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Document Title	Subcontractor Induction Procedure
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Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to ensuring subcontractors are inducted, competent and aware of workplace hazards, emergency arrangements, environmental obligations and company requirements before commencing work.

This procedure establishes the requirements for subcontractor inductions and supports compliance with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and Brendan McKenna Earthmoving's Integrated Management System (IMS).

Scope

This procedure applies to all subcontractors engaged by Brendan McKenna Earthmoving to perform work at company workplaces, depots, workshops, project sites or client-controlled locations.

This includes subcontractors undertaking operational, maintenance, environmental, transport, civil, forestry and specialist services on behalf of Brendan McKenna Earthmoving.

Responsibilities

Role	Responsibilities
Director	Ensure adequate resources are available to support subcontractor management and induction requirements.
Operations Manager	Verify subcontractor approvals, licences, insurances, competencies and induction requirements prior to work commencing.
Health & Safety Representative (HSR)	Conduct subcontractor inductions, maintain induction records and ensure completed forms are retained in accordance with company requirements.
Supervisors	Communicate site-specific hazards, emergency arrangements, environmental controls and work restrictions.
Subcontractor	Participate in the induction process, provide required documentation and comply with company and site requirements.

Procedure

Brendan McKenna Earthmoving shall ensure subcontractors are approved, inducted and informed of relevant site requirements before commencing work activities.

1. Verify Subcontractor Approval and Competency

Subcontractors shall be approved before commencing work.

This shall include:

- Verifying licences, qualifications and competencies relevant to the work being undertaken.
- Verifying insurances and business registrations where applicable.
- Confirming plant, equipment and operator competency requirements where relevant.
- Reviewing subcontractor suitability for the proposed work.
- Confirming subcontractor approval prior to mobilisation.

2. Conduct the Subcontractor Induction

Approved subcontractors shall complete an induction before commencing work.

This shall include:

- Completing the Subcontractor Induction Form.
- Recording induction details through the MCK Group App where available.
- Explaining company safety requirements and expectations.
- Explaining reporting requirements for incidents, hazards and near misses.
- Confirming understanding of company procedures and site requirements.

3. Communicate Site-Specific Requirements

Subcontractors shall be informed of hazards and controls relevant to the workplace.

This shall include:

- Site hazards and restricted areas.
- Traffic management and plant movement areas.
- Environmental protection requirements.
- Biosecurity and cultural heritage requirements where applicable.
- Client, Principal Contractor and project-specific requirements.
- Remote and isolated work requirements where applicable.

4. Communicate Emergency and Safety Requirements

Subcontractors shall be informed of emergency arrangements before commencing work.

This shall include:

- Emergency procedures and evacuation arrangements.
- Muster points and emergency contacts.
- First aid arrangements and emergency equipment locations.
- Site communication requirements.
- Stop work and incident reporting requirements.

5. Maintain Records and Manage Non-Compliance

Subcontractor induction records shall be maintained and non-compliance managed appropriately.

This shall include:

- Submitting completed induction records through the MCK Group App where available.
- Forwarding paper forms to the office where electronic submission is unavailable.
- Retaining records in accordance with the IMS Document Control Procedure.
- Maintaining evidence of subcontractor attendance and acknowledgement.
- Preventing subcontractors from commencing or continuing work where induction requirements have not been completed or site requirements are not being followed.

Records

The following records may be retained where relevant to subcontractor management activities.

Record	Responsibility	Retention Location
Subcontractor Induction Forms	HSR	Subcontractor Records
Competency and Licence Verification Records	Operations Manager	Training & Competency Register
Contractor Approval Records	Operations Manager	Contractor Register
Electronic Induction Records	HSR / Administration	MCK Group App
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- HS-FO-008 Subcontractor Induction Form
- HS-PR-001 Risk Assessment Procedure
- HS-PR-005 Incident Investigation & Reporting Procedure
- HS-PR-003 Personal Risk Assessment (Take 5) Procedure
- IMS-PR-001 Document Control Procedure
- OP-PR-020 Working Alone Procedure
- Contractor Register
- Training & Competency Register
- Incident / NCR / Corrective Action Register
- Site Specific Safety Management Plans (SSMP)
- MCK Group App
- Work Health and Safety Act 2011 (Qld)
- Work Health and Safety Regulation 2011 (Qld)

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.