

CONTRACT MANAGEMENT

Document 7a: Guidelines for Preparing Health and Safety Plans

Last Update: 30 September 2009

Owner: Manager OHS

1 Introduction

Prior to the commencement of the contract the successful contractor is required to submit a Health and Safety Plan detailing the health and safety systems and procedures which will apply during the term of the contract.

The Health and Safety Plan will be reviewed by the University prior to commencement of the contract and will be subject to approval by the University. The Health and Safety Plan shall be reviewed at regular intervals throughout the contract to ensure that it is maintained in an up to date condition. The Contractor's Health and Safety Plan will also form the basis by which its management systems will be audited by the University.

This document provides guidance to Contractors on the general requirements and elements of Health and Safety Plans.

2 Health and Safety Plan Elements

2.1 Contract Description

A brief description of the scope of work associated with the contract should be documented. The description should be sufficiently detailed to provide persons unfamiliar with the contract an overview of the type of work being carried out and under what conditions.

The scope of work should include as a minimum requirement the following details:

- Summary of major activities and types of work to be performed.
- List of tasks or specialist procedures that may require detailed health and safety work procedures and training.
- List areas of contract requiring special consideration from a health and safety perspective eg:
 - presence of public
 - traffic management
 - work restrictions (worktimes, confined spaces)
 - exposure to hazards (noise, dust, elevated heights)

2.2 Contract OHS Structure and System

The Contractor's Health and Safety Plan should be established around existing OHS management systems and associated procedures and controls. Reference should be made to existing procedures and documentation in the Health and Safety Plan. This will also assist in minimising the size of the document.

The Contractor should outline the management structure, responsibilities, standards and control systems applicable to the contract to ensure OHS requirements are adequately addressed. The following information should be included:

- Company health and safety policy, to be displayed at worksites.
- An outline of the contract health and safety organisation and structure. ie. names and/or positions of those with specific health and safety responsibilities.
- Summary of OHS roles and responsibilities of Contractor staff involved in the contract.
- Position and/or name of senior person who will liaise with the University on health and safety matters.

Guidelines for Preparing Health and Safety Plans

2.3 Contract Induction and Safety Training

OHS legislation requires all employers to ensure that their employees have the skills and training required to carry out their work in a safe manner. The University requires that Contractors document their safety training program ensuring that they have appropriately skilled employees, suitable training programs and adequate supervision for the contract works.

The following information should be provided:

- An outline of contract induction procedures for employees and subcontractors.
- Details of induction course content.
- Register of personnel who have satisfactorily completed the contract induction.
- Details of employee health and safety training which has or will be provided relevant to the contract requirements.
- Provide a register of names and/or positions of contract employees with authorisations, permits, competency certificates, licences etc who may be required to supervise or undertake specialist work activity.

2.4 Safe Work Practices and Procedures

Relevant safe work practices and procedures should where appropriate be developed for the contract. These may take the form of Job Safety Assessments or Safe Working Method Statements. In some cases existing Safe Work Procedures may be applicable. The successful contractor must ensure that documents are relevant to the hazards identified on the University's work sites. The following information should be provided:

- Provide a list and copies of company Safe Work Procedures or instructions relevant to the contract.
- Provide a list and copies of contract specific safe Job Safety Assessments or Safe Working Method Statements.
- Detail site operations which will be subject to permit to work systems.
- Provide details of employees and/or subcontractors issued with copies of Safe Work Procedures, Job Safety Assessments or Safe Working Method Statements.
- Register of hazardous or dangerous chemicals used at the contract location and evidence of material safety data sheets.

2.5 Risk Assessment

Carrying out a risk assessment is an integral part of the Health and Safety Plan. The successful tenderer must have a system in place to assess risks and manage hazards. These may be integrated into Job Safety Assessments or Safe Working Method Statements. A risk assessment considers the following:

- identifies hazards associated with contract tasks and activities
- determines the level of risk
- establishes appropriate risk control measures

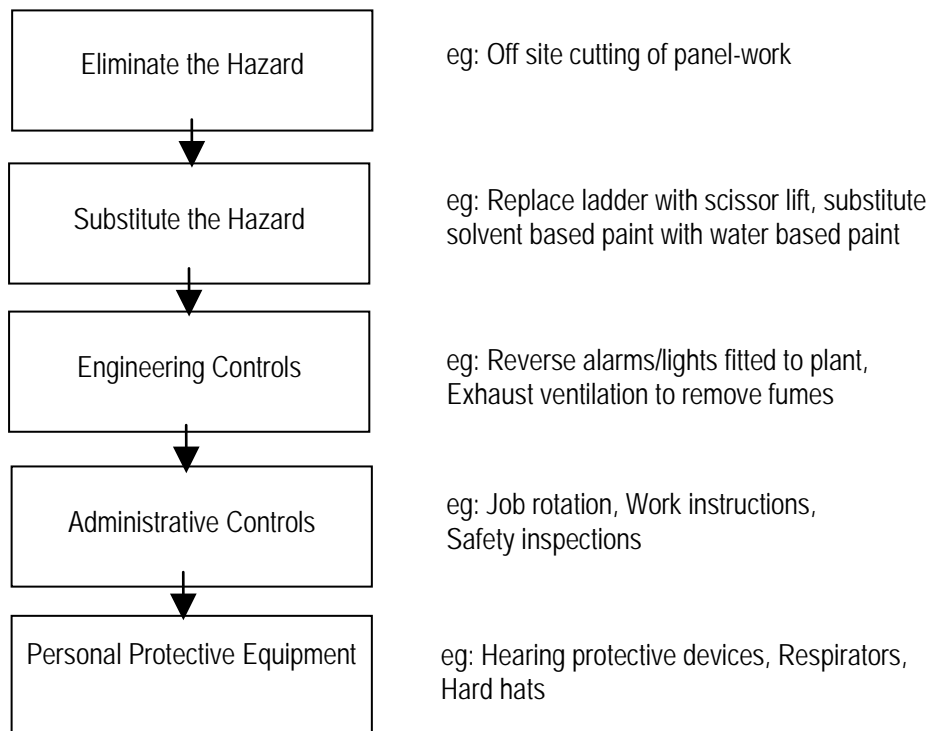
Each major or significant task or activity associated with the contract shall be assessed in terms of the associated hazards. When all hazards have been identified the most likely outcome as a result of an incident shall be determined.

Risks can be classified according to the following schedule:

- Class 1: potential to cause death or permanent injury to one or more people.
- Class 2: potential to cause one or more lost time injuries.
- Class 3: potential to cause an injury treatable with first aid.

Guidelines for Preparing Health and Safety Plans

A primary goal shall be to eliminate Class 1 and 2 risks associated with the contract and should be a major focus of the Risk Assessment process. Contractors should detail risk control measures which adequately address all identified Class 1 and 2 risks. When determining risk control strategies, the hierarchy of controls summarised below should be considered:



Where Safe Work Procedures, Job Safety Assessments or Safe Working Method Statements are developed they must clearly spell out the work sequence, highlighting the procedures required to adequately control each Class 1 and Class 2 risk identified in the risk assessment. All employees involved in the activity shall receive appropriate training in the development of safe work procedures.

Additional risk assessments may be undertaken during the course of the contract as required (ie work undertaken by subcontractors).

2.6 Workplace Health and Safety Inspections

Health and safety inspections play an important role in the identification of hazards at the workplace and in the development of control measures. The Health and Safety Plan should outline the procedures and methods by which contract workplaces will be inspected on a regular basis.

The following information should be provided:

- Details of how workplace health and safety inspections will be undertaken during the contract, considering:
 - checklists to be used
 - frequency of inspections
 - team members
 - actioning of inspection findings
- Details of hazard reporting procedures for the contract, including hazard report forms.
- Details of specific activities or areas targeted for inspection ie plant, hazardous materials, electrical safety.

Guidelines for Preparing Health and Safety Plans

2.7 Health and Safety Consultation

Consultation with employees provides an important mechanism whereby health and safety issues can be dealt with in a manner that promotes ownership and prompt resolution.

The following information should be documented:

- List of current employer and employee health and safety representatives
- Details of the membership and operation of the Safety Committee
- Reference to company issue resolution procedures

2.8 Emergency Procedures

There is the potential for a range of emergency situations to occur both on-site and off-site in relation to contract works. These situations need to be identified and specific emergency procedures developed and made known.

The following information should be documented:

- Overall emergency plan and structure for the contract.
- Register of emergency equipment and locations ie first aid equipment, fire extinguishers.
- Register of current qualified First Aiders.
- Arrangements/co-ordination with other worksite occupants in the event of an emergency.

2.9 Incident Recording & Investigation

All incidents associated with the contract involving personal injury, medical treatment or property damage should be recorded and investigated.

The following should be documented:

- Details of incident reporting and investigation system and procedures
- Details of how Class 1 and Class 2 incidents shall be notified to the University
- Details of how incident statistics are to be compiled and distributed

2.10 Health and Safety Performance Monitoring

The following should be documented:

- Details of how health and safety performance statistics associated with the contract are reviewed
- Details of how monthly health and safety performance reports will be compiled for review by the University
- Nature of health and safety performance information presented to employees on a regular basis
- Outline of auditing program to evaluate Health and Safety Plan effectiveness