

The City of Kwinana's Contractor Handbook



Explanatory Statement

This handbook has been prepared to clearly communicate the City of Kwinana's safety, health, environmental and behavioural expectations and requirements to Contractors.

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1. Introduction

1.1. Scope:

The City of Kwinana (**City**) is committed to ensuring that the City's employees and contractors observe the highest possible work standards and safe work practices while undertaking work on behalf of the City.

All of the City's contractors are obliged to comply with the provisions of this handbook (where applicable) unless otherwise directed by the City. These provisions set out the minimum requirements (that may apply in total or in part) to any contract work being undertaken on any of the City's premises or worksites and have been prepared to for the Contractor's benefit.

Contractors are to familiarise themselves, their employees and their subcontractors with the contents of this document and retain it for reference. Contractors must indicate acceptance of the provisions of this handbook, as a precondition to beginning any work on the City's premises or worksites.

Note:

Contractor: a person/s engaged by the City for the purpose of performing work or providing a service, where that person is not engaged as an employee. The engagement can be by a written contract or pursuant to an oral request. This includes contractors, sub-contractors and their employees who are doing work for the benefit of the City.

1.2. Requirements

At all-times, Contractors must ensure that the following minimum criteria is achieved:

- Compliance with *Occupational Safety and Health Act 1984 (WA)* and all associated regulations, generally accepted industry practices and other applicable federal and state legislation.
- that Contractors are aware of their responsibilities and obligations to comply with all of the City's safety, health and environmental policies & procedures, and all individual site requirements while working at the City's sites;
- Maintain a working environment that ensures the health and safety of all their employees and other persons at that place of work;
- Minimise disruptions to the daily running of the City's activities;

- Familiarise themselves with the site/s on which they are working;
- Familiarise themselves with, and comply with, all legal requirements, including risk assessments, licensing and certificates.

1.3. Non-Compliance

In the event the City (acting reasonably) determines that the contractor is not to its satisfaction meeting the requirements outlined within this handbook, depending on the severity of the non-compliance, the City may:

- Refer the matter for investigation to a responsible City officer or third party;
- Issue the contractor with a verbal or written warning, and direction to take immediate remedial action; and
- Direct the contractor to cease work until the matter has been rectified to the satisfaction of the City, and the worksite and/or procedures are considered safe.

Refusal or failure to comply with the City's remedial direction or a non-compliance of such a serious nature that it is incapable of remedy may result in one or all of the below:

- Termination of the contract due to a material breach of contract;
- Removal of the Contractor from the City Preferred Contractor List;
- Reporting to WorkSafe WA, depending on the severity of the breach.

2. City of Kwinana – occupational safety and health policy



Occupational Safety and Health (OSH) Policy Statements

The City recognises its corporate responsibility under the *Occupational Safety and Health Act (1984)* and associated legislation and is fully committed to ensuring, that as far as practicable, it will provide a working environment that is without risk to its employees and others in the City's workplaces.

The City is committed to meeting its moral and legal obligation to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring the City's operations do not place the community at risk of injury, illness or property damage.

The City, in partnership with its employees, will endeavour to recognise the potential risks associated with hazards that may exist within the workplace and will take practical steps to provide and maintain a safe and healthy work environment for all persons.

The City will encourage and promote a culture of hazard identification, injury prevention and OSH awareness throughout the organisation. In particular, the City will:

- Be responsive to the needs and diversity of the organisation through the principles of equity, equality, access and participation;
- Recognise that all persons in the workplace are valued and that there will be no compromise in ensuring their safety;
- Foster an organisational culture where all employees share their safety responsibilities;
- Consult with employees and management by means of the City's OSH Committee, safety and healthy representatives, risk assessments and hazard identification and prevention;
- Comply with all relevant legislation and best practice;
- Ensure risk management processes are effectively being undertaken to eliminate or control risk exposure to the City as well as identify, promote and continuously improve safety and health performance within the organisation;
- Provide and maintain relevant policies, procedures, systems, workplace information and training, associated programs and consultative mechanisms to support safety and health in the workplace; and
- Monitor the City's safety and health performance.

A handwritten signature in black ink, appearing to read "Casey Mihovilovich", written over a horizontal line.

Casey Mihovilovich
AI/Chief Executive Officer
5 October, 2017

Note: Extract taken from Human Resources – Internal Policy; Occupational Safety and Health (OSH) Policy

3. Safety and Health Management

Before any Contractor can begin any contracted works for the City, the Contractor must: Complete the City's Occupational Safety and Health assessment process through the City's Rapid Contractor Management System (Rapid);

1. Ensure (where appropriate) its employees and its sub-contractors and employees have completed the City's online OSH induction through Rapid;
2. Complete the appropriate documentation for the scope of works in accordance with the requirements outlined in this document; and
3. Ensure (where appropriate) that their employees or subcontractors have completed the City's premises or worksites site inductions.

3.1. OSH Assessment

The OSH assessment process requires contractors to submit for assessment all appropriate certificates, licences, insurances and safety documentation the City deems applicable to the contracted works.

The contractor must assign an administrator for the contractor management system, who will be responsible for:

1. Completing the OSH assessment process; and
2. Administering passwords to enable its employees and sub-contractor employees to complete the online induction.

Re-submission of certificates of insurance is mandatory on an annual basis and the system will request this electronically. Not completing this may result in all works being suspended and the contractor will be unable to induct their employees and sub-contractors through the online induction process.

3.2. Contractor OSH Inductions

3.2.1. Online inductions

The on-line OSH induction is made available on completion of the OSH assessment process.

There is a small fee of \$ 22.00 per employee and the contractor will be required to purchase credits to enable them to provide passwords to their employees and sub-contractors employees'.

A pass mark of 85% is required for the employee to be provided with a certificate of completion. At the end of the induction, the employee must print the completed induction certificate, sign and carry the certificate as evidence of completing the induction on all of the City's worksites.

A Contractor's employees or sub-contractors that are unable to provide this certificate will be removed from site until evidence can be provided.

Inductions are valid for one years.

3.2.2. Area Specific Induction

Where a contractor's employees or sub-contractors are working within the City's operational area, then an area specific induction must be completed to advise of local area check in and check out processes, emergency procedures and site specific hazards.

The City's Responsible Officer shall ensure that this is provided before work commences and records shall be maintained on site. This will be audited from time to time by the City's Health and Safety team.

3.3. Security

3.3.1. Security Cards and Access Keys

Where applicable to the scope of works, the City's Responsible Officer and Contractor shall determine where and when security cards and access keys are required.

Contractors issued with security cards and access keys must ensure these are returned as agreed, based on the needs of the work.

Lost or stolen security cards and access keys should be reported immediately to the City's Responsible Officer, and the replacement cost shall be charged to the contractor.

3.3.2. Equipment, Tools and Materials

The City will not at any times be responsible for the security or protection of contractor's equipment, tools and/or materials unless explicitly determined within the terms of the contract and agreed that the City provide or allocate a location for these to be stored.

Where temporary storage of equipment, tools and/or materials is allocated at City Operations' Works Depot, the Manager Operations shall be consulted prior to lay down with the contractor being responsible for ensuring that any lay down area is kept in a clean, safe condition.

3.4. Permit to Work

3.4.1. Main Contractor

In circumstances where the requirements of a Contract require the Contractor to have management or control of the worksite, the Contractor must have a comprehensive Permit to Work system in place. This will be assessed as part of the Rapid assessment and contract/tender processes.

3.4.2. General Contractors

Contractors being entities or individuals engaged by the City to undertake specific work tasks, but are not responsible for management or control of a worksite are required in consultation with the City's Responsible Officer which Permit/s to Work are required for the work. Permits are to be completed at least 48 hours prior to commencement for:

- Hot work (i.e. welding, angle grinding and naked flames)
- Confined space entry
- Excavation Permit (Digging greater than 300 mm)
- Working at Heights
- Isolation (pressurised gas, electrical, water, fire systems)

3.4.3. Hot Work

Prior to commencing work which; generates heat, flame or sparks in any area other than a designated hot work area, requires a Hot Work Permit.

The contractor must submit a risk assessment for the work in conjunction with the Hot Work Permit. The risk assessment and permit must address as a minimum the following items:

- Flammable atmosphere and materials
- Explosive environments
- Fire alarm isolation and reinstatement (where required)
- Fire Watch

On approval, the contractor shall ensure they comply with the requirements set out in the permit.

At the completion of the work, the Hot Work Permit must be signed off by the City's Responsible Officer.

3.4.4. Confined Space Entry

Entry into a Confined Space or Restricted Work Space listed in the Confined Space Register requires a confined Space Entry Permit. If the work involves hot work, an additional Hot Work Permit is required.

The Confined Space Register is available through the City's Responsible Officer. The contractor shall be provided with the Confined Space Register and develop a risk assessment as part of the Confined Space Entry Permit submission.

A competent person shall check and ensure that access is safe before issuing the permit.

As a minimum, contractors that are involved in working in confined spaces shall ensure compliance with the WA Occupational Safety and Health Regulations 1996, Australian Standard 2865 and the Confined Space Entry Permit.

Only persons trained in confined space entry can undertake work within a confined space.

At the completion of the work, the Confined Space Entry Permit must be signed off by the City's Responsible Officer.

3.4.5. Excavation

Any excavation which exceeds a depth of 300mm, requires an Excavation Permit.

The Excavation permit must be supported by a Safe Work Method Statement with any other additional information such as "**Dial Before You Dig**" information, Pot Holing Method and/or service survey.

The contractor shall allow a minimum time of 10 days for approval. This allows the City to review its internal information for services not included in Dial Before You Dig or obtain further information.

At a minimum, the contractor should ensure all excavation works are completed in accordance with the WA Occupational Safety and Health Regulations 1996 and Code of Practice for Excavation.

At the end of each day the contractor must ensure that the excavations are made safe either by back filling or by placing appropriate barricading and signage in place to prevent other persons from entry.

3.4.6. Working at Height

Where a person will be required to work above two metres, then a Working at Heights Permit is required. The contractor must also provide a safe work method statement which outlines how the risk will be managed, including the training requirements for employees.

Whilst, most City's buildings have access points, anchorage points and/or static lines. The Contractor is responsible to undertake a site review, which must be completed prior to preparation of the Working at Heights Permit.

Contractors are responsible for provide workers with harnesses and lanyards complying with AS/NZS 1891, ladders complying with AS1892 and ensure that they are in good condition and other risks have been identified i.e. contact with electrical equipment.

Where access and anchorage points are not available the contractor must ensure that other appropriate controls are in place in accordance with the WA Occupational Safety and Health Regulations 1996 and Code of Practise for Prevention of falls at workplaces, including:

- Edge protection
- Scaffolding
- Elevated Work Platforms

Scaffolding shall be constructed in accordance with AS4576. Scaffolding which exceeds a height of four metres can only be erected, altered or dismantled by a certified scaffolder.

Where an elevated work platform is to be used, the contractor must ensure the appliance is in good working order and that the person using the appliance has the appropriate level of training.

- EWP > 11 metres – High Risk Work Licence (Licence Class - WP)
- EWP < 11 metres – Verification of Competency

All areas where work at height is being conducted and there is risk to people from dropped objects, appropriate barricading with adequate signage indicating the hazards shall be installed.

3.4.7. Isolations

Interruptions to services must be kept to a minimum during business hours and then only at such times as agreed to by the City. An Isolation Permit is required when isolation of electricity, gas, water, data and communication source is disconnected from the service, plant or equipment prior to servicing, repair or routine maintenance.

Simple Isolations

Where the isolation is simple i.e. single point isolation, then the contractor shall install a lock out device and personal danger tag for each person working on that item of equipment. The contractor's designated responsible person for the works shall ensure the installation of the

lock out device, test for energy and confirm each person working on the equipment has attached a personal danger tag. Where required signed on and off the permit.

Complex Isolations

Where the isolation is more complex, then the City's Responsible Officer must ensure that the equipment has been isolated in accordance with the isolation procedures for the equipment, and all energy sources have been tested and confirmed safe and each contractor employee has attached a personal danger tag to the lock out box.

At the completion of work, the contractor's designated responsible person shall coordinate with the City's Responsible Officer to ensure that all persons have been removed from the work area before re-instatement or testing of the equipment.

Locking Devices and Personal Danger Tags

The City shall make available locking devices and personal danger tags where practicable.

Only the individual whose name is on the personal danger tag may place or remove these items from the designated lock out point.

Where a Contractor's employee has left site and a locking device and/or personal danger tag has been left on, the contractor's designated responsible officer shall make reasonable effort to confirm the location of the employee, and request the person return to remove these items. Where the location of the individual is known and not practicable for the person to return, the City's Responsible Officer and contractor designated officer shall determine removal.

Fire System Isolations

On occasions where the fire system requires isolation:

- The permit shall cover only one working day except in exceptional circumstances such as working at night, or where a building is isolated from the fire detection system altogether, with the system being re-instated at 5.00pm on that day, as no building may remain isolated overnight.
- Smoke detectors require protection/covering due to dusty works, it is permitted to use temporary covers. The covers shall be removed at the end of work on each day to ensure the detection system is working overnight and when the building is empty.
- Protection covers shall not be used as a method of isolation, only as a detector protection mechanism and isolation of the system is still required.
- All efforts are taken to prevent the likelihood of any dusty, smoky or hot works activating the EWIS systems or smoke/heat detectors.
- Failure to isolate specific areas that result in an alarm being triggered and automatic turn out of FESA may incur penalty costs to the Contractor.
- Failure to temporarily cover detectors during dusty work resulting in damage to the detector, the contractor will be charged for any repair/cleaning undertaken.
- Failure to remove temporary dust covers from detectors at the end of the working day shall be treated as a Breach of Safety.

3.4.8. Emergency Work

Where a contractor is required to undertake emergency repair work outside of normal working hours, the City Assist Team shall be the designated City's Responsible Officer for the contractor.

City Assist maintains a list of emergency contractors in consultation with Building Assets Department.

3.5. Safety Management Plans

Where the works involves construction work as defined by the Occupational Safety and Health Regulations 1996 (WA); where five or more persons are or are likely to be, a Safety Management Plan must be prepared and approved by the City.

The Main Contractor must ensure the Safety Management Plan is submitted to the City at least 2 weeks prior to the commencement of works on site. The City will review and approve all Safety Management Plans before any work can commence.

3.6. Risk Assessments

The contractor shall ensure that appropriate method of risk assessment is completed for the scope of works.

3.6.1. Safe Work Method Statements (SWMS)

The contractor shall ensure that work which is defined as high risk construction work within the Occupational Safety and Health Regulations 1996 (WA), that a SWMS is prepared and provided to the City Responsible Officer for review prior to the commencement of works.

3.6.2. Job Safety Analysis (JSA)

Where the work is not high risk construction work, then the contractor must ensure that a JSA is prepared and provided to the City Responsible Officer for review prior to the commencement of works.

3.7. Incident Reporting

Incidents involving injury, damage, or loss, must report immediately to the City Responsible Officer. The contractor is responsible for providing first aid, medical and/or injury management to any parties involved in the incident.

The contractor is responsible for undertaking a comprehensive investigation of the incident, providing the City with a detailed report on the incident, corrective actions required to mitigate re-occurrence and notifying the appropriate authorities where required.

3.8. First Aid

The Contractor is responsible for ensuring adequate first aid supplies are available for the work, and a suitably qualified person is available on site.

3.9. Hazardous Substances

Where a contractor requires a hazardous substance be used on site, they must ensure that a current Material Safety Data Sheet (MSDS) for each hazardous substance is available at the point of use and applicable controls are listed in the task specific JSA or SWMS.

Where the volume of hazardous substance exceeds the quantities for transport of dangerous goods by road or rail, then the contractor is responsible for appropriate storage and handling in accordance with the appropriate Australian Standards.

For construction sites, any hazardous substances on site must be listed in the site hazardous substance register.

3.10. Asbestos Management

The City has an Asbestos Materials Register (AMR) and Asbestos Management Plan (AMP). The City Responsible Officer will advise the contractor of the location of any known asbestos at the worksite in relation to the works. The contractor, if not informed, must seek the information from the City Responsible Officer.

Removal of asbestos containing materials shall only be carried out by a licensed Asbestos Removalist. Asbestos removal contractors shall comply with the requirements of the Code of Practice for safe removal of asbestos and their licence arrangements.

If a contractor comes across any other material that is suspected of containing asbestos they shall cease all works and report it to the City's Responsible Officer immediately.

3.11. Polychlorinated Biphenyls (PCBs)

Contractors must assume that PCBs are present in any building built prior to 1980, although their importation and use was banned in the mid-1970s. PCBs can be found in transformers, capacitors, electrical motors, welders and fluorescent lights. Equipment containing PCBs are usually not labelled.

PCBs are a hazard to health and to the environment. They are classified as controlled waste under the Environmental Protection (Controlled Waste) Regulations 2004 and as a dangerous good under the Australian Dangerous Goods Code.

Contractors must consult with the City Responsible Officer to ascertain the age of the building for any refurbishments or demolition work which includes electrical equipment. Contractors must handle and dispose of PCBs according to WorkSafe guidelines on PCBs. This will require the use of relevant spill kits, PPE, proper methods for storage and correct procedures for their disposal.

A waste disposal certificate must be provided where PCBs have been removed and disposed off as part of the works.

3.12. Tools, Equipment and Machinery

Tools, equipment and machinery to be used for the contracted work are to be supplied by the Contractor.

Such tools, equipment and machinery shall be adequately designed for the task to be undertaken and maintained in good condition and inspected/licensed in accordance with appropriate statutory requirements or standards.

Where appropriate the operator shall hold an appropriate license or certificate.

3.13. Mobile Plant

All contractor mobile plant shall meet the requirements of the Occupational Health and Safety Regulations 1996 (WA), a daily pre-start inspection must be completed and personnel operating mobile plant shall hold the appropriate qualifications or certificates of competency.

3.14. Personal Protective Clothing and Equipment

Contractors shall ensure that the personal protective clothing and/or equipment is provided for their employees and is in accordance with legislation and comply with the relevant Australian Standard.

Contractors shall wear specific protective equipment in certain sign-posted areas. Protective clothing and equipment shall be maintained in good condition.

3.15. Sun Protection

When working outside, contractors shall comply with the City's Sun Protection Policy which includes:

- Long sleeved shirts and pants;
- Use of a wide brimmed hats or neck covers;

- Application of sunscreen;
- Appropriate water supply, shade and rest breaks.

Contractors shall wear specific protective equipment in sign-posted areas. Protective clothing and equipment shall be maintained in good condition

3.16. Housekeeping

The contractor is required to maintain the worksite to ensure additional hazards do not present a risk to others. The contractor shall ensure that throughout the day and at the end of the work, all waste, materials and tools are maintained in a tidy manner or removed.

3.17. Traffic Management

Where the work is within a pedestrian trafficable area, the contractor must ensure that appropriate barricading and signage is installed to prevent access by others i.e. members of the public, employees and visitors.

Where the work is within a road reserve, the contractor must develop and implement an appropriate Traffic Management Plan.

3.18. Demolition Management

Where the works involve the demolition of a structure, then the contractor is responsible for developing a demolition plan in accordance with the Australian Standard AS2601.

These will be reviewed and approved by the Health and Safety team.

3.19. Noise and Vibration Management

Where the works is likely to generate noise and/or vibration which will impact on the community, then the contractor is responsible for developing a construction noise and vibration management plan in accordance with Australian Standard AS 2436.

These will be reviewed and approved by a City of Kwinana Environmental Health Team.

3.20. Occupational Noise

Contractors shall take all practicable precautions to minimise noise resulting from the works.

Unless otherwise agreed to with the City Responsible Officer, work that is likely to exceed the normal office operating levels shall be undertaken outside standard working hours as co-ordinated by the City Responsible Officer.

Where the contractor employees are exposed to noise above the action level set out in the Occupational Safety and Health Regulations 1996(WA), the contractor must ensure appropriate personal protective hearing protection is provided.

4. Environmental Management

Contractors shall seek to avoid, minimise and control any impacts on the natural and built environment.

Due diligence is required from contractors. They need to, as a minimum:

- take all reasonable steps to prevent pollution and protect the environment;
- ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise the risk of an environmental incident;
- show that everything that could have been done to prevent an incident from occurring has been done.

4.1. Environmental Rules

Contractors shall:

- comply with the conditions of all environmental licences, approvals and statutory requirements;
- work to all written or verbal instructions given to ensure protection of the environment;
- report all environmental hazards to the City Responsible Officer such as spills, damage to vegetation, or potential or actual contamination to storm water drainage and waterways.

4.2. Water Pollution and Sediment Control

Contractors shall ensure that no grease, oil, soil, dust, dirt, sand or any contaminated water from their work are allowed to enter the storm water drains or in waterways. The use of water to wash off dust or sand from work areas shall be avoided.

4.3. Waste

All waste including chemical and paint containers shall be disposed of off-site unless authorisation to the contrary has been given by the City Responsible Officer in writing.

4.4. Washing of Equipment

Washing of any equipment including cars, trucks, machinery, empty chemical containers and washing out of excess concrete from premix and concrete trucks is not permitted on site.

4.5. Vegetation and Animals

Contractors shall minimise any harm to any vegetation and/or native animals.

4.6. Pesticides

Contractors shall:

- obey any manufacturers' instructions as to application rates and weather conditions;
- handle, store and dispose of pesticides strictly in accordance with directions on the label or Material Safety Data Sheets (MSDS);
- do not apply pesticide if it is likely to enter a waterway or drain because of rain or other conditions.

4.7. Refuelling and Chemical Handling

Contractors shall:

- Ensure refuelling of machinery is done on a hard surface as far as practicable.
- Not empty chemical or fuel containers on the ground.

- Ensure all precautions, including the use of spill kits or drain bunding are taken to avoid chemical or fuel entering waterways or storm water drains.
- Ensure fuel and chemical containers are not stored on the ground.

4.8. Heritage

The City Responsible Officer will inform the contractor as to the location of any natural, European or Aboriginal cultural heritage within their work area.

Contractors who discover a potential site of natural, European or Aboriginal heritage shall stop work immediately and inform the City Responsible Officer.

4.9. Clean up and Removal of Debris

The contractor shall provide suitable containers for removal of rubbish and surplus materials and the containers shall be removed off site as soon as they are full, or when work has been completed.

Any waste materials being removed from an upper floor shall be disposed of via a waste chute. At no time shall items be thrown from windows, balconies or walkways.

Rubbish containers/skips shall be covered if litter and dust are likely to be blown around.

At the completion of each working day all areas where the contractor has been working shall be left in a clean and tidy state and free of any fire or safety hazards. Where the City Responsible Officer directs the contractor to remove debris and rubbish from the site, this shall be done immediately.

5. Conduct

5.1. Fatigue, Alcohol and Drugs

No person shall be permitted to work while their ability or alertness is impaired by fatigue, illness, medication, alcohol or other drugs that might subject them, or others, to the necessary risk of injury or harm.

5.2. Smoking

The City has a no smoking policy. Smoking is only permitted in designated smoking areas, and the contractor must confirm this location with the City's Responsible Officer.

5.3. Dress Code

Contractors are required to maintain a neat and tidy appearance in keeping with the standard of dress.

Where possible, all contractors shall wear a uniform whilst working on site. Singlets and t-shirts with offensive wording or designs are not appropriate dress.

In outdoor areas, the contractor must ensure their employees are wearing high visibility clothing, i.e. vests or shirts.

For night work, day/night high visibility clothing is required.

If the City deems that if any of the contractor, its employees or subcontractors personnel during the course of undertaking the works are in inappropriate attire, they may direct the contractor to remove said personnel from the works.

5.4. Equal Opportunity and Anti-Discrimination

The City's Equal Opportunity Policy does not condone discrimination or harassment in any form. The WA Equal Opportunity Act and associated legislation makes it unlawful to discriminate and harass someone because of their race, colour, ethnicity, national origin or nationality, descent, gender, pregnancy, marital status, sexual preference, political conviction, religious beliefs, disability or medical condition.

5.5. Harassment

The City is committed to maintaining a work environment that is free from aggressive, sexual, racial or disability harassment or abuse in any form.

Sexual harassment covers a range of behaviours that constitute a verbal, visual or physical affront of a sexual nature to a person. The distinguishing characteristics of sexual harassment are that it is conducted with a sexual component and is unwelcome, unsolicited and unreciprocated.

Racial harassment includes threat, abuse, insults, taunts and other forms of hostility that is directed towards someone because of their race, nationality, skin colour, ethnicity, accent etc. A person can also experience harassment because of the race of a relative or associate.

Other forms of harassment may take similar forms to that described in sexual and racial harassment.

5.6. Children

The contractor shall ensure that no children are brought onto any work site at any time.

5.7. Offensive language

The Contractor shall ensure that its employees and sub-contractors do not use offensive language when working for the City of Kwinana.

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: