



Neumann Steel Contractor Management Guide





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1 INTRODUCTION

This guide is designed to give Contractors information on Neumann Steel's Contractor Management System and provide specific rules and obligations when working on site. This guide is designed to be used in conjunction with the Neumann Steel Online Contractor Induction.

By reading and understanding this guide, everyone working within Neumann Steel sites will be able to for fill their obligation and contribute to ensuring and maintaining a safe workplace.

Aside from the generic information about working at Neumann Steel contained in this guide, all Contractors are required to undertake an online induction completed assessment must be signed off as competent before commencing work. Local inductions are arranged by the business unit managing the contract and may involve local area team leaders as required to identify risks specific to that section of the business.

The key purpose of this guide is to advise:

- OH&S obligations under the NSW OHS Act 2000, NSW OHS Regulation 2001 and QLD WHS Act 1995, QLD WHS Regulations 2008, QLD Electrical Act 2002, QLD Electrical Regulations 2002 NSW Electrical Act 2004, NSW Electrical Regulation 2006
- Identification, assessment and control of hazards relevant to Neumann Steel
- Any relevant operational issues in the management of Contractors

2 RELATED NEUMANN STEEL DOCUMENTS

- Occupational Health and Safety Policy (refer Appendix 1)
- Contractor Safety Guidelines (refer Appendix 2)
- Emergency Management Plan (refer Appendix 3)
- Risk Management Guidelines (refer Appendix 4)
- Hazard and Incident Reporting Guidelines (refer Appendix 5)

All related documents are available on the Neumann Steel website www.neumannsteel.com.au , Our People (menu at top of page), Contractors (tab).

3 DISCLAIMER

Neumann Steel has prepared this guide in order to assist employees and Contractors to work safely on Neumann Steel sites and abide by Neumann Steel requirements relating to people and property.

The Contractor has full responsibility to:

- Identify all relevant regulations and legislation with occupational health and safety and the environment
- Understand the full extent of Neumann Steel and the Contractors legal obligations
- Implement all necessary measures to fully protect and ensure the safety of all persons working on, or near the Contractor's work site

Nothing in this handbook may be construed as implying that the Contractor is in any way released from fully complying with all its statutory requirements. Every effort has been made to explain the local conditions, site rules and legal obligations, however responsibility to understand and observe relevant legislation remains with the Contractor at all times.

Further information about legal requirements can be obtained from the Neumann Steel Compliance Team – steel.induction@neumann.com.au.

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4 VERSION CONTROL TABLE

Version Control	Date Released	Approved By	Amendment
1	30/08/08	S. Smee	

5 SECTION 1: NEUMANN STEEL CONTRACTOR OHS MANAGEMENT SYSTEM & OHS RESPONSIBILITIES

5.1 BUSINESS UNIT MANAGERS

The management of business units or other nominees, (Neumann Steel Responsible Officer) is responsible for ensuring that the particulars contained within these guidelines are implemented when engaging the services of Contractors. A key element of Neumann Steel's approach to health and safety is to ensure that the identification and the control of risks are integrated into the planning of any job. Specifically, Unit managers or other nominees (Neumann Steel Responsible Officer) are responsible for consulting with the Compliance Department and:

- Liaising with the Compliance Department to ensure all document requirements have been met prior to Contractor arrival to site
- Ensuring Contractor is inducted either by the Neumann Steel Online Induction or by an on-site induction arranged in consultation with the Compliance Department prior to the commencement of works
- Ensuring that Contractors engaged by Neumann Steel are aware of any occupational health and safety hazards that may exist in the area in which they are working
- Ensuring that Contractors work safely and complete the work as specified in the contract and JSEA
- Monitoring the progress of the contracted work for "change", and should the Contractor not be carrying out the work as per the contract, take steps to remedy the situation
- Monitoring the job to ensure that the nominated hierarchy of control is in place and effective
- Inspecting the area and sign off on the completion of works
- Seeking advice from the Compliance Department in the event of an abnormal situation or breach

5.2 COMPLIANCE

Compliance is responsible for:

- Providing advice to unit managers and/or the nominee (Neumann Steel Responsible Officer) for the safe management of all Contractors in accordance with all policies and procedures within the Neumann Steel Safety Management System and all other external legal requirements
- Completing on-site contractor inductions prior to the commencement of work by a contractor at the request of the business unit manager or the nominee (Neumann Steel Responsible Officer)
- If necessary review and approve the JSEA and or any other work permits required
- Monitor the Contractor while on site to ensure adherence to the Neumann Steel Contractor and Safety Management System
- Periodically check, audit and review the contractor management systems as part of the overall Safety and Management Plan review
- Advise all stakeholders within the contractor management system of all changes in legislative, advisory and legal requirements

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- Investigate any injury involving a Contractor on a Neumann Steel site
- Circulating a standard letter/email advising the Contractor of the Neumann Steel Online Induction process or on site induction requirements if required, and providing password information for online completion for all Contractors
- Ensuring that Contractors produce current certificates for the following insurances and maintain register for:
 - Professional Indemnity to a minimum of \$10 million (where appropriate)
 - Public Liability to a minimum of \$10 million
 - Comprehensive Motor Vehicle Insurance where motor vehicles enter the Neumann Steel site
 - Personal Accident Insurance and / or WorkCover registration
 - Ensuring all relevant licenses, blue cards and or trade certificates are sighted
 - Blue card if required
 - Ensuring the Contractor agreement form is signed (if online induction is not available) – see Appendix 7

5.3 PROCUREMENT

Procurement is responsible in consultation with the unit manager or nominee (Neumann Steel Responsible Officer) for:

- Producing purchase order for the Contractor/s

5.4 CONTRACTOR CATEGORIES

For OHS and environmental purposes Neumann Steel Contractors are classified into four categories. Category type is determined by the Neumann Steel Responsible Officer by working through the steps on the Flow Chart to Identify Contractor Category (refer Appendix 9). Once category type is determined, the unit manager or nominee (Neumann Steel Responsible Officer) is to ensure all requirements are met by the Contractor by following the Contractor Category Requirements Summary (refer Appendix 10).

5.4.1 CATEGORY 1 CONTRACTOR

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 would be a labour hire employee.

5.4.2 CATEGORY 2 CONTRACTOR

Organisations 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 risk and environmental risk by using the Contractor Occupational, Health and Safety Risk assessment (refer Appendix 11).

Category 2 High Risk Contract

This refers to a large, complex and high risk contract in which Contractors shall 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. Examples of high risk contracts are hazardous materials removal and major building maintenance or renovation.

Category 2 Medium Risk Contract

This 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 medium risk contracts are installation of specialised equipment.

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Category 2 Low Risk Contract

This 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 and environmental analysis to ensure risks are identified and controlled for the contract services. Examples of low risk contracts are AlSCO linen contractor delivering goods, or a courier delivering mail.

5.4.3 CATEGORY 3 CONTRACTOR

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

5.4.4 CATEGORY 4 CONTRACTOR

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

5.5 PRINCIPAL CONTRACTOR

A Principal Contractor is required to be identified for certain construction work and is responsible for the contracted work at all times until the work is completed. In some instances Neumann Steel may act as the Principal Contractor.

It is the responsibility of the Principal Contractor as an employer, supervisor or manager to:

- Prepare, implement, update and make available OHS management plans
- Direct and monitor compliance with applicable legislation and any safe work method statements or procedures
- Ensure OHS induction training is undertaken by employees, agents and Contractors of the Contractor entering Neumann Steel premises
- Ensure that the relevant workplace area is safe and without risk to health
- Ensure that persons at the workplace are not exposed to risk
- Ensure that work activities at the workplace are safe and without risk to the public
- Stop any person from working who does not comply with safety instructions
- Provide information, instruction, supervision and training
- Consult and cooperate with health and safety representatives and employees
- Provide safeguards and take safety measures prescribed under a regulation made for Principal Contractors
- Provide adequate personal protective equipment
- Ensure the safe use, cleaning, maintenance, transportation and disposal of plant and substances
- Ensure that staff and Sub-Contractors know relevant Neumann Steel safety procedures
- Ensure that each Sub-Contractor provides written JSEA statements or safe work methods before commencing work (see Appendix 12 & 13)
- Keep a register of, and other records in relation to all hazardous and other substances on site
- Communicate any major OHS issues as they arise, including all WorkCover notifiable events

Contractors are also required to observe these responsibilities and the requirements contained in this induction guide as well as any other requirements which may be identified in the induction process.

5.6 CONTRACTORS RESPONSIBILITY (INCLUDING SUB-CONTRACTORS)

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 provided
- Ensure that activities at the workplace are safe and without risk of injury or illness to workers, fellow Contractors, Neumann Steel staff or members of the public at or near the workplace

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- Provide a safe workplace
- Use appropriate PPE as required
- Provide safeguards and take safety measures as required
- Undertake risk assessments of all work to be carried out and provide written JSEA's and other information to hazardous substances to both Neumann Steel and the Principal Contractor
- Maintain and keep up-to-date JSEA's
- Take necessary measures 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 of, and other records in relation to all hazardous and other substances on site
- Communicate any major OHS issues as they arise, including all WorkCover notifiable events

5.7 CONTRACTORS RISK CATEGORY MANAGEMENT CHECKLISTS

The purpose of Contractors Risk Category Management Checklists is:

- To provide guidance on the requirements and obligations that need to be met by Contractors, Contractors employees and Sub-Contractors depending on the contractors category
- To ensure that Contractors have completed and fully understand all of the information required by Neumann Steel for their category prior to commencing works
- To ensure that all 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 in undertaken in the management of the risks associated with all of the hazards in completing the tasks

The management of business units or other nominees, (Neumann Steel Responsible Officer) will complete your risk management checklist with you on arrival to site (refer Appendix 14).

For a Contractor risk management checklist to be valid it must be signed by both parties.

A copy of a Contractor Risk Management Checklist can be found on the Neumann Steel website www.neumannsteel.com.au, Our People (menu at top of page), Contractors (tab).

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6 SECTION 2: HAZARD IDENTIFICATION

A number of hazards are present on Neumann Steel sites. Prior to undertaking works you are required to complete a Hazard Evaluation Form to acknowledge that you understand the hazards you may encounter.

A copy of a Hazard Evaluation Form can be found on the Neumann Steel website www.neumannsteel.com.au, Our People (menu at top of page), Contractors (tab) – refer Appendix 15.

6.1 PERSONAL PROTECTIVE EQUIPMENT

Contractors shall supply their employees with all appropriate personal protective equipment and shall ensure that their employees use it correctly, as required by applicable legislation and codes of practice.

If working in a production environment, ensure that the PPE meets the site requirements of long trousers, long sleeved shirt, protective footwear, safety glasses, ear protection, gloves and helmet if deemed appropriate.

If working in an office environment or other working environment, ensure that the PPE meets the minimum standard as explained by your Neumann Steel Responsible Officer.

6.2 FIRE PROTECTION (GENERAL)

Fire is a hazard on all working sites. To manage this hazard the following control procedures have been put in place:

- Fire wardens have been appointed and will in the first instance attempt to control all fires
- Firefighting equipment, exit routes and assembly areas must be kept free from obstruction
- On the evacuation tone, go to the site evacuation assembly point. This is shown the Neumann Steel Online Induction and at project start up meeting by your Neumann Steel Responsible Officer prior to commencing works
- Obey all instructions from emergency personnel and response team
- Do not re-enter the buildings until the all clear is given

6.3 FIRE PROTECTION (ISOLATION)

The process for a Contractor to arrange for fire isolation in a building is to be conducted via the following process:

- Determine the appropriate procedure for the work to be completed
- Determine the need to isolate the fire management system i.e. smoke or dust generation
- If no isolation is required, commence the job following OH&S procedures
- If isolation is required, perform a risk assessment on the isolation
- Determine what other controls need to be in place to address the risk of isolating the area/s
- The Contractor is required to confirm isolation is in place with the unit manager or nominee (Neumann Steel Responsible Officer) and Compliance Department just prior to commencing work

6.4 ELECTRICITY (GENERAL)

Electricity is a hazard on all working sites. To manage this hazard the following control procedures have been put in place:

- Electrical items must be tested and tagged by a competent person according to the relevant OHS Regulation, Acts and associated WorkCover Codes of Practice and guidelines
- Electrical cords must be supported and clear of the ground or floors
- Electrical cords must only be connected to the nearest power outlet

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- Electrical cords must be removed from the power outlet when not in use
- Electrical cords must be protected if passing under doors or through doorways
- Unless double insulated, all equipment and appliances that are plugged or direct-wired shall be connected to an Earth Leakage Circuit Breaker (ELCB)

6.5 ELECTRICITY (INSTALLATION)

Electricity is a hazard on all working sites, however particularly when electrical installation work is being undertaken. To manage this hazard the following control procedures have been put in place:

- Prior to the commencement of any electrical installation work, notification must be given to the Electrical Engineer in advance and copies of a current Electrical Contractors license as well as licenses held by Contractor staff must be produced
- Copies of all documents provided to the supply authority must be given to the Neumann Steel Responsible Officer prior to any works commencing
- All Contractors must comply strictly with the relevant OHS Acts, regulations, codes of practice and be familiar with and adhere to the electrical practices for construction work and low voltage electrical work codes
- All Contractors engaged to carry out work on high voltage installations must possess a High Voltage Operators Certificate issued from an energy supply authority and must undergo specific induction by Neumann Steel Maintenance Personnel
- If ladders are required for work only timber, fibreglass or plastic ladders with an authorised sticker for electrical work can be used

6.6 CHEMICALS

Chemicals are a hazard on all working sites. To manage this hazard the following control procedures have been put in place:

- A material safety data sheet (MSDS) must be given to the Unit manager or nominee (Neumann Steel Responsible Officer) for any chemicals brought onto any Neumann Steel premises. A copy of this will be sent to the Compliance Department and kept on file
- A risk assessment relating to the use(s) of the substance is to be provided to the Unit manager or nominee (Neumann Steel Responsible Officer)
- All persons handling chemicals must follow the safety requirements for the correct handling, storage and disposal of the chemical
- All persons handling chemicals must be adequately equipped in the event of a spill
- All persons handling chemicals must ensure that all chemicals are clearly labeled with product name, use, precautions, quantity etc
- Training details of those required to use the substance must be provided
- All persons handling chemicals must not allow chemical residues to run off into storm water drains

There are a large range of hazardous substances and dangerous goods, including chemicals, stored and used on Neumann Steel sites. Contractors and staff should be aware of this and check with relevant staff in the various departments to ensure that the workplace is safe and, if necessary are removed or made safe before work commences.

6.7 PEDESTRIAN SAFETY

Slipping, tripping and falling are among the most common type of injury in the workplace. To manage this hazard the following control procedures have been put in place:

- All construction and maintenance work is to be isolated from other activities, employees, visitors and other stakeholders. Where this cannot be controlled by closing off area of buildings or using a poster to stop access temporarily to an area, then barricades or more substantial hoardings are required to be used. If at any stage during construction or

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maintenance work, or from past experience, a chosen method of isolation is found not to be successful, then a more appropriate control is to be implemented

- If a tripping hazard such as equipment left on the ground, electrical cords, a hole in the ground or ladders in walkways are introduced, the risk must be assessed
- Barrier tape, hazard warning signage or portable bollards must be used to isolate the area and pedestrians are to be made aware of the hazard

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6.8 LADDERS AND WORKING FROM HEIGHTS

Falling while climbing a ladder is a risk whenever ladders are used. To manage this hazard the following control procedures have been put in place:

- All ladders must comply with Australian Standards and be labeled accordingly
- No ladders with damaged or missing parts are to be used under any circumstances
- Ladders must be properly erected and secured prior to use
- Ladders must be projected at least one metre above the landing place
- Ladders must be set at the correct angle of 75 degrees
- Ladders must be set on firm and level ground
- If working with electricity, only timber, fibreglass or plastic ladders with an authorised sticker for electrical work can be used
- Never use Neumann Steel furniture as a climbing device instead of a ladder

6.9 SHELVING AND PALLET RACKING

Falling off shelving or pallet racking is a risk at all times. To manage this hazard the following control procedures have been put in place:

- Shelving or pallet racking must not be used as scaffolding or a work platform at any time

6.10 WORKING ON ROOFS

Working on roofs can be particularly hazardous. To manage this hazard the following control procedures have been put in place:

- A full risk assessment and implementation of risk control must be completed and signed off prior to any person(s) undertaking any type of work on any roof at any Neumann Steel site
- All Contractors must adhere to WH&S Regulations QLD 2008 and Regulations NSW 2001
- All Contractors must understand that some roofs at Neumann Steel sites are fragile due care must be taken
- All Contractors must wear harnesses when working on roofs
- All Contractors must have their harnesses regularly tested

6.11 HOT WORK PERMITS

Hot work including welding, thermal or oxygen cutting or heating and other related heat or spark operations can cause damage to persons, plant and the environment. To manage this hazard the following control procedures have been put in place:

- A hot work permit is required if any hot work is to be performed
- Anybody performing any hot work must wear the appropriate PPE which may include aprons, leather sleeves, gauntlet gloves, eye protection and welding spats (or flame proof overalls)
- All welding cables and equipment must be inspected regularly by a competent person and maintained in good condition

If you are required to perform any hot work, then a Neumann Steel Hot Work Permit is required. A blank Hot Work Permit can be found on the Neumann Steel website www.neumannsteel.com.au, Our People (menu at top of page), Contractors (tab). Or refer to Appendix 16.

The purpose of a hot work permit is:

- To ensure that workers take correct precautions prior to performing work
- To ensure that correct reporting protocols are established
- To ensure fire watch completion up to 1 hour after the completion of hot work to the area and surrounds that may have been subjected to sparks and or heat

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A copy of a blank Hot Work Permit can be found on the Neumann Steel website www.neumannsteel.com.au, Our People (menu at top of page), Contractors (tab).

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6.12 ASBESTOS

Asbestos exposure is a health risk. To manage this hazard the following control procedures have been put in place:

- Any work involving asbestos is required to be performed in accordance with the relevant OHS Regulation and WorkCover requirements
- If there are any concerns regarding asbestos, the Neumann Steel Asbestos Management Plan should be consulted – this is available from the Neumann Steel Compliance Team

6.13 HAND TOOLS

Injury as a result of using a damaged hand tool could be significant. To manage this hazard the following control procedures have been put in place:

- Picks, shovels, axes, crowbars, hammers, spanners, screwdrivers etc must be checked regularly
- An approved wrist strap or lanyard must be used to secure the tool if there is a risk of it falling and injuring people
- Where damage or defects are present, the tool shall not be used
- All hand tools, machinery or other equipment must be operated with effective guards in accordance with Australian Standards

6.14 LASERS

Lasers can cause injury to the eye. To manage this hazard the following control procedures have been put in place:

- Lasers used must conform to Australian Standards
- Operators must have completed a recognised course in laser safety
- Up to 3A class lasers only are to be used on any construction site
- Lasers are not to be positioned at eye height on an area where there are likely to be passers by
- Warning signs are to be erected indicating the use of a laser in the area

6.15 EXPLOSIVE POWER TOOLS

Explosive power tools can cause damage to persons, plant and the environment. To manage this hazard the following control procedures have been put in place:

- Explosive powered tools may only be used by operator who hold a certificate issued by a statutory authority
- Explosive charges for explosive power tools shall be kept in an approved locked box in a secure place
- Barriers and warning signs are to be displayed at each place the explosive power tool is being used
- Suitable eye, ear and other necessary protection is to be worn when using the explosive powered tool

6.16 MOBILE MECHANICAL PLANT

Serious injury could result from inappropriate use of mobile equipment. To manage this hazard the following control procedures have been put in place:

- All mobile equipment such as front-end loaders, dozers, backhoes, forklifts must have keys removed, blades and buckets lowered onto the ground and must be chocked/blocked when not in use
- All operators are to produce an appropriate operators certificate for the plant being operated if requested
- No mobile equipment or vehicles are to be left parked on slopes

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6.17 COMPRESSED AIR EQUIPMENT

Serious injury could result from inappropriate use of compressed air equipment such as scabblers, water/air jets, impact wrenches and grinding tools. To manage this hazard the following control procedures have been put in place:

- All compressors must have a current pressure vessel certificate
- Care must be taken at all times when working with compressed air
- Suitable eye, ear and breathing protection should be used where appropriate
- Jets of air must never be directed towards the body of another person

6.18 ESSENTIAL SERVICES

You must obtain approval from the Project Manager before doing any of the following activities:

- Isolating fire panels
- Connecting or isolating mains water supply
- Any electrical installation work
- Turning off air-conditioning or ventilation systems

If existing services such as drains, watercourses or public utility are encountered, obstructed or damaged in the course of performing work, it shall be dealt with in one of the following ways:

- If the service is to be continued: repair, divert, relocate as required
- If the service is to be abandoned: cut and seal or disconnect and make safe

6.19 TAG OUT PROCEDURES

Sometimes equipment can be unsafe and require attention before being used again. To manage this hazard the following control procedures have been put in place:

- Contractors are required to have a system for isolating and tagging out equipment, or locking out of equipment if items are unsafe
- Contractors are required to review the environment before starting work, and where a person could be endangered by the operation of equipment, the equipment must be properly isolated
- If the equipment could be dangerous and requires attention, a danger tag must be attached securely to the isolator of the equipment in a prominent position
- Danger tags must not be removed except by the person who attached the tag

This applies to all equipment including Neumann Steel equipment as well as equipment belonging to the Principal Contractor, Contractor or Sub-Contractor.

A copy of the Neumann Steel Lock Out Tag Out procedure can be found on the Neumann Steel website www.neumannsteel.com.au, Our People (menu at top of page), Contractors (tab) or refer to Appendix 17.

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7 SECTION 3: EMERGENCY PROCEDURES

Who to contact in an emergency

For any emergency, fire, medical emergency, chemical spill
Dial 000

For any on site accident or serious incident
Call Compliance Manager, 07 5589 9112 or 0412 456 207

If Compliance Manager is not available, get in touch with Business Unit manager or nominee (Neumann Steel Responsible Officer) with the responsibility for the work.

7.1 EVACUATION PROCEDURES

In the event of an evacuation, all persons including Contractors are required to:

- Walk, not run to the assembly area
- Offer assistance to anybody who may require help
- Stay in the assembly area and well away from the buildings until further instructions are given by the Emergency Response Team

Detailed procedures are displayed in all buildings at Neumann Steel describing the emergency evacuation procedures, assembly points and site specific contact numbers in case of an emergency.

7.2 FIRST AID

Accidents can happen when least expected.

Contractors are responsible for supplying their own first aid on all Neumann Steel sites, however may also be assisted by Neumann Steel first aid attendants or a member of the emergency response team.

7.3 REPORTING OF INCIDENTS/INJURIES OR HAZARDS

If you are injured or exposed to a hazard that could have caused an injury you must complete an incident report form.

Contractors are required to report all incidents and injuries that occur at Neumann Steel and to ensure that they are properly investigated and recommendations implemented. Forms are available from your Neumann Steel Responsible Officer.

Any incident which results in an injury to Contractors should be reported to the Neumann Steel Compliance Team within 24 hours using the Neumann Steel incident /injury form which is available from the Project Manager.

Any injury which is serious in nature, for example requiring medical attention, is to be reported immediately to the Compliance Team to ensure relevant parties are notified.

7.4 SERIOUS INCIDENTS

In the event of a serious incident as described below in the first instance, first aid should be rendered if possible and the scene of the accident should be preserved.

Notification of the serious incident and corrective actions shall then be reported to the unit manager or nominee (Neumann Steel Responsible Officer) managing the contract and the Compliance Manager

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as soon as practicable followed up with the Neumann Steel incident /injury form which is available from the Project Manager.

Any WorkCover inspection or correspondence relating to a Neumann Steel contract should be reported to the Neumann Steel Compliance Team immediately. Corrective actions resulting from any WorkCover inspection shall be reported by the Contractor to the Neumann Steel Responsible Officer managing the contract using the form OHS Performance Report for Contractors (refer Appendix 18).

Serious incidents are defined in relevant regulation for state and include the following incidents occurring at, or in relation to, a place of work:

- That resulted in a person being killed
- An injury that results in the amputation of a limb
- The placing of a person on a life-support system
- Any event or circumstance listed below that presents an immediate threat to life:
 - The loss of consciousness of a person caused by impact of physical force, exposure to hazardous substances, electric shock or lack of oxygen
 - Major damage to any plant, equipment, building or structure
 - An uncontrolled explosion or fire
 - An uncontrolled escape of gas, dangerous goods or steam
 - Imminent risk of explosion or fire
 - Imminent risk of an escape of gas, dangerous goods or steam
 - A spill or incident resulting in exposure or potential exposure of a person to a notifiable or prohibited carcinogenic substance.
 - Entrapment of a person in a confined space
 - Collapse of an excavation
 - Entrapment of a person in machinery
 - Serious burns to a person

Any WorkCover/or other third party inspection or correspondence relating to a Neumann Steel contract should be reported to the Neumann Steel Compliance Team immediately.

7.5 INJURIES AND WORKCOVER NOTIFIABLE EVENTS

Where an injury has occurred to a Contractor's employee or Sub-Contractor in relation to contracted works performed at Neumann Steel, notification is required to be communicated to Neumann Steel Compliance Team (0412 456 207) within 24 hours using the Neumann Steel incident /injury form which is available from the business unit manager or nominee (Neumann Steel Responsible Officer).

All injuries should also be reported to unit manager or nominee (Neumann Steel Responsible Officer). The unit manager or nominee (Neumann Steel Responsible Officer) supervising the contract will then forward further details to the Compliance Team using OHS Performance Report for Contractors (refer Appendix 18).

7.6 CONTRACTOR PERFORMANCE MONITORING

During the implementation of the contract the unit manager or nominee (Neumann Steel Responsible Officer) shall monitor OHS performance by:

- Monitoring the work of Contractors to ensure that all legal requirements are met
- Ensuring regular site inspections are conducted with the Contractor
- Advising the Contractor on newly identified hazards and risks
- Review any Workplace Health & Safety Breaches and notifications issued to the contractor
- Identify with the contractor any other OH&S performance issues

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The OHS Performance Report for Contractors is required to be submitted by the Contractor to the Neumann Steel Unit manager or nominee (Neumann Steel Responsible Officer) supervising the contract for all major risk contracts extending further than one month in duration.

A blank OHS Performance Report for Contractors can be found on the Neumann Steel website www.neumannsteel.com.au, Our People (menu at top of page), Contractors (tab).

7.7 OH&S LEGISLATIVE COMPLIANCE

All Contractors and Sub-Contractors are to maintain a safe workplace whilst on Neumann Steel premises by complying with the applicable legislation for state and task. Everyone working at Neumann Steel is obligated to:

- Ensure their own health and safety
- Not place at risk any other person
- Not interfere with or misuse anything provided for safety in the workplace
- Use necessary personal protective equipment
- Comply with instructions given for safety and health at the workplace

7.8 NON-COMPLIANCE

If during the execution of a contract, a Contractor or Sub-Contractor is in breach of any OHS requirements; all work with regards to that activity shall be suspended. The Contractor shall be alerted to the matter in writing by the unit manager or nominee (Neumann Steel Responsible Officer) supervising the contract. Work cannot recommence until the unit manager or nominee (Neumann Steel Responsible Officer) supervising the contract is satisfied that adequate risk controls are in place to avoid risk of injury.

Examples of OHS breaches may include non-compliance with the Act or Regulation or not observing controls as stipulated in a safe work method statement. Poor OHS performance, including one-off instances or continuous breaches of OHS requirements, can lead to the termination of a contract and failure of not being awarded any further contract work.

7.9 OHS MANAGEMENT PLANS

For construction work exceeding the value of \$250,000, demolition work, asbestos removal or the project an OHS management plan is required.

The OHS management plan must include the following as stated in the OHS Regulation 2001:

- Statement of responsibilities listing names, positions and responsibilities of all persons who will have specific OHS responsibilities on the site
- Details of arrangements for ensuring compliance with OHS induction training
- Details of arrangements for managing OHS incidents
- Any site safety rules and details for ensuring all persons at the place of work are informed of the rules
- JSEA /safe work method statements for all work activities assessed as having risk

The OHS Management plan is to be prepared by the Principal Contractor and reviewed by the Neumann Steel Responsible Officer managing the contract prior to the contract prior to work commencing. All Sub-Contractors of the Principal Contractor are to be provided with a copy of the OHS Management Plan initially and whenever changes are made.

7.10 SAFE WORK METHOD STATEMENTS

Safe work method statements must be provided prior to work commencing to the principal Contractor by the Sub-Contractor where:

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- Construction work is undertaken and the cost of the work exceeds \$250,000; or high risk construction work is undertaken and the cost of the work does not exceed \$250,000, or
- Demolition or asbestos removal work for which a license is required under Chapter 10 to carry on the business of that work is undertaken (regardless of the cost of the work)

In relation to safe work method statements the Principal Contractor must ensure that:

- Any Sub-Contractor is directed to comply with:
 - The safe work method statement that the Sub-Contractor has provided
 - The requirements of the relevant Act, Regulation and any other legislation
- The activities of a Sub-Contractor are monitored to the extent necessary to determine whether the Sub-Contractor is complying with:
 - The safe work method statement that the Sub-Contractor has provided
 - The requirements of the relevant Act , Regulation and any other legislation

Safe work method statements must comply with the relevant Regulation which includes documentation that:

- Describes how the work is to be carried out
- Identifies the work activities assessed as having safety risks
- Identifies the safety risks
- Describes the control measures that will be applied to the work activities
- Includes a description of the equipment used in the work, the standards or codes of practice to be complied with, the qualification of the personnel doing the work and the training required to do the work

A template to complete safe work method statement can be found on the Neumann Steel website www.neumannsteel.com.au, Our People (menu at top of page), Contractors (tab) or refer to Appendix 13. It is acceptable for Contractors to use their own format so long as it complies with relevant OHS Regulation requirements and covers all hazards, risks and controls.

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8 SECTION 4: CONDUCT AND BEHAVIOUR

As a Contractor working on Neumann Steel sites, it is expected that you:

- Tell your unit manager or nominee (Neumann Steel Responsible Officer) when you are on site
- Do not wander around the site without being escorted by a Neumann Steel staff member
- Wear your visitor/Contractor ID badge at all times
- Make allowances for other people who may not be fully aware of your safety requirements or who may be concentrating on something else
- Introduce and identify yourself to staff in the immediate area before starting work
- Answer any questions if asked of you. Staff have the right to know what is happening in their area
- Remember at all times that you are representing your company
- Obtain permission from your unit manager or nominee (Neumann Steel Responsible Officer) before using Neumann Steel kitchens, telephones, computers or other facilities

8.1 DRESS

- As a Contractor working on Neumann Steel sites, it is expected that you:
- Wear the prescribed and suitable PPE for the tasks and ensure it is in good condition
- Wear appropriate clothing for the job you are contracted to do
- Do not wear inappropriate clothing such as offensive t-shirts or singlets

8.2 HOURS OF WORK

Hours of work for Contractors on Neumann Steel premises are generally 7:00 am - 4.30 pm, Monday to Friday. Other times may be authorised through advance arrangement with the Neumann Steel Manager supervising the contract only.

8.3 AVOID DISRUPTIONS

Whilst working as a Contractor at Neumann Steel, it is expected that you avoid disruptions to our staff as much as practically possible. The below are not permitted at Neumann Steel:

- Radios (other than two way communication) are not usually permitted (unless prior approval is given)
- Swearing, cursing, shouting or behaving in a rowdy manner
- Children under the age of 15 years
- Pets

8.4 SMOKING

- Smoking is not permitted within any buildings on any Neumann Steel site, including offices, warehouses, stores, toilets and canteens
- Smoking is not permitted in any Neumann Steel vehicles
- Smoking is not permitted within four metres of any building access opening

8.5 DRUGS AND ALCOHOL

The risk levels related to hazards at a workplace can be significantly increased by alcohol and other drugs. The consumption or abuse of drugs, including alcohol, is not permitted on any Neumann Steel site, including construction sites not yet being used on a day to day basis by Neumann Steel, such as new Service Centre development sites. You may be required to undergo random drug and alcohol testing as per Neumann Steel Policy and or after an incident involving injury or property damage.

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8.6 SITE VEHICLE AND PARKING RULES

8.6.1 SPEED LIMITS

- Speed limits are in place on all sites, and must be strictly adhered to at all times
- Pedestrian safety must be taken into account at all times

8.6.2 PARKING RESTRICTIONS

- Contractors are to check where they are allowed to park prior to commencing works
- Contractor staff who do not require their vehicles to be within the immediate vicinity of plant and buildings should access visitor parking in Neumann Steel car parks

8.6.3 TRAFFIC RESTRICTIONS

- Where necessary, particularly when a vehicle is reversing, if a second staff member is present, they should alight from the vehicle and act as an observer aiding the driver to avoid a collision with pedestrians
- Reversing a vehicle in a pedestrian area should be avoided where an observer is not available
- Where any work is being undertaken on or adjacent to a Neumann Steel road, any internal roads or pedestrian pavements, works are to be planned in accordance with the Field Guide for Traffic Control at Works on Roads (Standards Australia Handbook), derived from AS1742.3 (SAA HB81.1 – 1996 Part 1, short term urban works, daytime only)

8.7 GROUNDS AND LANDSCAPE

In order to keep all Neumann Steel sites as clean and well maintained as possible the following controls have been put in place:

- All trees and shrubs must be protected with suitable barriers at the direction of the Neumann Steel Responsible Officer or Project Manager
- Pruning of trees or shrubs is not permitted
- All rubbish including left over sand bags, concrete and timber off cuts etc must be disposed of correctly

8.8 ENVIRONMENTAL PROTECTION

The Neumann Steel Environmental Policy shows our commitment to work in an environmentally sound manner that will:

- Comply with the law
- Have a continuous improvement element
- Prevent pollution and identify aspects and impacts for each activity undertaken
- Measure performance and report incidents
- Work cooperatively with clients and suppliers
- Ensure more efficient energy usage and waste minimisation through recycling and re-use programmes

As a Contractor engaging in work at Neumann Steel, you too are responsible for considering the environmental impacts of our work on the environment, and taking pro-active measures to minimise damage to the environment. Some of these measures include:

- Correct waste disposal (particularly for broken glass, chemicals etc) – please see your Neumann Steel Responsible Officer for advice
- Reduce, recycle and reuse – please see your Neumann Steel Responsible Officer for information on recycling stations for paper, cardboard, glass and plastic
- Energy reduction – switch off lights when not in use
- Air pollution – do not light fires; minimise changes to air quality as much as possible

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- Disposal measures – do not dump or dispose chemicals or oils – please see your Neumann Steel Responsible Officer for advice
- Water pollution – do not put contaminants into waterways or ground water

8.9 LABORATORIES

Contractors and their employee's are not to enter laboratories without permission from Neumann Steel Contact/Project officer or Laboratory Manager.

Contractors should not handle or move any hazardous substance or the containers in which they are stored.

9 APPENDICIES

- Appendix One – [Neumann Steel OHS Policy](#)
- Appendix Two – [Contractor Safety Guidelines](#)
- Appendix Three – [Emergency Management Plan](#)
- Appendix Four – [Risk Management Guidelines](#)
- Appendix Five – [Hazard and Incident Reporting Guidelines](#)
- Appendix Six – [Contractor Induction Register](#)
- Appendix Seven – [Contractor Agreement](#)
- Appendix Eight – [Contractor flow chart](#)
- Appendix Nine – [Flow chart to identify Contractor category](#)
- Appendix Ten – [Contractor category requirements summary](#)
- Appendix Eleven – [Contractor Occupational, Health and Safety Risk form](#)
- Appendix Twelve – [Job Safety Environmental Analysis worksheet](#)
- Appendix Thirteen – [Safe Work Method Statement](#)
- Appendix Fourteen – [Risk Management checklist](#)
- Appendix Fifteen – [Hazard Evaluation form](#)
- Appendix Sixteen – [Hot Work Permit](#)
- Appendix Seventeen – [Lock Out Tag Out Procedure](#)
- Appendix Eighteen – [OHS Performance Report for Contractors](#)

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