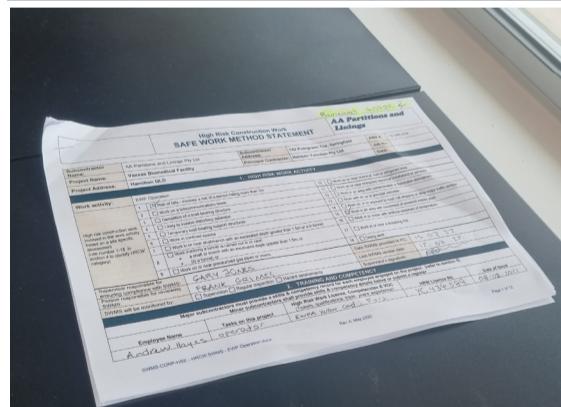


# HY QUICK GUIDES

## Subcontractor HSE Management

Quick Guides highlight relevant information to help manage common activities in accordance with HY's processes.



## WORK DIFFERENTLY

[WWW.HYWORKZONE.COM.AU](http://WWW.HYWORKZONE.COM.AU)

### Calling and Evaluating Tenders

- Subcontractor performance on previous projects is taken into account at tendering
- Relevant Work Health and Safety information is to be provided to subcontractors during the tendering stage
- HY reviews submitted tenders to ensure that they comply with HSE requirements

### WHS Startup

- HY consults with subcontractors about HSE requirements as part of pre-award meetings
- Subcontractors must provide SWMS, SDSs and register, and any requested project-specific documentation prior to starting on site
- Subcontractor WHS compliance reviews are conducted 3 monthly after start on site

### Training and Competency

- Subcontractors must provide skills and competency records, licences, and verifications of competency (VOCs) for their workers
- Workers are to complete an industry induction, and any HY and Client required inductions prior to commencing work

### Plant and Equipment

- Subcontractors are to maintain registers for lifting equipment, electrical equipment, and fall protection equipment and provide to HY upon request
- Mobile and static plant must undergo a [Plant Safety Verification](#) prior to use on site

### Safe Work Method Statements (SWMS) and Permits

- SWMS are to be provided for all High Risk Construction Work (HRCW) and aligned with relevant HYer Standards which include relevant HY [Work Permits](#)
- HY is to review submitted SWMS prior the work commencing
- Subcontractors must induct their workers into the SWMS prior to the worker commencing the work
- High Risk Work Check Ins are conducted to ensure controls for HRW activities are effective, in accordance with HYer Standards, and incorporated into SWMS
- Subcontractors may be required to raise [Work Permits](#) prior to commencing work

### Subcontractor Participation and Performance

- Workers are encouraged to participate in and utilise [HYWorkers Tools](#)
- Workers are to participate in Site HSE Inspections, including areas other than just their own immediate work area, as per the agreed site WHS Consultation Statement
- Workers are to adhere to acceptable behavioural practices per HY Policies and as detailed in the Onboarding Induction and Training procedure.
- HY Project Teams are to assess subcontractor performance on the project upon practical completion