



**OHS&W Requirements for Subcontractors,
Suppliers, Trade Contractors and Separate
Contractors Whilst Working on Sarah Sites**

OHS&W Requirements for Subcontractors, Suppliers, Trade Contractors and Separate Contractors Whilst Working on Sarah Sites (SPC-16)



1. Introduction

Sarah delivers high quality building and civil engineering projects and is committed to building business through superior customer satisfaction and service.

This document outlines the minimum conditions for undertaking work on Sarah sites and forms part of the subcontract agreement between Sarah and each subcontractor. These conditions in no way relieve subcontractors and their employees of their obligations and responsibilities under the Occupational Health, Safety & Welfare Act 1986 and the Occupational Health, Safety and Welfare Regulations 2010 and any amendments thereto.

Safety audits and inspections will be carried out by Sarah personnel to ensure that each subcontractor complies with these requirements. Failure to comply with the requirements of this document will constitute a breach of the subcontract agreement and any delay or cost resulting in such breach will be recovered by Sarah from the subcontractor as per Clause 27 – Default of the Conditions of Sub-contract Agreement’.

Subcontractors are responsible for any acts and omissions of its employees, and any persons under their control, at all times whilst on site, and shall ensure that they comply with the following conditions.

The term ‘subcontractor’ shall also mean ‘trade contractor’, ‘supplier’ and ‘separate contractor’, and the requirements of this document shall apply to all personnel whilst working on a site managed by Sarah regardless of whether they are employed by a subcontractor, trade contractor, supplier or separate contractor.

1.1 Sarah Policy Statements

The Sarah Policy Statements are a mandatory code of conduct for all Sarah employees, subcontractors and / or relevant stakeholders. Current copies of these Policies shall be available in the Sarah Site Office or upon request. A copy of the Sarah OHS&W policy is embedded into this document to ensure subcontractors have a clear understanding of Sarah commitment to an accident free workplace and strong safety ethos on our worksites. Copies of both the Environmental Policy and Site Specific Alcohol and Drug Policy are also included.

Subcontractor Acceptance (initials)

Sarah Acceptance (initials)

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Occupational Health, Safety and Welfare Policy (SP-01)



At Sarah we believe:

- That health and safety takes precedence over all business objectives – **SAFETY FIRST**.
- That no task is so important or urgent that it cannot be done safely.
- That all injuries are preventable.
- Notwithstanding management's obligations, the responsibility for safety rests with every individual.


At Sarah we are committed to the prevention of injury and illness to employees, contractors, customers and the public who may be affected by our work or activities.

To achieve this we will:

- Maintain and continuously improve OHS management system across the business.
- Promote active participation in health and safety through consultation and communication.
- Actively pursue the identification of all hazards with a view to elimination or management to the lowest practical risk level.
- Provide resources to manage and continuously improve all aspects of OHS.
- Ensure that all activities we undertake as a minimum comply with the relevant legislation of the States and Territories we work in.
- Identify, communicate and monitor health and safety objectives, targets and performance measures at all levels within the business.
- Foster a culture where employees and contractors are aware of the hazards around them and work in a manner to reduce risk.
- Require that contractors providing services to Sarah will manage their health and safety in line with this policy.

Policy written by: HS&E Coordinator

Authorised by: General Manager / Responsible Officer


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General Manager Signature

24/10/2011
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Date


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Responsible Officer Signature

24/10/11
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Date

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Sarah policy statements, applicable to all Sarah sites include, but are not limited to, those listed below:

- Occupational Health, Safety and Welfare Policy
- Environmental Policy
- Sun Protection Policy
- Hot Weather Policy
- Employee Roles and Responsibilities Policy
- Working at Heights Policy
- Site Specific Alcohol and Drug Policy
- Personal Protective Equipment (PPE) Policy
- Occupational Health and Safety Management – Goals and objectives Policy

1.2 Industry Induction

White Card / Green Card

All site personnel must have completed the national general induction white card safety induction course prior to commencing work on site. Green cards will be accepted provided they are current. Evidence of this must be provided to the Sarah Site / Safety Supervisor and / or nominated delegate usually the Safety Officer by displaying a current white / green card for each site worker. **No white / green card – no start.**

Sarah Site Induction

All site personnel must undertake a site safety induction with the Sarah Site / Safety Supervisor and / or nominated delegate and complete a Sarah Personal Induction Sheet which must be completed fully and signed by the inductee. The completed induction sheet is a record of evidence that the subcontractor's employee has understood the site specific induction and their OHS responsibilities whilst working on Sarah project sites.

The subcontractor will be responsible for arranging times for site induction with project representatives.

Licences

Subcontractor employees must provide all relevant qualifications for performing tasks and operating plant and machinery to Sarah at the induction. All qualifications and licences must be current with copies made and kept on site.

Visitors and Deliveries

Visitors, including delivery drivers, are not required to hold an industry induction (white card) if they are not carrying out work on the construction site.

Regular visitors of the subcontractor will be required to attend a site specific induction prior to entering any working environments where applicable.

All visitors and delivery drivers shall be escorted around site by an inducted subcontractor employee.

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Any delivering drivers who are contracted by the Subcontractor must adhere to Sarah's Site Safety Rules, including PPE requirements when entering site. Personal Protective Equipment includes steel cap boots, hi-vis vest and hardhat where identified. Delivery drivers must be notified of the requirements by the subcontractor and any deliveries must be coordinated with the relevant Sarah Site / Safety Supervisor for the project.

Sarah Health and Safety Management Plan

All subcontractors are to familiarise themselves with the Site Specific Health and Safety Management Plan which will be made available for inspection and reference and will be located in the site project office. The Site Specific Health and Safety Management Plan will also be discussed at the site specific induction.

Job Safety Analysis (JSA) / Safe Work Method Statement (SWMS) Training

The subcontractor shall provide evidence of induction and training of their employees to JSAs / SWMS prior to commencing work on site.

PPE Instruction and Implementation

The subcontractor shall ensure that the correct selection and implementation of PPE by their employees is undertaken for all relevant tasks, and PPE items to be worn in relation to work practices are recorded on the subcontractor's JSA or Safe Work Method procedure.

Hazardous Substance Use

A Material Safety Data Sheet (MSDS) must accompany any hazardous substance in use on site and a copy must be provided to the Sarah Site / Safety Supervisor and / or nominated delegate to be kept on file in the site office. The subcontractor shall ensure that their employees are trained in the handling and correct storage of any hazardous product / material that the subcontractor may use in their work task on any Sarah project site. At a minimum the training shall be in accordance with the manufacturer's specifications and as outlined in the relevant Material Safety Data Sheet (MSDS).

Hazard Identification and Risk Assessment

Job Safety Analysis (JSAs) and / or Safe Work Method Statement (SWMS)

All subcontractors are required to submit their site specific /activity specific JSA / SWMS in a reasonable timeframe, usually two weeks prior, to the Project Manager and / or delegate for review prior to the subcontractor commencing work on site. All workers on site are required to be inducted into their company's relevant JSAs / SWMS for that particular project site.

All workers are required to acknowledge the hazard management process by signing off on their company's JSA / SWMS.

The hazard management process shall be conducted as per guidance given in ISO 31000:2009 – Risk Management Principles and Guidelines.

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JSA / SWMS Content

The subcontractor shall, as a minimum, comply with relevant OHS legislation and other requirements for developing JSAs / SWMS. As a minimum the following will be documented on the JSA / SWMS:

- On organisational letterhead and show the name and registered office address of the organisation. Reference to relevant OHS legislation, standards, codes of practice and technical publications.
- Name of person responsible for developing the JSA / SWMS.
- Names and signatures of subcontractor employees involved in the development of JSA / SWMS.
- Names and signatures of the subcontractor employees who have been inducted to the JSA / SWMS demonstrating confirmation they have understood and are committed to complying with the work method requirements.
- A description of the work to be undertaken.
- Hazard identification related to the work tasks.
- Risk assessment of the related hazards.
- Control measures to mitigate risk by implementing the hierarchy of controls.
- Residual risk rating score identifying the controls to be implemented have eliminated or reduced the risk.
- Name of the person responsible for ensuring compliance to JSA / SWMS, ie company supervisor in charge of the subcontractors work on site.
- Name of person who will supervise the work, inspect and approve work areas, work methods, plant, equipment and power tools etc.
- Relevant qualifications and licences for subcontractors' employees who will undertake the work are to be documented.
- Identification of plant and equipment that most likely will be used on site, eg platform ladders, scaffolds, EWPs, grinders, electrical leads, welding machines and fire extinguishers.
- Details and maintenance checks that will be, or have been, carried out on the equipment listed.
- Reference to relevant MSDS and the appropriate handling / storage of these substances on site.
- Provision for review of the JSA / SWMS must be provided.

JSA / SWMS Submission and Review

JSAs / SWMS are required to be submitted by the subcontractor to the Project Manager and / or nominated delegate in a reasonable timeframe, usually two weeks prior to commencing work. Review will be conducted by Sarah and prior to subcontractor employees being inducted to site.

JSA / SWMS Compliance Site Review

Sarah will conduct JSA / SWMS compliance review on a regular basis.

Where any discrepancies or non-conformances are identified, the subcontractor will be required to temporarily cease working on that particular task and make the necessary alterations / rectifications to their JSA / SWMS to reflect actual conforming practices.

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Plant and Equipment

The subcontractor shall comply with the National Standard for Plant (NOHSC 1010-1994).

Pre-Start Safety Confirmation

The subcontractor is required to provide the following information to Sarah to confirm each item of plant is in a safe condition to commence work.

- Plant risk assessment.
- Servicing and maintenance schedules.
- Current servicing and maintenance records.
- Registration details and certificates.
- Daily inspection records.
- JSA / SWMS for, to and from site, servicing and refueling.

Mobile Plant

All mobile motorised plant are to be fitted with visual and audible warning devices and must demonstrate their good working order prior to commencement of work.

Where refueling of mobile plant is required on site, the subcontractor shall develop an appropriate JSA / SWMS for the task and supply and follow the relevant MSDS for handling and storage of fuel.

A spill kit **must** be provided by the subcontractor and available at any refueling location for mobile plant.

The subcontractor must develop a site specific JSA / SWMS including specific information for the unloading and loading of mobile plant on site.

Guarding provided on machinery, equipment or plant shall not be removed without the relevant authorisation. The subcontractor will not use any such machinery if guarding has been altered or removed.

Power Tools and Equipment

A register shall be maintained by the subcontractor for all electrical power tools on site and a copy provided to the Sarah Site / Safety Supervisor and / or nominated delegate.

Residual Current Devices

Residual current devices (RCDs) shall be utilised in conjunction with all electrical equipment. Testing will be conducted as per current legislative requirements.

All portable electrical tools and leads shall only be operated with approved residual current devices (RCD) to protect against electric shock. Subcontractors shall provide their own protection devices, tools and cables.

Portable generators shall always be RCD protected and earthed.

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Testing and Inspection of Electrical Equipment

Testing and tagging of all electrical equipment must be done as per statutory requirements prior to the subcontractor working on site. All electrical equipment must be tested by an appropriately qualified person every quarter. The testing regime must be demonstrated with the appropriate testing tag located on the equipment. Only electrical tools and extension leads with current tagging will be allowed on site.

Sarah reserves the right to direct the subcontractor to remove any items of electrical equipment which are not tagged or in current test date. These items must not be returned or used on site until they are compliant.

Sarah will not perform any testing of electrical equipment on behalf of the subcontractor.

The subcontractor shall provide all test results of electrical equipment on site to Sarah for inspection purposes.

All temporary electrical works to be carried out in accordance with Australian Standards.

Extension Leads

Extension leads shall be suspended off the ground to prevent slip and trip hazards where practicable.

Lead stands will be provided by Sarah for the purpose of suspending extension leads.

Extension leads shall not exceed 35 metres in length and shall not be joined together.

Records

The subcontractor must ensure that records of maintenance, tests, commissioning or alterations are maintained and made readily available on site for the following equipment:

- Registered pressure equipment
- Mast climbing work platform
- Concrete placing unit
- Industrial lift truck
- Vehicle hoist
- Mobile crane
- Man hoist
- Boom type elevating platform

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1.3 Breach of Site Conditions

Non-compliance with any safety requirement may result in one or more of the following:

- Enforcement of Clause 27 – Default of Conditions of Sub-contract Agreement.
- Hazard identification notices will be issued on site to individuals who are observed performing unsafe acts or creating unsafe conditions.
- Work will be stopped where applicable until the unsafe act or unsafe conditions are rectified by the Subcontractor.
- The ‘responsible officer’ for the subcontractor will be notified via email of the breach accompanied with a copy of the hazard notice. The subcontractor is expected to respond to the email by confirming they acknowledge the hazard notice and have taken their own corrective actions to prevent any further repeats of OHS breaches on Sarah project sites.
- Repeated OHS breaches will not be tolerated and may result in personnel being removed from site.
- Extreme OHS breaches may result in termination of subcontract between Sarah and subcontractor.
- Removal from site of the subcontractor, the subcontractor’s employees and / or any person on site under the control of the subcontractor.
- Removal from site of the subcontractor’s plant, equipment, tools and materials.
- Sarah undertaking work or engaging another subcontractor to complete the subcontract works with the non-conforming subcontractor to pay for the completion costs as per the Conditions of Sub-Contract Agreement.

1.4 Subcontractor OHS&W Responsibilities

All subcontractors are responsible for achieving high standards of health and safety.

In particular the subcontractors shall:

- Be legally and financially responsible for the acts and omissions of its employees, and any person under its control, whilst on site.
- Comply with all relevant statutory legislation, Australian Standards and Codes of Practice.
- Comply with their OHS&W legal responsibilities as employers, employees, manufacturers and suppliers.
- Evaluate the subcontractors own OHS performance and progress regularly.

1.5 Insurance

The subcontractors shall provide documentary evidence that the following insurance covers are current before commencing work on site:

- Legal and Public Liability Insurance
- Workers Compensation Insurance

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- Equivalent or better Workers Compensation Assurance for subcontractors and sole employees engaged by the subcontractor
- Motor Vehicle Insurance

1.6 Supervision

The subcontractors shall nominate a Supervisor and a Deputy who shall:

- Be fully responsible for the conduct of their employees and job requirements
- Be fully responsible for their employees following their JSA / SWMS
- Be present on site at all times whilst work is being undertaken

1.7 Supervision of Non-English Speaking Workers

The subcontractor is responsible for providing translation services for any employees under their control who cannot speak English.

The subcontractor will nominate a translator prior to commencing works on site.

The translator is required on site to provide effective and efficient communication whenever a non-English speaking worker is on site.

All non-English speaking workers will not be allowed to perform their work tasks unless the nominated translator is present on site. Sarah reserves the right to enforce these workers to cease work and wait in the lunch rooms until their translator arrives.

The subcontractor will be responsible for any costs associated with any down time on site.

Occasionally there may be a need for more than one translator to be on site due to the nature of the project. This requirement will be determined by Sarah in consultation with the subcontractor.

Consultation and Communication

When appropriate, an OHS Committee may be established on site to communicate OHS effectively.

Subcontractors will be required to nominate a person to represent them on the committee.

Sarah recommend that the nominated representative have appropriate training / skills in consultation / communication.

Where required, the OHS Committee will conduct a site inspection / safety walk prior to the meeting.

The subcontractor's OHS Committee representative is required to attend all OHS Committee meetings held on site where practicable. If the member cannot attend then a replacement must be nominated prior.

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Toolbox Meetings

The subcontractor is required to conduct toolbox meetings with their employees at least once a fortnight or when required.

These meetings shall discuss any related OHS issues on site and raise any items for the OHS Committee.

Toolbox meetings may also be convened by a subcontractor to assist in the induction of employees to altered or new work tasks.

Records of the toolbox meeting shall, at a minimum, show the following information:

- Date and time of meeting
- Attendees
- Distribution list
- Topics discussed
- Corrective actions required as a result of the toolbox meeting

Note: A copy of meeting minutes will be provided to the Sarah Site / Safety Supervisor and / or nominated delegate.

1.8 Speed Limits

All subcontractors driving vehicles shall observe the site speed limits.

1.9 Smoking / Non-Smoking

- Smoking is banned from all buildings.
- Areas are designated outdoors for smoking where permitted, effective disposal of cigarette butts is required.

1.10 Alcohol, Drugs and Medication

Sarah has a Site Specific Alcohol and Drug Policy which is displayed on all project sites. Subcontractors are expected to abide by this policy. It is forbidden to drink alcohol and take drugs while on site. Sarah shall reserve the right to expel from the site any person who is, in their opinion, under the influence of alcohol or drugs. In the case of illegal drug taking Sarah will contact the appropriate authorities to take action. Where medication is used, this should be informed to the Sarah Site / Safety Supervisor and / or nominated delegate.

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Site Specific Alcohol and Drug Policy (SP-07)



Sarah is committed to providing a safe, healthy and productive workplace in accordance with the requirements of the Occupational Health, Safety and Welfare Act 1986.

In meeting these legal obligations, the company accepts that, as far as is reasonably practicable, all Sarah employees and sub-contractors working on our projects should be able to attend to their duties without risk of injury and in a safe and healthy work environment.

For their part, site employees and sub-contractors should be aware that they also have a part to play in ensuring that their work environment continues to meet the standards required to protect the health and safety and well-being of themselves and others while a work, or at the workplace.

Sarah recognises that the inappropriate use of alcohol and / or drugs can impair an employee's ability to maintain a safe work environment and may put at risk the health and safety of themselves and others.


To ensure that all employees, sub-contractors and visitors to our sites are not unduly affected by a person impaired by alcohol and / or drugs, a number of key points make up this important site policy:

- Safety is paramount on our building sites.
- This policy applies to everyone without distinction.
- The consumption or possession of alcohol by any person on our project sites is strictly forbidden.
- Each employee or person contracted to perform activities on Sarah behalf must attend for work and remain unimpaired by alcohol and / or drugs, regardless of their role or the nature of their duties.
- Employees or sub-contractors who work within the construction zone will at all times maintain a blood alcohol level of zero.
- A person whose work performance or behaviour is impaired by alcohol and / or drugs will be considered a risk to the health and safety of themselves and others.
- A decision on a person's ability to work in a safe manner will be made in consultation with the person's direct supervisor and Sarah Site Management.
- A person reasonably suspected to be impaired by alcohol and / or drugs will be directed to leave the project site for their own safety and the safety of all those working on site. Suitable arrangements will be made to ensure the person gets home safely. No person should drive a vehicle when impaired by alcohol and / or drugs.
- Sarah retains the right to refuse entry to site of any person who is impaired by alcohol and / or drugs at any time.

(Note: Lawful use of prescription medicines under medical supervision will be treated separately under this policy where advice is provided that the person is fit for work.)

Policy written by: HSE Coordinator

Authorised by: General Manager


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General Manager Signature


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Date

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1.11 Housekeeping

The subcontractors shall keep their work areas clear of rubbish at all times and are responsible for collecting and disposing of all refuse, waste and rubbish resulting from their work. Subcontractors may use rubbish bins provided by Sarah to dispose of such refuse, waste and rubbish generated by the work being carried out. These bins shall be positioned at locations so as to minimise interference to normal site activities. If the subcontractor does not comply with good housekeeping practices and does not, when directed, clean up his work area Sarah reserves the right to engage a person who will undertake this process and then back charge the subcontractor for any costs associated with the clean up.

1.12 Markings and Warnings

Subcontractors must observe all safety markings and warning signs. Any work undertaken by the subcontractor which gives rise to a hazard (eg excavations, machinery movements, etc) will be provided with temporary fences and warning signs by the subcontractor. The subcontractor is responsible for providing all required warning signage, hazard markings, barricades, temporary covers and protection to ensure that all persons on site are protected from all hazards resulting from the work undertaken by the subcontractor.

1.13 Personal Protective Equipment

The subcontractors shall be responsible for providing, maintaining, instructing and supervising their employees in the use of any protective equipment which may be used on Sarah project sites. This includes, but is not limited to, protection for eyes, hearing, hands, head and feet in accordance with the OHS&W Regulations, relevant Australian Standards and Codes of Practice.

1.14 First Aid

- First Aid facilities are available on site. First aid signage and emergency contact details will be displayed on all project sites.
- Ask any member of Sarah personnel to assist you to locate a First Aider.
- **Only certified First Aiders may apply treatment.**

1.15 Accident and Incident Reporting

The subcontractor shall report immediately, any accident that results in either injury to persons or damage to property or the environment, or any incident / near miss that has the potential to result in an injury to persons or damage to property or the environment, to Sarah. The subcontractor shall provide all information necessary to complete the accident / incident report and shall comply with any corrective action instruction resulting from the review of any accident / incident report.

Emergency Response

The subcontractor shall comply with the requirements set out in Sarah Site Emergency Response procedures.

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Alternate Duties

The subcontractor shall provide alternate duties within reason to injured employees who cannot perform their normal duties.

The subcontractor must provide a list to Sarah of alternate duties which are relevant to the types of injury which could occur, eg:

<u>Injury Type</u>	<u>Alternate Duty</u>
• Strained back muscle	Office administration
• Laceration to hand	Site coordination

Medical Facilities

Sarah engage Industrial Medic Services to perform paramedic services to all site workers.

All subcontractor employees who have sustained a minor injury or medical condition, but require further medical assistance shall be transported by an Industrial Medic Services' paramedic.

All subcontractor employees who sustain a major trauma or medical condition shall be transported by ambulance at the subcontractors / employers expense. Any additional medical treatment which is required at a hospital or medical facility for the subcontractor's employee will be at the cost of the subcontractor.

Sarah, at its sole discretion, may make a doctor or medical provider aware of alternate duties available to the injured.

1.16 Work at Height

Working at height must be undertaken in accordance with all requirements of the OHS&W regulations and any relevant code of practice. The subcontractor is responsible for providing all safety equipment and personal protective equipment necessary to undertake this work safety including, but not limited to, ladders, harnesses and guardrails unless prior agreement is made with Sarah for this to be provided by them.

Work at heights shall only proceed following the appropriate hazard management procedures being undertaken.

The subcontractor shall comply with the 'National Code of Practice for the Prevention of Falls in General Construction' as a minimum as well as the following criteria:

Subcontractor Acceptance (initials)

Sarah Acceptance (initials)

Working at Heights Policy (SP-06)



Policy Statement

Sarah recognise the inherent risks associated with working at heights and are committed to ensuring the Health, Safety and Welfare of all our employees, clients, contractors and visitors.

To ensure the health and safety of all stakeholders we will, as a minimum, comply with all relevant legislation, codes of practice, Australian standards and known industry best practices.

Sarah recognise the 'National Code of Practice for Prevention of Falls in General Construction' as a framework for implementation of hazard identification, risk analysis and control for working at height and take further initiative to prevent injury from falls of any height as detailed below.

1. Extension Ladders

Extension ladders are to be utilised as a means of transporting personnel from one point to another only. Personnel are not permitted under any circumstances to perform any type of work whilst standing on an extension ladder.

All ladders must be erected on secure footing, the top of the ladder must be evenly balanced for load and securely fixed to prevent slipping. The pitch angle of an extension ladder should be at 1:4 and the top of the ladder must extend at least one metre past the landing point at all times. If a ladder is used near any doorway, sufficient controls must be implemented to eliminate the risk of the ladder being knocked in any way.

2. Step Ladders

Three step or three foot ladders are not permitted on any Sarah sites at any time.

Step ladders which allow personnel to stand at a height of two metres or above are not permitted on site at any time.

Working from Step Ladders

Personnel are only permitted to perform work from a step ladder if it is deemed as the only practicable method of gaining access to a work space by completing a Ladder Permit (SPF-08) which needs to be handed to the Sarah Site / Safety Supervisor and / or nominated delegate and authorised for use for each specific task.

3. Aluminium Trestles

All adjustable aluminium trestles commonly referred to as ceiling fixers trestles must not be raised higher than their third point of extension. The working platform therefore must not exceed 600mm above finished floor level.

While working on an adjustable aluminium trestle, personnel are not permitted to perform any works which require the worker to reach above his / her shoulders. For example, fixing cornice or cutting in of cornice is not permitted and other work platforms must be utilised (eg scaffold).

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Working at Heights Policy (SP-06)



4. Fall Restraint/ Fall Arrest Systems

Further to the requirements set out in AS/NZS 1891.1:2007 (Industrial fall-arrest systems and devices – harnesses and ancillary equipment) any work at height controls must be accompanied by the following documentation:

- a) JSA / SWMS for height work
- b) Roof Access register sign off for all personnel if working on roof
- c) Emergency rescue plan for fall arrest work systems included in the sub-contractors' JSA / SWMS

Policy written by: HSE Coordinator

Authorised by: General Manager


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General Manager Signature

3/1/11
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Date

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1.17 Scaffolding

The subcontractor is required to provide all scaffolding required to undertake the subcontract works safely unless prior agreement is made with Sarah for this to be provided by them. Erection, removal and modification of scaffolding must only be done by persons qualified to do so. Persons shall only be deemed qualified if they produce a recognised certificate / licence. All scaffolding shall be erected in accordance with the OHS&W regulations and codes of practice. No scaffold is to be used by any person on site unless it is fully compliant and evidence that it has been erected by a licenced scaffold erector has been provided to Sarah.

1.18 Elevated Work Platform

Only persons with a Certificate of Competency may operate an elevated work platform above 11 metres. Only trained operators may operate an elevated work platform up to 11 metres.

1.19 Roof Work on Roofs

- All work shall be carried out in accordance with the requirements of the OHS&W regulations and any relevant code of practice.
- Before undertaking work on a roof, approval must be obtained from Sarah.
- It is the responsibility of the subcontractor to ensure that people required to undertake work on top of a roof are safe and are provided with all necessary safety equipment and personal protective equipment which they have been trained in the use of.
- Safety of personnel on the ground is also important and suitable barriers are required to ensure there is no risk from fallen objects.
- The subcontractor shall comply with relevant legislation, standards, codes of practice and technical literature to working at heights and specifically working on roofs.
- The subcontractor shall conduct a risk assessment and provide Sarah with documented control measures for the identified hazards prior to commencing works.
- Upon successful review of the risk assessment the subcontractor shall record the names of all employees who require access to the roof area in the roof access register on a daily basis.
- The subcontractor shall not tamper with or alter 'any' physical fall barriers or hazard identification warning bunting without authorisation and training in new work procedures from Sarah. Failure to comply with this requirement may lead to instant removal from site of personnel at the sole discretion of Sarah.
- The subcontractor is responsible for ensuring that absolutely no unsecured rubbish, tools or materials are left on any roof at the end of shift.
- All rubbish, tools or materials, if required, shall be mechanically fixed to structural roof members ensuring secure fixing.
- Appropriate exclusion zones must be considered, implemented and supervised by the subcontractor.
- Roof access register must be completed.

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1.20 Manual Handling

- It is the responsibility of the subcontractor to ensure that sufficient personnel and equipment are provided to undertake **all** manual handling tasks involved in the work to be undertaken.
- All manual handling is to be carried out in accordance with the relevant code of practice.

1.21 Lifting and Equipment

Subcontractors are required to ensure that all plant, tools, and equipment brought onto a Sarah site are properly maintained and are safe to use, and that while on site, are not used for any purpose other than for which they are designed or intended.

1.22 Storage

Storage facilities for plant, equipment and materials are not available for subcontractors except by prior arrangement.

1.23 Explosive Equipment and Ramset Type Guns

The general use of equipment using explosive charge is prohibited. The use of Ramset / Hilti type guns by licenced operators is permissible, but only after prior approval from the Sarah Site / Safety Supervisor and / or nominated delegate, and in approved areas with safety signs displayed and precautions taken to prevent injury.

1.24 Work Permits

Work Permits may be required when performing hazardous work. Where applicable to use permits, they will only be issued by the Sarah Site / Safety Supervisor and / or nominated delegate on a daily basis. The conditions and precautions displayed on the permit shall be strictly adhered to.

- A Hot Work Permit will be required for work involving open flames or producing heat and / or sparks.
- A Confined Space Entry Permit is required for entry of a designated confined space.
- An Excavation Permit may be required for any trenching, excavation, post-hole digging, driving of stakes etc.
- An Explosive Tool Permit is required to use a Hilti or Ramset explosive tool.
- A Working at Heights Permit may be required (including working on roofs).
- Ladder Permit.

1.25 Fork Lift Trucks

A requirement for a subcontractor to operate a forklift at a Sarah site is that the person(s) who is to operate the forklift has a forklift ticket or notice of satisfactory assessment.

Subcontractor Acceptance (initials)

Sarah Acceptance (initials)

OHS&W Requirements for Subcontractors, Suppliers, Trade Contractors and Separate Contractors Whilst Working on Sarah Sites (SPC-16)



1.26 Work Below Ground

- Before any work takes place below ground the subcontractor must confirm the positions of any services that may be buried in the ground with the Sarah Site / Safety Supervisor and / or nominated delegate, and take appropriate safety precautions. An excavation permit must be obtained from the Sarah Site / Safety Supervisor and / or nominated delegate prior to commencement of work.
- All excavations must be clearly marked and barriers in place to prevent falls. Trenches and excavations must be adequately shored and / or strutted before personnel are allowed access. Safe access and egress shall be provided in all excavations in accordance with the OHS&W regulations and any relevant code of practice. Where back filling has occurred, a warning sign must be placed and the area cordoned off, until it has been made safe by restoring it to its original state by compaction.

1.27 Chemicals

- **Before** any hazardous substances (thinners, lubricant, solvents etc), in any form, (dust, liquid, vapour etc) are brought on to a site, the subcontractor shall supply to the Sarah contact, a Material Safety Data Sheet and an assessment of risk included in their JSA / SWMS for the use of the hazardous substance. Approval must be obtained prior to using the hazardous substance on site.
- Subcontractors are responsible for removing chemicals and hazardous substances they bring onto the site. Storage and use of these substances on site must be in accordance with the national code of practice for the control of workplace hazardous substances {NOHSC:2007(1994)}.
- It shall be the responsibility of the subcontractor to report any chemical spills immediately to the Sarah Site / Safety Supervisor and / or nominated delegate and to clean up any chemical spills to the satisfaction of the company following the handling guidelines in the relevant Material Safety Data Sheet.

1.28 Dust and Fume Control

- Dust generating processes and fumes that may contaminate product or affect people's health (for example, solvent based glues, grinding etc) must be approved by the Sarah Site / Safety Supervisor and / or nominated delegate before work commences.
- Screens are required in any raw materials storage areas, packaging and processing areas, when any airborne particles are generated to prevent these contaminants settling on areas where food passes.
- Appropriate control measures must also be used to contain dusts and fumes (eg extraction equipment), or work undertaken at times where product contamination and adverse health effects are minimised or eliminated.

1.29 Environmental Issues

- Sarah has an Environmental Policy which is displayed on all project sites. Subcontractors are expected to abide by this policy at all times
- No waste liquids are to be washed down storm water drains, only rain run off can enter a storm water drain.

Subcontractor Acceptance (initials)

Sarah Acceptance (initials)

OHS&W Requirements for Subcontractors, Suppliers, Trade Contractors and Separate Contractors Whilst Working on Sarah Sites (SPC-16)



- Dust generating processes on site must be controlled by the subcontractor through covering of stockpiles and / or watering down of dust where applicable or directed by the Sarah Site / Safety Supervisor and / or nominated delegate.
- All chemicals and hazardous substances are to be handled and disposed of in accordance with the Material Safety Data Sheet and Government regulations.

Environmental Policy (SP-02)



Sarah, in its role as a quality focused Commercial Builder, is committed to embracing environmental management goals within its construction activities. Sarah is fully supportive of the principles of ecologically sustainable development through effective resource and energy management including the appropriate use of environmental protection, pollution control and conservation of natural resources.

To meet this Sarah will:

- Comply with all relevant Commonwealth and State environmental legislation.
- Ensure that our construction services are provided in a manner that:
 - Maximises the efficient use of energy and construction materials;
 - Reduces the use of energy and materials that are non-renewable or that create toxic pollution;
 - Encourages the use of recycled materials and reduces waste generation; and
 - Ensures the safe and responsible disposal of waste from our construction practices.
- Assess all environmental impacts of our construction activities.
- Ensure that the environment will not suffer as a result of Sarah activities. This will involve minimisation of negative impacts on the environment, conservation and wise use of natural resources.
- To actively pursue environmental best practices and the sustainable use of community resources.
- Promote more open exchange of environmental information with our stakeholders.
- Promote environmental awareness and sensitivity among all our stakeholders.
- Encourage employees and subcontractors to produce creative, innovative and ecologically sustainable solutions.
- Ensure that Sarah employees and subcontractors are informed of this policy and are aware of their environmental responsibilities.
- Implement appropriate management systems to meet environmental objectives and continually improve our environmental performance.
- Within the context of this policy, set environmental objectives and targets that will be monitored, audited and reviewed.

Policy written by: HSE Coordinator

Authorised by: General Manager


.....
General Manager Signature

3/5/11
.....
Date

Subcontractor Acceptance (initials)

Sarah Acceptance (initials)

OHS&W Requirements for Subcontractors, Suppliers, Trade Contractors and Separate Contractors Whilst Working on Sarah Sites (SPC-16)



1.30 Disconnection of Fire Fighting Equipment and Alarms

Prior to the disconnection of any equipment used to fight fires (sprinklers, fire extinguishers, hoses) approval must be sought from the Sarah Site / Safety Supervisor and / or nominated delegate. Checks will be taken to ensure no hot work is being undertaken during the period the fire fighting equipment is unavailable or the alarms not in use. Additional hand held fire extinguishers must be provided by the subcontractor and / or organised with the Sarah Site / Safety Supervisor and / or nominated delegate prior to commencement of any work.

1.31 Car Parking

- Car parking is available only in 'employee designated' car parks. Cars / vans may be temporarily parked near work areas to unload / load tools and equipment following approval. The car / van must then be parked in the designated car park.
- All vehicles entering or parking on company property do so at the owner's risk and no responsibility will be accepted by Sarah for any damage.

1.32 Security

Each worker will be required to sign in / sign out on a daily basis. Subcontractors may be issued with site passes upon arrival, which must be worn at all times depending on Sarah and client requirements on specific project sites. It is the subcontractor's responsibility to ensure all valuables are secured against theft and plant and equipment are adequately secured against damage, unauthorised use or theft whilst on site.

1.33 Cameras

Cameras are not allowed on site. Written authority from Sarah shall be obtained if photographs are to be taken for any purpose.

1.34 Information to Third Parties

The subcontractor shall treat any information obtained during the course of work as confidential.

No information about the company, its products, machinery or processes or any site incidences, eg product contamination, industrial issues, fire or accident etc shall be provided to any party external to Sarah.

Subcontractor Acceptance (initials)

Sarah Acceptance (initials)