

EHSMS10 Contractor and Supplier EHS Management



Santos

Contractor Environment, Health and Safety Management Plan

Purpose	This template provides an example to Santos Contractors of the type of information Santos expects in Environment, Health and Safety Management Plans (EHSMPs).
Guidelines	This template has been provided as an example of structure and content for an EHSMP as required for Category C Contractors. Development of the EHSMP should where possible be done in consultation with the work team. The Plan must be updated whenever new EHS risks are identified such as when there is a change in the scope of work being undertaken by the Contractor and as a minimum the Plan must be reviewed once a year.
Record Keeping	This EHSMP is to be maintained by the Contractor. Copies of the original and future updates are to be provided by the Contractor to the Santos Contract Representative. The EHSMS is to be provided prior to commencement of work under the Contract and thereafter prior to the commencement of work where the Plan has been updated to address new EHS risks.

Contractor: _____ **Plan Effective (Date)** _____
Location(s): _____ **Plan Reviewed (Date)** _____

This EHS Management Plan forms the basis for the management of EHS risk associated with the work activities that will be performed under the contract for Santos and I undertake that the EHSMP will be effectively implemented, maintained and complied with.

***Name:** _____ **Position:** _____
Signature: _____ **Date:** _____

* This person must be a senior representative of the contract company, preferably with accountability for the EHS performance of the company.

Santos Use Only

Date Contractor EHSMP Reviewed [dd/mm/yyyy]

Santos Contract Representative Name: _____ Signature: _____

COMMENTS _____

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Contract Information

Contractor Name: _____

Contractor Address: [##, Street Name]
[Suburb]
[State, Postcode]

Santos Contractor Representative: _____

Contract description – scope of work _____

1 EHS Policies (EHSMS01)

Attach your current EHS policies and provide overview of where you plan on displaying the EHS Policies at site locations.

2 Legal & Other obligations (EHSMS02)

Attach (or outline below) your procedure and/or system for ensuring legal compliances and client specific requirements are included in relevant site based procedures and work instructions. For construction work in Australia valued at \$250,000 or more, attach the WHS Management Plan (refer to [Safe Work Australia Model Code of Practice – Construction Work](#)) for details.

3 Objectives and Targets (EHSMS03)

Attach (or outline below) relevant EHS objectives and targets relevant to the scope of work.

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4 EHS Improvement Plans (EHSMS04)

Attach (or outline below) relevant EHS Improvement Plans for the scope of work.

5 Responsibility and Accountability (EHSMS05)

List key personnel with a responsibility for implementing the requirements of this EHSMP.
Provide position, summary of responsibilities and contact details:

Name	Position held	EHS responsibilities	Contact number (direct)

6 Training and Competency (EHSMS06)

Attach (or outline below) your procedure and/or system for training staff and ensuring competency.

***Note:** The Contractor must be able to demonstrate that personnel who will undertake potentially hazardous tasks are competent to carry out such tasks.*

- Provide a training register including as a minimum the names of personnel and details of their training and licenses and competency certificates required to be held to conduct the scope of work under the contract (for example):
 - Field driving (valid driver's license and current field driving certificate of competency)
 - Scaffolding
 - Explosives
 - Radiation sources
 - Electrical

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- Heavy vehicle
- Rigging
- Well control
- Crane & hoist operation
- Pressure equipment (e.g. boilers)
- Loadshifting equipment (e.g. forklifts, backhoes, front end loaders, excavators, dozers)
- "High Risk Work" where a high risk licence is required
- Drilling

- In addition to the Santos Level 1 and relevant Level 2 EHS inductions attach (or outline below) the content of the EHS induction that will be provided by the contractor to personnel who will be performing work under the contract, prior to the personnel commencing their work, including relevant content of this EHSMP.

7 EHS Consultation and Communication (EHSMS07)

Attach or outline how you will consult and communicate on EHS matters with your employees and others performing work under the contract, for example, EHS representatives, EHS committee meetings, toolbox meetings.

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8 Procedures/Work Instructions (EHSMS08)

Attach or outline procedures outlining how you will ensure site based procedures and/or work instructions relating to work performed under the contract are current, maintained and removed from access if obsolete include Santos specific considerations if relevant. Attach a register of relevant procedures/work instructions.

9 Managing EHS Risks (EHSMS09)

Hazard Register

Complete the attached Hazard Register, or supply a similar register with this minimum information, for the work activities that will be conducted. Refer to your Contractor EHS Risk Management Capability Assessment Form which was completed during the Santos EHS Qualification Process.

EHS Risk Management

Attach relevant procedures or work instructions that will be used to manage the EHS risks associated with the work activities that will be conducted.

Examples include (as relevant):

- Aboriginal heritage site identification and protection
- Alcohol and other drugs / fitness for work testing (refer to [Attachment T Health and Wellbeing Standard](#))
- Food safety
- Confined space entry
- Driving hazards (refer to contract [Attachment F Land Transportation Standard](#))
- Environmental, health, hygiene & safety monitoring
- Electrical hazards
- Emission control
- Excavations
- Fire prevention
- Hand Safety
- Hazard Identification & Control (Risk assessment, Job Hazard Analysis, Safe Work Method Statement for High Risk Construction Work¹)
- Hazardous substances
- Heat stress management
- Housekeeping
- Land disturbance
- Landholder relations (including behaviour near stock and infrastructure, incident notification)
- Manual handling

¹ Where the scope of work being undertaken by the Contractor includes high risk construction activities (as defined in Australian Occupational Health and Safety regulation) then the contractor must supply compliant safe work method statements for such work.

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- Maintenance and servicing of vehicles, equipment and machinery
- Permit to Work
- Personal protective equipment
- Spill prevention
- Management of sub-contractors
- Waste management (including the disposal of hazardous substances, waste minimisation, recycling and reuse)
- Working at heights
- Lifting operations
- Air transportation
- Working alone in remote locations
- Security

Chemical Management

Complete the attached 'Hazardous Substance and Dangerous Goods Register', or supply a similar register with this minimum information, for the hazardous substances and dangerous goods which will be used in performing the work under the contract.

Plant and Equipment Register

Complete the attached 'Plant and Equipment Register', or supply a similar register with this minimum information, for the plant and equipment which is registered or otherwise required to be operated under a statutory certification which is to be used to perform the work under the contract.

10 Contractor & Supplier Engagement and Management (EHSMS10)

If Santos has provided approval to engage sub-contractors, then complete the following Subcontractor List for sub-contractors you propose to use for the scope of works.

Sub-contractor Name	Sub-contractor Representative Name	Description of Work

For sub-contractors proposed for use for the scope of works, provide details of EHS management system to be used by the sub-contractor.

Note: Sub-contractors should be using the principal contractor's management systems or their own company EHS management system. Santos EHSMS is not the predominant system to be used by a self-managed contractor or their sub-contractors.

Sub-Contractor Name	EHS Management System to be used (Principal's or sub-contractor's)	If sub-contractor is using own EHS Management system then explain how the sub-contractor management system was evaluated or assessed.

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11 Operational Controls (EHSMS11)

Attach (or outline below) your procedures for controlling work practices including work permit controls and any interfacing with Santos operational controls.

12 Management of Change (EHSMS12)

Attach (or outline below) your procedures for managing any changes that may have an EHS impact as a result of changes to management systems, work practices, plant and equipment, or personnel relevant to the scope of works.

13 Emergency Response (EHSMS13)

Attach (or outline below) your emergency response plan and how you will interface with Santos in the event of an emergency.

First Aid and Injury Management (EHSMS13.1)

Attach (or outline below) details of your medical/first aid facilities and first-aid competencies that will be provided to treat injuries or diseases while carrying out work under the contract.

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14 EHS Performance Monitoring and Reporting (EHSMS14)

Detail/attach the monitoring and reporting processes (what will be used and when) to monitor and report your company's EHS performance.

Note: This must include the following requirements:

- EHS performance must be reported to the Santos Representative at the Santos contract service quality meetings; and
- EHS performance must be reported on a **monthly basis** to Corporate Safety and Environment using the 'Contractor Monthly Health and Safety Statistics Report' on line [form](#). Instructions and registration is also found on this site.

15 Incident Investigation and Reporting (EHSMS15)

Attach (or outline below) EHS incident reporting and investigation procedures. Include who/how/when Santos will be notified of incidents, near misses and hazards.

16 EHS Audit and Inspection (EHSMS16)

EHS Workplace Inspections

Attach (or outline below) how/what/when workplace inspections will be undertaken including how actions arising from inspections will be managed.

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EHS Audits

Detail/attach the auditing program (what will be audited and when) to evaluate conformance with your company EHS management system and your EHSMP including how actions to address opportunities for improvement from audits will be managed.

Your audit program is to include a self-audit of conformance against the critical risk controls included in your EHSMP and is to be conducted within the first 12 months of a new contract.

17 EHS Management Review (EHSMS17)

Detail/attach the process used by Management to evaluate the overall effectiveness of your company/sites EHS management system and your EHSMP to meet your contractual obligations.

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Contractor Hazard Register

To be completed by the contractor to address health, safety and environmental potential unwanted events associated with the work activities that will be undertaken.

Note: This register must be readily available to personnel at the worksite and should be used as a key input in the site EHS induction and for developing the inspection and audit schedules as required in this EHSMP. In the event of an incident or near miss the register must be updated based on learnings from the investigation e.g. new controls and/or improvement to existing controls.

Work Activity	Unwanted Event	Prevention and Mitigation Controls	Residual Risk
Driving	Loss of control of Vehicle	e.g. Wear Seatbelt Journey Management Plan Engagement of 4WD First-aid kit in car 2way radio 4WD driver training Max 80km/h Vehicle preventative maintenance program Daily vehicle inspection In vehicle monitoring system Dune pole	e.g. Risk level xxxxx

Contractor Signature:

Date:

Contractor Hazardous Substance and Dangerous Goods Register

To be completed by the contractor.

Note: The MSDS and a copy of the risk assessment for the use of each hazardous substance and dangerous good to be attached to this register and to be made readily available at the worksite by the contractor for all chemicals listed.

Chemical/Product Name	Typical Quantities Held	Risk Assessment Completed and Copy Attached? (Y/N)	Risk Controls Required

Contractor Signature:

Date:

Contractor Plant and Equipment Register

Type	Registration/Statutory Certification (provide details if relevant)	Purpose (use on site)	Inspection Date and Frequency	Inspected By (name)

Contractor Signature:

Date: