

Whirligig Compliance Pty Ltd

Doing Business with Contractors

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Whirligig Compliance Pty Ltd Details

Company Details	
Company name	Whirligig Compliance Pty Ltd
Trading Name	Whirligig Compliance Pty Ltd
ACN	345 678 910
ABN	12 345 678 910
Business address	123 ABC Lane Suburb STATE Post Code
Postal address	124 ABC Lane Suburb STATE Post Code
Other locations	Depot 3 Trade Lane STATE Post Code
Contact person	Admin
Phone number	1300 767 731 0412 345 678
email	WGDemoAdmin@pwcompliance.com.au
Website	https://whirligigcompliance.com.au

Expectations

The Safety Performance of ALL Workers is to be managed by the Principal Contractor.

Whirligig Compliance Pty Ltd believes and insists upon the Principle that every Worker has the right to “Go Home Safe”. This is to be achieved by providing a “Safe Workplace” through the following Policies.

- Human Resources
- Fitness for Work
- Management and Supervision Responsibilities
- Industrial Relations
- Drug & Alcohol
- Rehabilitation
- Workplace Harassment
- Disability
- Equal Contract opportunity
- Privacy

Furthermore a “Safe Workplace” is ensured by a thorough Risk Management Process that:

- Identifies Hazards (including potential)
- Assesses the Risk (including potential)
- Provides and maintains adequate and appropriate Control Measures
- Monitors and reviews these processes
- Includes consultation with all Workers

The Process ensures the adequacy of the Control Measures through the “Hierarchy of Control”.

Whirligig Compliance Pty Ltd requires that all Contractors strive towards our goal of providing a “Safe Workplace” by adhering to these principles. This will be achieved by:

- Training and Competency assessment
- Consultation with your Workers including participation in the Health & Safety Committees (HSC)
- Provision of the same “Risk Management” processes including Control Measures
- Provision of SWMS and task specific Safe Operating Procedures
- Provision of adequate Supervision
- Embracing the “Path to Best Practice”

Primary Conditions of Contract

Workers who work on or visit construction sites must:

- Hold Construction Industry Safety Induction Card
- Receive a site specific induction prior to entering site
- Be trained and competent in the task
- Conduct a Risk Assessment before commencing any task and change when/where necessary
- Refer to the Safe Work Method Statement
- Use only tested and tagged and in period electrical equipment
- Report and tag out any unsafe plant or equipment
- Plant and Equipment is to be used in accordance with manufacturers' recommendations
- Equipment shall be serviced to manufacturers' specification
- Amenities shall be used where provided

Conduct

All Workers on our sites are expected to behave in a manner that is safe and respect all people and property within the workplace.

Unacceptable Behaviour

Workers whose behaviour is unsafe or does not respect people and property within the workplace, may be subject to disciplinary action, up to and including dismissal. Such incidents may include, but are not limited to:

- Using obscene, inappropriate, or harsh language or gestures towards fellow Workers or visitors
- Threatening, intimidating, or coercing Workers while on duty
- Alcohol intoxication or under the influence of drugs while on duty
- Failure to comply with work time recording activities
- Failure to observe safety rules
- Inappropriate use of safety equipment
- Repeated lateness or absenteeism without just cause

Serious Misconduct

Incidents of theft, assault, fraud or other serious misconduct shall be deemed to be in violation of the terms of contract and will not be tolerated.

Sexual Harassment

We consider sexual harassment an unacceptable form of behaviour that will not be tolerated under any circumstances

Sexual harassment can take various forms. Examples include (but are not limited to):

- Unwelcome touching, hugging, or kissing
- Staring, leering or suggestive whistling
- Sexually suggestive comments or jokes
- Sexually explicit pictures, screen savers or posters
- Unwanted invitations to go out or requests for sex
- Sexually explicit emails or SMS messages

Workplace Harassment

Workplace harassment is unacceptable and will not be tolerated under any circumstances.

A person is subjected to 'workplace harassment' if the person is subjected to repeated behaviour by a person, including the person's employer or Workers of the person that:

- Is unwelcome and unsolicited
- The person considers to be offensive, intimidating, humiliating, or threatening
- A reasonable person would consider to be offensive, humiliating, intimidating, or threatening

Personal Mobile Telephones

We request that the use of personal mobile telephones be minimised during work hours, Workers found excessively using their phones will have their time sheets adjusted to reflect their phone usage.

Company Property

Workers are expected to exercise proper care and use of organisational property and equipment in the course of contract.

We require all Workers to report any damage to property and equipment to their supervisor immediately, whether you have caused it yourself or not.

The removal of organisational products, materials, or equipment from the premises without authorisation will not be tolerated and may lead to instant dismissal. Permission for the removal of organisational products, materials or equipment can only be given by Management and must be in writing.

Access to Locked Areas

Access to locked areas must be arranged in advance with the Site Supervisor. When approved, prearranged, off-hours access is made by contacting the Site Supervisor.

Environmental Issues

Any environmental incident, e.g. spillage (no matter how minor), must be reported to the Site Manager as soon as possible.

Workers are bound by the relevant environmental legislation. Relevant legislation includes but is not limited to:

- Environmental Protection Act
- Environmental Protection Regulations
- Environmental Protection (Waste management) Regulations
- Environmental Protection Policies
 - Air
 - Noise
 - Water
 - Waste Management
 - Interim Waste
 - Dangerous Goods

Workers are responsible for identifying, assessing, and addressing the environmental risks associated with their projects.

Consider:

- Air
- Hazardous Substances
- Wastes Land Management
- Stormwater and Erosion
- Water
- Vibration and Noise
- Flora and Fauna
- Heritage and Cultural
- Contingencies/Emergencies

Waste Material Handling

All site personnel are responsible for maintaining a high level of housekeeping on the site with debris, waste materials and surplus equipment removed and cleared as work progresses. Failure to comply may result in back-charging.

Smoke Free Workplace

Smoking is expressly forbidden in all our buildings and vehicles and on all job sites. Smoking is only permitted during normal designated meal breaks and rest pauses.

This procedure applies to all workers and within all areas of the workplace, unless otherwise agreed by the Site manager.

Amenities

Unless provided by the Principal Contractor, all subcontractors must provide amenities and first aid equipment in accordance with relevant legislation, prior to undertaking work on the site.

Shutdowns/Tie-Ins

Any shutdowns of or tie-ins to site building systems must be coordinated with the Site Safety Supervisor - a minimum of 48 hours' notice is required.

Ensuring Safety

All workers must follow any directive given by the Site Supervisor / Health & Safety Representative (HSR). A failure to comply with the given direction, abuse or threats will not be tolerated. Instant dismissal and a direction to leave site may occur.

Before commencement on site the Subcontractor is to advise that project safety requirements are understood by all Workers. Involvement will be required with the Health & Safety Committee (HSC) and other safety functions they may undertake on behalf of the subcontractor, as required, including Site Safety Inspections and Incident Investigation.

Alcohol & Drugs

Drugs & Alcohol are not permitted on site at any time. No person shall present themselves for work under the influence of alcohol or illicit drugs.

Workers are to notify their supervisor of any work restrictions arising from legitimate use of prescribed drugs.

Consultation/Safety Breach

Regular Toolbox meetings must be conducted, and records of these meetings provided to management representatives. Toolbox meetings should occur at a frequency no greater than bi-weekly. All Workers are required to attend toolbox talks associated with their area of work.

Workers are to undertake a Daily Pre-Start Meeting to review and communicate the shift's work activities, review identified hazards and additional changes in the workplace, and to review current controls in place for adequacy. A record of the meeting, including attendance, is recorded.

Where non-compliance with safety requirements is observed, the Breach/Procedure will be initiated. As well as seeking to ensure compliance with regulatory and company standards, the procedure is equally concerned with ensuring that a Worker who is alleged to be infringing safety rules is given the opportunity to explain their behaviour and, if non-compliance is confirmed, may be provided re-induction, counselling and training as a first preference in dealing with the problem.

Generally, a written safety breach will be issued and re-induction into the applicable safe systems of work may occur for a first offence. Upon second breach, the offender will be issued with a written breach, sent from site for a full shift and re-inducted into the applicable safe systems of work upon return to site. A third offence will result in a written breach being issued and the Worker removed from site indefinitely. However, nothing within this procedure alters the right of the Whirligig Compliance Pty Ltd to dismiss a Worker without notice for conduct that justifies such action.

Where the Supervisor has failed to ensure safety requirements are adhered to, he/she may also be breached.

In all instances, this process may involve the Principal Contractor Management, HSR and the Worker's supervisor or HSR.

The Principal Contractor will have final determination whether the Project shall continue. Workers will not be permitted to resume work on Whirligig Compliance Pty Ltd sites until such time as they have proven compliance with all safety requirements, legislation, and practices.

Safe Systems of Work

SWMS

- All Workers must be inducted into the safe systems of work including, but not limited to, their site Safety Plan and SWMS. All Workers are to sign and provide evidence of competencies, inductions and other records as required.
- SWMS must be prepared and submitted for all hazardous construction activities. Where the work involves site-specific hazards, the SWMS must take into account the work environment and interaction with other Workers and/or the public.
- Each SWMS is to be developed through a process of consultation with the workforce. The SWMS is to be reviewed by the Site Supervisor prior to works commencing.
- Any subsequent changes to the SWMS must be subject to documented re-induction for all the Workers prior to the commencement of the changed methods. The updated document must be provided to the Principal Contractor.
- A relevant person (i.e. a worker employed by the company identified on the SWMS and working on the site of the PC) must ensure the current SWMS is readily available for inspection by the Site Supervisor when the activity is being performed.
- Where any conflict exists between legislative requirements, Australian Standards, the Principal Contractor Safety Instructions, Site Specific Rules, WHS Management Plan and any other instructions, then the higher standard of safety shall apply.

Permits

A work permit must be issued by the Site Manager before the following work can commence on site

- Confined Space Work
- Hot Work
- Asbestos Removal Work
- Demolition Work
- Live Electrical Work
- Work At Heights
- Service Isolation
- Hazardous Substance

PPE Requirements

- **Safety Footwear:** all personnel at all times
- **Hard Hats:** Worn at all times (unless otherwise signposted);
- **Eye Protection:** mandatory when nominated in the SWMS. Eye Protection Face Shields and Safety Glasses to be worn for all powered metal cutting, grinding and other similar eye-risk situations
- **High-Visibility Shirt/Vest:** long sleeve preferred
- **UV Protection:** When working outdoors
- **Gloves:** mandatory when nominated in the SWMS.

Task Lighting

It is the Subcontractor's responsibility to ensure adequate general task lighting is maintained. Minimum lighting requirements for general tasks is 160LUX. Some tasks may require a higher LUX level for the task to be performed safely and shall be referred to in the SWMS.

Working at Heights

Roof access should be provided along the eave next to the edge protection handrail to provide support/balance for accessing through to each work area on roof.

Where there is a risk of fall 2 metres and greater a Risk Assessment must be performed and Control Measures put in place prior to activity.

Where there is a risk of fall less than 1 metre a Risk Assessment will be performed to ascertain control measures required prior to activity.

Material Handling

Refer to WHS Management Plan.

- All lifting and slinging of loads is to be undertaken in line with the Principal Contractor lifting and Slinging Guidelines.
- All plant and equipment to be lifted must have lifting points with manufacturers/engineers certification prior to use on site
- All lifting/rigging equipment (e.g. chains, lifting hatch, safety harnesses) are to be appropriately tested and marked prior to use on site
- All crane crew members are appropriately licensed, competent and possess the necessary attributes to be involved in the operation, inspection and maintenance of a crane and other associated tasks.
- A current log book for each crew member, detailing applicable refresher training undertaken (not to exceed 3 years), verified and signed by the employer or a representative of the employer is also required.
- Only qualified doggers are to sling/unslung loads
- Telehandler operators must hold a Non-slewing mobile crane (CN) license to operate all Telehandler. Telehandler used to lift freely suspended loads by a jib attachment or other means must comply with AS1418.5: Cranes, hoists and winches.

Training & Inductions

Persons are not permitted onto a site unless they have undergone a full site safety induction and have signed the Site Specific Induction Handbook.

Each Worker is to have successfully undertaken a general safety induction for the construction industry and have evidence of such (White Card or other mutually recognised induction training certificate).

Workers who may be required to use PPE including safety harnesses, respiratory, eye or hearing protection must be trained in the correct selection, use and maintenance of the equipment prior to work. A record of this training must be maintained and provided to the Principal Contractor.

Competency activities forming part of Burke Industries requirements and training and inductions provided by Burke Industries for whom the contractor is working requires the use of personal graphic replication including webcam snapshots, screenshots, photographic and video graphic as part of identity validation and it is the Contractor's responsibility to obtain the necessary permissions from workers prior to inductions and training being undertaken in association with Burke Industries activities and site inductions. Images will be kept for use for substantiation purposes and will be stored and disposed of in accordance with Privacy requirements

Plant & Equipment

All major plant brought onto site must undergo a “Plant and Equipment Mobilisation Inspection Report” prior to being used on site.

At each set 3 month interval, all plant and machinery is required to be re-inspected using the “Plant and Equipment Mobilisation Inspection Report” Each subcontractor must maintain their own plant/equipment register for all items on site.

Operator must ensure documentation of training and competency is supplied to the Principal Contractor for all relevant plant and equipment operators. Use the “Plant Operator Competency” form.

The Operator assigned to a machine is to carry out daily checks of plant being used that day. A record of each daily check is to be recorded in the machine’s daily log book. All leaks, adjustments & repairs are to be attended to immediately and repairs carried out by a competent person. Makeshift repairs will not be accepted. All damage or faulty equipment is to be locked and tagged out as per the Principal Contractor Lock Out/Tag Out procedure until repaired by a competent person/removed from site.

Compressed cylinders (oxygen, acetylene etc.) must be adequately secured and/or separated to prevent damage from falls. Flash back arrestors are to be fitted at the bottle and also at the handpiece and are to be tested or replaced at intervals not exceeding 12 months.

The subcontractor is solely responsible for receipt of their own deliveries

Traffic Management

Discuss requirements of any applicable site traffic management plans and vehicle/pedestrian movements in and around site. All operations affecting the safe management of traffic must be approved by the Principal Contractor.

Trenching/Excavations

Fall-in prevention must be provided for trenches 1.5 metres or greater in depth that is not benched or battered.

Overhead & Underground Services

All services must be identified with the Principal Contractor prior to commencement of work.

Electrical & Power Tools

All electrical installations and repairs must be conducted by a qualified electrician. All electrical cables are to be treated as 'LIVE' until deemed safe by a qualified Electrician.

All portable electrical equipment must be connected through a Residual Current Device (RCD). Double adaptors and piggyback plugs are prohibited on-site.

All switchboards shall be fitted with a lockable cover for circuit breakers and RCD's, which does not prevent access to main switches and main isolating switches.

All electrical equipment, including portable power tools, flexible extension cords, Switchboards, fixed and portable RCD's, must be inspected, tested and tagged.

Tagging of portable electrical equipment is to be colour coded (using the RuGBY process) as follows (For New South Wales refer to specific NSW table). The tag should indicate by its colour the - in which the test was performed in accordance with the following:

RuGBY (QLD)

RED	January To March
GREEN	April to June
BLUE	July to September
YELLOW	October to December

NSW

RED	January/September
BLUE	February/July
ORANGE	March/November
GREEN	April/August
WHITE	May/December
YELLOW	June/October

Discuss site temporary power provisions in line with works to be undertaken.

All generators shall be fitted with a Current Limiting Device, appropriate earthing facility, information markings and warnings as per Legislation and inspected, tested and certified by a qualified person.

Portable angle grinder should not be used for cutting applications, where a more suitable tool is available. The general use of 9-inch angle grinders is prohibited on site.

The Subcontractor is to set up appropriate work facilities in all areas of works in such a way as to reduce manual handling, slips, trips & falls, UV exposure, eye damage and other mechanical or water damage to electrical leads and power tools.

All persons operating power, explosive or pneumatic tools must be appropriately trained and competent in their safe use i.e. explosive power tools and grinders.

Hazardous Substances

All chemicals brought onto site must undergo risk assessment, using the Chemical Risk Assessment form. All hazardous substances are to be accompanied by a current SDS and recorded in the Hazardous Substances/SDS Register.

All personnel who are using the substance or are likely to be affected by the use of the substance are to be provided with training in relation to safe use, handling, and storage as per the applicable SDS. This training is to be recorded using the SDS Training Record & is to be provided to the Principal Contractor.

Emergency Procedures

An Emergency Response Plan is to be developed for this project by the Principal Contractor including procedures for serious accident or illness, site evacuation procedures, emergency contact information and other protocols. For more information refer to site specific "Emergency Management Plan".

Accidents/Near Miss Response & Reporting

All Incidents/Near Misses/Injuries or accidents must be reported immediately to the Site Office. The accident scene must not be disturbed until investigations have been completed or where directed by a regulatory authority, unless the movement or interference is necessary to save a life, relieve suffering for a person or to prevent injury to a person or property damage. Failure to comply may result in a non-acceptance of a claim and/or a Safety Breach being issued.

In the event of an accident/near miss/or serious injury, the Principal Contractor will act as the coordinator for all resulting investigations and actions – this will include notification to the Regulator.

The Subcontractor is to provide the Principal Contractor with after-hours contact numbers for their senior personnel and Safety Representative(s) in the event of an emergency.

For projects of a longer duration or as requested by the Principal Contractor a "Safety Statistics Record Sheet" is to be provided to the Principal Contractor by close of business on the first business day following the end of month.

Rehabilitation/First Aid/Injury Management

Prior to commencing work on site, the Contractor is to advise the Principal Contractor in writing, the procedure the Contractor has in place for managing the rehabilitation of Workers who are injured or suffer a work related injury or illness. This procedure is to include steps which ensure a return to work as early as possible including, where applicable, provision of suitable duties.

Where an accident results in an injury, all details must be recorded on an Incident Notification Form. Failure to comply may result in non-acceptance of claim and/or safety breaches being issued.

The Subcontractor is to provide an adequate First Aid Kit or kits on site in reasonable proximity to all work areas. Subcontractor will provide first aid treatment on site.

A preferred 'off-site' medical centre has been identified through the WHS Management Plan in the event a Worker requires off-site medical treatment.

The Subcontractor shall provide transport to the medical centre. Where the Subcontractor supervisor/foreman is not contactable and an injury has occurred, the Principal Contractor will call the Ambulance Service.

ACKNOWLEDGMENT OF RECEIPT OF DOING BUSINESS WITH CONTRACTORS BOOKLET

Your signature below indicates that you have received, read and understood the contents of the Doing Business with Contractors booklet, and agree to abide by policies. This document becomes part of the Contract Conditions under which you will provide services. Breach of these expectations may result in termination of contract with no opportunity for redress.

Trading Name:

Representatives Name

I acknowledge the Doing Business with Contractors on the above topics. I agree to work responsibly and ensure that all workers are made aware of Burke Industries expectations.

I understand I am encouraged to discuss any concerns I have and to actively engage in continual improvement of the processes, tasks and activities of Burke Industries.

Representatives

Signatures:

Date:

Verified By Name:

Signature:

Date:
