

Contractor WHS Management – Guidelines for Contractors

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1. Introduction

In accordance with our [Safety, Health and Wellbeing \(SH&W\) Policy](#) Horizon Power is committed to achieving excellence in Safety, Health and Wellbeing. Our Policy sets out commitments that apply to both our workers and contractors and as such we rely on our contractors to share a strong commitment to achieving and maintaining excellence in SH&W.

This guideline provides prospective contractors and contractors working with Horizon Power an overview of our key requirements in relation to Work Health and Safety (WHS) and provides some guidance to help contractors meet those requirements.

2. Our Approach to Contractors

Contractors are an integral part of Horizon Power operations and make up a significant proportion of our workforce. Pursuant to the Workplace Health and Safety (WHS) Act 2022 (WA) Horizon Power has obligations to ensure WHS of contractors. However, this obligation is limited to matters over which Horizon Power has control, which are the risks created by our work that can impact our contractors.

Horizon Power is not required to direct its contractors in their methods of work, or their management of risks arising from their work, however we will consult with our contractors to ensure that WHS is managed by us and our contractors cooperatively to provide for the WHS of anyone working with Horizon Power.

Horizon Power as a site occupier retains the obligations to ensure contractors are:

- Not exposed to site hazards, so far as is reasonably practical.
- Inducted onto a site.
- Included in any safety updates.
- Consulted with on WHS matters that may impact on them.
- Included in any applicable emergency response arrangements.

Horizon Power also must demonstrate due diligence when engaging contractors to assure that contractors confirm the implementation of systems to comply with their obligations under WHS legislation and ensure the safety and health of anyone impacted by their work.

We achieve these objectives through four key phases of contractor management:

1. Prequalification
2. Onboarding
3. Monitoring; and

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4. Performance Review.

2.1 Contractor WHS Pre-qualification

Prior to commencing work with Horizon Power, we require contractors to be pre-qualified for WHS management. Your Horizon Power contact will arrange for pre-qualification if it has not been addressed through the request for tender (RFT) or request for quotation (RFQ) process.

WHS Prequalification requires each contractor to respond to a series of questions and demonstrate that key requirements for the management of WHS are addressed. While commentary is required to support prequalification assurances, submission of WHS management systems documentation is not generally required for pre-qualification, though may be requested by Horizon Power during the delivery of work.

2.2 Contractor WHS Onboarding

All contractor and sub-contractor workers must be inducted into Horizon Power and may require approval prior to the commencement of work.

There are two ways for a contractor to be approved. Details are provided on the [Contractor-Installers page of Horizon Power Internet Site](#) and include:

- Self-Managed Registration - For contractors undertaking lower risk works on Horizon Power support assets or working on a deemed 'Complex project' for Horizon Power.
- Contractor Authorisation Process - For contractors undertaking prescribed and specified works on or near electricity generation and network assets. For example: linework, generator maintenance, cable jointing etc.

A general induction is provided online through the induction process and covers general WHS requirements along with an overview of Horizon Power's Critical Risks and key controls for high-risk activities.

A local induction may also be required when working on a Horizon Power managed site. The local induction will be provided through your Horizon Power contact or a nominated site host. The site host may also conduct assurances prior to the commencement of work to ensure that site requirements are met by the contractor (i.e., safe methods are in place for the work, registration or authorisation is held etc)

In addition to onboarding of individuals prior to the commencement of work contractors may be required to work with Horizon Power to:

- Conduct risk workshops or assessments to inform the approach to the work.
- Establish WHS management plans for the work.

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- Determine the approach to emergency management for work where there are shared resources or accountabilities.
- Determine delineation between contractor and Horizon Power controlled areas (particularly where the contractor is engaged as a Principal Contractor).

2.3 Contractor WHS Monitoring

Horizon Power may conduct monitoring during the delivery of work to satisfy itself that assurances made at pre-qualification are being met. Monitoring may include:

- The collection of information, including incident or injury data as set out in contractual agreements.
- The review of assurances made at pre-qualification to determine if they are being met during the delivery of work.
- Spot checks to ensure that general WHS requirements are being met during the delivery of work.
- Follow up to determine whether agreed actions have been addressed.

During monitoring Horizon Power will also seek to understand what/if anything it needs to do to address any WHS matters it influences.

2.4 Performance Review

The review of a contractor's performance will be undertaken formally or informally depending on the scope and duration of the work. Your Horizon Power contact will discuss your involvement with this phase as applicable.

3. General WHS Requirements

Horizon Power expects its contractors to meet the requirements of WHS and Electricity Network Legislation (where applicable) during the delivery of work. Specific requirements relating to the scope of work may be addressed between Horizon Power and the contractor.

The following key requirements are expected to be effectively managed by contractors and these may be monitored by Horizon Power during the delivery of work:

- Contractor registration and authorisation requirements are met for all workers inclusive of sub-contractors.

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- Risks associated with the work have been identified and controlled with Safe Work Method Statements (SWMS) or equivalent procedures demonstrating recognition and control for all high-risk work and relevant critical risks.
- All contractor workers and sub-contractors hold the licences and qualifications required by legislation for their work.
- The plant and equipment used in the work is suitable for the work and is tested and maintained in accordance with manufacturer, Australian Standard and/or regulatory requirements.
- Effective Supervisory arrangements are in place.
- Controls are in place to mitigate the risk of dropped objects during overhead work and lifting activities.
- Controls are in place to mitigate risk associated with trenches and excavations.
- Controls are in place for the movement of mobile plant and vehicles in the workplace.
- Confined spaces are not entered unless the engagement specifically addresses confined space entry, and permits, entry systems and rescue processes are in place.
- Effective traffic and pedestrian management is in place in public areas where required.
- Permits required for the work have been issued and are adhered to.
- Work is not conducted on the Electricity Network or Generation assets without required authorisations and permitting.
- Systems and processes are in place for the management of fatigue, lone & remote work, thermal stress, and psychosocial risk as relevant to the work scope and location.
- Personal Protective Equipment (PPE) is provided, maintained and is appropriate for the hazards present during the work.
- Emergency arrangements are in place and address the risks associated with the work and work location.

3.1 High Risk Work.

All contractors must meet the requirements for the management of high-risk construction work as defined by the Western Australian Work Health and Safety Regulations 2022 and as outlined in relevant Codes of Practice.

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High risk construction work that may be included during delivery of work for Horizon Power is outlined in Table 1.

Table 1 High-Risk Construction Work

Working on or near electrical installations and services including Horizon Power’s network
Working at height
Involving the use of dangerous goods, hazardous substances, or explosives
Working in, over or adjacent to water or other liquids where there is a risk of drowning
Involving the disturbance or removal of asbestos
Working in a confined space
Working in an area that may have contaminated or flammable atmosphere
Lone or remote work
Demolition
Working on or near pressurized gas distribution mains and consumer piping
Work involving structural alternations that require temporary support to prevent collapse
Work involving excavation to a depth greater than 1.5 metres
Work involving tilt-up and precast concrete construction work
Work on or adjacent to roadways or railways used by road or rail traffic
Work affecting public access, pedestrian, traffic, or plant movements
Working on sites where there is any movement of powered mobile plant
Working on or near chemical, fuel, or refrigerant lines

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3.2 Critical Risks

Horizon Power have identified 8 Critical Risks associated with its undertakings along with a suite of controls for the management of Critical Risks. These will be shared with each Contractor as part of the onboarding phase.



3.3 Alcohol and other Drugs

Horizon Power conducts random, blanket, for cause and post incident alcohol and other drug testing at its sites. Contractors may be required to participate in testing and are required to meet Horizon Powers requirements, as outlined below.

Due to the risks to health and safety:

- The consumption of alcohol is not permitted at the workplace or during work hours.
- All workers and visitors must have zero blood alcohol content (BAC) at all times.
- The use of illicit drugs is not permitted at any horizon power workplace or during work hours.
- Workers must not be under the influence of illicit drugs at the workplace and/or during work hours.
- The possession, solicitation, or distribution of illicit drugs or drug paraphernalia is not permitted at any Horizon Power workplaces.
- The unlawful use or distribution of prescription medication is not permitted at the workplace and/or during work hours.

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- The use of any prescription medication that may have an impact on a worker's ability to work safely must be reported to the worker's leader prior to the commencement of work.
- Medical practitioner advice should be sought if unsure of the potential for prescription medication to have an adverse impact on ability to work safely.
- The provision of alcohol at workplace sanctioned events must be at the discretion of, and under the direction of the organising General Manager. Where the event falls within normal working hours, clear direction on the cessation of work must be given prior to serving alcohol.
- Where alcohol is provided, or received as a gift in the workplace, containers must remain unopened and be taken from the workplace on the day they are received.

4. Summary

Your Horizon Power contact is your primary support person and is to be your first point of call for all phases of your work. Your contact will facilitate each phase and seek assistance from other Horizon Power team members as needed to support you.

We extend our appreciation for your commitment to WHS as you conduct your work for Horizon Power.