

Sub-Contractor Procedure

PROC 42

First Issue: 26th August 2019

Introduction

Echo Marine Group's philosophy is to provide the highest quality Manufacture and Refit of Marine Vessels. Customers place orders with us because of our commitment to quality. Maintenance of that quality is by doing the work that brought the customer to Echo Marine Group in the first place.

Implementation

Occasionally, customers require services within unachievable time frames, or perform work on unique products where specialists are required. In these cases we welcome outside contractors and strive to develop mutually beneficial working relationships with them. We discourage entities that directly compete with our efforts to remain viable.

Any Contractor or Sub-Contractor is required to provide copies of their Certificate of Currency (CoC) for insurance coverage prior to undertaking work for Echo Marine Group.

Such coverage will include, at a minimum:

- Public liability in the amount of \$20 million
- Workers' compensation insurance

Contractors will, prior to undertaking work for Echo Marine Group:

- Complete an Employee/Contractor Induction
- Sign-in and out every day as directed
- Not impact Echo Marine Group's work progress or schedule
- Immediately report injury to persons or damage to property and equipment through Echo Marine Group's Hazard Near Miss or Accident/Incident Report Forms
- Only enter premises during agreed hours of operation

Contractor Safety Requirements, all Contractors must:

- Observe all Echo Marine Group's Policies and Procedures relating to Safety
- Comply with all directions regarding wearing and use of PPE

Safety Violations:

- Echo Marine Group will give fair opportunity to Contractors to improve their Safety Standards in accordance with Echo Marine Group's expectations and requirements
- Failure to heed instruction given by Echo Marine Group, the following course of action will be implemented:
 - 1st violation, verbal warning, with Contractor Management informed
 - 2nd violation, Contractors Employee removed from site, with Contractor and Project Management informed. A Provisional Improvement Notice may also be issued at this time, with failure to comply within the required timeframe being reported to WorkSafe WA
 - 3rd violation, Contractors Employee banned from site, with Contractor, Project Management and AME security informed
 - Gross Misconduct will result in immediate removal from site
- Disputes arising from the above can be addressed through Echo Marine Group's Disputes & Industrial Grievance Procedure (PROC 09).

Contractors are reminded that failure to comply with the requirements within this Procedure may result in termination of contract and associated costs back-charged to the Contractor.