

This document is intended for illustrative information only and does not replace the obligations set in Contract Documents.



- No operational works on declared fire danger days.
- Only works immediately required to ensure safety of traffic through site.
- Prepare and secure site to minimize risk of harm when warned of a potential severe weather event.
- Inspect site for new risks/hazards post a severe weather event.

- There is a Chain of Responsibility Management Plan to ensure compliance with obligations under Heavy Vehicle National Law (HVNL).

- Workers have access to an Employee Assistance Program (EAP) to support their mental health and wellbeing.
- Mental health awareness and suicide prevention skills developed (through organisations such as Mates in Construction).
- Work environment free from harassment, vilification, sexism, bullying and unlawful discrimination.
- Fatigue Management Policy implemented.
- No Smoking onsite except in designated smoking areas (positioned to not expose non-smokers to smoke and vapors).
- Workers involved in change management activities that affect them.

- Zero tolerance to drugs and alcohol policy enforced.
- Random or staged testing in accordance with contract, minimum monthly.

- Health & safety risks associated with plant are managed.
- Inspect the suitability and compliance of all mobile and ancillary plant before being used on site.
- Annual re-inspection of mobile and ancillary plant.
- Visual Contractor approval indicators on mobile and ancillary plant.

- Hazardous chemicals correctly labelled and stored in accordance with manufacturer's instructions and safety data sheets.
- Storage areas with appropriate warning signage and equipped with relevant safety and emergency equipment.
- Sufficient distance and separation of different classes of dangerous goods.
- Shipping containers adequately ventilated and banded for storage of fuels and flammable substances.
- Appropriate warning signage when using laser emitting devices.

- Traffic Controllers are protected from live traffic as far as reasonably practicable and as appropriate to the work location.
- Physical protection between the work site and live traffic is installed where reasonably practical. If physical protection cannot be not provided, a documented risk assessment must demonstrate how worker safety will be ensured.
- Only accredited work zone traffic management personnel to set up traffic control devices.
- Traffic guidance devices are relevant and in good clean condition.
- Minimum of two inspections per shift of traffic management control set up.

- Site layout supports good housekeeping i.e. storage/laydown areas, walkways and signage.
- Storage areas and containers are always in an organised state.
- Welfare facilities are accessible, in good working order and clean.

- Protection of people is prioritised when planning work activities and adequately resourced.
- Clear lines of authority and responsibility are established for the for management, planning, supervision, and execution of works.
- Workers have the necessary experience, knowledge to undertake their responsibilities.
- Safety standards and work requirements are agreed prior to the execution of works.

- Leaders and Managers understand relevant WHS obligations relating to construction work activities.
- Allocation of resources to ensure the safe execution of work.
- Active control and coordination of work.
- Supervision performance is evaluated for effectiveness.
- Worker feedback is obtained regarding work delivery systems.
- Resources are allocated to resolve safety issues and concerns.

- Location
  - SSR permanently onsite whilst works are being performed.
  - Where multiple worksites established under the same contract the SSR undertakes routine and regular attendance at all sites and there is a nominated Safety Officer onsite whilst works are performed.
- Sufficient safety resources
  - 1-50 workers – minimum 1 x SSR (plus safety officers where multiple worksites established under same contract)
  - 50-250 workers – minimum 1 x SSR plus dedicated Safety Officers
  - Over 250 workers – minimum 2 x SSR plus dedicated Safety Officers.
- Sufficiently qualified and experienced Safety Personnel
  - SSR – minimum Certificate IV Work Health and Safety (or equivalent).
  - Safety Officers – minimum 3 years construction experience with safety management duties and must be familiar with the Contractor's Safety Management Plan, safe working methods, WHS roles & responsibilities, hazard identification & mitigation, risk management, and incident reporting.
- SSR & Safety Officers require the skills, knowledge, and experience to:

- Facilitate induction and training program for all persons involved in construction activities.
- Proactively lead and demonstrate safety focus to influence behaviours.
- Initiate, manage and co-coordinate safety initiatives.
- Identify, manage, and facilitate hazard and risk mitigation observations and strategies.
- Safety responsibilities takes precedence over other activities of SSR/Safety Officer.
- Participation in daily safety inspections and evidence and verification of compliance, implementation, and effectiveness of safety control measures.
- SSR/Safety Officers Authority
  - Enforce and implement Contract requirements, Safety Management Plan, and SWMS measures.
    - Stop work when works not compliant with SMP & SWMS or Contract requirements to protect safety of any person or property.

- Contractor's Monthly Safety Performance reporting  
<https://dit.sa.gov.au/contractor-monthly-safety-performance-reporting>
- Status of WHS incident investigations, WHS Regulatory Notices, and corrective actions.
- Learnings from WHS inspections, audits, assessments.
- Learnings and outcomes from incident investigations.
- WHS audit schedule progress.
- WHS risk register changes.

- Immediately Inform Regulator then Principal (Notifiable).
- Within 24 hours of incident, complete and submit Contractor Safety Incident and Investigation Reporting Form to Principal.
- Within 3 working days of an incident complete and submit Contractor Preliminary (or final) Investigation Report to Principal.
- Within 14 working days of incident complete and submit Contractor Final Investigation Report to Principal if not provided earlier.

Contractor Safety Incident and Investigation Reporting Form  
<https://dit.sa.gov.au/contractor-safety-incident-and-investigation-report>

- Sufficient AEDs available to deliver shock within 5 minutes of person suffering a cardiac arrest.
- Workers are aware of AED locations.
- Emergency procedures encompass use of an AED and workers are trained in the procedure.

- Comply with or exceed minimum safety expectations.
- Communicate minimum safety expectations to all workers and sub-contractors.

