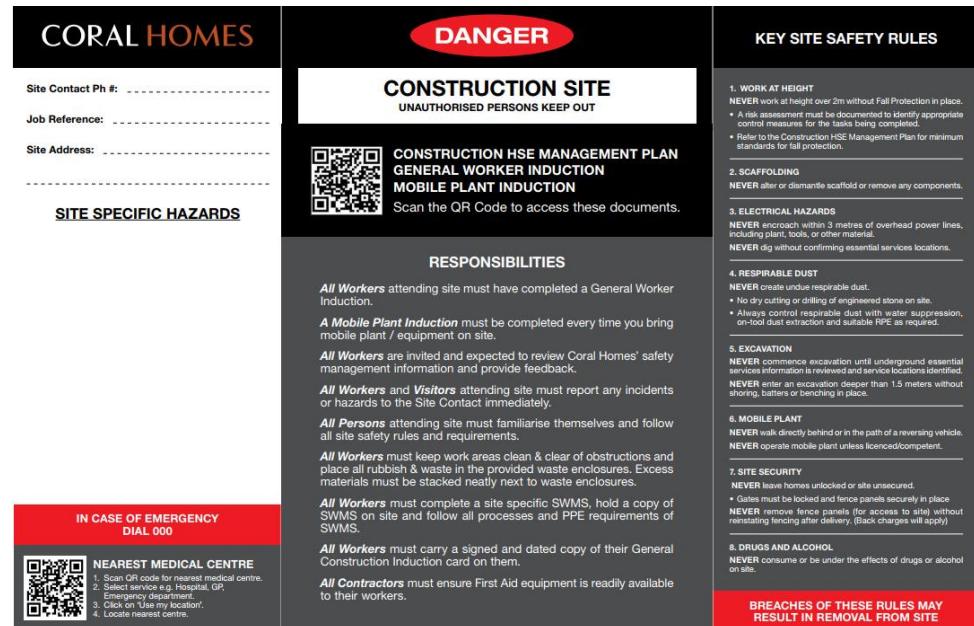


# SAFETY MEMO

<b>Title:</b>	Coral Homes General Worker Induction & Mobile Plant Induction														
<b>Date:</b>	<b>Wednesday, 21 February 2024</b>	<b>Memo Ref</b>	<b>SM210224</b>												
<b>Issued to:</b>	<b>All subcontractors</b>														
<b>Background:</b>	<p>As part of ongoing efforts to improve and monitor workplace health and safety, Coral Homes is pleased to announce the launch of the 'General Worker Induction' and 'Mobile Plant Induction' hosted on the newly developed Coral Homes site safety website. The aim of this is to ensure all subcontractors are aware of and acknowledge the specific procedures, rules, and requirements for maintaining a safe and healthy environment when working on a Coral Homes construction site. The <a href="#">site safety website</a> will provide access to the following:</p> <ol style="list-style-type: none"> <li>1. Construction HSE management plan</li> <li>2. Coral Homes site induction video</li> <li>3. General worker induction form</li> <li>4. Mobile plant induction form</li> <li>5. Safety notices highlighting recent communication from the HSE team</li> </ol>														
<b>Direction to all Subcontractors:</b>	<p><b><u>General Worker Induction</u></b></p> <p>All new and existing subcontractors engaged with Coral Homes must complete a 'General Worker Induction' by completing the following:</p> <ol style="list-style-type: none"> <li>1. Access the site safety website. This will be accessible during the following phases:</li> </ol> <table border="1"> <thead> <tr> <th>Phase</th><th>Source Document</th><th>Link Type</th></tr> </thead> <tbody> <tr> <td>Onboarding / Renewals</td><td>Appendix A – Subcontractor Declaration</td><td>QR Code</td></tr> <tr> <td>Pre-Site</td><td>Standard Purchase Order Terms</td><td>TinyURL</td></tr> <tr> <td>On-Site</td><td>Site Safety Sign</td><td>QR Code</td></tr> </tbody> </table> <ol style="list-style-type: none"> <li>2. Read and understand the Construction HSE Management Plan</li> <li>3. Watch the Coral Homes Site Induction Video</li> <li>4. Complete the <b>General Worker Induction</b> form.</li> </ol>			Phase	Source Document	Link Type	Onboarding / Renewals	Appendix A – Subcontractor Declaration	QR Code	Pre-Site	Standard Purchase Order Terms	TinyURL	On-Site	Site Safety Sign	QR Code
Phase	Source Document	Link Type													
Onboarding / Renewals	Appendix A – Subcontractor Declaration	QR Code													
Pre-Site	Standard Purchase Order Terms	TinyURL													
On-Site	Site Safety Sign	QR Code													

## Mobile Plant Induction

All authorised subcontractors must complete a 'Mobile Plant Induction' form **each time** mobile plant is brought onto site. Access the site safety website to complete the form via the QR code on the site safety sign available at the front of every Coral Homes construction site.



*Image: Site Safety Sign*

<b>Authorised By:</b>	Geoff Idzikowski	<b>Position:</b>	HSEQ Manager
<b>Contact No:</b>	0400 774 480	<b>Date:</b>	21/02/2024