



To All Subcontractors & Suppliers
From TS Constructions
Date 23/11/2023

The following Conditions of Contract apply to all TS Constructions works orders, subcontracts or purchase orders:

1. Quote Acceptance Process, SWMS & Payment Schedules

TS Constructions have been using a quote acceptance process for many years whereby suppliers and subcontractors are requested to sign and return confirmation of their submission once accepted. Part of this acceptance is a Register of Subcontractors Form which requests information such as SWMS, MSDS and contact details for proposed employees working on site.

Please note; no claims or payments will be approved or processed Register of Subcontractors Form is not returned in its entirety. This includes compliant Safe Work Method Statements that address the specific site and work practices and Material Safety Data Sheets for trade specific products.

Please be aware that SWMS are an essential component of any high risk worksite and an ongoing focus by WorkSafe.

2. Red Cards, TS Constructions Induction & other qualifications

TS Constructions has introduced an online induction program that can be accessed via the website. This has improved productivity on site and provided us with a clear picture on where we need to focus our training and improvements. For more information please go to our website under Employment/Inductions.

There have been an increasing number of workers coming on site who cannot produce their Red Card/White Card, their TS Constructions Safety Card or a License for High Risk work when requested. Workers undertaking high risk work or using plant or machinery that requires specific licensing must also have this documentation on hand at all times.

Please note; if any worker cannot produce the appropriate card upon request they will be asked to leave the worksite immediately. Any delays caused to the works program caused by the failure to produce appropriate cards and proof of qualification will be charged back to the responsible contractor.

An exception for Red/White Card may be made where a new worker has booked into a course and is waiting for the course to commence.

3. Industrial Relations Compliance

TS Constructions has an expectation that all suppliers working on their projects are compliant with all industrial relations expectations. This includes:

1. Payment of remuneration to employees and contractors
 - 1.1. Time and wage records are recorded in an electronic system
 - 1.2. Electronic copies are retained on site in a secure location
2. Annual leave
 - 2.1. All annual leave entitlements are recorded in an electronic system and notated on the appropriate pay slips
3. Long Service Payment Scheme registration
 - 3.1. All employees are registered under their appropriate scheme and are paid quarterly



4. Workers' compensation insurance
 - 4.1. The subcontractor has appropriate coverage through an insurer
5. Superannuation fund membership and contributions
 - 5.1. All workers have contributions paid into their nominated fund on a monthly basis.
 - 5.2. All payments are current and up to date.

TS Constructions may request that suppliers and subcontractors provide evidence for all of the above upon request

As we have tendered for (and been successful in obtaining) government work these conditions apply to all TS Constructions worksites. By accepting work on a TS Constructions worksite you must be aware of and comply with these guidelines in your own business.

Essentially no party can negotiate or implement arrangements or agreements that restrict efficient performance of work or productivity improvements.

Should you have any questions or concerns regarding any of the above conditions, please contact;

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