

**GLENELG SHIRE COUNCIL**

**CONTRACTOR  
OHS  
REQUIREMENTS**

**2014**

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# Introduction

This guide is designed to outline for Contractors the minimum Occupational Health and Safety requirements when working on Council sites.

By reading and understanding this guide, everyone working within Glenelg Shire Council sites will be able to play their role in maintaining a safe workplace.

The Glenelg Shire Council has prepared this guide in order to assist Contractors to work safely on Council sites.

Notwithstanding, the Contractor has full responsibility for:

- Identification and implementation of all applicable requirements from relevant regulations with OH&S legislation and the environment in relation to their work;
- Comprehension of the full extent of the Councils and the contractors legal obligations, and
- Implementation of all necessary measures to fully protect and ensure the safety of all persons working on, or near the contractor's site or work site.

The contents of this document is made available for general information and use only and must be read in conjunction with any applicable contract documentation and obligations.

## **Council Policies**

The contractor shall take necessary steps to familiarise themselves with any relevant Council OHS policies and procedures relevant to the proposed activity.

Council's Policies and Procedures will be made available upon request from the Council representative. Should there be any confusion or enquiry in relation to Council's policy, procedure or liability then the works shall not take place until confirmation is made in writing.

## **Identification**

All contractors and subcontractors are to carry identification with them while working on Glenelg Shire Council premises which identifies their name and contract company.

### **Notification of Presence**

Contractors are required to record their presence when entering or leaving the site of work or Council premises.

### **Pets**

Domestic animals are not allowed on the work site.

### **Parking**

Contractors should be aware that Glenelg Shire Council car parks and roads are road related areas under the Australian Road Rules. Contractors are obliged to comply with any parking restrictions or signs.

### **Waste**

Contractors are to remove and dispose of all waste from the Glenelg Shire Council site. Contaminated rubbish, including hazardous waste, is to be disposed of in accordance with statutory requirements.

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# General OH&S Responsibilities

## **OH&S Legislative Compliance**

All workers are to maintain a safe workplace whilst on Glenelg Shire Council premises by complying with OH&S Act, Regulations and Codes of Practice.

Everyone working at/for the Glenelg Shire Council including contractors is obligated to:

- Ensure their own health and safety;
- Not place at risk any other person;
- Not interfere with or misuse anything provided for safety in the workplace;
- Use necessary personal protective equipment; and
- Comply with instructions given for safety and health at the workplace.

The contractor shall identify, document and comply with all health and safety laws and regulations which are applicable to the work site and shall conduct its activities in a manner consistent with these obligations.

## **Hazard Identification Obligations**

The Contractor in carrying out all its activities shall ensure that all risks are identified and addressed in a timely manner in order to minimise the potential for illness or injury to any party.

The Contractor shall provide a safe working environment for its staff and protect Council's assets and the community from loss through incidents or accidents.

## **OHS Policy**

The contractor shall have in place an OHS policy outlining the contractor's commitment to health and safety in the workplace.

## **Public Safety**

All contractors engaged by the Glenelg Shire Council are responsible to ensure that members of the public are not injured or otherwise affected by the activities on the contractor, their employees, sub-contractors and agents whilst on site.

Contractors shall take suitable pre-cautions to protect the safety and welfare of the public. The contractors shall provide appropriate barriers/screens to protect staff/public from hazards generated and prevent exposure to risk.

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## **Health & Safety Plan**

A principal contractor is required to develop a Health and Safety Plan for all projects over a value of \$350k (inc. GST).

The Health and Safety Plan must include (at a minimum) the following:

- statement of responsibilities listing names, positions and responsibilities of all persons who will have specific OH&S responsibilities on the site;
- details of arrangements for ensuring compliance with OH&S induction training;
- details of arrangements for managing OH&S incidents;
- any site safety rules and details for ensuring all persons at the place of work are informed of the rules;
- Emergency and evacuation procedures;
- risk assessment / hazard identification and control measures and monitoring regime;
- Safe work method statements for all work activities assessed as having risk.

The Health & Safety Plan is to be prepared by the principal contractor and reviewed by the Superintendent prior to the contract work commencing. All workers are to be provided with a copy of the Plan and consulted with whenever changes are made.

## **Job Safety Analysis (JSA) & Safe Work Method Statements (SWMS)**

The contractor must ensure that Job Safety Analysis (JSAs) is completed prior to the works being undertaken. Safe Work Method Statements (SWMS) are required for all high risk activities. The proposed works must be carried out in accordance with the safe work method statement.

The contractor shall keep accurate current and legible evidence to prove compliance with this obligation.

A SMWS must contain

- A description of the work to be undertaken.
- The step by Step sequence in doing the work.
- Listing the foreseeable hazards associated with the work.
- The Safety controls that will be used to minimize these hazards.
- All precautions taken to protect health and safety.
- Identification of all relevant laws, standards or codes applicable to the work.

The contract supervisor must be able to obtain a copy of the SWMS when requested from the contractor and whilst on site each contractor must have access to a copy of the SWMS.

### **Site Inductions**

The contractor in control of a worksite must ensure that their staff, visitors and sub-contractors are provided with a local site induction and consulted regarding the project works. Induction records are to be maintained.

### **Toolbox Meetings**

The contractor shall ensure that daily tool box meetings are completed with all workers where activities of the contract works are in excess of one day.

### **Injuries, Illnesses and Incidents**

The contractor must report all incidents that occur on site to the Contract Supervisor. These may include medical treatment, lost time injuries, near miss/hit incidents, environmental damage and reportable dangerous occurrences.

The contractor shall immediately notify the Contract Supervisor upon receipt of any notice or infringement from any statutory body that relates to the work undertaken on behalf of the Council.

Contractors must immediately notify any emergency to the Contract Supervisor.

### **Training & Competency**

The contractor shall ensure that its personnel are appropriately licensed, qualified, skilled and experienced to carry out the duties required on them in accordance with applicable legislation. Documented training records shall be maintained by the contractor for seven years and produced when requested by the Contract Supervisor.

Individuals performing tasks where specialised training and competencies are required shall carry their license or certification with them at all times to provide evidence of their competencies.

Examples include

- High Risk Licenses
- Forklift
- Boom Type EWP
- Scaffolding

# Site specific hazards

## **Air Quality**

Contractors must take all practicable precautions to minimise changes to indoor air quality. Air quality can be affected, for example by dust or paint fumes.

## **Alcohol and Drugs**

The risk level related to hazards at a workplace can be significantly increased by alcohol and other drugs. Contractors are required to ensure persons affected by alcohol or other drugs (including prescribed medication) that could impair their ability to carry out their duties safely, are not permitted to carry out work on Glenelg Shire Council premises.

## **Asbestos**

Any work involving asbestos is required to be performed in accordance with the OH&S Regulations and WorkCover requirements. Council maintains an asbestos register for all council facilities which must be reviewed prior to any construction works or demolition that may disturb asbestos in the workplace.

## **Barricades and Hoardings**

All construction work is to be appropriately isolated from other activities, staff and visitors.

Worksites are to have appropriately barricaded safe route areas for pedestrians.

## **Certificates of Competency**

All contractors and their employees must have relevant Certificates of Competency and/or licences for the equipment being used or tasks being performed. Certificates or licences must be kept by the contractor for presentation if requested.

## **Compressed Air Equipment**

All compressors shall have a current pressure vessel certificate.  
Contractors should wear the appropriate personal protective equipment when using compressed air equipment.

### **Confined Space**

The contractor shall ensure that all hazards associated with the entry into a confined space are identified and controlled in accordance with the Australian standard.

The contractor acknowledges that entry to an area defined as a confined space shall only occur under an issued permit.

### **Electrical Work**

Prior to the commencement of any electrical work all electrical contractors are to provide documentary evidence of a current Electrical Contractors licence as well as licences held by other contractor staff or sub contractors to the principal contractor.

Electrical work shall only be undertaken by appropriately licensed and approved electrical workers.

### **Electrical Equipment**

All contractors must ensure that electrical tools and equipment are inspected, tested and tagged by an approved licensed electrical worker at scheduled intervals in accordance with the relevant Australian Standard. Non-tagged equipment must not be used.

All electrical leads shall be:

- Tested and tagged by a competent person;
- Always supported clear of the ground or floors;
- Only connected to the nearest power outlet;
- Removed from the power outlet when not in use;
- Protected if passing under doors or through doorways.
- Damaged tools and leads are to be tagged out immediately

Unless double insulated, all equipment and appliances that are plugged or direct-wired shall be connected to an Earth Leakage Circuit Breaker (ELCB).

### **Emergency Management**

Emergency procedures are to be developed addressing identified emergency situations.

The contractor is to ensure appropriately trained first aid officers and first aid kits are available on site.



### **Explosive Power Tools**

Explosive powered tools may only be used by operators who hold a certificate issued by a statutory authority and after the following precautions have been taken:

- Explosive charges for explosive power tools shall be kept in an approved, locked box in a secure place;
- A warning sign is displayed and barriers erected at each place the explosive powered tool is being used;
- Suitable personal protective equipment shall to be worn by workers in the vicinity when using the explosive powered tool.

### **Existing Services**

Contractors must inform themselves of the location of services prior to any excavation works.

Contractors must not operate within the clearance zones of power lines without necessary qualifications and permits.

When a Contractor's scope of works requires any form of interference (e.g. temporary disconnection, cutting, modification, etc.) of any existing building services (including, but not limited to, fire, electrical, lifts, hydraulics, etc.), these works are not to be commenced until approved by the nominated Contract Supervisor.

Rectification work must satisfy the authorities concerned.

### **External Works**

The Contractor shall seek approval from the Contract Supervisor prior to commencing any external works (i.e. works outside the contractors approved site area).

### **Gas Cylinders**

The contractor shall provide a suitable area for storage of all compressed gas cylinders in accordance with the relevant Australian Standard.

All compressed gas cylinders must be stored in the upright position during use and transportation and restrained to prevent from falling.

### **Hand Tools**

Picks, shovels, axes, crowbars, hammers, spanners, screwdrivers, etc. must be checked regularly. Where damage or defects are present, the tool shall not be used.

### **Hazardous Chemicals**

Contractors who bring hazardous chemicals onto a Council site are required to provide the following:

- A register containing the full description including product name, use, quantity etc.;
- A copy of the Safety Data Sheet;
- A copy of the risk assessment relating to use(s) of the hazardous chemical;
- Work procedures required for safe storage, use and disposal;
- Training details of those required to use the substance.

### **Hot Work - Permit to Work**

Hot work including welding, thermal or oxygen cutting or heating and other related heat or spark producing operations, are not to take place in any building area without a hot work permit. Hot work permits are to be authorised by the Contract Supervisor.

The Contractor is responsible to ensure their workers and subcontractors adhere to appropriate PPE, for example aprons, leather sleeves, gauntlet gloves, eye protection, welding spats (or flame proof overalls) must be worn. All welding cables and equipment must be inspected regularly by a competent person and maintained in good condition.

### **Housekeeping**

Contractors are required to keep good housekeeping in worksites at all times. Worksites are to be kept free from rubbish and waste materials causing trip hazards.

Working areas, stairways, passages, emergency exits, fire-fighting and safety equipment must be kept clear at all times.

### **Ladders**

All ladders must be inspected prior to use to ensure that they are fit for purpose.

- Ladders should be placed at a ratio or 4:1
- Never placed over a doorway unless the door is locked and guarded
- Not placed over electrical conduits

- Ladders must be placed on a stable firm footing
- Ladder used to access platforms must extend 1 meter above a landing
- Ladders must be fixed securely
- Users must always face the ladder when ascending or descending
- Users must not access higher than third top rung
- Users must maintain three points of contact

### **Lasers**

Lasers used must conform to Australian Standards. Lasers shall only be used with the following precautions:

- Operators must have completed a recognised course in laser safety;
- Up to 3A class lasers only are to be used on any constructions site;
- Positioned so as not to be at eye level of persons passing by;
- Warning signs are erected indicating the use of a laser in the area.

### **Machine Guarding**

All hand tools, machinery or other equipment must be operated with effective guards in accordance with the relevant Australian Standard.

### **Maintenance of Plant and Equipment**

Plant and equipment shall be maintained utilizing a scheduled maintenance program to ensure safety and integrity of equipment and personnel.

### **Mobile Plant**

All mobile plant shall be subject to a documented pre-start inspection process prior to use.

All mobile equipment such as front-end loaders, dozers, backhoes, forklifts etc., must have keys removed, blades and buckets lowered onto the ground and must be chocked/blocked when not in use.

All operators are to provide an appropriate operators certificate for the plant being operated on request.

No mobile equipment or vehicles are to be left parked on slopes.

### **Noise Control**

Contractors must take all practicable precautions to minimize noise. All equipment with a noise rating that exceeds 85dBA must be identified as a noise hazard and controlled in accordance with the legislation. All personnel operating or working in proximity to that equipment must use approved hearing protection if the noise level control be controlled with engineering controls.

### **Personal Protective Equipment**

Contractors shall supply their employees with all appropriate personal protective equipment (PPE) (e.g. hard hats, safety boots, gloves, glasses and clothing) and shall ensure that their employees use it correctly, as required by applicable legislation and codes of practice.

All PPE shall comply with the respective Australian Standards and be appropriately maintained and replaced where it becomes defective.

Hi-Vis clothing must be worn in areas involving interaction between workers and vehicles / mobile plant.

### **Scaffolding**

The contractor shall ensure that all scaffolds are built to the standards and procedures in accordance with the relevant Australian Standard AS1576.

The contractor acknowledges that any personnel involved in scaffolding activities hold the required accreditations and licenses.

### **Smoke Free Environment**

The principal contractor shall provide a specific area for smokers isolated from the work site and provide receptacles for smoking related rubbish, to reduce the risk of fire.

### **Sun Protection**

The contractor will ensure that all workers are compliant with the Council Sun Protection Policy for works undertaken between 1 November and 31 March.

### **Traffic Management Plans**

Contractors with Works within the road reserve shall develop a traffic management plan in accordance with the relevant Code of Practice.

### **Working at Heights**

The contractor will have in place a documented system for managing working at heights.

All materials and debris must be lowered and not dropped from elevated locations. Where elevated works are undertaken, the area below shall be suitably fenced off with appropriate warning signage displayed.

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# Council Contract Management

## **Contractor Performance Monitoring**

During the implementation of the contract the Contract Supervisor shall monitor OH&S performance which may include:

- monitoring the work of contractors to ensure that all legal requirements are met, safe work method statements are being followed and OH&S management plans are being appropriately implemented;
- ensuring regular site inspections are conducted with the contractor;
- liaising with the contractor on newly identified hazards and risks;
- monitoring and following up on corrective actions where non-conformances are identified;
- review hazard, near miss and incident reports, third party reports (i.e. WorkCover) and complaints;
- site/regular meetings with the contractor and record any OH&S performance issues and matters.

## **Non-Compliance**

If during the execution of a contract, a contractor or subcontractor is in breach of any OH&S requirements all work with regards to that activity shall be suspended.

Work cannot recommence until the Contract Supervisor is satisfied that adequate corrective action has been implemented to eliminate and if not reasonably practicable minimize risk of injury.

## **Contractual Obligations: Contractor has satisfied the following requirements:**

- Contractor has identified the hazards associated with the proposed works e.g. JSA, risk assessment and or safe work method statement (high risk construction work requirement)
- Contractor has documented appropriate control strategies to eliminate or reduce the risks associated with the identified hazards.
- Contractor has provided evidence of competency to undertake the works such as licences & certificates as well as public liability and WorkCover insurance
- contractor has provided evidence that all equipment to be used is safe, properly maintained and appropriate to the contracted works.
- Principal contractor has provided a Health and Safety Plan for the construction project.
- Contractor has inducted their workers as required for the project work.