



Contractor Safety Management

WORK HEALTH & SAFETY GUIDELINES FOR CONTRACTORS

(To be read in conjunction with CoW Tender/Contract requirements)

1 INTRODUCTION

This document is complimentary to other documents relating to the tendering, acceptance, conduct and review of contracts. The guidelines contained herein are not intended to be a comprehensive outline of all the “Principals”, safety and health requirements, but should be used in conjunction with the West Australian Occupational Safety and Health Act 1984, and WA OSH Regulations, and subsidiary legislation that apply to all workplaces within the City of Wanneroo.

2 GENERAL INSTRUCTIONS

2.1 Legislation

Contractors shall have available for employee reference, and comply with the West Australian (WA) Occupational Health & Safety (OSH) Act 1984 and WA OSH Regulations.

2.2 (Main) Contractor Induction

Contractors are required to attend / complete a City of Wanneroo OSH Contractor Induction prior to starting work on any City of Wanneroo worksite. Currently this OS&H Induction is available by going to the City of Wanneroo web site at;
http://www.wanneroo.wa.gov.au/Council/Tenders_and_Contracts

2.3 Sub Contractor Induction

All sub contractors working for and on behalf of the main Contractor will be safety inducted by the main contractor prior to starting work on the worksite.

2.4 Induction of Visitors and Others to the worksite

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

Listing below are subjects that should be covered but is not limited to the following; -

- (a) Visitors and others will be registered into, and out of the workplace
- (b) Visitor will be accompanied at all times when on the worksite
- (c) Advised what to do in case of emergency /evacuation / assembly point/s
- (d) Advised of the location of first aid facility, and First Aid officers
- (e) Advised regards reporting of incident / injury whilst on the worksite
- (f) All worksite hazards that would be an immediate risk to worksite visitor/s

3. QUALIFICATIONS / LICENSES

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



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

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

4. PRINCIPALS / CONTRACT REPRESENTATIVE/S

4.1 The Contract Superintendent is that person as defined and specified in the City of Wanneroo contract agreement, or directed by the City.

4.2 The Principals Representative is that person, or persons, designated by the Contract Superintendent to engage with the Contractor for specific works, and or to oversee works performed by the contractor under the terms of the contract as and when required.

4.3 Generally speaking, the (Principals) Representative will be a supervisory member of Staff directing the Contractor to perform specific work/s under the terms of the contract agreement with the City.

4.4 The Contractor **must** contact the Principles Representative/s for the worksite/s so any know worksite risk can be discussed, controlled and or mitigated where ever possible, and to establish lines of communication so contractor/sub -contractor employees have a line of communication should unforeseen work health and safety issues arise.

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

- a) Successfully complete the online Contractor OS&H Induction; (print off certificate of completion) as proof of completion.
- b) Make themselves known to the Principals Representative/s (there may be more than one) prior to starting on any City worksite;
- c) Exchange contact details so instruction or advise can be receive and sent from the relevant Principals Representative/s, on worksite WHS issues

5. WORKPLACE RISK EXPOSURE

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

5.2 If the Contractor encounters a worksite hazard that is clearly a City OS&H issue i.e. Asbestos within a building, etc the contractor should;

- isolate the hazard
- report the hazard immediately to the Principles Representative and await instruction from this officer.



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5.3 Where the Contractor is concerned that a WHS issue is not being suitably addressed by the Principals Representative, the Contractor should directly raise this issue with the Contract Superintendent.

6. CONTRACTOR OSH COMPLIANCE

6.1 Equipment Deliveries

Contractors are to make all arrangements for delivery, off loading and storage of equipment etc., prior to its arrival on site with the Principals Representative wherever possible.

6.2 All delivery documents for equipment and services charged directly to the City of Wanneroo **must** be handed to the appropriate authorised person or nominated Principals Representative to confirm receipt of goods.

6.3 The Contractor **MUST NOT** allow deliveries of any goods or services to the worksite to interfere in any way with;

- normal Pedestrian movement of people on foot paths, pedestrian ways
- normal use, or movement in public space (as much as possible)
- normal Traffic movement of vehicles on roadway, laneways, or cycle ways

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

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

6.5 Non Compliance

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

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

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



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

6.8 During periods of work suspension referred to above (sect 6.7), the City shall not be required to make any payment whatsoever to the contractor or any sub-contractor.

6.9 If the contractor or sub contractor fails to rectify any breach of safety and health for which the work has been suspended, as outlined above, or if the contractor's performance has involved recurring breaches of health and safety, the City may terminate the work forthwith, without further obligation to the contractor.

6.10 In this event (sect 6.9), the City's liability shall be limited to payment for the work performed, and costs incurred by the Contractor up to the time of termination.

6.11 Disciplinary Action by Contractor

6.12 Any contractor, or sub contractor or their employee/s that refuse to comply with the Occupational Safety & Health requirements may be required to leave the premises or work site, and may be refused re-entry as directed by the Principals Representative.

7. GENERAL WORKPLACE SAFETY PRACTICES

7.1 All Contractors or sub contractor and their employees when working in/on a City of Wanneroo building for maintenance or other purposes **must** *Sign in as a Visitor* wherever this is possible. This is important to control the risk to building maintenance workers who are regularly inside or on buildings on a regular basis.

7.2 This process will assist the City's Emergency Wardens should an emergency arise where all employees may need to be evacuated from; in, on or around the building or worksite.

7.3 Emergency Evacuation Procedure*

Contractor/s, Sub Contractors and their employees should use the CoW Building Emergency Control Organization Procedures where they are employed to conduct maintenance work within or around CoW buildings and or facilities.

The basic emergency evacuation procedure process is;

1. **Stop what you're doing**
2. **Evacuate to nearest Exit, and Assembly Point**
3. **Wait for further instructions**

7.4 In all other areas or worksites the Contractor/s, and or sub contractor/s employees should:

- Follow CoW Building Emergency Evacuation Plan (as above)



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- Implement a Worksite Emergency Evacuation Plan designate Emergency Assembly Area/s;
- Know contact details of Site Supervisor / Principals Representative, Emergency services;
- Practice good housekeeping, safe storage and use of Dangerous Goods & Hazardous substances;
- Ensure the safety of people, and alert the emergency services, attempt fire control **only “if safe to do so”**;
- Report all CoW building fires, and extinguisher use to Principals Representative so that he/she can arrange service or replacement, and reporting;
- **All fires and or fire damage must be reported** to the Principals Representative but in any event as soon as is possible after the event where a fire or fire damage is sustained on any CoW worksite.

7.5 Traffic Management

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

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

7.7 Isolation Process

In every case where there is any risk to any employee/s, the apparatus, and all associated mechanical and or electrical drives or energy sources **must** be isolated, de-energized, or segregated from the workforce in accordance with the relevant legislation, codes and or ISOLATION PROCESS.

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

7.9 Vehicles

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

7.10 The Contractor, and or any sub contractor when on CoW worksites will comply with the following;

- Employee vehicles are to be limited to **ONLY NECESSARY ON WORKSITE**
- Contractor and employees private vehicles park in designated areas off site.
- Speed limits on the City’s premises and lands are to be observed.
- No vehicles are permitted in “Out of Bounds” area, identified by the Principals Representative, and country to Council Verge sign posting.



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7.11 Contractors' Tools and Equipment

Contractors will provide the equipment necessary for the performance of the contract work. All tools and machinery will be maintained in good working order in accordance with the OSH legislation and Regulations and City of Wanneroo requirements.

7.12 Hot Work

All work requiring the risk of naked flame or like processes should not commence until Safe Work Practices are implemented that should include but are not limited to the following;

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

7.13 Welding and Cutting

The contractor shall ensure that all work requiring the use of welding, gas cutting, and grinding or naked flames is done in accordance with OS&H legislation, Contractor safety procedures, as Sect 7.13 above and applicable CoW safe work processes.

7.14 All of the rules covering permit, fire watch personnel, and flammable material, screening and protective equipment must be complied with by the Contractor and in accordance with the relevant OS&H legislation, FESA directions, and or procedural processes.

7.15 Worksite Barriers, and Safety Signage

The contractor will comply with the OS&H legislation and AS 1319 Safety Signs for the Occupational Environment should include but are not limited to the following when working on all CoW worksites;

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

7.16 The contractor/s **must** use such safety signage or barriers to warn of hazards and regulate, control, demarcated, isolate or exclude all people form worksite/s that pose a risk of injury or danger to employees and others who may be exposed to risk in, on or passing by that workplace or site.



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

7.18 Where site works require overhead protection these devices will be erect in accordance with the relevant Occupational Safety & Health legislation, and associated legislative requirements.

7.19 Excavations Work

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

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

7.21 Operating CoW Equipment

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

7.22 All machinery and/or mobile equipment that are subject to license or certificates of competency **must not be operated** on site unless operator/s are **appropriately certificated** or license to operate such mobile plant or machinery.

7.23 Machinery, plant and vehicles **must be stationary**, and SWITCHED OFF AT ALL TIMES before greasing, refueling or cleaning is carried out on any mobile plant.

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

7.25 Competency of Operators

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

7.26 Plant and Machinery Risk

All powered mobile plant operated by a seated driver shall be equipped with a **working reversing alarm**.

7.27 If work is to be carried out on any plant or machinery, locks and/or appropriate tags shall be used to **isolate such plant machinery prior to work being started**.

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

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



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7.30 Worksite Housekeeping

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

7.31 Working from Height

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

7.32 Where this occurs and the height is more than 2 meters above or below ground level, a **risk assessment must be conducted to assess the risk of falling**. Notwithstanding this process every control measure **must** be put in place to **eliminate** any employee/s **falling from heights**.

7.33 Elevated Work Platforms (EWP)

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

7.34 Scaffolding

All scaffolds erected in the course of the work for the City of Wanneroo will be constructed and assembled in accordance to Australian Standards and used in a way that does not contravene the OS&H Regulations, Division 7 –Scaffolding, gantries, hoardings and barricades and framework, and maintained in good order and condition, and inspected for integrity at reasonable intervals.

7.35 Personnel Protective Equipment (PPE)

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

The following PPE is an example of what may be required, but is not limited to the following;

- Safety Helmets
- Eye Protection
- Hearing Protection
- Protective Clothing
- Hi-Vis Vests or clothing (yellow, with retro reflective tapes)
- Safety Footwear
- UV Protection (slip, slop, slap, shade, slide)

7.36 Employees must be suitably attired and dressed for the job, personnel protective equipment and clothing shall be worn and the Principals Representative may direct further PPE be worn as required, or where a risk assessment dictates further PPE is required to complete a task in a safe manner.

7.37 Traffic Management

The Contractor will meet all requirements as provided in the MRWA Code of practice“, AS General Field Guide - Traffic Management for Roadwork’s” and requirements as per



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AS1742.2 & 3 & AS 3902, and the respective OSH Act and Regulations in regard to work on or adjacent to public road or pedestrian ways.

7.38 First Aid

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

NB: All serious injuries **MUST** be reported to the Principals Representative as soon as possible after the event.

7.39 Gas Cylinders

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

7. 40 Smoking

The Contractor/s, Sub Contractor and employees will comply with the WA Health Act, WA OSH Regulations Sub –Division 2 – Protection from Tobacco Smoke and all CoW protocols in regard to Smoking in the workplace. Smoking is only permitted in open areas, where “Second Hand Smoke” (SHS) will not affect;

- Any employees who are Non Smokers
- Any Visitors to the worksite
- Any members of the general public on or passing by the worksite

Smoking is Prohibited in, on or at;

- All City of Wanneroo buildings or assets,
- Within ten (10) metres of all access/egress points to buildings
- Major/minor thoroughfares and pathways
- Substantially enclosed courtyards or areas
- All City of Wanneroo vehicles
- All “No Smoking Areas” in the City of Wanneroo

7.41 Hazardous Substances and Chemicals

The Contractor will comply with the WA OSH Regulations Part 5 Division 2 – Hazardous substances general. The contractor **must not** handle or dispose of Asbestos Containing Materials (ACM) unless they are suitable qualified, and licensed to handle this Hazardous Substance.

7.42 The Contractor **must** contact CoW Maintenance Section regarding any Hazardous Substances found i.e. Asbestos Containing Materials (ACM) in, on or at any CoW building or worksite where the Contractor is working for the Principle. The **Principle and Contractor must arrange for handling and disposal action** keeping the risk exposure as low as reasonably practicable. The CoW Dealing with ACM in the Workplace procedure available through the Principals Representative.

7.43 Material Safety Data Sheet (MSDS) **must** be kept on the worksite for all chemicals used on the worksite; all MSDS will be within the 5-year currency requirement for MSDS documents.



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

7.45 Practical Jokes / Horseplay on Worksite

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

7.46 Fitness for Work*

The Contractor, Sub Contractors, employees, visitors and other people **must** comply with the WA OSH Act Section 19 (1) and the City of Wanneroo Fit for Work Policy available through their Principals Representative.

7.47 The Contractor, Sub Contractor, employees, visitors and other people will not be permitted to enter any CoW worksite with any intoxicating liquor, or illicit drugs of any kind, at any time.

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

7.49 The Contractor will apply administrative actions to deal with the employee/s, visitor/s or other person/s so they do not enter the CoW worksite until the Contractor is satisfied that the employee, visitor, or other person is in a fit state for work and will not endanger other employees in the course of their work.

7.50 Confined Space Entry

The Contractor, and any Sub contractor/s and their employees **must** comply with the WA OS&H Regulations Division 8 Work in Confined Spaces and AS/NZS 2865: 2001 Safe working in Confined Space

7.51 Before entry to a confined space is permitted the contractor should confer with the Principals Representative to ensure all appropriate isolation procedures or other safety arrangements have been applied or are carried out as required at the worksite. The contractor **must** ensure that all external hazards have been eliminated or controlled prior to any person entering a confined space at the worksite.

7.52 Sharps *

The Contractor, Sub contractor and their employees will comply with the CoW Safe Handling, Collection and Disposal of Sharps on all worksites. A copy of the CoW Sharps Procedure can be obtained through the Principals Representative.

7.53 Sharps can be placed in approved containers found at the Ashby Operations Centre and the Badgerup Waste Recycling Centre, or disposed of through the Contractors internal processes.

7.54 Chainsaws

Chainsaws shall comply with AS 2727 guide to safe working practices and **must** only be used by employees who are suitably qualified and have passed an approved training course to national certification standard.



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7.55 Bitumen Sealing Work

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

7.56 Electrical Hazards

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

7.57 All electrical circuits and equipment **must** be made safe by isolation and or tag out, lock out process that isolates electrical energy before any work commences, ref Sect 7.7 this guide.

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

7.59 Overhead Power lines

The clearances detailed below are extracted from the Code of Practice for Personnel Electrical Safety for Vegetation Control Work near live Power lines and will be maintained at all times by contractor/s, and Sub contractors and their employees.

CLEARANCES FOR TRAINED PERSONNEL AND VEGETATION CLEAR OF CONDUCTORS

| Low Voltage Conductors Distances (m) | | | | |
|--------------------------------------|-------------------------|----------------------------------|--------------------------|----------------------------------|
| Voltage & Type of Cable | Insulated EWP | Body/Tool or Extension Clearance | Annulated EWP & Climbers | Body/Tool or Extension Clearance |
| Insulated Service Cable | Physical Clearance only | | Physical Clearance only | |
| Bare Low Voltage | 0.3m | 0.3m | 0.6m | 0.3m |

| High Voltage Conductors Limit of Approach and Vegetation Clearance Distances (m) | | | | | | |
|---|-------------------------------|----------|-----------------------|--|----------|----------------------|
| Voltage and type of cable | Work from Insulated EWP | | | Work from an uninsulated EWP or by a climber | | |
| | Limit of Approach | | Vegetation Clearance | Limit of Approach | | Vegetation Clearance |
| | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 | Column 6 |
| 1,000 up to 33,000 volts | 2.0 | 1.0 | 1.0 | 2.0 | 2.0 | 2.0 |
| Over 33,000 Up to 132,000 volts | 3.0 | 3.0 | 3.0 | 6.0 | 3.0 | 3.0 |
| Over 132,000 volts | Contact the owner of the line | | | Contact the owner of the line | | |
| Insulated Cables | 0.6 | 0.6 | No Clearance required | 0.6 | 0.6 | Physical Clearance |

Abstract from Code of Practice issued by Energy Safety WA, April 2002



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8. HAZARD, INCIDENT REPORTING AND INVESTIGATION

8.1 Worksite Hazard Reporting (Contractor)

(Hazard Definition: is a source of potential harm, a *situation* with the potential to cause loss, harm or injury)

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

8.3 This Duty is owed to the Principle by the Contractor and the Contractor to the Principle and **must** be exercised where required by both parties as soon as practicable prior to or as soon as practicable after commencement of work.

8.4 Worksite hazard reporting is a proactive legislative requirement that effectively reduces worksite hazards and thereby reduces the overall risks exposure to human injury and or equipment damage to the Contractor/s and the Principle.

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

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

8.7 Worksite Hazard Reporting (Principle)

(Incident Definition: an unplanned, unwanted or undesirable event that usually causes injury or harm to a person/s, property, plant or the environment)

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

8.9 Incident Reporting (Contractor)

The Contractor will comply with WA OSH Act Sect 19 Duties of the Employer, and Sect 20 Duties of Employees, in the reporting of workplace situations that are believed to constitute a hazard or cause injury or harm in connection with the work carried out on the worksite for the Principle.

8.10 The Contractor will report All Workplace Incidents to the Principals Representative as soon as practicable after the event. Further the Contractor will furnish to the Principals Representative a written Incident Report using the Contractors Incident Report Form as soon as practicable after the event.

8.11 Incident Investigation (Contractor)

a) Minor Incidents

Incidents that **Do Not Impact on the workplace** in the following manner should be reported to the Contractor by their employees but may not require further investigation, the following is required but is not limited to the following;



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- Minor first Aid Injuries;
- Incidents that are minor in nature and present low to negligible risk exposure.

b) Serious Incidents

Incidents that **Do Impact on the workplace** in every other manner, **must** be reported and investigated by the Contractor and reported in writing to the Principals Representative. The following **must** be furnished by the contractor but is not limited to the following;

- Events that cause serious injury/damage but are not reportable to WorkSafe WA;
- Incidents that have a Medium to High impact to employee/s and site risk exposure
- Any further information requested by the Principle.

c) Notifiable Incidents

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

This notification **must** be followed by a written report to the Principals Representative using; Schedule 2 Forms relating to general provisions, Form 1 – Notification of Injury, and or Form 2- Notification of Disease contained in the WA OSH Regulations.

The OSH Act Sect 23I refers to the WA OSH Regulations Sect 2.4 Notification of certain injuries, these notifiable injuries are as follows;

- a) A fracture of the skull, spine or pelvis
- b) A fracture of any bone – (in the arm, other than in the wrist or hand in the leg, other than a bone in the ankle or foot
- c) An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint
- d) Any injury that prevents the employee from working 10 days or more from the date of the injury occurring.

The OSH Act Sect 23I refers to the WA OSH Regulations Sect 2.5 Notification of certain diseases, these notifiable diseases are as follows;

Infectious Diseases: Tuberculosis, viral hepatitis, legionnaire's disease, and HIV

Occupational Zoonoses: Q fever, Anthrax, Leptospiroses, Brucellosis

9. CONSTRUCTION WORK BY CONTRACTORS / SUB –CONTRACTORS

9.1 Notwithstanding the requirements of the Contractor to apply workplace "Duty of Care", as detailed in previous sections of this document the following will apply in regards to work carried out at the worksite for the Principle.



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9.2 Contractors and Sub-contractors will comply with the WA OSH Regulations Part 3, Division 12 and the National Standard for Construction Work [NOHSC: 1016 (2005)].

9.3 The National Code will be followed in all aspect pertaining to Sect 4 Meaning of Construction work performed by the Contractor for the Principle, and at all times in relation to and any subsidiary notes to this section as amended.

10. CONTRACTOR/S OS&H RESPONSIBILITY to COUNCIL

10.1 The Contractor and any Sub Contractors and their employees working for the Principle **must** at all times, where there is a question of workplace safety and health;

- Comply with the WA OSH Act, Regulations and all associated OSH Codes of Practice, Guidance Notes, Australian Standards and any other relevant guidance so that the work being conducted by the Contractor/Sub contractor will be; **“as safe as is reasonably practicable” to control any risk factors present.**
- Always **confer with the Principals Representative** to reduce any confusion in relation to applying best safety practice on City of Wanneroo worksite.

11. RESERVED

Notes: