



OCCUPATIONAL HEALTH & SAFETY

CONTRACTOR

INDUCTION

Your Southern Rural water Contact is:	
Business hours contact:	
After hours contact (if applicable):	
Southern Rural Water's contact number:	

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INTRODUCTION

This Contractor Induction Handbook will help SRW to assist contractors develop and maintain a safe and healthy workplace, whilst working for SRW.

This handbook includes a basic induction on relevant health and safety requirements. The handbook intention is to introduce new contractors to the duties and responsibilities of SRW and its contractors, and to explain important OHS requirements.

Any work to be undertaken requires as part of the planning process, the identification of foreseeable risks to health and safety of persons, and implementation of appropriate and effective controls to minimize that risk. Your safety is important to us

Please read this handbook carefully and refer to it when needed. This handbook is reissued periodically to reflect changes in legislation and/or work practices. A contractor may be required to be re-inducted when significant changes have been made to this handbook.

Develop a positive attitude. Never accept the idea that illness and injuries are part of the job. If you see something wrong, fix it or report it. REMEMBER, health and safety is everybody's responsibility.

OHS POLICY STATEMENT

The health, safety and the welfare of our staff, contractors, visitors and communities is our top priority. We will provide a safe and healthy working environment.

We maintain effective safety systems, and continually review the way we work to find and apply safer practices. All incidents can be prevented, and we aim for an incident free and zero harm workplace.

We will meet our legislative responsibilities and achieve good industry practice.

We work together to understand our risks, and:

- eliminate them where possible, or
- reduce them through management actions

Each of us is responsible for safety.

SRW ENVIRONMENTAL POLICY STATEMENT

Southern Rural Water is committed to protecting the future by ensuring that its decision making and actions contribute to the protection and enhancement of southern Victoria's environment.

It is the policy of SRW that it;

- 1) recognises the impact of its operations on the environment and is committed to improving awareness and performance amongst its staff, contractors and customers to minimise or control pollution and other external effects;
- 2) will comply with all relevant environmental legislation, policies and regulations;
- 3) will optimise its performance through the setting and continual improvement of environmental performance objectives;
- 4) will encourage input from customers, contractors, government and the wider community in the process of improving its environmental performance; and
- 5) will ensure that this environmental policy is understood and maintained at all levels within the Authority and is freely available to all contractors, customers and members of the wider community.

CONTRACTOR RESPONSIBILITIES

All contractors employed by SRW are responsible for their own health and safety and for the health and safety of any other person around them. They have a further responsibility to comply with all of SRW's safety and environmental rules and practices.

All contractors and sub-contractors will be advised of, and are bound by, the site safety rules and procedures during the initial induction process.

When possession of site is granted to the contractor, it is the responsibility of the contractor to ensure any future staff members, and sub-contractors are inducted, prior to starting works. Records of inductions must be kept and presented to SRW upon request.

Contractors are responsible for completing all of the required documentation, to the satisfaction of SRW.

Contractors are expected to work in accordance with relevant safety and environmental legislation, Codes of Practice and Australian Standards and complete risk assessments for all work activities.

Contractors are required to demonstrate evidence of compliance with all Victorian workplace safety legislation.

In the event that an incident occurs, which is reportable to WorkSafe, the Contractor is responsible to ensure all necessary steps for reporting such an incident is undertaken.

CONTRACT CLASSIFICATION

The SRW Contractor OHS Management Manual states the definitions of contractor classification. Your project manager will notify you of your class of contract.

There are four different classes of contractors recognised by SRW:

- Level 1 – Tender
- Levels 2 & 3 – Tender
- Level 1 – Purchase Order
- Level 2 – Purchase Order

The principles of SRW's contractor management remain the same throughout the classes:

- Ensure hazards have been identified
- Ensure risks are controlled, as per the hierarchy of control
- Monitor and Supervise

Potentially High Risk Works

SRW has an obligation to insist on more sophisticated management systems when engaging contractors to perform potentially hazardous or high risk work.

Such work may involve but is not limited to:

- Confined Space Entry
- Work above 2 metres
- Isolation Work
- Demolition Work
- Excavation of Unbroken Ground
- Asbestos Work
- Structural Alterations
- Working Near Power Lines
- High Risk Work
- Live Electrical Work
- Use Plant & Equipment
- Significant Construction Work

- Significant Risk to Public Safety
- Traffic Management
- Exposure to Dangerous Chemicals
- Hazardous Manual Handling
- Complex contracts involving several sub-contractors, employees etc.

More information on potentially high risk contracts can be found in the SRW Contractor Management Manual.

CONTRACT REQUIREMENTS

Level 1 – Tender

These contracts require the tenderer to submit OHS documentation during the tender process and prior to the contract commencing.

Required documentation will include, but is not limited to:

- Initial Risk Assessment
- OHS Questionnaire
- Safe Work Method Statement
- Health & Safety Management plan
- Other SRW Contractor OHS&E Management Manual documents

Level 2 & 3 – Tender

These contracts require the tenderer to submit OHS documentation during the tender process, prior to the contract commencing and throughout the contract.

Required documentation will include, but is not limited to:

- OHS&E Questionnaire
- Initial Risk Assessment
- Health and Safety Plan
- Pre Qualification Assessment
- Other SRW Contractor OHS&E Management Manual documents
- Monthly OHS&E Reports

Level 1 – Purchase Order

These contracts will require OHS documentation to be completed prior to the contract commencing.

Required documentation will include, but is not limited to:

- Safe Work Method Statement or Job safety analysis or some other form of hazard

identification and risk control document, which meets SRW requirements.

- Other SRW Contractor OHS Management Manual documents

Level 2 – Purchase Order

These contracts will require OHS documentation to be completed prior to the contract commencing.

Required documentation will include, but is not limited to:

- Safe Work Method Statement
- Pre-qualification assessment
- Other SRW Contractor OHS&E Management Manual documents

MANAGEMENT OF THE CONTRACT

Assessment and Control of Risks

Regardless of the class of contract, all contractors are required to complete some form of risk assessment and control document.

This handbook contains a list of some of the common hazards that may be associated with SRW contract works. This will assist you in completing the required risk assessment and control documents. Further guidance is available from SRW staff if required.

Environmental Management

SRW is committed to conducting its business in a manner that protects the quality of the environment in our communities with an emphasis on using preventive measures to minimise any environmental impact. This commitment is based on the following core principles:

- Promoting the reuse and recycling of materials
- Incorporating prevention of pollution into our processes and business operations
- Disposal of residual wastes properly
- Protect the environment of our communities by conducting an appropriate environmental assessment in our works processes.

Induction

It is a requirement of SRW's Contractor OHS Management Manual that all contractors, sub-contractors and employees who are performing

works on a SRW site or on behalf of SRW are inducted.

When possession of site is granted to the contractor, it is the responsibility of the contractor to ensure any future staff members, and sub-contractors are inducted, prior to starting works. Records of inductions must be kept and presented to SRW upon request.

Where possession of site remains with SRW the induction responsibility lies with SRW.

Health and Safety Coordination Plan

All contracts which are classed as Level 2 & 3 – Tender contracts will require the contractor to submit a contractor safety management plan, to the satisfaction of SRW.

A health and safety coordination plan is an agreed approach to managing the safety aspects of the contract and SRW will provide a guide to completing a plan.

Auditing and Non-Conformance

Depending on the nature and duration of the contract, random inspections may be carried out by an SRW representative.

Inspections will include auditing against documentation that has been submitted to SRW by the contractor.

The SRW representative will notify a contractor upon discovery of any non-conformance or identified hazard observed during the audit/inspection.

It is the responsibility of the contractor to rectify any non-conformance or identified hazard, within the timeframe agreed between SRW and the contractor. The timeframe will depend on the level of risk of the non-conformance or hazard. Timeframes for rectification are set out in the SRW Contractor OHS Management Manual.

Significant, unrectified or repeated non-conformances will be recorded and may result in the contract being suspended and/or terminated.

Contract Documentation

Contractors are required to retain records as required to fulfil the requirements of SRW and any

legislative requirements. All records are to be made available to SRW staff upon request.

Incident Notification and Investigation

The contractor is to immediately notify the project manager or SRW representative of any injury or dangerous occurrence requiring notification to WorkSafe. It is the responsibility of the contractor to ensure all necessary steps for reporting such an incident to WorkSafe is undertaken.

Any other injury or incident is to be reported to the SRW within 24 hours.

It is expected that the contractor undertake the incident investigation and provide the detail to SRW. SRW may undertake its own investigation following any notification of an injury or incident. It is expected the contractor will participate in and contribute to the investigation.

Near Misses

A near miss is an unplanned event that did not result in injury, illness or damage – but had the potential to do so (Example - contact with underground services, falling objects, etc)

Near misses are to be reported to the SRW representative within 24 hours, so that steps can be taken to prevent a recurrence where an injury, illness or damage may occur.

Hazard Reporting

Any safety hazard that has the potential to cause injury, illness or damage must be actioned immediately and documented in the risk assessment documentation.

Attempts must be made to control hazards, using the risk control hierarchy principals of elimination, substitution, engineering/isolation, administration and PPE/Training.

Hazards that cannot be controlled immediately should be reported to the SRW representative immediately for assessment.

OHS Performance Reporting

When highlighted in the SRW tendering documentation a monthly summary of OHS performance is to be provided to the project manager.

First Aid

The contractor is expected to make arrangements for appropriate first aid resources for the duration of the contract.

This may be achieved by completing a first aid risk assessment relevant to the contract works. Advice may be sought from SRW staff if required.

Evaluation of Contractor Performance

Contractor OHS performance will be evaluated on completion of the contract and may form part of the evaluation process for future tenders.

Insurance and Licences

Contractors with employees are required to have a current WorkCover compensation policy and public liability insurance.

Any insurances, licences or qualifications that are due to expire prior to or during the contract, are to be renewed to ensure that currency is maintained.

SPECIFIC OHS HAZARDS & SRW EXPECTATIONS

The following list of some common hazards is not exhaustive and contractors will be expected to complete their own risk assessment process.

Contractors are also expected to work in accordance with relevant safety and environmental legislation, Codes of Practice and Australian Standards.

It is a requirement that the contractor ask for specific instruction regarding the hazards associated with performing tasks with which they may not be completely familiar with. Guidance is available; please ask your project manager or SRW representative.

Asbestos

In accordance with the Occupational Health and Safety Regulations 2007, only direct employees of an appropriately licensed asbestos removalist are permitted to remove or repair asbestos containing materials.

A copy of this licence will be required prior to the commencement of the contract.

An asbestos register exists within the SRW. Contractors engaged in works in areas where ACMs are present shall be appropriately informed of the location/s and types of ACMs they are likely to encounter. Under no circumstances is any contractor permitted to drill, grind, cut or remove any asbestos containing material. If during the course of works a contractor encounters a suspected ACM they must stop work and immediately contact their SRW contact.

Building and Construction

Building and construction industry contractors are expected to be familiar with and adhere to the Building and Construction Industry Code of Practice and the Occupational Health and Safety Regulations 2007.

Electrical Equipment for construction sites are required to be tested and tagged in accordance with AS3760 – In Service Inspection of Electrical Equipment. The test interval is not to exceed 3 months.

Building and construction workers are exposed to five times the recommended exposure limits for UV radiation. Please read more information under UV Radiation for control measures to minimise the risk of UV exposure.

Confined Space Entry

Confined spaces include any space which is not intended as a permanent or ongoing workplace, that has restricted means of access, and that contains or may contain a hazardous atmosphere, or some other hazardous environment.

Confined spaces are dangerous places and require particular risk control measures, including completion and issue of an Entry Permit and detailed risk assessment. Only trained and competent personnel may be involved in confined space entry work.

It is a requirement for SRW contracts that all employees involved in confined space entry work, have completed a suitable course and/or refresher training. Supporting documentation and procedures will require to be completed before work can commence.

Chemicals

A register of all chemicals and current (issue date within 5 years) Material Safety Data Sheets will be located on site in a central register, and must be made available to all staff at the point of use, including sub-contractors and SRW staff.

Chemicals used are to have been assessed as possessing the lowest risk in order to undertake the task required.

All contractor employees and sub-contractors are to be informed of the hazards associated with the chemicals used, and their safe use requirements.

Chemicals must be handled with great care and the contractor or sub-contractor is responsible for providing all required protective clothing and equipment which must be used.

Chemical containers are to be appropriately labelled and stored safely at all times.

New chemicals that are brought on site will first be subject to a risk assessment. Material Safety Data Sheets are to be located in the chemical register and all employees are to be informed of safety requirements before using the chemical for the first time.

All chemicals, including flammable liquids and dangerous goods must be stored as per the requirements stated in the Material Safety Data Sheet.

Electrical Equipment and Power Tools

All electrical equipment, including electrical tools, appliances and extension leads are to be tested and tagged in accordance with AS3760 – In Service Inspection of Electrical Equipment by a competent person.

It is the responsibility of the contractor, sub-contractor to test their electrical equipment.

No untested, untagged or out-of-date items will be permitted to be used.

Contractors using portable electrical equipment on SRW sites must do so in conjunction with a portable residual current device (RCD) which itself has been tested and tagged.

All hand and power tools shall be maintained in a safe condition at all times.

Training records or equivalent documentation regarding the training of users of any electrical equipment and/or power tools should be made available to SRW staff upon request.

Compressed gas cylinders/Air equipment

Compressed gases

All compressed gas cylinders are to be handled as though they are potential explosive devices. Cylinders are to be stored upright at all times and transported in the appropriate trolley. All cylinders shall have a current pressure vessel certificate. Gas cylinders shall not be taken into confined spaces without an entry permit.

Gas cylinders

Oxy-acetylene hoses must be fitted with flash back arresters. Oxygen and gas cylinders shall be stored away from heat, fire and / or electrical lines.

Working in Isolation

Some SRW contract work may require the contractor, sub-contractor or their fellow employees to work alone in remote areas.

It is the responsibility of the contractor to implement sufficient emergency control plans to manage the risks.

Lifting Equipment

All lifting equipment used in connection with a SRW contract work must have evidence of current in-service inspection and testing.

Any items found to be outside test date will be removed from the work site and replaced with a serviceable item.

Manual Handling

Contractors are to ensure that manual handling of heavy materials is minimised. Where manual handling involves heavy items (e.g. 40kg and above), or items that are unstable/difficult to hold, a manual handling risk assessment is to be completed and/or mechanical assistance provided.

Tasks involving periods of sustained awkward postures or repetitive movements for more than 30 minutes at a time, or 2 hours over a shift, are classed as 'hazardous manual handling' tasks. These tasks are also to be subject to a risk assessment and appropriate risk control measures implemented.

Noise

Any work that exceeds the current Occupational Health and Safety noise exposure limits must be identified by the contractor.

Sufficient hearing protection will be required to be worn to reduce the noise exposure to an acceptable standard.

Plant and Equipment

All plant and equipment is to be fit for the purpose for which it is intended. All operators are to have the appropriate licences and/or competencies. Copies of these must be made available to SRW staff upon request.

Risk assessments will have been completed for all plant and made available upon request.

All items of plant are to be inspected daily before first use and maintained in good condition using a pre- start checklist (SRW can provide one)

Any on-hire mobile plant must have the hiring risk assessment available for review by SRW staff.

Any plant found to be **not** in a safe and well maintained condition will be removed from site and replaced at the contractor's expense.

Public Safety

Public safety is to be a paramount consideration at all times. All machinery is to be left in a safe condition so as to not present a hazard to the public. No trenches or openings are to be left unattended. All works are to be appropriately barricaded and adequate measures undertaken to prevent unauthorised access to the work site.

Traffic Management

For any work on roads or in road reserves, appropriate traffic management control measures are to be used in accordance with the VicRoads Code of Practice for Worksite Safety – Traffic Management. Only competent persons trained in traffic management systems are to create traffic management plans, place traffic control signage, or act as a traffic controller. Evidence of such training is to be made available to SRW staff upon request.

Trenching and Excavations

Before commencing any excavations, underground services are to be located using the Dial Before You Dig service (1100) or other approved means.

All trenching and excavation greater than 1.5 metres in depth is to be reported to WorkSafe Victoria, at least 5 days before the work commences (ask SRW for help)

All trenches, greater than 1.5 metres in depth, are to be appropriately shored, battered or otherwise protected from collapse.

At least one person trained and competent in trench safety is to be present during trenching works deeper than 1.5 metres. Evidence of such training must be provided upon request by SRW staff.

UV Radiation

Australia has the highest rate of skin cancer in the world and the potential for injury from over exposure to UV rays from the sun are well known.

Contractors are to implement measures to minimise the risk of UV exposure limits for UV exposure by:

- Providing sun protective clothing; including wide brimmed hats, long or elbow length sleeved shirts and long or knee length trousers, and wrap around sunglasses
- Providing and encouraging the use of SPF 15+ or SFP 30+ sunscreen
- Where possible, maximising the use of shade and other shelters, particularly during the period 2 hours before and after solar noon and where the UV index is high
- Informing employees and sub-contractors of the dangers associated with UV exposure
- Setting the example to employees and sub-contractors
- Enforcing the measures adopted

Welding

Only trained competent personnel are to undertake welding activities. Evidence of such training must be provided upon request by SRW staff.

Working at Height

Adequate protection against falls from height is to be provided for all persons who are required to work within 2 metres of an edge where the potential for a fall from height greater than 2 metres exists. This includes work on roofs, ledges, or adjacent to open pits.

Fall protection may be in the form of barricades, scaffolds or appropriate fall arrest systems. All scaffolds above 4 metres in height are to be erected by a qualified person. Scaffolds of 4 metres or less are to be erected by a competent person.

Ladders may only be used as a means of access/egress or as a platform only perform light work. All ladders used in an industrial situation are to be rated to at least 120kg.

Roof access is strictly prohibited without the approval from the project manager/s SRW representative.

Working Near Power Lines

Working near overhead powerlines carries with it the danger of electrocution in the event of contact with the powerlines, or by coming close enough to cause an arc to occur.

Strict adherence to NO GO ZONES and the use of competent spotters is essential.

SRW SAFETY RULES

The following information forms part of the SRW contractor induction.

All safety rules outlined below must be followed by the contractor, sub-contractors and fellow employees at all times. Failure to comply with SRW safety rules may result in suspension and/or termination of the contract.

General

- Contractors must take care of their own safety and their fellow workers.
- Contractors are expected to set an example to fellow employees in observance of health and safety programmes and procedures.
- Contractors are expected to co-operate with and participate in all programmes to make the work environment safer and healthier.
- Contractors, sub-contractors and all staff must observe all warning signs and notices.
- Contractors are required to complete and submit all required documentation to the standard of SRW.

Personal Protective Equipment (PPE)

- Clothing and footwear appropriate to the job must be worn.
- All contractors and sub-contractors must provide, maintain and ensure the wearing of the required PPE specified for the job.
- It is the responsibility of the contractor and sub-contractor to ensure the appropriate training in regards to the correct use of PPE has been undertaken for all staff.

Drugs and Alcohol

Alcohol and non-prescription drugs are not permitted to be brought onto, or consumed, on any work site under the control of SRW. Any person under the influence or in the possession of these substances will be requested to stop work and leave the site.

Prescribed Medication

Prescribed medication can be accompanied with warnings relating to drowsiness. This could compromise the health and safety of the work environment. Therefore:

- It is vital the contractor ensures they notify the SRW representative if they or a staff member is taking medication which could cause drowsiness, prior to work commencing.

Smoking

SRW has a smoke free policy, therefore:

- Smoking is only allowed in designated areas
- Smoking is prohibited while refuelling equipment
- Smoking is prohibited while working on batteries or servicing any engine, hydraulic system, etc
- Smoking is prohibited around any flammable substance or dangerous goods.

Bullying and Sexual Harassment

All contractors are expected to behave in such a way to ensure SRW workplaces and sites are free from discrimination, harassment and bullying.

Housekeeping

Good housekeeping will assist in incident prevention, enable better working conditions, and help lift the quality of work.

Good housekeeping is a major contributor to a safe work place and means cleanliness and orderliness.

Prevent slips, trips and falls, caused by poor housekeeping by:

- Putting all scraps and waste material in waste containers immediately.
- Keeping the work area free from oil, grease and dangerous obstacles.
- Clean and maintain all machines in accordance with procedures.
- Keep work areas, aisles and passageways clean and clear at all times.
- Ensure all materials, tools and equipment is stored safely and in their correct place.
- Ensure any spills are cleaned immediately.
- Keep fire exits and equipment freely accessible.
- Always return borrowed tools when finished with them.
- Always clean up your mess when finished.

Employee Attire and Presentation

It is the policy of SRW to ensure that the attire and appearance of all contractors, sub-contractors and fellow employees conforms to the relevant Occupational Health and Safety regulations and accepted work practices.

- All clothing and footwear worn must be appropriate for the job.
- Loose clothing is not to be worn when working machines with an entanglement risks, this includes clothing not buttoned, zipped etc; torn or badly damaged clothing, loose sleeves, ties, hair ribbons, scarves etc.
- Any employee, who is exposed to the risk of entanglement from machinery by their hairstyle, as decided by the contractor or SRW, is required to wear a hair net.
- The following jewellery may be a hazard when operating machinery and may need to be removed (Bracelets, bangles, necklaces, chains & long earrings)

Authorised Access

Some areas of the SRW site are subject to higher risk of injury or damage. These areas have limited access and are marked "AUTHORISED PERSONNEL ONLY".

- Entry to these areas is forbidden unless authorisation has been given by the project manager or SRW representative.

Walkways

Walkways include floors where marked, passageways, stairs, exit doors and fire exits.

The following rules must be observed:

- No running
- Must keep to marked walkways, if available.
- Shortcuts are not to be taken.
- Keep clear of vehicles at all times
- Do not read while you are walking
- Always obey warning and directional signs.
- Do not enter prohibited areas.
- Do not slide down railings.
- Be aware of wet or slippery surfaces.

Emergency Preparedness

It is the responsibility of the contractor and sub-contractors to ensure their staff are aware of the SRW emergency procedures applicable to the SRW site they are working at. If the work is being undertaken off site, it is the contractor's responsibility to develop an emergency control plan for their employees as a part of the risk assessment process

ACKNOWLEDGEMENT

I hereby acknowledge receipt of Southern Rural Water's OHS Contractor Induction Guide and declare I understand and will observe all the rules regarding contract management.

I understand I am responsible for ensuring any employees or sub-contractors sent out by me to undertake works for Southern Rural Water are inducted using this guide, prior to starting works.

CONTRACTOR NAME:

SRW REPRESENTATIVE NAME:

.....

Signed.....

Signed.....

DATE.....

The following employees have been inducted using this guide and are able to undertake work for Southern Rural Water:

Contractor Employees name	Contractor Employees Signature	Date