



RISK MANAGEMENT

**Council Requirements for
Contractors, Subcontractors and Service Providers**

TABLE OF CONTENTS

1.	INTRODUCTION.....	5
2.	HEALTH AND SAFETY PLAN ELEMENTS	5
2.1	Contract Description	5
2.2	Contract OH&S Structure and System.....	5
2.3	Contract Induction and Safety Training.....	6
2.4	Safe Working Practices and Procedures	6
2.5	Workplace Health and Safety Inspections	6
2.6	Health and Safety Consultation	7
2.7	Emergency Procedures	7
2.8	Incident Recording & Investigation	7
2.9	Health and Safety Performance Monitoring.....	7
1.	ENVIRONMENTAL POLICY AND LEGISLATION.....	9
1.1	Policy.....	9
1.2	Legislation.....	9
2.	GUIDELINES FOR WORKS AND SERVICES	9
2.1	Objective.....	9
2.2	Purpose.....	9
2.3	Scope.....	9
2.4	Principles.....	9
3.	ENVIRONMENTAL ISSUES TO BE ADDRESSED BY CONTRACTORS.....	10
3.1	Stormwater Pollution.....	10
3.2	Discharges to Sewerage System.....	10
3.3	Soil Contamination	10
3.4	Preservation of Habitat	10
3.5	Air Pollution	10
3.6	Rubbish and Surplus Material.....	10
3.7	Noise.....	11
3.8	Waste Minimisation and Disposal.....	11
3.9	Dangerous Goods	11
3.10	Safety.....	11
4.	CONTRACTOR'S RESPONSIBILITIES	11
5.	ENVIRONMENTAL MANAGEMENT PROGRAM	11

Introduction

The City of Greater Dandenong is committed to providing and maintaining, so far as practicable, an environment that is safe and without risk to the health of its employees, its contractors and members of the public. Council's obligation extends to conducting operations in an environmentally sound and responsible manner.

Council requires that any contractors, subcontractors or service providers that may be engaged on its behalf will at all times identify and exercise all necessary precautions for the health and safety of all persons and protection of the environment.

This booklet describes Risk Management requirements that must be met by successful tenderers before commencing works or services for the City of Greater Dandenong. Tenderers should familiarise themselves with these requirements prior to lodgement of tender.

Tenderers are required to register with Ipro LiVe (City of Greater Dandenong's on-line Prequalification system) and complete all prequalification information requested prior to lodgement of any tenders.

Should the tenderer wish to discuss these requirements, please contact the relevant Council Officer:

Occupational Health & Safety Consultant	03 9239 5100
Environmental Planner	03 9239 5100
Risk Management Co-ordinator	03 9239 5100

Contracts Unit
City of Greater Dandenong
397 – 405 Springvale Road
SPRINGVALE VIC 3171
☎ 03 9239 5100

RISK MANAGEMENT – PART 1

OCCUPATIONAL HEALTH & SAFETY (OH&S) MANAGEMENT SYSTEM

Risk Assessment

The attached Risk Assessment Form shall be completed by the **successful tenderer** in relation to the contract works and submitted to the Superintendent for approval prior to commencement of any contract. The primary objectives of the Risk Assessment are to:

- identify hazards associated with contract specific tasks and activities;
- determine the level of risk;
- establish appropriate risk control measures.

Each major or significant task or activity associated with the contract shall be assessed in terms of the associated hazards. When all hazards have been identified the most likely outcome as a result of an incident shall be determined.

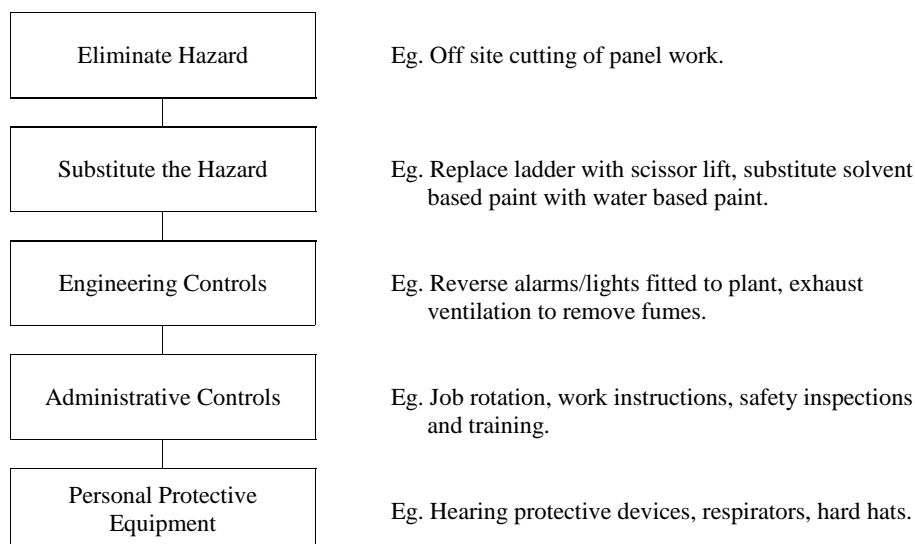
Risks shall be classified according to the following schedule:

- Class 1: Potential to cause death or permanent injury.
Class 2: Potential to cause one or more lost time injuries.
Class 3: Potential to cause an injury treatable with first aid.

A primary goal shall be to eliminate Class 1 and 2 risks associated with the contract and should be a major focus of the Risk Assessment. Contractors should detail risk control measures which adequately address all identified Class 1 and 2 risks.

Where safe work procedures or instructions are developed they must clearly spell out the work sequence, highlighting the procedures required to adequately control each Class 1 and Class 2 risk identified in the risk assessment. All employees involved in the activity shall receive appropriate training in the safe work procedure.

When determining risk control strategies, the hierarchy of controls summarised below should be considered:



The risk assessment shall be completed on the Risk Assessment Form evaluating the full scope of work associated with the contract. Additional risk assessments may be undertaken during the course of the contract as required (i.e. work undertaken by subcontractors).

Health & Safety Plan

1. Introduction

Prior to the commencement of the contract the **successful tenderer** is required to submit a Health and Safety Plan detailing the health and safety systems and procedures which will apply during the term of the contract.

The Health and Safety Plan will be reviewed by the Superintendent prior to commencement of the contract and will be subject to his/her approval.

The Health and Safety Plan shall be reviewed at regular intervals throughout the contract to ensure that it is maintained in an up to date condition. The Contractor's Health and Safety Plan, and associated documents, will also form the basis by which its management systems and work sites will be audited by the Superintendent.

This document outlines the general requirements and elements of Health and Safety Plans to provide guidance to Contractors when preparing the plan.

2. Health and Safety Plan Elements

2.1 Contract Description

A brief description of the scope of work associated with the contract should be documented. The description should be sufficiently detailed to provide persons unfamiliar with the contract an overview of the type of work being carried out and under what conditions.

The scope of work should include as a minimum requirement the following details:

- Summary of major activities and types of work to be performed;
- List of tasks or specialist procedures that may require detailed health and safety work procedures and training;
- List areas of contract requiring special consideration from a health and safety perspective, eg:
 - presence of public
 - traffic management
 - work restrictions (work times, confined spaces)
 - exposure to hazards (noise, dust, elevated heights)

2.2 Contract OH&S Structure and System

The Contractor's Health and Safety Plan should be established around existing OH&S management systems and associated procedures and controls. Reference should be made to existing procedures and documentation in the Health and Safety Plan. This will also assist in minimising the size of the document.

The Contractor should outline the management structure, responsibilities, standards and control systems applicable to the contract to ensure OH&S requirements are adequately addressed.

The following information should be included:

- Company health and safety policy, to be displayed at worksites;
- Outline of the contract health and safety organisation and structure. i.e. names and/or positions of those with specific health and safety responsibilities;
- Summary of OH&S roles and responsibilities of Contractor staff involved in the contract;
- Position and/or name of senior person who will liaise with The Superintendent on health and safety matters.

2.3 Contract Induction and Safety Training

OH&S legislation requires all employers to ensure that their employees and subcontractors have the skills, training and competency required to carry out their work in a safe manner. Council requires that Contractors document their safety training program ensuring that they have appropriately skilled employees, suitable training programs and adequate supervision for the contract works.

The following information should be provided:

- Outline of contract induction procedures for employees and subcontractors;
- Details of induction course content;
- Register of personnel who have satisfactorily completed the contract induction;
- Details of employee health and safety training which has or will be provided relevant to the contract requirements;
- Register of names and/or positions of contract employees with authorisations, permits, competency certificates, licences, etc. who may be required to supervise or undertake specialist work activity.

2.4 Safe Working Practices and Procedures

Relevant safe working practices and procedures should where appropriate be developed for the contract. Where possible, existing health and safety company procedures should be used. However, contract specific safe work procedures may need to be developed on the basis of particular contract hazards. These may be identified when undertaking the Risk Assessment.

The following information should be provided:

- A list and copies of company safe work procedures or instructions relevant to the contract;
- A list and copies of contract specific safe work procedures or instructions;
- Detail site operations that will be subject to permit to work systems;
- Details of employees and/or subcontractors issued with copies of safe work procedures and instructions;
- Safe work procedures and instructions should be recorded on Safe Work Procedure / Instruction Register.

2.5 Workplace Health and Safety Inspections

Health and safety inspections play an important role in the identification of hazards at the workplace and in the development of control measures. The Health and Safety Plan should outline the procedures and methods by which contract workplaces will be inspected on a regular basis.

The following information should be provided:

- Details of how workplace health and safety inspections will be undertaken during the contract, considering:
 - checklists to be used
 - frequency of inspections
 - team members
 - actioning of inspection findings;
- Details of hazard reporting procedures for the contract, including hazard report forms;
- Details of specific activities or areas targeted for inspection i.e. plant, hazardous materials, electrical safety.

2.6 Health and Safety Consultation

Consultation with employees provides an important mechanism whereby health and safety issues can be dealt with in a manner that promotes ownership and prompt resolution.

The following information should be documented:

- A list of current employer and employee health and safety representatives;
- Details of the membership and operation of the Safety Committee;
- Reference to company issue resolution procedures.

2.7 Emergency Procedures

There is the potential for a range of emergency situations to occur both on-site and off-site in relation to contract works. These situations need to be identified and specific emergency procedures developed and made known.

The following information should be documented:

- Overall emergency plan and structure for the contract;
- Register of emergency equipment and locations i.e. first aid equipment, fire extinguishers;
- Register of current qualified First Aiders;
- Arrangements/co-ordination with other work site occupants in the event of an emergency.

2.8 Incident Recording & Investigation

The Victorian Work Cover Authority and the Contract Superintendent must be notified of all incidents described in the Occupational Health & Safety Act 2004, Sections 38 & 39 and the Equipment (Public Safety) (Incident Notification) Regulations 1997 within the prescribed time frame.

All incidents associated with the contract involving personal injury, medical treatment or property damage should be recorded and investigated.

The following should be documented:

- Details of incident reporting and investigation system and procedures;
- Details of how Class 1 and Class 2 incidents shall be notified to The Superintendent;
- Details of how incident statistics are to be compiled and distributed.

2.9 Health and Safety Performance Monitoring

The following should be documented:

- Details of how health and safety performance statistics associated with the contract are reviewed;
- Details of how monthly health and safety performance reports will be compiled for review by The Superintendent;
- Nature of health and safety performance information presented to employees on a regular basis;
- Outline of auditing program to evaluate Health and Safety Plan effectiveness.

RISK MANAGEMENT – PART 2

RISK MANAGEMENT PLAN

(Other than Occupational Health & Safety Risk arising under Part 1)

The requirements set out in Part 2 are in addition to those in Part 1.

Risk Management Plan

1. On award of the contract, and prior to the commencement of the work or service, the Contractor shall submit to the Superintendent for approval, a detailed Project Risk Management Plan (“the Plan”) for the whole of the works or services to be provided under the Contract. The Plan must be substantially in accordance with the principles set out in Australian / New Zealand Standard AS / NZS 4360: 2004-Risk Management (“the Standard”).
2. Risk must be identified, defined, classified and measured in accordance with Section 6, “Risk Analysis”, of the Risk Management Guidelines – HB436:2004.
3. Risk Management documentation must be in accordance with the tables in Section 10, “Commentary”, of the Risk Management Guidelines – HB436:2004.
4. It is the sole responsibility of the Contractor to identify, treat and manage all risk and hazards which arise from the provision of services or works or from the interaction (behaviour) of any other contractor, subcontractor, agent, visitor, customers, trespassers or the wider public with the particular contract site, premises or the contractor’s place of work and / or any service provided to customers by the Contractor. The term “customer” includes a customer of the Council or the contractor, or a ratepayer or resident of the City of Greater Dandenong.
5. Where a risk (or hazard) cannot be immediately eliminated by the contractor, it is the sole responsibility of the Contractor to take immediate steps (safety measures) to warn and / or protect all persons against the risk or hazard, and to continue to inspect and maintain such measures while the risk or hazard continues to exist. Despite the fact that the Council may be responsible for the elimination of the particular risk or hazard the contractor shall always be responsible for the inspection and maintenance of safety measures until such time as the Superintendent has declared the risk or hazard eliminated or safe.
6. In clause 2, Superintendent’s “approval” only means that the contractor has satisfied the Superintendent that the Plan is prepared substantially in accordance with the principles set out in the Standard. Such approval shall not constitute a waiver or estoppel of any of the Council’s rights or constitute a warranty or undertaking under this contract by either the Superintendent or the Council about the content, appropriateness or fitness of the Plan to identify, treat or manage risk.

ENVIRONMENTAL MANAGEMENT

1. Environmental Policy and Legislation

1.1 Policy

The City of Greater Dandenong is committed to achieving environmental and economically - sustainable development through the creation of a healthy, safe and enjoyable environment for its citizens now and in the future.

1.2 Legislation

Contractors and Service Providers to Council shall, as a minimum, comply with the requirements of the Catchment and Land Protection Act 1994, the Environmental Protection Act 1970, other relevant legislation, Regulations and State Environment Policies. In addition Contractors and Service Providers shall abide by all Ordinances, By Laws designated to protect the environment.

2. Guidelines for Works and Services

All tenderers must abide by Council's Environmental Guidelines, as follows:

2.1 Objective

The Council is committed to achieving high quality environmental outcomes through the implementation of best practice environmental management systems that incorporate management of the environmental effects of the work and services that are beneficial to the community and the natural environment.

2.2 Purpose

To ensure that Contractors and Service Providers to the Council undertake the execution of works and the provision of services in a manner that has minimal impact on the natural environment and can demonstrate, as a minimum, compliance with legislative requirements, regulations and policies.

2.3 Scope

An environmental management plan should include but be not limited to, storm water pollution, discharges to sewerage systems, soil contamination, preservation of habitat air pollution rubbish and surplus material noise, waste minimisation, dangerous goods and safety.

2.4 Principles

2.4.1 Council will consider the full range of environmental considerations as they relate to specific tenders or quotations. Tenders will be evaluated against the Evaluation Criteria included in the Tender Documents.

2.4.2 High quality outcomes are required for the benefit of the community and natural environment.

2.4.3 Environmental management will be monitored, reported on and continuously improved.

2.4.4 Contractors and Service Providers are responsible to ensure that their Managers, Supervisors and employees within their control or influence comply with these Guidelines, Council's Environmental Policy and provide support, training and resources to ensure reasonable precautions, due care and diligence are applied to prevent non-compliance.

2.4.5 Demonstrated commitment to high quality environmental outcomes will be valued by Council.

3. Environmental Issues to be addressed by Contractors

The following is a brief overview of the issues that are to be addressed by Contractors and Service Providers.

3.1 Stormwater Pollution

All efforts shall be made to ensure that no pollutants enter the stormwater drainage system, including liquids and solids. For example, vehicles, plant and equipment are not to be washed so that waste water enters the stormwater drainage system. Bunding may need to be installed and wastes are not to be deposited into, hosed down or swept into the stormwater drainage system.

3.2 Discharges to Sewerage System

Disposal of waste to the sewerage system can only occur in accordance with the written approval of the appropriate Water Authority.

3.3 Soil Contamination

All work practices shall be undertaken in a manner that does not result in any form of soil contamination. This includes correct storage, handling and disposal of products. Installation of bunding, covered storage areas and equipment to contain runoff and spills may be required.

3.4 Preservation of Habitat

3.4.1 Native and Heritage Flora

Significant native vegetation and vegetation that is of historical importance is to be protected and advice sought from the Council's Environmental Officer prior to any removal, or possible damage to, trees shrubs or areas containing significant quantities of native grasses or aquatic plants. All requirements listed in the Planning and Environment Act 1987, Council's Planning Scheme and the Flora and Fauna Guarantee Act 1988 must be adhered to.

3.4.2 Fauna

Native Fauna and habitat of native fauna must be protected, including large trees providing habitat for fauna and wetlands that provide habitat for birds and aquatic creatures. No interference with native fauna or native fauna habitat is to be undertaken without the written approval of the Council's Environmental Planner.

3.5 Air Pollution

All practicable measures shall be taken to protect the air environment. This includes no burning of rubbish, vegetation or other matter in incinerators or in open spaces without a written approval of the Council's Environmental Planner. All vehicles, plant and equipment shall be kept in a roadworthy and satisfactory condition and must be serviced and maintained regularly to ensure that emissions comply with EPA requirements. Where technological advances permit, the use of alternative and cleaner vehicle fuels shall be investigated and implemented.

3.6 Rubbish and Surplus Material

Contractors and Service Providers shall keep the site and the works clean and tidy. All rubbish and surplus material shall be regularly removed and disposed of to a licensed landfill site. Rubbish and surplus materials must not be allowed to escape from designated work areas and suitable facilities and containers must be provided and maintained for the collection of rubbish and surplus material.

3.7 Noise

All plant and equipment must be operated in accordance with the Environmental Protection Act 1970, related State Environmental Protection Policies and Council's Local Laws to ensure that the operation of plant and equipment does not create a disturbance. Wherever required, plant and equipment must be fitted with noise control equipment.

3.8 Waste Minimisation and Disposal

Wherever feasible, waste products are to be recycled or reused. Where it is not possible to recycle or reuse waste, it must be disposed of legally to a licensed landfill site. No waste products are to be illegally dumped or left on-site.

3.9 Dangerous Goods

All products and chemicals classified as dangerous or hazardous are to be handled, labelled stored and disposed of in accordance with Dangerous Goods regulations.

3.10 Safety

Safety precautions shall be undertaken to protect people, property and the environment. Trained staff are to be available at all times when dangerous or hazardous goods are used.

4. Contractor's Responsibilities

Contractors and Service Providers are responsible for sound environmental management including:

- Understanding environmental legislation as it relates to their activities and the activities of subcontractors and / or consultants working on their behalf;
- Keeping informed about any amendments and changes to legislation;
- Developing and monitoring policies, procedures and work instructions;
- Monitoring performance of tasks and activities;
- Reporting on environmental performance;
- Minimising environmental damage in the event of an incident;
- Providing safeguards to minimise environmental risks;
- Documenting operational and emergency procedures;
- Developing and monitoring an Environmental Program.

5. Environmental Management Program

The Environmental Program shall:

- Identify major activities to be performed under this contract;
- Identify activities that pose significant environmental risks;
- Document the environmental legislative responsibilities relating to the Contractors' and / or Service Providers' activities;
- Identify the impacts likely to arise from any subcontractors and consultants;
- Document how the environmental impacts shall be addressed, managed and minimised.