Work Health & Safety Management Plans Guide

WA WORKSAFE OHSE SUBBYPACK

The City recommends that suppliers use their own Work Health & Safety (WHS) Management Plan. For suppliers that do not have a WHS management Plan, the City accepts the WA WorkSafe OHSE SubbyPack with four additional criteria as detailed below.

The four additional criteria we require are:

1. STOP WORK AUTHORITY

Suppliers are to detail how workers are informed of their legal right to stop unsafe work if they feel they are working in unsafe conditions, e.g. inductions, toolboxes, prestarts etc.

2. FITNESS FOR WORK

Suppliers are to detail how they manage alcohol and other drugs in the workplace, e.g. pre-employment medical, random alcohol and drug testing, for cause testing etc.

3. SUBCONTRACTOR SAFETY MANAGEMENT

Suppliers are to detail their management of subcontractor WHS, if the following applicable. The process should include:

- how are subcontractors selected, e.g. based on capability to manage risk, past performance
- how are subcontractors managed, e.g. supervision, monitoring, auditing to ensure HSE compliance
- Are subcontractors WHS performance assessed, e.g. review process on HSE performance?

4. MANAGEMENT OF CHANGE

Suppliers are to detail how management of change process for changes to the work, workplace, plant, equipment or procedures is undertaken, the process should include:

- how you manage changes, e.g. risk assessments, communicating via prestart before changes etc.
- How you ensure relevant risk management documentation such as Safe Work Method Statements (SWMS) reflect the changes, e.g. review process, auditing.

To help ensure you meet all WHS contractor management requirements please complete all sections of the OHSE SubbyPack and detail your management of the four additional criteria above.

If you have any questions regarding the use of SubbyPack when updating a WHS management plan for works with the City, please contact safety@cgg.wa.gov.au