



WHS CONTRACTOR HANDBOOK

Medium/High Risk Works

This document must be completed by all Contractors wishing to be on Council's Preferred Contractors List, and all successful tenderers who are awarded contracts.

Contractors/Tenderers must complete all sections of this induction handbook, and return to the Councils Procurement and Supplier Management Officer or relevant Council Project Manager.

The document will then be reviewed by Council staff e.g. Procurement and Supplier Management Officer and or Project Manager to ensure that all requirements have been met. The Contractor will then be required to attend a general site induction/contract start up meeting for all works within the City of Holdfast Bay.

Once this has occurred, Contractors details will be added to the Preferred Contractors List.

CONTRACTOR DETAILS

Business name:		
ABN:		
Street address:		
Postal address:		
Contact person:		Phone:
WHS Officer:		Phone:
Mobile phone:		
Email:		
Contract description:		
Contract term:	from:	to:
Public Liability Insurance cover value:		
ReturntoWork SA Registration:		
Other (insurance):		
Other (indemnity):		

SUB-CONTRACTOR DETAILS

Company name:	
Contact person:	
Mobile phone:	
Email:	
Services to be subcontracted:	

CONTRACT OVERVIEW

Location of work:	
Details of contract work:	
Conditions the contractor has qualified for (circle/tick answer)	
<input type="checkbox"/> Construction Work <input type="checkbox"/> High Risk Construction Work <input type="checkbox"/> Construction Project	
<input type="checkbox"/> Other (describe) _____	

COUNCIL CONTACT/PROJECT MANAGER

Contact person:		
Phone:		Mobile phone:
Email:		

CONTRACTOR TERMS, CONDITIONS, WORK HEALTH AND SAFETY REQUIREMENTS

1. Introduction

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.

This handbook is provided for the guidance of all contractors. Being a guide it may not cover every situation or answer all questions relating to WHS, but aims to assist in setting a standard for safe work practices and minimising risks. All contractors must cover WHS requirements through their own WHS Management System/s to ensure their legislative compliance obligations are met, whilst complying with COHB Work Health and Safety & Return to Work Policies and Procedures.

2. Commitment

COHB WHS & RTW Policy states that COHB will:

- Ensure, so far as is reasonably practicable, the health and safety of workers and others via a Management Systems approach to Work Health and Safety (WHS) and Return to Work (RTW), in line with the organisational vision of Local Government Workplaces; and
- Take all reasonable steps to ensure a safe work environment in the conduct of its functions and operations.

The Contractor must ensure that its employees and its sub-contractors plan for and comply with the above policy obligations at all times whilst the Contractor is engaged to provide services to the COHB. For the purpose of these requirements, the term "employees", in relation to Contractors, refers to the Contractor's employees, sub-contractors and their employees. A contractor is a 'worker' [as defined in the WHS Act, 2012 (7)].

3. Legislative Requirements and Responsibilities

The COHB will ensure that all persons and the environment are not exposed to hazards or damage and that a safe workplace is provided for all. These duties only apply to matters over which COHB has direct control.

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

4. WHS Induction

(WHS Regulations 2012 (SA), Chapter 3, Part 1 and 2 Section 32-41, General Risk and Workplace Management). The Principal Contractor must ensure at least two (2) levels of WHS Induction have been conducted and recorded for its own employees and as a minimum a site WHS induction for contracted sub-contractors.

- Contractors own business induction program for its own employees at the start of their employment; and
- A Council run site specific induction program provided by the applicable 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 relevant to where the contracted works are to be carried out referencing this Contractor Induction handbook.

(Example of a contractor controlled site could be any works in Reserves, Roadways or Footpaths or bridge works or any COHB building with no personnel within it).

The Principal Contractor will keep all records of attendance from all types of inductions.

5. Working within the COHB & Traffic/Pedestrian Management

A hoarding permit must be obtained from Council for any works carried out within the public areas of the COHB, this includes:

- Footpath occupation;
- Council reserve occupation;
- Road occupation; and
- Traffic management on a road or footpath.

The hoarding permit application must be submitted a minimum two working days prior to any works commencing.

If traffic or pedestrian movements are impacted, a traffic management plan must accompany the hoarding application.

Applications will be assessed to ensure the following:

- The safest possible road environment for road users and pedestrians;
- Minimal disruption to surrounding road network;
- That the applicant notifies residents and businesses, if disruption is significant;
- All traffic management plans meet the requirements of Australian Standard 1742.3 Traffic control for work on roads.

Any queries relating to hoarding applications can be made Council's Traffic & Transport Technical Officer on 8229 9999.

COHB sets out the requirements for safely carrying out the below listed activities in public areas:

- Loading/unloading of materials;
- Traffic management (includes pedestrians);
- Pedestrian raceways;
- Objects on the footpath;
- Parking;
- Hoardings;
- Cranes;
- Elevated Work Platforms;
- Building and demolition works; and
- Street/road occupation.

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

Public non-compliance to Temporary Traffic Control Signs at worksites.

If you have continual problems with vehicles speeding through road works contact the local Police service area commander, using this SAPOL Local Service Area telephone number: 8207 4700 (Sturt Police station).

Note: Please ensure the temporary speed limits at a road works site are set up correctly, are done by accredited persons and include a resume speed sign, otherwise police are unable to enforce it.

Contractors are reminded that worksite personnel can record registration numbers of vehicles that are speeding and/or dangerous driving through road works sites and report them to the Traffic Watch Hotline on 131 444.

To submit traffic management plans and works permit application for approval, please contact the Council's Traffic and Transport Technical Officer on telephone 8229 9943.

All vehicles operating on COHB premises will observe all parking and speed restrictions, road signs, traffic flows, pedestrian traffic and other requirements of the Road Traffic Act for that site. All operators of vehicles, plant and equipment must hold appropriate licences including High Risk licences where required.

6. White Card WHS Induction Training

(WHS Regulations 2012. Chapter 6 Part 5 Division 1 Section 316-315)

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.

7. Security/Site Admission

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

Any Contractor or associated person may be asked, at any time, by a COHB Project Manager to open and disclose the contents of any bag, package, toolbox or vehicle in their possession or control whilst entering, leaving or whilst on COHB premises.

8. 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.

Supervision will include the management and supervision of sub-contractors in all aspects of the contracted works in which the principal contractor controls.

COHB designated Project Managers will oversee the contracted works in relation to how the contracted works are being carried out. These designated Project Managers will be named at the front of this handbook and any relevant contract documentation.

9. Worksite Hazard Management

(WHS Regulations 2012, Chapter 3 Part 1 Division 32-38)

Contractors must ensure appropriate 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.

COHB expects that for all contractors engaged to do work that the contractor will ensure a hazard identification process is in place and is documented. This may take the form of site risk assessment/Safe Work Method Statement (SWMS)/Job Safety Assessment (JSA) inspection form, site work pre-start review or site daily pre-start meeting process discussing hazard management. COHB Project Manager will initially provide the known hazards as identified in relation to the contracted works at the project site induction.

This however is not exhaustive and it is the Contractors responsibility to identify all reasonably foreseeable hazards associated with the contracted works.

10. Safe Work Method Statements, Risk Assessments, Safety Procedures

(WHS Regulations 2012, Chapter 6 Part 1-3 Division 289-315)

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, buildings/equipment and environment for the duration of the contract. Contractors will be required to produce to Council the above risk documents for particular standard tasks within their operations in the form of Safe Work Method Statement (SWMS), Safe Operating Procedures (SOP), or other such acceptable documents.

These types of documents are a Council requirement and will be used as an administrative control measure within any Risk Assessment or as a standalone document.

Within the scope of works the significant tasks particular for the contracted work will be risk assessed and appropriate control measures documented. Control measures to mitigate assessed risks will invariably contain references to SWMS, JSA, SWI or SOP.

The Contractor will ensure that a copy is available at the worksite and all of its employees including sub-contractors understand and are briefed on the documents providing a safe system of work and their attendance is recorded.

SWMS will be signed off by personnel present on work site.

In some situations, such as routine or regular work, one document may be sufficient for the term of the contract or for as long as conditions remain unchanged. In the case that the scope of works has a variation during the life of the contracted works, it will be necessary to review and update the documents inclusive of updated control measures and forward to the Project Manager for approval prior to updating/briefing the workers.

11. Personal Safety/PPE

Clothing and Personal Protective Equipment (PPE)

Contractors will ensure that all employees and sub-contractors dress appropriately on the job (WHS Regulations 2012, Chapter 3 Part 2 Division 5 Section 44-47). Contractors will also ensure that all employees are issued with and correctly use 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 COHB UV Radiation & Inclement Weather Procedure and wear high visibility clothing, in public areas, near moving traffic, plant/equipment based on risk of injury related to the situation and nature of work. The UV Radiation & Inclement Weather Procedure also requires when working outdoors that no legs, arms or heads are exposed to UV Radiation (long sleeve shirts, long pants and broad brimmed hats are mandatory for all outside contractors) in accordance with this LGAWCS mandated procedure.

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.

The Contractor is responsible for ensuring an alcohol and other drugs Policy/ Procedure is in place, understood and adhered to by its employees and sub-contractors.

Contractors must ensure its implementation by monitoring all employees and sub-contractors including those who may be taking prescription medication which may affect their ability to safely operate machinery or plant etc.

No Smoking Policy

(Tobacco Products Regulation Act (SA) 1997, Part 4, Section 46)

Contractors must comply with Councils Smoke Free Workplace Policy that prohibits smoking throughout the entire workplace, including work vehicles. Smoking is only permitted during scheduled work breaks.

No person is permitted to smoke within any COHB building or within 10 metres of a door, window, air conditioning inlet or similar opening. No person is permitted to smoke within a confined space, in or around flammable liquids, combustibles or provide a naked flame in any COHB open space where there is a likelihood of vegetation fire.

Safety Signage

Safety signs are a method of communicating what is required in certain circumstances to ensure the safety and wellbeing of all persons in a certain situation or location. These signs are a legal safety direction of the COHB and must be observed and complied with. 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. The Contractor will work with the COHB to provide an environment in which employees, contractors, suppliers, visitors and general public can attend Council property and public spaces without being subjected to any form of harassment, discrimination or bullying.

12. Plant/Equipment/Materials & Storage

(WHS Regulations 2012, Chapter 5 Division 7 Section 203-226)

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. Detailed, documented results of plant risk assessments as well as service, repair, testing and maintenance records will be made available to COHB Project Manager/ Procurement and Supplier Management Officer by the Contractor upon request.

Plant operators must be trained and appropriately licensed including High Risk licences, where relevant. A site licence and significant (High Risk) equipment register must be maintained for the site and be inclusive of Trades Persons licence type, number and expiry date and any other persons license/ticket applicable to the works.

COHB plant and equipment is not to be used without the written approval of the relevant COHB General Manager. Evidence of all necessary licences and competency training must be provided to the Project Manager before approval can be given. Such documented evidence must also be provided to COHB /Project Manager/ Procurement and Supplier Management Officer at any time on request.

Internal combustion engines (petrol/diesel/gas) are not to be used inside a designated confined space or building without the completion of a risk assessment and the implementation of associated controls. Air compressors must be operated without risk to the safety of any person.

Refuelling of plant on or off site must include identified risks and controls related to naked flames, sparks, caused by any equipment including mobile phones or static electricity.

Bulk fuel containers on-site must be banded in accordance with the EPA guidelines for storage of hazardous chemicals and relevant hazardous chemical/dangerous goods legislation.

Plant and equipment must be stored, operated and maintained in accordance with the manufacturer's specifications and relevant legislative and Australian Standards requirements.

13. Safety Management around Services and Assets

Overhead Electrical cables must be identified and covered if in the work vicinity where plant being used has the potential to come in contact with overhead wires. Procedures related to Safe working distances in close proximity to overhead and underground electrical supply are set out in the Electricity (General) Regulations 2012.

Acceptable Approach distances and requirements are defined in the Electricity (General) Regulations 2012.

Australian Standard AS 2550 – “Cranes, hoists and winches - Safe use” provides further guidance.

If the work is to continue for some time in the vicinity of the power lines they should be covered with brightly coloured covers (tiger tails) to make them easier to see. These are available from SA Power Networks (Builders and Contractors Service **1300 650 014**).

In some cases it may be necessary to contact the electricity distributor to isolate the power.

Within all roadways, footpaths and open spaces where there is a reasonable likelihood there may be buried services (assets) such as electrical, water, gas, sewer & communication cables, Dial Before You Dig (DB4YD) must be contacted to confirm the location & type of service that might be within the work zone.

Dial Before You Dig (DB4YD)

Always implement the 4 P's of Safety Excavation

PLAN – start off by using Dial Before You Dig service study the plans, use all contact numbers provided to ensure as much information as you can get is provided from all possible sources or owners of underground services. If in doubt ASK.

POTHOLE – physically locate the assets detailed on the plan(s), pot hole (hand dig) every few meters to make sure there is an understanding by all excavating, the Depth and Alignment of the asset(s).

PROTECT – once located protect the asset to make sure they are not damaged while work is being carried out.

PROCEED – only when all the above steps have been carried out to ensure the safety of all persons and the asset.

Once the utilities have supplied the service (asset) information please ensure their respective Conditions, Duty of Care & Important Notice attached to the plan/s are complied with.

Please note: that COHB has none of its services (assets) nominated within the DB4YD program and therefore all services may not be identified within a worksite through DB4YD. To complement DB4YD a service locating company should be engaged and the following legislative requirements of the WHS Act 2012 and WHS Regulations are to be met.

In all cases where “breaking ground” work is carried out a hazard identification and risk assessment process must be carried out related to the work area to ensure where reasonably practical all underground services (asset) have been identified and where it is deemed necessary control/s mechanism are put in place to ensure the safety of all persons. Precautions as identified within control mechanism will be taken to ensure there is no unplanned disruption to the service. If a service needs to be isolated the appropriate utility or service owner must be notified to perform either the isolation or to grant permission (Isolation Permit) to safely isolate the service.

14. Electrical Safety

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:

AS 3760, AS/NZS 3000:2018 Electrical installations and WHS Regulations 2012, Part 7 Division 1-7.

Contractors who use electrical power tools and other portable electrical equipment will do so with the use of a portable RCD, tested and maintained in accordance with WHS Regulations and Australian Standards. When unsure, or it cannot be confirmed whether a safety switch/RCD protection is installed at the circuit board then the use of a portable RCD will be required.

Non-conductive ladders will be used where any electrical work is being done or where an electrical hazard is present.

Metal ladders will not be used for electrical work. Wooden ladders will not be used at all. Electricians are to use tools that are insulated and rated to the Australian Standard in good order. All Electrical work to be completed to AS/NZ3000 Wiring rules by a licensed Electrician.

It is a COHB WHS procedural requirement that no live (energised) electrical work will be performed on COHB sites.

Signed off Certificates of Compliance (COC) must be sighted by the COHB Project Manager.

15. Hazardous Chemicals Management

(WHS Regulations 2012, Chapter 7, Part 1, Division 2-7)

All hazardous chemicals brought onto or used on site must have a compliant Safety Data Sheet (SDS) and be correctly labelled in accordance with the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).

The Contractor must obtain approval from the Project Manager before bringing hazardous chemicals onto the site e.g. (Flammable Liquid Class 3, Corrosive substance Class 8, scheduled chemicals and poisons). 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.

A Risk Assessment accompanied by a SWI, SOP or SWMS must be completed for works that involve hazardous chemicals. Identified controls must be implemented in accordance with the relevant SWI, SOP or SWMS and/or Safety Data Sheet (SDS).

All of the Contractor's chemicals that are stored or used on the site must be assessed and be included on that site's Hazardous Chemical Register. Storage of all chemicals must comply with the relevant Australian Standards, Codes of Practice and legislation including storage compatibility and segregation requirements.

COHB's Project Manager will advise the Contractor of hazardous chemical type/s present in or around their work area and advice of any precautions to take. SDS for these hazardous chemicals can be given upon request.

16. Fire Prevention/Emergency Evacuation

(WHS Regulations 2012, Chapter 3 Part 2, Division 4, Section 43)

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. The Contractor must also ensure that its personnel are familiar with the location of firefighting equipment, emergency exits, evacuation routes, and when applicable to a building, wardens and assembly points.

In carrying out the works, the Contractor must not restrict or impede emergency evacuation routes, must not block access to fire extinguishers, operation of fire suppression systems, smoke detectors, fire hoses or exit doors and must participate/cooperate with any emergency evacuation drills whilst on site.

All combustible materials that are not part of the work must be removed from the site at the end of each workday. All flammable and combustible materials that are part of the work will be stored safely as per legislative requirements.

Hot Work

Defined as: Any grinding, welding, thermal or oxygen cutting or heating and other related heat-producing or spark-producing operations. The Contractor will not commence any work that is likely to produce an ignition source, or spark such as cutting or welding, without a Hot Work Permit, approved in writing by their authorised person who will provide a copy to the Project Manager for their records.

Smoke Detectors and Fire Suppression Systems

Any indoor works that are likely to produce smoke or dust, must be notified to the COHB Project Manager who will advise the Buildings & Facilities Manager to allow for smoke detectors and fire suppression equipment to be suitably covered or isolated, where necessary. 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.

17. Confined Spaces

Entry to confined spaces is not permitted without a valid Confined Spaces Entry Permit. Work in confined spaces will be carried out in accordance with AS2865 and WHS Regulations 2012, Chapter 4, Part 3, Division 1-3 and Councils WHS Confined Space Management Procedure.

The person issuing the confined space entry permit should ensure that the findings of the risk assessment and any applicable Safe Work Method Statements (SWMS) are explained to those persons involved in the activity and, to the extent reasonably practicable, is signed by each person before any work commences.

Contractors should be appropriately trained and deemed competent in confined space work by a registered (approved) training organisation that can deliver legislatively mandated training.

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

18. 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.

19. Working at Heights/Roof Access

Work at heights will be carried out in accordance with WHS Regulations 2012 Chapter 4, Part 4, and Section 78-80. The Contractor will ensure that all of their employees have received appropriate training in the correct use of equipment, including fall arrest systems. All relevant equipment shall be provided by the Contractor. A Work at Heights Permit must also be filled out and records maintained during and after the works.

Scaffolds used on site must comply with Australian Standard AS1576 and legislation and will only be designed and assembled by suitably trained/qualified personnel. At the completion of scaffold erection a hand over certificate must be obtained from the licensed scaffolder.

Contractors will comply with Australian Standard AS 1892.5. Portable Ladders Safe use. Select correct ladder type, e.g. fiberglass (non-conductive) ladder for electrical work.

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.

20. Asbestos

The COHB has an Asbestos Register for COHB buildings containing Asbestos. This register is available from Councils Manager of Facilities. 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 Chapter 8 Part 1-3, Section 419-488 and Approved Code of Practice.

21. Excavation and Trenching Work

All excavation work will be carried out in accordance with WHS Regulations 2012, Chapter 6, 291 – "Meaning of high risk construction work".

Excavation work generally means work involving the removal of soil or rock from a workplace using tools, machinery or explosives to form a tunnel, an open face, hole, trench or cavity.

Contractors must manage risks associated with all kinds of excavations (no matter how deep) at the workplace.

Any contractor who proposes to excavate a trench at least 1.5 metres deep must ensure, so far as is reasonably practicable, that the work area is secured from unauthorised access, including inadvertent entry by members of the public, having regard to risks to health and safety arising from unauthorised access and the likelihood of unauthorised access occurring to the work area.

The contractor must also minimise the risk to any person arising from the collapse of the trench by ensuring that all sides of the trench are adequately supported at all times by doing one or more of the following:

- Shoring by shielding or other comparable means;
- Benching;
- Battering; or
- Receiving written advice from a geotechnical engineer that all sides of the trench are safe from collapse. The advice may be subject to a condition that specified natural occurrences may create a risk of collapse and must state the period of time to which the advice applies.

Further advice and information available on SafeWork SA website under excavation work.

22. 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.

23. Working Alone

If any Contractor or sub-contractor works alone, the contractor's supervisor is responsible for ensuring appropriate precautions are included in the Project Safety Analysis/risk assessment and be accompanied by a SWI, SOP, or SWMS. In particular, suitable emergency communication procedures and equipment must be nominated or provided to control the risk.

24. Reporting of Incidents, Notifiable Incidents and Dangerous Incidents

(WHS Regulations 2012. Part 3, Section 35-38 and Environment Protection Act 1993, Part 1 Section 5 and Part 9 Section 83)

South Australia's WHS laws require a Person Conducting a Business or Undertaking (PCBU) to notify SafeWork SA of certain serious injuries or illnesses, dangerous incidents or deaths that occur at work immediately after becoming aware that it has occurred.

Incidents are notifiable if they arise out of the conduct of a business or undertaking and may relate to anyone at a workplace e.g. a worker, contractor or member of the public.

While anyone at a workplace can report a notifiable incident, PCBUs (contractors) are legally obligated to do so. Failure to report a notifiable incident to SafeWork SA is an offence and penalties apply.

Notification by the PCBU (contractor) must be done as soon as practicable after having become aware of the incident and via the fastest means available. In most cases, this is by telephone.

SafeWork SA may request confirmation of incident details in writing within 48 hours of your telephone notification. Workplace incident notification at SafeWork SA website.

The Contractor will ensure that all incidents occurring on an COHB worksite, including complaints, which have resulted in a disturbance, aggravation or an injury to a person, damage to property or environment, are reported to the Project Manager as soon as practicable. This direction includes a "Near Miss" incident. The Project Manager will report this to the WHS Team.

In the case of injury to person/s or damage to equipment/structures, the contractor will implement their own incident/investigation reporting procedure and a completed copy of the incident report which will be provided to the COHB Project Manager as soon as practicable.

If the Contractor is required by the WHS Regulations to notify SafeWork SA under the Notifiable Incident or Dangerous Incidents criteria and or under the Environment Protection Act to notify the EPA if serious or material environmental harm is caused or threatened, then the Contractor is required to provide notification that fits the reporting criteria of that legislation. The Contractor will at the same time or as soon as possible thereafter give a copy of the notice to the Council. The Project Manager will forward a report to WHS Team

whs@holdfast.sa.gov.au

All SafeWork SA and EPA statutory notification requirements will be followed by the Contractor's management at the time of the incident.

25. Environment/Culture

All precautions will be taken to minimise the generation of environmental hazards such as pollutants, noise, chemicals, dust, fumes, gases and vapours. In the event of any spillage of any substance, the contractor shall take immediate action.

The contractor will ensure that no amount of waste is permitted to enter the stormwater system, in accordance with EPA Stormwater Pollution Prevention Codes of Practice: Building & Construction and Community.

Contaminated soil registered as COHB owned contaminated land is not to be removed unless authorised in writing by the Project Manager. Any works carried out on contaminated lands must follow the environmental management plan set for the project. The plan at a minimum will detail the nature of contaminate, the risks of harm that may be related to people, flora & fauna associated with the contaminant and the method of control required to eliminate or minimise the nominated risk.

Significant trees/flora must be maintained ensuring no damage to above ground vegetation/root systems. Appropriate approvals must be secured to remove significant trees or significant flora.

Contractors are to ensure all fauna particular to the area of works are not permanently displaced or harmed in any way (e.g. water birds).

Noise levels must be kept to a minimum and kept within the times allotted within both WHS and Environmental legislative requirements.

For building site with construction noise the work time with high level noise is set 7am to 7pm, Monday to Saturday or as negotiated with relevant stakeholders. For all other circumstances Refer to the EPA Noise policy.

Any artefacts or human remains that maybe of an indigenous nature that are found whilst carrying out the contracted work will require the contractor to stop work in that area immediately and consult with the Project Manager as to the way forward.

26. Catering Services – Requirement and Standards

(South Australian Food Act 2001)

Contractors engaged in the production and distribution of meals will comply with the current Food Act requirements and all elements of the Food Safety Standards 3.2.1, 3.2.2, and 3.2.3 (including any amendments and/or revisions passed and enacted).

The catering service will ensure all procedures are in place to maintain Food Safety Accreditation.

27. 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 work being carried out.

28. Worksite Surveillance

The Contractor will permit the relevant COHB staff, Health and Safety Representative, and any other staff member with written authorisation from a COHB Project Manager to access the Contractor's site or worksite for the purpose of conducting a site WHS Audit or for Safety/Environmental observation.

Where the Contractor is made aware of (written or verbal) any activity or omission by the Contractor which COHB staff considers to be a breach of by-laws, procedures or a risk to WHS and or Environment, the Contractor will immediately take all necessary steps to rectify the breach.

29. Insurances

For specific risks and particular circumstances, safety requirements in addition to those detailed above, may be agreed to and documented between the COHB Project Manager and the Contractor.

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).

30. 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.

31. Further Information

Any further information or questions should be directed to the City Assets and Services, Manager of Assets and Facilities on 8229 9949.

CONTRACTOR WHS SELF-ASSESSMENT

Introduction

The City of Holdfast Bay Council takes its obligation to WHS seriously and believes that people doing work for us, either directly or indirectly through contracted services, should be provided with a safe and healthy work environment, safe plant/equipment, appropriate training and safe systems of work. As a Contractor you are required to have documented systems in place to manage your WHS obligations to ensure your system maximises safety for you, your employees, Councils workers, visitors, general public and others.

This evaluation provides you, the Contractor, with a simple method of describing how you manage your WHS obligations. The completed evaluation must be signed off as a true and accurate record of your WHS Management System by a Senior Manager of your organisation. In any future investigation or inquiry by Council or any external party, the results of this evaluation will be referred to as a record of your statement of compliance.

Company profile

You need to provide COHB Procurement and Supplier Management Officer and or Project Manager with some background information about your company, including the locations at which it operates; the number of employees at each location; and names and contact details of key personnel.

System Compliance Questionnaire

The Systems Compliance Questionnaire asks specific questions about your WHS Management System. You must respond to every question through marking either the YES or the NO box and provide further information where you have marked yes.

Supporting Information

COHB does not want to view your entire WHS Management System at this stage. If necessary one of our Council Officers will contact you for further information. However, please attach the following documentation to this evaluation:

- A copy of your WHS and RTW Policy;
- A copy of the index to your WHS Manual or a list of WHS documents/headings from your WHS Management System.

TO BE COMPLETED BY THE CONTRACTOR AND RETURNED TO mail@holdfast.sa.gov.au

Part 1 - General information

Location Details

BUSINESS LOCATION ADDRESS	EMPLOYEE NUMBERS		
	FULL TIME	CASUAL/ PART TIME	LABOUR HIRE
TOTAL			

WHS SAFETY PERFORMANCE	DETAILS
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?

HAZARD IDENTIFICATION

Contractors must conduct a hazard identification and risk assessment in line with Council's WHS procedures. Where there are hazardous components relating to the work or the work environment these must be identified and documented on the appropriate table regarding the relevant **Controls / Precautions**, as well as any **Licence/Permit Details**. The Contractor is required to state how they will control any hazards identified by Council prior to commencing work. The table below is not all encompassing and any additional hazards identified should also be recorded with this document.

Prior to the commencement of work, the Contractor is required to confirm the **hazard/s identified, Controls / Precautions and Licence/Permit Details** as documented below:

General Controls	Yes	No	N/A	Comments
First Aid Facilities will ensure there are clearly identified and provided first aid facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic Management Plan in accordance with AS1742.3. Attach if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Data Sheets (SDS) Available for Hazardous Chemicals used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental Management Plan Attach if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Tick applicable boxes or add additional hazards in empty boxes:

HAZARDS IDENTIFIED	<input checked="" type="checkbox"/>	HAZARDS IDENTIFIED	<input checked="" type="checkbox"/>	HAZARDS IDENTIFIED	<input checked="" type="checkbox"/>	HAZARDS IDENTIFIED	<input checked="" type="checkbox"/>
WZTM / signs/ Pedestrians	<input type="checkbox"/>	Heat Source/ Ignition source	<input type="checkbox"/>	Uneven Slippery Surface	<input type="checkbox"/>	Compressed air/ Pressure/Vacuum	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>	Risk of fall	<input type="checkbox"/>	Asbestos/Lead	<input type="checkbox"/>	Soil contamination	<input type="checkbox"/>
Remote or isolated work	<input type="checkbox"/>	Working over pit/ hole	<input type="checkbox"/>	UV Radiation, Inclement Weather, Storms	<input type="checkbox"/>	Hazardous manual tasks / ergonomics	<input type="checkbox"/>
Restricted Access	<input type="checkbox"/>	Services underground / overhead hazard	<input type="checkbox"/>	Poor Housekeeping	<input type="checkbox"/>	Plant/Equipment	<input type="checkbox"/>
Electrical work	<input type="checkbox"/>	Falling Objects	<input type="checkbox"/>	Poor Lighting	<input type="checkbox"/>	Excavation/ Trenching	<input type="checkbox"/>
Fire / Explosion	<input type="checkbox"/>	Noise	<input type="checkbox"/>	Gas /Fumes/ Vapours	<input type="checkbox"/>	Hazardous Chemical Exposure	<input type="checkbox"/>
Mobile Plant	<input type="checkbox"/>	Welding/Hot Work	<input type="checkbox"/>	Hazardous atmospheres	<input type="checkbox"/>	Improper storage and use of flammables	<input type="checkbox"/>
Lack of site security /signage for public risk	<input type="checkbox"/>	Untrained/ unlicensed workers	<input type="checkbox"/>	Lack of first aid/ emergency plans	<input type="checkbox"/>	Working on or over waterways	<input type="checkbox"/>
Demolition	<input type="checkbox"/>	Diving	<input type="checkbox"/>	Working on or near live electricity	<input type="checkbox"/>	Access/Egress	<input type="checkbox"/>
Biological hazards	<input type="checkbox"/>	Aggression/ Violence	<input type="checkbox"/>	Hazardous Manual Tasks	<input type="checkbox"/>	Working at Heights	<input type="checkbox"/>
High Risk Construction Work	<input type="checkbox"/>	Demolition work	<input type="checkbox"/>	Diving Work	<input type="checkbox"/>	Pressure Vessels	<input type="checkbox"/>

Tick applicable boxes or add additional controls in empty boxes:

CONTROLS / PRECAUTIONS	<input checked="" type="checkbox"/>	CONTROLS / PRECAUTIONS	<input checked="" type="checkbox"/>	CONTROLS / PRECAUTIONS	<input checked="" type="checkbox"/>
<u>Physical Isolations:</u>		<u>Plant and Equipment:</u>		<u>PPE:</u>	
Traffic Management Plans	<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>	Head wear (sun hat/hard hat/welding helmet)	<input type="checkbox"/>
Electrical	<input type="checkbox"/>	Ladder	<input type="checkbox"/>	Eye wear (sun glasses/safety glasses/goggles/face shield)	<input type="checkbox"/>
Gas	<input type="checkbox"/>	Forklift / forklift work box	<input type="checkbox"/>	Hearing Protection	<input type="checkbox"/>
Water	<input type="checkbox"/>	SDS	<input type="checkbox"/>	Respirator / Face mask	<input type="checkbox"/>
Hydraulic	<input type="checkbox"/>	Elevated Work Platform	<input type="checkbox"/>	Wet weather gear	<input type="checkbox"/>
Pneumatic	<input type="checkbox"/>			Gloves (safety/chemical /heavy duty/riggers)	<input type="checkbox"/>
Barricading	<input type="checkbox"/>			Safety Harness/Lanyard	<input type="checkbox"/>
				Spill Containment Kit	<input type="checkbox"/>
				Safety Boots	<input type="checkbox"/>
				Clothing (long sleeved shirt/trousers/ High Vis Vest)	<input type="checkbox"/>

Record details of licences and permits in the table below:

LICENCE / PERMIT DETAILS	LICENCE / PERMIT DETAILS
Work Zone Traffic Management:	Hot Work:
Confined Space:	Working at Heights:
Plant Registration and Licensing :	High Risk Work Licence/White Card/Certificate of Competency:
Electrician/Electrical Fitter/Line Worker/Cable Joiner/ Tradespeople - Restricted Electrical Licence/Plumber & Gas-fitter/Carpenter & Joiner/Bricklayer/ Builder/Refrigeration & Air-Conditioning Mechanic/Auto-gas Installer Details:	Hazardous Chemicals/Pest Control:
Other licenses or permits as required:	Other licenses or permits as required:

SAFETY DOCUMENTATION

Risk assessment documentation must be provided by the Contractor as per the following table:

PROJECT VALUE / TYPE	REQUIREMENTS
Less than \$450,000	Risk Assessment / Job Safety Analysis (JSA) Safe Work Method Statement (SWMS)
High risk construction work (less than \$450,000)	Safe Work Method Statement (SWMS)
\$450,000 or more (becomes a construction project)	WHS Management Plan (includes Risk Assessments/SWMS)
High risk construction work (more than \$450,000)	WHS Management Plan + SWMS

Council should reference their WHS Construction Activities Guidance Checklist if construction work is being undertaken, to ensure that legislative requirements are met.

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

- Relevant Risk Assessments/WHS Management Plan/SWMS/JSA/SOP/SWI etc.
- 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: ____/____/20____

OFFICE USE ONLY**INDUCTION - Project Managers to record information with Contractor:**

ITEM	DETAILS / COMMENTS	TICK OFF
Council Project Managers name:		<input type="checkbox"/>
Daily start and finish times:		<input type="checkbox"/>
Access to buildings including safe entry and exit:		<input type="checkbox"/>
Access to work areas:		<input type="checkbox"/>
Impact on public: (How will this be minimised?)		<input type="checkbox"/>
Site controls: fencing, signage, traffic management		<input type="checkbox"/>
Emergency plan:		<input type="checkbox"/>
First Aid:		<input type="checkbox"/>
Reporting of Incidents / Hazards:		<input type="checkbox"/>
Environmental requirements:		<input type="checkbox"/>
Clean up of work site area: (During work and at completion)		<input type="checkbox"/>
Use of Hazardous Chemicals: (Safety Data Sheets)		<input type="checkbox"/>
Noise: (Noise level readings)		<input type="checkbox"/>
Waste disposal:		<input type="checkbox"/>
Other:		<input type="checkbox"/>

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

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

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

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

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 allocated, and documentation will be updated accordingly and provided to the Project Manager.

WHS Management Plan/Safe Work Method Statements/Job Safety Analysis

The Contractor has provided general WHS Documents/JSA/SWMS applicable to the nature of works being undertaken on a regular basis. Job specific WHS Documents /JSA/ SWMS will also be required.

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: _____