



SUBCONTRACTOR HSE HANDBOOK

CONTENTS

1. INTRODUCTION	3
2. OBJECTIVES	3
3. CONTRACTOR DEFINITIONS	4
3.1. SUPERVISED SUBCONTRACTORS	4
3.2. INDEPENDENT SUBCONTRACTORS	4
4. BEFORE SUBCONTRACTORS START WORK	4
5. INDUCTIONS	4
6. PROJECT DETAILS	4
7. MCILWAIN SITE RULES	5
7.1. RISK MANAGEMENT	5
7.2. COMMUNICATION AND CONSULTATION	6
7.3. REPORTING OF INCIDENTS	6
7.4. ALCOHOL AND DRUGS	6
7.5. PERMIT TO WORK	7
7.6. ENVIRONMENT	7
7.7. MAINTAINANCE OF VEHICLES AND MOBILE PLANT	8
7.8. PLANT AND EQUIPMENT REQUIREMENTS	8
7.8.1. PLANT AND VEHICLE ROLLAWAYS	12
7.8.2. PLANT DOCUMENTATION REQUIREMENTS	12
7.9. OPERATOR LICENCES AND COMPETENCIES	13
7.9.1. HIGH-RISK WORK LICENSES (HRWL)	13
7.9.2. MOBILE PLANT VERIFICATION OF COMPETENCY	13
7.10. CHAIN OF RESPONSIBILITY (COR)	13
7.11. LOCKOUT AND OUT OF SERVICE	14
7.12. RESPIRABLE CRYSTALLINE SILICA (RCS)	14
7.13. COMPRESSED GAS CYLINDERS	14
7.14. HOT WORKS	15
7.15. CONFINED SPACES	15
7.16. LIFTING EQUIPMENT	15
7.17. SCAFFOLDS, TEMPORARY WORKS AND WORKING PLATFORMS	15
7.18. WORKING AT HEIGHTS	15
7.19. PERIMETER PROTECTION	15
7.20. PORTABLE LADDERS	16
7.21. EXCAVATION AND TRENCHING	16
7.22. ELECTRICAL SAFETY	16
7.22.1. TEMPORARY ELECTRICAL SUPPLY	17
7.22.2. WORK ON ELECTRICAL SYSTEMS	17

7.23.	WORKS ON, OVER OR ADJACENT WATER	17
7.24.	EMERGENCY RESPONSE	17
7.25.	FIRST AID	17
7.26.	HAZARDOUS SUBSTANCES/ DANGEROUS GOODS	17
7.27.	WORKING ALONE	18
7.28.	SMOKING	18
7.29.	HOUSEKEEPING	18
7.30.	NOISE	18
7.31.	PERSONAL PROTECTIVE EQUIPMENT	18
7.32.	ASSIGNMENT	19
7.33.	FATIGUE AND MENTAL HEALTH	19
7.34.	PUBLIC SAFETY	19
7.35.	PRIVACY OF INFORMATION	20

1. INTRODUCTION

To ensure that the highest safety, health and environment standards exist for both McIlwain employees, subcontractor and their employees, the following summary of HSE provisions will apply in total or in part to any subcontractor undertaking work on a McIlwain project.

This handbook has been prepared to ensure that the safety, health and environment of all McIlwain customers, visitors, employees and subcontractors are maintained while subcontractors are undertaking work on McIlwain sites. This handbook clearly outlines McIlwain's Health, Safety and Environment expectations

Subcontractors must indicate acceptance of these conditions and give a commitment to meeting and maintaining these provisions before any work can proceed. All subcontractors must be prepared to uphold their duty of care as an employer and service provider as prescribed under relevant legislation.

Note:

Definition

A subcontractor is a person or a company hired by McIlwain to perform part of a work scope or installation and repairs to plant and equipment

2. OBJECTIVES

McIlwain is committed to providing a safe work environment for all its employees, subcontractors, visitors and members of the public.

To meet these objectives, the following criteria must be achieved:

- > All subcontractors are to be aware of their responsibility and obligations and to comply with all of McIlwain HSE policies and procedures while working on a McIlwain project.
- > All subcontractors are required to maintain a safe working environment.
- > All subcontractors engaged on behalf of McIlwain are expected to conduct their work activities and meet their statutory duty of care responsibilities. Subcontractors are required to work in compliance with the relevant legislation for the work activities being performed under their contract, including risk assessments, licensing, and competency certificates to ensure a safe work environment.

Subcontractors are to meet their responsibilities and McIlwain's expectations through the diligent and consistent application of the following:

- > Provide sufficient information in the form of approved HSE management plans or procedures that clearly outline how the subcontractor intends to meet their contractual, legislative obligations and McIlwain policies.
- > Consult and cooperate with McIlwain personnel to ensure HSE plans are effectively implemented, and a safe working environment is maintained.
- > Provide sufficient performance data and information that will demonstrate compliance with prescribed performance targets and commitment to continuous improvement.
- > Adhere to the MCEMS and company plans, policies and procedures.
- > Complete designated HSE KPI activities and submit weekly and monthly performance reports to the site supervisor if required under the contract.
- > Respond positively to employee safety suggestions and take appropriate action to correct any unsafe conditions.
- > Release their employees for safety training as required.
- > Attend McIlwain pre-start and toolbox meetings regularly.
- > Conduct Pre-Task Assessments (PTA's) for all work tasks.
- > Reinforce positive safety initiatives and behaviour.

- > Implement disciplinary procedures when any of their employees fail to comply with their responsibilities.
- > Consult genuinely with the clients supervisory and safety staff as required to ensure the highest standards of safety and environmental performance is achieved.

3. CONTRACTOR DEFINITIONS

Contractors can be defined and grouped into two main categories

3.1. SUPERVISED SUBCONTRACTORS

Supervised subcontractors conduct operational tasks similar to that of our employees and work under the supervision of our management. Supervised subcontractors include labour-hire personnel, owner-operators and subcontractors who do not have sufficient HSE systems in place.

3.2. INDEPENDENT SUBCONTRACTORS

Independent subcontractors are those who undertake work on our behalf, such as agents that supply concrete and cartage used on a non-routine or irregular basis. Independent subcontractors also include persons who are brought to the site for a specific task and expertise such as electrical and mechanical contractors who have established HSE systems in place.

4. BEFORE SUBCONTRACTORS START WORK

Before a subcontractor can begin work on any McIlwain project, they must ensure specific requirements are met to minimise risk:

The subcontractor must:

- > Be approved as per the McIlwain Subcontractor Assessment process.
- > Be provided with a scope of work and were required to submit a Risk Assessment or SWMS for the type of work or task required.
- > Complete the necessary Site HSEQ Induction training.

5. INDUCTIONS

All subcontractors are required to attend the Site Induction Training to ensure they are familiar with the safety requirements and emergency procedures for the site. Site Inductions must be completed before any work commencing on site. Site Induction requirements are to be arranged with the Project Manager / Supervisor before visiting the site.

6. PROJECT DETAILS

Before commencement of work, the subcontractor must sign-in on the pre-start at the designated location.

Before arrival to site for the first time, subcontractors should arrange to meet the Project Manager or designated person at a pre-determined area who will then escort the subcontractor to the correct location of work. The Project Manager is responsible for ensuring that the subcontractors are aware of the McIlwain HSE policies and procedures, security and site requirements. Subcontractors who have health and safety problems or queries must discuss them with the Project Manager.

Parking will be available at most sites and is subject to authorisation by the relevant Project Manager. Subcontractors are requested to notify the Project Manager of any expected deliveries so that the appropriate arrangements can be made to admit the

deliveries and to enable couriers to find the contractor concerned.

7. MCILWAIN SITE RULES

7.1. RISK MANAGEMENT

Safe Work Method Statements (SWMS) must be completed by all Subcontractor/Suppliers undertaking any activity defined in legislation as “**High Risk Construction Work (HRCW)**” and any activity that McIlwain or the Subcontractor/Suppliers reasonably concludes could result in a casualty or bodily harm. SWMS must be site-specific and be developed in consultation with those undertaking the work, following this, the SWMS will be reviewed for adequacy against (WHS-F-07) *SWMS Review Checklist*. To assist, McIlwain will provide a copy of (WHS-F-07) *SWMS Review Checklist* before the Subcontractor/Suppliers commences works on site. Should the subcontractor/supplier submit multiple SWMS’ relating to several activities for which their works, a (WHS-F-07) *SWMS Review Checklist* shall be completed for each SWMS.

SWMS are required for the below “HRCW” which includes:

- > asbestos, explosives or diving work
- > work carried out in an area in which there are artificial extremes of temperature
- > a risk of falling more than two metres or is carried out on a telecommunication tower
- > building or demolition work involving tilt-up or precast concrete, structural alterations or repairs to a structure that requires temporary support to prevent collapse
- > the demolition of a load bearing part of a structure or the demolition of any part of a structure that is likely to affect its physical integrity.

It also includes work carried out in, on, or near any:

- > confined space
- > shaft or trench with an excavated depth greater than 1.5 metres or a tunnel
- > pressurised gas distribution mains or piping
- > chemical, fuel or refrigerant lines
- > energised electrical installations or services
- > area where there are artificial extremes of temperature
- > area that may have a contaminated or flammable atmosphere
- > road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- > area at a workplace in which there is any movement of powered mobile plant
- > water or other liquid that involves a risk of drowning.

A SWMS must be developed for all HRW activities onsite. The development of the SWMS must include a representative number of employees who have skill and knowledge in the task being conducted. Following submission and approval of the SWMS by McIlwain, all workers must be toolboxed in the SWMS for the activity they are undertaking and must sign an attendance record showing they understand the SWMS and agree to comply with its content. Records of this must be maintained and provided on request to McIlwain.

SWMS must be reviewed and updated within 3 months (maximum duration) or when:

1. A significant change to the assessed work activity is identified.
2. An incident occurs relating to the work activity.
3. A significant hazard is identified relating to the work activity.

Subcontractors/Suppliers shall ensure that all workers performing HRCW have been trained in the SWMS requirements. Additionally, a (*WHS-F-14*) *Pre-Task Assessment (PTA)* shall be completed by all persons undertaking the activity before commencement. The PTA must be conducted at the place of work (i.e. not in the crib room or office) and must be handwritten each day, for every work crew. Where hazards exist, which have not been identified in the SWMS, they must be listed and controlled on the Pre-Task Assessment (PTA). The PTA must then be reviewed and signed off by the relevant Supervisor and all in the work crew before any works commencing.

The Pre-Task Assessment (PTA) shall be reviewed ongoing, and any changes that occur throughout the day shall be documented and re-addressed with the work crew.

7.2. COMMUNICATION AND CONSULTATION

All subcontractors are to maintain effective communication with McIlwain with any safety, health or environment issues that may affect McIlwain employees, contractors or visitors. All subcontractors are expected to attend McIlwain HSE meetings on site.

Subcontractors who do not attend the McIlwain HSE meetings onsite shall provide an outline of their procedure to ensure their employees working on site are informed of important and relevant workplace health, safety and environment information and are allowed to voice any concerns that they may have. Records of health, safety and environment meetings must be submitted to McIlwain as evidence of the health, safety and environment information has been communicated.

7.3. REPORTING OF INCIDENTS

All subcontractors must immediately report all incidents that occur onsite to the Project Manager / Supervisor or another delegate. These include lost time and restricted work injuries, medical treatment, first aid injuries, near-miss/hit incidents, environmental damage and reportable dangerous occurrences.

The subcontractor will be required to attend the McIlwain Incident Investigation and attend to any legal requirements in respect of such injury or damage.

7.4. ALCOHOL AND DRUGS

McIlwain is committed to the safety of its employees and has a duty of care to provide a safe working environment. The need to effectively manage employee's fitness for work is an essential issue at McIlwain due to the vast range of activities undertaken by the company.

McIlwain has a duty of care to provide a safe workplace for all employees, contractors and visitors that are free from the hazards associated with drug and alcohol abuse. People affected by alcohol or drugs (AOD) pose a safety risk in the workplace.

It is the objective of McIlwain to foster an attitude amongst all employees and sub-contractors that it is not acceptable to come to work under the influence of drugs and alcohol which inhibit them from performing their duties in a safe and efficient manner.

McIlwain will:

- > Meet its obligation with respect to providing a safe working environment;
- > Provide education and training in the hazards associated with alcohol and drug abuse.
- > Conduct random AOD testing. All employees and subcontractors will be subject to random drug and alcohol testing while on site. Random testing will be determined by a suitable selection process administered by McIlwain.
- > Conduct AOD testing in accordance with Australian Standards *AS/NZS 4308:2008 (recommended practice for the collection, detection and quantification of drugs of abuse in urine)*, *AS 3547:1997 (Breath alcohol testing devices for personal use)* and will use laboratories appropriately certified and calibrated by the National Association of Testing Authorities.

The McIlwain HSE-P-03 Fitness for work procedure applies to all sites and activities and includes all employees, contractors and visitors to sites under McIlwain control.

7.5. PERMIT TO WORK

McIlwain's permit to work procedures shall be implemented/adopted, and the table below identifies when permits are required on all McIlwain sites;

PERMIT	WORKS THAT REQUIRE A PERMIT
Hot Work Permit	> Used whenever any work is being done that has the potential to generate flames, sparks or heat that may cause fire and/or explosion
Confined Space Entry Permit	> Used whenever work is being conducted in a designated confined space
Excavation – Removal of Redundant Services Permit	> Used for all works when disturbing/excavating the ground >300mm from an existing surface level or when removing redundant services.
Working at Heights Permit	This permit is to be completed for; > Any work closer than 2 metres to an unprotected edge where a person could fall 2 metres or more; > Any high-risk activity being performed which has an at-height component incl work from an Elevated Work Platform (EWP).
Lift Plan – Mobile Cranes	Shall be used for lifts in any of the below classifications: > Major Lift (Non-Standard Lifts) > Critical Lift Definitions of the above lift types are found in HSE-P-15 Cranes and Lifting procedure.

7.6. ENVIRONMENT

The subcontractor must liaise with McIlwain's Project Manager regarding the preparation of the worksite to minimise environmental impact. This will be specified in the Environment Plan or Site Risk Assessment.

Destruction or disturbance to native flora and fauna shall be minimised. Rubbish bins are to be used for the collection of all rubbish such as food scraps, containers, rags, papers, cardboards, cans and tins used in the work activity. Oil changes and servicing of equipment must be conducted in designated servicing areas to ensure waste, oil and grease is not spilt or dumped on unsealed ground. All waste oil and grease is to be removed off-site for disposal.

All stores of fuels and lubricants are to be constructed to prevent accidental spillage of product contaminating the soil to the standard and satisfaction of the Project Manager.

7.7. MAINTAINANCE OF VEHICLES AND MOBILE PLANT

All plant and equipment must meet the operational and inspection criteria established by the manufacturer/legislative/client requirements. All plant and equipment must be maintained following legislative and manufacturers requirements.

Danger/lockout and out of service tags must be installed and clearly displayed on the defective plant or when the plant is being serviced/maintained.

A documented inspection, testing and preventative maintenance regime must be implemented covering all plant, vehicles and equipment used and Inspection and Test Records and Plant Registers maintained. Up to date Subcontractor/Suppliers plant, maintenance/service records must be provided to McIlwain upon request.

7.8. PLANT AND EQUIPMENT REQUIREMENTS

Effective measures must be in place for managing the use of all mobile plant and machinery used for civil construction works i.e. including but not limited to skid steer loaders, excavators, backhoes, graders, scrapers, bulldozers, dump trucks, rollers and compactors and similar, to ensure that the work is planned and conducted following the requirements for high-risk construction work.

The following table outlines the minimum standards required for key plant and equipment operating on McIlwain projects.

Where alternative technologies exist that meet the intent of the nominated technology, these will need to be nominated by the subcontractor/supplier during the tender process and agreed. Further, where verified supply issues with technology exist, alternate arrangements are to be recognised and nominated.

PROJECT PLANT REQUIREMENTS	Reverse Cameras	Reverse Lights - Refer Note 1	Height Restrictor's/ Limiters	Fall protection for service areas incl delivery trays/beds where workers need to access	Hose burst protection valves in accordance with AS1418.8 section 5.4.3.	Fully Automatic Quick Hitches - Refer Note 3	Emergency Shutdown System (E-Stop)	Reverse Alarms	Body Raise Alert	Load Management Systems	Remote operation control system	Battery Isolator (Lockable)	Rated Capacity (KG) Decal
Mobile Cranes	✓	✓	✗	✓	✓	N/A	✓	✓	✗	✓	✗	✓	✓
Pick & Carry Cranes (Franna)	✓	✓	✓	✓	✓	N/A	✓	✓	✗	✓	✗	✓	✓
Vehicle Loading Cranes	✓	✓	✗	✓	✓	N/A	✓	✓	✗	✗	✓ - Refer Note 6	✓	✓
Light Vehicles	✓	✓	✗	N/A	N/A	N/A	✗	✓	N/A	✗	N/A	✓	✗
Truck & Dogs (Deliveries)	✗	✓	✗	N/A	N/A	N/A	✗	✓	✓	✗	N/A	✓	✓
Tandem & Mini-Tippers (Onsite)	✓	✓	✗	N/A	N/A	N/A	✗	✓	✗	✗	N/A	✓	✓
Tandem & Mini-Tippers (Delivery Only)	✓ Where applicable - Refer Note 9	✓	✗	N/A	N/A	N/A	✗	✓	✗	✗	N/A	✓	✓
Truck & Semi-Trailer Flat Bed (Onsite & Deliveries)	✓ Where applicable - Refer Note 9	✓	✗	✓	N/A	N/A	✗	✓	N/A	✗	N/A	✓	✓
Mini-Buses and Buses	✓	✓	✗	N/A	N/A	N/A	✗	✓	N/A	✗	N/A	✓	✗
Concrete Agitators	✓	✓	✗	✓	N/A	N/A	✓	✓	N/A	✗	N/A	✓	✗
Concrete Boom Pumps	✓	✓	✗	✓	✓	N/A	✓	✓	N/A	✗	✓ - Refer Note 6	✓	✗
Truck Mounted Concrete Pump (Line Pump)	✓	✓	✗	✓	N/A	N/A	✓	✓	N/A	✗	✗	✓	✗
Piling Rigs - Track	✓	✗	✗	✓	✓	N/A	✓	✓	N/A	✗	✗	✓	✗
Dozers	✗	✗	✗	✓	N/A	N/A	✓	✓	N/A	N/A	N/A	✓	✗

PROJECT PLANT REQUIREMENTS	Reverse Cameras	Reverse Lights - Refer Note 1	Height Restrictor's/ Limiters	Fall protection for service areas incl delivery trays/beds where workers need to access	Hose burst protection valves in accordance with AS1418.8 section 5.4.3.	Fully Automatic Quick Hitches - Refer Note 3	Emergency Shutdown System (E-Stop)	Reverse Alarms	Body Raise Alert	Load Management Systems	Remote operation control system	Battery Isolator (Lockable)	Rated Capacity (KG) Decal
Scrapers	✗	✗	✗	✓	N/A	N/A	✓	✓	N/A	N/A	N/A	✓	✗
Small Excavator <20T	✓ Where applicable - Refer Note 2	✗	✓ - Refer Note 7	✓	✓ Where applicable - Refer Note 8	✓ Where applicable - Refer Note 3	✓	✓	N/A	✗ - Refer Note 4	N/A	✓	✓
Large Excavator >20T	✓	✗	✓ - Refer Note 7	✓	✓ Where applicable - Refer Note 8	✓	✓	✓	N/A	✗ - Refer Note 4	N/A	✓	✓
Graders	✓	✓	✗	✓	N/A	N/A	✓	✓	N/A	N/A	N/A	✓	✗
Front End Loaders (FEL)	✓	✓	✗	✓	✓ Where applicable - Refer Note 8	N/A	✓	✓	N/A	✗	✗	✓	✗
Skid steers (Bobcat)	✓	✗	✗	✓	✓ Where applicable - Refer Note 8	✗	✓	✓	N/A	✗	✗	✓	✗
Backhoes	✗	✓	✗	✓	✓ Where applicable - Refer Note 8	✓ - Backhoe Arm	✓	✓	N/A	✗	✗	✓	✓
Telehandlers	✓	✓	✗	✓	✓ Where applicable - Refer Note 8	N/A	✓	✓	N/A	✓	✗	✓	✓
Rollers	✓ - Refer Note 2	✗	✗	✓	N/A	N/A	✓	✓	N/A	✗	✓ - Refer Note 5	✓	✗
Pavers	✗	✗	✗	✓	N/A	N/A	✓	✓	N/A	✗	✗	✓	✗
Boom lift <11m (EWP)	✗	✗	✗	✓	✓	N/A	✓	✓	N/A	✗	✗	✓	✓
Boom lift >11m (EWP)	✗	✗	✗	✓	✓	N/A	✓	✓	N/A	✗	✗	✓	✓
Scissor Lifts	✗	✗	✗	✓	✓	N/A	✓	✓	N/A	✗	✗	✓	✓

NOTES	REQUIREMENTS (any amendments to the plant requirements must be approved by the Systems Manager)
1	Must be fitted if the OEM mandates.
2	Where the operators vision is restricted by the design of the plant allowing personnel or plant/vehicles to be hidden by machine.
3	Fully Automatic - detach and swing. Prevents falling off and swinging in the event the primary systems fails. Mini Excavators to be assessed at engagement to see if fully automatic hitch available - where not available Systems Manager to be consulted.
4	Earthmoving equipment used for lifting freely suspended loads must comply with HSE-P-15 Cranes and Lifting.
5	Following normal process, a risk assessment shall determine if an activity requires equipment with remote control operation. Where rollers are required to work in unventilated trenches or against an unprotected steep edges (e.g. excavations, etc.), a remote control roller is required unless otherwise approved by the Project Manager.
6	Where Concrete Boom Pumps and VLC do not have remote control operation, risk assessment must include operation from truck mounted controls.
7	Preferred, however, only mandatory on projects where called for in the Risk Register for working around overhead powerlines/bridges etc.
8	Where excavator/plant item is used as a mobile crane for lifting, hose burst protection valves shall be fitted in accordance with <i>AS1418.8 section 5.4.3</i> .
9	Where deliveries are in a designated delivery area, or a fulltime spotter is in place to manage deliveries, no camera is required.

7.8.1. PLANT AND VEHICLE ROLLAWAYS

On McIlwain sites, all plant and vehicles not in operation need to be parked in a way so that they cannot rollaway. To achieve this the following shall be applied;

- > Vehicles must be turned off, the handbrake applied and placed in park or first gear with the keys removed from the ignition.
- > Parked on level ground in a planned, designated parking zone (reverse parking only).
- > Parking with wheels in v-drains, kerbs, speed humps.
- > Disengagement of and lowering of all attachments incl buckets / blades / bowls / jacks / baskets / forks / GET, etc.

As required in the Project Risk Register, the use of wheel chocks will be required depending on the location and topography of the project.

7.8.2. PLANT DOCUMENTATION REQUIREMENTS

With all subcontractor mobile plant used onsite, the subcontractor must supply before mobilising onsite the below;

- > Plant Risk Assessment
- > Design Registration (where applicable)
- > Third party annual inspection e.g. CraneSafe (where applicable)
- > Plant certification (where applicable)
- > Plant Registration (where applicable)
- > Operators manual
- > Service/maintenance records (Minimum previous three months historical records before commencing onsite, and then ongoing service/maintenance records as per manufacturer requirements).

Once the above has been received and verified, all subcontractor mobile plant shall be inspected upon arrival and a plant sticker affixed by McIlwain to ensure that items of the plant have been properly inspected, maintained and cleaned following the site requirements.

All subcontractor plant operators shall produce certificates of competency and either be verified as competent before commencing work onsite or meet the requirements of subcontractor declaration of competence.

Any person who drives or controls a motor vehicle or mobile equipment must hold a current license. Subcontractors whose driving license is suspended cannot drive or operate mobile equipment or light vehicles at any time.

Verification of Competency (VOC) assessments must be produced for all subcontractor operators, on the machine type and in the environment which it will be operated. Documentary evidence of competencies is to be retained for the duration of the Works.

If required, Verification of Competencies are to be conducted by an Assessor holding as a minimum Cert IV Workplace Training and Assessment (TAE) and a Nationally Accredited License (RII) on that particular machine.

All plant, delivery trucks and light vehicles onsite must be fitted with the following as a minimum:

- > Rollover Protective Structures complying with AS 2294.
- > Seatbelt/restraint system, which must be used at all times while the equipment is being operated.

- > Flashing light, reverse warning system (e.g. beeper) and tested in date fire extinguishers.
- > UHF Radio/hand held UHF radio.

Additional safety equipment may be required depending on site requirements; the McIlwain Project manager will inform the subcontractor of these requirements when necessary.

Subcontractor / Service Provider must maintain, and provide to McIlwain, up to date plant and equipment registers e.g. Plant Maintenance Register, Electrical Register, Lifting Equipment Register and Fire Extinguisher Register.

7.9. OPERATOR LICENCES AND COMPETENCIES

All subcontractor operators of classified plant and equipment must hold and produce a valid certificate of competency issued under the relevant legislation (e.g. mobile cranes).

7.9.1. HIGH-RISK WORK LICENSES (HRWL)

A High-Risk Work License is required before operating/conducting the following activities on site:

- > Forklift
- > Boom-Type EWP
- > Dogging / Rigging
- > Scaffolding
- > Mobile Crane
- > Telehandler
- > Concrete Boom Pump
- > Or any other as required by the Safety Management Plan.

7.9.2. MOBILE PLANT VERIFICATION OF COMPETENCY

The operator of mobile plant needs a verification of competency before operating the equipment on site.

7.10. CHAIN OF RESPONSIBILITY (COR)

The subcontractor must manage any specific obligations it owes and take reasonable steps to ensure COR compliance with the Heavy Vehicle National Law where it has responsibility within a particular transport chain.

This must include having adequate procedures in place to manage and prevent breaches relating to:

- > Fatigue & Speed;
- > Mass, Dimension & Loading;
- > Load Restraint and
- > Heavy Vehicle Inspection & Maintenance.

The subcontractor/supplier will undergo audit/compliance checks to ensure its obligations to the legislation is being met. This will include providing documents (on request) and facilitating audits to verify compliance. This will also require checks for mechanical inspections to be conducted by a competent person and documentation to be provided to McIlwain before commencement. Training of personnel will also be necessary to ensure employees understand their obligation in relation to CoR legislation.

For smaller subcontractors that do not have the National Accreditation (to be agreed before engagement), they will fall under the McIlwain's system and be required to comply to the

internal audit/compliance checks required.

This will include training of subcontractor personnel in the Chain Of Responsibility Management Plan (CORMP) to ensure a level of competence.

7.11. LOCKOUT AND OUT OF SERVICE

No person is to attempt to carry out inspection, maintenance or cleaning work that exposes that person or others to contact with moving machinery/equipment product of parts thereof that has not had all energy sources isolated and locked out.

The subcontractor is to ensure that any person acting on their behalf is trained in the site Lockout / Tag out procedures before carrying out any work and ensuring these procedures are complied with at all times.

Failure to comply with this requirement will result in the personnel involved being dismissed from the site and a review of the Subcontractor Agreement

7.12. RESPIRABLE CRYSTALLINE SILICA (RCS)

Crystalline silica (quartz) is a common mineral found in:

- > most rocks, sands, and clays
- > products such as concrete, mortar, brick, blocks, pavers, tiles, natural and composite stone/benchtops
- > cement-based materials such as fibre-cement sheeting and autoclaved-aerated concrete.

Dust containing respirable crystalline silica (RCS) is generated by high-energy processes such as cutting, sawing, grinding, drilling, polishing, scabbling and crushing of silica-containing materials.

When works involve the cutting, sawing and grinding, of silica-containing materials, all persons involved **must wear a correctly fitted P2 dust mask**.

Water suppression must be used to minimise the potential for air-borne contaminants, with an assessment to be made in relation to using wind deflectors if a high level of dust is identified when cutting through concrete pipes and culverts.

Mcilwain and its sub-contractors will complete **“Fit Face Testing”** for all team members assessed as being at risk of RCS exposure. i.e. Labourers, pipe layers, form workers and concreters.

7.13. COMPRESSED GAS CYLINDERS

All compressed gas cylinders must be stored in the upright position during use and transportation and restrained to prevent falling. All oxyacetylene hoses must be fitted with flashback arrestors at both the bottle and handpiece. All oxy-acetylene equipment must be transported on self-supporting trolleys when being moved through the site. Oxygen and gas cylinders shall be kept away from heat, fire or electrical lines.

Operation and maintenance procedure for oxy-fuel gas hand –held or portable equipment used in welding, cutting, heating and allied process shall comply with Australian Standards AS4839: *The safe use of portable and mobile oxy-fuel gas systems for welding, cutting, heating and allied processes*.

Flashback arrestors shall be tested as per the requirements of Australian Standard AS4603

Flashback arrestors – Safety devices for use with fuel gases and oxygen or compressed air.

7.14. HOT WORKS

A 'Hot Works' Permit shall be obtained / completed if the task will or could cause sparks or flames.

7.15. CONFINED SPACES

All work to be performed in a confined space must be performed in accordance with Australian Standard AS2865: *Safe work in a Confined Space* and relevant state/territory legislative requirements.

7.16. LIFTING EQUIPMENT

All cranes and lifting equipment must be examined and certified before first use, inspected at least quarterly (or as per project requirements), and re-certified at least annually by a competent person with records available on site.

Dogman/rigger must complete a visual check of all lifting equipment prior to use.

Quarterly inspections are to be made of all lifting gear;

- > In the event a routine inspection reveals a defect that may affect the safety of the lifting gear, the lifting gear is to be withdrawn from service and destroyed, or repaired and authorised for use;
- > A system which identifies the Safe Working Load (SWL) is to be shown on all lifting equipment;
- > Any item of lifting equipment subject to repair or alteration is to be re-certified or authorised for use before being reinstated

7.17. SCAFFOLDS, TEMPORARY WORKS AND WORKING PLATFORMS

All proprietary systems shall be designed, erected and used in accordance with the manufacturer's recommendations and have appropriate engineering sign-off as necessary.

7.18. WORKING AT HEIGHTS

Where subcontractors work at heights with the potential to fall 2m or more to the ground or platform, the minimum standards will apply:

- > A risk assessment has been conducted and a SWMS and PTA developed along with a work at height permit incl a rescue plan for the work activity;
- > Any person required to use fall prevention/arrest equipment or supervise work at heights must have been adequately trained and instructed;
- > Fall restraint/arrest equipment and anchor points which need to be tested (50% of 15kn for 1 person and 21kn for 2 person) are inspected and maintained; and
- > Work on a platform type ladder with edge protection if a risk assessment has been carried out, and it indicates a platform ladder is a better option than a scaffold or an elevating work platform (EWP).c

7.19. PERIMETER PROTECTION

All structures under construction or demolition from which persons or materials can fall must be effectively protected by physical barriers that meet AS4994.1 – *Temporary Edge Protection* and be of sufficient height and strength to prevent people and materials from falling or being blown off the edge of the structure, e.g. screens, scaffolds, guard rails.

Exclusion zones must be in place and enforced wherever a risk of falling objects exists.

7.20. PORTABLE LADDERS

All portable ladders used on site must comply with Australian Standard *AS1892: Portable Ladders*. Ladders are only to be used for access and egress unless platform type.

7.21. EXCAVATION AND TRENCHING

All excavation work must comply with the *Excavation Work Code of Practice 2013*. Any excavation and trenching >300mm shall only be completed after an excavation permit has been issued with underground service maps and other relevant information. This information must be reviewed to locate and if necessary, lockout all potentially affected hazardous energy sources.

All excavations and trenches over 1.5 metres in depth, where entry is required, shall either be shored, battered back or benched unless a geo-technical engineer confirms in writing that the excavation is stable and any conditions set by the engineer are followed.

All subcontractors involved in excavation and trenching must ensure as a minimum that an excavation permit and safe work method statement is prepared for any work involving and that it identifies and details controls for excavation collapse, falling objects, falling into the excavation and inhaling or being exposed to impurities in the air.

All subcontractors involved in trenching must ensure that the work is carried out under the direct supervision of a competent person. This competent person is to undertake, as a minimum, daily inspections of trenches and excavations.

7.22. ELECTRICAL SAFETY

All electrical work must be performed by a qualified and licensed electrician approved for site in line with *AS/NZS3012:2019 Electrical installations - Construction and demolition sites*

Earth leakage protection is required for all electrical supply, and all leads must be kept off the ground.

Portable electrical equipment is to be visually inspected before each use and is to display a current inspection tag as defined in this procedure. Any equipment failing visual inspection is to be tagged with an "Out of Service" tag and repaired or replaced promptly.

All portable electrical equipment is to be tested by a competent person for continuity, polarity, earthing and insulation (as appropriate) as follows:

- > Before first use of the equipment.
- > At intervals of every 3 months.
- > Before repaired equipment is returned to service

All equipment, including adaptors that plug directly into the socket-outlet without the use of a 240/415-volt supply cable (e.g. Mobile Phone Chargers), are to be tested and tagged by an appropriately licensed electrical worker.

Leads are not to be placed over walkways or roadways where they are subject to pedestrian/vehicular traffic unless they are protected by adequately constructed approved cable bridges or stands, with appropriate warning signs displayed (Construction wiring or similar).

All portable electrical generation sets, welding plant etc. must be fitted with earth leakage / residual current protection devices.

Earth leakage / residual current protection devices must be tested regularly.

7.22.1. TEMPORARY ELECTRICAL SUPPLY

Electrical supply panels must be sufficient in number, located near work areas to minimise trailing cables, secured to prevent unauthorised access.

All electrical circuits, including mobile generator sources, must be protected by an Earth Leakage Circuit Breaker (ELCB), Residual Current Device (RCD) or a Ground Fault Circuit Interrupter (GFCI), fitted at the source.

All electrical equipment, including RCDs, must be inspected as per project requirements. Maximum lead length is 30m.

Temporary Electrical supply must comply with AS3012 and be tagged with 'temporary construction wiring' stickers or similar for identification.

7.22.2. WORK ON ELECTRICAL SYSTEMS

Works on live electrical systems must not be undertaken.

For any work on live electrical systems, precautions must be taken to eliminate the electrocution risks and work must be planned and conducted to address any risks identified. All work on electrical systems requiring isolation must have a documented process in place before any work commencing. A Lock-Out Tag-Out (LOTO) procedure must be in place and included in any SWMS.

Any work on electrical circuits, equipment and tools must only be carried out by a qualified electrician.

7.23. WORKS ON, OVER OR ADJACENT WATER

Personnel working on, over or adjacent to water must wear life jackets (where there is a chance of drowning) with all work being planned and conducted following the requirements for high-risk construction work SWMS. Suitable rescue equipment must be available within or near the work area. Persons required to wear life jackets must be trained in the correct fitting and use of the jackets.

7.24. EMERGENCY RESPONSE

Subcontractors will be briefed on specific emergency response requirements as part of the site induction that will be given prior to work commencing on site.

7.25. FIRST AID

Subcontractors will be briefed on the site First Aid Facilities as part of the site induction that will be given prior to work commencing on site.

7.26. HAZARDOUS SUBSTANCES/ DANGEROUS GOODS

The subcontractor must not bring hazardous substance / dangerous goods onto site without prior approval of the Project Manager. The subcontractor is responsible to provide suppliers

Safety Data Sheet (SDS) for each product brought to site and ensure all products are properly labeled.

A hazardous substances / dangerous goods register must be held on site which includes Safety Data Sheets (SDS) and Hazardous substances / dangerous goods risk assessments. If safe hazardous substances storage facilities are not available, only the amount required for the task on the day are to be kept on site.

Spill kits shall be appropriately sized, and type must be available on site at all times where hazardous substances / dangerous goods are stored or used.

Disposal of substances safety and in compliance with health, safety and environmental legislation is the responsibility of the subcontractor.

7.27. WORKING ALONE

If subcontractors must work alone on site, they must ensure that the risk is managed by ensuring they have implemented the appropriate controls for communication (e.g. radio, mobile phone) and the task.

7.28. SMOKING

Smoking is only permitted in designated areas on site. Smoking is not permitted in vehicles, crib huts, toilet facilities or offices.

7.29. HOUSEKEEPING

Subcontractors will be required to maintain workplaces in a clean and tidy condition. Working areas, stairways, passages, emergency exits, firefighting and safety equipment must always be kept clear.

If required, working areas must be barricaded off and appropriate warning notices erected. All materials and debris must be lowered and not dropped from elevated locations and platforms.

Work areas and access to work areas must be cleared at the end of each working day.

7.30. NOISE

All relevant equipment brought to site must have its noise emission level identified. All equipment with noise emissions that exceed the statutory action level of 85 dbA (leq) 8-hour must be adequately identified as a noise hazard and all personnel operating or working near the equipment must use approved hearing protection if the noise level cannot be reduced to an acceptable level by engineering controls. Signage must be displayed in the area to clearly identify the noise hazard.

The use of iPods, MP3 players, mobile phones with headphones are not permitted to be used on site during work hours.

7.31. PERSONAL PROTECTIVE EQUIPMENT

The minimum PPE requirements on McIlwain Sites are:

- > Safety Helmet (AS 1801) shall be worn;
- > Safety Glasses with side shields (AS/NZS 1337 & AS/NZS 1338); shall be worn as required by the work or PTA;
- > Gloves appropriate to the works shall be worn as needed for the work or PTA, and carried

- on person at all times;
- > Lace-up ankle-high Safety Footwear (AS/NZS 2210);
- > Hearing protection (mandatory in signposted areas) shall be worn as required by the work or PTA;
- > Long-sleeved Hi-Visibility shirts / Vest, Long-legged trousers

Specific personal protective equipment must be made available by the subcontractor to their employees for use when they are exposed to specific hazards.

The subcontractor is to ensure that all personal protective equipment is always maintained and used by their employees whilst on site.

In areas where dusts, fumes, mists, gas or vapors are possible, respirators or dust masks must be provided and worn. In any of these areas, the use of an efficient exhaust system must be assessed.

7.32. ASSIGNMENT

The subcontractor must not assign or sub-let any part of the Agreement or the Works without McIlwain's prior written consent. Any approval by McIlwain to sub-let any part of the Agreement or Works shall not relieve the subcontractor from any of its obligations under the Agreement.

Where a subcontractor requires another subcontractor to perform any works outside the Agreement or Works (for example servicing, repairs, or maintenance) the subcontractor must obtain prior approval from the Project Manager.

7.33. FATIGUE AND MENTAL HEALTH

Subcontractor / Service Providers must not be affected by fatigue while at work. Individual workers must advise their Supervisor if they may be suffering from fatigue. Supervisors must monitor workers and implement control measures if they believe a person is suffering from fatigue.

Subcontractor / Service Providers must have processes in place to respond to mental health concerns were brought to their attention by their Supervisors or workers. McIlwain may assist subcontractors if this is agreed in writing during the tender process.

All subcontractors engaged by a subcontractor are required to carry out work on McIlwain sites in accordance with the McIlwain HSE policies and procedures and be supervised at all times whilst on site.

7.34. PUBLIC SAFETY

McIlwain aims to maintain the safety and wellbeing of the public. All subcontractors employed by McIlwain are responsible for ensuring that members of the public are not injured or otherwise affected by the activities of the subcontractor and their employees whilst on site.

Subcontractors with direct access to or contact with the public, by the nature of the service that the subcontractor provides, will exercise all due care for the health and safety of members of the public. This requirement includes full compliance with all relevant legislation, codes of practice and / or Australian Standards.

Subcontractors will take suitable precautions to protect the safety and welfare of the public.

The subcontractor shall provide appropriate barriers/screens etc. to protect staff/public from any hazards generated and prevent any exposure to risk.

7.35. PRIVACY OF INFORMATION

Subcontractors must not discuss with any person/organisation any matter concerning any items involving McIlwain sites, equipment, or people without the expressed authority of McIlwain. Use of cameras is prohibited without the authority of the McIlwain Project Manager.