



# Contractor WHS Hazard Standards



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This guide is applicable to all workers (including contractors) and outlines the criteria that Indara requires to be effectively addressed and managed during the planning and execution of commissioned work activities. Workers are expected to integrate these criteria into their Health Safety Environment Quality (HSEQ) management systems and plans. As a minimum, Indara anticipates evidence of adherence to these criteria in workers' HSEQ management systems and plans.

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## FRAMEWORK

### CRITERIA INTEGRATION AND VERIFICATION

- Contractors are obliged to seamlessly integrate the criteria within these standards into their HSE management systems and plans. It is incumbent upon contractors to provide verifiable evidence substantiating their compliance with these criteria.

## SCOPE AND PURPOSE

### POLICY CONTEXT AND OBJECTIVE

- These Contractor WHS hazard standards, encompassing this document and associated work health and safety standards, policies, procedures, and safety control measures, delineates Indara's minimal WHS requisites, mandatory for contractor's adherence when supplying goods and/or services to Indara.
- These requirements operate in tandem with, and should be interpreted alongside, any other WHS obligations that the contractor must fulfil, including statutory obligations or stipulations outlined in any contractual agreement with Indara. If these requirements exceed those specified in this policy, the prevailing WHS requisites as per the law or contractual agreements shall take precedence.
- Indara retains the right to amend or update this policy periodically.

### SHARED RESPONSIBILITIES

- Both Indara and the contractor bear joint responsibility and accountability for the health and safety of all workers directed or engaged by either party in relation to services provided by the contractor to Indara. An essential requirement is that the contractor's work, conducted on Indara sites or on behalf of Indara, must not pose an unacceptable risk to the well-being of Indara's workers, the contractor's workers, visitors, or the general public.
- In the event of hazards that could compromise safety, Indara reserves the right to halt work or request modifications to work practices in consultation with the contractor. This step is taken to mitigate any safety-related challenges that might arise due to a failure in implementing, monitoring, or enforcing the required safety policies and procedures outlined in this policy.

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## WORK HEALTH AND SAFETY FOR GOODS SUPPLY

### STATUTORY COMPLIANCE

Contractors must strictly adhere to the stipulations of WHS Law. These requirements encompass, but are not confined to, the following:

- Each supplied item should be devoid of any risks that could compromise the health and safety of individuals using, handling, storing, or maintaining the supplied item as per its intended purpose.
- The contractor assumes responsibility for carrying out all necessary calculations, analysis, testing, and assessments.
- The contractor is tasked with providing Indara with current and accurate information concerning the safe operation, handling, storage, and maintenance of each supplied item. This includes the provision of safety data sheets for hazardous chemicals and preventative maintenance schedules for machinery.

### ADHERENCE TO GOODS SAFETY STANDARDS

- The contractor and the supplied items must conform to all pertinent Goods Safety Standards, including those outlined in any contract or communicated by Indara from time to time.
- For supplied items that bear a compliance mark, compliance with Goods Safety Standards can often be visually verified. In cases where no compliance mark is present, the contractor is obligated to furnish Indara with evidence of compliance, such as a compliance certificate. The contractor is expected to be well-versed in compliance verification prerequisites.
- It should be noted that conforming to Goods Safety Standards does not automatically guarantee that the contractor is fulfilling its obligations under WHS Law.

### HAND-OVER DOCUMENTATION

The contractor is required to provide Indara with comprehensive information pertaining to supplied items, which should include:

- Certificates attesting to compliance with all applicable laws and Safety Standards.
- Operating and maintenance instructions for the supplied items.
- Training requisites for supplied items, encompassing operation, maintenance, and inspection protocols.
- Material Safety Data Sheets (MSDS) for Supplied Items classified as substances.

## WORK HEALTH AND SAFETY FOR THE SUPPLY OF SERVICES

### CONTRACTOR PREQUALIFICATION

Prior to undertaking any services for Indara, the contractor must adhere to the following directives:

- Attain, sustain, and uphold prequalification of the contractor's occupational health and safety management system under the Indara Prequalification System at the requisite level for the specific services.
- Obtain and maintain certification of the supplier's occupational health and safety management system under AS/NZS 4801:2001 or ISO 45001 for the services rendered.
- Achieve and maintain certification of the supplier's occupational health and safety management system.

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## THE CONTRACTOR'S ADDITIONAL RESPONSIBILITIES ENCOMPASS

- Ensuring the validity of prequalification status throughout the service period.
- Payment of an annual licence fee for obtaining or renewing prequalifications under Indara's prequalification system.
- The contractor is required to furnish evidence of compliance.

## CONTRACTOR INDUCTION

- All of the contractor's workers, including subcontractors, who participate in providing services to Indara, must complete the Indara Contractor WHS Induction Course.
- Completion of this course is mandatory for contractor's workers (including subcontractors) prior to commencement of work and annually before the Indara-designated expiry date each year. Additionally, during the induction process, the contractor is obligated to submit all relevant certificates and licences for workers (including subcontractors) involved in rendering services to Indara, as applicable.

## RISK MANAGEMENT

### GENERAL REQUIREMENTS

In connection with the provision of goods and/or services to Indara, the contractor must conduct comprehensive risk management concerning the activities undertaken. As part of this risk management process, the contractor is obligated to ensure:

- Effective WHS consultation and communication for all workers.
- Adequate emergency response protocols.
- Proper incident management procedures.
- Thorough WHS training and competency evaluation of workers, encompassing training needs analysis, inductions, and more.
- Additionally, the contractor must acknowledge any hazard areas identified by Indara, including those listed in (Hazard Standards). The contractor should also identify and manage other applicable hazards independently. The identification or non-identification of hazards by Indara, whether in contract or otherwise, does not exempt the contractor from independently recognising and managing those hazards.
- In cases where Indara may require safe work practices or job safety analysis reports, the contractor is obliged to submit such documents, potentially with annual reviews. Feedback from the Indara representative will be provided following the review of submitted documents.
- The contractor is responsible for monitoring and ensuring compliance with WHS requirements, both for their own activities and those of subcontractors.

### INCIDENT MANAGEMENT

- All incidents occurring during the course of providing services to Indara must be reported by the contractor to the designated Indara representative or contract manager.

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## GOVERNANCE AND PERFORMANCE

Upon request, the contractor is required to engage in quarterly meetings with Indara or as stipulated in the contract or communicated by Indara. These meetings will focus on discussing the contractor's WHS governance and performance. This encompasses areas such as key performance indicators, incident outcomes, inspection/audit results, upcoming WHS activities, and initiatives.

## MONITORING

Periodic monitoring of the contractor's work practices by Indara may occur and include:

- WHS inspections by project managers, contract managers, or Indara representatives.
- Leadership walks by Indara senior management.
- WHS Audits by the Indara WHS team or delegates.
- The contractor is expected to actively participate and cooperate in these monitoring activities, allowing Indara to review implemented safe work practices and systems. Addressing any corrective actions notified by Indara stemming from monitoring activities is the responsibility of the contractor.

## HIGH-RISK CONSTRUCTION

- High-Risk Construction Work requires the contractor to prepare a Specific Work Method Statement (SWMS) for each High-Risk Construction Activity, subject to Indara's acceptance. The SWMS should pertain to hazards and risks relevant to the specific site. Key requirements for this process include submitting the SWMS to Indara before commencing High-Risk Construction Activity, conducting annual SWMS reviews, and sharing completed SWMS Review Checklists with Indara.
- After submission, Indara will review each SWMS using the Indara section of the SWMS Review Checklist, either accepting or requesting further adjustments from the contractor if needed.

## ADDITIONAL GOVERNANCE

### KICK-OFF MEETING

- Upon entering into a contract or statement of work with Indara for a relevant project or services, the contractor is required to coordinate a kick-off meeting within two (2) weeks. During this meeting, Indara and the contractor will discuss and confirm WHS requirements, documentation delivery, and review processes. Meeting minutes must be documented and shared with Indara and the contractor.

### PROJECT/CONTRACT WHS MANAGEMENT PLAN

- In applicable cases, the contractor must provide a WHS Project Management Plan to Indara for review. The plan should encompass key aspects such as Risk Assessment, Risk controls, WHS responsibilities, compliance with Indara WHS System Standards and Indara WHS Hazard Standards, and more. An Indara representative will assess the plan and provide feedback, necessitating adjustments or additional information from the contractor as necessary.



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## **WHS PERFORMANCE REPORTING**

- When required, the contractor must submit monthly WHS performance reports to Indara, inclusive of performance data for contractor subcontractors engaged in providing services to Indara.
- A performance report must be submitted for each master supply agreement (MSA) or contract between Indara and the contractor, unless Indara directs the submission of multiple reports. The number of reports required may increase in scenarios where the contractor is involved in works for various divisions within Indara.

## **ADDRESSING NON-CONFORMANCES**

### **IDENTIFICATION OF BREACHES AND NON-COMPLIANCE**

In the event that Indara identifies any breaches or instances of non-compliance with its WHS requirements – encompassing those stated within this policy, contractual agreements, or relevant laws – Indara reserves the right to communicate such instances in writing to the contractor. This communication will be carried out through the issuance of a non-conformance report.

### **CONTRACTOR'S RESPONSE AND CORRECTIVE ACTION**

Upon receiving a non-conformance report, the contractor is obligated to respond within five (5) business days. The response should include a comprehensive corrective action plan that outlines the steps to be taken for rectification.

### **REVIEW AND ACCEPTANCE OF CORRECTIVE ACTION PLAN**

An assigned Indara representative will evaluate the submitted corrective action plan. Following the review, the contractor will be informed whether the corrective action plan is deemed acceptable. If the plan is deemed unacceptable, the contractor must make necessary amendments and resubmit the plan for review until it meets Indara's approval.

### **SIGNIFICANT RISK CONSIDERATION**

In cases where Indara determines that a breach or non-compliance poses a substantial risk to the health and safety of any individual, Indara retains the authority to issue a directive to halt ongoing work activities. This cessation will remain in effect until the corrective action plan is accepted, and the contractor can provide evidence that the corrective actions have been effectively executed to Indara's satisfaction.

### **BROADER IMPLICATIONS**

- The stipulations outlined in this section (Addressing Non-Conformances), including awareness of non-conformances and subsequent responses, do not impede Indara's other rights, remedies, or obligations. This includes any legal rights or contractual obligations held by Indara under any agreement or applicable laws.
- It is imperative for all Contractors to recognise that non-conformance issues should be addressed promptly and comprehensively to ensure the safety and well-being of all individuals involved and uphold Indara's commitment to stringent safety standards.

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## DOCUMENT CONTROL

This document will be reviewed as necessary or as scheduled in Indara's Documents Review Register.

AUTHORISATION	
Approved	
Authorised	
Author	

## AMMENDMENTS

This document will be reviewed as necessary or as scheduled in Indara's Documents Review Register.

VERSION	AMMENDMENT	SECTION	WHEN	WHO
V1	Published	All	07/11/23	