



Subcontractor Safety Plan Cover Sheet

To be completed and handed to Accent On Construction site management prior to commencement of work on site
To be read in conjunction with the explanatory notes attached

To: Accent On Construction Ltd For: (Project)
From: (subcontractor) For: (Subcontract Works)

We undertake as follows:

1. Site Safety Representative:

Our nominated on site Safety Representative for this project is:(name)

2. Notifiable Works:

We have notifiable works associated with our subcontract Yes No OSH has been advised. Yes No

(If Yes, a copy of the notification must be attached. Refer attached notes for supervisory requirements)

3. Hazard Management:

A Hazard Register identifying all new hazards and appropriate controls will be maintained. Yes

Task Analysis of the significant work associated with our subcontract works and the methods to control such hazards is attached. Yes No

(Note: If not attached, then hazard ID and method of control must be submitted prior to starting work on site)

Hazardous products are associated with our subcontract works. Yes No

(If Yes, the appropriate Material Safety Data Sheets must be attached)

4. Communication/Employee Participation:

The methods of communicating safety information to our Employees are by: (tick methods used)

Toolbox talks Pre-task planning meetings Notice board Co-ordination meetings

Other
(State)

5. Emergencies:

Our first aid kit is located:
(State where)

We have an emergency plan in place. (If yes, a copy must be attached) Yes No

We have procedures in place and a trained First Aid person on site to render assistance in the event of an accident emergency. Yes No

In the event of an evacuation our staff should report to:
(State whom)

and assemble at the evacuation area nominated by the Accent On Construction Site Management.

6. Accident/Incident: Reporting/Investigation/Recording:

We have an accident/incident reporting/investigation system in place and keep an accident register. Yes No

All serious harm accidents will be reported to Accent On Construction Site Management along with a copy of our accident investigation report.

7. Safety Inspections and Safety Reviews:

Frequency of our safety inspections is: Daily Weekly

A sample of documentation of our safety inspections is attached Yes No

8. Training/Induction:

All persons under our control on site are trained to carry out their work safely. Yes No

All persons under our control hold a current Site Safe Passport or Gold Card. (Attach list of Employees with card numbers)

All persons under our control on site are appropriately qualified, competent, or fully supervised. Yes No

Signed: Date:
(Subcontractor Representative)

Approved: Date:



Subcontractors Site Specific Health & Safety Plan

Explanatory notes

Introduction

Prior to completing the requirements of this Site Specific Health and Safety Plan you will have forwarded to Accent On Construction a copy of your Company Safety Programme, which details your Company's commitment to health and safety and by doing so have become a preferred Subcontractor.

1. Site Safety Representative

This person must actively promote health and safety in the workplace for your company and ensure appropriate safe work practices for your personnel on site. This person may be a dedicated health and safety person, your Supervisor, or one of your **senior workers** who is designated to act on behalf of your Company with regard to health and safety.

2. Notifiable Works

Where notifiable work, as defined in the Health and Safety Regulations Sections 2 and 26, is to be carried out by your company, you must notify DoL in writing at least 24 hours prior to commencement of such work. Accent On Construction site management will require confirmation that you have done this and a copy of the notification for their records. If engaged on notifiable work then you must have a full-time **on site** supervisor and he/she must be the holder of the Site Safe Gold Card or the BCITO National Certificate in Construction Health and Safety and Injury Prevention.

3. Hazard Management

All hazards to be brought onto site or created during the course of the work must be identified and controlled. The standard significant hazard sheet must be used to analyse the various tasks within your trade work, identify the significant safety hazards and detail the method of control. These sheets must be attached and forwarded with your Site Specific Safety Plan. Task analysis may also be required for tasks that necessitate detailed planning.

Hazardous substances that you may use on site must have the appropriate MSD Sheets on site and be addressed on the Task Analysis Sheets.

4. Communication/Employee Participation

Appropriate on site communications must be established with the Site Management team to disseminate all information pertaining to safety requirements on site. This will include the notification of hazards brought onto site or created during the course of the work. This may be done by posting the hazard sheets on notice boards, the main site hazard board, or advised during regular Toolbox Talks. The aim is to ensure that all workers on site are aware of the hazards as they arise and equally be advised when they no longer exist. If English is the second language of your employees then you must maintain on site a liaison person who can effectively communicate with our site management team.

5. Emergencies

In the event of a site evacuation the site siren will be sounded and your employees must promptly evacuate the site. The Site Management team will notify you of your assembly point at the time of your induction onto the site.

Some emergencies that you may need to prepare for and have a procedure to deal with include spillage of hazardous substances, serious harm accidents to your staff, and rescue of a fall arrest victim.

You should have a person on site that is trained in First Aid in case of an injury accident to any of your staff.

6. Accident Reporting

All serious harm accidents must be reported immediately to Accent On Construction Site Management and reported direct to DOL.

Accident and investigation reports are to be copied to the main contractor within 48 hours. Accident scenes will not be disturbed until a full and complete accident investigation has been undertaken.

All other accidents and incidents must be recorded and investigated.

7. Safety Inspections and Safety Reviews

You are expected to carry out regular documented safety inspections (minimum weekly) of your own work areas while on this site. Copies of the inspection reports must be given to the Accent On Construction site team for discussion at safety meetings. Any recommended/completed corrective action will be advised at these meetings.

8. Training/Inductions

All persons starting work on this site must go through a formal induction process. During this process, safety rules and various site specific issues will be discussed.

To work on a Accent On Construction site we encourage you to have either a current Site Safe Passport or higher Site Safe qualification. Please supply a list of all your staff working on this site along with their passport/gold card numbers at the time of the induction. All staff with this will be expected to show their passport/gold card at the time of the induction. Where appropriate Accent On Construction will require you to provide evidence of your employee's skills training. For example; working at height, forklift competency etc.