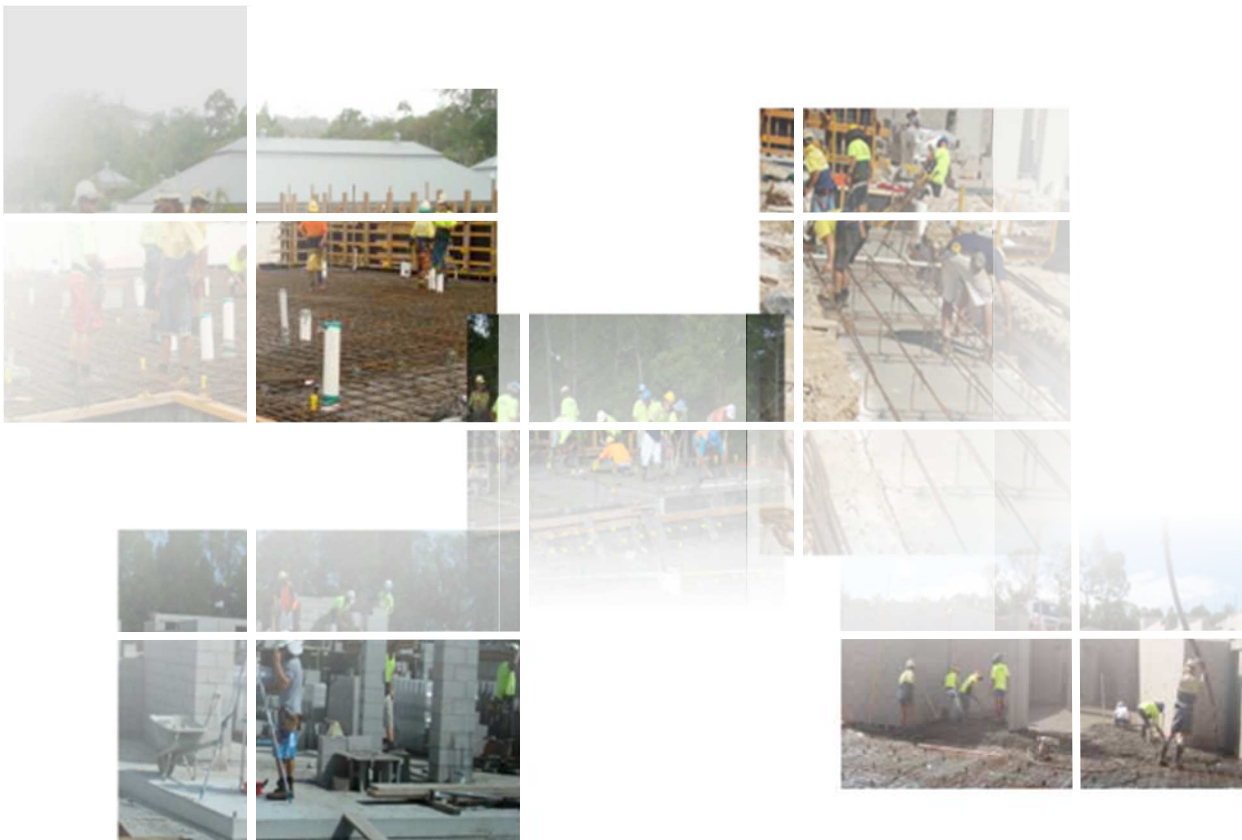


HSE Requirements for Subcontractors

Version 9

Date Reviewed: 12/07/2017



Introduction

This information pack has been prepared to outline the requirements of Subcontractors, Suppliers and Service Providers working on RCQ Construction projects with respect to Work Health Safety and Environmental (HSE) management performance. This document serves as a general summary of these requirements.

All applicable project, local, national and international environment, health & safety legislation and recognised codes, standards and other external requirements must be complied with at all times. Where there is a difference between RCQ Construction requirements and those required by legislation, recognised codes, standards and other external requirements, the higher standard must be applied.

RCQ Construction HSE Principles

RCQ Construction is committed to the principle of operating incident and injury free wherever we have a presence and exploring every opportunity to have a positive impact on the environment. RCQ Construction's HSE Principles have been developed and endorsed by RCQ Construction's senior management team to describe our commitment to HSE.

Project Specific Requirements

Subcontractors and their agents must not discuss with any persons/organisations any matter in relation to any issues or items involving RCQ Construction sites, equipment or people without the expressed authority of the Site Manager. Use of cameras is prohibited without authority of the Site Manager. For further information, refer to Project Specific Rules / Client Specific Rules for the particular project.

HSE Administration

HSE is administrated as a minimum on all sites via the following principals.

Subcontractor obligations			
Site Induction	Daily sign in	Daily prestart	Weekly tool box talk
OHS Committee representative		Participate in housekeeping teams	

Inductions and Employees

Worker Induction/Orientation (off-site or on-site)

Before commencing work on a project all personnel must report to the project office where they will receive a site specific induction and hold the appropriate entry level industry specific induction and subcontractor SWMS training.

Visitors

All visitors entering the project site or office must receive a visitor induction, be given adequate HSE instructions, and be accompanied while upon the premises.

Health Safety & Environment Resources

A competent person from the Subcontractor (e.g. certified work health and safety adviser) must be on site all times while high risk works are being conducted to provide supervision of work activities and respond to any emergencies.

Mandatory Documentation

No work will be permitted until all documentation requirements have been satisfied. Blank templates are provided in this document.

- Relevant Insurance
- WorkCover certificate
- **Site safety management plan**
 - **Safety plan includes**
 - **Safety/Environment Policy**
 - **Contractor Details**
 - **Responsibilities of site personal**
 - **Plant Register**
 - **Plant Risk Assessments**
 - **Hazardous substance register**
 - **Hazardous substance Risk Assessments**
 - **Electrical register**
- **Safe work method statements**
- **All activity that generates Silica dust must have appropriate dust collection systems in place,**
 - **Cutting cement Sheet – this includes 4/5 inch cutter/grinder use**
 - **Cutting Hebel**
 - **Cutting Block work**
 - **Concrete patching (concrete grinding or scabbling)**
 - **Cutting Floor tiles**
- **Certificates of competence – The employer signs off on workers competence**
 - **Plant, ie, quick cut saw and other high risk plant**
 - **Major Plant & Machinery**
 - **PPE**
 - **SWMS**
- Appropriate equipment to perform work safely
- Equipment in good condition.
- **Compliance with the section detailing Ladders in this document**

Irrespective of SWMS being accepted or purported to be accepted, RCQ management reserves the right to determine if an activity is unsafe or there is an imminent risk of injury. Where such a determination has been made, the sub-contractor will be instructed to stop work and modify the method of work to ensure the activity is safe. *Note: In this circumstance, sub-contractors are not automatically entitled to claim a variation just because the change in method differs from an accepted or purported to be accepted SWMS.*

Template is provided in this document for the convenience of the sub-contractor

Additionally, the following will apply based on the opinion of a RCQ manager, RCQ site management or an RCQ HSE advisor. If this provision is unclear, it must be referred to the RCQ Risk & Compliance Manager.

- **Site environmental management plan or method of work where relevant. I.e, where work impacts on the environment, such as civil works, paint washing stations ect.**

Safety Plan Checklist	Further Action/Comments
✓ Safety Plan ✓ Identifies the Site ✓ Company ABN ✓ Contact details ✓ Safety Plan Signed ✓ Responsibilities detailed ✓ Policies Signed & Dated ✓ SWMS for activities ✓ Competency Certificates Signed ✓ A Plant register ✓ Plant certifications as applicable ✓ A Hazardous substance register ✓ A Electrical tool register	
SWMS Checklist	Further Action/Comments
Company details: ✓ ABN number on all SWMS ✓ Address on all SWMS ✓ Contact details on all SWMS ✓ Name of senior manager who has approved the SWMS on all SWMS ✓ Names of workers consulted in the development of the SWMS ✓ Person responsible for ensuring compliance with SWMS ✓ Are measures are in place to ensure compliance with the SWMS? ✓ Person responsible for reviewing SWMS controls ✓ How will the SWMS control measures be reviewed ✓ Any OHS legislation and relevant standards/codes applicable to the activity/work	
Scope of work: ✓ Start date, duration, type of work ✓ High risk work activities nominated ✓ Consultation with relevant contractors ✓ Step-by-step sequence of undertaking the activity/work ✓ Risk assessment of each risk identified using a risk rating matrix	
Training and staffing details: ✓ Skills required ✓ Details of training ✓ List of high risk work licenses and certificate numbers ✓ WHS responsibilities nominated ✓ White/Blue Card & SWMS/WHSMMP induction training ✓ Any pre-starts requirements (e.g. permits) required for the activity/work.	
Hazardous chemical detailed in relevant SWMS: ✓ Is there a register of all chemicals ✓ Copy of SDS sheets ✓ Risk assessment of hazardous chemicals ✓ Nominate the SWMS detailing its use	
Plant and Equipment detailed in relevant SWMS: ✓ Maintenance/service records/logs ✓ Register of plant and equipment	
PPE requirements detailed in relevant SWMS: ✓ PPE identified for specific activities	
Other issues: Has the project WHSMMP been referred to during the development of the SWMS? i.e. work at heights Permit to Work system?	

Competence

Proof of competence

Proof of competence (e.g. certificates, licence's, training records, or knowledge testing) must be provided for any employees of Subcontractors/Service Providers conducting specialist or high risk activities.

Subcontractors/Service Providers are also required to provide such information for any organisations that they employ to complete the works.

All plant and vehicle operators must be competent (e.g. certified/licensed/undergoing formal training) to operate the plant or vehicles they are assigned to and be briefed on their use and particular hazards associated with the site. Assessments must be made to ensure the competency of drivers with respect to the specific vehicle, the site conditions, the work to be completed, and any statement of attainment of competency.

Where plant will be operated that does not require a licence, the sub-contractor will submit verification in the form of a statement of attainment if there is training available from a training organisation, otherwise a **Certificate of Competency** by the subcontractor attesting to the competency of the person working for the subcontractor. Such a certificate must be signed by a senior manager working for the subcontractor.

Planning

Health Safety & Environment Plan

All Subcontractors are required to prepare and submit details of its HSE and rehabilitation management system.

All Subcontractors are required to prepare and submit site specific safe work method statements for all works or activities defined as high risk or job safety analysis statements as deemed necessary or appropriate by RCQ Construction.

The Subcontractor will prepare and submit a HSE Management Plan.

Risk Management

Hazards are to be eliminated where ever possible, or reduced through the application of effective control measures in line with the Hierarchy of Controls prescribed by WHS Regulation. Tools that can be used to manage hazards and risks include the Project Risk Register, Safe Work Method Statements and a Job Hazard Analysis. Records of this risk management process are to be maintained.

High risk activities are those activities that present significant risks to persons, property and/or the environment if not adequately managed (refer to list of High Risk Activities in this document).

Planning and Inspection

Safe Work Method Statements (SWMS) must be completed by all Subcontractors and Service Providers undertaking High Risk Activities to detail the safe systems of work they will adopt for works. All ground and civil works must be assessed and the safest practicable methods employed to carry them out with all work being planned and conducted in accordance with the requirements of the High Risk Activities.

Permit to Work

The RCQ Construction Permit to Work (PtW) procedures must be adopted in all instances where a PtW is required; the Subcontractor's PtW procedure can only be used where approved by the RCQ Construction Project Manager.

Activity Communication

HSE Pre-Start Talks must be conducted daily. Whole of site weekly Toolbox Talks must be attended by all persons on site where topics relevant to the activities occurring at or around the operation are discussed. **Toolbox talks are to occur weekly.**

All work groups require Pre-Start Talks to ensure they are aware of how risks to environment and safety are to be managed. Pre-Start Talks must be conducted at the start of each day or shift, or when conditions or tasks change that could increase or introduce new environment or safety risks. **Records of prestarts will be made on an RCQ prestart template.**

Pre-Start Talks must ensure that operatives undertaking the work clearly understand the method of work (e.g. SWMS, JSA, Permit to Work) associated with the task as well as creating an awareness of adjacent activities and the need to address change management scenarios should they arise. **A pre-start talk must be completed daily prior to starting work.**

Controls

Activity Controls

Adequate numbers of competent supervisors must be in place to monitor work activities and to ensure they are conducted as planned.

All plant and equipment must meet the operational and inspection criteria established by the manufacturer and / or legislative requirements and / or client requirements.

Safety and Environmental Hazards

Where any work activity or hazard is observed which could result in a serious injury or environmental damage, immediate action must be taken (including a conversation with those conducting the activity and/or those responsible for the area or hazard) to stop the activity or control the situation. Details of the hazard, as well as any action items, must be recorded.

Regular performance monitoring by the subcontractor (such as inspections and audits) must occur to ensure risks are effectively controlled. Daily checks must be made of all high risk works (e.g. those subject to SWMS/PtW). Performance monitoring reports must be provided regularly (e.g. weekly inspections, audit reports).

Incident Reporting

All workplace incidents, including those for insurance purposes on RCQ Construction projects must be recorded and reported immediately to an authorised RCQ Construction representative (e.g. HSE Advisor, Site Supervisor, Project Manager etc.).

All Subcontractors will be required to cooperate with the site HSE Advisor in all aspects of injury management and return to work including provision of medical certificates and other documents.

Maintenance of Tools and Equipment

An effective inspection, testing and preventative maintenance regime must be implemented covering all tools, equipment and vehicles used on site. Registers must be provided and maintained. All electrical tools and equipment being used on the site (other than extra low voltage) must be regularly inspected, tested and tagged (e.g marked as safe to use). Registers must be provided and maintained. **Template Provided in Appendices**

Public Protection

All reasonably practicable means must be employed to protect the public from any hazards arising from the works, including tripping/slips hazards, falling materials, changes to pedestrian walkways, existing traffic conditions and the movement of vehicles into/out of the site.

Housekeeping

Housekeeping must be effectively managed to maintain a clean and tidy work site. Combustibles, flammables and other dangerous materials must be stored safely and clearly identified, e.g. highly flammable materials must be kept in fire resistant containers.

Personal Protective Equipment (PPE)

Any items of task specific PPE must be provided and worn if the need is identified by risk assessment, e.g. appropriate hearing protection in areas where noise levels exceed 85 dB(A). Where specific hazards and associated risks have been identified in the risk assessment, the most appropriate and highest level of PPE must be listed in the task specific SWMS. The minimum standard across all RCQ Construction sites are:

- Safety helmet – with a sunbrim for outdoor work
- Safety gloves – applicable to the task
- Safety boots as appropriate to the task
- Hi-viz shirt or hi-viz vest over the top
- Safety glasses appropriate to the task.

RCQ Construction has deemed hand and eye injuries to be a priority on all sites. All workers must have suitable safety gloves for the task and safety glasses on their person at all times when on site.

Manual Handling

Manual tasks must be assessed and any appropriate equipment or aids must be provided as a primary method of eliminating the need for manual handling before work is undertaken. Any workers required to be involved in manual handling operations must be instructed in and follow safe manual lifting methods.

Working Alone

Working alone should be avoided. If it cannot be avoided, effective measures must be implemented to eliminate or control the hazards associated with working alone by means of a Risk Assessment. The assessment must be reviewed and agreed by the Project Manager prior to any works or activities requiring working alone commences.

Plant

Maintenance of Plant

A documented inspection, testing and preventative maintenance regime must be implemented covering all plant and equipment used for ground works. Proof must be provided prior to the use or engagement of any plant or machinery on site.

The following must be provided for all plant that is not hand tools

- Plant register
- Plant risk assessment
- Plant prestarts (Frequency determined by HSE Advisor)

Registers must be provided and maintained. **Template Provided in Appendices**

Safe Use of Plant

Effective measures must be in place for managing the use of all mobile plant and machinery used for ground and civil works, including but not limited to bobcats, excavators, backhoes, graders, scrapers, bulldozers, dump trucks, rollers and compactors and similar, to ensure that the work is planned and conducted in accordance with the requirements for High Risk Activities.

All plant must be only be used for the purpose for which it was designed and in-line with manufacturer instructions.

All operator mobile phones (or other personal electronic equipment such as music players) must be turned off when plant is in use.

During any use of vehicles on-site seatbelts must be worn.

Cranes and Lifting Equipment

Cranes and other lifting equipment (including excavators and other similar equipment) must be structurally sound, fit for purpose, fitted with appropriate safety devices (such as safe load indicators, overload alarms, burst/hydraulic lock out valves, earthing, anemometers, and warning lights) and marked with a means of identification and safe working load.

All lifting gear and rigging, including rubbish removal skips, must be structurally sound, fit for purpose and designed for lifting (with certified lifting points and safe working load identified).

Any subcontractor bringing lifting gear on site or any item that is lifted must;

- Include a register of lifting gear
- SWL must be indicated on each item
- Engineer certificates of SWL on non-proprietary items (i.e home made lifting lugs)

All crane erection, climbing and dismantling must be planned and conducted in accordance with the requirements for High Risk Activities. An exclusion zone must be established. Erection, climbing and dismantling of tower cranes should only be performed outside of working hours. Before any work commences an appropriate Permit to Work must be in place approved by persons with the appropriate limits of authority.

All crane or other lifting equipment operators and slingers / riggers / dogmen must be competent to perform their role. A competent person must be appointed to develop an overall lifting plan or lift study and oversee all lifting activities.

Safe Use of Cranes and Lifting Equipment

Work involving cranes and lifting equipment must be planned and conducted in accordance with the requirements for High Risk Activities. All rubbish removal skips, must not be filled above their top edge and must be covered to prevent loose material falling out while they are being lifted. Daily lifting coordination meetings must be held where more than one crane is in use.

Maintenance of Cranes and Lifting Equipment

An effective inspection, testing and preventative maintenance regime must be implemented covering all cranes and lifting equipment (including cranes, hoists, chains, hooks, slings, etc.) used. Documentation of the listed regimes must be provided to the project prior to use. Registers must be provided and maintained.

Specific Physical Risk Controls

Light vehicles

All drivers and passengers must abide by road rules when operating a vehicle (i.e. have a valid driver's licence, to wear a seat belt, not overload the vehicle).

Fall Prevention

Work at height should be eliminated as far as possible. Where work at height cannot be eliminated, the most practical form of physical barrier must be installed to provide fall restraint to prevent persons or materials falling. Where necessary, harnesses must also be used but only as a secondary means of fall restraint.

If work at height is required and it is not practical to install physical barriers, or work needs to occur outside the physical barrier, full body harnesses must be used to provide either fall restraint or fall arrest protection. Proof of training and correct use of all harness types must be provided before use. Work at heights equipment registers must be provided and maintained.

Perimeter Protection

All structures under construction or demolition (including the construction/demolition floor) from which persons or materials can fall must be effectively protected by physical barriers 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.

Access Systems

Access to general work areas or floors should be provided by the full permanent solution where ever possible. Where this is not possible, temporary staircases of adequate width and complete with handrails should be provided.

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.

Ladders

The use of platform ladders is permitted as a safer means of working at height.

All other types of ladders are **prohibited** unless compliance with the following principals or requirements is strictly complied with;

- A Risk Assessment must be undertaken that is directly related to each task the step ladder will be used on. i.e, a generic risk assessment or JSA will **not** be suitable to cover all circumstances.
- Where a Risk Assessment or JSA has been accepted by site management the ladder may only be used for conducting short duration work ONLY (i.e. work lasting less than 15 minutes) or work in confined locations where it is impossible to place a platform ladder safely and only if three points of contact can be maintained.

Temporary access ladder to the formwork deck that is used by form workers only is excluded from these provisions.

Excavations, Piling and Tunnelling

Excavations must be benched, shored or battered back/sloped to a safe angle as determined by a competent engineer in the excavation design process.

Works on, over or adjacent Water

Where water is present, measures must be taken to prevent drowning. When working adjacent to water, personnel must wear life jackets (where there is a chance of drowning) and suitable safe rescue equipment is available within or near the work area, and persons are trained in the correct use.

Temporary Electrical Supply

Electrical supply panels must be sufficient in number, located in close proximity to 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 and in compliance with AS 3012.

Work on Electrical Systems

Works on live electrical systems must not be undertaken, except where deemed absolutely necessary by a competent person for fault-finding, testing/commissioning work or where the electrical supply cannot be interrupted.

Where work on electrical systems is carried out, effective precautions must be taken to eliminate electrocution and work must be planned and conducted to address any risks identified. Prior to any work commencing, all work on electrical systems must have a Permit to Work in place. 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 competent person.

Work in or adjacent to a Railway

Work in or adjacent to a railway must not be undertaken unless a risk assessment has been undertaken by a qualified and competent track protection person to ensure that appropriate levels of work site protection have been provided to all workers and work activities at all times.

A qualified and competent track protection person must be in attendance at all times when working in or adjacent to a Railway to monitor work site protection and liaise with train operations control centres. A Work Site Protection Plan is to be completed in conjunction with the risk assessment and all control measures are to be briefed to all personnel on site using the Pre Work Briefing (Rail) or equivalent Client or Track Manager's briefing form/s.

Lighting

Adequate lighting which matches the demands of the job and the location must be provided to supplement natural light as required to ensure works can be conducted safely. AS/NZS 1680.2.4:1997 Table E1, part 5 – Building Construction Sites

The level of illumination should match the demands of the job and the location. The following are examples for minimum lighting levels at the workplace:

- „ general access ways and base lighting to rooms, stairways: 40 LUX
- „ typical building work (e.g. bricklaying, plastering, gyprock and electrical): 160 LUX.

If adequate lighting cannot be provided, the room or area should be suitably locked out and not used. Task lighting is the responsibility of the sub-contractor.

Chemicals Hazardous to Health

Any work in the vicinity of hazardous chemicals must be planned and conducted in accordance with the requirements for High Risk Activities. A hazardous substance register must be submitted for all hazardous substances used on site. A Hazardous substance Risk Assessment must be provided for all substances that are hazardous **Template Provided in Appendices**

Fire Prevention Measures

Fire loadings and sources of ignition must be risk assessed and appropriate fire precautions must be taken. Flash back arrestors must be in place on both ends on supply hoses and gauges for oxy acetylene welding and cutting sets. All hot works processes that are likely to produce sources of ignition such as burning, grinding, heating, welding, flame cutting, etc. must be controlled and the work must be planned and conducted in accordance with the requirements for High Risk Activities including the use of PtW.

Smoking must be prohibited in all areas of the site.

High Risk Activities

The following activities are defined as high risk activities and include those which have been legislated as high risk construction work.

A high risk activity is any work:

- Involving work at heights that includes:
- Use of suspended access equipment (e.g. Bosun's Chairs, Cradles, Gondolas, Swing Stages);
- Use of an Elevated Working Platform (e.g. scissor lift, boom lift);
- Installation, use and dismantling of Powered Vertical Access Equipment (e.g. Mast Climbers,

- People or Material Hoists and Building Maintenance Units);
- Metal frame erection;
- Concrete formwork erection;
- Cladding and façade work;
- Access to and work on roofs;
- Work within or near penetrations, risers, shafts and voids (including lift/elevator installation and maintenance);
- Work on a telecommunications tower, power pole or other installation;
- Erection, use and dismantling of scaffolds (e.g. façade, mobile); or
- Any activity not described above requiring the use of a fall arrest or fall restraint harness as the primary means of fall protection.
- Involving any structural alteration or repair that requires temporary support to prevent collapse;
- Involving any demolition work;
- Involving the use, removal, transport or handling of hazardous materials and any dangerous or highly toxic chemicals including those involving or likely to involve asbestos;
- In or near a confined space;
- Creating, accessing or maintaining excavations;
- Involving piling, directional boring or drilling;
- On or near chemical, fuel or refrigerant lines;
- On or near energised electrical installations or services;
- In an area that may have a contaminated or flammable atmosphere;
- Involving explosives;
- Involving tilt-up or precast concrete;
- On, in or adjacent to a road, railway, shipping lane or other traffic corridor;
- In an area of the workplace where there is any movement of powered mobile plant;
- Installation, maintenance and commissioning of machinery and/or plant process equipment;
- Involving heavy mobile work equipment co-ordination;
- Involving the use of heavy plant for civil and ground works (e.g. bobcats, excavators, backhoes, graders, dump trucks, rollers and compactors);
- In an area where there are artificial extremes of temperature;
- In, near or over water or other liquids where there is a risk of drowning;
- Involving diving work;
- On, or near, a pressurised gas distribution mains and consumer piping;
- On or adjacent to, energised systems, e.g. electrical, hydraulic, pneumatic (LOTO);
- Creating, accessing or maintaining bridges and related structures including the placement of spans and pre/post tensioning;
- Involving tower crane erection, climbing and dismantling;
- Involving mobile cranes that requires any lifting operation including:
 - Load slinging;
 - Crane management; or
 - Lifting over work areas, thoroughfares or public areas;
- Hot works, including welding and grinding;
- Requiring strict environmental controls to prevent air, noise, and soil or water pollution.
- Any work activity not listed above but which has been assessed as high risk due to the potential to harm workers, the public, property or the environment.

Environment

Stormwater, Sediment and Erosion Control

All activities where land is cleared, excavated or disturbed must implement and maintain sediment and erosion control devices to prevent topsoil loss and the degradation of land quality as well as the export of soil, silt or sediment offsite.

All project operations must prevent water pollution by employing adequate controls to prevent any pollutants from entering adjacent drainage areas such as watercourses, water bodies and stormwater systems through uncontrolled discharges.

Air and Noise Emissions

All activities involving excavation or disturbance of soils or vegetation must explore preventative controls and then implement physical controls (e.g. covering of stockpiles, water spraying) to prevent and/or minimise the generation of dust and to reduce or eliminate dust being introduced to the atmosphere.

All noise and vibration related impacts on occupants, visitors and surrounding activities/owners must be assessed and mitigation measures put in place.

Heritage and Artefacts

Any activities that involve the discovery of items that may be of cultural or archaeological significance must cease until competent persons are able to make a determination on the status of any potential artefact(s).

Materials Selection

Products and materials containing recycled content or packaging should be used as a preference to non-recycled (virgin) materials. This information should be retained and reported.

All timber products should be from proven legal sources. All construction timber should also be from sources that undertake sustainable land management practices and are supported by relevant recognised industry documentation (e.g. Forestry Stewardship Council certification) to confirm the timber was grown and harvested in a sustainable manner.

All manufactured products such as paints, carpets, furnishings, sealants, adhesives used within internal spaces or buildings should be preferably selected to emit low/ no Volatile Organic Compounds (VOCs).

All refrigeration and/or cooling equipment must not contain or use chlorofluorocarbon (CFC) gases.

Any soil or fill materials imported to site for landscaping purposes, including recycled aggregates, must be accompanied by documentation to validate that the materials are suitable for use onsite in accordance with any legislative requirements.

Waste Management

All recyclable solid wastes (paper/ cardboard/ plastic/ glass/ timber/ metals/ fluorescent lighting/ printer cartridges/ICT equipment) should be segregated for recycling purposes and volumes reported.

References

RCQ Construction HSE Principles
Project Work Health and Safety Management Plan
Risk Register
Traffic Management Plan
Environmental Management Plan
Emergency Management Plan
HSE: 06 Non-compliance with HSE requirements
SP: 33 Permit to Work
APP-PEP: 03A Subcontractor Safe Work Method Statement Review Checklist
APP-PEP: 06A Plant and Equipment Register
APP-SP: 07A Hazardous Chemicals Register
APP-SP: 07B Hazardous Chemicals Risk Assessment Form
APP-SP: 15 Electrical Register
RCQ-HRM Social Media Policy and Procedure
APP-PEP-03A Subcontractor SWMS Checklist
APP-PEP-03A.1 Subcontractor Documentation Checklist

Health Safety & Environmental Principles

RCQ Construction has established a set of Principles to encourage a level of commitment to HSE that goes beyond complying with legislative requirements, and demonstrates a real commitment to sustained improvement in HSE outcomes.

Principle 1

RCQ Construction will demonstrate a tangible commitment to developing a HSE culture within the company and across the building and construction industry.

Principle 2

RCQ Construction will demonstrate HSE leadership at all stages of the construction process by acting as exemplars in relationships with other industry participants.

Principle 3

RCQ Construction will strive to develop cooperative business relationships to ensure that time, cost and quality objectives do not compromise a commitment to HSE.

Principle 4

RCQ Construction will ensure that safe design and constructability is considered at the planning and procurement stages to reduce or eliminate hazards and control risks before construction commences.

Principle 5

RCQ Construction will ensure that effective consultation and communication arrangements are in place so that all parties are aware of HSE considerations and of their responsibilities.

Principle 6

RCQ Construction will ensure that a systematic approach is taken to the management of HSE hazards and risks.

Principle 7

RCQ Construction will ensure the maintenance of effective HSE measures across the construction project life cycle and are able to respond to changes in the construction environment.

Principle 8

RCQ Construction will monitor report and benchmark HSE performance at the site, project management and company levels to improve and compare HSE performance.

Safety Plan

Details	
Sub-Contractor:	
ABN	
Contact Person	
Contact Number	
Project Name:	
Location:	
Client:	
Project Description:	
Estimated Duration of Works:	

Policy

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove or reduce risks to the health, safety and welfare of workers and anyone else who may be affected by our operations.

We are committed to ensuring we comply with the *Work Health and Safety Act*, the *Work Health and Safety Regulations* and applicable Codes of Practice and Australian Standards as far as possible.

Responsibilities

Management:

Will provide and maintain as far as possible:

- a safe working environment
- safe systems of work
- plant and substances in safe condition
- facilities for the welfare of workers
- information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- a commitment to consult and co-operate with workers in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management.

Workers:

Each worker has an obligation to:

- comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment
- take reasonable care of the health and safety of themselves and others
- wear personal protective equipment and clothing where necessary
- comply with any direction given by management for health and safety
- not misuse or interfere with anything provided for health and safety
- report all accidents and incidents on the job immediately, no matter how trivial
- report all known or observed hazards to their supervisor or manager.

Application of this policy

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realising our health and safety objectives to create a safe working environment with a zero accident rate.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

Policy authorised by:

Date:

Roles and responsibilities

Sub-Contractors

Contractors who are engaged for this project are responsible for:

- fulfilling the duties of PCBU for their own operations
- identifying all high risk construction work associated with their activities and ensuring safe work method statements are developed and implemented
- complying with the duties as listed under 'Workers'
- following all safety policies and procedures and site rules
- complying with the site WHS Management Plan
- complying with any direction given to them by the principal contractor
- undertaking site-specific induction before starting work and signing off that they have completed this induction
- ensuring the workers they engage undertake site specific
- ensuring they have the correct tools and equipment and these are in a serviceable condition for the task
- <INSERT ANY OTHER RESPONSIBILITIES FOR CONTRACTORS>.

Workers

All workers on this project (including those employed by contractors) are responsible for:

- taking reasonable care of their own health and safety
- taking reasonable care that their conduct does not adversely affect others
- complying with instruction, so far as they are reasonably able
- cooperating with reasonable notified policies or procedures
- <INSERT ANY OTHER RESPONSIBILITIES FOR WORKERS>.

People with specific WHS roles and responsibilities

<List the names of those with specific WHS roles and their specific responsibilities>

Name		Responsibility	
Name		Responsibility	
Name		Responsibility	

Plant and Equipment Register (If Applicable- Insert N/A if not)

Include details of all plant and equipment to be used during the work activities.

Company:

[illegible]

Hazardous Substance Register And Risk Assessment <i>(If Applicable- Insert N/A IF NOT)</i>	
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Company:	
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[illegible]

Electrical Equipment Register (If Applicable- Insert N/A if not)

Inspect, test and tag all electrical equipment, including extension leads.

Company:

Equipment description	Manufacturer	Serial number	Date of inspection and test	Result	Date for next inspection and test
Electrical item			Frequency of inspection and test		
Tools and leads			Every three months		
RCD unit (sub-board earth leakage device)			Trip-test on a monthly basis Calibrate every three months		

Certificate of Competency – Plant & Machinery

Company:

This certificate certifies that employees listed herein are competent in the use of plant and equipment detailed below and have met the requirements of safe working within the scope of manufacturer's instructions, regulations, codes of practice and known work methodologies.

Plant Type:			
Plant Identification:			
Employer Representative:			
Position:			
Employer Rep Signature			
Date:			
Employee Name:	Role	Signature	Date

Certificate of Competency - SWMS

Company:

This certificate certifies that employees listed herein are competent in the following SWMS work processes, including the use of plant and equipment and have met the requirements of safe working within the scope of manufacturer's instructions, regulations, codes of practice and known work methodologies.

SWMS competent in		
SWMS:	SWMS:	SWMS:
SWMS:	SWMS:	SWMS:
SWMS:	SWMS:	SWMS:
SWMS:	SWMS:	SWMS:

[illegible]

Certificate of Competency - PPE

Company:

This certificate certifies that employees listed herein are competent in using the following safety equipment within the scope of manufacturer's instructions, regulations, codes of practice and known work methodologies.

Work PPE	
Safety Glasses	Safety Boots
Safety Face Shield	Safety Harness
Safety Hard Hat	
Safety Gloves	

[illegible]

Certificate of Competency - Tools

Company:

This certificate certifies that employees listed herein are competent in the following work processes, plant and equipment and have met the requirements of safe working and/or operation of plant within the scope of manufacturer's instructions, regulations, codes of practice and known work methodologies.

Work process, plant and equipment type	
Using Grinders	Using Quick Cut
Using Drills	Using Power Tools
Using Hand Tools	Ladders
Using Lifting Aids	Nailing Tools

[illegible]