This checklist must be completed for all **ARTC projects where a Principal Contractor (PC) has been appointed**.

**Note that all mandatory requirements *do not* have a “N/A” option.**

The Principal Contractor (referred to as both “PC” and “the Contractor” in this form) must complete this checklist and submit to the ARTC contractor manager for final completion and review.

The Completed Checklist forms the agenda for the joint Premobilisation Meeting which must take place prior to works commencing on site.

The meeting attendees shall be listed, any outstanding actions recorded with agreed close-out dates and the form jointly signed-off. All critical actions must be completed prior to works commencing on site.

The ARTC contractor manager should record detailed minutes to record key actions and further context to support this agenda.

This checklist/agenda and associated minutes must be stored in the ARTC project document control system with the reviewed SMP.

|  |  |  |  |
| --- | --- | --- | --- |
| Principal Contractor: |  | Project / Contract Reference Number: |  |
| Project / Contract Name: |  |  |  |
| Principal Contractor Representative: |  | Date of submission to ARTC: |  |
| ARTC Reviewer / Title: |  | Date of ARTC Review: |  |
| References: | ARTC COR-PR-017 – Contractor Management Procedure | | |

| Item No |  | Yes | No | N/A |
| --- | --- | --- | --- | --- |
| General Prerequisites | | | | |
| 01 | **EHS-FM-005 – Safety Management Plan Checklist**  Checklist has been completed, checked by the ARTC contractor manager. All critical items listed on the SMP CL have been addressed to the satisfaction of the ARTC contractor manager? |  |  |  |
| 02 | **RLS-FM-011 - Rail Safety Accreditation Arrangements**  Checklist has been completed, checked and approved by the ARTC contractor manager? |  |  |  |
| 03 | **RLS-FM-012 - SMS Selection Tool**  Checklist has been completed, checked and approved by the ARTC contractor manager? |  |  |  |
| 04 | ARTC key project contacts (name, position, phone number) listed in the Contractor’s documentation are current and correct? |  |  |  |
| 05 | Confirm that the Contractor has access to the ARTC SMS and that specific reference has been made to all relevant ARTC WHS Policies and Procedures that relate to the project. |  |  |  |
| 06 | The is Contractor registered in the ARTC Prequalification System (Avetta) and has a “Green” flag? |  |  |  |
| 07 | If the Contractor has any “Amber” flags in Avetta, can the identified issues be resolved prior to mobilisation?  *(ARTC* contractor manager to *discuss with ARTC Procurement and Supply to facilitate resolution of outstanding “Amber” flags)* | **GO** | **NO GO** |  |
| 08 | If the Contractor has any “Red” flags in Avetta, **WORK CANNOT PROCEED**.  *(ARTC* contractor manager *to discuss any matters relating to the “Red” flag with the ARTC Procurement and Supply Team to determine if the Contractor can proceed on the project)* | **GO** | **NO GO** |  |
| Principal Contractor Arrangements | | | | |
| 09 | The Contractor has been formally appointed as the Principal Contractor for the purposes of WHS management at the workplace (site).  *(The Principal Contractor appointment letter template or equivalent should be issued for this purpose if all necessary details have not been included in the Contract. Refer WHS-SP-001 Principal Contactor Specification for guidance).* |  |  |  |
| 10 | The “workplace” (site) has been defined and agreed between the parties to the contract?  *(A site layout plan attached to the appointment letter is ideal. The layout plan should include; important details such as; the workplace footprint including boundaries, lease areas, access roads that describe the entire physical boundary of the workplace under the management control of the Principal Contractor*  *Include the location of site signage, the site office, amenities and emergency access points.)* |  |  |  |
| 11 | Any external / third-party works interfaces have been identified and communicated to the Principal Contractor? |  |  |  |
| Prior Performance and Issues to be Managed | | | | |
| 12 | Review the Contractor’s recent safety performance whilst working with ARTC.  *(discuss this information, any trends, areas requiring improvement).* |  |  |  |
| Known Safety Hazards and Risks | | | | |
|  | Known safety hazards and risks have been handed over to the Principal Contractor including: |  |  |  |
| 13 | Any ARTC risk assessments that relate to the work |  |  |  |
| 14 | Known site hazards from the Enterprise Risk Management System (ERMS) |  |  |  |
| 15 | The ARTC asbestos register *(if there is asbestos in the work area)* |  |  |  |
| 16 | The ARTC Asbestos Management Plan *(if there is asbestos in the work area)* |  |  |  |
| 17 | The ARTC Contamination Register *(check ARTCMap)* |  |  |  |
| 18 | The ARTC Confined Space Register *(if working on or near a confined space)* |  |  |  |
| 19 | The Dial Before You Dig and other known in-ground Services *(signalling, communications, power, etc.)* |  |  |  |
| 20 | Any additional dilapidation survey information *(where the dilapidation survey is prepared by ARTC)* |  |  |  |
| 21 | Safety In Design reports *(where applicable)* |  |  |  |
| 22 | Other known safety hazards & risks *(to be listed below)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| Safety Management | | | | |
| 23 | Confirm that the Principal Contractor’s key safety personnel nominated under the Contract are available and ready to be mobilised at the commencement of works on site.  *(including Project Safety Office (PSO), Site Supervisors, etc.)* |  |  |  |
| 24 | Confirm the Contractor’s schedule for the regular monitoring of works.  *(Include joint Contractor / ARTC Safe Work Interactions on a regular basis)* |  |  |  |
| 26 | The Contractor acknowledges that they must inform ARTC each time a new subcontractor commences on the project.  *(the method of communication to be agreed and documented between the parties)* |  |  |  |
| 27 | The Contractor acknowledges that all workers and subcontractors on the project must carry out all high-risk construction works in compliance with the approved SWMS  *(Reinforce the principle of* ***“do what you say you will do*** |  |  |  |
| 28 | The Contractor acknowledges that it will monitor and report on the safety performance of all workers and subcontractors on the project. |  |  |  |
| Communication, Consultation & Coordination. | | | | |
| 29 | Have communication methods and protocols been established and agreed between the Contractor and ARTC? |  |  |  |
| 30 | If the project involves remote working or workers working alone, has the Contractor established methods for effective communication with workers and ensure that they can access assistance from emergency services? Has the Contractor provided a written remote work risk assessment?  *(e.g. Satellite phones, radio repeaters, etc.)* |  |  |  |
| Identification and Management of High Risk Construction Works (HRCW) and SWMS | | | | |
| 31 | Has the Principal Contractor identified high risk construction works (HRCW) on the project that require site specific SWMS? |  |  |  |
| 32 | For all identified HRCW activities commencing immediately following mobilisation, has the Principal Contractor received and reviewed all SWMS for all direct and subcontractor works on the project? |  |  |  |
| 33 | Has the ARTC contractor manager reviewed all SWMS for works commencing ***immediately*** following mobilisation?  *(Note that all SWMS must be reviewed by ARTC using* **EHS-FM-004 SWMS Checklist** *prior to the works described in the SWMS commencing).* |  |  |  |
| 34 | The Principal Contractor acknowledges that it must submit all ***future*** SWMS to the ARTC contractor manager for review?  *(Note that all SWMS must be reviewed by ARTC using* **EHS-FM-004 SWMS Checklist** *prior to the works described in the SWMS commencing).* |  |  |  |
| 35 | The Contractor notes that any high risk construction works (HRCW) not carried out in accordance with the SWMS, work must be stopped immediately or as soon as it is safe to do so and resumed only in accordance with the SWMS. |  |  |  |
| Working on Track | | | | |
| 36 | **RSL-PR-003 Protocol for Entering the ARTC Rail Corridor**  Have the requirements of the procedure been communicated with the Contractor? |  |  |  |
| 37 | Has the Contractor identified all Rail Safety Workers to be engaged on the project, and that all workers have RIW cards?  *(The ARTC contractor manager should perform a random check for compliance).* |  |  |  |
| Incident Management and Reporting | | | | |
| 38 | The Contractor acknowledges that it must notify the ARTC contractor manager as soon as practically possible following any safety, rail safety or environmental / community incident regardless of the level of severity?  *(discuss the importance of immediate notification of incidents to the ARTC contractor manager)* |  |  |  |
| 39 | The Contractor acknowledges that it will act as the primary coordinator for all incident investigations and corrective actions arising from investigations, communicating the investigation and corrective actions. |  |  |  |
| 40 | The Contractor acknowledges that any Regulator notifications must be completed by ARTC (ONRSR, Comcare, environmental agencies), and that the Contractor will notify ARTC as soon as practically possible following any regulator enquiry relating to the project. |  |  |  |
| 41 | The Contractor understands “non-disturbance” / preservation of any incident site following a “notifiable” or potentially notifiable incident.  *(note the requirement to complete the Event Report (via Horizon360) for notifiable environmental incidents)* |  |  |  |
| 42 | Has the Contractor been provided with the current ARTC emergency contacts?  *(e.g. Network Control / Safety and Environmental Coordinators, etc)* |  |  |  |
| 43 | Has the Contractor established emergency response protocols required upon project mobilisation, and included these protocols in the site induction to all workers? |  |  |  |
| Post Incident Injury Management / Return to Work | | | | |
| 44 | The Contractor has appropriate arrangements in place to monitor the healthy and safe return to work of injured/unwell employees |  |  |  |
| Plant, Equipment and Light Vehicles | | | | |
| 45 | The Contractor notes that track maintenance vehicle owner/operators currently operating or intending to operate track maintenance vehicles on the ARTC Network must formally register each vehicle with ARTC annually through the PlantGUARD RVM Register. |  |  |  |
| 46 | The Contractor shall ensure that all plant and equipment is maintained and serviced in accordance with manufacturers requirements and/or legislative requirements and that plant maintenance records will be maintained and available for ARTC inspection.  *(discuss the requirements for daily pre-start inspections).* |  |  |  |
| 47 | The Contractor to ensure all plant and equipment operators will be appropriately trained and hold required Certificates of Competency / Licence to Perform High Risk Work for designated items of plant. All competency records shall be maintained and available for ARTC inspection. |  |  |  |
| 48 | The Contractor has controls in place to ensure that drivers are fit for journeys, and that drivers are trained and aware of the hazards posed by driving and any site rules with respect to driving and parking practices. |  |  |  |
| 49 | The Contractor will maintain current registers of all rigging equipment used on the site and acknowledges that all such equipment shall be appropriately inspected and tagged prior to use. |  |  |  |
| 50 | Has the Contractor submitted the necessary Traffic Management Plans (TMP) / Vehicle Movement Plan (VMP) or equivalent for approval by the ARTC contractor manager? |  |  |  |
| PPE | | | | |
| 51 | Has the Contractor identified the mandatory minimum PPE requirements for site entry and clearly defined mandatory PPE areas? Are the mandatory PPE requirements included in the site induction? |  |  |  |
| 52 | The Contractor acknowledges that it will ensure that workers are trained in the correct fit, use, storage and maintenance of PPE specific to their work tasks? |  |  |  |
| 53 | The Contractor has / will post signage advising all persons entering the site of the mandatory PPE requirements? |  |  |  |
| Training and Induction | | | | |
| 54 | Contractor acknowledges the duty to ensure that workers have been provided with the appropriate information, instruction, training and supervision for the performance of the work on site, and will maintain a current register of all inductions for review by ARTC? |  |  |  |
| 55 | The Contractor confirms that it has/will address any specific training requirements required for works on the site prior to workers commencing with the activities requiring this training? |  |  |  |
| 56 | The Contractor will ensure that all contract and subcontractor workers engaged to work on the project will have completed online ARTC Contractor Induction prior to working on site? |  |  |  |
| Fitness for Work | | | | |
| 57 | Has the Contractor referenced the ARTC Health and Fitness Procedure WHS-PR-421 in the preparation of the site procedures and have the project requirements been included in the site induction? |  |  |  |
| 58 | Has the project Drug and Alcohol procedure been prepared in accordance with ARTC Procedure WHS-PR-422, and have the site testing and monitoring methods and practices been included in the site induction? |  |  |  |
| 59 | Has the Contractor been informed that ARTC has a zero tolerance to drugs and alcohol and that ARTC reserves the right to perform random testing in accordance with ARTC and Office of the National Rail Safety Regulator (ONRSR) requirements? |  |  |  |
| 60 | Has the Contractor been informed that if workers are found with any level of drug or alcohol in their system they will be removed from the workplace and that Rail Workers Rail Industry Worker Card will be suspended? |  |  |  |
| 61 | Has the Contractor referenced the ARTC Fatigue Work Instruction WHS-WI-423 in the preparation of the site procedures and have the project requirements been included in the site induction? |  |  |  |
| Environment and Community | | | | |
|  | Have all environmental requirements and any related site specific conditions been issued / communicated to the Contractor including: |  |  |  |
| 62 | Task Based Environmental Impact Assessments (TBEIA)? |  |  |  |
| 63 | All relevant ARTC environmental policies, procedures? |  |  |  |
| 64 | Environmental Protection Licences (EPL) conditions? |  |  |  |
| 65 | Additional licences or permits to be obtained by the Contractor? |  |  |  |
| 66 | The identification and protection of Indigenous Heritage sites? |  |  |  |
| 67 | The identification and protection of ecologically sensitive areas? |  |  |  |
| 68 | Other known environmental matters *(to be listed below)*?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 69 | The Contractor is to note that all contractors to ARTC are bound by ARTC’s Code of Conduct and have a responsibility to act in a manner that is courteous to neighbours, businesses and communities near or affected by the project. |  |  |  |
| 70 | The Contractor has included the procedure for the management of community complaints and enquiries in the site induction?  *Note that all complaints and/or enquiries should be directed to Enviroline 1300 550 402 or* [*enviroline@artc.com.au*](mailto:enviroline@artc.com.au)  *Complaints can include issues such as noise, dust, light spill or any other matters affecting the community in relation to the project.* |  |  |  |
| 71 | Has the Site Environmental Management Plan and any related sub-plans been submitted to the ARTC contractor manager, and approved for use? |  |  |  |
| 72 | During the pre-mobilisation meeting, the ARTC contractor manager and the Contractor should discuss how the contractor’s work could affect surrounding work areas, systems, public, adjoining businesses, workers and road / rail traffic, and document any additional matters that need to be considered. |  |  |  |

| Critical Items to be addressed by the contractor prior to mobilisation.  Note: where this is a follow-up review to address previous non-compliances, the previous review form is to be attached as a record. *(add rows as required)* | |
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| Item No | Comments / Action. |
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| Premobilisation Meeting Records | | |
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| Date of Meeting: |  |  |
| Name | Employer | Position |
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| ARTC Premobilisation Review Outcome | |
| --- | --- |
|  | **OK TO PROCEED WITH MOBILISATION –** All **critical** actions have been addressed. |
|  | **NO GO -** The Contractor must address critical items prior to mobilisation. |

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| **MEETING OUTCOME - TO BE SIGNED BY THE CONTRACTOR’S REPRESENTATIVE** | | |
| By signing this I agree with the “ARTC Premobilisation Review Outcome” and agree to action the critical items prior to mobilisation. | | |
| Name:  Role: | Signature: | Date: |
| **MEETING OUTCOME - TO BE SIGNED BY THE ARTC CONTRACTOR MANAGER** | | |
| By signing this I confirm that I have endorsed the “ARTC Premobilisation Review Outcome”. | | |
| Name:  Role: | Signature: | Date: |
| **FINAL CLOSEOUT - TO BE SIGNED BY THE ARTC CONTRACTOR MANAGER** | | |
| All final critical actions have been addressed to my satisfaction and mobilisation can proceed. | | |
| Name:  Role: | Signature: | Date: |