

# CONTRACTOR INFORMATION PACK

Version 3.0 – September 2015

## Introduction

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This Contractor Information Pack aims to provide contractors (termed “you” hereafter) with an overview of some of the requirements relevant when doing business with Boral. This includes key health and safety requirements that you are expected to comply with to assist Boral to deliver a zero harm workplace. Nothing in this document limits any of your duties and obligations which may be specified in any agreement you have with Boral.

### Health and Safety

Health and safety is critical to Boral.

The Boral Health & Safety Policy (POL-OHS-001) is attached for your reference. This policy is complemented by the Boral Health, Safety, Environment and Quality (HSEQ) Management System which specifies certain minimum standards and implementation protocols to establish the platform for effective planning and sustainable improvement across Boral’s operations.

While not every element of the HSEQ Management System will be directly relevant to the activities you perform for Boral, prior to attendance on site you must:

- Be aware of Boral’s HSEQ Management System and seek further information from Boral to ensure you comply with all applicable requirements outlined in Boral policies, standards, protocols and standard operating procedures (SOPs), or notified to you by Boral from time to time
- Understand the activities you are to perform for Boral and request all applicable Boral documents (e.g., policies, standards, protocols and SOPs) that may be relevant to such work
- Consult with Boral to ensure the health and safety of all within the workplace
- Cooperate with Boral to improve efficiencies when doing business together

## Contractor Prequalification

The Boral HSEQ Management System requires that all contractors be able to demonstrate compliance with a prequalification assessment tailored to the risks of the goods and services being provided to Boral. Browz Australia Pty Ltd has been engaged by Boral to administer the prequalification of contractors performing work on Boral sites.

If you conduct work on a Boral owned or Boral controlled site, you will be required to liaise with Browz to register your company and complete a prequalification assessment before commencing work with Boral. Browz can be contacted on 1800 751 409.

### Further Questions

Please contact the Boral staff member coordinating your engagement if you have any questions relating to this Contractor Information Pack or Boral’s broader contractor requirements.

## Doing business with Boral

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### Boral’s Contractor Management Framework

As a contractor to Boral, it is important that you are aware of Boral’s framework for contractor management and understand any requirements with which you are expected to comply.

#### 1. Scope Definition

Scope definition involves Boral creating a job specification that clearly sets out the nature of the services or work required to be performed and/or the goods supplied. From time to time, contractors may be involved in this scope definition process.

#### 2. Contractor Selection

Boral utilises a number of methods to identify and select the contractor that represents best value for money to Boral. In most cases, contractors will be asked to submit a quote or proposal which Boral will assess for suitability. In addition to conforming responses, Boral encourages contractors to submit alternate quotes or proposals that may result in delivery of more efficient outcomes.

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## 3. Contractor Engagement

Should you be selected to perform activities for Boral, you should expect the following engagement activities.

### Agreement / Purchase Orders

Boral will issue an agreement for your execution which will detail your obligations in connection with performing services (or supplying goods) for Boral. Boral will also issue purchase orders for particular services (or goods), either under that agreement or on a stand-alone basis.

You must execute an agreement, and have a valid Boral purchase order for the relevant services (or goods), prior to commencing work for Boral.

### Insurance Policies

You are required to:

- Maintain insurance policies that appropriately cover the scope and period of services you are performing; and
- Provide valid evidence of all relevant insurance policies before starting the work for Boral.

In cases where you are unable to provide evidence that the required insurance policies are in place, you may not be permitted to start (or continue, in the case where policies have expired) the works.

Further details regarding applicable insurance policies may be set out in your agreement with Boral or specified by Boral from time to time.

### Contractor Work Details

You are required to complete, sign and have a Boral representative authorise a Contractor Work Details Form (Form HSEQ-2-05-F04), a copy of which is attached for your reference.

### Variations

You should ensure that any variations to the services being performed (or goods being supplied) by you are agreed with Boral before commencing the relevant tasks. Where a variation represents a significant change to the agreed tasks, you must request a revised purchase order.

## 4. Contractor Management

When performing work for Boral, you and your workers are expected to comply with a number of requirements, including exercising all skills and competencies and complying with Boral's HSEQ requirements. Some of these requirements are summarised below, and further details may be set out in your agreement with Boral and/or applicable purchase order, or be specified by Boral from time to time.

### Presentation at a Boral Site

You are required to ensure your workers:

- Attend a Boral site in a fit and ready state to work safely;
- Report to the site office, sign in, inform relevant management of the activities they will be performing; and
- Seek approval from Boral before starting work.

### Induction requirements

Before starting any work for Boral, your workers are all required to satisfactorily complete a Site Specific Induction and any other briefing relevant to the work.

### Qualifications, licences, skills, training and PPE

You are required to ensure that your workers have all relevant qualifications, licences, skills, training and personal protective equipment (PPE) necessary to perform the work for Boral.

Prior to commencing such work, your workers are all required to provide evidence of all necessary qualifications, licences, skills and training to Boral.

Please note that Boral has a "long-long" policy, which means your workers will be required to wear long pants and long sleeves when on a Boral site.

### Drug and alcohol testing

You are required to ensure your workers participate in any drug & alcohol tests conducted by Boral.

### Supervision

You are required to ensure that adequate supervisory arrangements are in place for the

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works being performed which includes the nomination of team leaders, supervisors and the clarification of their roles and responsibilities (this includes adequate arrangements for apprentices, learners and non-qualified personnel).

## Safety Absolutes

A series of Safety Absolutes exist within Boral, designed to complement safe systems of work by reinforcing:

- Life Saving Rules – The rules that will absolutely save and protect lives on the job
- Non Negotiable Rules – The rules that will absolutely not be changed, debated or have excuses made when they are broken – they are serious misconduct and will always result in disciplinary action up to and including contract termination

You are required to ensure your workers are aware of and comply with the rules outlined in the Safety Absolutes (refer to Form BCC 12916\_7/14).

## Safe Systems of Work

You are required to ensure that your workers conduct a documented assessment of risk for all tasks they undertake on site. While Boral will make available our internal forms for this purpose, the provision of these materials in no way limits your obligation to ensure that your workers complete adequate and appropriate risk assessment documentation.

### *Take 5 for Safety Assessment (Take Five)*

You are required to ensure that your workers conduct a documented Take Five before undertaking tasks. A Take Five assists workers to identify hazards with a single task or a series of tasks for a particular job and to determine the level of risk involved (Low, Moderate, High or Extreme). A Take Five may cover the scope of work for an individual worker, or a work team environment.

You are required to ensure that your workers do not proceed with any task assessed as High or Extreme until the residual risk is reduced to at least Medium through use of controls.

If a SWMS or site SOP already exists, only document changes that may impact the ability of the activity to be performed safely.

### *Safe Work Method Statements (SWMS)*

You are required to complete, and ensure your workers comply with, all applicable SWMS. A SWMS shall be documented for any task identified as Medium risk or higher through a Take Five.

You are required to ensure that your workers do not proceed with any task assessed as High or Extreme until the residual risk is reduced to at least Medium through use of controls.

A template SWMS is attached (HSEQ-2-08-F01) for reference (use HSEQ-2-08-F02 when working on a defined building and construction site).

## High Risk Activity Management

Boral's requirements for managing specific High Risk activities are defined in a series of company standards and, if performing any of these activities, you are required to ensure that your:

- Safe systems of work adequately address the requirements detailed in these standards;
- Workers obtain an Authority to Work (ATW) permit from the applicable Boral Authorised Work Controller before starting any work; and
- Workers obtain any other high risk permit required for the work.

The High Risk activity standards are as follows, and copies will be provided to you on request:

- Authority to Work (HSEQ-6-01)
- Isolation (HSEQ-6-02)
- Working at Heights (HSEQ-6-03)
- Confined Spaces (HSEQ-6-04)
- Electrical Safety (HSEQ-6-05)
- Hot Work (HSEQ-6-06)
- Penetration and Excavation (HSEQ-6-07)
- Working Alone (HSEQ-6-08)
- Drilling and Blasting (HSEQ-6-09)
- Hot Materials and Gases (HSEQ-6-10)
- Rail Safety (HSEQ-6-11)
- Cranes Slings and Lifting (HSEQ-6-12)

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## WHS Management Plans

You are required to complete a site-specific WHS Management Plan for:

- Construction work exceeding the value of \$250,000
- Demolition work or asbestos remedial or removal work where a licence is required.

## Fit for purpose equipment

You are required to ensure that all equipment you provide is fit for purpose, compliant with Australian Standards and used in accordance with intended use by persons who are trained and competent in its use. All equipment is to be maintained, tested (and tagged where required) according to manufacturer's guidelines, Australian Standards and approved Codes of Practice. Household or domestic type appliances are not to be used.

A list of plant and equipment prohibited on Boral sites (HSEQ-5-01-A02) is attached for reference.

## Communication and Consultation

You are required to ensure that your workers attend any site level engagement and communication processes specified by Boral (e.g., toolbox talks). Your workers are encouraged to be active participants in these processes.

## Incident and Hazard Reporting

You are required ensure that your workers report all HSEQ incidents immediately to Boral. HSEQ incidents include, but are not limited to:

- Injury to workers
- Damage to plant or property
- Near miss events (including dangerous incidents, unsafe behaviours, any unsafe plant and equipment and all other hazards that present a risk in the workplace)
- Quality (product or service) issues and/or non-conformances.

## Non-conformance reporting

You are required to report any non-conformance to Boral and implement any corrective action agreed with Boral.

A copy of Boral's Contractor Non-Conformance Report (Form HSEQ-2-05-F05) is attached for reference.

## **5. Finalise**

Once you have finished performing the required work / services or supplying the required goods to Boral, you will be expected to engage in a number of activities to complete your engagement with Boral. Some of these matters will be specified in your agreement or purchase orders, and may include tasks such as delivering any final reports regarding such work or providing any required warranties and/or test data.

You will also be required to submit invoices to Boral in connection with that work. Unless otherwise requested, all invoices shall be sent to Boral Shared Business Services via either:

- Email (preferred) – [einvoice@boral.com.au](mailto:einvoice@boral.com.au)
- Post:

Accounts Payable  
Boral Shared Business Services  
Locked Bag 5016  
Parramatta NSW 2124

Invoices must comply with Boral's Minimum Invoice Standards – a copy of which is attached for your reference. Any invoices that do not meet these criteria will not be processed.

Valid invoices will be processed and paid in accordance with Boral's standard payment terms, or such different payment terms that are specified in your agreement with Boral.

All payments will be made by Electronic Funds Transfer (EFT) only.

Any invoicing and/or payment related enquiries should be directed to Boral Shared Business Services on 1300 732 010.