This Safety Management Plan (SMP) checklist must be completed for all **ARTC projects where a Principal Contractor (PC) has been appointed**. The PC must complete and submit the checklist with their project specific Safety Management Plan (SMP) to the ARTC contractor manager.

The ARTC contractor manager must approve the PC SMP and Checklist prior to works commencing. This checklist shall be stored in the ARTC project document control system with the reviewed SMP as a verification record.

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| Contractor: |  | SMP Reference Number: |  |
| Project Name: |  | SMP Revision Number: |  |
| Contractor Representative: |  | Date of submission: |  |
| ARTC Reviewer / Title: |  | Date of ARTC Review: |  |
| References: | ARTC COR-PR-017 – Contractor Management Procedure  Work Health and Safety Regulations 2011 (Cth) | | |

| Item No | Does the Safety Management Plan (SMP) include the following requirements? | Page / Ref | Yes | No | N/A |
| --- | --- | --- | --- | --- | --- |
| General Requirements | | | | | |
| 01 | Details a description of the project scope of works |  |  |  |  |
| 02 | Details the project name / title and site (workplace) address / location, including a map indicating site layout |  |  |  |  |
| 03 | Identifies the Principal Contractor (name / project representative / contact details) |  |  |  |  |
| 04 | Identifies the Client (ARTC - name / project representative / contact details) |  |  |  |  |
| 05 | Details the requirement to ensure that signage is installed showing the PC’s name, telephone, contact numbers (including after-hours telephone number), site office location |  |  |  |  |
| Roles & Responsibilities | | | | | |
| 06 | Identifies the names, and position title of workers that have specific health and safety responsibilities *including where applicable; Contractor’s Project Representative (e.g. Project Manager), Supervisor(s), Engineers, Project Safety Officer, First Aiders, Workers, HSRs)* |  |  |  |  |
| 07 | Details the roles and responsibilities across all levels for the project for WHS |  |  |  |  |
| 08 | Details the arrangements for providing workers with access to the SMP |  |  |  |  |
| 09 | Arrangements for reporting to ARTC the Principal Contractor performance, including, the frequency of reporting and information to be provided |  |  |  |  |
| Consultation / Cooperation / Coordination | | | | | |
| 10 | Details the process used to consult on health and safety matters with workers examples including; pre-work briefs, toolbox talks, safe work interactions |  |  |  |  |
| 11 | Details the arrangement for consultation, cooperation and coordination of activities between the Principal Contractor and other duty holders including; ARTC representatives, Subcontractors, Consultants, Third Parties, Corridor Interface requirements |  |  |  |  |

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| Subcontractor management | | | | | |
| 12 | Details the process for selection and assessment of subcontractors including review of the subcontractor safety management plan and or safe work method statements |  |  |  |  |
| 13 | Details of the arrangements for managing subcontractors including review of relevant safety documentation, monitoring and management of performance |  |  |  |  |
| 14 | Details the consultation and communication arrangements between the Principal Contractor and any subcontractors on the Project |  |  |  |  |
| Safety in Design | | | | | |
| 15 | Details the process used to capture WHS hazards and controls through the design stages of the project |  |  |  |  |
| 16 | References the requirement to include a qualified and experience WHS professional during the Design Risk Assessment process |  |  |  |  |
| 17 | Details the process used to communicate any changes in the Design process following review by an SME |  |  |  |  |
| Risk Management | | | | | |
| 18 | Details the method used to identify, assess, control and review the health and safety risks associated with the project works |  |  |  |  |
| 19 | Details the method for monitoring the effectiveness of risk control measures and communicating changes to workers |  |  |  |  |
| 20 | References the Project Risk Register |  |  |  |  |
| 21 | Identifies any activities identified as ‘high risk construction work’ WHS Regulations 2011 (Cth)  (a) involves a risk of a person falling more than 2 metres  (b) is carried out on a telecommunications tower  (c) involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure  (d) involves or is likely to involve disturbance of asbestos  (e) involves structural alterations or repairs that require temporary support to prevent collapse  (f) is carried out in or near a confined space  (g) is carried out in or near; a shaft or trench with an excavated depth greater than 1.5 metres or a tunnel  (h) involves the use of explosives  (i) is carried out on or near pressurised gas distribution mains or piping  (j) is carried out on or near chemical fuel or refrigerant lines  (k) is carried out on or near energised electrical installations or services  (l) is carried out in an area that may have a contaminated or flammable atmosphere  (m) involves tilt-up or precast concrete  (n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians  (o) is carried out in an area at a workplace in which there is any movement of powered mobile plant  (p) is carried out in an area in which there are artificial extremes of temperature  (q) is carried out in or near water or other liquid that involves a risk of drowning  (r) involves diving work |  |  |  |  |
| 22 | Include the process for developing, implementing, review and maintaining the records of safe work method statements |  |  |  |  |
| 23 | Includes identified Project Site Safety Rules |  |  |  |  |
| 24 | Details of the site security and public protection to prevent unauthorised access onto the site |  |  |  |  |
| 25 | Details of site amenities required including; first aid, toilets, drinking water, eating facility |  |  |  |  |
| 26 | The management of Fitness for Work, Fatigue, Mental Well-being, Drugs and Alcohol *(if not detailed, includes references to any relevant procedures / work instructions / policies / etc or alignment to ARTC procedures)*   * Health & Fitness Procedure (WHS-PR-421) * Drug & Alcohol Procedure (WHS-PR-422) * Fatigue Work Instruction (WHS-WI-423) |  |  |  |  |
| 27 | Details the Personal Protective Equipment requirements for workers |  |  |  |  |
| 28 | References:   * Storage, movement and disposal of supplies * Traffic management * Management of Underground or overhead Utilities |  |  |  |  |
| Rail Safety | | | | | |
| 29 | **Is there work in the rail corridor?** *If not proceed to the next section* |  |  |  |  |
| Reference to the following ARTC procedures: | |  |  |  |  |
| 30 | * Protocols for Entering the Rail Corridor (RLS-PR-003) |  |  |  |  |
| 31 | * Business Rules for Working in ARTC Rail Corridor (PEO-GL-001) |  |  |  |  |
| 32 | * Pre-Work Brief and Worksite Protection Plan Procedure (COR-PR-029) |  |  |  |  |
| 33 | If rail safety management is detailed in a separate management plan, record the name of the document, approval date and any other identifying details\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| 34 | The rail safety worker competencies and requirement to carry relevant Licenses including RIW cards |  |  |  |  |
| Training / Induction / Competency | | | | | |
| 35 | Details induction arrangements for each worker (incl. the Contractor’s employees, subcontractors, visitors, ARTC workers etc) to be made aware of the following prior to work commencement and following any revision:   * The site-specific safety rules * Site Induction * ARTC Contractor induction |  |  |  |  |
| 36 | Includes arrangements for identifying and ensuring relevant WHS training is provided to the workers |  |  |  |  |
| 37 | Includes arrangements for checking and maintaining currency of licenses and training for workers |  |  |  |  |
| 38 | The requirements for High Risk Work licenses |  |  |  |  |

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| Inspection and Monitoring | | | | | |
| 39 | Include reference to the types of inspections to be carried out on the project |  |  |  |  |
| 40 | Include an Inspection and Test plan that provides the frequency of inspections or other monitoring processes. *(Note COR-PR-017 Contractor Management Procedure provides some guidance on the frequency of inspections and monitoring.)* |  |  |  |  |
| 41 | Reference how Plant and equipment shall be inspected and maintained |  |  |  |  |
| 42 | Include the competency of persons conducting inspection, testing and monitoring |  |  |  |  |
| Incident and Emergency Management | | | | | |
| 43 | Details the process for reporting of incidents to ARTC and relevant Regulatory Authorities |  |  |  |  |
| 44 | Defines who is responsible for providing accident/ incident and near miss reports to the ARTC contractor manager and the timeframes and reporting format |  |  |  |  |
| 45 | Contains or makes reference to templates for incident notification, investigation and reporting which have been checked by the ARTC contractor manager for compliance with ARTC requirements  *(Refer ARTC COR-PR-035 Event Investigation)* |  |  |  |  |
| 46 | Details or references an emergency response plan and key contacts (including emergency services) |  |  |  |  |
| 47 | Detail how the Contractor will manage post-incident injuries and Return to Work / Injury Rehabilitation, or reference the Contractor’s procedures that deal with these matters |  |  |  |  |
| Internal Review – including Safety Audits | | | | | |
| 48 | Includes a process for review of the Safety Management Plan and Work Health and Safety Audits |  |  |  |  |
| 49 | Details a schedule of WHS audits, including the requirement for audits to be conducted by qualified and experienced WHS auditors |  |  |  |  |
| Records | | | | | |
| 50 | Details how the SMP and all project specific safety documents are stored including the duration for which documents will be stored |  |  |  |  |

| Non-compliances required to be addressed by the contractor prior to approval.  Note: where this is a follow-up review to address previous non-compliances, the previous review form is to be attached as a record. | |
| --- | --- |
| Item No | Comments / Action. |
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| ARTC Review Outcome | |
|  | **ACCEPTED - The Contractor’s SMP** has been reviewed **and is satisfactory.** |
|  | **NOT ACCEPTED - The Contractor’s SMP has non-compliances to be addressed before it can be accepted.** |

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| **TO BE SIGNED BY THE ARTC CONTRACTOR MANAGER** | | |
| By signing this I confirm that I have endorsed the “ARTC Review Outcome”. | | |
| Name:  Role: | Signature: | Date: |