

Form ID	Owner	Evidence location	Complete when
03.2	Project Manager	Project file; PIMS for findings	Before service provider starts work
Use: Record WHS expectations, high-risk requirements and provider declaration.			

Robertson's Remedial and Painting Pty Ltd requires your cooperation in assessing hazards associated with your work and assisting with compliance with the WHS Act 2011 and WHS Regulation 2017. Please read, understand, complete and sign this documentation.

Under the WHS Act 2011, Service Providers are deemed workers and hold the same responsibilities as workers at law. While at work, a worker shall:

- Take reasonable care for his or her own health and safety; and
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- Comply, so far as reasonably able, with any reasonable instruction given by the PCBU; and
- Cooperate with any reasonable WHS policy or procedure of the PCBU that has been notified to workers.

Documentation required

Documentation	Yes	No
Read all of the Safety Rules and communicate to all workers	☐	☐
Complete the Service Provider Pre-Qualification Checklist	☐	☐
Provide copies of current insurances (public liability and workers compensation)	☐	☐
Provide copies of SWMS	☐	☐
Provide copies of SDS	☐	☐
Provide copies of any relevant training certificates of workers	☐	☐
Complete Service Provider Declaration	☐	☐

Service Provider obligations

- Comply with the WHS Act 2011, WHS Regulation 2017, relevant Australian Standards, Codes of Practice, Industry Standards and RPD policies and procedures.
- Principal Service Providers are responsible for any Sub Service Providers working on their behalf.
- Complete risk assessments for all activities and ensure hazards are controlled.
- Ensure all workers are familiar with the Service Providers' Safety Conditions prior to first attending site.

General safety rules

Rule	Requirement
Induction and safety training	All workers attend the WHSMS induction and site-specific induction, hold a current WHS Construction Induction (White) Card, complete WHS training relevant to their work, and attend site safety meetings. Visitors are escorted by a trained person.
Fitness for work	Every person entering site must be fit to work safely. No work under the influence of drugs, alcohol or fatigue. Notify the supervisor of any medication that may affect safety.
Personal protective equipment	Workers trained in correct use and storage of PPE and use appropriate PPE for their activities and the site requirements.

Rule	Requirement
Safe access / egress	Maintain practical and safe access/egress to and from the work area; protect workers and public with barricades, fencing and overhead protection.
Emergency exits and equipment	Keep clear access to exit doors, extinguishers, hose reels and hydrants; comply with site emergency procedures.
Housekeeping	Keep the work area clean, tidy and safe; tidy rubbish, tools and equipment during and on completion of work.
Competent worker	Workers suitably qualified, competent and licensed; current tickets/licences; inexperienced workers supervised during High Risk Work until competent.
Tools and equipment	SP-supplied tools/equipment/machinery comply with statutory requirements, Codes of Practice and Standards; pre-start checks completed; maintained to a documented maintenance schedule with records kept.
Hazard management	Rectify hazards within the SP's power immediately; otherwise report to RPD/Site Supervisor. Clean up dropped or spilt material immediately and make the area safe.
Hazardous chemicals	Store in labelled containers in suitable areas; provide an SDS for every chemical; keep an SDS/hazardous substances register on site; risk assess new substances; no waste to drains or ground; dispose lawfully; use spill kits for spills.
Noise	Audiometric testing for workers frequently required to use hearing PPE within 3 months of commencing and at least every 2 years; SPs provide testing where necessary.

High-risk work — a SWMS is required for each type of high-risk construction work and the work must follow it.

High-risk activity	Key requirements
Work at heights	Follow the hierarchy: work on ground/solid construction → fall-protection devices (work platform, perimeter/opening barriers) → safe access/egress → work-positioning (e.g. rope access, trained and licensed) → fall-arrest (catch platforms, inertia reels, harness) with established, tested emergency and rescue procedures. Inspect all fall-protection equipment before use; certified, tested and tagged. Ladders only where other fall protection cannot be used; prefer platform ladders.
Excavation	Plan the method and make workers aware; documented safe access/egress into and from the trench; trenches ≥1.5 m secured from unauthorised access and protected against collapse by shoring, benching or battering (unless a geotechnical engineer advises the trench is safe from collapse).
Working around live services	Obtain current underground services information from Dial Before You Dig (DBYD) or other plans before excavation; provide it to RPD and all workers conducting the excavation; make an informed decision on method; store information safely.
Mobile plant and motor vehicles	Operators appropriately licensed, trained and competent for the specific plant; use only as designed/intended; daily pre-start checks; maintain in good condition per manufacturer schedules with documented records; comply with site speed limits.
Hot works	Complete a Hot Works Permit; applies to welding, grinding, gas-cutting, flame heating or burning that produces sparks or flames.
Asbestos	Communicate any work that may expose workers to asbestos; implement health monitoring before work; review the asbestos register; no worker disturbs asbestos

High-risk activity	Key requirements
	material; only licensed removalists remove it; stop work and notify supervisor/RPD on discovery, who arranges NATA-accredited testing.
Electrical works	Disconnect and remove unsafe equipment; do not use untested equipment; keep test records; no work on energised equipment except where necessary and justified; protect equipment with an RCD regularly tested by a competent person with records; account for damaging operating conditions and movement between locations.

Reporting of incidents and hazards — All incidents and hazards, however minor, must be reported immediately to the Site Supervisor, who reports to the Project Manager and then to Compliance OH&S. First aid is provided and a record made.

Workers compensation and public liability insurance — The SP must comply with statutory obligations to insure their workers and provide proof prior to commencement and on each annual renewal.

***Warning:** Contravention of these conditions may mean denial of access to the premises or interruption to your work schedule until our conditions are met.*

Service Provider Declaration

I, _____ (print name), of _____ (company), have been issued with and have read the safety rules and conditions contained in the Service Providers' Safety Conditions. I agree to observe all conditions set out, will advise persons working under me of the above rules and ensure compliance, and confirm that my workers and I are competent to perform the agreed works in line with relevant legislation and standards.

Declaration	
Signed:	
Position:	
Date:	

RPD use — Service Provider reviewed and ACCEPTED / REJECTED	
Reviewed by (RPD):	
Signature:	
Date:	
Additional comments:	