

Minerals Australia Contractor Management Framework

Contractors Frequently Asked Questions

QUESTION	ANSWER
<p>What is the Contractor Management Framework (CMF)?</p>	<p>Across Minerals Australia we have implemented a Contractor Management Framework (CMF). The CMF is a process which guides operations and standardises the way we work with contractors and sub-contractors. The CMF outlines each step required to bring a contractor to site and ensure that controls for fatal risks are in place and managed.</p>
<p>Why is BHP introducing a CMF?</p>	<p>We have heard from you that there can be inconsistencies in how we manage contractors across our operations, so we have implemented a regional contractor management standard to improve and standardise the contractor management process.</p> <p>The intent of this framework is to provide clarity around roles and responsibilities, ensure we partner with you to identify any fatal risks exposed to your workforce, and provide the critical controls required to keep your workforce safe.</p>
<p>What is changing with the CMF?</p>	<p>We are introducing standardised ways of working, across our sites and operations.</p> <p>The standardised ways of working apply to every engagement, regardless of whether a contractor is engaged on-contract or off-contract (direct purchase order) arrangement.</p> <p>From May 2019, as part of the engagement process, BHP will ensure that all contractors prior to commencing work will receive, or be involved in, the development of the:</p> <ul style="list-style-type: none"> • A Scope of Work for the job; • Identification of the fatal risks associated with the job; • Completing and submitting a Risk Assessment in partnership with BHP, to set controls for your team and keep them aware of the risks and requirements to control if a material or fatal risk is identified; • Detailing the Supervisor and the safe system of work to be used for the job; and • Monitoring and ongoing routines of the engagement. <p>This may be completed as part of the normal routines we follow when engaging you on a contract, or it may be addressed through a new Off Contract Engagement Tool (OCET) we have developed, which will be used if we engage you for services where a fatal risk is present and an off-contract arrangement is in place.</p>
<p>What are my responsibilities as the contractor?</p>	<p>As our contracting partner you will also have a role in ensuring that your workforce:</p> <ul style="list-style-type: none"> • Knows who they report to within BHP prior to commencing the work; • Knows their point of contact and how they communicate with them; • Understands their obligations to raise safety concerns when working with BHP and knows how to do so;

	<ul style="list-style-type: none"> • Has the right qualifications, competencies and inductions for the work they are asked to do; and • Understands the risks and controls for the work they have been asked to do. <p>We also see you as being the accountable person for engaging sub-contractors and managing the relationship which includes:</p> <ul style="list-style-type: none"> • Notifying BHP if a sub-contractor is going to be part of the team delivering the work; • Reviewing and approving the sub-contractors plan for technical and safety competency prior to commencing the work; and • Managing and monitoring sub-contractor performance and non-conformance to the CMF.
<p>I have a contract, do I need to provide anything now or will my contract be amended?</p>	<p>Each Operation had unique levels of maturity, readiness and challenges for transitioning to a regional CMF and meeting legislative requirements, each Asset and Function will be rolling out the CMF in their own timeframe to meet their operational needs.</p> <p>Your Contract Owner may have engaged with you already or may do so between now and 30th June 2019. They will provide further details of what is required.</p>
<p>How will the new CMF requirements be monitored?</p>	<p>BHP will complete Field Leadership activities across the operations to ensure contractors are fulfilling the CMF requirements and meeting the expectations of their role.</p> <p>As part of normal contract management routines, BHP will also conduct periodic safety meetings and check qualifications and certifications of contractor personnel.</p>
<p>What if I am a contractor engaged by a direct purchase order?</p>	<p>As part of the standardised approach to contractor management, we are lifting safety controls for off-contract engagements (direct purchase order) to the same level as on-contract engagements.</p> <p>What this means is that all service contractors being engaged off-contract where a fatal risk exists, will receive or be involved in the development of an Off-Contract Engagement Tool (OCET).</p> <p>There will also be the same expectations of the contractor, to engage and manage their workforce as outlined above in the responsibilities of a contractor question.</p>
<p>Is the Local Buying Program impacted by the CMF?</p>	<p>Supporting small and local business continues to remain a strong focus for BHP, and the Local Buying Program (LBP) will operate as it always has.</p> <p>All suppliers who are part of the LBP will be engaged as per the standardised CMF process. The process, roles and expectations remain the same for all on and off-contract (direct purchase order) engagements.</p> <p>We have also engaged C-Res about the changes and they will make available, via the Local Buying Program portal, the relevant CMF information and tools. Having all the information available in one location will simplify and speed up the engagement process,</p>

	<p>particularly for repetitive work, while still maintaining a focus on safety.</p>
<p>Will the CMF create more work?</p>	<p>In order to improve the safety outcomes, we recognise that we all need to work differently.</p> <p>This will mean that for some contractors there may be more upfront work required when being engaged, for your workforce to be mobilised and ready to execute the work.</p>
<p>What training is available?</p>	<p>A 15 minute eLearning module about the Contractor Management Framework is available through the BHP Contractor Learning Portal. All vendors and suppliers, regardless of if they are engaged on or off contract, will be able to complete the eLearning.</p> <p>At least one representative from your business is required to log in and complete this training, in particular employees responsible for managing a team or employees who have been asked to undertake a Supervisor role.</p> <p>A Quick Reference Guide on using the new Off Contract Engagement Tool (OCET) is also available.</p>
<p>Who needs to complete the training and will this restrict my access to site?</p>	<p>It is expected that those who manage a team and/or are in a Supervisory role for on site works complete the CMF contractor eLearning module. This includes your sub-contractors.</p> <p>If you are responsible for the provision of Goods, but are not responsible for the delivery of goods to site, then you are not required to undertake the CMF contractor training.</p> <p>At this time, site access is not restricted if the CMF contractor training has not been completed, but ongoing monitoring of training compliance will be reviewed.</p>
<p>I'm interested to find out more, who can I speak to?</p>	<p>If you are a contractor engaged on contract, please contact your:</p> <ul style="list-style-type: none"> • BHP Contract Owner; or • Contract Specialist; or • Site or Operational representative. <p>If you are engaged through an off-contract arrangement (direct purchase order) please contact your:</p> <ul style="list-style-type: none"> • Site or Operational representative. <p>If you are engaged through the Local Buying Program, please contact your Site or Operational representative or:</p> <ul style="list-style-type: none"> • C-Res – info@c-res.com.au