

Occupational Safety and Health Principles and Practices for Council Contractors



City of Kwinana Occupational Safety and Health Principles and Practices for Council Contractors

The Occupational Safety and Health Act 1984 (WA) (**Act**) outlines the responsibilities of a principal in a contractual arrangement. On the basis of the responsibilities provided in Part 3 of the Act, the Council as the principal is concerned that the safety standards and procedures carried out by its contractors are adequate. Accordingly, the below is to be used as a guide for all contractors engaged by the City of Kwinana.

1. SCOPE

As a contractor carrying out work for the City of Kwinana, you are legally responsible for your own safety and health and the safety and health of any person who may be affected by your actions. You must comply with your obligations under this the Act and associated Regulations, Codes of Practice and the City of Kwinana Occupational Safety and Health policy and procedure.

2. POLICY

2.1 All contractors must comply with their own Occupational Safety and Health Policy and Procedures and the Occupational Safety and Health Policy and Procedures of the City of Kwinana.

2.2 This Policy and any relevant procedures may be assessed by an appropriate Officer of the City of Kwinana prior to commencement of work.

2.3 If contractors do not have a formal written policy they are encouraged to create one. Further, contractors must abide by the minimum standard set out by the City of Kwinana, which include: the Main Roads WA Traffic Management for Works on Roads Code of Practice; and the City of Kwinana's Skin Protection Policy.

2.4 It is the responsibility of the contractor to establish the Occupational Safety and Health requirements for the work to be undertaken.

Where there are 5 or more workers working at a worksite this is deemed to be a Construction Worksite and the contractor will be required to provide a Safe Work Plan as per the National Standard for Construction Work.

City of Kwinana Safety Policy and Procedures are accessible to all contractors through the Supervisor or Project Manager administering the contract.

2.5 Safety breaches affecting contractors, their staff, City of Kwinana staff or members of the public, are considered serious matters.

2.6 In the event of a breach, a non-compliance notification will be issued to the Contractor in writing.

2.7 A serious breach of Occupational Safety and Health requirements will result in work being suspended until the breach has been rectified, and failing that the engagement may be terminated.

2.8 Contractors will be asked to sign an Occupational Safety and Health Compliance Agreement prior to commencing a contract with the City of Kwinana (see **attached**).

- 2.9 All Contractors and their employees, sub-contractors or representatives must attend a City of Kwinana Contractor Induction Program prior to commencement of works.

3. PROCEDURES

- 3.1 If you are an employer you are required to provide a copy of your Safety and Health Policy prior to commencing work for the City of Kwinana and to provide any requested written safe work practices specific to any part of the work or project.
- 3.2 You are required to report to the City of Kwinana's nominated Director, Manager or Team Leader before commencing work. In some instances the City of Kwinana will issue written permission when proposed work may involve potentially hazardous tasks. We reserve the right to inspect all tools, plant and equipment used on Council premises or workplaces.
- 3.3 We also require that you report any incidents, accidents, or hazards that you may see while you are on Council premises or workplaces.
- 3.4 You will ensure that your personnel are adequately trained to do their job competently and that they:
- 3.4.1 hold a WA Construction Blue or White Card;
 - 3.4.2 identify hazards, and manage risk by following safe work practices;
 - 3.4.3 supply and use approved personal protective equipment where required and or designated, ensuring that such equipment is maintained in a safe operable condition and complies with relevant Australian Standards;
 - 3.4.4 where applicable, supply and use tested, tagged, safe and operable plant, machinery and equipment;
 - 3.4.5 when using handheld portable electrical equipment, will supply and use a portable RCD that has been tested and tagged in accordance with the requirements of the Occupational Safety and Health Regulations or, alternatively, will draw power from a power supply point that is protected by a RCD; and
 - 3.4.6 when working at heights or in other potentially hazardous situations, will provide the appropriate Authority to work Permit, Job Safety Analysis sheet and the equipment, in good order, required to complete the tasks safely, e.g. scaffold, barricades, ladders, or fall arrest systems.
- 3.5 When operating any plant, machinery or equipment, hold the appropriate license or certificate and submitted for verification prior to commencement of work.

I HAVE READ AND UNDERSTAND THE ATTACHED INFORMATION AND AGREE TO COMPLY WITH THE SAFETY AND HEALTH REQUIREMENTS LISTED

NAME:

TITLE:

COMPANY:

ADDRESS:

TELEPHONE NUMBER:

DATE:

SIGNATURE OF CONTRACTOR REPRESENTATIVE:

NATURE OF WORK TO BE CARRIED OUT:

City of Kwinana Representative:

SIGNATURE :

NAME:.....

DATE:.....