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| **Contractor Safety Management Plan Evaluation Template** | | | | | | |
| **Contractor Name:** | | | | | **Scope of Works:** | |
| **Company Conducting Review:** | | | | | **Date of Review:** | |
| **Comments:** | |  | | | | |
| **No.** | **Item** | | **Complies** | **Required Action to Comply** | |
| **1.0** | **OSH System requirements (Policy, plans, document control)** | |  |  | |
| **1.1** | **OSH Policy and Procedures** | |  |  | |
| 1.1.1 | Is there an OSH policy? | |  |  | |
| 1.1.2 | Is the Policy the latest version? (revised within last 3 years) | |  |  | |
| 1.1.3 | Is the Policy signed by the Director or other management representative? | |  |  | |
| **1.2** | **Responsibilities** | |  |  | |
| 1.2.1 | Have specific management and worker OSH responsibilities been incorporated into the SMP (or alternate document)? | |  |  | |
| 1.2.2 | Has an individual been identified as having sole responsibility for OSH management for the project? | |  |  | |
| **1.3** | **Legislation** | |  |  | |
| 1.3.1 | Does the SMP reference the correct WA OSH Act and Regulations and any other applicable statutes? | |  |  | |
| **1.4** | **Safety Management Plans (SMP)** | |  |  | |
| 1.4.1 | Has a Hazard/Risk Register been developed for the project against the scope of work (or a process to do so)? | |  |  | |
| 1.4.2 | Is the SMP current? | |  |  | |
| 1.4.3 | Is there a process for reviewing the effectiveness of controls? | |  |  | |
| **1.5** | **OSH Records** | |  |  | |
| 1.5.1 | Does the SMP detail that registers will be established and populated for the project (e.g. Plant, electrical, hazardous substances, etc.)? | |  |  | |
| 1.5.2 | Does the SMP detail that Risk Assessments are conducted for specific hazards (e.g. Hazardous substances, plant, etc.), or evidence that they are already in place? | |  |  | |
| **3.0** | **Training** | |  |  | |
| **3.1** | **Training - General** | |  |  | |
| 3.1.1 | Has the contractor identified the training needs of workers against the scope of work and a process to do so? | |  |  | |
| 3.1.2 | Does the SMP detail that required OSH training will be conducted and how (In-house, external RTO, etc.)? | |  |  | |
| 3.1.3 | Does the SMP detail that Certificates of Competency/Licences copied | |  |  | |
| **3.2** | **Inductions** | |  |  | |
| 3.2.1 | If applicable, has a site safety induction process been established? | |  |  | |
| 3.2.2 | Does the SMP detail a manner in which the Site Safety Induction is documented / delivered? | |  |  | |
| 3.2.3 | If applicable, does the SMP indicate whether sub-contractors participate in an induction? | |  |  | |
| 3.2.4 | Does the SMP indicate whether visitor’s inductions are undertaken, or alternatively how visitors are managed? | |  |  | |
| **4.0** | **Communication and Consultation** | |  |  | |
| **4.1** | **Health & Safety Management Consultation** | |  |  | |
| 4.1.1 | Are documented consultation processes developed, or detailed within the SMP? | |  |  | |
| 4.1.2 | If no HSR / HSC exists, is there an alternate method for workers to consult with management on OSH issues? | |  |  | |
| 4.1.3 | Is there an Issue Resolution process? | |  |  | |
| **4.2** | **Prestart and Toolbox meetings** | |  |  | |
| 4.2.1 | Does the SMP detail that daily pre-starts are conducted? | |  |  | |
| 4.2.2 | Are regular toolbox talks to be conducted (with an established frequency)? | |  |  | |
| **5.0** | **Incident & Investigation Management** | |  |  | |
| **5.1** | **Incidents** | |  |  | |
| 5.1.1 | Does the SMP detail an incident notification / reporting process? This includes internal reporting and notification to FPC and any applicable regulators. | |  |  | |
| 5.1.2 | Does the SMP detail an incident investigation process or reference a procedure? | |  |  | |
| 5.1.3 | Are corrective actions identified, assigned and new controls finalised following investigation? | |  |  | |
| 5.1.4 | Are injury records and investigation findings retained? | |  |  | |
| **6.0** | **Audits, observations, inspections & analysis** | |  |  | |
| **6.1** | **Activities** | |  |  | |
| 6.1.1 | Does the SMP detail how and when safety inspections are undertaken? | |  |  | |
| 6.1.2 | Has the SMP identified personnel and assigned responsibility for conducting site inspections? | |  |  | |
| 6.1.3 | Has an inspection schedule, or set frequency been established? | |  |  | |
| 6.1.4 | Are corrective actions raised for any non-conformances from site inspections? | |  |  | |
| **7.0** | **First aid and injury management** | |  |  | |
| **7.1** | **First Aid** | |  |  | |
| 7.1.1 | Are qualified first aiders appointed? | |  |  | |
| 7.1.2 | Is adequate first aid equipment provided against scope of work (e.g. remote work)? | |  |  | |
| 7.1.3 | Is there a process in place should a more serious injury (greater than first aid injury) occur? | |  |  | |
| **8.0** | **Fitness for Work** | |  |  | |
| 8.0.1 | Within the SMP, has the site fitness for work expectations been identified and communicated? | |  |  | |
| 8.0.2 | Does the project risk assessment address fatigue and are risk controls being implemented? | |  |  | |
| 8.0.3 | Has heat stress been identified as a potential risk and management controls detailed within SMP? | |  |  | |
| 8.0.4 | Is there a drug and alcohol monitoring process, or expectations detailed? | |  |  | |
| **9.0** | **Emergency Response and Preparedness** | |  |  | |
| **9.1** | **Emergency Procedures** | |  |  | |
| 9.1.1 | Is there an Emergency Procedure or adequate section within SMP? | |  |  | |
| 9.1.2 | Does the SMP detail how the Emergency Response process is communicated to workers? | |  |  | |
| 9.1.3 | Does the SMP detail how emergency services are communicated (e.g. local Police, Ambulance, DFES and hospital services contact and location details)? | |  |  | |
| 9.1.4 | Does the SMP indicate that adequate emergency equipment will be made available on site (fire extinguishers, first aid kits, etc)? | |  |  | |
| 9.1.5 | Does the SMP detail how emergency drills / exercises take place on a regular basis? | |  |  | |
| **10.0** | **Hazard Specific items** | |  |  | |
| **10.1** | **Plant** | |  |  | |
| 10.1.1 | Does the SMP detail plant is fit for purpose, adequately serviced and how this is maintained? | |  |  | |
| 10.1.2 | Does the SMP detail that plant pre-start log books are to be completed (or equivalent)? | |  |  | |
| 10.1.3 | Does the SMP detail that all plant operators are appropriately trained, licenced and verified for competency? | |  |  | |
| 10.2 | Does the SMP adequately address the following activities, is applicable against the prescribed scope of works: | |  |  | |
| 10.2.1 | Plant use (evidence provided that machinery and equipment is compliant with appropriate standards (OPS, FOPS, ROPS) | |  |  | |
| 10.2.3 | Manual Handling | |  |  | |
| 10.2.4 | Lone work / working in isolation or remote areas (e.g. call process, GPS,Satellite phones, etc.) | |  |  | |
| 10.2.5 | Bushfire emergencies - Availability of firefighting units and fire extinguishers | |  |  | |
| 10.2.6 | General Housekeeping | |  |  | |
| 10.2.7 | Communication protocols (e.g. Phones, radios, etc.) | |  |  | |
| 10.2.8 | Dangerous weather conditions (e.g. high winds, cyclones, extreme heat, etc.) | |  |  | |
| 10.2.9 | Fire precautions | |  |  | |
| 10.2.10 | Does the SMP include sufficient documented instructions to perform specific activities safely? | |  |  | |
| 10.2.11 | Availability of Personal Protective Equipment | |  |  | |
| **11.0** | **Risk & Hazard Management** | |  |  | |
| **11.1** | **Risk Assessments and Safe Work Method Statements (SWMS) / Job Safety Analysis (JSA)** | |  |  | |
| 11.1.1 | Does the SMP detail that SWMS/JSA's are developed with input from personnel. | |  |  | |
| 11.1.2 | Does the SMP detail when a SMWS/JSA is mandatory? A sample of JSA required to demonstrate identification of hazards, risk assessment and determination of controls. | |  |  | |
| 11.1.3 | Does the SMP state that SWMS/JSA's are reviewed on a set frequency or when task / environment / plant / personnel change? | |  |  | |
| **11.2** | **Hazardous Substances** | |  |  | |
| 11.2.1 | Does the SMP indicate that a Hazardous Substance Register will be compiled? | |  |  | |
| 11.2.2 | Method to describe how up to date MSDS are made available on site for all hazardous substances? | |  |  | |
| 11.2.3 | Method to describe risk assessment process for hazardous substances? | |  |  | |
| 11.2.4 | Are storage, handling, labelling, transfer, transport and disposal requirements are documented within SMP? | |  |  | |
| **11.50** | **Contractor Engagement & Performance Management** | |  |  | |
| 11.5.1 | Does the SMP adequately cover health and safety management expectations placed upon sub-contractors? | |  |  | |
| 11.6.2 | Does the SMP detail how sub-contractors are evaluated and rated prior to engagement and are records retained? | |  |  | |
| 11.5.3 | Is it detailed within the SMP how the ongoing performance of subcontractors is monitored throughout their contracted works? | |  |  | |
| 11.6 | **Road Transport Safety** | |  |  | |
| 11.6.1 | Does the SMP include appropriate processes to ensure compliance with load mass, dimension and restraint requirements? Chain of Responsibility procedures are in place. | |  |  | |
| 11.6.2 | Is there a process to ensure relevant employees are trained to apply the processes in 11.6.1? | |  |  | |