

Contractor health and safety management

The centre piece of any good contractor management plan is education. All visitors to the mine will be required to undertake some form of instruction via a risk based induction process. Depending on the work activities that are being undertaken, the visitor/contractor will be required to comply with the requirements of the contractor management plan, which will give them the opportunity to discuss and agree on the controls that will be used during work activities.

The attached template is in Word format for you to customise for your site.

1. **AIM:** You may use the standard aim statement provided in the template or edit it to suit your operation's needs.
2. **WHAT:** Complete Form 13C before any work commences on-site to acknowledge in writing that all visitors and contractors are operating under an appropriate health and safety plan.
3. **WHO:** Decide and record what people entering your site will need an induction and where they are able to proceed without supervision.
4. **HOW:** Get to know the categories of inductions and include any additional controls that may apply to the risks.

Use Form 13A to document your site rules (modify to suit your needs, as required). These rules should be available to draw to the attention of any visitors.

Print out the visitors register (Form 13B) and place copies at the main entrance to your mine.

Use (Form 13C) to document your procedure for inducting contractors and workers onto site. Remember to modify the document to include any other site issues.

Nominate who will be checking the equipment when it first comes on site.

Nominate the person who will be assessing workers and contractors to ensure that they hold the appropriate competency to perform their work.

5. **WHEN:** A regular refresher should be conducted to ensure that any changes to the site issues have been passed onto your visitors and contractors. Determine and record when and who is going to provide a refresher induction.
6. **ACTION:** Make a record of any additional hazards or issues identified by visitors, contractors or employees to be raised at the next safety meeting, as per Program 4 of the SMS.
7. **DOCUMENT CONTROL:** Record who will be responsible for ensuring that inducted contractors and workers have had their name transferred to the induction register.

References:

Work Health & Safety (Mines and Petroleum Sites) Regulation 2014 Part 2 Subdivision 2 clause 14 (f) Content of Safety Management System & Part 2 Subdivision 4 clause 19 - 22 Contractors

Health & Safety in Quarries