

INTRODUCTION

Purpose	The purpose of this document is to ensure that Health, Safety, Environment and Quality (HSEQ) requirements for all contractors performing work on behalf of the SGSPAA Group Australia are managed in a consistent manner across the Group.
Scope	<hr/> In scope <ul style="list-style-type: none">• Businesses or individuals engaged by SGSPAA Group to perform works or provide a service on behalf of the Group. . Out of scope <ul style="list-style-type: none">• Contractors engaged by all other businesses. <hr/>
Objectives	To ensure contractors are engaged and monitored according to the SGSPAA Group HSEQ requirements.
Responsibilities	The intended users of this document are any person who engages contractors such as: <ul style="list-style-type: none">• Project / Program / Construction Managers.• Procurement Team Members.• Contractor Managers.• HSEQ Team Members.• People Leaders. <hr/>

INVITING CONTRACTORS TO BID FOR WORK

Before inviting a contractor to bid for work

Before inviting a contractor to bid for work, you must confirm the scope of work.

As part of the scope and/or work orders, you must determine:

- The level of risk associated with the works.
- The experience and skills required to execute the works.
- The procurement pathway to follow.

Where the scope is classified as High-Risk Construction Works, the contract documentation must define the following:

- Relevant legislative requirements.
- Who is the 'Principal Contractor'.
- HSE risks and control measures applicable to the scope.
- Contractor Health and Safety Management and Environmental Management System requirements.
- Provisions for Group contractor induction.
- Permit to work requirements.
- Environmental permits.
- HSE performance monitoring and reporting requirements.

High Risk Construction Work includes work that:

- involves a risk of a person falling more than 2 metres
- is carried out on a telecommunication tower
- involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure
- involves, or is likely to involve, the disturbance of asbestos
- involves structural alterations or repairs that require temporary support to prevent collapse
- is carried out in or near a confined space
- is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres
- is carried out in or near a tunnel
- involves the use of explosives
- is carried out on or near pressurised gas distribution mains or piping
- is carried out on or near chemical, fuel or refrigerant lines
- is carried out on or near energised electrical installations or services
- is carried out in an area that may have a contaminated or flammable atmosphere
- involves tilt-up or precast concrete
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- is carried out in an area at a workplace in which there is any movement of powered mobile plant

- is carried out in an area in which there are artificial extremes of temperature
- is carried out in or near water or other liquid that involves a risk of drowning
- involves diving work



NOTE: JEM SCM PR 0006 Procurement Procedure (Jemena)
G-PR-04003 Engagement of Vendors (Zinfra).

When to appoint a Principal Contractor

The Group may appoint a Principal Contractor (PC) when:

- construction work is carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure, or preparation of a building site; and
- is valued at \geq \$250,000 in ACT, NSW, NT, QLD, SA and Tas; \geq \$350,000 in VIC and based on Legal advice in WA.

The asset owner or party commissioning the work is by default the PC until another party is formally appointed.

Principal Contractor's duties include:

- ensuring site signage in place identifying Principal Contractors;
- ensuring a HSEQ Management Plan(s) is in place;
- ensuring all persons are OHS/WHS inducted and trained before they commence;
- ensuring compliance with all safe work method statement (SWMS) requirements for high risk construction work;
- ensuring arrangements are in place for compliance with OHS/WHS specified requirements such as facilities and amenities;
- ensuring risks associated with construction materials and waste, plant, traffic and essential services is managed; and
- ensuring workplace is secured so unauthorised persons cannot enter.

There should only be one PC appointed for each construction project at one point in time.

Where there are two or more projects on one site, there may be a separate PC for each project under the one site. The PCs for all projects need to coordinate and agree systems of work to satisfy their respective PC duties.

Evaluate the Sourcing activity

Contractors must be evaluated to confirm they have the appropriate systems and capability to meet the SGSPAA Group requirements and the scope of work.

Competent SME's are to evaluate contractor HSE systems and capability. This may include the, HSE Team, Contractor Manager, Procurement and relevant Operational personnel such as the Project / Program Manager, Construction Manager.

Contractors may be requested to provide evidence of:

- Relevant policies and procedures.
- Management plans.
- Consultation arrangements.

- Training and qualification.
- Audit results.
- HSE Risk Assessments.
- Plant and equipment maintenance.
- Incident investigations.

When the contractor capability is unknown or requires further clarification, the HSEQ Vendor and Chain of Responsibilities (CoR) questionnaire are to be issued to the contractor for further information.



NOTE: Use G-PR-FM-04542 HSEQ Vendor Questionnaire and JAA HSE FM 0039 CoR Questionnaire - applicable when the engagement involves use of Heavy Commercial Vehicles >45 tonne.

PREPARING THE CONTRACT

Scoping the Contract

As part of scoping the contract, there must be a review of:

- Health and Safety requirements.
- Environment requirements.

Contracts must be developed in consultation with the Legal and Procurement teams.



NOTE: Use the following forms to undertake the scoping:

- JAA HSE FM 0087 - Contract HS&E Scope of Works
- JAA HSE FM 0086 – Tender HS Hazards and Obligation Statement
- JAA HSE FM 0080 - Environmental Scope Checklist
- JAA HSE TP 0018 – Gas Review of Environmental Factors (NSW-ACT)
- JAA HSE TP 0019 – Gas Review of Environmental Factors (QLD)
- JAA HSE TP 0020 – Gas Review of Environmental Factors (Vic)

Determine the HSEQ management system requirements

The HSEQ management system the contractor will work under must be determined.

The HSEQ management system options include:

If the contractors are:	Then the contractor operates under:
Assigned the role of Principal Contractor. They will be responsible for a full package of work e.g., electrical, civil, structural.	Their own HSEQ management system and under the legal obligations of a Principal Contractor.
Responsible for a discrete package of work e.g., electrical, civil, structural, or crane operations.	<ul style="list-style-type: none"> • Contractor HSEQ management system, assessed and approved by Group representative; or • SGSPAA Group HSEQ management system and management plan; and • Using their own Safe Work Method Statement (SWMS).
Responsible for small specialist packages of work.	<ul style="list-style-type: none"> • Contractor HSEQ management system, assessed and approved by Group representative; or • SGSPAA Group HSEQ management system and management plan; and • Using their own Safe Work Method Statement (SWMS).

ISSUING THE CONTRACT

Communicating HSEQ requirements to Contractors

Upon awarding the contract, the HSEQ Requirements must be communicated to the contractors.

The HSEQ documents required from the contractor could include:

- HSEQ Management Plan(s).
- Procedure(s).
- SWMS(s).
- ITP/ITC (s).

Contractor performance requirements could include:

- Contractor audits, task observations and inspections.
- Toolbox or pre-start meetings.
- HSEQ statistical reporting requirements.

Group monitoring requirements could include:

- HSEQ management plan audits to verify compliance to the approved management plans.
- Task observations to verify compliance to approved SWMS's.
- Audit of ITP/ITC completion in line with work progress.
- Hazard control inspections using approved Group inspection tools to verify compliance.
- Heavy Vehicle inspections and checklists.
- Contractor performance reviews.

Requirements to review Contractor documents

All Contractors must submit the relevant documents for review by SGSPAA Group.

The review is be conducted by:

Document Type	Review requirements
HSEQ Management Plan(s)	Review against the requirements in JAA HSE FM 0085 HSEQ Management Plan Review Checklist. The plans must be approved by Project/Contract Manager or delegate.
Safe Work Method Statement(s)	Review against the requirements in JAA HSE FM 0002 SWMS Review Checklist. The SWMS must be approved in line with Delegation of Authority in the relevant HSEQ Management Plan(s).
Inspection Test Plan(s) / Inspection Test Checklist(s)	When ITP / ITC are required from contractors, these documents must be reviewed to ensure there are compliant to the relevant building codes, Australian Standards and asset owner / client requirements by the nominated project / program representative.

MANAGING CONTRACTORS ON-SITE

Before Contractors start work onsite

Before a contractor can start work onsite, you must:

- Make sure they are set up in the Worker Authorisation System (WAS) and their company and worker registrations are compliant in the system in consultation with Procurement.
- Make sure they have been inducted to the site.
- Confirm the contractors have the relevant licenses and competency.
- Confirm their plant and equipment meets SGSPAA Group minimum requirements.



NOTE: JAA HSE PR 0048 Manage HSEQ Training
JAA HSE PR 0049 Manage HSE Inductions

Conduct inductions

All contractor personnel must have completed the required inductions before they start work.

Inductions include:

- Industry generic inductions (e.g. Construction industry white card or equivalent).
- Relevant Group HSE inductions (e.g. online induction).
- Project/contract/depot specific induction that covers the relevant sections of HSEQ Management Plan(s).

Check licenses and competency

All contractor personnel must provide evidence they have the required licences and competency to commence work. These include:

- Copies of high-risk work activity licences.
- Operator licenses.
- Verification Of Competency (VOC) evidence for high-risk mobile plant; and
- Copies of driver's license.

Copies of the relevant evidence must be retained in the WAS.

Check Mobile Plant

The contractor's mobile plant meets the SGSPAA Group minimum requirements.

This includes:

- A Completed Mobile Plant Register or equivalent.
- Copies of Plant Risk Assessments for all items of high-risk mobile plant.
- Plant pre-acceptance checklists completed; and
- Associated SWMS's for the operation of these items of plant.



NOTE: JAA HSE PR 0037 Working with or around High Risk Plant

Check other
equipment and
chemicals

For all other equipment, as a minimum, the contractor must provide:

- Completed G-HS-FM-00694 Electrical Equipment Register or equivalent; and
- Completed JAA HSE TP 0014 Lifting Equipment Register or equivalent.
- Fall Protection/Rescue equipment Register.

For the use of Chemicals, as a minimum, the contractor must provide:

- Completed Chemical Register or equivalent; and
 - Safety Data Sheets and risk assessment for hazardous substances.
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MONITORING CONTRACTORS DURING THE WORK

Monitor the implementation of systems

The contractors must be monitored to confirm they are implementing the nominated HSEQ management system.

The monitoring depends on the following:

If the HSEQ management system is	Then SGSPAA Group must
The contractors own HSEQ management system and management plan	Confirm the contractors are undertaking Audits according to their system requirements.
The SGSPAA Group management system and management plan	Audit the contractors to confirm they are meeting system requirements.

Monitor the physical environment

The contractors must be monitored to confirm the physical environment is in a safe condition.

The monitoring will take the form of workplace inspections, according to:

If the HSEQ management system is	Then SGSPAA Group must
The contractors own HSEQ management system and management plan	Confirm the contractors are undertaking inspections according to their system requirements.
The SGSPAA Group HSEQ management system and management plan	Include contractors in the workplace inspection program. contractor representatives must participate in inspections. This includes other work areas, not just their own.

Monitor plant and equipment

The contractors must be monitored to confirm their plant and equipment remains in a safe condition.

SGSPAA Group must monitor the contractors are inspecting and maintain their own plant and equipment by:

If the system is	Then SGPAA Group must
The contractors own HSEQ management system and management plan	Confirm the contractors are undertaking inspections according to their system requirements.
The SGSPAA Group HSEQ management system and management plan	Conduct plant and equipment inspections according to the workplace inspection program. The frequency of inspection will be based on the risk and length of engagement.

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Contractor reporting requirements

The contract and the relevant HSEQ management plan must specify the minimum reporting requirements.

Contractors may be required to provide monthly data.

Data may include:

- Total hours worked by their employees and subcontractor under the contract for reporting month.
- Total Recordable Injuries (TRI) incurred by their employees and subcontractor for reporting month.
- Any Environmental incidents.
- List of monitoring activities - safety walks, task observation, inspections, audits etc.
- Findings from monitoring activities, including conformances and non-conformances
- Training and competency performance.
- Contractor employee changes



NOTE: JAA HSE FM 0084 Contractor Monthly HSEQ Report

Monitor overall performance

The contractor overall performance must be monitored.

If a contractor fails to meet the HSEQ requirements, a non-conformance report must be provided for action.

The HSEQ performance of each contractor must be reviewed and communicated at the end of their involvement.

REFERENCES

Internal references

- JAA HSE FM 0085 HSEQ Management Plan Review Checklist
- JAA HSE FM 0002 SWMS Review Checklist
- JAA HSE FM 0083 Contractor HSEQ Management Form
- JAA HSE FM 0084 Contractor Monthly HSEQ Report Form
- JAA HSE FM 0039 CoR Vendor Questionnaire
- G-PR-FM-04542 HSEQ Vendor Questionnaire
- JAA HSE FM 0087 - Contract HS&E Scope of Works
- JAA HSE FM 0086 – Tender HS Hazards and Obligation Statement
- JAA HSE FM 0080 - Environmental Scope Checklist
- JAA HSE TP 0018 – Gas Review of Environmental Factors (NSW-ACT)
- JAA HSE TP 0019 – Gas Review of Environmental Factors (QLD)
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- JEM SCM PR 0006 Procurement Procedure (Jemena)
- G-PR-04003 Engagement of Vendors (Zinfra).

External references

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DOCUMENT CONTROLS

Approval

Title	Name
Group HSE Manager – Corporate & Markets	Sonia Fourie

History

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1.0	20/12/2021	Sonia Fourie	Document Creation. Supersedes: <ul style="list-style-type: none"> • G-HS-PR-00634 • JEM HSE PR 0021