

Discipline

Contractors will be expected to meet with all commitments in this SOW and subsequent commitments made throughout the project. The Contractor will be reviewed throughout the Removal Project with particular attention paid to safety and timing.

Should the Contractor commit an act of considerable negligence or deemed to have risked the health and safety of any persons on the site, Graysonline and/or *THE VENDOR* reserve the right to remove the Contractor from the site and refuse entry to the site.

Discipline reviews will be undertaken in the Daily Contractors meeting.

Emergencies

In the case of an unforeseen circumstance occurring, e.g. spill, fire, it is essential that The *VENDOR* Emergency Number to be contacted by phone and details of the incident provided. This is to ensure immediate action occur to minimize the impact of the environmental or OHS incident.

Emergency Evacuation

As per *THE VENDOR* Induction, in a situation where you hear the Evacuation Siren, you are required to evacuate the plant site/area.

Site Drawings

A number of site and asset specific drawings may have been retained on file by *THE VENDOR*. All reasonable requests for drawings will be facilitated by Graysonline and/or *THE VENDOR* and requests for drawings are to be made with the Contractor Manager.

Please refer to the Scope of Works – Specific Requirements section of this document for provided maps and drawings.

Contacts

All parties must ensure they make themselves aware of all relevant contacts prior to entering the site.

WORK RULES AND GUIDELINES

Introduction

Graysonline and/or *THE VENDOR* have outlined in this section of the SOW Rules and Guidelines to assist the Contractor in the safe undertaking of their Removal Project. The Rules and Guidelines are to be considered a minimum requirement for this project and the Contractor is encouraged to aim for best practice in the area of safe work practices for this project. All forms referenced in this section can be found in the Appendix to this document.

Confined Space

Graysonline and/or ***THE VENDOR*** will be responsible for identifying confined space areas within the *VENDOR* site. Contractors will be required to review their own work site for Confined Space and identify to the Contract Manager prior to the commencement of works.

Any work in a confined space must be carried out in accordance with AS2865 – Safe Working in a confined space.

No work shall commence until the approved work permit and confined space work permit has been received and the relevant workers are fully informed of their duties and work safety procedures.

Works in Confined Space will need to be identified in the Safe Work Method Statement (SWMS).

Working on Roofs/Elevated Structures

Proper planning needs to be undertaken before any work on roofs takes place. Matters to be addressed include:

- Safe access
- Condition and strength of roofing material
- Perimeter protection
- Structural stability
- Identification of fragile panels, e.g. skylights
- Means of rescuing persons
- Methods of raising or lowering equipment and materials
- Crane access

Appropriate protection devices shall be used, e.g. scaffolding, guardrails, safety harness, safety nets, and fall arrest systems.

A Roof Access permit is required, together with a Safe Work Method Statement.

Openings in Floors during removal project(s)

Where there is a need to provide any form of opening, or when an opening is created as part of the job in hand, that opening must be adequately protected and sign-posted to ensure that persons cannot accidentally trip on or fall through the opening. Any unprotected penetration or opening must be immediately covered and made safe.

All penetrations in floors, roofs, or any other place where work maybe carried out, shall be covered with rigid material of sufficient strength fit for the work being carried out.

If rigid support is not practicable, proper guardrails and toe boards shall be placed around the opening.

The open sides of all floors, roofs, stairwells, light wells, lift shafts and any place from which a person could fall shall be provided with proper guardrails and toe boards, or if practicable, securely boarded up.

Wear a safety harness when working near penetrations in roofs, floors, stairwells, lift shafts, etc. and any place from which a person could fall.

All barriers or guards removed to carry out work must be replaced prior to leaving the area, provided such replacement does not create a secondary hazard.

Welding, Cutting and Grinding

Where welding, cutting and grinding is being carried out, appropriate protective equipment must be worn. Bystanders or persons working in the area must be warned of potential hazards (flash of arc, hot metal, fumes and vapours, etc). Welding screens shall be provided to protect persons working in the area from arc flash.

Fume extraction devices shall be used whenever fumes are likely to accumulate. Oxy, acetylene and gas cylinders must be secured in an upright position at all times. If working on upper levels ensure area below is barricaded off to prevent access to any affected area.

Flexible hoses to be kept short and hoses and cylinders are to be protected from heat and damage.

Fire blankets may be required for certain jobs to ensure no risk of fire spreading or damage to equipment or electrical cables.

A suitable fire extinguisher shall be placed adjacent to the work area. Fire extinguishers shall not be taken away from designated areas for use elsewhere and are to be adequately maintained by the Contractor.

All persons carrying out cutting and welding activities shall check the area below for flammable and combustible materials.

If this is not possible a spotter shall be stationed in the area with a suitable fire extinguisher.

When welding around rubber and other flammable materials, specific attention shall be given to the production of flammable and toxic fumes as a result of the welding process.

Always have a compliant fire extinguisher within six meters of any hot work (contractor to supply own extinguishers).

Compressed Gas Cylinders

As a general rule fuel gases (eg, acetylene and LPG) shall be stored separately from oxidising gases (e.g. oxygen) when not in use.

Portable gas cylinders shall be stored in an upright position and properly secured (e.g. restraining chains). Full and empty cylinders shall be stored separately.

When moving cylinders from one location to another keep them in an upright position. If moving cylinders to an elevated level use specially constructed cages.

Under no circumstances shall a lifting device be directly attached to a cylinder.

If moving cylinders in vehicles, do not leave them loose in the vehicle and do not let any part of the cylinder overhang the vehicle.

Proper hoses and fittings, designed for the equipment, shall be used at all times.

All oxygen, LPG and acetylene cutting and heating sets are to have flashback arresters fitted at both the gauge and the hand piece.

Oils, greases and organic materials can react and cause explosions with gases such as oxygen and nitrous oxide. Ensure all such materials are kept well away from any gas line, regulator or cylinder.

Compressed Air

Compressed air must only be used for the purpose for which it is installed.

Under no circumstances should compressed air be used for cleaning yourself down or other people; and never direct high pressure compressed air at other people.

In addition to the risk of disturbed material getting into the eyes there is the possibility that air may be injected into the blood stream which can ultimately lead to death.

The appropriate personal protective equipment (PPE) must be worn when working with compressed air.

Ladders

The top of the ladder must always be tied off to a secure anchor position, with a second person attending/restraining the bottom of the ladder while it is being tied off. Proper safety feet/shoes must be fitted to the ladders to prevent slippage while in use. Only one person shall be allowed on a ladder at any one time, while ascending or descending.

In the event that work has to be performed from a ladder the following additional matters must be addressed:

- Before using a ladder, inspect it for damage.
- Do not use ladders that are painted or have broken or splintered side rails, or that have loose, broken or missing rungs.

- Try to avoid working from a ladder.
- Clean mud and grease off boots before using ladders.
- Never stand or work on top of a stepladder – use a longer ladder.
- All ladders must have a load rating of 120 kgs or greater.
- Do not carry tools or materials in your hands when climbing up or down ladders.
- Ladders are not to be used as makeshift scaffold or platforms.
- Face the ladder and hold onto side rails when climbing up or down.
- The gradient of the ladder should be such that the base is $\frac{1}{4}$ of its length from the wall [the 4 to 1 rule].
- The highest safe standing point on the ladder is no higher than the third rung from the top.
- Do not slide any materials down a ladder.
- Hot Work must not be performed from a ladder.
- Fall protection with full Safety Harness is to be worn if a potential fall is greater than two meters.
- SWMS is to be submitted when working at heights above two meters.

When a ladder is being used for access from one level to another, such as a scaffold, the top of the ladder, in addition to being tied off, should extend at least one metre past the upper level being accessed.

Equipment Operation- General

A range of mobile and stationary equipment will be used throughout the project for the duration of project.

Equipment includes but may not be limited to the following:

- Elevated work platforms
- Cranes
- Fork lifts
- Excavators
- Prime movers and trailers
- Light vehicles

The following general requirements apply:

- Every operator of equipment must have and be able to produce the appropriate accreditation/ approval/ certificate/ licence applicable to each unit of the equipment to be used.
- All operators shall have adequate experience and be able to demonstrate the appropriate skill levels, in accordance with the manufacturer's instructions, together with any specific instructions provided for the purposes of this project.
- All traffic rules and regulations applicable to areas being accessed by equipment are to be observed.
- Equipment shall not be used until it has been tested, checked and passed as safe for use on the project.
- Each unit of equipment shall be inspected daily, using the appropriate checklist where provided, or before each operator uses the equipment.
- Any damage, defects, or malfunctions, shall be reported immediately to your Supervisor and an Out of Service tag applied until the damage, defect, etc, can be rectified.

- All equipment shall be serviced on a regular basis.
- Safety belts must be worn by all persons operating, or travelling, in equipment.
Note: For certain equipment such as forklifts, mobile cranes and earthmoving equipment, passengers are not permitted to ride on the equipment **unless** the equipment is fitted with passenger seats.
- Riding on a sling, hook, fork tynes, or load, is prohibited.
- When operating equipment where there is restricted space, it will be necessary to have a signal person on the ground to guide movement of the equipment
- The use of man cage is prohibited on site project
- A load is not to be left suspended without an authorised licensed operator at the controls.
- Never work under suspended loads.
- Tag lines must be used where necessary. Natural fibre ropes only.
- Nine inch grinders are prohibited on site

Elevated Work Platforms

The following safe work procedures should be adhered to when operating with elevated work platforms.

- The work platform is operated safely by a properly trained and licensed user and is used in accordance with its operating instructions.
- The safe working load at the work platform **is not exceeded**.
- Never operate on more than five degrees (5°) of slope.
- Never position ladders, steps or similar items on units to provide additional reach for any purpose.
- Wear safety harnesses where specified.
- Be aware of clearances when travelling or operating.
- Do not enter or exit from platforms when elevated.
- During travel keep a safe distance from changes in slope, depressions, debris, buildings, unpaved surfaces etc.

Personal Protective Equipment

- Personal Protective Equipment appropriate for the task shall be worn.

Manual Handling

The nature of the work on this project involves a significant amount of materials handling. Wherever possible the intent is to carry out the work using mechanical handling equipment, such as cranes, loaders and trucks, rather than manual handling techniques.

Mechanical equipment shall be used to move loads, plant and equipment, whenever possible.

Equipment such as trolleys, barrows, forklifts, loaders, cranes and vehicles shall be used in preference to carrying.

The movement of tools and equipment such as slings, chains, oxy sets, etc, poses hazards which may cause injury to muscles and the spine, as well as cuts and bruising. In the event that you are required to carry equipment or materials , you

must use proper lifting techniques. Protect your hands with gloves and keep a firm grip.

If necessary get assistance and watch out for ground hazards to prevent tripping or slipping.

Working at Heights

Where a person or persons could fall from an open ledge that exceeds 2.0m in height, at least one of the following hazard control measures shall be taken;

- Provide scaffolding and guarded platforms.
- Provide temporary guardrails.
- Provide elevating work platforms.
- Provide safety harnesses and inertia reels.
- Provide safety nets.

All situations of working at height shall be assessed for the risk of persons falling and for falling objects.

Risk of Falling Objects

Where persons or equipment are at risk of being hit by falling objects, regardless of height, at least one of the following control measures shall be taken:

- Remove persons and equipment from surrounding area below.
- Secure objects to a firm anchor/structure.
- Support the object(s) by crane.
- Contain the objects in cradles, boxes, etc.
- Using suitable barricades, prevent access to the surrounding area below.
- Erect signs on the barricades preventing access into the barricaded area.
- Post flag persons to control the area below.

These measures shall be taken to eliminate the risk of persons or equipment being hit by falling objects.

Any situation which poses a risk to personnel must be reported immediately to your Supervisor.

Erection of Scaffolding

When erecting scaffolding the following minimum requirements shall apply:

- Employees who are required to carry out scaffolding activities shall be properly trained, experienced and hold certification in accordance with the current legislative requirements.
- Major scaffolding shall be constructed under the supervision of a person properly trained and certified in the erection of scaffolding.
- Where the scaffold is to be used for more than one week it shall be inspected every seven days by a certified Scaffolder.
- Movement of useable or waste material, tools, equipment, etc, to lower levels shall be by handline (16 mm diameter minimum) or hoist apparatus. No objects shall be thrown to a higher level or dropped to a lower level, nor shall they be carried by a person, should they affect his own movement, to a higher or lower level.

All situations which appear to pose a risk shall be controlled prior to work commencing or as soon as they become apparent.
Do not climb on hand rails or leave any elevated work platform whilst it is raised.

Housekeeping

Housekeeping for the site needs to be done on a shift-by-shift or daily basis. Rubbish on site will not be tolerated and *THE VENDOR* will request a clean up of the site if this occurs. Site bins need to be provided by the Contractor and removed on a regular basis.

Housekeeping also includes placement/removal of temporary barriers, warning notices and flashing lights highlighting unfinished work and immediate removal of spoil and waste from the day's activities. Safety Observations on housekeeping will be done by *THE VENDOR*.

Engineering and Lift Studies

It is expected that the Contractor shall have done Engineering assessments and calculations and full Lift Studies for works required to be dismantled or complex lifts or multiple crane lifts or where there is significant risk. Reference should also be made to AS2601-2001 Demolition.

THE VENDOR expects the Contractors to submit all their lift studies for review prior to any work occurring and as a minimum cover items such as listed below but not limited to:

- Checking and inspection for sound/unsound structure access and conditions of floor and stairway plating and treads.
- Checking and inspection of all footings and base plates where a structure or section of structure will be free standing for any period of time before removal, i.e. conveyor trestles or individual columns.
- Checking the structural Integrity of the Plant for lifts and lifting point or attachment placements.
- Establishing modular sectioning possible for dismantling and transportation.
- Weight, Centre of Gravity and Lifting Point checks.
- Underground and Above Ground Service checks for lifts and travel of lifts.
- Lift Methodology and crane placements including swing radius circle diagrams and unloading placements.
- Define No go zones and barricade those areas during lifts.
- Communication controls during lifting process.
- Landing the load and loading for transport to lay down area.

Influencing factors in determining whether a lifting study is warranted include, but are not limited, to the following:-

- Crane's rated capacity at pick up and delivery points compared with total weight of lift.
- Multiple crane lifts, in which case a full lifting study must be completed.
- Awkwardness of load at lifting and placement orientations.
- Ability of weather, particularly wind, to affect the lift.
- Clearance from load to surrounding obstacles.
- Clearances from load to the boom during lift sequence.

Any one of these factors may be sufficient to warrant the carrying out of a full lift study.

Use of Lifting lugs should be maximized.

If any doubt exists about whether a lifting study should be carried out, it must be done.

Lifting Tackle

The following should be observed whenever lifting tackle is used:

- Do not exceed the safe working load (S.W.L) marked on the equipment, as the equipment may be damaged or the load dropped, causing damage and/or injury.
- Where chain blocks are to be used, ensure there are adequate persons available to move them into place.
- Chain blocks need to be regularly inspected by a person experienced with the equipment to determine the condition.
- Check the weight of the load and select the right tackle.
- Check the operation of the tackle before you attempt to use it.
- Make sure there are sufficient persons available to control the load at all times.
- Ensure there is a safety mechanism on the hook to prevent accidental detachment.
- Do not allow any person to stand, or place any part of his/her body, under the load.
- Watch for pinch points.
- Inspection of slings and harnesses must be carried out by an authorised person. **THE VENDOR** reserves the right to destroy any defective slings or harnesses.
- All equipment or materials being moved by a mobile crane (Franna) should have the load tied off to the front of the crane.
- Where possible, tag lines should be attached to loads being lifted by cranes, chain blocks etc.
- Tag lines should be made of natural materials. (Nylon and other materials are conductive.)

Protection of Existing Plant and Services

The Contractor must assess the site and sequencing of dismantling and removal to ensure that there is protection provided for existing services that must remain while dismantling.

Should the removal of existing services be required the Contractor will need to consult with the Contractor Manager.

The Contractor is to provide a specific Work Method Statement for the protection of all existing services with the quotation for the approval by *THE VENDOR*.

Plant Decommissioning & Active Energy Services

The contractor must ensure that the risks associated with asset & site energy sources are identified and controlled.

Energy source disconnection and remaining infrastructure shall conform to appropriate legislative requirements.

Copies of relevant completed certificate of compliance shall be supplied to the Contractor Manager on completion of related works.

In some cases *THE VENDOR* may have decommissioned plant listed for sale, in which case the asset should have an isolation tag outlining the current status of the assets energy sources.

The Contractor should review the status of the decommissioning of assets during Site Handover. Further information on the decommissioned state of the assets will be given during the SWMS sign off.

Regardless of communicated information on decommission status the Contractor is required to verify the status for their own benefit. This verification should included but not be limited to:

- Energy sources
- Hazardous substances
- Site services
- Environmental hazards

The Contractor Manager must be notified if any actions are required. Should the Contractor be tasked with an action it must be identified in the relevant SWMS.

Traffic Management General

THE VENDOR will have a defined Traffic Management Plan which the contractors will be required to obey at all times.

This plan may change as the site works decrease or increase or other activities dictate. Changes to the traffic plan will be outlined in the daily contractor meeting

Entry to site will be via the West gate at all times no exception will be allowed unless a request is authorised by *THE VENDOR*.

Refer attached site map.

Contractor vehicles will not be allowed into the site unless specific requirements, warrant access by a vehicle. Access will need to be granted by *THE VENDOR*.

Special Site Requirements

The approved Contractor will be given control of their Localised Project Site at the Site Handover Meeting. At this time the Contractor's Localised Project Site will be secured with adequate barriers and tape. The contractor will be responsible for access and egress onto their site as well as the health and safety of all persons entering the site. Suitable control measures will be expected in the undertaking of this responsibility.

The Localised Project Site will be determined by the Contractor Manager and *THE VENDOR* and may change throughout the project to allow access for other contractors.

The contractor shall allow for the execution of the work on the site to cause the minimum disruption to *THE VENDOR*'s operations or other removal projects in or adjacent to the work site.

Environmental

All works must comply with *THE VENDOR* environmental policy.

Bunds, spill trays, etc are to be provided by the contractor and used to store all liquids and chemicals on the site

The following substances require a Manufacturers Material Safety Data Sheet (MSDS).

- Paints.
- Insulation.
- Fibreglass.
- Fuels and Oils.
- All Chemicals.

All personnel must wear the correct Personal Protective Equipment when handling these substances, as stated on the manufacturer's Materials Safety Data Sheet (MSDS).

All personnel handling any of the above substances need to make themselves aware of the handling and first aid procedures as stated on the manufacturers MSDS.

Temporary Wiring and Electrical Equipment

Temporary Wiring:

Particular care shall be taken with temporary wiring on site which shall comply with AS3012 and all other relevant Codes of Practice. All electricians working on site shall be trained in temporary wiring.

Electrical Equipment:

All employees are to be aware of the dangers associated with use of live electrical equipment.

Only qualified electricians are permitted to make repairs, or carry out inspections, of electric tools and equipment.

Portable electrical equipment used on site shall comply with the requirements of Australian and State legislation (in the absence of relevant State legislation, the relevant Australian legislation will be followed).

Main aspects of these Regulations relevant to the project are:

- Portable power tool extension leads, crib, amenities and office shed electrical appliances shall be inspected and tested upon arrival to project area and then portable power tools and extension leads will be inspected and tagged at three month intervals.
- A register of all electrical tools shall be maintained by the Contractor.
- Earth leakage protection devices must be provided to all power supply boards and generators. These, together with the power boards, are to be inspected and tested. Generators should be fitted with an earth stake. These checks are to be tagged and recorded as per above.
- Extension leads shall be strung in such a way that there is no possibility of them becoming damaged by heat, mechanical action, or any other means.
- Leads should be strung so that they do not create a hazard to personnel. Leads for use with electrical equipment shall be kept as short as possible, not exceed 30 meters and as far as practicable, kept clear of the floor and ground. They must be kept dry at all times.
- Unless extension leads are providing lighting, they shall be removed at the end of each day.
- All electrical wiring installations, modifications, and removal shall be carried out by a licensed electrician.
- No "piggy-back" double adaptors to be utilised on the project.

Excavation, Trenching and Drilling Permits

A trench is an excavation where the greatest depth is equal to, or greater than, the width.

Where a trench or excavation exceeds a depth of 1.5 metres the face must be supported with shoring methods approved by the Engineer or by benching methods whereby benches shall be at such that the width of the bench equals the height of the bench but does not exceed 1.5 m.

Do not work in a trench between a mechanical digger, shoring and bracing. Place excavated material at a safe distance back from the edge of the excavation - a distance not less than one third of the depth of the trench.

Do not jump across trenches. Use ladders in all trenches which are too deep to step in and out of with ease. The ladder should protrude at least one metre above the landing.

Ensure tools, equipment and other objects cannot be dropped on persons working in a trench.

Erect barricades and signs around excavations and trenches etc. at all times.

Note: 24 hours prior to commencing any excavation, trenching or drilling the respective "Excavation, Trenching and Drilling Permit" shall be completed and submitted to Graysonline for signed approval.

No work shall commence until this has been obtained and relevant workers are fully informed of their duties, in receipt of a copy of the approved permit, and fully aware of any safe working procedures peculiar to the task.

Keep excavations and trenches dry at all times. Protect from run off rain water etc.

Safety Lock-out Procedure

For high risk work a lock out procedure must be developed via a SWMS scenario with optimum Contractor input. The type of plant that may require this process would be the likes of presses and energised plant that require own energy to be dismantled.

Make Good

The Contractor will be required to make good all roofs, walls, internal structures and site services affected during the removal process. The integrity of the building is to be maintained.

Make Good of holes in roofs will require a raised cap for small openings (less than 300mm) and larger openings will require a replacement of the roof sheet secured from support to support to ensure structural integrity. Also, anti-fall mesh is to be re-established under replaced roof sections.

Make good of external walls will be undertaken with like materials compliant with applicable regulations. Make good shall not diminish building security nor presentation.

Replacement of internal structures will be on a like for like basis.

Fire suppression system reinstatement shall be done without the introduction of "dead legs".

Make Safe

On completion of the removal project, the Contractor shall ensure their Localised Project Site is made safe.

This requires the Contractor to, at a minimum, address the following:

- Housekeeping
- Pit/opening safe guarding fit for area utilisation – see note below
- Fire System reinstatement
- Trip & fall Hazards Eliminated
- Guarding and Safety Signs in place as required
- Egress paths to be unobstructed
- Bump risks

Note: Pit/opening safe guarding with temporary fencing.

The following proposal for temporary fencing has been established to minimise asset removal costs. Alternative make safe methods proposed by removal contractors may be reviewed on presentation.

Proposal: Contractor to supply (at contractor's cost) mesh cyclone type temporary builders fencing, to ensure total enclosure of all floor openings / pits which are created by asset removal, for a period of 3 months after removal of plant. The contractor's cost is to be inclusive of delivery, erection, first 3 month hire, removal and sundry charges

THE VENDOR to assume responsibility for fencing hire costs, only, after initial 3 month period.

(This page intentionally left blank)

OHS Agreement

GRAYS (AUST) HOLDINGS PTY LIMITED (ABN 48 114 615 780) of Unit E1, Lidcombe Business Park, 3-29 Birnie Ave,
Lidcombe NSW 2141 (*GraysOnline*) and Bridgestone TG Australia Pty Ltd (*THE VENDOR*)

and *(Contractor)*

ABN No: GST REGISTERED: YES NO

Address:

Telephone: () Fax: ()

The Contractor has reviewed and understands the requirements as outlined in this Scope of Works.

The Contractor agrees to provide and maintain, so far as practicable, a working environment that is safe and without risk to health and safety of the contractor's staff, Graysonline employees, site employees, and the Public.

This includes:

- Using Safe systems of work.
- Providing appropriate handling, storage and transport of plant and substances, such as chemicals.
- Maintaining and inspecting equipment on a regular basis
- Being licensed or registered for the relevant activities.
- Making sure any employees or subcontractors have appropriate training, licenses and/or qualifications for the work.
- Maintaining appropriate WorkCover and public liability insurance policies.

The Contractor acknowledges that at the time of appointment to the Removal Project and subsequent handover of the Localised Project Site the Contractor will be acting on behalf of the Buyer in removing their asset.

The Contractor acknowledges that a breach of the above conditions may result in cancellation of this agreement and removal from the sit if they ignore directions given by *THE VENDOR* to rectify the breach/es.

Agreed and Accepted for and on behalf of _____

Signature of Contractor

_____ **Date** ____/____/____

Name of Contractor

Address of Contractor

APPENDIX