**Insert Contractor Name**

Contractor Safety and Health Management Plan

**Rules for Template Use:**

**This plan should be completed in conjunction with the Responsible Contract Owner.**

1. **Ensure accuracy with grammar and formatting**
2. **Answer the questions in green, where sections are not relevant make appropriate commentary that the section doesn’t apply and or the adoption of Cracow’s SHMS will be fully utilized**
3. **Remove all Green Text once populated with the required information**

Hint: Use the **Text** or **Table Text** styles in the ribbon to quickly apply the correct style when you have made your text and table text entries.

To update the Table of Contents, right mouse click anywhere in the TOC and select **Update Field**

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# Purpose

The purpose of this Safety Plan is to ensure **Insert Contactor Name** own safety and health, is not adversely affected by the way **Insert Contactor Name** undertakes work at Cracow Gold Mine (CRO). This plan articulates the tasks or processes already addressed by the CRO Safety and Health Management System (SHMS) and provides a framework for **Insert Contactor Name** to integrate additional tasks or processes that are not already addressed in CRO SHMS.

This Safety and Health Management plan:

* Identifies the work to be undertaken by **Insert Contactor Name,** and
* States how **Insert Contactor Name** intends to comply with their safety and health obligations under MQSHA 999 and the MQSHR2017 s40, s44.

# Scope

This Safety and Health plan applies to all activities **Insert Contactor Name** carries out at CRO. The intent of this plan is to ensure work is undertaken using CRO SHMS. It also enables provision for risk assessing of; equipment, machinery operation, processes or specific specialised tasks that are not covered by any documents within the current Cracow operation’s SHMS. The contractor’s documents and underpinning risk assessments must be reviewed and approved for use before commencement of that specific tasks onsite.

# Legislation

**Insert Contractor Name** is obligated to comply with:

* Mining and Quarrying Health and Safety Act 1999
* Mining and Quarrying Safety and Health Regulation 2017
* CRO Safety and Health Management System

# Responsibilities

|  |  |
| --- | --- |
| **General Manager** | * + - * Review and if satisfied, approve use of this Contractor Safety and Health Management Plan
 |
| **Responsible Contractor Owner** | * + - * Assist with the completion of this SHMP in conjunction with the Contractor Company
			* Ensure the SHMP is included in the CRO Safety and Health Management System
			* Monitor the implementation and performance of this SHMP
 |
| **Health Safety and Training Manager**  | * + - * Review submitted Contractor Safety and Health Management plans and advise the Site Senior Executive if the Contractor Safety Plan achieves an acceptable level of risk and can be integrated into the mine’s safety and health management system
			* Periodically review this safety and health management plan to ensure that the level of risk remains at an acceptable level
 |
| **Document Controller**  | * + - * Include appropriate document control is applied to this Contract Safety and Health Management Plan.
			* Include this Safety and Health Management plan into the mine’s Safety and Health Management System
			* Ensure the contractor has access to the relevant elements of the safety and health management system and this Contract Safety and health management plan
 |
| **Contractors** | * + - * Comply with this Contractor Safety and Health Management plan, including subordinate procedures or safe work method statements, once reviewed and approved by the CRO Site Senior Executive and only once they are included in the CRO Safety and Health Management System
 |

# Definitions

|  |  |
| --- | --- |
| **AS/NZS** | Australian Standards/New Zealand Standards |
| **CRO** | Cracow  |
| **Safety and Health Management Plan (SHMP)** | Means a plan that identifies the work to be undertaken by the contractor and states how the contractor intends to comply with the contractor’s obligations under section 40 of the MQSHA 1999  |
|  | **Insert as Required** |

## Obligations of Contractors

As per S40 of the MQSHA 1999:

1. A contractor at a mine has the following obligations—
	1. to ensure the contractor complies with the mine’s safety and health management system to the extent it relates to the work undertaken by the contractor;
	2. to ensure the contractor’s own safety and health, and the safety and health of others, is not adversely affected by the way the contractor undertakes work at the mine;
	3. to ensure no work is undertaken by the contractor until the contractor—
		1. has given the site senior executive for the mine a safety and health management plan; and
		2. has made all changes to the contractor’s safety and health management plan required by the site senior executive to enable the plan to be integrated with the mine’s safety and health management system;
	4. to ensure no work is undertaken by the contractor until the contractor and each worker engaged by the contractor—
		1. has been inducted in the mine’s safety and health management system to the extent it relates to the work to be undertaken by the contractor or worker; and
		2. has received training about hazards and risks at the mine to the extent they relate to the work to be undertaken by the contractor or worker.

# Identification of Work

## Description of Work

**Insert a detailed description of the scope of work to be undertaken by the contractor, including specific tasks required to be conducted. Where applicable and when the specific task/s are not covered by an existing procedure or safe work instructions in Cracow’s SHMS, you are required to populate the table below with your relevant document’s details and underpinning risk assessment to facilitate integration and approval into Cracow’s SHMS.**

**For example: TSF wall lift using scrappers and machinery which are not included in Cracow’s heavy equipment range**

## Expected Duration of Work

**Expected time contractor will be on site at CRO e.g. Indefinite, January 1 until March 1, Scheduled Shutdowns.**

## Location of Work

**Process plant, TSF, Underground**

# Cracow SHMS

The CRO SHMS provides a framework for safe operations for all workers at the mine. It is expected that contractors shall comply with the CRO SHMS while operating on the Mine lease and areas associated with mining operations.

Access to the Cracow SHMS is via the Cracow Document Management System (CDMS). Access to CDMS shall be provided by the Cracow Health and Safety Department. Contractors are required to review the SHMS and determine whether existing CRO procedures, safe work instructions or other documents relevant to your area of work are already available.

## CRO SHMS Mandatory Compliance Documents

The following SHMS documents are designated as mandatory compliance for all contractors working at CRO.

| Document Number | Document name |
| --- | --- |
| PLN-0051 | Safety and Health Manage net System Framework |
| PLN-0042 | Hazardous substances and dangerous goods management Plan |
| PRO-0046 | Permit to work Procedure |
| PRO-0031 | Incident investigation and notification Procedure |
| PLN-0050 | Cranes and lifting equipment Management Plan  |
| PRO-0041 | Equipment site access Procedure |
| FRM-0181 | Contractor vehicle Inspection |
| PLN-0032 | Fitness for work management Plan |
| PLN-0067 | Risk management framework |
| PLN-0025 | Emergency management plan |
| PRO-0059 | Site access and inductions procedure  |
| PLN-002 | Confined Space Management Plan  |
| PLN-0070 | Severe Weather Management plan  |
| PLN-0059 | Explosives Management Plan  |
| PLN-0060 | Explosives security Plan  |
| PLN-0031  | Fire Management Plan  |
| PLN-0076 | Work at height Management Plan  |
| PLN-0024 | Cyanide emergency response Plan  |
| PLN-0073 | Training and competency management Plan |

## Additional SHMS Documentation

In instances where existing CRO SHMS documentation is inadequate or does not exist for work to be carried out by the contractor, the contractor may provide their own SHMS documents (e.g. Safe work Instructions) to cover these tasks. **Additional SHMS documents provided by the contractor shall include the risk assessment on which the document is based.**

Additional SHMS documentation provided by the contractor shall be reviewed and approved by the SSE prior to inclusion in the CRO SHMS.

Tasks for which the contractor will provide additional SHMS documents

|  |  |
| --- | --- |
| Document Number | Document name |
|  | **List and provide the documents and associated risk assessments as attachments to this plan for review and acceptance into the Cracow SHMS.** |
|  |  |
|  |  |
|  |  |
|  |  |

## Risk Management Process

The development of controls for activities undertaken at the mine must be developed through the risk management process outlined in PLN-0067 CRO Risk Management framework.

Information for the risk management process must be sourced from:

* Designer, Manufacturer, Importer or Supplier information,
* Historical recommendations from past accidents,
* Guidance Material from authorities,
* Existing Standards or good practice,
* Consultation with stakeholders including a cross section of Senior, Supervisory or Operational persons.
* [The Industry Hazard Database](https://www.dnrm.qld.gov.au/__data/assets/excel_doc/0019/243082/hazard-database.xlsx)

# Mobilisation Plan

## Personnel Access to Site

All workers requesting access to work at CRO will comply with PRO-0059 Site access and inductions procedure which includes requirements for pre-employment medicals, police checks, Respiratory Health Surveillance and induction training.

## Supervision

Adequate Supervision must be in place in order to ensure the safety and health of the contractor and others by the way the work is undertaken at the mine. Supervisors must understand what is expected of them and have the appropriate technical knowledge to effectively Supervise the work. Should the Contractor’s nominated Supervisor be absent from site, another competent person shall be identified and appointed to perform the duties of the Supervisor in their absence.

Contractors are to nominate Supervisors for appointment by the SSE via their Responsible Contract Owners.

## Training and Competency Requirements

Training and competence of workers shall meet the requirements of PLN-0073 Training and competency management Plan. Workers are not to undertake work they have not been authorised to conduct or operate equipment that they have not been deemed competent and authorised to operate. Training and competence requirements for specific roles can be found in the Cracow Training Needs Analysis (TNA).

## Equipment Inspections and Approvals

All equipment that is to be brought on to site by the contractor is to follow PRO-0041 Equipment Site Access Procedure. The contractor company shall maintain their own register of equipment that shall include site inspection date and approval.

## Chemicals and hazardous substances

All chemicals and hazardous substances that are to be brought on to site by the contractor is to follow PLN-0042 Hazardous substances and dangerous goods management Plan.

Previously approved chemicals that are used at Cracow can be reviewed in the site chemical management database, Chemalert. Access to this database is available through the Health and Safety department. The contractor company shall maintain their own register of chemicals and hazardous substances that shall include approval date, location, and quantities. Safety Data Sheets for all chemicals are to made available for all workers using the substance.

## Monitoring

Regular monitoring of the Contractor shall be conducted in order to ensure the work is performed in accordance with the site SHMS and this Safety and Health Management plan. Monitoring shall be in the form of Safety Interactions, Task Observations, Inspections, formal contract meetings and other monitoring as deemed appropriate by the Responsible Contract Owner.

# Declaration by contractor

I am authorised on behalf of **(name of contractor company)** to approve this Contractor Safety and Health Management Plan.

I acknowledge that any change to the scope of operations outlined in this plan will necessitate that this plan is reviewed, updates made as necessary and re-approved by the SSE prior to any new work being conducted.

|  |  |
| --- | --- |
| Name of Contractor Representative |  |
| Signature |  |
| Date |  |

# Declaration by Responsible contract owner

I have reviewed and approve this Contractor Safety and Health Management Plan and agree to manage and monitor the contractor specified in this plan.

|  |  |
| --- | --- |
| Name of Responsible Contract Owner |  |
| Signature |  |
| Date |  |

# SSE Approval

This Safety and Health Management Plan must be reviewed and approved by the CRO Site Senior Executive for inclusion in the CRO Safety and Health Management System.

I have reviewed this Contractor Safety and Health Management Plan and believe the stated controls achieve an acceptable level of risk.

|  |  |
| --- | --- |
| Name of SSE |  |
| Signature |  |
| Date |  |