



Contractor Management Policy

W. F. O'Brien Pty Ltd is committed to providing a safe, healthy and secure work environment for all stakeholders including employees, contractors, customers, visitors and the community.

W. F. O'Brien Pty Ltd aims to develop and implement a systematic approach to managing contractors to promote safe and healthy work practices and delivery of safe, high quality and timely services and products in order to eliminate or minimize the risk of personal injury, damage to property or the environment or other losses.

W. F. O'Brien Pty Ltd objectives are to:

- Provide high standards of work, service or products to W. F. O'Brien Pty Ltd and customer sites and operations by engaging contractors to undertake specialised skilled works and/or to support W. F. O'Brien Pty Ltd's workforce
- Provide superior work health and safety and customer service to W. F. O'Brien Pty Ltd and its customers through careful contractor selection and engagement, communication and where required, training
- Systematically, via a continuous improvement process implement procedures and precautions that minimise risk and safeguards the environment and healthy, safety and security of all stakeholders including W. F. O'Brien Pty Ltd, contractors and customer employees, subcontractors and members of the public

The policy applies to all W. F. O'Brien Pty Ltd operations and all contractors or subcontractors, including service agents, service providers and suppliers engaged to perform work, provide a service or product for or on behalf of W. F. O'Brien Pty Ltd at W. F. O'Brien Pty Ltd and customer sites.

The W. F. O'Brien Pty Ltd management team will as far as is reasonably practicable achieve these objectives by:

- Actively demonstrating leadership and commitment to the implementation of this and other company WHSE and Risk Management policies and procedures
- Developing and implementing contractor management procedures that comply with relevant corporate and/or customer policies and procedures. AS/NZ Standards and WHSE legislation
- Developing and implementing a contractor management system that protects the interests of all parties
- Reviewing contractor WHSE Management Systems to ensure consistency with W. F. O'Brien Pty Ltd or the customer's WHSE Management Systems
- Promoting risk minimisation by incorporating relevant key performance indicators into contracts and employee position descriptions for review during contractor review and performance appraisals
- Encourage and ensuring regular, open communication and consultation with contractors
- Involving contractors in incident investigations and identifying, assessing, controlling and monitoring risk
- Providing or ensuring contractors are equipped with adequate knowledge, competency, instruction, training, tools, equipment and resources to safely and professionally perform required works
- Requiring prompt reporting of adverse incidents to ensure early identification and evaluation of hazards
- Monitoring and conducting periodic reviews or contractor performance
- Implementing programs for regular independent and/or external audit and review of the policy, programs and performance

Responsibility:

- Executive management is responsible for ensuring implementation, monitoring and performance review of the policy
- Contract managers are responsible for ensuring implementation and monitoring of the policy; and
- Contractors are responsible for complying with all relevant W. F. O'Brien Pty Ltd and WHSE legislative requirements

Matt Hancock

W. F. O'Brien Pty Ltd