

WORK HEALTH & SAFETY GUIDELINES FOR CONTRACTORS

(To be read in conjunction with SoR Tenders, Purchase Orders,
and or Contract Requirements)



1 INTRODUCTION

This document is complimentary to other documents relating to the tendering, acceptance, conduct and review of contracts.

The guidelines contained herein are not intended to be a comprehensive outline of all the "Principals" safety and health requirements, but should be used in conjunction with Occupational Safety and Health Act 1984, and Occupational Safety and Health Regulations 1996, and subsidiary legislation that apply to all workplaces within the Shire of Ravensthorpe (the Shire).

2 GENERAL INSTRUCTIONS

2.1 (Main) Contractor Induction

Contractors are required to complete a Shire Online OSH Contractor Induction prior to commencing work on any Shire worksite. This induction is available by going to the Shire website at; **XXXX**

An onsite Induction of the workplace in which works will take place will also be undertaken.

2.2 Sub-Contractor Induction

All sub-contractors working for and on behalf of the main Contractor must be safety inducted by the main contractor prior to starting work on the worksite. Records of induction must be maintained and available upon request.

2.3 Induction of Visitors and Others to the worksite

Any person who is expected to be within / on the Shire's worksite and; **will not be working under the immediate supervision of an employee of the contractor/s** (i.e. Auditors, Shire Superintendent) **must** be given direction (Induction) in what they should do when on the worksite.

Subjects that should be covered include but are not limited to the following:

- Visitors and others will be registered into, and out of the workplace.
- Visitors will be accompanied at all times when on the worksite.
- Advised what to do in case of emergency (i.e. assembly point/s).
- Advised of the location of first aid facilities, and First Aid Officers.
- Advised of reporting of incident/injury requirements whilst on the worksite.
- All worksite hazards that would be an immediate risk.

3. QUALIFICATIONS / LICENSES

3.1 Contractors **must** ensure that any task requiring a certificate of competency, qualification, or license is allocated to a person or persons who can clearly identify themselves as having such certificate of competency, qualification or license necessary to perform the task.

3.2 If mobile plant is to be used, it **must** have current registration license or certificate from the relevant West Australian Government authority where required.



3.3 Contractors **must** identify licenses needed, and evidence of these may be required, by the Shire on request, or may specify other license requirements to be held prior to start of work by the contractor.

4. PRINCIPALS / CONTRACT REPRESENTATIVE/S

4.1 The Principals Representative is that person, or persons, designated by the Principal to engage with the Contactor for specific works, and or to oversee work's performed by the contractor under the terms of the contract.

4.2 The Principals Representative will typically be a supervisory member of the Shire Staff directing the Contractor to perform specific work/s under the terms of the contract agreement with the Shire.

4.3 The Contractor **must** contact the Principals Representative/s for the worksite/s so any known worksite risk can be discussed, controlled and or mitigated wherever possible, and to establish lines of communication so contractors/sub-contractors are able to report unforeseen OSH issues.

The following **must** be done **prior** to any work being started on any Shire worksite **by the Contractor**;

- Successful completion of the Online Contractor OSH Induction.
- Make themselves known to the Principals Representative/s (there may be more than one) prior to starting on any Shire worksite.
- Exchange contact details so communication can be maintained with the relevant Principal Representative/s.

5. WORKPLACE RISK EXPOSURE

5.1 If the Contractor has any doubt as to the potential hazard or risk exposure onsite, or requires advice on how to proceed safely on the worksite; contact **must** be made with the respective Principal Representative.

5.2 If the Contractor encounters a worksite hazard that is clearly a Shire OSH issue i.e. Asbestos within a building the contractor should;

- Isolate the hazard.
- Report the hazard immediately to the Principals Representative and await further instruction.

5.3 Where the Contractor is concerned that an OSH issue is not being suitably addressed by the Principals Representative, the Contractor should directly raise this issue with the Principal.

6. CONTRACTOR OSH COMPLIANCE

6.1 Equipment Deliveries

Contractors are to make all arrangements for delivery, off loading and storage of equipment In consultation with the Principals Representative wherever possible and must be in compliance with the Chain of Responsibility Legislation.



6.2 The Contractor **must NOT wherever possible** allow deliveries of any goods or services to the worksite to interfere in any way with;

- normal Pedestrian movement of people on foot paths, pedestrian ways.
- normal use, or movement in public space.
- normal Traffic movement of vehicles on roadway, laneways, or cycle ways.

6.3 Where the above is not possible; the contractor **must** liaise with the Principals Representative to make arrangements for alternative actions that **must** be adhered to regarding:

- Implementing a Traffic Management Plan (TMP) for the duration of the time that it takes to deliver, handle and clear the pedestrian or traffic movement areas of all goods or services.
- Implement containment, isolation and or barriers to prevent the general public from entering, using, or wandering into the contractors/s equipment or storage area on the site.

6.4 Non Compliance

If during the performance of the contract the Principals Representative is of the opinion the contractor is:

- a) Not conducting the work in compliance with relevant OSH Legislation, Contractor's Site Safety Management Plan (SSMP), OSH Policies/Procedures, Shire's safety and health processes, or directives given by the Principals Representative; or is
- b) Conducting the work in such a way as to endanger the safety and health of contractors or sub-contractors employee/s, Shire employees, members of public, or clients of the Shire or its contractors.

The Shire will **STOP** work on the relevant worksite until the Contractor rectifies the breach of safety and health as notified by the Principals Representative.

If the contractor does not rectify any breach of safety and health notified by the Shire, the Shire may direct the contractor to suspend all work until such time the contractor satisfies the Principals Representative that the work will be resumed in conformity with applicable safety and health provisions as directed.

6.5 During periods of work suspension the Shire shall not be required to make any payment to the contractor or any sub -contractor.

6.6 If the contractor or subcontractor fails to rectify any breach of safety and health for which the work has been suspended, as outlined above, or if the contractor's performance has involved recurring breaches of health and safety, the Shire may terminate the contract.

6.7 Any contractor, or subcontractor or their employee/s that refuse to comply with Shire OSH requirements may be required to leave the work site, and may be refused re-entry as directed by the Principals Representative.



7. GENERAL WORKPLACE SAFETY PRACTICES

7.1 All Contractors or subcontractors and their employees when working in/on a Shire building for maintenance or other purposes **must** sign in wherever possible and must be able to identify themselves to Shire staff for security purposes.

7.2 Traffic Management

All traffic management plans implemented at the Shire of Ravensthorpe worksite/s **MUST** comply with the MRWA Code of Practice and AS1742-3, and shall be prepared (and submitted to the Principals Representative prior to work commencing) for all contract work within the road reserve, unless alternative agreement is reached with the Principals Representative prior to start of work.

The traffic management plan/s **must** be modified to suit any changing conditions on the worksite, and audited/inspected in accordance with Main Roads WA (MRWA) Code of Practice.

7.3 Isolation Process

In every case where there is any risk to any person/s, the equipment/plant, and all associated mechanical and or electrical drives or energy sources **must** be isolated, de-energized, or segregated in accordance with the relevant legislation and codes of practice.

Construction equipment and plant, which is tagged out by having "Danger" Tag/s or "Out of Service" Tag/s, attached to any control, switch, valve or other activator **must not** be energized, used or operated, until all the respective tags have been removed and the site supervisor consulted as to the serviceability of the equipment.

7.4 Vehicles

All vehicles subject to licensing **must** be roadworthy in accordance with WA Road Transport Authority requirements and carry a minimum of third party insurance coverage. Any further licensing or authorisations required by WorkSafe WA must be held when on any Shire worksite.

7.5 Contractors' Tools and Equipment

Contractors will provide the equipment necessary for the performance of the contract work. All tools and machinery will be maintained in good working order.

7.6 Hot Works (including Welding and Cutting)

All hot works where risk of fire or ignition is present, should not commence until procedures are implemented that should include but are not limited to the following:

- Compliance with all Total Fire Ban's issued by the Department of Fire and Emergency Services.
- Compliance with all Harvest and Vehicle Movement Bans issued by the Shire.
- Contractor/Principals Representative should liaise prior to commencing Hot Work if in high risk areas of a workplace.
- A suitable class of fire extinguisher to be on hand at worksite.
- Area around Hot Work Site to be cleared of all flammable materials for at least 10 metres.
- Work area to be isolated from any materials that could be ignited.
- Adequate ventilation/fume extraction to be in place.
- Appoint a fire watch employee for duration of hot work.
- All hot work to cease at least 1 hour prior to ceasing work for the day.
- Any site Hot Work Permit system to be implemented and available for auditing.



7.7 Worksite Barriers and Safety Signage

The contractor shall comply with the OSH legislation and AS 1319 Safety Signs for the Occupational Environment. Signage should include but is not limited to:

- Internal worksites (i.e. new or maintenance work in or on Shire of Ravensthorpe buildings). Safety Signage MUST be erected or in place to warn, and protect people from passing through the worksite incurring injury. Alternate routes around worksites must always be implemented if possible.
- External worksites (i.e. Construction sites, maintenance work in parks, and all other external sites). Safety Signage MUST be erected or in place to warn, and protect people from passing through the worksite incurring injury. Alternate routes around worksites must always be implemented if possible.

Physical barriers should also be used in conjunction with signage to prevent unauthorized access to worksites.

Where these protective measures are employed they **must** remain in place, and or modified to suit the risk until all the work has been completed on the worksite/s.

7.8 Excavations Work

All excavation work shall comply with the WA OSH Regulations Sub Division 6 – Excavations and Earthworks, and the WA Code of Practice for Excavation.

All Excavations that are 1.5 meters or more in depth, and or require additional work due to soil type or excavation risks to surrounding structures or services, must be discussed with the Principal Representative, and checked against site plans and confirmed work requirement before excavation will be permitted to commence.

7.9 Operating Shire of Ravensthorpe Equipment

Contractor, or subcontractor employees are not permitted to operate Shire mobile plant or equipment unless authorised by the Principals Representative and only after being instructed in the correct use of that equipment by a competent certified operator familiar with the type of equipment.

7.10 Plant and Equipment

All Plant and equipment that are subject to license or certificates of competency **must not** be operated on site unless operator/s are appropriately certificated or licensed.

Machinery, plant and vehicles must be stationary, and switched off at all times before greasing, refueling or cleaning is carried out on any mobile plant.

All drivers must be seated with the seat belt fastened, and no part of the body is projecting beyond the vehicle. Mobile plant not designed or registered to carry passengers **must not** be used to transport other employees at any time.

Guards that comply with the WA OSH legislation and the WA Code of Practice on Safeguarding of Machinery and Plant shall adequately protect all operating machinery.

Powered mobile plant, which could overturn must be fitted with a rollover protective structure, which complies with AS 1636 Roll Over Protective Structures or AS 2294 Earth Moving Protective Structures and relevant WA OSH legislative requirements.



7.11 Competency of Operators

Operators of all plant and equipment **must** be competent according to appropriate National Occupational Health and Safety Certification Standard [(NOHSC: 1006 (2001))] and or State requirements.

7.12 Worksite Housekeeping

All work places shall be kept in a clean, tidy and safe condition at all times. When work is conducted by the Contractor/s in Shire public places the worksite **must** be kept free of all obstructions that may cause anyone to slip, trip or fall by any member of the public in the vicinity of, transiting through or around the vicinity of the workplace, or site.

7.13 Working from Height

When working from height contractors **must** comply with WA OSH Act Division 5 – Prevention of Falls at the Workplace and the WA Code of Practice for Fall Prevention at all times. This includes any ladder/s and all other devices used to gain access to areas above or below ground level.

Where this occurs and the height is more than 2 meters above or below ground level, a risk assessment **must** be conducted to assess the risk of falling.

7.14 Elevated Work Platforms (EWP)

Any work requiring Elevated Work Platforms (EWP) will be conducted in compliance with AS 2550.10-2006 – Safe Use of Mobile Elevating Work Platforms.

7.15 Scaffolding

All scaffolds must be constructed and assembled in accordance to Australian Standards and used in a way that does not contravene the OSH Regulations, Division 7 – Scaffolding, gantries, hoardings and barricades and framework. Scaffolds must also be maintained in good condition, and inspected for integrity.

7.16 Personnel Protective Equipment (PPE)

Where it is not practicable to eliminate the presence of hazards at the workplace the Contractor/s **must** provide all necessary personnel protective equipment (PPE) required by the Contractor/s employees to complete the work in a safe manner for the Principal.

7.17 First Aid

Contractors **must** provide first aid facilities and or personnel as required, in compliance with the WA OSH legislation and the WA Code of Practice for First Aid Facilities and Services.

(Note - All serious injuries must be reported to the Principals Representative as soon as possible after the event).

7.18 Hazardous Substances and Chemicals

The Contractor will comply with the WA OSH Regulations Part 5 Division 2 – Hazardous substances general.

The contractor **must not** handle or dispose of Asbestos Containing Materials (ACM) unless they are suitable qualified, and licensed to handle this Hazardous Substance.



If any Hazardous Substance is found such as Asbestos Containing Materials (ACM) in, on or at any Shire building or worksite, the contractor must advise the Principals Representative so that the Shire can manage the issue as per internal procedures.

Material Safety Data Sheets (MSDS) **must** be kept on the worksite for all chemicals used on the worksite and must be current.

All Contractor and Subcontractor employees on any Shire worksite **must** comply with the safe handling, and use of all chemicals used, and directions given by chemical handling instructions on chemical containers at all times.

7.19 Gas Cylinders

Contractor/s must ensure all gas cylinders are in good condition, stored, and separated in a safe, well ventilated place, in an upright position away from heat sources, and secured in such a way as to prevent them falling when being transported, used or stored in a static position.

7.20 Practical Jokes / Horseplay on Worksite

Practical jokes, skylarking and or horseplay are prohibited on all Shire worksites; it is incumbent on the main Contractor to enforce this requirement with all contract or sub-contract employees.

7.21 Fitness for Work

The Contractor, subcontractors, employees, and visitors **must** comply with the WA OSH Act Section 19 (1) and the Shire Fitness for Work Policy available through their Principals Representative.

The Contractor, subcontractor, employees, and visitors will not be permitted to enter any Shire worksite with any intoxicating liquor, or illicit substances of any kind, at any time.

If the Contractor believes that any of the worksite employees, visitors, or others are affected by intoxicating liquor, or illicit substances of any kind, the Contractor is to remove the individual/s from the worksite immediately.

7.22 Confined Space Entry

The Contractor, and any subcontractors and their employees **must** comply with the WA OSH Regulations Division 8 Work in Confined Spaces and AS/NZS 2865 Safe working in Confined Space.

The contractor **must** ensure that all hazards have been eliminated or controlled prior to any person entering a confined space at the worksite. A Confined Space Entry Permit system **must** be in place.

7.23 Chainsaws

Chainsaws shall comply with AS 2727 Guide to Safe Working Practices and **must** only be used by employees who are suitably qualified and have passed an approved training course to national certification standard.



7.24 Bitumen Sealing Work

Bitumen sealing work **must** comply with the Austroads Bituminous Materials Safety Guide (2nd edition) Publication No AP-G41/08. To purchase this document go to: www.austroads.com.au

7.25 Electrical Hazards

All electrical work conducted on any Shire worksite **must** be carried out in accordance with the OSH Act and WA OSH Regulations Division 6 – Electricity. Only certified electricians are permitted to inspect or repair electrical faults and or equipment.

All electrical circuits and equipment **must** be made safe by isolation and or tag out, lock out process that isolates electrical energy before any work commences. **No live work** is permitted to be undertaken.

All portable electrical equipment and leads used on construction sites must be tested as required and tagged in compliance with AS/NZS 3012 and 3108.

7.26 Overhead Power lines

All works to be carried out in line with the Code of Practice issued by Engergy Safety WA, November 2017.

8. HAZARD, INCIDENT REPORTING AND INVESTIGATION

8.1 Worksite Hazard Reporting (Contractor)

The Contractor will comply with the WA OSH Act Sect 23L Notification of hazard to person having control of the workplace, specifically if the hazard affects work conducted on the site by the Contractor or Subcontractor/s.

This Duty is owed to the Principal by the Contractor and to the Contractor by the Principal and **must** be exercised where required by both parties as soon as practicable.

It is expected that as part of the Contractors Safety Management Plan, or Safety Management Processes, hazard identification, assessment and control will take place by all employees on the worksite at all times.

All hazards that are identified by the Contractor as issues that should be dealt with by the Principal **must** be reported to the Principals Representative as soon as they are identified on the worksite.

8.2 Worksite Hazard Reporting (Principal)

The Principal will comply with WA OSH Act Sect 23K Duty to inform employee who reports a hazard or injury. Once the Principals Representative is informed of the identified workplace hazard, action will be initiated as soon as practicable to eliminate, isolate and or control the hazard and the risk to the Contractors employees.

8.3 Incident Reporting (Contractor)

The Contractor will comply with WA OSH Act Sect 19 Duties of the employer, and Sect 2- Duties of Employees, in the reporting of workplace situations that are believed to constitute a hazard or cause injury or harm in connection with the work carried out on the worksite for the Principal.



The Contractor will report all workplace incidents to the Principals Representative as soon as practicable after the event. The Contractor will be required to provide a written incident report to the Principals Representative.

8.4 Incident Investigation (Contractor)

- a) Minor Incidents - Incidents that **do not impact on the workplace** should be reported to the Contractor by their employees but may not require further investigation from the Shire, with examples being:
 - Minor first Aid Injuries.
 - Incidents minor in nature and present low to negligible risk exposure.
- b) Serious Incidents - Incidents that **do impact on the workplace must** be reported and investigated by the Contractor and reported in writing to the Principals Representative. The following **must** be communicated by the contractor as a minimum:
 - Events that cause serious injury/damage but are not reportable to WorkSafeWA.
 - Events that cause serious injury/damage and are reportable to WorkSafeWA.
 - Incidents that have a Medium to High impact to employee/s and site risk exposure.
 - Any further information requested by the Principal that is felt necessary to clarify the event.

8.5 Notifiable Incidents

The Contractor **must** report all Notifiable Incidents to the Principals Representative as outlined by the WA OSH Act Sect 23I (1) 'business of a self employed person', Notification of death, injuries and diseases. This **must** be done immediately after the contractor becomes aware of the event **by the quickest possible means**.

9. CONSTRUCTION WORK BY CONTRACTORS / SUB-CONTRACTORS

- 9.1 Notwithstanding the requirements of the Contractor to apply workplace "Duty of Care", as detailed in previous sections of this document the following will apply in regards to work carried out at the worksite for the Principal.
- 9.2 Contractors and Sub-contractors will comply with the WA OSH Regulations Part 3, Division 12 and the National Standard for Construction Work [NOHSC: 1016 (2005)].
- 9.3 The National Code will be followed in all aspect pertaining to Sect 4 Meaning of Construction work performed by the Contractor for the Principal, and at all times in relation to and any subsidiary notes to this section as amended.