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NSW Contractor Management Procedure v3

WHS-PRO-022

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1 PURPOSE

The aim of this procedure is for E.B. Mawson & Sons Pty Ltd (Mawsons) to hold a robust Contractor Management process within the Safety Management System to ensure the health and safety of all workers including contractors whilst they are conducting works on Mawsons sites. This includes the selection of appropriately trained and certified contractors, and ensuring that all parties meet their health and safety obligations throughout the planning, delivery and monitoring phases of the works.

2 SCOPE

This procedure applies to all E.B.Mawson & Sons Pty Ltd sites, the contractor or sub-contractor companies (and their workers) who are engaged to conduct works on Mawsons' owned and operated sites, or any site in which Mawson's are appointed the Mine Operator.

3 DEFINITIONS

Contractor: A contractor is anyone engaged by E.B. Mawson & Sons Pty Ltd to carry out a particular task or works. They supply their own tools and materials and are not an employee of Mawsons. Contractors may also sub-contract work to others. Contractors carry out an independent business in their own name or a business name.

4 LEGISLATION

Work Health and Safety Act 2011;

Work Health and Safety Regulation 2017;

Work Health and Safety (Mines and Petroleum sites) Act 2013;

Work Health and Safety (Mines and Petroleum sites) Regulation 2014.

5 ROLES AND RESPONSIBILITIES

Accounts Payable and/or Contractor Manager	<ul style="list-style-type: none"> • Enter new contractor information into the Contractor Module • Upload any updated documents to the contractor module as required
Mawsons as a PCBU	<ul style="list-style-type: none"> • Ensure that there is a process in place to communicate the Contractor Management Procedure to all workers including contractors • Update the currency of the Contractor Management Procedure as required • Demonstrate due diligence in the process of engaging, managing, supervising and monitoring contractor works
Mawsons site management	<ul style="list-style-type: none"> • Conduct a search on the Contractor module to check currency of the selected contractor and workers • Send out <i>New Vendor Form</i> and <i>Contractor Checklist</i> to any new contractors for completion. Forward completed forms to accounts payable • Ensure all licences and required insurance documentation are current before works commence • Ensure all contractors and contractor employees have completed a site induction • All contractor works are risk assessed, any permits or isolations are in place and contractors follow company and site requirements • Any equipment taken onto site by contractors must be in safe working order and inspected/tagged/tested as required • Monitor contractor works • Communicate works and any changes with all parties involved • Act upon any hazards, concerns or incidents reported by the contractor
Mawsons workers	<ul style="list-style-type: none"> • Participate in communications regarding works/tasks • Assist contractors as requested with site requirements or instructions as required • Report any incidents or hazards including with contractor works immediately
Contractor company	<ul style="list-style-type: none"> • Complete and return a <i>New Vendor Form</i> and <i>Contractor Checklist</i> to site management • Update documentation as required such as insurances before expiry

	<ul style="list-style-type: none"> • Comply with Mawsons Contractor Management Process
Contractor supervisor / manager	<ul style="list-style-type: none"> • Ensure all required inductions for workers are completed • Ensure that all workers are trained, licenced and competent to complete the required works (or worker is under supervision) • Communicate with site management and contractor workers to ensure smooth work processes • Report any hazards or other incidents to Mawsons site management immediately
Contractor workers (referred to as contractor employees in the Contractor Module)	<ul style="list-style-type: none"> • Self-register to complete all required induction modules (request manual induction and signoff if required) • Complete any risk assessments for works and ensure to comply with all company requirements • Report any hazards or other incidents to management immediately • Comply with all Mawsons company requirements

6 ENGAGING A CONTRACTOR

Should a contractor be selected to perform works on Mawsons sites, a contractor engagement process must first be conducted before any works commence to exercise due diligence in the contractor management process.

The contractor company will receive the following to be completed and returned together with any supporting documentation:

- New Vendor Form
- Contractor Checklist

This will provide Mawsons with the contractor company and banking details, training and competencies, insurances and any other documents or inductions required.

Once Mawsons have this information, it will be uploaded into the Contractor Module on MawCentral. Updated copies of any documentation must be provided by the contractor before they expire. If a contractor fails to provide updated documentation, they can be removed from the Contractor Module on MawCentral, and will not be used to conduct works for Mawsons until they demonstrate compliance.

If a contractor already exists within the contractor module on MawCentral, Mawsons management will check to confirm that all documentation is current before the contractor commences work. Any expired or outstanding documentation will need to be provided prior to commencing work.

7 INDUCTIONS

All contractors must complete the Mawsons contractor induction along with any relevant work-related modules and site-specific inductions allocated. All induction training must be satisfactorily completed before commencing works. All company and site-specific induction information must be complied with. Mawsons has a formal non-conformance process (see section 14) which may be implemented in the event of a contractor incident, near miss, legal breach or hazardous work practice. Induction information is held within the Contractor Module in MawCentral.

8 SAFETY MANAGEMENT SYSTEM (SMS) COMPLIANCE

All contractor companies are required to either formally comply with the Mawsons Safety Management System (SMS) or provide their own Safety Management Plan to work under their company SMS. The contractor Safety Management Plan must be reviewed and formally approved by Mawsons Management.

Mawsons may agree that the contractor can use a combination of their own and Mawsons SMS. This must be clearly defined, ensuring that there are no gaps in managing safety and risk.

The above preferred agreement must be communicated and understood by all personnel involved prior to commencing works. The agreement must be formally acknowledged by both Mawsons and the contractor with completion of the:

- Contractor safety management system acknowledgement form

Mawsons will continue to review the chosen process to ensure that it is working effectively and may request changes to this agreement if any concerns present.

9 RISK ASSESSMENT AND HIGH-RISK WORKS

All works conducted on Mawsons sites by a contractor shall be risk assessed. A take 5 (or similar approved risk assessment) must be conducted at the job site as a minimum for low risk tasks, and controls put in prior to starting. A Safe Work Method Statement (SWMS) (or similar approved risk assessment) must be completed for all works other than low risk. All personnel involved in the works must review and sign onto the SWMS once they are satisfied with the job process and controls in place. If a residual risk rating appears above 'medium', additional hard controls are required in order to reduce the residual risk rating to at least a 'Medium' before any works can commence.

Mawsons define the following as high risk works:

- Working in a confined space
- Hot works
- Working at heights

Any of the above works conducted must be managed under risk assessment and permit. Contractors must ensure that a permit has been completed and signed off by the appropriate contractor personnel and Mawsons management. All controls must be in place and any equipment used must be safe and fit for purpose with inspections completed.

10 PPE

The required PPE for use on site will be outlined in site specific inductions, via onsite signage or specifically in risk assessment/SWMS.

Contractors must provide their own PPE for themselves and their workers and ensure it is used where appropriate. PPE is to be maintained in a safe, operable condition and will comply with Australian Standards.

Site management will have additional or replacement PPE is required.

11 TRAINING, COMPETENCY, QUALIFICATIONS AND LICENCING

Contractors must hold the relevant training, competencies or qualifications required to conduct the specific works on Mawsons sites. It is the responsibility of the contractor to ensure that they provide the appropriately trained and licenced workers. Copies of Qualifications and Licences must be obtained by Mawsons site management, however, they can be viewed by Mawsons management as a minimum with the following form completed

- Drivers Licence Declaration form

It is the responsibility of the contractor to ensure that they present any updated licences to Mawsons site management.

11.1 Mobile Equipment

Contractors must have the appropriate training and certificates of competency to operate plant and equipment. Evidence of competency must be submitted during the induction process. Contractor personnel must make themselves available for assessment of competency upon request from Mawsons management. Failure to meet a minimum standard will exclude an individual from operating mobile equipment on Mawsons sites.

11.1 Light Vehicles

All light vehicles that enter/leave Mawsons sites shall be registered under the RMS requirements. A driver's licence must be presented or viewed by management. The contractor must adhere to all additional vehicle requirements outlined in site specific inductions if working on a quarry site.

12 FITNESS FOR WORK

All persons must present fit work to complete their role safely and competently. Fitness for work includes managing:

- Mental health and wellbeing
- Physical health and functional capacity
- The use of Alcohol and other drugs
- Stress and fatigue

Mawsons have policies in place to manage fitness for work processes. These policies include:

- Human Resources Policy
- Workplace Health & Safety Policy
- Code of Conduct Policy
- Wellbeing Policy
- Drug & Alcohol Policy
- Harassment & Bullying Policy
- SunSmart Policy
- Smoke Free Policy

Copy of these policies can be obtained from Mawsons management.

Mawsons has a ZERO tolerance to drug and alcohol whilst working on their site/s. All personnel (including contractors) may be subject to random breathalyser or oral drug screens as part of Mawsons Drug and Alcohol Policy and Procedure.

13 COMMUNICATION AND CONSULTATION

Contractors are expected to be involved in and actively contribute to any site level engagement and communication processes such as toolbox talks, pre-planning or other site meetings. All workers (including contractors) views, opinions and suggestions are valued in ensuring a continually improving and safe working environment.

14 BREACH/NON- CONFORMANCE

Should a contractor or their worker fail to comply with, or breach any legislative or WHS requirements, the following procedure will be implemented:

- Disciplinary & Warning Procedure

You can request a copy of this procedure from Mawsons management

Any dangerous work practice will be stopped. Where there is continued WHS breaches, or failure to implement corrective actions, the contract of engagement may be modified or terminated.

15 HAZARD AND INCIDENT REPORTING

All personnel share the responsibility of identifying and reporting hazards as part of the risk management process. Site and contractor management must act upon hazards reported to ensure a safe working environment where continuous improvement is prioritised.

Where a hazard is identified, and cannot be rectified immediately, required controls shall be put in place with changes communicated to all personnel affected.

In the event of a significant incident occurring, the contractor's supervisor/manager shall immediately notify the Site supervisor/manager. The incident area must be secured until released by the Site Manager, or industry regulator as appropriate. This may require the contractor to complete incident investigation documentation, and contribution from those involved in the incident investigation process (internal or external by the Industry Regulator).

16 PLANT AND EQUIPMENT COMPLIANCE

All electrical and mechanical equipment must be subject to a routine safety inspection, testing and tagging for it to be deemed suitable for use on site in accordance with MDG 15. No equipment is to be used on site without evidence of a current inspection affixed to the equipment.

All electrical and mechanical equipment used at Mawsons sites may be subject to a pre-use safety inspection by site personnel to ensure that it is safe and fit for purpose.

The contractor shall maintain a register of following specific types of equipment that will include the last inspection date and the frequency of inspection where required:

- Fire extinguishers
- Electrical tools
- Lifting gear
- Ladders
- Pressure vessels
- Welding & cutting equipment
- Scaffolding
- Air tools
- Work at Height Equipment

This register shall include as a minimum the next due inspection or certificate date, description and serial number.

Mawsons does not permit the use of plant or equipment that is 'not fit for purpose' or that has not been inspected and tagged to Australian Standards and deemed safe for use.

17 SAFETY DATA SHEETS

Where the contractor brings hazardous substances to site, it must be accompanied by a Safety Data Sheet (SDS) and approved for use by Mawsons site Management. The substance must be used, stored and disposed of in accordance with the SDS, Mawsons requirements, and environmental legislation.

18 AUDIT AND REVIEW

Mawsons have a legal obligation to monitor and supervise the activities of contractors with regards to health and safety. This will be discussed with the contractor prior to works. The extent to which Mawsons should monitor and supervise contractors will be influenced by several factors including:

- Level of WHS risk associated with the contractor activities
- Complexity of the tasks performed by the contractor
- Interaction with other parties (e.g. other contractors, Mawson employees, general public)
- Duration of the works

19 DOCUMENT HISTORY

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0			Document created – no record
1			Document revised – no record
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