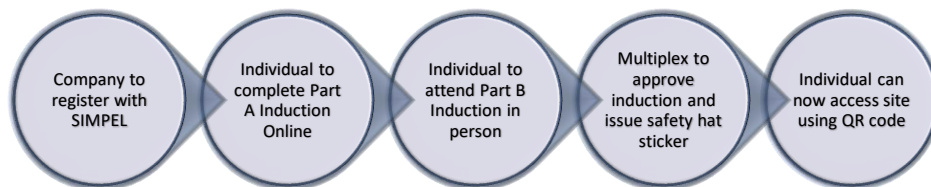


Welcome to the Chatswood Chase Redevelopment project!

Please refer to this document for all requirements to enter any area of Multiplex's site. The following process should be followed:



Company to Register with SIMPEL

Please create an organisation with our project management platform SIMPEL. All subcontractors are responsible for maintaining their SIMPEL account profile, this should be done by a nominated SIMPEL administrator. As part of this online induction the company will need to provide:

- ☐ Workers Compensation Insurance – minimum \$50,000 per worker (Salary continuation insurance can be supplied for sole traders/ABN holders).
- ☐ Public Liability Insurance - minimum \$20 million.
- ☐ Professional Indemnity Insurance (if applicable).

All applicable Work Health and Safety documentation must be uploaded to SIMPEL including, but not limited to, Safe Working Method Statements (SWMS), Safe Operating Procedures (SOP), and Multiplex Permit applications. **Multiplex require a minimum 48 hours to review all documentation.**

Multiplex permits are mandatory for the following activities:

- Trenching
- Demolition
- Concrete Coring, Cutting and Drilling
- Hot Works (note – to obtain a hot works permit you require Fire Extinguisher training)
- Mobile Crane Outrigger Set-up
- Pipework Pressure Testing
- Use of Harness for Working at Height
- Confined Spaces

These permits are issued on SIMPEL and must be discussed with the Multiplex area Site Supervisor prior to commencing works.

Sub-Subcontractors

Sub-subcontractors must register for their own company account and then be added as a “Sub-Subcontractor Relationship” by the main subcontractor. All sub-subcontractors **must** have their own SIMPEL account with applicable insurances and **not** inducted under the sub-contractor.

Individual Workers

After an organisation has completed their registration, individual workers can be added to SIMPEL allowing them to access online registration.

For further information on how to navigate the SIMPEL system, please refer to the SIMPEL Onboarding information document.

Individual Inductions

Worker inductions are separated into two separate parts – Part A and Part B. Part A is completed online; Part B is a site-specific induction presentation given by Multiplex at 7am every day in the Induction room located at the 12-14 Malvern Avenue site compound.

Part A - Online

The Part A induction includes watching the Multiplex induction video. Individuals will also need to upload the following to their SIMPEL profile:

- ☐ Induction White Card
- ☐ Superannuation Membership Number
- ☐ Photo ID (Driver's License or Photo ID)
- ☐ High Risk Work Licenses if applicable (Must have new photo card, old yellow licenses are not accepted)
- ☐ Fire Extinguisher Training (required to obtain Hot Works permit)
- ☐ Kmart Induction (If working inside Kmart)
- ☐ David Jones Induction (If working inside David Jones outside of a Multiplex work area)
- ☐ Vicinity Centre's Induction (If working inside Chatswood Chase outside of a Multiplex work area)

Do not attend the Part B induction if all above documents have not been uploaded and the video not watched, you will be sent away and asked to reattend at a later date.

Part B – In Person

The Part B induction ensures workers are familiar with the project specific processes and procedures, have uploaded licenses and certificates correctly and is also the time workers will read and sign Safe Work Method Statements and SOP's they have been assigned.

If you don't complete the Part B induction your QR code for entry to the project will not be activated despite appearing on SIMPEL.

Multiplex Induction Approval – QR Access

Following the successful submission and completion of both Part A and Part B induction, a Multiplex employee will issue a "CCR Inducted" sticker that must always be displayed on workers' safety helmet on the project. This approval will activate the worker's QR code, allowing access through site turnstiles.

Workers must ensure that the QR code is scanned at 12-14 Malvern Av when entering and exiting any part of the Chatswood Chase project, non-compliance will result in re-induction and/or eviction from the Chatswood Chase project.

MULTIPLEX WELCOMES YOU TO THE CHATSWOOD CHASE PROJECT.

Multiplex is implementing a construction project management platform known as 'Simpel' which includes a site access system that all workers will require a profile for to be able to access site.

Simpel is a web-based program so you and your team will not be required to install software or an app to your device. We appreciate your understanding and commitment through the implementation process and note there is no charge to subcontractors.

In order to achieve a smooth roll-out we have added links below to helpful guides to assist in setting up your organisation and individual user accounts for your employees. For those companies and workers with an existing Simpel account you do not need to set these up again.

IN ORDER TO CREATE YOUR ORGANISATION AND WORKER ACCOUNTS YOU WILL NEED TO UNDERTAKE THE FOLLOWING STEPS.

As an Organisation -

1. **Sign up to Simpel and register your organisation (USING THE CODE 'MULTIPLEXNSW')**
- Please click this [Guide: Getting Started - Creating your Account and Organisation](#)

If your Organisation already exists on Simpel, you will not need to follow the above step in regards to creating an Organisation.

2. **Add workers, insurances, and plant to your organisation**
- Please click this [Guide: Manage your Organisation](#)
3. **Submit each SWMS separately via the Simpel SWMS/Safety Plan Module**
- Please click this [Guide: SWMS/Safety Plans](#)

Then, each worker must complete:

4. **Online Registration for Induction: completed via Simpel and their individual profiles**
- Please click this [Guide: Completing your Induction](#)
- Upload any High Risk Work Licences, Plant Operator Tickets or any other tickets (e.g. Confined Space, Working at Heights, First Aid etc.) in their Simpel Profile before starting the online registration.

Should you have any questions please contact a member of the Multiplex team for assistance. Simpel can also be contacted for help desk assistance via the details outlined below.

[Simpel Help Desk](#) P: 1300 85 85 80
E: support@simpel.com.au

Note: This Checklist **must** be completed for each and every SWMS for High Risk Construction Work submitted.

Part 1 - Safe Work Method Statement Details	
Project name: Chatswood Chase Redevelopment	
Company name:	Revision#:
Company name of Managing Subcontractor other than Multiplex:	Managing Subcontractor site contact Name: Mobile phone number:
SWMS Title:	

Part 2 – Identification of High Risk Construction Work – (Clause 291 WHS Regulation)			
<input type="checkbox"/>	involves a risk of a person falling more than 2 metres	<input type="checkbox"/>	is carried out on or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	is carried out on a telecommunication tower	<input type="checkbox"/>	is carried out on or near energised electrical installations or services
<input type="checkbox"/>	involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	<input type="checkbox"/>	is carried out in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/>	involves, or is likely to involve, the disturbance of asbestos	<input type="checkbox"/>	involves tilt-up or precast concrete
<input type="checkbox"/>	involves structural alterations or repairs that require temporary support to prevent collapse	<input type="checkbox"/>	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
<input type="checkbox"/>	is carried out in or near a confined space	<input type="checkbox"/>	is carried out in an area at a workplace in which there is any movement of powered mobile plant
<input type="checkbox"/>	is carried out in or near: a shaft or trench with an excavated depth greater than 1.5 metres, or a tunnel	<input type="checkbox"/>	is carried out in an area in which there are artificial extremes of temperature
<input type="checkbox"/>	involves the use of explosives	<input type="checkbox"/>	is carried out in or near water or other liquid that involves a risk of drowning
<input type="checkbox"/>	is carried out on or near pressurised gas distribution mains or piping	<input type="checkbox"/>	involves diving work

Part 3 -Safe Work Method Statement Requirements			Page No.	Content ✓ - Yes, ✗ - No N/A
1	Identifies a SWMS document no., revision and date of revision .			
2	Identifies the correct project name, organisation name and ABN number .			
3	Describes the activity/work to be undertaken.			
4	Includes the name and position of the person who has prepared and approved the SWMS.			
5	Includes the name and position of the person who responsible for ensuring compliance with SWMS			
6	Includes the names of individuals who were consulted and involved in the development of the SWMS.			
7	Includes a step-by-step sequence for undertaking the activity/work.			
8	Identifies the hazards associated with each step.			
9	Identifies the potential risks associated with each hazard.			
10	Identifies the control measures for each individual risk, in accordance with the hierarchy of controls.			
11	Identifies the control measures outlined from trade/element risk workshop (where applicable).			
12	Identifies the positions of personnel responsible for each control measure.			

Part 3 - Safe Work Method Statement Requirements			Page No.	Content ✓ - Yes, ✗ - No N/A
13	Identifies any pre-starts requirements, certification, authorisations or permits required for the activity/work.			
14	Identifies plant, tools and equipment that will be required to undertake the activity/work.			
15	Identifies specific competencies and training required to undertake the activity/work.			
16	Includes the provision of a statement of acknowledgement that workers performing the tasks have been inducted in the SWMS including a section for workers and trainers name and signature.			
17	Includes task-specific emergency rescue procedures if applicable (e.g. confined space, retrieval from height, etc.)			

Part 4 - Summary SWMS deficiencies			Page No.	Signoff	Date

Part 5 - Reviewed and familiar with all elements in the SWMS (MPX Supervisors to Complete)		
Name	Signature	Date of Review

Part 6 – First Review of SWMS		
Supervisor Name:	Signature:	Date:
<input type="checkbox"/> Acceptable - Subcontractor permitted to commence		<input type="checkbox"/> Rejected - Subcontractor not permitted to commence Address comments and resubmit

Part 7 - Final Acceptance of SWMS (Site Manager or in their absence their delegate to complete)		
Name:	Signature:	Date:
<input type="checkbox"/> Acceptable - Subcontractor permitted to commence		<input type="checkbox"/> Rejected - Subcontractor not permitted to commence Address comments and resubmit

Subcontractor must complete this form with associated paperwork (detailed below) for each item of powered mobile plant for acceptance by Multiplex prior to mobilising to site.

Powered Mobile Plant Details		
QR/Plant Barcode number:		Add Photo
Project name:	Chatswood Chase Redevelopment	
Plant Type:		
Plant Make / Model:		
Date of Manufacturer:		
Subcontractor Operating Plant:		
Authority Registration No: (if applicable):		
Plant Serial Number:		
Subcontractor's Contact Phone No:		
Date onsite:		

Powered Mobile Plant Compliance Requirements		Sub ✓ - Yes, ✗ - No, N/A	MPX ✓ - Yes, ✗ - No, N/A
	General Requirements		
	Controls/instruments clearly labelled and legible?		
	No visible signs of damage?		
	Compliance plate's legible?		
	Fitted with charged and serviceable fire extinguisher?		
	Flashing amber beacon visible?		
	Guards in place?		
	Safe Working Load (SWL) or Manufacturers Rated Capacity (MRC) displayed?		
	Specific plant requirements		
	Secondary crush protection installed on EWP platform? e.g. Pressure sensing device, proximity sensor. (Scissor lifts, EWP etc.) <i>Note: Requirement effective date mandated 01/01/2022</i>		
	Weight gauge fitted? (forklift, telescopic handler)		
	Control guarding fitted? (scissor lifts)		
	Road registration current? (where applicable)		
	ROPs and FOPS fitted with a compliance plate displayed? (earthmoving)		
	FOPS fitted with a compliance plate displayed? (forklift, telescopic handler)		
	External rated capacity indicator light system (3 stage coloured light) fitted? (mobile cranes)		
	Load charts displayed? (mobile cranes, telehandlers, excavator)		
	Fully automatic quick hitch fitted? (excavators, backhoes)		

Documentation Requirements			
	Maintenance records with no outstanding items noted for repair available?		
	Operator manual specific to make and model available?		
	Operator's competency records available?		
	Log Book (daily checks) available and in use?		
	Plant risk assessment specific to make and model provided?		
	SWMS for plant operations provided?		
	Test certificates and routine inspection records for chains and lifting equipment been provided?		

Supplier/Subcontractor Declaration

I declare that this plant is in a safe condition, is free from defect, is fit for purpose and will be maintained in accordance with the manufacturer's specifications.

Subcontractor's/ Supplier Name:		Signature:	
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Accepted by Multiplex

Name:		Signature:	
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