



Holdings Pty Ltd

REQUEST FOR TENDER

CONTRACTOR WORK PACKAGES

SHEPI – AIR CONDITIONING & ENERGY EFFICIENCY WORKS

DOCUMENT 06

WHS & SITE SAFETY REQUIREMENTS

Issued by ATIZ Group Procurement

This document forms part of ATIZ's contractor procurement package for the SHEPI Air Conditioning and Energy Efficiency Works.

Tender Reference: ATIZ-SHEPI-010

Document Control

Item	Details
Document	Document 06 – WHS & Site Safety Requirements
Issued By	ATIZ Holdings Pty Ltd – Procurement
Project	SHEPI – Air Conditioning & Energy Efficiency Works
Project Client	Aboriginal Housing Office (AHO)
Tender Reference	ATIZ-SHEPI-010

1. Purpose

This document defines the minimum work health and safety requirements ATIZ requires from all contractors and lower-tier subcontractors performing allocated works.

Core obligation

The contractor remains responsible for safe execution of its work, the competence and conduct of its personnel, and compliance with all applicable WHS legislation, ATIZ instructions, site-specific controls and approved SWMS.

2. WHS Management System and Plan

- Maintain a WHS management system appropriate to the size, complexity and risk of the allocated work.
- Before mobilisation, provide the WHS plan, relevant procedures, project contacts, emergency arrangements, inspection regime and nominated WHS resources requested by ATIZ.
- Undertake a detailed analysis of all WHS risks; any hazard list issued by ATIZ is not exhaustive.
- Maintain inspection, testing, servicing, incident-management, corrective-action and internal-review processes throughout the allocation.
- Cooperate with ATIZ audits, inspections, surveillance and corrective-action requests.

3. Site Induction, Sign-In and Conduct

- All workers must complete ATIZ/project induction before attending works.
- Only authorised, trained and appropriately licensed personnel may carry out licensed or high-risk work.
- Workers must sign in/out as required and carry identification when requested.
- Maintain professional behaviour in occupied homes; investigate complaints and remove unsuitable personnel if directed by ATIZ.
- Work areas must be isolated from residents and visitors using barriers/signage where necessary.

4. Risk Assessment and SWMS

Requirement	ATIZ Minimum Standard
Pre-start hazard assessment	Complete a property-specific hazard assessment before work starts and update it if conditions change.
SWMS	Prepare, brief, sign and comply with SWMS for high-risk construction work and other activities nominated by ATIZ.
Task changes	Stop and review controls where scope, access, weather, services, asbestos condition or work method changes.
Evidence	Keep signed SWMS, risk assessments, permits, licences and high-risk evidence available for ATIZ review.

5. Electrical Safety and Isolation

- Electrical work must be performed by appropriately licensed electricians.
- Isolate electricity before installation work where required; apply lockout/tagout and prevent inadvertent re-energisation.
- Treat cables and services as energised until proven otherwise.
- Do not permit unlicensed persons to make or terminate electrical connections.
- Complete testing and required CCEW documentation before property close-out.

6. Existing Services and Penetrations

- Identify services likely to be affected before drilling, cutting, penetrating or disturbing building fabric.
- Use available drawings only as supporting information; verify service location by appropriate methods.
- Isolate relevant services before penetrating walls, floors or ceilings where required.
- Stop work where an unidentified service creates an uncontrolled risk and obtain ATIZ direction.

7. Working at Heights and Access Equipment

- Eliminate or minimise fall risks using the hierarchy of controls.
- Use compliant industrial ladders, work platforms, scaffolds and fall-prevention systems appropriate to the task.
- Ladders must be correctly set up, secured, maintain three points of contact and extend suitably above access points where used for access.
- Protect workers from skylights, fragile surfaces, edges and unstable roof materials.
- Fall-arrest systems are to be used only where required by the risk assessment and must have a practicable rescue plan.

8. Roof Cavity / Ceiling Space Safety

- Prefer internal manhole access where practicable.
- Confirm electrical isolation requirements and inspect the cavity before entry.
- Wear suitable PPE including respiratory protection where dust or insulation hazards exist.
- Do not disturb suspected asbestos-containing material, loose-fill insulation or mould-affected materials.
- Maintain safe clearances from electrical equipment, downlights, exhausts and other heat sources.
- Ensure safe entry/exit, lighting, communication and emergency retrieval arrangements.

9. Respiratory Protection and PPE

- Minimum respiratory protection for dusty ceiling/insulation work is P2 unless the risk assessment requires a higher level.
- Tight-fitting respirators require a current fit test and a fit check each time they are worn.
- Workers using tight-fitting respiratory protection must be clean shaven in the respirator seal area.
- Provide task-appropriate eye, hand, hearing, head, foot and body protection.
- Inspect PPE and replace damaged or contaminated equipment.

10. Asbestos, Hazardous Materials and Unexpected Discovery

- Immediately stop work that may cause exposure when suspected asbestos or another nominated hazardous substance is unexpectedly identified.
- Make the affected area safe without disturbing the material and notify ATIZ immediately.
- Do not sample, remove, drill or disturb asbestos-containing material unless the worker/company is authorised for the specific activity and ATIZ has approved the work.
- Where asbestos removal is allocated, provide licences, notifications/permits, monitoring and clearance documentation required for the work.
- For friable removal and non-friable removal in occupied areas, independent licensed asbestos-assessor monitoring/clearance requirements apply as directed by ATIZ.

11. Sharps, Illicit Substances and Unsafe Items

- Stop work in the affected area where sharps, illicit drugs, suspected illegal contraband or another uncontrolled hazardous item is encountered.
- Do not handle or dispose of these items unless specifically authorised, trained and equipped.
- Notify ATIZ, document the issue where safe and await direction before returning to the affected work area.

12. Animals, Residents and Access Hazards

- Do not handle or restrain tenant animals.
- If an animal presents an uncontrolled risk, do not commence or continue work; notify ATIZ and record the access issue.
- Do not move heavy tenant furniture or belongings; unresolved access obstruction is to be referred to ATIZ.
- Maintain privacy, courtesy and safe separation between works and residents.

13. Vehicle, Delivery and Public Safety

- Park and unload without blocking driveways, emergency access or unsafe sight lines.
- Use a spotter for reversing where site conditions require it.
- Secure tools, materials and removed equipment against unauthorised access.
- Maintain clean access/egress routes and remove trip hazards progressively.

14. Emergency and Rescue Planning

- Maintain emergency contacts and site-specific emergency information for each work crew.
- Rescue planning for fall-arrest or other foreseeable emergencies must not rely solely on emergency services.
- At least one appropriately trained first-aid resource must be available in accordance with the risk profile and statutory requirements.
- Immediately escalate serious incidents and emergencies to ATIZ.

15. Incident and Regulator Notifications

Event	Contractor Requirement
Notifiable incident	Immediately comply with statutory notification obligations and notify ATIZ as soon as possible.
Medical treatment / lost-time incident	Notify ATIZ promptly and provide a written report within 24 hours.
SafeWork notice	Immediately provide ATIZ with any prohibition, improvement, non-disturbance or penalty notice and corrective actions.
Near miss / WHS non-conformance	Record, investigate where required and close corrective actions within ATIZ timeframes.

16. WHS Reporting

ATIZ may require monthly WHS reporting from appointed contractors. As a minimum, contractors must be capable of providing:

- hours worked, lost-time injuries, hours lost, LTIFR where applicable, audits and inspections;
- plant/PPE/site access/SWMS inspection results;
- incidents, near misses, non-compliances and corrective actions;
- internal audit/review outcomes; and
- supporting evidence reasonably requested by ATIZ.

17. Stop Work and ATIZ Direction

Any person may stop work where an immediate or uncontrolled safety risk exists. Work must not recommence until the risk is controlled and any required ATIZ approval is obtained.

18. Tenderer WHS Submission

- WHS management system/certification evidence.
- Project WHS plan or sample plan.
- Relevant SWMS samples.
- Incident statistics requested in Document 05.
- Proposed supervisors/WHS resources.
- Evidence of licence and competency controls.