

**PART G30 SWMS****WORK HEALTH AND SAFETY - SAFE WORK METHOD STATEMENTS****CONTENTS**

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**1. GENERAL**

- .1 This part specifies the Contractor's obligations in regard to Work Health and Safety (WHS).
- .2 The Contractor must comply with the *Work Health and Safety Act 2012* (SA) ("**WHS Act**") and the *Work Health and Safety Regulations 2012* (SA) ("**WHS Regulations**"). The definitions in the WHS Act and WHS Regulations apply to this Part.
- .3 The Contractor is authorised to have management or control of the workplace.

**2. SAFETY CULTURE ASSESSMENT****Definitions**

- .1 For the purposes of this Clause:
  - (a) "Expectations" means the Principal's Minimum Construction Safety Expectations;
  - (b) "Measures" means the Principal's Outcome Based Safety Culture Measures; and
  - (c) "Tool" means the Principal's Safety Culture Assessment Tool,each provided at [https://www.dpti.sa.gov.au/contractor\\_documents/whs](https://www.dpti.sa.gov.au/contractor_documents/whs).

**Self-Assessment****Introduction**

- .2 The Measures set out what the Principal expects of a high-standard safety culture. The Tool is a form for use by both the Contractor and the Principal to document evidence of the Contractor's compliance with the Measures.

**Self-Assessment**

- .3 The Contractor must provide a completed Tool within 14 days of Contract award, showing a self-assessment of how it will comply with the Measures. If the Tool is not completed to the Principal's satisfaction, the Contractor must act on all feedback from the Principal to bring the Tool up to a satisfactory standard as soon as practicable. The Principal's approval of this version of the Tool constitutes a **HOLD POINT**. Site access will not be granted until the Principal approves this version of the Tool.

**Principal's Assessment**

- .4 The Tool may also be completed by the Principal as a means of assessing the Contractor's safety culture during performance of the Contract. The Principal may conduct on-site safety audits, using the Tool to document evidence of compliance with the Measures. Refer to the contract terms and conditions for full details.

**Minimum Construction Safety Expectations**

- .5 The Expectations specify minimum onsite safety requirements to be met or exceeded by the Contractor. These Expectations apply in addition to the Contractor's obligations under the WHS Act. Refer to the terms and conditions for full details.

**3. SAFE WORK METHOD STATEMENTS**

- .1 The Contractor must:
  - (a) review and assess the work under the Contract to identify high risk construction work;

- (b) for work which is identified as high risk construction work, prepare and comply with Safe Work Method Statements in accordance with Section 299 of the WHS Regulations; and
  - (c) reassess the risks and control measures in the event of any change to the work environment or methods of work.
- .2 If not provided previously, the Contractor must submit a controlled electronic and /or hard copy of the each Safe Work Method Statement at least 7 days prior to the commencement of the work to which the Safe Work Method Statement relates.
  - .3 Provision of each Safe Work Method Statement, or any proposed amendments to a Safe Work Method Statement, shall constitute a **HOLD POINT**.

#### **4. COMPLIANCE WITH PART 4 OF THE ROAD TRAFFIC ACT**

- .1 If this Contract requires the transportation of goods or materials, the Contractor must prepare and comply with Safe Work Method Statements to ensure compliance with “Part 4 - Vehicle Standards, Mass and Loading Requirements and Safety Provisions” of the *Road Traffic Act 1961* (SA).
- .2 At a minimum, the Safe Work Method Statements must address (where applicable) the methods for:
  - (a) accurately and safely weighing or measuring the vehicle or load;
  - (b) safely restraining loads;
  - (c) providing reliable evidence to calculate the weight or measurement of the vehicle or load;
  - (d) ensuring that weather conditions or the positioning of the load and / or vehicle does not breach the Road Traffic Act (SA) 1961;
  - (e) exercising supervision or control of others involved in the loading of vehicles;
  - (f) provide information, instruction, training and supervision to employees; and
  - (g) ensuring compliance with the requirements of the Heavy Vehicle National Law Act 2013 (SA) and Heavy Vehicle (*Fatigue Management*) National Regulation.

#### **5. PERFORMANCE REPORTING**

- .1 At each site meeting or upon request, the Contractor must provide evidence of the Contractor’s safety management performance, including the following information:
  - (a) number of lost time injuries;
  - (b) working days lost due to injury;
  - (c) current status of any injured personnel, damaged property;
  - (d) status of the implementation and outcomes of corrective actions undertaken as a result of WHS inspections and hazard identification; and
  - (e) evidence of WHS management system audits undertaken.
- .2 When requested, the Contractor must provide reports on WHS inspections, audits or assessments undertaken during the course of the Contract.

#### **6. INCIDENT NOTIFICATION**

- .1 In the event of a notifiable incident occurring, the Contractor must:
  - (a) inform the Principal at the same time as informing the regulator; and
  - (b) within 3 days of any such incident, provide a report giving complete details of the incident, including results of investigations into its cause and any recommendations or strategies for prevention in the future.

#### **7. NON-COMPLIANCE**

- .1 The Principal may direct the Contractor to suspend the progress of the work under the Contract for such time as the Principal thinks fit for the protection or safety of any person or property.

**8. HOLD POINTS**

.1 The following is a summary of Hold Points referenced in this Part:

<b>CLAUSE REF.</b>	<b>HOLD POINT</b>	<b>RESPONSE TIME</b>
2.2(b)	Principal's approval of the Safety Culture Assessment Tool provided under Clause 2.2(b). Site access will not be granted until this hold point is released.	7 days
3.3	Submission of SWMS or proposed amendments to the SWMS	14 days