



Contractor Occupational Safety & Health Handbook

For Contractors, Sub-Contractors and their Employees



Introduction

Welcome to the City of South Perth Contractor OSH Handbook. The City of South Perth is committed to achieving a 'Zero Harm' work environment for employees, contractors and volunteers. The purpose of this booklet is to provide Contractors, Sub-Contractors and their employees with information on safety, health and appropriate conduct whilst working for the City. Although every effort has been made to explain the City's rules and procedures, each worker has a duty of care to ensure that they work in a manner that does not endanger or cause harm to themselves or others.

The requirements in this booklet must be followed by all Contractors, Sub-Contractors and their employees and be applied according to the scope and nature of the work that is to be undertaken.

For further information about Occupational Safety & Health (OSH) at the City please contact the City appointed Responsible Officer or COSP OSH on 9474 0798.

Contents

1. General

1.1 Hazard Identification, Risk Assessment and Control

A hazard is something that has the potential to cause injury or harm to people, equipment or the environment. A hazard is an energy source, and if the barrier holding it in place fails, the energy is released. Examples of hazards are:

- Electricity
- Hazardous substances
- Moving vehicles/plant
- Noise
- Gravity (falls/falling objects)
- Manual Handling
- Bites/stings
- Extremes in temperature
- Radiation (sun)
- Body movement (reaching/twisting/bending)
- Substances under pressure
- Flying objects

Assessing the level of risk associated with the hazard helps to work out how serious the risk is and the priority for control. The Risk Rating Table below can be used to achieve this.

		Consequences				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Likelihood	Almost Certain A	M	H	H	VH	VH
	Likely B	M	M	H	H	VH
	Possible C	L	M	H	H	VH
	Unlikely D	L	L	M	M	H
	Rare E	L	L	M	M	M

OSH Risk Rating Table Explanation

What you need to do

- | | |
|---|--|
| 1 | Consider what can go wrong that can hurt someone |
| 2 | Determine what the most likely outcome would be - Consequences |
| 3 | Determine how likely those consequences are - Likelihood |
| 4 | Calculate the risk rating - Score |
| 5 | Required action to effectively reduce the risk to as low as reasonably practicably |

Definitions

CONSEQUENCES	How severely could someone be hurt
1 = Insignificant	Injuries not requiring first aid
2 = Minor	First aid required
3 = Moderate	Medical treatment required
4 = Major	Hospital admission required
5 = Severe	Death or permanent disability to one or more persons
LIKELIHOOD	How likely are those consequences
A = Almost Certain	Expected to occur in most circumstances
B = Likely	Will probably occur in most circumstances
C = Possible	Could occur at some time
D = Unlikely	Is not likely to occur in normal circumstances
E = Rare	May occur only in exceptional circumstances

Control the risk by implementing measures based on the Hierarchy of Controls

- Elimination
- Substitution
- Engineering Controls
- Administrative Controls
- Personal Protective Equipment










1.2 TAKE 5 for OSH

TAKE 5 is a process that helps you identify hazards associated with ALL tasks you do before starting them. It's thinking about what you are about to do and how you are going to make it safe.

ENGAGE THE MIND BEFORE THE HANDS

It's your personal informal pre-job planning process - **5 steps to safety**

	Step 1	STOP, Step Back, Observe Before you start any job, take the time to look around the work area and surroundings - what else is happening.
	Step 2	Step - Through Task Walk through in your mind what you are going to do. What needs to be done, what tools & equipment will you need, what are going to be the critical aspects of the job.
	Step 3	Identify Hazards Think about the hazards - WHAT CAN GO WRONG. When you have done that, ask WHAT IF and then identify WHAT ELSE COULD GO WRONG.
	Step 4	Control & Communicate How are you going to control the hazards you have identified? Is the risk acceptable? Put the controls in place. Communicate what you have done to anyone else that may be affected by your job.
	Step 5	Safely Do the Job Follow the plan you have prepared for completing the task.

Remember:

- **During the job,**
 - things might change - GO BACK THROUGH Steps 1-5
 - Routine tasks can send you into 'automatic mode' (hands mode not mind mode) - BE AWARE
 - Take short regular breaks if you are doing a long routine task
 - Re-focus your effort & mind prior to going off on or coming back from a break and before the job is due to be completed.
- **After the job**
 - Observe the work area and make sure you leave it in a safe condition
 - Think about the job
 - how well did it go, how well did you plan & how safe did you feel
 - Were others around you working safely
 - Can it be improved next time - if so, tell your supervisor and workmates

REPORT ALL HAZARDS TO YOUR SUPERVISOR. Fill in a COSP Hazard Report Form.

1.3 Hazard Areas

Some areas may contain identified hazards and should be signed appropriately. Appendix 1 at the back of this booklet shows some examples of common hazard signs.

1.4 Accident/Incident Reporting

The reporting of accidents and incidents involving injury, plant/equipment/vehicle damage, impact on the environment or near miss occurrences is a very important part of the overall accident prevention program.

You have a fundamental responsibility to report any accident or incident to your Supervisor/Manager at the earliest opportunity and they are to report to the COSP Responsible Officer (within 24 hrs). Where a potentially dangerous situation is identified, this must be reported without delay. The proper reporting of accidents and incidents will allow their causes to be determined and future accidents to be avoided. Investigations determine causes and controls not place blame.

The process for reporting is:

- Immediately notify your employer and the COSP Responsible Officer.
- Complete the COSP Incident Form. The level of investigation will depend on the severity of the actual or potential outcome of the incident.
- If you need to visit a Doctor, the Workers Compensation Claim form is to be filled out and this form along with the First Medical Certificate is to be given to your employer. Delay in completing this form may delay the payment of wages or medical costs.

1.5 Sign In

All Contractors, Sub-Contractors and their employees are required to sign in and out when visiting or working at the Civic Centre or the Operations Centre. Please report to the Concierge desk at the Civic Centre and the front Reception desk at the Operations Centre.

1.6 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 COSP Responsible Officer will notify the Contractor to take immediate action. The incident will be investigated. 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:

- The issuing of a written notification for the required improvement
- Termination of the contract due to a breach of 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 of South Perth's Approved Contractor List for a period of 12 months.

1.7 OSH Grievance Resolution

A grievance relating to an OSH issue will be dealt with and resolved between the parties involved, the supervisor, safety representative and if necessary the contractor management. If the issue is or may impact on employees of the City, the Responsible Officer will be notified.

2. Emergency Management

Prior to the commencement of work, Contractors are responsible for determining, if working in a City building, where emergency exits and muster points are, or if in an outdoor environment, the procedure to follow to evacuate personnel, where to assemble and who has the responsibility of notifying the appropriate emergency service/s.

2.1 Emergency Evacuation from COSP Buildings

In the event of an emergency requiring evacuation of the building, an alarm will sound. Follow the directions of the COSP Responsible Officer or the COSP Fire Warden (identified by white red or yellow hard hat and high visibility vest) and proceed to the designated Muster point. DO NOT RE-ENTER the building until advised it is safe to do so by either the Fire Department or the COSP Fire Warden.

2.2 Fire Prevention & Control

The Contractor, Sub-Contractor and their employees are responsible for fire prevention at the worksite. This includes the provision of fire fighting equipment, such as fire blankets and extinguishers (appropriate to the hazard e.g. CO₂ for electrical hazards) and familiarity with the operation of this equipment. If an extinguisher is used it must be reported to your supervisor so that it can be refilled/replaced.

Ensure that adequate precautions are in place prior to commencing work in an area or on jobs that have a high risk of producing a fire (fuel storage, hot work, smoking, electrical and spark producing equipment, flammable/volatile substances) and obtain the required Permit, if appropriate.

2.3 First Aid

Should first assistance be required immediately contact your worksite First Aid Officer or Supervisor. If they are not available contact the COSP Responsible Officer. The Contractor is responsible for providing first aid at the worksite. First aid kits are available in COSP buildings where staff regularly work. If you need to access these facilities please ask a COSP staff member and they will show you the location of the first aid kit and organise a COSP first aider to attend to your needs. Report any work related injury to your supervisor as soon as possible.

3. Hazardous Works and Permits

The City requires all Contractors and Sub-Contractors to apply for a **Permit to Work** before any work commences for **Hot Work, Confined Space, Working at Heights, Fire System Impairment, Dig, Movement of High/Wide Loads** and **Energy Isolation (gas, water, electrical)**. All permits must be authorised by the COSP Responsible Officer prior to the commencement of any work. A permit to Work can be obtained from the COSP Responsible Officer and are only valid for a 12 hour period.

3.1 Working at Heights

Contractors, Sub-Contractors and their employees may only work at heights if they have received training and have been assessed as competent. A Job Safety Analysis (JSA) and a Working at Heights Permit must be completed and authorised prior to any work being undertaken.

Common fall hazards include;

Surfaces – stable; brittle; slippery; strength for load; slope.	Proximity to unsafe areas – power lines; objects below & above.	Openings, holes, shafts; excavations
Levels that change	Structure stability	Ground evenness/stability
Scaffolding incorrectly erected	Housekeeping	Edge protection
Hand grip (loss of)	Movement of plant/equipment	Access/egress to/from work area
Manual handling	Weather – windy; wet; hot	Lighting
Suitable footwear & clothing	Ladders – where and how	Unfamiliar with working at height

Types of Equipment which may be used;

Static lines	Ladder	Safety harness & fall arrestor
Mobile work platform	Toe boards	Waist high barrier/edge protection
Scaffolding	Fixed work platform	

Unless an appropriate barrier is in place or a risk assessment establishes an alternative safe work method, fall protection shall be provided to all persons exposed to a fall of 2 metres or greater. Employees must use the correct personal protective equipment for the task.

Unless a risk assessment exists to the contrary, the following works will require fall protection procedures and equipment:

- Work near unprotected open edges of floors and roofs;
- Work near unprotected penetrations or openings in roofs, floors and walls;
- Work near unguarded shafts or excavations;
- Work from unstable structures (temporary or permanent);
- Work on or near fragile or brittle surfaces (eg cement sheeting roofs, fibreglass sheeting roofs and skylights).

Areas below must be made safe by erecting barriers, men at work signs etc.

Materials and scrap must not be dropped to lower levels without the area being made secure by erecting barricades, men at work signs and a person posted on the lower level supervising the area.

Ladders

Ladders are not a fall protection measure; they are a means of providing access/egress to a work area. Ladders complying with AS/NZ 1892 must only be used. Ladders are only to be used where it can be shown that other risk control measures are not practicable to remove or reduce the risk of falling.

Where ladders are used in areas near pedestrians, moving plant/equipment (fork lifts, pallet jacks etc) the risk assessment is to clearly specify what system will be used to prevent the ladder being knocked over, for example:

- Safety cones
- Barricades
- Person to hold ladder and ensure access to area is restricted.

Ladders will ***not be used***:

- In access areas or within the arc of swinging doors;
- When the work involves restricted vision or hot work e.g. welding;
- On scaffold to gain extra height;
- Where it is possible for the ladder or the user to come into contact with electrical power lines;
- In very windy or wet conditions;
- Over other people;
- Performing a task that requires over-reaching (belt buckle within the stiles of the ladder)
- Allowing anyone else to be on the ladder at the same time;
- Placed near the edge of an open floor or penetration where, if the ladder toppled or the feet move, a person could fall over the edge.

The ***use*** of ladders will:

- Placed at a slope of 4 (vertical) to 1 (horizontal) and be secured at the top;
- Supported on a firm, level, non-slip surface in the fully opened position;
- Fitted with safety feet, tied off while in use and inspection tags fitted;
- Perform all work facing the ladder;
- Placing their feet no higher than 900mm from the top of the ladder (2 rungs from the top rule);
- Always having two hands free to ascend and descend the ladder, transporting all material and tools which cannot be safely secured to the workers belt independently;
- Only use tools which are easily operated with one hand;

- Electrically approved for electrical work;
- Always maintaining 3 points of contact (2 hands & 1 foot OR 1 hand & 2 feet)

3.2 Digging & Excavation Work

A **Permit to Dig** is required for any work involving excavation, earthworks, landscaping, trenching, spike driving and digging activities that exceeds a depth of 150mm and or/has the potential to damage essential service facilities such as:

- Underground power cables
- Sewers & drains
- Process piping & facilities
- Natural gas & other fuel lines
- Foundations & footings
- Earthing networks
- Potable water lines
- Telecommunications cables

The testing for underground services is to be performed by qualified/certified personnel only. Information of the location of underground services when digging in public areas, can be obtained by telephoning **1100** but allow 3 working days to receive the requested information.

All services that are located must be marked as:

Service	Colour
Pipes (excluding gas) – sewerage, water, fuel etc	Green
Power & Communication cables	Red
Gas line	Yellow
Where digging is to occur	White

Never assume the depth, location or alignment of pipes and cables.

All trenches & excavations over 1m in depth must be protected by solid barricades and signs as protection against people falling into the trench. Over burden or other material/objects are not to be placed in such a position that may either cause the sides of the excavation to collapse or the objects to fall in.

Access and egress methods for workers must be in place.

Benching, Battering and Shoring will be required when the trench is:

- Less than 1.5m and prone to collapse and a person is to enter the trench
- Deeper than 1.5m

Shoring & batters are to be designed and inspected by a suitably qualified and experienced engineer.

Ensure the use of equipment near gas mains is kept at the safe working distance.

3.3 Hot Work

Prior to commencing Hot Work which generates heat, flame or sparks in an area other than workshops, a Hot Work Permit shall be obtained and completed. All Contractors shall comply with the requirements set out in the permit and identify the controls required to reduce the risk. The appropriate use of PPE and other necessary equipment including fire extinguishers shall be documented in the permit.

A fire watch for 30 minutes is required after the hot work activities have ceased and then the Responsible Officer shall be advised on completion of the fire watch and sign off on the Permit.

3.4 Confined Space Entry

All work in a confined space requires a permit. A confined space is defined as:

An enclosed space or partially enclosed space which:

- *Is not intended or designed primarily as a workplace*
- *Is at an atmospheric pressure during occupancy and*
- *Has restricted means of entry & exit*

AND which either:

- *Has an atmosphere containing or likely to contain potentially harmful levels of contaminant*
- *Has or is likely to have an unsafe oxygen level or*
- *Is of a nature 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*

Examples may include, but not limited to pipes, drains, sumps, sewers, pits, tanks etc. Confined space entry occurs when a person has their head or upper body within the space and is also applicable if a person is periodically within the space or if the head is below the ground (i.e. trenching).

Only persons trained in confined space entry can undertake such work.

3.5 Energy Isolation (gas, water, electrical, communication)

A permit is required if energy isolation is necessary for work on any City of South Perth assets including but not limited to buildings, transfer station, parks, reserves, car parks and footpaths. A permit is not required if the work involves water reticulation lines. If the isolation involves utility type services, the supplier/owner must be contacted e.g. Western Power, Telstra, Alinta etc.

An appropriate lockout/tag out system will be used.

3.6 Fire System Isolations

A permit is required for any work associated with the isolation of smoke detectors, sprinklers, fire water pumps or hydrants. The isolation is not to exceed one working day and fire systems are not to be left off over night.

Ensure detectors are covered/protected during dusty work to ensure they are not damaged. These must be removed at the end of the working day.

3.7 Transporting High/Wide (Oversized) Loads

If transporting a load that is more than 4.3m high or 4.5m wide a City of South Perth permit, a Mains Roads permit and a Western power permit will be required. Transporting oversize loads near overhead power lines or on narrow streets or access ways can be a dangerous operation if the appropriate safety measures are not taken.

For heights and widths less than the prescribed 4.3m or 4.5m, the proposed route must be travelled to ensure the width of the carriage way, height of bridges and other objects such as signs, road dividers and slow points are adequate to allow the safe passage of the loaded vehicle. Consideration needs to be given to the need for a pilot escort.

4. General OSH

Contractors, Sub-Contractors and their employees are reminded to fully comply with their obligations under Occupational Safety and Health (OSH) Legislation, Standards and Codes of Practice.

4.1 Job Safety Analysis (JSA) & Safe Work Procedures (SWP)

Before any work commences, the Contractor will identify all hazards associated with the work, assessed the risks and developed appropriate controls. Suitable, sufficient and work specific

JSA's and/or SWP's shall be provided to the COSP Responsible Officer and a copy kept at the work site. All contractor employees will be familiarised with the hazards, the controls and the SWP's pertaining to the work to be undertaken.

4.2 Hazardous Substances

Material Safety Data Sheets (MSDS's) shall be kept at the workplace whilst work is in progress. The relevant precautions for handling, mixing, storing and spill response will be in place and be included in the JSA/SWP. All employees involved in the use of the substance/s will be trained in its safe use.

The quantities of substances being used will be kept to a minimum and as small as possible. If substances are stored on or used from a vehicle, the MSDS is to be kept on the vehicle. Cylinders of flammable and non-flammable compressed gases are to be transported and stored in accordance with legislation.

Compressed air can cause serious injury to the eyes and ears, and if injected into the bloodstream (through the skin) can lead to death. Compressed air is not to be used to clean:

- Clothing or hair
- Work benches etc

If particular components have to be cleaned using compressed air, adequate PPE must be worn including goggles, face shield, long sleeved shirt & trousers and rubber gloves as a minimum. Safety glasses are NOT adequate protection.

Before using compressed air or opening a supply valve ensure:

- Hoses are in good condition and couplings are properly installed;
- There are no unprotected people in the vicinity.

Solvents, such as petrol or acetone are highly volatile and are not to be used for cleaning or degreasing. Solvents can cause damage to the skin and respiratory track so the appropriate PPE must be worn (refer to the MSDS).

4.3 Manual Handling

Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing. It also includes any activity involving repetitive and/or forceful movements or activity where a person must maintain constrained or awkward postures.

Injuries most commonly linked with manual handling include sprains and strains, damage to the back and hernias and these are most commonly caused by wear and tear and damage to the joints, ligaments, muscles and intervertebral discs. Most of these injuries are associated with day to day tasks. Often there is no sudden or unexpected event and the person may not feel pain until several hours after the injury occurs.

Factors that can increase the risk of injury include:

- Size, shape and weight of objects (if carried or held) and forces required (if pushed, pulled or restrained);
- Sudden unexpected or jarring movements;
- Awkward movements, such as twisting, bending, over-reaching, especially if combined with load handling;
- Static postures, like holding the body or part of the body in a fixed position for a long time; and
- Personal factors, such as age, physical dimensions and any disabilities the person may have.

These risk factors are influenced by:

- How long and how often the tasks are performed
- The way the work is organised, e.g. one person doing all the manual tasks instead of the tasks being shared by several employees;
- Design and layout of work environment; and
- The degree of familiarity with the task and associated training.

Manual handling is an essential activity in most workplaces, so to overcome problems each task needs to be assessed to identify the hazards, assess their risks and put controls in place to reduce the those risks.

Firstly ask **is the manual handling activity necessary?** – **No** then the risk is removed

If not, then the risk factors can be reduced in a number of ways including:

- Modifying workplace layout/design of equipment and furniture to reduce twisting, reaching, stooping and awkward application of force;
- Lifting devices and mechanical equipment;
- Modify or re-package the load into bigger or smaller weights or different size or shape;
- Change or modify the work environment to allow for adequate lighting and room to handle the object;
- Redesign the work pattern – how long the activity is performed, how often and how it is done;
- Warming up and stretching prior to manual handling;
- Keeping strong, flexible and fit.

Safe Lifting Technique

- Plan the lift – know exactly where you are going with the load before you lift it.
- Correct Feet Position – Assume a well balanced position facing the direction you intend to move the load. The feet should be parted with one foot alongside the object to be lifted and one behind.
- Bend your knees, not your back. Use the large muscles in your legs to do the work.
- Get a firm grip on the load
- Abdominal muscles should be tightly braced and you should be
- Close to the load,
- Keeping your spine in good alignment – don't twist
- Carry the load by holding the object close against your body and maintain a firm grip

4.4 Vehicles and Mobile Equipment

No person is to operate road plant and vehicles unless authorised, qualified and licensed to do so. No person is to ride on road plant and vehicles, unless in the drivers or passenger seat and restrained by a seat belt. A supervisor may authorise an exception when a driver is under instruction or for maintenance purposes.

Operation of road plant and vehicles must be in accordance with the Road Traffic Code.

Defects are to be reported to your supervisor immediately. Any maintenance work carried out on a road reserve is not to commence until the area is clearly marked in a manner to keep the public at a safe distance.

No crane, machinery or vehicle is to operate closer than 6 metres to overhead power (transmission) lines without reference to Western Power. The distance for electric distribution wires is 2 metres.

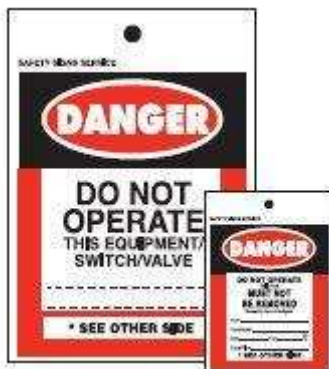
4.5 Use of Danger and Out-Of-Service Tags

The use of tags is an essential practice and forms an integral part of the City's safe systems of work.

Isolation of plant to facilitate activities such as maintenance, installation, inspection, testing or cleaning will necessarily involve the de-activation of all relevant energy sources (as well as other safeguards). It is essential that all energy sources and their isolating devices are correctly identified and these are operated.

DANGER Tags

'DANGER' tags are personal tags attached to all isolation devices to signify that persons are currently engaged in work on the plant, and that it is likely that those persons will be injured if the isolating devices are not maintained in the safe position.



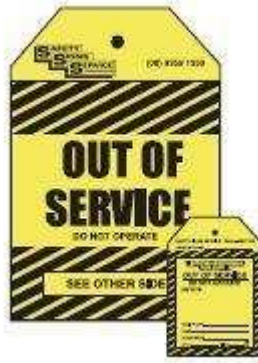
Personal DANGER tags must:

- Be attached to all isolating devices for the purpose of preventing injury to persons undertaking work;
- Be attached only to isolating devices that are in the “off” or “safe” positions;
- Be attached and normally removed only by the person whose name is on the tag;
- Have all information clearly entered on the tag prior to attachment;
- Be securely attached at the isolation point in a prominent position by each person prior to commencing work;
- Be removed after completing the work and prior to leaving the worksite at the end of a working shift;
- Be replaced with equipment OUT OF SERVICE tags before removal when work is incomplete;
- Not be used in place of an equipment OUT OF SERVICE tag.

Plant, equipment and isolating devices displaying a personal DANGER tag must not be used, switched, manipulated or interfered with while the tag is in place.

OUT OF SERVICE Tags

Equipment OUT OF SERVICE tags are used to signify that an item of plant is not to be used. They must not be relied upon to provide personal protection, as they may be removed at any time by other authorised persons. Whenever work is required to be undertaken in, on or about equipment or machinery that could cause injury, personal DANGER tags are to be used.



Equipment OUT OF SERVICE tags must:

- In the absence of any personal DANGER tag, be attached to all plant or equipment which is unsafe to be operated;
- Normally be attached by competent persons and removed only by authorised persons;
- Be attached to isolating devices that are in the 'off' or 'safe' positions;
- Have all required information clearly entered on the tag prior to attachment;
- Be securely attached at the isolation point in a prominent position;
- Not be removed until it is safe to do so;
- Not be used in place of personal DANGER tags.

Plant, equipment and isolating devices displaying an equipment OUT OF SERVICE tag must not be used, switched manipulated or interfered with while the tag is in place.

Paper tags are disposable and must be destroyed immediately after use to prevent any possibility of reuse. If you find an intact tag not attached to anything, assume that it has become unintentionally detached from an isolation point, place a substitute tag report to your supervisor.

Important Note

The unauthorised removal of a DANGER or OUT OF SERVICE tag is seen as a major breach of safety rules and may lead to instant dismissal.

4.6 Asbestos

The City will notify the Contractor of the location of any known asbestos at the worksite. If any other suspected asbestos material is found at the worksite, it should be brought to the attention of the Responsible Officer, who will determine the appropriate action that will be taken.

No work involving grinding, drilling or cutting may be carried out in areas containing asbestos. Only suitably licensed contractors can perform work near or removal of materials containing asbestos. Risk assessments must be completed prior to and on completion of any such work.

4.7 Personal Protection – Clothing and Equipment

Ensure the required and appropriate personal protective equipment and clothing is being worn correctly and is well maintained/clean.

As a guide:

- **High Visibility Clothing or Vest** – when working on roads, road verges, median strips, Operations Centre yard, Transfer Station or where vehicle movement could be a risk.
- **Hearing Protection** – wherever constant loud or sudden noise is present. As a general rule, if you have to raise your voice to be heard by someone standing about 1 metre away, this level of noise can damage your hearing over time.
- **Eye Protection** – Safety glasses, safety goggles and face shields must be worn for tasks where objects could enter the eyes including foreign objects, dust, liquids, fumes and light. Activities include mowing, grinding, welding, edging, brush cutting, pruning, wash down, chemical mixing, spraying and drilling.
- **Head Protection**

- Safety helmets must be worn for tree lopping, excavation, on the Golf Course, construction work and all other work where there is a risk of being struck on the head.
- Broad brimmed hats must be worn if working in the sun
- **Footwear**
 - Safety boots are to be worn when working out of doors, construction sites and for other tasks where safety boots are stipulated. Ensure your boots are laced up and in good condition.
 - Covered low heeled shoes are to be worn in indoor environments. Thongs, open shoes and sandals are not to be worn.
 - Specialist type footwear may be required for specific tasks such as gum boots, sports shoes (recreation facility).
- **Other PPE Equipment** may include gloves, respiratory equipment, fall arrest equipment, wet weather gear, welding helmet, aprons and bump caps. Varying PPE may be required for different tasks. If unsure, the supervisor should be asked.

4.8 Machinery & Tools

Do not operate electrically powered machines unless you are authorised and qualified to do so.

Machinery must never be started until you are sure it is safe to do so.

- Do not operate machines with guards removed
- Use the correct tool for the job
- Do not use broken or damaged tools, tag OUT OF SERVICE and report faults to your supervisor immediately.
- Avoid carrying sharp tools in your pockets.
- Never place tools in high places from which they might fall
- PPE must be worn as determined by the rules of the area, the requirements of the job or by the supervisor.
- Always use retractable Stanley knives and cut away from yourself.
- The use of direct-acting high velocity tools (e.g. nail gun) will not be permitted under any circumstances. Only low velocity captive piston type powder actuated tools shall be allowed to be used on sites.

4.9 Welding

Welding is to be carried out by qualified personnel and in areas that are well ventilated and screened off from other workers. A fire extinguisher should be available within approximately 8m of the welding being done.

The required personal protective equipment for a welder is:

- Fire resistant gauntlets (i.e. long sleeves)
- Welding helmet with the appropriately tinted sight glass.
- Cotton heavy drill long pants and long sleeve shirts
- Safety boots with spats

NEVER look toward the welding area unless you are wearing eye protection of the required tint.

4.10 Housekeeping

Good housekeeping in the work area assists in reducing the risk of accidents and injury. Keep your work area clean and tidy.

- Ensure access ways are kept clear
- Exits are to be clear and unobstructed at all times
- Ensure floor/ground surfaces are even and objects have not been left lying around such as unused materials, industrial waste, electrical leads, hoses, cables etc

- Clean up spilt oil and other fluids immediately or if not practical sign and barricade to prevent slips and falls.
- Ensure objects are stored safely – not too high, not protruding, not next to an impacting hazard (acetylene gas bottle near a heat source), chocked pipes etc.

4.11 Road Works – Temporary Signage

To help ensure the safety of employees and the public, any work on a road or road reserve will require cones and warning signs as nominated by the supervisor. Working on or right near the edge of the road may also require lane closure and/or delineation/signs etc. to help direct road and pedestrian traffic. The 3 signs most commonly used for road works are:

- Workers Ahead – pictorial
- Reduce Speed sign
- Speed Limit sign

The required traffic control devices must be set up BEFORE any work commences. Traffic management planning and device erecting must be performed by a suitably trained person.

The “Workers Ahead” sign must be removed when there are no workers present on the job.



The signage must be clearly visible to approaching motorists and must give them adequate advance notice of the work in progress.

4.12 Handling Discarded Needles and Syringes

There is a slight possibility, a person who is pricked or scratched with a used syringe, may become infected with a Hepatitis virus and has even less of chance of being infected with the HIV (AIDS) virus. When picking up discarded syringes, use the appropriate mechanical aid/s, PPE and disposal (Sharps) containers. Do not attempt to recap the syringe needle. Use disposable gloves at all times.

If you receive a needle stick injury:

- Immediately wash the injured area with soap and water
- Apply an antiseptic and sterile dressing
- Contact your supervisor immediately.
- Blood tests may be ordered by the Doctor

4.13 Office Safety

While the office area may seem like a less hazardous place to work, serious accidents can occur in this environment. Procedures to follow include:

- Equipment/Furniture
 - When using a paper guillotine, keep hands well clear of cutting blades and ensure all guards are in place.
 - Never open more than one drawer at a time on filing cabinets
 - Place a ‘OUT OF SERVICE’ or at least an ‘Out of Order’ sign on defective equipment and report it.
 - Do not leave drawers in desks or filing cabinets open (cuts, bruising, falls)
 - Do not lift anything you feel is too heavy, awkward, high or low.
 - Do not rock back on chairs
 - Do not stand on chairs for any reason

- When using a step ladder
 - Always keep one hand free
 - Never stand on the top 2 steps unless there is a handrail
 - Always face the ladder when coming down the ladder
 - Make sure the feet/arms of the ladder are fully spread before climbing it
- Do not use machines or major office equipment before you have been instructed in its proper use
- Make sure you know where the 2 closest fire extinguishers are to your workstation and take time to read the operating instructions
- Use of Desk Top Computers

When using keyboards it is essential to:

 - Keep the back straight and properly supported by the back of the chair
 - Feet flat on the ground or a sloping foot rest
 - Neck kept in essentially a vertical position
 - Hand and wrists in one line with the forearms approximately parallel with the top of the desk
 - Breaks are to be taken every 30 mins to 1 hour to stretch the fingers, hands, arms, neck, shoulders and back. Also rest the muscles of the eyes by looking/focusing on something in the distance.
- Electricity
 - Do not use electrical items where leads are frayed or damaged.
 - Do not attempt to fix any electrically powered equipment
 - No not leave leads/cords lying across access ways
 - Use power boards only but do not overload power points. Do not use double adaptors

5. Environmental Responsibilities

5.1 Spills

Spills must be cleaned as quickly as possible but only when it is safe to do so. If you find or cause a spill, stop it from spreading immediately and report it.

Hazardous chemical spills must be disposed of correctly – refer to the MSDS and your supervisor

5.2 Waste

Reuse material and sort material that is recyclable for disposal and place in designated area. Dangerous goods and hazardous substances must not be disposed of in normal waste bins

5.3 Noise

Many sites are surrounded by residential areas. For the sake of residents and other workers, unnecessary noise should be kept to a minimum and stay within the noise curfew times.

5.4 Saving Energy & Water

Where possible, turn off non-essential equipment that is not being used. Monitor water and use only what is necessary for the job being undertaken. Unsure taps are not leaking.

5.5 Storm Water Drains

You cannot use storm water drains to wash down or dispose of waste as it is an offence under EPA requirements.

6 Conduct

6.1 Fitness for Work

No person will be permitted to work on a City of South Perth site while his/her ability or alertness is impaired by fatigue, illness, medication, alcohol or illicit drugs that might subject them or others to the unnecessary risk of injury or harm.

No alcohol or illicit drugs are to be consumed on a City worksite. The consumption or being under the influence of illicit drugs or alcohol while working is prohibited and will result in disciplinary action.

If you are taking prescribed medication that may affect your ability to safely perform your duties, you must notify your manager/supervisor before you start work.

6.2 Smoking

The City's Smoke Free Workplace Policy prohibits smoking in the following places:

- All COSP buildings, vehicles and plant
- The Operations Centre yard
- Within 5 metres of access points to buildings such as doors, windows, near air conditioning vents and ducts
- Courtyards
- Other areas designated as non-smoking areas by signage

The underpinning principle being that non-smokers shall not be subjected to smoke inhalation, therefore if you are asked to move away or extinguish a cigarette, you must comply with the request.

Ensure that cigarette butts are dealt with appropriately. They must be put out, picked up and disposed of in the appropriate receptacle – they are not to be disposed of in flowerbeds, walkways etc.

6.3 Dress Code

All persons are required to maintain a reasonable appearance (neat & tidy). Singlets are not acceptable. T-shirts with logos that could offend or are discriminatory in any way are not appropriate.

6.4 Equal Opportunity & Anti-Discrimination

Discrimination or harassment in any form will not be tolerated. It is unlawful to discriminate and/or harass someone because of their race, colour, ethnicity, national origin or nationality, decent, sex, pregnancy, marital status, political conviction, age, sexual orientation or gender history, family responsibility, family status, religious belief, disability or medical condition.

6.5 Children & Pets

Under no circumstances are children or pets to be brought onto a COSP worksite.

6.6 Offensive Language

It is inappropriate to use offensive language such as swearing or cursing as well as yelling and if observed or reported action will be taken.

6.7 Horseplay/Practical Jokes/Fighting

Practical jokes, horseplay and fighting can cause injury and/or damage and are not tolerated in the workplace and will be subject to disciplinary action. Horseplay/practical jokes includes throwing objects, directing compressed air, verbal mocking, startling someone etc.