

Section Seven-Three – Attachment 7.03.1
**GUIDELINES AND PROCEDURE FOR CONTRACTOR OCCUPATIONAL
SAFETY AND HEALTH**



**GUIDELINES AND PROCEDURE
FOR
CONTRACTOR OCCUPATIONAL SAFETY AND
HEALTH**

INFORMATION FOR CONTRACTORS

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Further copies of this booklet are available from the City of Mandurah.

INTRODUCTION

This document sets out the City of Mandurah's guideline and procedure for work conducted by contractors on behalf of the City of Mandurah.

Contractors who perform work for the City of Mandurah must do so in a manner which protects the safety of themselves and their employees, members of the public, third parties and the City of Mandurah's personnel and property. The City of Mandurah will not engage contractors who are not committed to safety.

Policy

The City of Mandurah's Safety and Health Policy requires that all work be conducted in a safe manner. The City of Mandurah is committed to ensuring a safe and healthy working environment for all persons at its offices, sites and premises. Operations associated with a particular task must cease if safety cannot be assured.

Contractors who perform work for the City of Mandurah must apply these principles.

Approach

When the City of Mandurah engages contractors the following elements of a general procedure may be applied. The extent to which the City of Mandurah applies each element will depend upon its assessment of the scope of the work and risks involved.

Contractors will be advised of their responsibilities and liabilities in respect to safety and health, and environment conservation prior to commencement of a contract. If tenders have been called, these requirements will usually be defined within the specifications. Contractors may be required to submit information or follow procedures in the following areas:

1. Pre-qualification;
2. Safety management plan;
3. Induction or training;
4. Inspection of equipment;
5. Audit of contractor safety;
6. Requirement to report incidents/accidents;
7. Rating of contractor safety performance depending upon the scope of the work to be undertaken.

These procedures do not in any way lessen the contractor's obligations under the Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996 or at Common Law for ensuring its own safety and the safety of others. Contractors are responsible for their own employees for the purposes of the Occupational Safety and Health Act 1984 and Worker's Compensation and Injury Management Act 1981 and are expected to meet all obligations associated with this. The procedures outlined in this document will help to ensure that those obligations are met.

Although minimum standards of safety will always apply, the approach required by the City of Mandurah will vary according to the situation. The relevant officer will discuss the approach to be adopted with the contractor.

1. Pre-qualification

The City of Mandurah will consider the ability of the contractor and sub-contractors to work safely as a key factor in its selection process. Prospective contractors may be asked to provide some or all of the following information:

- Information on necessary expertise, qualifications of personnel, licences, or equipment to carry out the work.
- Details of the contractor's safety record over the past two to five years, including lost-time injury statistics (e.g. frequency and incidence rate) and details of any notifiable incidents.
- Details of the contractor's safety policy, manual or systems giving evidence of commitment to safety, adequate safety training of employees, details of personnel with dedicated safety responsibilities and a policy towards safety of sub-contractors may also be required.
- Details of insurance coverage e.g. public liability, public indemnity, workers compensation etc.

Planning meeting

Prior to the commencement of any work the contractor may be required to attend a planning meeting to review safety requirements and to agree on the approach.

2. Safety Management Plan

A contractor may be required to prepare a Safety Management Plan (SMP) where the City of Mandurah deems the scope of the work entails special or significant risk. The purpose of the SMP is to identify a clear strategy on the part of the contractor to ensure safety throughout the contract. This should address the people, plant and the environment. The SMP should cover two areas:

2.1 Occupational Safety and Health program

The Occupational Safety and Health program that the contractor will use on the work shall incorporate:

- (a) the contractor's safety and health policy statement and address;
- (b) the contractor's safety and health plan, including:
 - the means of identifying hazards and risks;
 - a system to ensure that pre-job planning is conducted;
 - work-site inspection throughout the works to ensure safe conditions;
 - training/induction of contractor's employees;
 - a means to resolve issues raised by contractor's employees;
 - safety meetings and the means to provide safety information to employees (nominated Safety and Health representatives);
 - an accident/incident hazard reporting system;
 - provision of First Aid facilities;
 - a lost time frequency rate target or other statistical target;
 - an audit system.

2.2 Job specific safety procedures

Set out hereunder is the procedures to deal with the following issues:

- Legislative requirements applicable to the job;
- Job safety analysis (which should identify the means to control hazards and risks and the approach to the task);
- The safe use of equipment;
- Work permit procedures;
- Roadworks; where applicable, a Traffic Management Plan;
- Work sites; provision of barriers and general site protection for danger areas;
- Warning and Hazard Signs to identify hazards and specific requirements, e.g. Safety Hat Area;
- The minimum standards of personal protective equipment, including specific equipment to protect against specific hazards;
- The control of dangerous substances;
- Acceptable means of disposal of waste products, spillage's and effluents;
- An emergency response plan;
- Environmental protection plan.

The plan should provide the means to ensure that the system outlined in the SMP is applied to sub-contractors.

The City of Mandurah reserves the right to request a contractor to amend or improve the SMP either at tender stage or during the works.

The quality of the SMP submitted will be an important factor in the tender selection process.

3. Induction

The City of Mandurah may require contractors to undergo or arrange safety induction or other safety related training, depending on the circumstances. Induction may cover some or all of the following:

- Relevant site security, personal protective equipment and emergency procedures and regulations. The contractor may be accompanied on site or may be required to report to a specific City of Mandurah officer.
- Relevant sections of the City of Mandurah Occupational Safety and Health Policy and clear work/safety procedures such as work permits and clearances to equipment may also need to be included.
- Relevant City of Mandurah safety standards, accident reporting and investigation procedures and the City of Mandurah's corporate objective for safety may be required. Contractor's employees and sub-contractors may need to be trained in these areas.
- Personal Protective Equipment (PPE) for all contractors and their employees are required to meet or exceed the current City of Mandurah standards relating to the wearing and use of PPE.
- Contractor's own induction program covering aspects of any SMP.

Note: The City of Mandurah may choose to provide the contractor with an induction and then require the contractor to provide that information to all its own employees and/or sub-contractors. Details of the SMP should be included, if one has been developed.

4. Inspection of Equipment

Equipment provided by a contractor for the purpose of the works must be 'fit for that purpose' and the City of Mandurah reserves the right to inspect and approve or not approve as the case requires all equipment that a contractor intends to use to carry out the works or may be using or bringing onto any work site.

The contractor shall ensure that all plant and equipment are of a suitable type and capacity and in good order and condition to perform the work safely.

Before starting the works the contractor shall (if required by the City of Mandurah) submit any item of equipment nominated by the City of Mandurah for inspection and approval. The contractor may be required to provide the City of Mandurah with a schedule for the inspection and maintenance of equipment to be used in the performance of the work throughout the works.

The contractor shall satisfy the City of Mandurah that the equipment carries relevant current permits or approval certificates in compliance with WorkSafe requirements or other relevant standards throughout the works.

The contractor shall ensure that any of its personnel who operate equipment possess appropriate licence or permits or – if not applicable – are adequately trained in the safe operation of the equipment. The City of Mandurah may, in some instances, require the contractor to ensure that such personnel receive training to standards set down by the City of Mandurah.

If the contractor's equipment is found to be in an unsafe condition by either the City of Mandurah, the contractor or a relevant authority (e.g. WorkSafe) then it shall immediately be removed from use and shall not be brought back into use until the contractor satisfies the City of Mandurah that it has been made safe.

5. Audit of contractor safety

5.1 Approach

Safety auditing is a key method of ensuring that contractors and employees maintain adequate standards of safety.

The City of Mandurah will conduct audits according to the circumstances and all or any of the following areas may be audited:

- Provision and wearing of personal protective equipment if applicable, observance of basic work practices, safety regulations, on site procedures.
- Prescribed working procedures, if applicable.
- Observance of the City of Mandurah's permit to work procedures, use of hazard warning and appropriate signs, specific requirements relating to scaffolding, lifting equipment, etc. housekeeping, access and egress, first aid equipment and procedures.
- Evidence of the implementation of the SMP including visible management of safety by the contractor's designated senior contract

personnel. When a SMP exists it may be used as the basis for safety auditing and an audit checklist may have been developed with the Plan. A senior representative of the contractor may be invited to participate in the audit.

5.2 Powers of Contract Manager or Works Supervisor (in conjunction with Safety Advisor)

The City of Mandurah Contracts Manager or Works Supervisor will request the contractor to rectify unsafe situations and will review any contract in which safety breaches have occurred.

6. Accident Reporting

All accidents resulting in worker's compensation claims are to be reported to the City of Mandurah on a prescribed accident report form.

The contractor will conduct an investigation using the above form and supply this to the City of Mandurah.

The City of Mandurah Safety Coordinator or nominated officer will sign off on the investigation if it is deemed adequate and will seek evidence that the listed preventative actions have been implemented.

Major accidents/fatalities

- Within 2 hours of accident

The contractor must provide:

- first report to City of Mandurah Manager/Works Supervisor;
- notification to WorkSafe and police, if appropriate.

- Within 24 hours

The City of Mandurah may require an accident committee to be established comprising adequate representation of the contractor, the City of Mandurah and the City of Mandurah Safety Advisor if considered relevant.

- Within 3 working days

The City of Mandurah may require a meeting with senior representatives of the contractor to review the finding of the investigation committee.

7. Fitness For Work

Alcohol and drug testing may be conducted following an incident, including but not limited to:

- Following any safety, health or environment incident or near miss;
- Where injury or damage to City assets has occurred.

Where causal is determined at any City workplace the City may direct the individual and/or Contractor to cease all work activities and leave the workplace. Contractors/Individuals may not be authorised to return to any City workplace until proof

of fitness for work by a medical practitioner is provided. Specific Contractor performance measures may be implemented at the sole discretion of the Principal.

8 Personal Protective Equipment

Contractors working for the City of Mandurah that are exposed to solar UVR for more than 15 continuous minutes in any period) are required to wear protection which includes:

- Long sleeved shirts;
- Long trousers;
- Broad brimmed hat with a brim of no less than 7.5 cm or Legionnaire style hat with flap to cover ears and neck (not baseball style);
- Sunscreen;
- Sunglasses;
- Other PPE as identified as part a risk management process.

9. Rating of Contractors

The City of Mandurah will maintain a system of rating a contractor's safety performance. Consideration for future work will take such assessments into account.

8. Contractor's Agreement

I _____

(name of person authorised to represent the Contractor)

Representing _____
(registered name of Contract Company),

agree that the work will be carried out in a manner which is both safe and consistent with the requirements set out in the City of Mandurah document "Guidelines For Contractor Occupational Safety and Health".

I have read and understood this document.

Signature of Contractor's Representative: _____

Date: _____