WHS Guidelines for Contractors and Suppliers

This guide sets out ARRC's minimum WHS requirements for contractors, suppliers, service providers and other parties working for, with or on behalf of ARRC. Where a contract, site rule, procedure, permit or legal requirement imposes a higher standard, that standard must be met.

Our Commitment

ARRC is committed to a safe, healthy and psychologically supportive workplace for workers, contractors, suppliers, visitors and others affected by our operations.

We expect contractors and suppliers to work safely, follow ARRC requirements, manage WHS risks and support a fair, respectful and learning-focused safety culture.

WHS duties cannot be transferred to another party. ARRC, its contractors, suppliers and other persons conducting a business or undertaking each retain responsibility for the WHS matters they control or influence. Each party must work together to manage shared risks so far as is reasonably practicable.

Health and Safety Principles

Our WHS approach is based on:

- preventing injury and illness
- protecting physical and psychosocial wellbeing
- including safety in planning and decision-making
- working with workers, contractors, suppliers and other duty holders to manage shared risks
- encouraging people to report hazards, near misses, incidents and psychosocial risks
- continually improving through monitoring, assurance, feedback and review.

What You Can Expect of Us

When we engage contractors, suppliers or service providers, ARRC will:

- consult, cooperate and coordinate on WHS duties, shared risks and controls
- consult before work starts, when work changes, when new hazards are identified, and when incidents or corrective actions require review
- provide site inductions, visitor requirements and workplace walkthroughs where required
- share information about site hazards, emergency arrangements, traffic management and exclusion zones
- maintain safe systems of work under ARRC's control
- make sure ARRC workers understand their contractor management responsibilities
- monitor contractor work based on the level of WHS risk
- provide access to amenities, emergency equipment and first aid where applicable
- consult on WHS matters that may affect workers or contractors

- respond to reported hazards, incidents, near misses and psychosocial risks
- verify relevant WHS evidence, such as licences, competencies, insurances, Safety Data Sheets (SDS), plant inspection records, maintenance records, test certificates, Safe Work Method Statements (SWMS), risk assessments and training records
- check compliance with WHS documents, licences, permits, SWMS and agreed controls
- review WHS performance through inspections, audits, observations, document checks, incident reviews and close-out of corrective actions.

Where products, plant, equipment or materials are supplied to ARRC, we will:

- confirm how the product, plant or equipment will be used on site
- check that plant and equipment is suitable for the intended task and site conditions
- follow supplier instructions for safe use, storage, maintenance, handling and disposal
- consider the full lifecycle of plant, equipment and materials, including purchase or hire, installation, commissioning, use, inspection, maintenance, storage, modification, decommissioning and disposal.

Site Induction

Contractors, suppliers and visitors must meet ARRC induction and site access requirements before starting work or entering operational areas.

Inductions may cover:

- emergency, evacuation and muster point arrangements
- first aid arrangements and site support contacts
- site hazards, including mobile plant, traffic, waste materials, hazardous substances, exclusion zones, heights, confined spaces and public interface risks
- permits, licences, high-risk work, SWMS, PPE, supervision, sign-in and incident reporting requirements.

Contractors must complete any required inductions before starting work. They must follow directions from the ARRC site contact or nominated representative.

Where the work is construction work or high-risk construction work, additional requirements may apply, including SWMS, principal contractor arrangements, WHS management plans, construction-specific site rules and evidence of general construction induction training where required.

A full contractor induction may not be required if the person:

- has completed a current ARRC induction for the work
- is escorted by an authorised ARRC representative
- is not working or entering operational or restricted areas
- is attending a low-risk delivery, meeting or inspection under agreed site controls.

What We Ask of You

If you work for, with or on behalf of ARRC, you must:

- comply with Queensland WHS laws, codes of practice, licences, permits and contract requirements
- comply with environmental controls, approvals, permits and site-specific environmental requirements
- work with ARRC and other duty holders to manage shared WHS risks
- consult, cooperate and coordinate with ARRC and other duty holders before work starts, during work planning, when work changes, when new hazards arise, and when reviewing incidents or corrective actions

- have suitable WHS systems, competent workers and supervision
- provide WHS documents requested by ARRC prior to commencing work such as risk assessments, SWMS, high risk work permits, licences, training records, competencies, insurances, SDS, plant records, maintenance records and test certificates
- make sure workers have the required training, competencies, inductions, licences and authorisations
- follow ARRC site rules, procedures, traffic controls, permit conditions and directions
- ensure workers do not start or continue work if affected by alcohol, drugs, fatigue, illness, injury, medication or any other condition that may create a WHS risk.
- actively verify risk controls through supervision, observations and inspections to confirm they are effective.
- report hazards, incidents, injuries, near misses, damage, environmental events and psychosocial risks immediately. Work must not start or continue if conditions are unsafe
- follow any emergency instructions, ensure your workers know the evacuation and assembly points; participate in emergency drills or exercises and maintain any emergency controls relevant to your work, such as spill kits or rescue plans
- provide information needed to check controls, monitor WHS performance and close corrective actions
- understand that unsafe work or failure to meet WHS requirements may result in work stopping, access being removed or services being reviewed.

Suppliers and installers must also:

- supply products, plant, substances and equipment that are safe for their intended use
- install, commission or maintain plant and structures so they are safe and fit for use
- provide current safety information before or at the time of supply, including hazards, limitations, residual risks, safe use, inspection, maintenance, storage, handling, transport, emergency and disposal requirements.

Behaviour Standards

Everyone at ARRC must help maintain a respectful, inclusive and psychologically safe workplace.

Discrimination, bullying, harassment, sexual harassment, aggression, unsafe behaviour, alcohol or drug impairment are not tolerated. Contractors must take immediate action to rectify any unsafe or unacceptable behaviour within their control and report the issue, actions taken and outcome to their ARRC site contact or manager.

Storage and Deliveries

Coordinate deliveries with your ARRC site contact and follow site access, traffic, PPE, unloading, exclusion zone and sign-in requirements.

Do not establish your own laydown area. Plant, equipment, chemicals, waste, materials or supplies cannot be stored on ARRC sites without approval.

Reporting Hazards and Incidents

Report hazards, incidents, injuries, near misses, damage, environmental events, unsafe conditions and psychosocial risks to your ARRC site contact immediately.

In the event of an emergency, contact emergency services (000) to seek immediate assistance, then notify your ARRC representative.

ARRC will manage reported events through the relevant reporting process. Contractors must support investigations, corrective actions and regulator notifications where required. Incident management is used to learn and improve controls.

ARRC may review contractor and supplier WHS performance through inspections, audits, observations, document checks, incident trend reviews and verification that corrective actions are completed and effective.

Legislative and Policy Framework

ARRC must meet Queensland WHS laws, Codes of Practice and ARRC WHS requirements. Compliance is our minimum standard.

- Workplace Health and Safety Act 2011 (QLD)
- Workplace Health and Safety Regulations 2011 (QLD)
- Codes of practice | WorkSafe.qld.gov.au

Who Do I Go to for Help?

For contract questions, speak to the ARRC contract manager or nominated ARRC representative.

For WHS questions, speak to your ARRC site contact, supervisor, manager or WHS Lead.

During a site visit, contact your ARRC representative if you need help or clarification.