	WHITEHAVEN GROUP	Document Owner:	Group Superintendent Safety and Training
		Document Approver:	Group Manager WHS
		Revision Period:	5 Year
		Issue:	7.0
		Last Revision Date:	17/08/2021


WHC-FRM-CONTRACTOR ENGAGEMENT

The purpose of this form is to:

- Assist the WHC Contractor Owner to determine the contractor class and the required level of management.
- Provide the Contracting Company with access to all relevant HSE information to enable them to identify any risks associated with the proposed scope of work.

The completed form must be uploaded to the contractor compliance database (Pegasus).

Details (List name and contact details)								
Contracting Company:								
Contractor Representative Name:								
Contractor Representative Email:								
WHC Contractor Owner Name:								
WHC Contractor Owner Email:								
Site(s) <input checked="" type="checkbox"/> applicable site/s								
GUN CHPP		MCC		NAR		Group Offices (SYD, BRI, NEW, GUN)		
ROC		SUN		TAR		Biodiversity Offsets		
VIC		WC		WIN		Other (detail):		
Scope of Work (attach additional documents if required)								
Contractor Classification Guide (answer questions below to determine classification – circle)							Y	N
1. Will the contractor be undertaking activities directly involved with mining, maintenance, processing, transportation or exploration?							Q3	Q2
2. Will the contractor be attending site routinely or be unescorted / unsupervised?							Q3	Class A
3. Will the contractor be undertaking activities at a Queensland mine site?							Class B	Q4
4. Does the contractor have specialist expertise not covered by the WHC HSE management system?							Class C	Q5

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5. Has the Contractor Owner determined work will be performed under the Contractor's HSE Management Plan?	Class C	Q6
6. Is the contractor undertaking a High Risk Activity as per Schedule 3 of NSW Work Health and Safety (Mines and Petroleum Sites) Regulation 2014?	Class C	Class B
Contractor Classification Result	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	

Sub-contractors (complete WHC-FRM-Sub-contractor Engagement for each company)

Will sub-contracting companies be used for the work?	Yes		No	
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Provide copies of completed forms to each relevant sub-contractor.

WHC Contractor Owner is to:

- Provide access to HSE information for the Contracting Company.
- Approve Class B contractors to work to WHC HSEMS and Class C contractors HSE Management Plans.
- Forward this form to the nominated Contractor Representative.
- Arrange for their appointment as the WHC Contractor Owner and the appointment of WHC Contractor Coordinators.

Contractor Representative is to:


- Obtain the relevant WHC HSE documents by accessing the below link:
<https://whitepapers.whitehavencoal.com.au/sites/papers/Pages/default.aspx>,

Username: Whitehaven\Healthandsafety

Password: HS!Admin

- Select the applicable mine site(s) on the right-hand side of the page on the WHC intranet to locate the documents.
- Review the documents prior to completing the acknowledgement below.

WHC HSE Document Review Acknowledgement	<input checked="" type="checkbox"/>
As a Class B Contractor , we have reviewed the WHC HSE documents and consider them to be consistent with our arrangements for managing HSE risks and will adopt the WHC documents as the basis for managing HSE risks at WHC sites.	
As a Class C Contractor , we have reviewed the WHC HSE documents and will ensure our HSE management plan is written in accordance with these minimum requirements. The HSE management plan will be issued to WHC for review prior to the commencement of work.	
We have completed a review of WHC HSE documents as required according to our classification.	

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WHC-FRM-CONTRACTOR ENGAGEMENT

System Acknowledgement	Print Name	Signature	Date
Contractor Representative:			
System Approval	Print Name	Signature	Date
WHC Contractor Owner:			

WHC Mine Operator or Delegate or Relevant Manager is to:

Review this completed form and approve the contracting company to be engaged at site or provide feedback as to why it was not approved.

Approval to Engage Company	Site	Name	Signature	Date
Mine Operator or Delegate (Mine Site) or Relevant Manager (Off Site):				
Mine Operator or Delegate (Mine Site) or Relevant Manager (Off Site):				
Mine Operator or Delegate (Mine Site) or Relevant Manager (Off Site):				
Mine Operator or Delegate (Mine Site) or Relevant Manager (Off Site):				
Mine Operator or Delegate (Mine Site) or Relevant Manager (Off Site):				

Note: A Mine Operator or Delegate or Relevant Manager may approve a Contracting Company for multiple areas or sites if they are authorised to do so.

A Delegate must have been appointed using the relevant delegation form.

Forward this completed form to hsestystems@whitehavencoal.com.au for company reference.