



ENVIRONMENTAL MASTER
BUILDERS & ROOF PLUMBERS
COMMERCIAL & RESIDENTIAL

DESIGN • ADVISE • CONSTRUCT

1 Park Street
Killara VIC 3691

Mobile: 0438122185
Fax: (02)6027 0741
sustainabylt01@bigpond.com

www.sustainabylt.com.au

VIC DB-U 11072/CB-L 30621
NSW 114039c/ 191217c
QLD Lic 1114800
VIC PLUMBING 50062
ABN 33784900126

SUBCONTRACTOR SITE SPECIFIC MANAGEMENT PLAN REQUIREMENTS

It is a requirement of SUSTAINABYLT that all contractors tendering for works on any of our projects make appropriate allowances for the provision (prior to the commencement of works at site) of a Site Specific Management Plan (SSMP) addressing their proposed works on the project with respect to the Victorian OH&S Act- 2004.

This plan **must** include all of the following items and records:

- Company name
- ABN
- Postal Address
- Street Address
- Contact numbers
- Contact name
- Scope of works
- Copies of Company Insurances
- Copy of Company QHSE Policies
- Issue resolution process
- Organisational Chart
- List key personnel & contact details
- Define the roles of personnel including their safety role
- List all skills, competencies, licenses, certifications and qualifications required to perform the activities
- Copies of all Red/ White/ Yellow cards required
- Define the Hazard Identification, Risk Assessment and Control Plans
- Provide a copy of the Pre-Start Plan Checklist
- Chemical register
- Copy of MSDS's
- Spill kit
- Work Permits required
- Emergency contact for the contract
- Emergency equipment and location
- First Aid process
- Name of qualified First Aider/s
- Incident report and investigation
- Claims management process/ return to work procedure
- Safe work method statements (SWMS)
- Subcontractor Toolbox Meeting Process
- Subcontractor Site Safety Walks Process
- Subcontractor consultation and communication process with employees and subcontractors
- A Project Specific Risk Assessment



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Your safety plan must be Pre-Qualified by Sustainabyt before work can commence on site.

If your company is unable to provide the Site Specific Management Plan as required please contact Sustainabyt

Regards,

Alex Stravakos
Sustainabyt
(Senior Partner)