This checklist must be completed for all **ARTC works where no Principal Contractor (PC) has been appointed**.

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

The ARTC contractor manager must work with the Contractor engaged on the project to complete this checklist. The form should document which party owns the various responsibilities (questions marked with \*)

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 shall be stored in the ARTC project document control system with the reviewed SMP as a verification record.

|  |  |  |  |
| --- | --- | --- | --- |
| Contractor: |  | Project / Contract Reference Number: |  |
| Project / Contract Name: |  |  |  |
| 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** Where the contractor has provided a Safety management plan, ARTC contractor manager to confirm that all critical items listed on the SMP CL have been addressed to the satisfaction of the ARTC contractor manager | [ ]  | [ ]  |  |
| 02 | ARTC key project contacts (name, position, phone number) listed in the Contractor’s documentation are current and correct? | [ ]  | [ ]  |  |
| 03 | 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. | [ ]  | [ ]  |  |
| 04 | The is Contractor registered in the ARTC Prequalification System (Avetta) and has a “Green” flag? | [ ]  | [ ]  |  |
| 05 | 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** |  |
| 5 | 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** |  |
| Site Setup Arrangements |
| 6 | The “workplace” (site) has been defined and agreed between the parties to the contract?*(A site layout plan 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.**Also include the location of site signage, the site office, amenities and emergency access points.)* | [ ]  | [ ]  |  |
| 7 | Any external / third-party works interfaces have been identified by the ARTC contractor manager and communicated to the contractor?  | [ ]  | [ ]  |  |
| Prior Performance and Issues to be Managed |
| 8 | 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 and environment hazards and risks have been identified: |  |  |  |
| 9 | Any ARTC risk assessments that relate to the work | [ ]  | [ ]  | [ ]  |
| 10 | Known site hazards from the Enterprise Risk Management System (ERMS) | [ ]  | [ ]  | [ ]  |
| 11 | The ARTC asbestos register *(if there is asbestos in the work area)* | [ ]  | [ ]  | [ ]  |
| 12 | The ARTC Asbestos Management Plan *(if there is asbestos in the work area)* | [ ]  | [ ]  | [ ]  |
| 13 | The ARTC Contamination Register *(check ARTCMap)*  | [ ]  | [ ]  | [ ]  |
| 14 | The ARTC Confined Space Register *(if working on or near a confined space)*  | [ ]  | [ ]  | [ ]  |
| 15 | The Detailed Site Survey (DSS) and other known in-ground Services *(signalling, communications, power, etc.)*  | [ ]  | [ ]  | [ ]  |
| 16 | Any additional dilapidation survey information *(where the dilapidation survey is prepared by ARTC)*  | [ ]  | [ ]  | [ ]  |
| 17 | Safety in Design reports *(where applicable)*  | [ ]  | [ ]  | [ ]  |
| 18 | Other known safety hazards & risks *(to be listed below)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  | [ ]  | [ ]  |
| Safety Management |
| 19 | Confirm that the Contractor’s key workers nominated under the Contract are available and ready to be mobilised at the commencement of works on site.*(including Project Safety Officer (PSO), Site Supervisors, etc.)* | [ ]  | [ ]  |  |
| 20 | Confirm that arrangements are established for regular monitoring of works.*(Discuss and identify opportunities for joint Contractor / ARTC Safe Work Interactions on a regular basis)* | [ ]  | [ ]  |  |
| 21 | Will the Contractor be engaging any subcontractors? | [ ]  | [ ]  |  |
| 22 | If the answer to the above question is “Yes” - 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)* | [ ]  | [ ]  | [ ]  |
| 23 | 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”****.)* | [ ]  | [ ]  |  |
| 24 | Have arrangements been established to monitor and report on the safety performance of all workers and subcontractors on the project. | [ ]  | [ ]  |  |
| Communication, Consultation & Coordination. |
| 25 | Have all communication methods and protocols been established and agreed between the Contractor and ARTC? | [ ]  | [ ]  |  |
| 26 | Ensure that arrangements are in place to manage lone or remote workers, including journey management and methods for effective communication and emergency response *e.g. Satellite phones, radio repeaters, etc.)* | [ ]  | [ ]  | [ ]  |
| Identification and Management of High Risk Construction Works (HRCW) and SWMS |
| 27 | Has Contractor identified high risk construction works (HRCW)? | [ ]  | [ ]  |  |
| 28 | For all identified HRCW activities commencing immediately following mobilisation, has the ARTC Contractor Manager received and reviewed all SWMS for all direct and subcontractor works on the project? | [ ]  | [ ]  |  |
| 29 | Has the ARTC contractor manager reviewed all SWMS for works commencing ***immediately*** following mobilisation?*(Note that all SWMS must be reviewed and approved by ARTC using* **EHS-FM-004 SWMS Checklist** *prior to the works described in the SWMS commencing).* | [ ]  | [ ]  |  |
| 30 | The Contractor acknowledges that it must submit all ***future*** SWMS to the ARTC contractor manager for review?*(Note that all SWMS must be reviewed and approved by ARTC using* **EHS-FM-004 SWMS Checklist** *prior to the works described in the SWMS commencing).* | [ ]  | [ ]  |  |
| 31 | 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 |
| 32 | **RSL-PR-003 Protocol for Entering the ARTC Rail Corridor**Have the requirements of the procedure been communicated with the Contractor? | [ ]  | [ ]  | [ ]  |
| 33 | 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 |
| 34 | 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)* | [ ]  | [ ]  |  |
| 35 | ARTC will act as the primary coordinator for all incident investigations and corrective actions arising from investigations, communicating the investigation and corrective actions  | [ ]  | [ ]  |  |
| 36 | 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.  | [ ]  | [ ]  |  |
| 37 | The Contractor acknowledges the importance of “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)* | [ ]  | [ ]  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 38 | Has the Contractor been provided with the current ARTC emergency contacts?*(e.g. Network Control / Safety and Environmental Coordinators, etc)* | [ ]  | [ ]  |  |
| 39 | Have emergency response protocols been established?These are required upon project mobilisation, and included in the site induction to all workers? | [ ]  | [ ]  |  |
| Post Incident Injury Management / Return to Work |
| 40 | The Contractor has appropriate arrangements in place to monitor the healthy and safe return to work of injured/unwell workers including subcontractors. | [ ]  | [ ]  |  |
| Plant, Equipment and Light Vehicles |
| 41 | The **ARTC contractor manager** or **the Contractor**\* shall ensure 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. |  |  |  |
| 42 | The **ARTC contractor manager** or **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).* | [ ]  | [ ]  |  |
| 43 | The **ARTC contractor manager** or **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. | [ ]  | [ ]  |  |
| 44 | The **ARTC contractor manager** or **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. | [ ]  | [ ]  |  |
| 45 | The **ARTC contractor manager** or **the Contractor**\* will maintain current registers of all rigging and lifting equipment used on the site and acknowledges that all such equipment shall be appropriately tested and tagged prior to use. | [ ]  | [ ]  |  |
| 46 | Has the Contractor submitted the necessary Traffic Management Plans (TMP) / Vehicle Movement Plan (VMP) or equivalent for approval by the ARTC contractor manager? | [ ]  | [ ]  |  |
| PPE |
| 47 | Has **ARTC contractor manager** or **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? | [ ]  | [ ]  |  |
| 48 | 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? | [ ]  | [ ]  |  |
| 49 | The **ARTC contractor manager** or **the Contractor**\* has / will post signage advising all persons entering the site of the mandatory PPE requirements? | [ ]  | [ ]  |  |
| Training and Induction |
| 50 | The **ARTC contractor manager** or **the 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? | [ ]  | [ ]  |  |
| 51 | The **ARTC contractor manager** or **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? | [ ]  | [ ]  |  |
| 52 | The **ARTC contractor manager** or **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 |
| 53 | Has the **ARTC contractor manager** or **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? | [ ]  | [ ]  |  |
| 54 | 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? | [ ]  | [ ]  |  |
| 55 | 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? | [ ]  | [ ]  |  |
| 56 | 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? | [ ]  | [ ]  |  |
| 57 | Has the **ARTC contractor manager** or **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: |  |  |  |
| 58 | Task Based Environmental Impact Assessments (TBEIA)? | [ ]  | [ ]  |  |
| 59 | All relevant ARTC environmental policies, procedures? | [ ]  | [ ]  |  |
| 60 | Environmental Protection Licences (EPL) conditions? | [ ]  | [ ]  |  |
| 61 | Additional licences or permits to be obtained by the Contractor? | [ ]  | [ ]  |  |
| 62 | The identification and protection of Indigenous Heritage sites? | [ ]  | [ ]  |  |
| 63 | The identification and protection of ecologically sensitive areas? | [ ]  | [ ]  |  |
| 64 | Other known environmental matters *(to be listed below)*?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  | [ ]  | [ ]  |
| 65 | 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. | [ ]  | [ ]  |  |
| 66 | 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**Complaints can include issues such as noise, dust, light spill or any other matters affecting the community in relation to the project.* | [ ]  | [ ]  |  |
| 67 | Has the Site Environmental Management Plan and any related sub-plans been prepared and approved by the ARTC contractor manager? | [ ]  | [ ]  |  |
| 68 | 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)* |
| --- |
| Item No | Comments / Action. |
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| Premobilisation Meeting Records |
| --- |
| 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 ARTC contractor manager and/or Contractor must address critical items prior to mobilisation. |

|  |
| --- |
| **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:  |