

**Contractor Monthly WHS Performance Report Form**

Monthly Safety Indicators (MSI) to be submitted by the **5th day of each calendar month**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Contract Specific Information** | | | | | | | | | | | |
| **Contract Title:** |  | | | **Month:** | | |  | | | | |
| **Contract Number:** |  | | | **Date:** | | |  | | | | |
| **Contractor:** |  | | | **Prepared By:** | | |  | | | | |
| **Performance Indicators (Including subcontractors and agents of the Contractor)** | | | | | | | | | | | |
| **Contractor Hours** | | | **Current Month** | | | | **Year to Date (Financial)** | | | | |
| Total Hours (Contractor, Subcontractor & Agent) | | |  | | | | n/a | | | | |
| No. of workers (during current month) | | |  | | | | n/a | | | | |
| **Incidents** | | | **Current Month** | | | | **Year to Date (Financial)** | | | | |
| Notifiable Incident (Regulator) | | |  | | | |  | | | | |
| Serious Incident (Main Roads Classification) | | |  | | | |  | | | | |
| Incidents [all other (total)] | | |  | | | | n/a | | | | |
| Injury or Occupational Illness (Current Month) | | | Fat: \_\_\_\_ | | LTI: \_\_\_\_ | RDI: \_\_\_ | | MTI: \_\_\_ | | FAI: \_\_\_ | NT: \_\_\_ |
| Injury or Occupational Illness (Life of Contract) | | | Fat: \_\_\_\_ | | LTI: \_\_\_\_ | RDI: \_\_\_ | | MTI: \_\_\_ | | FAI: \_\_\_ | NT: \_\_\_ |
| **Testing – Alcohol and Other Drugs** | | | | | | | | | | | |
| No. of BAC tests (> 0.00) | | |  | | | |  | | | | |
| No. of drug tests (confirmed positive) | | |  | | | |  | | | | |
| **Regulatory Notices (Acts or Regulations)** | | | | | | | | | | | |
| Improvement Notices | | |  | | | |  | | | | |
| Summons or Prosecutions | | |  | | | |  | | | | |
| Other (i.e. under Energy Safety Act) | | |  | | | |  | | | | |
| **Indicator** | | | **Current Month** | | | | **Total (to date)** | | | | |
| WHS Inspections | | |  | | | | n/a | | | | |
| WHS non-conformances (contract specific) | | |  | | | |  | | | | |
| **Amendments to the Project Risk Register**: | | | | | | | | | | | |
| **General Comments in relation to WHS (where applicable)**: | | | | | | | | | | | |
| **Contractor Representative (name)** | | **Contractor Representative (signature)** | | | | | **Date** | | **Trim File No** | | |
|  | |  | | | | |  | | n/a | | |
| **Superintendent (name)** | | **Superintendent (signature)** | | | | | **Date** | | **Trim File No** | | |
|  | |  | | | | |  | |  | | |

**Performance Report Definitions**

The following definitions provide guidance for the submission of the Contractors Monthly WHS Performance Report.

**Hours and Workers**

**Total Hours** Total hours worked by all Contractors (direct employees) and in addition includes any subcontractors or agents under the Contractors control. This does not include the Principal’s Personnel or any subcontractor or agent engaged directly by the Principal’s Personnel.

**No. of Workers** Number of workers during the reporting month

**Incidents**

Ranking of actual and potential incidents are in accordance with the Main Roads Incident Management Procedure.

* **Serious Incident:** A serious incident is defined as “An incident with a potential consequence of Major or Catastrophic, an incident with a final risk ranking of High or Very High or an incident (injury only) with an actual consequence of Moderate”.
* **Injury or Occupational Illness:** Injury or occupational illness events are in accordance with the Main Roads Incident Management Procedure for fatalities, lost time injuries (LTI), restricted day injury (RDI), medical treatment injury (MTI), first aid injury (FAI) and no treatment (NT).

**Testing – Alcohol and Other Drugs**

The requirements for alcohol and other drugs testing are specified in clause Specification 203 Health and Safety Management, which is consistent with Section 16A and schedule four of the Code for the Performance and Tendering of Building Work 2016.

* **No. of BAC tests (> 0.00)**: Number of breath analysis tests conducted in accordance with AS 3547 (2019) Breath Alcohol Testing Devices.
* **No. of drug tests (confirmed positive)**: As per AS/NZS 4308 Specimen Collection and the Detection and Quantification of Drugs of Abuse in Urine or AS/NZS 4760 Specimen Collection and the Detection and Quantification of Drugs in Oral Fluid.

**Regulatory Notices (Act or Regulation)**

* **Improvement Notices**: Any notice from a Regulatory Inspector under any Act or Regulation.
* **Non-Disturbance Notice**: Any non-disturbance Notice issued by the Regulator
* **Summons:** Any summons or prosecution from a Regulatory Inspector under any Act or Regulation.
* **Prosecutions/Proceedings:** In relation to an WHS undertaking, industrial manslaughter, a category 1, 2 or 3 offence.
* **Other (i.e. under Energy Safety Act)**: Any other notice in association from a Regulatory Authority
* **WHS Inspections**: Total number of WHS inspections undertaken where specified in Specification 203.
* **WHS non-conformances (contract specific**): Non-conformance issued under the contract by the Superintendent.