

## 1. SUMMARY

This document seeks to ensure subcontractor requirements and Bartsch Builders expectations are understood. This document also encourages collaboration where Bartsch Builders and subcontractor share Work Health Safety responsibilities.

## 2. DEFINITIONS

A **PCBU** is a person conducting a business or undertaking.

- (1) For the purposes of the WHS Act, a person conducts a business or undertaking—
  - (a) whether the person conducts the business or undertaking alone or with others; and
  - (b) whether or not the business or undertaking is conducted for profit or gain.
- (2) A business conducted by a person includes a business conducted by a partnership or an unincorporated association.
- (3) If a business is conducted by a partnership (other than an incorporated partnership), a reference in the Act to PCBU is to be read as a reference to each partner in the partnership.
- (4) A person does not conduct a business to the extent that the person is engaged solely as a worker in, or as an officer of, that business.
- (5) An elected member of a local authority does not in that capacity conduct a business.
- (6) The regulations may specify the circumstances in which a person may be taken not to be a person who conducts a business for the purposes of the Act or any provision of the Act.
- (7) A volunteer association does not conduct a business for the purposes of the Act.

**volunteer association** means a group of volunteers working together for one or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.

## 3. OBJECTIVES

## 4. RESPONSIBILITIES

Bartsch Builders acknowledges that for the purposes of the *Work Health and Safety Act 2012*, subcontractors are considered to be workers and as such Bartsch Builders owes them a duty of care as a Person Conducting a Business or Undertaking (PCBU).

However, subcontractors are also considered to be PCBU's for the purposes of the *Work Health and Safety Act 2012* and as such owe the same duty of care as Bartsch Builders.

Given these shared responsibilities, Bartsch Builders has established the following health and safety provisions that will apply to all its subcontractors and their employees.

## 5. PROCEDURE \ PROCESS

### Legal and Other Requirements

Subcontractors are required to comply with the:

- *Work Health and Safety Act 2012* and *Regulations 2012 (SA)*;
- Applicable Work Health and Safety Codes of Practice;
- Relevant Australian Standards;
- Bartsch Builders Subcontractor Requirements, policies, procedures and work instructions.

Failure to comply with these requirements will result in Bartsch Builders Builders, drawing the subcontractors attention to the breaches. Where deemed necessary, a cessation of work may occur until the safety issue is corrected to the satisfaction of Bartsch Builders.

Subsequent failure of the subcontractor to comply with the above requirements may result in the termination of the subcontractor's services by Bartsch Builders.

<b>Page Number:</b>	1 of 8	<b>Document Number:</b>	PRO 020	<b>Parent Document:</b>	WHS PROCEDURES
<b>First Issued:</b>	11.01.2018	<b>Last Reviewed:</b>	11.07.2019	<b>Next Review:</b>	11.07.2020
<b>Version:</b>	1.0	<b>Owner:</b>	Bartsch Builders	<b>Authorisation:</b>	Kristie Bartsch
This document is uncontrolled when printed.					

## Insurances

Subcontractors will be required to provide documentary evidence that the following current insurance covers before commencing any work for or on behalf of Bartsch Builders;

- Public liability insurance;
- Workers Compensation Insurance or for sole traders, appropriate income protection insurance or sickness/accident insurance;
- Motor vehicle / plant insurance.

## Training & Competencies

Bartsch Builders will only use subcontractors that have the appropriate training, qualification and/or experience to allow them to carry out their task competently and safely.

All subcontractors required to work on site must have completed the Construction Industry National Induction training (white card) prior to commencing any work.

Subcontractors required undertaking high risk work (e.g. scaffolding, rigging, dogging, crane, hoist, and forklift) must hold the requisite high risk work license.

Subcontractors required to undertake work involving the operation of load shifting equipment or earthmoving equipment (e.g. front end loaders, excavators, dozers, skid steers) must hold a current certificate of competency (i.e. ticket). Bartsch Builders will check all subcontractors required for a specific task have the appropriate training or licenses. No subcontractor will be allowed to undertake any work that requires a licence, ticket and/or other competencies without holding the applicable licence, ticket or competency.

A copy of all drivers' licenses, high risk work licenses, notices of satisfactory assessments (tickets) and national white card are required by Bartsch Builders for each worker engaged by the subcontractor prior to commencing any work for or on behalf of Bartsch Builders.

## Consultation and Communication

Bartsch Builders acknowledges that the *Work Health and Safety Act 2012* requires it to consult and communicate with other duty holders and workers regarding health and safety matters.

Bartsch Builders recognises the importance of consultation as being essential to identifying potential hazards and either eliminating or minimising them before incidents occur. Subcontractors will be expected to participate in consultation arrangements as required by Bartsch Builders and with other subcontractors where each their work activity affects the adjoining work area (including work above and below).

Subcontractors will also be expected to:

- Comply with any reasonable health and safety instruction issued by Bartsch Builders Managers/ Supervisors and must take immediate remedial action if requested to do so.
- Immediately report any suspected hazard to the appropriate Bartsch Builders Manager/Supervisor.

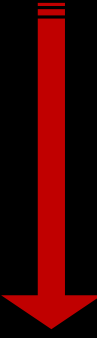
<b>Page Number:</b>	2 of 8	<b>Document Number:</b>	PRO 020	<b>Parent Document:</b>	WHS PROCEDURES
<b>First Issued:</b>	11.01.2018	<b>Last Reviewed:</b>	11.07.2019	<b>Next Review:</b>	11.07.2020
<b>Version:</b>	1.0	<b>Owner:</b>	Bartsch Builders	<b>Authorisation:</b>	Kristie Bartsch
This document is uncontrolled when printed.					

## Hazard Management

All reasonably foreseeable hazards in the workplace must be identified, assessed for risk and controlled. Reasonably practicable control measures must be implemented to eliminate the risk, otherwise the hazard must be minimised so far as is reasonably practicable.

Prior to starting any work on site, subcontractors are required to undertake a hazard analysis using the following steps:

1. Identify potential hazards by inspecting the workplace and taking into consideration the task to be performed, conditions on site, equipment and tools, building structure and chemicals.
2. Assess the risks by considering whether a person may be injured or exposed and how serious the injury or exposure may be.
3. Implement control measures using the following hierarchy of controls (Note: the greater the risk the higher the level of control that should be implemented):

<b>BEST</b>    <b>LEAST</b>	<b>1. Elimination</b>	Can the hazard, if possible, be eliminated
	<b>2. Substitution</b>	Can a less hazardous alternative be adopted
	<b>3. Isolation</b>	Can the hazard be separated from personnel by the use of barriers or lock-out systems etc.
	<b>4. Engineering</b>	Can equipment be modified or introduced to reduce the risk
	<b>5. Administrative</b>	You may be able to reduce risk through: <ul style="list-style-type: none"> <li>– additional training,</li> <li>– additional supervision,</li> <li>– warning /advisory signage,</li> <li>– safe working procedures and instructions,</li> <li>– changing rosters and or other administrative actions.</li> </ul>
	<b>6. Personal protective equipment</b>	Use of personal protective equipment It is the last line of defence.

## Safe Work Method Statement (SWMS) – for high risk construction work

Where High Risk Construction Work (e.g. person falling more than 3 metres, work near or on energised electrical installations / services, movement of powered mobile plant) is to be undertaken on site by a subcontractor, a SWMS must be generated and implemented.

A SWMS must as a minimum:

- Identify work that is high risk construction work;
- Break the work task/activity into sequential steps;
- Specify hazards relating to those steps and their associated risks;
- Describe the control measures to be implemented;
- Describe how the control measures are to be implemented, monitored and reviewed.

A subcontractor must not commence high risk construction work without a SWMS in place. The SWMS must be kept until the job is completed or for 2 years if a notifiable incident occurs.

<b>Page Number:</b>	3 of 8	<b>Document Number:</b>	PRO 020	<b>Parent Document:</b>	WHS PROCEDURES
<b>First Issued:</b>	11.01.2018	<b>Last Reviewed:</b>	11.07.2019	<b>Next Review:</b>	11.07.2020
<b>Version:</b>	1.0	<b>Owner:</b>	Bartsch Builders	<b>Authorisation:</b>	Kristie Bartsch
This document is uncontrolled when printed.					

## Personal Protective Equipment (PPE)

PPE is only to be used to control risks as a last resort, where:

- It is not reasonably practicable to eliminate or control the risk through other measures;
- Additional protection is required to support existing control measures.

It is the responsibility of the subcontractor to provide PPE for their employees. The PPE must be:

- Selected to minimise the risk to health and safety;
- Suitable having regard to the nature of the work and any associated hazards;
- A suitable size and fit for the worker who is to use/wear it;
- Maintained, repaired or replaced so as to be:
  - Clean and hygienic ;
  - In good working order.

The PPE provided must conform to a legislative, Australian Standard and/or Industry Standard requirements or guidelines.

Where PPE is a noted control measure or a site requirement it must be worn/used at all times.

## Alcohol, Drugs and Medication

Bartsch Builders considers that the use of drugs and/or alcohol severely impairs a person's ability to perform work safely, make decisions and react in time of need.

All subcontractors are required to present themselves for work in a manner as to be fit for work.

A zero tolerance approach to drugs and alcohol has been adopted at all Bartsch Builders workplaces. The prescribed blood alcohol limit when working for Bartsch Builders is 0.00%.

All Subcontractors and their employees are prohibited from consuming, or being under the influence of alcohol or illicit drugs at any Bartsch Builders workplace. Illicit drugs are not permitted to be kept at any Bartsch Builders workplaces.

Any subcontractor found to be under the influence of drugs or alcohol will be subject to disciplinary action up to and including exclusion from the workplace.

Where a Subcontractor working for or on behalf of [Company Name] is taking prescription drugs which may impact on their capacity to undertake work safely they must notify the appropriate Manager/Supervisor and declare their medical condition.

Drug and Alcohol testing may be administered on any [Company Name] workplace using the following methods:

- random basis;
- blanket;
- reasonable cause basis, and
- post incident / accident basis.

## Smoking / Non-Smoking

Smoking is prohibited while undertaking work for or on behalf of Bartsch Builders excepted where designated areas have been established.

Smoking must be limited to these areas during designated work breaks only.

## Housekeeping

Subcontractors must keep their work area clear of rubbish at all times and are responsible for collecting and disposing of all refuse, waste and rubbish resulting from their work.

Work areas must be maintained in an orderly, safe and productive condition.

## Facilities

Unless provided by Bartsch Builders, all Subcontractors must provide amenities, first aid equipment and resources in accordance with work health and safety laws and applicable codes of practice.

<b>Page Number:</b>	4 of 8	<b>Document Number:</b>	PRO 020	<b>Parent Document:</b>	WHS PROCEDURES
<b>First Issued:</b>	11.01.2018	<b>Last Reviewed:</b>	11.07.2019	<b>Next Review:</b>	11.07.2020
<b>Version:</b>	1.0	<b>Owner:</b>	Bartsch Builders	<b>Authorisation:</b>	Kristie Bartsch
This document is uncontrolled when printed.					

Where Bartsch Builders provides facilities, subcontractors are accountable for maintaining them in a clean, safe and hygienic manner.

### **Incident Reporting and Investigation**

Subcontractors must immediately report to Bartsch Builders any of the following incidents that occur while undertaking work for Bartsch Builders :

- Near Miss;
- Personal Injury / Illness;
- Environmental Harm;
- Property / Equipment Damage.

Where the incident is considered minor it will be noted in the Minor Incident Log. Minor incidents are ones that do not:

- Result in lost time;
- Require medical assistance;
- Cause environmental harm;
- Cause damage to property or equipment.

All other incidents must be recorded on an appropriate incident report form.

Where required, immediate action must be taken (with due regard to one's own safety) to prevent further damage or injury occurring and to provide immediate assistance to any injured person, (e.g. call for outside assistance or expert medical advice).

Where an incident or injury is considered to be significant, an investigation will be undertaken within 2 days of the incident occurring in order to identify factors which resulted in the incident and allow for appropriate actions to be implemented preventing the occurrence of a similar event.

If a notifiable workplace incident occurs as provide by Work Health and Safety Legislation, the subcontractor must immediately report the incident to the appropriate Bartsch Builders Manager/Supervisor who will notify SafeWork SA by telephone and if required provide a written report.

In the event of a notifiable incident, subcontractors must not disturb the incident site until SafeWork SA gives permission to do so. This does not apply if it is necessary to rescue a person or to secure the incident site for safety purposes.

### **Site Inspections**

Bartsch Builders will undertake regular site inspections to ensure that subcontractors are complying with relevant legislation and codes of practice, this Handbook and any other Bartsch Builders policy, procedure or work instruction.

### **SafeWork SA Notices**

Subcontractors are required to notify the appropriate Bartsch Builders Manager/Supervisor immediately if SafeWork SA has issued any improvement, prohibition or non-disturbance notice to the subcontractor. The subcontractor must not undertake any further work until further advised.

### **Hazardous Chemicals**

Subcontractors must ensure that any hazardous chemicals stored, handled or used by them:

- Are kept in correctly labelled containers;
- Are maintained on a chemical register;
- Have a safety data sheet (SDS) that is readily available for inspection.

Hazardous chemicals must be clearly labeled, stored and used in accordance with the requirements of the SDS. This includes, ensuring that incompatible chemicals are not stored together. Storage areas (including Vehicles) will require appropriate signage to be displayed and, if the chemical is a flammable substance a suitable fire extinguisher is to be provided adjacent to the storage area.

<b>Page Number:</b>	5 of 8	<b>Document Number:</b>	PRO 020	<b>Parent Document:</b>	WHS PROCEDURES
<b>First Issued:</b>	11.01.2018	<b>Last Reviewed:</b>	11.07.2019	<b>Next Review:</b>	11.07.2020
<b>Version:</b>	1.0	<b>Owner:</b>	Bartsch Builders	<b>Authorisation:</b>	Kristie Bartsch
This document is uncontrolled when printed.					

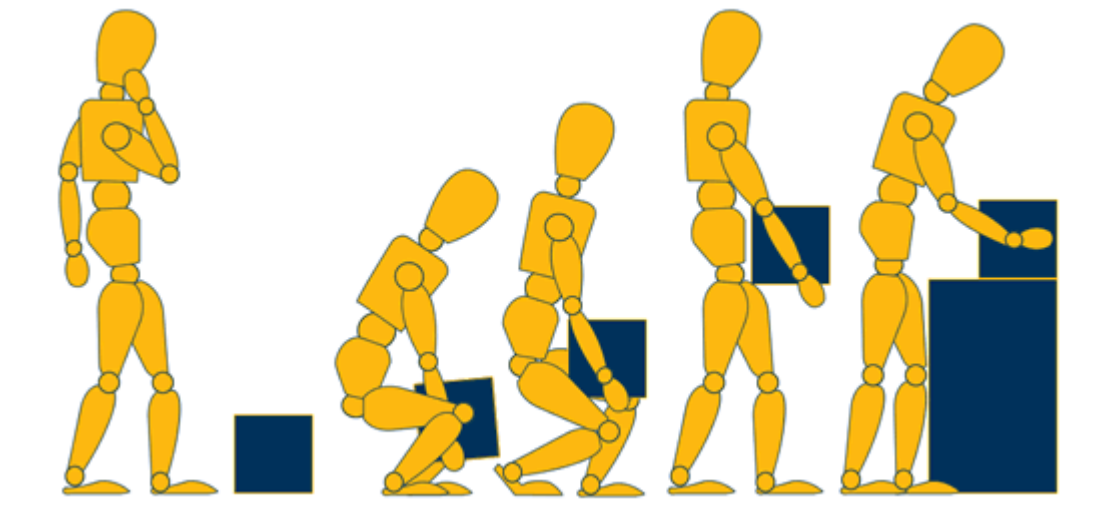
## Manual Handling

Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing.

Where ever possible subcontractors are required to use suitable mechanical aids to assist with any activity that requires manual handling. Mechanical aids must only be used by trained and competent persons. Under no circumstances must their rated capacity be exceeded.

If using a mechanical aid is not reasonable practicable, the following lifting principals must be adhered to.

Lifting Principals	
The following principles are important when handling any load * (Refer Figure 1):	
1. Plan the lift	Consider the load, how it can be handled, where it will be placed. By assessing the situation first, you can decide if lifting equipment or the assistance of another person is needed.
2. Take a secure grip	The grip helps to determine how safe the task will be. Wherever possible, a comfortable grip (using the whole of a hand) should be used.
3. Pull the load in close to the body	When lifting, it is important to have the centre of gravity of the load close to the body to prevent excessive stress on the back and to make the strongest muscles of the arms available to hold the load. Handle the object slowly, smoothly and without jerking.
4. Vary handling task.	Your job should be designed so as to provide alternate tasks that do not heavily stress the same muscles. Report any signs or symptoms of strain to your supervisor.



\* Figure 1

<b>Page Number:</b>	6 of 8	<b>Document Number:</b>	PRO 020	<b>Parent Document:</b>	WHS PROCEDURES
<b>First Issued:</b>	11.01.2018	<b>Last Reviewed:</b>	11.07.2019	<b>Next Review:</b>	11.07.2020
<b>Version:</b>	1.0	<b>Owner:</b>	Bartsch Builders	<b>Authorisation:</b>	Kristie Bartsch
This document is uncontrolled when printed.					

## Plant & Equipment

### General

Subcontractors must ensure that plant, tools and equipment owned or used by them are properly maintained and safe to use and must not be used for any purpose other than for which they are designed or intended. All equipment, tools and plant introduced by Subcontractors must be properly maintained, and in good working order, with any necessary guards and/or safety devices in place.

Subcontractors must not alter, remove or intentionally cause damage to any plant, equipment, devices or structures provided for safety purposes, including safety guards, devices or protective equipment, unless authorised by Bartsch Builders. Subcontractors are required to report to the appropriate Manager/Supervisor any changes made to the above immediately, including any unintentional damage caused to the equipment.

### Mobile Plant

Bartsch Builders may request any of the following documentation for any mobile plant used by Subcontractors at a Bartsch Builders workplace:

- Recent service / relevant maintenance history / service schedule;
- Public Liability Insurance certificate of currency;
- Proof of plant registration with SafeWork SA where relevant, and general registration if required;
- Evidence of operator competency;

All mobile plant must be fitted with an audible reversing alarm, flashing amber light, fire extinguisher, UHF radio, and first aid kit prior to its use.

Operators of plant will be required to inspect the plant each day prior to use and record the details on the Pre-start Safety Checklist. This checklist must remain with the plant and will be reviewed by Bartsch Builders at regular intervals.

Any maintenance or repairs must be reported to Bartsch Builders and if the plant is found to be faulty the plant must be placed out of service until required maintenance or repairs are carried out.

Only subcontractors who hold a relevant High Risk Work Licence, ticket or certificate may operate mobile plant.

### Electrical

Portable electrical equipment, power leads and electrical tools must be inspected and tested by a competent person on a three monthly basis and be appropriately tagged. Electrical equipment discovered without a tag must be placed out of service and removed from use until it can be tested.

All portable electrical equipment, power leads and electrical tools must only be connected to a power source through a portable RCD.

Portable electrical equipment, power leads and electrical tools must be visually inspected for faults or damage prior to use. Any faults or damage must be immediately placed out of service and must not be reused until repaired by a competent person. If the equipment is not to be repaired for any reason it must be removed from service.

<b>Page Number:</b>	7 of 8	<b>Document Number:</b>	PRO 020	<b>Parent Document:</b>	WHS PROCEDURES
<b>First Issued:</b>	11.01.2018	<b>Last Reviewed:</b>	11.07.2019	<b>Next Review:</b>	11.07.2020
<b>Version:</b>	1.0	<b>Owner:</b>	Bartsch Builders	<b>Authorisation:</b>	Kristie Bartsch
This document is uncontrolled when printed.					

## Working at Heights

Working at heights involves any activity or task conducted where there is a risk of a person falling. Whenever a subcontractor is required to work at heights they must assess the situation and implement appropriate control measures using the following hierarchy of controls:

<b>LEVEL 1. Elimination</b> (To be considered before all others)	Can the work be undertaken from the ground or from a solid construction
<b>LEVEL 2. Fall Prevention Device</b>	Can the work be undertaken using a fall prevention device. For example: <ul style="list-style-type: none"> <li>- Scaffolding</li> <li>- EWP</li> <li>- Guard railing</li> <li>- Step platform</li> </ul>
<b>LEVEL 3. Work Positioning System</b>	Can the work be undertaken using work positioning system. For example: <ul style="list-style-type: none"> <li>- Travel restraint system</li> <li>- Industrial rope system</li> </ul>
<b>LEVEL 4. Fall Arrest System</b>	Can the work be undertaken using a fall arrest system? For example: <ul style="list-style-type: none"> <li>- Catch platform</li> <li>- Arrest system</li> </ul>
<b>LEVEL 5. Ladder or Administrative</b> (The least desirable option)	After considering all of the above, if no reasonably practicable control measure has been identified, the work may be undertaken from a ladders or an administrative control implemented

**CRITICAL NOTE – the hazard risk assessment may take the form of, but not limited to, the following:**

- **Job Safety Analysis**
- **Safe Work Method Statement** (where high risk construction work is involved)
- **Task Specific Risk Assessment** (refer Risk Assessment template)
- **Operating Procedure**
- **Safe Work Instruction**

<b>Page Number:</b>	8 of 8	<b>Document Number:</b>	PRO 020	<b>Parent Document:</b>	WHS PROCEDURES
<b>First Issued:</b>	11.01.2018	<b>Last Reviewed:</b>	11.07.2019	<b>Next Review:</b>	11.07.2020
<b>Version:</b>	1.0	<b>Owner:</b>	Bartsch Builders	<b>Authorisation:</b>	Kristie Bartsch
This document is uncontrolled when printed.					