



Contractor Safety Handbook

2018



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1. INTRODUCTION

This handbook has been prepared to assist our contractors and their employees to work safely while working for, or on behalf of, the City of Greater Geraldton (the City).

All contractors and their employee are required to meet the requirements of the City’s OSH Policy and Contractor Safety Management Procedure including the following legal requirements:

Occupational Safety and Health Act 1984 (WA)

Duty of Care

- Employer: section 19
- Employee: section 20
- Self-employed person: section 21
- Principal and Contractor: section 23D

Section 26:

- Under this section of the Act, an employee may refuse to perform a task if they believe it is unsafe.

In the event of an OSH breach, the following penalties can apply:

- Maximum penalty \$625,000 (employer); \$31,250 (individual) and the possibility of imprisonment for gross negligence.

2. DEFINITIONS

WORD / TERM	DEFINITION
Contractor	A contractor (sometimes called an independent contractor) is a person or company that provides goods or services to a business under the terms set out in a contract. This term also includes people and/or companies engaged to provide expert advice in a particular domain or area of expertise (for example consulting services). This also includes entertainers participating in community events and guest speakers.
City Representative	A City representative is the team member nominated to administer and supervise the contractor (The City employee).



3. RESPONSIBILITIES

The City as far as practicable will provide and maintain a safe working environment in order to ensure the health, safety and welfare of contractors and their employees by:

- a. Ensuring that contractors are aware of potential hazards on-site.
- b. Maintaining communication with contractors.
- c. Halting operations if safety management is breached.
- d. Monitoring work through site inspections.

Contractors are to ensure:

- e. All applicable licenses are current.
- f. Plant is regularly maintained and guarded.
- g. Adequate and current insurances are in place.
- h. Site specific Safe Work Procedures are developed for the proposed works and are being followed.
- i. Risk assessments and Job Safety Analysis are completed.
- j. They are not placing themselves or others at risk of injury.
- k. They are working in accordance with relevant The City safe work procedures, where applicable.
- l. They are participating in appropriate safety inductions, site inductions and sign-in procedures.
- m. All contractor employees have the correct and up to date training and/or licenses depending upon the work to be undertaken.
- n. All incidents are reported to the City representative immediately

4. ARRIVING / DEPARTING FROM CITY OF GREATER GERALDTON

The City's representative will advise the contractor of who to contact upon arrival and departure at all The City properties. For work outside standard operating hours, arrival and departure notification must be arranged with the City's representative.

5. APPROACH

When the City engages contractors the following elements of a general procedure may be applied. The extent to which the City applies each element will depend upon its assessment of the scope of the work and risks involved.

Contractors will be advised of their responsibilities and liabilities in respect to safety and health, and environment conservation prior to commencement of a contract. If tenders have been called, these requirements will usually be defined within the specifications. Contractors may be required to submit information or follow procedures in the following areas:



- a. Pre-qualification;
- b. Safety management plan;
- c. Induction or training;
- d. Inspection of equipment;
- e. Audit of contractor safety;
- f. Requirement to report incidents/accidents;
- g. Rating of contractor safety performance depending upon the scope of the work to be undertaken.

These procedures do not in any way lessen the contractor's obligations under the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 or at Common Law for ensuring its own safety and the safety of others. Contractors are responsible for their own employees for the purposes of the Occupational Safety and Health Act 1984 and Worker's Compensation and Injury Management Act 1981 and are expected to meet all obligations associated with this. The procedures outlined in this document will help to ensure that those obligations are met.

Although minimum standards of safety will always apply, the approach required by the City will vary according to the situation. The City Representative will discuss the approach to be adopted with the contractor.

5.1 Pre-qualification

The City will consider the ability of the contractor and sub-contractors to work safely as a key factor in its selection process. Prospective contractors may be asked to provide some or all of the following information:

- a. Information on necessary expertise, qualifications of personnel, licences, or equipment to carry out the work.
- b. Details of the contractor's safety record over the past two to five years, including lost-time injury statistics (e.g. frequency and incidence rate) and details of any notifiable incidents.
- c. Details of the contractor's safety policy, manual or systems giving evidence of commitment to safety, adequate safety training of employees, details of personnel with dedicated safety responsibilities and a policy towards safety of sub-contractors may also be required.
- d. Details of insurance coverage e.g. public liability, public indemnity, workers compensation etc.

5.2 Planning meeting

Prior to the commencement of any work the contractor may be required to attend a planning meeting to review safety requirements and to agree on the approach.



5.3 Safety Management Plan

A contractor may be required to prepare a Safety Management Plan (SMP) where the City deems the scope of the work entails special or significant risk. The purpose of the SMP is to identify a clear strategy on the part of the contractor to ensure safety throughout the contract. This should address the people, plant and the environment. The SMP should cover two areas:

Occupational Safety and Health program:

The Occupational Safety and Health program that the contractor will use on the work shall incorporate:

- a) the contractor's safety and health policy statement and address;
- b) the contractor's safety and health plan, including:
 - i. the means of identifying hazards and risks;
 - ii. a system to ensure that pre-job planning is conducted;
 - iii. work-site inspection throughout the works to ensure safe conditions;
 - iv. training/induction of contractor's employees;
 - v. a means to resolve issues raised by contractor's employees;
 - vi. safety meetings and the means to provide safety information to employees (nominated Safety and Health representatives);
 - vii. an accident/incident hazard reporting system;
 - viii. provision of First Aid facilities;
 - ix. a lost time frequency rate target or other statistical target;
 - x. an audit system.

Job specific safety procedures:

Set out hereunder is the procedures to deal with the following issues:

- a. Legislative requirements applicable to the job;
- b. Job safety analysis (which should identify the means to control hazards and risks and the approach to the task);
- c. The safe use of equipment;
- d. Work permit procedures;
- e. Roadworks; where applicable, a Traffic Management Plan;
- f. Work sites; provision of barriers and general site protection for danger areas;
- g. Warning and Hazard Signs to identify hazards and specific requirements, e.g. Safety Hat Area;
- h. The minimum standards of personal protective equipment, including specific equipment to protect against specific hazards;
- i. The control of dangerous substances;
- j. Acceptable means of disposal of waste products, spillage's and effluents;
- k. An emergency response plan;
- l. Environmental protection plan.



The plan should provide the means to ensure that the system outlined in the SMP is applied to sub-contractors.

The City reserves the right to request a contractor to amend or improve the SMP either at tender stage or during the works.

The quality of the SMP submitted will be an important factor in the tender selection process.

5.4 Induction

The City may require contractors to undergo or arrange safety induction or other safety related training, depending on the circumstances. Induction may cover some or all of the following:

- a. Relevant site security, personal protective equipment and emergency procedures and regulations. The contractor may be accompanied on site or may be required to report to a specific City Representative.
- b. Relevant sections of the City Occupational Safety and Health Policy and clear work/safety procedures such as work permits and clearances to equipment may also need to be included.
- c. Relevant City safety standards, accident reporting and investigation procedures and the City's corporate objective for safety may be required. Contractor's employees and sub-contractors may need to be trained in these areas.
- d. Personal Protective Equipment (PPE) for all contractors and their employees are required to meet or exceed the current City standards relating to the wearing and use of PPE.
- e. Contractor's own induction program covering aspects of any SMP.

5.5 Inspection of Equipment

Equipment provided by a contractor for the purpose of the works must be 'fit for that purpose' and the City reserves the right to inspect and approve or not approve as the case requires all equipment that a contractor intends to use to carry out the works or may be using or bringing onto any work site.

The contractor shall ensure that all plant and equipment are of a suitable type and capacity and in good order and condition to perform the work safely.

Before starting the works the contractor shall (if required by the City) submit any item of equipment nominated by the City for inspection and approval. The contractor may be required to provide the City with a schedule for the inspection and maintenance of equipment to be used in the performance of the work throughout the works.



The contractor shall satisfy the City that the equipment carries relevant current permits or approval certificates in compliance with WorkSafe requirements or other relevant standards throughout the works.

The contractor shall ensure that any of its personnel who operate equipment possess appropriate licence or permits or – if not applicable – are adequately trained in the safe operation of the equipment. The City may, in some instances, require the contractor to ensure that such personnel receive training to standards set down by the City.

If the contractor's equipment is found to be in an unsafe condition by either the City, the contractor or a relevant authority (e.g. WorkSafe) then it shall immediately be removed from use and shall not be brought back into use until the contractor satisfies the City that it has been made safe.

5.6 Audit of Contractor Safety

Safety auditing is a key method of ensuring that contractors and employees maintain adequate standards of safety. The City will conduct audits according to the circumstances and all or any of the following areas may be audited:

- a. Provision and wearing of personal protective equipment if applicable, observance of basic work practices, safety regulations, on site procedures.
- b. Prescribed working procedures, if applicable.
- c. Observance of the City's permit to work procedures, use of hazard warning and appropriate signs, specific requirements relating to scaffolding, lifting equipment, etc. housekeeping, access and egress, first aid equipment and procedures.
- d. Evidence of the implementation of the SMP including visible management of safety by the contractor's designated senior contract personnel. When a SMP exists it may be used as the basis for safety auditing and an audit checklist may have been developed with the Plan. A senior representative of the contractor may be invited to participate in the audit.
- e. The City Representative will request the contractor to rectify unsafe situations and will review any contract in which safety breaches have occurred.

5.7 Accident Reporting

All accidents resulting in worker's compensation claims are to be reported to the City on a prescribed accident report form.

The contractor will conduct an investigation using the above form and supply this to the City.

The City Representative will sign off on the investigation if it is deemed adequate and will seek evidence that the listed preventative actions have been implemented.



Major accidents/fatalities

1. Within 2 hours of accident

The contractor must provide:

- a. first report to City Manager/Works Supervisor;
- b. notification to WorkSafe and police, if appropriate.

2. Within 24 hours

The City may require an accident committee to be established comprising adequate representation of the contractor and City Representatives if considered relevant.

3. Within 3 working days

The City may require a meeting with senior representatives of the contractor to review the finding of the investigation committee.

5.8 Fitness for Work

Alcohol and drug testing may be conducted following an incident, including but not limited to:

- a. Following any safety, health or environment incident or near miss;
- b. Where injury or damage to City assets has occurred.

Where causal is determined at any City workplace the City may direct the individual and/or Contractor to cease all work activities and leave the workplace. Contractors may not be authorised to return to any City workplace until proof of fitness for work by a medical practitioner is provided. Specific Contractor performance measures may be implemented at the sole discretion of the City.

5.9 Personal Protective Equipment

Contractors working for the City that are exposed to solar UVR for more than 15 continuous minutes in any period) are required to wear protection which includes:

- a. Long sleeved shirts;
- b. Long trousers;
- c. Broad brimmed hat with a brim of no less than 7.5 cm or Legionnaire style hat with flap to cover ears and neck (not baseball style);
- d. Sunscreen;
- e. Sunglasses;
- f. Other PPE as identified as part a risk management process.



5.10 Rating of Contractors

The City will maintain a system of rating a contractor's safety performance. Consideration for future work will take such assessments into account.

6. WORKING AT HEIGHT

OSH regulations require a risk assessment to be completed if there is a risk of falling more than two metres.

Key measures to be taken when working at heights:

- a. Safe access/egress to work being carried out at heights is to be ensured.
- b. Adequate instruction and training is required prior to the task being undertaken.
- c. Three points of contact are to be maintained on a ladder at all times.
- d. Awareness of Code of Practice – Prevention of Falls at Workplaces.
- e. Be aware of slips, trips and falls (for example, power cords).

6.1 Ladders

Where fixed/extension ladders are used for access or egress, check:

- a. There is a firm and level work platform, free from obstructions, to step onto from the ladder.
- b. The ladder extends at least 900mm above the stepping-off point on the working platform.
- c. Sufficient platform area must be provided at the stepping-off point, and edge protection is provided at the stepping-off point where people access the working platform.

6.2 Working Platforms

Where portable or fixed ladders are used as working platforms, check:

- a. A fall-restraint or arrest system is used where the person is exposed to a fall of three or more metres.
- b. Three points of contact with the ladder is to be maintained at all times.
- c. No work is to be carried out above another person and ensure signage is used to warn people of work above.

6.3 Elevated Work Platforms

Where elevated work platforms (EWP) are used as working platforms:

- a. Establish a barrier around the work area to make people aware that there is potential for injury from overhead and to take caution.
- b. Ensure you establish a clear communication strategy with your spotter.
- c. Do not exceed rated load.
- d. Do not commence operations without completing a pre-start check.
- e. Do not use if the EWP is not working properly or if any part is damaged, worn or missing.



- f. Ensure operator has appropriate high-risk licenses.

7. TRAFFIC MANAGEMENT

The main contractor is to develop an appropriate **Traffic Management Plan** for all works that have an impact on road users/pedestrians.

- a. All appropriate signage is to be erected.
- b. Qualified Traffic Controllers are to be used.
- c. High-visibility clothing is to be worn by all personnel.
- d. A priority four hazard lamp is to be displayed on the work vehicle/s.

8. CONFINED SPACES

All work in confined spaces must be completed in accordance with the **Australian Standard AS2865-1995 – Safe Working in a Confined Space**.

9. DIGGING, TRENCHING AND EXCAVATION

All excavation works are to be completed according to the WA Occupational Safety and Health Regulations 1996 and **Code of Practice for Excavation**.

Before any digging that exceeds a depth of 150mm, you will be required to contact and receive information from Dial Before You Dig on 1100.

10. ELECTRICAL WORKS

All electrical power-tools and extension leads used by contractors are to be tested and tagged. Leads on construction sites are to be tested every three months.

Only Western Power Certified Operators are able to work near power lines. All electrical work shall be performed in accordance with statutory requirements for electrical work by a licensed electrician.

11. ASBESTOS MANAGEMENT

The City of Greater Geraldton controls buildings or sites that may contain asbestos. Before commencing, contractors will need to enquire about the location of any known asbestos with property management.

Asbestos removal shall only be carried out by **licensed asbestos removalists**.

12. HAZARDOUS SUBSTANCES (CHEMICALS)

A hazardous substance has the potential, through use at work, to harm the health or safety of persons in the workplace. Hazardous substances include poisons, corrosives, flammable solvents, as well as the inhalation of vapours and mists.



All workers need to be competent in the handling of hazardous substances and the following steps need to be taken:

- a. Consideration must be given to the impact on the public and environment when using chemicals.
- b. The City will advise of locations of hazards relevant to the contractors work (for example, asbestos).
- c. An up-to-date Safety Data Sheet (SDS) is to be readily available for all substances that are intended for use.
- d. For all substances deemed hazardous by Worksafe Australia, a Chemical Risk Assessment must be carried out and employee trained in the hazards and control measures.
- e. The contractor is to provide the recommended Personal Protective Equipment (PPE) to all its employees exposed to chemicals.

A contractor is required to be diligent with the use of hazardous materials that have the potential to cause harm to users, other people in the area and the environment. All hazardous chemicals must be clearly labelled and a SDS made available.

Some non-hazardous substances (for example, face paint) can have adverse health effects. To ensure the properties and correct use of the substance are understood, please refer to the SDS.

13. TOOLS, EQUIPMENT AND MACHINERY

13.1 Plant

Plant includes any machinery, equipment, appliance, implement or tool, and any component, fitting or accessory.

Plant must:

- a. Be properly maintained.
- b. Have the Operator's Manual readily available.
- c. Only be operated by a competent person.
- d. Undergo a pre-start check prior to use.
- e. Ensure operator has appropriate high-risk licenses if required.

13.2 Machine Guarding

Machinery is not to be operated whilst any guarding is removed. If guarding is removed, the equipment is to have an Out Of Service tag placed upon it in visible area and steps be taken to ensure it cannot be used, that is padlocked in off-position, key removed.

13.3 Forklifts

A forklift can only be operated by a person who holds a High-Risk Work License at all times.



Tools, machinery and equipment to be used for the contracted work are to be supplied by the contractor. Such tools, equipment and machinery shall be adequately designed for the task, maintained in a good condition and inspected/licensed in accordance with appropriate statutory requirements or standards. Where appropriate, the operator shall hold an appropriate current license or certificate.

14. PERSONAL PROTECTIVE EQUIPMENT

Contractors shall supply their employees with all appropriate personal protective equipment (PPE) and ensure that their employees use it in accordance with the applicable legislation or standard.

Mandatory PPE for all medium and high-risk contractors:

- a. steel-capped boots
- b. high-visibility vest or clothing
- c. ear-plugs
- d. safety goggles
- e. sun protection
- f. hard hat
- g. gloves

15. SUN SAFETY

The City has adopted SunSafe Guidelines to protect its workers from the damaging effects of the sun. As a part of these guidelines, all outside workers are required to wear long sleeve high visibility shirts of a fabric type providing a minimum sun protection of SPF50.

All personnel engaged by the contractor on City worksites or property, including road reserves and parklands, will be required to wear clothing in accordance with current or future City occupational safety and health guidelines or policies.

The City reserves the right on such work sites or property to remove or refuse entry to any personnel not wearing, or refusing to wear, the appropriate clothing as designated in the appropriate guidelines or policies.

16. EMERGENCY MANAGEMENT

Prior to work commencing, contractors will be advised by the City's representative where emergency exits are, and the location of the appropriate muster point where applicable.

Contractors shall report all matters that affect the safety and health of people to the City's representative.



If the matter is urgent, contact Emergency Services on 000.

17. HAZARD AND INCIDENT REPORTING

In the event of an incident:

- a. Ensure that the supervisor is notified immediately.
- b. If required, seek supervisor immediate first aid.
- c. Report incident to the City's representative as soon as possible.

The contractor shall be responsible for reporting and recording hazards, near-misses and other incidents that occur while working for the City, to the City's representative.

18. FIRST AID

Contractors are responsible for the first aid needs of their employee. All injuries, no matter how minor, are required to be reported to the City's representative immediately.

19. HOUSE KEEPING

The worksite and surrounding area must be kept clean and tidy. If you introduce a tripping hazard, please assess the risk and put controls in place to help eliminate or reduce risk. All waste shall be disposed of in the correct and safe manner.

20. ENVIRONMENT

Contractors shall comply with the conditions of all environmental licenses, approvals and statutory requirements while carrying out work for the City.

21. CONDUCT

- a. Contractors must comply with the City's Code of Business Ethics.
- b. Contractors or their employees are not permitted to smoke in any City of buildings/vehicles.
- c. Contractors or their employees will not be permitted to work while their ability has been affected by drugs, alcohol, fatigue or medication.
- d. Under no circumstances are contractors allowed to bring children onto a City worksite.
- e. Dogs and other pets are not permitted to accompany contractors onto a City worksite.

22. SAFETY BREACHES

Should the City become aware of a safety breach, it may:

- a. Request the contractor take immediate action to ensure a safe workplace.
- b. Stop the works until the contractor has addressed/repaired the breach.



- c. Terminate the services of the contractor where the breach is serious.

The City treats all safety breaches as serious.

Should a contractor or their employees be observed acting in an unsafe manner, the contractor will be required to take immediate action or cease work until able to rectify the breach.

The City may undertake random inspections of the contractor's performance and compliance with relevant occupational safety and health legislation.

23. REFERENCE DOCUMENTS

24. DOCUMENT CONTROL

Document History / Version Control

Version	Date	Change Summary / Change Strategy	By
1	1 August 2018	Newly developed document	Safety Team

25. APPROVAL

Authority	Title	Name	Signature
Approved By:	SAFETY COMMITTEE	Endorsed collectively	Meeting 19 July 2018