DATA ITEM DESCRIPTION

1. DID NUMBER: -V5.0
2. TITLE: HEALTH AND SAFETY MANAGEMENT PLAN
3. DESCRIPTION and intended use

The Health and Safety Management Plan (HSMP) describes how the Contractor will manage Work Health and Safety (WHS) requirements, Issues and risks associated with the work to be performed under the Contract.

The Contractor uses the HSMP to:

identify the WHS requirements to be met in the performance of work under the Contract, including requirements for Commonwealth Premises, when applicable;

define, manage and monitor its program of activities in relation to WHS matters (including hazard and risk identification and the management of risks to health and safety consistent with the WHS Legislation);

provide direction and guidance to the Contractor’s team (including Subcontractors) in relation to WHS matters, their responsibilities and the processes to be used; and

ensure all relevant persons consult, co‑operate and co‑ordinate activities with all others who have a related WHS duty in relation to the same matter in accordance with the WHS Legislation.

The Commonwealth uses the HSMP to:

seek and achieve assurance that the Contractor and the Commonwealth can meet their statutory obligations with respect to WHS;

seek and achieve assurance that the Contractor provides safe outcomes, in terms of safety risks to Commonwealth Personnel and other workers associated with the work performed under the Contract;

gain visibility of the Contractor’s planning for meeting the WHS requirements of the Contract and to provide a basis for evaluating performance in relation to those requirements; and

consider how the Contractor’s activities co‑ordinate with the Commonwealth’s activities to assist with discharging the Commonwealth’s WHS duties in connection with the work to be performed under the Contract.

1. INTER-RELATIONSHIPS

The HSMP is subordinate to the Support Services Management Plan (SSMP).

The HSMP inter-relates with the following data items, where these data items are required under the Contract:

In-service Materiel Safety Plan (IMSP);

Environmental Management Plan (ENVMP);

Safety Data Sheets; and

Manifest of Hazardous Chemicals.

1. Applicable Documents

The following documents form part of this DID to the extent specified herein:

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| --- | --- |
|  | 1. Defence Safety Manual |
| 1. ISO 45001:2018 | 1. Occupational health and safety management systems— Requirements with guidance for use |
|  | 1. WHS Legislation and Codes of Practice approved under section 274 of the *Work Health and Safety Act 2011* (Cth). |

1. Preparation Instructions
   1. Generic Format and Content

The data item shall comply with the general format, content and preparation instructions contained in the CDRL clause entitled ‘General Requirements for Data Items’.

When the Contract has specified delivery of another data item that contains aspects of the required information, the HSMP shall summarise these aspects and refer to the other data item.

The data item shall include a traceability matrix that defines how each specific content requirement, as contained in this DID, is addressed by sections within the data item.

* 1. Specific Content
     1. Relevant Legislation and Policy

The HSMP shall list the legislation relating to WHS, including the WHS Legislation that is applicable to the work and the site(s) where the work is being, or will be, performed.

Where work is to be undertaken on Commonwealth Premises, the HSMP shall list the relevant Defence WHS policies and procedures, as identified in clause 12 of the SOW and clause 12.4 of the COC.

* + 1. Work Health and Safety Management

The HSMP shall describe how WHS matters applicable to Contract work and Contract workplace(s) are managed, including:

within the Contractor’s organisation, the names, positions and WHS responsibilities of all persons whose positions or roles involve specific WHS responsibilities;

the arrangements in place or proposed to be put in place between the Contractor, Subcontractors, the Commonwealth and other Commonwealth contractors, if applicable, for consultation, co-operation and the co-ordination of activities in relation to compliance with their duties under the WHS Legislation at the workplace(s) at which the work under the Contract is being, or will be, carried out;

the arrangements for managing, recording and reporting WHS incidents (including Notifiable Incidents);

any site-specific WHS rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules;

processes for hazard identification, risk assessment, risk elimination and risk minimising control measures, including if applicable, safe work method statements where required by the WHS Legislation;

the arrangements for the collection and any assessment, monitoring and review of safe work method statements, where required by the WHS Legislation; and

how WHS-related compliance and performance will be monitored, recorded and reported.

Where work is to be performed on Commonwealth Premises, the HSMP shall describe the Contractor’s processes for participating in, or reporting to, any applicable site management committees, health and safety management committees or similar bodies.

* + 1. Work Health and Safety Management System

The HSMP shall describe how the Contractor will establish and maintain a WHS Management System (WHSMS) that satisfies the requirements of clause 12.3.3 of the SOW.

If the Contract requires the WHSMS to be certified by an independent certification organisation, the HSMP shall state how this certification will be maintained.

* + 1. Subcontractors

Where Subcontractors are engaged in work on Commonwealth Premises, the HSMP shall describe how work conducted by Subcontractors is being, or will be, managed to meet Defence WHS requirements and not compromise Defence’s duty of care, including:

provision of appropriate safety training;

provision of appropriate site induction;

monitoring of safe work performance by Subcontractors; and

safety evaluation of the Services provided by Subcontractors.

* + 1. Commonwealth Personnel

The HSMP shall describe the content and frequency of induction briefings and training that will be provided to Commonwealth Personnel who will be located within the Contractor’s or Subcontractors’ premises, or on Commonwealth Premises occupied by the Contractor, if applicable.

* + 1. Hazard Identification, Risk Assessment, Elimination Strategies and Control Measures

The HSMP shall summarise the significant WHS hazards and risks that are inherent in the work to be performed under the Contract, including where the work performed under the Contract involves the performance of Prescribed Activities.

The HSMP shall describe the Contractor’s management approach to assess, eliminate and control those WHS hazards and risks identified in clause 6.2.6.1 that are assessed by the Contractor as significant and in those circumstances where the Contractor considers that the WHS management is inherently complex.

Where the Contract work involves discrete activities for which WHS management is inherently complex and would benefit from activity-specific planning (eg individual maintenance availabilities or for different levels or grades of maintenance), the HSMP shall include, in Annex B, activity-based WHS plans consistent with the specific content requirements of the HSMP.

* + 1. Emergency Plans

The HSMP shall outline the emergency plans to be maintained for the Contract work, including any Commonwealth coordination and other arrangements required in the event of an emergency.

* + 1. Problematic Substances and Problematic Sources

The HSMP shall include, at Annex A, details of the Problematic Substances and Problematic Sources that have been Approved in accordance with clause 12.1 of the SOW. Annex A shall include:

identification details, which for a Problematic Substance are sufficient to uniquely identify the relevant Safety Data Sheet in the Australian *ChemAlert* database;

locations, including any discrete sites or buildings within Commonwealth Premises where the Problematic Substances and/or Problematic Sources will be located;

for Problematic Substances, the maximum quantities or volume, as applicable, to be held at each location;

for Problematic Sources, the applicable ARPANSA source licence number;

the Approved purpose(s) for use; and

Approval details, including the Commonwealth Representative or their authorised delegate’s details, date of Approval, and details of related documents (eg, notices and minutes).

For Contract work not performed on Commonwealth Premises, the HSMP shall include reference(s) to the location(s) within the WHSMS, or otherwise, where Problematic Substances and Problematic Sources are detailed.

* 1. Annexes

Annex A: Approved Problematic Substances and Problematic Sources

Annex B: Activity-based WHS plans in accordance with clause 6.2.6.3