

# SAFETY MEMO

<b>Title:</b>	Important Reminder on Site Inductions for Subcontractors														
<b>Date:</b>	<b>Friday, 27 September 2024</b>	<b>Memo Ref</b>	<b>270924</b>												
<b>Issued to:</b>	<b>All Subcontractors</b>														
<b>Background:</b>	<p>Earlier this year, Coral Homes launched a site safety website designed to facilitate safety inductions for all subcontractors. This platform allows you to complete the General Worker and Mobile Plant Inductions, watch the Coral Homes Site Induction video, and access important safety memos and alerts from the HSEQ team.</p> <p>Since the launch more than 1,000 workers have successfully completed the General Worker and Mobile Plant Inductions. While we've received a positive response, recent audits indicate that many subcontractors and their workers have not fulfilled these mandatory requirements. <b>Completing these inductions is essential for ensuring the safety of everyone on site and is required before commencing any work.</b></p>														
<b>Direction to Subcontractors:</b>	<p><b>Induction Requirements</b></p> <p><b>1. General Worker Induction</b></p> <table border="1"> <thead> <tr> <th>Who?</th> <th>When?</th> <th>Steps to complete:</th> </tr> </thead> <tbody> <tr> <td>All new and existing subcontractors and your workers</td> <td>Must be completed by all workers before commencing work on a Coral Homes construction site, and then a minimum of once per year.</td> <td> <ol style="list-style-type: none"> <li>Access the <a href="#">site safety website</a>.</li> <li>Read the Construction HSE Management Plan.</li> <li>Watch the Coral Homes Site Induction Video.</li> <li>Complete the General Worker Induction form.</li> </ol> </td> </tr> </tbody> </table> <p><b>2. Mobile Plant Induction</b></p> <table border="1"> <thead> <tr> <th>Who?</th> <th>When?</th> <th>Steps to complete:</th> </tr> </thead> <tbody> <tr> <td>All authorized subcontractors bringing mobile plant equipment onto site.</td> <td>Must be completed <b>each time</b> mobile plant is brought onto site, even if it's the same equipment on different days.</td> <td> <ol style="list-style-type: none"> <li>Access the <a href="#">site safety website</a> to complete the Mobile Plant Induction form.</li> </ol> </td> </tr> </tbody> </table> <p><b>Note:</b> You can also access the site safety website during the following phases:</p>			Who?	When?	Steps to complete:	All new and existing subcontractors and your workers	Must be completed by all workers before commencing work on a Coral Homes construction site, and then a minimum of once per year.	<ol style="list-style-type: none"> <li>Access the <a href="#">site safety website</a>.</li> <li>Read the Construction HSE Management Plan.</li> <li>Watch the Coral Homes Site Induction Video.</li> <li>Complete the General Worker Induction form.</li> </ol>	Who?	When?	Steps to complete:	All authorized subcontractors bringing mobile plant equipment onto site.	Must be completed <b>each time</b> mobile plant is brought onto site, even if it's the same equipment on different days.	<ol style="list-style-type: none"> <li>Access the <a href="#">site safety website</a> to complete the Mobile Plant Induction form.</li> </ol>
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All new and existing subcontractors and your workers	Must be completed by all workers before commencing work on a Coral Homes construction site, and then a minimum of once per year.	<ol style="list-style-type: none"> <li>Access the <a href="#">site safety website</a>.</li> <li>Read the Construction HSE Management Plan.</li> <li>Watch the Coral Homes Site Induction Video.</li> <li>Complete the General Worker Induction form.</li> </ol>													
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All authorized subcontractors bringing mobile plant equipment onto site.	Must be completed <b>each time</b> mobile plant is brought onto site, even if it's the same equipment on different days.	<ol style="list-style-type: none"> <li>Access the <a href="#">site safety website</a> to complete the Mobile Plant Induction form.</li> </ol>													

	<ul style="list-style-type: none"><li>• Onboarding / Subbie Pack Renewals: QR Code (Appendix A of the Subcontractor Declaration)</li><li>• Off-Site: TinyURL (on all Standard Purchase Orders)</li><li>• On-Site: QR Code (Site Safety Sign)</li></ul> <p>Thank you for your cooperation in upholding the highest standards of safety to protect all of our workers. If you have any queries, please reach out your Coral Homes Building Supervisor, or Area Building Manager.</p>		
<b>Authorised By:</b>	Ben Garland	<b>Position:</b>	General Manager - Construction