



CONTRACTOR OHS COMPLIANCE GUIDELINES

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1. OVERVIEW

The City of Karratha (CofK) and its Contractors have an obligation under the *Occupational Safety and Health Act 1984 (OSH Act)*, *Occupational Safety and Health Regulations 1996 (OSH Regs)* and all associated legislation to provide a safe working environment for all employees, contractors and members of the general public.

The engagement of a contractor establishes an important partnership with an objective to achieve specific performance outcomes relating to: controlling health and safety risks to contractor employees, the employees of CofK and the general public; maintaining and exceeding required standards in the provision of the specified works and services; and effectiveness in the provision of the required works and services.

The guidelines set out herewith cover the minimum requirements that apply whilst carrying out works on CofK premises and/or worksites and have been prepared for Contractor's benefit. CofK recommends that, in addition to the CofK Contractor Induction, Contractors use this document in inducting their own employees and subcontractors to CofK works and keep it handy for quick reference.

Every Contractor and their subcontractors must follow CofK's guidelines, policies and procedures when on CofK premises and/or worksites. ***Compliance with the guidelines set out herewith is a precondition to permission to work on Council premises and/or worksites.*** Please familiarize your company and your subcontractors with the contents of this document and retain it for reference.

The CofK Contractor Occupational Health and Safety (OHS) Compliance Guidelines should be used in conjunction with all relevant OHS Legislation including Act, Regulations, WorkSafe publications, Australian Standards and Codes of Practice.

If there is anything that you do not understand, please contact:

- <insert Contract Manager> has been appointed as the Contract Manager for your Contract; <insert contact number and email>
- OSH Officer; Assist with meeting OHS requirements and OHS Issues.
Ph: 08 9186 8645.

1.1 Scope

These guidelines and supporting appendices outline the minimum requirements that apply to Contractors undertaking Contracts with CofK Tenders/Contracts/Procurement valued at under \$1 million where part or all of the service is conducted at a CofK workplace AND is considered as foreseeably hazardous to CofK employees or people under CofK control.

2. COMPLIANCE

2.1 Legal Responsibilities

The City of Karratha has a legal responsibility to ensure that Contractors do not suffer harm while engaged in Council work.

Contractors also have legal responsibilities toward themselves, their employees, subcontractors and the general public to ensure harm does not occur.

2.2 Contractor Compliance

Below are some key points regarding compliance with CofK OHS requirements;

Under WA Occupational Safety & Health Legislation, employers must ensure the health and safety of all their employees and other persons at the place of work. Therefore, when employers engage Contractors at their place of work they must ensure that the Contractors are not put at risk by the employer's activities, and that the employer's employees and others at the place of work are not put at risk by the Contractor's

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activities. Similarly, when a Contractor comes into a workplace they must ensure the health and safety of their own employees and in addition, not put others at risk as a consequence of their activities.

- **In addition to the *Occupational Safety & Health Act (1984)***, Contractors shall also comply with associated Codes of Practice, and other relevant Federal & State legislation.
- All Contractors shall provide CofK with a copy of their Standard Work Procedures (SWP) that outline safe work practices that meet the requirements of the *OSH Act 1984* and *OSH Regulations 1996*. This plan must be at or above the standard set by CofK.

Contractors shall:

- Undergo an induction so that legal requirements under OHS legislation, as well as CofK obligations, are understood.
- Comply with all CofK requirements and procedures.

2.3 Non-compliance

Any Contractor not meeting the required standards set by CofK will be issued with a verbal warning along with a written warning directing them to rectify the situation immediately. If the breach is of a serious nature the Contractor may be suspended, stood down or the contract terminated.

In the case of other unsafe practices, the Contractor will be advised of the unsafe practices and directed to correct the condition immediately and/or cease the contract works being undertaken.

CofK at all times reserves the right to stop contract works and request the Contractor to leave the premises if any safety procedures/standards are violated.

CofK will not pay any Contractor who is suspended, stood down or terminated from the contract for any breach regarding OHS from the period stated on the written warning.

3. CITY OF KARRATHA OCCUPATIONAL HEALTH AND SAFETY POLICY

3.1 Objective

The City of Karratha will provide, so far as reasonably practicable, a safe and healthy work environment for all its employees, contractors, customers and visitors, in accordance with its legislative obligations.

This commitment further extends to all employees and managers who have a responsibility to work safely, to take all reasonable care for their own health and safety, and to consider the health and safety of other people who may be affected by their actions.

3.2 Policy Statement

The City of Karratha is committed to promoting a culture where harm to our people through work is unacceptable. All staff have a role in implementing this policy by adopting a zero tolerance approach towards hazards and incidents.

The City strives, through a process of continuous improvement, to integrate safety and health into all aspects of its activities. This will be achieved by:

- Providing and maintaining a safe workplace, comprising of safe plant, equipment and safe systems of work;
- The provision of appropriate information, training and supervision for all employees, contractors and customers;
- Complying with all relevant legislation, regulations, standards and guidance notes and where practicable applying responsible standards where laws do not exist;
- Implementing suitable risk management strategies which identify, promote and continuously improve health and safety performance;
- Actively responding to and investigating all incidents, and ensuring timely effective Injury Management of employees; and

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- Engaging contractors and suppliers who adopt the same values, and work with those to meet the company's health and safety expectations.

This signed policy will be displayed at all work locations. It confirms the CEO's commitment to making the City's workplaces safe and healthy for all our people.

3.3 Related Documents

Where applicable, the City of Karratha will comply with the relevant Acts, Regulations, Australian Standards, Codes of Practice and all other relevant legislation, some of which are listed below:

- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *AS/NZS 4801:2001 Occupational Health and Safety Management Systems - specifications with guidance for use*
- *2007 Code of Practice: Occupational Safety and Health in the Western Australian Public Sector*
- *City of Karratha Occupational Health and Safety Plan*
- *Shire of Roebourne Enterprise Agreement*

This policy will be reviewed annually in the light of legislation and Council procedures. Management seeks co-operation from all employees and contractors in realising our health and safety objectives and creating a safe work environment.

4. DEFINITIONS

In CofK's "Contractor OHS Compliance Guidelines", except where the context otherwise states, the definitions are as follows:

Construction industry

Includes all organized activities concerned with construction, including demolition, building, landscaping, maintenance, civil engineering work and mining.

Consultant

Professional party that contracts with a client to provide design, management or other professional services related to the project or construction

Contract

Agreement between CofK and Contractor of works to be completed for CofK. A Contract is considered to be a "Major Project" if it is valued at \$1 million or more, or where CofK otherwise determines.

Contractor

The Principal Contractor or representative of the Company contracting to CofK and/or in charge of the specific contract works.

Contract Manager

The CofK employee assigned responsibility to manage/oversee the contract. In circumstances where there is no contract the CofK employee responsible for the procurement.

CofK onsite contact person

The CofK employee who is the face to face management contact for the contractor at the workplace where the service is being conducted

Contractor's Principal

The contracting company's representative in charge of the contract works or the company director.

Contract Works

The specific works that the Contractor has been engaged to complete on behalf of CofK.

Hold Points

Stages throughout the contract where the Contractor shall comply with certain requirements prior to commencing /continuing contract works.

OHS

Occupational Health and Safety

Project

An undertaking with a defined beginning and objective by which completion is defined. A project may be completed using one contract or a number of contracts.

Service providers

Includes principal contractors, contractors, subcontractors, consultants and suppliers.

CofK

City of Karratha

Subcontractor

Organisation that contracts with a contractor as the client to carry out construction and related services.

Supplier

Organisation that contracts with a client to provide a product and / or service.

Work Order

An order issued either verbally or in writing for intermittent or short term work. For the purpose of these Guidelines the term "Contract Work" refers to any work undertaken by a Contractor for CofK.

5. CONTRACTOR RESPONSIBILITY

Following is an outline of Contractor's responsibilities, which must be at all times adhered to whilst undertaking contract works for CofK.

5.1. Standard Work Procedures

Contractors shall provide CofK with their SWP, prior to commencing contract works.

Standard Work Procedures (SWP) – develop work procedures that outline safe work practices that meet the requirements of the *OSH Act 1984* and *OSH Regulations 1996*. Submit the SWP to the Contract Manager and where work occurs at a CofK workplace the onsite contact person prior to any work commencing.

Notify the City and submit documented amendments of any necessary changes to the Work Procedures that outline safe work practices

CofK has the right to call on the abovementioned documents at any time during the contract term, to ensure that all aspects are being complied with. Non-compliance will be managed via the section above "2.3 Non-Compliance".

5.2. Document Control

Contractors shall provide CofK with all required documents prior to commencing contract works, including:

- Formal Qualifications List – identify and submit to CofK a list of all licenses, authorizations and training certificates:
 - a. required under the *OSH Act 1984* and *OSH Regulations 1996* relevant to the work to be undertaken.
 - b. requested by the City of Karratha
- Formal Qualifications Proof of Currency – submit industry standard proof of currency of the relevant licenses, authorizations and/ or training certificates.
- Standard Safe Work Procedures (SSWP) developed to outline safe work practices that meet the requirements of the *OSH Act 1984* and *OSH Regulations 1996*.

Contractors shall ensure all required documents are available on request whilst carrying out contract works.

CofK has the right to call on the abovementioned documents at any time during the contract term.

5.3. Hazard Identification

5.3.1. Control of Hazards

If a hazard is identified Contractors shall immediately take all practicable steps to:

- Eliminate it, or if not practicable to eliminate it;
- Substitute with a hazard with a lesser risk, or if not practicable to substitute it;
- Isolate individuals from the risk or vice versa, or if not practicable to isolate;
- Engineering controls applied, or if not practical to engineer out the risk;
- Administrative controls applied, or if not practical; and as the last resort
- Personal Protective Equipment (PPE) to be used to minimize the risk

It may be practical to use more than one control to reduce the risk of the hazard. Interim controls may be required pending a decision on how best to manage the hazard longer term.

5.3.2. Hazard Reporting

Contractors shall report all hazards that occur whilst undertaking contract works to the relevant CofK onsite contact person or Contract Manager

Contractors shall have procedures in place to assess, record, report and investigate hazards that occur on, or to and from, the worksite.

Contractors shall keep a register of all hazard reporting.

Contractors shall ensure themselves, their staff and their subcontractors know the hazards associated with the specific contract works and worksite/s and that other people are adequately warned of potential hazards through proper use of signs, barriers or by other means as appropriate; and in accordance with relevant legislation.

5.4. Risk Assessment

Contractors shall conduct Job Safety Analysis (JSA) and other required risk assessment/s of worksite/s and activities as required by legislation, prior to commencing contract works.

Prior to the commencement of contract work, Contractors shall register all JSAs and risk assessments, with specifications of all risk controls that have been implemented to the Contract Manager or Onsite Contact Person.

CofK has the right to call on the abovementioned documents at any time during the contract term. If risk assessments have not been undertaken or documented to the satisfaction of CofK, then non-compliance procedures will be instigated.

5.5. Skills and Competencies

Contractor's employees shall be appropriately qualified, supervised, trained and instructed in all tasks and duties relevant to the contract works.

Contractors and their employees shall be familiar with site fire, accident, emergency, security and hygiene procedures.

Contractors shall keep a register of what plant/vehicle certification and training their employees have received during the period of the contract.

CofK has the right to call on the abovementioned documents at any time during the contract term.

5.6. OHS Induction

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Contractors shall ensure their employees have relevant OHS Induction Training. The Contractors Principal will be required to complete the City Contractor OHS Induction facilitated by the Contract Manager. The City will facilitate the induction for the contractor's principal. The Contractor's Principal will then be responsible for ensuring the induction information is conveyed to his/her employees and sub contractors.

Any person who is expected to be within/on the CofK worksite and; will not be working under the immediate supervision of an employee of the contractor/s (i.e. Auditors, CofK Supervisor) **Must** be given (Induction) direction in what they should do when on the worksite.

Contractors will be required to induct employees and sub-contractors in an appropriate induction program which builds understanding and responsible attitudes, as well as knowledge about Site Safety Rules and OHS issues, hazards, risks and procedures. Induction training must cover OHS matters associated with

- General construction work;
- Each specific work activity to be undertaken; and
- The specific work site.

Site-specific training must explain the City Safety Rules, relevant Safe Work Method Statements, risk management procedures and consultative arrangements at the work site.

A Site Induction will be facilitated by the Contract Manager or On-site Contact Person. The City will facilitate the induction for the contractor's principal. The contractor's principal will then be responsible for ensuring the induction information is conveyed to his/her employees and sub contractors. The site induction is to be considered valid for 3 years.

5.7. Workers Compensation & Rehabilitation

Prior to commencing works, Contractors shall provide CofK with all required documentation relating to their Workers Compensation, Professional Indemnity and Public Liability Insurances.

CofK has the right to call on the abovementioned documents at any time during the contract term. Contractors are required to demonstrate that they have the required level of insurance.

5.8. Electrical

A qualified registered electrician using proper protective equipment will do all electrical work (including grounding) in accordance with the latest codes, standards, and regulations. All personal protective equipment shall meet Australian/New Zealand Standards as applicable for the type of work being done.

A qualified person, prior to beginning work, shall discharge all stored energy. The qualified person must verify the equipment is de-energized and proper lockout/ tagout procedures implemented prior to working on the equipment.

Contractors shall ensure:

- all electrical equipment complies with the appropriate *Code of Practice for Electrical Practices for Construction Work* and *Australian Standards, Wiring Rules*;
- all employees are appropriately trained in the use of all electrical equipment they will be using during the contract term;
- a suitably qualified person inspects all electrical equipment; and
- all portable electrical equipment has an up to date testing tag; and
- A record of the currency of all electrical equipment is kept up to date.

CofK has the right to call on the abovementioned documents at any time during the contract term.

5.9. Hazardous Substance

Where contract works will involve hazardous substances the Contractor will supply CofK, on request, with all relevant Safety Data Sheets (SDS); and ensure that all activities and operation is conducted in accordance with the relevant SDS; and legislative requirements.

5.10. Lifting Gear

Contractors shall keep a register of all lifting gear used whilst undertaking contract works for CofK.

Contractors shall ensure their employees are suitably trained in the use of all lifting gear they will be using whilst undertaking contract works for CofK.

CofK has the right to call on the abovementioned documents at any time during the contract term.

5.11. Plant & Equipment

Contractors shall keep a register of all plant and equipment inspections carried out and any alterations or repairs undertaken whilst undertaking contract works for CofK.

CofK has the right to call on the abovementioned documents at any time during the contract term.

5.12. Personal Protective Equipment (PPE)

Contractors shall ensure that all necessary personal protective equipment (PPE) relevant to the contract works is provided, maintained and used correctly.

Contractors shall ensure their employees are trained in the correct use of the PPE.

Contractors shall be responsible for providing and ensuring that the required protective clothing and equipment is available and used (in accordance with relevant legislation and standards) to ensure safety at all times. A minimum issue of PPE should be as follows:

- Hi-Visibility Vest or Clothing
- Toe Protected Safety Boots
- Hard hat (if necessary)
- Ear muffs/plugs

For effective protection against UV radiation a minimum issue of PPE should also include:

- Long sleeved shirt which covers the shoulders and arms
- Long pants / trousers
- Safety sunglasses with UV absorbing lenses
- Broad brimmed hat or legionnaires style cap

Where hazards may affect other people in the vicinity, Contractors shall advise such people so that they may vacate the area, or equip them with the correct PPE and implement control measures.

Contractors have the right (and a responsibility) to instruct people not suitably protected to leave the area.

5.13. Fire Protection

Contractors shall ensure that adequate fire protection and fire extinguishers are available at the workplace/site.

Contractors shall ensure all fire extinguishers are maintained and individual are trained in compliance with Australian Standards.

Contractors shall keep a register of fire protection equipment available whilst undertaking contract works.

5.14. On-Site Meetings / Audits & Toolbox Talks

Contractors shall keep a register of all ongoing workplace/site audits undertaken during the course of the contract works. This register shall also contain actions undertaken to eliminate or control hazards.

Contractors shall keep a register of all toolbox or site induction meetings held, including attendees and topics discussed with their employees.

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A documented process outlining how staff not in attendance at toolbox or site induction meetings is briefed and an acknowledgement is gained.

CofK has the right to call on the abovementioned documents at any time during the contract term.

5.15. Incidents & Accidents

Contractors shall have procedures in place to assess, record, report and investigate incidents, near misses, dangerous occurrences or accidents that occur on, or to and from, the workplace/site.

Contractors shall keep a register of all reports and investigations of incidents, near misses and accidents that occur whilst undertaking contract works for CofK.

5.15.1. Incident & Accident Reporting

Contractors shall report all incidents/accidents that occur whilst undertaking contract work for CofK to the Contract Manager or Onsite Contact Person immediately. This includes any harm occurring on/in all CofK workplaces/sites and/or occurring in places of work controlled by CofK.

The documents should record details of the incident / accident; risk assessment of the situation; causes; proposed control measures; and a post-control risk assessment.

CofK has the right to call on the abovementioned documents at any time during the contract term.

5.15.2. Injury, Near Miss or Dangerous Occurrence

Contractors shall use their own reporting procedures for OHS compliance. If any harm occurs to the Contractor, their employee, or subcontractor, or any other person, Contractors shall use their own procedures to record, report and investigate the event as legally required.

If any employee is injured and has not returned to his/her normal duties after 10 days you are required to notify WorkSafe by completing the Notification of Injury Report Form.

Contractors shall provide CofK with copies of any investigation reports relating to the above categories.

5.15.3. Incident (Non-Serious) Occurrence

Contractors shall use their own system to record all instances of harm. CofK may ask to see and audit these records relating to CofK contract works from time to time.

NOTE:

It is the contractor's responsibility to ensure that no persons disturb the scene of a serious accident until permission to do so has been obtained from the Workcover Inspector, and/or Police. The only exception is when it is necessary to render aid and prevent further harm to the injured person.

5.16. First Aid

Contractors shall ensure adequate first aid equipment is kept at the workplace/site whilst undertaking contract works for CofK.

Contractors shall ensure that a fully stocked first aid kit meeting Workcover requirements is available at the workplace/site with a designated first aid person clearly identified to their employees.

Contractors are required to have at least one qualified first aid provider at each work site.

NOTE:

As a contractor, you are responsible for providing first aid facilities for use by yourself and your employees, irrespective of any provisions made by CofK.

If the contract work is of such a nature that specialized first aid equipment or materials may be needed, it is the Contractor's responsibility to provide it.

5.17. Amenities

Contractors shall ensure that amenities are clean, with drinkable water and toilet facilities available for their employees as required by the OHS Regulations and approved Codes of Practice.

5.18. Emergency Procedures

Contractors shall have emergency procedures and appropriate training in those procedures, in place that their employees and subcontractors can use if necessary.

Contractors shall ensure that CofK Employees in the area are aware of hazards or emergencies that may arise from the contract works, and what to do if an incident occurs.

Contractors shall ensure that their employees and subcontractors know the CofK emergency procedures in the relevant workplace/site.

5.18.1. Working Away From Staffed CofK Facilities

Contractors shall have procedures in place to deal with emergency situations that may arise whilst undertaking contract works.

Contractors, their employees, and subcontractors shall be trained in these procedures and have the necessary equipment available to carry out the procedures.

Special care, specific procedures and training is required if Contractors or their subcontractors are working in isolated conditions.

5.18.2. Contractors Working In Staffed CofK Facilities

CofK shall inform Contractors about any emergency and evacuation procedures.

Once Contractors have been informed of these procedures, it is their responsibility to ensure their employees or subcontractors are also informed.

If the contract works could create an emergency not covered by the normal procedures, the Contractor shall ensure that CofK employees who may be affected are informed about what to do if the situation arises. This should be addressed in the Standard Work Procedures; included in JSA's and addressed during inductions, prior to commencement of contract works.

5.19. Motor Vehicle Movement (MVMP) & Traffic Control (TCP)

Contractors shall ensure that a Motor Vehicle Movement Plan (MVMP) and/or Traffic Control Plan (TCP) are in operation prior to and during any contract work associated with road works. The Plan is to be designed by a suitable qualified person and will be regularly reviewed and updated when necessary.

5.20. Sub-Contractors

Contractors are responsible for:

- Selection of suitably qualified/trained subcontractors.
- Induction of subcontractors
- Supervision and performance management of any subcontractors they may engage
- Ensuring that your subcontractors work in a safe way and have adequate health and safety procedures that are, at least, equivalent to the Contractors approved SWP's

NOTE:

If a Contractor intends to engage subcontractors to undertake CofK works on behalf of or in conjunction with the Contractor, permission must be obtained from CofK prior to the subcontractor commencing works.

This is to satisfy CofK's requirement to have certain procedures in place to ensure the subcontractor's safety.

5.21. Signage and Public Safety Requirements

Contractors shall ensure that:

- the required signs and warning systems defined in relevant legislation, codes of practice and/or Council instructions are used;
- at all times ensure that people are adequately warned by way of signs, barriers and/or other means where the work is likely to present potential hazards; and
- All road works are covered by a MVMP and/or TCP designed by suitable qualified personnel.

CofK has the right to call on the abovementioned documents at any time during the contract term.

6. OHS PERFORMANCE MONITORING

CofK may review compliance with the Standard Work Procedures during the works.

Monitoring of compliance with the above mentioned plan will be conducted both at meetings and regularly throughout the works. Auditing may be conducted at key stages of the project.

The Contractor is required to submit a quarterly (or as otherwise outlined in the contract) OHS Report to the Contract Manager and where applicable the CofK onsite contact person. The OHS Report is to include the following:

- Confirmation that documented Hazard Inspections have been completed
- A statement confirming that work has been conducted in accordance with the submitted Standard Safe Work Procedures that outline safe work practices.

Non-compliance will be highlighted and corrective action will be required. Where the Contractor or their service provider fails to conduct appropriate corrective action within the required time frame, legal advice will be sought for redress.

7. AGREEMENT

AGREEMENT

Contract No: _____

Description of Contract / Works: _____

I / We _____ (Principal Contractor)

of _____ (Company Name)

_____ (Address)

hereby acknowledge that I/ we have read and understand City of Karratha's "Contractor OHS Compliance Guidelines" and agree that my/our employees shall at all times observe and comply with the requirements as set by the City of Karratha.

I/we fully understand that if my/our company is found to be in breach of any requirements as set out by the City of Karratha, including *Occupational Safety and Health Act (1984)* and other related legislation, or my/our specific contractual agreement with the City of Karratha, the contract may be suspended or terminated dependant on the nature of the breach.

Signature: _____

Date: _____

Witness Signature: _____

Date: _____

Witness Name: _____

CITY OF KARRATHA TO COMPLETE

Approved by: _____

Position: _____

Signature: _____

Date: _____

Comments:

No works will commence prior to the Contractors Representative signing the Agreement and all relevant documentation referred to within has been received by the City of Karratha.

Please retain a copy and return original to: OSH Officer | City of Karratha

PO Box 219 | Karratha WA | 6714