

# Policy & Guidelines for Contractors



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## Forward

These Policy and Guidelines are not intended to be fully comprehensive but generally cover the City of Kalamunda's requirements for Contractors.

## Introduction

This document sets out the City of Kalamunda's guidelines and procedures, which are designed to conform to the City's Occupational Safety and Health management system for work conducted by contractors on behalf of the City of Kalamunda. The policy and guidelines support any written or verbal agreement consented to by the contractor. The guidelines contained herein are not intended to be a comprehensive outline of all the "Principals", safety and health requirements, but should be used in conjunction with the Western Australian Occupational Safety and Health Act 1984, and WA OSH Regulations, and subsidiary legislation that applies to all workplaces with the City of Kalamunda.

Contractors who perform work for the City of Kalamunda must do so in a manner which protects the safety of themselves and their employees, members of the public, third parties and the City of Kalamunda's personnel and property. The City of Kalamunda will not engage contractors not committed to safety.

## Instruction

The City of Kalamunda's Safety and Health Instruction requires that all work be conducted in a safe manner. The City of Kalamunda is committed to ensuring a safe and health working environment for all persons at its offices, sites and premises as far as is reasonably practical. Operations associated with a particular task must cease if safety cannot be assured.

Contractors who perform work for the City of Kalamunda must apply the Instructions principles.

## CEO Instruction: Occupational Safety and Health

### Purpose

To set out the City of Kalamunda's commitment to promote and improve standards for occupational safety and health, in accordance with the *Occupational Safety and Health Act 1984*.

### Instruction

For the purpose of this CEO Instruction the following responsibilities are adopted:

### City

The City of Kalamunda is committed to the safety, health and well-being of its employees, contractors and volunteers.

### Staff

EVERYONE IS RESPONSIBLE for our personal safety and the safety of others. Employees, volunteers and contractors are empowered to stop unsafe behaviours and work practices, as no activity is so important that it cannot be done safely.

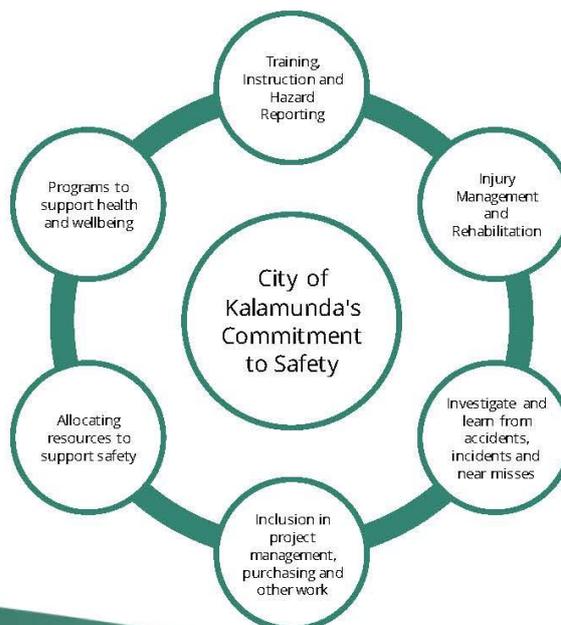
### Management

Management is responsible for maintaining a safe working environment and creating safe systems of work. By taking on the role of CEO, Director, Manager, Coordinator, Supervisor or Team Leader, we accept responsibility for monitoring and managing the safety and wellbeing of employees, volunteers and contractors under our supervision.

Management will involve employees, volunteers and contractors in decisions that impact on workplace safety. Managers and employees will work together to continuously improve our approach to safety. One way we do this is by supporting the efforts and activities of the Workplace Health and Safety Representatives Team.

### Safety System

The City of Kalamunda will maintain and continuously improve an integrated safety system. The City's commitment to a safe work environment is demonstrated by our commitment to the following systems and processes:



## Approach

When the City of Kalamunda engages contractors the following elements of a general procedure may be applied. The extent to which the City of Kalamunda applies each element will depend upon its assessment of the scope of the work and risks involved.

Contractors will be advised of their responsibilities and liabilities in respect to safety and health, and environment conservation prior to commencement of a contract. If tenders have been called, these requirements will usually be defined with the specifications. Contractors may be required to submit information or follow procedures in the following areas:

1. Pre-qualification;
2. Site Management plan;
3. Induction or training;
4. Inspection of equipment (maintenance log books, tagging & testing records);
5. Audit of contractor safety (non-conformance);
6. Requirement to report incidents/accidents;
7. Rating of contractor safety performance depending upon the scope of the work to be undertaken.

These procedures do not in any way lessen the contractor's obligation under the Occupational Safety and Health Act or at Common Law for ensuring its own safety and the safety of others.

Although minimum standards of safety will always apply, the approach required by the City of Kalamunda will vary according to the situation. The relevant officer will discuss the approach to be adopted with the contractor.

## Pre-qualification

The City of Kalamunda will consider the ability of the contractor and sub-contractors to work safely as a key factor in its selection process. Prospective contractors may be asked to provide some or all of the following information:

- Information on necessary expertise, qualifications of personnel, licences, or equipment to carry out the work.
- The City of Kalamunda may require details of the contractor's safety record over the past two to five years, including lost-time injury statistics (e.g. frequency and incidence rate) and details of any notifiable incidents.
- Details of the contractor's safety policy, manual or systems giving evidence of commitment to safety, adequate safety training of employees, details of personnel with dedicated safety responsibilities and a policy towards safety of sub-contractors may also be required.
- Details of insurance coverage e.g. public liability, public indemnity, workers compensation etc.

### Planning meeting

Prior to the commencement of any work the contractor may be required to attend a planning meeting to review safety requirements and to agree to the approach.

## Site Management Plan

A contractor may be required to prepare a Site Management Plan (SMP) where the City of Kalamunda deems the scope of the work entails special, significant risk or more than five persons on the worksite. The purpose of the SMP is to identify a clear strategy on the part of the contractor to ensure safety throughout the contract. This should address the plant, people and the environment. The SMP should cover two areas:

### Occupational Safety and Health program

The Occupational Safety and Health program that the contractor will use on the work shall incorporate:

- a) The contractor's safety and health policy statement and address;
- b) The contractor's safety and health plan, including:
  - The means of identifying hazards and risks;
  - A system to ensure that pre-job planning is conducted;
  - Work-site inspection throughout the works to ensure safe conditions;
  - Training/induction of contractor's employees;
  - A means to resolve issues raised by contractor's employees;
  - Safety meetings and the means to provide safety information to employees (nominated Safety & Health representatives);
  - An accident/incident hazard reporting system;
  - Provision of First Aid facilities;
  - A lost time frequency rate target or other statistical target;
  - An audit system

### Job specific safety procedures

Set out hereunder are procedures to deal with the following issues:

- Legislative requirements applicable to the job;
- Job safety analysis (which should identify the means to control hazards and risks and the approach to the task);
- The safe use of equipment;
- Work permit procedures;
- Roadworks; where applicable, a Traffic Management Plan and daily records that capture the on-going implementation of the Traffic Management Plan;
- Work sites; provision of barriers and general site protection for danger areas;
- Warning and hazard signs to identify hazards and specific requirements, e.g. Safety Hat Area;
- The minimum standards of personal protective equipment, including specific equipment to protect against specific hazards;
- The control of dangerous/hazardous substances;
- Acceptable means of disposal of waste products, spillage's and effluents;
- An emergency response plan;
- Environmental protection plan.

The plan should provide the means to ensure that the system outlined in the SMP is applied to sub-contractors. The City of Kalamunda reserves the right to request a contractor to amend or improve the SMP either at tender stage or during the works. The quality of the SMP submitted will be an important factor in the tender selection process.

## Induction

The City of Kalamunda requires contractors to undergo or arrange safety induction or other safety related training, depending on the circumstances. Induction may cover some or all of the following:

- Relevant site security, personal protective equipment and emergency procedures and regulations. The contractor may be accompanied on site or may be required to report to a specific City of Kalamunda officer.
- Relevant sections of the City of Kalamunda's Occupational Safety and Health Policy and clear work/safety procedures such as work permits and clearances to equipment may also need to be included.
- Relevant City of Kalamunda safety standards, accident reporting and investigation procedures may be required.
- Contractor's own induction program covering aspects of any SMP.

*Note: The City of Kalamunda may choose to provide the contractor with an induction and then require the contractor to provide that information to all its own employees and/or sub-contractors. Details of the SMP should be included, if one has been developed.*

## Inspection of Equipment

Equipment provided by a contractor for the purpose of the works must be "fit for that purpose" and the City of Kalamunda reserves the right to inspect and approve or not approve as the case requires all equipment that a contractor intends to use to carry out the works or may be using or bringing onto any work site.

The contractor shall ensure that all plant and equipment are of a suitable type and capacity and in good order and condition to perform the work safely.

Before starting the works the contractor shall (if required by the City of Kalamunda) submit any item of equipment nominated by the City of Kalamunda for inspection and approval. The contractor may be required to provide the City of Kalamunda with a schedule for inspection and maintenance of equipment to be used in the performance of the work throughout the works.

The contractor shall satisfy the City of Kalamunda that the equipment carries relevant current permits or approval certificates in compliance with WorkSafe requirements or other relevant standards throughout the works.

The contractor shall ensure that any of its personnel who operate equipment possess any appropriate licence or permits or – if not applicable – are adequately trained in the safe operation of equipment. The City of Kalamunda may, in some instances, require the contractor to ensure that such personnel receive training to standards set down by the City of Kalamunda.

If the contractor's equipment is found to be in an unsafe condition by either the City of Kalamunda, the contractor or a relevant authority (e.g. WorkSafe) then it shall immediately be removed from use and shall not be brought back into use until the contractor satisfies the City of Kalamunda that it has been made safe.

## Audit of Contractor safety

### Approach

Safety auditing is a key method of ensuring that contractors and employees maintain adequate standards of safety.

The City of Kalamunda will conduct audits according to the circumstances and all or any of the following areas may be audited:

- Provision and wearing of personal protective equipment if applicable, observance of basic work practices, safety regulations, on site procedures.
- Prescribed working procedures, if applicable.
- Observance of the City of Kalamunda's permit to work procedures, use of hazard warning and appropriate signs, specific requirements relating to scaffolding, lifting equipment, etc. housekeeping, access and egress, first aid equipment and procedures.
- Evidence of the implementation of the SMP including visible management of safety by the contractor's designated senior contract personnel. When a SMP exists it may be used as the basis for safety auditing and an audit checklist may have been developed with the plan. A senior representative of the contractor may be invited to participate in the audit.

### Non-Conformance

In the event that a contractor, sub-contractor or their employees are identified as operating in an unsafe manner, high level risks are noted or areas of non-conformance are identified as a result of an audit or observation, the contractor will be advised, consulted and if unable to rectify immediately, a Non-Conformance report shall be issued.

The Responsible or Nominated City Officer may instruct the contractor to cease work until the situation has been rectified and the work area and/or procedures are considered safe.

Where the contractor does not rectify the issues within the agreed timeframe a second Non-conformance report may be issued and/or the Responsible or Nominated City Officer may consider suspension or termination of the contract if the issue is significant.

## Accident Reporting

All accidents resulting in workers compensation claims are to be reported to the City of Kalamunda and a copy of the accident/incident report provided.

The contractor will conduct an investigation and supply a copy of this to the City of Kalamunda.

The City of Kalamunda's Coordinator Occupational Safety and Health or nominated officer will sign off on the investigation if it is deemed adequate and will seek evidence that the listed preventative actions have been implemented.

### Major accidents/fatalities

- Within 2 hours of accident

The contractor must provide:

First report to City of Kalamunda Responsible or Nominated Officer;

Notification to WorkSafe and police, if appropriate

- Within 24 hours

The City of Kalamunda may require an accident committee to be established comprising adequate representation of the contractor, the City of Kalamunda and the City of Kalamunda Safety Coordinator if considered relevant.

- Within 3 working days

The City of Kalamunda may require a meeting with senior representatives of the contractor to review the finding of the investigation committee.

## Questions & Queries

The Contractor and any Sub Contractors and their employees working for the City of Kalamunda will at all times, where there is a question of workplace safety and health;

- Comply with the Western Australian Occupational Safety and Health Act 1984, Western Australian Occupational Safety and Health Regulations 1996, and all associated OSH codes of practice, Guidance Notes, Australian Standards and any other relevant guidance so that the work being conducted by the Contractor will be; **“as safe as is reasonably practicable” to control any risk factors present.**
- Always **confer with the Responsible or Nominated City Officer** to reduce any confusion in relation to applying best safety practice on the worksite.

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## Contractor's Agreement

It is confirmed that a copy of the City of Kalamunda "Occupational Safety and Health Policy and Guidelines for Contractors", summarising rules and conditions under which this Contract is issued has been given to me.

It is acknowledged that the Contractor and all persons employed by the Contractor will be required to comply with the City's Occupational Safety and Health Policy.

I \_\_\_\_\_  
(name of person authorised to represent the Contractor)

Representing \_\_\_\_\_  
(registered name of Contract Company),

Agree that the work will be carried out in a manner which is both safe and consistent with the requirements set out in the City of Kalamunda document "Occupational Safety and Health Policy and Guidelines for Contractors".

I have read and understood this document.

Signature of Contractor \_\_\_\_\_

Signature of Contractor Representative \_\_\_\_\_

Date \_\_\_\_\_

Signature of City of Kalamunda Representative \_\_\_\_\_

Date \_\_\_\_\_

**(COPY TO BE MADE AND RETAINED BY CONTRACTOR)**