

**HEALTH, SAFETY, ENVIRONMENTAL
AND QUALITY MANAGEMENT
PROCEDURE FOR CONTRACTOR
RISK MANAGEMENT**

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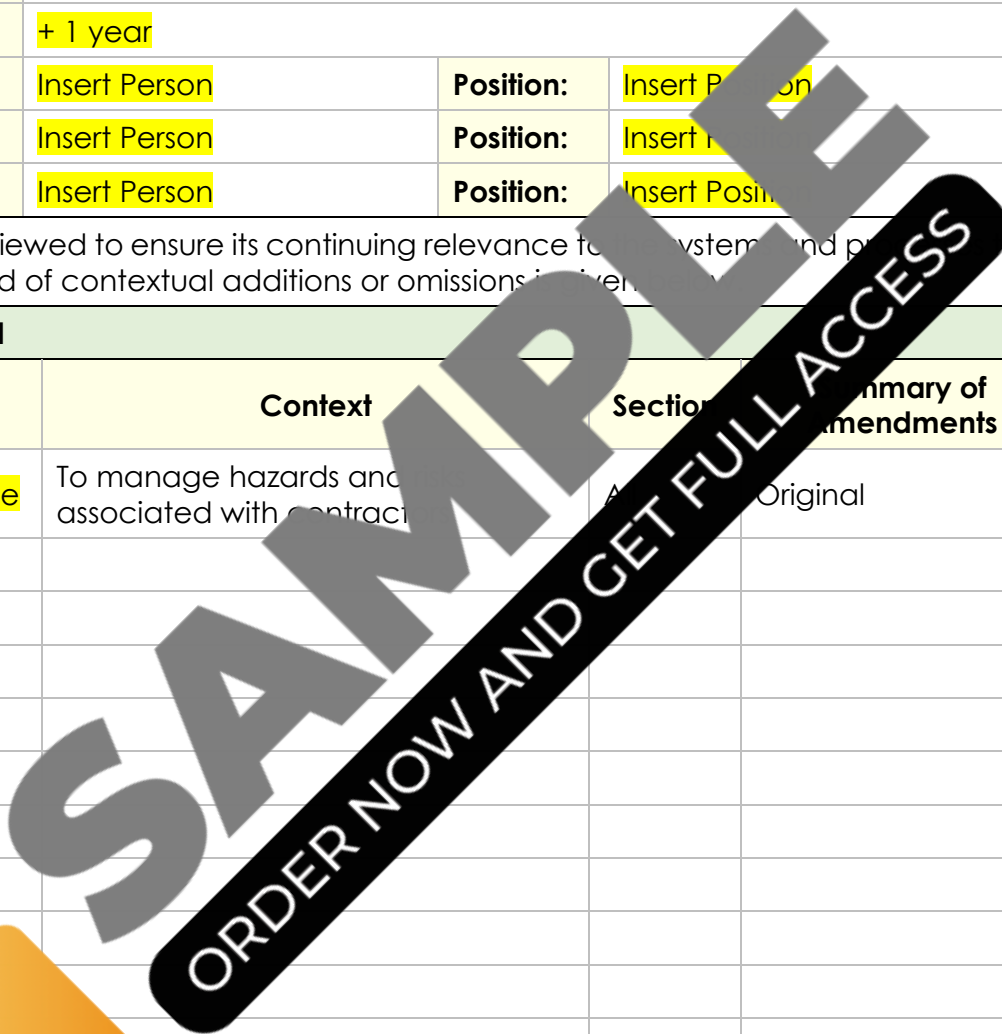
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1. APPROVAL

Document Control			
Document:	HSEQ-MP-12 – Contractor Risk Management		
Version:	1.0		
Released:	Insert Date		
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Prepared By:	Insert Person	Position:	Insert Position
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This procedure is reviewed to ensure its continuing relevance to the system and process that it describes. A record of contextual additions or omissions is given in the table below.			
Amendment Record			
Version	Date	Context	Section / Summary of amendments
1.0	Insert Date	To manage hazards and risks associated with contractor activities	Original
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as 'Controlled Copy'.			
Document Title:	Contractor Risk Management		Rev: 1.0
Uncontrolled Copy:	<input checked="" type="checkbox"/>	Controlled Copy:	<input checked="" type="checkbox"/> Date: Insert Date



2. PURPOSE

The purpose of this procedure is to describe the requirements and processes associated with contractor management, to ensure risks associated with contracted activities are identified and effectively managed, and to ensure contractors are assessed and selected to perform work based on their capabilities and competencies, in accordance with legislative obligations.

3. SCOPE

This procedure applies to all **Insert Your Company** work areas and all contractors and sub-contractors engaged for work, who will be performing work under a 'contract for service' arrangement.

This procedure is not intended to apply to individuals engaged to provide services in an office environment, or to contractors who are engaged for work (for example, labor hire and casual workers) where the employment relationship is covered under other approved procedures and processes.

4. TERMS AND DEFINITIONS

Term	Definition
Contractor	Shall mean any contractor when the order or contract has been placed for the performance of the works, plus all levels of sub-contractors, consultants as engaged by the contractor or work in conjunction with the contract order.
Contract for Service	Means the: <ul style="list-style-type: none"> • Nature of the engagement involves a profession or trade. • Contractor has the power to recruit/dismiss their employees. • Contractor provides plant, equipment and material to complete their work. Contractor has the right to engage another person to undertake the work but must ensure that they are appropriately trained and instructed on workplace tasks. Company may not have direct control/supervision of the persons performing the work.
Process	A set of interrelated or interacting activities which uses inputs to deliver outputs.
Risk	The likelihood of a negative effect.
Risk Assessment	The overall process of risk identification, risk analysis and risk evaluation.
Risk Based Thinking	Planning Insert Your Company objectives and actions with consideration to the known risks and their potential effects.