DATA ITEM DESCRIPTION

1. DID NUMBER: DID-PM-HSE-HSMP-V5.3
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) for the work to be performed under the Contract. Except in relation to work carried out on Commonwealth Premises, the HSMP does not address safety considerations in relation to the design, development, implementation or Verification and Validation (V&V) of either the Mission System or the Support System, as these requirements are addressed under the system safety program.

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 management consistent with 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 that all relevant persons, with a WHS duty in relation to the same matter, consult, co-operate and co-ordinate, in accordance with the WHS Legislation.

The Commonwealth uses the HSMP to:

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

gain assurance that the Contractor provides safe outcomes, in terms of safety risks to Commonwealth Personnel and other workers performing work under the Contract;

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

understand the Contractor’s activities for co-ordination with the Commonwealth and Associated Parties, to assist the Commonwealth with discharging its WHS duties in relation to work performed under the Contract.

1. INTER-RELATIONSHIPS

The HSMP is subordinate to the Project Management Plan (PMP).

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

Safety Data Sheets (SDSs), and

System Safety Program Plan (SSPP).

1. Applicable Documents

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

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| --- | --- |
| 1. SafetyMan | 1. Defence Safety Manual |
| 1. AS/NZS 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.

If a WHS Management System (WHSMS) is required under the Contract, and the WHSMS is accessible to the Commonwealth Representative and contains aspects of the information required by this DID, the HSMP shall summarise these aspects and refer to the WHSMS.

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 9 of the SOW.

* + 1. Work Health and Safety Management

The HSMP shall describe (including by reference to the WHSMS) how WHS matters applicable to Contract work and Contractor-controlled 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 between the Contractor, Subcontractors, the Commonwealth and Associated Parties for the consultation, co-operation and co-ordination of activities required for compliance with WHS Legislation at workplaces used for the Contract;

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

any site-specific WHS rules (eg, including details of, or reference to, access controls and requirements for personal protective equipment), and the arrangements for ensuring that all persons at the workplace are informed of these rules;

processes for hazard identification (including by workplace WHS inspections), risk assessment, elimination and control measures, including safe work method statements where these are required by WHS Legislation;

the resources available for the provision of first aid, and the methods for ensuring that all persons at the workplace are informed of these resources;

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

how WHS compliance and performance will be monitored (including through WHS audits), recorded and reported.

* + 1. Work Health and Safety Management System

If a WHSMS is required under the Contract, the HSMP shall describe how the Contractor will establish and maintain a WHSMS that satisfies the requirements of clause 9.3.3 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. Work on Commonwealth Premises

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.

Where work is to be performed on Commonwealth Premises, the HSMP shall describe, for Contractor and Subcontractor personnel, how work will be managed to meet Defence’s WHS requirements, and not compromise Defence’s duty of care, including:

provision of appropriate site induction and safety training;

monitoring of safe work performance personnel; and

safety evaluation of work performed by personnel.

* + 1. Commonwealth Personnel

The HSMP shall describe the requirements for safety induction briefings and training to be provided to Commonwealth Personnel located on Contractor or Subcontractor premises, including any Commonwealth Premises being managed by the Contractor.

* + 1. Management of Prescribed Activities and Complex Risks

The HSMP shall summarise the significant WHS hazards and risks inherent in the work to be performed under the Contract, including work involving Prescribed Activities.

The HSMP shall describe the approach to managing the hazards and risks identified in clause 6.2.6.1 where WHS management is inherently complex.

If a WHSMS is not required under the Contract and Contract work involves discrete activities for which WHS management is inherently complex and that would benefit from activity-specific planning, the HSMP shall include activity-based WHS plans in Annex B.

* + 1. Emergency Plans

The HSMP shall outline the emergency plans to be maintained for the Contract, including any Commonwealth co-ordination or other arrangements required in an emergency.

* + 1. Problematic Substances and Problematic Sources

Where work under the Contract will be performed on Commonwealth Premises, the HSMP shall include, at Annex A, details of the Problematic Substances and Problematic Sources that have been Approved for use at the Commonwealth Premises. Annex A shall include:

identification details for each Problematic Substance, sufficient to identify the applicable Safety Data Sheet;

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 volumes, 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 authorised delegate’s details, date of Approval, and related documents (eg, notices or minutes).

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

* 1. Annexes

Annex A: Problematic Substances and Problematic Sources Approved for use at Commonwealth Premises

Annex B: Activity-based WHS plans in accordance with clause 6.2.6.3 (if required).