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Guideline

Specification 203 Health and Safety Management

A Contractor's guide to meet the requirements of Specification 203

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1 PURPOSE

Main Roads is committed to ensuring the safety, health and wellbeing of its personnel and Workers of its Contractors who conduct work on behalf of Main Roads. This Guideline is for information purposes only which has been developed to assist Main Roads' Contractors who are responsible for delivering works or services through a form of contract where [Specification 203 Health and Safety Management](#) (Specification) applies.

2 SCOPE

The Guideline applies to works or services where Specification 203 Health and Safety Management is defined in a Main Roads Contract. It also includes the safety assurance activities undertaken by Main Roads through suitability and compliance audits where Main Roads has a shared and concurrent duty in the delivery of works or services under the Contract.

3 TERMS AND DEFINITIONS

Where a term or definition is mentioned in this Guideline, the term or definition in the Specification or the Contract applies.

4 STRUCTURE OF THIS GUIDELINE

This Guideline has been structured around the Specification process flowchart (Section 5) which is broken down into three distinct sections including:

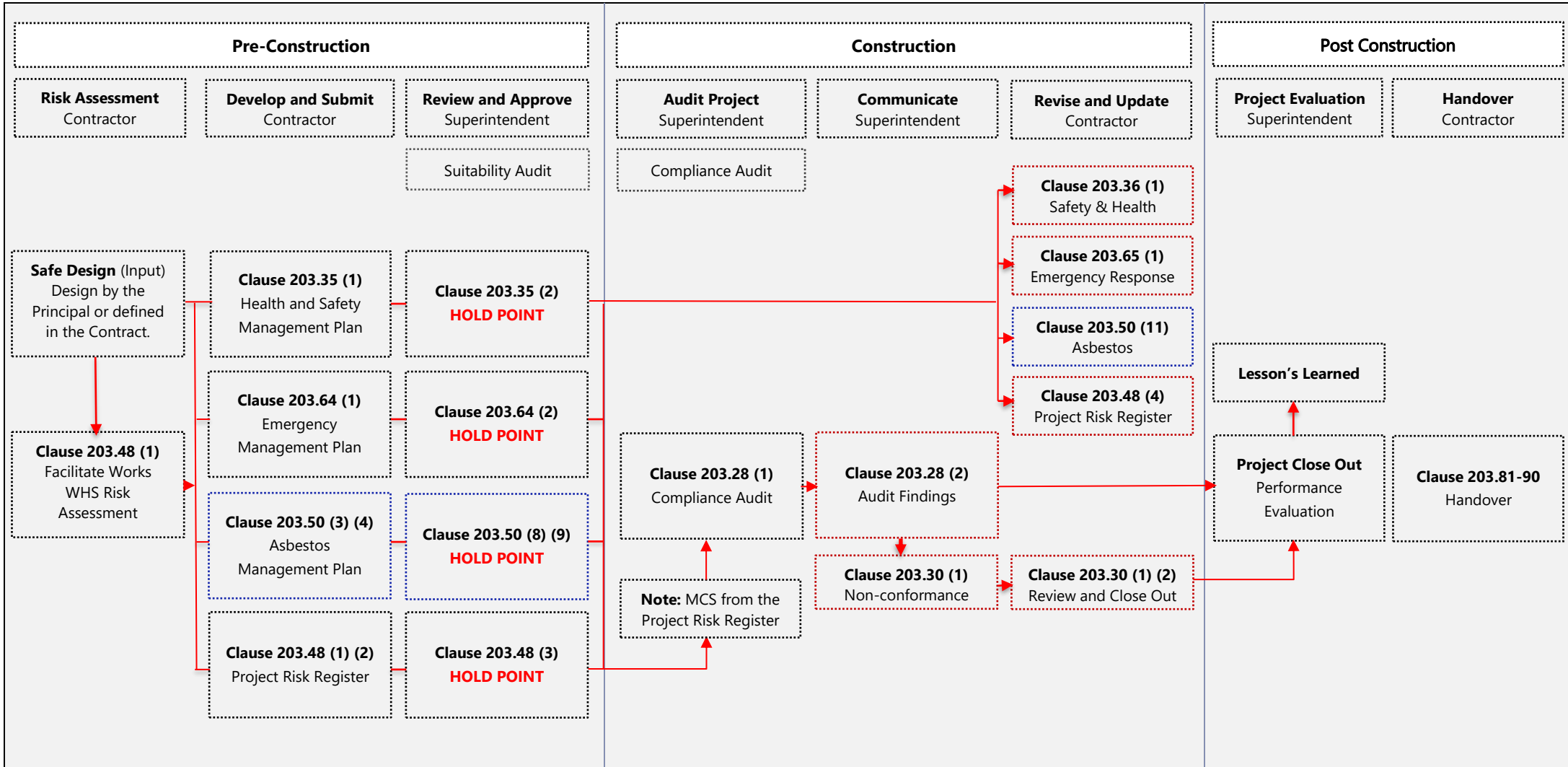
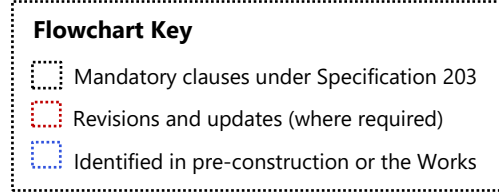
- Pre-construction - Risk assessment and the development, submission and approval of the Plan (suitability audit);
- Construction – Project auditing, communication of findings, revisions and updates (compliance audit); and
- Post construction – Project performance, evaluation and handover requirements (project evaluation).

Each section provides general guidance to our Contractors of the requirements for the development and application of the Specification's requirements and how health and safety is managed from the Contract award to final handover.

In addition to the Guideline, Main Roads has included a sample plan which includes a Health and Safety Management Plan and Emergency Management Plan as further guidance in meeting the requirements of the Specification. Main Roads permits copyright of the appendices by Contractors of Main Roads who perform works or services under a contract where the Specification applies.

5 APPLICATION OF SPECIFICATION 203 - PROCESS FLOWCHART

This flowchart is a visual representation of how health and safety management is applied from the application of the Specification through the construction lifecycle, which includes pre-construction, construction and post construction. Further information on these requirements are detailed in the proceeding sections in this document.



6 PRE-CONSTRUCTION REQUIREMENTS

6.1 Facilitate Works WHS Risk Assessment

The Works WHS Risk Assessment is a qualitative risk assessment, which is a three in one risk assessment tool that identifies preventative controls, mitigative emergency and mitigative first aid control measures based on the hazard scenario's developed in association with the scope of work.

The Works WHS Risk Assessment must be completed prior to the development of the Plan(s), as it is the foundation of how risks are identified, managed and controlled for the duration of the construction work. It also provides specific inputs into the Plan(s) as detailed in the Specification, which includes:

- Health and Safety Management Plan;
- Emergency Management Plan; and
- Asbestos Management Plan (where applicable);

The Works WHS Risk Assessment template has been designed for construction work, which includes a number of features to aid the facilitator and participants in the risk assessment process. The risk assessment must be completed in accordance with the following Main Roads documents (Annexure 203A of the Specification):

- Works WHS Risk Assessment Template [clause 203.48 (1)]; and
- Works WHS Risk Assessment Facilitation Guide [clause 203.48 (1)].

The template and facilitation guide are available on the Main Roads external website, which can be accessed from the following link: [Supporting Information Health and Safety Management](#).

6.2 Development of the Plan

The Specification is broken down into three sections detailing Main Roads requirements, which must be documented in the respective Plan(s), including:

- **Part A** – Health and Safety Management Plan [clauses 203.10 – 203.36];
- **Part B** - Hazard Identification Risk Assessment and Control [clauses 203.48 – 203.50]; and
- **Part C** – Emergency Management Plan [clauses 203.61 – 203.65].

In clause 203.50 (1-11) the requirement for developing an Asbestos Management Plan is identified in the Works WHS Risk Assessment and is a sub-section of Part A [clauses 203.50 (1-11)]. Where asbestos has been identified in pre-construction through the planning phase and/or risk assessment, Main Roads will provide such details in Annexure 203C of the Specification.

This will trigger the requirement to develop either an Asbestos Management Plan [clauses 203.50 (3) (4)] which is dependent on the impact of the asbestos feature and the risk associated with exposure or removal of the asbestos feature [clause 203.50 (2)] or neither. There are no specific clause criteria requirements in the development of the Asbestos Management Plan other than it meets the requirements of the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018(2005)].

6.3 Submission of the Plan(s) and Suitability Audit Assessment

The Works WHS Risk Assessment and the Plan(s) are to be submitted for suitability audit assessment in accordance with the submission requirements detailed in the Specification, which are all subject to HOLD POINTS (Annexure 203A.1). The submission requirements include:

- Health and Safety Management Plan [Submission 203.35(1)] / [HOLD POINT 203.35 (2)];
- Where applicable, Asbestos Management Plan [Submission 203.50 (3) (4)] / [HOLD POINT 203.50 (8) (9)];
- Works WHS Risk Assessment to form the Project Risk Register [Submission 203.48 (2)] / [HOLD POINT 203.48 (3)]; and
- Emergency Management Plan [Submission 203.64 (1)] / [HOLD POINT 203.64 (2)].

Note: The Emergency Management Plan and the Asbestos Management Plan (where applicable), must be submitted as appendices to the Health and Safety Management Plan, detailed in clause 203.50 (4) and 203.64 (1) respectively. Each Plan that is submitted in association with work under the Contract is subject to suitability audit by a safety professional from Main Roads or a Main Roads assigned health and safety consultant.

All suitability audits conducted on the Plan is done in accordance with the Main Roads Specification 203 Suitability Audit Tool, published on the Main Roads external website. The suitability audit tool includes questions relating to each specific clause to aid and provide context to the suitability audit process.

Where a “non-conformance” or “partial conformance” is identified in the suitability audit, a comment on rectifying the deficiency will be provided to satisfy the clause criteria. It must be noted that where a non-conformance has been identified, the Hold Point will not be released until the requirements have been satisfied.

In circumstances where a partial non-conformance or number of partial non-conformances have not been satisfied, the Superintendent, at its discretion may provide conditional approval for works to commence with conditions set in place to satisfy the partial non-conformances.

7 CONSTRUCTION

Main Roads understands that when a Contractor is engaged to perform work under a form of contract, health and safety risks are not transferable through Conditions of Contract. As the law stipulates, the duty owed by Main Roads to a Contractor is not dissimilar from the duty owed by an PCBU to an Worker. As such, Main Road, through its safety assurance activities, conduct suitability and compliance audits on contract work and services.

Dependant on the contract type, where Main Roads relies on a Contractor or technical expert to perform work, Main Roads may:

- verify the Contractor has the expertise for the work (pre-qualification and suitability audit);
- verify the Contractor has adequate safe systems of work in place to undertake the work (suitability audit);
- verify the Contractor is conducting the work in accordance with the Plan, Specification requirements and the applicable Minimum WHS Control Standards (compliance audit);
- continue to consult, cooperate and communicate with the Contractor on health and safety matters, and
- provide appropriate instruction and direction to the Contractor (where necessary).

In addition, Main Roads will do what is “reasonably practicable” to ensure Workers and others are protected from hazards to the extent which Main Roads has knowledge in a particular subject matter. This includes establishing the necessary degree of contact to provide any knowledge, expertise or experience in relation to hazards and risks for the work being undertaken (consultation, communication and co-operation).

These inputs are established from pre-construction in the Works WHS Risk Assessment and where necessary during the works (e.g. Project Management Meetings).

7.1 Main Roads Compliance Auditing

Compliance audits undertaken are dependent on the hazards identified in the Works WHS Risk Assessment, which will form the Project Risk Register [203.48 (1)]. A thorough risk assessment at pre-construction for the works will identify the High Risk Work activities or Principal identified hazards. Where this has been identified the [Main Roads Minimum WHS Control Standards](#) [clause 203.49 (1)] apply to the Contract.

The Minimum WHS Control Standards document details the “minimum” requirements of 20 High Risk Work activities or Principal identified hazards, which are generally performed by our Contractors. The document has been developed based on various sources of information, such as legislation, Codes of Practice, Standards (AS, AS/NZS, ISO) and similar, which specifies minimum control measures to manage these risks.

In theory, it is the “minimum” requirements to manage health and safety risks in accordance with regulatory requirements. Where the Contractor has systems in place which exceeds these requirements, the Contractor is encouraged to maintain and further develop these high standards to maintain a safe workplace and meet regulatory requirements.

Compliance audits are generally undertaken by a Main Roads Safety Professional or a member of our Health and safety Specialist Advice Panel. The intent of the audit is to seek (Auditor) and provide (Contractor) assurance that hazards and risks are being managed, so far as is reasonably practicable in accordance with Main Roads requirements.

All Auditors will be impartial and consult, cooperate and communicate with the Contractor and/or subcontractors under their control in a professional and cordial manner. The Main Roads Corporate Safety, Health and Wellbeing Branch conducts quality assurance audits on select suitability and compliance audits as part of Main Roads safety assurance activities.

Compliance audits are completed in accordance with the following audit tool, which is available to Contractors on our external website. This allows Contractors to conduct internal audits in preparation for Main Roads compliance audits:

- [Compliance Audit Tool - Specification 203 and Minimum Control Standards](#) (external document)

The audit tool contains the following information:

- Instruction on the use and application of the audit tool;
- All clause from the Specification with field based questions and evaluation criteria (where it can be applied in the field);
- All clauses from the Minimum WHS Control Standards including field based question and evaluation criteria; and
- A performance summary report based on the compliance audit assessment criteria.

7.2 Compliance Audit Assessment Criteria

Compliance audits which are undertaken for the Specification and the Minimum WHS Control Standards based on the Works WHS Risk Assessment, will be assessed using the following audit criteria:

Non-Conformance (Major) - The absence of, or a significant failure to implement and/or maintain conformance to clause criteria requirements.

Non-Conformance (Minor) - A system weakness or deviation from clause criteria requirements, which could lead to a major non-conformance if not addressed.

Observation - An observed deviation or minor oversight from an otherwise well-implemented process meeting clause criteria requirements.

Conformance - Conformance and implementation of the clause criteria requirements.

Not Applicable - The clause has been identified as not applicable during the audit.

7.3 Communication of Compliance Audit Findings (Superintendent)

Upon completion of the audit, the Auditor will provide the completed compliance audit to the Superintendent. It is the responsibility of the Superintendent to communicate the audit findings to the Contractor. Dependent on the audit findings, a non-conformance may be raised by the Contractor or issued by the Superintendent [clause 203.28(2)].

It is the responsibility of the Contractor to close out non-conformances [clause 203.28(2)] by providing corrective action evidence to the Superintendent, of which the Superintendent will evaluate and approve for closure. Where there is ambiguity or uncertainty on the corrective or preventative action, the Superintendent can consult with their Main Roads Regional Safety Advisor(s) or responsible Safety Business Partner from the Corporate Safety, Health and Wellbeing Branch.

7.4 Frequency of Compliance Audits

The frequency of compliance audits is at the discretion of the Superintendent in consultation with the Principal's Personnel on the project Site. As a general rule, compliance audits will be completed at the following frequency:

- Within the first six weeks of commencement of works under the Contract (on or around the six week mark); then
- At six monthly intervals thereafter for the duration of the works.

Dependant on health and safety performance and factors such as Serious Incidents, poor compliance or similar, the Superintendent may increase the frequency of compliance audits until the desired health and safety performance is achieved. Similarly, where performance is in good standing, the Superintendent may wish to have a targeted compliance audit on a specific area of concern instead of an in depth audit at the abovementioned frequencies.

7.5 Revisions and Update of the Plan

During the works, revision and updates may be required to the Plan after the initial submission, suitability assessment and Superintendent approval. The revision requirements are detailed in the Specification, which are based on a number of factors, which includes Serious Incidents, identification of additional asbestos features, scope of work changes and changes to the design (safe design report). The revision requirements are detailed in the following clauses:

- Health and Safety Management Plan [Revision 203.36 (1)];
- Project Risk Register [Revision 203.48 (4)];
- Emergency Management Plan [Revision 203.65 (1)]; and
- Where applicable, Asbestos Management Plan [Revision 203.50 (11)].

For the Asbestos Management Plan, specific requirements apply where previously unidentified asbestos features are identified during the works. These requirements must be applied to prevent exposure to Workers from the asbestos feature. This information is detailed in the Asbestos Risk Management section [203.50 (1-11)].

8 POST CONSTRUCTION

8.1 Project Close Out Evaluation

Contractors are evaluated on their performance in accordance with National Prequalification System requirements. The performance evaluation is conducted by the Superintendent and is reviewed as a standing item at the AS2124 Governance Team Committee.

8.2 Handover Requirements

In accordance with Main Roads' requirements, specific handover information must be provided by the Contractor prior to the Superintendent issuing the final certificate. Where the Contractor has been commissioned to design all or part of the Structure (Section 2), the Contractor must handover the safe design report including any updates to the design to support the lifecycle of the Structure.

9 SAMPLE PLAN FOR CONTRACTOR'S

A sample Health and Safety Management Plan has been provided (below) to provide guidance to our Contractors to meet the requirements of the Specification. The sample Plan may be used with applicable inputs in accordance with Specification requirements.

The sample Plan has been written in first person, from a Contractor's perspective and provides a sample of the expectation for submitting the Plan to Main Roads for suitability audit assessment.

9.1 Information Inserts

Within the supporting appendices, there are a number of information inserts, which are in closed brackets and a blue highlighted font [e.g. (Contractor's Name)]. This provides guidance to Contractors on what information and content applies within the context of the Specification clause.

9.2 Author's Notes

There are additional comments at the bottom of each section heading where additional information may be warranted to aid in further understanding of Specification requirements. This information is represented in a grey text box in italics with a smaller font size as per the example below. Where you wish to use the sample Health and Safety Management Plan, the author's notes must be removed prior to submission for suitability audit.

Author's Note: *This is how an author's note is represented in the sample Health and Safety Management Plan, which is detailed at the end of each clause in the Specification.*

9.3 Supporting Documentation

Where there is supporting documentation to the clause requirement(s) it can be added to the documentation tables, which are at the end of each Specification clause. The documents do not need to be individually provided to Main Roads for suitability audit assessment, however, may be requested.

Document Number	Document Name

10 APPENDICES

10.1 Appendix 1 – Sample Health and Safety Management Plan

(Contractor's Name) Health and Safety Management Plan

SAMPLE

Revision Register

In accordance with Specification clauses 203.36 and 203.65, the following revisions and updates have been made.

Date	Clause	Description of Key Changes	Page No.

Author's Note: *The revision and update of the Plan is detailed in this section which is based off clause 203.36 (1-3) and clause*

Annexure 203D – Health and Safety Management Plan Cross Reference Key

Clause Number	Heading Title (In the Contractor's WHS Management Plan)	Page Number
	PART A – HEALTH AND SAFETY MANAGEMENT PLAN	
203.10 (1)	General Requirements (203.10)	
203.11 (1)	Scope of Works (203.11)	
203.12 (1-2)	Contractor Requirements (203.12)	
203.13 (1-4)	Compliance (203.13)	
203.14 (1-2)	Leadership, Commitment and Management Responsibility (203.14)	
203.15 (1-6)	Consultation, Co-operation, Co-ordination and Issue Resolution (203.15)	
203.16 (1-2)	Subcontractor Health and Safety Assessment (203.16)	
203.17 (1-3)	Subcontractors and Utility Service Providers (203.17)	
203.18 (1-3)	Personal Protective Equipment (203.18)	
203.19 (1-7)	Testing for Alcohol and Other Drugs (203.19)	
203.20 (1)	Management of Fatigue (203.20)	
203.21 (1-2)	Induction and Training - General Requirements (203.21)	
203.22 (1)	General Construction Induction Training (203.22)	
203.23 (1)	Project Site Induction (Training and Assessment (203.23)	
203.24 (1)	High Risk Work Training and Licences (203.24)	
203.25 (1-3)	Task Specific Training (203.25)	
203.26 (1-3)	Visitors and Short Term Workers (203.26)	
203.27 (1-4)	Safe Work Method Statement (SWMS) (203.27)	
203.28 (1-3)	Compliance Auditing and Performance Reporting (203.28)	
203.29 (1)	Workplace Health and Safety Inspections (203.29)	
203.30 (1-2)	Non-Conformance and Corrective Action (203.30)	
203.31 (1-3)	Regulatory Orders, Notices and Convictions (203.31)	
203.32 (1-6)	Incident Management and the Principal's Incident Reporting System (203.32)	
203.33 (1-2)	Health and Safety Monthly Reporting (203.33)	
203.34 (1)	Documentation and Record Management (203.34)	
203.35 (1-2)	Submission of the Health and Safety Management Plan (203.35)	
203.36 (1-3)	Revision of the Health and Safety Management Plan (203.36)	
	PART B – HAZARD IDENTIFICATION RISK ASSESSMENT AND CONTROL	
203.48 (1-5)	Works WHS Risk Assessment (203.48)	
203.49 (1-4)	High Risk Work and Principal Identified Hazards (203.49)	
203.50 (1-11)	Asbestos Risk Management (203.50)	

203.91 (1-3)	Safe Design Requirements	
	PART C - EMERGENCY MANAGEMENT PLAN	
203.61 (1-5)	Planning and Response (203.61)	
203.62 (1-5)	Fire Mitigation and Control (203.62)	
203.63 (1-3)	First Aid Treatment (203.63)	
203.64 (1-2)	Submission of the Emergency Management Plan (203.64)	
203.65 (1-3)	Revision of the Emergency Management Plan (203.65)	

Author's Note: *It is a requirement in the Specification [clause 203.10 (1)] to include Annexure 203D as the first page of the submission with the page number included in the appropriate column. To note, the Safe Design clauses have been added as if Main Roads has requested the Contractor to produce part of the design. This has been added to the clauses 203.91 as per Specification requirements.*

203.05 References

Legislation

Work Health and Safety Act 2020 (WA)

Work Health and Safety (General) Regulations 2022 (WA)

Work Health and Safety (Mines) Regulations 2022 (WA)

Electricity Act 1945 (WA)

Electricity Regulations 1947 (WA)

Electrical (Licensing) Regulations 1991 (WA)

Energy Coordination Act 1994 (WA)

Australian, New Zealand and International Standards

AS 4602.1 High Visibility Garments

AS 3547 Breath Alcohol Testing Devices

AS/NZS 4801 Occupational Health and Safety Management Systems

AS/NZS 4308 Specimen Collection and the Detection and Quantitation of Drugs of Abuse in Urine

AS/NZS 4760 Specimen Collection and the Detection and Quantification of Drugs in Oral Fluid

ISO 45001 Occupational Health and Safety Management Systems

ISO 9000 Quality Management Systems Fundamentals and Vocabulary

ISO 9001 Quality Management Systems – Requirements

Codes of Practice

[Codes of Practice](#) – Approved under the WHS Regulations

Code for the Performance and Tendering of Building Work 2016

Code of Practice for the Safe Design of Buildings and Structures

Code of Practice First Aid Facilities and Services, Workplace Amenities and Facilities and Personal Protective Clothing

Main Roads Specifications

Specification 201 QUALITY MANAGEMENT

Other References

Office of the Federal Safety Commission

National Occupational Health and Safety Commission (NOHSC)

Australian Resuscitation Council

International Agency for the Research on Cancer (IARC)

Safe Work Australia

Author's Note: *References based on the Specification which must not be removed. Where a Contractor wish to add in a any additional references into the Health and Safety Management Plan, Emergency Management Plan or Asbestos Management Plan, they can be added to clause 203.05.*

203.06 Terms and Definitions

The definitions detailed in the Contract apply to this Specification, unless otherwise detailed in this clause 203.06.

Term	Definition
Audit	Surveillance, inspection, observations and/or audits of the work or the Site in relation to health and safety
Auditor	The Principal, the Superintendent, Worksafe WA, or any person(s) or company appointed by the Principal, the Superintendent, Worksafe WA for the purposes of carrying out an Audit.
AS or AS/NZS	Australian Standard ® or Australian New Zealand Standard ®
BAC	Breath alcohol concentration in accordance with AS 3547
Construction Work	Has the meaning in accordance with Regulation 289 of the WHS Regulations (WA)
Dangerous Incident	In accordance with Regulation 37 of the WHS Act (WA)
EQSafe	The Principal's Incident Reporting System
High Risk Work	Work of a nature that is listed in Annexure 203B
HSR	Health and Safety Representative as defined in Part 5 of the WHS Act (WA)
ISO	International Standards Organisation
Minimum WHS Control Standard	Main Roads Minimum WHS Control Standards for High Risk Work and Principal Identified Hazards
Notifiable Incident	Notification to Worksafe WA in accordance with Regulation 38 of the WHS Act or an electrical accident to the relevant network operator or the Director of Energy Safety in accordance with Regulation 63 of the Electricity (Licensing) Regulations 1991 (WA)
NOHSC	National Occupational Health and Safety Commission
WAP	Worker Assistance Program
WHS Act (WA)	Work Health and Safety Act 2020 (WA)
WHS Management Representative	A Worker appointed under the Contract by the Contractor with defined authority and responsibility to implement the WHS Management Plan.
Person Conducting a Business or Undertaking (PCBU)	Has the same meaning as Part 1, Division 3, Section 5 of the WHS Act (WA)
Plan	Means a Work Health and Safety (WHS) Management Plan as specified in Regulation 309 of the WHS Regulations 2022 (WA)
Principal's Personnel	Means the Principal's directors, officers, employees, agents and subcontractors, including the Superintendent and the Superintendent's Representative but excluding the Contractor and any Worker
PPE	Personal Protective Equipment
Regulatory Authority	Worksafe WA and the Coordinator of Energy
Regulatory inspector	Worksafe WA, and includes an Inspector of Worksafe WA and Inspectors appointed under the Energy Coordination Act 1994 (WA)
Safety Critical Role	A specific High Risk Work task or a role, which includes work defined in Annexure 203B

Serious Incident	An incident with a potential consequence of Major or Catastrophic, an incident with a final risk ranking of High or Very High or an incident (injury only) with an actual consequence of Moderate in accordance with the Main Roads Incident Management Procedure.
Structure	Means any component or part that is constructed, whether fixed or moveable, temporary or permanent, which includes buildings, masts, towers, framework, pipelines, roads, bridges, rail infrastructure and underground works (including shafts or tunnels).
Short Term Worker	A Worker who is on the Site generally less than one (1) work shift to perform work, deliver goods or conduct visual observation
Site	As defined in the Contract plus any other location where work is being undertaken under the Contract
SWMS	Safe Work Method Statement in accordance with Regulation 299 of the WHS Regulations (WA)
Utility Service Provider	A utility services company which provides services such as gas, water, electricity, telephone, sewer and stormwater
Visitor	A person visiting the Site for a purpose associated with the work under the Contract. Who is not conducting any work.
WAP	Worker Assistance Program
WHS	Work, Health and Safety
WHS Act (WA)	Work Health and Safety Act 2020 (WA)
WHS Management Representative	A Worker appointed under the Contract by the Contractor with defined authority and responsibility to implement the WHS Management Plan.
WHS Regulation (WA)	Work Health and Safety (General) Regulations 2022 (WA)
Worker	Has the same meaning as Part 1 Division 3 (7) of the WHS Regulations (WA) 2022 but does not include the Principal's Personnel

Author's Note: *The terms and definitions based on the Specification requirements. These terms and definitions must not be altered.*

203.10 General Requirements

1. (Contractor's Name) has developed this Safety and Health Management Plan which meets the requirements of the Main Roads Specification 203 (Specification), which includes:
 - a) the clauses contained in Part A, Part B and Part C in accordance with the headings detailed in Annexure 203D of the Specification;
 - b) the applicable identifiable records listed in Annexure 203A.2 submitted as controlled documents in accordance with SPECIFICATION 201 – QUALITY MANAGEMENT;
 - c) the applicable identifiable records submitted within the specified time frames in accordance with the submission requirements detailed in this Specification (Annexure 203A.1); and
 - d) (Contractor's Name) will not commence work under the Contract until the Superintendent has approved the identifiable record submission in accordance with the HOLD POINTS (Annexure 203A.1).

203.11 Scope of Work

1. The scope and particulars of work under the Contract which (Contractor's Name) will be undertaking is as follows:
 - a) the name of the Contractor (already stated above - delete);
 - b) the commencement date and duration of the proposed work under the Contract is; (add in);
 - c) the key work processes based on the project management delivery plan / schedule is; (add in)
 - d) features of the Site including terrain, expected weather condition and other specific local features; (add in)
 - e) the location of material supply or disposal points associated with the Site; and (add in);
 - f) any work camps, fuel storage facilities, workshops or explosive stores, or similar. (add in);

(Contractor's Name) has included or referenced the following documentation in respect to clause 203.11, which meets the requirements for Legislative Obligations, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for clause 203.10 as the clause is self-explanatory. For clause 203.11 a very brief description is all that is required. For sub-clause C, provide the detail or reference the delivery plan / schedule of the works with a brief description where this has been done. For sub-clauses, B-F only a very brief description is required.

Legislative Obligations 203.12 (1-3)

1. In performance of work under the Contract (Contractor's Name) will:
 - a) comply with all duties of the WHS Act (WA) and duties of the appointed principal contractor under the Contract in accordance with Regulation 293(2) of the WHS Regulations (WA);
 - b) comply with all duties as the person in control of the workplace in accordance with Regulation 293(2) of the WHS Regulations (WA); and
 - c) implement, maintain and demonstrate compliance with the WHS Regulations (WA).
2. Where the work under the Contract falls under the scope of the Work Health and Safety (Mines) Regulations 2022, (Contractor's Name) will meet the requirements of these regulations.
3. (Contractor's Name) will ensure the health and safety of Workers, the Principal's Personnel, members of the public, key stakeholders and anyone else who may be present on the Site for the duration of work under the Contract. This will be achieved by providing a working environment that is safe and without risk.

(Contractor's Name) certified management system documentation meets the requirements for Legislative Obligations (clause 203.12) which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for 203.12 as clause criteria elements 1 and 2 are self-explanatory. Add in any Management System documentation, which may support this clause.

Compliance 203.13 (1-4)

- (Contractor's Name) will ensure that all Workers involved with work under the Contract comply with any acts, regulations, laws and by-laws, Codes of Practice and standards relating to health and safety.
- (Contractor's Name) will comply with all health and safety policies, procedures or measures implemented or adopted by the occupiers of any premises at or within which the Contractor will perform work under the Contract and comply with all directions of the Superintendent relating to this Specification. In the event of any inconsistency, (Contractor's Name) will adopt such procedures or measures that produce the higher level of health and safety.
- (Contractor's Name) will ensure that where any Specification, standard, procedure, guidance note or similar (Annexure 203A.3) is referenced in this Specification for the development of an identifiable record (Annexure 203A.2) or is to be used in association with work under the Contract, (Contractor's Name) will follow the requirements detailed in Main Roads Specification 203.
- In addition to the requirements of the WHS Act (WA) and WHS Regulation (WA), (Contractor's Name) will maintain compliance to our AS/NZS 4801 or ISO 45001 WHS Management System accreditation and Federal Safety Commission Accreditation and the requirements of Main Roads Specification 203.

(Contractor's Name) certified management system documentation meets the requirements for Compliance (clause 203.13) as follows, which is available upon request.

Document Number	Document Name

Author's Note: (Clause 4) Depending on your management system accreditation, delete the standard, which does not apply to your organisation. Where the works involves federal funding above the Federal Safety Commission threshold, do not delete the Federal Safety Commission Accreditation information from the clause. Add in any Management System documentation, which may support these clauses.

203.14 Leadership, Commitment and Management Responsibility

- (Contractor's Name) will demonstrate leadership and commitment for successfully managing health and safety of Workers, the Principal's Personnel and members of the public who may be affected by work under the Contract. This commitment is demonstrated and measured from (Contractor's Name) ensuring that:
 - health and safety considerations are integrated in decision making processes for the duration of the work;
 - by implementing the requirements of Specification 203 and the conditions of contract relating to health and safety ;
 - by actively monitoring health and safety performance and compliance of any Workers; and
 - by providing appropriate time and resources for measuring, promoting and improving health and safety performance.

2. (Contractor's Name) has detailed the health and safety responsibilities of all Workers who have a health and safety duty in association with work under the Contract, which includes the name(s) of the Contractor's senior Site representative(s); which includes:

- Project Manager: (detail roles, responsibilities and accountabilities)
- Senior Site Representatives: (detail roles, responsibilities and accountabilities)
- Works Manager: (detail roles, responsibilities and accountabilities)
- Supervisors: (detail roles, responsibilities and accountabilities)
- Health and Safety Representatives: (detail roles, responsibilities and accountabilities)
- Workers (including subcontractors: (detail roles, responsibilities and accountabilities)

(Contractor's Name) has appointed an Health and safety Management Representative who has primary responsibility of ensuring the Plan(s) are fully implemented on the Site. The name(s), qualifications and experience of (Contractor's Name) appointed WHS Management Representative is as follows:

- (detail name)
- (detail qualifications)
- (detail experience)

(Contractor's Name) certified management system documentation meets the requirements for Leadership, Commitment and Management Responsibility (clause 203.14) which is available upon request.

Document Number	Document Name

Author's Note: (Clause 2) Add in the requirements stated in the information inserts of the clause. This does not need to be an exhaustive list of roles responsibilities and accountabilities. (Clause 3) Add in the information of the appointed health and safety Management Representative. The qualifications and experience listed does not need to be exhaustive just the most pertinent information.

203.15 Consultation, Co-operation, Co-ordination and Issue Resolution

1. In accordance with Regulation 310 of the WHS Regulations (WA) and upon approval of the Plan by the Superintendent, (Contractor's Name) will ensure the Plan is:
 - a) provided to any Worker upon request;
 - b) understood by all Workers (induction);
 - c) communicated to Workers when a change has been made to the Plan (Regulation 310); and
 - d) is made available for inspection upon request by any Worker, the Superintendent, nominated Superintendent's staff, Auditor or any Regulatory inspector.
2. (Contractor's Name) has consultation, co-operation and co-ordination arrangements in place under the Contract to resolve workplace health and safety issues, which meets the requirements of Section 22 of the WHS Act (WA), which includes all Workers. (Contractor's Name) also has an issue resolution process to resolve health and safety related concerns.
3. (Contractor's Name) will ensure communication arrangements are in place for the duration of the work, which will include health and safety information through the following forums:

- a) daily pre-start meetings communicating information relating to incidents under the contract and shared learnings (banner alerts) from the Principal or external agencies where applicable to the work under the Contract;
 - b) fortnightly tool box talks on specific health and safety topics applicable to work under the Contract; and
 - c) (fortnightly/monthly) contract site meeting to discuss relevant health and safety performance with the project management team, project WHS Management Representative, supervisory personnel (including those from any subcontractor), HSR and select Principal's Personnel associated with work under this Contract.
4. (Contractor's Name) will include all Workers in daily pre-start meetings, so all work groups have an understanding of the interface between each other in daily work activities. (Contractor's Name) will allow isolated pre-start meetings (where required), for specific information to individual work teams.
 5. (Contractor's Name) has a stop task authority / protocol for the project Site which is part of (Contractor's Name) certified WHS Management System. The stop task authority / protocol must meet the general requirements of Division 6 (right to cease or direct cessation of unsafe work) of the WHS Act (WA), which is in place to empower all Workers to stop work where there is a risk to their person or others, which could lead to imminent serious injury, harm or death. This information is provided to all Workers in the (Contractor's Name) Site-specific induction.
 6. (Contractor's Name) has a Worker Assistance Program (WAP) in place to support all Workers who may be exposed to psychological hazards or who may require psychological support. The (Contractor's Name) WAP service provides support for mental health and wellbeing, which meets the Safe Work Australia Guidance Note: [Work Related Psychological Health and Safety- A Systematic Approach to Meeting your Duties](#).

Worker Assistance Program Organisation: (list the name)

Contact Number: (list the number)

E-mail Address: (list the address)

Website Address: (where available)

Where (Contractor's Name) performs work for Main Roads which is a fly in fly out operation, the (Contractor's Name) WAP service meets the requirements of the [Code of Practice for Mentally Healthy Workplaces for Fly-In Fly-Out \(FIFO\) Workers](#).

7. (Contractor's Name) will ensure our WAP service is communicated to all workers under our control which includes:
 - a) during Worker on-boarding induction (scope and availability of the service);
 - b) following a Serious Incident or traumatic event;
 - c) detailing how the WAP service is integrated into communication and consultation arrangements; and
 - d) mental health topics will be communicated to all Workers, which includes toolbox talks, pre-start meetings and other safety related forums of (Contractor's Name) during works under the Contract.

(Contractor's Name) certified management system documentation meets the requirements for Consultation, Co-operation, Co-ordination and Issue Resolution (clause 203.15) as follows, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for clause 203.15 as criteria elements 1 to 7 are self-explanatory. Add in any applicable Management System documentation to support this clause (i.e. clauses. 2, 5 and 6).

203.16 Subcontractor Health and Safety Assessment

1. Prior to engaging a subcontractor who will perform work under the Contract, (Contractor's Name) will complete an health and safety assessment on the subcontractor to ensure the subcontractor is competent to safely carry out the work. (Contractor's Name) health and safety assessment includes the following information:
 - a) High Risk Work that will be undertaken by the subcontractor;
 - b) the training, competency and licensing of the subcontractors Workers conducting High Risk Work;
 - c) consideration of Regulatory improvement notices and any historical or current prosecutions;
 - d) workplace incidents resulting in a death or permanent disability within the last 5 years;
 - e) all SWMS the subcontractor will be operating under for High Risk Work, or any SWMS directed to be used by the Contractor or the Superintendent.

2. Where a subcontractor is operating under their own safe systems of work, (Contractor's Name) will review and approve the subcontractor's safe systems of work as part of the (Contractor's Name) subcontractor health and safety assessment. All subcontractor health and safety assessments are retained in the (Contractor's Name) record management system which is available upon request. The subcontractors operating under their own safe system of work includes:

- | | |
|-----------------------------------|-----------------------------------|
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |

(Contractor's Name) certified management system documentation meets the requirements for Subcontractor health and safety Assessment (clause 203.16) as follows, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for clause 203.16 as criteria elements 1 and 2 are self-explanatory. Add in any applicable Management System documentation to support this clause.

203.17 Subcontractors and Utility Service Providers

1. Where (Contractor's Name) engages a subcontractor to perform work, (Contractor's name) will provide the subcontractor with a copy of the Plan with the relevant Site specific health and safety information for the work to be performed by the subcontractor under (Contractor's Name) control. The subcontractors who will be conducting work under the Contract includes:

- | | |
|-----------------------------------|-----------------------------------|
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |
| Name: (subcontractor name) | Name: (subcontractor name) |

2. Where a subcontractor or Utility Service Provider is required to operate under (Contractor's Name) safe systems of work, all relevant health and safety information, instruction and training will be provided by (Contractor's Name) to Workers of the subcontractor or Utility Service Provider, in such a way the safe systems of work are understood and implemented by Workers of the subcontractor or the Utility Service Provider.
3. Where a subcontractor under (Contractor's Name) control is operating under their own SWMS for any High Risk Work, (Contractor's Name) will ensure the SWMS are:
 - a) detailed on the subcontractor's letterhead showing the name and registered office;
 - b) current, accurate, complete and specific to the High Risk Work to be performed;
 - c) dated and signed by all relevant Workers and a supervisor of the subcontractor;
 - d) working in accordance with the SWMS at all times while conducting any High Risk Work; and
 - e) the SWMS is approved by a (Contractor's Name) senior Site representative prior to a Worker commencing any High Risk Work.
4. Where an enclave area is required on or adjacent to the Site, the (Contractor's Name) will ensure any specific requirements relating to the enclave is communicated to all Workers which will include the following information:
 - a) the location and duration of the enclave area;
 - b) any access and egress requirements relating to the enclave area; and
 - c) the nominated Worker who is the point of contact in respect to the enclave area.
5. (Contractor's Name) will ensure that any enclave area required for work under the Contract is clearly delineated and demarcated from the remainder of the Site.

(Contractor's Name) certified management system supports the requirements of Subcontractors and Utility Service Providers (clause 203.17) as follows, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for clause 203.17 as criteria elements 1-5 are self-explanatory. Add in any applicable Management System documentation to support this clause.

203.18 Personal Protective Equipment

1. (Contractor's Name) will ensure that all Workers have adequate personal protective equipment, which meets the requirements of Division 5 of the WHS Regulations (WA).
2. (Contractor's Name) will ensure that all Workers wear personal protective clothing which meets the requirements of AS 4602.1 High Visibility Garments which includes:
 - a) Full torso (long arm and long leg);
 - b) Day Work – Class D Garments as specified in Section 6 of AS 4602.1;
 - c) Night Work – Class N Garments as specified in Section 7 in AS 4602.1; and
 - d) Day Night Work – Class D/N Garments as specified in Section 8 of AS 4602.1.
3. Where personal protective equipment is referenced in relevant legislation, Codes of Practice, the Principal's Minimum WHS Control Standards (Annexure 203A.3) or instructions from manufacturers or suppliers (e.g. safety data sheet), (Contractor's Name) will ensure the personal protective equipment specified is used by all Workers.

(Contractor's Name) certified management system documentation meets the requirements for Personal Protective Equipment (clause 203.18) as follows, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for clause 203.18 as criteria elements 1 to 3 are self-explanatory. Add in any Management System documentation to support this clause.

203.19 Testing for Alcohol and Other Drugs

1. (Contractor's Name) will implement and conduct a drug and alcohol testing regime to test all Workers and any relevant Principal's Personnel for the presence of alcohol or other drugs for the duration of the work under the Contract, which will include:
 - a) a random sampling program (drug and alcohol);
 - b) post incident sampling (drug and alcohol);
 - c) for cause testing on reasonable grounds (drug and alcohol) excluding the Principal's Personnel;
 - d) breath alcohol concentration (BAC) testing on a daily basis prior to any Worker commencing work;
 - e) targeted testing for High Risk Work activities (drug and alcohol); and
 - f) include considerations for of any testing of Workers returning for a new work cycle, extended roster or from an extended break (drug and alcohol).

2. As a minimum, (Contractor's Name) will ensure the sample size for the selection of drug testing is in accordance with Section 16A and Schedule 4 of the [Code for the Performance and Tendering of Building Work 2016](#).

3. (Contractor's Name) will make sure objective testing methods are used to sample Workers for the presence of alcohol and other drugs of abuse to testing for the presence of alcohol, opiates, tetrahydrocannabinol (THC), cocaine, benzodiazepines, amphetamines and methamphetamine. (Contractor's Name) will ensure the testing methods are in accordance with the following requirements:
 - a) AS/NZS 4308 Specimen Collection and the Detection and Quantitation of Drugs of Abuse in Urine;
 - b) AS/NZS 4760 Specimen Collection and the Detection and Quantification of Drugs in Oral Fluid; and
 - c) AS 3547 Breath Alcohol Testing Devices.

4. (Contractor's Name) will ensure the person who performs the BAC testing and other drug testing, holds the current qualification "Collect Specimens for Drugs of Abuse Testing" from a registered training organisation. The qualification will be retained in (Contractor's Name) record management system. The (person(s)/business) conducting the BAC and other drug testing is as follows:

Name: (add tester name)	Qualification Number: (add number)	Expiry Date: (add date)
Name: (add tester name)	Qualification Number: (add number)	Expiry Date: (add date)
Name: (add tester name)	Qualification Number: (add number)	Expiry Date: (add date)
Name: (add tester name)	Qualification Number: (add number)	Expiry Date: (add date)
Name: (add tester name)	Qualification Number: (add number)	Expiry Date: (add date)

5. Where a positive reading is received from a secondary BAC test (>0.00) for daily testing, (Contractor's Name) will deem that Worker as unfit for work and stood down from daily duties and managed in accordance with the subcontractors formal disciplinary/rehabilitation processes and procedures. For (Contractor's Name)

Workers, the Worker will be managed in accordance with the (Contractor's Name) disciplinary/rehabilitation processes and procedures.

6. Where a non-negative test result has been received from drugs of abuse testing, (Contractor's Name) will ensure the Worker(s) is deemed unfit for work, stood down from daily duties and managed in accordance with the subcontractors disciplinary/rehabilitation procedure. For (Contractor's Name) Workers, the Worker will be managed in accordance with the (Contractor's Name) disciplinary/rehabilitation processes and procedures. No Worker of (Contractor's Name) or any Worker of subcontractors under our control will be allowed to return to work until subsequent testing confirms a negative test result for that Worker.
7. Where a Worker fails to submit a sample for either alcohol or drugs of abuse for analysis, (Contractor's Name) will constitute this as a positive test result and the Worker will stood down from duties and managed in accordance with the (Contractor's Name) disciplinary procedure or that of the subcontractor under our control. Where there is a failure to submit a sample for drugs of abuse testing, (Contractor's Name) will ensure the Worker submits a test for analysis, (Contractor's Name) will ensure a negative result is received from the Worker prior to the Worker commencing any form of work on the Site.

(Contractor's Name) certified management system documentation meets the requirements for Testing for Alcohol and Other Drugs (clause 203.19) as follows, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for clause 203.18 as criteria elements 1 to 7 are self-explanatory. Add in any Management System documentation to support this clause.

203.20 Management of Fatigue

1. (Contractor's Name) has systems and procedures in place to manage and control the effects of Worker's fatigue, which has the potential to lead to and/or contribute to an incident related to work under the Contract. (Contractor's Name) has a fatigue management system in place which includes:
 - a) identification of the factors which contribute to and increase the risk of Worker fatigue, including work scheduling, roster work, fly in fly out arrangement, job demands, environmental conditions and any non-work related factors that may contribute to fatigue, which transfer to the workplace;
 - b) journey management considerations including daily travel requirements and Worker travel arrangements prior to and post work cycles (e.g. from the Worker's normal place of residence to Site and vice versa);
 - c) consideration of the location of any temporary accommodation facilities;
 - d) assessment and control of the identified fatigue related risk factors;
 - e) information, instruction and training to all Workers on the risk factors, controls and procedures;
 - f) supervisor level training in the recognition and signs of Worker fatigue;
 - g) special conditions of Workers in safety critical roles associated with activities in Annexure 203B;
 - h) provision of rest facilities, work/rest cycling or similar to manage Worker fatigue; and
 - i) the following control system and process (Contractor's Name) uses to manage and control Worker fatigue: (where it applies add in any applicable control systems or process to further manage Worker fatigue)

(Contractor's Name) certified management system documentation meets the requirements for Management of Fatigue (clause 203.20) as follows, which is available upon request.

Document Number	Document Name

Author's Note: For sub-clause 203.30 (1) (i) No other author's note is required for clause 203.20 as the remainder of the clause criteria is self-explanatory. Add in any Management System documentation to support this clause.

203.21 Health and Safety Induction and Training - General Requirements (1-2)

1. All Workers must receive the following information, instruction, training and assessment (where applicable):
 - a) General Construction Induction Training;
 - b) Project Site Induction (training and assessment);
 - c) High Risk Work training and licenses in accordance with Schedule 3 of the WHS Regulations (WA);
 - d) task specific training in performance of work under the Contract;
 - e) specific training requirements where referenced in the Principal's Minimum WHS Control Standards document; and
 - f) records of all training and inductions must be recorded and retained in the Contractor's record management system.
2. Where a Worker has not satisfied (Contractor Name) induction training and assessment or do not have the relevant or current competencies for the work they are to perform, (Contractor Name) will not allow the Worker to commence work until the Worker has attained or achieved the required competency.

(Contractor's Name) certified management system documentation meets the requirements for Health and Safety Induction and Training (clause 203.21) as follows, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for clause 203.21 as criteria elements 1 and 2 are self-explanatory. Add in any Management System documentation to support this clause.

203.22 General Construction Induction Training

1. In accordance with Part 6.5 Division 1 of the WHS Regulations (WA) (Contractor's Name) will ensure that any Worker who performs construction work on the Site holds a current, nationally recognised general construction induction-training certificate (card) from a registered training organisation. (Contractor's Name) will not allow any Worker is to perform work who does not hold this qualification and the general construction induction training cards must be kept available for inspection under the WHS Act (WA).

(Contractor's Name) certified management system documentation meets the requirements for General Construction Induction Training (clause 203.22) as follows, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for 203.22 as clause criteria element is self-explanatory. Add in any Management System documentation to support this clause or site training and induction record.

203.23 Project Site Induction (Training and Assessment)

1. (Contractor's Name) will induct all Workers and relevant Principal's Personnel prior to commencing any work on the Site. The induction training and assessment information will be regularly reviewed by (Contractor's Name) to ensure all health and safety issues remain relevant to the changing circumstances of the works. As a minimum (Contractor's Name) will include the following information in the induction:
 - a) the location and information contained within the Plan;

- b) Site specific health and safety responsibilities for all persons and how those responsibilities will be coordinated;
- c) information on Division 4 of the WHS Act (WA);
- d) the requirements for reporting incidents, injuries and near misses;
- e) communication, consultation and issue resolution processes for all Workers;
- f) the Site stop task authority / protocol for imminent harm or injury;
- g) information on the hazards likely to be encountered on the Site;
- h) the risk of injury or harm resulting from those hazards;
- i) the control measures which have been developed in relation to the hazards;
- j) Site specific safety rules, safe systems of work and the High Risk Work that will be conducted on Site;
- k) emergency response and first aid procedures and emergency contact information;
- l) the names and contact information of the (Contractor's Name) WHS Management Representative;
- m) the names and contact information of the Site first aiders;
- n) the contact information for the WAP provider;
- o) any other relevant health and safety information applicable to work under the Contract; and
- p) include a written assessment to be retained under the (Contractor's Name) document management system.

(Contractor's Name) Project Site Induction meets the requirements for Project Site Induction (Training and Assessment) (clause 203.23) as follows, which will be made available on request.

Document Number	Document Name

Author's Note: No author's note is required for clause 203.22 as the criteria element is self-explanatory. Add in any Management System documentation to support this clause or site training / induction and the record log of completion by workers.

203.24 High Risk Work Training and Licences

1. For all Workers who conduct any High Risk Work, (Contractor's Name) will provide specific information on the management and control of the High Risk Work activities and as a minimum (Contractor's Name) will include:
 - a) information on the hazards associated with the High Risk Work;
 - b) information and instruction on the controls to manage the hazards of the High Risk Work;
 - c) the requirement for working in accordance with a SWMS for the High Risk Work;
 - d) verification of current high risk work licences of Workers who are undertaking High Risk Work in accordance with Schedule 3 of the WHS Regulations (WA); and
 - e) ensure plant and equipment requiring a High Risk Work license is not left unattended while it is in use unless another licensed person has taken over control of the plant or equipment.

(Contractor's Name) Project Site Induction meets the requirements for Project Site Induction (Training and Assessment) (clause 203.23) as follows, which will be made available on request.

Document Number	Document Name

Author's Note: No author's note is required for 203.24 as the clause criteria element is self-explanatory. Add in any Management System documentation to support this clause and/or record logs of High Risk Work training completed by workers.

203.25 Task Specific Training

1. (Contractor's Name) will ensure the information, instruction and training provided to Workers is suitable and adequate with having regard to:
 - a) the nature of the work carried out by the Workers;
 - b) the risks associated with the work at the time the information, training or instruction is provided; and
 - c) the control measures to be implemented to manage the risk(s).
2. Task specific training must be developed by (Contractor's Name) in consultation with relevant Workers for the work, they will perform under the Contract. The training will be regularly reviewed and updated by (Contractor's Name) and where there is a change to safe systems of work, work process, work methodology or any introduced plant, equipment or substances, which may affect the health and safety of Workers.

(Contractor's Name) certified management system documentation meets the requirements for health and safety Induction and Training requirements (clause 203.21 – 203.25) as follows, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for 203.25 as the clause criteria elements are self-explanatory. Add in any Management System documentation to support this clause.

203.26 Visitors and Short Term Workers

1. Where a Visitor or Short Term Worker, which may include a Utility Service Provider is visiting or working on the Site, (Contractor's Name) will provide the appropriate level of induction and training (where applicable) on the Site safety rules, which (Contractor's Name) will ensure are followed at all times and includes:
 - a) Visitors must complete a visitor induction and be escorted at all times; and
 - b) Short Term Workers must complete an appropriate induction that is reflective of the frequency, duration and the level of risk for the work being undertaken on the Site.
2. (Contractor Name) will retain copies of all inductions for visitors, delivery drivers and Short Term Workers.
3. (Contractor's Name) will ensure that all Visitors and Short Term Workers are provided with advanced notice of the requirements specified in clause 203.26 (1) of Main Roads Specification 203 prior to their attendance on the Site. (Contractor's Name) will give clear instructions on the protocols required to access the Site.

(Contractor's Name) certified management system documentation meets the requirements for Visitors and Short Term Workers (clause 203.26) as follows, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for 203.26 as the clause criteria elements are self-explanatory. Add in any inductions, induction records and Management System documentation to support this clause.

203.27 Safe Work Method Statement (SWMS)

1. (Contractor's Name) will ensure that SWMS are in place for all work under the Contract where it meets the following criteria:
 - a) High Risk Work in accordance with Regulation 291 of the WHS Regulations (WA);
 - b) it is detailed in the Principal's Minimum WHS Control Standards document;
 - c) the residual risk ranking in the WHS Risk Register is high or very high; and

- d) where requested by the Superintendent.
- 2. (Contractor's Name) will make sure the SWMS meet the criteria of Regulation 299 of the WHS Regulations which, as a minimum, will include the following information:
 - a) the actual step by step sequence involved in doing the work;
 - b) ranking of residual risk after control measures have been implemented;
 - c) any plant, equipment and permits in association with the work; and
 - d) information of any high-risk work licence requirements to perform a specific class of High Risk Work in accordance with Schedule 3 of the WHS Regulations (WA);
- 3. (Contractor's Name) will ensure the SWMS is complied with in accordance with Regulation 300 of the Regulations.
- 4. (Contractor's Name) will ensure all SWMS are current and Site specific to the work under the Contract and reviewed when:
 - a) there has been an incident in the performance of work under the SWMS;
 - b) the steps in the SWMS are no longer valid or additional hazards are introduced or identified;
 - c) control measures are revised under Regulation 38; or
 - d) the Superintendent or a Regulatory inspector identifies deficiencies in the SWMS.
- 5. (Contractor's Name) will make sure all SWMS referenced in the control column of the WHS Risk Register or where activities warrant the development of SWMS. (Contractor's Name) will ensure that High Risk Work will not commence until a senior Site representative of (Contractor's Name) has reviewed and authorised the SWMS for the proposed work being undertaken by Workers under the SWMS.

(Contractor's Name) certified management system documentation meets the requirements for Safe Work Method Statements (clause 203.27) as follows, which is available upon request.

Document Number	Document Name

Author's Note: No author's note is required for 203.27 as the clause criteria elements are self-explanatory. Add in any standard templates or SWMS register which meets the clause requirements. Main Roads will review the Works WHS Risk Assessment to ensure all SWMS are listed as a preventative administrative control for the high-risk work.

203.28 Compliance Auditing and Performance Reporting

- 1. (Contractor's Name) acknowledge the Superintendent may conduct compliance auditing at any time during the Contract. (Contractor's Name) will allow the Auditor to conduct the audit on any aspect(s) of the Specification requirements detailed in this Plan and any other information associated with the Plan.
- 2. (Contractor's Name) will make available at the site suitable facilities to accommodate an Auditor, the cost of providing such facilities will be borne by (Contractor's Name) and in addition (Contractor's Name) will:
 - a) make available all relevant records, including those of subcontractors and suppliers for the purposes of the audit and provide all reasonable assistance to the Auditor during the audit;
 - b) provide information which relates to Main Roads Specification 203, the Plan and follow the audit protocols requested of the Auditor during the audit;
 - c) develop and document a corrective action plan for assigned non-conformances with the agreed date the corrective action(s) will be completed; and
 - d) communicate results of the audit to all relevant Workers on the Site.

3. (Contractor's Name) will monitor each subcontractor undertaking work on Site, to ensure the work they perform is carried out with an acceptable level of risk in accordance with the approved Plan. (Contractor's Name) has detailed below the activities which (Contractor's Name) will undertake to ensure health and safety performance and compliance, including the following information:

- a) the duties of each subcontractor under (Contractor's Name) are as follows: list the duties
- b) the duties (Contractor's Name) will retain for management of Site safety issues include: list what is retained
- c) the (Contractor's Name) surveillance audit program to monitor the health and safety performance of each subcontractor completed on a scheduled risk based frequency includes: detail subcontractor audit program
- d) (Contractor's Name) will take the following actions against subcontractors who are found to be in breach of the WHS Act (WA), WHS Regulations (WA, Site safety rules, the Plan and SWMS: details actions to be taken
- e) subcontractor compliance against the Principal's Minimum WHS Control Standards; and
- f) (Contractor's Name) will ensure compliance to the Principal's requirements for supervision of all High Risk Work.

(Contractor's Name) certified management system documentation meets the requirements for Compliance Auditing and Performance Reporting (clause 203.28) as follows, which is available upon request.

Document Number	Document Name

Authors Note: Clause criteria elements 1 and 2 are self-explanatory. For clause element 3 a, b and c content must be provided in accordance with the stated clause criteria sub-elements. Add in any Management System documentation to support the clause content and information such as the surveillance audit program to monitor subcontractors.

203.29 Workplace Health and Safety Inspections

1. (Contractor's Name) will ensure where direct supervision is required for High Risk Work, the Worker supervising the High Risk Work has relevant experience, knowledge, training, understanding and qualifications (where applicable) of the High Risk Work being undertaken to provide effective supervision. The supervisor will direct, monitor and provide oversight of the work to ensure all safe systems of work and control measures are in place, prior to and during the High Risk Work activity.

(Contractor's Name) certified management system documentation meets the requirements for Workplace WHS Inspections (clause 203.29) as follows, which is available upon request.

Document Number	Document Name

Author's Note: Ensure the Inspection Test Plan as part of Specification 201 details the inspection requirements in clause 203.29. This will be reviewed by the Auditor in the suitability audit on the Plan. This will also be a review and reconciled during the Site based compliance audit.

203.30 Non-Conformance and Corrective Action

1. (Contractor's Name) will manage all non-conformances and corrective actions in accordance with Specification 201 - QUALITY MANAGEMENT and ISO 9001 Quality Management Systems.
2. If during performance of work under the Contract the Superintendent informs (Contractor's Name) that (Contractor's Name) is non-conforming to:
 - a) the approved Plan;
 - b) the Contractor's certified WHS Management System;

c) the WHS Act (WA) and WHS Regulations (WA) including Codes of Practice and NOHSC standards referred to in the WHS Act (WA) and WHS Regulations (WA);

d) where applicable, the Principal's Minimum WHS Control Standards (and references);

then (Contractor's Name) will raise a non-conformance in accordance with Specification 201 – QUALITY MANAGEMENT and isolate, evaluate and correct the non-conformance as soon as practical or to a timeframe specified by the Superintendent at no cost to the Principal. Upon rectification of the non-conformance, the corrective action close will be submitted by (Contractor's Name) to the Superintendent for approval.

(Contractor's Name) certified management system documentation meets the requirements for Non-Conformance and Corrective Action (clause 203.30) as follows, which is available upon request.

Document Number	Document Name

Author's Note No author's note is required for 203.30 as the clause criteria elements are self-explanatory. Add in any information or Management System documentation to support the clauses.

203.31 Regulatory Orders, Notices and Convictions

- Where (Contractor's Name) or a subcontractor is served or prosecuted any of the following documents associated with work under the contract:
 - a prohibition notice under the WHS Act (WA);
 - an improvement notice under the WHS Act (WA);
 - a non-disturbance notice under the WHS Act (WA);
 - a provisional improvement notice issued by a HSR under the WHS Act (WA);
 - a summons or conviction for proceedings in relation to an WHS undertaking, industrial manslaughter, a category 1, 2 or 3 offence under the WHS Act (WA);
 - any order issued by a Regulatory inspector under the Energy Coordination Act 1994 (WA); or
 - a notice from the WorkSafe WA Commissioner or the Director of Energy Safety of any matter;
 then (Contractor's Name) will immediately supply a copy of the notice, order, summons or conviction to the Superintendent and record it as a non-conformance in accordance with Specification 201 QUALITY MANAGEMENT.
- Where a Regulatory inspector has issued the Contractor or subcontractor an improvement notice, prohibition notice or non-disturbance notice in relation to work under the Contract, the Contractor must display the notice in accordance with Section 210 of the WHS Act (WA).
- In addition to clause 203.31 (1), (Contractor's Name) will send a copy of the notice to the Main Roads Safety, Health and Wellbeing Branch within 24 hours of the notice or order being received by (Contractor's Name) or subcontractor which will be sent to WHSRegulatoryNotices@mainroads.wa.gov.au

(Contractor's Name) certified management system documentation meets the requirements for Regulatory Orders, Notices and Convictions (clause 203.31) as follows, which is available upon request.

Document Number	Document Name

Author's Note No author's note is required for clause 203.31 as the criteria elements is self-explanatory. Add in any information or Management System documentation to support the clauses.

203.32 Incident Management and the Principal's Incident Reporting System

1. Where an incident occurs which is classified as a Notifiable Incident under Section 38 of the WHS Act (WA), the (Contractor's Name) will:
 - a) preserve and prevent any disturbance of the incident site in accordance with section 39 (1) of the WHS Act (WA) until a Regulatory inspector arrives at the Site or any earlier time than the Regulatory inspector directs;
 - b) immediately notify Worksafe WA of the incident in accordance with section 39 of the WHS Act (WA);
 - c) whereafter (Contractor's Name) has taken action to manage and control the incident (where applicable), in accordance with section 39 (3) of the WHS Act (WA), (Contractor's Name) will then; immediately notify the Superintendent of the incident;
 - d) follow the notification direction stated in Regulation 63 of the Electrical (Licensing) Regulations (WA) 1991 where the Notifiable Incident meets the definition of an electrical accident as stated in the Regulation; and
 - e) in addition, within 24 hours, the Main Roads Corporate Safety, Health and Wellbeing Team must be provided with preliminary information to: WHSRegulatoryNotices@mainroads.wa.gov.au and include all information associated with the submission of the Notifiable Incident to the Regulatory Authority.
2. Where any Serious Incident occurs in association with work under the Contract, which involves any Worker, the Principal's Personnel or a member of the public, (Contractor's Name) will immediately notify the Superintendent with preliminary information on the incident.
3. All health and safety related incidents associated with work under the Contract will be directly entered by (Contractor's Name) into EQSafe. All incidents will be investigated by (Contractor's Name) which will include the following requirements:
 - a) entry of all incidents detailed in the Principal's Event Type and Sub-type Contractual Requirements document (Annexure 203A.3);
 - b) enter preliminary details of the incident within 24 hours from the time of occurrence;
 - c) classify the incident in accordance with the Transport Portfolio Risk Reference table;
 - d) classify any injury or occupational illness within 72 hours in accordance with the Principal's Incident Management Procedure;
 - e) investigate all incidents within 28 days from date of occurrence in accordance with the investigation methodology prescribed in the Principal's Incident Management Procedure;
 - f) manage the incident in accordance with the EQSafe Contractor User Manual;
 - g) complete all mandatory fields specified in the Principal's Event Type and Sub-type Contractual Requirements document, including all corrective and preventative actions arising from the incident investigation; and
 - h) upon the completion of all mandatory fields, submit the event report to the Superintendent for approval.
4. If upon review of the incident investigation submitted for approval by (Contractor's Name), that it is the opinion of the Superintendent the information is not complete, accurate or the corrective or preventative actions do not sufficiently address the causation of the incident to prevent future occurrence, (Contractor's Name) will follow the instruction of the Superintendent within the specified timeframe from the Superintendent and in addition (Contractor's Name) will:
 - a) submit additional information requested by the Superintendent;
 - b) address and respond to questions and/or comments of the Superintendent in relation to the incident;
 - c) update EQSafe in accordance with the Superintendent's instruction; and
 - d) resubmit the incident in EQSafe for approval by the Superintendent.
5. (Contractor's Name) will allow the Superintendent, or any person nominated by the Superintendent to participate in any investigation conducted by (Contractor's Name). (Contractor's Name) acknowledges that

the Superintendent reserves the right to undertake an independent investigation into any incident associated with work under the Contract, of which, (Contractor's Name) will cooperate with the Superintendent or any person nominated by the Superintendent and provide any information requested by the Superintendent in association with the incident.

6. Where a Serious Incident occurs, (Contractor's Name) will review and update the Project Risk Register within 28 days from the date of occurrence based on the outcome of the incident investigation. As a minimum, (Contractor's Name) will include the following information:
 - a) the hazard scenario where it was not identified in the initial Works WHS Risk Assessment, (Contractor's Name) will update the Project Risk Register to include the additional hazard scenario and complete all applicable fields for the new scenario within the register; and
 - b) where the hazard scenario is detailed in the Project Risk Register, review and update the scenario including the residual risk ranking and any additional control measures implemented by (Contractor's Name) based on the incident investigation.

(Contractor's Name) certified management system documentation meets the requirements for Incident Management and the Principal's Incident Reporting System (clause 203.32) as follows, which is available upon request.

Document Number	Document Name

Author's Note All of the requirements of this clause will be closely monitored by Main Roads through quality assurance reviews on incidents to prevent re-occurrence. If the Contracting on boarding to EQSafe has not been completed, review the Main Roads Contractor On-boarding Procedure. Where problems are experienced, contact the Main Roads EQSafe System Administrator at eqsafe@mainroads.wa.gov.au. Add in any information or Management System documentation to support the clauses.

203.33 Occupational Health and Safety Monthly Reporting (1-2)

1. (Contractor's Name) will submit the Main Roads Contractor Monthly WHS Performance Report Form on the 5th day of each calendar month to the Superintendent or nominated person of the Superintendent for the duration of the work under the Contract.
2. (Contractor's Name) will ensure the Monthly WHS Performance Report Form has been approved by the Superintendent prior to submission.

(Contractor's Name) certified management system documentation meets the requirements for Occupational Health and Safety Reporting (clause 203.33) as follows, which is available upon request.

Document Number	Document Name

Author's Note No author's note is required for 203.33 as the clause criteria elements are self-explanatory. Refer to the supporting documents for the Specification. Add in any information or Management System documentation to support the clauses.

203.34 Documentation and Record Management (1)

1. In accordance with Specification 201 QUALITY MANAGEMENT, (Contractor's Name) will retain and maintain legible health and safety records to demonstrate compliance with the Plan and any referenced documents

within the Plan. As a minimum the following documentation will be retained in (Contractor's Name) record management system for the specified duration in association with work under the Contract:

- a) any prosecutions, improvement notices or other regulatory notices;
- b) details of any compensable injuries sustained by Workers associated with work under the Contract;
- c) identifiable records under the Contract;
- d) drug and alcohol testing records;
- e) training records including inductions, licences and permits;
- f) where applicable, the safe design report including any updated revisions;
- g) change management associated with the safe design report;
- h) plant and equipment inspections, testing and maintenance records;
- i) incident investigation reports and associated evidence;
- j) health and safety inspections or inspections conducted by a Regulatory Authority;
- k) non-conformances associated with work under the Contract;
- l) procedures referenced in the Plan and applicable appendices (electronic acceptable); and
- m) procedures referenced in the Project Risk Register.

These documents will be made available by (Contractor's Name) for immediate inspection with copies provided by (Contractor's Name) where requested by the Superintendent or an Auditor.

(Contractor's Name) certified management system documentation meets the requirements for Documentation and Record Management (clause 203.34) as follows, which is available upon request.

Document Number	Document Name

Author's Note *No author's note is required for 203.33 as the clause criteria elements are self-explanatory. Refer to the supporting documents for the Specification. Add in any information or Management System documentation, which may support the clauses.*

203.35 Submission of the Health and Safety Management Plan (2)

2. (Contractor's Name) acknowledges and will ensure that no work under the Contract will be undertaken by the (Contractor's Name) or any subcontractor under (Contractor's Name) until the Plan is approved by the Superintendent.

Author's Note *Sub-clause 203.35 (1) has been removed from this document as it relates to the submission requirement of the plan (14 days) in accordance with Specification requirements.*

203.36 Revision of the Health and Safety Management Plan (1-3)

1. (Contractor's Name) will review and where required, revise the Plan on a three monthly basis to ensure the Plan remains up to date in accordance with Regulation 311 of the WHS Regulations (WA). In addition, (Contractor's Name) will review and update the Plan where:
 - a) there are changes to the scope of work under the Contract;
 - b) a non-compliance from compliance auditing has identified deficiencies in the Plan;
 - c) there is a change of Site WHS Management Representative or senior Site representative(s) of (Contractor's Name);
 - b) additional hazards and/or risks not covered in the Plan or Project Risk Register are identified; and
 - e) where directed by the Superintendent.

2. Where the Plan has been revised and updated, it will be submitted by (Contractor's Name) to the Superintendent for approval within seven days or within the timeframe that has been specified by the Superintendent.
3. (Contractor's Name) will communicate any revisions of the Plan to all Workers, relevant stakeholders and any relevant Principal's Personnel upon approval by the Superintendent.

Author's Note *Sub-clause 203.35 (1) has been removed from this document as it relates to the submission requirement of the plan, which is a requirement of 14 days prior to commencement of works in accordance with Specification requirements. Revisions and updates of the Plan(s) will be evaluated during the compliance audit process where specific updates are required based on Specification requirements.*

PART B – HAZARD IDENTIFICATION RISK ASSESSMENT AND CONTROL

203.48 Works WHS Risk Assessment (1 & 3-5)

1. (Contractor's Name) will conduct a formal qualitative health and safety risk assessment to identify, evaluate and control the risks to all Workers and any other person who may be affected by work under the Contract, the output from which will form the (Contractor's Name) Project Risk Register. The Works WHS Risk Assessment will be completed by (Contractor's Name) in accordance with the following requirements:
 - a) the Principal's Works WHS Risk Assessment Template;
 - b) the Principal's Works WHS Risk Assessment Facilitation Guide (Annexure 203A.3);
 - c) include the construction hazards identified in the Safe Design Report; and
 - d) the emergency response and first aid treatment mitigative control measures in the qualitative risk assessment in accordance with the Principal's Works WHS Risk Assessment Facilitation Guide.
3. (Contractor's Name) acknowledge and will ensure that no work under the Contract will commence until the Works WHS Risk Assessment is approved by the Superintendent.
4. (Contractor's Name) will review the Project Risk Register on a three monthly basis and where any of the following circumstances arise, (Contractor's Name) will re-evaluate, update and communicate the following changes:
 - a) where there is evidence the risk assessment is no longer valid;
 - b) a Serious Incident warrants re-evaluation and re-classification of the hazard scenario;
 - c) a Serious Incident scenario was not documented in the Project Risk Register;
 - d) additional controls identified from a Serious Incident investigation have been implemented;
 - e) a subsequent injury has identified the assessment of the risk was inadequate; or
 - f) there is a significant change proposed in the delivery of the work under the Contract by (Contractor's Name).
5. Where any amendments have been made to the Project WHS Risk Register, (Contractor's Name) will detail any changes in the Contractor Monthly WHS Performance Report Form. (Contractor's Name) will ensure the Project WHS Risk Register covers all hazards for the proposed work activities and they are managed and controlled, so far as is reasonably practicable, which will be signed and authorised by (Contractor's Name).

(Contractor's Name) certified management system documentation meets the requirements for Works WHS Risk Assessment (clause 203.48) as follows, which is available upon request.

Document Number	Document Name

Author's Note *Sub-clause 203.48(2) has been removed, as it is a submission requirement of the Works WHS Risk Assessment. The clause has a number of supporting documents, which must be closely followed, The required participants must be part of the risk assessment per the facilitation guide to produce a thorough and comprehensive risk assessment, which is the foundation on how hazard scenarios are identified and controlled on the site. Main Roads will be thoroughly checking the quality of the submission and provide further guidance where needed. Add in any information or Management System documentation to support the clauses.*

203.49 High Risk Work and Principal Identified Hazards (1-5)

1. Where any High Risk Work is detailed in Annexure 203B, (Contractor's Name) will:
 - a) comply with the Principal's Minimum WHS Control Standards where identified in the Works WHS Risk Assessment, which is detailed below;
 - b) document in the Plan which Minimum WHS Control Standards apply to the work under the Contract;
 - c) adopt the Principal's Minimum WHS Control Standards where they are not part of the Contractor's or relevant subcontractor's operational procedures;
 - d) detail in the control column of the Works WHS Risk Assessment the Minimum WHS Control Standard section number and heading applicable to the High Risk Work as detailed in the Works WHS Risk Assessment Facilitation Guide.
detail the section number and heading of the Minimum WHS Control Standard document section number and heading applicable to the High Risk Work
2. (Contractor's Name) has identified High Risk Work based on Annexure 203B in Specification 203. (Contractor's Name) will comply with the Principal's Minimum WHS Control Standards identified in the Works WHS Risk Assessment, which includes:
 - (example) the Principal's Minimum WHS Control Standard 1 - Work at Height
 - (example) the Principal's Minimum WHS Control Standard 2 - Demolition Work
 - (example) the Principal's Minimum WHS Control Standard 5 - Excavation and Trenching
 - (example) the Principal's Minimum WHS Control Standard 10 - Traffic Management
 - (example) the Principal's Minimum WHS Control Standard 11 - Mobile Plant Operation
 - (example) the Principal's Minimum WHS Control Standard 12 - Vehicles and Driving
 - (example) the Principal's Minimum WHS Control Standard 15 - Cranes and Lifting Operations
 - (example) the Principal's Minimum WHS Control Standard 20 - Piling Rig Operations(Contractor's Name) and the subcontractors under (Contractor's Name) control will adopt and apply the Principal's Minimum WHS Control Standards for the duration of works under the Contract. (Contractor's Name) has detailed the Principal's Minimum WHS Controls Standard section number and heading in the control column of the Works WHS Risk Assessment.
3. Where any High Risk Work is being conducted, (Contractor's Name) will ensure that direct supervision is provided to the Workers performing the High Risk Work. (Contractor's Name) understands that direct supervision is not required where:
 - a) due to the nature of the High Risk Work, it is impracticable or unnecessary; or
 - b) the reduced level of supervision will not place the safety or health of Workers or any other person at risk of harm or injury.
4. Where any Worker wishes to undertake or it is being proposed that a Worker undertakes a High Risk Work activity unsupervised, based on clause 203.49 (1) 2a) and 2b) of Specification 203, (Contractor's Name) will ensure a senior Site representative of (Contractor's Name) authorises in writing the High Risk Work activity which will (Contractor's Name) put on record, prior to any Worker undertaking an unsupervised High Risk Work activity.

- (Contractor's Name) will ensure where direct supervision is required for High Risk Work, the Worker supervising the High Risk Work has relevant experience, knowledge, training, understanding and qualifications (where applicable) of the High Risk Work being undertaken to provide effective supervision. The supervisor must direct, monitor and provide oversight of the work to ensure all safe systems of work and control measures are in place, prior to and during the High Risk Work activity.

(Contractor's Name) certified management system documentation meets the requirements for High Risk Work and Principal Identified Hazards (clause 203.49) as follows, which is available upon request.

Document Number	Document Name

Author's Note: *In clause, 203.49(2) examples have been provided (to be removed). The minimum control standard identified based in the Works WHS Risk Assessment must be documented in that section. A sample of how this is highlighted is provided above 203.49(2). The remainder of the clause requirements are self-explanatory. Add in any information or Management System documentation to support the clause.*

203.50 Asbestos Risk Management (1-11)

- Where asbestos has been identified in the planning phase, which has the potential to impact Workers or members of the public, (Contractor's Name) will ensure Annexure 203C – Asbestos Features, is completed over and above any information provided by Main Roads to list all potential asbestos features (sources) at the Site location. Where asbestos are identified during the works, (Contractor's Name) will update the applicable annexures.
- Where an asbestos feature has been identified in the planning phase or during the course of carrying out the work, which is intended to be removed, (Contractor's Name) will follow the requirements specified in Section 3: Asbestos Removal and Control of the Principal's Minimum WHS Control Standards document.
- An asbestos feature was identified in the planning stage that is not intended to be removed from the Site. Based on the Works WHS Risk Assessment, the asbestos feature presents an ongoing risk to Workers and as such, (Contractor's Name) has developed an Asbestos Management Plan to manage and control the risk of exposure, which is attached to the Plan as an appendix (Appendix 2).
- The Asbestos Management Plan created by (Contractor's Name) (Appendix 2) meets the requirements of the Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC: 2018(2005)]. The (Contractor's Name) Asbestos Management Plan is a controlled document which meets the requirements of SPECIFICATION 201 – QUALITY MANAGEMENT.
- Where an Asbestos Management Plan is required under clause 203.50 (3), no work under the Contract or any other action that may risk disturbance of the identified asbestos source shall be undertaken on the Site in the vicinity of the asbestos location until the Asbestos Management Plan is approved by the Superintendent.
- Where an unexpected find of asbestos containing material (ACM) or naturally occurring asbestos is identified during work under the Contract, (Contractor's Name) will immediately report the occurrence to the Superintendent and to WorkSafe WA where it meets the requirements a of a Notifiable Incident under the WHS Act (WA). In addition, (Contractor's Name) will notify the Main Roads Safety, Health and Wellbeing Branch within 24 hours to the following email address where notification is provided to Worksafe: WHSRegulatoryNotices@mainroads.wa.gov.au
- (Contractor's Name) will take immediate measures to protect Workers and all other persons who may be exposed to the unexpected asbestos find which includes, but is not limited to:
 - prohibit entry to the affected areas(s) and isolate the area by establishing an exclusion zone;

- b) prohibit entry near the affected area(s) where there is visible dust from the affected area(s);
 - c) provide personal protective equipment to Workers where there is a risk of airborne exposure;
 - d) suppress all visible dust clouds by wetting down the affected area(s); and
 - e) as soon as practical, communicate to all Workers the unexpected asbestos find and the control measures, which must be taken to prevent disturbance and exposure from the asbestos source.
8. Where an unexpected find of asbestos is identified during work under the Contract, (Contractor's Name) will conduct a risk assessment to evaluate the health and safety risks to Workers and others who may be affected. Where the unexpected find is to be removed, (Contractor's Name) will follow the requirements specified in Section 3: Asbestos Removal and Control in the Principal's Minimum WHS Control Standards document.
 9. Where the risk assessment has determined an ongoing risk to Workers and others who may be affected by the unexpected find of asbestos, which is not intended to be removed, the Contractor must develop an Asbestos Management Plan which meets the requirements in clause 203.50 (4) or update any existing Asbestos Management Plan.
 10. (Contractor's Name) will ensure the requirements of clause 203.50 (8) and clause 203.50 (9) of Specification 203 are completed within seven days of the unexpected find of asbestos or other timeframe determined by the Superintendent.
 11. Where an unexpected find of asbestos has been identified during work under the Contract, which requires an Asbestos Management Plan or requires alteration to any existing Asbestos Management Plan pursuant to clause 203.50 (9), no work is to be undertaken in the affected area(s) until the Asbestos Management Plan (inclusive of any alterations to any existing Asbestos Management Plan) has been approved by the Superintendent and the assigned control measures have been put in place.

(Contractor's Name) certified management system documentation meets the requirements for Asbestos Risk Management (clause 203.50) as follows, which is available upon request.

Document Number	Document Name

Author's Note: *There are a number of requirements in clause 203.50 for Asbestos Risk Management, which may be triggered prior to and after the works commences. For clause 203.50 (1) the principal will add in the asbestos features where known or suspected based off available internal information The remaining clause requirements are self-explanatory. Add in any information or Management System documentation to support the clause.*

AS BUILT AND HANDOVER REQUIREMENTS

Author's Note: *Main Roads will complete this section of the Specification as part of the tender submission which may include specific items such as the Safe Design Report, safe design change management reports, maintenance and inspection plans / methodology, updated engineering drawing, under / above ground service locations etc.*

CONTRACT SPECIFIC REQUIREMENTS (203.91 – 203.99)

Author's Note: *The Where additional clauses are required in association with work under the Contract, the clauses must be added to this section titled "CONTRACT SPECIFIC REQUIREMENTS" (203.91 – 203.99) which is completed by the Superintendent or the Main Roads Project Management Team.*

203.91 Safe Design Requirements (203.91)

1. As (Contractor's Name) was commissioned to design all or part of the Structure associated with work under the Contract, (Contractor's Name) will ensure:
 - a) it meets the requirements of Regulation 294 and Regulation 294 of the WHS Regulations (WA);
 - b) it meets the requirements of the [Code of Practice for the Safe Design of Buildings and Structures](#);

- c) the engagement a competent and trained designer to prepare the design;
 - d) identification and demonstrate in the safe design report the health and safety risks arising from the design are eliminated or minimised, so far as is reasonably practicable, from the design for the lifecycle of the Structure; and
 - e) verify prior to submission (Annexure 203A.2) the designer has identified all safety measures to eliminate or minimise the risks arising from the design for the lifecycle of the Structure.
1. Where a change has been made in the design which deviates from the approved safe design report, (Contractor's Name) will have the change approved by the Superintendent through the (Contractor's Name) change management process, which includes:
 - a) a risk assessment and control plan for any hazards which deviate to the original design;
 - b) consultation and communication with Workers on safety issues relating to the proposed change;
 - c) revision and update of the safe design report in consultation with the original designer; and
 - d) update the Project Risk Register with any introduced hazards and controls measure for the construction.
 3. (Contractor's Name) will participate in the ongoing development and review of Safe Design Report. Where the work has been completed, (Contractor's Name) will hand-over all health and safety related information and documentation to support the asset lifecycle, including all authorised changes made to the Safe Design Report. (Contractor's Name) certified management system documentation in the meets the requirements for the Safe Design Requirements (clause 203.91) as follows, which is available upon request:

Document Number	Document Name

Author's Note: *The requirements to add in the safe design clauses is dependent on the requirements of the Contract and whether Main Roads requests under special conditions of contract for the Contractor to provide part of all of the safe design report. In general, under AS2124 contract types Main Roads will provide the safe design report to the Contractor, which is a input in the Works WHS Risk Assessment.*

10.2 Appendix 2 – Sample Emergency Management Plan

(Contractor's Name) Emergency Management Plan

SAMPLE

Revision Register

In accordance with Specification clauses 203.36 and 203.65, the following revisions and updates have been made.

Date	Clause	Description of Key Changes	Page No.

Author's Note: *It is a requirement in the Specification [clause 203.10 (1)] to include Annexure 203D as the first page of the submission with the page number included in the appropriate column. To note, the Safe Design clauses have been added as if Main Roads has requested the Contractor to produce part of the design. This has been added to clause 203.91 as per Specification requirements.*

Appendix 1 – Emergency Management Plan

Planning and Response 203.61

1. (Contractor's Name) has identified and implemented emergency management and response processes, including relevant equipment and training, which based on the Works WHS Risk Assessment and detailed in this Emergency Management Plan.

The hazard scenario's (Contractor's Name) identified in the Works WHS Risk Assessment that have a potential consequence of Major and Catastrophic requires emergency response capability are as follows:

(Table 1): Major and Catastrophic Consequence Ratings based on Works WHS Risk Assessment (example)

Risk ID No and Hazard Sub-Type	Risk ID No and Hazard Sub-Type	Risk ID No and Hazard Sub-Type
1.01 – Light / medium vehicles	1.33 - Fire (mobile plant) (2)	1.70 - Hazardous substances (1)
1.02 – Heavy vehicles	1.35 - Bushfires (1)	1.71 - Hazardous substances (2)
1.05 – Trains	1.36 - Bushfires (1)	1.72 - Hazardous substances (3)
1.06 – Interaction with live traffic	1.39 - Bushfires (1)	1.75 - Butane
1.07 – Interaction with live traffic	1.40 - Foggy / misty conditions	1.79 - Rotating equipment
1.09 – Fall at level	1.42 - Lightning	1.80 - Flood
1.10 – Fall from height (1)	1.47 - Crushing	1.82 - Glare
1.11 – Fall from height (2)	1.48 - Cutting / severing	1.84 - Low level (light)
1.12 - Fall from height (3)	1.49 - Heat stress	-
1.12 – Roll away	1.50 - Spontaneous combustion	-
1.16 - Roll over (1)	1.53 - Overhead services	-
1.17 - Roll over (2)	1.54 - Aggressive behaviour	-
1.19 - Travel health	1.55 - Alcohol / drug abuse	-
1.22 - Respirable crystalline silica	1.56 - Violence / crime	-
1.25 - Noise (continuous)	1.58 - Sharps	-
1.26 - Noise (impact)	1.62 - Ultraviolet light	-
1.31 - Cyclones	1.66 - Pesticides	-
1.32 - Fire (mobile plant) (1)	1.68 - Diesel particulate matter	-

Author's Note: This sample table has been added to identify which hazard scenarios in the Works WHS Risk Assessment have an inherent consequence of Major or Catastrophic. This does not limit emergency response and first aid mitigative control measures, which are insignificant, minor and moderate.

2. (Contractor's Name) has included the following information in the Emergency Management Plan:
- a) the aims and objectives of the Emergency Management Plan is as follows; (detail the aims and objectives)
 - b) responsibilities and emergency evacuation systems are as follows; (detail the responsibilities)
 - c) The current and up to date list of (Contractors Name) relevant emergency response contact names (including first aiders) and their current contact information (telephone land line, mobile and/or satellite phone numbers) are as follows; (provide a list or a table of the stated information from the sub-clause)
 - d) the emergency services contact information, (e.g. ambulance, fire, police and spill response services) is as follows; (detail the contact information)
 - e) the internal and external communication strategy is as follows; (detail the methods of communication)

- f) the Principal's region or branches which may be impacted by any emergency, including the Regional Manager, Heavy Vehicle Services and/or the Road Network Operations Centre is as follows; (detail the information, the Superintendent or Superintendent's Representative will assist with the information)
- g) the information on where hazardous substances and dangerous goods are located, their respective Safety Data Sheets (SDS's), PPE requirements, first aid requirements and measures to be taken in the event of accidental inhalation, absorption, ingestion or injection (where applicable) is as follows; (where identified in the Works WHS Risk Assessment and information contained within the SDS's for chemicals on Site)
- h) the following information and instruction to Workers who use, handle or transport known class 1A carcinogenic, mutagenic or teratogenic hazardous substances as defined by the International Agency for the Research on Cancer (IARC) is as follows; and (detail the information, available on the SDS or in your chemical management system i.e. Chemwatch)
- i) the following instruction and information to Workers, who use, handle or transport dangerous goods. (detail the required information that is provided to Workers)

Author's Note: There are a number of requirements to be completed as part of this clause. It is recommended that headings are used for select sub-clauses [i.e. a) Aims and Objectives, b) Emergency Evacuation Systems, c) Emergency Response Contact Information]. Add in any information or Management System documentation to support the clause.

3. (Contractor Name) has included emergency management response processes and procedures in the Emergency Management Plan, which includes the following information:
 - a) the emergency response and first aid controls (below – Table 2) identified in the Works WHS Risk Assessment based on hazard scenario's with a consequence rating of Major or Catastrophic; (referred to in Table 2)
 - b) the response protocols to all identified emergencies including processes for communication at the Site, external communication (e.g. with emergency services) and with relevant subcontractors includes; (list the response protocols will be undertaken)
 - c) remote and isolated Site emergencies will be managed and controlled in the following manner: (detailed how they will be managed and controlled – where applicable)
 - d) evacuation procedures where required as part of an emergency scenario; (detail evacuation procedures)
 - e) information, training and instruction for all relevant Workers for the implementation, coordination and effective management of emergency scenarios; (detail the information, training and instruction)
 - f) the first aid treatment equipment and facilities are detailed in Table 2 (below); (referred to in Table 2)
 - g) the mitigative control measure for any adverse environmental impacts from emergency situations; and (can be added to Table 2 at the end)
 - h) due to the Site location, (Contractors Name) cyclone preparedness and response procedures are as follows: (detail where the site location is above the 26th parallel)

(Table 2): Mitigative Emergency Response and First Aid Mitigative Controls

Emergency Response and First Aid Mitigative Controls		
ER - Water Extinguisher	ER - BOM - models and forecasts	FA - Spinal Brace
ER - Powder Extinguisher (ABE)	ER - Electrical rescue kit	FA - Ambulance Service (000)
ER - Carbon Dioxide Extinguisher	ER - Height rescue training	FA - Oxygen Bottle
ER - Blanket	ER - EWP rescue training	FA - Flying Doctor Service (RFDS)
ER – Fire-fighting trailers	ER -Fire response & rescue training	FA - Hospital (emergency)
ER - Water cart mounted cannon	ER - First responder rescue training	FA - Emergency Eye Wash
ER - Fire and Emergency Services	ER - Trench excavation rescue tr.	FA - Resuscitators

ER - DFES Incident Controller	ER - Remote search and rescue tr.	FA - Spine board
ER - DFES Water Bombers	ER - Aquatic rescue training	FA - Stretcher or bridle
ER - Fire Watch	FA - General First Aid Medical Kit	FA - Provide first aid training
ER - Total Fire Ban	FA - First Aid Medical Treatment Tr.	-
ER - Harvest & Movement Ban	FA - Trauma medical kit	-
ER - Spotter	FA - Burns treatment kit	-
ER - Emergency response training	FA - Advanced first aid training	-
ER - Urban search and rescue tr.	FA - Ice Vests	

Author's Note: *These mitigative emergency response and first aid treatment controls are based on the Major and Catastrophic maximum reasonable consequences from the Works WHS Risk Assessment.*

4. The Site-specific emergency rescue procedures and recovery systems detailed in the Emergency Management Plan has (Contractor's Name) own personnel resources devoted to them, which are suitably trained in handling the emergencies scenarios and equipment prior to attendance of emergency services. The training, competencies and resources of (Contractor's Name) personnel a consistent with the emergency response and first aid mitigative control measures identified in the Works WHS Risk Assessment (refer to Table 2)
5. (Contractor's Name) will complete emergency drill within 6 weeks of works under the Contract and at intervals no greater than three monthly thereafter for the duration of the work to test the planning and execution of the Emergency Management Plan. As a minimum, (Contractor's Name) will ensure that the emergency drills contain:
 - a) variation in emergency drill scenarios in connection with the risks associated with works on the Site with a focus on drills other than fires (which will be done as part of the variation);
 - b) include first aid trained and Site based emergency personnel in the drills; and
 - c) formally discuss record and communicate the lessons learned from each of the emergency drills conducted.

(Contractor's Name) certified management system documentation meets the requirements for Emergency Management Planning and Response (clause 203.61) as follows, which is available upon request:

Document Number	Document Name

Author's Note: *Author's notes have been provided at the bottom of clauses 203.61 (1,2,3). The remaining clauses are self-explanatory. Add in any information or Management System documentation to support the clause.*

203.62 Fire Mitigation and Control

1. Where there is a risk the work under the Contract of initiating a bushfire based on the causal factors identified in Section 14 Bushfire Management of the Minimum WHS Control Standards (Annexure 203A.3), (Contractor's Name) must have processes in place to mitigate these risks.
2. (Contractor's Name) will, as a minimum, meet or exceed all requirements of Section 14 Bushfire Management of the Minimum WHS Control Standards where the work under the Contract has the potential to cause a bushfire.
3. (Contractor's Name) will ensure documented processes and mechanisms in place, to ensure that all Workers and key stakeholders associated with work under the Contract are aware of the impacts of:

- a) the various Fire Danger Forecasts issued by the Bureau of Meteorology;
 - b) Total Fire Bans issued by Department of Fire and Emergency Services under the Bush Fires Act (WA) 1954;
 - c) Harvest and Vehicle Movement Bans issued by Local Government under the Bush Fires Act (WA) 1954.
4. (Contractor's Name) will inform Workers of Fire Danger Forecasts, Total Fire Bans and Harvest and Vehicle Movement Bans must be a topic at the Site induction, attended by all Workers.
 5. (Contractor's Name) has documented processes and mechanisms in place to ensure that all Workers are notified of changes to Fire Danger Forecasts, Total Fire Bans and Harvest and Vehicle Movement Bans.
 6. In addition to any other mechanisms in place as part of clause 203.62(5); (Contractor's Name) will communicate any impacts on the work under the Contract from any current:
 - a) Fire Danger Forecasts;
 - b) Total Fire Bans;
 - c) Harvest and Vehicle Movement Bans; and
 - d) any nearby bushfires.

203.63 First Aid Treatment

1. The (Contractor's Name) has established Site specific first aid processes, equipment, facilities and training, which is detailed in the Emergency Management Plan based on the Works WHS Risk Assessment. The assessment of first aid related mitigative controls were identified from the Works WHS Risk Assessment completed in accordance with the associated Facilitation Guide. (Refer to Table 2 above)
2. (Contractor's Name) will implement the following first aid requirements unless the Works WHS Risk Assessment has identified the need for additional first aiders and first aid equipment based on the scope, breadth or location of the Site, first aid equipment, facilities and first aid procedures:
 - a) an industrial size first aid kit which meets the requirements of the [Code of Practice](#) First Aid Facilities and Services, Workplace Amenities and Facilities and Personal Protective Clothing;
 - b) a minimum of one trained Worker present on Site at all times who holds a current "Provide First Aid" qualification meeting the requirements of the Australian Resuscitation Council Guidelines;
 - c) hard copies of safety data sheets in the vicinity of first aid kits; and
 - d) where the Works WHS Risk Assessment has identified the risk of cardiac arrest and the Site location does not provide for an adequate response time from emergency services, an automated external defibrillator (AED) must be provided in the vicinity of the first aid kit.
3. The Contractor must provide first aid treatment and emergency response for the duration of the work to the following persons, which must be detailed in the Emergency Management Plan:
 - a) any Worker on Site or travelling to Site;
 - b) any Principal's Personnel while on Site; and
 - c) any other person at the Site where first aid treatment or emergency response is required.

(Contractor's Name) certified management system documentation meets the requirements for First Aid Treatment (clause 203.63) as follows, which is available upon request:

Document Number	Document Name

Author's Note: No author's note is required for 203.63 as the clause criteria elements are self-explanatory. Add in any information or Management System documentation to support the clauses.

203.64 Submission of the Emergency Management Plan

1. (Contractor's Name) acknowledges and will ensure that no work under the Contract is to commence until the Superintendent approves the Emergency Management Plan, which may include conditional approval requirements.

Author's Note Clause 203.64 (1) from the Specification has been removed, as the submission is required within the 14-day period as detailed in the Specification. There is no requirement in this section to add management system documentation.

203.65 Revision of the Emergency Management Plan

1. (Contractor's Name) will review the Emergency Management Plan on a three monthly basis to ensure the Plan remains up to date. In addition, (Contractor's Name) will review and update the Plan where:
 - a) there is evidence that the Project Risk Register is no longer valid;
 - b) additional hazards have been identified which are not covered in the Plan or Project Risk Register;
 - c) a Serious Incident, injury or occupational illness indicates emergency arrangements were inadequate;
 - d) changes in the project planning or safe design identifies the need to do so;
 - e) changes occur that will impact the execution of the plan, such as resources and trained personnel;
 - f) the type and quantity of hazardous substances or dangerous goods on Site changes significantly;
 - g) testing of the Plan identifies shortcomings or omissions; and
 - h) where (Contractor's Name) is directed by the Superintendent.
2. Where the Emergency Management Plan is revised and updated, (Contractor's Name) will submit the revision to the Superintendent for approval within seven days or within a timeframe specified by the Superintendent.
3. (Contractor's Name) will communicate any revisions to the Emergency Management Plan to all Workers and any relevant Principal's Personnel upon approval from the Superintendent.

Author's Note: No author's note is required for 203.65 as the clause criteria elements are self-explanatory. Add in any information or Management System documentation to support the clauses.

Annexure 203A - Schedule of Hold Points, Identifiable Records and Supporting Documents

203A.1 Schedule of HOLD POINTS – The scheduled HOLD POINTS in association with Specification 203 subject to Superintendent approval and the time in which the submission is due by, prior to commencement of work.

Clause	Description
203.35 (2)	Health and Safety Management Plan (14 days)
203.48 (3)	Works WHS Risk Assessment (14 days)
203.50 (5)	Asbestos Management Plan (where applicable with 14 days)
203.50 (11)	Asbestos Management Plan
203.64 (2)	Emergency Management Plan (14 days)

203A.2 Schedule of Identifiable Records - Following is the list of identifiable records detailed within Specification 203, which are subject to suitability audit assessment and Superintendent approval.

Clause	Description
203.35 (1)	Health and Safety Management Plan

203.33 (1)	Contractor Monthly WHS Performance Report Form
203.48 (2)	Works WHS Risk Assessment
203.50 (3)	Asbestos Management Plan (where applicable to the work)
203.50 (10)	Emergency Management Plan
203.91 (1)	Safe Design Report (where commissioned by the Principal)

203A.3 Schedule of Supporting Documents - The following documents referred to in this Specification are available on the Main Roads WA website at the following address: [Contracting to Main Roads – Occupational Health and Safety](#)

Clause	Description
203.32 (3)	EQSafe Contractor On-boarding Process
203.32 (3)	EQSafe Contractor User Manual
203.32 (3)	Main Roads Incident Management Procedure
203.32 (3)	EQSafe Event Type and Sub Type Contractual Requirements
203.33 (1)	Contractor Monthly WHS Performance Report Form
203.48 (1)	Works WHS Risk Assessment Template
203.48 (1)	Works WHS Risk Assessment Facilitation Guide
203.18 (3)	Minimum WHS Control Standards

Annexure 203B – High Risk Work and Principal Identified High Risk Activities

Column 1, details the High Risk (construction) Work in accordance with Regulation 291 of the WHS Regulations. Column 2, details the equivalent term used as defined by the Principal. Column 3, represents the section number in the Principal's Minimum WHS Control Standards document, which relate to the High Risk Work in the Regulations.

1. High Risk Construction Work – Regulation 291 of the WHS Regulations (WA)	2. Equivalent Minimum WHS Control Standard	3. Section Number
a) involves a risk of a person falling more than 2 metres;	Work at Height	Section 1
b) is carried out on a telecommunication tower;		
c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure;	Demolition Work	Section 2
d) involves, or is likely to involve, the disturbance of asbestos;	Asbestos Removal and Control	Section 3
e) involves structural alterations or repairs that require temporary support to prevent collapse;	(multiple standards)	Section 1, 2, 5, 9,15
f) is carried out in or near a confined space;	Confined Spaces	Section 4
g) is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or a tunnel;	Excavation and Trenching	Section 5
h) involves the use of explosives;	Explosive Blasting	Section 6
i) is carried out on or near pressurised gas distribution mains or piping;		
j) is carried out on or near chemical, fuel or refrigerant lines;		
k) is carried out on or near energised electrical installations or services;	Above and Below Ground Services	Section 7, 8
l) is carried out in an area that may have a contaminated or flammable atmosphere;		
m) involves tilt-up or precast concrete;	(multiple standards) Pre-Cast Concrete Tilt Up Concrete	Section 4, 7, 14, 18
n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians;	Interaction with Live Traffic	Section 9
o) is carried out in an area at a workplace in which there is any movement of powered mobile plant;	Mobile Plant Operation	Section 11

p) is carried out in an area in which there are artificial extremes of temperature;		
q) is carried out in or near water or other liquid that involves a risk of drowning;	Work On, Over or Adjacent to Water	Section 12
r) involves diving work.		
	Vehicles and Driving	Section 13
	Fire (Ignition causing Bushfire)	Section 14
	Crane and Lifting Operations	Section 15
	Dropped Objects from Height	Section 16
	Exposure to Thermal Stress	Section 17
	Hazardous Substances and Dangerous Goods	Section 18
	Electrical Work	Section 19
	Piling Rig Operations	Section 20

Annexure 203C - Asbestos Locations

The locations detailed in this Annexure 203C are known or suspected to contain asbestos (ACM) contaminated material or naturally occurring asbestos.

Table 203C.1 – Existing Culvert Locations that may Contain ACM

Works Item (Section Nos)	Chainage / SLK	Culvert Type	No. of Barrels	Barrel Length (m)	Horizontal Size (m)	Vertical Size (m)	Diameter (m)	Comments
Road Name 1		Circular / Box						e.g. Testing has not been conducted to confirm ACM
Road Name 2		Circular / Box						e.g. Testing has confirmed presence of ACM
Etc.		Circular / Box						
Author's Note: Main Roads, based off internal system data will provide information on any existing culvert locations, which may contain, or potentially contain asbestos.								

Table 203C.2 - Other Locations that may Contain Asbestos

Works Item (Section Nos)	Chainage / SLK	Chainage / SLK	Description of location	Anticipated quantity (if know)	Comments
Road Name 1			E.g. within Abutment 1 of Bridge No. XXXX		e.g. Testing has confirmed presence of ACM. Further Information for tenderers included
Road Name 2					
Etc. etc.					
Author's Note: Main Roads, based off internal system data will provide information on any existing culvert locations, which may contain, or potentially contain asbestos.					

Table 203C.3 – Locations of Naturally Occurring Asbestos

Works Item (Section Nos)	Chainage / SLK	Description of location	Anticipated quantity (if know)	Comments
Road Name 1				e.g. Testing has confirmed presence of ACM. Further details included in Information for Tenderers
Road Name 2				
Etc. etc.				
Author's Note: <i>Main Roads, based off internal system data will provide information on any existing culvert locations, which may contain, or potentially contain asbestos.</i>				

11 REFERENCES AND RELATED DOCUMENTS

Document No	Title
Link	Specification 203 Health and safety Management
Link	Specification 201 – Quality Management Systems
Link	Works WHS Risk Assessment Template
Link	Works WHS Risk Assessment Facilitation Guide
Link	Main Roads Minimum Control Standards
Link	Compliance Audit Tool - Specification 203 and Minimum Control Standards