

Subcontractor Engagement Pack



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Author:	PS STRUCTURES	Revision	11
Version	19/09/2022	Note:	Uncontrolled when printed.
Approved by:	MANAGING DIRECTOR		

SAI012-SEP – SUBCONTRACTOR ENGAGEMENT PACK

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This Subcontractor Engagement Pack aims to provide contractors with an overview of some of the safety requirements **prior** to completing works on PS Structures projects. This includes key health and safety requirements that you are expected to comply with to assist in delivering a zero-harm workplace.

All subcontractors have a responsibility for environmental protection and their own health and safety whilst onsite.

Prior to working onsite, you must:

- **Register your company** on our Rapid Contractor Management Website.
- All workers **must** complete a PS Structures **Rapid Online Induction and Cultural Awareness Training**.
- Access project documentation (drawings **and** specifications etc), and Project Safety **and** Environmental Management Plans, ~~which will be accessible~~ via our **online document vault**. Please contact Head Office **if** you cannot access the vault.
- **Submit your JSA/SWMS and SDS (with SDS Risk Assessment)** to **your** PS Structures Project Manager or IMS (HSEQ) Department.
- Relevant **Permits** need to be completed.
- Registers of all electrical equipment, lifting equipment/harnesses and ladders need to accompany you to site.

Note: We recommend using fall RESTRAINTS on our sites **and** ONLY platform ladders must be used.

- Submit your Safety Management Plan to HSEQ@psstructures.com.au. A template is available, should you not have one.

When arriving onsite:

- Report to the Site Manager.
- Download the Rapid Access app and complete a Site-Specific Induction, identifying all **current** site ~~current~~ hazards.
- After completing the Rapid Access Induction, the worker will print a wearable Induction label for a visual cue onsite. This enables PS Structures to verify ~~if that~~ the workers ~~have has~~ correctly signed in.
- Be aware of the Muster points and Emergency Plan for the relevant site.
- You and your workers (subcontractors included) must abide ~~to~~ **by** PS Structures Contract Terms and Conditions, Management Plans and Site Rules.
- Complete the Coronavirus (COVID-19) Declaration.
- Always follow Site Manager and HSE Officers instructions.
- Copies of licenses/qualifications need to be handed to the Site Manager.
- Plant must be inducted prior to use.

Responsibilities:

Please note your responsibilities under the Management Plans

- Subcontractor supervisors/team leaders must have daily prestart meetings with their workers
- Take 5 Risk Assessment and Hazard identification must be completed by subcontractor Supervisors/Team Leaders/workers prior to working, thus identifying any uncontrolled hazards and reporting them to the site Manager or IMS (WHSEQ) Department.

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- Subcontractors shall hold each of their workers, their ~~tier~~ subcontractors, and suppliers responsible for compliance with ~~this the~~ safety management plan's safety requirements.
- Subcontractors shall include these safety requirements in contracts with all their ~~tier~~ subcontractors and suppliers. Entry onto project, property, or the job site constitutes acknowledgement by the subcontractor, their ~~tier~~ subcontractors, ~~and~~ their workers of their obligation to adhere to these safety requirements. Each subcontractor shall establish and maintain an effective safety and health program that addresses the requirements herein. The subcontractor shall be solely responsible for implementing the safety program and shall have sole responsibility for monitoring the work of its workers, their ~~tier~~ subcontractors, and suppliers to ensure compliance. The subcontractor is responsible for ~~procuring obtaining~~ the current version of ~~the~~ PS Structures Safety Management Plan, its requirements, and procedures within ~~the~~ PS Structures Document Vault.

1. Register your Company on ~~the~~ Rapid Contractor Management ~~online System Website~~.

PS Structures has reviewed its Contractor Management system. As a result, we have implemented a number of key improvements which includes the lodgement of insurances and other safety documentation online before attending a PS Structures site.

This approach will simplify and streamline the induction process for all concerned and ensure a safe environment for all workers. You will be issued a Contractor Information ~~Guide~~ which will provide you with step-by-step instructions on how to register.

The Rapid Access ~~App~~ must be downloaded by all workers onsite. Rapid Access is an electronic worker sign-in system to ensure only ~~inducted workers from~~ compliant ~~workers subcontractors~~ can ~~sign into access~~ our sites.

This system allows us:

- To keep track of hours spent onsite in real-time
- Ensure only fully compliant and inducted workers ~~get access on~~ site
- In emergencies – ~~send~~ an automated evacuation message ~~can be sent~~ from the ~~visitor~~ ~~App~~ to everyone who is currently signed ~~on into site~~. Get people to text back as ~~being~~ "safe" once they have reached the muster point. Mark ~~this off~~ on the ~~App~~ to account for everyone.

Registration can only occur by accessing the unique link ~~sent~~ in the registration email ~~sent to complete the process~~. If the registration email is not received, please contact ~~PS Structures IMS Department~~ on (08) 9240 6744.

2. Rapid Online Induction

(MUST BE COMPLETED PRIOR TO COMMENCING WORK)

It is the responsibility of the ~~sub~~contractor company to ensure that all their employees and/or subcontractors that will be working at a PS Structures site have completed an online induction prior to commencing work.

After you have successfully registered your company on the Rapid Contractor Management ~~online website System~~, you will receive an email with instructions on how to issue ~~passwords to~~ your workers ~~with passwords~~.

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The unique password and link will allow them to complete the Rapid Induction and Indigenous Awareness Training. **It is a requirement to present a valid induction certificate when attending a PS Structures Site.**

3. PS Structures Document Vault

You will receive an email **providing with** login details to access all the documents related to the project you are ~~to~~ **working on** i.e., drawings, Safety Management Plan etc. You can view and download all the documentation **related to this engagement pack from there**. The moment a new revision is uploaded you will be able to see it and a transmittal will be emailed to you as a notification of **these** revisions. For any questions on the Document Vault please **contact the Document Controller working on your project on (08) 9240-6744**.

4. JSA's/SWMS and MSDS's

All High Risk JSA's/SWMS & MSDS's must be submitted to your Project Manager or IMS (HSEQ) Department and must comply with our JSA/SWMS Checklist (**CHK005-JSR**) ~~(see attachments)~~. Subcontractor Employees must sign JSA/SWMS as evidence of **the** employees understanding of JSA/SWMS during Site Induction. Your workers must be trained in the contents of your SWMS/JSA.

SDS's are required for all materials/chemicals brought on **to** site. SDS's must not be older than 5 years. Risk Assessment to be completed for all hazardous chemicals brought to site. (**RA002-HRA**) ~~(see attachments)~~

5. Take 5's

Take 5's are a risk and hazard identification system that ensures hazards are identified before works starts **or is** reassessed if identified after work has begun. Take 5 enforces the idea of "Am I safe to work" and requires all boxes to be ticked to ensure a safe operation, a method of escalation is included whereby the site Manager is requested to address a hazard if **a** hazard is not fixable by the contractor.

6. High Risk Work Procedures

High Risk Work Procedures need to be followed and adhered to:

- Working at Heights Safe Work Procedure (**PRO-HIGH001-WAH**)
- Tilt Up Concrete and Precast Construction Procedure (**PRO-HIGHR002-TLT**)
- Electrical Isolation Safe Work Procedure (**PRO-HIGHR003-EIP**)
- Confined Space Safe Work Procedure (**PRO-HIGHR004-CSP**)
- Demolition Safe Work Procedure (**PRO-HIGHR005-DEM**)
- Excavation Safe Work Procedure (**PRO-HIGHR006-EXC**)
- Formwork and Falsework Safe Work Procedure (**PRO-HIGHR007-FAF**)
- Mobile Plant Safe Work Procedure (**PRO-HIGHR008-MPP**)
- Scaffolding Safe Work Procedure (**PRO-HIGHR009-SCF**)

7. Permits

The following permits need to be completed before works can commence:

- Hot Works Permit (**PMT-001-HWP**)
- Excavation Permit (**PMT-002-EXC**)

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- Overhead Power Lines Permit (PMT-003-OPL)
- Cranes Permit (PMT-004-CRA)
- Confined Space Permit (PMT-005-CSP)
- Concrete, Masonry Cutting, Core Drilling Permit (PMT-006-CMCD)
- Electrical Isolation Permit (PMT-007-ELC)
- Roof Access Permit (PMT-008-RAP)
- Working at Height Permit (PMT-009-WAH)
- Tilt Up Entry Permit (PMT-010-TLT)
- Demolition Permit (PMT-011-DEM)
- Asbestos Permit (PMT-012-ASB)

8. Minimum Qualifications

Please note our **Minimum Qualifications (SAI009-MTC)** required to work on our sites, ~~see attached~~.

9. Plant

Plant onsite MUST be accompanied with:

- Current logbook recording daily safety pre-start checks
- Proof of registration
- Valid License
- Maintenance Reports - Proof of ongoing maintenance, i.e., maintenance records. The records should note the most recent inspection and who conducted that inspection. It may also describe any repair work carried out on the plant. Most importantly, there should be no outstanding items noted for repairs.
- Plant SPECIFIC Risk Assessment (CHK002-PPM) - A checklist should identify general hazards and associated risks relating to the use of the plant & and equipment e.g., entanglement, crushing, striking, electrical or other. The checklist should then detail control measures to eliminate or minimise risk.

10. Available Documentation:

The abovementioned documents are available on the PS Structures Document Vault under 002 – Subcontractor/2.2. Subcontractors Engagement Pack and Documentation.

- ~~Permits~~
- ~~High Risk Procedures~~
- ~~JSA Checklist~~
- ~~Plant Pre-Mobilisation Check~~
- ~~Minimum Qualifications~~

If you need more information, please don't hesitate to contact the PS Structures IMS Department on (08) 9240 6744.

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