



SAMWAYS BUILDING & CONSTRUCTION
Sub-contractors Manual

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Table of Contents

1. INTRODUCTION.....	3
2. SAMWAYS TOTAL QUALITY MANAGEMENT POLICY (TQM)	3
3. SITE SPECIFIC INDUCTIONS	4
4. SUB-CONTRACTORS RESPONSIBILITIES.....	5
5. INSURANCES AND PRE-APPROVAL	5
6. GENERAL SITE REQUIREMENTS & CONDITIONS	5
7. SITE SPECIFIC RESPONSIBILITIES	7
8. OHS TARGETS.....	7
9. SITE RULES	7
A. Amenities & Telecommunications.....	7
B. Alcohol & Drugs	7
C. Clearance to Work	7
D. Emergency Procedures	8
E. Emissions	8
F. Fatigue Management.....	8
G. First Aid and Medical Treatment	8
H. Hazard Notification.....	8
I. Hazardous Substances and MSDS.....	10
J. Housekeeping	10
K. Ladders and EWP	10
L. Manual Handling.....	10
M. Pedestrians.	10
N. Personal Protective Equipment	10
O. Power Supply	11
P. Reporting Incidents and Injuries.....	11
Q. Safety Signs and Equipment	11
R. Securing Work Areas.....	11
S. Smoking	11
T. Tools, Equipment and Plant Safety.....	11
a. General	11
b. Electrical Equipment and Electrical Work.....	12
c. Dangerous Tools	12
d. Mobile Equipment.....	12
e. Compressed Air	12
U. Vehicles and Plant (External to Hoarded Area)	12
V. Waste Treatment.....	13
W. Before You Start Work Each Shift	13

1. INTRODUCTION

The Sub-Contractors Manual is intended for use by Sub-Contractors. This guide outlines our requirements, conditions and expectations of contactors. You must also ensure that this document and its contents will be communicated and understood by all your employees and sub-contractors.

This Manual is not intended to replace the Samways Site Safety Management Plan, which is available for your inspection on site or, by request. A copy may be forwarded to you at the beginning of the project.

The Work Health and Safety Act 2011 places a responsibility upon an employer to provide training to employees sufficient for them to do their jobs without risk to the health and safety of themselves and others. Within the system, safe work method statements should exist describing the aspects of the task that has to be done. They should have been read, understood and signed by employees before commencing work on our site.

As part of the contract conditions, sub-contractors and their employees are required to participate in a site-specific induction.

2. SAMWAYS TOTAL QUALITY MANAGEMENT POLICY (TQM)

Samways is committed to understanding the needs and expectations of its key interested parties including: management, employees, contractors, clients and the community, in relation to health, safety and quality management. Samways does this through commitment to satisfying all applicable requirements including relevant legislation and to the continual development and improvement of its management system.

Samways management system addresses control of operational activities and includes mechanisms for high-level review to ensure the system remains effective. Top management is accountable to ensure that Samways has adequate resources to meet its obligations and ensure sustainable business success. This approach enables Samways to minimise risk and maximise opportunities, while striving to achieve and maintain sustainable industry best practice in the areas of quality, health, safety and environment.

All employees and other relevant interested parties are expected to understand this policy and support its implementation and application throughout all of Samways activities.

- The interests of all stakeholders need to be considered.
- Integrity and quality are basic fundamental requirements of our business.
- Effective health, safety and environmental policies are a critical to sustainable management.
- No activity performed is so important that risk of injury to people or damage to the environment is justified.
- All reasonably foreseeable accidents and incidents are preventable.

Samways Values

- **Openness and Respect** – We value our clients and staff and aim to build trust and long –term relationships.
- **Integrity** – We make dependable choices and decisions, which are sound and consistent with ethical practices. We deliver on our commitments and have a trustworthy reputation.
- **Results Driven and Efficient** – We are personally accountable for our individual and collective contributions to the success of Samways. We aim to achieve our client's purpose/mission and strategic plans by focusing on the priorities and actions that deliver the desired results.
- **Service** - We treat everyone as we wish to be treated and focus at all time on anticipating the future trends and needs of our clients. We provide quality services that can only be achieved through Samways teamwork.

Samways Objectives

Samways sets WHS and quality management system objectives using the following framework:

- **Client Services:** to provide quality, cost effective service to meet the expectations of our stakeholders.
- **Our People:** To attract and retain employees who are competent and motivated to deliver our services To increase the skill level of staff and also ensure they are adequately remunerated.
- **Operations & Administration:** To ensure that we provide the most effective facilities and systems for the provision of services to our clients,
- **Finance and Business Performance:** To remain financially viable and to ensure the achievement of our client and business goals.

Detailed objectives are set out in Document AD-059, which can be obtained from Senior Management.

John Samways

July 2017

3. SITE SPECIFIC INDUCTIONS

Site inductions will be carried out by the nominated site supervisor. The aim of a site induction is to provide participants with knowledge of QHSE issues and safe work practices specific to this particular

site. It will also familiarise persons on this site with rules and procedures for QHSE and emergency management. Your induction will cover:

- Any site specific hazards and risk control measures involved in carrying out the works identified by the risk assessment process.
- Any regulatory requirements or Codes of practice relevant to any site specific hazards
- Site orientation, including safe access/egress, location of amenities, first aid & security requirements.
- Site specific safety rules or procedures including notification of changes to the work site.
- On site consultation and reporting arrangements and details of authorised personnel.
- Accident emergency and evacuation procedures and associated equipment on site.

4. SUB-CONTRACTORS RESPONSIBILITIES

As a sub-contractor you are responsible for your safety and that of your employees and sub-contractors. You are also responsible for ensuring that whilst you are undertaking the work activity for which you are engaged you do not expose any other persons to unacceptable levels of risk.

Additionally, you, your employees and sub-contractors must ensure:

- They understand and comply with the requirements of this Manual.
- That General Induction Cards are available for inspection at all times whilst working on site.
- That the safety information is received and understood.
- All staffs are trained for the activity they undertake and have had task specific induction.
- They are appropriately qualified, competent or licensed to carry out the activities.
- Safe Work Method Statements and Material Safety Data Sheets are supplied to the site supervisor.
- All staff sign in and sign out the registers provided at the beginning and at the end of every shift.
- Compliance with all 'client specific' requirements.

5. INSURANCES AND PRE-APPROVAL

You and your employees will only be permitted to carry out work when you have completed the pre-approval process which includes providing evidence of specific insurances and licences. You will have received written confirmation of this approval. If you are not pre-approved please notify us immediately.

6. GENERAL SITE REQUIREMENTS & CONDITIONS

- Children, visitors and animals are strictly not permitted.
- ONLY use designated 'Entry' and 'Exit' points.
- All employees must sign in and out of the attendance register.
- All contractors are to use the designated amenities.
- Client's equipment, fixtures, fittings or product packaging must not be used under any circumstances.

7. SITE SPECIFIC RESPONSIBILITIES

SAMWAYS

All levels of management are required to ensure that company policies and the OH&SMS are effectively implemented in their area of control. Each manager, associate and team member must discharge responsibility in a coordinated manner.

CONTRACTORS

Contractors & Sub-contractors engaged to work for us are required as part of their contract, to comply with our TQM policy; procedures; the site safety management plan and this manual. All works are to be carried out in accordance with applicable legislation, observing directions on health and safety matters from supervisors, employees or officers. Failure to comply with these directions would result in disciplinary action and could be considered a breach of the contract and sufficient grounds to terminate the contract.

8. OHS TARGETS

- Less than three lost time Injuries per annum.
- Less than ten non-conformances per annum.
- Monitor the pre-selection checklist criteria for employees and sub-contractors to ensure compliance with changes to WHS Legislation.
- Monitor risk assessments and safe work method statements and activities on site and ensure that all hazards are being identified.

9. SITE RULES

A. Amenities & Telecommunications

Refer to the nominated Site Manager regarding the use of site amenities including Staff lunchroom, toilet/shower facilities etc.

B. Alcohol & Drugs

Do not bring alcohol and non-prescription drugs on-site
Do not enter the site whilst under the influence of alcohol or drugs.

C. Clearance to Work

Certain work activity will normally require special authorization and Clearance procedures to be followed before work commences, this may include:

- a) Work involving, gas, electrical or mechanical energy, requiring Isolation/lock out equipment, tagging and isolation devices.
- b) Hot work involving welding, grinding, cutting or the introduction of ignition sources.
- c) Confined space entry including entry into vessels, silos, pits, trenches, pipes, etc.
- d) Work at a height above 2 metres, on roofs, scaffolding or ladders.
- e) Work with the potential to adversely impact on normal operational activities.

D. Emergency Procedures

In the event of an emergency, such as fire, contractors and subcontractors must:

- Upon the evacuation signal, stop work immediately, shut down any equipment you are using and walk to the appropriate assembly area;
- If a fire starts in your work area, immediately ask our nominated supervisor to raise the alarm (if not safe to use an approved extinguisher);
- Comply with any instructions given by the nominated Site Manager;
- Do not return to work until advised to do so;
- The emergency procedures incorporate any of the client's procedures disclosed in the site specific information attached to the Site Safety Management Plan;
- Ensure you are familiar with the specific site emergency exits.

E. Emissions

Sub-Contractors must:

- Report accidental spills immediately to the nominated Site Manager.
- Contain and clean up all liquid spills using suitable methods, and report to the nominated Site Manager.
- Always minimise noise levels, and obey statutory requirements for noise emissions.

F. Fatigue Management

Shift work, especially that involving nightshift, can affect the human body. Fatigue can result. Subcontractors are advised to report fatigue to the Site Supervisor whether or not such fatigue has occurred as a result of working on this specific site. The Site Supervisor will then arrange for the fatigued worker to be relieved of his/her duties.

G. First Aid and Medical Treatment

- Refer to the nominated Site Manager for permission to use on-site first aid provider and facilities for treatment of minor injuries.
- Refer to the nominated Site Manager for an appropriate contact in the event that medical treatment is required, or use phone contact number provided on the emergency contacts list in the site office.

H. Hazard Notification

- Prior to work commencing, identify all hazards (potential for harm or unsafe conditions) relating to work you will be undertaking. Ensure that adequate controls are applied to

ensure that you, your employees, or other persons on site are protected from injury, damage to property is prevented.

- Notify the nominated Site Manager immediately of any hazards/potential hazards that you encounter whilst working on site.
- Remove/protect yourself/your employees from such hazards, and do not re-start work until action has been taken to correct the unsafe situation.

I. Hazardous Substances and MSDS

- Authorisation must be obtained from the nominated Site Manager, prior to bringing any hazardous substances (including flammables) onto the site.
- Sub-Contractors must ensure the availability of all current (no more than 5 yrs old) MSDS relevant to Hazardous Substances (including a register of hazardous substances used and a record of training provided).
- Unidentified containers of chemicals must not be used on site, without prior approval.
- Persons not to remove, deface, modify or alter a correct label of any substance used for work.

J. Housekeeping

- Working areas must be kept clean and tidy.
- Suitable arrangements must be made for delivery and storage of materials and/or substances.
- All sub-contractor owned or leased tools/equipment must be stowed appropriately from the site at the end of the job.
- All spillages must be cleaned up immediately, using the recommended clean up and disposal methods.
- Work likely to generate dust must be properly controlled. The nominated supervisor will advise on necessary controls that can be used.
- Procedures must be in place to protect Client's property or products (including all food products) from contamination of physical, chemical or biological contaminants.
- All walkways/driveways must be kept clear of obstructions, including electrical leads.

K. Ladders and EWP

- Only non-conductive ladders (such as fibreglass) may be used for electrical work.
- In all circumstances, the head and base of a ladder must be secured to prevent slipping.
- EWP can be used by experienced operators and by permission with the site supervisors. Log books must be maintained.

L. Manual Handling

Manual handling means any activity requiring force to lift, push, pull, carry or otherwise move any load. Subcontractor's safe work method statements must disclose training in the principles of correct manual handling and lifting, together with recognition of manual handling risks.

M. Pedestrians.

- Ensure marked/recognised walkways are used (no shortcuts);
- Walk, do not run;
- Watch out for and give way to vehicles on-site, including fork trucks and delivery vehicles.

N. Personal Protective Equipment

PPE must be supplied and worn to the recognised statutory standard for the work to be undertaken. This includes wearing suitable clothing, safety footwear, eye protection, hearing protections, hard hats, breathing apparatus, dust masks, safety harnesses and fall protection

equipment, visibility vests or shirts etc. Some Samways sites will require the use of Mandatory PPE. PPE should fit properly and it is your responsibility to provide PPE for your employees.

O. **Power Supply**

Ensure arrangements are made for the use of power supplies before work commences.

P. **Reporting Incidents and Injuries**

You must report all injuries (including minor ones), property damage, chemical spillages and 'near miss' type incidents to the Nominated Site Manager or nominee. Reporting of small occurrences helps to reduce the chance of a more serious incidents occurring in the future.

Q. **Safety Signs and Equipment**

- Obey all safety signs.
- Do not tamper with or misuse any safety equipment.

R. **Securing Work Areas**

All work areas must be secured at all times, using approved safety barriers and warning signals (as per statutory or site requirements).

S. **Smoking**

Only smoke in designated outdoor smoking areas.

T. **Tools, Equipment and Plant Safety**

a. General

- The nominated Site Manager may arrange for inspection of sub-contractor supplied tools/equipment/plant by an appropriate person, who will prohibit the use of any items which appear to be faulty or dangerous.
- All tools/equipment/plant supplied must be in a safe condition and may only be used in a manner and for the purpose intended by the manufacturer.
- Tools or equipment belonging to Samways may not be used without permission of the nominated Site Manager.
- All tools/equipment/plant must be tested and properly certified/licensed as required under relevant statutory requirements (e.g. power tools, cranes, lifting gear, etc).
- Certificates/licences must be produced when requested by the nominated Site Manager.
- Permission must be obtained from the nominated Site Manager prior to storage of any sub-contractor owned equipment/tools/materials on site.
- The Sub-Contractor accepts full responsibility for the loss of or damage to any plant, equipment, tools or materials.
- **No keys are to be left in or on any plant and/or equipment when not in use.**
- Barricades and warning signs MUST be used around all plant and equipment.

b. Electrical Equipment and Electrical Work

- All portable electrical appliances/equipment must be fitted with earth leakage protection devices (Residual Current Device) and should display a current inspection/safety tag.
- All electrical tools/equipment/leads must be electrically tested and tagged by an approved certifier.
- Electrical leads must not be draped across floors.
- Work on 'live' electrical equipment is not recommended, unless for testing or decommissioning, and only if a documented risk assessment procedure can be provided for the task.
- Circuit breakers should be locked 'OFF' with a single key and retained only by the operator; if this is impractical Circuit Breaker switches should be 'tagged' 'Danger'-Out of service.
- Use suitable insulating materials and equipment.
- When working with electricity do not work alone.
- Use PPE such as insulated gloves and footwear.

c. Dangerous Tools

- Sub-Contractors must only permit properly trained, licensed, authorised and protected personnel to operate Dangerous tools.
- Sub-Contractors must obtain approval for the use of such tools from the nominated Site Manager before starting work, as Clearance requirements may apply.

d. Mobile Equipment

- Sub-Contractors must provide evidence that employees who will be operating a scissor lift or similar are appropriately licensed or trained as per State regulations.
- Sub-Contractors must not allow employees to ride on mobile equipment not specifically designed for the purpose.

e. Compressed Air

Sub-contractors must obtain permission from the nominated Site Manager before connecting to or using any compressed air devices on site.

U. Vehicles and Plant (External to Hoarded Area)

- Only park in areas specified by the nominated Site Manager. Drivers parked in unauthorized areas will be asked to remove their vehicles;
- Vehicles & plant must be parked in a manner that does not create a hazard or danger to others. Vehicles & plant need to be secured;
- Obey public road rules and site traffic signs at all times;
- Keep within site speed limits;
- Searches of sub-contractor's vehicles upon entering or exiting the site may be authorised by the nominated Site Manager.

V. Waste Treatment

- Only licensed transporters/depots may be used (as per statutory requirements) for off-site disposal of all wastes;
- Authorisation must be obtained from the nominated Site Manager before disposing of wastes on premises.

W. Before You Start Work Each Shift

You must be able to answer “YES” to the following:

- Have you Signed In?
- Have you completed your Site Induction?
- Have you read and signed current Work Method Statement?
- Do you need a special permit to work today?
- Have you read & understood your MSDS sheets?
- Do you understand your PPE requirements?
- Have you the correct PPE & apparel for the job type?
- Are your required training certificates and licences up to date?
- HAVE YOU ASSESSED YOUR WORKSITE TODAY?