

# Guidelines and Procedure for Contractor Work Health and Safety

## Introduction

All Contractors who perform work for the City of Mandurah (City) must do so in a manner which protects the safety of themselves and their workers, members of the public, third parties and the City's personnel and property. The City will not engage Contractors who are not committed to safety.

All Contractors are required to work in accordance with:

- *Work Health and Safety Act (2020) (WA)*;
- *Work Health and Safety (General) Regulations 2022 (WA)*;
- Relevant Australian/New Zealand Standards; and
- Relevant Approved Codes of Practice.

In addition to the obligations of Contractors to ensure safety and health 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 work undertaken directly or indirectly for the City and/or in relation to a City site.

## Policy

The Work Health, Safety and Wellbeing Council Policy outlines the City of Mandurah's commitment to providing a safe and healthy workplace for all Workers and requires that all work be conducted in a safe manner. The City is committed to ensuring a safe and healthy working environment for all persons at its workplaces, offices, sites and premises. The City requires that operations associated with a particular task must immediately cease if safety cannot be assured.

All Contractors who perform work for the City must apply these principles.

## Definitions

**City** means the City of Mandurah.

**Contractor** means any person who carries out work, including as a contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

**Contract Manager** – is a City employee with oversight of the engagement and/or ongoing management of the contract. Contract Managers may also be referred to as the Principal's Representative, City Representative or Contract Contact Representative depending on the contract being used.

**Work** – any work conducted for the City, including the supply of goods and services to the City.

**Worker** - means any person who carries out work, including as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a 'host employer' and volunteers.

## Approach

When the City engages Contractors elements within this Guideline will be applied where relevant.

The extent to which the City applies each element will depend upon an assessment of the scope of the work and risks involved.

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Contractors will be advised of the City's requirements in respect to work health, safety, well being and environment conservation prior to commencement of a contract. These requirements will usually be defined within the City's specifications, contract and terms and conditions.

Prior to the commencement of any work Contractors may be required to attend a planning meeting to review work health and safety requirements and to agree on the approach.

A Contractor may be required to prepare a Safety Management Plan (SMP) where the City deems the scope of the work entails special or significant risk. The purpose of the SMP is to identify a clear strategy on the part of the Contractor to ensure work health, safety and well-being throughout the contract.

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

## Risk Management

As part of a risk management approach Contractors must identify all hazards within their work activities, conduct risk assessments and put controls in place to mitigate the risk.

This risk management process could be in the form of a Job Safety Analysis (JSA), Safe Work Method Statement (SWMS) or risk register.

## Contractor WHS Induction

All Contractors must complete an online WHS Contractor Induction prior to commencing work for the City.

## Site specific induction

If required by the City, site specific inductions must be completed prior to commencing work for the City. The following will be covered within the site-specific induction:

- Any site-specific safety procedures;
- Isolation procedures - Out of service/danger tags. If required
- Hazards on the work-site that are not readily identifiable e.g. presence of asbestos, need for portable RCDs etc.
- Location of safety data sheets.
- Working alone, after hours work procedures and working in unoccupied buildings.
- Reporting procedure for hazards, injury or property damage.
- Emergency procedures - evacuation plan and muster point at relevant sites, including contact person.
- Local contacts for hospital, doctor if relevant.
- Closing time of City's office/depot.
- Location of Essential Services Boxes which contain the applicable site documentation such as sign in sheets & asbestos register.

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## Arriving at and departing City property

The Contract Manager will advise the Contractor who to contact before Contractors start work. This person will be your contact person upon arriving and departing City properties.

At some City work locations, Contractors must sign in and out of the building/site.

## Management of a fall risk

All work that exposes Contractors to a risk of falling from one level to another that is reasonably likely to cause injury a person must be completed in accordance with *Work Health and Safety Regulation* - Part 4.4 Falls.

## Traffic management

Where relevant the principal Contractor must develop or provide an appropriate Traffic Management Plan for all works that have an impact on road users/pedestrians.

You must provide appropriate signage, trained employees, high visible clothing and lamps on your vehicles as per the Traffic Management For Works on Roads Code of Practice – Main Roads WA.

## Confined Spaces

Confined spaces pose dangers because they are usually not designed to be areas where people work. Confined spaces often have poor ventilation which allows hazardous atmospheres to quickly develop, especially if the space is small. The hazards are not always obvious and may change from one entry into the confined space to the next.

All work in confined spaces must be completed in accordance with *Work Health and Safety (General) Regulations 2022 (WA)* - Part 4.3 Confined spaces and the Australian Standard AS2865-1995 – Safe Working in a Confined Space.

## Hot Work (includes welding and cutting)

Contractors 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.

## Site Protection

Work locations must be risk assessed to determine if barriers, site protection for danger areas and overhead protection of workers are required to be erected.

## Working Alone

Where Contractors are working alone (or considered conducting remote or isolated work), the Contractor must ensure compliance with Regulation 48 of the *Work Health and Safety (General) Regulations 2022 (WA)*.

## Digging, trenching and excavation

All excavation work must be completed according to Division 3 – Excavation Work of the *Work Health and Safety Regulations 2022 (WA)*.

Contractors must complete a risk assessment to identify the requirement for signs, barricades, permits, the presence of underground services etc. (e.g. dial before you dig).

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## Electrical Works

All electrical power-tools and extension leads used by Contractors must be tested and tagged as per the Australian Standards requirements.

All electrical work must be performed in accordance with the statutory requirements for electrical work by a licensed electrician and the *Work Health and Safety (General) Regulations 2022 (WA)* Part 4.7 — General electrical safety in workplaces and energised electrical work.

## Hazardous Substances

A hazardous substance has the potential, through use at work, to harm the health or safety of persons in the workplace. Hazardous substances include poisons, corrosives, flammable solvents, as well as the inhalation of vapours and mists.

All Workers must be diligent with the use of hazardous materials that have the potential to cause harm to others, other people in the area and the environment and must -

- Provide an up to date SDS for all hazardous substances being used on site.
- Conduct a chemical risk assessment on all hazardous substances. The risk assessment will identify training, PPE, storage etc. requirements.
- Provide hazardous substances information to the Contract Manager.

All work activities that involved hazardous chemical must be managed and performed in accordance with the *Work Health and Safety (General) Regulations 2022 (WA)* Chapter 7 — Hazardous chemicals.

## Tools, equipment and machinery

- Plant and equipment must be operated and maintained as per the operator's manual.
- Operators must be trained and competent in the correct use of the tools, equipment and machinery.
- If required the operator must hold a relevant and current licence for the equipment and machinery.
- Pre-starts must be conducted prior to use and if the machine is faulty it should be tagged out.
- Guards must be in place prior to operating machinery.

All work activities involving plant and structures which includes the design, manufacture, import, install, construction, commission and the management or control must be performed in accordance with the *Work Health and Safety (General) Regulations 2022 (WA)* Chapter 5 — Plant and structures.

## Personal Protective Equipment (PPE)

PPE is anything a worker uses or wears to keep them healthy and safe.

All Contractors must wear appropriate PPE and ensure their workers or anyone engaged by the Contractor uses such PPE correctly.

Required PPE for the task must be identified on the Contractor's risk assessment document.

PPE must be managed in accordance of the *Work Health and Safety (General) Regulations (WA)* Division 5 — Personal protective equipment.

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## Incident reporting

In the event of an incident the Contractor must:

- 1) Arrange medical treatment, if required.
- 2) Report the incident to the City contact. The City will expect the incident to be reported within 24 hours of the occurrence.
- 3) Conduct an investigation into the incident. The City may request a copy of the incident report/investigation and findings.

Worksafe notifiable incidents must be reported to Worksafe in accordance with *Work Health and Safety Act (WA) 2020* Part 3 — Incident notification.

## Fitness for Work

'Fit for work' means that an individual is in a state, physically, mentally and behaviourally, which enables the Contractor to perform assigned tasks competently and, in a manner, which does not compromise or threaten the safety or health of themselves or others.

Alcohol and drugs, other than drugs prescribed by a medical practitioner and used in accordance with documented guidelines, must not be consumed at any work site or work location unless officially authorised. Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery.

Contractors are responsible for the fitness of all workers they have engaged to carry out works for the City.

## Smoking (including vaping)

In line with the City's Smoke Free Policy smoking is not allowed:

- Within an enclosed workplace within Council premises;
- Within any vehicle owned or leased by the City of Mandurah;
- While a person is performing an actual 'hands-on' job function for the City, including work being conducted in an outside environment.

## Asbestos Management

- Asbestos removal must only be carried out by licensed asbestos removalists.
- A nominated asbestos removal supervisor is either present (Class A removal) or readily available (Class B removal) during asbestos removal works.
- An Asbestos removal control plan is to be developed and available to the City for any licensed asbestos removal work.
- Provide a clearance inspection and certificate of an asbestos removal area after asbestos removal work has been completed to verify that the area is safe for normal use.
- The Contractor must review the Asbestos Register prior to commencement of works on site.
- If relevant, enquire with the Contract Manager and request a copy of the HazMat Survey on the commencement of works.
- All Contractors and their workers should make themselves aware of situations in which asbestos may be encountered and ensure that maintenance and other workers are informed of the presence or suspicion of asbestos.
- All Contractors and workers must be aware of the hazard of asbestos exposure and, if a suspect material needs to be disturbed, or becomes damaged, they must suspend the task so that safety in relation to asbestos can be checked.

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- All Contractors and workers who observe, what may be damaged or unsealed asbestos, must report it to the site nominated person for investigation and appropriate control measures.

All work involved with asbestos removal must in accordance with the *Work Health and Safety (General) Regulations 2022 (WA)* – Chapter 8 Asbestos.

## Silica

Silica is a common naturally occurring mineral, also known as silicon dioxide. Silica can be found or manufactured in different forms. Silica is a major constituent of many types of sand. It is also a component of concrete and some bricks and rocks (eg granite, slate, sandstone).

The risk of silica exposure from a work activity must be risk assessed by examining the work processes involving crystalline silica. The assessment must consider the dust exposure that could occur.

## Working outdoors

In some work situations there will be a risk of exposure to ultra violet radiation from the sun or heat stress. Contractors and Workers must conduct a risk assessment to address the hazards of working outdoors and implement appropriate controls to eliminate/reduce the risk.

Risks for working outdoors must be identified and assessed in accordance with the *Work Health and Safety (General) Regulations 2022 (WA)* Division 2 — General working environment.

## Working Over Water

If there is a risk of a person falling into water or other liquid the contractor must identify, assess and control the risks associated with working over water.

If the work activity is deemed a construction risk work then all work must be carried out in accordance with *Work Health and Safety (General) Regulations 2022 (WA)* Chapter 6 — Construction work.

## Mosquito Management

The City operates a mosquito management reduction program all year round.

The mosquito species targeted are primary carriers of Ross River virus and Barmah Forest virus within Mandurah and also causes nuisance.

In some outdoor working environments within the City, exposure to biting mosquitoes may present and therefore the Contractor must conduct a risk assessment to address the hazards and implement appropriate controls to eliminate/reduce the risk.

## Noise

The most effective way of controlling exposure to workplace noise is through reduction of noise at its source.

Contractors must identify, assess and control the risks associated with noise exposure. Controls for managing noise risks should be in accordance with *Work Health and Safety (General) Regulations (WA) Part 4.1 — Noise and Worksafe WA Code of Practice Managing noise and preventing hearing loss at work.*

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## Hazardous manual tasks

Workers must identify, assess and control the risks associated with hazardous manual tasks. Controls for manual handling risks should be in accordance with Work Health and Safety (General) Regulations (WA) Part 4.2 — Hazardous manual tasks and WorkSafe WA Code of Practice – Hazardous Manual Tasks.

## Conduct

While on site, all Workers must not:

- Engage in fighting, practical jokes, throwing of materials or objects;
- Bring children or any un-inducted person onto a City worksite;
- Use offensive or foul language or make derogatory comments; or
- Engage in any act of harassment due to sex, sexual preference, race, religion or political persuasion.

## Psychosocial

Psychosocial hazards at work are aspects of work and work situations which can lead to psychological or physical harm. These stem from:

- the way the tasks or job are designed, organised, managed and supervised;
- tasks or jobs where there are inherent psychosocial hazards and risks;
- the equipment, working environment or requirements to undertake duties in physically hazardous environments;
- social factors at work, workplace relationships and social interactions.

Contractors must identify, assess and control the risks associated with psychosocial hazards. Controls for managing psychosocial hazards must be in accordance with *Work Health and Safety (General) Regulations 2022 (WA)* – Division 11 Psychosocial risks.

## First Aid

Contractors are responsible for the first aid needs of their workers. All injuries, no matter how minor, must be reported to the Contract Manager immediately.

## Safety Breaches

Should the City become aware of a safety breach, it may:

- Request the Contractor to take immediate action to ensure a safe work place.
- Stop works until the Contractor has addressed/repared the breach.
- Terminate the services of the Contractor where the breach is serious.

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## Contractor's Agreement

On behalf of the Contractor company named below, I confirm that I am the authorised representative and have the authority to acknowledge receipt and provide agreement to the City of Mandurah Guidelines and Procedure for Contractor Work Health and Safety document.

I acknowledge that I have read and understood all the Contractor requirements in the City of Mandurah's Guidelines and Procedure for Contractor Work Health and Safety and all persons/workers employed by the Contractor will comply with the Guidelines and that failure to do so will be sufficient grounds for cancelling the contract should the City of Mandurah choose to exercise this option.

Contractor's company name \_\_\_\_\_

Business address \_\_\_\_\_

Telephone number \_\_\_\_\_

Contractor representative's name \_\_\_\_\_

Contractor representative title \_\_\_\_\_

Contractor representative signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Once signed can you please provide a copy of this page to your nominated City Representative