



CONTRACTOR MANAGEMENT POLICY

CM-POL-01

At CYBER COMPUTER RECYCLING & DISPOSAL, Selection of Contractors shall undertake their activities in accordance with the Local legislation and company's policy on contractors.

At all time when contractors working at CYBER COMPUTER RECYCLING & DISPOSAL premises will have to adhere to the site rules. Any breach in following the Law, Site rules and Contract will lead to termination of contract.

CYBER COMPUTER RECYCLING & DISPOSAL employs three different types of contractors to meet the operations need:

- a. Every day contractors: temporary agency staff used for day to day activities (this list is not exhaustive).
- b. Frequently Used Contractors: Technicians used for servicing plant and equipments, Electricians and other Trades persons (this list is not exhaustive).
- c. Specialist Contractors: Contractors employed to design, build and erect structures etc.. (this list is not exhaustive).

Selection Criteria:

Every Day Contractors: Selection criteria for every day contractors are:

1. Must be registered Australian Business Company
2. Must have minimum of public liability insurance and workers compensation insurance
3. Must have various policy not limited to human rights policy, health safety policy etc..
4. Must meet the local pay tariff
5. Employees recruited by the agency must follow site rules and other training provided

Frequent Used Contractors: Selection criteria for frequently used contractors are:

1. Must be registered Australian Business Company
2. Must have minimum of public liability insurance and workers compensation insurance
3. Must have various policy not limited to human rights policy, health safety policy etc..
4. Need to submit SWP/RA/MSDS and other licensee need to complete the task
5. Contractors working on site must follow site rules at all time.

Special Contractors: Selection criteria for special contractors are:

1. Must be registered Australian Business Company

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2. Must have minimum of public liability insurance and workers compensation insurance
3. Must have various policy not limited to human rights policy, health safety policy etc..
4. Need to submit SWP/RA/MSDS and other licensee need to complete the task
5. Contractor Preparation/Information & Training/Induction/Permit to Work
6. Contractors working on site must follow site rules at all time.

All contractors regardless of type will require the following:

Contractor Type	Induction	Insurance Certificates	Risk Ass'ts	MSDS	Method Statements	SWPs	Training Records	High Risk Licences
Day to Day	Yes	Yes	Yes	Yes	No	Maybe	Yes	No
Frequent	Yes	Yes	Yes	Yes	Maybe	Maybe	Yes	Maybe
Specialist	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**This list in not exhaustive but for guidance only

Contractors Arrival on Site:

All approved contractors must report to the Site Office, sign-in, undertake a **Site Induction**, receive a visitor's badge (where applicable) and information on emergency procedures.

Permit to Work must be issued prior to commencing of work. Site manager must ensure that permit to work must be completed by a team consisting of contractor, technical person, Supervisor of the area and site safety.

High Risk Permits

The Authorizing Officer must not issue any high risk Permit to Work until all the steps necessary to ensure the area of the high-risk work, all associated equipment and systems of work are in a safe condition – i.e. a pre-work safe condition. This will include:

- the isolation and discharge of live electrical systems;
- the draining, venting and purging of work equipment;
- the isolation and discharge of energy from pressure systems;
- the isolation and emptying of water systems;
- the removal of normal safety control measures;
- the provision of communication and equipment and procedures;
- the provision of procedures for emergencies (other than fire) covering such matters as rescue and resuscitation equipment, raising the alarm and rescuers, safeguarding rescuers, fire safety, control of plant, first aid and public emergency services;
- the provision of suitable and sufficient ventilation and lighting;

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- the selection and provision and use of suitable and sufficient work equipment;
- the provision of suitable and sufficient power sources;

After completion of work before cancelling work permit the issuing officer must ensure energy are restored in every area in which the high risk work will be carried out, and associated equipment and systems of work, to a condition safe for normal use - the post-work safe condition;

During Permitted Works The authorizing Officer must carry out regular spot checks to ensure that the pre-work safe condition is maintained, and in particular any isolations and measures to make safe remain in place. They must ensure that Employees of approved contractors who breach the terms of a Permit to Work are ordered to stop all work and told to leave the site immediately.

On Completion of Permitted Works The authorizing Officer must ensure that on completion of the permitted work, the permit holder signs-off the Permit to Work form and returns it to the person who issued it. The steps required to achieve the pre-work safe condition are only removed, normal safety control measures are only restored and the Permit to Work cancelled once the authorizing officer is fully satisfied that the permitted work has been safely completed;

Completed Permits are filed by work activity and kept for at least 7 years.

Regards,

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