



WHS CONTRACTOR HANDBOOK

Low Risk Works

This document must be completed by all Contractors carrying out Low Risk Works.

The City of Holdfast Bay Council is committed to the provision of a safe, healthy work environment and recognises its duty of care as far as reasonably practicable, to all persons at the workplace including Contractors and others. Contractors must also recognise their duty of care and work in accordance with all legislative requirements and adhere to relevant policies and procedures of this Council.

***Note: Low Risk Work is work that does NOT include the following:**

Use of hand-held electric power tools/equipment	Work at heights/elevated work platforms/scaffolding
Use of Hazardous Chemicals	Excavation and trenching
Electrical Work	Heavy plant and equipment
High Risk Construction Work	Confined space work
Asbestos Work	Hot work e.g. welding, grinding
Work Zone Traffic Management	

Conditions where the Medium to High Risk Works Contractor Handbook MUST be completed:

- If Plant/Equipment is used which requires a High Risk licence then the Medium to High Risk Works handbook MUST be completed (not this handbook)
- No Work Zone Traffic Management will be done by contractors filling out this handbook.
- No work on or use of Plant/Equipment that requires High Risk licence will be used by contractors filling out this handbook.
- No work near Overhead Electrical cables, buried services (assets) such as electrical, water, gas, sewer & communication cables will be done by contractors filling out this handbook.
- No portable electric power tools will be used by contractors filling out this handbook.
- No electrical work will be carried out by contractors filling out this handbook.
- No Hazardous Chemicals are will be used by contractors filling out this handbook.
- No Hot Work e.g. Welding, Grinding will be done by contractors filling out this handbook.
- No Confined Space work will be done by contractors filling out this handbook.
- No Work at heights will be carried out by contractors filling out this handbook.
- No Asbestos related work will be carried out by contractors filling out this handbook.

CONTRACTOR DETAILS

Business name:		
ABN:		
Street address:		
Postal address:		
Contact person:		Phone:
WHS Officer:		Phone:
Mobile phone:		
Email:		
Contract description:		

COUNCIL CONTACT/PROJECT MANAGER

Contact person:	
Phone:	
Mobile phone:	
Email:	

Contractor terms, conditions, Work Health and Safety Requirements

1. WHS Commitment

Councils WHS & RTW Policy has been read, understood and you agree to comply with Councils policy.

2. Legislative Requirements and Responsibilities

All Contractors, sub-contractors and their employees working for the COHB or on COHB worksites will meet the requirements of Councils WHS Policies, Procedures and all relevant WHS legislation, Australian Standards, Codes of Practice & Guidelines.

3. WHS Induction

- A Council run site specific induction will be provided by the Council Project Manager prior to the commencement of the Contracted Works; or
- A Contractor controlled site induction conducted by the Principal Contractor's site supervisor where the contracted works are to be carried out.
- Principal Contractor will provide copies of records from all inductions to the Project Manager.

4. Traffic/Pedestrian Management

No Work Zone Traffic Management will be done by contractors filling out this handbook.

For all works on roads, footpaths or areas where there is risk of injury to the public and workers, traffic control and worksite containment is carried out in accordance with AS1742.3, the Road Traffic Act 1961 and WHS Regulations 2012 (SA).

5. White Card WHS Induction Training

All contractors involved in Building and Civil Construction works will be required to undertake the SA Building and Civil Construction Industry, Common Site, White card WHS Induction training and ensure the card is current. All construction work must comply with WHS Regulations.

6. Security/Site Admission

Contractors are only granted access to Council worksites on the condition that personnel under their control comply with appropriate safety, customer experience expectations and appropriate social behaviour to themselves and all others.

7. Supervision

Contractors must ensure appropriate supervision corresponding with the contracted work so as not to place any person under undue risk through lack of appropriate decision making.

8. Worksite Hazard Management

Contractors must ensure steps are taken to identify all reasonably foreseeable hazards arising from work which may affect the health or safety of any person at the workplace. Councils Project Manager will provide known hazards in relation to the contracted works at the project site induction.

9. Risk Assessments, Safety Procedures

Contractors MUST provide safe systems of work, through hazard identification, risk assessments and provision of control methods as appropriate to mitigate the risk of harm to people. Contractors will be required to produce to Councils Project Manager the above risk documents for particular standard tasks within their operations in the form of Safe Operating Procedures (SOP), or other such acceptable documents.

10. Personal Safety/PPE

Clothing and Personal Protective Equipment (PPE)

- Contractors will also ensure that all employees are issued with and wear appropriate PPE for the tasks undertaken to minimise risk to the person's health and safety.
- In particular, Contractors will ensure that all employees and sub-contractors dress to comply with the requirements of Councils UV Radiation & Inclement Weather Procedure and wear high visibility clothing. The UV Radiation & Inclement Weather Procedure also requires when working outdoors that no body parts are exposed to UV Radiation (long sleeve shirts, long pants and broad brimmed hats are mandatory for all outside contractors).

Alcohol and Other Drugs

- Contractors will ensure that no employees (workers) are permitted to enter or work on COHB premises or worksites whilst under the influence of alcohol and or other drugs that impair their ability to work safely. This may also include prescribed medication.

No Smoking Policy

- Contractors must comply with Councils Smoke Free Workplace Policy that prohibits smoking throughout the entire workplace, including work vehicles.

Safety Signage

- If signage in your area of work is not appropriate discuss with the Project Manager.

Workplace Discrimination/ Harassment and Bullying

- The Contractor will ensure that all their employees comply with all laws related to discrimination and workplace bullying or harassment.

11. Plant/Equipment/Materials & Storage

No work on or use of Plant/Equipment that requires High Risk licence will be used by contractors filling out this handbook.

All plant, equipment and other items provided by or on behalf of the Contractor will be under the control of and the sole responsibility of the Contractor at all times. These items will be maintained to meet all WHS legal requirements as well as industry safety standards.

Plant operators must be trained, competent and appropriately licensed, where relevant.

12. Safety Management around Services and Assets

No work near Overhead Electrical cables, buried services (assets) such as electrical, water, gas, sewer & communication cables will be done by contractors filling out this handbook.

13. Electrical Safety

No hand-held electric power tools will be used by contractors filling out this handbook.

No electrical work will be carried out by contractors filling out this handbook.

All portable electrical equipment, power leads and Residual Current Devices (RCDs), used or supplied by Contractors must be tested and tagged in accordance with current standards.

14. Chemical Management

No Hazardous Chemicals will be used by contractors filling out this handbook.

All chemicals brought onto or used on site must have a compliant Safety Data Sheet (SDS) and be correctly labelled.

The Contractor must advise the Project Manager if a substance to be used may impact on the safety of any person or contaminate the environment.

15. Fire Prevention/Emergency Evacuation

No Hot Work e.g. Welding/Grinding/Oxy Cutting will be done by contractors filling out this handbook.

General Information

- The Contractor is responsible for ensuring that all personnel under their control receive site- specific training/ information on emergency evacuation plan and/or fire response procedures, prior to commencing any works.
- All flammable and combustible materials that are part of the work will be stored safely as per legislative requirements.

Hot Work

- The Contractor will not commence any work that is likely to produce an ignition source, or spark such as cutting, welding or grinding.

Smoke Detectors and Fire Suppression Systems

- Any indoor works that are likely to produce smoke or dust, must be notified to the Councils Project Manager who will advise the Buildings & Facilities Manager to allow for smoke detectors and fire suppression equipment to be suitably covered or isolated. If this needs to occur, then the Chief Emergency and or the Floor Warden must also be notified.
- If Contractors fail to give notice of the intended work and an alarm is activated, the Contractor will be liable for all costs incurred by COHB including attendance by Fire and Emergency services.

16. Confined Spaces

No Confined Space work will be done by contractors filling out this handbook.

Entry to confined spaces is not permitted without a valid Confined Spaces Entry Permit.

The COHB also maintains a Restricted and Confined Space Register which Contractors may refer to in formulating their own risk assessment and procedures (available upon request).

17. TAGS – Lock Out/Tag Out/Out of Service/Danger Tag/Isolation

A Lock Out/Tag Out Isolation procedure is designed to protect persons from injury whilst carrying out repairs, maintenance, cleaning or servicing of equipment/machinery or services such as electricity, gas and water.

The following must be in place:-

- Prior to any contractor disabling equipment/machinery or service the relevant area COHB Department Manager must be consulted of the intention to do so.
- The power source or kinetic energy must be rendered inert with an appropriate physical lock- out mechanism. This must be checked and verified before proceeding with work.
- An appropriate Tag Out/Lock Out Permit system must be utilised identifying who, why, when, how, with a contact number and incorporate a sign-off.
- Under no circumstances are tags or lock-out mechanisms to be removed by unauthorised staff. As a last resort, to remove a Tag or lock requires the Project Manager's or the person overseeing the Contractor's works intervention. This will also require consultation with the Department Manager.

18. Working at Heights/Roof Access

No Work at Heights will be carried out by contractors filling out this handbook.

Only light duty work is undertaken while on ladders, where three points of contact can be maintained and tools can be operated safely with one hand.

Wooden ladders are not permitted at all.

Structurally sound trestle/s may be used if the trestle height is less than 3 metres.

19. Asbestos

No Asbestos related work will be carried out by contractors filling out this handbook.

The COHB has an Asbestos Register for Council buildings containing Asbestos. This register is available from Councils Buildings & Facilities Manager. Relevant buildings also contain Asbestos registers and these documents must be consulted before any work is carried out on site.

Contractors, who encounter Asbestos or believe Asbestos may be present, shall cease work immediately and notify the Project Manager, who will arrange to have the material identified and safe removal arranged, if necessary.

Any Asbestos removal or works will only be carried out by suitably qualified persons, in accordance with WHS Regulations 2012 and Approved Code of Practice.

20. Housekeeping and Waste Disposal

The Contractor will be responsible for maintaining a clean, tidy and safe work site. All waste will be disposed of by the Contractor off-site, unless directed otherwise by a Council Project Manager.

All means of access and egress in the vicinity of the site will be kept clear of obstruction.

21. Reporting of Incidents, Notifiable Incidents and Dangerous Incidents

WHS laws require Businesses (including contractors) to notify SafeWork SA of certain serious injuries or illnesses, dangerous incidents or deaths that occur at work immediately after becoming aware they have occurred. Refer to SafeWork SA workplace incident notification.

The Contractor will ensure that all incidents occurring on an COHB worksite, including complaints, aggravation or an injury to a person, damage to property or environment, are reported to the Project Manager as soon as practicable. The Project Manager will forward this report to the WHS Team.

22. Heritage

No work is allowed on heritage listed buildings unless development approval has been gained.

Any work that may go outside that approval and have a permanent impact on the building structure/ facade needs to be discussed with the Project Manager prior to the work being carried out.

23. Insurances

Public Liability (must have) and Professional Indemnity (if applicable) insurances are required along with evidence of current registration with ReturntoWork SA these must have been received by Council prior to the issue of Contract or Purchase Order.

In accordance with these Council requirements, you must provide to Council and ensure your sub- contractors provide to you:

- Public Liability Insurance to the value of \$20 million (minimum).
- A copy of current registration with ReturntoWork SA, if you have employees employed within the business.
- A current certificate evidencing Professional Indemnity insurance to the value of \$5 million (if applicable).

24. Contract Terms and Conditions

All works undertaken by the contractor will be subject to Councils Purchase Order Terms and Conditions, (available on Councils website) or other contract entered into with Council.

WHS SAFETY PERFORMANCE

Number of Incidents reported <i>(last 12 months)</i>	
Number of Hazards reported <i>(last 12 months)</i>	
Number of Lost Time Injuries (LTIs) and injury claims <i>(last 12 months)</i>	
Has Contractor had any lost time or compensable injuries <i>(last 12 months)</i>	
Has Contractor had any work related fatalities at any point in time?	
Notifiable or Dangerous Incidents reported to SafeWork SA <i>(last 12 months)</i>	
Has Contractor ever received a Prohibition Notice, Enforceable Undertaking, Expiation Notice issued by a Regulator e.g. SafeWork SA	
Has Contractor ever been involved in any legal proceedings in relation to Work Health and Safety?	

Please provide more details if required:

Part 2 - Work Health Safety Management System Questionnaire

Consider each question and mark the YES or NO box to indicate whether or not your company complies with the statement. Where you mark the YES box please provide information requested.

You may be asked to provide evidence to all or any answers you provide either prior to the contract being let or during the service of the contract.

If you are able to answer YES to question 1 you do not have to complete the rest of the questionnaire.

1. Do you have an externally audited compliant WHS Management System?

Yes No

If YES please provide a copy of the most recent executive summary.

(If YES, there is no need to complete the rest of the questionnaire. If NO please continue.)

2. Do all managers, supervisors and employees understand their WHS responsibilities?

Yes No

If YES, how can you prove this?

3. Does your organisation comply with WHS legislative requirements?

Yes No

If YES, how can you prove this?

4. Do you regularly monitor hazards in work areas under your control?

Yes No

If YES, how do you do this?

5. Do you have a list of the major hazards associated with the work you do?

Yes No

If YES, state what are the five most significant hazards?

1. _____
2. _____
3. _____
4. _____
5. _____

6. Do you have systems in place to minimise risks associated with these hazards?

Yes No

If YES, what systems are used? How do you do this?

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

7. Do you have systems to ensure employees are aware of hazards in the workplace?

Yes No

If YES, what systems are used? How do you do this?

8. Do you have a training program relevant to the hazards in your workplace?

Yes No

If YES, how do you do this and what types of training are included?

9. Do you do risk assessments for high risk work prior to beginning the task?

Yes No

If YES, describe what you do or what you currently have in place?

10. Do you have an incident/injury reporting process?

Yes No

If YES, describe how you do it?

11. Do you plan for emergencies including first aid?

Yes No

If YES, describe what you do or what you currently have in place?

Part 3 - Documentation to be provided by the Contractor - please tick those attached

- Relevant Risk Assessments/JSAs/SOP
- Copy of current Certificate of Currency for Public Liability Insurance to the value of \$20 million (minimum)
- Copy of current registration with ReturntoWork SA, if there are other employees
- Copy of current Certificate of Currency for Professional Indemnity Insurance to the value of \$5 million (if applicable).

I, as the Contractor, or on behalf of the Contractor acknowledge and agree that I have read and understand the content of this handbook and agree to notify Council if there are any changes to the information provided.

Signed _____

Name (in BLOCK CAPITALS) _____

Position _____

Date _____

This completed form should be returned to mail@holdfast.sa.gov.au

Induction - Project Managers to record information with Contractor:

ITEM	DETAILS / COMMENTS	TICK OFF
Council Project Managers name:		
Daily start and finish times:		
Access to buildings including safe entry and exit:		
Access to work areas:		
Impact on public: (How will this be minimised?)		
Emergency plan:		
First Aid:		
Reporting of Incidents / Hazards:		
Site controls: fencing, signage, traffic management		
Environmental requirements:		
Clean up of work site area: (During work and at completion)		
Waste disposal:		
Other:		

INDUCTION SIGN OFF

I, as the Contractor, or on behalf of the Contractor agree with the following:

Contractor Terms Conditions and Requirements

Contractor WHS Self-Assessment

The Contractor will complete all works in accordance with their own stated WHS Management Systems.

Contractors have been provided with access to the following Council WHS documentation and agree to comply with the requirements:

- WHS and Return to Work Policy;
- UV Radiation and Inclement Weather Procedure;
- Other Council Policies or Procedures as agreed or relevant to the works.

Risk Assessment / Hazard Identification

The Project Manager has provided any information Council has in relation to reasonably foreseeable hazards and risks at or in the vicinity of the workplace where the work is to be carried out.

The Contractor has undertaken a risk assessment of the general works that will be undertaken on a regular basis. Site and job specific Risk Assessments will be undertaken for all works, and documentation will be provided to the Project Manager.

Job Safety Documents

The Contractor has provided general JSA/SOP applicable to the nature of works being undertaken on a regular basis.

Contractor Site Induction

The City of Holdfast Bay Council and the nominated Contractor have completed a site induction and reviewed all documentation relevant to the proposed contract works.

Date of Induction: ____/____/20____

Location of site induction: _____

Persons present:

Full name: _____ Signed: _____

Full name: _____ Signed: _____

Full name: _____ Signed: _____

Full name: _____ Signed: _____

OFFICE USE ONLY

Document sign off:

SIGNED: _____

Full name:

Council Officer/Project Manager:

Title: _____

Signature _____

Date ____/____/20____

Full name:

Contractor Representative:

Title: _____

Signature _____

Date ____/____/20____

