

**COLTO : EXCLUSION CLAUSES**  
**Guideline for ASPASA members only!**

ASPASA

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## Contractors Pack : Guideline for Aspasa members only

### CONTRACTOR SAFETY AND HEALTH RISK MATRIX

#### Contract Details and Work Information

Contractor Company:	
Scope of Work (Brief Description)	

#### Table 4: Total Risk Points

No	Calculation of Total Risk Points	Risk Value
01	Hazard and risk identification	
02	Number of Contractors Workers	
03	Length of Contract	
<b>Total risk points (...4) = ...1 x (...2+...3)</b>		

#### Table 0: Instructions to Complete the Matrix

<b>Step 1</b>	Identify the Hazards and sum up the Risk Factors (Table 1)
<b>Step 2</b>	Identify the Risk Factor from the Number of People (Table 2)
<b>Step 3</b>	Identify the Risk Factor from the length of Contract (Table 3)
<b>Step 4</b>	The total risk points are then automatically calculated (Table 4)
<b>Step 5</b>	The total risk points then relates to a risk profile (Table 5)
<b>Step 6</b>	The risk profile then determines the documents required (Table 6)
<b>Step 7</b>	Print or mail the documents to the Contractor

#### Table 5: Risk Profile by Total Risk Points

High Risk	>250	Medium Risk	71 to 240	Low Risk	0 - 70
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#### Table 1: Hazard and Risk Identification

No.	Hazards which may cause injury	Risk Factor Or	Risk Rating
01	Machinery & Equipment (Conveyors etc)	4	
02	Fall of Roof/Sides/Engulfment	4	
03	Electricity (Stored Energy)	4	
04	Gravity/Suspended Loads (Stored Energy)	4	
05	Tension (Stored Energy)	4	
06	Gases		
07	Confined spaces		
08	Heights		

#### Table 6: Requirements for the Contractors Pack

H	M	L	Se ct	Contractor Pack Section
			01	Procedure to Follow
			02	Security Details and Access Control
			03	Non-Compliance to Colliery Rules
			04	Written Agreement on Occupational Health and Safety Issues
			05	Appointment of Sub-Ordinate Manager
			06	Appointment Colliery Contractor Manager
			07	Notification to DME of Appointment of Contractor Manager
			08	Contractors Supervisor's Undertaking to Supervise
			09	Safety Representative Appointment
			10	Safety Officers Appointment
			11	Contractors Employee Information
			12	Medical Certificate of Fitness
			13	Exit Medical Certificate of Fitness
			14	Generic Induction Training

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### CONTRACTOR SAFETY AND HEALTH RISK MATRIX (Cont)

Table 1: Hazard and Risk Identification			
No.	Hazards which may cause injury	Risk Fact Or	Risk Rating
09	Mobile Mining Equipment of Vehicles	4	
10	Blasting	4	
11	Water	4	
12	Hazardous Chemicals	4	
13	Materials and Tools Handling	4	
14	Hazardous walk area's – Slip/stumble and fall	4	
15	Noise	4	
16	Dust	4	
17	Radiation	4	
Total Risk (...1)			-

Table 6: Requirements for the Contractors Pack				
H	M	L	Se ct	Contractor Pack Section
			15	Site Specific Hazards
			16	Risk Assessment and Safe Working Procedures
			17	Authorisation to use Machinery, Equipment or Tools
			18	Planned Inspections and Planned Task Observations
			19	Contractor Time Sheet
			20	Safety Meetings Recording Document
			21	Safety Inspections Record Sheet
			22	Industrial Relations Assessment
			23	Sunday and Public Holiday Permission to Work
			24	Anglo Coal Golden Rules

Table 2: Number of Contractor Works			
No	Number of Persons (Incl Sub-Contractors)		Risk Factor
01			2
02	Ten (>=10) to Fifty (<=50)		5
03	More than Fifty (>50)		10
Risk Value (...2)			-

Table 3: Length of Contract			
No	Duration in Days per year		Risk Factor
01	1 Day or Less		1
02	2 to 29 Days		3
03	1 to 3 Months (30 – 90 days)		5
04	More than 3 Months (more than 90 days)		7
Risk Value (...3)			-

Risk Evaluation	
Completed by : Contractor Representative	
<b>Name</b>	
<b>Email Address</b>	
<b>Date Completed</b>	
<b>Responsible Mine Contractor Manager</b>	
<b>Name</b>	
<b>Email Address</b>	
<b>Date Evaluated</b>	
<b>Chief Safety Officer</b>	
<b>Name</b>	
<b>Email Address</b>	
<b>Date Evaluated</b>	
<b>Head of Department Approval</b>	
<b>Name</b>	
<b>Email Address</b>	
<b>Date Evaluated</b>	