

## Basic H&S guidance 1 pager – MMW

“If you can put your hand on your heart and *truthfully* say you have done everything in *YOUR* power to ensure everyone’s safety, then you are on the right track.”

The intent of all H&S discussions, documentation, equipment etc. is to ensure all people come to work and go home safely. If there are any activities that you are or are not doing that will impact this outcome, they need to be added or removed from practice. If it doesn’t genuinely add value in any way, don’t do it.

For all new contractors:

- Build the foundation of engagement around openness and honesty for all matters, not just safety. This seems natural to you though.
- Ensure Pre-Qualification document is complete and that you are happy with their responses
- All individuals who will be working on MMW properties have completed the individual H&S induction
- The contents of the MMW H&S Risk Register have been shared
- They have engaged in discussion around the risks they pose to you and your property, and any accompanying documents are shared.

For ongoing management of contractors:

- Continue your usual friendly and accommodating engagement style.
- Engage regularly, make it friendly and fit for purpose.
- Document these engagements with the template provided
- For any actions in place, ensure these are followed through and evidenced.

Other Tips:

- Effective engagement and communication between ALL parties is KEY
  - If someone should know something to help manage their safety, make sure they know AND understand it
- If it’s worth knowing, it’s worth sharing, and it’s worth managing
- Safety is only 1/3 of the picture of better work outcomes
  - Performance, Quality, and Safety should exist together, not despite each other
  - Doing so will ensure each element of the job doesn’t hurt the other
- Don’t settle for dodgy practice just to get the job done
- Out of sight, shouldn’t be out of mind
- If in doubt, ask. Don’t be afraid to ask ‘stupid questions’ or get people to explain things in plain English. At the end of the day, they’re in your back yard. **You** should be satisfied that they’re doing the best by everyone and the land.