



# Alexandrina Council

## Contractor Induction Manual



Your Contract Manager is :

Council Office Number:

08 8555 7000

Dept. Manager:

After Hours Number:

**\*Please note that information contained within this manual is correct as at Jan 2017**

*Version 2.0*



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## 1. Scope and Purpose

This induction package applies to all contractors, including self-employed persons, engaged and supervised by Alexandrina Council to conduct work on any Council owned site.

“Contractor” means any principal contractor, any worker of a principal contractor, a sub-contractor and any worker of a sub-contractor.

All Contractors are required to have read and understood the WHS requirements contained in the Contractor Induction Manual and acknowledge this by signing the document prior to carrying out any work on a Council owned site.

The Contractor Induction Manual provides basic work health and safety considerations applicable at the Council and legally required under the Work Health and Safety Act 2012 and associated Regulations, Approved Codes of Practice and Australian Standards. It does not attempt to cover all situations or to cover all WHS requirements. Contractors must seek clarification or contact their Contract Manager whenever a safety issue arises that they cannot manage properly by themselves. If the Contract Manager is unable to be contacted then their department manager (as listed on the front of this document) should be contacted.

## 2. Induction Responsibility

The Council is responsible for conducting an induction of the Contractor prior to the start of work. It is the Contractor’s responsibility to ensure that any workers or sub-contractors employed by the Contractor also read and understand the WHS requirements contained in this Contractor Induction Manual. It will be the Contractor’s responsibility to keep records of these inductions.

Contractors, whilst engaged by Council, are responsible for;

- Ensuring, in their capacity as responsible PCBUs, that they and their workers comply with the provisions under the Work Health Safety Act, 2012 and associated Regulations, Approved Codes of Practice and Australian Standards
- Notifying both Alexandrina Council and SafeWork SA, of any notifiable incidents, serious injury or illness or dangerous incident, as defined by the Act
- Ensuring compliance with the advice and / or directives issued by the Council or its authorised representatives.
- Abiding by the terms and conditions of the Contract, including compliance with these Work Health and Safety requirements
- Providing, for themselves and their workers, all necessary protective equipment and enforcing the correct usage and maintenance of any such equipment

Prior to the start of any work, all new Contractors must arrange a time to meet with the Contract Manager to undertake a formal induction and provide the necessary documentation as per the requirements of the Approved Contractor List under the WHS Contractor Management Procedure.

Contractors are required to provide a copy of any insurance policy(s) or licence renewals, one month prior to the 12 month anniversary of their initial registration date or expiration of



their insurance policies or licence(s), whichever occurs first. Please provide any changes, and any updated documentation to Council as soon as possible.

### 3. The Council Work Health and Safety Policy

Alexandrina Council is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of workers, Contractors, authorised visitors, and anyone else who may be affected by our operations.

A key element of Council's approach to health and safety is to ensure that the identification of hazards and the control of risks are integrated into the planning of any job.

Council seeks the co-operation of all workers, Contractors and other persons in ensuring safe systems of work. We encourage suggestions for realising our health and safety objectives to create a safe working environment.

### 4. Contractors

Council has a duty of care to ensure that Contractors are not exposed to risks at the workplace, injuries or illnesses. When engaging Contractors, the Contract Manager will review the required work and provide any pertinent hazard information relating to circumstances of the proposed work that Council are aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite etc.) to the Contractor.

Contractors working at any Council site must demonstrate competence and commitment to work health and safety practices and ensure that they do not create any risks for themselves or those around them. They must meet all requirements of relevant work health and safety legislation, approved codes of practice, etc. and must include the process of hazard identification, risk assessment and control in their work planning.

Contractors are expected to act promptly to address any evidence or reports of inappropriate behaviour on any Council worksite. Inappropriate behaviours may include, but are not exclusive to any act that endangers any person, damages property or the environment, or that might cause another to feel intimidated or humiliated. Examples include suggestive whistling or comments, offensive gestures or remarks (e.g. of a sexual, racial or homophobic nature), displaying explicit images, etc.

All Contractors and their workers shall present fit for work, and ensure that they are not, by the consumption of alcohol or drugs, in such a state as to endanger the worker's own safety at work, or the safety of any other person at the work site.

### 5. Site Access

Contractors are only granted access to Council worksites on the condition they observe all work health and safety requirements. For instance, they must:



- Observe all speed limits.
- Not bring onto Council worksites any prohibited item such as firearms, explosives, illicit drugs, etc.
- Keep pets within the cabin of vehicles at all times.
- Not smoke in any enclosed workplace, including Council vehicles.

Parking is only allowed in designated areas or as directed by your Contract Manager. All Contractors are required to advise the Contract Manager when they will be conducting the work and at which site prior to commencing any work, and if working within the Council Administration/Library sites, sign the Visitor Register. A key will be issued if required.

## 6. Safe Systems of Work

Before commencing any work the Contractor must supply the Contract Manager with a Job Safety Analysis or Safe Work Method Statement (JSA/SWMS) that highlights the job hazards and the risk control measures they have implemented to control the identified hazards. Council reserves the right to reject the work systems proposed by Contractors in their Risk Assessment, Job Safety Analysis or Safe Work Method Statement

Risk assessment documentation needs to be obtained from the Contractor as per the following table:

Project value / type	Requirements
Less than \$450,000	Hazard Id & Risk assessment / JSA
Construction or high risk work (less than \$450,000)	Hazard Id & Safe Work Method Statement(s)
\$450,000 or more (including high risk construction)	WHS management plan (includes hazard Id, risk assessments/JSAs or SWMS)

### Definitions:

Construction Work (*WHS Regulation 289*): is defined as any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure (*structure includes roadways or pathways*).



High Risk Construction Work (WHS Regulation 291): is any hazardous construction work that has the potential to harm the health and safety of people or to damage plant and equipment.

• A SWMS is required for all the following high risk construction work that:

- o involves a risk of a person falling more than 3 metres
- o is carried out on a telecommunication tower
- o involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- o involves, or is likely to involve, the disturbance of asbestos
- o involves structural alterations or repairs that require temporary support to prevent collapse
- o is carried out in or near a confined space
- o is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel
- o involves the use of explosives
- o is carried out on or near:
  - o pressurised gas distribution mains or piping
  - o chemical, fuel or refrigerant lines
  - o energised electrical installations or services
- o is carried out in an area that may have a contaminated or flammable atmosphere
- o involves tilt-up or precast concrete
- o is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- o is carried out in an area at a workplace in which there is any movement of powered mobile plant
- o is carried out in an area in which there are artificial extremes of temperature
- o is carried out in or near water or other liquid that involves a risk of drowning
- o involves diving work



## 7. Disability Considerations

In devising the safety procedure for any work on Council premises, Contractors are required to consider the special needs of people with disabilities.

For example:

- A warning sign may not be sufficient to protect people with sight impairments against a danger (fencing or barricades may be necessary).
- Parking across a path or other access route, even for a few minutes, could cause difficulties for people in wheelchairs or scooters.

Contractors should consult with the Contract Manager if they require any further information regarding disability issues.

## 8. Emergency Procedures and First Aid

**If involved in an emergency on a Council worksite:**

- Alert personnel around you, and contact the appropriate Emergency Services (000).
- Assist any person in immediate danger if safe to do so.
- Take steps to contain or combat the emergency if safe to do so.
- Evacuate to a safe location.
- Contact your Contract Manager (refer to page 1 for contact details).

All Contractors are required to have a suitable first aid kit. An emergency and evacuation plan should be in place prior to commencing work at any site and this should be a consideration when conducting a risk assessment for that site.

## 9. Personal Protective Equipment

Contractors are responsible for the supply and issuing of appropriate personal protective equipment to their workers and ensuring that it is used correctly. Contractors are responsible for ensuring that their sub-contractors and their workers also wear appropriate safety equipment.

## 10. UVR and Inclement Weather

Contractors are responsible for ensuring that workers and sub-contractors are adequately protected against UVR and inclement weather. Contractors shall ensure that workers and sub-contractors on outdoor worksites adopt the following requirements while at work.

- Provision of shade or shelter.
- Access to cool drinking water and supervisors checking that workers are drinking water regularly.
- Where possible, access to air-conditioning. (structure or vehicle)





- Appropriate personal protective clothing e.g. long trousers and a long sleeved collared shirt, providing ultraviolet protection and which permits bodily evaporative cooling
- A broad brimmed hat which should have a brim of at least 7.5cm, or legionnaire's style cap which protects the neck and ears and/or bucket hat which has a deep crown, sits low on the head and has an angled brim of at least 6cm. **Peaked caps are not acceptable at any time.**
- Sunscreen 50+ Sun Protection Factor (SPF) - applied at least 15 minutes prior to exposure to the sun and every 2 hours thereafter to skin which remains exposed after taking the above precautions, paying particular attention to the lips, ears, nose and neck.

On days where extreme heat conditions are forecast, Contractors should consider rescheduling work to earlier or later in the day if at all possible to avoid exposure during the heat of the day, and encourage workers to work in shaded areas during the heat of the day if at all possible.

## 11. Site Housekeeping and Security

Contractors must remove all rubbish and make the area clean and safe during the conduct of their work and before leaving. Rubbish is not to be placed in wheelie bins. Any difficulty regarding rubbish removal must be discussed with the Contract Manager.

Contractors are responsible for security arrangements in relation to plant, tools, equipment and materials required to remain on site during the works.

## 12. Portable Electrical Equipment

Portable electrical equipment must be tested and tagged in accordance with Australian Standard AS3760 prior to being brought onto Council worksites.

## 13. Residual Current Devices (RCDs or "Safety Switches")

Contractors using portable electrical equipment on Council worksites must do so in conjunction with a portable Residual Current Device (RCD), tested and tagged appropriately.

## 14. Plant Safety

Contractors and their workers must not operate plant and equipment with safety devices, or guards removed. If it is necessary to remove guards from machinery as part of a service or repair process, Contractors are responsible for ensuring adequate lockout/isolation steps are taken to prevent the untimely start up of plant. Contractors are expected to refer to the risk assessment for the item of plant for risk control measures.

If a Contractor is required to leave an item of plant unmonitored in an unsafe condition, it must be adequately tagged / locked out and appropriately barricaded. "Do Not Operate" tags on their own are not sufficient.





If Contractors identify that guards/safety devices are missing from an item of Council plant or equipment they have been directed to work on or with, they must cease work, report the matter to the worksite Supervisor or the Contract Manager and await instructions.

Contractors operating plant for which specific training is required are to ensure that all operators are properly trained and hold current certification. Copies of the training certification must be produced on request.

## 15. Explosive Powered Tools

Written authorisation must be obtained prior to the use of any explosive powered tools, such as powder-actuated fastening tools, on Council sites. Contact your Contract Manager if you have any queries.

## 16. Hot Work

Hot work includes all spark-producing activities that take place outside designated welding bays in workshops. It includes arc welding, flame cutting, oxy-acetylene welding, grinding, etc.

**All hot work requires a permit.** Hot Work Permits and information related to them are obtained from the Contract Manager. Before seeking approval signatures on hot work permits, Contractors must ensure that they have addressed all items in the permit's checklist.

The Hot Work Permit is only valid for a specified period. If the work will extend beyond the time limits recorded on the permit, contact the Contract Manager to arrange an extension.

The Hot Work Permit is valid for a specified task at a named location. **You cannot perform a task not listed on your permit, or work on a location other than the one recorded on the permit.**

## 17. Chemicals and Substances

Contractors bringing chemicals or substances onto Council premises must comply with all relevant legal requirements. For instance:

- All chemicals must be stored and handled in appropriately marked containers.
- Current Safety Data Sheets (SDS) and appropriate documented risk assessments must be held for all chemicals used on site.
- The Contractor must supply any required first aid material and personal protective equipment.
- All chemicals must be transported in accordance with applicable requirements.
- The Contractor must brief their Contract Manager on hazards associated with chemicals to be used.
- No chemicals must be left on site without the approval of the Contract Manager

Contractors are responsible for clean up and disposal of any chemical spills and contaminated materials in accordance with EPA regulations. All spills or accidents involving chemicals must be reported immediately to the Contract Manager.



## 18. Asbestos

Council maintains an asbestos register. It is the responsibility of the Contractor to check the asbestos register to obtain information regarding the possible presence of asbestos on the worksite. If asbestos is recorded, a copy of the Asbestos Management Plan and Register will be provided. If a Contractor unexpectedly encounters asbestos on site, they must stop work and report the matter immediately to their Contract Manager who will determine the proper course of action in consultation with the Contractor.

## 19. Confined Spaces

A “confined space” is defined in the WHS Regulations 2012. It includes tanks, pits, pipes, ducts, chimneys, silos, containers, underground sewers, shafts, trenches, tunnels etc. if they have limited or restricted means for entry or exit and could contain a dangerous atmosphere. Refer to the regulations for a complete definition.

Entry into confined spaces is strictly prohibited, unless atmospheric testing has been completed and an entry permit has been issued. Permits and information related to them can be obtained from the Contract Manager.

If entry into a confined space is required as part of a job, the Contract Manager will inform the Contractor and will arrange the issuing of the entry permit. If Contractors identify the need to enter a confined space in the course of their work, they must call the Contract Manager.

## 20. Work at Heights and Falling objects

Any work at heights must comply with legal requirements. In particular, Contractors must observe the provisions of the WHS Regulations 2012. Scaffolding, the use of elevating work platforms, etc. are all subject to legal requirements that must be observed and must be integrated into the risk assessment or Job Safety Analysis.

Whilst working at height all Contractors shall ensure any equipment is secured to prevent items falling from height.

A permit is required to gain access to any roof on Council sites. Permits and information related to them are obtained from the Contract Manager.

## 21. Excavations and Trenches

Contractors must manage all risks to health and safety in accordance with relevant Acts, Regulations and Approved Codes of Practice. For all excavations and trenches the Contractor must ensure the appropriate shoring is installed where required. For all post driving, drilling, digging etc. they must telephone the Dial Before You Dig number (1100).

## 22. Working Alone

The Contractor is responsible for ensuring that appropriate precautions are implemented, monitored and included in the risk assessment or Job Safety Analysis, for any sub-contractor or worker of a Contractor that works alone. In particular, suitable emergency communication equipment and procedures must be provided.



## 23. Hazardous Manual Tasks

Pushing, pulling, lifting, carrying, holding, manipulating and moving are a common cause of injury. Contractors shall consider the risk factors relating to all hazardous manual tasks. These include but are not limited to:

- Exerting a lot of force
- Repetition
- Maintaining body in awkward position
- Doing the same task for an extended period of time
- Excessive vibration

## 24. Work Zone Traffic Management

All Contractors, their workers and sub-contractors, where required, shall carry on them a current Work Zone Traffic Management Licence.

## 25. Reporting of WHS Hazards and / or Injuries

Any work-related hazard, near miss, incident or injury incurred by any Contractor must be reported immediately to the Contract Manager. Where a notifiable incident needs to be reported to SafeWork SA (amputations, head/eye/spinal injuries, electric shocks, structure collapses, etc.) the Contractor will make every attempt to notify their Contract Manager in the first instance. However, if these attempts fail, the Contractor should call SafeWork SA directly on 1800 777 209 and notify the Contract Manager as soon as possible thereafter.

Should a Contractor observe any hazardous work practice or become aware of any workplace hazard, they should report it to Council's worksite Manager and/or Contract Manager.

Contractors must report immediately to their Contract Manager any issue arising from a SafeWork Inspector or permit holder visit. They must provide the Contract Manager with a copy of any document, report, notices, direction, etc. issued by the inspector/visitor.

## 26. WHS Pre-Qualified Contractors

Council maintains a WHS Contractor Compliance system which contains those Contractors who meet Council's WHS requirements and have therefore been approved for use by Council staff.

## 27. Notes to Contractors

The Contract Manager or Alexandrina Council's Work Health Safety Officer, who observes an unsafe practice has the right to direct a Contractor to cease work until the safety concern is addressed to the satisfaction of the Contract Manager or the Work Health Safety Officer. Council will take into consideration compliance with safe work practices when selecting Contractors for future work.

If you have any question concerning health or safety at Council contact your Contract Manager.



## 28. Monitoring of Contractors

Council will periodically monitor the performances of Contractors to determine whether or not they are meeting Councils requirements. Should a Contractor not meet Councils requirements they will cease to be engaged until such time as they can demonstrate improvement.

## 29. Confidentiality

Any information acquired by the Contractor in the course of performing work at any Council owned worksite must treat any information about the Council, its affairs or its clients as confidential. Information must not:

- be used or disclosed by the Contractor to any other person, entity or company
- be discussed with any other Contractor, person, entity or company

without written permission by an authorised Council officer.



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## Contractor Acknowledgement Form

Contractor Name: \_\_\_\_\_

Address: (Office) \_\_\_\_\_

Address: (Postal) \_\_\_\_\_

Telephone: (Office) \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Emergency Contact (Name & Number) \_\_\_\_\_

Contractor Type: (e.g. electrician, plumber, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

*I acknowledge receipt of the Alexandrina Council Contractor Induction Manual; further to this I agree my workers and engaged sub-contractors will comply with the requirements of the Council and its detailed induction and safety procedures.*

Name:(print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_