Safety Handbook
for Contractors
Contents

1. Introduction
2. Hazard and Risk Management
3. Commencement of Work – Access to Site
4. Fire Restrictions
5. Security
6. Use of Council Services
7. Working at Height
8. Excavations, Underground and Overhead Services
9. Entry into Confined Spaces
10. Plant, Tools and Equipment
11. Personal Protective Equipment (PPE)
12. Contractors’ Hazardous Substances or Materials
13. Highly Flammable Liquids and LPG
14. Hot Work
15. Safety Signs
16. Lifting Gear and Pressure Vessels
17. Asbestos
18. Demolition Work
19. Incidents, Accidents or Near Misses
20. Worksite Traffic Management
21. Noise
22. General Housekeeping and Disposal of Waste
23. Permits to Work
24. Insurances
25. Environmental controls

Worksite Induction Checklist
1. Introduction

**Contractor** - an organisation or individual who carries on a trade or business or other undertaking in connection with which they undertake to carry out or manage work.

**Council Representative** – a person delegated by Council to engage a contractor, and to supervise and administer a contract.

**Responsibilities and Duties**

Under the Occupational Health & Safety Act 2004, where a contractor is working on premises, or a job site, which is under the control of the Council, the Council has a statutory duty to ensure, so far as is reasonably practicable, the health and safety of its employees and also of others who work on or visit its premises. It is a duty of the Council to ensure that its activities do not endanger the health and safety of the Contractor’s employees and also to ensure that no work performed by the Contractor shall cause a risk to the health and safety of Council employees.

Also under the Act, it is the duty of the Contractor, so far as is reasonably practicable:

- to provide and maintain plant and systems of work that are safe and without risk to health
- to arrange for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances
- to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees
- to maintain any place of work under the Contractors control in a condition that is safe and without risk to health
- to provide and maintain a working environment for employees that is safe and without risks to health and adequate as regards facilities and arrangements for their welfare at work
- to conduct this undertaking in such a way as to ensure that persons not in the Contractors employment who may be affected thereby are not exposed to risks to their health and safety
- Current “CI” (construction Induction Cards) or equivalent are carried by all staff on site.
- to give persons (not being the Contractors employees) who may be affected by the way(s) in which the Contractor conducts the undertaking, the prescribed information about such aspects of the way in which the Contractor conducts the undertaking as might affect their health and safety.

As well as carrying out all work in accordance with the requirements of the Occupational Health & Safety Act 2004, the Contractor must also meet the requirements of all other relevant Acts, Regulations and the Council’s established Policies and/or codes of practice.

NOTE: All Contractors appointed to carry out work for the Council should be able to provide a copy of their Health and Safety Policy document on request.

Contractors have a duty to ensure that their employees and those of their sub-contractors conform to the requirements of safety legislation and the provision of this code. Adherence to this code, or more specific Council safety rules, does not relieve the Contractor of the basic legal or contractual obligations. This code details special hazards that can be encountered in a work environment. It is expected that a Contractor will
conduct the business in a manner that will ensure the health and safety of the Contractors own employees and will protect persons other than the Contractors own employees against risk to health and safety arising out of or in connection with the Contractor’s activities, all in accordance with legislation and guidance relating to those activities. The Council disclaims responsibility for any matter or subject omitted from this code.

2. Hazard and Risk Management

Before any task begins, a Job Safety Analysis (JSA) or Safe Work Method statement (SWMS) must be undertaken. The SWMS is often called a Risk Assessment and it allows for hazards to be identified, risks assessed and control measures determined.

Remember a Hazard is something that has the potential to cause an accident, and a Risk is the likelihood that something nasty will occur.

If the risk is unacceptable, control measures must be put in place to reduce the risk to an acceptable level.

The hierarchy of control measures for risk minimisation is:

1. Elimination
2. Substitution
3. Isolation
4. Engineering
5. Administration
6. PPE (Personal Protective Equipment)

This means that first option is to try and eliminate what is causing the risk. If this can’t be done, try to substitute whatever is causing the risk with something less hazardous. If this can’t be done, isolation may be an alternative to reduce the risk, or implement engineering controls which could also reduce the risk. The next option is to implement procedures, instruction, warning signs or maybe even extra training or supervision. The last option is to provide PPE but be sure workers are trained and instructed to use it properly.

Job Safety Analysis can be done in the following manner using the Job Safety Analysis form (WorkSafe site)

Note: where high risk work is being done, or when plant, hazardous substances or manual handling is part of the overall task, a Risk Assessment (SWMS) must be undertaken. This ensures that all risks are assessed as far as is reasonably practicable. The process is:

1. Undertake plant and/or equipment risk assessments where applicable, using a Plant & Equipment Risk Assessment form (WorkSafe site)
2. Undertake hazardous substances/dangerous goods risk assessments where applicable, using Hazardous Substances/Dangerous Goods Risk Assessments form (WorkSafe site)
3. On the JSA/SWMS form list each step in the job
4. Against each step, list any hazards and associated risks with that step.
5. Give the risk a rating from the Risk Assessment Matrix
6. Identify and note what Control Measures need to be in place to reduce the risk to an acceptable level.
7. Reassess the risk rating from Risk Assessment Matrix
Note: After control measures are in place, the residual Risk Rating must be less than Extreme, otherwise the job must not proceed.

Regardless on a JSA/SWMS being undertaken, all people onsite are required to be alert for hazards (physical, chemical or biological). This includes subcontractors and visitors.

If you have identified a hazard or suspect a safety problem exists, you have a legal obligation to do something about it.

3. Commencement of Work – Access to Site

The Council’s relevant department must give authority before work commences on each contract.

This can be done by completing the “Worksite Induction Checklist” on the last page of this document.

Where a work site is clearly identified, contractors will take full responsibility for activity within these areas. Work undertaken within areas that cannot be so defined, will be subject to the Council’s Safety Procedures.

A safe system of work including Risk Assessment (SWMS) or Job Safety Analysis must be agreed between the contractor and the Council's Representative before work begins.

All Contractors are required to have appropriate ID when carrying out work for the Council.

When work is required outside normal working hours, this must be done with consent from the Council Representative. This also applies if work started during normal hours, continues beyond normal hours.

Where means of egress are not clearly marked, these should be indicated to the Contractor. When working in buildings, the Contractor should be asked to ensure that the Contractors employees work in a manner that is safe and that due precautions are taken to prevent fire.

The Contractor should be informed of significant hazards and the action to take in the event of a fire including means of egress, position of fire-fighting equipment, emergency telephones, and evacuation assembly area.

4. Fire Restrictions

Contractors are reminded that the Towong Shire Council operates a NO SMOKING POLICY. Smoking is banned in all Council accommodation, buildings, Plant and vehicles.

All Contractors are strongly advised to ensure that their employees, on first arriving at the work site, should check the local "Emergency Evacuation Plan" and note the following:

a. The procedures to be taken in case of fire or on the sound of the fire alarm.
b. The location of the nearest fire alarm call point.
c. The nearest escape routes and designated ‘assembly area’.
d. The location, site and method of operation of the fire fighting equipment.

All Contractors’ employees must obey alarm signals and instruction from Council Fire Wardens whilst on Council premises and act in accordance with fire instructions posted at the premises.

It is imperative that fire escape routes remain clear at all times. Should it prove necessary to obstruct or restrict access to a fire escape route, the Council Representative must be notified before this occurs. Where necessary a Fire Action Plan must be prepared to ensure safe exit for occupants of the building.

**Note:** All Council buildings within the Shire are provided with fire-fighting equipment suitable for the hazards normally found in these areas. If the work of the Contractor introduces unusual fire hazards into the area, the Contractor is responsible for providing the appropriate type of fire-fighting equipment, and this must be included in the SWMS.

There are many areas within the Shire where flammable gases and liquids are used and stored. Contractors will be informed of the presence of any flammable substances in areas where the Contractor is to carry out work.

This should be included in the pre-work Risk Assessment (SWMS). The Contractor must ensure that no member of the workforce smokes near those areas.

Where work involves the use of naked flames, or equipment which generates high temperatures, permission must always be obtained from the Council Representative before work is started (see Section 14, “Hot Work”). Contractors are asked to select the safest means of doing the work e.g. by using hot air paint strippers rather than blow lamps.

### 5. Security

Contractors are responsible for the basic safety and security of plant, machinery and building materials brought onto Council premises for use in connection with the contract. Contractors must ensure that the site and the works are secure from unauthorised/unofficial or inadvertent entering by members of the public/student/staff and post warning notices advising of any dangers. Requests for visits to sites by Council personnel will be by agreement with the Council Representative and the Contractor.

### 6. Use of Council Services

Only qualified and competent tradesmen will be permitted to work on the Council services installations. When working on existing electrical installations on no account must wires and temporary circuiting, switchboards, etc which are or can be made live, be left unprotected and accessible to users of the buildings.

New gas pipework and joints must be rigorously inspected and tested immediately after commissioning in accordance with recognised Regulations and Codes of Practice. On no account may Contractors make use of the Council’s electrical, gas, water or other services installations for any purpose without the approval of the Council Representative, including any interruption or connection of services.
When an electricity supply is afforded to Contractors, it will be for specific agreed uses and restricted to the points of supply, voltages and times of operations laid down. Similar restrictions will be applied to the use of other services.

Contractors may include use of standard plugs to connect portable electrical equipment so long as the wattage of that equipment does not overload Council sockets or wiring. All portable electrical equipment/tools/leads etc must be Tested and Tagged prior to use.

All equipment, plant, cable, etc used for this purpose must be in good condition and working order, used in accordance with good practice and properly earthed in view of the possible existence of buried electrical cables, gas or water mains, drains, telephone cables, IT network etc.

Dial Before You Dig process must be followed where underground services may exist – this must be included in the SWMS.

No excavation, drilling, etc shall commence unless authorised by the Council Representative.

Fire and security alarm, smoke detection and call systems, etc are installed in many properties. Never interfere with these without authorisation from the Council Representative. Take particular care during structural alterations to avoid severing their connecting links of cables and provide protection to same (eg detector heads).

Gas installations - when altering existing gas installations, isolation valves must be clearly marked as closed and on no account will open ends of pipes be left unattended.

Water services - temporary water supplies to sites through a hose connection must be fitted with a double check valve in accordance with water authority regulations and codes of practice.

7. Working at Height

If there is a risk of a fall of more than two metres, the Contractor must take all necessary action to ensure appropriate regulations are met (refer OHS Regulations 2007).

The Contractor must identify any task where a person may fall more than two metres.

If it is reasonably practicable, the Contractor must eliminate the risk by doing the work on the ground or on a solid construction.

If this is not practicable, the Contractor must control the risk using the following measures in order of priority:

1. use a passive fall prevention device
2. use a work positioning system to ensure employees work within a safe area
3. use a fall arrest system to limit the risk of injuries in the event of a fall
4. use a fixed or portable ladder, or implement an administrative control
If the Contractor chooses to use a control measure other than working on the ground or on a solid construction, they must establish emergency procedures covering the rescue of an employee in the event of a fall and provision of first aid.

Any equipment of materials used to control the risk of a fall must be designed and constructed for the task and the conditions it will be used in.

Likewise, fixed or portable ladders must be suitable for the task and set up properly.

If the Contractor is using only an administrative control, they must record what it is and the task for which it is being used (place on SWMS).

The Contractor must review (and, where necessary, revise) their risk controls if things change, or at the request of a Health and Safety Representative (HSR).

All Employers have a duty to consult employees and HSR’s when identifying hazards and deciding on control measures. The Contractor must take full precautions to prevent objects from falling from heights.

Where work involves the erection of scaffolding or staging, the requirements of the all relevant regulations and codes must be complied with. Where a site is not an enclosed, secure site, all means of access to heights must be removed or secured when work ceases or is suspended.

Access to all roof areas is considered a high risk activity. Only those trained in working at height are permitted to access roof areas. This must occur only after risks have been identified (in the SWMS) and appropriate control measures are in place.

All ladders and other equipment used by Contractors must be in sound condition, of adequate strength, of suitable length and must be properly maintained. The Contractor must ensure that ladders are properly footed, adequately secured and set at the recommended inclination, i.e. one measure out per four measures in height. Where anchor points have been installed by the Council these must be used.

8. Excavations, Underground & Overhead Services

When excavating, the contractor is responsible for locating all underground services (through the Dial Before You Dig process) in the vicinity and ensuring a safe system of work to eliminate the associated risk so far as is reasonably practicable (by using a SWMS).

This also applies when working in proximity of overhead powerlines. A spotter must be included to take on the responsibility of safety observer who is competent for the sole task of observing and warning against the unsafe approach to overhead powerlines and other electrical apparatus.

Care must be taken to ensure that excavations are properly shored and that adequate barriers are erected and warning notices are posted where Council personnel and members of the public have access to the area. Where necessary, warning lights must be installed.
9. **Entry into Confined Spaces**

Contractors and/or their employees are not to enter Confined Spaces unless properly trained and their qualification/competency is current ie less than two years since completing an authorised course or refresher.

The Council Representative will advise the Contractor of any known and/or foreseeable hazards which may be present.

It is the responsibility of the Contractor to ensure that there is sufficient ventilation and/or equipment in the area to be entered, to ensure work is safe.

The Contractor must provide a SWMS and Confined Space Entry Permit prior to commencing the task or entering the Confined Space.

10. **Plant, Tools and Equipment**

The use of equipment with a petrol/diesel driven engine is not permitted within buildings.

All plant, tools and equipment used by Contractors on Council premises must be safe and suitable for the work being undertaken.

All electrical tools, items and cords must be Tested and Tagged by a qualified person prior to being used – if Test and Tag is not current, the item is not to be used on site.

All such equipment shall meet the relevant requirements as to construction and use. Contractors must follow and document a Pre-Start Check on all self propelled or high risk plant before using that item of plant.

All operators shall be suitably trained for use of the equipment. Evidence of competency must be available for viewing if requested by a Council Representative or other Authority eg WorkSafe.

The borrowing of Council equipment is not permitted except in the special case of an emergency. Prior permission from the Council Representative must be granted on each occasion equipment is borrowed. The equipment must be used as supplied, complete with any fitted guards. Equipment must be returned in a safe and suitable condition.

11. **Personal Protective Equipment (PPE) & Clothing**

It is the responsibility of the Contractor, where required by risk assessment, to provide employees and those persons who may be directly affected by the work activity with suitable PPE and/or clothing.
12. Contractors’ Hazardous Substances or Materials

Hazardous substances (HS) or dangerous goods (DG) can only be brought onto Council premises following a HS/DG Risk Assessment.

The Contactor must make suitable arrangements for the safe handling and storage for such items.

Hazards arising from these materials must be identified and appropriate control measures implemented.

Current Safety Data Sheets (less than five years old) must be available on site for all HS/DG used or stored on site.

13. Highly Flammable Liquids and LPG

The Contractor may only use and store highly flammable liquids and LPG as detailed in the relevant regulations and as recommended in appropriate Codes of Practice and Guidance Notes.

Storage areas where permitted must be agreed, in writing, by the Council.

No gas cylinder will be stored in a free-standing position – they must be restrained to prevent falling.

When not immediately in use full or empty containers must not be stored within Council facilities.

14. Hot Work

Any work which generates flames, heat or sparks including (but not limited to) welding, brazing, flame cutting, grinding, use of internal combustion engines, use of road-making Plant/equipment, use of chainsaws, mowers is considered hot work.

Reference must be made to Towong Shire Council Hot Work Procedure and Hot Work Permit prior to commencing any hot work to determine requirements.

The Contractor must ensure that adequate ventilation and/or extraction will be present whilst the work is in progress to prevent the concentration of hazardous fumes. The use of flashback arrestors for oxy-acetylene equipment is required.

Before any flame producing equipment or procedure e.g. welding, cutting, brazing, blowlamps is brought into operation the following precautions must be taken:

i. Clear area around and below working place for 5 metres of all combustible materials. Highly flammable or Dangerous Goods of Class 2.1, 3, 4.1, 4.2, 5.1 or 5.2 must be cleared for 10m.
ii. When this is impracticable protect them with non-combustible material or screens.

iii. Suitable fire extinguishers and/or hose reels must be close at hand.

iv. Leave hot work equipment lit as little as possible and never unattended.

v. Immediately after any work is completed the area should be closely examined as per Hot Work Permit requirements. Particular attention should be paid to cavities, cupboards, ducts and to other concealed areas.

15. Safety Signs

The Contractor will be responsible for the posting of relevant and suitable signage where required, to warn of hazards.

16. Lifting Gear and Pressure Vessels

All such items must be suitable for the purpose and must be inspected by competent persons in accordance with legislative requirements. Only appropriately trained, competent persons are permitted to use such equipment. If pressure vessels are required to be registered with WorkSafe, evidence must be available on request relating to the registration and inspection of such vessels.

17. Asbestos

Before any works are undertaken on Council buildings, as part of the Risk Assessment, the Contractor shall be advised if any asbestos is or may be present.

Where during the course of the work, the Contractor discovers asbestos or suspects that asbestos is present and/or the work area has been labelled, any work being done or about to be done must be halted immediately and the matter referred to the Council Representative.

Only licensed Contractors may undertake work with asbestos and it will be their responsibility to abide by appropriate regulations.

The Contractor must take any preliminary precautions necessary e.g. erect suitable and effective enclosures and post notices before work commences.

On completion of the work the Contractor will ensure that all traces of asbestos have been removed.

The Council Representative reserves the right to have additional air samples taken by an appointed agent.
The Contractor will also be responsible for arranging for the proper transport and disposal of removed material.

**18. Demolition Work**

It is the responsibility of the Contractor to ensure that all demolition work is performed in accordance with relevant legislation.

Special attention should be paid to the erection of any necessary screens and barriers and to the posting of warning notices.

Where premises etc are to be demolished, particular care must be taken if asbestos is present or is suspected to be present. Refer to previous section on Asbestos.

**19. Incidents, Accidents or Near Misses**

The Contractor is to have in place a system for reporting and investigating Incidents, Accidents or Near Miss, whether it involves injury to a person, damage to property, or a potential for either.

Contractors are responsible to ensure they are conversant with and comply with the requirements regarding notification of incidents to WorkSafe (OHS Act 2004 Part 5).

Any WorkCover reportable incident must be conveyed to the Council Representative and subsequently to the Councils’ OHS Officer as soon as practicable.

**20. Worksite Traffic Management**

The safety of the public as well as workers needs to be considered on any work site especially when vehicular traffic (including plant) is present.

Prior to any start on site there must be a means of controlling pedestrian and vehicular traffic as applicable. The Contractor must establish Traffic Management Plans in accordance with the VicRoads Worksite Traffic Management Code of Practice and AS 1742.3, Manual of Uniform Traffic Control Devices.

The person(s) drafting the Traffic Management Plan may need to have completed a relevant and authorised Vic Roads course, and therefore be appropriately qualified and competent to do so.

**21. Noise**

The Contractor must ensure that workers and the public are not exposed to noise which is in excess of the statutory limits imposed by legislation. If it is not reasonably practicable to reduce excessive noise levels to
acceptable levels, then adequate protection must be provided. The Contractor must not expose Council personnel to noise levels above the limits and at all times the Contractor should seek to reduce noise levels as low as reasonably practicable.

### 22. General Housekeeping and Disposal of Waste

The Contractor is responsible for ensuring the general housekeeping of the site is maintained at a safe level at all times.

This requires all slip/trip/fall hazards to be identified and addressed, including (but not limited to) uneven ground and potholes/wheel tracks, broken bricks/tiles, general rubbish, timber, other building materials etc.

This section also requires the Contractor to ensure any other rubbish or waste including liquids are managed and disposed of appropriately.

The Contractor must remove all hazardous or noxious waste, resulting from contract work, from Council premises as soon as practicable, unless prior agreement has been reached with the Council Representative for safe storage.

All Contractors have a "duty of care" to ensure that waste materials and related activities are controlled and disposed of in line with the relevant environmental legislation, regulations and procedures implemented by the Towong Shire Council.

Where safe storage has not been authorised, it is the Contractor's responsibility to ensure that all waste is removed upon completion of works or at the end of each working day.

"Minor Spills" - where the substance is known and there is little or no risk to Health and Safety every attempt should be made to stop the source and contain the spill. The event must be reported to the Council Representative.

"Major Spills" - where the substance is unknown or thought to be potentially hazardous, while stopping the source or containing the spill is critical, this should only be attempted with appropriate PPE in place. The Council Representative must be notified immediately in such a situation.

### 23. Permits to Work

Permits to Work may be required for certain work, including High Risk Work (refer to WorkSafe Victoria website for definition of High Risk Work).

The Contractor must enquire regarding Council’s requirements relating to Hot Work, Working at Heights, working in Confined Spaces, conducting Electrical work, and any other high risk activity.

### 24. Insurances
The Contractor must take responsibility and where applicable, provide and maintain insurance policies that provide cover for:

- Public liability (all contracts)
- Personal injury (WorkCover)
- Damage to property
- Third party insurance

The Contractor must ensure that all appropriate insurances are in accordance with the respective Conditions of Contract and be able to provide Certificates of Currency prior to commencing work and on request through the duration of the contract.

25. Environmental Controls

The contractor must ensure that all relevant environmental factors are assessed. These may include:

- Significant or threatened flora and fauna;
- Native vegetation;
- Noxious weeds;
- Extent of construction and machinery zones;
- Erosion control and streamside works;
- Disposal of waste;
- Archaeological and heritage values;
- Noise; and
- Dust.

In some cases permits may be needed to carry out works that impact on environmental values, or there may be conditions associated with permits that have been issued to protect and conserve these values. Depending on whether works are routine or associated with a specific project, an environmental assessment may also need to be carried out to ensure that all potential impacts have been identified and addressed. If you are unsure about any environmental effects please contact the Council Representative.
# WORKSITE INDUCTION CHECKLIST

*To be completed by Council Representative with **ALL** Contractor staff on site.*

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Towong Shire Council Representative:</td>
<td></td>
</tr>
<tr>
<td>Contractor (Business Name):</td>
<td></td>
</tr>
<tr>
<td>Contractor Representative/Employee: (print)</td>
<td>Ph.:</td>
</tr>
<tr>
<td>Towong Shire Preferred Contractor?</td>
<td>Yes [  ] NO [  ]</td>
</tr>
<tr>
<td>Project Number:</td>
<td></td>
</tr>
<tr>
<td>Description of works:</td>
<td></td>
</tr>
<tr>
<td>Location of Work:</td>
<td></td>
</tr>
</tbody>
</table>

*Where NO is answered to any of the following questions, the Shire Representative must be satisfied that sufficient processes are in place to ensure safety requirements are met before the Contractor starts work. Use “Comments” area at the bottom of the page to describe what action will take place where NO is answered.*

<table>
<thead>
<tr>
<th>Circle answer.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>11</td>
</tr>
<tr>
<td>12</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>14</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>16</td>
</tr>
<tr>
<td>17</td>
</tr>
<tr>
<td>18</td>
</tr>
</tbody>
</table>

**Comments/Other**

I, the Contractors Representative/Employee, acknowledge that I have read and understood the Contractors obligations contained in this handbook. I also understand that I am obliged (where applicable), within 24 hours written notice by the Council Representative, to provide any documented evidence relating to OH&S and this contract.

<table>
<thead>
<tr>
<th>Contractor Representative/Employee -</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Towong Shire Council Representative -</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td></td>
</tr>
</tbody>
</table>