

MS NAME:	Contractor Category Requirements Summary	MS NO.	OHS-001-MS.65
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1 PURPOSE

The Contractor Category Requirements Summary is a document to help Neumann Steel Responsible Officers ensure that all required documents are provided to Neumann Steel before any Contractor commences work on site at Neumann Steel. Different category Contractors are required to provide different documentation due to the differing levels of work to be undertaken and associated risks that go with this.

Use this document after determining Contractor category by using OHS-001-MS.64 – Flow Chart to determine Contractor category. A tick in the box indicates a requirement for each Contractor type.

2 METHOD STATEMENT DETAILS

Contract process OHS and environmental requirements	Cat 1	Cat 2			Cat 3	Cat 4
		High risk	Med risk	Low risk		
Scope of work includes OHS and environmental criteria	✓	✓	✓	✓	✓	✓
Pre-tender meeting discussions held		✓	✓		✓	
Selection criteria includes OHS&E performance For a major risk contract over 1 month		✓			✓	✓
Contractor OHS&E management system required		✓			✓	
Contractor OHS&E plan required		✓	✓		✓	
Contractor JSEA worksheets required		✓	✓	✓	✓	✓
Statistical past performance required		✓	✓		✓	
Contract terms include OHS&E requirements	✓	✓	✓	✓	✓	✓
Contractor information session to review safety		✓	✓		✓	
Review OHS&E plan		✓	✓		✓	
Contractor OHS&E induction completed	✓	✓	✓	✓	✓	✓
Periodic reviews of OHS&E performance completed		✓	✓	✓	✓	✓
Close out and OHS&E performance review completed		✓	✓	✓	✓	✓
Safety and environmental performance records kept for future reference		✓	✓	✓	✓	✓