

Contractor HSE Management Standard

AGL-HSE-STD-003

The scope of this standard applies to all AGL Business Units that engage or manage contractors.

The reference numbers given to minimum controls provide a direct linkage between this standard and the Risk and Control Matrix. The Contractor HSE Management Methodology AGL-HSE-SDM-003 provides further context regarding the minimum controls.

STD Ref No.	Minimum Controls
General HSE Contractor Management	
3.1.1.1	The AGL HSE Contractor Management Roadmap (AGL-HSE-PLN-003.1) must be used as a minimum procedure for HSE Contractor Management. For all activities governed by the Greenfields Project Management Framework (PMF) (with the exception of early project development works) The AGL PMF HSE Contractor Management Roadmap (AGL-HSE-PLN-003.2) must be used as a minimum procedure for HSE Contractor Management.
3.1.1.2	The Business Unit commissioning the work must appoint an AGL Contract Representative that is competent in fulfilling the duties under their Business Unit specific contractor HSE management system and procedures.
Planning and Sourcing	
3.1.1.3	The Contract Representative must complete HSE risk assessment commensurate with the scope of work, including a design risk assessment, where applicable, depending upon the complexity of the work, during the planning/design phase of the proposed work activity.
3.1.1.4	The work activity to be performed must be assessed using the AGL HSE Sourcing Requirements Matrix (AGL-HSE-REG-003.1) for engaging contractors and consultants.
3.1.1.5	The Contract Representative must engage and involve the HSE Team prior to tender and selection of any category 1A, 1B or 2A contractors, as defined by the AGL HSE Sourcing Requirements Matrix.
3.1.1.6	A Principal Contractor must be engaged for all Construction Projects. If AGL commissions a Construction Project and does not engage another party as Principal Contractor, then AGL becomes the Principal Contractor and must discharge the duties of a Principal Contractor accordingly.
HSE Prequalification	
3.1.1.7	Contractors must successfully complete a HSE Prequalification to be eligible to work for AGL in accordance with the HSE Sourcing Requirement Matrix.
Exceptions for HSE Prequalification	

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3.1.1.8	The Authority to Mobilise (ATM) process Section 1 must be completed for all exceptions from HSE Pre-qualifications.
3.1.1.9	If the work scope includes High Risk Activities (HRA) the completed Contractor ATM must be reviewed and approved by Head of Function for the Business / Equivalent (or approved delegate).
3.1.1.10	Prequalification exceptions cannot be approved for Contractors that engage subcontractors, unless approved by the Head of Function for the Business / Equivalent
Contractor Premobilisation	
3.1.1.11	<p>All contractors must complete Section 1 of the HSE Authority to Mobilise (ATM) for each scope of work prior to commencing work except for contractors that are HSE prequalified for the activities to be undertaken with AGL.</p> <p>Section 2 of the ATM is an authority to commence work and must be included with the work pack for the scope of work and be completed by the AGL Contract Representative or nominee with the Contractor prior to the of work commencing except for embedded contractors or unless determined by contract. An embedded contractor is a contractor that works on site on a regular basis performing routine maintenance and operations under the same scope of works. For all sites managed and controlled by AGL, an embedded contractor must complete Section 2 with all subcontractors prior to the subcontractor commencing work and be included with the work pack for the scope of work.</p> <p>An embedded contractor is to be determined by the business unit.</p>
HSE Requirements in Procurement Contracts and Purchase Orders	
3.1.1.12	The Contract Representative must consult with the Health Safety and Environment Business Partner prior to finalising contractual arrangements for all category 1A, 1B or 2A contractors, as defined by the AGL HSE Sourcing Requirements Matrix.
3.1.1.13	The work, health and safety clauses contained in the AGL Health, Safety and Environment Contract Clause Library must be used during the development of the procurement contract.
3.1.1.14	Where a procurement contract (including a purchase order) is in place, the contract must contain HSE requirements commensurate with the level of risk associated with the work activity and consequences for non-compliance.
3.1.1.15	For ongoing procurement contracts the Health, Safety and Environment performance of contractors must be assessed annually to determine suitability.
Works Execution	
3.1.1.16	Contractor personnel must undertake an appropriate HSE induction prior to the commencement of work, and hold current licenses, qualifications and competencies relevant to the work being performed.

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3.1.1.17	The Contract Representative must develop, implement and maintain a contractor HSE assurance plan based on the scope of work and risks and/or impacts associated with the work.
3.1.1.18	In maintaining the HSE assurance plan, the AGL Contract Representative must consider management of change, as applicable.
HSE Performance Review	
3.1.1.19	The Health, Safety and Environment performance of contractors engaged via procurement contract and who are HSE prequalified, must be assessed at close out of the work activity to determine whether they will remain approved on the HSE Pre-Qualified Contractor Register.

Version	Reviewed by	Approved by	Date approved	Next Review
6.0	Manager, HSE Systems	Manager, HSE Contractor Management and Major Projects	20/03/2021	20/03/2024