

CONTRACTOR MANAGEMENT PROCESS

6: CONTRACTOR SAFETY REPORT

The contractor shall supply details of the Personnel and Safety Statistics to the Principal's Representative/Site Contact as appropriate with copy to site Health and Safety Department.

REPORTING MONTH AND YEAR:			
Month:		Year:	

CONTRACT/CONTRACTOR DETAILS:			
<input type="checkbox"/> Callide A Station	<input type="checkbox"/> Kogan Creek A Station	<input type="checkbox"/> Wivenhoe Power Station	
<input type="checkbox"/> Callide B Station	<input type="checkbox"/> Other (Please Specify):		
<input type="checkbox"/> Callide C Station			
Contract/Project			
Contractor			
Principal Representative/ Site Contact		Date:	
Reporting Intervals	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly <input type="checkbox"/> At Completion

√	HOURS WORKED:	Period	Total
	Contractor or Site Working Hours: Total number of hours worked on site for the period.		

√	LAGGING STATISTICS:	Target	Total
	Near Miss Incidents: An incident which has the potential to cause harm to the environment, property or personnel		
	First Aid Injuries: A work related injury or illness requiring a one-time treatment and subsequent observations by a First Aider or Medical Practitioner e.g. bandage on a cut, treatment of superficial burns, cold compress on a sprain, etc.	0	
	Medical Treatment Injuries (MTIs): A work injury or illness requiring more than first aid treatment by a medical practitioner but resulting in no lost time e.g. stitches, strain requiring physiotherapy, fracture, etc.	0	
	Lost Time Injuries (LTIs): A work related injury or illness that results in time lost from one full day / shift.	0	
	Number of lost days incurred from Lost Time Injuries (LTIs): (for severity rate)	0	
	Number of Workers Compensation Claims: count of Work Cover claims submitted and accepted.	0	

√	LEADING INDICATOR STATISTICS:	Target	Total
	Workplace Inspections / Walk through: A review or check of a work area or site facilities to identify hazards or non-conformances		
	Safety Interaction / Observation: a behavioural assessment to identify or communicate hazards and recognising good safety behaviour /culture.		
	Toolbox / Pre-starts: A two-way safety conversation with the work group on a regular basis.		
	Take 5 (5x5) / TRA (2x2) completed: A spot risk assessment of a low risk task or re-assessment of an ongoing task which has a JSEA/Risk assessment/SWMS in place.		
	JSEA/Risk Assessment reviewed: a review conducted to ensure the work conforms to the documented controls and it is relevant to the task.		
	Hazards Identified (through hazard forms, walk throughs): Number of hazards identified on the job during the period.		
	Hazards Closed out: Number of identified hazards closed out/controlled or completed during the period.		

CONTRACTOR SIGN-OFF:			
Name:		Signature:	
		Date:	