

CONTRACTOR SAFETY MASTER CLASS

Training Program for Managers & Supervisors

Trainer Name: Anthony Duff

V2.0 – 28 February 2024

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Attendance to this workshop is mandatory for TKE Aust Managers & Supervisors and is a requirement of an Enforceable Undertaking entered into by TK Elevator Australia Pty Ltd with WorkSafe Victoria in August 2023. The Enforceable Undertaking relates to an incident that occurred on 19 May 2020.

WELCOME

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OUTCOMES WE ARE AIMING FOR

Attendance to this Training Program is mandatory for Managers & Supervisors who engage Sub-Contractors. The outcome we are aiming for Contract Managers is to understand:

1. The TKE processes and controls around the selection, engagement, site commencement and ongoing monitoring and evaluation of Contractors.
2. The importance of risk management activities including Pre-Start Risk Assessments and the development of appropriate SWMS that address “high-risk” work associated with construction type work and when Contractors are working in “high-risk operational” areas such as lift shafts, pits and motor rooms.
3. The different obligations that exist and distinction between Contractors engaged by TKE versus engaged directly by our Customers and Clients.
4. The importance of adequate oversight in the day-to-day interactions with Contractors and the management of any risks associated with these interactions.

TOPIC 1 – INCIDENT BACKGROUND WHY ARE WE HERE?

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TOPIC 2 – CONTRACTOR SAFETY – WHAT ARE OUR OBLIGATIONS?

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WHAT DOES THE LEGISLATION SAY?

General Duties under WHS / OHS Legislation:

- To eliminate risks to health and safety so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to reduce those risks so far as is reasonably practicable.
- Regard must be given to: the likelihood of the hazard or risk concerned eventuating; the degree of harm that would result if the hazard or risk eventuated; what the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk; the availability and suitability of ways to eliminate or reduce the hazard or risk; and the cost of eliminating or reducing the hazard or risk.

Duties of Employers under WHS / OHS Legislation:

An employer must, so far as is reasonably practicable:

- Provide and maintain for employees of the employer a working environment that is safe and without risks to health.
- Provide or maintain plant or systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- Make arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage or transport of plant or substances;
- Maintain, so far as is reasonably practicable, each workplace under the employer's management and control in a condition that is safe and without risks to health;
- Provide, so far as is reasonably practicable, adequate facilities for the welfare of employees at any workplace under the management and control of the employer;
- Provide such information, instruction, training or supervision to employees of the employer as is necessary to enable those persons to perform their work in a way that is safe and without risks to health.

These duties extend to independent contractors engaged by an employer and any employees of the independent contractor.

WHAT DOES THE LEGISLATION SAY?

What is high risk construction work under the Regulations?

High risk construction work means any of the following construction work—

- (a) where there is a risk of a person falling more than 2 metres;
- (b) on telecommunications towers;
- (c) involving demolition;
- (d) involving the removal or likely disturbance of asbestos;
- (e) involving structural alterations that require temporary support to prevent collapse;
- (f) involving a confined space;
- (g) involving a trench or shaft if the excavated depth is more than 1.5 metres;
- (h) involving a tunnel;
- (i) involving the use of explosives;
- (j) on or near pressurised gas distribution mains or piping;
- (k) on or near chemical, fuel or refrigerant lines;
- (l) on or near energised electrical installations or services;
- (m) in an area that may have a contaminated or flammable atmosphere;
- (n) involving tilt-up or precast concrete;
- (o) on or adjacent to roadways or railways used by road or rail traffic;
- (p) at workplaces where there is any movement of powered mobile plant;
- (q) in an area where there are artificial extremes of temperature;
- (r) in, over or adjacent to water or other liquids where there is a risk of drowning;
- (s) involving diving.

Charge 1 -

On or about 19 May 2020 at Melbourne in the State of Victoria pursuant to section 21(1) of the *Occupational Health and Safety Act 2004* (Vic) (the Act) you were guilty of an offence in that as an employer you failed, so far as was reasonably practicable, to provide and maintain for your employees a working environment that was safe and without risks to health when in contravention of section 21(2)(e) of the Act you failed to provide such information, instruction or training to employees as was necessary to enable those persons to perform their work in a way that is safe and without risks to health.

Charge 2 -

On or about 19 May 2020 at Melbourne in the State of Victoria pursuant to section 21(1) of the *Occupational Health and Safety Act 2004* ('the Act') you were guilty of an offence in that as an employer you failed, so far as was reasonably practicable, to provide for your employees a working environment that was safe and without risks to health when in contravention of regulation 327(1) of the *Occupational Health and Safety Regulations 2017* ('the Regulations') you failed to prepare a safe work method statement before commencing high risk construction work.

Safe work method statements are required for high-risk construction work

An employer or self-employed person must not perform high risk construction work if there is risk to the health or safety of any person arising from the work, unless :

- (a) a safe work method statement is prepared for the work before the work commences; and
- (b) the work is performed in accordance with the statement.

TOPIC 3 – CONTRACTOR SELECTION & ENGAGEMENT



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TOPIC 3 – CONTRACTOR SELECTION & ENGAGEMENT

TKE ANZ – HSE Sub-Contractor Audit & Questionnaire

TKE TK Elevator Aust / NZ
HSE Sub-Contractor Audit Questionnaire
Health / Safety / Environment

OSR
REQUIRE AT ALL TIMES

Contractor (Name of Company):

Registered Address:

Telephone: Fax:

Internet: E-mail:

Contact person - Function: No. of direct employees/agency workers:

Telephone: No. of subcontractor employees per year:

Trade or Work Being Undertaken:

Contractor's Accident Insurance Details (Name of Insurer / Phone Number / Policy Type and No.):

What is the contractors working history with TKE, for any branches? Include last contract with TKE. If none, the next question must include a detailed response.

If no history, what is the industry relevant experience in years and scope of works, i.e. mechanical and electrical maintenance, repairs, callouts, modernisations, minor upgrades etc. Detail needed here:

TKE Auditor / Reviewer

Name of TKE Representative: Signature of TKE Representative: Date:

Instructions for Scoring Assessment:

Maximum of 21 or 24 questions and score out of 42 or 48 possible points (x 2 points) depending on section 6. Scoring to be adjusted if elements are not applicable.

% score is calculated by dividing: $\frac{\text{Total Score}}{\text{No of Elements Assessed} \times 2}$

Elements to be scored based on grading below:

N/A = Not Applicable 0 = Not available 1 = Not acceptable / Action Required 2 = Acceptable

Date of Issue: 30 May 2021 TK Elevator Aust / NZ - Sub-Contractor HSE Audit Questionnaire Version No: 5

TKE TK Elevator Aust / NZ
HSE Sub-Contractor Audit Questionnaire
Health / Safety / Environment

OSR
REQUIRE AT ALL TIMES

AUDIT REVIEW & DECISION

Name of Contractor:

Total Points =	Assessment Score	
Total Number of Points Possible (number of elements assessed x 2)		
Final Score (Assessment Result in %)		%

Basis for Assessment (please circle): the following is a guideline and should be used in the determination of whether the Sub-Contractor should be engaged, engaged with further conditions or information required or not used.

A	Qualified	> 85 %
B	Further Action / Information Required	70 - 84 %
C	Further Action / Information Required subject to conditions and deadline.	50 - 69 %
D	Should not be Engaged	< 50 %

Decision / Comments / Reason: include if further re-assessment is required.

Date of Issue: 30 May 2021 TK Elevator Aust / NZ - Sub-Contractor HSE Audit Questionnaire Version No: 5

- Conducted by the TKE HSEQ Team.
- Conducted prior to engagement and then every 2 years.
- Must be approved before starting work.
- Reviews Contractor Safety Systems, Insurances, SWMS, Training / Qualifications / Licences.
- Other H&S systems including incident and hazard reporting, consultation, risk management, PPE and plant and equipment.
- Pre-approval by Operations, Legal, Procurement and Safety.

TOPIC 4 – SITE COMMENCEMENT & PRE-START

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TOPIC 4 – SITE COMMENCEMENT & PRE-START

SAFE WORK METHOD STATEMENT

TKE GSM INDUCTION

- GSM Safety Induction.
- TKE 10 Safety Rules.
- SWP Competency.



TK Elevator Aust Pty Ltd
Task / Process
SWMS - Service & Maintenance of MRL Lifts – Generic

Project: Generic SWMS – Service and Maintenance of MRL Lifts	SWMS Issue Date: 1/30/04/2023
TK Elevator Aust Pty Ltd: Shed 73, The Woolstores, 2/4E Huntley St, Alexandria, NSW	ABN: 12 073 056 149
Task/Process: Service and Maintenance of MRL Passenger Lifts - Generic	SWMS No: SWMS-Gen-MRL-300614 (V3)
SWMS Developed By: Anthony Duff	Position: National Safety Mgr
SWMS Approved By: Operational Manager	Position: Service Area Manager
SWMS Reviewed By: Operational Manager	Position: Service Area Manager
Date: 30/04/2023	Date: 30/04/2023
Date: 30/04/2023	Date: 30/04/2023

Scope of Work: Service and Maintenance of MRL Lifts - Applies to all TKEA LRL Technicians servicing MRL lifts. Note this generic SWMS should be reviewed for site / project specific requirements.

Supervisor Name: Service Area Manager

PERSONNEL DETAILS

Occupations	Minimum No of employees required to do the work safely	Qualifications/Licences/Permits
Lift Technicians	1 - 2 Technicians depending on the Task	Qualified / Licensed Electrician

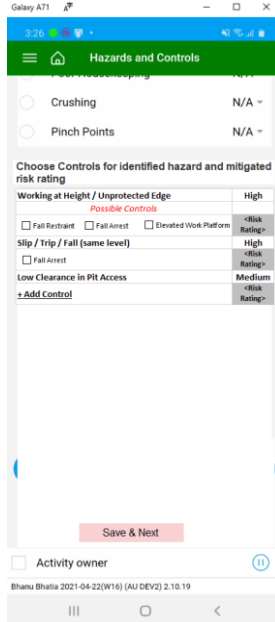
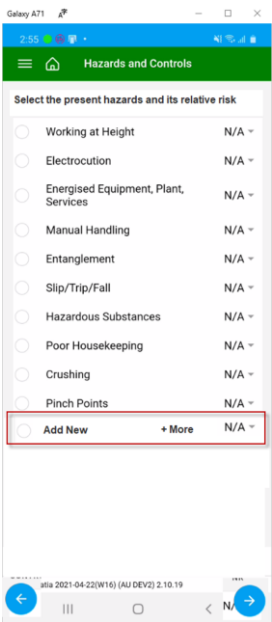
PERSONAL PROTECTIVE EQUIPMENT (dependent on Task)

Portable First Aid Kit, Mobile Phone, PPE (see below) & Fire Extinguisher (for Hot Work only), Safety Footwear - Roggins Gloves, High Visibility Vest, Safety Glasses, Hearing Protection, 800 Volt Electrician's Gloves, P2 Dust Masks with Valve (if required).

TK Elevator Aust Pty Ltd
Task / Process
SWMS - Service & Maintenance of MRL Lifts – Generic

Job Step / Task	Potential Hazards	Initial Risk Level	Controls	Final Risk Level	Person Responsible
1.0 Site Arrival / General (cont)	Risk of injury or incident involving TK Elevator Personnel or 3rd party (member of public) through mechanical malfunction or failure.	4D	Repairs & servicing only by trained and licensed TKEA personnel. Maintenance and servicing of lift including environment and components conducted in accordance with the frequency and maintenance of the Manufacturer's instructions or alternatively in accordance with Industry best practice and standards (EN61).	4E	TKEA Area Manager TKEA Area Manager
	Risk of exposure to Hazardous Substances (Asbestos or Asbestos Containing Material - ACM) through sanding or repair activities. ACM often located in lift bristles, limit switches and wire sheaths etc.	5D	TKEA Service Personnel trained in Asbestos Awareness. Copy of Building Asbestos Register available and reviewed to determine if ACM (Asbestos Containing Material) present in lift environment. If suspicious material identified and confirmation of asbestos cannot be verified from register or labelling, then work to cease and material to be tested and confirmed as asbestos by licensed laboratory prior to work continuing in accordance with TKE SWP 29 and 153. If suspicious material identified, all TKEA personnel equipped with adequate PPE including P2 mask and contamination suits.	3E	TKEA TKEA Service Personnel (with assistance of Branch CHS Manager if required) TKEA

PRE-START RISK ASSESSMENT



TK Elevator Australia Pty Ltd
Daily Pre-Start Risk Assessment & Toolbox Talk

SITE: _____
PURPOSE: The purpose of this document is to record the Daily Pre-Start Risk Assessment and Toolbox Talk process.
FREQUENCY: This document is to be used daily or more / less frequently depending on the nature and duration of the tasks being performed.

DATE: ___/___/___ to ___/___/___
TIME: _____
LOCATION: _____
(where work is being performed including specific unit numbers)

		RISK RANKING MATRIX				
		Very Low	Low	Medium	High	Critical
Likelihood	Very Unlikely	1	2	3	4	5
	Unlikely	2	3	4	5	6
Likely	Very Likely	3	4	5	6	7
	Extremely Likely	4	5	6	7	8

DESCRIBE THE SPECIFIC TASKS & ACTIVITIES BEING PERFORMED
(Reference specific SWMS if applicable):

Using the table above, rank the hazards identified with the task or activity being performed on the Risk Assessment Table and list the control measures to be adopted.

- Prepared by Contractor prior to work commencing.
- Reviewed and approved by TKE.
- Must identify risks (high-risk hazards) and controls to eliminate or mitigate.
- Used to monitor work.

- Pre-Start Risk Assessment conducted on VFM device for Service & Renew.
- Daily Pre-Start Risk Assessment and Toolbox Talk for NI / Mod.

TOPIC 5 – MONITORING & EVALUATING CONTRACTOR SAFETY PERFORMANCE

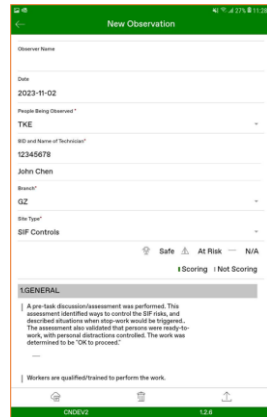
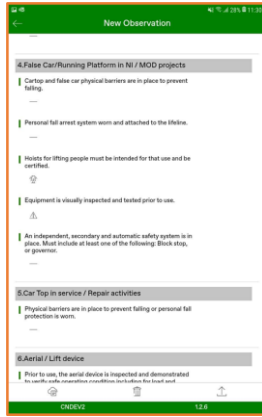
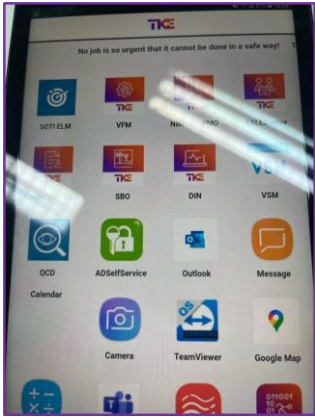
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TOPIC 5 – MONITORING & EVALUATING SAFETY PERFORMANCE

SAFETY LEADERSHIP AUDITS

SAFETY BEHAVIOUR OBSERVATION



TKE Site Safety Leadership Audit

11 Aug 2022 - Anthony Duff

Flagged item: Unreviewed

Site conducted: 11.08.2022 09:00-10:00

Conducted by: Anthony Duff

Workplace Description (site details): Sydney Metro Project, Punchbowl Station - Installation of 3 x 4m, Cantilevered walkway and 10m x 10m Formed (Site Supervisor) Installation being undertaken with sub-contractors (Electrical: James Torres, Regino Brito, Jorge Manzanera and Sebastian Puentes).

Hazard 1

Hazard: Risk to T&E employee and sub-contractor safety on construction site.

Required risk controls: Safety Management Plan and SMSM developed for work activities. Pre-start risk assessment and toolbox talks conducted with employees.

Controls in place: Yes - SMP and SMSM developed. Evidence of toolbox talks conducted.

Controls not in place: No.

Image: [Photos of safety documents]

Hazard 2

Hazard: Risk to pedestrians from handling materials and to T&E employees and sub-contractors from workers' work area exposed to weather elements.

Required risk controls: Procedures developed regarding movement of materials and equipment and adverse weather. These procedures followed with employees.

Jumpers

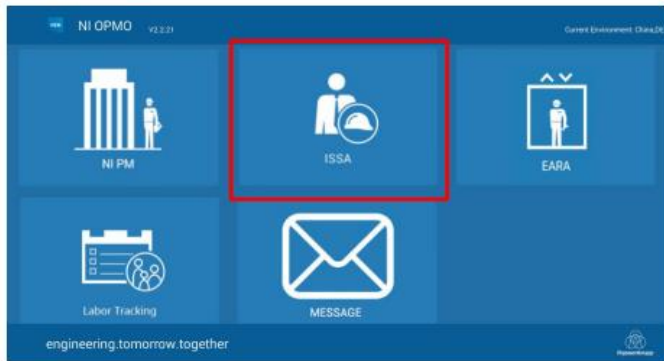
Always count jumpers before and after use. Inspect jumpers for damage. Only use approved jumpers. Jumpers may not be installed on the safety circuit when the elevator is on automatic operation. Always notify co-workers when jumpers are being used.

PPE

Always wear the proper personal protective equipment. Always wear proper work attire and if necessary, safety shoes, helmet, eye protection, hearing protection and protective gloves.

INCIDENT REPORTS / SAFETY BREACHES

ISSA – INSTALLTION SITE SAFETY ASSESSMENT



Safety Inspection (ISSA 00913) - 48 Brooks Street

Category: 1. Personal Protective Equipment

Select All: NA, C, NC(H), NC(M)

1.1 Safety helmets conforms to national or EN standard

1.2 All workers Use Safety helmet correctly

1.3 Safety glasses conforms to national or EN standard

1.4 All workers use Safety glasses correctly

1.5 Face shield conforms to national or EN standard

1.6 Workers use face shield correctly, where required

TK Elevator - Australia & New Zealand HSEQ Management System Accident / Incident Notification

WORKPLACE / FACILITY DETAILS: Site: ALU / NEW AMETRO, Project: Victoria Cross Metro, Project No: [blank], Project Manager: Mazen Awary, Subcontractor: 11 Elevators, Workplace Type: [checked] Elevator, [checked] Service, [checked] Hoist, [checked] Demolition, [checked] Manufacturing, [checked] Other

INITIAL ACCIDENT / INCIDENT CLASSIFICATION: Personal Injury: [checked] Injury, [checked] Serious Injury, [checked] Death, [checked] None, High Potential Incident: [checked] Fall/Premise, [checked] Serious Property Damage, [checked] Other

INCIDENT DETAILS: Location of accident / incident: M2 to M2 Lifts Victoria Cross, Date & Time: 8:10 am 31/10/23, Process or task at time of accident: rope access work with faller car M2 & M2

Incident Description: Ryan Frinley went up to M2 to set SNA in the lift to start their rope access work and saw that the faller car was at the top of the shaft with nobody on it. I asked the 11Elevator employee on site why the faller car was up the top and how they got it up there, he said that the night before the guy needed to allow the lift car to the floor below the top floor and the faller car was in the way. They wouldn't answer how they got down from the faller car, but the only way to have with the faller car up that high is to have climbed across the former beam to the other faller car and drop down. The potential fall height was approximately 10m. As I went up on M2 faller car to figure out how to get M2 faller car down I then noticed that they had also removed the side and rear handrails on M2 faller car so they could drive up higher. I found the handrail on the floor below the top floor which indicates that it where they took it off and drove up from.

Reported by: Steven Monaghan, Date & Time: 31/10/23

TK Elevator - Australia & New Zealand HSEQ Management System Accident / Incident Notification

Address: [blank], By Whom: Ryan Frinley T&E Site Supervisor, When / Date: 31/10/2023

Describe the incident: To fix the problem I drove M2 faller car to the top, got a length of tight control, bent a hook into the end and managed to snag the drive pendant from the top of the distribution of M2 and pull it over. I could not reach both faller cars to the top floor. To rig the tight handrail I used the SNA gaps in full restraint harness as they were already there to do rope access work on M2 and we had a permit.

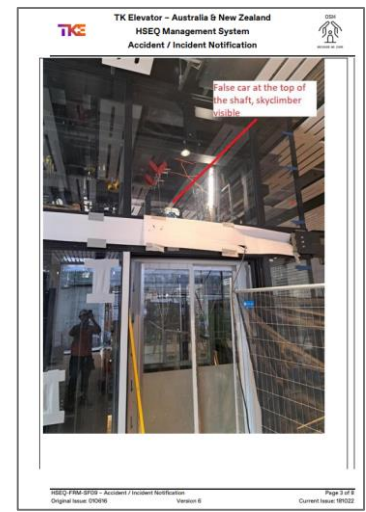
Reported by: Ryan Frinley, Date & Time: 31/10/23

Investigation Lead: Steven Monaghan, Date & Time: 31/10/23

Investigation Completed by: Steven Monaghan, Date & Time: 31/10/23

NOTIFICATION: Persons to Notify: [checked] Safety, [checked] Training, [checked] HR, [checked] Legal, [checked] Insurance, [checked] Other, [checked] External, [checked] Media, [checked] Other

Attachments: [checked] Photographs, [checked] Other



TOPIC 6 – CASE STUDIES

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THANK YOU

Please complete the Feedback Form before you leave: