



CONTRACTOR WORK HEALTH & SAFETY MANUAL

HS-MAN-001

| | | | |
|------------------------|--|-------------------|----------------|
| Subject: | Contractor Work Health & Safety Manual | | |
| TRIM #: | D-20-049035 | Version #: | 5.0 08/03/2023 |
| Review date: | 08/03/2024 | Status: | Current |
| Document Owner: | Manager Corporate Compliance & Safety | | |

| Documents affected by changes to this document | |
|--|-------------|
| Document Name | TRIM # |
| Safety Management System Document Control Register | D-20-023529 |

Uncontrolled if printed. For the most current document refer to TRIM



CONTENTS

| | |
|---|---|
| 1. PURPOSE & OBJECTIVE | 1 |
| 2. GENERAL SAFETY REQUIREMENTS..... | 1 |
| 2.1 Contractor WHS Risk Profile | 1 |
| 2.2 Contract Kick off Meeting | 1 |
| 2.3 Incident Notification and Investigation | 2 |
| 2.4 Work Health & Safety Management Plan (Construction Project or Ongoing Contract) ... | 2 |
| 2.5 Risk Register..... | 2 |
| 2.6 High Risk Activities (HRAs) | 3 |
| 2.7 Safe Work Method Statement (SWMS)..... | 3 |
| 2.8 Contractor City Induction..... | 3 |
| 2.9 Site Specific Induction | 3 |
| 2.10 Competency and Qualifications | 3 |
| 2.11 Sub-Contractors – Management and Control | 3 |
| 2.12 Safety Meetings..... | 4 |
| 2.13 Compliance with Directions from the City..... | 4 |
| 2.14 Inspections and Spot Checks..... | 4 |
| 2.15 First Aid..... | 4 |
| 2.16 Worksite Security | 5 |
| 2.17 Site Access..... | 5 |
| 2.18 Signage..... | 5 |
| 2.19 PPE Requirements..... | 5 |
| 2.20 Drug and Alcohol Management..... | 6 |
| 2.21 Smoking in Designated Areas Only..... | 6 |
| 2.22 General Plant and Equipment | 6 |
| 2.23 Electrical Safety | 6 |
| 2.24 Crane Operation | 6 |
| 2.25 Road Closures and Traffic Management Plans..... | 7 |
| 2.26 Excavation and Location of Buried Services..... | 7 |
| 2.27 Confined Spaces | 7 |
| 2.28 Handover | 7 |
| 3. SAFETY REQUIREMENTS..... | 8 |
| 3.1 Introduction..... | 8 |
| 3.2 Emergency Response Planning Arrangements | 8 |
| 3.3 Emergency Reporting Requirements | 8 |

| | | |
|-------|--|----|
| 3.4 | Fire Safety | 8 |
| 3.4.1 | Fire Extinguishers, Hose Reels and other Fire Safety Equipment | 8 |
| 3.5 | Noise (within City/residential area's) | 8 |
| 3.6 | Hazardous Substances & Fumes | 9 |
| 3.7 | Dust and Vibration..... | 9 |
| 3.8 | Hot Work..... | 9 |
| 3.9 | Working at Heights..... | 9 |
| 3.10 | Scaffolding..... | 9 |
| 3.11 | Falling Objects | 10 |
| 3.12 | Ladders | 10 |
| 3.13 | Asbestos | 10 |
| 3.14 | House Keeping | 11 |
| 4. | High Risk Activities (HRA) | 11 |
| 4.1 | Confined Space Entry Permitting..... | 11 |
| 4.1.1 | Purpose..... | 11 |
| 4.1.2 | Scope | 11 |
| 4.1.3 | Supporting Documentation | 11 |
| 4.1.4 | Review of Supporting Documentation..... | 12 |
| 4.1.5 | Site Inspection | 12 |
| 4.1.6 | Issue Permit | 12 |
| 4.1.7 | Monitoring..... | 12 |
| 4.1.8 | Completion of Work..... | 12 |
| 4.1.9 | Permit Cancellation | 12 |
| 4.2 | Crane Operations Process | 12 |
| 4.2.1 | Purpose..... | 12 |
| 4.2.2 | Scope | 12 |
| 4.2.3 | Supporting Documentation | 12 |
| 4.2.4 | Review of Supporting Documentation..... | 13 |
| 4.2.5 | Lift Plans/Study..... | 13 |
| 4.2.6 | Lifting Gear | 13 |
| 4.2.7 | Lifting People (Personnel Cages/Work Boxes) | 13 |
| 4.2.8 | Exclusion/Crash Zones and Falling Objects | 13 |
| 4.2.9 | Vehicle Loading Cranes | 14 |
| 4.3 | Demolition Process | 14 |
| 4.3.1 | Purpose..... | 14 |

| | | |
|--------|---|----|
| 4.3.2 | Scope | 14 |
| 4.3.3 | Supporting Documentation | 14 |
| 4.3.4 | Non-Structural Demolition..... | 14 |
| 4.3.5 | Structural Demolition..... | 14 |
| 4.3.6 | Review of Supporting Documentation..... | 14 |
| 4.3.7 | Site Inspection | 15 |
| 4.3.8 | Monitoring..... | 15 |
| 4.3.9 | Asbestos | 15 |
| 4.3.10 | Public Safety | 15 |
| 4.4 | Excavation | 15 |
| 4.4.1 | Scope | 15 |
| 4.4.2 | Excavation Permit | 15 |
| 4.4.3 | Supporting Documentation | 15 |
| 4.4.4 | Excavation Supporting Documentation..... | 16 |
| 4.4.5 | Review of Supporting Documentation..... | 16 |
| 4.4.6 | Site Inspection | 16 |
| 4.4.7 | Issue Permit | 16 |
| 4.4.8 | Monitoring..... | 16 |
| 4.4.9 | Completion of Work..... | 16 |
| 4.4.10 | Permit Cancellation | 16 |
| 4.4.11 | Environmental and Heritage Clearance..... | 16 |
| 4.5 | Hot Works Permitting Process | 17 |
| 4.5.1 | Purpose..... | 17 |
| 4.5.2 | Scope | 17 |
| 4.5.3 | Hot Works Permit | 17 |
| 4.5.4 | Supporting Documentation | 17 |
| 4.5.5 | Review of Supporting Documentation..... | 17 |
| 4.5.6 | Site Inspection | 17 |
| 4.5.7 | Issue Permit | 17 |
| 4.5.8 | Monitoring..... | 18 |
| 4.5.9 | Completion of Work..... | 18 |
| 4.5.10 | Permit Cancellation | 18 |
| 4.6 | Working at Heights Process | 18 |
| 4.6.1 | Purpose..... | 18 |
| 4.6.2 | Scope | 18 |

| | | |
|-------|---|----|
| 4.6.3 | Supporting Documentation | 18 |
| 4.6.4 | Review of Supporting Documentation..... | 19 |
| 4.6.5 | Monitoring | 19 |
| 4.6.6 | Ladders | 19 |
| 4.6.7 | Elevated Working Platforms | 19 |
| 4.6.8 | Out of Service Tags | 19 |
| 4.7 | Emergency Response Planning..... | 20 |
| 4.7.1 | Purpose..... | 20 |
| 4.7.2 | Communicating Incidents..... | 20 |
| 5. | APPENDIX | 21 |
| 6. | Attachment 1: WHS Policy..... | 26 |
| 7. | DOCUMENT CONTROL..... | 29 |



1. PURPOSE & OBJECTIVE

The Contractor Work Health & Safety Manual provides information to Contractors about specific requirements that may apply when undertaking Works under Contract at the City of Greater Geraldton (City) sites. The Manual also outlines the general and minimum requirements which apply to the works.

The Contractor must, so far as is reasonably practicable, consult, co-operate and co-ordinate with the City, any activities which may impact services, operations, infrastructure or the public:

- to achieve effective co-ordination of activities to ensure health and safety risk management; and
- to enable the City, the Contractor and other relevant parties to comply with their respective obligations under all relevant Safety Legislation.

The Contractor is responsible for ensuring this Manual is fully implemented whilst undertaking works on City sites.

2. GENERAL SAFETY REQUIREMENTS

This section outlines the City's general safety requirements for works carried out at all City sites. These requirements must be implemented as a minimum standard. The City has an operational Work Health & Safety Policy (WHS) that outlines these obligations. (See Attachment 1.)

2.1 Contractor WHS Risk Profile

The City has separate risk profiles (i.e. type of work and risk level) relating to the scope of works and classification of a contractor using the four levels below:

- **Level 1:** High risk "Construction Work", licensed high risk work or high risk work.
- **Level 2:** "Construction Work" not deemed high risk.
- **Level 3:** Works not deemed "construction work" under the definition of the Act, are not deemed high risk work, however, the contractor is utilises their own WHS systems, plans and procedures.
- **Level 4:** Works not deemed "construction work" under the definition of the Act, are not deemed high risk work, and the contractor is to work to the City's WHS systems, plans and procedures.

Levels 1 – 3 are required to provide to the City copies of their relevant safety management planning documentation.

2.2 Contract Kick off Meeting

A central element of Contractor consultation is the joint City/Contractor Contract Kick off Meeting, which must be completed prior to any projects/works commencing.

The Contract Kick off Meeting ensures clarity and alignment between the City and the Contractor in relation to how High Risk Activities (HRAs) will be controlled.

The meeting is held to:

- review the scope of works;
- identify hazards and agree on appropriate controls (i.e. HRA/Energy Isolation Activity within scope and the circumstances for each permit type that dictate whether the City's or the Contractor's permitting processes will be followed);
- identify appropriate WHS documentation required for the project;

- discuss the Contractors permit and approval process; and
- explain the City's hazard and incident reporting requirements.

2.3 Incident Notification and Investigation

The Contractor is required to report incidents and injuries which occur on the work site to the City Representative immediately and to carry out incident investigations as agreed in the Contractor Kick off Meeting. The Contractor must provide the City Representative with an initial incident notification immediately and investigation report and supporting documents within 48 hours of the incident.

2.4 Work Health & Safety Management Plan (Construction Project or Ongoing Contract)

The Contractor must submit a site or contract specific Work Health & Safety Management (WHSMP) Plan to the City Representative for review and acknowledgement by the City prior to the commencement of any works or as agreed with the City Representative.

The Contractor must ensure the WHSMP is up-to-date and relevant to the changes in the working environment.

It is not acceptable to utilise generic documentation.

The WHSMP must include, but not limited to:

- (a) The names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project;
- (b) the arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, cooperation and the co-ordination of activities in relation to compliance with their duties under the Act and Regulations;
- (c) the arrangements in place for managing any work health and safety incidents that occur;
- (d) any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules; and
- (e) the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace.

2.5 Risk Register

The Contractor must submit a site-specific Risk Register (C.R.A.W) to the City Representative for review and acknowledgement when requested by the City prior to the commencement of any High Risk works.

The Contractor must ensure the Risk Register is maintained up-to-date relevant to the changes to the working environment.

It is not sufficient to utilise generic documentation.

2.6 High Risk Activities (HRAs)

The purpose of the City's HRAs authorisation system is to ensure that proper consideration is given to the construction, health, safety and operational risks arising from HRAs at any City site. This system covers:

- Confined Space Entry;
- Crane Operations;
- Demolition;
- Excavations;
- Hot Works; and
- Working at Heights.

HRAs that are applicable to the project will be determined at the Contractor Kick off Meeting. Permits and Approvals can be accessed via the City of Greater Geraldton Website.

2.7 Safe Work Method Statement (SWMS)

The Contractor and its sub-contractor must:

- develop SWMS's for all High Risk Construction work as defined under *Chapter 6, part 6.3 Division 2 of the Work Health & Safety (General) Regulations 2022*;
- ensure the SWMS are appropriate for the works;
- submit a SWMS for any High Risk Construction work identified for review by the City Representative; and
- ensure all sub-contractors develop SWMS to an appropriate standard.

2.8 Contractor City Induction

Any Contractor who undertakes work at any City worksite must complete the Contractor City Induction and the Contractor City Induction Assessment prior to commencing work. Upon being deemed competent, the Induction (and any subsequent competent Contractor City Induction refreshers) will be valid for a period of two years from the induction date. Refreshers should be completed upon expiration of the validity date.

2.9 Site Specific Induction

Contractors are required to provide a Site-Specific induction to their workers and sub-contractors prior to commencing work. Where applicable, and only in consultation and agreement with the City Representative can a Site Orientation (HS-FRM-083) be completed in place of a Site-Specific Induction.

2.10 Competency and Qualifications

The Contractor must ensure that all personnel who are engaged to perform the works:

- have undertaken the appropriate training;
- hold all relevant and valid licences necessary (including high risk work licences); and
- are verified competent to perform work or operate plant or equipment required for the works.

2.11 Sub-Contractors – Management and Control

The Contractor must ensure that all sub-contractors engaged to carry out work on their behalf, always identify and exercise all necessary precautions for the health and safety of all persons

including their workers, all sub-contractor workers, City's workers, and members of the public who may be affected by the work being performed.

The Contractor must, ensure that its sub-contractors:

- obtain and consider information on the requirements for safe use of and the risk to health and safety of all persons, from plant or substances supplied or used for carrying out any work;
- as far as reasonably practicable, supply those persons using or exposed to such plant or substances with adequate health and safety information concerning the plant or substances;
- ensure that any such plant or substances are safe when properly used or stored;
- undertake any City or Site Specific Inductions required to complete their work; and
- does not complete works they are not authorised by the City to undertake (**noting the Contractor cannot extend their approved authority to their Sub-Contractor**).

The Contractor must convey all relevant safety requirements as described in this manual to its sub-contractors and ensure that they are fully understood and complied with.

The Contractor must ensure that its sub-contractors:

- are always directly supervised by the Contractor whilst on the City worksite;
- exercise due skill, care and diligence in the execution and completion of their work; and
- consult, co-operate and co-ordinate activities with the Contractor, separate contractors and other sub-contractors to achieve compliance with Safety Legislation.

2.12 Safety Meetings

The Contractor and the City Representative (and whomever they deem necessary to attend) must ensure ongoing meetings for the purpose of consultation on health and safety matters are undertaken. These meeting may form part of other meetings, however the meetings must be documented and distributed to the City Representative.

2.13 Compliance with Directions from the City

The Contractor must comply with any reasonable direction from the City Representative and WHS Advisors.

2.14 Inspections and Spot Checks

In line with the City's WHS Management System, Contractors are subject to Audits, Inspections and Spot Checks carried out by the City Representative and/or a WHS Advisor.

The Contractor must allow the City to inspect any part of the works including the Contractor's offices, Plant and Equipment, and make available to the City Representative any related documents and records relevant to the works.

The City has the right to request an audit, inspection and any information relating to the Contractor's compliance with all WHS, Security, Environmental legislation and any Procedures.

2.15 First Aid

It is the Contractor's responsibility to provide First Aid facilities and services in accordance with WHS Regulation (General) 2022, Part 3.2, Division 3 and the Code of Practice – First Aid Facilities and Services.

2.16 Worksite Security

It is the Contractor's responsibility to ensure the security of their work area and ensure no unauthorised access by members of the public.

The Contractor must ensure that worksites controlled with fencing panels:

- remain locked and secure at all times;
- are maintained in good order and condition;
- are safe, and do not interrupt access to paths of travel or facilities for the public and building occupants;
- remain lit where required; and
- do not constitute a safety hazard to normal operations (e.g. tripping hazard, hazardous line of sight interruption, etc.).

2.17 Site Access

The Contractor must:

- ensure that all public pavements and/or roadways in the vicinity of the site are in a clean, tidy and safe condition and that pedestrian and/or vehicular traffic is not interrupted;
- provide temporary directional signs and barricades necessary for the safety and convenience of pedestrians and/or vehicular traffic;
- always provide access to the site to other Contractors or individuals approved by the City Representative; and
- ensure that access for their personnel throughout the various parts of the site, as far as is reasonably practicable, avoids interference with members of the public or with existing tenancy areas where trading is continuing.

NOTE: The City Representative may direct the Contractor to modify or provide additional signs and barricades if considered necessary.

2.18 Signage

All signage must be securely fastened to withstand strong winds, and not become or create a hazard.

2.19 PPE Requirements

The Contractor must provide PPE that is appropriate to the nature of the work it is performing and that has been identified through risk management processes or is compliant with relevant WHS legislation.

The Contractor must ensure at least the City's minimum requirements for PPE are met as detailed below.

- High visibility clothing - full length trousers and long sleeve shirt (Extended periods outdoor work);
- Safety Boots - fitted with full toe cap protection;
- Safety Glasses – as detailed in the SWMS/JHA;
- Head Protection – if detailed in the SWMS/JHA; and
- Hearing protection – As required/signed.

All PPE must meet Australian/New Zealand Standards.

2.20 Drug and Alcohol Management

Contractors, at the request of the City Representative, may be required to:

- Conduct pre-deployment drug and alcohol testing prior to commencing and work, (for all WHS risk profiles that meet the requirements for level 1 of the Contractor management procedure HS-PRO-029); and
- Tests will only have a validity date of 30 days or less prior to the commencement of the works.

Contractors will also be subject to requirements in accordance with City's Fitness for Work processes.

2.21 Smoking in Designated Areas Only

Smoking is strictly prohibited in all buildings, vehicles and plant. In certain circumstances Contractors can establish designated smoking areas in locations approved by the City Representative.

2.22 General Plant and Equipment

The Contractor must ensure that all Plant and Equipment brought on onsite (including powered machinery both stationery and mobile) is:

- operated by appropriately licensed, trained and qualified persons who have provided evidence of competency;
- operated without risk of injury or harm to any persons or property;
- has a plant risk assessment available for the items of plant used onsite; and
- stored, operated and maintained in a safe manner.

2.23 Electrical Safety

The Contractor must:

- develop and implement any SWMS in accordance with the *WHS Regulations (General) 2022*; and
- treat all electrical installations, components, and applications as live and therefore dangerous unless proven dead.

The Electrical Contractor must ensure that only competent licensed electricians perform electrical works. This includes installation, repairs, maintenance and or modifications to plant or equipment wiring.

The Contractor must ensure Electrical Equipment Systems that has been constructed, installed, purchased, hired or materially modified that is brought into service must meet regulatory requirements.

2.24 Crane Operation

The Contractor must notify the City Representative of any Crane Operation, and approval must be obtained prior to any works commencing. All crane operations on any City site, are to be inspected and approved by the WHS Team.

2.25 Road Closures and Traffic Management Plans

All road or lane closures must meet *Main Roads Western Australia - Traffic Management for Works on Roads - Code of Practice*.

The Contractor must ensure all accredited Traffic Management Plans are submitted to the City Representative **up to 14 business days** prior to the works commencing for approval by the City.

NOTE: All Traffic Management Plans / Traffic Guidance Scheme must be prepared by a person holding Main Roads accreditation in Advanced Worksite Traffic Management.

2.26 Excavation and Location of Buried Services

The City of Greater Geraldton has many services that have no location records, so the Contractor must be vigilant when undertaking excavation works.

Before commencing any demolition, excavation, construction or other work on the site, the Contractor must verify, and supplement the information provided through Service location investigation, Drawings and “Dial Before You Dig” of the locations where any excavation is to take place. Documented evidence of that investigation must be provided to the City Representative. In addition to this, the Contractor must mark on the ground the location of any underground services within a minimum of 5m of the excavation, plus any additional areas within the zone of influence of the associated works e.g. machinery movement, stockpiles etc.

To minimise the risk of damage, injury and potential loss of life, it is recommended as best practice to undertake the 5 P's of safe excavation (PLAN, PREPARE, POTHOLE, PROTECT, PROCEED).

The Contractor must ensure any services exposed or installed in an excavation are surveyed/inspected by the City's Representative before backfilling.

2.27 Confined Spaces

The Contractor must:

- request a Permit for all Confined Space Entry works in spaces owned and controlled by the City prior to the commencement of any CSE works;
- maintain a system for safe entry and work in, and in the vicinity of, confined spaces as required by the *WHS Regulations (General) 2022*;
- complete a site specific Emergency Response Rescue Plan prior to conducting any CSE work;
- ensure that appropriate precautions, training, procedures and actions are undertaken so that personnel are protected when entry is required in confined spaces; and
- Identify all confined spaces at the workplace in accordance with *Safe Work Australia's, Model Code of Practice - Confined Spaces*.

2.28 Handover

Prior to handing back an area or worksite to the City, the Contractor must arrange via the City's Representative to view the completed works. This purpose is to identify and record any hazards which may be present. The Contractor must rectify any hazards identified prior to an area becoming operational.

3. SAFETY REQUIREMENTS

3.1 Introduction

This section outlines the safety requirements for works carried out in City controlled worksites. These requirements must be implemented as a minimum standard.

3.2 Emergency Response Planning Arrangements

The Contractor must develop an Emergency Management Plan for approval by the City Representative. This plan must be developed based on an understanding of the requirements for the awareness, notification and response to incidents and emergencies onsite.

3.3 Emergency Reporting Requirements

If the Incident is Life Threatening call 000 in the first instance!

Contractors must report all Emergency Incidents (Fire, First Aid and Major Fuel/Oil Spills) immediately to the City Representative.

3.4 Fire Safety

The Contractor is responsible for the implementation of all fire safety measures as detailed below. Queries on fire safety should be directed to the City Representative.

3.4.1 Fire Extinguishers, Hose Reels and other Fire Safety Equipment

The Contractor must ensure that:

- the required fire extinguishers and other site-based fire safety measures are in place in the construction area and are working as required;
- assembly points are maintained;
- all emergency vehicles have access to the works as required. In addition, the Contractor must provide parking for emergency vehicles where they are in control of the site;
- combustible debris, rubbish and waste material is removed from site at the end of each work shift; and
- the City Representative is promptly informed of any discharge of a fire extinguisher or use of other fire safety equipment and the reason for the discharge/use.

3.5 Noise (within City/residential area's)

All works that may exceed 85 dB(A) must be controlled by Noise Management Plan approved by the City Representative.

The Contractor must:

- develop and submit a Noise Management Plan to the City Representative for approval;
- comply with relevant environmental legislation and guidelines, specifically the Contractor must comply to manage noise, with the aim of minimising any potential community impacts associated with noisy works/activities or noise which could be deemed offensive under the regulations;
- monitor the noise generated by the works and ensure that the levels and nature of the noise do not interfere with normal operations.

3.6 Hazardous Substances & Fumes

The Contractor must ensure works which generate fumes do not impact workers or the public.

Works which can reasonably be expected to create fumes must not be undertaken without prior approval from the City Representative. All hazardous substances that the Contractor requires for the scope of works will require a copy of the Safety Data Sheet (SDS) to be forwarded to the City's WHS team for review and approval.

3.7 Dust and Vibration

The Contractor must:

- identify any activities which may create a nuisance or cause damage through by dust or vibration;
- provide adequate protection against dust emission and subsequent dust penetration from the work site into adjacent areas. As a minimum the Contractor must:
 - provide dust suppression measures/containment to meet requirements; and
 - always keep public areas free of dust and debris.

NOTE: These works must be approved by the City Representative.

3.8 Hot Work

Where it has been agreed at the Contractor Kick off meeting that the City is to be the Permit Issuer, the Contractor must ensure they notify the City Representative prior to carrying out any work activity involving grinding, welding, thermal or oxygen cutting, abrasive blasting or heating, and other related heat-producing or spark-producing operations which has the potential to impact workers, services, operations, infrastructure, environment or the public.

A Fire Watch will be implemented whenever Hot Work is being conducted regardless of the protection provided. A person competent in the operation of fire extinguishing equipment and conversant with the local area emergency procedures must observe the Hot Work area. The purpose of the Fire Watch is to detect and prevent the spread of any fire produced by the Hot Works.

For all hot works there must be a minimum of two suitable portable fire extinguishers, one fire blanket (and spark shields if working in public areas) at the site of the hot works (minimum of 5 metres away).

3.9 Working at Heights

The Contractor must ensure that all works conducted at height, (which has the potential to impact on workers, services, operations, infrastructure or the public), are planned and coordinated with the City Representative. The Contractor must notify the City Representative of any Working at Height activity and a site specific Emergency Response Rescue Plan shall be completed prior to conducting any works at height.

3.10 Scaffolding

The Contractor must provide scaffolding in accordance with the *AS/NZS 4576 Guidelines for Scaffolding* and the *AS/NZS 1576 Scaffolding series*.

- Scaffolding which are erected outside the confines of the designated works site must be secured to eliminate the risk of falling objects.

- Scaffolds must be designed by a suitable qualified person. Consideration should be given to floor loadings and public/staff interface (i.e., will public need to pass under the scaffolding?).
- Scaffolding must only be erected by trained and competent persons.
- Any scaffolding in the public domain must be covered to prevent falling objects and unauthorised access.
- Mobile scaffoldings must be erected by a competent person and only used when all brakes are applied. Where outriggers are required ensure, they are extended correctly. Never mix and match mobile scaffolding components.
- Ensure mobile scaffoldings are located on firm level ground with the feet or wheels properly supported. Where adjustable wheels are used, the slope of the surface should not exceed 5 degrees.
- Before moving or relocating a mobile scaffold, check that there are no materials on top of the scaffolding deck and use a spotter.

3.11 Falling Objects

The Contractor must manage risks to health and safety associated with an object from falling on a person, especially where the falling object is reasonably likely to impact workers, services, operations, infrastructure or the public.

When considering control measures to contain or catch falling objects, the Contractor must identify the types of objects that could fall, as well as the fall gradient and distance, to ensure that any protective structures or equipment can withstand the impact forces of the falling object.

3.12 Ladders

If a ladder is used, the Contractor must ensure the type of ladder is appropriate to the task. Ladders should not be used near a leading edge; a more suitable means of access should be identified.

Extension or single ladders should only be used as a means of access to or egress from a work area, not as a working platform.

'Domestic' or 'home-made' ladders are not permitted at any City worksite. All ladders must comply with the AS/NZS 1892 series, and users should follow the manufacturer's recommendations on safe use.

3.13 Asbestos

Asbestos poses a significant health risk if materials containing Asbestos are not correctly managed. When Asbestos-containing materials are damaged or left to deteriorate, Asbestos fibres can be released and become airborne.

The City's Asbestos register should be consulted prior to any works to a City facility, where asbestos could be disturbed.

Should materials suspected to contain Asbestos be discovered the Contractor must ensure:

- the works are stopped immediately;
- workers and Contractors leave the site;
- the area is secured - demarcation must be put in place to restrict access; and
- directly after securing the area, the incident is reported to the City Representative.



3.14 House Keeping

Site cleanliness is a matter of critical importance, and the Contractor must ensure that it always keeps its site clean and tidy. In addition, the Contractor must:

- maintain security of the worksite and all tools, equipment and materials;
- keep walkways clear of obstructions;
- maintain clear entry and exit routes at all times;
- clean up all areas affected by its ongoing work at least daily and regularly remove rubbish from the site;
- store all rubbish (including demolished material, sweepings, dust and all other debris) in securely covered bins;
- immediately clean up any public areas impacted by activities originating from the work site; and
- store liquids (waste and supply materials) in watertight containers.

4. High Risk Activities (HRA)

4.1 Confined Space Entry Permitting

4.1.1 Purpose

This Section outlines the management and control of all Confined Space Entry works conducted by Contractors (including third-party Contractors) in confined spaces owned and controlled by the City.

4.1.2 Scope

Confined Space Entry Activities in confined spaces owned and controlled by the City.

Contractors **MUST** notify the City Representative for all Confined Space Entry works in spaces owned and controlled by the City.

Contractors must:

- Complete the City Confined Space Entry permit along with the required Supporting Documentation before the planned works; and
- **NOT** enter a Confined Space until the Permit has been approved and signed by all parties.

4.1.3 Supporting Documentation

All Supporting Documentation must be submitted with the Confined Space Entry Request.

- Safe Work Method Statement and JHA;
- Confined Space Risk Assessment;
- Emergency Procedures and Rescue Plan (and list of equipment);
- Appropriate competency certificates of all personnel;
- A copy of the Confined Space Entry Log with the initial information and pre-entry atmospheric test results completed; and a
- Map showing location of the Confined Space.

4.1.4 Review of Supporting Documentation

The City Representative and WHS team are responsible for reviewing the Confined Space Entry Permit and Supporting Documentation to ensure the permit/documentation has adequately assessed the hazards and controls associated with work.

4.1.5 Site Inspection

When the City Representative is satisfied the Confined Space Entry Permit and Supporting Documentation is adequate, they must conduct a site inspection to ensure that the agreed controls in the Supporting Documentation have been implemented on site.

4.1.6 Issue Permit

Once the Supporting Documentation has been reviewed and the site inspection completed the City Representative must sign and issue the Confined Space Entry Permit to enable work to commence.

4.1.7 Monitoring

Spot Checks may be conducted to ensure the agreed conditions of the Confined Space Entry Permit are being implemented.

4.1.8 Completion of Work

On completion of the works the Contractor is required to notify the City Representative, who after inspecting the completed works, will close the Confined Space Entry Permit.

4.1.9 Permit Cancellation

Should a Non-Compliance occur with the agreed controls in the Confined Space Entry Permit and Supporting Documentation, the City Representative or WHS team may cancel the Permit. If this happens the Contractor must stop work immediately until further instruction from the City Representative.

4.2 Crane Operations Process

4.2.1 Purpose

This Section outlines the management and control of all Crane Operation works conducted by Contractors (including third-party Contractors).

4.2.2 Scope

Crane Operation Activities (includes lifting or boom type equipment such as vehicle loading cranes).

4.2.3 Supporting Documentation

All Supporting Documentation must be submitted with the HRA notification which may include:

- Safe Work Method Statement and Methodology;
- City Document HS-FRM-014 Lifting Operations/or Contractor equivalent;
- A Simple Lift Plan/Study or a Critical Lift Plan;
- Crane Load Charts;
- Crane certification;
- Lifting gear certification;

- Map showing location of the proposed Crane Operations;
- Crane Operation details;
- Obstacle lighting; and the
- Start and end date of the Crane Operations.

4.2.4 Review of Supporting Documentation

The City Representative is responsible for reviewing the Crane Operation HRA and Supporting Documentation to ensure it has adequately identified the hazards and controls associated within the scope of work.

4.2.5 Lift Plans/Study

A Lift Plan/Study must be completed for all Crane Operations which may impact Infrastructure, Services, Operations or Personnel.

4.2.6 Lifting Gear

Lifting gear should be checked before and after use and inspected regularly by a competent person to determine whether it is suitable to keep using. Checks should ensure:

- the lifting gear is tagged and relevant information listed e.g. relevant information for a chain; includes grade of chain, rated capacity, manufacturer, chain size and the relevant Australian Standard marking;
- lifting hooks are provided with operable safety latches unless a safety latch would increase the risk;
- lifting slings are not damaged e.g. excessive wear, damaged strands, cracks, deformation or severe corrosion; and
- the sling is suitable for the load being lifted including capacity and protection from sharp edges.

4.2.7 Lifting People (Personnel Cages/Work Boxes)

Personnel should only be lifted by plant designed specifically to lift people, for example elevating work platforms. If it is not reasonably practicable to use plant specifically designed to lift people.

Lifting people is deemed a complex lift and a Lift Plan should be completed if a Personnel Cage/Work Box is on site.

The use of Personnel Cages (work boxes) shall comply with regulatory minimum Standards.

4.2.8 Exclusion/Crash Zones and Falling Objects

Exclusion/Crash zones should be established around cranes and adjoining areas to stop people entering the area and risk being injured by the crane or falling objects. The size of the exclusion zone should be based on a risk assessment.

Where the exclusion zone crosses a public footpath or roadway that needs to be closed, people should be safely directed to an alternative marked route. Lane closures must form part of a Traffic Management Plan.

All, Exclusions zones must be in the form of hard barricading unless agreed otherwise with the City Representative.

Under **NO** circumstances should any body be positioned under a suspended load at any time.

4.2.9 Vehicle Loading Cranes

- The vehicle loading crane operator must always be able to see the load during the lift. If the load is out of the operator's view the lifting process must be directed by a licensed dogman or rigger.
- The vehicle loading crane should only be used with the load suspended vertically from the hook—the crane should not be used to drag the load over any surface.
- The boom should never be positioned directly above the operator control stations or above their head.
- Where possible the operator should not position themselves between the vehicles.

4.3 Demolition Process

4.3.1 Purpose

This section outlines the management and control of Demolition works conducted by Contractors (including third-party Contractors) on the City's estate.

4.3.2 Scope

The City has separated Demolition works into two categories:

- **Structural Demolition** - The demolition or dismantling of a structure or part of a structure that is load-bearing or otherwise related to the physical integrity of the structure; and
- **Non-Structural Demolition** - The demolition or dismantling of a structure or part of a structure that is not deemed load bearing or is hollow in construction.

4.3.3 Supporting Documentation

All Supporting Documentation must be submitted prior to works being undertaken.

4.3.4 Non-Structural Demolition

- Safe Work Method Statement for the works;
- Demolition Plan;
- Site Plan;
- Drawing illustrating what is to be demolished;
- Services Management Plan;
- Verification of identification of hidden services;
- Life Safety Systems Impairment Permit (if required);
- Hot Works Permit (if applicable);
- Verification of Asbestos / Asbestos Survey Report (if applicable); and
- Isolation of Energy (Isolation Permit if applicable).

4.3.5 Structural Demolition

- All Supporting Documentation as per Non-Structural Demolition above;
- Engineering Investigation /Structural Engineering Report and Sign Off; and
- Temporary Works Design and Engineering Sign Off (if applicable).

4.3.6 Review of Supporting Documentation

The City Representative is responsible for reviewing the Demolition Supporting Documentation to ensure the request has adequately assessed the hazards and controls associated with work.



4.3.7 Site Inspection

The City Representative must conduct a site inspection to ensure that the agreed controls in the Supporting Documentation have been implemented on site.

4.3.8 Monitoring

Spot Checks may be conducted to ensure the agreed conditions of the supporting documentation are being implemented.

4.3.9 Asbestos

Prior to undertaking any Demolition works, the Contractor must review the Asbestos Register.

Where the works involve the removal of Asbestos, the Contractor must ensure the sub-contractor removing the Asbestos has the appropriate licences (Class 'A' or Class 'B' Licence, depending on the type of Asbestos).

An Asbestos Removal Plan must be submitted to the City Representative for approval by the WHS Team.

4.3.10 Public Safety

- Safe public access must always be maintained during the Demolition works.
- Suitable control measures should be implemented to prevent objects falling on staff and members of the public who maybe in the vicinity of the works area.
- An exclusion zone should be erected to prevent unauthorized personnel from entering the work area.

4.4 Excavation

This section outlines the management and control of all Excavation works conducted by Contractors (including third-party Contractors) on City sites.

4.4.1 Scope

Excavation works where the existing ground is to be disturbed to a depth of 1500 mm or greater by manual or mechanical means (shovel or machine digging), and includes boring or driving any object into the ground.

4.4.2 Excavation Permit

Contractors **MUST** notify the City Representative for Excavations which may impact infrastructure, services, operations or personnel.

Contractors must:

- Complete the City Excavation permit along with the required Supporting Documentation before planned works; and
- **NOT** commence the Excavation until the Permit has been approved and signed by all parties.

4.4.3 Supporting Documentation

All Supporting Documentation must be submitted with the Excavation notification.

4.4.4 Excavation Supporting Documentation

- A Safe Work Method Statement and Methodology;
- Verification and identification of in ground services including As-Cons;
- Exclusion zone is erected around the proposed works;
- Service Locations Drawings;
- DBYD; and
- Temporary works required i.e. trench boxes.

4.4.5 Review of Supporting Documentation

The City Representative and contractor are responsible for reviewing the Excavation Permit and Supporting Documentation to ensure the permit/documentation has adequately assessed the hazards and controls associated with the work.

4.4.6 Site Inspection

When the City Representative is satisfied the Excavation Permit and Supporting Documentation is adequate, the City Representative must conduct a site inspection to ensure that the agreed controls in the Supporting Documentation have been implemented on site.

4.4.7 Issue Permit

Once the Supporting Documentation has been reviewed and the site inspection completed the City Representative must sign and issue the Excavation Permit to enable work to commence.

4.4.8 Monitoring

Spot Checks may be conducted to ensure the agreed conditions of the Excavation Permit are being implemented.

4.4.9 Completion of Work

After the work is completed the Contractor is required to notify the City Representative that the works are complete.

4.4.10 Permit Cancellation

Should a Non-Compliance occur with the agreed controls in the Excavation Permit and Supporting Documentation the City Representative or WHS team may cancel the Permit. If this happens the Contractor must stop work immediately until further instruction from the City Representative.

4.4.11 Environmental and Heritage Clearance

- The Contractor must ensure that Heritage Monitors are engaged during Excavation works in areas of remnant vegetation or areas formally registered by the State as heritage sites.
- Should archaeological material be disturbed during excavations, the Contractor must cease all Excavation works and contact the City Representative.
- A Clearing/Pruning Permit must be sought for any removal of vegetation, whether native or landscape trees / shrubs in developed areas.

4.5 Hot Works Permitting Process

4.5.1 Purpose

This section outlines the management and control of all Hot Works conducted by Contractors (including third-party Contractors) on City sites.

4.5.2 Scope

Hot Works involving grinding, welding, thermal or oxygen cutting, abrasive blasting or heating, and other related heat-producing or spark-producing operations which has the potential to impact infrastructure, services, operations or personnel, while they are on City sites.

4.5.3 Hot Works Permit

Contractors **MUST** notify the City Representative of all Hot Works which may impact infrastructure, services, operations or personnel.

Contractors must:

- Complete the City Hot Work permit along with the required Supporting Documentation before planned works; and
- Engage News & Events | DFES and Emergency management services » City of Greater Geraldton (cgg.wa.gov.au) . For information in relation to any total fire bans /or harvest and vehicle movement bans applicable.
- NOT commence the Hot Works until the Permit has been approved and signed by all parties.

4.5.4 Supporting Documentation

All Supporting Documentation must be submitted with the Hot Works Permit.

- Risk assessment for Hot Works undertaken;
- Confined Space Entry Permit (if Hot Works to be conducted within a Confined Space); and
- Rescue Plans (if Hot Works are to be conducted within a Confined Space).

4.5.5 Review of Supporting Documentation

The City Representative is responsible for reviewing the Hot Works Permit and Supporting Documentation to ensure the request has adequately assessed the hazards and controls associated with work.

4.5.6 Site Inspection

When the City Representative is satisfied the Hot Works Permit and Supporting Documentation is adequate, the City Representative must conduct a site inspection to ensure that the agreed controls in the Supporting Documentation have been implemented on site.

4.5.7 Issue Permit

Once the Supporting Documentation has been reviewed and the site inspection completed the City Representative must sign and issue the Hot Works Permit to enable work to commence.

4.5.8 Monitoring

Spot Checks may be conducted to ensure the agreed conditions of the Hot Works Permit are being implemented.

4.5.9 Completion of Work

After the work is completed the contractor is required to notify the City Representative that the works are complete.

4.5.10 Permit Cancellation

Should a non-compliance occur with the agreed controls in the Hot Works Permit and Supporting Documentation the City Representative or WHS team may cancel the Permit. If this happens the Applicant must stop work immediately until further instruction from the City Representative.

4.6 Working at Heights Process

4.6.1 Purpose

This section outlines the management and control of all Working at Heights activities conducted by Contractors (including third-party Contractors) on City sites.

4.6.2 Scope

Working at Heights is defined as work in any place where, if precautions were not taken, a person could fall and injure themselves.

Contractors **MUST** notify the City Representative of all Working at Heights activities which may impact infrastructure, services, operations or personnel.

If you:

- work above 2 metres;
- could fall from an edge, through an opening or fragile surface;
- could fall from ground level into an opening in a floor or hole in the ground; or
- work on a roof within 3 metres of an open edge.

Examples of Working at Heights include:

- using working platforms such as scaffolds, tower scaffolds, cherry pickers, scissor lifts and elevated work platforms;
- work on a roof, piece of plant or equipment; or
- using ladders or stepladders.

Working at Heights does not include:

- ascending or descending solely for gaining access.

4.6.3 Supporting Documentation

All Supporting Documentation must be submitted when Working at Heights is required. The type of documents required may include:

- Safe Work Method Statement and Methodology;
- Rescue plans;
- Exclusion zone plans; and
- Emergency and rescue equipment to be used.

4.6.4 Review of Supporting Documentation

The City Representative is responsible for reviewing the Supporting Documentation to ensure the request has adequately assessed the hazards and controls associated with work. Once the City Representative is content that the agreed controls are in place that approval to begin work can be permitted.

4.6.5 Monitoring

Spot Checks may be conducted to ensure the agreed conditions of the Working at Heights are being implemented.

4.6.6 Ladders

- Assess whether a ladder is the most suitable means of access, consider the length of the task and physical surroundings. Would a EWP or Mobile Scaffolding be more suitable?
- Ensure platform ladders are used as intended. A-Frame ladders must only be used for inspections and access/egress.
- Only industrial ladders are permitted for use, domestic ladders are prohibited.
- Do not use a ladder where there is a risk of fall over a leading edge, consider a more suitable means of access.
- Ensure the platform ladder is fully open and never over reach from any ladder.
- Straight ladders must be securely fastened top and bottom and the 1 in 4 rule must be enforced. Straight ladders must only be used for access/egress and not as a working platform
- Always be aware of your surroundings and general conditions.
- Ladders should be maintained in good order and not painted as damage or essential safety information may be obscured. The SWL of a ladder must be clearly visible.
- Ladders to be used for electrical installations should be non-conductive.

4.6.7 Elevated Working Platforms

- Operatives of Elevated Working Platforms (EWP) must be trained and competent.
- An exclusion zone must be established around the entirety of the works area. Under no circumstance should a member of the public be able to walk under a EWP.
- Inspect the works area before driving a EWP into it. EWP's should only be used on firm stable ground.
- Boom Lifts must not be slewed out beyond the work area which has been barricaded.
- EWP's must be lowered to an appropriate level before travelling with them.
- Safety Harnesses must always be worn by all occupants when in a Boom Lift. Only stand on the platform floor, never stand or sit on the railing.
- Do NOT exceed the manufacturer's load capacity limits.
- Ensure EWPs are maintained and operated in accordance with the manufacturer's instructions.
- Consideration should be given to the protection of ground surfaces (paving/tiles) when manoeuvring.

4.6.8 Out of Service Tags

An "OUT OF SERVICE TAG" is used to identify Plant and Equipment that has been taken out of service due to a fault or malfunction.

An Out of Service Tag will NOT be relied on to provide personal protection during work where Isolation is achievable.

An Out of Service Tag can be applied by any person where they identify a fault with an item of Plant or Equipment.

The Tag should be filled out correctly and legibly and placed on a prominent location on that item of Plant and Equipment, for example:

- mobile Plant and Equipment - the keys should be removed and an Out of Service Tag attached to both the key and the driver's side door handle or steering wheel. The key should be given to the relevant Supervisor;
- static Plant and Equipment - the keys (if applicable) should be removed and an Out of Service Tag attached to both the key and the start / operating console; and
- power tools - the power lead should be coiled up with the Out of Service Tag applied to the coil at the plug end.

NOTE: The key should be given to the relevant Supervisor.

4.7 Emergency Response Planning

4.7.1 Purpose

This section outlines the requirements for the awareness, notification, and response to incidents and emergencies at a City worksite.

This section outlines key criteria to:

- provide direction in the planning for preparedness, response and recovery from emergencies and events that occur on site; and
- enable effective incident management, irrespective of whether the incident occurs in the Contractor work area.

This section details the responsibilities placed on Contractors when responding to an emergency, including communication and information sharing, and the interdependencies which exist between the emergency arrangements for:

- Contractor;
- Sub-contractor/visitors/public;
- The City; and
- Incident Control (Emergency Services).

The information contained in this section is intended to complement the existing emergency and safety management systems adopted by the Contractor to ensure an appropriate awareness and response occurs in a complex high risk public environment.

4.7.2 Communicating Incidents

When the Contractor has an unplanned event that may require an emergency response, or additional support or awareness, the following communication protocols are to be adopted.

- All life-threatening incidents must be reported first to Emergency Services on 000.
- Any unplanned incidents or emergencies or any threat to the wellbeing of any person, must be reported to the City Representative.
- In the event of an emergency or evacuation Contractors are expected to follow the direction of the Police or Emergency Services Incident Controller.

- In an emergency response, Contractors are expected to facilitate access and egress for emergency responders and their vehicles to or through their site as a priority.

Once an awareness of the situation and appropriate response is initiated:

- Continue to follow your site emergency response procedures.
- Be prepared to receive or provide immediate access for police, emergency service vehicles or first responders either to go through or around your area of works.

5. APPENDIX

| Term | Acronym | Definition |
|---|---------------|---|
| Access | | The means to approach or enter a place via a staircase, ladder, lift, door or other safe means. |
| Asbestos | | Fibrous form of the mineral silicates belonging to the serpentine and amphibole groups of rock- forming minerals and includes: <ul style="list-style-type: none"> • actinolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos), chrysotile (white asbestos), tremolite; and • any mixture containing one or more of the above-mentioned minerals. |
| Asbestos Containing Material (ACM) | | Any material, object, product or debris containing asbestos. |
| Australian Standards | AS | Standards are documents setting out specifications, procedures and guidelines. They are designed to ensure products, services and systems are safe, reliable and consistent. |
| Australia / New Zealand Standards | AS/NZS | Australian Standards are not legal documents. However, when a government references a standard in legislation, it becomes mandatory. This is a decision made by elected governments, not Standards Australia. |
| Authorised Isolator | | A City worker or Contractor who is authorised to isolate. |
| Building or Structure | | Any erection, edifice, wall, chimney, fence, bridge, dam, reservoir, wharf, jetty, or ship or other floating structure, and includes any part of any of those things. |
| Confined Space | | An enclosed or partially enclosed space which — <ul style="list-style-type: none"> • is not intended or designed primarily as a workplace; • is at atmospheric pressure during occupancy; and • has restricted means for entry and exit, and which either – <ul style="list-style-type: none"> ○ has an atmosphere containing or likely to contain potentially harmful levels of contaminant; ○ has or is likely to have an unsafe oxygen level; or ○ is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or a contaminant. |



| Term | Acronym | Definition |
|--|---------|---|
| Construction Work | | <p>Means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.</p> <p>This includes:</p> <ul style="list-style-type: none"> (a) any installation or testing carried out in connection with an activity referred to Construction work; (b) the removal from the workplace of any product or waste resulting from demolition; (c) the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work; (d) the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure; (e) the installation, testing or maintenance of an essential service in relation to a structure; (f) any work connected with an excavation; (g) any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to in Construction work; and (h) an activity referred to in Construction work, that is carried out on, under or near water, including work on buoys and obstructions to navigation. |
| Construction Project | | A construction project is a project that involves construction work where 5 or more persons are, or are likely to be, working at the same time at a construction site. |
| Contractor | | Contractor contracted to undertake works on behalf of a Tenant and/or Lessee. |
| Contracted Person / Personnel | | A person or persons employed or engaged by a Contractor or Sub-Contractor. |
| Demolition | | An activity involving the demolition of all or part of a structure. |
| Energy Isolation Activity or Energy Isolation | | An activity on Plant and Equipment involving the isolation of hazardous energy. Hazardous energy includes electrical, hydraulic, pressure, gravitational, mechanical, potential, kinetic and thermal. |
| Excavation | | <p>Any activity that requires the existing ground to be disturbed to a depth of 15600 mm or greater by manual or mechanical means (shovel or machine digging), and includes boring or driving any object into the ground.</p> <p>The following is not considered to be Excavation for the purposes of this Procedure:</p> <ul style="list-style-type: none"> • vacuum extraction and hand digging using a shovel for service location; and • hand digging using shovels to depth of 100mm or less. |



| Term | Acronym | Definition |
|---------------------------------------|---------|--|
| Hazard | | Anything (e.g. condition, situation, practice, behaviour) that has the potential to cause harm, including injury, disease, death, environmental or property and equipment damage. |
| High Risk Activity | HRA | Activities deemed by the City to be high risk including: <ul style="list-style-type: none"> • Confined Space Entry; • Crane Operations; • Demolition; • Excavation; • Hot Work; and • Working at Heights. |
| High Risk Construction Work | | <p>(a) involves a risk of a person falling more than 2 metres; or</p> <p>(b) is carried out on a telecommunication tower; or</p> <p>(c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or</p> <p>(d) involves, or is likely to involve, the disturbance of asbestos; or</p> <p>(e) involves structural alterations or repairs that require temporary support to prevent collapse; or</p> <p>(f) is carried out in or near a confined space; or</p> <p>(g) is carried out in or near —</p> <ul style="list-style-type: none"> (i) a shaft or trench with an excavated depth greater than 1.5 metres; or (ii) a tunnel; or <p>(h) involves the use of explosives; or</p> <p>(i) is carried out on or near pressurised gas distribution mains or piping; or</p> <p>(j) is carried out on or near chemical, fuel or refrigerant lines; or</p> <p>(k) is carried out on or near energised electrical installations or services; or</p> <p>(l) is carried out in an area that may have a contaminated or flammable atmosphere; or</p> <p>(m) involves tilt-up or precast concrete; or</p> <p>(n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or</p> <p>(o) is carried out in an area at a workplace in which there is any movement of powered mobile plant; or</p> <p>(p) is carried out in an area in which there are artificial extremes of temperature; or</p> <p>(q) is carried out in or near water or other liquid that involves a risk of drowning; or</p> <p>(r) involves diving work.</p> |
| Permit/Approval | | A document authorising the Contractor/ City Personnel to undertake a High-Risk Activity. |
| Hot Work Activity or Hot Works | | Any work activity involving grinding, welding, thermal or oxygen cutting, abrasive blasting or heating, and other related heat-producing or spark-producing operations which has the potential to impact people, services, operations, infrastructure, the environment, or the public while they are at City sites. |



| Term | Acronym | Definition |
|--|-------------|--|
| Incident | | Any occurrence that has resulted in, or has the potential to result in (i.e. a near miss) adverse consequences to people, the environment, property, reputation or a combination of these. Significant deviations from standard operating procedures are also classed as an 'incident'. |
| Contractor Kick off Meeting | | A meeting, prior to works commencing, facilitated by the Line Manager or The City Representative, attended by the Contractor, and if required a WHS representative, to discuss WHS risks associated with the contracted works and to determine control processes for specific HRA's. |
| The City Representative | | The most senior Project Manager/Facilitator responsible for a capital works project or Third- Party Contractor works being undertaken for the City. This person may be either a City Worker or contract Project Manager/Project Facilitator. |
| Ongoing Contract | | A contract between the City and a Contractor for ongoing provision of goods, services or works. |
| Project Manager/Project Facilitator | | A person engaged by The City as a worker, Contractor or consultant to manage the delivery of Capital Works projects, or to facilitate Third Party Contractor works. |
| Risk | | The chance of something happening that will have an impact upon objectives of The City. It is measured in terms of Consequences and Likelihood. |
| Risk Assessment | | A systematic use of available information to determine how often specified events may occur and the magnitude of their consequences. |
| Safe Work Method Statement | SWMS | A Statement submitted by a Contractor and reviewed by the City that describes the methods that will be applied to complete work safely. |
| Spot Check | | A review of Contractor worker performance and compliance the results of which are reported to relevant the City Representative. |
| Sub-Contractor | | An organisation or person engaged by a Contractor to perform work on the Estate. |
| Total Fire Ban | TFB | A Total Fire Ban (TFB) is declared because of extreme weather conditions or when widespread fires are seriously stretching firefighting resources. A TFB is declared by DFES following consultation with local governments and is published on the DFES website. A TFB prohibits the lighting of any fires in the open air and any other activities that may start a fire, including all open-air fires, incinerators, welding, grinding, soldering or gas cutting. Contractors are responsible to review DFES website for notifications and requirements. |



| Term | Acronym | Definition |
|------------------------|------------|--|
| Work at Heights | WAH | Includes work being performed in a situation where there is potential for a person or an object, including equipment, material, tools and debris, to fall or be emitted sideways or upwards or otherwise hit persons during work from a scaffold, permanent work platform, through a ceiling or floor and the like. Examples are hosing material from elevated structures, opening drain valves that discharge at height, tools falling off a working platform, rock and soil falling into a trench and falling material deflected off the side of a building. |



6. Attachment 1: WHS Policy

City of Greater Geraldton

041 WORKPLACE HEALTH AND SAFETY

Corporate Compliance & Safety

OBJECTIVES

The City is committed to providing a healthy and safe workplace.

POLICY STATEMENT

The City demonstrates this ongoing commitment through its Work Health & Safety Management System (WHSMS) that is integrated across all City operations.

POLICY DETAILS

1. HEALTH AND SAFETY POLICY OBJECTIVES

The following principles inform City's health and safety policy objectives:

- 1.1. A safe and healthy place shall be provided to workers or others.
- 1.2. Our work practices must not compromise the health or safety of others present in our workplaces or when attending another workplace. Our work practices must not compromise the health and safety of any City workers or others present at any City workplace or when attending another workplace.
- 1.3. Health and safety considerations are included in organisational strategies, plans, procedures, processes, training material, and instructions.
- 1.4. Health and safety are both an individual and shared responsibility of all in the workplace.
- 1.5. Promote a positive and proactive culture of Health and Safety across all aspects of City operations and activities.
- 1.6. We make every effort, where reasonably practicable, to eliminate or control risks from hazards, including psychosocial hazards associated with the workplace and the work performed by workers.
- 1.7. The City has an integrated suite of policies, plans, procedures, and resources, to form a comprehensive Work Health and Safety Management System (WHSMS).
- 1.8. Communication and Consultation are central to working together for a safer workplace.

2. HEALTH AND SAFETY IMPLEMENTATION

The strategies to implement this policy include:

- 2.1. The implementation, maintenance, and review of the City's WHSMS across City operations.
- 2.2. The implementation of a risk management approach to managing health and safety to make every effort, where reasonably practicable, to eliminate or control risks from hazards, including psychosocial hazards associated with the workplace and the work performed by workers.

- 2.3. The establishment of measurable objectives and targets to facilitate continual improvement of health and safety in the workplace, with the aim of reducing work-related illness and injury.
- 2.4. The provision of appropriate health and safety training, and the dissemination of health and safety information to all City workers and others in the workplace.
- 2.5. Consulting with workers and others (as required) about decisions that may affect their health and safety.
- 2.6. The provision of adequate human and financial resources to ensure effective implementation of the WHSMS.
- 2.7. The documentation and communication of health and safety responsibilities for all workers.
- 2.8. The communication of this Policy throughout the City via public display, inductions, and training.

KEY TERM DEFINITION

City means City of Greater Geraldton.

Workplace means any place where a worker goes or is likely to be while work is carried out for a business or undertaking. This may include offices, factories, shops, construction sites, vehicles, ships, aircraft or other mobile structures on land or water such as offshore units and platforms (that are not already covered under the Commonwealth's offshore WHS laws).

Others means any person at a workplace including customers and visitors. (inclusive of council members).

Worker means any person who carries out work for the City, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

WHSMS means a Work Health and Safety Management System which includes but is not limited to a system of related documents (such as Policies, Processes, Procedures, Plans, Templates, Records and Registers etc.), which collectively ensure the ongoing safety management of the city.

ROLES AND RESPONSIBILITIES

CEO and Directors are responsible for providing and maintaining, as far as practicable, a working environment in which workers and stakeholders are not exposed to hazards.

Safety and Health Committee is comprised of elected workplace Health and Safety Representatives and nominated Management and employee representatives. Through consultation and co-operation, the committee is responsible for initiating, developing, and making recommendations to the Executive Management Team about Workplace Health and Safety policy and procedures, including the review and maintenance of these documents, to ensure the health and safety of workers and stakeholders at the workplace.

Health and Safety Representatives are responsible for assisting with workplace health and safety matters at the workplace. For which he or she was elected, as outlined in the Work Health and Safety Act 2020.

Managers and Supervisors are responsible for ensuring that workers and stakeholders are adhering to instruction on safe work practices and procedures and being aware of associated hazards of their work.

Workers are responsible for co-operating with the City's Work Health and Safety policy and procedures by taking reasonable care for their own safety and health, as well as other workers and visitors, and

must report accidents, potential hazards and near misses.

Others are responsible for following safety directions of the City when attending City workplaces and shall take reasonable care of their own and other persons safety and health.

WORKPLACE INFORMATION

Work Health & Safety Act 2020

Work Health & Safety (General) Regulations 2022

City of Greater Geraldton Safety Management Plan (D-20-085140)

City of Greater Geraldton Safety Management System Document Control Register (D-20-023529)

City of Greater Geraldton WHS Legal compliance register (D-21-029206)

POLICY ADMINISTRATION

| Directorate | | Officer | Review Cycle | Next Due |
|--------------------|--------------------|---|--------------|----------|
| Corporate Services | | Manager Corporate Compliance & Safety | Annual | 2024 |
| Version | Decision Reference | Synopsis | | |
| 5. | EMT1176 19/04/2023 | Policy Review – Redevelopment of WHS Policy to provide clear directions on objectives and their possible implementation | | |

7. DOCUMENT CONTROL

| Approval | Date | Position | Name |
|-----------------|------------|---|----------------|
| Edited By: | 16/01/2020 | Work Health and Safety Advisor | Matthew Young |
| Edited By: | 09/09/2021 | Work Health and Safety Coordinator | Mark Gray |
| Edited By: | 17/06/2022 | WHS Team | WHS Team |
| Edited By: | 21/10/2022 | WHS Team | WHS Team |
| Edited By: | 08/03/2023 | Acting Coordinator WHS | Leonie Wyndham |
| Document Owner: | 29/05/2020 | Manager Corporate Compliance and Safety | Brodie Pearce |
| Approved by: | 29/05/2020 | Work Health and Safety Coordinator | Mark Gray |

| Revision # | Date | Section(s) Changed | Brief Description of Change |
|------------|------------|---|---|
| 1.0 | 16/01/2020 | All | New Document |
| 2.0 | 9/09/2021 | Various | To align with the Safety procedures and Safety Management Plan. Addition of WHS Policy. |
| 3.0 | 17/06/2022 | Various | Align with change of legislation from OSH to WHS. |
| 4.0 | 21/10/2022 | Various | Minor punctuation changes |
| 5.0 | 08/03/2023 | Section 2.7 City Site Induction Section 2.8 Site Specific Induction and the Site Orientation (HS-FRM-083). | Section 2.7 Changed to reflect the introduction of the Contractor City Induction. Section 2.8 Changed to reflect the use of the Site Orientation (HS-FRM-083). |

