



## 2.3 Contractors / Volunteers / Business Visitors

It is the responsibility of all contractors and volunteers to:

Item	Action
<b>Safety and Environment Management System (SEMS)</b>	<ul style="list-style-type: none"><li>Comply with all Queensland Rail Safety and Environment Management System Policies, Standards, Procedures and Instructions;</li></ul>
<b>Reporting</b>	<ul style="list-style-type: none"><li>Report all incidents, hazards, injuries, illnesses, near misses, actual or threatened environmental harm and property damage;</li></ul>
<b>Training &amp; Induction</b>	<ul style="list-style-type: none"><li>Complete all relevant inductions and safety and environment training;</li></ul>
<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"><li>Correctly use and maintain personal protective equipment and environmental management / pollution control equipment;</li></ul>
<b>Fitness for Work</b>	<ul style="list-style-type: none"><li>Be fit for duties they perform for Queensland Rail and on Queensland Rail's premises specifically in relation to alcohol and other drugs, reasonably managing the risk of fatigue and being medically fit for duty;</li></ul>
<b>Risk Management</b>	<ul style="list-style-type: none"><li>Ensure any hazards introduced to the workplaces are identified, controlled, managed, monitored and reviewed for effectiveness;</li></ul>
<b>General Statement</b>	<ul style="list-style-type: none"><li>Provide copies of any safety and environment related documentation (for example, Safe Work Method Statements, Licenses, Work Health and Safety Improvement Plans, Environmental Management Plans, Environmental Authorities) requested by Queensland Rail;</li><li>Provide relevant safety and/or environment data to meet Queensland Rail reporting obligations (for example energy consumption, waste disposal data);</li></ul>
<b>Records Management:</b>	<ul style="list-style-type: none"><li>Contact their Queensland Rail representative if they have a query regarding their safety and environment responsibilities</li><li>Retain all records and ensure they are readily available to support the completion of the above activities</li></ul>