**Contractor Management Procedure - HSE Works Planning Checklist**

It is the responsibility of the Team Member Planning the Work to ensure the following document is completed and stored with the project documentation.

**Contractor/s:**

**Project Name**

Name of Team Member Planning the Work: Date:

|  |  |  |
| --- | --- | --- |
| Conversations need to cover | Complete | Records of agreement |
| 1. What each company will be doing, how, when and where
 | [ ]  |  |
| 1. Whether the work that will be undertaken is different to the scope of work the contractor is engaged for
 | [ ]  |  |
| 1. Who has control or influence over different parts of the work or the worksite/location
 | [ ]  |  |
| 1. Whether the activities of others may introduce or increase hazards or risks
 | [ ]  |  |
| 1. Ensure control measures complement each other, considering the safety of team members, contractors, visitors and the public
 | [ ]  |  |
| 1. Identify when and how each control measure will be put in place and the control measures complement each other
 | [ ]  |  |
| 1. Identify the workers that will be involved in the activity and who will ensure they have the required current induction, (online and site) qualifications, competencies, licenses and authorities and provided to the TasNetworks Training School training@tasnetworks.com.au
 | [ ]  |  |
| 1. Decide how all affected workers will be consulted about risks and controls
 | [ ]  |  |
| 1. What further consultation or communication is required to monitor health and safety i.e. toolbox talk, agreed reporting
 | [ ]  |  |
| 1. Decide how to communicate between all stakeholders
 | [ ]  |  |
| 1. How will outcomes of consultation be recorded and shared with other businesses involved in the works
 | [ ]  |  |
| 1. Agree on incident and near hit notification processes, first aid and emergency planning arrangements
 | [ ]  |  |
| 1. What HSE information and documents will be needed:
* Safe management plans/HSE management plans are required for projects valued $250 000 (excl GST) and over
* Environmental consideration reports for construction work
* Permits
* Agreed procedures, Safe work method statements (SWMS) for high risk work and/or work practices
* Site risk management tools
* Any risk assessments for the project and site risk assessment (i.e. JRA)
 | [ ]  |  |
| 1. For construction works valued $250 000 (excl GST) and over, provide the Safe management plan/HSE management plan to the HSE Team for review at least a week before work commences
 | [ ]  |  |
| ***Save this completed form in the collaboration site or other folder dedicated to this project.*** |

**Guidance – HSE Works Planning Checklist**

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| --- | --- |
| Conversations need to cover | Examples and guidance |
| 1. What each company will be doing, how, when and where
 | Traffic management, construction works, site security installation and removal, electrical works (overhead and/or underground), goods delivery processes, switching and operation, etc and at what times and which locations |
| 1. Whether the work that will be undertaken is different to the scope of work the contractor is engaged for
 | Check scope of current contract and inform contracts if a variation is required. We need to be sure a contractor has the systems, skills and experience to manage new hazards to meet our due diligence |
| 1. Who has control or influence over different parts of the work or the worksite/location
 | Clarify ownership of: site; asset access/inductions; what tasks will be predominately managed by which business, and where support is needed from the other businesses |
| 1. Whether the activities of others may introduce or increase hazards or risks
 | Construction and electrical works may impact a traffic management plan at certain times; site security set up may need to allow heavy vehicle access; work or hazards near the site can also impact safety |
| 1. Identify when and how each control measure will be put in place and they complement each other

Consider the safety of team members, contractors, visitors and the public and impact on the environment | Before works begin: planning work and controls, permits, access authority, site security, notifications, exclusion zones; drop zones etc. During works: how and when to use machinery and plant, perform electrical work, hazardous substances, etc while people are nearby/performing other tasks. After works: site clean-up. Further information is in the [HSEQ Procedures](http://hseqzone.tnad.tasnetworks.com.au/how-to/Procedures%20and%20Standards/Forms/AllItems.aspx) |
| 1. Identify when and how each control measure will be put in place and the control measures complement each other.
 | Discuss controls with contractor and agree on implementation. For instance, traffic management and site security will be required to support construction works at various times. |
| 1. Identify the workers involved in the activity and who will ensure they have the required current induction, qualifications, competencies, licenses and authorities
 | Each worker has the skills required in the TasNetworks Electrical Safety Industry (ESI) competency matrix requirements or Vegetation Competency matrix requirements. Further information is on the TasNetworks intranet. |
| 1. Decide how all affected workers will be consulted about risks and controls
 | Pre-start and weekly tool box talks to discuss: safe management plan/HSE management plan; SWMS/work practices and JRAs |
| 1. What further consultation or communication is required to monitor health and safety i.e. toolbox talk, agreed reporting
 | Agreed methods (i.e. meetings, phone calls, emails) to report on changes to controls and the outcome of control reviews and discussions |
| 1. Decide how and when to communicate to all stakeholders
 | Agreed methods (i.e. meetings, phone calls, emails) to agree on controls and planning, at certain stages during works and afterward to review effectiveness of controls and any improvements for future works. Key points of conversations should be recorded in writing and shared (i.e. emails). For projects valued at $250 000 (excl GST) or over this needs to be recorded in a site management plan template. |
| 1. How will outcomes of consultation be recorded and shared with other businesses for the works
 | For instance, recorded on the site management plan template or this form. |
| 1. Agree on incident and hear hit notification processes, first aid and emergency planning arrangements
 | If several companies have their own standards, settle on one standard. This will need to meet or exceed TasNetworks standard. |
| 1. What HSE information and documents will be needed:
* Safe management plans/HSE management plans are required for projects valued $250 000 (excl GST) and over
* Environmental consideration reports for construction work
* Permits
* Agreed procedures, Safe work method statements (SWMS) for high risk work and/or work practices
* Site risk management tools
* Any risk assessments for the project and site risk assessment (i.e. JRA)
 | * A site management plan template is provided in the construction code. These are provided in the [construction work code.](https://www.safeworkaustralia.gov.au/doc/model-code-practice-construction-work)
* Commonly needed procedures are provided in the *Zero Harm requirements for Contractors* attachment in the Contractor Management Procedure.
* TasNetworks have permission to use work practices instead of SWMS for high risk work.
* An environmental consideration report and/or permits are required at work sites: near national parks, reserves, heritage areas; on steep slopes or erodible soils; of new access tracks; near water bodies; where oil filled equipment will be installed near water bodies; within 10m above sea level; or within areas of acid sulphate soils).
* Procedures, work practices, the environment handbook and risk assessment templates are located on the [HSEQ Zone Page](http://hseqzone.tnad.tasnetworks.com.au/Pages/HSEQ%20Zone%20Home.aspx).
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| 1. For construction works valued $250,000 (ex GST) and over, provide the Sfe Management Plans / HSE Management Plan to the HSE team for review at least a week before work commences
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It is the responsibility of the Team Member Planning the Work to ensure the following document is completed and stored with the project documentation.