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SERVICE PROVIDER SAFE SYSTEM OF WORK PROCESS

WI29.600

Revision 5

Safety

1.0 PURPOSE

The Service Provider Safe System of Work Process (SPSSoWP) describes the process for the safe engagement and management of Service Providers conducting work on our sites, ensuring GFG Alliance Australia Contractor Management Code of Practice requirements are adhered to.

2.0 SCOPE

The SPSSoWP applies to all internal Service Providers (e.g. Central Engineering, IT, etc) and Contractors undertaking work on the Company's premises, who could become directly involved in the maintenance or production activities, consulting or involved in a labour hire arrangement working under direction of the Company.

The SPSSoWP does not directly apply to how the Company engages an Embedded / Strategic Contractor working under their own approved Safety Management System. Embedded / Strategic Contractors must ensure they meet the minimum standards outlined the GFG Alliance Australia Codes of Practice – Contractor Management when engaging Sub-Contractors.

3.0 REFERENCES

ARI-WHS-CTR-COP-001	-	Codes of Practice – Contractor Management
SA31.245	-	SIMEC Mining and Liberty Primary Steel Whyalla Site Conditions
QP29.13	-	Safety Risk Management
QP50.57	-	Environment Risk Management
QP50.67	-	Environment Incident and Spill Management
QP31.09	-	Sourcing and Procurement Guidelines
WI50.006	-	Core Environment Rules
FORM29.600	-	Plant /Area Hazard Assessment
FORM29.601	-	Site Inspection Minutes
FORM29.602	-	Job Safety & Environmental Analysis
FORM29.603	-	Authority to Work Permit
FORM29.604	-	Communication Form and Manning Sheet
FORM31.01	-	Scope of Work

Liberty Primary Steel only

QP29.06	-	Incident Investigation and Reporting
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SIMEC Mining only

QP75.WHS.INV.001	-	Incident Investigation and Reporting
WI75.WHS.RSK.001	-	Risk Management Tools
TOOL75.WHS.CRT.001	-	Service Provider Engagement vs. SPSSoWP Elements



4.0 DEFINITIONS

4.1. Contractor

Person(s) contracted to carry out work for and on behalf of the Company including Sub-Contractors, Labour Hire personnel and self-employed persons, for the period of time defined by the contract. Contractors employing Sub-Contractors to perform all or part of the work are deemed the 'Principal' Contractor within this procedure. (NB. A Contractor is also referred to a 'Supplier' in SIMEC Mining and Liberty Primary Steel Whyalla Site Conditions (SA31.245)).

4.2. Approved Contractor

Approved Contractors are Contractors that have satisfied documented Commercial, Legal, Safety and Environmental criteria, including relevant insurances, and have been approved by the Company's sourcing and procurement team to conduct work for the Company.

4.3. Jobbing Contractor

Approved Contractors engaged to carry out work for and on behalf of SIMEC Mining where there is a formal process for site control handover and the health and safety requirements outlined in their Contract meets and/or exceeds SA31.245.

4.4. Sub-Contractor

A Contractor working for the Principal Contractor.

4.5. Labour Hire Worker

A labour hire worker is a person engaged through a labour hire company. These workers may be employed directly by the labour hire company, or by the labour hire company through a third party.

From March 1st, 2018, all labour hire workers engaged need to be working for a licensed labour hire company. Transition period to comply up to and including August 31st, 2018.

4.6. Service Provider

A Contractor or a SIMEC Mining / Liberty Primary Steel Service Department (e.g. Central Engineering or IT) contracted to or internally engaged to carry out work for the Company

4.7. Authorised Person

A person authorised by the Plant Manager to perform specific tasks as defined in Department Registers

4.8. Contract

An agreement with a Service Provider to perform a site task, e.g. a Work Order raised on an internal department to provide labour or complete a specific task, or a Purchase Order raised on an external company to undertake site work.



4.9. Contract Manager

A nominated person from the SIMEC Mining and Liberty Primary Steel sourcing and procurement team overseeing contractor compliance to agreed contract conditions.

4.10. Contractor Controller

A person authorised by the Department / Business Area / Stream Responsible Manager, who is responsible for the management of Contractors and/or Internal Service Providers in accordance with this procedure. (NB. SA31.245 also states they are SIMEC Mining's nominated and approved officer who is directly responsible and accountable for ensuring that all works are undertaken in a safe manner, within budget and on time). (Refer to Attachment 4)

4.11. Task Supervisor

A person authorised by the Department / Business Area / Stream Responsible Manager who is responsible for the supervision of the Service Provider during the completion of work in accordance with processes outlined in this document that could include the Authority To Work, permits, procedures or SIMEC Mining or Liberty Primary Steel specific employee Safe System of Work risk management processes. (Refer to Attachment 4)

4.12. Service Provider Supervisor

A person engaged by the Service Provider to supervise their workers performing work.

4.13. Job Safety & Environment Analyses (JSEA)

A document developed prior to commencing work, which details hazards and control measures for each stage of a job/job step, so as to control the risks.

4.14. Plant / Area Hazard Assessment (PHA)

A written assessment of the specific & significant plant / area hazards, risk and controls that may be directly encountered by the Service Provider while doing the work outlined in the scope.

4.15. Risk Register

A database of hazards and their associated risks showing initial risk rating, current risk rating, planned or existing controls and ALARP (as low as reasonably practicable) status.

4.16. Significant Safety Hazards (Critical Hazards)

Significant hazards are hazards that have a consequence of medium or higher.

Indicatively this means the reasonably likely outcome from an interaction with the hazard would result in medical treatment or worse.

4.17. Significant Environmental Aspects

Significant environmental aspects and impacts have a consequence of minor (level 2) or higher. The likely outcome from an interaction with an aspect would result in adverse local public or media attention and complaints with regulator involvement. It could also likely result in legal non-compliances and breaches of environment legislation related to licence and approval conditions.

4.18. Non-compliance



An unexpected variation from normal processes of production or other activities resulting in the potential of, or actual, damage to plant, equipment or environment, injury or illness to Contractors/Sub-contractors or their employees or any other person.

4.19. Plant Owner

A person nominated by an appropriate Company Manager (Responsible Manager, Plant / Department / Location) as responsible for specific plant area and equipment (may only be for a specified period of time).

4.20. Work Method Statement (WMS)

A document created by the Service Provider and submitted as required with the tender or quotation. The WMS outlines how the work is intended to proceed and by whom (i.e. listing principal and any sub-contractors), and identifies appropriate references / procedures, and requirements.

The WMS is used to assist evaluation of tenders (where required), and sets the basis for development of the final JSEA and work permit.

4.21. Authority To Work Permit (ATW)

A form completed by Contractor Controller in conjunction with the Service Provider and Task Supervisor. The Authority to Work permit outlines the overarching requirements for the safe execution of work, authorisation to begin work, handover and hand back of plant. This will include the relevant documentation such as JSEA, isolation and other permits.

4.22. Company

Refers to SIMEC Mining and Liberty Primary Steel Whyalla

5.0 PROCEDURE

5.1. Criteria for selecting Approved Contractors

Contractors who are used on a regular basis may be listed as Approved Contractors. Using Approved Contractors allows and increased understanding of site processes, hazards, risk and controls. Consideration into selection and use of Approved Contractors should include appropriate safety, environment and quality systems and performance and relevant insurances.

Refer to QP31.09 – Sourcing and Procurement Guidelines regarding SIMEC Mining and Liberty Primary Steel's criteria and processes for selection and use of Approved Contractors.

5.2. Site Access & Training Requirements

Service Providers accessing or conducting work on the Company sites are required to understand and comply with their obligations outlined in SIMEC Mining and Liberty Primary Steel Whyalla Site Conditions (SA31.245).



Specifically, all Service Provider employees working on site should be trained in accordance with training outlined in Critical WHS and Environment Training (QP29.28) and legislative requirements relative to the work and tasks they are undertaking.

5.3. Professional Labour Hire

Professional Labour Hire workers are engaged in non-physical activities across Company sites. Elements of the SPSSoWP applied to the Professional Labour Hire engagement will be dependent upon the context of engagement.

5.4. Service Provider SSoW Process - Overview

Service Providers undertake work in many sites / departments across SIMEC and Liberty Primary Steel sites and their employees have various levels of knowledge of the plants and the associated hazards and risks in the plant areas. The SPSSoWP outlines elements required for management of site related work conducted by Service Providers so that the hazards and risks associated with the plant / area and work are appropriately managed and controlled.

If a Service Provider is to come into a plant / area and to do work for the requesting Department / Business Area, there are two ways the work can be completed;

1. The job can be managed by the Service Provider, which means taking control of the process by the Service Providers Supervision; or
2. The Service Provider can supply labour only and in this case the Plant / Department / Business Area must provide the Supervision

The type of Service Provider engagement with the Company will indicate what following elements of the SPSSoWP must be completed **prior** to the nominated works being undertaken:

- Scope of Work (written)
- [Site Inspection](#)
- [Plant / Area Hazard Assessment](#)
- Work Method Statement
- [Job Safety & Environmental Analysis](#)
- [Authority to Work Permit](#)
- Toolbox Meeting
- Hazard Prompt

The type of Service Provider engagement with the Company will indicate what following remaining elements of the SPSSoW Process are completed **during or after** the work, but are required for all nominated work:

- Observations and Auditing.
- Close out.
- Record Keeping.
- NCI Process.

Additional steps to control risks of major shutdowns may be implemented including SIMEC Mining providing the Contractor a major shutdown specific Safety & Environment Management Plan.

SIMEC Mining - Refer to Section 8.0 Documentation - Attachments to determine which



Service Provider engagement require some or all elements of the SPSSoWP for Liberty Primary Steel and SIMEC Mining controlled areas.

5.5. 5.5 Liberty Primary Steel Only – Additional Requirements

5.5.1. Labour Hire

If the Service Provider is supplying labour only, then the requesting department must closely supervise that labour. The Contractor Controller and Task Supervisor take the role of the Service Providers Supervision and are responsible for the development and execution of a WMS, JSEA / SSoW, Toolbox meeting, Hazard Prompt and Auditing / Observations. This requirement equally applies to Internal Service Departments when providing labour.

5.5.2. Experienced Personnel

Experienced personnel are permitted to use area based SSoW Hazard Assessments in place of this SPSSoWP provided that:

- a. The Service Provider is fully inducted, trained, experienced and would ordinarily be expected to complete tasks on site with minimal supervision. ie excludes new starters, new to job and Apprentices.
- b. The Service Provider understands the job procedure/work instruction, hazards and hazard controls, and fully understands and utilises the Safe Systems of Work process relevant to the area where work is to take place.
- c. The Service Provider's SIMEC Mining / Liberty Primary Steel work group manager has approved work under this exemption.
- d. The Service Provider's name be recorded on a register maintained by the Central Engineering (if employed by/through CE) or Operations Area work group manager.

5.5.3. Electrical / Instrumentation Personnel (Only)

1. Supervision protocols for Apprentices as outlined in QM37.02 shall be applied in all circumstances. Where an Apprentice is working in accordance with this protocol they are considered to be working under the Safe System of Work established by their supervisor.
2. Service Provider personnel who are experienced but not specifically in a plant area are able to work under the area SSoW process provided that they work under the guidance of an experienced Service Provider registered to work in that area or experience personnel permanently assigned to that area.
3. Where personnel are temporarily re-assigned from one Operations Business Unit to another they are able to work under the area SSoW process provided that they are inducted, trained and fully familiar with the area, its hazards and relevant controls. Where not experienced, work can be completed under the area SSoW process under the guidance of an experienced person who has the required awareness of the hazards.

6.0 SPSSoWP – ELEMENTS



6.1. Scope of Work

The Contractor Controller will provide the Service Provider with a written Scope of Work that details the work to be undertaken and the limits or boundaries of the work. It includes references to:

- Legislative and other requirements (where applicable) such as Australian Standards, industry specific Codes of Practice and specific licensing requirements
- Company policies, procedures, Codes of Practice
- Any safety, environmental or other requirements specific to the task and/or site
- requirement for tenderer to provide a WMS outlining how they will address hazards
- requirement for evidence of insurance – public liability and workers compensation.

For simple tasks, this may be a short description in the item text of a requisition.

Where the scope of detailed tasks is known, it is recommended that the Scope of Work (FORM31.01) standard form is utilised.

Contractor Controller will then raise a requisition in SAP requesting quotations or tenders and provide relevant documentation. Contractor Controller to review Approved Contractors register.

A work permit for approval of urgent/emergency work may be used whilst a Purchase Order is being generated.

6.2. Plant / Area Hazard Assessment (PHA)

The Contractor Controller will provide the Service Provider with a Plant / Area Hazard Assessment. This is so that the hazards and risks are considered during the development of the work method and JSEA by the Contractor.

PHAs should be developed from the controlled Plant / Area Risk Register. If not available, the Plant / Area Hazard Assessment (FORM29.600) can be used.

The Contractor Controller should assess the intended work area to verify that the electronically generated PHA (where available) does include all the significant plant hazards and risks present in the area. If a new significant hazard/risk is identified, add it to the PHA and consult with the Plant Owner to consider if it needs to be added to the Risk Register.

NOTE: The PHA should not be cluttered with the general hazards covered by the Departmental Induction training, trade skills and general safety information.

6.3. Site Inspection

The Service Provider arranges for all participating contractors to view the site and step through the scope at the same time. This provides all participating Service Providers with



the equivalent information and opportunity to question and generate understanding of the scope and work environment. The following information is stepped through in the site inspection:

- Scope of work.
- The worksite conditions and constraints.
- Interaction with other work or tasks.
- Operational Constraints.
- The Plant / Area Hazard Assessment.\
- Environmental impacts / requirements of the task
- Assessment of manning levels and equipment requirements.

6.4. Work Method Statement (WMS)

The WMS is completed by the Service Provider and submits it along with the tender response (where tender required). The WMS outlines:

- How the work is intended to be done.
- Who will be doing it (i.e. listing principal and any sub-contractors).
- Any appropriate references or procedures.
- Other requirements or assumptions by the service provider.

The WMS is used to assist evaluation of tenders, and sets the basis for development of the final JSEA and work permit.

6.5. Tender Assessment and Contractor Selection

Contractor Controllers will apply a selection criteria in assessing and selecting a Contractor to conduct the required work. Refer to QP31.09 – Sourcing and Procurement Guidelines regarding the Company procedures assessing and selecting a Contractor.

6.6. Job Safety and Environment Analysis (JSEA)

The JSEA is completed by the Service Provider (satisfying the requirements of the format indicated in (FORM29.602) and will outline the following:

- Job steps the work is to be broken into.
- Hazards and risks (including environmental risks) associated with identified hazards and risks from the PHA's that are relevant to the work area or job step.
- Control methods (i.e. equipment / procedures, etc) are used to control the risks associated with the hazards and risks from the PHA.
- Service Provider to stop work if any tasks, hazards or risks change or controls are not effective and report to the Company assigned Task Supervisor.
- The duty of identifying hazards and risks associated with the specialised task(s) being performed and control measures proposed remains the responsibility of the Specialist Service Provider.



The controls selected should be in alignment with the 'Hierarchy of Control' for Risk Management (QP29.13), the Codes of Practice and our significant risk procedures and standards outlined in the SIMEC Mining and Liberty Primary Steel Whyalla Site Conditions (SA31.245).

The controls selected should be aligned to the following acronym (HERS):

- **H**ierarchy of control – methodology is used.
- **E**ffective – Results in a real risk reduction.
- **R**ealistic – Can be implemented for the task.
- **S**pecific – Clearly describes the specific control.

The JSEA should be prepared in consultation with the people who will be doing the work and submitted to the Contractor Controller for review and acceptance prior to the work commencing. All workers should have read, understood and signed onto the JSEA prior to commencing their task.

The JSEA should be viewed as a dynamic document which should be altered when new safety hazards, environmental aspects or job steps are identified. This is agreed between the Contractor Controller and the Service Provider before work can recommence.

The JSEA should incorporate the Environmental compliance requirements, for example, Dust Management, Vegetation Clearance and Soil Disturbance that may be associated with the tasks and how they will be managed.

6.7. Authority To Work Permit (ATW)

The Contractor Controller completes the ATW (FORM29.603) on behalf of the Plant Owner. Where the Contractor Controller is not authorised in the plant area, the Plant Owner should countersign the ATW.

The ATW gives the authority to the Service Provider to start the work in the scope on the agreed date. The ATW is the final signoff that all the appropriate internal systems and procedures have been complied with, the system of work is considered safe and the Plant Owner allows the Service Provider to conduct the work.

The ATW is broken into 3 main sections:

6.7.1. Pre-Work WHS Considerations Checklist

The Contractor Controller signs off the system check and nominates a Task Supervisor who will be in control of the work during execution. This verifies that the Contractor Controller is satisfied that the Service Provider:

- Understands and is able to execute the scope.
- Understands and will adequately control the risks and hazards associated with the plant area (PHA) and tasks (JSEA) being completed.
- All internal systems and procedures are being complied with and used appropriately during the execution of the work. This includes relevant permit numbers such as isolation, gas clearance, confined space, penetration, vegetation clearances etc. if required should be noted and attached. These documents must be properly prepared, authorised and referenced. If this is not possible at the system check stage then it must be noted and completed before plant hand over.



6.7.2. Task Commencement (Plant Hand Over)

The Task Supervisor and the Service Providers representative complete the handover section together. The Task Supervisor is authorised to handover the plant to the Service Provider once final permit requirements are completed (e.g. isolation permits completed on the day). The Service Provider is required to accept the plant / area and conduct a Pre-work toolbox and Pre-Task Risk Assessment (eg. STAR, Hazard Prompt) before work begins. Once plant handover is completed the designated plant area and task are considered to be under the control of the Service Provider and they are authorised to begin work.

6.7.3. Task Completion – Checklist (Plant Handback)

The Task Supervisor and the Service Providers representative complete the hand back section together. The Task Supervisor is authorised to accept the plant back from the Service Provider once they have verified that:

- The Scope of Work has been completed to the agreed standard.
- The plant is in the agreed condition for hand back.
- The Plant Owner has been notified.

Once hand back is completed control of the designated plant area is handed back to the Plant Owner. The Task Supervisor is authorised to do this on behalf of the Plant Owner.

6.8. Relationship between JSEA and ATW

The ATW is the linking document to ensure that all other elements within the SPSSoW Process has or will be completed as part of the process. An ATW is to be issued to a Service Provider prior to the commencement of the work.

If a number of jobs are being undertaken by the same Service Provider within an area of the plant, there are two options available for the issuing of an ATW;

- Provide one ATW for the entire job but referencing the JSEA's and PHA's for each task and attach these documents, plus copies of relevant permits / clearances, or
- Create a unique ATW with associated documents for each task.

6.9. Toolbox Meeting

The Service Provider must have a meeting with the work crew that are executing the scope of work to discuss the JSEA and , the safety hazards, risks and environmental aspects that will be encountered and the agreed control measures to manage those safety hazards, risks and environmental aspects.

Toolbox meetings are required at the following times:

- Prior to the commencement of work.
- Change of shift or a new crew starting work.
- Change of scope or hazards, risks and controls associated with the work.

The Service Provider must keep a written record of the meeting, the topics discussed (dot points as a minimum), and who attended. The record is kept on the Site Daily Manning Sheet (FORM29.604). A copy needs to be forwarded to the Task Supervisor

6.10. Pre-Task Risk Assessment



The Service Provider's work group is required to conduct a Pre-Task Risk Assessment (eg. STAR or Hazard Prompt) at the beginning of each shift to identify and address any further safety hazards, risks and environmental aspects associated with the work ahead.

This is intended as an opportunity to review the JSEA / SSoW at the work front and identify further controls required before work begins. If this identifies any uncontrolled risk, then work crews will stop and have the JSEA reassessed by the Service Providers Representative and the Task Supervisor.

Service Providers can use the Company's Pre-Task Risk Assessment (SIMEC Mining = STAR, Liberty Primary Steel = Hazard Prompt), their own equivalent tool or update their JSEA documentation.

6.11. Validity Period

The Authority to Work permit is valid for the duration between the start and finish dates (inclusive) on the form. For work conducted on shift, the Service Provider's Supervisor, responsible for that task will pass the ATW to the next Supervisor.

If an extension or variation to the original task is organised or new hazards are identified and require controls, the JSEA will be re-visited and a new ATW issued.

6.12. Long Term ATWs

Long term ATW's are used for service providers that regularly conduct the same tasks as part of the operation who are not considered an embedded contractor. The work is normally repetitive in nature, not complicated and there is minimal variation to the hazards and risks for the task and plant areas (for example; regular commercial cleaning services).

Special Conditions for the Use of Long Term ATW's;

- The maximum duration allowed is 12 months.
- The Frontline Manager is the only person authorised to issue the ATW. They counter sign above the Contractor Controller on the back of the ATW Form.
- The task should be regular and conducted at intervals of 1 month or less.
- The Service Provider conducts a Pre-Task Risk Assessment (eg. STAR or Hazard Prompt) at the start of each shift / job and available on request.
- The Service Provider signs in to the work area as per the department / area sign procedures.
- The Service Providers JSEA / SSoW are available.

A Long-Term ATW **CANNOT** be issued to allow non-repetitive tasks to be undertaken over a period of time, e.g. general plant maintenance activities. It is specifically designed for specific tasks that are undertaken on a frequent basis by the same Service Provider.

Personnel conducting tasks for the first time, must report to the Contract Controller when accessing site until decided as competent by the Contract Controller (example: Coke Ovens bobcat clean up under conveyor system)

6.13. Audit and Review



6.13.1. Auditing

Department / Site Manager – review ATWs for periods extending beyond four months.

6.13.2. Contract / Contractor Review, Evaluation and Feedback

Refer to QP31.09 – Sourcing and Procurement Guidelines regarding the Company processes for undertaking contract / contractor review, evaluation and feedback.

6.13.3. Contractor Safety Key Performance Indicators (KPIs)

KPI data is collected for Approved Contractors as per SA31.245 and any other agreed requirements outlined in the Contract.

6.13.4. Safety Behaviour Observations / Interactions (SBOs)

Task Supervisors will conduct SBOs focusing on adherence to JSEAs, scope of work and on observed behaviours from Contractor workers. Refer to Safe Behaviour Observations (SBOs) / Safety Interactions (QP29.42).

Should the Task Supervisor identify any significant divergence from the JSEA or safety or environmental issue, the job will be stopped and reevaluated.

If the divergence is considered an incident, then Task Supervisor must follow the Company's incident investigation process Incident Investigation and Reporting (QP29.06 for Liberty Primary Steel and QP75.WHS.INV.001 for SIMEC Mining).

It is also expected that the Contractor will be completing their own SBOs / audits to ensure adherence to the JSEA and the Company's systems and procedures.

6.14. Non-Conformance Issues (NCI)

As part of the SPSSoWP, Service Providers may sometimes breach the site conditions or other obligations under their contract. These issues are to be managed on their merits and in consultation with the Service Providers supervision. The NCI process is the process used to identify the issues and help manage the improvement activities to ensure that reoccurrence does not occur

An NCI is entered into IRMS as an Internal Site Audit and actions assigned to the Company representative responsible for managing the Contractor or Task.



6.15. Record Keeping

Service Providers are required to return all SPSSoWP documents to the Contractor Controller at completion of the work. Records need to be maintained as per the QP02.12 (Records Management System) for a period of 5 years. This is intended to allow post-job audits to be completed and can be used as a reference for future/repeated tasks.

It is recommended that at the completion of a task, all of the SPSSoWP documentation is scanned and uploaded into SAP as history associated with the Work Order.

If 'hard copies' of the SPSSoWP are retained they must be kept for a period of 5 years.

Any confidential records, i.e. quotes, tenders, claim sheets or anything related to finances are to be sent to Procurement for records retention.

7.0 RESPONSIBILITY

7.1. General Manager

- Set the process for engagement of Service Providers.
- Check effectiveness of systems and processes for engagement of Service Providers.
- Check the business is adequately resourced to comply with the process.

7.2. Business Unit Manager or Embedded Contractor's Manager

- Check the Business Unit applies the Service Providers Safe System of Work Process for engagement of Service Providers.
- Authorise Contractor Controllers and Task Supervisors to act on behalf of the Business Unit in alignment with this procedure.
- Authorise Long Term ATWs.

7.3. Manager

- Check that the authorised Contractor Controllers and Task Supervisors remain competent, adequately trained and skilled for the role.

7.4. Plant Owner

- Check the Service Providers Safe System of Work Process is being applied in their plant area for the engagement of Service Providers.
- Counter sign ATW's for Contractor Controllers not authorised in the plant area.

7.5. Contractor Controller

- Builds the safe system of work for engaged Service Providers in alignment with this procedure.
- Tasks specific to the Contractor Controller are: Write Scopes of Work, Conduct Site Inspections, Complete Plant Hazard Assessment's, assess adequacy of Work Method Statements and Job Safety Environment Analysis's, assess internal requirements for the task (permits etc.) and Records.
- All tasks specific to the Task Supervisor.



SERVICE PROVIDER SAFE SYSTEM OF WORK PROCESS

WI29.600

Revision 5

Safety

7.6. Task Supervisor

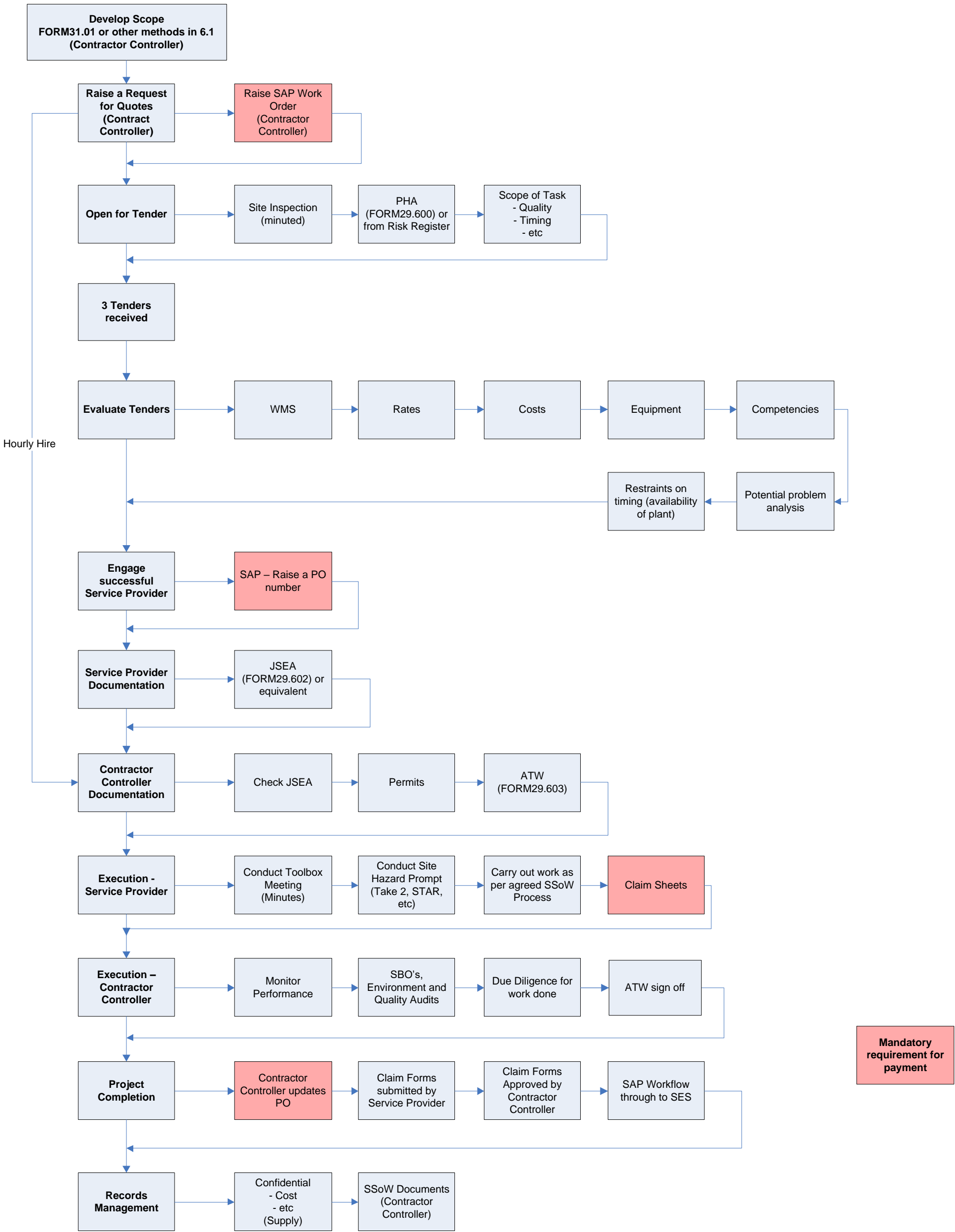
- Executes the safe system of work for engaged Services Providers, as built by the Contractor Controller.
- Tasks specific to the Task Supervisor are: Plant Hand over, Plant Hand back, Toolbox talks, Hazard Prompts, Audits, SBO's.
- Verify Service Provider employees are adequately trained for the tasks they will do and authorised areas they will access.
- Check there is adequate access to the ATW documentation for the workers in the work crew.
- Development of the Service Providers Safe System of Work for Labour Hire workers.

8.0 DOCUMENTATION

Attachment 1 Systems	Flowchart – Liberty Primary Steel Service Provider Safe of Work Process
Attachment 2	Flowchart – SIMEC Mining Planned or Scoped Task / Consultant (Physical Work) / Authorised Internal Service Provide Safe Systems of Work Process Elements
Attachment 3	Flowchart – SIMEC Mining Labour Hire / Consultant (Non- Physical Work / Professional) / Authorised Internal Service Provider Safe Systems of Work Process Elements
Attachment 4	Contractor SSoW Process Role Responsibilities
TOOL75.WHS.CRT.001	SIMEC Mining Service Provider Engagement vs. SPSSoWP Elements

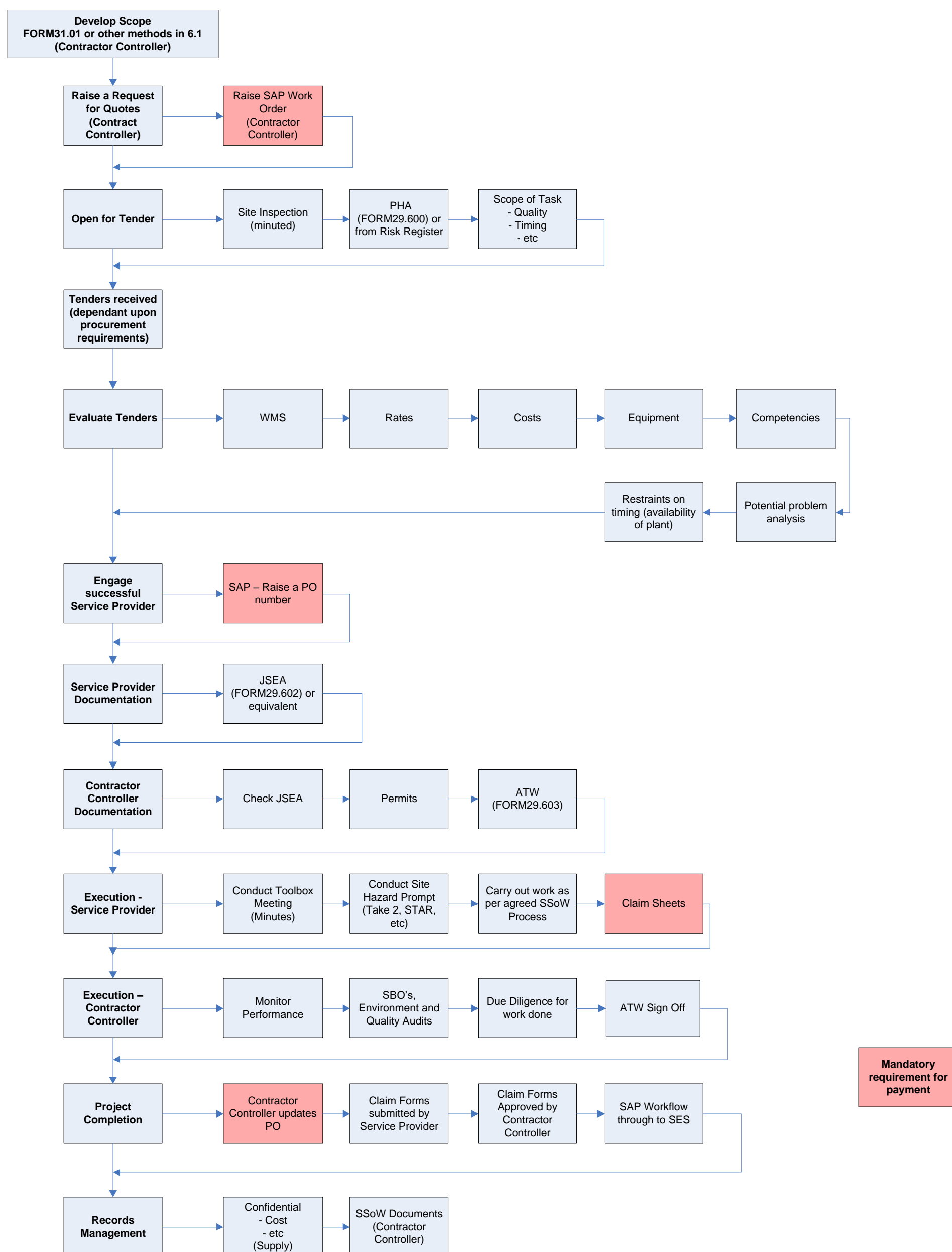


SAFE SYSTEMS of WORK Process



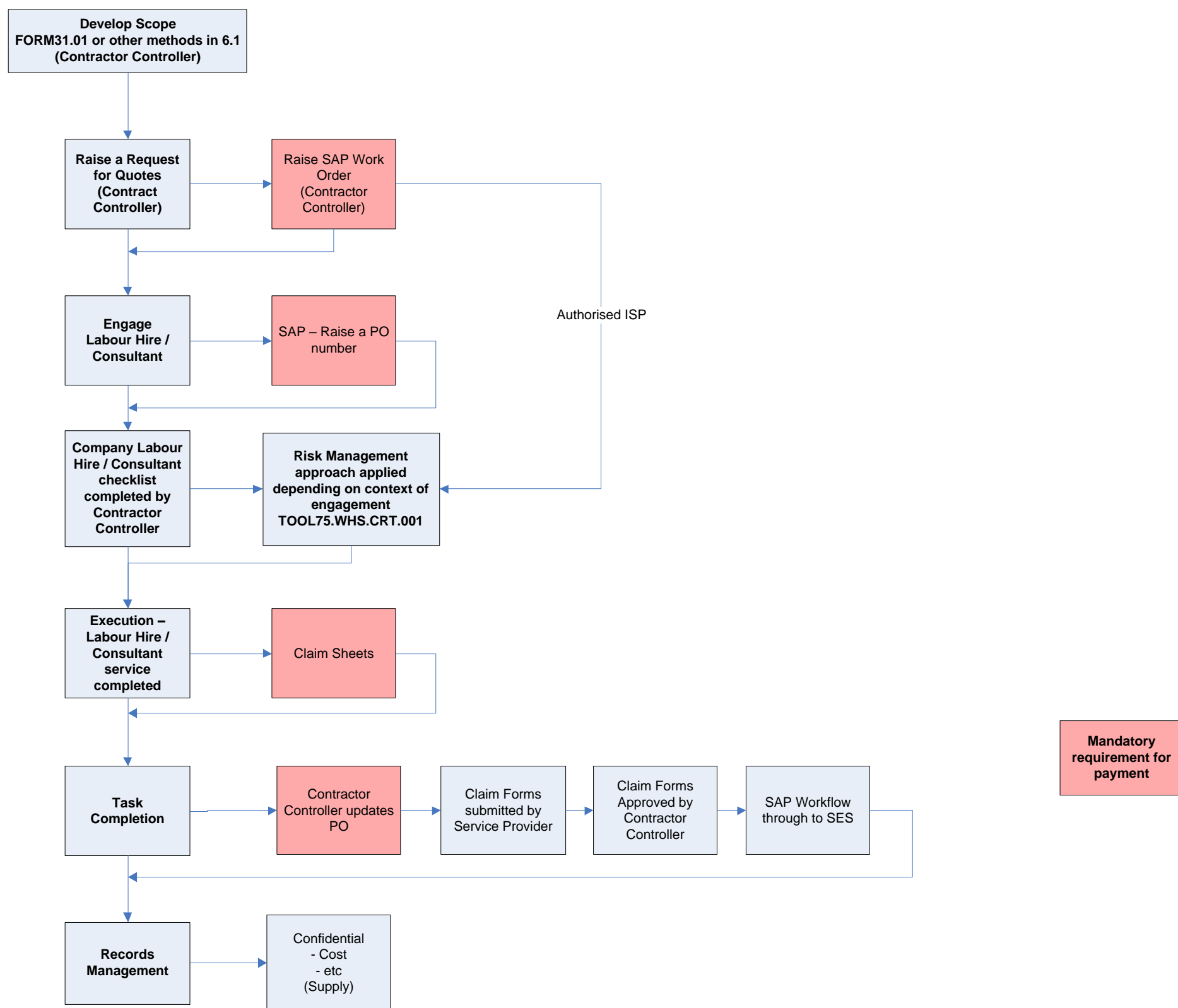


Planned or Scoped Task / Consultant (Physical Worker) / ISP Authorised Tasks SAFE SYSTEMS of WORK Process Elements





Labour Hire / Consultant (Non-Physical) / ISP Authorised Tasks Safe Systems of Work Process Elements



CONTRACTOR SSOW PROCESS ROLE RESPONSIBILITIES

A

CONTRACTOR CONTROLLER (previously "Project Controller")

- The "Contractor Controller" builds / compiles the Safe System of Work.
- Defines the Scope of Work
- Facilitates Site Inspections
- Provides a PHA (Plant / Area Hazard Assessment)
- Assess Contractor Work Methodologies
- Assess Quality & Content of Contractor JSEA's
- Develop / Organises relevant Permits
- Addresses any queries raised by Contractors in the pre-planning process
- Ensure all above is in place and agreed to prior to issuing the formal Authority to Work (ATW) permit

B


TASK SUPERVISOR

- Receives and Understands the scope of work and the Safe System of Work from Contractor Controller
- Works with the Contractor, to execute the task in alignment with the established Safe System of Work (any deviations to task scope or Safe System of Work escalated to Contractor Controller to remediate)
- Ensures tasks completed to quality required
- Field Queries from Contractor on the job
- Involved in Toolbox Talks, SBO's and Work Quality
- NOTE: If the Contractor Controller is the person directly supervising the work, then they assume the role of Task Supervisor

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CONTRACTOR SUPERVISOR (The "Contractor")

- The on-site Leader, representing the Contractor
- Understands scope of work and supporting Safe System of Work requirements
- Ensures work is completed to quality required, per the scope of work
- Provides immediate and direct supervision and duty of care for service provider workers
- Escalates any deviation to scope of work / Safe System of Work to Task Supervisor
- Ensures sub-contractors are managed to same level (or greater) than the established Safe System of Work requirements

	AUTHORITY TO WORK PERMIT	FORM29.603 Revision 3 Safety
Job Description: _____		ATW No: _____
Long Term A.T.W. <input type="checkbox"/> (Refer back page for details)		
W/O / Line No: _____		Order / Line No: _____
ATW Valid for Period Starting: _____ and Finishing: _____		
PLANT AREA: _____	PRINCIPAL CONTRACTOR: _____	
SAFE SYSTEMS of WORK CHECKLIST		
<input type="checkbox"/> 1. PLANT / AREA HAZARD ASSESSMENT. <input type="checkbox"/> 2. JOB SAFETY and ENVIRONMENTAL ANALYSIS (JSEA) ATTACHED. <input type="checkbox"/> 3. PERMITS AND OTHER DOCUMENTATION: Required before starting work, referenced in the JSEA.		
Isolation Permit / Procedures No. _____	Environment Management Plan No. _____	
Isolation Board identification No. _____	Vegetation Clearance Permit No. _____	
Isolation Board Location _____	Excavation Clearance / Penetration Permit No. _____	
Confined Space / Hazard Zone Cert No. _____	Hot Work Permit No. _____	
Prevention of Falls Permit No. _____	Other _____ No. _____	
<input type="checkbox"/> 4. DEPARTMENTAL INDUCTION SUMMARY: Departmental induction summary attached to provide general safety guidance. <input type="checkbox"/> 5. COMMENTS / NOTES / ADDITIONAL INFORMATION (Attached)		
Contractor Controller: (print) _____ (Sign) _____ Date: _____ Nominated Task Supervisor: (print) _____ CONTACT phone number _____		
PLANT HAND OVER		
Plant hand over to Contractor I confirm that the Contractor has been briefed in items 1 - 5 above. The Plant is available and access to the nominated areas is granted Task Supervisor / Plant Owner: Date: _____ (print) _____ (sign) _____		ACCEPTANCE BY CONTRACTOR (Service Providers) I hereby agree that I have read, fully understand and will comply with the items 1 - 5 above. Service Provider Supervisor (print) _____ Date: _____ (sign) _____ CONTACT phone number _____ <input type="checkbox"/> I confirm a minuted toolbox meeting shall be held prior to job start / shift change or change of circumstances to convey job Hazards / controls identified in the SSOW
HAND BACK - CHECK LIST		
<input type="checkbox"/> All nominated works has been completed <input type="checkbox"/> Plant is restored to the agreed state		<input type="checkbox"/> Work has been completed to a satisfactory standard <input type="checkbox"/> Plant owner has been notified
Task Supervisor (print) _____	Service Provider Supervisor (print) _____	
Date: _____ (sign) _____	Date: _____ (sign) _____	
Comments: _____		

Original document retained by the Contractor Controller for 3 years as per department registers – Copy to Contractor