Mobilisation Guide for Contractors & Subcontractors

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Parklife Metro D&C

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Parklife Metro D&C
23/01/2026

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Approval Record

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Amendment Record

Date	Rev	Amendment Description
11/7/2025	0	Initial PMS Development
23/01/2026	1	Update section 3.0 & 6.3

Terms and Definitions

Term	Definition
Alcohol	Includes all food, beverages and medications containing alcohol.
Day	For the purpose of this procedure a 'day' refers to business days that is, Monday to Saturday
Drug	Every substance or article which is a dangerous drug under and within the meaning of the *Narcotic Drugs Act 1967 (*Cth) or any other substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid, or in any other form which, when consumed or used by any person, deprives him or her either temporarily or permanently of any of his or her normal mental or physical faculties.
Escort	A person who has been assigned to accompany and safeguard personnel who have undertaken a visitor, temporary access or delivery driver (where required) induction. Escorts must have undertaken a full SI project and site-specific inductions plus the work area site orientation
High-Risk Workers	For the purpose of this procedure, high risk works refer to those who operate mobile plant (low loader drivers) and those who have a high-risk work license (e.g. crane, riggers) and use it in the process of loading/unloading.
Person/people	Someone who is on the site who is either an employee or supplier or an employee of a supplier or visitor.

Abbreviations and Acronyms

Abbreviation and Acronyms	Definition
ADOS	Alcohol, Drugs and Other Substances
Webuild	Webuild S.p.A., Parklife Metro D&C, STTOM.
SWTC	Scope of Works and Technical Criteria
VOC	Verification of Competency
WHSM	Project Work Health and Safety Manager
WHSMP	Project Work Health Safety Management Plan

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1.0 Purpose

Parklife Metro D&C has implemented the MTA RIW system (RIW), as the project competency management system. Every individual working on the project (civil and rail), will be granted access to RIW. Please note if your company is using RIW for first time, the Project mobilisation process may take up to 10 days to complete, depending on the type of work to be carried out. To prevent any delay with processing your (or your employees') application(s) and mobilising to site, you must comply with all steps of this guide. All applications are processed on a 'first-come, first- served' basis so please plan accordingly and submit applications for approval in order of employee/site priority.

2.0 Scope

The Mobilisation Guide for Contractors & Subcontractors outlines the process for the SSTOM Project access and mobilising to site; and is applicable to all employees, contractors and subcontractors (including direct and indirect sub-subcontractors) with personnel on the SSTOM Project.

3.0 Onboarding At A Glance

Step 1	*Responsibility: Contractor Representative* **Register your company in RIW** Register your company in the MTA RIW System. For more info: How do I register a company in the RIW System? : Rail Industry Worker Knowledge Centre
Step 2	*Responsibility: Contractor Representative* **Create an RIW account for each employee.** Create an RIW account for each employee. For more info: How does a company add a new rail industry worker to the RIW System? : Rail Industry Worker Knowledge Centre If an employee already has an RIW account, the company can send an employment request to the existing card holder. For more info: How does a company send an employment request to an existing cardholder using Search for New Employees? : Rail Industry Worker Knowledge Centre
Step 3	*Responsibility: Employee/worker* **Employee/worker to accept 'employment request'.** Once the RIW account has been created, the employee/worker will receive the employment request via email inviting them to create a new myRIW profile. The employer will not be able to continue with the on-boarding process until the employment request has been accepted by the worker. For more info: How does a cardholder accept or reject an employment or association request in myRIW? : Rail Industry Worker Knowledge Centre
Step 4	*Responsibility: Contractor Representative & Employee/worker* **Provide employee details below to training@parklifejv.au for upload to the Vsure System to check for working rights.** {{table below}}

First name	Last name	RIW #	Date of birth	Email	Mobile

- Your worker/s will receive a text message to their mobile phone with a link from Vsure requesting their Australian passport, Australian Birth certificate, Australian Citizenship

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	certificate or International passport/immigration card. (You will be notified when this link has been sent.) • Please ask them to action this as soon as they can. • The Training Team will then verify this in Vsure where a Vevo check is generated. ○ If your worker is on a holiday visa or student visa, we will request letter of offer and payslips to assist with evidence of employment duration and work hours.
Step 5	*Responsibility: SSTOM Team* **The RIW associate request is sent to the worker/s once the working rights have been reviewed and approved in the Vsure System.**
Step 6	*Responsibility: Employee/worker* **Employee/worker to accept 'associate request'.** Once the associate request has been sent, the employee/worker will receive the associate request via email inviting them to accept the request. The employee/worker will need to accept this request to ensure the SSTOM Training Team can view the RIW account. For more info: How does a cardholder accept or reject an employment or association request in myRIW? : Rail Industry Worker Knowledge Centre
Step 7	*Responsibility: Contractor Representative* **Add relevant Webuild Job Roles to the employee/worker's profile** Once the job roles are added, the required competencies will be listed. Please refer to the Webuild Matrices referenced at the bottom of the linked page.
Step 8	*Responsibility: Employee/worker and Contractor Representative* **Ensure all eLearning modules are completed and competency evidence and required medicals are uploaded to RIW.** When the job role is added, it is the responsibility of the contractor representative to assign the eLearning links via RIW and these will be sent to the employee/worker's nominated email address via the RIW system. For more info: How does a company send an eLearning request to a cardholder? : Rail Industry Worker Knowledge Centre The employee/worker must complete all online inductions for the onboarding process to continue. • Parklife Metro Project Induction eLearning (EL1625) • Sydney Metro Orientation Training (SMOT) eLearning (82009a) • Webuild Rail Induction eLearning (EL160R) (required for Webuild – Operator job role) The contractor representative must upload required competency evidence and required medicals to the job roles. These must be verified by the RIW Support Desk to ensure the job role becomes valid. The verification will take 48hrs from the date of upload.
Step 9	*Responsibility: Employee/worker and Contractor Representative*

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	Submit bookings for the PLM Project & Linewide Induction and Site-specific Orientations once all required Webuild job roles are valid and the RIW associate request has been accepted by the employee/worker. When the required Webuild job roles are valid and all corresponding competencies, medicals are completed and verified, bookings for the PLM Project & Linewide Induction and Site-specific Orientations must be submitted using the booking link - Make a booking with Parklife Metro - Training Course Provider - Book Online Now with bookitlive, Online Appointment Booking & Scheduling Software
Step 10	*Responsibility: Employee/worker* **Receive induction/orientation booking confirmation** If the employee/worker's RIW account is compliant with all required Webuild S.p.A job roles valid, a booking confirmation from the SSTOM Training Team (donotreply@bookitlive.net) will be sent to the employee/worker's nominated email address including date, time and location details. NOTE – If the RIW account is not compliant (required Webuild job roles are not valid), the booking will be declined and an email will be sent to the employee/worker's nominated email address explaining the reason for decline.
Step 11	*Responsibility: Employee/worker* **Attend PLM Project & Linewide Induction and Site-specific Orientations** Employee/worker to attend the PLM Project & Linewide Induction and Site-specific Orientations at the time and location booked.
Step 12	*Responsibility: SSTOM Team* **Onboarding complete for SSTOM Site.** Once the PLM Project & Linewide Induction and Site-specific Orientations have been completed, a member of the SSTOM Team will mark the employee/worker's profile as complete for that SSTOM site. The employee/worker is now compliant to work for that site only.

Key Contacts	Title	Contact Details
SSTOM Training Team	Training & Development Team	training@parklifejv.au
MTA RIW	Support	info@riw.net.au;1300 101 682

4.0 Project Access Card

All personnel on the Project, irrespective of whether they will work in the Rail Corridor (classified as a 'Rail Worker') or outside of the Rail Corridor (classified as a 'non Rail Worker'), are required to hold a valid Metro Trains Australia Rail Industry Worker Card (MTA RIW Card).

If an MTA RIW Card is already held, please log into your RIW profile and ensure the details are up to date and you hold the relevant valid roles for the work being completed, including the Webuild access role(s).

Alternatively, an MTA RIW Card will be issued when the Employee profile is created in RIW.

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The MTA RIW Card contains all competencies and qualifications specific to the individuals' role on a project. These competencies have been approved by the Rail Industry Worker Support Team.

Figure 1 MTA RIW Card

Figure 1 shows an example of the MTA RIW card. Please follow the corresponding requirements of the job role as per the Webuild job role matrices on RIW website at [Webuild Matrices](#) . This will include correspondent qualifications, certificates, tickets, training and medicals requirements.

4.1   Non-Rail Safety Workers

If the Webuild Project Team have not classified your employee as a rail safety worker, or your employee will not be working within the rail corridor although the employee is still required to obtain a RIW card with the relevant approved site access role.

Note: *You cannot access any areas of the rail corridor without completing the Rail health assessment, TfNSW approved Safely Access the Rail Corridor (SARC, formerly known as RISI) training course and the Webuild Rail Induction. If you believe you or your employee will work within the rail corridor at any stage, the training mentioned above must be.*

4.2   Medical Requirements

Any person undertaking a role that is considered to be a Rail Safety Worker by the Principal Contractor will be mandated to undertake a Rail Category Medical.

4.2.1   Category 1 Health Assessment

High Level Safety Critical Workers are workers who require high level of attentiveness to their tasks and for whom sudden incapacity or collapse may result in serious incident affecting the public or the rail network.

The workers will need to fast the night before undertaking a pathology test. This health assessment includes:

- K10 Questionnaire for Psychological Health

- Epworth Sleepiness Scale

- Alcohol AUDIT Questionnaire for alcohol use

- Hearing Assessment up to 3000Hz

- Vision Assessment

- General Health Assessment & Questionnaire

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The medical also includes a Drug & Alcohol screen (breath and urine analysis). Category 1 medicals are valid from:

- At time of commencement, then:

- Every 5 years to age 50, then

- Every 2 years to age 60, then

- Every year.

4.2.2   Category 3 Health Assessment

Non-safety critical workers are workers whose health will not impact directly on the safety of the rail network or the public. These workers are responsible for their own safety and the safety of fellow workers. A medical assessment will check the ability of a worker to work in the rail corridor, work under supervision, and identify and move to a safe place. The Category 3 health assessment is the minimum requirement to work within the Rail Corridor.

This medical includes an assessment of:

- Hearing (up to 2000 Hz)

- Vision

- Mobility

- The medical also includes a Drug & Alcohol screen.

This medical is valid from the date of the issue until the employee reaches 40 years of age. After the age of 40, a medical renewal is required every 5 years. This is in accordance with Metro Rail Guidelines for working on the rail.

Some workers may be required to access the Sydney Trains network where the project interfaces with the Sydney Trains network (i.e. St Marys). TfNSW (Sydney Trains) requires the urine drug screen to be laboratory tested for a valid Cat 3 medical. If there is potential for the worker to work in the Sydney Trains network, the worker should carry out a urine drug screen as per the TfNSW health assessment requirements.

4.3   Register For RIW

Where contractors and or subcontractors have not previously been registered within the RIW system, please click here to register your company in the MTA RIW System. This can take up to three business days.

If you are a sole trader, click here to access the instructions for "How can I become a sole trader in the RIW System?"

4.4   Setting up Employee Profiles

Create an RIW account for each employee. How does a company add a new rail industry worker to the RIW System?

Note: *Employees will need to complete a 100-point ID check which can take 48hrs to complete. The employer will then need to arrange for the RIW subscription to be paid (this will be at the contractors and or*

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*subcontractors' expense). Once this is complete, employees are eligible for an RIW Card which will be printed and issued to the delivery address specified by the employer. This can take 2 weeks to be delivered.*

If an employee already has an RIW account, the company can send an employment request to the existing card holder. [How does a company send an employment request to an existing cardholder using Search for New Employees?](#)

All employees are required to update their individual profiles in the myRIW portal. Applicable 'Job Roles' will need to be assigned to each individual by the Contractor Representative
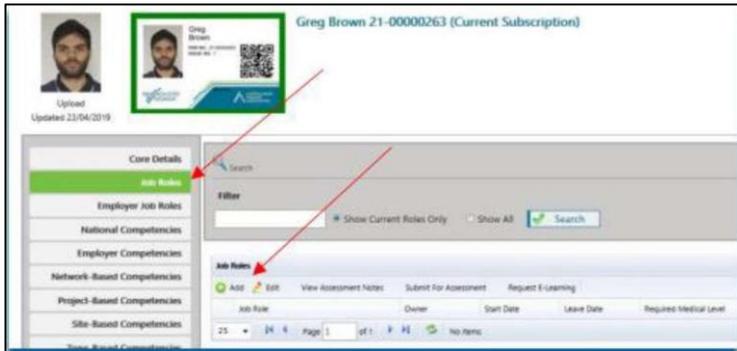
Here are the steps on how to do this:

Step 1: Go to https://riw.net.au/ and login using your credentials.

Step 2: Click on the **People tab** or the **Search for My People** shortcut on the dashboard.

Step 3: Enter worker details into the search field or leave blank and click on **search** to bring up your entire workforce. Select the worker you wish to allocate a role to by highlighting their name and clicking on the **edit button**.

Step 4: Once the worker profile appears, click on the **Job Roles tab** on the left-hand side menu, and then click the **add button** to add a new job role.

Step 5: Begin typing in the Job Role: and a drop-down list of available job roles will appear. You must enter the current known start date and the leave date should be left blank.

Webuild Job Roles and Requirements

- 'Webuild - Civil Construction'

    o White Card

- **'Webuild - Operator'**

    o Category 3 Medical

    o White Card

    o RISI/SARC Training

    o Webuild Rail Induction eLearning

- **'Webuild – SSTOM Project Site Specific'**

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NOTE - You will need to apply the site-specific role for each site you need to attend: e.g., 'Webuild - STOM Project Orchard Hills'.

- o SMOT (Sydney Metro Orientation Training) eLearning

- o Parklife Metro Project induction (includes Workforce Development Survey) eLearning

- o Parklife Metro (PLM) Project Site Induction

- o Site Orientation – Site specific (this will need to be completed for each site)

- ▪ Webuild job specific/task based role, e.g. 'Webuild – Surveyor'

- o The required competencies are included in the Webuild Matrices, e.g., Dip/Adv Dip or Bachelor of Surveying

NOTE - The Webuild Matrices on the RIW Website will assist you in choosing the correct job specific/task-based roles for your employees/subcontractors.

Step 6: Once the job roles have been selected, it will list the competencies associated with this role.

- ▪ If the worker is missing any of the required competencies, a pop-up box will ask whether you wish to proceed (it may list missing competencies), ensure you select 'proceed' to add the role. If there are any missing competencies this will enable the worker to work towards fulfilling the job role requirements.

- ▪ To upload a missing competency requirement from the job role, it is recommended to select the missing competence (in red) listed within the job role.

- ▪ Minimum Category 3 Medical assessment (as per National Standard for health assessments) is a requirement as part of the Webuild – Operator job role.

NOTE: The required job roles need to be applied in RIW and the competencies completed and verified before the employees/subcontractors can be booked to attend the face-to-face inductions. RIW takes 48hrs from the date of upload to verify evidence. Therefore, it is suggested this process is started ASAP. It can take up to 2 weeks for the individual's RIW record to be fully compliant.

There is an option for the verification to be fast tracked if required, however there is a cost of $55 (excluding GST) to be verified within 8 hours.

4.5   Downloading Vicarda App

Site turnstiles require the physical MTA RIW Card to gain entry so all so all employees/workers are required carry their physical MTA RIW Card when accessing a Webuild Site. However, the RIW system allows workers to hold both a physical and virtual card which is maintained in an app called Vircarda and is available on an employee/workers worker's smart device. The virtual card can be scanned the Access Controller.

The Vicarda App will be used to distribute important communications to all personnel. As such, downloading this app is required.

4.6   Downloading RIW App

The RIW App is an App for the Access Controllers and Spot Checkers. The Access Controller is an individual in charge of swiping cardholders in and out of a work site (if applicable). They can also check job roles and competencies to ensure site compliance, view work restrictions, as well as deny access to site. This is done by scanning an MTA RIW Card using the RIW App via the QR code using the device camera, or Near Field Communication (NFC) by holding the card to the back of the device, where NFC is enabled on that device.

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A Spot Checker is an individual with permission to "check cards" of other cardholders, view the job roles, competencies and any work restrictions. This is done by scanning an MTA RIW Card using the RIW App via the QR code using the device camera, or Near Field Communication (NFC) by holding the card to the back of the device, where NFC is enabled on that device. Alternatively, if a cardholder does not have their card available, the Forgotten Card Function can be used.

5.0 Project Induction Program

All personnel undertaking works are required to complete the Projects Induction Program identified in this section. This program includes:

- eLearning induction available online through the MTA RIW System

    o SMOT (Sydney Metro Orientation Training) eLearning*

    o Parklife Metro Project Induction eLearning *

    o Webuild Rail Induction eLearning **

- Parklife Metro Project & Linewide Induction will be delivered face-to-face at the Orchard Hills Nort Induction room.

- Linewide Orientation will be delivered face-to-face at the Orchard Hills North Induction room.

- Site-Specific Orientations to be delivered face-to-face at each site. Separate Site-Specific Orientations are required for all sites.

All inductions must be booked using the https://www.bookitlive.net/book/parklifemetro once the required Webuild job roles are valid and the associate request has been accepted by the employee/worker.

NOTE: The booking request will be confirmed by the Webuild Training Team once the RIW record has been reviewed and all required Webuild job roles are valid with corresponding competencies completed and verified. Without this confirmation from the Webuild Training Team, the employee/worker will not be authorised to attend any induction.

* These are the only two inductions that require completion by personnel working on the Project but not attending a site.

** Required for the Webuild S.p.A – Operator job role

6.0 Site Access Roles

All employees/workers working on the Project must have a valid Webuild Project Access role, valid Webuild Site Access role/s and a valid Webuild Task-based role/s.

6.1 Webuild Project Access Role

- The **Webuild - Operator** Role is mandatory for all workers that need to access the Rail Corridor. To obtain the Webuild – Operator role, workers will need the following:

    o A minimum Category 3 health assessment

    o White Card

    o TfNSW approved RISI/SARC Training

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- o Webuild Rail Induction eLearning

  - The **Webuild - Civil Construction** role is a mandatory requirement for all RIW cardholders who conduct work in the Webuild network in "Civil" site locations where the work is not considered Rail Safety Work with no potential risk to the current or future safe railway operations.

    - o White Card

  - The **Webuild - SSTOM Project** - **Non-Site** role is mandatory for all cardholders working on the Parklife Metro SSTOM Project undertaking non-site duties.

    - o SMOT (Sydney Metro Orientation Training) eLearning

    - o Parklife Metro Project Induction eLearning

6.2 Webuild Site Access Role

Any person undertaking a site-based role (i.e. Operator or Civil Construction roles), must list the specific site location(s) being accessed, alongside the relevant Webuild Project Access role. Please note it is mandatory to hold a location specific site role for each site location requiring access.

Each site will have its own job role. They will be listed as:

- Webuild - SSTOM Project - Airport Business Park/Station Compound (ABP)

- Webuild - SSTOM Project - Airport Terminal (ATL)

- Webuild - SSTOM Project - Bradfield/Aerotropolis (AEC)

- Webuild - SSTOM Project – Linewide *

- Webuild - SSTOM Project - Luddenham (LDN)

- Webuild - SSTOM Project - Orchard Hills (OHE)

- Webuild - SSTOM Project - St Marys (STM)

- Webuild - SSTOM Project - Stabling & Maintenance Facility (SMF)

- Webuild - SSTOM Project - Warehouse (WH)

*This job role is required for workers accessing all Linewide Sites.

6.3 Webuild Task-based Role

Please refer to the [Webuild Matrices](#) on the RIW Website to assist you in choosing the correct job specific/task-based role/s to assign to your employees/workers. **The job specific/task-based role/s must reflect the job/task the worker is performing on the SSTOM Project**. The worker may require more than one job specific/task-based role depending on the task they are performing. For example an electrician who is required to operate an EWP (over 11m) to complete their work must have the below job specific/task-based roles applied and valid in RIW to perform the task.

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- o Webuild – Electrician

- o Webuild - EWP Operator (Boom Type Over 11m)

NOTE – For all Road Rail Operators:

- All Road Rail Operators will require the Webuild – Road Rail Operator job role and the job specific/task-based role for the machine they are operating. For example – a Road Rail Operator who will be operating an EWP (over 11m) to complete their work must have the below job specific/task-based roles applied and valid in RIW to perform the task.

  - o Webuild – Road Rail Operator

  - o Webuild - EWP Operator (Boom Type Over 11m)

NOTE – For all Road Rail Operators, Track Machine Operators and Track Vehicle Operators:

- They must complete the Webuild TMO/RRV/TVO Operator Gap Training prior to operating on the SSTOM Project. This training must be booked using this link https://www.bookitlive.net/book/parklifemetro once the required Webuild job roles are valid and PLM Project & Linewide Induction completed/booked.

7.0 Project Competencies

It is the contractors and or subcontractors' responsibility to provide current and valid information for all workers, submit all required documents by uploading the certifications/tickets/licences into the RIW portal and ensure they hold valid job roles before being mobilised to site.

For guidance on how to add a competency to a cardholder, please go to, https://riw.net.au/. The RIW website hosts a number of how-to videos, user guides and a knowledge base. In the knowledge base you will find a range of training, instructional and support information for using the RIW System. You can browse the various categories or type keywords into the search box.

When submitting evidence in the RIW system, you must ensure the evidence meets the minimum acceptance criteria for the verification of competence across RIW Program participants. Business rules can be found here.

Please ensure all documents submitted during the onboarding process meet the following criteria:

- Scans or copies of licences etc. are in colour

- All information e.g., name, expiry date, etc. is legible

- Licences and tickets are current (expired documents are not accepted under any circumstances)

- Wherever information is found on both sides of a licence or ticket, provide both sides

- Each licence, ticket or other document is scanned and attached separately

8.0 Medical Examination and Declaration

Health monitoring is a regulatory requirement that necessitates the monitoring of workers who are or will be potentially exposed to hazardous substances and or materials during scheduled Scope of Works (SoW). In order to comply with legislative requirements, we shall identify and monitor changes to the workers' health status as a result potential of exposure to identified workplace health hazards e.g. silica and noise. A pre-employment medical check is required to determine the baseline level of individual workers in conjunction with ongoing health monitoring checks while on the project are required.

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In accordance with Webuilds Occupational Health and Hygiene Management Plan a worker's role and potential exposure will determine to requirement pre-employment medical check and frequency of ongoing health monitoring referenced below.

- Skin Check (as instructed by medical practitioner)

- Audiometry assessment (initial baseline during the pre-employment then every 2 years after that) – Clause 58 of the WHS Regulations

- Silica exposure (Initial baseline during the pre-employment then annually after that) – Clause 368 of the WHS Regulations and Schedule 14

- Asbestos - only required for Hazardous Material Removalist workers

As per Webuilds Level 1 Health Risk Assessment, the table below identifies the pre-employment medical examinations and ongoing health monitoring for each of the identified roles:

TABLE 1. HEALTH MONITORING REQUIREMENTS

Health Monitoring				
Role	Skin Check	Audiometry	Silica	Asbestos
Heavy Plant Operator		x		
Truck and Dog		x		
Piling		x	x	
Pile Trimming	x	x	x	
Crane and Gantry		x		
Spotter	x	x	x	
Concrete Cutting	x	x	x	
Formworker		x	x	
Steel fixer	x	x		
Waterproofing		x		
Scaffolders	x	x		
Electrical	x	x		
Mechanical	x	x		
General Labourers	x	x	x	
Welder	x	x		
Dogman/Rigger	x	x	x	
Water Treatment Plant	x	x		
Shotcreting	x	x	x	
Hazardous Material Removalist	x	x	x	x
Building Trades		x		
Block Works	x	x	x	

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Health Monitoring				
Role	**Skin Check**	**Audiometry**	**Silica**	**Asbestos**
Tradesman		x		
Supervisors and Leading Hand	x	x		
Engineers, WHS and Surveyors	x	x		
Traffic Controllers	x	x		
Batch Plant Operator		x		
Batch Plant Maintenance		x	x	
Concrete Agitator Truck		x		
Laboratory Technician		x		
Civil Workers	x	x	x	
Paving Labourers	x	x	x	
Electrical, Communication and Signal installation works		x		
Heavy Plant Operator (Linewide)		x		
High rail and track machine operator		x		
Gantry Operator		x		
Concrete patching or cement masons	x	x	x	
Trackworkers	x	x		
Track steel fixing	x	x		
Track formwork	x	x	x	
Rail welding and Profile Grinding	x	x		
Dogman, Riggers and Spotters	x	x	x	
Electricians, Mechanics and Fitters	x	x		
Surveyors, Superintendents, Supervisors and Leading hands		x		

For subcontractor's guidance, a checklist for health monitoring is provided as an Appendix A to this document.

Review of Contractor and Subcontractor health monitoring programs will form part of PLM D&C's inspection and audit program and evidence may requested at any point. Upon request, subcontractors will be required to provide declarations detailing the medical examinations undertaken by the identified workers.

A declaration template is available in Appendix B of this document.

Additional information can be found on https://www.safeworkaustralia.gov.au/doc/health-monitoring-persons-conducting-business-or-undertaking-guide

9.0 Post Mobilisation

It is the responsibility of the contractor and or subcontractor to ensure that all VOC's, licenses and qualifications are compliant and current. Should any of these qualifications and or competencies be required to be renewed

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whilst working on the project, please ensure they are uploaded into RIW once renewed. The renewal of High-Risk Work License and / or Verification of Competency is the responsibility of the Contractor, Subcontractor, Supplier etc.

10.0   Visitor Induction

Visitor access to the Project shall be controlled to ensure compliance with site security access protocols, the *PMSF40-7 Visitor Induction* form must be used for all non-inducted persons visiting any Project site.

11.0   Delivery Driver Induction

11.1 What is a Delivery?

A delivery is the dropping off or picking up of an item/s on site. It involves the physical process of getting the item off/on a truck and nothing more. For example, unloading crib rooms/toilets is a delivery; complexing them or connecting services is 'work' and not a delivery.

Delivery driver inductions refer to personnel involved with the delivery process only. If involved in any work that is not a delivery, the full mobilisation process shall be followed (or temporary access as applicable).

Note: Personnel who will frequently be on site such as sand truck drivers, water cart operators etcetera shall be deemed as full employees not delivery drivers and must be fully mobilised.

11.2 Delivery Driver Requirements

All delivery drivers must complete the *PMSF40-6 Delivery Driver Induction* form and adhere to the site rules.

Delivery drivers are to stay with their vehicles at all times and not walk off around site. Where materials are to be unloaded by on-site means (telehandler, crane etcetera), driver is to undo straps and chains under the direction of site personnel and then return to cab during lifting operations.

12.0   Personal Protective Equipment

Contractors and or Subcontractors must ensure that they supply workers with the required mandatory personal protective equipment (PPE) referenced below in Table 2:

TABLE 2. PPE EQUIPMENT

Item	Safety Standard	When To Wear
Hi-Vis vests OR long sleeve shirt compliant with Rail Standards	AS/NZS 4602	At all times while on site
Long Sleeve Shirt	Support	info@riw.net.au;1300 101 682
Long trousers (tracksuit pants and other lightweight materials are not acceptable)	AS/NZS 4602	At all times while on site
Gloves	AS/NZS 2161	When required for a specific task
Safety Glass	AS/NZS 1337	At all times whilst on site
Hard Hat	AS/NZS 1801	At all times whilst on site
Safety Boots	AS/NZS 2210	At all times whilst on site
Hearing Protection	AS/NZS 1269.3	When required for a specific task or in signposted areas

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Item	Safety Standard	When To Wear
Other PPE relevant to the task being undertaken		When required for specific tasks

13.0 Documentation

13.1 Forms, Registers and Work Instructions

- PMSF40-6 Delivery Driver Induction

- PMSF40-7 Visitor Induction

- PMSF40-8 Linewide Orientation

- PMSF40-9 Site Orientation

13.2 Associated Documentation

- *PMSP15 Training Management*

- *PMSP41A Health Surveillance*

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Appendix A Health Monitoring Checklist

Checklist	
☐	Inform your worker or potential worker of health monitoring requirements before your worker carries out work with the hazardous chemical.
☐	Provide your worker with a copy of Health Monitoring guide for workers (safe work Australia)
☐	Engage a registered medical practitioner with experience in health monitoring to carry out or supervise the health monitoring program.
☐	Provide the registered medical practitioner with information about the work and the work environment, hazardous chemicals your worker may be exposed to and control measures as described in this guide.
☐	In consultation with the registered medical practitioner, decide on the type and frequency of health monitoring while considering the hazardous chemicals being used and regulatory requirements in the WHS Regulations.
☐	Check in with the registered medical practitioner to ensure they have conducted or supervised the health monitoring program
☐	Get a copy of section one of the health monitoring report and: • identify the record as a confidential record about your worker, and • keep the record at least 30 years after the record is made or 40 years for work with asbestos.
☐	Provide a copy of section one of the health monitoring report to: • your worker • other PCBUs who have a duty to provide health monitoring for your worker, and • where indicated, to the regulator.
☐	Inform your worker about the outcomes of the health monitoring including who has a copy.

	Results	Action Required
☐	The worker is fit for work with the hazardous chemical	No specific action. The worker can start or continue with work with the hazardous chemical
☐	The worker is fit to resume work with the hazardous chemical	If your worker had been removed from work with a specific hazardous chemical, your worker is now considered medically fit to work with the hazardous chemical. The worker can resume work with the hazardous chemical.
☐	Biological monitoring results	Review control measures.

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Results	Action Required
show unacceptable exposure levels	For lead risk work, give a copy of the report to the regulator and remove your worker from lead risk work.
☐ Review workplace control measures	Give a copy of the report to the regulator. Review control measures.
☐ Remove your worker from work with the hazardous chemical	Give a copy of the report to the regulator. Review control measures. Remove your worker from work with that specific hazardous chemical
☐	
☐	

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Appendix B Medical Examination Declaration

To whom it may concern,

I declare that the workers below, in addition to any other medical tests required as per the task carried out, have undergone the following medical examinations through a qualified medical practitioner and have deemed fit for duty.

Please mark ✓ against the listed medical examination

Name	Job Role	Skin Check	Audiometry	Silica	Asbestos
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
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		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐
		☐	☐	☐	☐

Company: _____

Representative Name: _____

Signature: _____

Date: _____

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