

STATE PLANT HIRE PTY LTD
ABN: 48 071 212 292

STATEWIDE RIVER & STREAM MANAGE/T. P/L
ABN: 96 089 887 614

SUBCONTRACTORS O.H & S AND PROCEDURES HANDBOOK

IMS COMPLIANT
SAFETY ASSURED COMPANY
International Standards Certifications



AS/NZS ISO9001-2016
AS/NZS ISO 14001-2016
AS/NZS ISO 45001-2018



INDEX

Introduction	
1. Company Requirements	
1.1 Environmental Policy	
2. Conditions of Hire	
2.1 Breakdowns	
2.2 Non Account Holder Works	
2.3 Job Numbers	
2.4 Tipping Procedures	
2.5 Rock/Quarry Dockets	
2.6 Docket Book Procedures	
2.7 Insurance Cover/Vic Roads Registration	
2.8 Minimum Hires	
3. Occupational Health & Safety Requirements	
3.1 Personal Protection Equipment (PPE)	
3.1.1 Personal Safety	
3.2 Safety Information Guide	
3.3 Site Check	
3.4 Reporting Accidents/Incidents	
3.5 Emergency Contact Numbers	
3.6 Safety Committee	
3.7 Daily Procedures	
3.8 Maintenance Records	
3.9 First Aid Kits	
3.10 Guide for Emergency CPR	
4. Payment System	
4.1 Docket Requirements	
4.2 Non Account Holder Works	
4.3 Taxation	
4.4 EFT Payments	
4.5 Bookkeeping	
4.6 Office Procedures	
4.7 Completion of Dockets	

INTRODUCTION

State Plant Hire Pty. Ltd. is an administrative Agency, supplying self-employed owner/operators to the Construction Industry. The sub-contractors we supply are not employees of our company. State Plant Hire Pty. Ltd deducts 15% commission, from subcontractor payments, as an agency.

With over 30 years' experience in this field, State Plant Hire Pty. Ltd. is totally dedicated to the freedom and flexibility thus far enjoyed by many Contractors who have used, and continue to use, our Agency.

The benefits that you can derive from the Agency, are entirely within your own control. We are a professional Agency, and we require that you, the independent subcontractor, display the same motivation and professionalism.

State Plant Hire Pty. Ltd. works to maintain the independence and self-employed status of bonafide sub-contractors, who do not wish to be bound by the constraints of the wages system. We are further committed to servicing you, the subcontractor, in the most efficient and capable manner.

It is the policy of our companies, to achieve and maintain a high standard of safety procedures at all our work locations and operations, with the objective of preventing work related injuries and incidents.

These high standards shall be achieved through both companies, but particularly you the sub-contractor, being committed and involved in the Occupational Health and Safety programs available, and actively taking steps to control potential hazards on the work site. SAFETY IS EVERYONE'S RESPONSIBILITY, but first and foremost, your active support and co-operation will ensure that our safety procedures shall minimise risk.

The Agency's marketing strategy embraces the concept that our subcontractors are productive, highly motivated individuals, and typically, it is those workers we endeavour to attract, and to work through the Agency. The cliché "Good men create work for themselves", is a true one. A good worker's reputation will precede him. Alternatively, a continuing poor performance by a sub-contractor, shall make it difficult for the Agency to place such a subcontractor in the future.

By reading the guidelines and safety information in the following handbook, you shall more fully understand the system of State Plant Hire Pty. Ltd., and your obligations as a subcontractor. It is your motivation and productivity, combined with our expertise, which ensures the profitability and future security of our joint ventures.

If a subcontractor is offered work by Statewide River & Stream Mgt. P/L, the subcontractor will follow the same procedures, policies and all other applicable requirements (as per above), in order to be able to accept any work offered.

1. COMPANY REQUIREMENTS - O.H. & S.

Upon registering your equipment with State Plant Hire Pty. Ltd., you will be issued, through our Induction process, with the following items necessary to obtain work through our Agency.

- a) One (1) copy of State Plant Hire Pty. Ltd. Sub-contractor Procedures Handbook.
- b) Owner/Operator Registration Form.
- c) State Plant Hire Pty. Ltd. Docket Book. (when work has commenced)
- d) Safety Information Guide
- e) Acknowledgement Declaration – this must be signed at time of induction
- f) An External Risk Assessment is required

****A thorough understanding of the way we operate, and the areas of service we offer, will ensure a smoother and more successful venture for you and all owner/operators.**

1.1 ENVIRONMENTAL POLICY

This Company Policy maintains that both companies, it's employees and contractors, shall establish and maintain an Environmental Management System, through our ISO Management System.

Furthermore, it shall establish a continual improvement procedure to identify priorities, and set appropriate environmental objectives and targets, which will ensure the Company's commitment to Environmental Management are as per legislative and regulatory requirements. Also that communication, documentation, corrective and preventative action, records and constant management reviews, are adequate and effective.

This policy shall create a safe environment, where training, awareness and competence shall define the Company's commitment to professionalism in the work place and environment.

N.B. If any environmental issues arise on-site, e.g. oil spills into rivers, contamination of drains, damage to flora and/or fauna etc., – **STOP WORK** immediately and contact the client, or site supervisor. If unavailable, call our office 03 9702 9757 for further instructions.

2. CONDITIONS OF HIRE

A responsible sub-contractor shall supply their plant, so that it shall be ready to commence operation at the agreed time.

All servicing of plant and safety checks should be performed outside the working hours, and no payment shall be made for same.

Hire shall be for the item of plant, including operator, fuel and oils (unless by prior arrangement), and the owner shall be responsible for the following:

- a) To provide a competent operator, or driver, for the plant who holds all relevant licences to operate the plant.
- b) To pay all wages and associated expenses necessary for the safe and efficient operation of the plant.
- c) Notify State Plant Hire Pty. Ltd. of any changes to operator or plant before commencement of work, or during the job.

To obtain work, complete all necessary paperwork required during our Induction process, and advise us of your availability. When a job is offered to you, and you accept, there is a contractual obligation for you to fulfil the requirements of that particular job i.e.. for a single day, or for the nominated period of time.

If you have accepted work through our Agency, and for whatever reason you are unable to attend, it is **essential** that you contact us **immediately**, and advise us of the problem. **Prompt notification** will enable us to replace you, and keep the client satisfied.

If you are running late **call us**. This will enable us to notify the client that you are running late, and if nothing else is achieved, at the very least, this is good public relations. In the case that we are not notified,, it may well be that your job would be re-allocated to another subcontractor. You will be deemed as cancelled from that job, with no entitlement to any payment. **THERE IS A CONTINUAL NEED TO COMMUNICATE CLEARLY.**

Being a Plant Hire Agency, the level of work available varies from week to week. As State Plant Hire Pty. Ltd. relies on the daily demand from our clients, we have no control over the continuity of work available. It is for this reason that we give no guarantee as to the amount of work we can supply to you.

STATE PLANT HIRE P/L & STATEWIDE RIVER P/L

2.1 BREAKDOWNS

Payment for hire shall not be made for any period in which the plant is rendered idle due to breakdown, or breaches of State Plant Hire Pty. Ltd's Occupational Health and Safety policy and requirements.

2.2 NON-ACCOUNT HOLDER WORKS

Upon completion of non-account holder works, you **must** contact the office, as soon as the works are finished. You need to provide the total hours worked, confirm machines/attachments used, confirm any tip loads, materials tipped and to which tip site, if any freeway tolls have been used, floats etc. Please DO NOT discuss tip prices with the client - refer them to the office regarding their inquiry. The client **must** sign your work docket, upon completion of their works.

2.3 JOB NUMBERS

Job numbers are **important!** Please ensure that you obtain a job number from the office, when you are receiving address details. Payment may be held up if your docket is not completed with the necessary, and correct, job details.

2.4 TIPPING

Any tip fees being booked on State Plant Hire Pty. Ltd.'s accounts, must be verified prior to leaving the work site, by contacting our Office. A job number needs to be obtained from us prior to using our account. DO NOT discuss tip prices with the client – refer them to the office! Tipping dockets must be sent to our Office, together with your plant hire docket and your invoice.

2.5 ROCK/QUARRY DOCKETS

Any rock/quarry dockets must be forwarded to our Office, together with your signed plant hire docket, for processing. Failure to send rock/quarry dockets into the Office could result in a delay in payment to the sub-contractor - if necessary, non-payment altogether until we receive them.

STATE PLANT HIRE P/L & STATEWIDE TIVER P/L

2.6 DOCKET BOOK PROCEDURES

Refer Section 4.7 in this handbook.

2.7 INSURANCE COVER/VIC ROADS REGISTRATION

It is your commitment, as part of your contract with us, that you must have adequate basic Insurance for your business **i.e.** Comprehensive cover for your equipment, Public Liability Insurance, Sickness/Accident Insurance and Worksafe (if you are a company, Worksafe is a legal requirement) are all highly advisable. If you already have cover for any of these Insurances mentioned, a current copy of the certificate of currency must be provided before commencement of work.

Accident and/or Sickness

There are a range of policies available with adequate cover, illness benefits and death cover. An insurance package can be tailored to suit your specific needs. Should you wish to arrange your own cover, most of the major insurance companies have various policies available to suit your needs.

Alternatively, we recommend that all sub-contractors become Pty Ltd companies and pay Worksafe for themselves — this way you know you are covered.

Public Liability Insurance

As a sub-contractor, you have a requirement by our companies, due to the possibility of any future legal issues, to be properly, and adequately, covered in respect of Public Liability. It is necessary to adequately insure **your work** against any unforeseeable claims. The need for this type of cover for subcontractors, on any site, is imperative. It is an insurance to cover any potential damages awarded against you and your business, following an industrial accident or mishap in which a third party **e.g. a member of the public is injured**. A copy of your current Public Liability Insurance certificate of currency is required by our office prior to commencing work.

2.8 MINIMUM HIRES

Minimum hire rates are reviewed annually. Minimum hire terms vary, and are based upon the type of equipment owned. Please ask our Office if your equipment is not listed below:

- 5 hours minimum hire - plus 1 hour travel

** Skid Steers

- 6 hours minimum hire/working day

** Tip Trucks

** Backhoes

** Posi Tracks

** 1T – 5.5T excavators - Plus Float costs

- 6 hours minimum hire/working day - plus 1 hour travel

** Watercarts

- 8 hours minimum - Plus Float costs

**Applies to all other equipment including Dozers, Graders, Excavators above 6T

Minimum hire is not applicable if the operator leaves the site early, the operator is late for work, rain stops the safety of the project, client dissatisfaction with the operator, or the equipment etc.

Stay within the vicinity of the site, and we shall do everything possible to rectify the problem as soon as possible.

**** PLEASE INFORM OUR OFFICE IMMEDIATELY OF ANY DIFFICULTIES OR ISSUES EXPERIENCED ON-SITE.**

3. OH & S REQUIREMENTS

The importance of your, and others, Health and Safety on-site, can never be underestimated, nor too highly stressed.

Three basic rules to follow: **LOOK. THINK. BE ALERT.**

NEVER jeopardise yourself, or your fellow workers, due to unsafe work practices. DON'T perform tasks you don't feel safe with. Do not hesitate to contact our office if any circumstances arise on-site.

We wish to advise all sub-contractors engaged by our companies, that the Occupational Health and Safety requirements listed below, **must** be adhered to at **all** times, whilst performing work on behalf of our companies, or any of its clients or agents. These guidelines are for no other purpose than your own safety, the safety of fellow workers, the public, or any other person or property around your machinery or work area:

1. All heavy equipment (including Tip trucks, Backhoes, Skid Steers, Loaders (rubber tyred), Graders, Excavators, Water carts, Posi Tracks etc.) **must** be fitted with audible squawker alarms. The provision of audible warning devices, when Plant is operating in reverse, must be provided on all plant.
2. Provision of reversing lights is compulsory.
3. Whenever plant is required to move around the workplace, the provision of visual warning devices, such as a flashing cab light or hazard lights, **must** be fitted. Flashing lights must be de-activated when leaving the work site.
4. Regarding Quick hitches - all quick hitches must be fitted with locking pins, and used at all times.
5. It is your responsibility to ensure that all relevant certificates to operate your equipment are current at all times. You shall be required to produce copies of all current certificates on an annual basis. Our office will send an email when your insurances are due in 30 days time from date of renewal.
 - a. ***As a specific requirement for Watercarts – in order to be registered with our company, we require a copy of your current water permits for all water bodies. We also require a current copy of your Air Gap Test Certificate. These **must** be included in your registration information.

6. Should you lose your Driver's, or operators, licence for any reason, you are **obligated** to inform our office immediately. These items mentioned, shall be monitored by our Occupational Health and Safety Data Control system. Your equipment shall be immediately off-hired, should any licence, or insurance requirements be breached.
7. Our requirements for Personal Protection Equipment, are stated in Section 3.1 of this Handbook.

(BLANK PAGE FOR ANY FURTHER INFORMATION)

WE TRUST THAT YOU SHALL COMPLY WITH THESE REQUIREMENTS AT ALL TIMES. WE LOOK FORWARD TO A SAFE AND LONG ASSOCIATION WITH YOU.

3.1 PERSONAL PROTECTION EQUIPMENT (PPE)

It is the duty of each sub-contractor to be properly attired to work on all sites. You must wear safety boots at **all** times. You should also carry the following items, and use them. These items shall be randomly checked on a monthly basis by one of our staff:

Ear Protection (muffs)

Eye Protection (safety glasses)

Long sleeved Hi Vis shirts

Long legged work pants

Hard Hat

Steel Capped Work Boots

Fire extinguisher

Gloves

Reflective vest (yellow or orange) (Vic Roads Standard)

First Aid kit (refer Section 3.9 of this Handbook for minimum requirements)

These items could well save your life and protect you from serious injury. You **must** wear them where applicable **e.g.** any road works, constructions sites etc., or where requested by an on-site supervisor. These safety items, mentioned above, **must** be stored and maintained in good order, and replaced when damaged, or when out-of-date as per Australian Standards codes.

3.1.1 PERSONAL SAFETY

If at any time you feel that the designated Job Supervisor has requested you to perform a task that you feel is either unsafe, beyond your capabilities, dangerous to you, other workers or the public, conflicts with manufacturer's specifications for your equipment, or it is an unreasonable request generally, we advise you **NOT TO DO IT**, and to contact our office **immediately**.

3.2 SAFETY INFORMATION GUIDE

1. Prior to starting any works, you **must** sign on to client's Safe Work Method Statements (SWMS). If not provided – call the office immediately.
2. Pre-start Safety Checklist **must** be performed prior to starting equipment.
3. PPE must be carried at all times, and used where required.
4. When entering a work site, look for any potential hazard/risk – refer to our docket book for the information you will require.
5. Operators of excavating equipment must inquire with the Site Foreman prior to digging for location of underground or overhead services. If not provided – call the office immediately.
6. Tip truck drivers should remain in their cabin while on-site.
7. Tip trucks, and other vehicles, should remain on designated tracks or roads on-site.
8. Tipping must be carried out on level ground to avoid tip overs.
9. **DO NOT** enter trenches in excess of 1.5 metres.
10. **DO NOT** enter drainage pipes or pits regardless of size.
11. **DO NOT** stand, or move equipment, near the edge of any excavations.
12. Ensure tailgates are locked prior to returning to re-load
13. Truck wheels should be checked for debris prior to leaving site.
14. Service records **must** be kept in your vehicle/equipment at all times for checking.
15. If work procedures are altered onsite, ensure all those affected by changes are aware of them.
16. Stop work immediately if the work place becomes unsafe, or public safety is affected.
17. Mud, debris or litter should not be left on any road, from any work site.
18. **BE AWARE!** Do not enter any "Restricted" areas. Do not handle any substances that are not labelled for your use. Also do not handle or transport substances that you are not licensed, by law, to do so.
19. Do not work in public and on-site areas unless adequate safety signs are displayed.
20. Beware of the dangers when working on hydraulic equipment whilst carrying out repairs/cleaning. Be very aware of the potential risks and dangers.

ANY SAFETY ISSUE SHOULD BE REPORTED TO OUR OFFICE, AND THE SITE SUPERVISOR, IMMEDIATELY.

3.3 SITE CHECK

Ask the Site Supervisor regarding service locations before digging. If you believe that any part of your activities will create a hazard or risk to other persons **DO NOT PROCEED**. As the operator, you are responsible for safety involving your actions - by law. It costs nothing to check first. If you identify a hazard or risk, report it **immediately** to the Site Supervisor. If he/she fails to rectify the problem, contact our Office **immediately**. We shall then contact the Supervisor on site to attempt to rectify the situation. If necessary, we shall contact the Client Management to become involved in rectifying the situation.

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3.4 ACCIDENT REPORTING

Any work place incident, **must** be reported to our office **immediately**, regardless of the nature of the incident.

- Office 03 9702-9757
- Plant Hire 0407 509 740

3.5 EMERGENCY CONTACT NUMBERS

	(Office)	03 9702-9757
PLANT HIRE	(Mobile)	0407 509 740
POLICE	)	

FIRE BRIGADE	)	000
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AMBULANCE	)	
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LOCAL EMERGENCY PHONE NUMBERS: (re: On site situations)

FOR WORK OUTSIDE THE METROPOLITAN AREA:

POLICE	)	
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FIRE BRIGADE	)	000
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AMBULANCE	)	
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3.6 CONSULTATIVE SAFETY COMMITTEE

Our companies have a Consultative Safety Committee that meets every three (3) months, to discuss safety issues. If you have any suggestions, please feel free to contact us. We shall ensure your concerns are discussed at the next meeting. A copy of the current minutes are always on display in our office.

STATE PLANT HIRE P/L & STATEWIDE RIVER P/L

3.7 DAILY PROCEDURES

1. Your equipment **must** be maintained, and in a safe condition, prior to commencing work each day - your maintenance records will verify the condition of your equipment, if needed.

2. You must complete your pre-start Daily Safety Checklist in your docket book **each day**. If you do not have a docket book, check equipment thoroughly, for any signs of excessive wear or fatigue. Contact us to obtain a docket book immediately.

3. If possible, have a site foreman walk around your machine, while you are completing your Daily Safety Checklist, have him sign, date and time where indicated, at the bottom of your docket, as verification of you having completed your Safety Checklist - with everything in satisfactory working order. You must not operate an unsafe machine under any circumstances on any site.

4. The "Site Assessment Check" section **must** be completed prior to commencement of work. If you have any concerns on-site **DO NOT START WORK**, and refer the concern to the foreman on-site. If the situation is not rectified on-site, contact our Office on 9702-9757.

5. A site foreman, or designated person, **must** sign your docket at the completion of your working day, in order for you to be paid accordingly. Failure to do so may result in your nonpayment. If you have any problems regarding this, contact our Office.

6. Forward your dockets, via email (admin@stateplanthire.com) to our Office on a weekly basis for processing. Work dockets for work completed, are valid for payment to you, for a period of 6 months after completion of work. State Plant Hire P/L will **not** honour work dockets, sent in to our Office, after this period lapses.

7. If you become available after completion of a job, it is your responsibility to contact our Office to let us know of your availability.

3.8 MAINTENANCE RECORDS

Our staff shall, on a monthly basis, randomly check maintenance records of equipment supplied by Subcontractors. We strongly recommend you keep a record of any maintenance and repair work done on your machine with your equipment at all times - you never know when you may need to refer to this information in a time of crisis **i.e.** an incident.

3.9 FIRST AID KITS

1. Container:

The container should protect the contents of the kit from dust and damage. If any modules are to be included, the containers should be large enough to hold them, preferably in separate compartments. The container should be easily recognisable, e.g. a white cross on a green background prominently displayed on the outside, and should not be locked.

2. Contents:

As per company requirements, the following items, as a minimum, are recommended to be included in your First Aid kit and kept in your vehicle/equipment at all times:

Emergency Services telephone numbers and addresses

Basic First Aid notes

Individually wrapped sterile adhesive dressing

Sterile eye pads

Sterile covering for serious wounds

Triangular bandages

Safety pins

Small sterile un-medicated wound dressing

Medium sterile un-medicated wound dressing

Large sterile un-medicated wound dressing

Adhesive tape

Rubber thread or crepe bandage

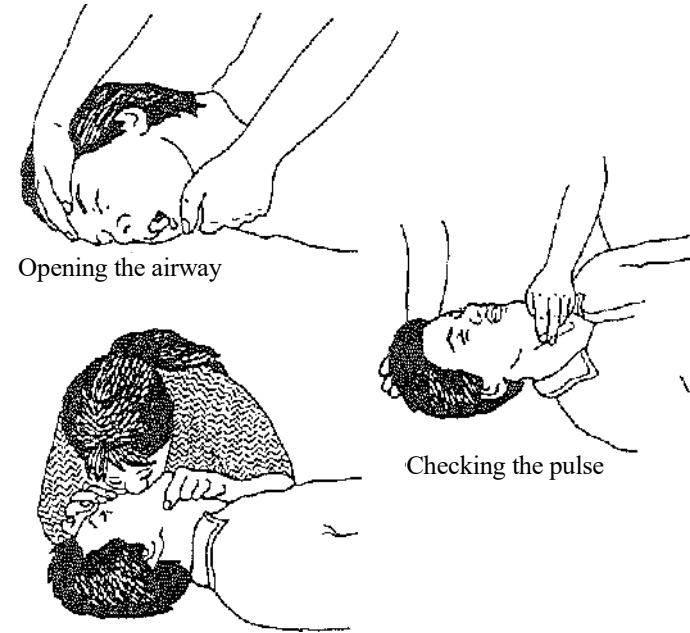
Disposable gloves

Scissors

3.10 GUIDE FOR EMERGENCY HEART-LUNG RESUSCITATION (CPR) - Resuscitation for unconscious patient

EXPIRED AIR RESUSCITATION (EAR)

Expired air resuscitation

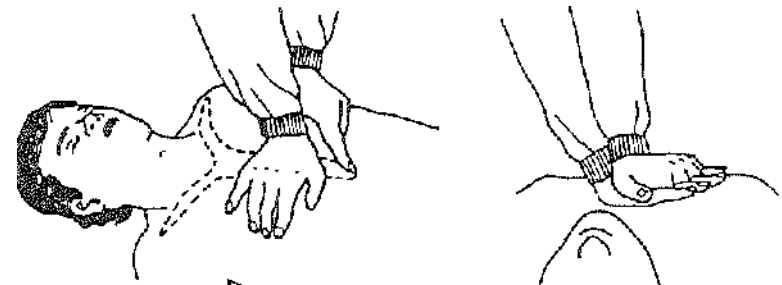


CPR Rate: 30 compressions – 2 Breaths per 1 cycle. Do 3 cycles each minute for an adult, 3 cycles each minute for a child or infant. Press on lower half of breastbone to 2 – 2.5inc depth

Cardiopulmonary Resuscitation (CPR)

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Positioning the hand



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4. PAYMENT SYSTEM

Listed below are our companies office procedures, and our payment system, regarding the manner in which you shall be paid.

4.1 DOCKET REQUIREMENTS

Refer to Section 4.7 in this Handbook.

4.2 NON ACCOUNT HOLDER WORKS

Refer to Section 2.2 in this Handbook.

4.3 TAXATION

If you are unable to provide an ABN and Tax File number, our companies are obligated, by law, to deduct a withholding tax from your payment. Please check with your Taxation Adviser regarding this matter.

Superannuation is strongly recommended.

4.4 EFT PAYMENT

When you commence work with us, your first payment is available 28 days after we receive and process your first batch of dockets. Providing you work for us after that, on a weekly basis (even if it is only for one day per week) your payments become weekly (but still 28 days in arrears). As you can see, it is your responsibility to email your dockets in to our Office on a weekly basis (admin@stateplanthire.com) Our payments are made via EFT every Friday.

It is important that you have a current bank account into which we can process your payment. If you change your bank details, you **must** contact our office **immediately**, in order to not delay your payment.

4.5 BOOK KEEPING

We strongly recommend that subcontractors seek the services of a reputable, and experienced, Accountant or Taxation Agent, for advice, preparation and lodgement of Income Tax Returns, and GST information.

4.6 OFFICE PROCEDURES

Office hours are - **MONDAY to FRIDAY 7.00am - 7.00pm**. Outside of these hours, there is a staff member on call. Therefore, please leave your name and contact number on the office answering service on 03 9702 9757.

4.7 COMPLETION OF DOCKETS

In order to better service your needs, and to make identification of dockets, quicker, easier and more accurate for our Accounts staff, clarification of how to complete your docket can be obtained from our office.

N.B. If you have a truck, and you are doing rock work, or you are tipping at a tip site, please make sure that the following information is clearly marked on your dockets – your truck registration, materials tipped, which tip site and number of loads tipped. If you have used any freeway tolls, please include the dollar value of the cost you have incurred in the process of completing the client's work requirements. The client **must** sign your docket, in order to be aware that they are authorising reimbursement of the toll expenses to you. If the client does not sign your docket, we are unable to reimburse any toll expenses.