## APPENDIX C

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| **CONTRACTOR REQUIREMENTS**  **OCCUPATIONAL HEALTH AND SAFETY** |

**Health and Safety Co-ordination Plan Checklist**

Prior to commencing work the Contractor shall submit and have accepted by the Superintendent a Health and Safety Co‑ordination Plan that addresses the occupational health and safety needs of the contracted works. As a minimum the requirements of this Checklist (below) shall be addressed. Contractor responses shall be specific as to the procedure, process, form, etc. that satisfies that requirement and the page number within the Health and Safety Co-ordination Plan where it can be found. All supporting documentation shall be attached to Health and Safety Co-ordination Plan for VicRoads to review and monitor.

**Contract Details:**

**Company/Organisation: Contact Person:**

**Pre-qualified:** O **Yes** O **No** **Contract No.:**

**Commenced: Completed:**

**Contract Description:**

**Nature of Contracted Works:**

**Assessment by Contractor OHS Advisor:**

|  |  |  |  |
| --- | --- | --- | --- |
| **OHS Advisor Name:** |  | **Company:** |  |
| **Position:** |  | **Phone No:** |  |

**Health and Safety Co-ordination Plan Status:**

O **Plan accepted by VicRoads**

O **Plan rejected by VicRoads**

O **Plan subject to review by Contractor OHS Consultant**

**A = Conformance** (Contractor OHS Advisor believes conforms to requirements)

**B = Non-Conformance** (Contractor OHS Advisor believes not satisfactory and requires immediate re‑submission prior to giving written consent that the Works/Project can commence)

**C = Review** (Contractor OHS Advisor requires evidence to review prior to giving written consent that the relevant work can commence)

| **REQUIREMENT** | | **SELECT ONE PER ITEM** | **CONTRACTOR RESPONSE INCLUDING PAGE NUMBER WITHIN THE PLAN WHERE IT CAN BE FOUND** |
| --- | --- | --- | --- |
| **SECTION 1: PRE-START SITE/PROJECT HAZARD ANALYSIS** | | | |
| 1.1 | Before commencing operations the Contractor shall undertake a site/project pre-start hazard analysis which shall identify in documented form:  • the work, in particular “high risk construction work” (defined OHS Regulations 2007)  • the hazards and risks to health and safety  • the controls to be applied in order to eliminate or minimize the risks posed by such identified hazards  • the manner in which the risk control measures are to be implemented. | O A  O B  O C | Comments: |
| 1.2 | Attach the Contractor response to 1.1 that shall be in the form of Safe Work Method Statements and highlight any Statements that are for “High Risk Construction Work” These must only be submitted after review and written approval from the Contractor OHS Consultant / Advisor. | O A  O B  O C | Comments: |
| 1.3 | Attach a listing of potential Safe Work Method Statements not reviewed in 1.2. Detail a procedure that clearly demonstrates how future SWMSs will be developed/obtained and then approved by the Contractor OHS Consultant/Advisor five days prior to being given to the VicRoads Contract Superintendent and that work commencing. | O A  O B  O C | Comments: |
| 1.4 | Attach a schedule that clearly shows which Safe Work Method Statements (1.2/1.3) will be in use for each stage of the Project (Scope of Works). If they are not known, attach a procedure that states how the schedule must be updated and submitted to VicRoads Contract Superintendent five days prior to that work commencing | O A  O B  O C | Comments: |
| 1.5 | Attach a Procedure that clearly shows how the Site Foreman will check at the commencement of each shift that all SWMSs required for that shift are on-site / on plant. | O A  O B  O C | Comments: |
| 1.6 | Attach a Procedure and Checklist that clearly demonstrates how all Safe Work Method Statements will be monitored for compliance and what actions will be instituted for non-compliance. | O A  O B  O C | Comments: |
| 1.7 | Attach a Procedure and Forms that clearly demonstrate how, when necessary, a Daily Pre-start site / project hazards analysis will be conducted, how the controls will be implemented / monitored and how Safe Work Method Statements will be reviewed to ensure consistency with these controls. Explain how this information will be conveyed to employees / shift contractors / sub-contractors. | O A  O B  O C | Comments: |
| **SECTION 2: SAFETY ORGANISATION AND MANAGEMENT** | | | |
| 2.1 | Attach the names, positions and occupational health and safety responsibilities of all relevant personnel. In particular, detail the qualifications and experience of Contactor OHS Consultant / Advisor and how they are responsible for signing off on all Safe Work Methods Statements (including sub-contractors) and any updates, amendments or items marked for review on this Plan. | O A  O B  O C | Comments: |
| 2.2 | Attach details of the consultative arrangements with OHS Representatives including the method of agreement and sign off on the Health and Safety Co-ordination Plan, Safe Work Method Statements, Risk Assessments etc. | O A  O B  O C | Comments: |
| 2.3 | Attach a Procedure that clearly explains the arrangements for communicating with the VicRoads Superintendent regarding all Occupational Health and Safety matters for the works. | O A  O B  O C | Comments: |
| **SECTION 3: SAFE WORKPLACE** | | | |
| 3.1 | Attach details of site welfare facilities i.e. lunch rooms, toilets, showers, drinking water, washing facilities. Include details of cleaning and maintenance arrangements. Explain how these were determined and include sign off by the OHS Representatives. | O A  O B  O C | Comments: |
| 3.2 | Attach a procedure that demonstrates how the site, equipment, hazardous substances, personal protective equipment, all emergency equipment, first aid equipment are subject to regular maintenance, monitoring and checking e.g. via the site workplace safety inspection program. | O A  O B  O C | Comments: |
| 3.3 | Attach details of how safe access and egress for the site will be maintained and outline the after hours site safety/security monitoring, inspection arrangements. | O A  O B  O C | Comments: |
| 3.4 | If there are to be multiple sites, attach a procedure, checklist, forms that clearly explain how sites will be safely established and appropriate site amenities and monitoring activities will be implemented. | O A  O B  O C | Comments: |
| **SECTION 4: PLANT SAFETY** | | | |
| 4.1 | In regard to all items of plant to be operated under the contract (including plant operated by sub-contractors) provide details and supporting documentation of the following:  • programmed plant maintenance;  • a listing of all plant subject to registration requirements;  • operator manuals and operator/fitter etc. daily pre‑start plant safety checks;  • plant fault reporting procedures including lock out / tag out;  • plant risk assessment and control documents related to each item of plant and their operation;  • records of plant operator competencies including training in risk assessments and operator manuals. | O A  O B  O C | Comments: |
| **SECTION 5: SAFE WORKING PROCEDURES / INSTRUCTIONS** | | | |
| 5.1 | Attach all:  • safe operating procedures/practtices (SOPs);  • work site safety rules;  • permit to work documentation, etc.;  relevant to the project that employees and sub-contractors will follow. | O A  O B  O C | Comments: |
| 5.2 | Attach a procedure that clearly demonstrates how SOPs, work site safety rules and permit documentation will be subject to surveillance of correct use and explain in what format records will be available for audit purposes. | O A  O B  O C | Comments: |
| **SECTION 6: DANGEROUS GOODS/HAZARDOUS SUBSTANCES** | | | |
| 6.1 | Attach a procedure, forms and register for the management and control of dangerous goods and hazardous substances. | O A  O B  O C | Comments: |
| **SECTION 7: SAFETY TRAINING / COMPETENCIES / INDUCTION** | | | |
| 7.1 | Attach details of training previously undertaken or planned to be conducted to ensure the OHS competence of site managers, supervisors, team leaders to instruct employees/ sub-contractors and supervise work activities. | O A  O B  O C | Comments: |
| 7.2 | Attached a procedure that demonstrates how all site employees (and sub‑contractors) required to hold authorizations, permits, licences, certificates of competency etc will be verified. Attach a Training Register and related forms. | O A  O B  O C | Comments: |
| 7.3 | Attach a procedure and forms that will demonstrate that employees and sub-contractors have been trained in construction induction training, site induction, Health and Safety Co-ordination Plan, Safe Work Method Statements, Safe Operating Procedures, Site Safety Rules etc. | O A  O B  O C | Comments: |
| **SECTION 8: CONSULTATIVE ARRANGEMENTS** | | | |
| 8.1 | Attach a procedure that demonstrates how the contractor will consult with OHS Representatives for the contracted works, VicRoads and other site occupants and their OHS Representatives in regard to the on‑site management of Occupational Health and Safety. | O A  O B  O C | Comments: |
| **SECTION 9: EMERGENCY PREPAREDNESS** | | | |
| 9.1 | Attach the site emergency plan that outlines an effective emergency response structure for the contracted works. | O A  O B  O C | Comments: |
| 9.2 | Attach a procedure that clearly shows how the site will be preserved and secured for notifiable incidents (OHS Act). | O A  O B  O C | Comments: |
| 9.3 | Attach a workplace first aid assessment and register of suitably qualified emergency personnel e.g. first aiders, that satisfies the needs of the contracted works and maintain an inventory and site plan of all emergency equipment e.g. fire extinguishers, first aid kits etc. | O A  O B  O C | Comments: |
| 9.4 | Indicate on the site emergency plan where signs that display the name and contact telephone numbers of the principal contractor are located. The signs must be clearly visible from outside the site where the work is being performed. | O A  O B  O C | Comments: |
| **SECTION 10: ACCIDENT / INCIDENT REPORTING PROCEDURES** | | | |
| 10.1 | Attach a procedure for managing occupational health and safety incidents when they occur and include copies of associated accident/incident reporting and investigation documentation. | O A  O B  O C | Comments: |
| 10.2 | Attach a procedure that demonstrates how notifiable incidents, PIN, Improvement and Prohibition notices will be managed. Include in the procedure how VicRoads is to be immediately notified of any such accident/incidents. Attach appropriate forms. | O A  O B  O C | Comments: |
| 10.3 | Attach a procedure that demonstrates how remedial actions will be implemented and monitored and ensure records of accident/incident reports and investigations are maintained on-site for audit purposes. This is to include sub-contractor and visitor/public incident/accidents. | O A  O B  O C | Comments: |
| **SECTION 11: MANAGEMENT OF SUB-CONTRACTOR SAFETY** | | | |
| 11.1 | Attach a procedure that demonstrates how sub contactor OHS performance is considered in the award of works. Include in the procedure a review process of the sub-contractors’ OHS performance. Attach a Register of all sub-contractors pre-approved for the contracted works. | O A  O B  O C | Comments: |
| 11.2 | Attached all sub-contractor safe work method statements (highlight “high risk construction work” statements), risk assessments, safe operating procedures. If they are not available, attach a procedure that explains how they will be obtained, signed off by the OHS Advisor and submitted to VicRoads for review. | O A  O B  O C | Comments: |
| 11.3 | Attach a procedure that explains how sub contractor plant and equipment is assessed to ensure it is fit for purpose, properly maintained and is used by competent persons. | O A  O B  O C | Comments: |
| 11.4 | Attach a procedure that demonstrates how sub-contractor OHS performance will be subjected to audit and surveillance. Provide a schedule of audit and surveillance activities of sub-contractors work. | O A  O B  O C | Comments: |
| 11.5 | Attach a procedure that clearly explains how all audit / surveillance reports, registers, safe work method statements, induction records and other supporting evidence of sub-contractor compliance is maintained and will be readily available for surveillance and audit. | O A  O B  O C | Comments: |