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1. PURPOSE

The purpose for this Global Operating Procedure (GOP) is to define the EHS requirements for EHS Contractor Works Plans involving high risk activities.

2. APPLICABILITY

- 2.1 This GOP applies to all Shire sites and locations under Shire operational control and who employ contractors to provide services for high risk works.
- 2.2 This GOP does not apply to low risk contractor works.

3. REFERENCED DOCUMENTS

- 3.1 Parent Document(s)
 - 3.1.1 Shire Global Environment, Health and Safety Policy
 - 3.1.2 VV-00947337 - Global EHS Standard – EHS Contractor Management
- 3.2 Related Document(s)
 - 3.2.1 VV-00947344 - EHS Contractor Management and Performance Monitoring GOP
 - 3.2.2 VV-00947346 - EHS Contractor Works Plan Template
- 3.3 External Document(s)
 - N/A

4. RESPONSIBILITIES

The following roles and functions are responsible for the implementation of this GOP:

- 4.1 Shire Global EHS
 - 4.1.1 Responsible for overseeing and facilitating the implementation of this GOP; and
 - 4.1.2 Conducting periodic audits of Shire sites for conformance with this GOP.
- 4.2 Shire Contract Owner
 - 4.2.1 Provides a clear scope of work and identifies high risk activities to the contractor or supplier;
 - 4.2.2 Coordinates with the selected contractor performing high-risk works to obtain their EHS Contractor Works Plan prior to the start of onsite activities;
 - 4.2.3 Notifies the contractor of the status of the submitted EHS Contractor Works Plan and coordinates any changes to the document prior to the contractor starting their works;

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4.2.4 Serves as a primary point of contact for all matters pertaining to the works; and

4.2.5 Is ultimately accountable for the contractor's adherence to this GOP.

4.3 Shire Corporate and Site Procurement

4.3.1 Ensures all contractors bidding high-risk activities receive this GOP in the MSA Schedule; and

4.3.2 Communicates to contractors performing high-risk works the requirement to prepare an EHS plan in accordance with this GOP during the bidding and contract award phases.

4.4 Shire Site EHS

4.4.1 Review the EHS Contractor Works Plan with the Shire Contract Owner for applicable content and adequacy and accept or reject the submitted plan;

4.4.2 If the EHS plan is rejected, Shire Site EHS must provide adequate direction to the Shire Contract Owner and the Contractor, so that the deficiencies can be addressed; and

4.4.3 If it is apparent through review of the submitted EHS plan and communication with the Contractor that the Contractor is not qualified or competent to perform the associated high-risk works, recommendation should be made to terminate the contractors contract.

4.5 Contractor Company

4.5.1 Develop a suitable EHS Contractor Works Plan in accordance with the requirements of this GOP and in liaison with the Shire Contract Owner and Site EHS; and

4.5.2 Provide any updates to the EHS Plan when any arrangements change, particularly if risk levels increase.

5. GENERAL INFORMATION

N/A

6. PROCEDURE

6.1 On identification of contractor works involving high risk activities, the contractor will generate a written EHS Contractor Works Plan. For a requirements guide to a compliant EHS Plan refer to Appendix 1, and Document Number: VV-00947346 – EHS Contractor Works Plan Template.

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- 6.2 Contractor will provide the Shire Contract Owner a copy of their EHS Contractor Works Plan for review and acceptance.
- 6.3 Contractor to issue their EHS Contractor Works Plan early enough in the project / works schedule to allow adequate time for review and for the contractor to address any plan shortcomings prior to the start of any high-risk works.
- 6.4 The Shire Contract Owner will review the EHS Contractor Works Plan with the Shire Site EHS to ensure that the plan adequately addresses all of the necessary plan elements.
- 6.4.1 If the EHS Contractor Works Plan is accepted by Shire Site EHS the project works can start; or
- 6.4.2 If the EHS Contractor Works Plan is not accepted, it will be returned to the Contractor for edit and resubmission for acceptance.
- 6.5 The contractor is to keep the EHS Contractor Works Plan updated throughout the duration of the works, including for any changes to the working arrangements, resources, risk levels etc.
- 6.5.1 For any major updates to the EHS Contractor Works Plan, the Contract Owner or Site EHS should undertake additional reviews as appropriate.
- 6.6 The EHS Contractor Works Plan will remain part of the project / works documentation and be filed with Shire Contract Owner.

7. KEY TERM AND DEFINITIONS

Refer to the Global EHS Standard – EHS Contractor Management for the definitions and abbreviations which apply within this EHS GOP.

8. APPENDIX

- 8.1 Appendix 1 – EHS Contractor Works Plan – Requirements Guide

9. REVISION HISTORY SUMMARY

Revision No.	Effective Date	Summary of Change
01		New EHS Global Operating Procedure to support the Contractor EHS Management Program.

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Appendix 1 – EHS Contractor Works Plan – Requirements Guide

The following requirements guide should be used to develop a compliant EHS Contractor Works Plan for any work activities that are classified as High Risk

Element Titles	Brief Description / Typical Items to Include	
1.0	Description of the Project	
1.1	Project Description	A brief description of the proposed works including location, specialist systems, exceptional high risks, etc.
1.2	Program Details	Critical dates for the start and completion of the Project / works, including any key milestones / stages of the project etc.
1.3	Project Contact List	List the names and contact details of all key project personnel, typically: ▪ Shire Contract Owner (Project Manager) ▪ Competent EHS Person ▪ EHS Coordinator ▪ Project Supervisor(s) ▪ Designer(s) (Architectural, Engineering etc) ▪ Principal / Main Contractor (construction projects only) ▪ Sub-contractors, etc. Provide - Name, Title, Company, Tel No's, E-mail address etc.
1.4	Existing Records	Details and location of any existing records, surveys, drawings provided as part of the contract documentation etc.
2.0	Communication and Management of the High Risk Works	
2.1	Management Structure	Organisation structure of key personnel involved in the project and of any key sub-contractor(s)
2.2	EHS Roles and Responsibilities	Details of key EHS roles and details of the specific project EHS responsibilities associated with each role. (e.g. Project Manager, Competent EHS Person, EHS Coordinator, Construction Manager, Site Supervisor etc.)

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Element Titles		Brief Description / Typical Items to Include
2.3	EHS Goals for the Project	Details of any specific EHS goals applicable to the proposed works.
2.4	Arrangements for Communication Between Parties On Site	Details of any EHS committees, Systems for informing Contractors of EHS issues, Neighbouring Activities, etc.
2.5	Consultation with the Workforce	Details of process for workers to communicate their concerns on site EHS issues (e.g. EHS meetings, Suggestion boxes, Observation cards, Union Representatives etc.)
2.6	Change Management	How any design or method changes are dealt with in terms of assessing new EHS risks and communicating to the workforce
2.7	Selection and Control of Sub-Contractors	Process for procuring sub-contractors and suppliers, EHS expectations and how they will be managed on site.
2.8	Security Arrangements	Details for access control of workforce and visitors (e.g., fencing arrangements, use of CCTV / security guards, etc).
2.9	Site Orientation and On-site Training	Details of the site onboarding orientation and any specific training requirements expected of the sub-contractors and their workers etc.
2.10	Medical Facilities and First Aid Provision	Details of welfare to be provided at the commencement of the project (site set-up) and ongoing basis. Details of First Aid provision including names of trained First Aiders on site.
2.11	Production and Acceptance of Risk Assessments / Pre-task Plans and Safe Systems of Work	Details of how risks will be identified / assessed and the information used to produce safe systems of work (method statements, standard operating procedures etc). Include details of how the safe systems of work will be communicated.
2.12	Site Rules	Details of site EHS rules

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Element Titles		Brief Description / Typical Items to Include
2.13	Monitoring and Review of EHS Performance	Details of process to be used for measuring the ongoing EHS performance of the works (e.g. EHS walk-throughs / Job-Site Inspections, Safety Observations, EHS Statistics etc.)
2.14	Reporting and Investigation of Incidents	Process for recording, reporting and investigating any incidents on site including process for reporting to the local regulatory bodies and how lessons learned will be applied to future activities.
3.0	Safety Critical Activity Plans	
3.1	Permit to Work System	Details of which high risk activities will be controlled by the use of Permits to Work, (e.g. confined space entry, hot works, excavations, work at height etc.) and the process for authorizing the Permits etc.
3.2	Fall Prevention Plan	Details of how working at height is to be managed with protection of personnel and preventing materials from falling, method for accessing high levels, control of scaffolds etc.
3.3	Logistics Plan	Details of how the works area is to be set up including details of delivery routes, segregation of the public, welfare provision, siting of cranes, notice boards etc.
3.4	Fire and Emergency Plan	Details of how the works area will be managed in the event of an emergency, including prevention of fire, firefighting equipment, method for raising an alarm and evacuation process etc.
3.5	Lifting Management Plan	Details of how any lifting is to be carried out by crane or mechanical plant, including exclusion zones, appointed persons, review of slings and chains, approval of method statements etc.
3.6	Electrical Safety	Details of how any temporary electrics will be managed, process for any working on live circuits, Lock-Out Tag-Out systems, testing of appliances etc.

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Element Titles		Brief Description / Typical Items to Include
3.7	Other Critical Safety Risks	Details of how any of the following are to be controlled (applicable): ▪ Work with or near Fragile Materials ▪ Dealing with Services / Utilities (water, gas, electricity etc.) ▪ Maintenance of Plant and Equipment ▪ Poor Ground Conditions ▪ Storage of Hazardous Materials ▪ Dealing with existing unstable structures ▪ Adjacent operational areas / land uses ▪ Other significant safety risks
3.8	Critical Health Risks	Details of how any of the following are to be controlled (applicable): ▪ Removal of Asbestos ▪ Dealing with Contaminated Land ▪ Manual Handling ▪ Use of Hazardous Substances ▪ Reducing Noise and Vibration ▪ Other significant health risks
4.0	Environmental	
4.1	Impact to any existing environmental discharge permits	Details of impact to air, water, wastewater, surface water
4.2	Collection and Removal of Solid Waste	Details of how solid waste will be collected and removed.
4.3	Collection and Removal of Recyclable Materials	Details of how recyclable materials will be collected and removed.
4.4	Collection and Removal of Hazardous Materials	Details of how hazardous materials will be collected and removed. (Who owns hazardous waste – cradle to grave?)

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Element Titles		Brief Description / Typical Items to Include
4.5	Earth Disturbance and Erosion Control Measures	Details of measures to prevent sedimentation and erosion in disturbed areas, if applicable.
4.6	Surface Water Containment	Detail of stormwater pollution prevention measures.
4.7	Remediation of Contaminants	Details of any remediation measures for removing contaminants from works area.