

# WHS INFORMATION for PROSPECTIVE RFQ/RFT RESPONDANTS

The content in this Work Health and Safety Information Sheet is for information only and refers to the West Australian Work Health and Safety Act and Regulations and associated Codes, Australian Standards, or Guidance notes. The information contained in this reference document is designed to assist prospective organisations considering tendering for works or supply of goods and/or services to the City of Wanneroo.

**N.B Tenderers are required to supply evidence relating to their WHS Management System; processes, procedures, and actions**

	Topic	Expectations
<b>1</b>	<b>GENERAL INFORMATION</b>	
	Does your company have a management system certified by a recognised independent authority for Occupational Safety & Health, e.g. ISO45001?	ISO 45001 certification is an external, auditable recognition of operational best practice and compliance. Certification is not a regulatory requirement but demonstrates to the City, the organisation is systematically controlling WHS risks/hazards or other operational risks to all persons impacted by the organisation's activities, products or services.
<b>2</b>	<b>COMMITMENT &amp; POLICIES</b>	
	Provide a copy of your WHS policies.	A WHS Policy is a statement by the organisation of its commitment, intentions and principles in relation to Work Health and Safety, it provides a: commitment, framework for action and setting occupational safety and health values, responsibilities, standards, and objectives.
<b>3</b>	<b>PLANS, COMMUNICATIONS, ACCOUNTABILITIES and PERFORMANCE STANDARDS</b>	
	<p><b>WHS MANAGEMENT PLANS / SYSTEMS</b> Provide a copy of a WHS Management Plan/ or WHS Site Specific Plan / Template applicable to your organisation and the Contractor's obligations outlined in this RFT/RFQ. The plan shall include:</p> <ul style="list-style-type: none"> <li>- Objectives, targets and performance standards;</li> <li>- How WHS performance will be reported to the City;</li> <li>- How communication and consultation is managed;</li> <li>- Responsibilities and accountabilities and how they are assigned;</li> <li>- How WHS induction training is completed</li> </ul>	<p>Strategic and operational, work health and safety management plans / systems (WHSMP), helps an organisation to continually improve their health and safety performance. It provides an explanation of WHS arrangements in the workplace. A WSHMP can also include a site specific management plan when required. Site specific plans in accordance with WHS Legislation require at a minimum;</p> <ul style="list-style-type: none"> <li>- the training provided for staff</li> <li>- assessment of Competencies / licences to complete works e.g.; High Risk tickets</li> <li>- Maintaining of training registers</li> <li>- communication of OSH on site, (including responsibilities).</li> </ul> <p><b><u>N.B:</u></b> All training should be noted in organisational training Register or Matrix supplied.</p>

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<p><b>SUB-CONTRACTOR MANAGEMENT</b></p> <p>Provide a copy of your Sub - Contractor Management Process</p>	<p>A sub-contractor is any external party that the principal contractor may engage, to carry out work on their behalf. The Contractor is still responsible for any sub-contractor while carrying out work for the City, as per WHS Legislation. The Contractor is required to ensure that all sub-contractors meet the Contractor's processes and legislative requirements, to enable them to work safety while carrying out work for the City.</p>
<p><b>PLANT / EQUIPMENT</b></p> <p>Provide copies of high risk licences/certificates of currency for employees working on site for any fixed or mobile plant.</p> <p>Provide copies of plant and equipment inspections procedures and registers.</p>	<p>Plant and Equipment is a generic term for machinery, tools and appliances. It can include things as diverse as; forklifts, scaffold, tractors, mowers, quad bikes, front end loaders, electric drills and other powered tools, to cranes and hand trolleys.</p> <p><b>N.B:</b> All training should be noted in an organisational training Register or Matrix supplied.</p> <p><b>N.B:</b> Certificate of Currency does not refer to insurance documentation. These should be the currency of training, licences and certificates for staff undertaking the tasks.</p>
<p><b>PUBLIC ACCESS / MANAGEMENT and / or TRAFFIC MANAGEMENT</b></p> <p>Provide procedures / controls for the protection of the public from any work activities.</p> <p>Provide certification of Traffic Management Accreditation or the use of certified Traffic Management contractors and/or Traffic Management Plans.</p>	<p>It is a mandatory requirement that where; all worksite activities undertaken inclusive of vehicles plant and or pedestrians could be at risk of interacting with the work, that <u>systems MUST be designed, planned, implemented and controlled</u> so vehicles and pedestrians can move safely around the work area.</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>- Work involving road closures.</li> <li>- Unloading / loading goods &amp; or equipment i.e. mobile plant, goods, equipment in on, near a City worksite</li> <li>- Excavations near, on or around pedestrian walkways, or public open spaces</li> <li>- Tree lopping / pruning near on or at public open spaces, interfering with vehicle movement on public roads</li> <li>- Lawnmowers operating around public open spaces, verges, or pedestrian walkways, other areas where the general public may be affected</li> </ul>
<p><b>ERGONOMICS / MANUAL TASK</b></p> <p>Provide a copy of Manual Task procedure and/or outline of Manual Task Training.</p>	<p>Manual tasks refers to any activity or sequence of activities, that requires a person to use their physical body to perform work including, manual handling (the use of force in lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining any person, animal or thing) including;</p> <ul style="list-style-type: none"> <li>• performing repetitive actions;</li> <li>• adopting awkward or sustained postures; and</li> <li>• using plant, tools or equipment that exposes workers to vibration</li> </ul> <p><b>N.B:</b> All training should be noted in organisational training Register or Matrix supplied.</p>

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<p><b>Noise / Vibration / Dust &amp; Atmospheric Contaminants</b></p> <p>Provide a copy of your Noise / Vibration / Dust &amp; Atmospheric Contaminants or Hygiene / Surveillance monitoring procedures and/or plans (where applicable) or a suitable Environmental Plan covering the above hazards.</p>	<p>Contractors have multiple state and national obligations to manage the risks associated with works that may develop or generate; noise, vibration, dust and atmospheric contaminants.</p> <p><u>Noise</u> - Noise levels that may be preceded as being excessively loud or for a long duration may exceed the allowable levels that may impact on employees and members of the public's health, or may result in a noise complaint to the City.</p> <p><u>Vibration</u> - rapid and consistent movement from equipment that may impact on a contractor's employees while undertaking work e.g. jack hammer, Wacker packer, concrete drilling.</p> <p><u>Dust &amp; Atmospheric Contaminants</u> - particles within the air that can be inhaled and result in respiratory conditions or effects e.g. :dust, gases, vapours, smoke and fumes, Fibre glass , roofing batts , cutting of rock materials, construction by sand , mud soil, ash, chemical exposure , fire flames or smoke incinerator) Carbon dioxide -vehicles Paint &amp; varnish, potting mix, Rubbish /garbage/ contaminated sites.</p> <p><b>N.B:</b> All training should be noted in organisational training Register or Matrix supplied.</p>
<p><b>Biological Hazards (Infectious Disease Risk)</b></p> <p>Provide a copy of your Biological Hazard process / plan relevant to the work being undertaken.</p>	<p>A biological hazard is an organism(s) or organic matter that is harmful to human health. Biological hazards may include; pathogens, (a bacterium, virus, or other microorganism that can cause human disease, insects, plants, birds, animals, and humans. In the workplace, biological health hazards are most commonly found;</p> <ul style="list-style-type: none"> <li>- Where there has been or is an accumulation of animal or human waste</li> <li>- Present in some trades activities i.e. Plumbing/sewerage or drainage work</li> <li>- The presence of rodents, insects and birds</li> <li>- During demolition and remodelling of old structures and buildings where there is likely the presence of mould, bacteria in air-conditioning apparatus.</li> <li>- During clearing operations and the removal of plants, trees and other foliage, landscaping.</li> <li>- When working in health care facilities for the aged or child care.</li> <li>- Biological hazards may include bacteria, viruses associated, in organic or livestock process work</li> </ul>

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<p><b>Chemicals and Hazardous Substances (including Asbestos)</b></p> <p>Provide Hazardous Substance procedure (including asbestos if applicable), and appropriate licences and competencies identified with these hazards; for example, hazardous substance asbestos removal licence.</p> <p>Provide your Hazardous Substances Register relevant to the work being undertaken.</p> <p>Provide your Spill Management procedures (if applicable).</p>	<p>Hazardous chemicals substances may be in the form of a liquid, solid or gas. Hazardous substances may have harmful effects on people, either directly through toxic effects, (poisons) or indirectly through causing a fire or hazardous reaction. <b>ASBESTOS</b> has been used in WA for many years in different building products. So a lot of construction / demolition works on older sites may be have a risk of exposure to asbestos, and workers can be exposed to liquid, gas or solid. I.e. fibres from building materials, vinyl asbestos tiles ('fibro'), fences, roofing.</p> <p><b>N.B:</b> All training should be noted in organisational training Register or Matrix supplied.</p>
<p><b>Confined Spaces</b></p> <p>Provide a copy of your Confined Space procedure.</p>	<p>A Confined Space is; an enclosed or partially enclosed space, that pose dangers because they are usually not designed to be areas where people would normally work. The hazards are not always obvious and may change from one entry into the confined space to the next, examples are: trenches, sewers, contaminated sites, containment tanks. Other risks with confined space work can include risks when entering, working in, on or near a confined space, as well as the risk of inadvertent entry by the public.</p> <p><b>N.B:</b> All training should be noted in organisational training Register or Matrix supplied.</p>
<p><b>Working in Isolation</b></p> <p>Provide a copy of your Working in Isolation procedures (where relevant).</p>	<p>If a contractor's employee is or likely to be isolated or (alone) from other persons because of the time, location or nature of the work and they have specific regulatory requirements to maintain a safe working environment.</p> <p>Communication systems and emergency response processes should be addressed.</p> <p><b>N.B:</b> All training should be noted in organisational training Register or Matrix supplied.</p>
<p><b>Work at Heights</b></p> <p>Provide a copy of your Working at Heights procedures</p> <p>Provide a copy of training / competency for all personnel who will be Working at Heights.</p>	<p>Work at Height is work in any place, including a place at, <b><u>above or below ground level, where a person could be injured if they fell from that place.</u></b> Access and egress from plant /equipment to a place of work can also be work at height. Loading and unloading work, including positioning loads, securing freight, and minor maintenance work may also be included. This also applies when there will be the potential for load transferring works be carried out around an excavation.</p> <p><b>N.B:</b> All Working from Heights training should be noted in organisational training Register or Matrix.</p>

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<p><b>Emergency Response</b></p> <p>Provide a copy or an example of your Site Emergency Management Response Plan or a procedure of how emergency arrangements are agreed upon on site.</p>	<p>Emergencies can happen at any time, in any type of workplace, such as; a fire /explosion, chemical spills, an armed hold-up, a chemical spill in a workshop or on site or a bomb threat. Potential emergencies on a worksite must be identified and emergency procedures documented for preventing any associated illness and injury. These may be examples like emergency procedures / plans, first aid facilities/ training, responsible person on site.</p> <p><b>N.B:</b> All training should be noted in organisational training Register or Matrix supplied.</p>
<p><b>Personal Protective Equipment</b></p> <p>Provide a copy of your PPE Management procedure.</p>	<p>Personal protective equipment (PPE) is anything used or worn by a person to minimise risk to the person's health or safety and includes a wide range of clothing and safety equipment, e.g. PPE includes boots, face masks, hard hats, ear plugs, respirators, gloves, safety harnesses, high visibility clothing etc.</p>
<p><b>Electrical Safety</b></p> <p>Provide copy of Electrical Workers Licence or EWL number and/or copy of current Electrical Contractor Licence.</p> <p>Provide copy of Electrical Management Procedure.</p> <p>Provide your process for testing and tagging of electrical equipment.</p>	<p>Electrical work means: connecting an electricity supply, wiring to, or disconnecting an electricity supply, electrical equipment installation, testing, replacing, repairing, altering or maintaining of any electrical equipment.</p> <p>The contractor doing any of the work above under WA legislation must be suitably qualified when engaged to inspect the condition of any service which may result in the disruption of a power supply;</p> <p>A business must take all reasonable steps to ensure that electrical work that is required to be undertaken by a licensed or registered electrical worker is undertaken by a worker that meets the relevant licensing or registration requirements and includes the carrying out of Electrical installations on construction and demolition sites.</p> <p>All portable plug-in electrical equipment and residual current devices (RCDs) at the workplace are safe and appropriately inspected, tested and maintained by a competent person.</p>
<p><b>High Voltage Electrical Work</b></p> <p>Provide your procedure on how work is conducted on or near high voltages. This procedure shall outline Safe Approach Distances of given voltages.</p>	<p>The term High Voltage Electrical Work means electrical energy at voltages high enough to inflict serious harm or death. Examples are equipment e.g., transformers, power boards and conductors, and power lines (above &amp; below ground) that carry high voltage.</p> <p>It is unlawful for a person or equipment to be permitted to work within three metres of <u>above or below ground power</u> without proper certification or training. Contractors require specific training and permissions, from the network provider Western Power to do any work. As well the contractor must acquire special permission from Energy Safety (a division of the Department of Commerce), as the state's energy industry technical and safety regulator, which has developed guidelines with the network operators, Western Power in Western Australia. The guidelines for the safe management of high voltage electrical installations are issued under Section 33AA of the Electricity Act 1945 (WA), by the Director of Energy Safety and endorsed by WorkSafe.</p>

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<p><b>Isolation and Tag-out of Plant / Equipment</b></p> <p>Provide a copy of Isolation and Tag-out Procedure.</p>	<p>Before any plant is inspected, repaired, maintained or cleaned it must, where practicable, be shut down and its energy sources locked out and tagged as part of an isolation procedure to ensure the safety of those doing the work. Isolation effectiveness must be tested.</p> <p>Plant is a general name for machinery, tools, appliances and equipment.</p>
<p><b>Workplace Facilities</b></p> <p>Provide evidence of how you would manage workplace facilities for employees relevant to the Code of Practice.</p>	<p>Workplace Facilities must be provided for the welfare of workers while they are at work. They include, but are not limited to, air quality, temperature controls, workspace, lighting, seating, washing facilities, toilets, change rooms, dining facilities, drinking water and the provision of suitable access and egress.</p>
<p><b>Security</b></p> <p>Provide an example of your procedure for managing Site Security and Public Access.</p>	<p>Security on worksites can create risks not only for the worker, but also for members of the public where the work being undertaken is near or adjacent to the property boundary or to any public place. In addition, other security concerns can be "Cash-in-transit activities" which involves workers transporting or moving cash in vehicles or by foot is also a hazard, as well as physical assault or the threat of physical harm to employees. Some examples of the hazards created are:</p> <ul style="list-style-type: none"> <li>• changes to surface levels; excavations, holes and trenches;</li> <li>• falling material and debris;</li> <li>• plant and equipment; movement and left on site unattended</li> <li>• dust vapours or other hazardous substances; noise; vibration</li> </ul> <ul style="list-style-type: none"> <li>• Site visitors.</li> <li>• Violence / aggression, Burglary armed hold-up.</li> <li>• security, parking, facilities and lighting at client work sites</li> </ul>
<p><b>Waste Management</b></p> <p>Provide your procedure on how waste is managed on site.</p> <p><u>If asked for:</u> Please provide a copy of your Environmental Plan that outlines waste management processes on the City's behalf</p>	<p>Waste is created in a number of ways and comes in various forms from '<u>liquid waste</u>', e.g., chemical spills, contaminated waste water, to '<u>solid waste</u>' e.g., glass, bricks, green waste. <u>Of particular concern are potentially hazardous waste and its effects on the people who work with it.</u> Hazardous waste can create many health and safety problems if not dealt with in a safe and responsible manner. These problems can affect everyone – from people who produce waste to those who transport it, and finally those that receive, treat and store it.</p> <p><b>Potentially hazardous waste can create problems for the: the City, the general public, the Contractor and the Environment if not handled safely.</b></p> <p><b>N.B:</b> All training should be noted in organisational training Register or Matrix supplied.</p>

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<p><b>Risk Management</b></p> <p>Provide a copy of a Risk Management procedure/process for identifying controlling and reviewing hazards, risks relevant to the scope of works</p> <p>E.g. workplace inspections, hazard / incident reporting, risk register, corrective actions registers, audits (internal /external) or a SWMS, WRAP, JSA for a similar project.</p>	<p>Risk management' is a term used to describe a formal and structured process of identifying and managing risk. It involves assessing, and then actively managing and controlling, an organisation's potential exposure to loss, damage or litigation.</p> <p>WHS Legislation requires contractors and employers control risks of exposure to hazards in the workplace. Removing the hazards altogether is the most favourable way to deal with risks. However if the contractor cannot eliminate the hazards, a combination of control measures may be necessary to effectively manage the hazards. Contractors at a minimum should be able to demonstrate these control strategies and put the ideas into the Safety Management Systems / Plans or JSA/JHA or for High Risk - Safe Work Method Statement (SWMS) used for the work they are to undertake for the City.</p>
<p><b>Training</b></p> <p>Provide copy of Training Procedure, Training Register and/or Competency Matrix.</p>	<p>Training in work health and safety is mandatory in order to assist in achieving the duty of care for the health, safety and welfare of employees. Besides these specific training requirements, there may be other aspects which you will need to train your employees on, such as your emergency evacuation procedures, operation of machinery and tools, general safety induction, manual task training, chemical awareness, risk assessments, and incident investigation. A training matrix /procedure (identifies WHS skills required for employees and their respective job position) should be used to document these requirements.</p> <p>A training procedure identifies WHS skills required and a training matrix/register identifies to the Principal what training the Contractor has provided.</p>
<p><b>Excavation</b></p> <p>Provide an example of your excavation procedure.</p>	<p>Excavation work generally means work involving the removal of soil or rock from a site to form an open face, hole or cavity using tools, machinery.</p> <p>Critical WHS aspects of excavation include battering, shoring, load transfer and management, de-watering and belowground service identification.</p>
<p><b>Construction / Demolition</b></p> <p>Provide an example of your high risk construction procedure, e.g. SWMS, WRAP, JSA specific for the high risk construction work.</p> <p>Provide a copy of your Demolition Licence (where applicable).</p>	<p><b>Construction work</b> - 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><b>Demolition work</b> - A licence is required in Western Australia for certain types of demolition works. Only a licence holder or an employee of a licence holder may carry out this type of work.</p>

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<p><b>Hot Works</b></p> <p>Provide a copy of your hot works permit/procedure.</p>	<p>Hot Works is any work that may generate flames, friction heat or sparks and it includes any cutting (wet/dry), grinding, welding and use of open flames.</p> <p>A Hot Work Permit system is intended to assure that contractors involved in construction, renovation, repairs and maintenance of the City's facilities are aware of the hazards associated with hot work and welding and that they implement control measures to help prevent them, (especially in Summer and or Fire Ban Days).</p> <p>A permit is not required in work maintenance shops and depot areas where Hot Work is routinely performed. A hot works procedure should be supplied by the Contractor directing what actions need to be put in place i.e. consultation with City owner, JSA/JHA, Permit, Safe Work Method Statement (SWMS) dependant on the frequency, nature and location of the Hot works being undertaken.</p> <p><b>N.B:</b> All training should be noted in organisational training Register or Matrix supplied.</p>
<p><b>Chain of Responsibility</b></p> <p>Provide a copy of procedures for delivery and or transport of goods relevant to the scope of works</p>	<p>Chain of Responsibility (CoR) legislation was introduced to recognise the responsibilities that others have in the transportation of goods by road, beyond that of just the driver and operator, including company directors - employers - unincorporated associations and partners in a managed partnership.</p> <p>The general objectives are to:</p> <ul style="list-style-type: none"> <li>• Improve road safety</li> <li>• Reduce infrastructure damage</li> <li>• Improve deterrence and enforcement;</li> <li>• Promote a level playing field for industry; and</li> <li>• Improve business efficiency and compliance.</li> </ul> <p>The introduction of CoR now means anyone who has control in the transport chain can be held legally accountable if by action, inaction or demand, they cause or contribute to road safety breaches.</p>