CONTRACTOR SAFETY MASTER CLASS

Training Program for Managers & Supervisors

Trainer Name: Anthony Duff V2.0 – 28 February 2024

TKE MOVE BEYOND

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.



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?



MOVE BEYOND

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;
- (I) 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 opposed on the section of t

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

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TKE ANZ – HSE Sub-Contractor Audit & Questionnaire

	Contractor Audit Questionnaire th / Safety / Environment	MILION of Long		HSE Sub-Contractor Au Health / Safety / E	
Contractor (Name of Company):			AU	DIT REVIEW & DESCISION	
Registered Address:			Nan	ne of Contractor:	
Telephone:	Fax:		Tot	al Points = Assessment Score Total Number of Points Possible (number of	f elements assessed x 2)
nternet:	E-mail:		Fin	I Score (Assessment Result in %)	elements assessed x 2)
ontact person - Function:	No. of direct employees/agency	workers:			
elephone:	No. of subcontractor employees	s per year:	whe	is for Assessment (please circle): the following is a gu ther the Sub-Contractor should be engaged, engaged used.	
rade or Work Being Undertaken:			A	Qualified	×85 %
ontractor's Accident Insurance Detai	is (Name of Insurer / Phone Number / Policy T	Type and No):	В	Further Action / Information Required	70 - 84 %
					50 - 69 %
the line of the second second data is being	the TVE for an increasing limit of last on	to dual TVE	C	Further Action / Information Required subject	
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- 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

ealth and Safety: 10 Rules

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TKE GSM INDUCTION

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

PRE-START RISK ASSESSMENT

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	Energised Equi Services	pment, Plant,	N/A -	Wo	rking at Hei	ght / Unprotee	
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	Manual Handlin	ng	N/A ~			(same level)	
	Entanglement		N/A -		Fall Arrest		
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	Slip/Trip/Fall		N/A *	<u>+ A</u>	dd Control		
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	Poor Housekee	ping	N/A ~				
	Crushing		N/A -				
)	Pinch Points		N/A -				
)	Add New	+ More	N/A ~				
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INC	TK Elevator Australia Pty Ltd Daily Pre-Start Risk Assessment & Toolbox Talk						
SITE: PURPOSE: The purpose of this document is to record the Daily FREQUENCY: This document is to be used daily or more / less fre				isks being perform	ned.		
DATE:/ to//		8	ISK RANKING MATRI	×			
TIME:		Very unities, united by	unities (1)	Likely (7)	Amore ramas (1		
LOCATION: (where work is being performed including specific unit numbers):	SL	Annexes of costs and before taxael Annexes taxael Annexes taxael Annexes taxael Annexes Annexes Annexes		Annexes as hearing expense to make formation and the second to the second formation and the second formation on the second in the second matrix second	 Assessment och fister provinset och fister for fister i anspranset och fister anspranset och fister anspranset och for fister anspranset for ten assesset och formation 		
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	Moderate (2)	12	20	28	40		
	Magar (B)	24	40	66	80		
DESCRIBE THE SPECIFIC TASKS & ACTIVITIES BEING PERFORMED (Reference specific SWMS if applicable):	Tobare (21)	30	80	70	100		
	Tartical risk cattery (A + 1.4			Description respination			
	8.00			Tan and child franchise			
	Using the table at		azards identified with nt Table and list the co	the task or activity	being		

SAFE WORK METHOD STATEMENT

1	TKE Elevator Aust Pty L Task / Process SWMS - Service & Maintenance of MR					- Gene	əric	DE BECAU	SE WE CARE		1	ike i	SWMS
			Maintenance of MRL Lifts					SWMS Issue Date: 3	30/04/2023			tep / Task	Potential Haz
	evator Aust Pty Process:		d 73, The Woolstores, 2/4E Huntley St		NSW			ABN: 12 073 056 149 SWMS SWMS-Gen-	MRI -300614			r job down into logical steps	Identify the hazards
10.000	100033.	Service and	Maintenance of MRL Passenger Lifts	 Generic 				No: (V6)	1110-000014				step.
SWMS	Developed B			Position:	National Safe	ety Mr		Date: 3	30/04/2023		0		
	Approved By			Position:					30/04/2023	1	.0	Site Arrival / General (cont)	Risk of injury or incide Elevator Personal or 3
SWMS	Reviewed By				Service Area				30/04/2023				of public) through
Scope	of Work:		Maintenance of MRL Lifts - Applies to r site / project specific requirements.	all TKEA Lift	Technicians se	ervicing I	MRL lifts. Not	le this generic SWMS sho	uld be				malfunction or fai
Super	visor Name:	Service Are			WH&S Rep 1	for Servi	ce Group	(Relevant Branch Servi	ce WHS Rep)				
		PERSO	INNEL DETAILS			EQUIPMENT DETAILS							
Occup	pations		Lift Technicians		Static Plant	Static Plant & Equipment Multimeter, Hand Tools pon-ocaered.		Multimeter, Hand Tools - p	oowered and				Risk of exposure
	um No of emp the work safeh	oyees required	1 – 2 Technicians depending on the Task		Mobile Plant & Equipment Not Applicable						Substances (Ast Containing Mate		
Qualif	ications/Licen	ces/Permits	Qualified / Licensed Electrician		Safety/Emergency Equipment		Portable First Aid Kit ; Mobile Phone PPE (see below) & Fire Extinguisher (for Hot Work only).					servicing or repa located in lift brai arc shields etc.	
Traini	ng Completed/	Required	TKE GSM (Global Safety Manual) OHS In Manual Handling Practices; General Cons Induction; Site Specific Induction; Work A Induction – SWP (various); First Aid / CPF Work at Heights Training	struction	Personal Pre Equipment (Task)			Safety Footwear; Riggers 0 Visibility Vest; Safety Glass Protection; 500 Volt Electri P2 Dust Masks with Valve	ses; Hearing cians Gloves .				
Consec	uences Table						Likelihoo	od Table					
Level	Descriptor	Examples				Level	Descriptor	r Examples					
1	Insignificant	No Injuries, low fi	inancial loss			A	Very Likely	Is expected to occur in circumstances	most				
	Minor	First Aid Treatme	nt, on site release immediately contained	ite release immediately contained, medium financial			Likely	Will probably occur in a circumstances	most				
2	Moderate			quired, on-site release contained with outside assistance,			Moderate	Might occur at some tin	me				
2	mouth and			a la sera codata a	no D Unlikely			Could occur at some ti					
-	Major	Extensive injuries detrimental effect	I, loss of production capability, off-site r s, major financial loss	elease with h	~	D	Unlikely	Could occur at some ti	me				

Job Step / Task Break the job down into logical steps		Potential Hazards In R Identify the heater associated with each targe.		Controls List the actions necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness.	Final Risk Level	Person Responsible Identify the Persons responsible for ensuring controls are implemented
1.0	Site Arrival / General (cont)	Risk of injury or incident involving TK Elevator Personal or 3 rd party (member of public) through mechanical malfunction or failure.	4D	 Repairs & servicing only by trained and iscensed TKEA personnel. Maintenance and serving of lift including environment and components contructed in accordance with the frequency and maintenance of the Manufacturar's instructions or attematively in accordance with Industry best protoce and standards? (FV61). 	4E	TKEA Area Manager TKEA Area Manager
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- 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.

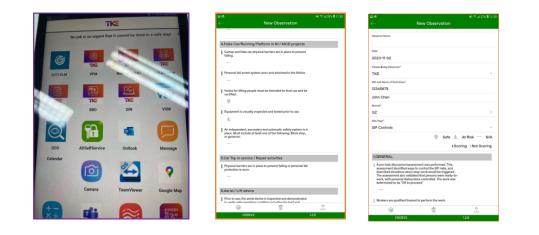
TOPIC 5 – MONITORING & EVALUATING CONTRACTOR SAFETY PERFORMANCE





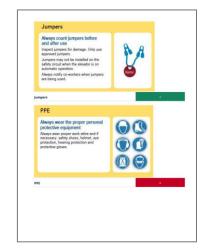
TOPIC 5 – MONITORING & EVALUATING SAFETY PERFORMANCE

SAFETY BEHAVIOUR OBSERVATION



TKE (TOP 5) (List hazards & workplace) 4. Observe workplace (Assign acti Site Safety Leadership Audit Hazard 1 Flagged items 0 Hazard Site conducted State to TKT at Conducted on equired risk cont Conducted By Controls not in Rok to pedest





INCIDENT REPORTS / SAFETY BREACHES

ISSA – INSTALLTION SITE SAFETY ASSESSMENT



		Safety Inspection		3 145%
=	(6	SSM-00015) - 46 Brooks Street		
Category	1.Personal	Protective Equipment		
Select All: ONA OC	Display All	NA Items		
1.1 Safety helmets conforms to	national or EN stand	ard		
ONA	øс	ONC(H)		
1.2 All workers Use Safety helm	et correctly			
ONA	øс	ONC(H)	6	
1.3 Safety glasses conforms to	national or EN stand	ard		
ONA	øс	ONC(M)	6	
1.4 All workers use Safety glass	es correctly			
ONA	øс	ONC(M)	6	
1.5 Face shield conforms to nati	onal or EN standard			
ONA	С	ONC(M)	Ð	
1.6 Workers use face shield corr	ectly, where required			
ONA	СС	ONC(M)	ß	
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TKE	TK Elevator – Australia & New Zealand HSEQ Management System Accident / Incident Notification						
WORKPLACE / FACILITY				1			
Operating Unit: Workplace / Facility Name 9	AUS / NSW /MET	CHO		incident 1	Na		
Moniplace / Facility Name IP Location	Victoria Cross M	etro		Project N	le:		
Project / Facility Manager's Name:	Mazen Awny				_		
Bubcontractor	11 Elevators						
Workplace Type:	Decator D fa		m Dec ving Wals 2-P	Diamanti arty Com		C Manufacturing	
INITIAL ACCIDENT / INCI	DENT CLASSIFICAT	ION:					
Personal Island	Fatality [Serious Injury	Dru:	□ MTI			
			Feat Ait	1 Onw			
High Potential Incident:	Patal Potential	Serious injury Pr	riential	Other:	8	Sear Mas	
INCIDENT DETAILS							
Location of accident / incident:	MLI to ML2 Lifts Victoria Cross			Date 6 T		8.15 am	
Process or task at time of assident / insident:	rope access work with false car MLI & ML2						
				start their ro			
Incident Description: Binly deactor shat happend have about additional yappen of almospheric Program.	saw that the false c I asked the 11Eleva they go it up there, to the floor below t answer how they go car up that high is 1 and drive down. The potential fail he As I went up on ML, noticed that they h they could drive up which indicates tho	ar was at the to bor employee o he said that th top floor an o have climbed ight was appro 1 faise car to fl a also remove higher. I found	op of the shaft w m site why the f e right before f d the false car, but f across the trim simately film, gure out how to d the side and r i the handrail or	with noticely of also can was is the guys needs use in the way the only way mer beam to get MLZ failso car handrails the floor beil	n it. up the ed to d . They to han the of car d on ML ow the	top and how rive the lift car wouldn't e left the false her false car own I then 2 false car so	
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SAFETY LEADERSHIP AUDITS

TOPIC 6 – CASE STUDIES



MOVE BEYOND .





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