

INSURAPLEX - Contractor OH&S / WH&S Induction

All Contractors engaged by Insuraplex Pty Ltd (Insuraplex) shall strictly abide by the conditions listed below having regard to Occupational Health & Safety (OH&S) and Workplace Health & Safety (WH&S). In addition all Contractors are duty bound to fulfil obligations imposed under applicable OH&S / WH&S Legislation.

All Contractors shall ensure:

- A mobile phone is available on site at all times to assist in the event of Emergency situation;
- Sub-Contractors are not engaged without the prior approval of Insuraplex;
- All employees are suitably licenced, trained and competent to perform the works in which they have been engaged to undertake;
- All employees have undertaken Construction Induction Training (White Card / previously referred to as Red Card);
- A documented Safe Work Method Statement (SWMS) has been developed for the task(s) to be performed;
- Upon arrival at site all contractors will sign in;
- Prior to commencing works, an inspection (risk assessment) of the proposed works and work area is conducted; identified hazards / risks are suitably controlled and where required recorded within the SWMS;
- All employees have been instructed on the works and have signed the SWMS;
- Where there is more than 1 trade on site; effective communication takes place to aid in the provision of a safe workplace for all persons on site;
- Appropriate action is taken to protect the property including the use of drop sheets, ground, floor & wall protection etc. prior to the commencement of works;
- Arrangements are in place for the provision of 1st Aid, including a suitably stocked 1st Aid Kit and trained 1st Aid personnel;
- All workplace incidents including a Near Miss is promptly reported to Insuraplex;
- Where a hazard / safety concern has been identified and is unable to resolved at the site; the matter is reported to Insuraplex;
- Nearby medical facilities (Hospital / Doctors Clinic) are identified in the event of an incident that may require medical attention;
- An Emergency Plan is in place and communicated to all employees including the location of the designated assembly point;
- Vehicles are not parked on driveways or nature strips and do not cause any obstruction to the site or nearby traffic;
- Suitable arrangements are in place for the delivery and storage of building supplies / materials – consultation is to take place with the Site Contact;
- Smoking is prohibited on the worksite;



- Employees acknowledge the requirement to be *Fit for Work* and abide by Insuraplex's Drug & Alcohol Testing regime – Failure to meet the standards or actively participate will lead to removal from site;
- Employees do not consume or administer drugs or alcohol at the worksite;
- Respectful behaviour is demonstrated at the worksite at all times (Bullying / Harassment, Discrimination and offensive language will not be tolerated);
- Work areas are maintained in a clean, tidy and safe state at all times so as to reduce the likelihood of any workplace incident or injury;
- Where practicable the work area is to be barricaded / isolated / signposted to prevent unauthorised access;
- Noise producing activities are kept to a minimum (where practicable) and only performed within reasonable hours as specified by the relevant Council / Shire;
- Where radios are used on site; the volume is kept to an acceptable level (rude or offensive music / material must not be played);
- Where chemicals are used on site they are safely stored and protected from unauthorised access; further; Safety Data Sheets (SDS) are available on site for any chemicals used and safe handling practices are applied;
- Where Insuraplex are not able to provide an onsite toilets (generally only provided for larger scale works); permission is received from the site contact to use their amenities. (Where granted they must be left in a clean state after use);
- All portable electrical equipment is tested and tagged (within 3 months) and RCD's are used;
- All tools, plant and equipment are inspected prior to use and fitted with appropriate safe guards;
- Employees hold the appropriate High Risk Work Licence for undertaking such tasks as Forklift Operation / Dogging / EWP / Scaffolding / Crane operation;
- Clearance is obtained from Insuraplex personnel prior to performing any hot works;
- Where work is performed near power lines, suitable controls measures (compliance with No Go Zone Clearances) are implemented;
- Site Asbestos Management Plans must be strictly observed;
- Where works involve the disturbance of the ground surface; an assessment is made to determine the presence / location of underground services (e.g. gas, electricity, water);
- Where mobile plant is operated or the works involve interaction / interruption of roadways / footpaths – appropriate traffic management measures are implemented to protect members of the public and employees performing works;
- Scaffold (exceeding 4m) must only be erected by a qualified scaffolder; under no circumstance is scaffold to be modified;
- PPE is provided and worn by employees applicable to the task being undertaken;
- All work at height is completed with suitable fall protection measures;
- All ladders conform with Australian Standards and safe practices are included within the SWMS;
- Upon completion of works the work area is to be cleaned, all waste removed and the site returned to the Site Contact to the required standards;

- Any questions / concerns relating to OH&S / WH&S are promptly reported to Insuraplex for prompt action.

The Contractor is to ensure that all works undertaken are completed in accordance with relevant Industry Standards and OH&S / WH&S Legislation.

Contractors must ensure all employees assigned to work for /on behalf of Insuraplex are taken through this Induction.

The Contractor is required to take photographs of the work location upon initial arrival. Further; photographs shall be taken of the works progress, work environment including evidence of Safe Systems of Work for Higher Risk tasks (e.g. Fall Protection, Traffic Management).