

Contractor HSE Management Standard

AGL-HSE-STD-003

1. Scope and Applicability of Standard

This Standard applies to all stages of activities and works, that are, or will be, or are planned to be, carried out by Primary or other contractors on AGL-controlled sites, or Principal contractors and third parties engaged on AGL Purchase Order terms and conditions where AGL does not have overall management or control of the work environment or activities.

The approach to managing contractor HSE considerations is set out in this Standard and is supported by the following key documents:

- HSE Contractor Management Roadmap (AGL-HSE-PLN-003.1) for works on all other sites, including early development works (see Section 2.0)
- The Greenfields Project Management Framework (PMF) for works on Greenfields sites (excluding early development works) (AGL-HSE-PLN-003.2)
- The AGL HSE Sourcing Requirements Matrix (AGL-HSE-REG-003.1), and
- The Contractor HSE Management Methodology (AGL-HSE-SDM-003) which provides context regarding the minimum controls.

This Standard should be read in conjunction with the requirements of AGL Procurement Policy, procurement processes including the Sourcing Risk Checklist, and the AGL Contract Management Framework which describe procurement led activities where Health, Safety and Environmental (HSE) matters are a consideration.

Definitions of terms used in this Standard are set out in section 3.

2. Requirements

STD Ref No.	Minimum Controls
2.0	The AGL HSE Contractor Management Roadmap (AGL-HSE-PLN-003.1) shall be used as a minimum procedural requirement for HSE Contractor Management. For all activities governed by the Greenfields Project Management Framework (PMF) (with the exception of early project development works) the AGL PMF HSE Contractor Management Roadmap (AGL-HSE-PLN-003.2) shall be used as a minimum procedural requirement for HSE Contractor Management.

2.1 Planning and Sourcing

STD Ref No.	Minimum Controls
2.1.1	The proposed work activity shall be assessed using the AGL HSE Sourcing Requirements Matrix (AGL-HSE-REG-003.1) for engaging contractors and consultants and the requirements applied.
2.1.2	The Contract Representative shall complete a HSE risk assessment commensurate with the scope and complexity of work (including a design risk assessment where applicable), during the planning/design phase of the proposed work activity in accordance with the HSE Risk Management Standard (AGL-HSE-STD-004.1).
2.1.3	The Contract Representative or nominee (where applicable) shall consider HSE matters and seek HSE subject matter expert input where required prior to tender, and selection of any category 1A, 1B or 2A contractors in accordance with procurement processes.
2.1.4	If AGL commissions a Construction Project and does not engage another party as Principal Contractor, then AGL becomes the Principal Contractor and shall perform the duties of a Principal Contractor accordingly.

2.2 HSE Prequalification and Exceptions

STD Ref No.	Minimum Controls
2.2.1	Contractors shall successfully complete HSE Prequalification through AGL's approved contractor management system (e.g., CM3) to be eligible to work for AGL in accordance with the HSE Sourcing Requirement Matrix (AGL-HSE-REG-003.1).
2.2.2	Contractors that are not HSE pre-qualified shall complete Section 1 of the HSE Authority to Mobilise (ATM) form (AGL-HSE-FRM-003.1) with the exception of those identified as non-mandatory in the HSE Sourcing Matrix (AGL-HSE-REG-003.1) for each scope of work prior to commencing work. Note that in some instances HSE prequalification is mandatory in accordance with the HSE Sourcing Requirement Matrix (AGL-HSE-REG-003.1).
2.2.3	If the work scope includes high risk activities the completed Section 1 of the HSE Authority to Mobilise (ATM) form (AGL-HSE-FRM-003.1) shall be reviewed and approved by Head of Function or approved delegate.
2.2.4	Prequalification is mandatory for all contractors who engage sub-contractors in accordance with ATM Section 1. Only the BU Head of Function can approve an exception to this requirement.

2.3 Contractor Pre-mobilisation

STD Ref No.	Minimum Controls
2.3.1	The Business Unit (BU) commissioning the work shall appoint a competent AGL Contract Representative to fulfill their duties under their BU specific contractor HSE management system and procedures.
2.3.2	<p>Section 2 of the ATM form (AGL-HSE-FRM-003.1) is an authority to commence work and shall be:</p> <ul style="list-style-type: none"> • Included with the scope of work (e.g., Work pack) • Completed by the AGL Contract Representative or nominee with the Contractor prior to the work commencing except for embedded contractors or unless determined by contract, and • For all sites managed and controlled by AGL, an embedded contractor shall complete Section 2 of the ATM form (AGL-HSE-FRM-003.1) with their subcontractors prior to the subcontractor commencing work and be included with the work pack for the scope of work.

2.4 Management of Change

STD Ref No.	Minimum Controls
2.4.1	<p>During works, commensurate with the level of risk, where one or more of the following circumstances occur, the AGL Contract Representative shall complete Section 2 of the ATM form (AGL-HSE-FRM-003.1) with the relevant contractors where changes to contractor activities are not managed through current in-field processes (i.e. permit approvals):</p> <ul style="list-style-type: none"> • Changes in work scope • Changes to the work environment, including changes to people, plant and processes • Identification of any new hazards • Change to simultaneous Operations including shared access/egress • Change to emergency response protocols, or • Changes to any site requirements including safety rules and or incident reporting.

2.5 HSE Requirements in Procurement Contracts and Purchase Orders

STD Ref No.	Minimum Controls
2.5.1	The Contract Representative shall consult with the relevant HSE Manager (or delegate) prior to finalising contractual arrangements for all category 1A, 1B or 2A contractors, in accordance with procurement processes.
2.5.2	The work, health and safety clauses contained in the AGL HSE Precedent Contract Library shall be used during the development of procurement contracts.
2.5.3	Contracts and purchase orders (as applicable) shall contain HSE requirements commensurate with the level of risk associated with the work activity and possible consequences for non-compliance.

2.6 HSE Performance Review

STD Ref No.	Minimum Controls
2.6.1	The Contract Representative shall develop, implement and maintain a contract or project specific HSE assurance schedule based on the scope of work, potential risks including compliance and change risks associated with the work.
2.6.2	For ongoing procurement contracts the Health, Safety and Environment performance of contractors should be assessed on a regular basis by the Contract Representative to determine suitability.
2.6.3	The Health, Safety and Environment performance of contractors who are HSE prequalified, shall be assessed at close out of the work activity to determine whether they will remain approved.

2.7 Record Management

STD Ref No.	Minimum Controls
2.7.1	Documents relating to contractor management shall be managed and maintained in accordance with BU and contractual requirements and aligned to the HSE Document Management Standard (AGL-HSE-STD-005) where practicable.

2.8 Training and Competency

STD Ref No.	Minimum Controls
2.8.1	Workers employed by contractors shall undertake an appropriate HSE induction prior to the commencement of work, and hold current licenses, qualifications and competencies relevant to the work being performed.

2.8.2	The AGL Contract Representative shall have the necessary training in accordance with the HSE Training and Competency Standard (AGL-HSE-STD-013) and the Enterprise HSE Training Needs Analysis (TNA).
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3. Definitions

Term	Definition
AGL Controlled Site	A worksite where AGL retains overall management and operational control of the workplace, including contractor activities, and actively supervises to ensure works are performed safely while retaining the authority to stop or pause work if health, safety, or environmental risks are identified.
Construction Project	A construction project is a project that involves construction work, as defined in the relevant State's Work Health and Safety or Occupational Health and Safety legislation and subordinate legislation.
Contract	A contract is an executed legal document covering goods and services in accordance with AGL Procurement Policy. A Purchase Order is a form of contract.
Contractor	A person or entity engaged by AGL under an agreement to perform work or deliver goods or services to, or on behalf of, AGL.
Contract Representative or Contractor Representative	<p>May also be referred to as the Contractor Representative or AGL Business Representative (term typically used in procurement processes).</p> <p>The person who is the person nominated to administer and supervise the overall direction coordination and performance of the contract and who is held responsible by AGL for this purpose. This term may be replaced with Program Manager, Contract Supervisor, Contract Administrator, Site Coordinator or other depending on the business location requirements and particulars of the works and/or contract.</p>
Early Works	Early works are the preliminary activities carried out on a project site before the commencement of main construction works.
Embedded Contractor	Embedded contractor status is determined by the relevant business unit based on the nature, frequency, and duration of the work on AGL managed and controlled sites. For instance, where a contractor has an employee or employees working full-time at an AGL

	<p>site, the contractor will likely be an ‘embedded contractor’. Embedded contractors are required to follow the contractor ATM process, as applicable.</p>
Greenfield Project	<p>A greenfield project refers to a project that is developed on previously unused, undeveloped, or “green” land where no existing infrastructure, structures, or legacy constraints are present</p>
High Risk Activities (HRA)	<p>In context of this document, high risk activities include:</p> <ul style="list-style-type: none"> • All electrical work • Confined space • Disturbance/removal of Asbestos • Excavations • Working at heights • Demolition work • Work carried on pressurised gas or fluid systems or chemical, fuel or refrigerant lines • Work carried out in an area/s that may have a contaminated or flammable atmosphere/location • Tilt up or pre-cast concrete • Lifting Operations, and • In or near water, where there is a risk of drowning, and diving work.
Contract or Project HSE Assurance Schedule	<p>Document that described planned HSE assurance activities for verification of the implementation of safe systems of work and practices during the execution of works</p>
Mobilisation	<p>Mobilisation refers to the period after selection and engagement of a contractor but before actual works commence</p>
Principal Contractor	<p>Means ‘Principal Contractor’ for the purposes of HSE laws</p>
Procurement	<p>Procurement is the process by which an organisation obtains (sources) goods or services from external suppliers.</p>
Purchase Order	<p>A purchase order is a short-form contract that is used for total payments and are raised prior to supply of goods or services to ensure commercial and other risk is appropriately covered.</p> <p>Refer to AGL Procurement Policy for when and how contracts are to be used for the supply of goods and services.</p>

4. Referenced Documents

The following AGL documents may also apply to Contractor HSE Management Standard.

Document No.	Description
AGL-HSE-SDM-003.1	HSE Contractor Management Methodology
AGL-HSE-PLN-003.1	AGL HSE Contractor Management Roadmap
AGL-HSE-REG-003.1	AGL HSE Sourcing Requirements Matrix
AGL-HSE-FMK-006	HSE Communication and Consultation Framework
AGL-HSE-STD-012	HSE Training and Competency Standard
Recorded in Ariba and CM3	HSE Prequalified Contractor Register
-	AGL Contracts Policy
-	CM3 Portal (third party portal)

5. Document Control

Version	Final Review by	Approved by	Date Approved	Nature of Review	Next Review
8.0	Head of HSE - Systems, Reporting & Governance	General Manager, HSE	27/02/2026	Formatting Update & ISO Alignment	27/02/2031