

WORK HEALTH & SAFETY INDUCTION INFORMATION

Handbook for Contractors



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Our Safety Policy

Introduction

- We place the highest importance on the health and safety of all employees and others visiting or working at our work sites.
- Because of this, and as a responsible member of the community, we will take all appropriate actions to ensure that all of our activities comply with all relevant WHS Legislation, Industry Codes of Practice and Australian Standards throughout the organisation.

Objective

To ensure the health, safety and welfare of employees, contractors, general public, volunteers and others in the workplace.

Our WHS policy

Health, Safety & Wellbeing Policy – 31 October 2023

1 Policy objectives

To document Council's commitment to Health, Safety and Wellbeing (HSW).

To ensure that Council commits adequate resources to the effective management of Health, Safety and Wellbeing.

To provide a platform for the development of WHS Systems to ensure the health, safety and welfare of all workers and visitors to Council.

To set out responsibilities and accountabilities in relation to the management of HSW.

2 Scope

All workers as defined in the NSW Work Health & Safety Act 2011, including employees, contractors or subcontractors (and their employees), labour hire employees, work experience students and volunteers when they are undertaking work for Council; and

All of Council's workplaces and to other places where workers may be working or representing Council.

3 Policy Statement

Council places the highest importance on the health and safety of all workers and others visiting our work sites. Because of this, and as a responsible member of our community, we will take all appropriate actions to ensure that all Council activities comply with all relevant Work Health & Safety Legislation, Australian Standards, and industry Codes of Practice.

Council will develop, implement, monitor and maintain a WHS Management System which is designed to achieve the highest standards in WHS practice throughout the organisation.

Council's commitment to Health, Safety and Wellbeing will be demonstrated by:

- Undertaking an annual WHS Management Review and annual WHS Planning that includes the establishment of WHS performance objectives, measures and KPIs for the upcoming 12 month period.
- Allocating necessary resources to meet WHS commitments.
- Promoting a culture where health, safety and wellbeing are treated as our highest priority and harm to our workers and others at our worksites is unacceptable.
- Developing, implementing, monitoring and maintaining a WHS Management System that is designed to achieve 'best practice' standards of health, safety and wellbeing.
- Adopting a risk management approach to achieve compliance with all NSW WHS related legislation to ensure the health, safety and wellbeing of workers and visitors to our workplaces.
- Ensuring that plant, equipment and materials are as safe as reasonably practicable and without risk to the health and safety of our workers and others at our worksites.
- Investigating all accidents, incidents, and occurrences with control measures implemented and reviewed to ensure elimination of initial breakdown.
- Establishing a positive reporting culture that enables timely investigation for all workplace incidents.
- Communicating WHS requirements through engagement, education, instruction, training and supervision to improve individuals' understanding of workplace hazards, including safe work practices and emergency procedures.
- Establishing effective consultation arrangements to promote cooperation in the management of WHS issues.
- Ensuring that all workers comply with appropriate WHS standards, codes of practice and workplace directions to ensure their own and others health and safety at work.
- Ensuring that all workers and visitors understand their WHS responsibilities and accountabilities.
- Providing adequate systems and resources to effectively manage rehabilitation and return to work processes.

4 WHS Responsibilities

Work Health and Safety Legislation applies to and imposes specific duty on all persons who are at the place of work.

Refer to Council's Work Health & Safety Responsibilities Procedure.

5 Strategic Plan link

Delivery Program 2018-21, 14.2.2 Embrace a culture of safety and wellbeing.

6 Definitions

Officer – An officer of Council is defined in the WHS legislation as a person who makes, or participates in making decisions that affect the whole or a substantial part of a business or undertaking.

Workers – Direct employees, contractors, sub-contractors, volunteers, apprentices, trainees, labour hire staff, work experience participants, are deemed as workers of the Council under Work Health & Safety Legislation.

Contractors' responsibilities

MidCoast Council - Code of Conduct

All Council staff are bound to comply with the Code of Conduct prepared by the Department of Local Government.

Contractors working for or on behalf of MidCoast Council are also expected to observe the relevant provisions of our Code of Conduct. The key principles of the Code of Conduct are integrity, leadership, selflessness, objectivity, accountability, openness, honesty and respect. A copy of the Code of Conduct is available from our management.

General Obligations

You must not conduct yourself in a manner that:

- is likely to bring the Council or other Council officials into disrepute
- is contrary to statutory requirements or the Council's administrative requirements or policies
- is improper or unethical
- is an abuse of power
- causes, comprises or involves intimidation or verbal abuse
- involves the misuse of your position to obtain a private benefit
- constitutes harassment or bullying behaviour under this code or is unlawfully discriminatory.

Specific parts of the Code of Conduct applicable to Contractors and contract arrangements are:

- **Conflicts of Interest**

A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person you are closely associated with (spouse, de-facto spouse, partner, family member or company)

A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.

Any potential conflict of interest must be disclosed to the Council Officer who engaged you or is responsible for the work being undertaken.

- **Gifts and Benefits**

You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the Council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

You must not:

- seek or accept a bribe or other improper inducement
- seek gifts or benefits of any kind
- accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
- accept any gift or benefit of more than token value as defined by MidCoast Council Code of Conduct
- accept an offer of cash or a cash-like gift as defined by the Code, regardless of the amount
- participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
- personally benefit from reward points programs when purchasing on behalf of the council.

- **Confidentiality**

In the course of your work with MidCoast Council, there may be occasions where you become aware of sensitive and confidential information.

It is your responsibility to maintain this confidentiality and not to disclose this information to anyone outside of Council.

- **Probity**

You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act or Regulation.

MidCoast Council is committed to providing a fair, transparent and accountable process for the procurement of goods and services. MidCoast Council's Procurement Policy and Procedure sets out the requirements for tendering, selection and appointment of contracts for goods and services.

Contractors are further advised that offensive language, offensive behaviour, harassment, bullying, violence or discrimination is not acceptable on any of our Work Sites.

Contractor general safety requirements

While carrying out work on behalf of MidCoast Council or attending our controlled site, all contractors shall conduct their activities in a manner, which will:

- Ensure the health and safety of all their employees.
- Ensure our employees on site are not exposed to risks from the contractor's work practices or procedures.
- Ensure members of the public, visitors or volunteers to the work site are not at risk from the contractor's work practices or procedures.
- Ensure that a risk management process is followed to identify hazards, assess risks and implement control measures to reduce risk of injuries.
- Observe the hazard management procedures defined for the work site.
- Comply with any Acts, Regulations, Codes of Practice, Australian Standards and our WHS Policy and Procedures that are applicable to the work being carried out.

Contractor – Employee WHS obligations

The NSW Work Health and Safety legislation imposes the following requirements on all employees:

- Every employee, while at work must take reasonable care for the health and safety of themselves and others.
- Employees must co-operate with the employer in complying with safety requirements.
- Employees shall not interfere with or misuse anything provided in the interest of health and safety.

Note: Breaches of these requirements can result in prosecution and personal fines.

Non Compliance

- Failure of the Contractor to comply with these requirements shall result in us suspending the work being carried out by the Contractor, until such time as the Contractor satisfies us that the work will be resumed in compliance with the appropriate health and safety provisions.
- Failure by the Contractor to rectify any breaches of health and safety may result in termination of the contract.
- Routine safety audits may be conducted on any of our controlled work sites either by our Officers or Safe Work NSW without prior notice.

Contractor's specific WHS procedures required

Contractors will be required to provide us with a statement that describes how their organisation will manage compliance with the following legislation:

- WHS Act

- WHS Regulations
- Approved Industry Codes of Practice
- Safe Work NSW Guides
- Australian Standards – you may be expected to comply with specific Australian Standards according to the work activities that you will be undertaking

This may require you to provide a Safe Work Method Statement where you have assessed the risks for the work activities that you are undertaking. For higher risk work such as

Construction Work as defined by the Work Health & Safety Regulation – Clause 289, you may be required to provide a Site Specific Safety Management Plan as well.

Council's contract Manager will communicate requirements for WHS systems and procedures.

Environmental requirements

If your work involves activities that may have an impact on the environment such as earthworks, excavations, chemical applications, work near waterways, etc., Environmental legislation may apply.

The Officer in charge of the site will discuss our specific requirements with you prior to the work commencing.

Licences, Certificates of Competency and Permits

- Where plant, equipment or particular functions require the Contractor or Contractor's employees to hold a current licence, certificate of competency or permit, all certificates, licences, or permit details are to be provided to our representative who is coordinating the project concerned.
- Where for any reason a Contractor introduces or removes staff from the project it shall be the responsibility of the Contractor to notify our representative of these changes.
- NSW Safe Work NSW requires that all persons engaged in construction work must have completed three levels of training in Work Health & Safety hazards – General Induction for Construction Work, Work Activity Induction and Site Specific Induction. Details of the training required are contained in Safe Work NSW's Code of Practice for WHS Construction Industry Induction.
- If your work requires you to hold technical or tertiary qualifications, the Council officer in charge of the work may seek confirmation and evidence of such qualification prior to work commencing.

Insurance

To be considered as an approved Contractor for work with us, the Contractor must provide us with a certificate of currency of the following insurances. All insurance policies must remain current during the period of work.

Workers Compensation

Contractors must hold appropriate Workers Compensation insurance for all employees of the Contractor.

Personal Accident for Sole Traders/Partnerships

Contractors conducting work as a sole trader or partnership shall hold appropriate sickness and accident insurance.

Public Risk and Liability Insurance

Contractors must hold an appropriate level of public liability insurance. The value of insurance will depend on the risk and type of work being undertaken. Our Contract Manager will specify the level of cover required in the specification / tender documents.

Professional Indemnity

Professional indemnity insurance may be required in certain circumstances for services provided to us. Our representative in charge of the contract work will advise of requirements.

Plant Insurance

Contractors who provide plant and equipment for use at our worksites must ensure that the plant is maintained in a safe working order, and that it has appropriate registration and insurance.

Copies of registration, comprehensive and third party insurance must be provided to us before acceptance to work.

Plant hire

A list of preferred Hired Plant Operators is compiled following a tender process on an annual basis. Applications are submitted according to the criteria as detailed in the tender specifications.

Only plant operators who have been selected as approved contractors following this tender process will be permitted to work on our worksites. It is the responsibility of the contractor to ensure that all operators have been identified and named in the tender process. Changes to personnel operating plant must be notified to us immediately.

Our representative in charge of the site will ensure that all contract plant operators are identified and on our register of preferred contractors. If the operator is not on the register, they will not be permitted to work on the site.

Incident reporting

All incidents involving injury or near misses to a Contractor's employees, our employees, members of the public, visitors or volunteers to the worksite must be reported in writing by the Contractor to the appropriate representative immediately after the incident. If appropriate, an

investigation will be undertaken by relevant Officers and corrective actions implemented.

It is the mandatory responsibility of the Contractor to ensure that any incident involving their direct employees must be reported to the appropriate authority, e.g. Safe Work NSW, Workers Compensation Insurer.

Identifying hazards at the worksite

It is essential that we work together in identifying and controlling hazards that may be present at the workplace.

If you identify a safety problem while working for us, please report it to our representative in charge of the workplace.

We will work with you to rectify the safety concern and respond to you confirming what we have done to correct the problem.

Working at our site

Who's in charge?

Council's representative who engages you to do the job will normally be your Supervisor. You should report to this person or their representative before you start work.

Before you start work

Before you start the job you must go through a checklist with our representative and undertake a site specific induction. They will give you important information about:

- Safety hazards on site
- Emergency procedures
- Access, sign in/out procedures
- Facilities at the site such as first aid, fire extinguishers, toilets etc.

Tickets Please!

Our representative will want to see copies of your work team's qualifications relevant to the work being done, such as Confined Spaces, Traffic Control, Powerline Awareness, Safe Work NSW WHS Construction Induction Certificate, Safe Work NSW Certificates of Competency for operating any high risk plant and equipment.

Audit / Checks

At any stage during your operations you may be checked / audited by our WHS officer or someone other than our Contract Officer to ensure compliance with WHS Responsibilities and procedures.

Site housekeeping

- All work sites are to be maintained in a clean tidy condition at all times.
- Work sites are to be kept free of rubbish, obstructions and hazards.

- All aisles, passageways and access routes are to be maintained free of obstructions.
- All stock and materials are to be stacked in a safe manner.
- Nails and other sharp protrusions are to be removed from discarded materials.
- Pedestrian access routes are to be clearly sign-posted and maintained in a safe condition at all times.
- Any electrical leads, hoses, etc. must be suspended above head height or secured in other manner so as not to cause trip hazard on site.
- When contract works have been completed, Contractors must ensure the site is in a clean and tidy state prior to leaving site.

First Aid

First aid kits are to be provided at each workplace and worksite. Each kit is to be of a type described in the first aid regulations and stocked accordingly.

The kit should be located in a prominent position and kept in a clean and orderly condition.

Check with our representative at any of our controlled sites for the exact location of first aid facilities.

Personal Protective Equipment

This includes but is not limited to:

Safety Footwear

Safety footwear complying with Australian Standards shall be worn by all employees engaged on construction sites, in workshops and plant/machinery driven areas (see AS/NZS 2210.3 Personal protective equipment, Part 3: Safety footwear).

Hearing Protection

Where employees are exposed to noise levels above 85 dBA approved hearing protection in accordance with AS 1270: Acoustics – Hearing protectors, must be worn.

NSW Safe Work NSW's Code of Practice "**Managing noise and preventing hearing loss at work**" should also be referred to.

Eye Protection

Eye protection must be worn when carrying out any work where foreign materials may enter the eyes. The wearing of eye protection in accordance with the Australian Standards is mandatory when exposed to ultra violet light, drilling, sanding, grinding, gutting, welding, soldering, handling chemical substances, pressure cleaning, quarrying, use of explosive power tools, and work on pressurised systems.

Persons who wear prescription glasses or contact lenses will be required to wear additional eye protection.

Safety Helmets

At many of our worksites, it is a mandatory requirement that safety helmets are worn at all times. Check with the site supervisor for specific requirements for your particular site.

As a minimum, protective helmets **MUST** be worn when working within 3 metres of mobile plant and equipment. Generally, safety helmets have a three-year life span.

High Visibility Clothing

On all of our worksites all employees and contractors will be required to wear external high visibility clothing in accordance with (AS/NS4602:1999 – High Visibility Safety Garments).

Gloves

The wearing of hand protection in the form of gloves may be required for some work activities. It is important that the correct types of gloves are selected for the particular situation. Leather gloves provide good protection against cuts and abrasions when handling sharp objects, however when handling chemicals or hazardous substances the manufacturer's safety data sheets (SDS) should be consulted for the appropriate PPE requirements.

Sun protection

When working outdoors Contractors and their employees must be protected from the harmful effects of Ultraviolet Radiation (UVR).

Contractors are to ensure that their employees are appropriately dressed to provide protection from the sun. As a minimum, it is expected that all workers have long sleeved shirts and broad brimmed hats.

Drugs and Alcohol

We do not allow the consumption of alcohol or use of illegal drugs at any of our worksites. Likewise, we do not allow persons under the influence of alcohol or drugs to be present at any of our worksites.

Anyone suspected of being under the influence of drugs or alcohol will be asked to leave the worksite immediately, transport will be arranged for the worker to be taken home safely. Our representative responsible for the worksite has the final say on this issue. During our safety audits random breath testing may be implemented

No Smoking Policy

We have a policy relating to smoking on worksites. Smoking is not permitted in any Council building, in Council owned plant and vehicles, or within the boundaries of any Council worksite.

Please consult with our representative for details concerning smoking at your specific work site and please be considerate of other employees in this regard.

Traffic Control

Carrying out any work near vehicular traffic is a high-risk activity where additional control measures are necessary to ensure your safety.

A suitable Traffic Control Plan (TCP) must be selected for each worksite where the work is carried out on or near public roadways, or for sites where mobile plant and equipment pose a risk to workers and the public on and around the site.

The development/selection of a TCP and/or Vehicle Movement Plans shall only be undertaken by persons who are the holders of appropriate competency certificates issued by the Roads and Maritime Services (RMS).

Working at heights

If the job requires you to work at heights, a safe system of work must be implemented in accordance with a risk assessment. You must ensure that you and anyone working for you is suitably trained, uses correct safety gear and follows safety procedures. Any scaffolding must be erected and inspected by a competent person.

Working near overhead power lines

Live power lines are a major hazard, particularly for any trucks, plant or machinery operating in the vicinity of overhead power lines, or survey staff using equipment near overhead power lines.

All staff and contractors operating plant and equipment near power lines must comply with requirements as specified in the *Work Near Overhead Power Lines Code of Practice 2006*.

Where the job requires work to be conducted within the minimum approach distances, the operator of the plant and/or safety observer must have successfully completed an appropriate training course relating to work near overhead power lines. This course is to be conducted by a registered training organisation.

Trained operators working within the minimum distances **MUST** use a competent observer at all times.

Working near underground services

Before commencing any excavation work, ensure that all underground services have been positively identified and located. Phone 1100 "Dial Before You Dig" to obtain service plans for the area in which you are working.

All staff and contractors operating plant and equipment near underground services must comply with requirements as specified in the *Safe Work NSW Work Near Underground Services Guide 2007*.

Confirm with our Site Supervisor that this has been done prior to starting any excavation work.

Safe Work NSW's Code of Practice Excavation Work shall apply to all of our works involving excavation.

Emergencies

All of our manned sites have an emergency evacuation plan. You'll find out about the plan at your site induction.

Make sure you know who is in charge if an emergency arises and where to report to if the site is evacuated. At unmanned sites, you will need to develop your own emergency plan.

When working in isolated areas, check for mobile phone or two-way service to ensure communications are available in case of an emergency.

Plant and Equipment

All plant and equipment brought on site must be in good working order and operated safely by qualified personnel.

Our Officer in charge of the site will ask to see maintenance records and Safe Work NSW Certificates of Competence before you start the job. Only licensed operators are permitted to operate plant on our sites.

Any electrical equipment must be tested and tagged in accordance with AS3760 (In Service Safety Inspection and Testing of Electrical Equipment).

Electrical/Mechanical Isolation – out of service tags & lockout systems

When working on electrical or mechanical equipment, always follow our isolation procedures. Isolate the equipment at the main control point.

Use **Out of Service and Danger Tags** as required.

Out of Service Tags and/or locks must be used to identify that plant and equipment is out of service or under repair. Out of Service Tags can only be removed by the person who has installed the Out of Service Tags or other authorised personnel. No person shall use or activate a system that has an Out of Service Tag installed.

Danger Tags must be attached to the main isolation switch, valve or other positive isolating device of the unit whenever danger to you or other persons could arise from the operation of machinery, e.g. a mechanic working on plant.

Manual handling

Manual handling problems should be assessed prior to commencing work with reference to the National Standard and Code of Practice for Manual Handling. Consideration should be given to the storage of materials used at work sites to avoid multiple lifting movements and where possible use mechanical lifting devices. For example, use two person lifts, order smaller quantities in smaller bags.

Machine guards

Machine guards are provided for the protection of the operator and persons working near machinery. No person shall remove, modify or otherwise interfere with any guarding system.

No machinery/plant shall be cleaned, serviced or adjusted whilst the machinery is operating, and guarding may only be removed by a qualified service technician for the purpose of carrying out servicing/repairs.

All guarding shall be replaced to the manufacturer's design specification prior to re-commissioning.

Any item of machinery or plant faulty or missing guarding shall not be permitted on any Council worksite.

Hot work

Prior to undertaking any work involving hot processes, it shall be necessary to obtain a hot work permit from our designated officer.

Confined spaces

No Contractor or their employees shall be permitted to enter a designated confined space unless a Confined Space Risk Assessment and Confined Space Entry Permit is completed and authorised by our designated Officer. No person shall be permitted to enter a designated confined space unless they have undergone current approved confined space entry training.

Hazardous substances

All chemical and hazardous substances used, stored and handled on work sites shall be accompanied by the manufacturer's "Safety Data Sheet" in accordance with WHS legislation. Contractors must follow appropriate safety precautions when using hazardous substances.

Contractors must notify our responsible officer of any hazardous substances being used on site.

Asbestos

Contractors are to fully comply with the requirements under WHS legislation when working with asbestos. We will inform Contractors of any known asbestos containing material on the site. Contractors are asked to inform our Officers of possible asbestos material located at the site which was previously undetected.

Removal of any asbestos containing material shall be undertaken by appropriately qualified and licensed personnel.

Suspended loads

No suspended load shall be moved over areas occupied by personnel. No person shall stand or transit under suspended loads. Only persons who hold appropriate Safe Work NSW Certificates of Competency shall be permitted to assess, sling or direct suspended loads.

Only slings, ropes, chains and lifting attachments that have been appropriately assessed/ tagged (i.e.. tagged with a SWL rating) and are designed for lifting loads shall be used in connection with moving suspended loads.

Silica Dust

Where products or materials containing silica are cut, ground, sanded or drilled, a very fine dust is created. This dust is harmful when inhaled and can lead to silicosis.

Prevent exposure to workers by;

- providing adequate ventilation,
- cutting stone with water,
- using tools with dust capture and collection,
- cleaning up with a H or M vacuum or water, and
- wearing the correct PPE for the work being undertaken.

Agreement to follow guidelines

By signing this document I hereby acknowledge that I have received and read a copy of the MidCoast Council WHS Handbook for Contractors and I undertake to comply with these requirements at all times when engaged by Council to carry out works and/or services.

Signature: _____

Name (Print): _____

Company Name: _____

Date: ____/____/____

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