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| MS NAME: | OHS Contractor Management guide | MS NO. | OHS-001-MS.15 |  |
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1 PURPOSE

The Neumann Steel Contractor Management guide is designed to inform all Contractors of their responsibilities when working on Neumann Steel sites. To help manage this Neumann Steel has designed an OHS Contractor Management Guide (CMG) that is available to all Contractors.

To make the induction process as convenient as possible for Contractors, Neumann Steel has developed an online induction that informs Contractors of their obligations. Each Contractor is classified into a category and will undergo a specific induction based on the type of work to be undertaken, their level of risk and location(s) where they are to undertake work. Refer Definitions further in this document for an explanation of Contractor types.

The combination of the Contractor induction and CMG ensures that everyone working on Neumann Steel sites will be able to fulfil their obligations to OHS and contribute to ensuring and maintaining a safe workplace.

2 SCOPE

This document establishes health and safety guidelines which Neumann Steel Responsible Officers (NSRO) or Service Centre Managers (SCM) should follow when engaging Contractors and Sub Contractors. It introduces documents required to ensure a Contractor is correctly inducted onto Neumann Steel site(s).

3 METHOD STATEMENT DETAILS

3.1 APPLICATION

There are many circumstances in which Contractors and Sub Contractors are engaged in Neumann Steel operations due to the diversity of our activities.

3.1.1 PERSON INITIATING CONTRACTOR SERVICES FOR ON-LINE INDUCTION (NSRO OR SCM)

The following steps should be used by the initiating Contractor's services for either the first time, the first time in a year or if a current Contractor is performing a different type of work and has meant that their category has changed.

3.1.1.1 [OHS-001.MS.64](#) – Flow Chart to Identify Contractor Category

This flow chart shall be used to determine what category the Contractor falls into. Follow the flow chart answering each question with either yes or no until the Contractor category has been determined.

Category 1, 3 and 4 Contractors – go to 3.1.1.3. Category 2 Contractors – go to next step.

3.1.1.2 [OHS-001-FM.41](#) - Category 2 Contractor Risk Classification Form

If a Contractor is identified as a category 2 Contractor then the Category 2 Contractor Risk Classification Form must be used to determine what level of risk they are classified as for both induction purposes and to determine what documents are required to allow work to commence.

The form must be completed in its entirety. Based on knowledge of the work to be undertaken, the NSRO or SCM is to work through the form ranking the level of risk based on each subject

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line, with a score of 5 identifying that there is maximum risk involved and a score of 1 minimum risk.

Once all subject lines have been scored a subtotal of each individual risk score (i.e. 1, 2, 3 etc) and a total of overall risk must be calculated. Refer to the Risk Classification table at the bottom of the form to determine high, medium or low risk.

Forward this form to the Compliance Department – steel.induction@neumann.com.au for their records.

3.1.1.3 [OHS.001-MS.65](#) – Contractor Category Requirements Summary

The NSRO or SCM is to refer to the Contractor Category Requirements Summary to identify which documentation must be provided prior to commencement of work.

By selecting the column for the Contractor type as already determined, a tick indicates that the Contractor is required to provide the documentation as shown in the subject line. The NSRO or SCM should work through this form with the Contractor, explaining the requirements and ensuring that the documentation is received prior to undertaking work. Once the NSRO or SCM is happy that the Contractor has met all required aspects, they can then request the Contractor be allocated a password for online induction.

3.1.1.4 [OHS-001-FM.47](#) – Contractor Induction Request Form

Once Contractor category has been determined the Contractor Induction Request Form needs to be completed and sent to the relevant party. The request form must be filled in entirely as the documents that are required by either the Contractor or company are determined by this form. **If the form is not completely filled in it will be sent back to the initiator for completion.**

NOTE: If the Contractor company has never undertaken work at any Neumann Steel site, they will be loaded as a new Contractor company and their main contact person according to the Contractor Induction Request Form will be sent an email requesting mandatory insurance documents. These documents need to be uploaded or sent through prior to any Contractor from the company being able to complete an online induction.

Data will be taken from the Contractor Induction Request Form and entered into the online system (Rapid Induct), and Contractors or a designated contact person at the Contractor company (if more than 5 inductees) will be emailed an introductory email explaining the Contractor online induction and requirements.

3.1.1.5 Online induction - Rapid Induct

Rapid Induct is a dedicated website that offers tailor made solutions to help simplify inductions. As part of the induction, inductees are requested to upload documents to the system which will be verified by the Senior Procurement Officer and will allow better tracking of expired Contractors. If an inductee does not have a scanner to upload documents they are able to select their alternative method of how they wish to send documents to Neumann Steel i.e. fax, post etc and proceed with the induction.

The Senior Procurement Officer is to log into Rapid Induct daily to verify documents that may have been uploaded, as without this verification a Contractor may come on site and may not have the required documentation. If documents are not valid it is the responsibility of the Senior Procurement Officer to contact the NSRO or SCM for them to either source another Contractor or get further documentation from the Contractor.

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NOTE: If Rapid Induct is unavailable for some reason or the Contractor refuses to take part in online induction, the NSRO (Currumbin) is required to contact the Compliance department and request a face to face induction take place. As part of this induction the trainer will record the details of the Contractor on the Contractor Induction Register Form (refer [OHS-001-FM.39](#)) and ensure that the Contractor signs the Contractors Agreement Form (refer [OHS-001-FM.40](#)).

The trainer is required to issue the Contractor with a copy of the Contractor Management Guide and go through the pre-printed presentation of the online induction.

The NSRO or Manager will need to complete a Contractor Induction Register form (Refer to) and issue the Contractor with a copy of the Contractor Management guide 2008, along with the Contractors Agreement form (Refer to) and Hazard Evaluation form (Refer to [OHS-001-FM.44](#)).

3.1.1.6 On arrival to site

On arrival to site Contractors are required to sign the visitor register or record their presence with their SCM if there is no visitors register on site. The NSRO or SCM must ask the Contractor to present their induction cards, and verify that they have completed the required course(s) for the work to be undertaken.

There is a Contractor category induction and a site specific induction. Therefore at least two induction cards must be presented (more if work is to be undertaken at multiple sites).

The NSRO or SCM is responsible for contacting the Senior Procurement Officer to verify that all documents have been provided and verified.

On arrival to site the NSRO or SCM is responsible for briefing the Contractor on emergency exits, amenities, and for production environments a physical site specific induction pointing out all hazards may be required.

Either at the time of pre-tender meeting, quoting of job or on arrival to site to complete work, the NSRO and SCM is responsible for helping the Contractor to identify the potential hazards related to the work to be undertaken. The Hazard Evaluation Form [U:\Forms\OHS-001-FM.44 - Hazard Evaluation Form.doc](#) is used to identify potential hazards, and determine if further paperwork relating to hot work, chemicals or other major risks is required.

The NSRO or SCM is responsible for ensuring that the Contractor completes a Job Safety Environmental Analysis (refer [OHS-001-FM.003](#)) prior to any work being undertaken. On completion the NSRO or SCM is responsible for reviewing the JSEA and passing it on for approval to a member of the Compliance team. If a Contractor has already been onto site for a pre-tender meeting or quote and has identified the hazards relevant to the task, a JSEA can be completed in advance and signed off by a member of the Compliance team.

If chemicals are brought onto site, a Material Safety Data sheet is required.

If hot work is to be undertaken, a Hot Work Permit is required (refer [OHS-001-FM.45](#)).

To ensure that all paperwork and processes have been followed, the NSRO or SCM is required to refer to the Risk Management Checklist (refer [OHS-001-FM.43](#)), a tick in the relevant column indicates a required task by Contractor category. This form is to be completed by all parties and forwarded to the Compliance department steel.induction@neumann.com.au for their records.

Once all the above steps have been completed, work can commence.

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3.1.1.7 Throughout work

While work is being undertaken, it is the responsibility of the NSRO or SCM to review the Contractor's work and ensure that all safety aspects are being complied with.

3.1.1.8 On completion of work

Once a project is completed the Contractor is required to report to the Project Manager, NSRO or SCM for sign off of the project. This should include inspection of the job site to ensure that the work area is free of hazards.

The Contractor is required to sign out of the visitor register by recording their departure time.

3.2 CONTRACTOR CATEGORY

For OHS and environmental purposes Neumann Steel Contractors are classified into four categories.

3.2.1 CATEGORY 1 CONTRACTOR

An individual working alongside Neumann Steel employees under Neumann Steel supervision. Category 1 Contractors are to be treated in all aspects of OHS and environmental responsibility as if they were Neumann Steel employees. An example of a category 1 Contractor is labour hire personnel.

3.2.2 CATEGORY 2 CONTRACTOR

Organizations or individuals engaged under contract to carry out specific tasks or provide specific services within existing business unit operations. Category 2 Contractors shall be classified according to high, medium or low risk work. The business unit manager will determine the OHS and environmental risk by using the Category 2 Contractor Risk Classification Form.

3.2.2.1 Category 2 High Risk Contractor

Refers to a large and/or complex high risk contract in which Contractors are required to demonstrate a high level of OHS and environmental management and shall undertake a contract specific risk assessment and complete site specific OHS&E plans or job safety and environmental analysis. An example of a category 2 high risk Contractor is a Contractor employed for hazardous materials removal or major building maintenance or renovation.

3.2.2.2 Category 2 Medium Risk Contractor

Refers to a medium, less complex contract with medium risk in which Contractors shall undertake a contract specific risk assessment and complete site specific OHS&E plans or job safety and environmental analysis. Examples of category 2 medium risk Contractors are those employed to install specialized equipment.

3.2.2.3 Category 2 Low Risk Contractor

Refers to a smaller low risk contract in which Contractors are expected to meet Neumann Steel obligations and may be required to undertake a specific job safety environmental analysis to ensure risks are identified and controlled for the contract services. Examples of low risk contractors are those employed to deliver goods such as linen/tea towels, or a courier delivering mail.

3.2.3 CATEGORY 3 CONTRACTOR

Organizations or individuals engaged for a discrete project. An example is a Contractor engaged to project such building a new office block on the Currumbin site.

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3.2.4 CATEGORY 4 CONTRACTOR

Organizations or individuals engaged in a remote operations business unit to provide service delivery. An example of a category 4 Contractor is a contractor employed for a project such as building a new Service Centre where a Principal Contractor may be engaged.

3.3 PRINCIPAL CONTRACTOR

Principal Contractors must ensure all employees; agents and Contractors of the principal Contractor that will enter any Neumann Steel sites undertake induction training.

The Principal Contractor must:

- Prepare, implement and update any available OHS management plans
- Ensure any Sub Contractor provides a written JSEA or safe work method statement prior to works commencing
- Direct and monitor compliance with any relevant legislations and safe work statements or procedures
- Keep a register/ records of all hazardous and other substances on site
- Communicate any major OHS issues and any WorkCover notifiable events
- Ensure the workplace area is safe without risk to health
- Ensure that those at the workplace are not exposed to risks
- Ensure the work activities are safe and without risk to the public
- Stop any person from working who does not comply with safety instructions
- Consult and cooperate with health and safety representatives and employees
- Provide safeguards and take safety measures prescribed under a regulation made for the Principal Contractor
- Provide adequate personal protective equipment (PPE)
- Ensure the safe use, cleaning, maintenance, transportation and disposal of plant and substances
- Provide information, instruction, supervision and training
- Ensure all staff and Sub Contractors know relevant Neumann Steel safety procedures
- Contractors are also required to observe these responsibilities and the requirements contained in the induction guide as well as any other requirements which may be identified in the induction process

3.4 CONTRACTORS AND SUB CONTRACTORS RESPONSIBILITIES

It is the responsibility as a Contractor (including Sub Contractors) to:

- Not start work until a copy of the relevant parts of the OHS Management Plan (where applicable) has been approved
- Ensure work activities are safe and without risk of injury or illness to workers, Contractors, Neumann Steel staff or members of the public at or near the workplace
- Provide a safe workplace
- Use appropriate PPE
- Provide safeguards and take safety measures as required
- Complete all risk assessments of all work to be carried out and provide written JSEA's and other information of hazardous substances to both Neumann Steel staff and the Principal Contractor
- Maintain and keep up to date JSEA's
- Take necessary actions to eliminate and or control identified hazards
- Consult and cooperate with health and safety representatives and employees
- Ensure the safe use, cleaning, maintenance, transportation and disposal of plant and substances
- Keep a register/records of all hazardous and other substances on site

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- Communicate any major OHS issues, and any work cover notifiable events

3.5 CONTRACTORS RISK MANAGEMENT CHECKLIST

The purpose of a Risk Management Checklist is to provide Contractors guidance on the requirements that need to be met by the Contractor, the Contractors employees and sub-Contractor before starting works, dependant on their category.

It helps ensure that Contractors have completed and fully understand all of the information required by Neumann Steel for their category prior to commencement of works.

Risk Management Checklists ensure that the appropriate forms and processes have been completed within the Contractor Category in order to ensure a safe system of work for the tasks to be undertaken.

To ensure a proactive approach is undertaken in the management of the associated risk with all of the hazards in completing the tasks.

The NSRO or Service Centre Manager will complete the risk management checklist on arrival of the Contractor prior to works being undertaken. It needs to be signed by both parties to be valid, and then forwarded to the Compliance department steel.induction@neumann.com.au for their records.

4 DEFINITIONS/TERMS

| Term | Description |
|--------------|--|
| NSRO | Neumann Steel Responsible Officer |
| OHS | Occupational Health and Safety |
| MSDS | Material Safety Data Sheet (chemicals) |
| Rapid Induct | On-line induction process |
| JSEA | Job Safety Environmental Analysis |
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5 RECORDS

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Modification history

| Date | Version | Modification | Author | Approval |
|----------|---------|-------------------------------------|--------------|--------------|
| 30/10/04 | 1 | Initial Draft | Phil Unicomb | |
| 11/1/06 | 1.1 | Division into IMS structure | T Robinson | Phil Unicomb |
| 12/06/09 | 1.2 | Review and change to current system | R.Bowen | |