

SCHEDULE 7 – WORKPLACE HEALTH & SAFETY REQUIREMENTS FOR WORK AT A WILEY SITE

Compliance Requirements

- 1 The subcontractor must comply with all the applicable provisions of the relevant State or Territory Work Health & Safety Acts and its subordinate legislation, e.g. Codes of Practice Regulations that apply to its activities on site and any Guidelines or Undertaking which is in force.
 - 1.1 The subcontractor must also comply with all of the provisions of the Wiley Safety Quality and Environment (SQE) Management System and the Wiley’s Construction Safety and Environment Plan (CMP Plan) for the site.
 - 1.2 Access to Wiley’s SQE Management System is available electronically at the Wiley Site Office and upon request to the Site Manager an electronic copy of Wiley’s CMP Plan for the site will be provided to the subcontractor prior to the subcontractor commencing work on site.
 - 1.3 This relevant legislation is as follows:
 - Queensland – Work Health and Safety Act 2011 (as amended)
 - New South Wales - Work Health and Safety Act 2011 (as amended)
 - Victoria - Occupational Health & Safety Act 2004 (as amended)
 - South Australia – Work Health and Safety Act 2012 (SA)
 - Western Australia - Occupational Health & Safety Act 1984 (as amended)
 - Tasmania - Workplace Health and Safety Act 2012 (TAS)
 - Australian Capital Territory - Work Health and Safety Act 2011 (as amended)
 - Northern Territory - Work Health and Safety (National Uniform Legislation) Act 2011 (as amended)

General

- 2 All persons entering site will be required to comply with the Wiley Safety Policy and Safety Rules contained in the ‘Site Induction Handbook’. This document is available to all attendees at site specific inductions or by completing the online Wiley general induction.
 - 2.1 All work activities are to comply with applicable safe work procedures approved by Wiley
 - 2.2 Subcontractors must ensure adequate information, instruction, training and supervision of employees to enable them to perform their work without risk to the health and safety of themselves and others
 - 2.3 Prior to commencing work on site, each employee is to be inducted by their employer into the employer’s safe work procedures. This induction must be documented and a copy provided to Wiley
 - 2.4 Subcontractors will be held responsible for payment of any additional costs incurred which result from their unsafe work practices or use of unsafe plant and equipment

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- 2.5 Subcontractors will be responsible for the actions of their subcontractors or suppliers when on Wiley sites
- 2.6 The subcontractor is to advise details of any employee or contractor they have working on the site that is undergoing work injury rehabilitation or is for any reason on restricted duties or requires any special medical treatment when on the site.

Safety Equipment

- 3 Subcontractor’s workers must be aware of specific construction operations where safety equipment or personal protective clothing must be worn.
 - 3.1 Subcontractors must provide all necessary PPE (e.g. safety helmets, goggles, ear protection) and ensure that their staff use PPE in accordance with the Wiley safety rules including the UV protection policy which requires all workers to wear a shirt.

Systems

- 4 All work must be carried out in accordance with the applicable state legislation
 - 4.1 Subcontractors are not permitted to alter, erect or use any scaffolding or shoring, or interfere with any plant, tool or equipment unless authorised by Wiley
 - 4.2 Any scaffolding, or shoring used by subcontractors must be inspected to ensure that it is erected and maintained in accordance with the legislation
 - 4.3 Subcontractors are required to submit to Wiley a Job Safety Analysis (JSA) or Work Method Statement (WMS) for all high risk work activities, nominating the name of the supervisor who will be in charge of the work, the details of other workers involved and how the work will be safely carried out
 - 4.4 Materials brought onto site or Wiley premises which have any health, fire or explosion risks must be used in accordance with all current legislation, and full details must be given to Wiley prior to arrival on site.

Housekeeping

- 5 Subcontractors will be required to maintain workplaces in a clean and tidy condition with debris, waste materials and surplus equipment, removed and cleared as work progresses. Failure to comply may result in back-charging for waste management.

Communication

- 6 Subcontractors must comply with any instruction issued by Wiley relating to WHS and respond with details of remedial or corrective actions
 - 6.1 All accidents, dangerous events and work related injuries and illnesses are to be promptly reported to Wiley. All forms required under the relevant state WHS legislation are to be completed
 - 6.2 A copy of each and any notification to regulatory authorities is to be provided to Wiley. Where appropriate, Wiley is to be consulted prior to submission of such notification
 - 6.3 Subcontractors must provide details of any employee who is involved in a rehabilitation programme following a work related injury
 - 6.4 Wherever practicable, the preferred medical centre is to be utilised when off-site medical treatment is necessary

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- 6.5 Subcontractors are required to attend Site Safety Meetings when requested by Wiley
- 6.6 Subcontractors are required to conduct and record regular toolbox safety talks with their own workers. Copies of toolbox talks to be provided to the Wiley representative onsite.

Safety and Risk Control

- 7 Subcontractors must carry out regular inspections of the construction site to ensure that workers under their control are complying with the safety rules.

Facilities

- 8 Unless provided by Wiley, all subcontractors must provide amenities and first aid equipment in accordance with legislation, prior to undertaking work on site
 - 8.1 When subcontractors are permitted to use existing Wiley amenities, details of the numbers of persons involved must be given to Wiley prior to arrival on site.

Notices from Regulatory Authorities

- 9 Subcontractors must immediately inform Wiley in the event of any Notice being issued by a regulatory authority and must comply with any and all directions detailed on the notice. This includes Improvement Notices, Prohibition Notices and the like.

Hot work

- 10 Where the subcontractor performs any hot work in carrying out the subcontract works, the subcontractor must comply with the following conditions:
 - 10.1 All welding and flame cutting must comply with the Australian Standard AS1674.SAA Cutting and Welding Safety Code and its amendments.
 - 10.2 Provide adequate fire-fighting equipment, extinguishing agents of sufficient capacity and a sufficient number of workmen available and fully trained in the use of such equipment.
 - 10.3 All flammable material, flammable liquids and gases must be located at a safe distance from the area where hot work is being performed. Where flammable materials, flammable liquids and gases cannot be moved to a safe area, that material must be protected by overlapping sheets of non-combustible protective material.
 - 10.4 All glass must be located at a safe distance from the area where hot work is being performed. Where glass cannot be moved to a safe area, the glass must be protected by overlapping sheets of non-combustible protective material.
 - 10.5 There must be a thorough examination in the vicinity of hot work approximately one hour after the termination of each day’s operation.
 - 10.6 Comply with the requirements of Wiley’s hot work permit system, and in accordance with AS1674.1: Safety in Welding and Allied Processes – Fire Precautions.
 - 10.7 In this clause, the definition of hot work includes, welding, cutting, grinding or any process requiring the application of heat.

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Q Fever and Other Diseases

(This applies to Meat Processing or Livestock Environment Projects only)

- 11 These provisions relate to the prevention of contracting diseases or viruses when working in livestock or meat processing environments. Vaccination is required against Q Fever for all on-site personnel.

Personal Hygiene

- 11.1 When working on projects that are in and around any livestock, meat processing or butchering environment, strict personal hygiene standards apply. Workers should always wash their hands and arms with hygienic soap and water prior to eating or drinking and leaving the site. Poor hygiene could result in the contraction of health conditions such as brucellosis, leptospirosis, salmonellosis and Q Fever. Fact sheets are available from Wiley on request.

Q Fever

- 11.2 In areas designated as ‘at risk’ to the disease known as Q Fever, all personnel deemed to be at risk of exposure and who claim to have immunity to the disease are to sign a declaration stating their immunity and if possible provide records of previous Q Fever testing and/or vaccination.
- 11.3 Except as noted below, persons unable to declare and/or provide evidence of their immunity must undergo a screening test to check for exposure to Q Fever, and if necessary, be vaccinated against the disease.
- 11.4 Screening and vaccination may be available from your local GP.
- 11.5 Personnel working on an ‘at risk’ site without immunity against Q Fever (i.e. deemed not necessary due to short-term nature of work on at risk site) and for fourteen (14) days after vaccination against Q Fever (provided that the client’s workplace health and safety procedures permit) must wear appropriate PPE, being a Class P2 Respirator (provided the person has no facial hair), clothing that has long sleeves and long pants and gloves.
- 11.6 In situations where it is not possible to wear a Class P2 respirator, those persons without immunity against Q Fever will not be permitted to enter the site.

Reporting incidents or injuries

- 12 Subcontractors and their workers are to report all incidents or injuries or non-compliance issues to the Wiley’s Site Manager or Site Safety Advisor or Work Health & Safety Advisor as soon as practicable after the incident occurs on site, regardless of the extent of the injury.

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