

EHSQ Requirements for Subcontractors and other Service Providers

The information below is to be read in conjunction with all relevant contract and tender documentation provided and forms part of our contract with all project subcontractors and service providers.

*This document sets out SHAPE's expectations of all of its **Contractors** in them providing a safe system of work for all of their staff, workers, labour hire, service providers and subcontractors involved in the **Contractor** performing its scope of work on the site.*

1 INTRODUCTION

1.1 Responsibility

Contractors have sole responsibility for providing safe systems of work for the performance of their scope.

SHAPE requires all of its **Contractors** at all times to provide a safe system of work for all Workers entering the site for the purposes of enabling the **Contractor** to perform its contractual obligations to SHAPE, including those entering the site on behalf of the **Contractor's** subcontractors and suppliers.

SHAPE only engages **Contractors** it considers are competent and experienced and able to develop, implement and supervise safe systems of work for the activities involved in performing their scope of work.

SHAPE relies on **Contractors** to properly control their systems of work. SHAPE does not supervise or control the day to day activities of the **Contractor's** Workers. SHAPE has neither the trade skill nor expertise to do so. It is fundamentally important that the **Contractor** controls their systems of work in an expert and competent manner.

If a **Contractor** considers the safe operation of their system of work is adversely impacted by anything being done or on the site for which it is not responsible, direction should immediately be sought from SHAPE and nothing done that might risk the health and safety of any Worker until direction has been obtained from SHAPE. Similarly, if a **Contractor** has any doubt about the area or scope of its responsibility, immediate direction should be sought from SHAPE. The default position is that the **Contractor** has total responsibility unless SHAPE confirms otherwise.

It is imperative that all Workers on site are in a position to fully comprehend all information, training, instruction and supervision provided. Where there is any doubt about a Worker's ability to fully understand and follow information, training, instruction and supervision provided, the **Contractor** must provide a permanent on-site Worker who is able to translate/interpret and explain all information, training, instructions and supervision provided. This Worker must certify in writing immediately on request that a true and accurate translation of the relevant information, training, instructions or supervision has been provided and that it appeared to be understood by the relevant Worker(s).

1.2 Golden Rules

SHAPE expects the following 'Golden Rules' to be followed at all times:

- Do not put yourself or others at risk.
- Use an agreed safe system of work.
- Speak up if you see something unsafe.
- Stop work if you think it is not safe.
- Report all incidents, near misses and hazards immediately.
- Take measures to prevent pollution.
- Correctly use appropriate PPE.
- Treat all electrical components as live.
- Treat all suspicious material as asbestos.

2 DEFINITIONS

In this document, unless the context otherwise requires:

- **Construction Work** has the same meaning as in the *Model Work Health and Safety Regulations*.
- **Contractor** means any self-employed person or company and any person engaged by it or its agents, or subcontractors that provides a service to SHAPE and includes a subcontractor, consultant, labour hire and supplier.
- **Environmental legislation** is meant to include all relevant Federal and/or State/Territory legislation applicable to the specific issue referenced.
- **HIRAC** - hazard identification, risk assessment and control is a documented process designed to identify, assess and control what, within a defined scope of work, can harm or adversely affect people, property and/or the environment.
- **SHAPE Project Representative** is anyone nominated by SHAPE to fulfil its obligations on a specific project and could be more than one person.
- **Safe System of Work (SSOW)** is a documented process that defines how a task will be performed to eliminate or, if not possible, mitigate harm or adverse impact to people, property and the environment and can include safe work method statements (SWMS), risk assessments, operational procedures, methodologies of work, pre-start meeting forms, inspection and test plans, inspection checklists, permits to work, isolations and/or personal risk assessments (i.e. Take 5).
- **Safety legislation** is meant to include all relevant Federal and/or State/Territory work health and safety (WHS) or occupational health and safety (OHS) legislation applicable to the specific issue referenced.
- **Worker** is any person engaged by the **Contractor** to carry out work, such as:
 - Employee;
 - Trainee, apprentice or work experience student;
 - Outworker, contractor or subcontractor;
 - Employee of a contractor or subcontractor; or
 - Employee of a labour hire company.

3 MANDATORY PPE

SHAPE mandates on all project sites that the following personal protective equipment is worn at all times, unless an approved documented risk assessment is provided:

- Workers (includes Supervisors, Project Managers, Delivery Personnel)
 - Safety helmet;
 - Safety footwear;
 - Safety eyewear;
 - Hi-visibility clothing/vest;
 - Hand protection / Gloves.
 - Note: SHAPE has strict requirements for the use of long sleeve shirts and long pants for specific tasks including but not limited to; all demolition, strip out activities and works performed through or within ceiling spaces.
- Corporate Visitors
 - Safety helmet;
 - Enclosed flat-soled footwear;
 - Safety eyewear; and
 - Hi-visibility clothing/vest.

All Workers attending a SHAPE workplace will also be required to wear any site or task specific PPE deemed appropriate for the scope of work being undertaken.

4 INDUCTIONS

4.1 *Construction Industry Induction*

Prior to commencement of construction work, it is mandatory that the **Contractor** and any Worker engaged by it, complete both the General Construction Induction Training (i.e. White Card) and the Work Activity Induction Training (i.e. SWMS, SSOW) as specified in the Safety legislation relevant to the State/Territory in which they operate.

4.2 *SHAPE Site Specific Induction*

It is the **Contractor's** responsibility to ensure that no Worker for whom it is responsible, including through its subcontractors and suppliers, enters the site without completing the SHAPE Site Specific Induction training. SHAPE Site Specific Induction training is a mandatory requirement for all Workers wanting to enter the site.

Verification of completion of the General Construction Induction and task specific qualifications must be provided at the Site Induction.

It is further the contractor's responsibility to ensure that no Worker for whom it is responsible, including through its subcontractors and suppliers, enters the site without completing any required client and/or building management inductions.

4.3 *Evidence of Competency*

The **Contractor** must provide SHAPE, at or before the time of the Site Specific Induction, evidence satisfactory to SHAPE that the Worker being inducted onto the site is competent to perform the activities required of that Worker in performing the Contractor's scope of work.

5 MANAGEMENT OF RISK

Risk management is viewed as central to the SHAPE operational management processes. The **Contractor** will have access to all documentation SHAPE holds that is relevant to the defined scope of work.

These documents will include, as a minimum:

- Project Delivery Plan;
- Project Risk Register; and
- Contractual specifications and drawings.

6 SAFE SYSTEMS OF WORK (SSOW)

Safe Systems of Work (SSOW) may be provided in lieu of a SWMS for work activities that are not defined as High Risk under WHS legislation or by SHAPE.

The **Contractor** must prepare and provide to the SHAPE Project Representative a Safe System of Work. The Safe System of Work must identify the hazards and assess the risks relating to the scope of work to be undertaken, and must describe the control methods to be employed by the **Contractor** with respect to those risks.

The completed Safe System of Work for each planned work activity must be submitted to the SHAPE Project Representative in the timeframe requested by the SHAPE Project Representative, which must be no later than three (3) business days prior to commencement of the work activity.

6.1 Safe Work Method Statement

SHAPE requires each **Contractor** to produce a project / task specific SWMS for each element of the construction work that is prescribed High Risk Construction Work (HRCW) required to perform the scope of work. A **Contractor** must also submit a SWMS for a particular activity if requested to do so by a SHAPE Protect Team.

Prior to issuing the SWMS to SHAPE, the **Contractor** must review the content to ensure it addresses all contractual, legislative and project specific requirements by completing the SHAPE SWMS Review document for each individual SWMS.

Copies of SWMS and completed SWMS Review documents must be returned to the SHAPE Project Representative in the timeframe requested by the SHAPE Project Representative, which must be no later than three (3) business days prior to commencement of the work activity.

6.2 Pre-Start

To ensure that risk assessments are site-specific, conditions-specific and time-specific, SHAPE requires all **Contractors** to conduct and document a safe work review for each work activity being performed and provide it to SHAPE immediately following the review's completion.

Pre-Start meetings must be consultative and are to be conducted in a manner ensuring that minor, temporary or day-to-day changes to the SWMS content are captured and communicated in a manner that may not require a change to the **Contractor's** SWMS.

Contractors must also make themselves available for daily co-ordination meetings with SHAPE and other contractors where the SHAPE Project Team deem the meeting necessary.

7 EMERGENCY MANAGEMENT

Where there is the possibility of an emergency situation occurring due to the scope of work (for example, burns or fires from hot work, suspension due to a fall from height, collapse in a confined space, entrapment in an excavation), the **Contractor** must include an emergency management plan within their safe system of work documentation. This must be communicated to all people who are required to engage in or impacted by the work being undertaken.

The **Contractor** must make themselves and their Workers aware of the site specific emergency requirements and where relevant include those requirements in their Safe System of Work.

The **Contractor** must comply with relevant legislation and regulatory requirements in regard to the non-disturbance of incident sites and preservation of evidence provisions.

The **Contractor**, irrespective of any other notification, must immediately report to the Regulator an injury and/or incident that is deemed 'Notifiable' or 'Dangerous' under relevant Safety and/or Environmental legislation.

8 NOTIFICATION OF INCIDENTS

The **Contractor** must immediately advise the SHAPE Project Representative of:

- Any incident involving injury to any Worker resulting in first aid, medical treatment or lost time;
- Near misses or unsafe conditions/acts observed;
- Any property damage;
- Any environmental impact;
- Any safety or environmental breaches issued by a Safety or Environmental Authority; and
- Any safety dispute between the **Contractor** and its employees, agents or subcontractors.

If requested, the **Contractor** must furnish a written report in the form directed by the SHAPE Project Representative.

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The **Contractor** must, as soon as practicable after notification of any safety or environmental breach or hazard, take all corrective actions necessary to remedy and/or minimise recurrence of the occurrence.

9 INJURY MANAGEMENT

All injuries must be reported, if not immediately then prior to the injured Worker leaving site.

It is mandatory that, should an injury worsen (for example a first aid injury becomes worse and the Worker needs to go to the doctor, or the Worker cannot attend the site for the next shift, having continued to work the previous shift), the Worker or their manager must contact the nominated SHAPE site representative immediately.

All injuries occurring on site that require the Worker to attend a medical facility must be at a facility nominated by SHAPE. Where the Worker is off-site (i.e. after hours) and they need to attend a medical facility or doctor the Worker must immediately inform their manager of that need, who should arrange to attend the consultation with the Worker to inform the medical practitioner of return to work options. The manager must, as soon as possible after being notified, contact SHAPE to inform them of the actions taken and arrangements made.

It is mandatory that a management representative of the **Contractor** (together with, whenever possible, a SHAPE representative) accompanies the injured Worker to the medical facility to inform the medical practitioner of the return to work / suitable duties arrangements available. Wherever possible the injured Worker should be returned to work on full or appropriate alternate duties at the earliest possible time.

10 NON-COMPLIANCE

10.1 *Minor Non-Conformance*

In the event of a minor non-conformance, or with any direction of the SHAPE Project Representative in relation to safety and health or environmental harm, the SHAPE Project Representative will give the **Contractor** one written warning giving 24 hours' notice to rectify the failure.

10.2 *Major Non-Conformance*

If, during the performance of work, SHAPE informs the **Contractor** that the **Contractor** is conducting the work in such a way as to endanger the environment, property and/or the health or safety of people, in or near the site, the **Contractor** must cease work and remedy that breach immediately or if not possible, as soon as practicable.

SHAPE at its discretion may have a Worker removed from site, if that Worker is deemed to be a risk to the health and safety of people in or near the site.

10.3 *Suspension of Work*

SHAPE may direct the **Contractor** to suspend work until such time as the **Contractor** satisfies SHAPE that the work will be resumed in conformity with applicable defined requirements.

11 INSPECTIONS AND TASK OBSERVATIONS

The **Contractor** will be required to conduct scheduled inspections of its activities to ensure that any Worker engaged by it or its agents or subcontractors are complying with its Safe System of Work. The frequency of inspections will be defined by the contractor's Safe System of Work but not less than 1 inspection per week is to be completed.

The Contractor will provide a copy of the documented inspection to the SHAPE Project Representative on completion of the inspection – where the contractor does not have a documented inspection form SHAPE may provide a template for use.

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The **Contractor** may be required to participate in any inspection, task observation or audit conducted by SHAPE staff.

All non-conformances identified during inspections, observations or audits will be allocated to a person with the appropriate level of control over the issue. Where this responsibility is assigned to the **Contractor** it will be the responsibility of the **Contractor's** Representative to identify and implement, in a timely manner, all necessary actions to eliminate, or if not possible, minimise the potential impact of the non-conformance.

12 SPECIFIC HEALTH AND SAFETY ISSUES

12.1 Asbestos

Where asbestos containing material is or may be present, SHAPE will make available to the **Contractor** a current copy of the Asbestos Register or equivalent documentation.

Where work is in relation to or near ACM the **Contractor** must adhere to the requirements of State/Territory legislation and the How to Manage and Control Asbestos in the Workplace Code of Practice and How to Safely Remove Asbestos Code of Practice (Safe Work Australia).

12.2 Confined Spaces

Where there will be entry to locations defined as confined spaces, the **Contractor** must adhere to the requirements of State/Territory legislation and the Confined Spaces Code of Practice (Safe Work Australia).

Where confined space entry is required, the **Contractor** must complete a SHAPE Confined Space Work Permit and gain SHAPE authorisation prior to commencing such work.

12.3 Cutting/Coring

The necessity to cut or core into a masonry, concrete or similar surface that has limited visibility or there is a risk of exposure on the back/under side of the surface always presents the possibility of adverse consequences. This includes damaging cables and other services, falling objects or exposure to hazardous materials.

Where cutting or coring is required the **Contractor** must discuss the work with the SHAPE Project Representative and complete a SHAPE Permit to Cut or Core prior to commencing such work.

An independent contractor must undertake scanning and investigation of cutting/coring locations unless otherwise approved by the SHAPE Site Representative.

12.4 Demolition

Demolition work is defined by SHAPE as the removal of any existing structure, plant, equipment or part thereof. This could include furniture, equipment, fixtures, ceilings, walls, wall cladding as well as significant parts of or complete structures or buildings.

Where demolition work is being carried out the **Contractor** must adhere, where relevant, to the requirements of State/Territory legislation and the Demolition Work Code of Practice (Safe Work Australia).

Note: In addition to SHAPE PPE requirements for demolition activities, all demolition workers must wear long pants and long sleeve shirts.



12.5 Electrical Safety

The **Contractor** must, as a minimum, comply with the requirements of the project's Site Specific Induction Handout and the SHAPE Electrical Safety Procedure.

Where it is required to work on electrical components the **Contractor** must also adhere to the requirements of the project specific SHAPE Electrical Contractors Toolbox Talk and SHAPE Electrical Energising Toolbox Talk.

Where work is in relation to or near electrical wiring or components the **Contractor** must adhere, as a minimum, to the requirements of State/Territory legislation, AS/NZS 3000, AS/NZS 3012 and the Managing Electrical Risks in the Workplace Code of Practice (Safe Work Australia).

12.6 Excavation

Where excavation work is being carried out the **Contractor** must adhere to the requirements of State/Territory legislation and the Excavation Work Code of Practice (Safe Work Australia).

Where excavation work is to be undertaken the **Contractor** must complete a SHAPE Excavation Permit and gain SHAPE authorisation prior to commencing such work.

12.7 Hand Protection

SHAPE generally mandates, as a minimum, the use of full finger gloves.

Task specific gloves must be used as additional protection where the work activity involves any of the following:

- Hot work (i.e. gas cutting, welding, grinding);
- Manual cutting equipment (i.e. knives, snips, hand saws);
- Mechanical cutting equipment (i.e. shears, power saws);
- Moving or lifting materials/equipment;
- Placing hands in unobservable places;
- Placing concrete or screeds;
- Vibrating tools;
- Handling of:
 - hot items,
 - chemicals,
 - sharp objects,
 - fuel, oil or grease,
 - flora or fauna,
 - biological material (i.e. blood, vomit, sewage),
- Wet or muddy objects; or
- Other activities that may sustain hand injuries.

Note: When undertaking hot work, of any kind, all hand protection must, as a minimum, be rated as class 2 heat and fire protection.

Variance to this mandatory policy can only be considered where the **Contractor** considers there is greater risk complying with it than not complying with it, for example with activities involving:

- Fine motor skills (i.e. cable termination); or
- Power tools where safe operation would be adversely affected by wearing hand protection.

12.8 Hazardous Substances/Goods

Where there is evidence of hazardous materials being present within the site, SHAPE will provide all relevant information to the **Contractor**. This information must be taken into account when developing a Safe System of Work.

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Where the **Contractor** will introduce hazardous substances or dangerous goods to a SHAPE workplace, the **Contractor** must provide all relevant information, within the relevant Safe System of Work, for the management of such materials and must provide a current (less than 5 years old) Safety Data Sheet (SDS).

12.9 Hot Work

The **Contractor** must include, within its Safe System of Work, controls for any activity that includes the following hot work:

- Grinding;
- Gas/electric heat gun;
- Welding, soldering, brazing;
- Thermal/oxy cutting;
- Open flame;
- Spark producing; or
- Combustible chemicals or acids.

The **Contractor**, when conducting hot work, must provide necessary equipment, including firefighting and first aid, to control any adverse outcomes.

Where hot work is to be undertaken the **Contractor** must complete a SHAPE Hot Work Permit and gain SHAPE authorisation prior to commencing such work.

Note: The contractor is also responsible for complying with all building management Hot Works requirements including completion of additional building management Hot Works permits and implementation of stated control measures.

12.10 Procurement

Any diversion from the requirements of the project documentation or specification must be approved in writing by SHAPE in advance.

If you intend to use imported goods or materials in performing your scope of work (including specified imported goods), you must obtain from the importer(s)/supplier(s) evidence that the goods/materials are asbestos free and in accordance with the performance evidence required as outlined in the National Construction Code 2016.

An example of suitable evidence is an analysis certificate from an Australian NATA accredited laboratory accredited for the relevant test method (AS 4964 Method for the Qualitative identification of asbestos in bulk samples), or an equivalent international laboratory (listed at the NATA website:

<http://www.nata.com.au/nata/>) certifying the product is asbestos-free and demonstrates its suitability for use in the construction.

This evidence must be made available to SHAPE immediately on request.

12.11 Manual Tasks

SHAPE defines manual tasks as any task that involves, but is not restricted to:

- Lifting or lowering;
- Pushing or pulling;
- Holding or restraining;
- Carrying or otherwise handling;
- Throwing or rolling;
- Grasping or manipulating;
- Striking an object with or without a tool;
- Repetitive actions, with or without forces;
- Sustained work postures; and
- Exposure to whole body or hand-arm vibration.

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Where any work includes manual tasks the **Contractor** must adhere to the requirements of legislation and the Hazardous Manual Tasks Code of Practice (Safe Work Australia).

12.12 Mechanical Lifting

SHAPE defines mechanical lifting as any task that involves the use of load shifting plant or equipment.

Where work involving mechanical lifting is being carried out the **Contractor** must adhere to the requirements of legislation and the Managing the Risks of Plant in the Workplace Code of Practice (Safe Work Australia).

Where work involving cranes is to be undertaken, the **Contractor** must complete a SHAPE Lifting Operations Permit and gain SHAPE authorisation prior to commencing such work.

12.13 Medium Density Fibreboard (MDF)

It is preferred that all MDF is pre-cut or cut off site. If this is not practical, then the **Contractor** must include appropriate controls in the Safe System of Work, as follows:

- Implement the safety requirements contained in the SDS for the product being used;
- An enclosed MDF cutting room must be established;
- The MDF cutting room, and MDF cutting controls, must be implemented as per SHAPE's Medium Density Fibreboard Procedure, which includes but is not limited to;
 - No MDF is to be cut onsite outside of an approved MDF cutting room;
 - The MDF room is to be signposted and entry to the room restricted to the competent Worker cutting the MDF;
 - The MDF cutting room is to be ventilated and the cutting fibres/dust to be collected using a dust extraction system at the source of the dust creation; and
 - Workers to always wear correct PPE (P1 or P2 respirator or dust mask, safety glasses or goggles, long sleeves and trousers and gloves) when inside the MDF cutting room.

12.14 Noise and Vibration

Personal hearing protectors, such as ear-muffs or ear-plugs, must be provided for use, by the **Contractor**, in the following circumstances:

- When the risks arising from exposure to noise (over 85dB) cannot be eliminated or minimised by other more effective control measures;
- As an interim measure until other control measures are implemented; or
- Where extra protection is needed above what has been achieved using other noise control measures.

Where work is being carried out involving excessive noise or vibration the **Contractor** must adhere to the requirements of legislation and the Managing Noise and Preventing Hearing Loss at Work Code of Practice (Safe Work Australia) and AS 2436:2010 Guide to Noise and Vibration Control on Construction, Demolition and Maintenance Sites.

12.15 Penetrations

All penetrations must be protected either by fencing or covers. The **Contractor** must gain approval from the SHAPE Project Representative prior to installing the protection.

12.16 Plant and Equipment

The operation of any equipment or plant (including vehicles with specialist fittings) shall be in accordance with the **Contractor's** Safe Systems of Work.

Prior to commencement of the works or services, the **Contractor** must comply with the specific requirements of SHAPE and provide a Safe System of Work, including the following:

- Submission of inspection certificates for equipment;
- Submission of operator certificate of competency and/or training;
- Requirements for hazard identification, risk assessment and control of risk;
- Submission of safe operating procedures; and
- The **Contractor's** WHS duties with respect to plant, equipment and operators.

All plant and equipment must be included in the **Contractor's** Plant and Equipment Register and a Plant and Equipment Risk Assessment for each item must be completed and provided, with the register, to the SHAPE **Project Representative**.

Note: evidence of competency means – a certificate issued by a registered training organisation, high risk licence or ticket.

12.17 Task Specific PPE and Protective Clothing

Where there is still a possibility of personal injury after elimination, substitution, isolation, engineering and administrative controls have been implemented, task specific PPE must be used.

The use, maintenance and training requirements of each item of task specific PPE must be defined in the relevant Safe Systems of Work.

Task specific PPE must not be used to override mandatory PPE requirements.

The supply of such task specific PPE is the responsibility of the **Contractor**.

Note: Long pants are required for tasks or site environments where there is a risk of leg injury / lacerations through impact with sharp objects. Long sleeve shirts are required for tasks or site environments where there is a risk of arm injury / lacerations through impact with sharp objects.

12.18 Traffic Management

Where the management of traffic interfacing with other people is required the **Contractor** must include the site specific arrangements in the Safe System of Work.

Where traffic management is required on or near a public road the **Contractor** must contact the local road authority for the relevant traffic management requirements and guidelines.

Where work has a public/traffic interface the **Contractor** must adhere to the requirements of legislation and the Traffic Management: Guide for Construction Work (Safe Work Australia).

12.19 Working at Heights

The **Contractor** must include appropriate controls to manage work that exposes a Worker, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the Worker or other person.

This includes circumstances in which the Worker or other person is:

- In or on plant or a structure that is at an elevated level;
- In or on plant that is being used to gain access to an elevated level;
- In the vicinity of an opening through which a person could fall;
- In the vicinity of an edge over which a person could fall;
- On or in the vicinity of a surface through which a person could fall; or
- On or near the vicinity of a slippery, sloping or unstable surface.

The **Contractor** must manage the risks associated with an object falling on a person or property if it is reasonably likely to injure the person or damage the property. Adequate protection must be provided to minimise the risk and protect the person and/or property.

Where any work includes working at height the **Contractor** must adhere to the requirements of legislation and the Managing the Risk of Falls at Workplaces Code of Practice (Safe Work Australia).

12.20 Transport and Logistics

The **Contractor** must include specific controls to manage transport and logistics risks in the Safe System of Work. The **Contractor** must communicate with and consult with any stakeholders in the supply chain (Chain of Responsibility) when relevant, to manage and monitor these risks. The Chain of Responsibility includes anyone responsible for consignment, packing, loading or receipt of goods.

The **Contractor** must make sure that their action or inaction does not contribute to or encourage breaches of the Heavy Vehicle National Law (HVNL). Among other requirements under the HVNL, the **Contractor** must ensure that the **Contractor's** delivery requirements do not require or encourage drivers to exceed the speed limits, exceed regulated driving hours, fail to meet minimum rest requirements, or drive while impaired by fatigue. The **Contractor** is also responsible for ensuring that loads do not exceed vehicle mass or dimension limits, and that goods carried on the **Contractor's** behalf are able to be appropriately secured.

The **Contractor** is required to notify SHAPE immediately on becoming aware of any known, new or increased hazards or risks associated with transport and logistics activities.

The **Contractor** must not commence or must cease transport and logistics activities until hazards and risk levels can be managed to an acceptable level.

13 ENVIRONMENTAL

13.1 Air Quality

The **Contractor** must, through adequate planning, eliminate or if not possible minimise the emission of dust and other air pollutants created by its scope of work.

Suggested treatment may include, but not be limited to, the following:

- Dust and other emissions suppression measures such as:
 - Watering external areas;
 - Extraction/filtering systems;
 - Limiting the use of exhaust emitting equipment;
 - Banning excessively smoky vehicles and equipment; and
 - Enclosed areas for dedicated dust generating activities;
- Air quality monitoring; and
- Conducting work out of normal hours.

13.2 Contamination of Stormwater

If contaminated stormwater enters a drainage line or stormwater drainage system, it will eventually discharge into an adjacent waterway and pollute it.

The **Contractor** must consider eliminating the potential for site runoff and discharge of hazardous materials into the site or adjacent stormwater systems, in the Safe System of Work.

13.3 Contaminated Material

Disposal methods adopted depend on the nature of the material. To obtain this information, the **Contractor** must implement or participate in SHAPE implemented comprehensive sampling and analysis programs so that the correct route for disposal can be determined.

Where any work includes disposal of asbestos or other prescribed materials the **Contractor** must adhere to the requirements of State/Territory legislation and the How to Safely Remove Asbestos Code

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of Practice, How to Manage and Control Asbestos in the Workplace Code of Practice and Managing Risks of Hazardous Chemicals in the Workplace Code of Practice (Safe Work Australia).

13.4 Land Disturbance

When considering land disturbance and its consequences, priority should be given to preventative rather than treatment measures.

The **Contractor** must consider measures to address the impact of land disturbance on the environment in the Safe System of Work, before any land is cleared.

13.5 Waste

The **Contractor**, when choosing between waste minimisation options, should use the following hierarchy for waste management:

- Waste avoidance and/or reduction;
- Reuse;
- Recycling.

Unless otherwise agreed, the **Contractor** must reuse, recycle or dispose of all unused materials and waste it generates.

The **Contractor** must adhere to the requirements of legislation and State/Territory regulations when disposing of all waste materials, in particular contaminated, scheduled and/or prescribed materials.

14 HEALTH SPECIFIC ISSUES

14.1 Alcohol and Other Drugs

SHAPE expects the **Contractor** to be providing and maintaining a working environment that is safe for anyone who enters it, and where people respect one another and behave accordingly.

The **Contractor** should be knowledgeable about the effects of alcohol and other drug abuse problems on safety and job performance and should include the management of such issues in their Safe System of Work.

The **Contractor** must apply a zero tolerance policy to all Workers on SHAPE sites.

SHAPE considers that there will be an issue that must be dealt with by the **Contractor** when there is:

- Blood alcohol content in excess of minimal traces (greater than 0.000%); and/or
- Any traces of an illicit drug via oral, urine or blood sampling; and/or
- Evidence of coordination, vision, judgment, intellectual capacity and ability to act quickly being adversely affected by any stimulant (whether that be alcohol, drugs, prescribed medication or anything else).

The **Contractor** acknowledges all Workers and other persons entering the site at the instigation of the **Contractor** may be required to undergo testing by SHAPE or its nominees at any time they are on the site and a refusal by the person to do so will result in their immediate removal from the site.

14.2 Medical Conditions

The **Contractor** must ensure that any Worker or visitor, engaged by them, who has a medical condition or a requirement to take medication that may affect their ability to comply with all health and safety requirements applicable to the site (including emergencies), must provide the SHAPE Project Representative with all relevant and necessary information to enable adequate assistance to be provided to the Worker or visitor should it be required.

14.3 Fatigue

The **Contractor** must comply with site specific requirements for the management of fatigue, as a minimum, by complying with hours of work specified.

The **Contractor** and any Worker engaged by it, or its agents or subcontractors, must notify the SHAPE Project Representative where any Worker has or intends to work hours in addition to those nominated by SHAPE.

Where fatigue may be a factor during the conduct of work the **Contractor** must adhere to the requirements of legislation, the SHAPE Fatigue Management Guide, the Safe Work Australia Guide for Managing the Risk of Fatigue at Work, and the Fatigue Management – A Worker's Guide (Safe Work Australia).

14.4 Health Surveillance

Where required by regulations, if a heightened risk of exposure to conditions that may affect health is identified (i.e. asbestos or lead), the **Contractor** must initiate and define in the Safe System of Work, a regime of regular health monitoring during the term of the exposure. This will be in addition to the implementation of all controls to eliminate or reduce the risks to Worker health and safety.

The **Contractor** must ensure that any health monitoring required by legislation is undertaken when people are exposed or potentially exposed to:

- A notifiable carcinogenic substance or material such as Asbestos; and/or
- Any other substance or material where the level of exposure constitutes or is likely to constitute a risk to health or safety of employees or subcontractors, (i.e. Lead, Legionella)

Information on health monitoring is to be provided, by the **Contractor**, to employees and Workers as required and is considered medical information and is treated as such.

14.5 Audiometric Testing

Where the **Contractor** identifies frequent noise exposure, above the exposure standard, for any Worker engaged by it or its agents or subcontractors, it must ensure that audiometric testing, for each such Worker, is conducted.

The **Contractor** must provide, to the SHAPE Project Representative, evidence that each affected Worker has been tested.

14.6 Return to Work

The **Contractor** must recognise that there are substantial benefits to be gained from rehabilitation principles and practices and be committed to implementing them.

The **Contractor** should also recognise that the relevant State/Territory Workers Compensation and Rehabilitation Act and Regulations provide the legislative support for workplace rehabilitation activities.

Where a health assessment indicates a temporary or permanent medical impairment that disqualifies a Worker from carrying out their normal work, the **Contractor** must endeavour to return the Worker to full duties or find suitable alternative duties.

15 DOCUMENTATION

The following documents must be provided to SHAPE prior to the commencement of work and the currency of each document must be maintained by the **Contractor**:

- Safe Work Method Statement (for HRCW activity being performed);
- Safe Work Method Statement Review (for each SWMS submitted to the SHAPE Representative);
- A documented Safe System of Work for other activities not prescribed as HRCW;

EHSQ Requirements for Subcontractors and other Service Providers



- Electrical Equipment & Testing Register;
- Plant & Equipment Register;
- Hazardous Chemicals Register and Chemical Risk Assessment for hazardous chemicals/substances (including a current SDS for each item);
- Downstream Subcontractor Register; and
- Personnel Register (including evidence of competencies).

Note: Where SHAPE, at the request of a **Contractor**, provides a draft template document to the **Contractor** to assist the **Contractor** to comply with its obligations with respect to health and safety, SHAPE takes no responsibility for the sufficiency of the draft template document for the site.

It is the **Contractor's** responsibility to develop, implement and supervise a safe system of work for the performance of its contracted scope of work. SHAPE in accepting the **Contractor's** documentation or making suggestions concerning its content expressly assumes no responsibility for the **Contractor's** system of work.

In addition to the above records, the **Contractor** must also provide, where relevant, the following:

- Incident Report (for each incident the **Contractor's** personnel are involved with);
- Emergency Management Plan/s (task specific);
- Health Surveillance Records; and
- Waste and Recycling Tracking Register.

Acknowledgement Declaration

On behalf of the company listed below and all of its employees, subcontractors and service providers, I have read, accept and will ensure compliance to the requirements listed in this document.

Company:

Trading/Business Name

ABN

Authorised Company Representative:

Name

Title

Date

Note: *Nothing in this document limits or otherwise affects the **Contractor's** obligations arising out of the original Scope Documents.*