

# SAMWAYS BUILDING & CONSTRUCTION

## Sub-contractors Manual

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## 1. INTRODUCTION

The Sub-Contractors Manual is intended for use by Sub-Contractors. This guide outlines our requirements, conditions, and expectations of contactors / consultants. 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. WORKPLACE HEALTH, SAFETY & QUALITY POLICY

Workplace Health and Safety is of critical importance in the planning, organisation, and undertaking of Samways Building & Construction operations. It is the policy of Samways to conduct its activities in such a way that the health, safety, and well-being of employees and subcontractors is not in any way impaired or prejudiced as a result of working within or for the organisation.

To aid in the implementation of this Policy, My commitment shall:

- Comply with all relevant statutory duties, regulations, advisory standards and industry codes and standards, making adequate provision of resources to meet these requirements.
- Provide information, instruction, and training for employees to increase personal understanding of workplace hazards and to ensure proper supervision.
- Involve employees and Sub-contractors on health and safety matters and consult with them in ways to reduce workplace hazards and improve control systems.
- Provide support, assistance, and resources to ensure an integrated rehabilitation program is provided for all employees who sustain injury or illness.
- Set short and long-term objectives in health and safety management as part of an ongoing action plan and regularly review its performance and that of its managers and general supervisors, against the objectives of this policy.

Samways recognise that Health, Safety & Quality is both an individual and shared responsibility of all employees, Sub-contractors, and other persons involved with the operation of the organisation. In this regard, we emphasise the need to always follow and adhere to safe work practices, to ensure that no person is exposed to a health and safety risk for themselves or any other person, and to develop an ever-improving safety culture within the company.

Samways recognises that there is no task that is so important or so urgent that it releases the company, its managers, employees' or Sub-contractors from the responsibility to ensure a healthy and safe work environment.

### 3. TOTAL MANAGEMENT POLICY

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 Samways activities.

#### ➤ Samways Values

<b>T</b>	<b>R</b>	<b>U</b>	<b>S</b>	<b>T</b>
<b>Thoughtfulness</b>	<b>Responsibility</b>	<b>Uprightness</b>	<b>Service Driven</b>	<b>Trustworthiness</b>
We make dependable choices and decisions, which are sound and consistent with our ethical practices. We value our clients and staff and aim to build trust and long-term relationships.	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.	Our word is our bond. Every day, we earn the trust of our customers and partners. They can rely on us to keep our promises and do the right thing, even when it's hard. We speak openly and honestly, and always act with integrity.	We treat everyone as we wish to be treated and always focus on anticipating the future trends and needs of our clients. We provide quality service that can only be achieved through Samways teamwork.	Our consistency in the workplace reflects in the motivation and productivity of our employees and the quality of services delivered to our clients.  We view every success as a shared victory, and our celebrations reflect the strength of our teamwork and the dedication of our talented individuals.

#### ➤ Samways Objectives

- **Client Services:** To provide quality, cost effective service that meet the expectations of our stakeholders. and foster strong relationships with customers.
- **Our People:** To attract and retain competent and motivated employees dedicated to delivering our services, while enhancing staff skill levels, ensuring adequate remuneration, and promoting adherence to company policies.
- **Operations & Administration:** To ensure that we provide the most effective facilities and systems for the provision of services to our clients, while ensuring compliance with all legal, regulatory, and other requirements, as well as health and safety standards.
- **Financial & Business Performance:** To remain financially viable and to ensure the achievement of our client and business goals, while adhering to financial regulations, standards, and the company's integrated management system.

### 4. SITE SPECIFIC INDUCTIONS

Site inductions will need to be completed in 1Breadcrumb. 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 people 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.

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## 5. SUB-CONTRACTORS RESPONSIBILITIES

As a subcontractor, you are responsible for your safety as well as the safety of your employees and any subcontractors you hire. 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 always available for inspection 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 Safety Data Sheets are supplied to the site supervisor.
- All staff sign in and sign out the attendance register in 1Bredcrumb at the beginning and at the end of every shift.'
- Compliance with all 'client specific' requirements.

## 6. 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 certificates of currency and licences which will need to be uploaded in 1Breadcrumb. You will have received written confirmation of this approval. If you are not pre-approved, please notify us immediately.

## 7. 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 in 1Breadcrumb, by scanning the QR code.
- All contractors are to use the designated amenities.
- Client's equipment, fixtures, fittings, or product packaging must not be used under any circumstances.

## 8. SITE SPECIFIC RESPONSIBILITIES

### SAMWAYS

All levels of management are required to ensure that company policies and the OHSMS 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 Total Management policy; company 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.

### CONSULTANTS

Consultants on-site hold crucial responsibilities to ensure the smooth and successful execution of construction projects, site-specific responsibilities include:

- Site Inspections and Assessments
- Technical Guidance
- Documentation and Reporting
- Compliance Monitoring
- Stakeholder Coordination
- Problem Solving
- Continuous Improvement

Consultants' dedication to these site-specific responsibilities are essential for maintaining high standards of quality, safety, and efficiency on our construction projects.

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## 9. WORKPLACE HEALTH, SAFETY TARGETS

- Lost Time Injuries (LTI) Target:
  - ✓ Goal: Less than three Lost Time Injuries per annum.
  - ✓ Specific: Aim to keep LTIs below three annually.
  - ✓ Measurable: Track and record LTIs to ensure the target is met.
  
- Non-Conformances Target:
  - ✓ Goal: Less than ten non-conformances per annum.
  - ✓ Specific: Limit the number of safety non-conformances identified during audits and inspections to fewer than ten annually.
  - ✓ Measurable: Maintain records of all non-conformances and actions taken to address them.
  
- Compliance Monitoring:
  - ✓ Goal: Monitor the pre-selection checklist criteria for employees and subcontractors to ensure compliance with changes to WHS Legislation.
  - ✓ Specific: Regularly review and update the pre-selection checklist to reflect any changes in Workplace Health and Safety (WHS) legislation.
  - ✓ Measurable: Ensure 100% compliance with the updated checklist criteria for all new hires and subcontractors.
  
- Risk Assessment and Hazard Identification:
  - ✓ Goal: Monitor risk assessments and safe work method statements (SWMS) and ensure that all hazards are being identified.
  - ✓ Specific: Conduct regular reviews of risk assessments and SWMS to verify that all potential hazards are identified and addressed.
  - ✓ Measurable: Document and track the identification and mitigation of hazards, ensuring all are logged and appropriate actions are taken.

## 10. SITE RULES

The following rules apply to all subcontractors, employees, consultants, and visitors.

✓ Amenities & Telecommunications

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

✓ Alcohol & Drugs

To maintain a safe, productive, and professional work environment, Samways enforces a strict zero-tolerance policy regarding the use of alcohol and drugs on all construction sites.

- The possession, use, distribution, or sale of alcohol, illegal drugs, or any controlled substances on site is strictly prohibited. This includes being under the influence of these substances while on duty.
- Workers who are taking prescription medications that may affect their ability to perform their job safely must inform their supervisor before commencing work. A doctor's note may be required to verify the necessity and safety of the medication.

Samways reserves the right to conduct random drug and alcohol testing. Compliance with these tests is mandatory for all personnel on site.

✓ Clearance to Work

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

- Hot work involving welding, grinding, cutting or the introduction of ignition sources.
- Confined space entry including entry into vessels, silos, pits, trenches, pipes, etc.
- Work at a height above 2 meters, on roofs, scaffolding or ladders.
- Work with the potential to adversely impact on normal operational activities.
- potential to adversely impact on normal operational activities.

✓ 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.

✓ 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.

✓ 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 such fatigue has occurred because of working on this specific site. The Site Supervisor will then arrange for the fatigued worker to be relieved of his/her duties.

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✓ 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 if medical treatment is required or use phone contact number provided on the emergency contacts list in the site office.
- 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.

✓ Hazardous Substances and SDS

- 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 (uploaded in 1Breadcrumb and hard copy on-site) of all current (no more than 5 yrs. old) SDS 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.

✓ 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.

✓ Ladders and EWP

- Only non-conductive ladders (such as fibreglass).
- In all circumstances, the head and base of a ladder must be secured to prevent slipping.
- Elevated Work Platforms (EWPs) to be used only by operators, and logbooks must be properly maintained.

✓ 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.

✓ Pedestrians Safety Guidelines.

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

✓ 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. Samways sites will require the use of Mandatory PPE. PPE should fit properly, and it is your responsibility to provide PPE for your employees.

✓ Power Supply

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

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✓ 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.

✓ Safety Signs and Equipment

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

✓ Securing Work Areas

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

✓ Smoking / Vaping

Smoking and vaping are only permitted in outdoor designated smoking areas. These areas are clearly marked and located away from flammable materials, construction zones, and high-traffic areas to ensure safety.

✓ 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.

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✓ 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.
- Always obey public road rules and site traffic signs.
- 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.

✓ 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.

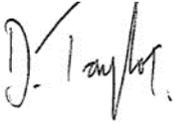
✓ Before You Start Work Each Shift

You must be able to answer "YES" to the following:

- Have you Signed In using 1Breadcrumb attendance register?
- Have you completed your Site Induction in 1Breadcrumb?
- Have you read and signed your current Work Method Statement?
- Do you need a special permit to work today?
- Have you read & understood your Safety data sheets (SDS)?
- Do you understand your PPE requirements?
- Have you got the correct PPE & apparel for the job type?
- Are your required training certificates and licences up to date?
- HAVE YOU ASSESSED YOUR WORKSITE TODAY?

## 11. DECLARATION

This Subcontractor Manual has been developed and approved by Derek Taylor, Managing Director, Samways Building & Construction Pty. Ltd.



Managing Director  
Samways Building & Construction Pty Ltd  
15/08/2024

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