

Sub Contractor Pre-Mobilisation Requirements



- Ensure all employees have a current White-card.
 - All Site Inductions are at before any commencement of work on Bartsch Builders Sites
- Ensure all personnel present their Certificates of Competency, Driver's License, and White-card, available for copying and / or viewing at the Site Induction.
- PPE requirements are:
 - Safety Boots
 - Hi Visibility attire (when machinery in operation)
- Forward all Plant information via email to Kristie Bartsch prior to mobilization, i.e. Proof of registration, current insurance, recent service records, Annual Inspections etc. (If applicable).
- Plant inspection checklist (manufacturer) must be completed prior to commencing operating where relevant
- Excavation Permits are required prior to excavation works for those deeper than 1.5m. These permits can be obtained, if required, via Bartsch Builders.
- SDS for any hazardous materials / substances that will be used on site must be provided by the subcontractor prior to materials / substances coming to site.
- Storage details for materials / substances must be provided prior to coming on site for approval by Bartsch Builders,
- Safe Work Method Statements must be provided (as required) prior to commencement of High Risk Construction Work undertaken by a Subcontractor.
- Provide SWMS's or an equivalent document for every task to be conducted by you.
- Where applicable the Bartsch Builders WHS Management Plan has been received, read and communicated to subcontractor workers.

These are items that must be addressed prior to a subcontractor entering Site, thus preventing unnecessary delays to the Subcontractor, and the Project.	
Sub-Contractor:	
Sub-Contractor Rep:	
Signed:	Date:

Page Number:	1 of 2	Document Number:	FORM 011	Parent Document:	WHS PROCEDURES
First Issued:	11.01.2018	Last Reviewed:	01.12.2021	Next Review:	01.12.2022
Version:	1.0	Owner:	Bartsch Builders	Authorisation:	Kristie Bartsch
This document is uncontrolled when printed.					

Page Number:	2 of 2	Document Number:	FORM 010	Parent Document:	WHS PROCEDURES
First Issued:	20.11.2017	Last Reviewed:	01.12.2021	Next Review:	01.12.2022
Version:	1.0	Owner:	Bartsch Builders	Authorisation:	Kristie Bartsch
This document is uncontrolled when printed.					