



Contractor Safety

Minimum Work Safety and Health Requirements (applies to all contracts)



CM03-15

1 INTRODUCTION

In addition to your obligations to ensure health and safety as an employer, principal, main contractor, service provider or person conducting a business or undertaking, the following minimum work, safety and health requirements apply to any contract work undertaken directly or indirectly for the City of Bayswater ('City') and/or in relation to a City site.

All Contractors are required to accept and formally acknowledge their obligation to comply with these conditions before work can proceed, by completing the Contractor Acknowledgement Statement at the back of this Document.

In signing this Document, the Contractor acknowledges and agrees that it is responsible for ensuring that it, and any workers or subcontractors engaged to perform the works, comply with the requirements set out in this Document.

2 LEGAL REQUIREMENTS

The City requires that all Contractors and their workers (including sub-contractors and employees) take all suitable precautions to protect the health and safety of all persons who may be affected by the work directly or indirectly, including the contractor's employees, sub-contractors, City workers and/or members of the public.

The Contractor and its workers (including sub-contractors and employees) must:

- comply with all relevant safety legislation, standards and codes of practice;
- be alert and observant while on site;
- consider their surroundings (including people nearby or who may be impacted by the business that the contractor is undertaking);
- use protective clothing, plant and equipment properly;
- follow the instructions of site safety representatives;
- maintain the work area in a tidy and safe manner;
- leave the work area in a safe, tidy and secure condition;
- adopt a positive attitude to safe working;
- be alert to changing or unusual conditions; and
- provide appropriate barriers/screens and site security measures etc,

to protect all people and property from any hazards generated from the works and prevent any exposure to risk.

2.1 Legislation, Codes of Practice, Guidance Notes and Standards

The Contractor must comply with, and ensure that its workers and sub-contractors comply with:

- The applicable legislation, which is currently the *Occupational Safety and Health Act 1984 (WA)* and the *Occupational Safety and Health Regulations 1996 (WA)*; and
- All relevant Codes of Practice, Guidance Notes and Australian Standards.

2.2 National Licensing Standard

All operators of plant and equipment must hold and be able to produce a valid licence issued under the relevant legislation, Codes of Practice or Standards.

For example, all load-shifting equipment, forklifts, crane, hoist and pressure equipment operators, and all scaffolding, dogging and rigging work require operators to be licensed under the National Standard for Licensing Persons Performing High Risk Work.

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2.3 Certificates of Competency and Trade Qualifications

All operators of plant and equipment must hold and be able to produce a valid certificate of competency issued under the relevant legislation, Codes of Practice or Australian Standards.

Any plant that is not subject to the National Licensing Standard must be operated by persons with the required level of competency and accredited training.

For example, chainsaws must only be used by persons who have completed and passed an approved training course as per *AS/NZS 2727 (1997) Chainsaws - Guide to Safe Working Practice* with a minimum requirement of *FPICOT2206A Cross Cut Material with a Hand-held Chainsaw*.

2.4 Traffic Management

The Contractor must comply with and meet all requirements outlined within the *General Field Guide & Main Roads Western Australia - Traffic Management for Work on Roads Code of Practice* and *AS1742.3.- 2009 Manual of Uniform Traffic Devices Part 3: Traffic control for Works on Roads*.

2.5 Working Under or Near Powerlines

All work under or near power lines is to be carried out strictly in accordance with the *Code of Practice for Personnel Electrical Safety for Vegetation Control Work Near Live Power Lines* issued by the Director of Energy Safety WA and Western Power's requirements for maintaining clearance from power lines.

Details of the specific requirements are available from the respective agency.

2.6 Confined Space Entry

Before entry to a confined space is permitted, the Contractor must ensure that all the appropriate isolation procedures are carried out, as required by the relevant Australian Standard e.g. Australian Standard 2865-2009 *Safe Working in a Confined Space* and Division 8 of the *Occupational Safety and Health Regulations*.

A Confined Space is defined as an enclosed or partially enclosed space that is at atmospheric pressure during occupancy, is not intended or designed primarily as a place of work and has restricted entry and exit that either has or is likely to have an atmosphere which contains potentially harmful levels of contaminant, or unsafe oxygen levels or is, or is likely to be, of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or contaminant.

2.7 Plant and Vehicles

All plant and vehicles must be operated and maintained in accordance with the manufacturer's specifications. All vehicles that are subject to licensing must be roadworthy according to WorkSafe WA and Road Transport requirements. Any modifications to plant or vehicles are to be in accordance with the manufacturer's recommendations and/or the relevant Australian Standards.

Copies of vehicle inspection, pre-start and maintenance records are to be made available to the Contact Officer upon request.

2.8 Plant and Equipment Operators

Plant and equipment operators shall possess all necessary training, licenses, registrations and/or certificates of competency in accordance with all statutory requirements and qualify them as competent operators of that plant or equipment.

The Contractor is responsible for ensuring that operators are assessed as competent in the use of such plant and equipment and shall keep a register of operator licenses, competency assessments, and certification.

2.9 Cranes

Mobile cranes owned or leased by contractors shall carry the current logbook and manufacturer's operation and maintenance manual/s at all times.

Details of maintenance history and modifications shall be entered in the plant logbook and, where possible, the same operator will operate the same crane on site.

Once a crane is set up on site: the working radius will be barricaded as required and sign posted to identify that only those involved in the lift are to enter the area; and no other trades are to work in the barricaded area whilst the lift is in progress. Loads shall be secured whilst the crane is in motion and, where the operator's vision is restricted, the operator shall travel in reverse and/or be guided by a Dogger or Rigger. A certified Rigger or Dogger shall direct all crane lifts/load movements. All lifting gear shall be removed from the crane hook prior to travelling on the site roads. Front end loaders, shovel, backhoes and the like shall not be used to suspend loads (as a crane). Where a crane is left unattended, the boom shall be positioned so that it does not project over, or lie in the direction of, existing plant. No load shall be left suspended unless the crane operator is inside the crane cab.

2.10 Working at Heights

All working at heights tasks must be conducted in accordance with the *Occupational Safety and Health Regulations* and applicable Australian Standard e.g. Australian Standard 1891.4:2009 *Industrial fall-arrest systems and devices selection, use and maintenance*.

2.10.1 Residual Current Devices

The Contractor must provide a working and tested portable Residual Current Device (RCD) when the building is not fitted with such devices.

2.11 Welding and Cutting

The Contractor must ensure that all work requiring the use of welding, gas cutting, grinding or naked flames is done in accordance with Worksafe WA Technical Notes and Guidance Notes.

All permits, fire watch personnel, flammable material, screening and protective equipment must comply with the requirements within the *Occupational Safety and Health Regulation Regulation 3.96*.

2.12 Site Protection

All barriers, site protection for danger areas and overhead protection of workers must comply with the *Occupational Safety and Health Regulations Division 7*.

2.13 Working Alone

Where the Contractor's workers or sub-contractors are working alone, the Contractor must ensure compliance with the *Occupational Safety and Health Regulations 1996*, including having a process for regular communication.

3 CONTRACT DOCUMENTATION AND COMMUNICATION

3.1 City of Bayswater Contact Officer

Each project or works will have a City Contact Officer. All queries in relation to the project or works must be directed through the City Contact Officer.

3.2 Site Induction

Before arrival on site for the first time, the Contractor will be escorted to the work location by the City Contact Officer. The Contractor is responsible for ensuring that its workers and sub-contractors are made aware of the site plans and requirements including, but not limited to: the requirements set out within this Document; applicable health and safety plans, policies and procedures; what to do in case of emergency/evacuation; the location of first aid and emergency wash down facilities; and how to report damage, loss and personal injury and/or 'near misses'.

3.3 Insurance

The Contract conditions set out the required insurance types and limits. Prior to commencing any work, the Contractor must have the required level of cover, with proof in the form of Certificates of Currency.

3.4 Working with Children Check

A Working with Children Check (WWC Check) is a compulsory national criminal record check for certain people who engage in child-related work in Western Australia.

If the Contractor or any workers/subcontractors, volunteers or students on work placement (paid or unpaid) are engaged in child related work, or if the usual duties of their role involve children or contact with a child, then the employees may require a WWC Check prior to commencement of any activity. For more information on WWC Check requirements and to apply, visit www.checkwwc.wa.gov.au.

The Contractor acknowledges and agrees that it will ensure that all workers have the required checks to perform their roles.

3.5 Audits / Requirement to demonstrate compliance

The City may conduct and/or require the Contractor to engage an independent third party to conduct periodic inspections of the Contractor's work sites. The Contractor must ensure that its workers and subcontractors co-operate with the City in the execution of these inspections.

If the City identifies that the Contractor has departed from the Minimum Requirements set out within this document, the Contractor must take necessary steps to ensure compliance.

Identified departures from the Minimum Requirements will be recorded in writing on the Contractor Non-Compliance Notice Form CM 07-15, and must be signed by the Contractor's appointed representative.

3.6 Rectification of 'Stop Work' Orders

All workers have the right and responsibility to stop work in the event of imminent danger to the health and safety of workers or other persons.

The City may request an immediate stop to work if an unsafe work practice is detected, and work shall not recommence until the Contractor has sufficiently demonstrated that the unsafe practice has been rectified.

If the City becomes concerned that the Contractor and/or any of its workers/sub-contractors have failed to comply with the conditions outlined in this document, the City Contact Officer may require that the Contractor implements corrective measures, including setting out steps to ensure that the breach does not recur. Failure to adequately address the breaches and/or respond could lead to suspension or termination of the contract.

4 HIGH RISK ACTIVITIES

4.1 Tools and Templates for Managing High Risk Construction Work

The City recognises that high risk construction work must be managed according to best industry practice. 'Construction Work' is fully defined under the *Occupational Health and Safety Regulations 1996* and includes excavation, demolition, piling, pipe laying, road works and earth works.

4.2 'High-Risk Construction Work'

High-risk construction work is fully defined in Schedule 6.3 of the *Occupational Health and Safety Regulations 1996* and includes working from scaffolds and platforms, dogging and rigging, crane and hoist operation, forklifts and use of pressure equipment

4.3 Safe Work Method Statement (SWMS)

Construction projects require a site specific Safe Work Method Statement (SWMS) plan. To identify and manage the inherent risks in construction work, the Contractor will be required to prepare a Safe Work Method Statement where the type of work meets the definition of 'High Risk construction work'.

4.3.1 Generic SWMS

The City requires that SWMS are reviewed each time that work is performed, regardless of whether any adjustments to the SWMS are actually required.

5 GENERAL REQUIREMENTS

5.1 Legislative Requirements

At a general level, the *Occupational Health and Safety Regulations*, regulation 3.1 require a person who, at a workplace, is an employer, the main contractor, a self-employed person, a person having control of the workplace or a person having control of access to the workplace to, as far as practicable, identify each hazard to which a person at the workplace is likely to be exposed, assess the harm or injury that may result and identify and implement measures to reduce that risk.

5.2 Job Safety Analysis (JSA)/Job Hazard Analysis (JHA)

The Contractor (including its workers and subcontractors) must adequately perform and document site and job specific risk assessments to identify hazards and develop and implement appropriate measures to mitigate hazards to safeguard its workers and members of the public.

Where contract project work is not rated as High Risk, a Job Safety Analysis (JSA) (also known as a Job Hazard Analysis (JHA)) shall be the minimum requirement.

A template for the JSA/JHA can be obtained from the Department of Commerce WA website (<http://www.commerce.wa.gov.au/publications/job-safety-analysis-jsa>).

A job task JSA/JHA which is work and site specific must be completed by the Contractor, signed by all workers and subcontractors and approved by the Contractor's designated supervisor, prior to any work being performed.

The level of detail recorded must be appropriate to the degree of risk identified.

The JSA/JHA should identify all potential risks such as slipping, reaching, vehicle movements on site, potential exposure to heat or cold, repetitive actions and so on, and should identify the methodology that the Contractor or sub-contractors intend to use to carry out the activity – the additional risks arising from that methodology, the relevant control measures to reduce those risks including how the control measures are to be implemented, and how the effectiveness of the control measures will be regularly monitored and reviewed.

6 SITE MOVEMENT CONTROL

6.1 Equipment and Material Deliveries

Prior to making any arrangements, Contractors are to inform the Contact Officer of proposed plans for delivery, off loading and safe storage of equipment and material on site.

6.2 Vehicles

All vehicles operated on site that are subject to licensing must be roadworthy in accordance with Worksafe WA and Road Transport requirements, appropriately licensed and carry a minimum of third party insurance coverage.

Site vehicles are to be those actually needed on the job, and employees and sub-contractors of the Contractor are to park their personal/private vehicles in appropriate car parks or designated areas.

Speed limits on the City's premises and lands are to be observed at all times.

6.3 Person Not Authorised to be On site

Children are not permitted on any construction site, whether supervised or not. 'Child' means any person who is under 15 years of age. All other persons shall only be permitted on site for legitimate reasons and must present to the site office or site representative.

6.4 Barricades and Fencing

To ensure the safety of all persons on the work site, or who may be affected by the works, the Contractor must supply and erect any necessary barricades and fencing appropriate to the work they are doing.

All materials, equipment, plant and tools must also be safely stored within barricades, fencing and traffic management control, as required.

Particular care must be taken to check and secure the barricades and fences whenever contract staff leave the work area. This may include providing temporary lighting on the site, if deemed necessary by the Contractor or requested by the City Contact Officer.

Pedestrian access must not be impeded without prior written approval from the City.

7 HOUSEKEEPING AND WASTE DISPOSAL

7.1 General Housekeeping

All work places shall be kept in a clean, tidy and safe condition and be free of trip and fall hazards at all times. All rubbish and debris must be removed periodically and a final clean-up must be completed prior to the Contractor leaving the site. At no time shall any waste, chemical, cement or sediment be allowed to enter storm water drains.

Waste materials must not be allowed to accumulate in walkways.

7.1.1 Sharps

Sharps must only be handled by adequately trained employees. A toggle pick-up stick shall be used where possible or gloves worn. Sharps must be placed in an approved container and disposed of appropriately.

7.1.2 Supply of bins and tipping charges

Unless otherwise approved in writing by the City Contact Officer, the Contractor (including any workers and sub-contractors) is responsible for the safe disposal of all waste resulting from the works and all associated charges for supply and emptying of bins on site.

The Contractor must ensure that sufficient bins are provided to dispose of all waste material and that bins are promptly emptied to avoid waste material accumulating.

8 CONDUCT

8.1 Harassment and Discrimination

Discrimination, bullying and harassment are unacceptable. The Contractor must ensure that its workers and sub-contractors comply at all times with all laws regarding harassment and discrimination, including but not limited to, the:

- *Sex Discrimination Act 1984 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Age Discrimination Act 2004 (Cth)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Equal Opportunity Act 1984 (WA)*.

8.2 Practical Jokes

Practical jokes and skylarking are strictly prohibited at all City sites and workplaces.

8.3 Alcohol and Other Drugs

The Contractor must ensure that workers who are under the influence of alcohol or drugs are not permitted to attend the workplace. Any person suspected of being under the influence of drugs or alcohol will be directed to leave the site immediately under the supervision of the Contractor.

8.4 Smoking

Smoking is only permitted in designated smoking areas, or where no specific area is designated in the open, or when side stream smoke will not affect anyone else. Smoking is not permitted within or in the immediate vicinity of any City buildings, vehicles, offices, or designated 'No Smoking' areas.

8.5 Contact with members of the public

The Contractor must ensure that its workers and sub-contractors conduct themselves professionally and in accordance with applicable legislation at all times when at, or near, a City worksite or performing work for the City. Any contact with members of the public must be courteous, and generally should be kept to a minimum.

Contractor employees and sub-contractors must avoid any altercations and/or adversarial exchanges with members of the public.

9 TOOLS, PLANT AND EQUIPMENT

9.1 Isolation Procedure for Unsafe Plant and Equipment

All risks to workers arising from an item of plant or equipment, must be isolated from the unit (and all associated drives) and clearly tagged by having a "Danger Tag" or "Out of Service" Tag attached to any control, switch, valve or other activator which must not be energised, used or operated until rectified by an authorised technician.

If service or repair work is to be carried out on any plant or machinery, locks and/or appropriate tags must be used to isolate such plant or machinery.

9.2 Maintenance of Tools, Plant and Equipment

The Contractor and its sub-contractors must provide all equipment necessary for the performance of the contract work, and all tools, plant and equipment must be maintained in good working order.

The City will not be responsible for the loss or damage to equipment or personal effects of the Contractor or sub-contractors.

9.3 Access to City Machinery and Equipment

Contractors (including their workers and sub-contractors) are not permitted to operate any of the City's equipment except where authorised in writing by the Contact Officer. All machinery and/or mobile equipment subject to special licences or certificates of competency must not be operated on site unless the operators have the appropriate licences under the National Standard for Licensing Persons Performing High Risk Work (National Licensing Standard).

9.4 Safety Guards

All operating machinery shall be adequately protected by guards which comply with the *Occupational Safety and Health Regulations Part 4 Plant, Division 3 General duties applying to plant*.

9.5 Scaffolding and Ladders

All scaffolds and ladders will be constructed in accordance with applicable Australian Standards, maintained in good order and condition and used in accordance with the *Occupational Safety and Health Act and Occupational Safety and Health Regulations Part 3 - Division 7*.

9.6 Nail Guns and Explosive Tools

The use of nail guns and explosive tools is covered under regulations 4.50 and 4.51 of the *Occupational Safety and Health Regulations*. The Contractor (including any workers or sub-contractors) must ensure that, as far as is reasonably practicable, the site is sufficiently controlled to prevent members of the public entering the site when nail guns or explosive powered tools are being used.

10 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) comprises clothing and equipment that a worker wears to minimize contact with, and exposure to, occupational hazards.

All workers must wear appropriate PPE to enable them to work safely.

It is the responsibility of all Contractors and Subcontractors to ensure that all workers have access to and use the correct PPE to carry out the work in a safe manner.

All workers must comply with Australian Standard, e.g. Australian Standard 4501;2006: Occupational protective clothing.

10.1 Australian Standards for PPE

If adequate PPE is not used, workers will be required to cease all work until the correct equipment is obtained.

10.2 Sun (Ultra Violet) Protection

A broad-brimmed hat, long-sleeved shirt, long pants and appropriate closed-in shoes (with safety boots where necessary) shall be worn for outdoor work..

The Contractor must ensure that SPF30+ broad spectrum sunscreen is available for all workers.

11 FIRST AID, FIRE AND EMERGENCY PROCEDURES

11.1 Mustering Points

The City's Contact Officer will identify emergency mustering points during the site induction. A roll call of those present must be completed at each mustering point. Workers must not return to the site unless and until advised by the Site Warden or another authorised City representative.

11.2 Fire

In the event of fire, ensure the safety of people and immediately alert the emergency services. Persons on site should attempt to extinguish the fire only if safe to do so.

The location of fire extinguishers, hydrants, and hose reels will be identified in the site induction.

The Contractor should note the location of these, the type of fire they are designed to fight and their method of operation. Fire hoses must not be used for any other purposes. If a fire extinguisher is used, report it to the City's Contact Officer so that replacement can be arranged.

11.3 Identification of Extinguisher Types

Contractors (including their employees and sub-contractors) should be aware of the correct extinguisher to use for different situations. To allow for instant recognition of which extinguisher is the most suitable, identification discs are displayed on the can to indicate the particular types of fire it can be used on.

- Class A:
Fires that involve paper products, fabrics of textiles, wood-based products, plastics, and rubber-based products. Extinguishers that fall into this category are Powder ABE, water, foam and wet chemicals.
- Class B:
Flammable or combustible liquids such as cleaning products, electrical contact cleaner, and lubricants. Extinguishes that can be used include Powder ABE and BE, and foam.
- Class C:
Fires started by flammable gases. The type of class C extinguishers used for these fires are Powder ABE and BE.
- Class D:
Combustible Metals such as may be used in laboratories.
- Class E:
Electrical fires. Extinguishers that may be used for electrical-based fires include Powder ABE and BE, carbon dioxide, and vaporising liquid.
- Class F:
Fires caused by cooking oils and fat-based products, such as could occur in a kitchen setting of the workplace. Class F extinguishers include Powder BE and wet chemical.

11.4 First Aid

Contractors must provide adequate first aid facilities and appropriately trained personnel (Reg. 3.12).

11.5 Emergency Calls

In case of emergencies, the Contractor must immediately contact DFES, police or ambulance (000) and subsequently advise the City Contact Officer as soon as possible.

12 ACCIDENTS AND 'NEAR MISSES'

12.1 Accidents, incident and near misses

Accidents (even if not an emergency), incidents and near misses must be reported immediately to the City Contact Officer. The Contractor acknowledges and agrees to co-operate with and follow any directions issued by the City including, but not limited to, conducting prompt investigations and/or providing access to its workers, documents and systems.

13 GASES AND CHEMICALS

13.1 Gas Cylinders

The Contractor shall ensure that all gas cylinders are stored and secured in a safe place and condition, in the upright position away from heat, and fastened or secured to prevent them falling.

13.2 Chemicals

The Contractor shall keep on site and provide all employees and sub-contractors with the appropriate Safety Data Sheet (SDS) for each chemical to be used on site. The Contact Officer shall also be provided with a copy of the SDS. No chemicals shall be substituted without prior notification of the Contact Officer.

Manufacturer's labels are not to be removed from chemical containers and unlabelled containers are not to be used to decant chemicals.

14 HAZARDOUS MATERIALS

14.1 Asbestos and Mineral Fibres Licence for Removal

No asbestos or asbestos containing substance shall be brought onto site. Existing asbestos containing materials shall only be handled by qualified and licensed asbestos specialists.

Silica shall not be used for abrasive blasting. Synthetic mineral fibres (glass fibre, Rockwool and ceramic fibres) shall only be handled in accordance with [NOHSC: 1004 (1990)] *National Code of Practice for the Safe Use of Synthetic Mineral Fibres*

14.2 Paint

Paints and polyurethane containing isocyanates ('two pack') must not be used on site without prior written approval from the City and adequate ventilation and mist controls in place.

15 ISOLATION AND TAGGING

15.1 City of Bayswater tagging procedure

The Contractor is to isolate ALL equipment, switches and controls required to ensure that the work site is safe.

The City requires Contractors to implement isolation procedures for the use of 'Danger' tags, 'Out of Service' tags and 'Lock Out' systems. Contractors must ensure that they and their workers and sub-contractors use the systems in accordance with safe working and isolation procedures. Contractors shall provide their own 'Danger', 'Out of Service' tags and lock out mechanisms.

15.1.1 Electrical Isolation

The Contractor must ensure that isolation tags/locks are placed on all electrical switches, switchboards and other appropriate switches, valves, main isolators or key rings.

Version	Issue Date	Author	Notes / Changes
1	July 2015	George Rimpas	Draft with input from Consultant/Safety Officer
2	September 2015	George Rimpas	Second draft
3	March 2018	Kelley Ambrose	Edits prior to release
4	December 2018	Kelley Ambrose	Second edit prior to release

ADDRESS:

WORK:

WORKSITE:

TIME PERIOD:

SUBCONTRACTORS:

I [NAME], [POSITION] of [INSERT CONTRACTOR NAME] as the authorised representative for [INSERT CONTRACTOR NAME] acknowledge that I have read and understood the City of Bayswater Minimum Requirements Document CM3-15 and that [INSERT CONTRACTOR NAME] will follow and comply with, and ensure that its workers and subcontractors follow and comply with the obligations within this Document.

SIGNED:

POSITION:

DATE:

CONTRACTOR COMPANY NAME AND ABN:

ADDRESS:

WORK:

WORKSITE:

TIME PERIOD:

SUBCONTRACTORS:

I [NAME], [POSITION] of [INSERT CONTRACTOR NAME] as the authorised representative for [INSERT CONTRACTOR NAME] acknowledge that I have read and understood the City of Bayswater Minimum Requirements Document CM3-15 and that [INSERT CONTRACTOR NAME] will follow and comply with, and ensure that its workers and subcontractors follow and comply with the obligations within this Document.