

The City of Karratha (the City) welcomes you to our workplace. It is important for you to be aware of your duties and responsibilities under the *Occupational Safety and Health Act 1984*, *Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, *City of Karratha's Safety Management System* and all other relevant legislation.

The following conditions will apply to all Contractors:

1. You must read and understand all of the contents of this document before commencing work on any City worksite.
2. Contractors must always comply with all safety instructions while on City of Karratha worksites. Failure to do so will result in you being asked to stop work and leave our worksite until you comply.
3. You must comply with the wearing of personal protective equipment/ clothing for each work area. Failure to do so will result in you being asked to stop work and leave our workplace until you comply.
4. Smoking is prohibited in all City facilities as well as in plant, equipment and vehicles.
5. Contractors can only smoke in designated smoking zones.
6. Contractors must always present themselves fit for duty, while working on a City worksite.

Please see the City of Karratha's Fitness for Work Policy which covers the following:

- Alcohol usage
 - Illicit drug usage
 - Prescription medication
 - Fatigue
 - Sleep deprivation
 - Medical conditions
7. Hire machinery and machinery owned by Contractors must comply with all relevant standards and maintenance records must be made available upon request.
 8. Contractors who operate plant and machinery must be able to show proof of training and certificates of competency prior to the commencement of work. These documents must be available for inspection by the site supervisor, City nominated site contact or the City's OHS Officer upon request.
 9. Contractors must ensure that the work they perform does not jeopardise the health and safety of themselves, City employees or the general public.
 10. All incidents and near misses must be reported to the site supervisor immediately. A completed Contractor Accident Report Form must also be given to the site supervisor or OHS Officer as soon as possible.
 11. First Aid Kits are provided at all City workplaces. If you require first aid treatment whilst at a City workplace, you must notify the Appointed First Aider for that particular site. A completed Contractor Accident Report Form must also be given to the site supervisor or OHS Officer as soon as possible.
 12. Hazards must be reported to the site supervisor immediately and a Hazard Notification Form completed.

13. Contractors must not bring any hazardous chemicals on to the workplace unless prior notification is provided to the site supervisor and approval granted. A hazardous chemical register including material safety data sheets must be available for inspection.
14. Electrical equipment that is to be used on City workplaces must comply with the *Electrical Safety Act 2002*, *Electrical Safety Regulations 2002* and all other relevant legislation.
15. A Work Health and Safety Management Plan, in compliance with section 309 of the *Work Health and Safety Regulations 2011*, must be submitted for all specified works by the Contractor, before work on the Contract commences. A Work Health and Safety Management Plan must include the following:
 - a) The names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the Contract;
 - b) The arrangements in place, between any persons conducting a business or undertaking at the workplace where the works are being undertaken, for consultation, co-operation and the co-ordination of activities in relation to compliance with their duties under the Act and the Regulations;
 - c) The arrangements in place for managing any work health and safety incidents that occur;
 - d) Any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules;
 - e) The arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace.
16. Contractors performing high risk construction work, as determined by section 292 of the *Workplace Health and Safety Regulation 2011*, must prepare a safe work method statement (SWMS) in accordance with Section 299 of the WHS Regulations, or work in accordance with the SWMS prepared by the City where relevant. These must be provided on request to the OHS Officer or City Contract Manager.
17. All Contractors must be able to provide evidence that they have adequate insurance coverage. Including: Workers Compensation, Public Liability Insurance and Professional Indemnity Insurance.
18. All Contractors performing High Risk Activities, including but not limited to Working at Heights and Working in Confined Spaces must provide evidence of accredited training for the work and appropriate SWMS's. Contractors must ensure they comply with all requirements for the relevant Australian Standards.
19. Civil Construction Contractors must provide evidence that all workers have undertaken a general industry induction, provided by an accredited training body. For construction worksites a general safety induction to obtain a Construction Induction card (White card) is required.
20. Before any excavation work is performed, information about underground services must be obtained from the asset owner. This can be done by contacting Dial-Before-You-Dig (DBYD) or obtaining (DBYD) records from the site supervisor and/or City Contract Manager.
21. Where maintenance work is to be conducted on a City building, Contractors must ensure the asbestos register has been reviewed prior to commencement of any work on the building. For a copy or access to the register, please contact the site supervisor.

22. To ensure public safety, Contractors must ensure appropriate signage is in place in accordance with the Main Roads WA Signage Guide when working over road reserves.
23. Appropriate barricading and signage must be in place when performing work in designated City workplaces to ensure City employees and the general public are not placed at risk.

It is primarily the obligation of the Contractor to understand the relevant legislation associated with your specific work activities. However, should you require further clarification on the OHS requirement when conducting work activities for the City of Karratha, please contact the OHS Officer on 08 9186 8645.

I confirm I have read and understood the above **'City of Karratha Occupational Health & Safety Rules for Contractors'**.

Name: _____ Position: _____

Signature: _____ Date: _____