

Contractor Management
Health, Safety and Environment (HSE)
Requirements Manual

EHSQ Management Solutions

Table of Contents

1.	Purpose	4
2.	Scope	4
3.	Definitions	4
4.	Requirements	4
4.1	HSE Policy	4
4.2	Planning, Objectives and Targets	4
4.2.1	<i>Health and Safety Management Plan</i>	4
4.2.2	<i>Environmental Management Plan</i>	4
4.2.3	<i>Roles and Responsibilities</i>	5
4.3	Legal and Other Obligations	5
4.4	Training and Competency	5
4.5	Consultation and Communication	6
4.6	Risk and Hazard Management	6
4.6.1	<i>Risk Register</i>	6
4.6.2	<i>Job Safety and Environmental Analysis (JSEA)</i>	6
4.6.3	<i>Take 5</i>	7
4.6.4	<i>Hazard Reports</i>	7
4.7	Crisis and Emergency Management	7
4.8	Sub-Contractor Management	7
4.9	Document and Data Control	7
4.10	Incident Management	7
4.11	Monitoring, Measurement & Review	8
4.11.1	<i>Audits, Inspections and Reporting</i>	8
4.12	Health and Hygiene	8
4.12.1	<i>Fitness for Work (FFW)</i>	8
4.12.2	<i>Fatigue Management</i>	8
4.12.3	<i>Medical Assessments</i>	9
4.13	Environmental Management	9
4.14	Isolation and Lockout	10
4.15	Vehicles and Traffic Management	10
4.16	Journey Management	10
4.17	Cranes and Lifting Equipment	10
4.18	Working at Heights	10
4.19	Machine Guarding	11
4.20	Working in Isolation & Remote Areas	11

4.21	Confined Spaces	11
4.22	Electrical Equipment	11
4.23	Plant and Equipment	12
4.23.1	<i>Maintenance</i>	12
4.23.2	<i>Pre-start Inspections</i>	12
4.24	Classified Plant	13
4.25	Generators	14
4.26	Welding and Grinding	14
4.27	Rigging Equipment	14
4.28	Scaffolding	15
4.29	Health and Safety Equipment	15
4.30	Personal Protective Equipment (PPE)	15
4.31	Hazardous Substances	16
4.32	Radiation Sources	16
4.33	Transportation, Handling and Use of Explosives	17
5.	References	17

EHSQ Management Solutions

1. Purpose

The purpose of this manual is to outline the minimum safety, health and environment requirements required by all Contractors undertaking work for or on behalf of <Insert Company Name>.

2. Scope

The manual is applicable to all contractors and sub-contractors across all <Insert Company Name> operations.

3. Definitions

Term	Definition
HSMP	Health and Safety Management Plan
MSIA	Mines Safety Inspection Act 1994 (WA)
MSIR	Mines Safety Inspection Regulations 1995 (WA)
AS	Australian Standard
CRITICAL COMPONENTS	Parts or systems of mobile equipment that in the event of failure could cause unexpected or uncontrolled movement or other occurrences that could result in personal harm, equipment or environmental damage.
RIGGING AND LIFTING EQUIPMENT	Includes chain, rope, fastening, coupling, fitting, hoist block, stay, pulley, hanger, sling, brace, or apparatus of a similar kind, used or intended for use for raising or lowering materials.

4. Requirements

4.1 HSE Policy

The contractor shall comply with the requirements of <Insert Company Name> HSE Policy.

The Contractor shall (where applicable):

- Provide copies of all Health, Safety and Environmental policies;
- Ensure policies are signed by the contracting firms Managing Director or most senior person;
- Ensure Policies are no older than two years from the date of issue.

4.2 Planning, Objectives and Targets

4.2.1 Health and Safety Management Plan

The Contractor shall:

- Submit a Health and Safety Management Plan (HSMP) to <Insert Company Name> for review and approval (where requested by the contract owner/<Insert Company Name> Accountable Manager)
- Ensure amendments to the HSMP are approved by the <Insert Company Name> Accountable Manager.
- Ensure the HSMP is relevant to the scope of work.
- Ensure the HSMP is communicated to personnel.
- Ensure the Contractor HSMP aligns to the <Insert Company Name> Site HSMP.

4.2.2 Environmental Management Plan

The Contractor shall:

- Submit an Environmental Management Plan (EMP) to <Insert Company Name> for review and approval (where requested by the contract owner/<Insert Company Name> Accountable Manager)
- Ensure amendments to the EMP are approved by the <Insert Company Name> Accountable Manager.
- Ensure the EMP is relevant to the scope of work.
- Ensure the EMP is communicated to personnel.
- Ensure the Contractor EMP aligns to the <Insert Company Name> Site EMP.