

Annexure 4

Subcontractor Health, Safety & Environmental Requirements

Subcontractor Health, Safety & Environmental Requirements

For

21033 – Rockpool Pelican Waters

Lot 90 Spitfire Banks Dr, Pelican Waters, QLD 4551

AR Coastal Scaffolding Pty Ltd

17 Alfriston Drive, Buderim, QLD 4556

66 602 355 304

Table of Contents

1	INTRODUCTION	3
2	PURPOSE	3
3	SCOPE OF WORKS	3
4	RISK ASSESSMENT	4
5	CONTROL OF HSE RISK	4
5.1	Specific environmental aspects	5
5.2	Safe Work Method Statements (SWMS)	6
6	PROVISION OF SUPERVISION	7
7	WORKPLACE INDUCTION AND HSE TRAINING	7
8	COMMUNICATION AND CONSULTATION	7
9	HSE INSPECTIONS AND AUDITS	8
10	FITNESS FOR WORK	8
10.1	Drugs and Alcohol	8
10.2	Fatigue management	9
11	HSE WARNING PROCESS	9
12	EMERGENCY PROCEDURES	9
13	INCIDENT / INJURY REPORTING & INVESTIGATION	10
13.1	Incident Notification	10
14	INCIDENT AND INJURY MANAGEMENT	10
14.1	Injuries requiring first aid	10
14.2	Medical Treatment Injuries	11
14.3	Management of Lost Time Injuries	11
14.4	Return to Work	11
15	REGULATORY NOTICES/INFRINGEMENTS	12
16	PERMITS TO WORK	12
17	TEMPORARY STRUCTURES	12
18	PLANT AND EQUIPMENT	13
18.1	General	13
18.2	Plant	14
18.3	Plant Operation	14
18.4	Portable electrical equipment and power leads	15
18.5	Lifting gear	15
18.6	Hazardous Chemical management	15
18.7	Provision of HSE equipment, signage and Barricading	16
19	SUBCONTRACTOR MANAGEMENT	16
20	SUBCONTRACTOR DECLARATION	17
21	SUBCONTRACTOR REQUIREMENTS CHECKLIST	18
	Appendix 1 HEALTH & SAFETY MANAGEMENT PLAN – Part A Project Specific HSMP (Refer Procure – Specifications)	19
	Appendix 2 ENVIRONMENTAL MANAGEMENT PLAN	20

1 INTRODUCTION

This document should be reviewed with your nominated site representative responsible for directly overseeing and supervising your works onsite, the nominated site representative is responsible for communicating its contents and will be accountable for enforcing HSE compliance and performance of those workers under their authority, whilst on a McNab construction project.

If you employ or engage additional subcontractors to perform works on your behalf for the project, they must also review this document and comply with all HSE requirements.

This document has been developed to assist subcontractors to meet McNab's Health Safety and Environmental (HSE) requirements whilst working on a McNab Construction workplace. The Subcontractor engaged to perform work on McNab project sites is required to comply with all relevant statutory Acts, Regulations and Codes of Practice along with Australian Standards.

The Subcontractor must also comply with McNab policies, procedures, Health and Safety Management Plans, Environmental Management plans and other McNab management system requirements as specified in their contract/agreement and observe any instructions on health, safety and environment given by members of the McNab Project Management Team

2 PURPOSE

All subcontractors hold obligations to all stakeholders onsite to ensure that those performing work activities have a working knowledge of the health, safety and environmental legislative and other legal requirements.

Subcontractors and their employees have a range of legislative obligations. This document has been developed to assist compliance with these obligations. If any assistance is required in developing or supplementing compliant HSE documentation, please contact McNab.

Subcontractors who perform work for McNab must do so in a manner which protects the safety of themselves, their employees, and other site workers, members of the public, and property and the environment.

These HSE Requirements are not exhaustive but generally cover McNab's Workplace Health, Safety and Environmental requirements for subcontractors, their employees and those who they may engage to perform work on a McNab construction project. The document is also intended to support all previous information contained in any tender or contract documentation.

3 SCOPE OF WORKS

A brief description of the scope of work associated with the contract should be documented within Annexure 1 – Scope of works. The description should be sufficiently detailed to provide persons unfamiliar with the contract, with an overview of the type of work being carried out and under what conditions.

The scope of work should include as a minimum the following details:

- Summary of major activities and types of work to be performed;
- List of tasks or specialist procedures that may require detailed HSE work procedures and training (where applicable);

- List areas of contract requiring special consideration from a HSE perspective e.g. public protection, traffic management, work restrictions (work times, confined spaces), exposure to hazards (noise, dust, working at heights), commissioning; and
- Any secondary subcontractors that may be engaged during the course of the work activity.

4 RISK ASSESSMENT

Risk Assessment is an integral part of HSE Management and involves the following processes:

- Identification of hazards associated with contract activities,
- Determine the level of risk,
- Assessment of the likelihood and consequence of the risk,
- Determine the risk controls to be implemented,
- Establishment of appropriate risk control measures; and
- Review of risk control measures to ensure they are working as planned.

The Subcontractor is required to risk assess their scope of works for the Construction Workplace. Additional risk assessments shall be undertaken during the course of the contract as required (i.e. work undertaken by subcontractors / variations to the contract).

Each major or significant task or activity associated with the contract shall be assessed in terms of the associated hazards. When all hazards have been identified the most likely outcome as a result of an incident shall be determined.

A primary goal shall be to eliminate risks associated with the contract and should be a major focus of the Risk Assessment. Subcontractors should detail risk control measures which adequately address all identified risks. When determining risk control strategies, the hierarchy of controls must be considered.

Where SWMS, or equivalent, safe work procedures or instructions are developed to mitigate and communicate tasks, risks and controls, they must clearly spell out the work sequence, highlighting the procedures required to adequately control each risk identified in the risk assessment. All employees involved in the activity shall receive appropriate training in the safe work methodology.

5 CONTROL OF HSE RISK

All risks identified through the assessment process are to be controlled. The options for control measures differ between occupational health and safety and the environment.

The extent of controls and their physical characteristics for occupational health and safety is based on the Hierarchy of Controls outlined in Figure 1 below. Elimination of risks is the primary objective of this process.

Before a control(s) is selected, it is important to apply the Hierarchy of Controls to assure that the highest priority is selected.

Note: If a lower level of control is selected in the Hierarchy of Controls, more supervision may be required to ensure its effectiveness over time.

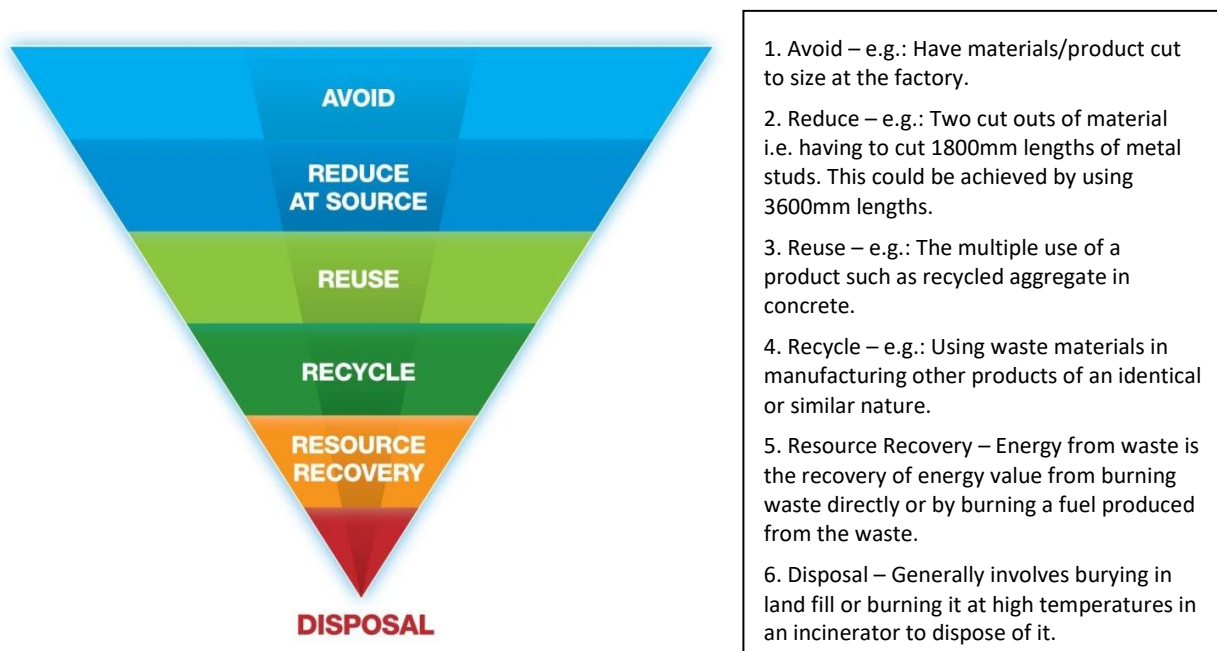
Figure 1: Hierarchy of Controls

HIERARCHY OF CONTROLS Start at the top and work down	
 Most effective control	Elimination e.g. Discontinue use of product, equipment, cease work process
	Substitution e.g. Replace with a similar item that does the same job but with a lower hazard level
	Isolation e.g. Put a barrier between the person and the hazard
	Engineering controls e.g. Change the process, equipment or tools so the risk is reduced
	Administration controls e.g. Guidelines, procedures, rosters, training etc. to minimise the risk
	Least effective control
	Personal protective equipment e.g. Equipment worn to provide a temporary barrier

5.1 Specific environmental aspects

The extent of controls and their physical characteristics for the environment is based on the Resource Management Hierarchy outlined in figure 2 below. Avoidance of the use of resources is the primary objective of this process.

Figure 2: Resource Management Hierarchy



Consideration must be given to any specific environmental aspects which will or could apply to the provided scope of works and contract works. These include, but are not limited to:

- Water Quality
- Erosion & Sediment Control
- Workplace Contamination
- Air Quality
- Noise & Vibration
- Cultural Heritage
- Flora & Fauna
- Dredging & Land Reclamation
- Waste Minimization & Recycling
- Litter
- Office Resource
- Complaints Registering

McNab will develop and implement an Environmental Management Plan for the project. Depending on contract structure, Environmental aspects and impacts particular to the subcontractor's works must be identified and, where specified by McNab, contractors will develop specific Environmental Management Plans and implement them accordingly. The Contractor's Environmental management processes should support those established for the workplace by McNab.

5.2 Safe Work Method Statements (SWMS)

Workplace specific Safe Work Method Statements [SWMS] must be developed for all high risk construction work

A SWMS is a document that sets out the high risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to effectively control the risks. A SWMS is classed as an administrative control and is used to support higher order controls to eliminate or minimise risks to health and safety.

A SWMS must:

- Identify the work that is high risk construction work;
- Specify hazards relating to the high risk construction work and the risks to health and safety;
- Describe the measures to be implemented to control the risks, and
- Describe how the control measures are to be implemented, monitored and reviewed.

SWMS's are to be workplace specific for the activities being undertaken on the nominated Construction workplace. SWMS's will be submitted to McNab for review a minimum of ten (10) working days prior to works commencing. All relevant workers conducting the activity are to be inducted into the SWMS and sign off on the SWMS.

6 PROVISION OF SUPERVISION

Contractors and subcontractors must nominate and provide adequate resources responsible for directly overseeing and supervising their contracted works onsite. The nominated site representative/s are responsible for compliance with all Legislative and McNab requirements, as well as the implementation, monitoring and review of the contractor's safe system of work, SWMS and implementation of all controls specific for the task, and shall be accountable for enforcing HSE compliance and performance of those workers under their authority, whilst on a McNab construction project.

7 WORKPLACE INDUCTION AND HSE TRAINING

Health, safety and environmental legislation requires all employers to ensure their employees are competent and have been provided with the training and information required to enable them to carry out their work in a safe manner.

McNab requires that subcontractors have appropriately skilled employees, suitable training programs and adequate supervision for the contract works and that all workers are over the age of 15 years.

- Subcontractors are to ensure that each of their employee/s have been inducted into their relevant SWMS's prior to the commencement of an employee's work.
- Subcontractors are to either provide evidence that confirms which members of their workforce have been inducted into their relevant SWMS's or the subcontractors employees are to attend the relevant onsite induction room, where available, to read and sign into any relevant SWMS prior to the induction commencing. NB: This will be at the discretion of the workplace team.

All subcontractor employees must report to the Site office prior to commencing work to attend a workplace specific induction. Original (or legible) copies of Construction induction cards, High Risk Work Licences, certificates of competency and qualifications are required for verification purposes prior to the commencement of work. If workers need assistance in languages other than English, the employer must make this known to the Induction facilitator and ensure a translator and SWMS in applicable language is made available.

Note: Visitors to site must first be inducted with the McNab Site Visitor Induction then sign in on the Visitors Register, inform the Site Foreman of the reason for attending the site, be escorted by an site inducted person, wear the applicable Personal Protective Equipment and sign out prior to leaving site.

8 COMMUNICATION AND CONSULTATION

Subcontractors undertaking work at McNab workplaces are required to consult and communicate with their employees on issues that may directly impact their health, safety or the environment. Subcontractor coordination meetings, Toolbox talks or HSE Committee meetings are the typical method by which such consultation takes place.

Consultation includes the requirement for subcontractors' employees to report hazards and incidents.

Subcontractors are to attend subcontractor coordination meetings at frequencies determined by the McNab Project management team, as well as undertake toolbox talks on a weekly basis, as a minimum.

Toolbox talks are to be recorded formally and a copy is also to be provided to McNab for retention. Items listed for action are reviewed and subsequently corrected. Toolbox talks keep employees informed of conditions and changes to the workplace that may affect HSE.

Toolbox talk matters may include, but are not limited to:

- Nature of HSE performance e.g. audits, HSE inspections;
- Details of HSE incidents and outcomes;
- Non-Conformances and corrective actions;
- Proposed work activities and associated hazards;
- HSE Alerts;
- SWMS amendments/reviews; and
- Proposed changes that may affect the health and safety of the employees (e.g. changes at site and changes to work activities or plant).

9 HSE INSPECTIONS AND AUDITS

Inspections and Audits will be conducted by McNab personnel and captured within Procore. Access and logins for subcontractors will be provided to your respective project management representatives as well as your nominated site representative responsible for directly overseeing and supervising your works onsite and any other personnel as required. Training in Procore will be provided by McNab.

Subcontractors must ensure that prompt and timely corrective/preventative actions are documented and implemented for all observations raised in a timely manner. The observations rectified or addressed, and evidence of completion must be sent for review and close out by the respective McNab Project Management team member.

10 FITNESS FOR WORK

Contractors need to ensure all Workers and subcontractors are aware of their mutual obligations in relation to presenting and remaining fit for work at all times. Contractors must proactively monitor and manage their workers fitness for work.

10.1 Drugs and Alcohol

McNab has a zero tolerance for Drugs and Alcohol on all of our projects and our policy shall apply. Workers are not permitted at any of our work sites at any time if they impaired or adversely affected by alcohol or illegal drugs. Random screening for alcohol and drugs may be carried out by suitably qualified personnel and in accordance with the relevant Australian Standards. All workers found to be in possession of, or under the influence of alcohol or illegal drugs will be stood down immediately, their employer will be informed of the breach and they shall be subject to the HSE warning process.

It is the responsibility of the employer to ensure safe transportation of any impaired worker to their workers place of residence or for medical attention, if required.

10.2 Fatigue management

Contractors, in consultation with their workforce, must proactively manage their workers and subcontractor resourcing, work hours, workloads and the contracted works to be performed, taking into account programmed completion dates and deliverable requirements, in order to reduce exposure of workers to fatigue. Fatigue risk management must be shared with McNab when requested.

Contractors nominated site representative are responsible for directly overseeing and supervising works onsite and are responsible for monitoring and managing their workers fatigue. No-one shall attend or remain at work if physical or mental tiredness may cause them to jeopardise their own safety or the safety of others. It is the responsibility of the employer to ensure safe transportation of any fatigued worker to their workers place of residence, if required.

11 HSE WARNING PROCESS

Where an instance of serious HSE safety breach, non-compliance, significant unsafe act or refusal to comply with a reasonable HSE instruction is reported, it will be investigated and McNab reserves the right to refuse entry to the project for any individual/s.

Warning process for minor HSE infringements:

- First offence - Verbal warning;
- Second offence - Temporary removal from site and re-inducted with Supervisor/Project Manager/Contractor workgroup the following day;
- Third offence - Permanent removal of individual/s from site

Disciplinary actions are as per direct employers processes.

12 EMERGENCY PROCEDURES

There is the potential for a range of emergency situations to occur both at the workplace and off the workplace in relation to the contract works. McNab will develop and implement an emergency response plan including evacuation maps for the project, which will be communicated during site inductions and periodically during the project. Depending on contract structure, emergency situations particular to the subcontractor's works need to be identified and specific emergency procedures developed, documented and communicated accordingly. The following information should be documented within the respective SWMS for the task or activity:

- Register of required emergency equipment and locations, for example, working at heights and/or confined space rescue equipment, etc.
- Register of current qualified personnel, for example, First Aiders, Working at heights rescue trained, Confined space breathing apparatus and Rescue trained personnel, Gotcha Kit self-rescue, etc.
- Arrangements/co-ordination with McNab and other workplace occupants in the event of an emergency.

The emergency procedures should complement those established for the workplace by McNab.

13 INCIDENT / INJURY REPORTING & INVESTIGATION

13.1 Incident Notification

All incidents associated with the contract involving personal injury, medical treatment, near miss, property damage or any environmental incidents shall be recorded, investigated and reviewed appropriately. All incidents, injuries, damage, etc. must be reported to McNab immediately. Where this is not possible, it is the responsibility of the subcontractor's onsite representative to inform McNab at the first opportunity. The outcome of the investigation and any corrective measures taken must be provided to McNab in a timely manner.

There are certain incidents that must be reported to Workplace Health and Safety Queensland, in accordance with WHS Act 2011,

- Death, serious injury or serious illness
- Dangerous Incident

Or the Electrical Safety Office, in accordance with the Electrical Safety Act 2002, and they are:

- Serious Electrical Incident
- Dangerous Electrical event

Also any QBCC licensee who is in control of, or carrying out building work on a building site, must notify QBCC if a notifiable incident occurs on the site.

In the unlikely event that the above notifications be required, McNab's HSEQ Manager is responsible for coordinating the notification process.

14 INCIDENT AND INJURY MANAGEMENT

Ensuring that appropriate incident and injury management processes are in place is a critical element in reducing future incidents (learning from past events), remaining legislatively compliant and minimising down time. McNab has the following expectations for the management of any incident or injury.

14.1 Injuries requiring first aid

If an injury requires first aid, it is critical that you notify a McNab First Aid Attendant of the injury. All injuries that receive first aid treatment require an incident report to be completed. The report protects the individual that was injured, by ensuring that there is a record of the occurrence. This is important, as a number of seemingly minor injuries can lead to future complexities that require a workers compensation claim to be lodged. Without the incident report being completed, proving that the condition occurred at work can be difficult, and could potentially lead to the claim being disputed; the reports also assist in determining whether additional investigation into the causes are required and also to determine trends in injury types and where required, to implement initiatives to reduce the risk of similar injuries occurring.

14.2 Medical Treatment Injuries

In circumstances where a worker is injured and requires medical treatment, McNab expects the following to occur:

- A representative from the company of the injured worker, must inform McNab they are taking a worker offsite for medical assessment.
- The representative from the company of the injured worker is to attend the medical clinic with the injured worker;
- A letter of introduction with a list of suitable alternative duties is to be taken with the injured worker into the medical consultation for review by the medical practitioner;
- Following the medical consultation, the person who attends the clinic with the injured worker is to contact McNab and notify them of the outcomes; and
- An incident investigation is to be completed and the report is to be provided to McNab Workplace Management as soon as it is available.

14.3 Management of Lost Time Injuries

In circumstances where a worker is prescribed unfit for normal duties (by a registered medical practitioner) due to a work related injury (at a McNab Construction workplace), the following is to occur:

A meeting is to be convened between the Project management representative and Rehabilitation and return to work coordinator (RRTWC) of the company for the injured employee and McNab HSE, Project Manager or Site Manager, to discuss the LTI causes, preventative actions and the Return to Work Plan/Program. Following the meeting, the injured worker's management is to ensure that all outcomes agreed to during the meeting are adhered to.

14.4 Return to Work

It is the responsibility of all companies / businesses that have a payroll exceeding an amount as per jurisdictional requirements, to ensure that they have an appropriate Return to Work Plan/Program in place. You have legal obligations to assist an injured worker to return to work. These obligations vary in each jurisdiction so you should familiarise yourself with these obligations to ensure that you are legally compliant. If a subcontractor employs more than 10 people (including office staff and wages employees), it is expected that the company will provide McNab with a copy of the company's current Return to Work Policy.

The following must be supplied for all subcontractors (regardless of size):

- A copy of the company's current Workers Compensation Certificate of Currency (in the same company name as detailed on the contract); and
- The name of the Return to Work coordinator appointed by the company.
- A letter of introduction with a list of suitable alternative duties

15 REGULATORY NOTICES/INFRINGEMENTS

When any Improvement, Infringement or Prohibition Notice is issued by a Workplace Health and Safety Inspector, Electrical Safety Officer, local council or other authority as a result of the Subcontractor's work activities the Subcontractor must immediately inform the McNab Site Manager and provide a copy of the Notice/infringement.

The contractor must also provide, within 24hrs of receipt of the notice/infringement, proposed actions to close out the notice/infringement and long term solution to prevent recurrence.

16 PERMITS TO WORK

A number of high risk construction activities require a Permit to Work to be completed prior to commencement of the work. A Permit to Work is designed to ensure that all safety requirements for the activity have been met before the work commences.

The following Permits to Work are required at McNab sites:

- Hot Work Permit
- Working at Height / Roof Access Permit
- Ceiling Space Access Permit
- Confined Space Entry Permit
- Penetration (Cut, Core, Chase, Drill) Permit
- Isolation and Lockout Permit
- Excavation (Dig) Permit

All permits must be authorised by the Site Foreman and/or HSE, prior to the commencement of any work activity that requires a permit.

Permits to Work may have a limited lifespan. If the work is to continue beyond the defined timeframes or if conditions or the activities change, controls must be reviewed and a new Permit to Work compiled and authorised.

17 TEMPORARY STRUCTURES

Temporary structures are the elements of a construction project often needed to enable the permanent structure to be safely constructed. Designers of temporary structures are to be qualified and competent. Where necessary, must research particular design applications in detail, to determine the design criteria and unique conditions applying to temporary structure to ensure acceptable factors of safety and stresses.

Temporary structures include, but are not limited to, the following:

- Falsework, Formwork and Jump forms
- Scaffolding (where risk of falling over 4 metres) – must include detailed elevation design, not just a general/generic elevation.
- Propping and underpinning
- Hoarding/fencing/Perimeter screens
- Needling of structures
- Gantry
- Pre-cast positioning, bracing and propping

- Tower crane erection, ties and supporting systems

Prior to the installation of any temporary structures, the design, construction methodology (installation)/SWMS, ongoing use and maintenance is to be documented and provided to McNab taking the following into consideration:

- Competencies required to install, use, maintain and remove
- Intended purpose of the temporary structure
- Legislation, codes and standards that need to be considered and complied with
- Loads – live, dead, applied, dynamic, wind
- Maintenance, operation, and removal requirements
- Materials to be used
- Reactions, deflection, movements
- Shear, tension, torsion
- Vibration
- Geotechnical conditions, compaction, point loading/kPa requirements

Evidence of compliance and safety should be provided in the form of

- Computations
- Construction Drawings
- Engineering advice documents and sequence of works
- Final and ongoing certifications

The applicable Contractor or Consultant is to make all documentation available. Engineers' registration (RPEQ – Registered, Practicing Engineer of Queensland), accreditation number and qualifications are to be visible on provided design documentation, drawings and certifications.

Competent person's qualifications and competence must also be provided prior to installing and signing off on the installation of the structure/s.

If a major modification is required another design approval from an RPEQ Engineer is to be provided, prior to the modification being made. Minor modifications can be approved by the competent person.

18 PLANT AND EQUIPMENT

18.1 General

Subcontractors, owners or hirers proposing to bring plant to a McNab Construction workplace must first demonstrate its compliance with any jurisdictional requirements. Prior to the installation, commissioning and use of individual items of plant and equipment, subcontractors are required to systematically evaluate the work processes involved in these operations. Any hazards identified as a consequence must be classified in order of risk and minimized in accordance with the Hierarchy of Controls (see Figure 1).

McNab management must be provided with prior notification so it may approve any proposed method for storing fuel at the workplace.

18.2 Plant

A McNab plant inspection must be completed and the following requirements met prior to any plant being approved for use:

- Compliance plates, plant identification and serial numbers fitted, SWL, warning signs and labels clearly legible, including on attachments
- Where fitted, ROPs/FOPS including compliance plate
- Where fitted Quick hitches compliance plate – If manual hitch, Secondary retention device/locking pins in place and visible
- Concrete Pumps Hoses/Pipework – locking clamps with pins fitted
- Compressors ¾" lines - seals and retaining clips, whip checks
- All Plant must be in safe operable condition - Amber flashing light and reverse/movement alarm, Moving parts guarded, Lights and indicators operational, Seatbelts, Fire extinguisher (current inspection and testing), Hydraulic lines not leaking, Burst valves fitted earthmoving equipment >1t used for load shifting tasks.

Copies of the following documentation must be provided and maintained with the plant:

- Operators manual (Plant fitted with Quick hitches must have the manual for this also)
- Current Servicing and Maintenance records (Plant fitted with Quick hitches must provide Quick hitch maintenance records)
- Daily pre-start logbook – evidence that it has been completed
- Load chart
- Lifting point inspection and testing records - Annual certification for lifting equipment
- Any modifications made to the plant must be accompanied by a certificate issued by the manufacturer and/or suitably qualified engineer indicating the plant is safe to use
- Plant registration – Mobile Cranes, Tower cranes, Concrete Boom pumps, etc.
- Cranes (In addition) – Records of all 10 yearly inspections, current Cranesafe and end of Design life or 25 yearly inspections. Over Length and Overweight Permits
- Concrete Pumps (in addition) – weekly, monthly and quarterly preventative maintenance, Monthly pipe thickness testing, annual inspections, Over Length and Overweight Permits, For Concrete Placing Booms – records of 6 yearly Major inspections.

18.3 Plant Operation

Prior to commencing work at the workplace all plant operators must first produce original copies of any High Risk Work Licences or other relevant certificates of competency that they may hold to McNab during their site induction and sign onto the SWMS for the task or activity.

Plant operators must complete a daily plant / equipment prestart inspection checklist, relevant to the plant being used/operated, prior to commencing operations at the workplace each day and ensure records are available onsite for review or inspection by McNab.

Any faults identifying the plant as being unsafe for use must be documented and the faults rectified prior to the plant being able to be used.

18.4 Portable electrical equipment and power leads

Subcontractors are to ensure that prior to their use at the workplace, and thereafter, all portable electrical equipment and power leads are, industrial rated, inspected and tested and tagged on a 3 monthly basis by Licenced electricians or personnel hold a restricted electrical license.

Please note that under QLD law, a contractor's license or restricted contractor's license is required if an individual intends to provide professional appliance testing services to other companies or individuals. In QLD competency only allows individuals to test their own appliances, or appliances owned by their employer. If professional testing is to occur, an accredited test and tag course recognised by the Queensland Electrical Safety Office must be completed and a restricted contractor's license obtained (Note - this is not the same as a restricted electrical license). Contact the QLD Electrical Safety Office for more information.

An electrical tagging register must be compiled and maintained. Copies of current and updated Test tag registers are to be provided to McNab.

McNab shall provide access lighting for the project and emergency thoroughfares. Subcontractors are required to provide sufficient task lighting for their works in any low light conditions. All lights are to be guarded and fixed to fit for purpose stands.

18.5 Lifting gear

Prior to commencing work, appropriate documentation must be supplied to McNab verifying that lifting equipment has been inspected, certified and approved for use. Copies of all test certificates and a current and updated Lifting Equipment Register are to be provided to McNab.

Checklists on all gear for lifting purposes, i.e.: slings, shackles, chains, hooks etc., must be produced.

The use of synthetic (polyester), soft slings are to be minimised and may only be used only for specific applications such as protection of surface coating, weight ratio necessity or electrical conductivity issues. Should synthetic slings be required for use on site, a risk assessment is to be performed, justifying their selection as the most appropriate equipment for the task, use, any restrictions or protective measures to be used and documented within the respective SWMS for the activity.

18.6 Hazardous Chemical management

In order for McNab to evaluate Hazardous Chemicals/Dangerous Goods to be used by Subcontractors, prior to their arrival at the workplace, Subcontractors must provide the following information:

- Register of Products, Hazardous Chemicals to be used at the workplace and anticipated maximum quantities of any substances to be stored onsite;
- The most Current (within five [5] years) Safety Data Sheets for all products brought to the workplace;
- Evidence of training provided to employees using hazardous Chemicals/dangerous goods.
- The manner and type of containment/ storage containers to be provided and used by the contractor.

- All storage containers must comply with all relevant legislative and Australian standards requirements.
- All emergency equipment necessary for the hazardous chemicals of the contractor.
- All signage in relation to the storage of hazardous Chemicals must be supplied, maintained and affixed to all storage containers by the contractor.

18.7 Provision of HSE equipment, signage and Barricading

All HSE equipment, signage and barricading required to ensure safe implementation of the contractors safe systems for work, including all controls specified within SWMS for tasks and activities, must be supplied, maintained and implemented by the contractor.

19 SUBCONTRACTOR MANAGEMENT

Should your scope of work require the engagement of any secondary subcontractors, the following documentation is to be provided to McNab prior to their engagement for the works:

- SWMS
- Public Liability Insurance; and
- Workers' Compensation Insurance.

The secondary subcontractor is subject to all HSE requirements detailed within this document.

20 SUBCONTRACTOR DECLARATION

We declare that we have reviewed and shall comply with all statutory and other legal requirements and the provided Subcontractor HSE requirements, Health and Safety Management Plan and McNab's HSE management systems.

We have reviewed our contracted work activities and scope to ensure the relevant HSE legal and other requirements are able to be met and project and scope specific HSE safe systems for work have been or shall be developed. We have also reviewed the attached SWMS review form and developed compliant project specific SWMS to address the risks inherent to our tasks and activities for our scope of work and shall provide these to McNab for review 10 working days prior to the contracted start date.

We will not commence work activities, under the contracted scope of works, until we have been formally notified that our submitted documentation has been accepted.

We will not allow our employees or those contracted to perform a service for us on the McNab project to commence any work activities until all workers under our control have:

- 1) Completed General Construction Induction training, CPCCOHS1001A Work Safely in the Construction Industry and hold a General Construction Induction card.
- 2) Been trained and are competent in performing their role, and also understand their responsibilities and accountabilities towards HSE.
- 3) Been inducted into their necessary Safe Work Method Statement/s.

As an authorised representative:

I confirm that I have received, read and understood the site specific requirements set out in this document and will ensure that I/WE and any subcontractor we engage, as outlined above, shall comply with the requirements.

Name		Signature		Date	
Position		Company			

Please forward the completed subcontractors declaration and requirements checklist on the following page with your HSE submission

21 SUBCONTRACTOR REQUIREMENTS CHECKLIST

The following checklist is to assist the successful Subcontractor with their Health, Safety and Environmental documentation submission. The Subcontractor must be able to respond adequately to each item below to ensure their submission meets McNab's minimum requirements. All document requirements (registers etc.) must comply with the health, safety and environmental requirements of the relevant state jurisdiction.

- | | | |
|----|--|--------------------------|
| A. | Safe Work Method Statements for all High Risk Construction work activities to be performed on the project – Section 5.2 | ☐ |
| B. | An injury management letter of introduction with a list of suitable alternative duties including the name of the Return to Work coordinator appointed by the company – Section 14.2 | ☐ |
| C. | Workers Compensation Certificate of Currency (in the same company name as detailed on the contract) – Section 14.4 | ☐ |
| D. | Temporary structures – designs, certified, signed off by RPEQ/Competent person – Section 17 | ☐ |
| E. | Plant and Equipment Register - Register identifying all items of plant and equipment to be used on site, current status of servicing, maintenance and repair – Section 18.2 | ☐ |
| F. | Electrical Equipment Register - Register detailing all portable electrical plant to be used on to site, updated throughout the project – Section 18.4 | ☐ |
| G. | Lifting Gear Register - Register identifying all chains, slings, steel rope, harnesses, inertia reels, confined space equipment to be used on site, current status of servicing, maintenance and repair – Section 18.5 | ☐ |
| H. | Hazardous Chemical Register - Register identifying all hazardous chemicals to be brought to and used on site – Section 18.6 | ☐ |
| I. | Safety Data Sheets - A current SDS must be provided for each chemical / material deemed hazardous and must be readily available to your workers on site – Section 18.6 | ☐ |
| J. | QBCC Licenses - Subcontractors engaged to perform a licensed Activity must provide evidence | ☐ |
| K. | Responsible Person - Name of the person/s responsible for the direct site supervision of the subcontractor's employees

Name:
Contact Details (including Email): | ☐ |
| L. | Health and Safety Representative - Name of the subcontractors HSR (where elected and trained)

Name:
Contact Details (including Email): | ☐ |

Appendix 1 HEALTH & SAFETY MANAGEMENT PLAN – Part A

Project Specific HSMP (**Refer Procore – Specifications**)

Appendix 2 ENVIRONMENTAL MANAGEMENT PLAN

Project Specific EMP (Refer Procore – Specifications)