**Note:** For any WHS High Risk Service Provider\* the Service Provider High Risk Work Tender HSE assessment must be completed prior to award and completing this form.

\*means any Service Provider which meets any of the following requirements: a) they have not previously performed works for Mirvac; b) they are proposing to use ‘novel’ technology or systems for the first time on a Mirvac project; c) they have been prosecuted or been involved in any workplace fatality in the last 2 years; d) any other matters determined by the project team in consultation with the Regional HSE Manager).

|  |  |
| --- | --- |
| Workplace Name: |       |
| Service Provider Name: [contractor or supplier] |       |
| Date of Review: |       | Scope of work: |       |
| Reviewed by [name]: |       | Signature: |       |
| **PART A: HSE Management Plan Review****Does the HSE Management Plan list the following:** | **Y** | **N** | **NA** | **Further Action/Comments** |
| **Company details:**1. ABN number
2. Address and contact details
 | [ ]  | [ ]  |  |       |
| 1. **Scope of work** description is outlined
 | [ ]  | [ ]  |  |       |
| 1. **Work Health & Safety/Environment** Policy signed/dated
 | [ ]  | [ ]  |  |       |
| 1. **Responsibility/accountabilities** statements are available for key personnel with HSE management /supervisor duties
 | [ ]  | [ ]  |  |       |
| 1. **An organisational flow chart** shows the management reporting structure for HSE
 | [ ]  | [ ]  |  |       |
| 1. **Nominated HSR** appointed/trained where elected
 | [ ]  | [ ]  | [ ]  |       |
| 1. **JSEA or** equivalent detailing hazards/risks, aspects/ impacts & control measures to be implemented
 | [ ]  | [ ]  |  |       |
| 1. **A Person is nominated to monitor** effectiveness of control measures in HSE Management Plan & JSEA
 | [ ]  | [ ]  |  |       |
| 1. **Schedule of workplace inspections & audits** of HSE Management Plan and JSEA - how, by who & frequency
 | [ ]  | [ ]  |  |       |
| 1. **Plant & equipment** register (incl. electrical & lifting gear) & records of maintenance, inspection and where relevant registration by the Regulatory Authority
 | [ ]  | [ ]  | [ ]  |       |
| 1. **PPE register** of supply to workers engaged by the Service Provider, including mandatory use of Safety Eyewear, appropriate to the task at all times
 | [ ]  | [ ]  |  |       |
| 1. **Training register** of workers including:
* OHS General Industry Induction/safety awareness
* JSEA/equivalent & HSE Management Plan
* WHS training consistent with the role of supervisor (cl.39)
* Precautions for use and protective requirements of hazardous substances or dangerous goods to be used
 | [ ]  | [ ]  |  |       |
| 1. **Certificates/Licences** Register for those tasks that require a certificate/licence or competency
 | [ ]  | [ ]  | [ ]  |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Qualifications & training** of key personnel with HSE management/supervisor duties
 | [ ]  | [ ]  |  |       |
| 1. **Workplace consultation** agreed for workers engaged by the Service Provider including Tool Box Talks
 | [ ]  | [ ]  |  |       |
| 1. **Hazardous Substances/Dangerous Goods** register, risk assessment & Safety Data Sheet (SDS) [issue date not greater 5 years] for every product/substance/goods to be used
 | [ ]  | [ ]  | [ ]  |       |
| **PART A: HSE Management Plan Review****Does the HSE Management Plan list the following:** | **Y** | **N** | **NA** | **Further Action/Comments** |
| 1. Workers Compensation & Public Liability Insurance certificates of currency verified
 | [ ]  | [ ]  |  |       |
| 1. Incident reporting procedure for injury; near miss, environment, plant damage or other – commitment to report to Mirvac
 | [ ]  | [ ]  |  |       |
| 1. Injury Management, Register of Injuries & Return To Work provider details – commitment to report to Mirvac
 | [ ]  | [ ]  |  |       |
| 1. Hazard Reporting – procedure for reporting and managing identified hazards – commitment to report to Mirvac
 | [ ]  | [ ]  |  |       |

**Review outcome:**

|  |  |
| --- | --- |
| 1. HSE Management Plan accepted - no amendment
 | *[ ]*  |
| 1. HSE Management Plan accepted - minor amendment
 | *[ ]*  |
| 1. HSE Management Plan rejected - major amendment
 | *[ ]*  |

Where the review outcome is 2 or 3, the HSE Management Plan must be discussed with the service provider to identify the required corrective action(s) in the table below. Once the amendments have been made and the documents
re-submitted to Mirvac, a review is conducted to verify the changes are acceptable. Once all ‘Date Accepted’ are completed, the ‘Final Review’ is signed and dated, and passed to the Workplace Manager.

|  |  |  |
| --- | --- | --- |
| **Item letter** | **Corrective action(s) required** | **Date Accepted** |
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| **Initial Review by** |
| Name |       | Signature |       | Date |       |
| **Final Review by** |
| Name |       | Signature |       | Date |       |
| **Workplace Manager** |
| Name |       | Signature |       | Date |       |
| **Copy to service provider - Date** |       |