



Australian Agricultural Company

Contractor Handbook

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Explanatory Statement

This handbook has been prepared to support the maintenance of safety, health, and environmental aspects within Australian Agricultural Company (AACo) whilst independent contractors are undertaking works / services on AAcO's sites and working under their own safe system of works.

This handbook clearly outlines AAcO's safety, health and environmental expectations of these independent contractors, their employees, and subcontractors prior to commencement of work.

Contractors to AAcO who are using sub-contractors must ensure the sub-contractors meet the requirements as placed on them by AAcO.

All other legal, financial, design, requirements for the proposed engagement of works should be assessed and reviewed by the relevant AAcO business units.

1. Contractor Responsibilities

Since 1824, the Australian Agricultural Company (AACo) has had great people, employees, and Contractors all over the country working towards producing the world's finest beef.

This is achieved by all parties protecting the health and safety of our people, animals, and environment.

We require all Contractors and their sub-contractors to continue to support our passion and responsibilities.

1.1. Legislation

While working on AAcO sites, Contractors, their employees, and their sub-contractors shall meet the requirements of the relevant Commonwealth, State or Territory Work Health and Safety, Electrical and Environmental legislation, and specific onsite rules.

The Contractor is responsible for all workers including employees, sub-contractors, volunteers, to carry out their work in a safe manner and all must:

- ✓ Take reasonable care for their own health and safety;
- ✓ Take care that acts and omissions do not adversely affect the health and safety of others;
- ✓ Comply with any reasonable instruction given by the site management to ensure compliance with any legislation;
- ✓ Co-operate with any reasonable health and safety policy or procedure of AAcO that has been notified to you, including this Contractor Handbook;
- ✓ Report all hazards and incidents, inclusive of near misses.

1.2. Insurances

Contractors are to sustain currency of insurances during all services and works with AAcO. An expiry date of any insurance policy will suspend the Contractor from the AAcO approved contractor register.

Insurances required are relevant to the services / works performed for AAcO:

1.2.1. Workers Compensation Insurance (or equivalent)

Sole Traders to obtain Personal Accident Insurance.

1.2.2. Public Liability Insurance

All Contractors minimum of \$10 million for injuries or damage to third party persons or property for which the Contractor is legally liable;

Aviation Operators only a minimum of \$20 million for any one incident.

1.2.3. Professional Indemnity Insurance

For all Advisory and or Consultancy Contractors and to carry this insurance for a minimum of three years after completion of services.

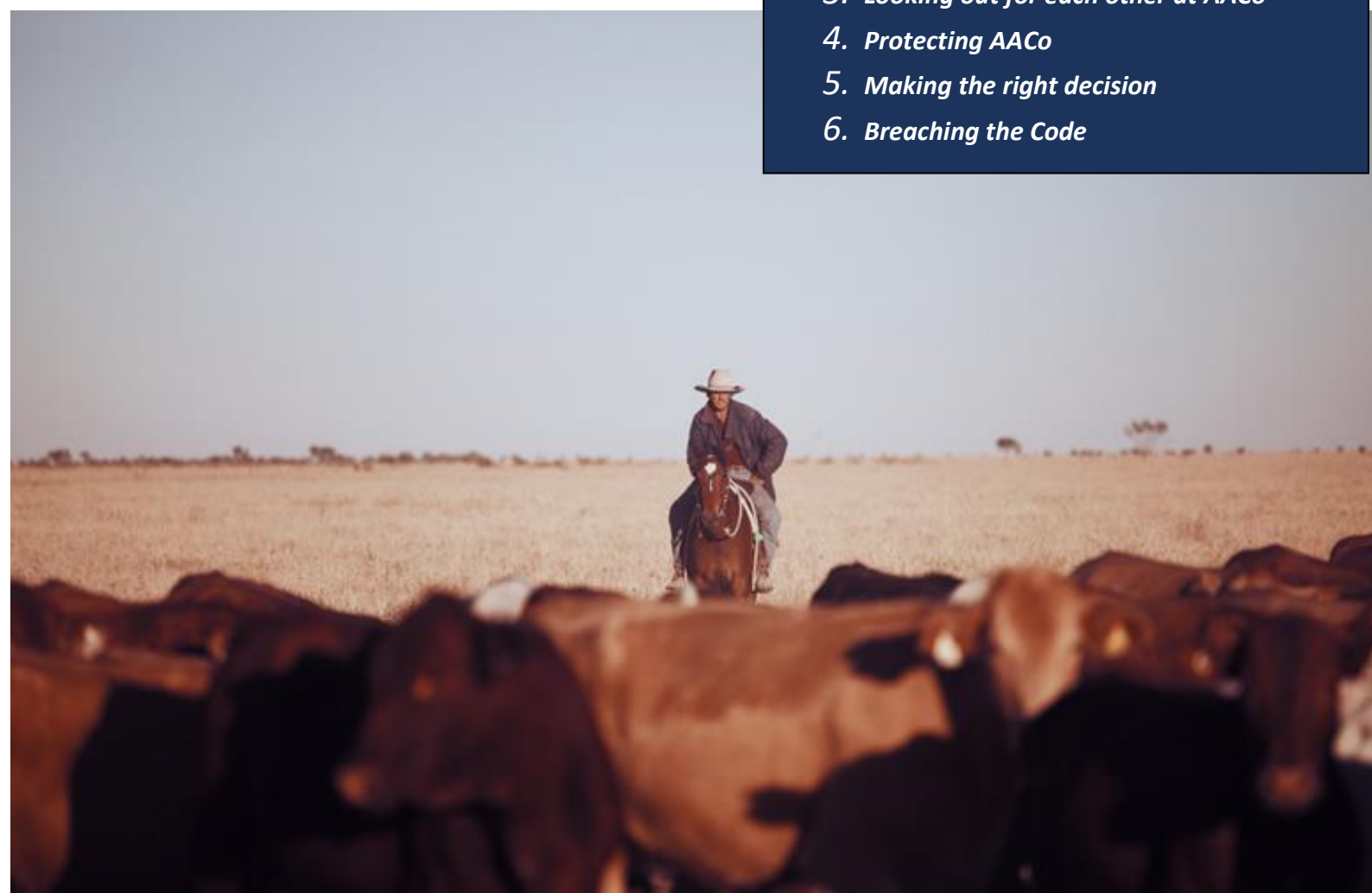
1.3. Privacy of Information

AACo is committed to complying with the requirement of the Privacy Act 1988 and requires strict compliance with the National Privacy Principles.

1.4. Code of Conduct

AACo's Code of Conduct sets out the standard of behaviours and conduct that AACo expects of our team members every day when performing our work or interacting with others, inclusive of Contractors, their employees, and subcontractors.

1. *Appropriate Behaviours AACo*
2. *At AACo we always do the right thing*
3. *Looking out for each other at AACo*
4. *Protecting AACo*
5. *Making the right decision*
6. *Breaching the Code*



2. Before Contractor Starts Work/Services

Before a contractor can begin work/services on any AACo site, they must understand the known hazards and the scope of works/services required by AACo. The common hazards on an AACo site are defined in this Contractor Handbook. The contractor will be invited to self-register with AACo's Contractor Management System via 'myosh' and provide all relevant documentation and information via the online program for review for the confirmed engagement to provide services/works for AACo.

All Contractors must:

- Complete AACo's Contractor Management System Questionnaire;
 - Declare any history of notices for breaches of the Work Health and Safety legislation, Environmental Regulations or any prosecutions involving the Contractor or their personnel and any prosecutions in the last 2 years.
- Complete New Supplier Form or provide an amended Supplier Form (if required).
- Supply mandatory insurance policies.
- Supply relevant licences, certificates of competency, training etc, based on the scope of works.
- Supply relevant risk assessment (or equivalent Job Safety Assessment (JSA), Safe Work Method Statements (SWMS) etc before commencement of work. These can be examples of previous assessments with similar hazards and scope of works.
- Agree to comply with requirements of the Contractor Handbook.
- Complete on-site specific induction.

The Contractor's employees and subcontractors are to also have knowledge and understanding of the requirements of this Contractor Handbook.

3. AACo Site Rules

AACo always makes time for people, animals and the environment and there are instructions in addition to legislative requirements which are required to be followed to support current and future accreditations and continue good practices at AACo.

AACo is proudly accredited to the Livestock Production Assurance (LPA) and meet the rules and standards across AACo sites.

3.1. Agricultural Illnesses and Diseases

There are several illnesses and diseases that workers in agricultural workplaces can be exposed to, including but not limited to Q Fever, Tetanus, Brucellosis, Hendra, Leptospirosis and Melioidosis.

Contractors are to have processes to prevent the known diseases if working on an AACo site and the works/services has potential exposure to the risks. If there is a regional disease outbreak, AACo and Contractor must follow the authorities' recommendations and or directions to manage spread of illness/disease.

Workers can protect themselves against Q Fever and Tetanus by having the recommended vaccination and all Contractors working on AACo premises are recommended to have this vaccination and register themselves on the [Q Fever Register](#).

3.2. Alcohol, Drugs and Fitness for Work

Contractors are required to ensure persons affected by alcohol or other drugs are not permitted to carry out work at AACo sites. Contractors must complete all services and works when fit to perform the activities.

3.2.1. Alcohol

AACo is committed to health and safety and has a Drug and Alcohol Policy which incorporates random testing at AACo sites. Any persons with a positive initial testing will be immediately removed from work tasks or AACo site by an AACo representative.

Where a licenced social club is present on site, Contractors must follow the rules of the liquor license in relation to the quantity of alcohol that can be consumed and only consumed by adults. For sites where there is no social club, AACo management must give prior permission for alcohol to be consumed at the site and a reasonable consumption of alcohol is permitted.

3.2.2. Drugs

Contractors are to manage any workers who are taking prescription medicines which may impact ability to operate machinery, vehicles, equipment etc. Illegal drugs / substances are not permitted on

AACo sites, this includes being in possession of any utensil / drug and or consumption of illegal substance.

3.2.3. Smoking / Vaping

AACo is committed to health and safety of all workers and has a Smoking Policy. AACo respects the addictions to legal tobacco and Contractors are to seek advice from site management of specific locations where smoking is permitted. Smoking is prohibited within share amenities (accommodation, common areas, kitchens, offices, vehicles (light/heavy), or in or near hazardous areas such as workshops, sheds, hay/straw stacks, fuel storage etc.

3.2.4. Fitness for Work

Contractors are to monitor and have process for all employees and subcontractors to be fit for work, this includes physical and mental fitness, and have processes to manage fatigue.

3.3. Animal Welfare / Management

As one of the largest cattle producers in the world, AACo considers the welfare of the animals as a fundamental in our business. Industry best practice of Animal Welfare is sought and implemented with Managers responsible for enforcing animal welfare standards of low stress manner at AACo sites.

Contractors must abide by AACo's Animal Welfare best practice procedures and the Livestock Production Assurance (LPA) rules and standards. Abuse of animals by any Contractor will not be tolerated, and non-compliance of this policy may be deemed a breach of contract.

This also includes management of native and pest animals on sites. There are a variety of animals on AACo sites that require awareness inclusive of but not limited to crocodiles, snakes, spiders / etc. All Contractors are to seek information from site management at the time of onsite induction as to the exposure of the hazard and relevant laws as some of these animals are protected.

3.4. Amenities / Drinking Water

All Contractors are to provide clean and sufficient drinking water when travelling to, from and on AACo sites.

AACo have variety of amenities on sites and the Contractor is to communicate and consult with the Site Manager prior to arrival to confirm what amenities and drinking water is available. Due to the remote nature of some work areas, the Contractor is required to provide their workers with clean, accessible drinking water if access to AACo amenities is difficult.

3.5. Asbestos

AACo sites containing asbestos have been suitably identified, assessed, and controlled. Refer to the onsite asbestos register for detailed information. Any work conducted on, or with asbestos material, must be carried out as per legislative requirements.

3.6. Aviation

Some AACo sites have airstrips and helipads on sites and have strict protocols when working on or near the airstrips/helipad. These protocols will be provided by the Site Manager and communicated during onsite inductions.

Contractors performing any aviation operation works must meet all relevant CASA requirements and mandatory insurance policies as prescribed below. All related documents will be reviewed by AACo's Chief Pilot (or Proxy) prior to the approval of any works.

3.6.1. Helicopter Mustering and Aerial Spraying Contractors

Any Contractors performing aerial operations for AACo must meet the following minimum requirements:

- A current CASA Air Operators Certificate (AOC) applicable to the operation (i.e., mustering aerial spraying).
- The AOC must be in the name of the ABN of the engaged contractor.
- Public liability Insurance for \$20,000,000 in any one incident.
- The AOC and insurances must be current for duration of contracted service/works.
- A check and training program ensuring pilots undergo checking with an authorised check pilot at least once:
- Every six months for helicopter mustering and;
- Twelve months for aerial spraying.
- Pilot flight and duty logs must be updated no less than 7 days.
- All records of the maintenance of aircraft are to be provided any time as required by an AACo Representative.

3.6.2. Charter Service Contractors

Any Contractors carrying passengers (i.e., AACo employees or AACo Contractor) must meet the following requirements:

- A current CASA Air Operators Certificate (AOC) applicable to the operation (i.e., air charter).
- The AOC must be in the name of the ABN of the engaged contractor.
- Public liability Insurance for \$20,000,000 in any one incident.
- The AOC and insurances must be current for duration of contracted service/works.
- A check and training program ensuring pilots undergo checking with an authorised check pilot at least once:
- Every six months for helicopter charter; and

- Twelve months for plane charter.
- Pilot in command on passenger carrying charter operations has logged a minimum of 1000 hours flight time as pilot in command.
- Pilot in command has had a successful check flight with a qualified helicopter flight instructor or equivalent, within the previous 6-month period.
- Pilot flight and duty logs must be updated no less than 7 days.
- All records of the maintenance of aircraft are to be provided any time as required by an AACo Representative.

3.6.3. Drones

Contractors must not use any drones on AACo sites without permission from Site Manager. There will be strict protocols in place on sites to maintain low stress management of cattle and animals on sites. Contractors must always comply with Civil Aviation Safety Authority (CASA) legal requirements and rules. Some drone work may require a Remote Pilot Licence (RePL) and Remote Pilot Aircraft Operator's Certificate (ReOC).

3.7. Biosecurity

AACo follows strict routine and biosecurity measures to manage and prevent the risk of infectious disease transmission to and among livestock at AACo sites and Regions, State or Territories. Contractors must follow all biosecurity rules before and after visiting AACo sites.

3.8. Chemicals / Hazardous Substances

Contractors bringing chemicals, poisons, hazardous substances, veterinary drugs or other chemicals or substances onto an AACo property or aerial spraying onto an AACo property must comply with all relevant legal requirements.



Contractors must:

- Provide AACo management with a current Safety Data Sheet (SDS) prior to commencing work with a chemical / substance.
- Dispose of unwanted chemical containers and contaminated material in the correct method according to the SDS and as per state legislation.
- Ensure that they and their employees and/or subcontractors are properly trained in the use, storage, and handling of the substances.
- Provide Personal Protective Equipment (PPE) that is required and it must be used on AACo sites.
- Immediately report any spills or other incidents relating to chemical use.

Contractors are responsible for clean-up and disposal of any chemical spills and contaminated materials in accordance with Environmental Protection Agency (EPA) regulations. All spills or accidents involving chemicals must be reported urgently to the relevant AACo representative.

3.8.1. Spraying Contractors

Spraying Contractors must also:

- Comply with licence requirements for chemical application and supply a copy of certification to the Site Manager.
- Use only the specified site for mixing/loading and wash down.
- Only operate spray equipment in suitable weather conditions with care not to have adverse effects on the surrounding environment.
- Ensure that spray equipment is calibrated and in good working order.
- Supply copies of the spray records and calibration records to the Site Manager on completion of the job.

3.9. Children

Children are not allowed in any areas that are not pre-approved by the Site Manager. At no time are children permitted to be on or near an active work site, including yards, workshops machinery and equipment.

3.10. Communication and Consultation

All Contractors are to maintain effective communication with AACo in relation to any safety, health, animal, or environmental issues that may affect AACo employees, contractors, or visitors.

Contractors are to immediately report any hazards identified and incidents as they occur so that appropriate actions can be implemented to further reduce the risk of incidents.

Contractors who design, manufacture, import or supply plant, electrical equipment, substances, or structures including the install, repair, construct or commission plant or structures are to comply with the relevant provisions of the Work Health and Safety Acts and provide AACo safe instructions to use and maintain.

3.11. Confined Spaces

At AACo, confined spaces are identified using confined spaces signage and may include silos, water tanks etc. Entry to confined spaces is strictly regulated and contractors are not to enter these spaces without Site Manager's permission and approved permit. The permit will review the appropriate training and process inclusive of gas monitoring, personal protective equipment (PPE), rescue plan signage, etc.

3.12. Discrimination, Harassment or Bullying

AACo does not condone discrimination or harassment in any form. We are proud of our diverse population of staff and actively promote a workplace culture of respect and inclusion. Contractors are responsible for ensuring their employees and their sub-contractors do not harass, vilify, or discriminate against any person in the workplace and do not engage in any form of workplace bullying.

3.13. Electrical Equipment

Contractors must have a Residual Current Device (RCD) or a safety switch, whether built in or portable, protecting any power source in use when on AACo sites. Contractors are responsible for ensuring that their portable electrical equipment has been tagged and tested in accordance with the relevant legislation and Australian Standard AS 3760 (inclusive of power tools, laptop computers etc).

Contractors performing any electrical works must be appropriately licenced relevant to the electrical works and work must be undertaken in accordance with the requirements of Regulations and Australian Standards.

3.13.1. Tag and Lock Out Procedures - Isolation of Energized Source

AACo has a system for isolating and/or tagging unserviceable equipment or services. If a Danger Tag or Out of Service Tag is fixed to plant, equipment, or machinery, please consult with the person who signed the tag. Tags must only be removed from the person who installed if safe to do so. Contractors must isolate any equipment/machinery/plant when working the item that may pose a risk of injury from inadvertently operating the equipment/machinery/plant.

3.14. Emergency Response and First Aid

Contractors must have an emergency response plan/process and provide access to first aid support including supplies relevant to the working environment when working at AACo sites. The plan must include:

- A description of the mechanisms for alerting people to an emergency or possible emergency (emergency services, radio transmission or other means for an AACo staff member to do so). Follow the directions of the Site Manager or AACo representative.
- The Contractor is to consult with the Site Manager to effectively manage response in case of an emergency and critical incident. The Contractor is to never leave a vehicle if it breaks down in a remote area.
- AACo have qualified First Aiders at AACo sites and can support with First Aid response. In some circumstances they may make arrangements for the transportation of injured personnel for further medical treatment, this may include the Royal Flying Doctors Service or equivalent, all costs associated with the medical evacuation will be incurred by the Contractor.



3.15. Environment and Sustainability

AACo is committed to the sustainable management of our natural resources. AACo recognises its responsibility as land managers and custodians of the land for future generations and endeavour to manage its natural resources in a conscientious manner.

The Contractor must communicate and consult with the Site Manager regarding preparation of the work site to minimise environmental impact.

Contractors must:

- Prevent unnecessary damage and loss of plant and animal species associated with vegetation clearing.
- Obtain permission from Site Manager prior to lighting fires in any area on AACo property.
- Prevent uncontrolled use of herbicides.
- Take all precautions against introducing weed seeds to an AACo property.
- Minimise waste and prevent environmental harm:
 - a) The contractor will ensure that rubbish bins are used for the collection of all waste.
 - b) Oil changes and servicing of equipment will be conducted in such a way that waste oil, and grease is not spilt or dumped on the ground.
 - c) All stores of fuels and lubricants are to be constructed to prevent accidental spillage of product contaminating the soil, to the standard and satisfaction of the AACo's Site Manager.
- Comply with the applicable legislation relating to natural resources and pastoral lease management.

Any damage or risk of damage to the environment must be reported to the AACo representative as soon as possible.

3.16. Excavation and Trenching

Any Contractor undertaking excavation or trenching of surfaces on AACo sites, must identify possible services underground and manage them accordingly. Additional assessment will be required onsite for any underground services that may not be on the services locate maps on AACo sites. This is inclusive of potholing, dial before you dig plans etc.

Specific site risk assessments (JSA, SWMS etc.) needs to be provided to the Site Manager before any works begins where possible services may exist.

Any excavation / trenching work areas must be fenced to eliminate person and or animals entering the site. Where an excavation or trench is greater than 1.5m and is to be entered by a person, the Contractor must be suitably qualified to ensure that all support structures and control measures are in place and are suitable to prevent the collapse of the excavation or trench.

3.17. Firearms (Weapons)

In accordance with our policy Procedure Firearm Management, no firearms or weapons are to be brought onto an AACo property without prior permission from the Site Manager.

After permission is granted, firearms and ammunition must be stored in accordance with relevant state legislation. Under no circumstances is a firearm to be discharged for any reason without the approval of the Site Manager.

3.18. Hazards

AACo communicates known hazards that may exist on AACo sites, these are shared within this.

Handbook. Contractors are to review their processes within their own safe system of works to effectively manage the known hazards if not already identified before attending the site and commencing work.

The Contractor is responsible for communicating known hazards relating to the Contractor's activity/ works to an AACo Representative and assurance the hazards will be managed on AACo sites and whilst performing works/services for AACo.

3.19. High Risk Work

Contractors performing any work that is considered 'high risk' must ensure that they comply all legislation and standard requirements. Any Contractor, their employees and subcontractors performing work of this nature will be required to provide proof of training, competency level and/or valid licence.

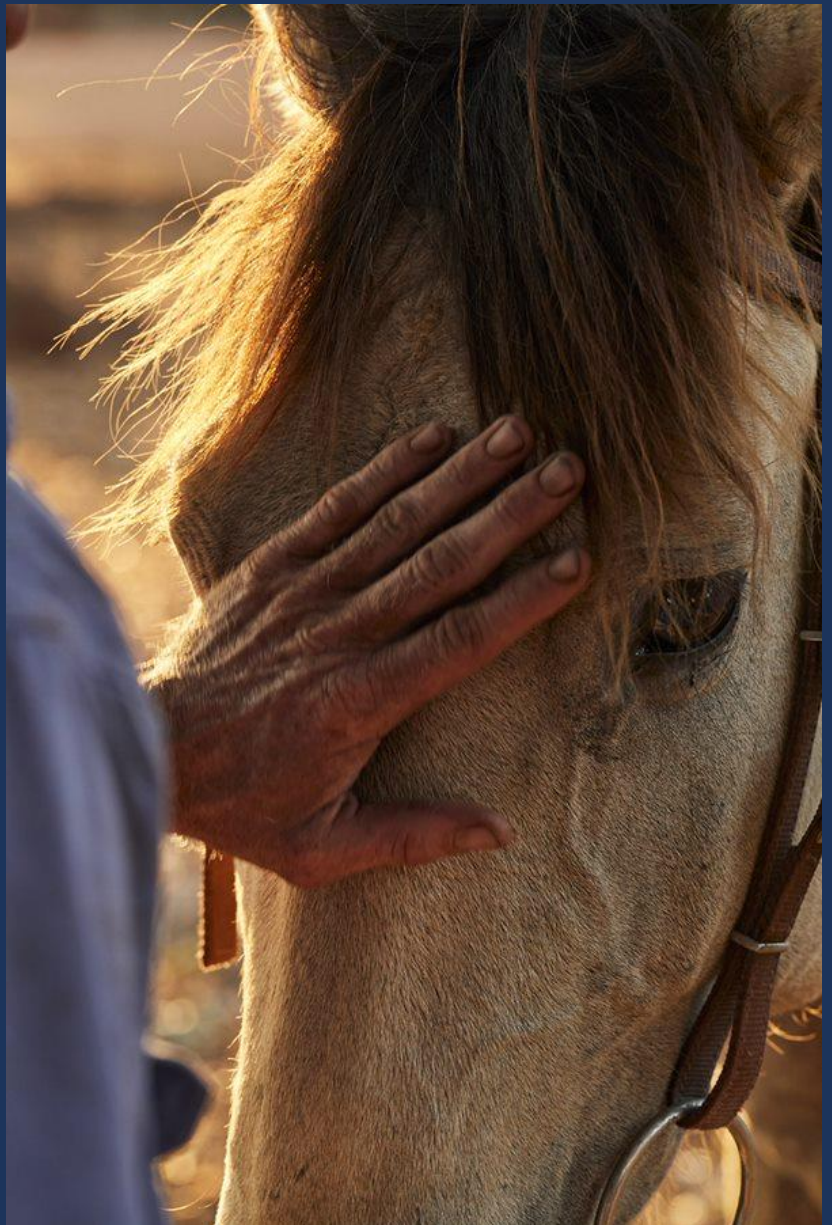
High risk work may consist of:

- Operation of an elevated work platform over 11 metres
- Crane and hoist operation
- Forklift operation
- Rigging
- Pressure equipment operation
- The Contractor must ensure all subcontractors have the necessary licenses to perform high risk work and provide to AACo upon request.

3.20. Horse Safety and Wellbeing

Contractors using horses on AACo sites are to have processes to support managing falls from horses, inclusive of and not limited to:

- Know the breeding and temperament of the horse to the location of hazards and terrain such as other horses, aircraft use whilst mustering, anthills, gullies, and other obstacles.
- All employees and subcontractors are trained and assessed competent in the aspects of horsemanship that align with their job tasks.
- Riders are allocated to horses that match their level of experience.
- Helmet must be worn if deemed necessary by the Contractor and Site Manager as per the specific AACo site rule.
- Horses kept on AACo sites must have access to fresh water and food and are healthy, fit and correctly shod if required.
- All riding gear is suitable, sound and kept in good order and repair to support the comfort of the horse.



3.21. Housekeeping and Hygiene

Good housekeeping is mandatory. Contractors are required to keep their work area neat, clean, orderly, and free of unnecessary debris. Work materials and tools must be stored appropriately so as not to present a hazard. Contractor's must clean regularly at the end of each working day and all waste and unnecessary materials removed from the work site at the end of the contract.

3.22. Hot Works - Welding / Grinding

Hot Work includes welding, thermal or oxygen cutting or heating, grinding or other heat or spark producing operations. If Contractors are required to undertake such works, all risks including the risk of fire must be identified in the relevant Job Safety Assessment (JSA). In addition, appropriate control i.e., prevention and control of fire must be documented. The specific site risk assessments are to be provided to the Site Manager before any works.

Under no circumstances is anyone to perform heat generating tasks on items or containers that may have chemical residue – e.g., removing the top from a fuel drum with an angle grinder or any other piece of equipment.

3.23. Manual Handling

Contractor is required to identify any hazards from manual handling and assess the risks associated with each activity and manage as reasonably practicable.

3.24. Noise

The management of noise in the workplace is critical to ensuring the conservation of hearing is achieved and that two-way radios can be always heard.

Contractors are required to identify any hazards from excessive noise and assess the risks associated with each activity and manage as reasonably practicable.

3.25. Onsite Specific Induction

The Site Manager or AACo Representative will provide a specific induction for this work site and have all workers to sign in before any works commences and sign out when leaving an AACo site.

3.26. Permits

There are some high-risk task/activities that Contractors need to complete on site; for these listed activities, a permit must be provided by the Site Manager:

- a) Confined space entry.
- b) Firearm.

Specific site risk assessments (JSA, SMWS etc) may need to be provided and permission from Site Manager for work that requires:

- a) Hot works
- b) Use of quad bikes.
- c) Excavation works.

3.27. Personal Protective Equipment (PPE)

Contractors are required to provide their own Personal Protective Equipment (PPE), which must be in good condition and meet the relevant Australian Standards to manage the hazards for the task/activities being undertaken, this includes working outdoors in the sun.

PPE is anything used or worn by a person to minimise risk to the person's health or safety and includes a wide range of clothing and safety equipment such as:

- Long sleeve shirt and long trouser pants
- Wet weather, cold weather clothing
- Broadbrim hat
- 50+ sunscreen, insect repellent
- Sunglasses, goggles, safety glasses
- Gloves
- Closed in footwear (boots, steel capped boots, riding boots, motorbike boots)
- Helmets (horse riding helmet, motorbike helmets - face mask, hard hats)
- Ear plugs, earmuffs
- Respirators, masks
- Safety harnesses
- High visibility clothing, vests, etc.

3.28. Pets

No pets are to be brought on an AACo site without prior permission from the Site Manager.

3.29. Plant / Machinery / Tools and Equipment

The Contractor is responsible for all plant, machinery, tools, and equipment that is required to carry out the contracted works, inclusive of any hired items or subcontracted works. Contractors must have appropriately trained and assessed employees and subcontractors in the use of any plant/ machinery / tools and equipment.

The agreed costs for services / works must be inclusive of any hired equipment or subcontracted works. AACo will not pay direct cost for any hire equipment or pay any subcontractor used.

Contractor must provide relevant registrations certificate for classified and registrable plant upon request for any machinery such as but not limited to:

- Scaffolding
- Mobile crane
- Forklift
- Boom type EWP (Elevated Work Platform)

3.29.1. Machine guarding

All the Contractor's machinery and tools must be used and maintained according to manufacturers' specifications with appropriate guarding in place. Guarding is not to be removed if installed by the manufacturer. Some older equipment may need retrofitted guarding to effectively manage the risks and comply with relevant legislation.

3.30. Public Safety

AACo aims to maintain the safety and wellbeing of the public especially in our regional communities. All Contractors engaged by AACo are responsible to ensure that members of the public are not injured or otherwise affected by the activities of the Contractor, their employees and subcontractors and agents whilst on site.

This includes management of Coronavirus (COVID19). From 28 January 2022 all AACo sites will require all workers to be fully vaccinated against COVID19 prior to entering or using an AACo workplace unless an exemption applies. AACo sites may restrict Contractors, their employees and subcontractors attending sites if they are not fully vaccinated.

3.31. Report Injuries and Incidents (inclusive of Near Misses).

The Contractor is responsible for reporting all incidents, including near misses occurring at an AACo site or shared site which results in, or could result in injury to a person or damage to property. The report should be made immediately to the AACo Representative in the event of:

- An incident that causes any of Contractor or subcontractor to be referred for medical treatment and or required to be medivaced from remote sites.
- Any dangerous incident (including near miss) on an AACo site such as, but not limited to, fires, strike, explosions, collisions, damage, spills, structural collapse or falling object where any persons are involved.

If an incident occurs the Contractor is to:

- Immediately investigate the incident.
- Provide a written investigation report/notification to AACo within 7 days post incident.
- Communicate, cooperate with an AACo Representative to support with any additional investigation/ review.
- Must notify the Work Safe Regulator or any other relevant State/ Territory Authorities of notifiable events inclusive of serious injuries and or dangerous incidents; and provide the AACo representative the refence number or record that the event has been reported as per legislative requirements.

If the Contractor and workers are approached by a representative from the media for information regarding any incident or activity on an AACo worksite, they must not provide any information to a third party without the prior consent of the AACo Representative (or relevant delegate of authority).

3.32. Security

All AACo sites have security processes. Contact the AACo Representative to discuss any processes relevant for the workplaces. These will also be communicated at the onsite induction.

If a Contractor opens a gate whilst on the station /farm /feedlot for any reason, they are required to immediately close after passing through. Contractors are to report any unusual behaviour or unexpected activities on an AACo site to the Site Manager.

3.33. Working on or near Essential Services

Essential services include electricity, water, IT networks that may be above ground and underground on an AACo site. If any work requires interference and/or temporary disconnection of any existing building services, it must be coordinated and approved by the Site Manager prior to commencing work.

Contractors, their employees, and subcontractors must identify possible services (above and underground) and manage them accordingly. Additional assessment will be required on site for any underground services that may not be on the services locate maps on AACo sites. This is inclusive of potholing, dial before you dig plans, etc.

3.34. Storage of Contractors Equipment/ Assets

If a contractor requires storage of any equipment, work tools or work materials, permission must first be obtained from the Site Manager. AACo holds no responsibility for contractor's equipment stored on AACo property.

3.35. Traffic Management

AACo sites have traffic rules, and some have comprehensive traffic management plans. Contractors are to follow all rules including all pedestrian and animal access areas. Contractors are to keep clear of any cattle and horses unless applicable to the work being carried out under contracted scope of works and keep clear of all cattle being moved by stockpersons on horses, motorcycles, ATV's or on foot.

3.35.1. Vehicles / Mobile Plant

Contractors who drive or control a motor vehicle or mobile plant on an AACo site must:

- Hold a current licence/ticket or competency.
- Motor vehicles / mobile plant must be roadworthy, registered (relevant state/territory) and maintained.
- Process like or similar to pre- start checks to ensure that the vehicle/plant is in good condition and has a means of communication with the site and manage spot grass fires caused from vehicle/plant.
- Wear appropriate closed in footwear when operating vehicle/machinery.
- Comply with state/territory road regulations.
- If working on or near gazetted road or airstrip, must have a flashing orange using mobile plant.

Contractors whose work is subject to fatigue management legislative requirements must ensure that these requirements are met and available to an AACo Representative or relevant State/Territory Authorities immediately upon request.

If vehicle /machinery breaks down on an AACo site, Contractor must stay with the vehicle. If Contractor or AACo emergency plan needs to be activated, it is much easier to locate a vehicle during the search.

3.35.2. Motorbike / Quadbike / All-Terrain Vehicle (ATV) / Utility Task Vehicle (UTV)

Some roads on AACo sites are public roads. The Contractor must comply with the relevant legislation when using this equipment when working on AACo sites and must not ride/drive unregistered bikes/vehicles on public roads.

All motorbikes, ATVs and UTVs must be maintained to manufacturer's standards and maintenance records kept and available to an AACo Representative. All riders must be trained, and wear required PPE inclusive of full-face motorbike helmet meeting Australian Standards, closed shoes, long sleeved shirt, and pants.

If a Contractor requires to use a Quadbike on an AACo site, the Contractor must obtain permission from Site Manager and provide a documented Risk Assessment, inclusive of, but not limited to:

- Quad bikes are fit for purpose for the scope of work and terrain of the AACo site.
- What control measures are in place to minimise the risk of injury from possible rollover.
- All riders are adequately trained, and all riders must wear helmets.

3.36. Working Alone / Remote Works

Contractors required to work alone on AACo properties must identify this as a hazard on their relevant risk assessment, with controls including methods for knowing location of employees, subcontractors, and ability to contact station staff or emergency services to activate emergency plan.

Contractors should consider sufficient food and water for an extended 12-hour period if working areas, especially during wet season.



3.37. Working at Heights

Contractors working at heights with the potential to fall at least 2 meters must manage the risk of fall and provide appropriate training and equipment.

Where elevated work is undertaken, the area below shall be suitably fenced/roped off. Signs reading “Danger Work Overhead” must be clearly displayed.

3.38. Working On or Near Water

Where contractors need to work on the water (for example on pontoons or boats etc.) or near water (including dams etc), contractors must obtain permission from Site Manager to support the risk of drowning will be controlled during the works.

4. Health Surveillance

All Contractors are to provide medical health surveillance at their own expense if required under legislative requirements.

5. Monitoring for Contractor Activities / Services

The Contractors safe operations of works and quality performance will be monitored by an AACo representative (or delegate) to ensure legislative requirements are met and work is being undertaken as per agreed quote and scope of works, and the work is not adversely impacting any people, animal, or environment at the workplace.

Monitoring activities that may be undertaken are:

- Safety Observations / conversations
- Site inspections
- Regular meetings
- Review of incident or third-party reports

6. Non-Conformance

If during the execution of a contract, a contractor or subcontractor is in breach of any of the above outlined legislation; all work with regards to that activity may be suspended. The contractor shall be alerted to the matter in writing by an AACo Representative.

If work is suspended, it cannot recommence until the designated AACo Representative is satisfied that adequate risk controls are in place to avoid risk of injury, property damage, environmental damage, or animal welfare.

Examples of breaches may include non-compliance with the WHS legislation or not observing controls as stipulated in a safe work method statement. Poor WHS performance, including one-off instances or continuous breaches of WHS, environmental and animal welfare requirements could lead to the termination of a contract and ultimately of not being awarded any further work.

7. Payment for Services/Works

The Contractor will be paid by AACo on the receipt of a Tax Invoice and Contractor's statement (with a disclosed ABN) at the completion of the work or as per the agreed terms of payment.

The Contractor is responsible for remedying any defects at their own expense. AACo may withhold payments in accordance with the terms of any applicable contract where circumstances arise, and it is permissible to do so.

8. Confirmation

AACo requires Contractors to acknowledge and accept the requirements to work on AACo sites prior to commencing services /works. This will be via online program to confirm Contractor has received, read, and understands the contents of the AACo Contractor Handbook.

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