

Email

To:	Vendors
Channel:	Hard Copy Letter and email via the BHP Supply email address
Sender:	TBC – Supply
Release date:	Post 7 May 2019

SUBJECT

Minerals Australia Contractor Management Framework

BODY COPY

Dear <insert vendor name>

At BHP, we believe we are successful when our communities, customers and suppliers value their relationship with us. Our contractors and business partners are critical to our success and the health and safety of our workforce is our highest priority.

We are on a journey to be becoming a simpler, safer workforce. As part of this process, we are introducing a new Contractor Management Framework across Minerals Australia that will guide operations and standardise the way we engage contractors and sub-contractors. 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 while working on our operational sites.

What this means for you.

From May 2019, you will see important changes to the processes we follow when engaging you for work.

As part of the engagement process, we will ensure that all contractors prior to commencing work, will receive or be involved in the development of:

- 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 if a material or fatal risk is identified. To set controls for your team and keep them aware of the risks and requirements to control;
- Detailing the Supervisor and the safe system of work to be used for the job; and
- Monitoring and ongoing routines of the engagement.

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.

Our Company's priorities such as local procurement and supporting our community, remains consistent throughout this process. BHP's [Local Buying Program](#) is a key driver for this and we are committed to using approved small local suppliers for off-contract spend where suitable to ensure sustainability for our business communities in the areas which we operate.

We will need to work together to ensure our teams are safe.

As our contracting partner you will also have a role in ensuring that your workforce:

- Knows who they report to within BHP prior to commencing the work;
- Knows their point of contact and how they communicate with them;
- Knows how, and understands their obligations to, raise safety concerns when working with BHP;
- 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.

We rely on your support to make sure that the work taking place on site is well understood by your teams and that there are appropriate controls in place. If your workforce feels that the work has deviated from the scope or the right controls are not in place, we want you to raise this with us so we can make the necessary changes.

What action is required by you?

Please complete a 15 minute eLearning module about the Contractor Management Framework that is available through the [BHP Contractor Learning Portal](#). We ask that at least one representative from your business logs in and completes this training at your earliest convenience, in particular personnel responsible for managing a team or personnel who have been asked to undertake a Supervisor role.

Please be aware that the new processes and additional levels of compliance may be followed the next time BHP engages you for work.

For more information.

A set of Frequently Asked Questions about the Contractor Management Framework and a Quick Reference Guide on using the new Off Contract Engagement Tool have been prepared for your reference. If you would like to discuss these changes or to know more about the Contractor Management Framework, please contact your BHP Contract Owner, Contract Specialist, or Site or Operational representative.

Keeping our workforce safe, including contractors and sub-contractors, is the most important responsibility BHP has. These changes represent an important first step to improving contractor management practices across our business. We thank you for your support and commitment to its success.

Kind regards

<Insert Signature>