CONTRACTOR MANAGEMENT ATTACHMENT 5

***SECTION 3*** *Framework for Health and Safety Management*

RISK AND PLANNING WORKSHOP AGENDA

#### Held on: At: Time:

AGENDA

***ATTACHMENT***

* + 1. Introduction
		2. Around the table (names, roles, responsibilities)
		3. Outline project scope or contractor engagement
		4. Discuss Organisation’s HS expectations and confirm contractors understanding
		5. HS management plan submission and review status (where relevant)
		6. Detail induction requirements (both organisation and site)
		7. Discuss Organisation’s permit to work system
		8. Confirm relevant environmental permits and approvals are in place
		9. Discuss contractors use of organisation’s assets (e.g. gantry cranes, plant)
		10. Detail audit activity and established timings
		11. Discuss hazard, incident and monthly HS reporting requirements
		12. Outline non-conformance and corrective action process
		13. Other matters
		14. Review discussed items and agreed action items