

SUBCONTRACTOR AND VISITOR HSE MANAGEMENT PROCEDURE



OVERVIEW

This procedure establishes a structured approach to managing the health, safety, and environmental (HSE) risks associated with subcontractors and visitors to ensure compliance with legislative obligations and company requirements. It outlines the responsibilities, processes, and controls required to ensure that subcontractors and visitors do not cause harm to themselves, others, or the environment, and that all practicable steps are taken to protect workers, clients, and the public. The procedure applies to all subcontractors engaged by Perkins Builders, including those working unsupervised, and ensures they are appropriately inducted, aware of site-specific hazards, and compliant with company HSE expectations prior to commencing work. It also reinforces that subcontractors, as employers or self-employed persons, hold their own HSE duties, while requiring Perkins Builders to manage risks arising from their activities, communicate hazards, and verify subcontractor competency and compliance to minimise incidents, environmental impacts, and potential legal or contractual exposure.

RESPONSIBILITIES

General Manager / Senior Management	Ensure adequate systems and resources are in place to manage subcontractor and visitor HSE risks and ensure legislative compliance.
Project Manager / Contracts Administrator	Ensure subcontractors are engaged via Procedure 30 – Purchasing, are prequalified, and project HSE requirements are communicated and applied.
Site Manager / Supervisor	Implement this procedure on site, ensure inductions are completed, and monitor subcontractor and visitor compliance with site rules, SWMS/JHA, and HSE requirements. Stop unsafe work where required.
HSEQ Team	Provide HSE advice and support, undertake monitoring activities (audits/inspections), and support incident response and continuous improvement.
Project Administration	Support induction/documentation tracking.
All Workers	Ensure workers are competent, inducted, supervised, and comply with HSE requirements, PPE, SWMS/JHA, and site rules. Provide required documentation and manage their workers' safety and report hazards and incidents
Visitors	Comply with site entry requirements, PPE, sign-in/out process, and instructions while on site.

1. CONTRACTOR PREQUALIFICATION

Procedure:

All subcontractors and consultants must be prequalified in accordance with [Procedure 30 – Purchasing](#) prior to engagement. This process includes assessment of HSE performance and ensures only compliant and suitable subcontractors are engaged.

2. SUBCONTRACTOR SELECTION

Procedure:

Subcontractors are selected and engaged in accordance with [Procedure 30 – Purchasing](#) Perkins applies HIRAC to subcontractors to identify and assess HSE risks and implement appropriate controls prior to and during engagement.

Subcontractors engaged on a project shall be provided with relevant project-specific HSE information, including the [HSE Management Plan \(Form 967\)](#) and [Project Hazard Register \(Form 920\)](#).

HIRAC is then further applied to each individual contracting company and their workers via:

- Post tender questionnaires (as applicable).
- Pre-start documentation.
- Inductions.
- Verification of competency.

The Subcontractor shall upload all relevant information to Hammertech as part of the evaluation of their level of HSE development, and capacity to undertake the works, prior to engagement.

Subcontractors may be required to attend a Pre-Contract Meeting with the Project Manager / Contract Administrator / Site Manager to identify and communicate Perkins requirements which will include,

- HSE expectations including conformance with the Perkins Builders HSE standards and WA HSE Legislation.

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- The Subcontractor will:
 - a) Ensure all workers successfully complete the Perkins online induction.
 - b) Agree to abide by the Perkins Subcontractor site rules.
 - c) Upload all relevant information to the project Hammertech portal.

All personnel shall attend a Perkins site specific induction and any client induction requirements shall also be undertaken prior to commencing any works.

3. PERKINS ONLINE INDUCTION

Procedure:

All subcontractors shall have completed general construction induction training prior to conducting the Perkins Hammertech Online Induction and prior to arrival on site / premise to conduct works. Workers shall be in possession of their general construction induction card (white/blue card) at all times whilst on site and provide upon request during entry, inspections/audits.

All subcontracting companies shall be required to nominate 4 representatives to manage and maintain their Perkins Hammertech online portal access and inductions for their employees. The subcontracting company will be established in the Perkins Hammertech Portal as a company by the Project Administration upon notification of engagement by the PM or CA for each respective project. The Project Administration shall send a link (via Aconex mail) providing access login details for establishment and induction management.

The subcontracting companies shall be responsible for setting up all workers relevant to the project within the allocated portal. Each subcontracting company worker shall complete the online induction inclusive of a questionnaire. Upon successfully achieving a minimum of 13/15 score, the worker shall be considered an Inductee and will be issued with a unique induction number/code. The worker shall only have three attempts to complete the induction successfully within a 3-month period. Failure to achieve the minimum score will result in no access granted to the project.

4. SUBCONTRACTOR HSE PROJECT SPECIFIC INDUCTIONS

Procedure:

Subcontractors shall be inducted before commencing any work. Subcontractor inductions will be performed by the Site Manager relevant to the work area in which the contract work is being performed.

All Subcontractors will complete the following inductions prior to commencing works:

- National Construction Safety Awareness Training.
- Perkins Project Specific Induction.
- Client Induction Training (where applicable).

all relevant qualifications shall be uploaded to the Perkins Hammertech online induction portal and will be verified by the Site Manager at time of the project specific induction. The inductee shall complete the [Site Specific Induction Checklist \(Form 901\)](#) following completion of the Project specific induction. The inductee shall have the Perkins Induction Sticker displaying the relevant Unique Induction Number issued to the Inductee via Perkins Hammertech online portal. The Inductee shall be in possession of photographic identification and present to the Site Manager to verify their ID and Induction Number.

5. SITE ATTENDANCE

Procedure:

All personnel shall register their attendance on a Perkins project or premise shall sign in and out of the respective site by using the Perkins Hammertech QR Code / Kiosk or [Site Attendance Register \(Form 907\)](#).

6. SUBCONTRACTOR SUPERVISION

Procedure:

A supervisor shall be nominated by the Subcontracting company for each project. The nominated subcontracting supervisor shall accompany each of their workers at the Perkins project specific induction prior to commencing any works.

The activities and work of Subcontractors shall be regularly monitored by the Site Manager to ensure compliance with HSE and operational requirements.

Subcontractors are to:

- Comply with Perkins Builders conditions of site entry and project HSE Management Plan.
- Review and understand the hazards and controls identified within the project Hazard Register.
- Conduct works in accordance with the requirements of the relevant SWMS/JHA.

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- Provide relevant information at intervals identified within the project HSE Management Plan and as requested by Perkins.

7. COMMAND FOR ENGLISH LANGUAGE

Procedure:

Personnel whom do not speak and or understand fluent English shall not be permitted on a Perkins site unless accompanied at all times by the relevant language interpreter whilst on a Perkins site. The interpreter shall be selected and engaged by the relevant subcontracting company (inclusive of insurance requirements) and the subcontracting company retains responsibility for the interpreter.

The interpreter shall complete a Perkins site induction and be in possession of a current National Construction Safety Awareness Training Card (white card).

The interpreter shall be responsible for translating Perkins HSE requirements (communicated at the induction and ongoing communications from Perkins for the duration of the project (as relevant)) to all personnel whom do not speak or understand fluent English.

8. YOUNG / INEXPERIENCED WORKERS

Procedure:

A young worker is defined as a person under the age of 18 years and or less than two years industry experience.

All young workers shall be in possession of an orange sticker placed on their [Site Specific Induction Checklist \(Form 901\)](#) and their hard hat. The Site Manager shall supply the sticker to the inductee to place on their hard hat.

9. SAFE WORK METHOD STATEMENT / JOB HAZARD ANALYSIS

Procedure:

SWMS will be managed in accordance with the [90.01.10 JHA SWMS Procedure](#).

10. SUBCONTRACTOR AND SUPPLIER HSE LEGAL REQUIREMENTS

Procedure:

The Subcontractor site representative shall be responsible for ensuring all HSE Legislative requirements are met with their employees on site and shall communicate HSE issues to employees.

11. VISITORS

Procedure:

All visitors shall register their attendance on a Perkins project or premise by signing in on arrival and signing out on departure by using the Perkins Hammertech QR Code / Kiosk or [Site Attendance Register \(Form 907\)](#).

- The Site Manager shall advise the visiting person of site emergency procedures, muster point, amenities, first aid and site-specific hazards relevant at the time of visit.
- Site Visitors shall be accompanied at all times by a fully inducted person unless they have completed a Perkins Hammertech online induction and achieved Inductee status, are in possession of a National Construction Safety Awareness Training Card (White/Blue Card) and are wearing the relevant PPE specific to the project.

Minimum PPE for Perkins projects include:

- Hard hat.
- Hi-vis vest/clothing.
- Safety boots.

Additional PPE may be required in accordance with Client requirements, such additional requirements will be documented within the project HSE Management Plan.

LINK TO SUPPORTING DOCUMENTS

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• 30 - Purchasing.pdf • 967 - HSE Management Plan.docx • 920 - Project Hazard Register.xlsm • Site Specific Induction Checklist (Form 901)	• Site Attendance Register (Form 907). • Safe Work Method Statement (SWMS) (Form 909) • 90.01.10 JHA SWMS Procedure.pdf
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REFERENCES

• Work Health and Safety Act 2020 • Work Health and Safety Regulations 2022

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