RECTIFY GROUP PTY LTD
Subcontractor Induction & Safety Communication Procedure

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Applicable States	NSW, VIC, SA, TAS
Classification	Controlled — Internal Use Only

1. Purpose

This procedure establishes the process by which Rectify Group Pty Ltd inducts subcontractors into its operations and communicates all relevant WHS requirements before subcontracted work commences. It ensures subcontractors have the knowledge, information, and understanding needed to perform their work safely on Rectify-managed sites.

This procedure applies in conjunction with RG-PRO-WHS-SUB-001 — Subcontractor WHS Management Procedure, which covers the broader subcontractor management framework including prequalification, insurance, and monitoring.

2. Scope

This procedure applies to all subcontractors engaged by Rectify Group, specifically including:

- Licensed plumbers engaged for CCTV drain inspection and/or underground service location
- Licensed builders/contractors engaged to install acrow prop temporary structural support systems
- Licensed builders/contractors engaged to open sub-floor penetrations (floor cutting and hole opening)
- Any other trade subcontractor performing work under Rectify project management

Applicable across NSW, VIC, SA, and TAS.

3. Onboarding Process — Step by Step

The following table sets out the complete subcontractor onboarding sequence. All steps must be completed before the subcontractor commences work. Steps 1–4 are completed before mobilisation to site; Steps 5–11 are completed at or on site.

Step	Action	Detail / Requirement	Accountable	Reference
1	**Receive subcontractor engagement request**	OPS Supervisor identifies trade required (plumber — CCTV/service location; builder — acrow props/sub-floor). SHEQ Manager notified for new subcontractors.	OPS Supervisor	—
2	**Prequalification check**	Verify insurance, licences, and WHS capability per RG-PRO-WHS-SUB-001 Section 6. Do not proceed until prequalification is confirmed.	OPS Supervisor / SHEQ	RG-PRO-WHS-SUB-001 S.6
3	**Request & review SWMS**	Subcontractor submits trade-specific SWMS. OPS Supervisor reviews against criteria in RG-PRO-WHS-SUB-001 S.7.2. Return for revision if inadequate.	OPS Supervisor	RG-PRO-WHS-SUB-001 S.7
4	**Collect pre-mobilisation documents**	Insurance certificates, licence copies, equipment records, structural engineer approval (if acrow props). Asbestos register provided to builder subcontractors.	OPS Supervisor	RG-PRO-WHS-SUB-001 Table (S.7.1)
5	**Conduct Rectify Business Induction**	SHEQ Manager or OPS Supervisor delivers business induction (Section 4 of this procedure) covering Rectify IMS, WHS policy, and reporting obligations.	OPS Supervisor / SHEQ	This procedure — S.4
6	**Conduct Site / Project Induction**	OPS Supervisor delivers site-specific induction (Section 5) at the job site before work commences — including hazards, emergency procedures, and site rules.	OPS Supervisor	This procedure — S.5
7	**Deliver Trade-Specific Safety Briefing**	OPS Supervisor delivers task-specific briefing (Section 6) covering the specific hazards, controls, SWMS review, and PPE requirements for the subcontractor's trade type.	OPS Supervisor	This procedure — S.6
8	**SWMS sign-on**	All subcontractor workers sign the approved SWMS confirming they have read, understood, and will comply with the safe work method. Retained by OPS Supervisor.	OPS Supervisor	—
9	**Record induction in register**	Complete Part C of RG-FORM-WHS-SUB-001. Induction record signed by OPS Supervisor and subcontractor principal.	OPS Supervisor	RG-FORM-WHS-SUB-001
10	**Commence work + daily pre-start**	Work commences. OPS Supervisor conducts daily pre-start meeting at start of each session, reviewing SWMS and any changed conditions.	OPS Supervisor	This procedure — S.7
11	**WHS monitoring inspection**	Complete RG-FORM-WHS-SUB-001 on Day 1 and periodically thereafter. Document findings, actions, and sign-off.	OPS Supervisor / SHEQ	RG-FORM-WHS-SUB-001

4. Business / IMS Induction

The Rectify business induction introduces subcontractor personnel to Rectify Group's organisation, management system, policies, and reporting obligations. This induction is conducted by the OPS Supervisor or SHEQ Manager before or at project commencement.

Topic	Content to Cover	Method
Rectify Group — Company Overview	Brief overview of Rectify Group Pty Ltd: operations, states of operation (NSW, VIC, SA, TAS), core business (structural resin injection, pavement repair), customer types (residential, commercial, council, industrial).	Verbal
IMS Overview — Quality, Safety, Environment	Rectify operates an integrated ISO 9001:2015 / ISO 45001:2018 / ISO 14001:2015 management system. Subcontractors must comply with Rectify's IMS requirements whilst on site. Documents are available on request from the OPS Supervisor.	Verbal + handout
WHS Policy	Present and discuss Rectify's WHS Policy commitment: zero harm goal, hazard identification and control, worker participation and consultation, regulatory compliance. Subcontractor must be aware they are subject to this policy.	Verbal + policy copy
Incident and Hazard Reporting	ALL incidents, near misses, and hazards must be reported immediately to the Rectify OPS Supervisor. Subcontractor workers must not delay reporting. Reporting does not replace the obligation to immediately control the hazard.	Verbal
Emergency Procedures — General	General emergency contacts: 000 for ambulance/fire/police. Rectify OPS Supervisor mobile number. Hospital location for the area. Procedure: stop work, secure site, call 000, notify OPS Supervisor.	Verbal + card
Drug and Alcohol Policy	Zero tolerance. Subcontractor workers must not be impaired by drugs or alcohol. Random testing may be conducted. Workers who are impaired will be removed from site and the incident reported to the subcontractor principal.	Verbal
Environmental Obligations	Subcontractors must prevent pollution: no discharge to stormwater, no uncontrolled chemical release, waste management per Rectify waste procedures. Any environmental spill or incident must be reported immediately to the OPS Supervisor.	Verbal
Confidentiality and Site Access	Client property and information is confidential. No photography of client property or site without written consent. Follow access restrictions and do not enter areas beyond the work scope without OPS Supervisor authorisation.	Verbal

Following delivery of the business induction, the OPS Supervisor must record the names of all persons inducted, the date, and sign the induction register in Part C of RG-FORM-WHS-SUB-001.

5. Site / Project Induction

The site induction is conducted at the specific job site by the OPS Supervisor before any work commences. The site induction is distinct from the business induction and must be tailored to the specific site conditions, hazards, and client requirements.

Topic	Content to Cover	Verified By
Site address and access	Confirmed site address. Access route to work area. Where to park (do not block client access). Entry point for workers.	OPS Supervisor (walkthrough)
Sign-in / Sign-out requirements	Subcontractor workers must sign in on Rectify's site attendance record at start and end of each work session. Licence/White Card checked at sign-in.	OPS Supervisor
Emergency muster point	Location of emergency muster point for the specific site. Nearest emergency exit. Assembly point away from site access roads.	OPS Supervisor (walkthrough)
Site-specific hazards	OPS Supervisor identifies and communicates ALL known site-specific hazards: existing structural damage, sub-floor conditions, underground services identified by Rectify, neighbouring occupants (residents, businesses), live traffic, uneven ground, restricted access areas.	OPS Supervisor + SWMS
Asbestos Register (if applicable)	For buildings constructed before 2000: OPS Supervisor confirms whether an asbestos register exists. If so, register is reviewed with subcontractor. No cutting or drilling to commence near identified ACM without clearance.	OPS Supervisor — register sighted
Utility isolation status	Confirm whether electrical, gas, or water services have been isolated at the work area, or whether live services remain. Subcontractors must not interfere with live services outside their approved scope.	OPS Supervisor
Neighbouring occupants / residents	If residential: residents are to be notified of work scope and duration. Noise, dust, and access must be managed to minimise impact. Rectify OPS Supervisor is the point of contact for any resident concerns.	OPS Supervisor
Work zone boundaries	Define the physical work zone. Subcontractors must not work outside the agreed zone without OPS Supervisor approval. Barricade or exclusion zone requirements specified here.	OPS Supervisor (walkthrough)
First Aid	Location of Rectify first aid kit on site. Nearest first aid officer (if applicable). Nearest hospital address. OPS Supervisor to confirm who calls 000 if required.	OPS Supervisor

6. Trade-Specific Safety Briefing

Following the site induction, the OPS Supervisor must deliver a trade-specific safety briefing tailored to the subcontractor's scope of work. This briefing reviews the approved SWMS and communicates the specific hazards and controls for each activity.

6.1 Plumbers — CCTV Inspection & Underground Service Location

The following safety requirements must be communicated to all plumber subcontractors performing CCTV drain inspection and/or service location activities:

Activity / Hazard	Specific Safety Requirement to Communicate	Verify / Check
Underground Service Location (Electromagnetic / GPR)	Confirm Dial Before You Dig (DBYD/BYDA) search has been completed and results reviewed. Confirm method of marking identified services on-site (paint, flags). Remind subcontractor that DBYD results are indicative only — hand exposure required before mechanical excavation.	Sighted DBYD confirmation number. Service marking plan confirmed with OPS Supervisor.
CCTV Drain Inspection	Biological hazard — sewage and pathogen exposure from drain work. Minimum PPE: nitrile gloves, safety glasses, P2 mask. Confirm no confined space entry to manholes without CS permit. Confirm camera rod handling procedure to prevent musculoskeletal injury.	PPE checked. CS permit in place if manhole entry required. Biological waste disposal procedure confirmed.
Confined Space — Manhole / Pit Entry	If entry to any manhole, pit, or enclosed drain space is required: confirm CS Entry Permit is completed, atmospheric testing performed, standby person is positioned and communication is established. Rescue plan must be in place before entry.	CS Entry Permit sighted and signed. Atmospheric test results recorded. Rescue equipment on site.
Traffic Management	If working in road corridor, footpath, or any area with vehicle or pedestrian traffic: confirm Traffic Management Plan (TMP) is in place and approved by road authority. Traffic controllers must hold current Traffic Controller certification. Cones, barriers, and signage deployed before work commences.	TMP sighted and approved. TC licences checked. Barriers in place — OPS Supervisor to inspect before work start.
Equipment Calibration (Locator / GPR)	Confirm electromagnetic locating equipment and/or GPR is calibrated and within service requirements. Equipment with expired calibration must not be used for service detection.	Equipment calibration certificate sighted. Expiry date confirmed as current.
Manual Handling	CCTV camera rods and GPR equipment can cause musculoskeletal injury if handled incorrectly. Confirm correct manual handling technique: team lift for equipment >15 kg, mechanical assist where possible, avoid prolonged bent-over postures.	Discussed with subcontractor team at briefing.
Reporting	If any unidentified service is struck or damaged during service location activities: STOP WORK immediately. Notify OPS Supervisor. If gas line: evacuate area, call 000 and gas utility. Do not attempt to repair.	Emergency procedure confirmed with subcontractor.

6.2 Builders — Acrow Props & Sub-floor Opening

The following safety requirements must be communicated to all builder/contractor subcontractors performing acrow prop installation and/or sub-floor penetration work:

Activity / Hazard	Specific Safety Requirement to Communicate	Verify / Check
Acrow Prop Placement — Load Assessment	Confirm a structural engineer has specified the prop type, load rating (kN), maximum extension, base plate requirement, and spacing for the specific structure. Subcontractor must not modify the prop specification without written engineer approval. Props must be plumb (within 1:200 tolerance).	Structural engineer specification document sighted. Prop model and SWL confirmed against specification.
Acrow Prop — Manual Handling	Steel acrow props range from 15 to 25+ kg. Team lift procedure for props >15 kg. Use of mechanical lifting assistance encouraged where access permits. Correct foot placement to prevent drop/crush injury during assembly.	Team lift plan discussed. Mechanical assist availability confirmed.
Acrow Prop — Overloading / Failure	Props must never be loaded beyond their Safe Working Load (SWL). Eccentric loading (off-centre placement) significantly reduces SWL. Confirm props are loaded concentrically and head/foot plates are correctly positioned. Inspect for bent, cracked, or corroded props — remove any defective props from service immediately.	Visual inspection of all props confirmed before installation. Any defective props removed.
Asbestos — Pre-2000 Buildings	CRITICAL: Before any cutting, drilling, or breaking of floor or sub-floor materials in buildings constructed before 2000, the OPS Supervisor must confirm the asbestos register has been reviewed and the specific area is clear of ACM. If asbestos-containing materials are identified in the work zone, work must STOP until a licensed asbestos assessor provides clearance.	Asbestos register reviewed with subcontractor. Date of construction confirmed. ACM clearance status confirmed by OPS Supervisor.
Silica Dust — Floor Cutting	Cutting concrete, masonry, or composite floor materials generates respirable crystalline silica (RCS). RCS causes silicosis — a serious and irreversible lung disease. Controls in order of hierarchy: (1) wet cutting — flood area with water to suppress dust; (2) on-tool extraction (vacuum system); (3) P2 respirator as minimum — P3 for extended cutting. No dry cutting without engineering controls.	Wet cutting or extraction system confirmed in place. All workers in cutting zone wearing P2 minimum. OPS Supervisor satisfied with dust controls before cutting commences.
Sub-floor Confined Space	Sub-floor areas with vertical clearance <1.5m, or any sub-floor space with restricted access/egress, must be treated as a confined space. A Confined Space Entry Permit is required. Atmospheric monitoring (O2, CO, H2S, flammable gas) must be conducted before and during entry. Standby person must remain at entry point during all confined space work.	Confined space entry permit sighted. Atmospheric monitor in use. Standby person confirmed. Rescue equipment on site.
Open Penetrations — Fall Prevention	Any penetration opened in the floor must be protected immediately. Acceptable controls: rigid covers (rated for intended loads, secured, and marked 'OPEN HOLE BENEATH'); or rigid barricading	Hole protection plan confirmed with OPS Supervisor before cutting commences. Barriers or covers available on site before work starts.

Activity / Hazard	Specific Safety Requirement to Communicate	Verify / Check
	with a minimum 900mm barrier around the perimeter. Covers must not be left unsecured at the end of any work session — they must be fixed in place.	
In-slab / Sub-floor Electrical and Plumbing Services	Before cutting any floor area, confirm service detection (EM / GPR or other method) has been completed for in-slab electrical conduit, water pipes, and gas lines within the cutting zone. The DBYD/BYDA search is insufficient for in-slab services — physical detection is required.	Service detection completed for the specific cutting zone. Results reviewed by OPS Supervisor and subcontractor. Safe cutting path confirmed.
Noise and Vibration	Power tool use (angle grinders, circular saws, demolition hammers) generates significant noise (>85 dB). Mandatory hearing protection for all workers within 3 metres of power tool use. Residents or neighbouring occupants to be notified where noise levels may cause impact.	Hearing protection available and worn. Noise notification to residents confirmed (if applicable).
Reporting	If unexpected asbestos, structural damage, or any unidentified service is encountered during sub-floor work: STOP WORK immediately. Do not attempt to continue. Notify OPS Supervisor immediately. OPS Supervisor will assess and determine next steps.	Emergency procedure confirmed with subcontractor.

7. Ongoing Safety Communication

7.1 Daily Pre-start Meeting

At the commencement of each work session, the OPS Supervisor conducts a brief pre-start meeting (minimum 5 minutes) covering:

- Today's scope — confirm what is being done and in what sequence
- SWMS review — step through today's activities in the SWMS and confirm controls are still applicable
- Changed conditions — any new hazards identified since last session (changed weather, new site activity, changes to access)
- PPE check — confirm all workers are wearing required PPE before entering the work zone
- Who to call — confirm OPS Supervisor's mobile number is known to all subcontractor workers

Pre-start meetings must be recorded on the Rectify Toolbox Talk Log Sheet or on RG-FORM-WHS-SUB-001.

7.2 Scope Changes

If the subcontractor's scope of work changes from what was described in the original SWMS (e.g., additional areas to be drilled, different structural conditions encountered), the following actions are required:

- STOP — do not proceed with the changed scope until it has been reviewed
- Notify the OPS Supervisor — subcontractor must notify the Rectify OPS Supervisor immediately if they identify a condition or scope change that is not covered by the current SWMS
- SWMS review — the OPS Supervisor and subcontractor principal review whether the current SWMS covers the changed scope. If not, a revised SWMS must be prepared and signed before work continues
- If HRCW is involved in the changed scope — all HRCW work stops until a compliant SWMS is in place

7.3 Safety Alerts

Where Rectify Group issues a safety alert (internal or industry-sourced) relevant to the subcontractor's trade or activities, the OPS Supervisor must communicate the alert content to the subcontractor at the next pre-start meeting. The alert and its communication must be documented.

8. Competency & Licence Verification

The OPS Supervisor must verify the following competencies and licences for all subcontractor workers before they commence work on site:

Licence / Certificate	Required For	Plumber	Builder	Verified (Y/N)
White Card (Construction General Induction)	All site workers	✓ All	✓ All	
Current Plumbing Licence (state-specific)	All CCTV and service location activities	✓	—	
Builder / Contractor Registration	Structural work, acrow prop installation	—	If applicable	
Asbestos Awareness Certificate (min. 4 hrs)	All sub-floor cutting in pre-2000 buildings	✓ if applicable	✓ Mandatory	
Confined Space Entry Certificate	Manhole/pit entry; sub-floor CS entry	If CS entry	If CS entry	
CS Standby Person Certificate	Confined space work	If CS entry	If CS entry	
Traffic Controller Certificate	Any work in road corridor / live traffic	If road works	If road works	
GPR / EM Locator Equipment Competency	Underground service location	✓ operator	—	

Verification must be recorded in Part B of RG-FORM-WHS-SUB-001. Where a worker cannot produce evidence of a required competency, they must not commence work until evidence is provided.

9. Induction Records

A separate RG-FORM-WHS-SUB-001 record must be completed for each subcontractor engagement. The record must be:

- Completed by the OPS Supervisor at time of induction — not retrospectively
- Signed by the OPS Supervisor and the subcontractor principal (or nominated supervisor) upon completion of all induction steps
- Filed in the project job folder and in 11 Safety (Operational Evidence Layer) within the Rectify ISO document system
- Retained for a minimum of 7 years from the date of engagement

10. Breach of Procedure

Failure by a subcontractor or their workers to engage in the induction process, or to comply with safety requirements communicated during induction, constitutes a WHS non-conformance. Consequences are applied per RG-PRO-WHS-SUB-001 — Section 11 (Non-conformance & Breach).

11. Related Documents

- RG-PRO-WHS-SUB-001 — Subcontractor WHS Management Procedure
- RG-FORM-WHS-SUB-001 — Subcontractor On-site WHS Monitoring & Supervision Record
- RG-PRO-OPS-USL-001 — Underground Services Detection Procedure
- Rectify Group Permit to Work (Trigger Matrix)
- Rectify Toolbox Talk Log Sheet
- Safe Work Australia — Construction Work Code of Practice
- Safe Work Australia — Confined Spaces Code of Practice
- Safe Work Australia — Respirable Crystalline Silica from Engineered Stone Code of Practice (silica/dust controls)

12. Revision History

Ver	Date	Description	Author	Approved
1.0	July 2026	Initial issue. Covers induction and safety communication for plumbers (CCTV/service location) and builders (acrow props/sub-floor opening).	SHEQ Manager	F. Resuloglu