

BUILDABILITY GROUP WORKERS HANDBOOK



Introduction

Buildability Group has combined the two directors' construction and recruitment industry knowledge, of over 34 years collectively, to create a service that focuses on insight, knowledge and relationships with some of the biggest names in the industry. Buildability Group offers a comprehensive recruitment and Labour Hire service including both Construction and Engineering professionals and Trades and Labour Hire. Guidelines listed below are for your benefit to better understand the system and your obligations as a worker of Buildability Group.

Take your time to read the guidelines to help you follow the protocol and comply with Buildability Group rules at all times.

Guidelines

HOW DO I GET THE JOB OFFER?

Once you have an interview and your references have been checked, you will be placed on our database. Once there is a role available, a member of the recruitment team will review the list of your skills and previous experience and evaluate your suitability for the job. If your skills and experiences comply with the client's requirements, we will call to offer you the job.

HOW LONG DOES THE JOB LAST?

Work available through Buildability Group is under casual basis. The demand for workers depends on our client's needs. Buildability Group cannot guarantee the duration of any work assignment.

WHAT HAPPENS IF I ACCEPT THE JOB OFFER?

It entirely depends on you whether to accept it or decline the position. If you decided to accept the job, it is your responsibility to comply with the terms and conditions and fulfil requirements of the client. **Once you have accepted the job offer it is your responsibility to confirm by replying to the job text message that you will be present at the jobsite on time.** If you confirm to us and fail to appear at the project, we will consider you as having little or no interest in a future position, which will result in zero future job opportunities.

DO I HAVE TO POSSESS A SPECIAL LICENSE OR TICKETS ETC?

A number of roles that Buildability Group provides require certain Licenses to perform specific tasks. You will be informed of the correct valid licenses / tickets you will need in order to be given that job. If you fail to provide the inductee with a white card / valid licenses / tickets then the client has a right to ask you to leave the site without pay.

We will ask you to provide us with a copy of your current white card / valid licenses / tickets when you register with Buildability Group as we require copies for our records.

ATTENDANCE

As a worker, you are expected to arrive on site 15 minutes prior to the scheduled start time. If there is a certain reason you are not able to come to work, it is essential that you call to advise your site supervisor and Buildability Group as soon as possible or at least **ONE** hour prior to commencement of work. Early notification will help us to find other personnel to replace yourself ASAP which will leave the client satisfied and will distinguish you as an honest and reliable worker. **If you fail to inform Buildability Group in regard to your absence at least ONE hour prior to start time, then we will deduct 4 hours from any pay that you may have occurred from that week.**

ARRIVING ON TIME

When accepting a role, you must commit to showing up to the project on time. If this is your first time to a job site, you are expected to be there at least **15 minutes** prior to commencement of work. Should you have any problems with finding the site, it is your responsibility to contact the recruitment consultant who placed you in the role for directions as soon as possible.

PUNCTUALITY

If you are running late, it is your responsibility to contact the Site Supervisor and Labour Allocator and inform them. Make sure you give a realistic time of arrival, failure to inform the above contacts will be considered as an act of Gross Misconduct and you will be relieved from your duties immediately.

TIMESHEETS

All workers are required to complete an **online** timesheet. It is your responsibility to check your hours with the site manager each day, to avoid your timesheet being rejected instead of approved. A separate timesheet must be used for each week and a separate timesheet for each client. The timesheet can be accessed online on **www.timesheetz.net** or by clicking on the timesheet link on our website.

If the timesheet is completed incorrectly or after the Monday Midday Deadline, your payment for that week's work may rollover to the next week's pay run.

WHEN SHOULD I PROVIDE THE AGENCY WITH THE TIMESHEET?

The timesheets need to be completed daily and should be sent for authorization at the end of the working week to ensure the authorizer will be able to approve the timesheet on time by Tuesday and for us to be able to process the payments by Thursday.

PAYMENTS

All payments made by Buildability Group are processed via electronic fund transfer. Therefore, it is essential that you provide us with your correct Bank Name / Account Number / BSB in order to receive your payment on time. Failure to provide the correct Account Number / BSB will result in your wages being rolled over into the following weeks pay run, in addition a penalty fee of \$2.50 will be deducted from your wages to cover the bank admin fee we receive for the incorrect details.

All payments for work are transferred the following Thursday.

SUPERANNUATION

Superannuation is a compulsory retirement contribution all employers must pay in addition to the employee's wages. Under the Super Guarantee your employer must pay 9.5% of your ordinary hours (38) into a super fund. As an employee, you need to supply Buildability Group payroll department with your super fund details when you register online. If you don't have any superannuation account, we can open a new fund account for you with our default superannuation fund Australian Super.

If you do not supply us with your super details or select 'The Default Super' online when you register with Buildability Group, your payment for that week will rollover to the following week. This also applies to all your personal details when you register with Buildability Group.

Superannuation is paid quarterly, which means that you will be able to see the funds in your account by 30 days end of month after each quarter.

Please see below the dates when the super is paid.

| QUARTER | PERIOD WORKED | TO BE PAID |
|-----------------|--------------------|------------------------------------|
| 1 st | July – September | Before 31 st of October |
| 2 nd | October – December | Before 31 st of January |
| 3 rd | January – March | Before 30 th of April |
| 4 th | April – June | Before 31 st of July |

TAXATION

For successful collaboration with Buildability Group, you are required to have a permission to work in Australia. Therefore, it is essential for you to provide us with your tax file number.

If you do not supply us with your tax file number when you register with Buildability Group, your payment for that week will rollover to the following week. This also applies to all your personal details when you register with Buildability Group.

AUSTRALIAN IMMIGRATION VISA

If you are a foreign resident you are required to have a VISA and permission to work in Australia. Therefore, it is essential for you to provide us with your VISA and Passport details when signing up online.

Casual employment

Are you an Australian Resident * Yes
for Tax Purposes? No

If no, you must not tick 'Tax Free Threshold' below. If yes, please ensure you tick "Tax Free Threshold" below.

Passport Number *

Country of Passport *

Restrictions (If Any)

VISA Type *

VISA Number *

Tax Declaration Types

Australian Resident for Tax Purposes (Normally you tick this if you have a TFN - see [ATO FAQ](#))

Do you want to claim the tax-free threshold from this payer? (Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.) - see [ATO FAQ](#))

DRESS CODE

It is your responsibility to be appropriately dressed for work on a construction site. Ensure to present yourself on the project with good hygiene and clean work wear. Remember you are representing Buildability Group whilst on a project. On a jobsite the safety requirements include personal protective clothing and equipment (PPE): Helmet, Hi-Visibility Vest / Shirt and Steel-Toe Boots. You will be informed of any special requirements regarding other garment or equipment designed to protect your body from injury.

If you appear dressed inappropriately or in no possession of PPE, the Site Supervisor will refuse your entry to the site and you will be sent home without pay. This will also be considering as an act of misconduct and it will affect your future employment opportunities with Buildability Group.

MOBILE PHONE

Use of your mobile phone whilst working is strictly prohibited. In the event of an emergency it is advisable to inform your Site Supervisor and ask for permission to use the phone.

COMMITMENT TO QUALITY

As a representative of Buildability Group we expect you to be aiming to produce the highest standard of work. We have a high repeat business ratio and the reason for this is the quality of the workers we provide.

SMOKING

The majority of companies prohibit smoking on the project. However some companies may provide a smoking area, this information will be provided in your site induction. If you are unsure then please ask your Site Supervisor.

ALCOHOL AND DRUGS

It is strictly prohibited to consume alcohol or use illegal drugs whilst working. If it is evident that you are under the influence of alcohol or illegal drugs at the jobsite your role will be terminated immediately and you will be directly responsible for any injuries or accidents caused while working under the influence. This will be classed as gross misconduct and you will not be considered for any future work at Buildability Group.

CONFIDENTIALITY

All the personal information requested serves only for the purpose of registering the employee to the database for quick evaluation of suitability for the position. All information is securely held within the office and is accessible only to authorised personnel. We will not disclose your personal information to any third parties unless law requires disclosure.

WORKPLACE HEALTH AND SAFETY GUIDELINES

Your health and safety is of paramount importance to us. Buildability Group undertakes responsibility and is committed to:

- Provide a safe and healthy environment for all temporary workers, contractors and members of the public during the course of activities
- Ensure that safety standards are met and compliance is attained for each project undertaken
- Promote and foster a supportive and safe workplace culture and ensure that temporary workers and contractors are aware of their duties and responsibilities for Workplace Health and Safety (further: WHS) in areas under their control
- Consult with workers, contractors and other stakeholders in a meaningful and effective manner on WHS issues that may affect health, safety and general wellbeing at work

As a worker and a member of the team, you are expected to commit and provide yourself and others with safe and healthy environment. Your duties include:

- Alert relevant supervisors and managers on Workplace Health and Safety concerns
- Take reasonable care for your own safety and health at workplace
- Before the commencement of work make sure to do some stretching exercises to prevent your body from unexpected muscle sprains
- **Report injuries and incidents to the Safety Officer and Buildability Group immediately**
- Adopt and use safe work practices at all times
- Accept and respond appropriately to WHS recommendations and advice
- Comply with relevant legislation

It is highly advisable to conduct the evaluation of jobsite safety:

- Look around to see if the site is safe
- Identify potential hazards and evaluate the level of risk
- Identify the risks to yourself and your co-workers
- If your evaluation of jobsite safety is poor / or you feel that the site environment is too risky, it is your right to contact Buildability Group immediately

Please see below the main contacts where incidents need to be reported:

| | |
|--------------------------------------|---|
| SITE MANAGER / SAFETY OFFICER | Contact details will be sent via text message prior to your start |
| BUILDABILITY GROUP OFFICE | 02 8188 5400 |
| PAUL FUNNELL | 0450 436 586 |

Below are the emails to report any related incidents:

| | |
|----------------------------------|-------------------------------|
| PAUL FUNNELL | paul@buildabilitygroup.com.au |
| BUILDABILITY GROUP OFFICE | info@buildabilitygroup.com.au |

PERSONAL PROTECTIVE EQUIPMENT (PPE)

At the jobsite all temporary workers are requested to wear personal protective equipment (PPE) which includes Helmet / Hard Hat, Hi-Visibility Shirt / Vest and Steel-Toe Capped Boots. Other equipment may be needed depending on the job requirements.

Workers have duties in relation to PPE under regulation 46 of the model WHS Regulations. A worker who is provided with PPE by their business must:

- Use or wear the PPE in accordance with any information, training or reasonable instruction provided by the PCBU, so far as they are reasonably able
- Not intentionally misuse or damage the PPE
- Inform the business of any damage, defect or need to clean or decontaminate any of the PPE if they become aware of it

If you refuse to wear or use the PPE, your supervisor can take action against you. A worker who does not wear or use PPE or intentionally misuses or damages it, will face disciplinary action or even prosecution.

Below is a list and descriptions of the standard PPE that is required for jobsites:

Helmet / Hard Hat is to be worn at all times on the site. The Helmet / Hardhat should not have any traces of damage and must be replaced every two years for safety reasons or sooner if damaged.

Hi-Visibility Shirt / Vest is to be worn at all times on the site. This standard specifies the visual requirements for high visibility garments where the wearer can be exposed to such hazards as moving traffic, plant and equipment in the charge of an on-board controller.

The Australian Standard covers three types of garments: day time wear, night time wear and those which can be worn day and night. The standard also has requirements for colours i.e. for 'normal' conditions colours are either red-orange or yellow.

Steel-Toe Capped Boots are to be worn at all times on the site. Safety footwear certified to this standard must be fitted with toe caps that are designed to give protection against impact when tested at an energy level of at least 200J and against compression when tested at a compression load of at least 15kN.

Dust Mask / Disposable Dust Respirator is to be worn when the environment on a construction site is in the process of modelling or demolition and is highly contaminated by dust or other harmful substances in the form of dust, mist or fumes.

Hearing Protection with accordance to National Standard of Occupational Noise, an average daily exposure to noise in the workplace environment should not exceed 85db(A) over an eight (8) hour period of work or 140db at any times. A temporary worker who is encountered by a high level of noise at jobsite must use earplugs, semi-insert earplugs or earmuffs. When drilling, using a drop saw, circular saw or any other high noise / volume equipment.

Eye Protection Equipment is to be worn when there is a risk of eye injury from flying objects and other hazards. You must use eye protection equipment when in contact with power-actuated tool, grinding, cutting or working in dusty environment.

Work Gloves are to be worn when dealing with mechanical risks (risk caused by abrasion, blade cut, tear and puncture); thermal risks (heat and fire); protective gloves for welders especially designed for dealing with metals for cutting and other related techniques; gloves resistant to permeation by chemicals (including primary alcohol, nitrile compound, saturated hydrocarbon and other).

Harness is to be used when working at heights from a ladder and when there is a potential harm to fall from the distance more than 1.8 meters. Before the usage of harness, make sure that it works properly and is safe to use. You must only use a Harness and work at heights of more than 1.8 meters if you hold a current working at heights ticket.

ELECTRICAL SAFETY

Electricity is an invisible hazard that can cause serious injury or even death. Therefore, it is very important that unless you have required experience or training under no circumstance you are allowed to conduct any repair work related to electricity. All equipment operated by temporary workers needs to be checked by qualified electrician and tagged sufficiently. A temporary worker is not allowed to operate on the site with damaged, untagged or holding expired tagging equipment.

TOOLS

You are requested to use hand held and powered tools correctly, safely and in accordance with all manufacturer's guidelines. Safety guidelines include:

- Keep all tools in good condition with regular maintenance
- Use the right tool for the job
- Examine each tool for damage before use
- Operate according to the manufacturer's instructions
- Utilize the proper protective equipment
- Participate in safety training

SITE MAINTENANCE

You are expected to keep the jobsite free of unnecessary clutter and debris that could cause an injury or accident. As you go about your daily work, place trash and debris in the correct bins located throughout the job site. Remove combustible materials such as wood and paper from the site promptly. Clean after yourself and ensure that bins are emptied regularly.

PROPERTY DAMAGE

If it is found that you have been negligent when operating any machinery or plant, you will personally be held accountable for all costs related to any damage occurred.

LEAVING UNFINISHED WORK

To prevent others from potential risks, you must leave unfinished work properly tagged or taped off. Make sure to inform your site supervisor and other relevant parties about the incomplete work.

SUN SAFETY

You are requested to use certain protection whilst working in the sun: Protective clothing, head and neck protection or sunscreen.

WORKING AT HEIGHTS SAFETY

Under no circumstances is a temporary worker allowed to work at heights unless he has obtained a working at safe heights ticket. Other duties related to work at heights include: conduct inspection of ladders / scaffold before use, identify potential hazards and communicate risks to site supervisor, properly maintain and use ladders / scaffold to prevent yourself and others from accidents.

PLANT AND MACHINERY SAFETY

During a temporary assignment you may be required to work with plant and machinery. Before you can operate any plant or machinery you must hold the correct high risk work license or VOC. Please refer to manufacturers guidelines before operation and also carry out a thorough inspection prior to use. You must report any damage or excessive wear and tear ASAP to your Site Supervisor.

WORKPLACE HARASSMENT

Buildability Group does not support any type of harassment concerning person's race, colour, language, gender, age, disability, ethnical origin and other. As a worker of Buildability Group, you are expected to meet an acceptable standard of conduct and contribute to a harassment-free productive environment. If you are experiencing improper behaviour or harassment at a workplace, make sure you take reasonable action, which may include:

- Ask the person committing the act to stop the offending behaviour
- Inform your site supervisor / manager of workplace harassment
- Inform Buildability Group of the situation

Failure to comply with Harassment-Free Workplace Policy will be subject to appropriate disciplinary action, which may include warnings, penalties or termination.

PUBLIC LIABILITY INSURANCE

Buildability Group covers all workers who work through the agency for Public Liability insurance.

WORKERS COMPENSATION INSURANCE

Workers Compensation Insurance insures all employees hired through Buildability Group. Therefore, it is very important to immediately report all injuries to the site supervisor and to Buildability Group for fast and timely claim for compensation.

COMPLIANCE

All employees must be aware of and comply with policies related to health and safety in the workplace in the course of their duties, all employees must comply with relevant legislation.

REPORTING

You have the right and obligation to report any of the following events:

- If you are asked to perform duties which are not part of your job description
- If you believe that your working conditions are unsafe
- If you injure yourself while working on-site and before seeking any medical assistance
- If you damage the property of any of the job site premises

REFER A FRIEND

We are always looking for quality workers and tradesmen to join our team. If you know reliable, hardworking and committed workers then refer them to us.

You can refer a friend by contacting us to 02 8188 5400 or else just sending an email to jobs@buildabilitygroup.com.au stating clearly:

- Your name
- Your contact number
- Referred candidate details including: Name, desired role, email address, mobile number

Once we are happy to give your referral an opportunity on one of our sites you will be one step closer to claiming your \$100 cash to spend on whatever you like. After the referred candidate has completed 6 full weeks working with Buildability Group, you will then be invited to come to our office to collect your referral bonus.

Please see below rules of engagement for the referral prize:

- All referred workers must complete 6 full weeks consecutively for Buildability Group i.e. at least 40 hours worked in each 6 weeks
- Referrals cannot previously have worked for Buildability Group
- Workers must have worked satisfactorily to both, Buildability Group and the Client

EMPLOYEE OF THE MONTH

Every month Buildability Group rewards one of their Construction Workers according to the quality of their work, attitude, attendance and standards.

They will receive a bonus of \$100 in cash for being the employee of the month.

If you would like to refer back to this handbook, you will find it on our website www.buildabilitygroup.com.au under the Trades and Labour tab.

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