




Managing Subcontractor Safety

System Procedure

SP-S-24

Document Control

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1. Introduction

For the purposes of the Work Health and Safety legislation, subcontractors and their workers who have been contracted by the organisation, are typically deemed as workers of the organisation. However well qualified and experienced the subcontractor is, the organisation must nevertheless provide information about what is expected, to make sure that work health and safety requirements are met.

2. Scope

This procedure applies to all subcontracted entities (i.e. PCBU's as defined in the WHS Regulations), whether they be working in a 'construction site' workplace of the organisation, or other workplace.

3. Definitions

Word/Term	Definition
PCBU	It means "Person Conducting A Business Or Undertaking" as defined in the Model Work Health and Safety Bill, clause 5 (e.g. a person conducts a business or undertaking whether the person conducts the business or undertaking alone or with others; and whether or not the business or undertaking is conducted for profit or gain. A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association).
Subcontractor	One who takes a portion of a contract from the principal contractor or from another subcontractor.
Subcontractor Manager	The organisation's worker representative who actually engages or seeks to engage a subcontractor, either for a one-off task or who engages them to complete the process to become an Approved Subcontractor. The Subcontractor Manager is ultimately responsible for managing the subcontractor throughout the duration of any agreed contract period.

4. Responsibilities

4.1 Managing Director

- The Managing Director shall ensure that the subcontractor is effectively managed throughout the duration of any agreed contract period.

4.2 Subcontractor Manager

- The Subcontractor Manager is responsible for engaging or seeking to engage a subcontractor, either for a one-off task or engaging them to complete the process to become an 'Approved Subcontractor'.

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- It is the Subcontractor Manager's responsibility to make sure that all visiting subcontractors follow the organisation's health and safety procedures whenever their workers enter and are working in any of the organisation's workplaces.

4.3 WHS & QA Coordinator

- The WHS & QA shall be responsible for maintaining the Approved Contractor Register.

5. Procedure

5.1 Approved Subcontractor Register

Subcontractor Managers are the custodians of the listings within the Approved Subcontractor Register (Form No.S-36) to indicate those prequalified Subcontractors approved to work within his/her area of responsibility.

For subcontractors whose services are used on a regular basis, the Contractor Manager shall seek approval. To be deemed Approved Subcontractors, Subcontractors shall meet the requirements of the WHS selection criteria, as depicted in Subcontractor WHS Prequalification Evaluation Checklist (Form No.S-37) and be able to demonstrate to comply with this procedure.

Upon a Subcontractor meeting the WHS selection criteria and any other approval requirements, the WHS & QA shall add the Subcontractor to the Approved Subcontractor Register.

5.2 Prequalification

All Subcontractors shall be assessed before being offered or invited to tender for a contract of works.

For Major Works, a tender shall be submitted to include a copy of the Subcontractors WHS Policy, and evidence of the Subcontractors WHS management system, together with other information to be provided with the tender stated in the tender document for provision of either asset maintenance services or capital works.

For minor works, a tender shall be submitted to include evidence of a WHS Policy and evidence of specialist licences required for certain work, e.g. builders' licence, electrical, gas plumbers, asbestos removal.

Successful tenderers shall meet the requirements of the Subcontractor WHS Prequalification Evaluation Checklist (Form No.S-37), and be listed as an Approved Subcontractor prior to commencement of works.

WHS capability evaluation shall be conducted by the relevant Subcontractor Manager for the Subcontractor. Where possible, the Subcontractor Manager may conduct a site inspection of the preferred Subcontractors. In this case, one or more competent auditor/s may be nominated to assist the Subcontractor Managers with the assessment of the preferred Subcontractor's WHS management system.

5.3 Exemptions of prequalification

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The following scenarios may be considered as exemptions of prequalification:

- Work during an emergency situation
- Urgent repair
- Random call out repair

In the above scenarios, each individual subcontractor worker shall be provided with the following:

- Induction – as per the Subcontractor Worker Induction-Not Prequalified (Form No.S-38)
- On site hazard information, and/or job risk assessment where possible
- Direct supervision by one or more competent employees

5.4 Use of Third Party Assessors and Auditors

Where necessary, Subcontractor Managers shall engage the services of external resources to assist with tender evaluation and on-site prequalification audits. These resources shall use documentation to ensure all aspects of this procedure are considered and adhered to as if evaluated and audited by directly by this organisation.

5.5 SWMS Verification

Where subcontractor's Safe Work Method Statements (SWMS) require review and verification prior to commencement of works (e.g. construction activities), the Subcontractor Manager shall ensure they are suitable to the nature and scope of the works planned using the SWMS Review Checklist – 'Tier 1' Construction (Form No.S-45).

If any issues are identified, the subcontractor must be contacted and options must be explored to identify if corrective actions can be implemented to address any deficiencies in the SWMS prior to the work commencing. The subcontractor must not be permitted to start work until the SWMS is approved by the Subcontractor Manager as acceptable.

The Subcontractor Manager must ensure that the specified control measures are adopted and monitored in both implementation and ongoing adequacy for the activity.

5.6 On Site WHS Management

5.6.1 Health and Safety Subcontractor Agreement

Prior to commencement of any contract works, subcontractors shall complete a Health and Safety Subcontractor Agreement (Form No.S-40) which shall include any specific arrangements relevant to site hazards and work activities at the site, or to the ongoing requirements of the engagement.

The Health and Safety Subcontractor Agreement shall be submitted and approved by both parties prior to commencement of works.

5.6.2 WHS plans

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Where a WHS Safety Management Plan is a requirement of any contract works (e.g. specified in the tender or by the Principal Contractor), the Subcontractor Manager shall ensure that all relevant requirements have been communicated to the subcontractor in writing, prior to commencement of works

5.6.3 Induction

Subcontract Managers shall ensure a Subcontractor's worker or representative is inducted in accordance with the Subcontractor Worker Induction-Prequalified (Form No.S-43) prior to work on any organisation site.

Any employee and subcontractor worker of the Subcontractors who will be directly involved in the contract works shall have received induction.

Records of inductions and other training shall be maintained by the Subcontractor.

5.6.4 Site Safety Rules for Subcontractors

A tailored 'Site Safety Rules' document shall be established for each workplace site in accordance with the Site Safety Rules Template (Form No.S-39) and issued to each subcontractor by the Subcontractor Manager prior to commencement of works.

This shall contain comprehensive requirements for the WHS aspects such as security and emergency procedures, permits, plant, PPE, etc.

Sub-contractors and their employees shall observe and be held accountable to the 'Site Safety Rules' when working at any of the organisation's sites.

5.7 WHS Performance Monitoring

Subcontractors shall be made to comply with project risk assessments, Health and Safety agreements, WHS management plans, site specific procedures and Site Safety Rules. Subcontractors shall maintain a schedule to conduct site inspection to ensuring conformance with WHS requirements and plans. Records of site inspection shall be maintained and made available when requested by the Subcontract Managers.

Any incident and near miss shall be reported immediately to the Subcontract Managers or their nominees.

Subcontractor Managers shall conduct workplace inspections for verifying Subcontractor's conformance to WHS requirements and plans using the Planned Job Observation Checklist (Form No.S-26).

Non-conformance with WHS plans or Permit to Work conditions are to be documented, conveyed to the contractor and used for contractor performance reviews.

5.8 Subcontractor Safety Breaches

Failure by a subcontractor to observe all health and safety rules and regulations and/or comply with a verbal safety instruction shall result in a written warning (Notification of Breach of Safety Requirements for Subcontractors-Form No.S-41) being issued by the organisation. Work shall not continue until the issue is resolved.

5.9 Visiting Subcontractors



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All subcontractor workers visiting our workplaces (including construction sites, office locations, depots, workshops, etc.) to conduct works shall be made aware of the site emergency arrangements, and shall complete a 'Visitor's Sign-In Register' upon entry and exit from the premises.

5.10 Subcontractor Close-Out and Review

At the conclusion of any works, the Subcontractor Manager shall ensure:

- the work area is safe and without risk
- all work permits have been completed and closed out.
- all subcontractor equipment, tools, and substances have been removed from the site.
- the performance of the subcontractor is evaluated in accordance with the Subcontractor Close-Out Evaluation Checklist (Form No.S-44) to confirm the agreed works have been completed as required. The Approved Subcontractor Register shall be updated according to the evaluation outcome.