



Element: 3.6.1 Contractor OSH Guidelines

1. Introduction

Contractors who perform work for the City of South Perth (COSP) must do so in a manner which protects the safety of themselves, their employees, members of the public, third parties, the City of South Perth's personnel and property and the environment.

These guidelines are not intended to be fully comprehensive but generally cover the City of South Perth's Occupational Safety & Health (OSH) requirements for Contractors, Sub-Contractors and their employees. They conform to the City's OSH Policy, the Contractor OSH Management document and support any written or verbal agreement consented to by the Contractor.

1.1 Responsibilities

Contractors are obligated to fully comply with the requirements under:

- Occupational Safety & Health legislation and the National Standards
- Western Australian regulations, standards and codes of practice
- The City of South Perth's OSH Policy and procedures

Contractors shall instruct their Sub-Contractors and employees concerning worksite safety and health at the City.

1.2 Construction Safety Awareness Training (White Card)

It is a WorkSafe WA requirement that any person undertaking construction work must have completed an approved construction safety awareness training course and be in possession of a current training card. This card is valid for 3 years. This card must be carried by all persons working and accessing COSP construction sites. Failure to do so will result in the person being requested to leave the building site area immediately.

Construction work is defined in the Occupational Safety & Health Regulations 1996 as meaning:

- The construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of these things, that is done at or adjacent to the place where the building or structure is located;
- Work on which a hoisting appliance or any scaffold or shoring is used or intended to be used;
- Work in driving or extracting piles, sheet piles or trench sheet;
- Work in laying any pipe or work in lining pipe that is done at or adjacent to the place where the pipe is laid or to be laid;
- Work in sinking or lining or altering, repairing, maintaining, renewing, removing or dismantling a well or borehole;
- Road works, earthworks or reclamation;
- Work in laying an underground cable that is done at or adjacent to the place where the cable is laid or to be laid.

1.3 Safety Management Plans

A Safety Management Plan (SMP) is written documentation detailing the safety and health policies and procedures that the Contractor, Sub-Contractors and their employees will follow prior to, during and at the completion of the work on site. A Safety Management Plan may not apply to small jobs. A SMP is required for construction related work where 5 people or more are, or are likely to be working at the same time, but may also include higher risk work. The details of the SMP may vary depending on the complexity of the works and will be judged for adequacy and completeness on submission.

1.4 Job Safety Analysis and Safe Work Procedures

Job Safety Analysis (JSA) is a documented risk management tool which involves breaking a task into steps, identifying the hazards that exist with each step and determining the actions required to control the risks associated with each hazard.

The purpose of a JSA is to ensure that sufficiently skilled workers, plant/equipment and materials/resources are allocated for a task and all persons ultimately involved are aware of and follow a safe system of work.

Suitable, sufficient and contract work specific JSA's and/or Safe Work Procedures (SWP) shall be provided to the Responsible Officer prior to commencement of the work. Generic JSA's are not sufficient.

All persons are to be familiar with the requirements of the JSA; and if in doubt regarding its requirements they must not attempt the task until further clarification is obtained.

1.5 Start-up Meetings

A meeting of the Contractor and their representatives, Responsible Officer and other COSP representatives shall be held to ensure all parties are fully informed of the requirements and undertakings prior to the commencement of the works.

1.6 Personal Protective Equipment (PPE)

The Contractor and Sub-Contractor are responsible for the provision of appropriate PPE for themselves and their employees. PPE is to be appropriate for the particular hazard to which the person is exposed and shall comply with current statutory or Australian Standards specifications.

The Contractor is responsible for ensuring that the PPE provided to their employees is used when required, that suitable storage facilities are provided and that the equipment is maintained in a good working condition.

1.7 Breaches of Safety

In the event that a Contractor, Sub-Contractor or their employees are observed or reported to be operating in an unsafe manner, the matter should be referred to the Responsible Officer for investigation. The Contractor will be advised and is required to take immediate action.

The Responsible Officer may instruct the Contractor to cease work until the situation has been rectified and the work area and/or procedures are considered safe. Non-compliance with the responsible Officer's instructions or failure to comply with the requirements of this handbook may result in:

- Disciplinary action;
- Termination of the contract due to a breach of the contract;
- Reporting to WorkSafe WA, depending on the severity of the breach

Should the City receive three reports of non-compliance in a 12 month period, the Contractor will be removed from the City's Approved Contractor List.

2. Documentation Requirements

All documentation required to be submitted by the Contractor to the Responsible Officer prior to commencing work is listed on the '**Contractor Pre-Start Documentation Checklist**'. This

checklist is included in the 'OSH Compliance Guidelines – Kit for Contractors' or available from the Responsible Officer.

2.1 Safety Induction

All Contractors, Sub-Contractors and their employees must have completed and been issued with the COSP Contractor Safety Induction card prior to commencing work on any COSP site. This card is valid for 2 years.

For times, dates and venue of this induction, please contact the Responsible Officer.

A site specific induction will be conducted for all personnel prior to commencement of any work at the job site. This will include the identified hazard/s and associated risk control/s, SWP's, emergency procedure, location of first aid kits & fire extinguishers, permit requirements and other factors to ensure employees can work safely on the job site. Completed and signed site specific induction sheets are to be given to the responsible Officer.

2.2 Monthly Contractor OSH Report

The Contractor is required to submit an OSH Report at the beginning of each month. Information required for this report includes details of incidents, near misses, equipment damage and hazards identified as well as hours worked, OSH related meetings held and safety inspections conducted. The report is included in the 'OSH Compliance Guidelines – Kit for Contractors'.

3. City of South Perth Work Site Procedures

3.1 Arrival at the City

All Contractors, Sub-Contractors and their employees (unless advised otherwise by the Responsible Officer) shall report to the Responsible Officer upon arrival at the City.

All contracting personnel entering or working at the Civic Centre or the Operations Centre are required to sign in at the main reception desk in both areas. Door access cards may be issued to the Contractor by the Responsible Officer. Records will be kept for all keys and/or access cards issued and returned. A replacement fee applies for all lost safety induction cards, door access cards or keys.

3.2 Hours of Operation

Normal hours of business at the City are between 8.30am and 5.00pm, Monday to Friday. At sites other than City offices or centres, normal work hours are between 7.00am and 4.00pm, Monday to Friday

3.3 Work Outside Normal Business Hours

If a contractor requires access outside of normal business hours, they shall:

- Receive prior approval in writing from the Responsible Officer. Access shall be arranged.
- Ensure Permit to Work (Hot Work, Height etc) requests have been submitted to the appropriate Responsible Officer and approved. A minimum of 48 hours notice will be required unless it is an emergency situation/call out when a Permit will be dealt with as required.

3.4 Worksite Organisation and Practice

The Contractor is responsible for security, housekeeping, cleanliness and hygiene at the worksite. All materials required on site must be stored safely within the boundaries of the worksite.

3.5 Permits

The City requires all Contractors and Sub-Contractors to apply for a **Permit** before certain work commences. Permits are required for Hot Work, Confined Space Entry, Electrical (high voltage), Dig, Working Heights, Fire System Impairment, Movement of High/Wide Loads and Energy Isolation (gas, water, electrical).

All relevant permits must be obtained from the Responsible Officer. These permits provide evidence that authorisation has been given to commence work and must be carried at all times.

3.6 Electrical Work Procedures

All electrical work must be carried out by City approved contractors in accordance with the statutory requirements.

All electrical installation work requires the contractor to provide an Electrical Safety Certificate. In the case of notifiable works, a copy of the supply authority preliminary notice and notice of completion must also be provided.

Electrical incidents/shocks must be reported immediately to the responsible Officer and the employee taken to a Medical Practitioner for assessment (no matter how minor the shock).

3.7 Plumbing Work

Plumbing and/or gas contractors are required to provide a preliminary notice and notice of completion certificate to the Responsible Officer.

3.8 Site Boundaries

Worksite boundaries may be specified in the Contract or by agreement between the Responsible Officer and the Contractor.

Worksites designated as restricted areas are required to have notices displayed in accordance with the relevant Australian Standard/s. It is the Contractor's responsibility to ensure sufficient signage displayed.

The boundaries will be constructed according to the circumstances and nature of the work taking place and must include either fixed fence panels, barricades, warning signs and/or agreed methods.

If the work is being undertaken in a pedestrian way, hazard warning signage or traffic cones must be used to warn pedestrians.

In determining worksite boundaries every effort shall be made to minimise disruption to the normal activities in the area whilst ensuring the safety and health of the public, residents, COSP employees and the Contractor, Sub-Contractor and their employees. Any damage caused by the Contractor outside the designated worksite must be immediately rectified to the satisfaction of the Responsible Officer.

Where a doorway, passageway, emergency exit, access to, or egress from a building will be affected due to the works, alternative routes must be provided, signed, and notice given to the Responsible Officer, building occupants and users. Wherever practicable these alternative routes should allow for people with disabilities.

3.9 Maintenance of Tools, Machinery and Equipment

Tools, machinery and equipment to be used for the contracted work are to be:

- Supplied by the Contractor or Sub-Contracted
- Adequately designed for the task
- Maintained in good condition
- Fitted with appropriate safeguards
- Inspected in accordance with appropriate statutory requirements or standards.

All electrical tools, appliances and extension leads must be tested and have current electrical safety tags.

All portable electrical devices shall be Residual Current Device (RCD) protected and have up-to-date test tags.

All slings must be tested and have current safety tags.

All safety equipment used for work at height (lanyards, harnesses etc) must be tested and have current safety tags.

The use of explosive power tools is to be in accordance with the WA Occupational Safety and Health Regulations.

3.10 Fire Protection

The Contractor, Sub-Contractor and their employees are responsible for fire protection at the worksite, in accordance with Australian Standards and Codes. This includes the provision of fire fighting equipment and familiarity with the operation of this equipment.

Isolation of fire detection systems need to be identified and a Permit authorised 24 hours before commencement of work.

All City portable and extendable fire fighting appliances (hose reels, hydrant points, extinguishers) must be left at their designated locations with unobstructed access.

The Contractor, Sub-Contractor and their employees must:

- Abide by all permits and smoking policies;
- Not use heat sources or ignition devices in and near areas where there are flammable and combustible materials;
- Know how to raise the alarm;
- Maintain standards of housekeeping which prevent the accumulation of combustible or flammable materials;
- Store and use flammable liquids and gases appropriately and in accordance with safe operating procedures;
- Store combustible materials where they are unlikely to be ignited or contribute to the spread of fire;
- Maintain equipment so that the build up heat or spark discharge is eliminated.

If a minor fire occurs and is extinguished during the works, it must be reported to the responsible Officer and an Incident Report submitted.

3.11 First Aid

It is the responsibility of the Contractor and Sub-Contractor to make provisions for the immediate treatment of injured or ill employees by providing access to first aid. This includes appropriately trained personnel, first aid kits, emergency response and injury management processes (including Workers Compensation and return to work programs). All injuries are to be reported to the Responsible Office as soon as practicable.

4. Hazardous Works and Permits

Work involving Hot Work, Confined Space Entry, Working at Heights, Fire System Impairment,