



Volunteer Marine Rescue Brisbane Inc

Providing a Safer Marine Environment for Our Community

95 Allpass Parade, Shorncliffe Qld 4017

PO Box 201, Sandgate Qld 4017

t: 07 3269 8888 f: 07 3269 2245

e: management@vmrsandgate.net.au w: vmrbrisbane.com.au

Subcontractor Safety Checklist

By undertaking work for VMR Brisbane Inc. you have agreed to abide by standards required and recommended by the Workplace Health & Safety (WH&S) Act and Regulations, subordinate Standards and those adopted by Volunteer Marine Rescue Brisbane.

VMR Brisbane is a safety conscious organisation and expect subcontract workers to work safely also. These guidelines are not comprehensive, but give guidelines to some specific requirements while working at this workplace. If in doubt about anything consult the nominated VMR Brisbane representative for clarification.

Workplace Health and Safety Planning

Prior to commencing work at the specified site, ensure you have:

- Submitted a signed copy of this "Sub-Contractor Safety Checklist" along with a "Workplace Health & Safety Plan" for any "Specified Work" (ie A plan is required for construction work above 2.4 metres, asbestos removal, excavation etc.)
- Documented "Risk Control Measures" for all identified hazards associated with any work you will be undertaking.
- Submitted a list of tasks that require the use of a "Hazardous Substance", including a copy of each material safety data sheet
- Discussed any Health & Safety issues/concerns with the nominated VMR Brisbane representative.

Induction/Competency

If undertaking construction work, ensure your workers possess evidence of attendance to a recent "GENERAL" induction training course. Ensure your workers are competent to perform assigned work tasks safely, and possess a current certificate of competency if working in a "prescribed occupation" or other occupation that requires a license (ref WH&S Regulation Part 3).

Accidents/Injuries/Emergencies

Promptly report all accidents, injuries, dangerous incidents and any unsafe conditions to the VMR Brisbane representative. Wherever possible, those who identify a hazard should attempt to reduce any immediate risk to themselves and others. Promptly respond to an order/alert to evacuate the workplace.

Housekeeping

Keep work areas tidy, keep passageways and pathways clear of tools, equipment and extension leads etc. Tidy up when each job/task is complete and remove all waste.

Work Area

The work area should be restricted by effective barriers and warning signs where unacceptable hazards may exist. Any floor openings or excavations must be securely fenced or covered.

Smoking and Other Ignition Sources

Smoking is **NOT** permitted within workplace buildings. Permission for welding, cutting and grinding must be obtained from the VMR Brisbane Representative.

High Risk Activities

Documented safe work procedures are to be formulated and made readily available for all potentially high risk activities including:

- Hot work (eg potential for fire)
- Work in confined spaces (eg potential for asphyxiation/explosion)



Volunteer Marine Rescue Brisbane Inc

Providing a Safer Marine Environment for Our Community

95 Allpass Parade, Shorncliffe Qld 4017
PO Box 201, Sandgate Qld 4017
t: 07 3269 8888 f: 07 3269 2245

e: management@vmrsandgate.net.au w: vmrbrisbane.com.au

- Work on roofs/at heights (eg potential for falls)
- Excavation/trenching work (eg potential for collapse)
- Hazardous substances (eg confined areas)
- Prolonged noise exposure (eg operating machinery)
- Prolonged manual handling tasks (eg moving materials and loads etc)

Personal Protective Equipment PPE

Appropriate PPE, suitable for the hazards encountered, must be provided and worn where necessary. Documented risk assessments should be readily available for all high risk activities. Steel capped footwear, eye and hearing protection must be worn within nominated workplace areas.

Electrical Safety

All portable equipment including extension leads bought onto the workplace must have a current test tag attached. Earth leakage devices (RCD's) must be used when operating portable/hand held equipment. Extension leads must be kept out of pathways and located/protected from potential damage. Ladders must be non-conductive type when working with/near live or potentially live electrical equipment.

Plant and Equipment

All equipment bought onto the workplace must be appropriately guarded, maintained, and registered for use, eg no exposed hazards etc. All maintenance/repair work to VMR Brisbane plant must be undertaken in accordance with relevant Australian Standards where applicable and details of that maintenance and repairs including signatures, entered into or kept in an on-site logbook.

Acknowledgment

The Sub-Contractor has received this "Checklist" and understands fully what is required to enable them to manage & control risks to the health and safety of their workers and others while undertaking works at the specified workplace.

Sub-Contractor Name: **Company:**

Signature of Authorised Person: **Date:**/...../.....

Description of Sub-Contract Work: