

General Site Rules and Policies for working on a ProjectCorp Site

1 Introduction

Welcome to working with ProjectCorp Australia Pty Ltd.

Established in 2002, ProjectCorp is a family business with more than 60 projects under its belt across a wide range of industries, both in the Private and Public sectors. ProjectCorp is an accredited company in WHS, QA and Environmental [WHSQAE] and we take our job very seriously, especially Work Health and Safety.

1.1 WHSQAE Requirements

Your employer [PCBU] has agreed that they and you will comply fully with ProjectCorp's WHSQAE requirements which include successfully completing this general induction prior to commencing works on site.

1.2 WHSQAE Policies

1.2.1 WHS

ProjectCorp is committed to the effective implementation of our WHS Policy and to continual improvement in our WHS Performance.

Our principal objectives are to:

- Provide a safe work environment for all workers of the company, contractors and members of the public during the course of our activities;
- Provide staff and contractors with guidance on and training in the Risk Assessment of identifying, assessing and controlling of hazards in the work environment;
- Disseminate WHS information to workers, contractors and visitors to our workplaces;
- Provide and maintain safe plant, equipment and systems of work, including safe storage and handling of hazardous substances;
- Consult with workers and contractors on WHS issues and enable them to contribute to decisions that may affect their WHS during times;
- Engage our stakeholders to build relationships and share responsibilities and accountabilities to meeting the goals of our WHS policy;
- Promote and foster a supportive and safe work environment culture and ensure that workers and contractors are aware of their responsibilities and accountabilities for WHS in areas under their control;
- Record any specific issues and hazards identified during the planning stages for each project by carrying out a risk analysis and incorporating responsibilities, processes and controls to eliminate or manage these risks and hazards;
- Ensure that safety standards required for each project are met and compliance is attained prior to commencement through to the completion of the project, by having each contractor submitting risk assessments, induction certificates, and applicable SWMS and any other documentation as required through the process of the project in its entirety prior to work commencement;
- Investigate the cause and take corrective action for every incident regardless of whether it has caused injury or not; and
- regularly measure, publish and continuously improve our safety performance

The management of ProjectCorp supports and is committed to the WHS Policy and expects all workers and contractors to adhere to the principles outlined.

1.2.2 QA

The ProjectCorp is committed to all aspects of quality practices and issues by:

- ensuring that all contractual requirements are met;
- maintaining effective communications with our clients [and inform contractors] as part of ensuring compliance with the client requirements and needs;
- Communicating the aims and purpose of the Quality Assurance Policy [QAP] and associated procedures to all concerned to ensure they are aware of their obligations for quality;
- provide services that meet or exceed relevant statutory legislation, industry guidelines, appropriate Australian and International Standards and applicable contracts;
- continuously improving our services by setting measurable goals, providing/supporting ongoing training and constantly monitoring and reviewing the effectiveness of the QA management system;
- the identification, development and review of all work practices to ensure compliance with client expectations and effective business practices;
- the monitoring and adoption of new techniques and technologies to provide more effective services to potential and existing clients; and
- the provision/support of training activities to ensure that all workers maintain a high level of individual workplace skills necessary for their respective employment duties

The management of ProjectCorp supports and is committed to its QA and expects all workers and contractors to adhere to the principles outlined.

1.2.3 Environmental

The ProjectCorp management team is committed to:

- providing systems for the identification, classification, assessment and review of all issues relating to environmental management;
- maintaining effective communication and/or training to our workers, contractors, clients and visitors to ensure that environmental management practices are undertaken;
- communicate the aims and purpose of the Environmental Policy and associated procedures to all concerned to ensure they are aware of their obligations to environmental standards;
- provide services that meet or exceed relevant statutory legislation, industry guidelines, appropriate Australian and International Standards and applicable contracts; and
- continuously improving our services by setting measurable goals, providing/supporting ongoing training and constantly monitoring and reviewing the effectiveness of the management system

The management of ProjectCorp supports and is committed to the Environmental Policy and the prevention of pollution and expects all workers and contractors to adhere to the principles outlined.

2 General Conditions when working on-site

- All Subcontractor workers are required to undergo a site specific induction prior to commencing work.
- All Subcontractor workers are required to complete and sign the induction form prior to commencing work.
- All Subcontractor workers are required to provide proof of WorkCover Accredited Construction Industry Safety Induction Card [i.e. a White Card] and have it on them at all times.

- The Subcontractor is required to provide a Safe Work Method Statements [SWMS] that has been reviewed by ProjectCorp, passed and signed by all Subcontractor workers on site during the site induction.
- The Subcontractor is to provide ProjectCorp a copy of their Public Liability and Workers Compensation Certificates of Currency insurances and proof their insurances are current and active.
- The Subcontractor is required to submit Material Safety Data Sheets (MSDS) when using hazardous substances or chemicals on site.
- The Subcontractor is required to provide proof of a current up-to-date Maintenance Log Book and any daily check records for plant and equipment used on site.
- The Subcontractor is required to provide a complete Electrical Equipment Register for **all corded** electrical equipment that is intend to be used on site and kept up-to-date for the duration of the works.
- The Subcontractor is required to test and tag all their corded equipment on a monthly basis.
- The Subcontractor is required to ensure all their workers are equipped with the required PPE set-out in their SWMS including high visibility safety vests/shirts, hard hats and safety boots as a minimum.
- All Subcontractor workers are required to use their tools responsibly and adhere to the Site Safety Rules at all times. The Site Safety Rules are found pinned up in sheds or shown by the Site Manager. Ensure you abide by these rules and report immediately any unsafe equipment, material or work practices to the Site manager.
- All Subcontractor workers are required to follow the Safety signage display on site which is part of the Site Rules. Defacing or impair view of signage will result in disciplinary action.
- All Subcontractor workers are required to attend daily prestart/toolbox meetings.
- All subcontractor worker are not allowed to bring or consume alcohol and/or drugs on site except for prescription drugs.
- All Subcontractors' work that generates noise above 85> dB 8hr/day av. are require to wear hearing protection.
- All Subcontractor workers who are operating machinery that generates excessive vibration to their hands should take regular breaks, where appropriate.
- All Subcontractor workers are required to report **all** accidents and incidents immediately to the Site Supervisor.
- All Subcontractor workers are required that the use of mobile phones on site is not permitted; off site is.
- All Subcontractor workers are required not to smoke on site, only in designated smoking areas.
- All Subcontractors who are performing High Risk Work are required a "Permit to Work" and/or a "Hot Works Permit" from the Site Managers; **no** work is to start without one.
- The Subcontractor is required to ensure that any confined space work will have proper with adequate ventilation required to carry the work out safely.
- All Subcontractor workers performing works above 2 metres are required to use the scaffold for means of getting around the construction building and where applicable, use an approved fall arrest system.
- All Subcontractor workers are required to use proper manual handling techniques while working on site.
- All Subcontractors is responsible for the safety and storage of their tools and equipment. It is recommended all tools and equipment is removed from site each day. ProjectCorp takes no responsibility for loss or damage.
- The Subcontractor is required to familiarise themselves with the Site Specific Details and Traffic Management Plan in regards to materials handling, movement and parking on site.
- All Subcontractors workers should familiarise themselves with access to and from the site.

- All Subcontractor workers are required to follow all general instructions and directions given by the ProjectCorp regarding loading and unloading materials, plant, etc. in accordance with Roads and Traffic Authority and local Councils.
- All horizontal and vertical movement of man and materials is the sole responsibility of the Subcontractor unless agreed otherwise.
- All Subcontractors are required to submit details of their delivery truck size, methods of unloading/loading and movement of materials into position on site to the Site Manager before commencing.
- All Subcontractor workers are required to reduce or eliminate any environmental impact on the site and surrounding areas.
- Waste should be minimized by accurate ordering of materials to avoid unnecessary waste. On site waste bins are to be used for the removal of waste. The Subcontractors Workers are responsible for separating waste for recycling into five main categories. Metal, Concrete, Timber, Plasterboard and Cardboard.
- Excavation works generating dust are required to be suppressed by watering or other suitable means.
- All Subcontractors stockpiling fine materials such as sand and/or soil are required to have in place covers to prevent particle spray.
- All Subcontractors requiring the refueling of their plant and equipment on site are required to have this carried out in designated areas on site – check with Site Manager.
- All Subcontractor workers are required to clean their tools and equipment in designated areas on site or dispose of it in the correct bins. No discharge of cleaning or general waste near storm water drains.
- All Subcontractors are required to clean down vehicles of mud and dirt before exiting the site.
- All Subcontractors are required to maintain a clean working environment and clean up on a daily basis. If the Subcontractors workers fail to clean each day, ProjectCorp will without notice engage a labourer to clean up the rubbish at the Subcontractors expense.
- The Subcontractors Worker shall familiarise themselves with the evacuation procedures. All workers are required to stop work in the event of an emergency and proceed to the designated evacuation point and wait for further instructions from the Site Manager. They are to not leave site without notifying the Site Manager.
- All Subcontractor workers will be supplied with lunch and toilet facilities. The Subcontractor will maintain the facilities clean and tidy.
- All Subcontractor workers are required to reduce or eliminate any environmental impact on the site and surrounding areas. In the event of excavation works all dust are required to be suppressed by watering or other suitable means.

3 Conclusion

Welcome to working with ProjectCorp!

By being conscientious and working safely you will be an example to your workmates and you will be adding greatly to a healthy culture for the project.

We trust this induction has helped you become aware of what we expect of you and health and safety issues are managed.

We are relying on your commitment to health and safety in your workplace, and hope that your involvement with and ProjectCorp will be safe and rewarding.

Well Done!

You have now finished viewing the information in this induction to complete your Induction course.

Thank you and remember “Better WHS, Better Employers”.

Declaration:

I have read and agreed to the General Induction for Working on a ProjectCorp Site. This General Induction for Working on a ProjectCorp Site includes Condition of Site rules and requirements. My responsibilities and obligations under WHS/QA/Environmental were outlined and clearly understood by me, and hereby declare that I will comply with ProjectCorp's General Induction for Working on a ProjectCorp Site rules and requirements.

Inductee Signature: _____ **Date:** _____

Reminder: Please bring with you the following,

1. This signed General Induction for Working on a ProjectCorp Site declaration
2. General WHS Induction Card
3. Safe Work Method Statement
4. Public Liability and Workers Compensation Certificate of Currency Insurances