

Drawing Services – 00A - Overview of Drawing / Drafting Contractor Safety

Water Services Work Instruction

Hazards	Personal Protective Equipment	Tools & Equipment
N/A	N/A	N/A

Note: Organisations providing contractor services will be provided with an information kit, consisting of the relevant information as described below. This information kit will be delivered upon commencement of the services, and reviewed annually.

1. As part of the Contract, the PWC Contract Manager will provide the following documents:
 - a) PWC Environment, Quality, Health and Safety Policy with particular emphasis on Zero Harm (including PWC Corporate Emergency Procedures and Communication Procedures); contractors are deemed employees in regard to PWC operations and documentation.
 - b) PWC Incident Reporting Procedures and Incident Investigation Procedures and related documentation.
2. Periodic audits of organisations providing contractor services will be requested through the PWC OH&S Manager in conjunction with the nominated PWC Contract Manager.
3. A complete checklist for safety activities to be performed by the PWC Contract Manager and by the PWC Project Officer is attached.
4. The nominated PWC Project Officer will induct contractors providing services to PWC using the relevant Site Induction.
5. As part of the Contract, the PWC Project Officer will provide the following documents:
 - a) Orientation and introduction to any PWC work facility, managers and employees as required.
 - b) PWC Evacuation Procedures, alarms, Wardens identification and marshalling areas.
 - c) Details of the nominated representative and contact number, as the point of contact for the contractor.
 - d) PWC JSEA forms.
 - e) PWC Risk Register related work instructions specific to the scope and nature of the contracted.



Danger



Caution



Tag



Environmental



Permit



Document

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	Drafting Contractor Safety Checklist	PWC Contract Manager's Comments
1	Does the Contractor's SMS have a health and safety policy?	
2	Are the legal requirements clear and their practical application explained?	
3	Is there a clear layout of responsibility, reporting structure and sufficient resource allocation?	
4	What are the commitments to training and development, and competency?	
5	Does the company have the certificates of competency to reflect the activities conducted on site?	
6	Documentation required to support the safety management system is clearly identified?	
7	Is a records management system in place?	
8	Has the contractor been provided with a PWC Zero Harm Policy copy?	
9	Is there a monitoring and measurements system to evaluate safety and health?	
10	Is there an effective incident investigation and corrective action process in evidence?	
		Project Officer's Comments
1	Visitor / Auditor Induction requirements clearly explained? (& PPE)	
2	Site map available? (with marshalling points, first aid etc)	
3	Are there any dangerous goods on site? And if so, are there controls in place?	
4	Is there an emergency response procedure?	
5	Any environmental issues outlined with documented controls?	
6	Are measures are in place for communication with contractors, control of contractors and contractor training?	
7	Is there a notification process in place to notify any and all parties of major or significant changes to site, an or notification of incidents?	
8	Have risks been identified and ranked?	
9	What has been done for specific extreme, critical and high risks?	
10	Has a PWC JSEA been completed?	