

INTRODUCTION:

The term 'Subcontractor' refers to Subcontractor, Direct Contractor, and Relevant Persons alike. The term 'Worker' refers to Worker, Employee and Self Employed Persons alike.

Evans Built Pty Ltd believes that a safe job is essential for efficient construction.

The Evans Built Pty Ltd Health & Safety Policy is to do all that is reasonable to prevent injury to persons and damage to property and to protect workers, the Company and clients from the results of accidents. All subcontractors and others employed on Evans Built Pty Ltd projects are required to have a proactive attitude towards safety.

If in doubt about any aspect of Safety on an Evans Built Pty Ltd site, consult the Site Manager/Foreman or Safety Officer. Failure to comply with these site safety conditions will adversely affect your continuation of work with Evans Built Pty Ltd.

1. GOVERNMENT REGULATIONS

Subcontractors (employers) and their employees are required to be familiar with the current Work Health and Safety Act and Regulations hereinafter called the 'Act' or 'Regulations' and to have completed an accredited general Safety Induction Course as required by the 'Regulations'. Nothing contained in these Site Safety Requirements shall be deemed to override any condition of the 'Act'.

Subcontractors are required to supply Evans Built Pty Ltd with a correctly completed and signed **Work Method Statement** prior to starting work on site.

2. SUBCONTRACTOR'S WORKERS

All Workers are required to have completed a site-specific safety induction for this project and have their names recorded at the site office.

All Workers are required to have completed a General Workplace Health and Safety Induction. This induction proof must be shown to site staff prior to the commencement of work.

All Workers, or any other person, are to comply with any Instruction or Direction given by Evans Built Site Management.

3. WORK PRACTICES

All workers are to ensure they have read and understand their employer's Work Method Statement, and ensure they carry out all works strictly in compliance with the Work Method Statement. All workers are to be trained and competent in the activity they are completing, unless they are being trained under direct supervision. Ensure the activity is conducted in a safe environment and sufficient lighting is maintained for the specific task.

If the worker is of the opinion they have insufficient training to complete a task, discontinue the task and advise Evans Built Site Management.

4. REGISTER OF INJURIES AND ACCIDENT REPORT

The 'Act' requires all injuries to be treated and recorded. All injuries must be reported to Evans Built Pty Ltd Site Manager/Foreman and the First Aid Register or an Accident Report Form completed.

5. HOUSEKEEPING

All subcontractors are required to deposit all generated rubbish into the appropriate area/s designated by Evans Built on a daily basis.

Keep work areas tidy and free of hazards. Store tools and loose equipment safely at the end of the day. All food scraps must be put in bins. Toilets **MUST** be used.

No material or obstruction of any kind is to be stored or placed in Access Areas.

Should work areas be left untidy, or in a dangerous or unhealthy state, it may be cleaned up by Evans Built Pty Ltd and charged to you.

6. PERSONAL PROTECTIVE EQUIPMENT (PPE)

The minimum Personal Protective Equipment every worker is required to have on Evans Built Construction Sites is as follows:

- Safety Footwear (AS 2210)
- Safety Helmet (AS 1800, AS 1801)
- Hi Visibility Clothing (AS/NZS 4602)
- Safety Glasses (AS 1336, AS 1337, AS 1338)
- Protective Gloves (AS/NZS 2161)

The wearing of safety helmet head protection, safety footwear and hi-vis clothing at all times is a compulsory requirement on all Evans Built Construction Sites.

The equipment is to be worn both internally and externally throughout the works, until completion and the site ceases to become a 'Construction Workplace'.

The wearing of safety glasses is required when the worker is exposed to injury of the eye. This particularly refers to fragments or dust from activities involving grinding, welding, drilling, sanding, excavating or digging, or the suchlike.

The wearing of protective gloves is required when the worker is exposed to injury of the hand. This particularly refers to activities involving the manual handling, cutting or working with metal objects, sheets of metal or pieces of steel.

Any additional requirement of Personal Protective Equipment ie: hearing protection for excessive noise, safety goggles, respiratory masks etc shall be worn strictly in compliance with the employer's Work Method Statement, and any direction received by Evans Built Pty Ltd.

The wearing of sleeved shirts is a compulsory requirement at all times. Shirts must cover upper arms between the shoulder and elbow, and must not be cut at the shoulders. Sleeveless shirts and singlets are not permitted on site. Sun protection is to be used at all times. Evans Built strongly recommends all personnel to wear long sleeved shirts.

Failure to comply with the requirement of this clause 'Personal Protective Equipment' will result in one formal warning being issued with further non-compliance resulting in immediate suspension for 24 hours. Upon the worker's return, further non-compliance will result in expulsion from all Evans Built construction sites.

7. WORK AREAS

Should protection around a work area be necessary, it shall be in the form of temporary barriers/handrails, which will conform to the WHS Regulations. A slack rope is not an acceptable means of isolating a work area. Appropriate warning notices must be erected, particularly to work above or below ground level. When working above floor level, ensure that tools and materials are properly secured to prevent their falling, or exclusion zones are put in place.

All floor openings, or excavations, must be securely fenced or covered with the required decking or mesh.

- All protruding nails shall be removed/bent over.
- All Steel reinforcement to be either capped or bent to prevent injury.

8. PLANT AND EQUIPMENT

All Plant and Equipment brought onto site shall be fit for purpose and comply with the relevant Australian Standard and Legislative requirement. Evidence of regular Inspection and Maintenance shall be required.

All Mobile Plant activities are to be identified by exclusion zones or have spotters in attendance.

All workers are to be aware of vehicular movement on site.

Locks are to be used to isolate hazardous plant and equipment where possible. Where the use of locks is not practicable, danger tags must be used. Remove damaged items from site.

The use of 9 inch (230mm) Angle Grinders is strictly forbidden on site.

9. SCAFFOLDING & LADDERS

Scaffolding:

All scaffolding must comply with the 'Regulations'. Only scaffold areas which have been issued with a formal 'Handover Certificate' are to be accessed. Access is forbidden to all scaffold areas identified as 'Incomplete' or 'No Access'. Under no circumstances is scaffolding supplied by Evans Built to be altered in any way whatsoever without the strict authority of Evans Built.

Ladders:

Ladders are to be used as a form of access only, must conform with Australian Standards, be marked as "Industrial" and note a minimum loading of 120kg. While in use ladders must be securely tied at the top and must protrude at least 1m past the landing platform. Maximum length of a single ladder is 6.1m and for an extension ladder 7.5m.

Ladders can only be used as a working platform if authorised by Evans Built Site Management AND a documented Risk Assessment is in place with an associated SWMS. It will only be considered for light work and if 3 points of contact can be maintained.

The use of any step ladder to the height of 1300mm, including 900mm (3 feet) and 1200mm (4 feet) step ladders is strictly forbidden on site.

10. EXPLOSIVES

No explosives are permitted on site without the strict permission of Evans Built Pty Ltd.

11. COMPRESSED AIR

Do not use compressed air for any purpose other than that for which it is provided. Compressed air must NOT be directed towards a person. It is dangerous and can enter the body through the skin and cause injury or death. Air hoses must comply with manufacturer's instructions.

12. PRACTICAL JOKES

Practical jokes and skylarking can be dangerous and are prohibited on site.

Any foul language will not be tolerated. Non-compliance may result in instant dismissal.

13. HOT WORKS

All Hot Work including welding and cutting with arcs or naked flame is to be approved by Evans Built prior to commencement. Appropriate exclusion zones, screens and identification signage shall be in place.

Ensure oxygen or acetylene cylinders are stored in a safe place in a secure upright position away from heat.

A fire extinguisher shall be attached to each Oxy-acetylene set.

Protective equipment such as masks, goggles, spats and gauntlets shall be used. Faulty equipment and hoses must not be used. Flash arrestors must be in place.

Walkways - Welding cables and Oxy-acetylene hoses must not be trailed across walkways and working areas. If leads and hoses must cross walkways they should be securely suspended above head height.

14. ELECTRICAL EQUIPMENT

All Electrical Equipment including power tools and extension leads shall be tested and tagged a minimum of 3 monthly intervals.

All electrical leads are to be wrapped around the tie bar at the switchboard and are not to be doubled up. All electrical leads are to be placed to ensure they are protected from mechanical and liquid damage.

All damaged equipment is to be removed immediately from site.

15. SAFETY SPEEDS

Drivers within site limits shall observe safe speeds – no faster than walking pace. No parking is allowed on site except in designated parking areas. The company will not be responsible for any damage to vehicles taken onto the site.

16. ALCOHOL/DRUGS

The consumption or possession of alcohol or non-prescriptive drugs is not permitted on site at any time, or during working hours, or between shifts. Any prescriptive medication that prohibits the driving of any vehicle shall be reported to site management.

Evans Built has the Authority to have any person in breach of this rule, or suspected of being influenced by alcohol or drugs, removed from site immediately without notice.

17. HAZARDOUS SUBSTANCES

Material Safety Data Sheets and Risk Assessments are to be supplied to the Site Manager/Foreman for all hazardous substances the subcontractor has on site.

18. RADIOS

Radios, including all music emitting devices such as I-Pods, Mobile Phones and the suchlike, are not permitted on site except commercial two-way transmitters approved by Evans Built Management.

19. PETS

Dogs and other pets are not allowed on site.

20. GLASS

Glass bottles and containers are not allowed on site outside the confines of designated lunch areas.

21. SMOKING

All Evans Built Construction Sites are NON SMOKING.

Smoking is NOT PERMITTED within the site boundaries under any circumstance.

22. ROOF ACCESS

A 'Roof Access Permit' system is in place. Any person wishing to access the roof of any building must first obtain an authorized permit from the site office. This is to ensure correct safety measures are in place. The permit requirement excludes the Roofing Subcontractor during the construction of the roof.

23. RISK OF FALL

Workers shall ensure that adequate fall protection measures are in place when working at heights.

Full control measures shall be in place for heights exceeding two metres (2m) and risk assessments in place for heights below two metres (2m) in accordance with the WHS Regulations.

24. SAFETY AWARENESS

All persons are to be fully aware of their surroundings at all times to achieve a safer environment.

Any aspect of the Construction Site which is identified or suspected to be unsafe is to be notified to Evans Built Site Management for appropriate action.

25. PRINCIPAL SITE SPECIFIC RULES (Mandatory on DET Projects)

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