



AGFMA • GUIDE NOTE

Agency-Contractor Site Risk Exchange

Audience

Participating Agencies AGFMA FMSP Contractors

Introduction

Under the [Work Health and Safety Act 2012](#) (the Act), the definition of workers goes beyond direct employees and encompasses others such as contractors, subcontractors and subcontractor employees. For the purpose of the Across Government Facilities Management Arrangements (AGFMA), they are referred to as contracted workers. Under the Act, contracted workers will still be owed the full range of duties including all reasonable actions to ensure that they are provided with safe systems of work and safe workplaces, and that these systems are maintained.

Depending on the situation, some or all of these duties may be owed by different parties including:

- a Person Conducting a Business or Undertaking (PCBU) that directly employs the contracted worker (Subcontractor)
- a PCBU that engages a contracted worker or causes that contracted worker to be engaged e.g. Facilities Management Service Provider (FMSP)
- a PCBU that manages or controls a workplace in which the work will take place (Participating Agency hereafter Agency)
- a PCBU that is carrying out other works in the workplace that may affect the health and safety of those nearby (Principal Contractor).

Site Risk Exchange Form

The Department for Infrastructure and Transport (DIT) has designed a Site Risk Exchange (SRE) form to assist PCBU's in meeting the above legislative responsibilities. Although the DIT SRE is not a mandated form, i.e. an Agency may develop an equivalent alternative; at a minimum a SRE form must incorporate the following sections:

1. Basic information (to be completed by contracted worker and Site Representative)
2. High risk task information (to be completed by the contracted worker)
3. Other task-related risks (to be completed by the contracted worker)
4. Site-related risks (to be completed by Site Representative).



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Site Risk Exchange Process

The SRE process is a consultative step. The contracted worker is responsible for ensuring that they are appropriately skilled and licensed to undertake the work and that they follow established safe systems of work. They are required to liaise with the Agency Site Representative at the Designated Location so as to exchange information concerning hazards arising from the planned work or of inherent risks in the workplace, how these will be safely managed and to inform the representative of the contracted worker's whereabouts when undertaking tasks.

Given the workplace can often be dynamic, it is recommended that a new SRE be completed each time the contracted worker returns for a new job. This ensures the contracted worker is aware of any change and the Designated Location is aware of any new hazard that could be generated by the work being undertaken.

The Agency Site Representative is required to provide the hard copy SRE form to the contracted worker. The contracted worker completes Section 1 with the Site Representative. This section is simply general information about the task, the location and Agency details. This can be completed at the same time as the first induction for the contracted worker at the Agency's Designated Location.

The contracted worker is required to complete Section 2 as this is specific to Safe Work Method Statements, High Risk Work, Work Permits etc. Consultation is to occur as the whereabouts of asbestos must be known and understood. For this, the contracted worker must have access to the Designated Location Asbestos Register. The list of High Risk Work is a useful tool for the Site Representative to double check the contracted worker's requirements.

Section 3 relates to other tasks the contracted worker may be undertaking. This section is also useful to the Site Representative when taking into consideration the safety or interruption of the Agency's workers at the Designated Location, as the tasks may give rise to other hazards. The contracted worker must identify what these hazards could be and the controls to be in place. The Site Representative may also use this information to consider stricter controls for example, if a Dept. of Education site, no asbestos work is permitted when teachers or students are present.

Section 4 is an opportunity for the Site Representative to advise on Designated Location specific risks to the contracted worker or other persons the contracted worker needs to be aware of. For example, the contracted worker may not be acutely aware of power (gas/electricity) services or hazardous chemical locations. There could also be pedestrian traffic nearby that interact with the contracted worker or any potential emissions.



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Summary of Roles and Responsibilities

Role	Responsibilities
Participating Agency Managers/Supervisors	<ul style="list-style-type: none"> • Ensure contracted workers receive a SRE (if they are not in possession of one). • Assist (consultatively) with the completion of the SRE. • Advise the contracted worker of any specific hazards/risks to be aware of. • Take into consideration other Participating Agency workers.
Facilities Management Service Providers	<ul style="list-style-type: none"> • Ensure the contracted worker is aware of their responsibility to obtain the SRE at the Designated Location. • If possible, email a SRE form to the contracted worker.
Contracted Workers	<ul style="list-style-type: none"> • Accurately complete in consultation with the Site Representative, the SRE. • Implement any risk controls identified on the SRE. • Be in possession of any required certificates of competency identified on the SRE. • Have any relevant SWMS or Permits required for the task/s.

For More Information

Contact the AGFMA Directorate - DIT.AGFMAAdmin@sa.gov.au