

# **Annexure 5**

## **Trade Pre-commencement Meeting (HSE Expectations)**

# Trade Pre-commencement Meeting

## HSE Expectations

SUBCONTRACTOR: AR Coastal Scaffolding Pty Ltd DATE: 01/08/2022

### Trade supervision & management

- Trades are expected to provide appropriate supervision at all times and shall be accountable for enforcing HSE compliance and performance of the workers under their authority.
- Apprentices must be supervised by a tradesman at all times while conducting trade work.
- Supervisor, or nominated personnel, must provide appropriate instruction and direction to all workers under their control including subcontractors.
- Supervisor, or nominated personnel, must induct all their workers and subcontractors into SWMS prior to McNab induction.
- Any issues or non-conformances by workers will be directed to supervisors for Subcontractor management to resolve. McNab expect Subcontractors to manage all aspects of worker conduct.
- Weekly toolboxes with Subcontractor and employees to be conducted on a weekly basis and copies provided to McNab for records.
- Must provide and maintain all HSE equipment, signage and barricading required to ensure safe implementation of the contractors safe systems of work, including all controls specified within SWMS.

### PPE

- Safety Glasses (to AS/NZS 1337.1), no sunglasses
- Hard hat
- Hi-viz shirt, no singlets
- Gloves for manual tasks
- Safety Boots
- Double eye protection required for cutting or grinding steel or aluminium

### Site Inductions

- McNab site induction will be conducted once a day at **6:30am** each morning. A secondary induction will not occur if workers miss the induction unless organised and agreed beforehand.
- Subcontractors should allow sufficient time to induct their workers into company SWMS.
- It is not the responsibility of McNab to induct Subcontractor workers into SWMS.
- All workers must sign SWMS before the commencement of work.

### SWMS

- SWMS must be provided in Electronic format a week prior to commencing works on site, with time to review and amend if required.
- SWMS to be provided to site in hard copy before induction, including in date SDS, Haz Chem register, and Risk assessments for any hazardous or dangerous substances.
- If controls detailed in SWMS do not provide appropriate control, amendments must be made, accepted by McNab and all workers re-inducted.
- SWMS reviews to take place every three months or when required i.e. incident, near miss.

### **Housekeeping**

- Housekeeping to be conducted on a daily basis with Subcontractor to manage all work areas. This is non-negotiable. If work areas are in an unacceptable condition, works will cease in the area until acceptable level of housekeeping is reached.
- If the Subcontractor is not on site, the work area will be excluded, the responsible Subcontractor notified and given 24 hours to rectify. The responsible Subcontractor will be back charged for labour and resources required to rectify if action is not taken in the required timeframe.

### **Silica Dust**

- All works that create or will potentially create silica dust (i.e. mixing concrete, cutting or jackhammering concrete or blockwork, cutting, drilling of FC cladding, cutting and drilling of bricks and tiles etc.) must use dustless techniques.
- Extraction - Minimum M class vacuum with HEPA filter connected to the tool in use.
- Exclusion - Works to be conducted within an appropriate exclusion zone that does not affect others in a well ventilated area.
- Water suppression i.e. wet brick saw.
- R.P.E. If P2 masks are used as a control, the wearer must be face fit tested for the mask used and evidence of face fitting provided.
- SWMS to identify and have controls for any potential exposure to Respirable Silica Dust.

### **Plant**

- All plant including mobile plant, mobile scaffold must be inspected prior to use by a McNab representative and accepted as 'fit for purpose'. The inspection will include evidence of maintenance and log book inspections, operator competency and appropriate operational alarms.
- All mobile plant operators, must show evidence of competency regardless of plant type.

### **Work Platforms & Ladders**

- All work platforms must be an engineered or proprietary item and in good safe condition. No placing planks on home-made stands or saw horses.
- Minimum width of platform is 450mm. This includes trestles. Trestles must have a minimum of two planks with plank clamps used with minimum 300mm overhang.
- Any platform above 1800mm must have a proprietary handrail attached and installed as per manufacturer's instructions.
- Platform ladders are the only ladder type that can be worked from. No step ladders to be brought on to site.
- All ladders and platforms are to be Industrial rated to 120kgs.
- Domestic ladders are not allowed on site.
- Any works above 2 meters must be detailed in your SWMS.

### **Electrical**

- All electrical equipment must be in good condition and have a current test tag attached.
- All electrical equipment, including RCD, are to be re-tested and re-tagged every three months.
- An electrical register of all electrical equipment must be provided, and updated at least every three months.
- Electrical leads must be protected from water and damage i.e. lead stands, insulated hooks.
- No leads to be run over metal surfaces i.e. scaffold.

### **Materials & Substances**

- SDS must be provided for all materials and substances brought to site by Subcontractors.
- Hazardous substances must be accompanied by a risk assessment and use detailed within SWMS.
- All hazardous substances must be stored as per manufacturer's recommendations i.e. fuel stored in lockable, bunded and ventilated storage units.
- Gas must be stored in cages and separated appropriately.
- SDS, Hazardous Chemical register, and Risk assessments for any hazardous or dangerous substances.

### **Hazard Controls**

- Hazard Controls detailed in Subcontractor SWMS must be managed effectively by the Subcontractor and workers.
- Exclusion zones erected must be 'maintained' for the duration of hazardous works and removed on completion.
- Work at heights including scaffold/handrail, EWP works must be excluded below work area.
- Appropriate signage must be installed at entry points and where applicable.
- Approval from McNab is required prior to closing off or excluding common entry/exit and access ways prior to erecting.
- All Subcontractors to provide appropriate flagging and signage for their works.

### **Deliveries**

- All delivery drivers must meet the site PPE requirements.
- Deliveries may require pre-booking if unloading is required. Organise with Site Foreman prior to ordering/delivery.
- All hiab/moffatt operators must be fully licenced and hold a doggers licence if slinging loads.
- Pre slinging of large loads are preferred.

### **Injury Management**

- All injuries that occur on site must be managed in accordance with McNab Injury Management Policy.
- Employers must provide suitable duties if applicable for workers injured on site or a recent injury that may hinder a worker completing normal duties.
- Medical clearance certificates must be provided for workers that are:
  1. Returning to normal duties after an injury; or
  2. Attending site with a pre-existing injury.

## Procore

**You will use Procore for the following:**

- **Drawings** - The most up to date drawings are found on Procore. We don't print plans to take out on site, only on rare occasions.
- **Specifications**
- **ITP's** – For signing off works that you have completed or advising that you can't complete for one reason or another. Photographic evidence must be attached.
- **Observations** - We are able to communicate to each other by sending observations on quality, safety and work to complete.
- **Defects** - These have to be completed with photographic evidence. You are to manage your defects. We will not accept you sending us your workers to do defects without them having access to Procore.
- **RFI's** - Request for information
- **Permits to Work** — Hot Works, Cut, Core, Chase & Drilling, Excavation (Dig), Roof Access, Ceiling Access, Confined Space.

**Subcontract Manager:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Subcontract Site**

**Supervisor/Foreman:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_