| **CONTRACTOR SHE REQUIREMENT** | | |
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| **Leadership** | SHE Policy | * SHE Policy * Drug & alcohol policy |
| Project Organogram | * Site specific organogram |
| **Planning** | SHE Risk Management | * Project baseline risk assessment/include applicable fatal risks and critical controls. |
| Contractor SHE Management Plan | * Contractor SHE Management Plan   (Include Drug and alcohol testing) |
| Training and competence | * Register of all employees that would work on the project. * Training Matrix * Company Induction manual / standard * Induction training records |
| **Operations** | Job Risk Analysis | * List of Critical Tasks * Job risk analysis for all critical work * Proof of training on JRA |
| SOPs | * List of SOPs * Proof of training (or verification of competence) |
| Management of Change | * Completed Management of change forms |
| Emergency Preparedness & Response | * Project specific emergency response plan * MSDS |
| Critical control monitoring | * Schedule of critical controls verifications |
| Fatigue management | * Rotation schedule for all staff |
| **Performance Evaluation** | SHE Inspections  Key performance indicators | * Site Inspections * SHE Monthly inspection reports * Monthly report on KPIs |
| Occupational Health monitoring | * Medicals * Occupational health surveys (noise, dust, and fumes) |
| Incident reporting and investigations | * Incidents register * Incident reports * Incidents investigations * Observation reporting |
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| Internal communication | * Pre-start meeting minutes * Tool box talks * Communication & awareness |
| Engagement & participation | * Participation in the weekly SHE meeting. * Participation in the monthly SHE meeting |
| SHEC Assurance | * SHE Audit reports * Proof of close out of audit findings |
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