



# Contractor Safety Induction Handbook

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## Introduction

This guide is designed to give information to the key stakeholders in the management of contractors within Shoalhaven City Council (SCC). By reading and understanding this guide, everyone working within Council’s workplace and facilities will be able to play their role in maintaining a safe workplace.

The key purpose of this guide is to advise:

- WHS obligations under the NSW WHS Act 2011 and NSW WHS Regulation 2011
- Identification, assessment and control of hazards relevant to Shoalhaven City Council
- Any relevant operational issues in the safety of contractors.

Contractors are expected to have their own Safety Management System however if they do not have their own they shall work under Shoalhaven City Council’s Safety Management System. Council’s Safety policies and procedures can be found in the WHS Manual available on the Shoalhaven City Council website:

<http://shoalhaven.nsw.gov.au/MyCouncil/WHSManual.aspx>

**Additional Corporate Policies and Procedures relating to Contractors are available on the Contractors page of the Shoalhaven City Council website:**

<http://shoalhaven.nsw.gov.au/ForBusiness/Tendersandcontracts/Contractors.aspx>

## Definition

A contractor is defined as “an individual or organisation person or company, other than an employee of Council that provides goods or services to Council”. Contractors include Principal Contractors, Sub-Contractors, Consultants and Service Providers.

## Related SCC Documents

- Work Health Safety Policy
- Purchasing Policy
- Contractor Safety Management Guidelines
- Emergency Management Plans
- Risk Management Policy
- Hazard and Incident Reporting Guidelines

## Disclaimer

Shoalhaven City Council has prepared this guide in order to assist staff and contractors to work safely on Council workplaces and facilities, and abide by Council requirements relating to people and property.

Every effort has been made to explain the workplace conditions, site rules and legal obligations, however, responsibility to understand and observe relevant legislation remains with the contractor at all times.

Further information about legal requirements can be obtained from the Shoalhaven City Council Work Health and Safety Unit, telephone 4429 3542, or WorkCover NSW, telephone 13 10 50.

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## **1.0 SCC CONTRACTOR WHS MANAGEMENT SYSTEM**

### **1.1 WHS Responsibilities**

#### **1.1.1 Managers**

The managers of facilities, sites and units will be responsible for ensuring that the particulars contained within these guidelines are implemented when engaging the services of contractors under their responsibility or control.

#### **1.1.2 Contract Manager (SCC)**

The Council employee appointed as Contract Manager is responsible for:

- (a) Determining WHS requirements and its inclusion into the tender specifications
- (b) Determining the WHS risk of the tender
- (c) Assessing the competence of contractors to meet WHS specifications
- (d) Ensuring that contractors engaged by Council are aware of any WHS hazards that may exist in the area in which they are working
- (e) Ensuring that contractors work safely and complete the work as specified in the contract/agreement and SWMS and SWPs
- (f) Ensuring contractors WHSMS is up to date and reflects the contractors practices and conforms with SCC WHSMS
- (g) Monitoring the progress of the contracted work, and should the contractor not be carrying out the work as per contract, take appropriate steps to remedy the situation
- (h) Ensuring contractors have current workers compensation insurance
- (i) Ensuring contractors have public liability insurance of no less than \$10 million and that certificates of currency are provided by the contractor prior to commencing work.

#### **1.1.3 Principal Contractor**

A principal contractor is required to be identified for certain construction work and is responsible for the contracted work at all times until the work is completed. In some instances the Council may act as the principal contractor. Under the NSW WHS Regulation 2011 the principal contractor must:

- (a) Ensure WHS induction training is undertaken by employees, agents and contractors of the contractor entering the Council's premises;
- (b) Prepare, implement, update and make available, site specific WHS management plans;
- (c) Ensure that each subcontractor provides written safe work method statements before commencing work;
- (d) Direct and monitor compliance with applicable legislation and any safe work method statements of procedures;
- (e) Keep a register of, and other records in relation to, all hazardous and other substances on site;
- (f) Communicate any major WHS issues as they arise, including all WorkCover notifiable events;

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- (g) Ensuring all contractors, subcontractors and other engaged persons hold current and appropriate qualifications for the work or plant they will be utilising.

#### **1.1.4 Contractors (including subcontractors)**

Contractors have the responsibility to ensure the health and safety of their staff and Council personnel, other workers and visitors. Contractors are also required to observe these guidelines and any other requirements which may be identified in the local induction process.

For types of work where there is a risk to the health and safety of contractor staff, Council staff, other workers or visitors to the Council, a risk assessment (or safe work method statement) must be provided to the Shoalhaven City Council Contract Supervisor.

Specifically, NSW WHS Regulation 2011, contractors must not commence construction or demolition work unless they:

- (a) Have been provided with a copy of the relevant parts of the WHS management plan where applicable;
- (b) Have undertaken a risk assessment of the work to be carried out and provided a written safe work method statement to the principal contractor, including the risk assessment;
- (c) Have ensured that the contractor and their employees have undertaken WHS induction training as required, and a local Council induction;
- (d) Maintain and keep up-to-date safe work method statements;
- (e) Provide the principal contractor with updated safe work method statements and other information in relation to hazardous substances
- (f) Ensuring all contractors, subcontractors and other engaged persons hold current and appropriate qualifications for the work or plant they will be utilising.

## **1.2 Emergency Response Procedures**

Detailed procedures are displayed in all buildings of Shoalhaven City council, describing the emergency evacuation procedures, assembly points and contact numbers in case of an emergency.

All site work WHS management plans will also contain detailed procedures and emergency contact numbers.

### **1.2.1 Emergency Evacuation Procedures**

If you hear an alarm bell, or are requested by an Emergency Warden or member of staff to evacuate the workplace, you must:

- (a) Leave the workplace immediately by the nearest exit;
- (b) Proceed to the assembly area indicated on the emergency evacuation plan
- (c) Remain in the assembly area until advised the emergency is over;
- (d) Do not re-enter the workplace until advised by an Emergency Warden advises it is safe to do so.

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### 1.2.2 Key Emergency Contact Numbers

Contractors must immediately notify any emergency to the SCC Contract Manager or Inspector. This shall be the case for any contractor works or for dedicated building sites. In the event of an emergency occurring, contractors are to notify Council Contract Managers or Inspectors on the relevant numbers detailed in the contract and displayed at the site.

An emergency warranting contact to Council contract Managers or Inspectors includes:

- (a) Fire
- (b) Chemical Spill;
- (c) Gas leak'
- (d) Explosion;
- (e) Bomb threat;
- (f) Structure collapse;
- (g) Medical emergency – single or multiple casualties;
- (h) Traffic accident;
- (i) Armed robbery.

Once the Council Contract Manager or Inspector has been notified of the emergency, the council WHS Unit should be contacted immediately on 4429 3542.

## 1.3 Contractor Induction

Aside from the generic information about working at Shoalhaven City Council contained in this guide, all contractors are required to attend a site induction involving the workplaces of Council which they will be working at. Site inductions are arranged and delivered by either the Principal Contractor, or where appropriate the Contract Manager shall arrange and deliver the site induction. Special inductions may be required or high risk areas within the Council.

Other contractor employees or subcontractors which are employed after the initial site induction are to be inducted by the principal contractor. Records of this training are to be kept using either the contractors own induction form or the Council's form located at the end of this guide. Records are to be forwarded to the SCC Contract Manager or Inspector at the end of each month.

## 1.4 Injuries, Illnesses and Incidents

### 1.4.1 Hazards & Incidents not Resulting in an Injury

Any incident that does not result in an injury, or notification of hazards, must be made on the contractor's approved form. (If this is not available use the SCC Hazard and Incident Note – No Injury).

### 1.4.2 Injuries

Where an injury has occurred to a contractor's employee or subcontractor in relation to contracted works performed for Council, notification is required to be communicated to the Council Contract Manager immediately.

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Incidents can be reported using the contractor report of injury form (if this is not available use the SCC Hazard/Incident Report Form)

If the injury is classified as a “notifiable incident” as outlined below, notification must be lodged with WorkCover.

### **1.4.3 Notifiable Incidents**

In the instance of a notifiable incident, as described below, the principal contractor shall contact the SCC Contract Manager immediately to preserve the scene of the incident.

A notifiable incident and corrective actions, shall then be reported to the SCC WHS Unit as soon as practicable.

Any WorkCover inspection or correspondence relating to a Council contract shall be reported to the SCC Contract Manager and the SCC WHS Unit immediately. Corrective actions resulting from any WorkCover inspection shall be reported by the contractor to the SCC WHS Unit using the form WHS Performance Report for Contractors located at the end of this guide.

Notifiable incidents are defined in Part 3 of the WHS Act 2011 and include the following incidents occurring at, or in relation to, a place of work:

- (a) The death of a person,
- (b) A serious injury or illness of a person such as:
  - immediate treatment as an in-patient in a hospital, or
  - immediate treatment for:
    - the amputation of any part of his or her body, or
    - a serious head injury, or
    - a serious eye injury, or
    - a serious burn, or
    - the separation of his or her skin from an underlying tissue (such as degloving or scalping), or
    - a spinal injury, or
    - the loss of a bodily function, or
    - serious lacerations, or
  - medical treatment within 48 hours of exposure to a substance and includes any other injury or illness prescribed by the regulations
- (c) Dangerous incident such as:
  - an uncontrolled escape, spillage or leakage of a substance, or
  - an uncontrolled implosion, explosion or fire, or
  - an uncontrolled escape of gas or steam, or
  - an uncontrolled escape of a pressurised substance, or
  - electric shock, or

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- the fall or release from a height of any plant, substance or thing, or
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations, or
- the collapse or partial collapse of a structure, or
- the collapse or failure of an excavation or of any shoring supporting an excavation, or
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or
- the interruption of the main system of ventilation in an underground excavation or tunnel, or
- any other event prescribed by the regulations,

Any WorkCover inspection or correspondence relating to a Council contract must be reported to the SCC Contract Manager or Inspector and the SCC WHS Unit immediately.

### **1.5 Contractor Performance Monitoring**

During the implementation of the contract the SCC Contract Manager shall monitor WHS performance by:

- (a) Monitoring the work of contractors to ensure that all legal requirements are met;
- (b) Ensuring regular site inspections are conducted with the contractor;
- (c) Advising the contractor on newly identified hazards and risks;
- (d) Monitoring and following up on corrective actions where non-conformances are identified;
- (e) The review of accident and incident reports, third party reports (i.e. WorkCover) and complaints;
- (f) Regular meetings with the contractor and record any WHS performance issues.

WHS Performance report for Contractors is required to be submitted by the contractor to the SCC Contract Manager for all major contracts extending further than one month in duration or contracts where WorkCover have been notified.

### **1.6 WHS Legislation Compliance**

All contractors and subcontractors are to maintain a safe workplace whilst on Council worksites and premises by complying with the Work Health Safety Act 2011 and the Work Health Safety Regulations 2011. Everyone working for or on behalf of Shoalhaven City Council is obligated to:

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

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If during the execution of a contract, a contractor or subcontractor is in breach of any WHS requirements; all work with regards to that activity shall be suspended at the discretion of the Contract Manager. The contractor shall be alerted to the matter in writing by the SCC Contract Manager only if work was suspended. Work cannot recommence until the SCC Contract Manager is satisfied that adequate risk controls are in place to avoid risk of injury.

The issue is to be recorded by the use of the WHS Performance report for Contractors and monitored by the SCC Contract Manager for the contract accordingly.

Examples of WHS breaches may include non-compliance with the Work Health Safety Act 2011 or the Work Health Safety Regulations 2011, or not observing controls as stipulated in the safe work method statement. Poor WHS performance, including one-off instances or continuous breaches of WHS requirements, can lead to the termination of the contract and failure of not being awarded any further contract work.

## **2.0 SHOALHAVEN CITY COUNCIL SITE RULES**

These general site rules are provided when working on Councils worksites and premises. Local site rules may also apply for individual sites.

### **2.1 Air Quality**

Contractors must take all practicable precautions to minimise changes to indoor air quality. Air quality can be affected for example by dust or paint fumes and should be limited to after hours or weekend operations with approval from the SCC Contract Manager and liaison with the user representative.

### **2.2 Alcohol and Other Drugs**

The risk level related to hazards at a workplace can be significantly increased by alcohol and other drugs. Contractors are required to ensure persons affected by alcohol or other drugs are not permitted to carry out work on Council premises or facilities. The consumption or abuse of drugs, including alcohol, is not permitted on construction or maintenance worksites at Shoalhaven City Council.

### **2.3 Asbestos**

Any work involving asbestos is required to be performed in accordance with NSW WHS Regulation 2011, Australian Standards and WorkCover requirements. The Council's asbestos management plan should be consulted if there are any concerns regarding asbestos in situ.

### **2.4 Barricades and Hoardings**

All construction and maintenance work is to be isolated from other activities, staff and visitors to the Shoalhaven City Council. Where this cannot be controlled by closing off area of workplaces / worksites, or using a warning sign to stop access temporarily to an area, then barricades or more substantial hoardings are required to be used. If at any stage during construction or maintenance work or from past

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experience, a chosen method of isolation is found not to be successful, then a more appropriate control is to be implemented.

## **2.5 Electrical Testing and Tagging**

All contractors must ensure that electrical items are tested and tagged in accordance with the WHS Regulation 2011 and associated WorkCover Codes of Practice and Australian Standards.

Electrical equipment that is not tagged will not be permitted on Council worksites.

## **2.6 Existing Services**

When a contractor's scope of works requires any form of interference (eg temporary disconnection, cut in, modifications etc.) of any existing building services (including, but not limited to, fire, electrical, lifts, hydraulics, etc.) these works are not to be commenced until co-ordinated and approved by the nominated SCC Manager supervising the contract.

Existing services (such as drains, watercourses, public utility and other services) if encountered, obstructed, or damaged in the course of performing the work under the contract, shall be dealt with as follows:

- If the service is to be continued: repair, divert, relocate as required;
- If the service is to be abandoned: cut and seal or disconnect, and make safe.

In either case, the rectification must satisfy the statutory authorities concerned.

## **2.7 External Works**

The contractor shall seek approval from the SCC Contract Manager prior to commencing any external works.

## **2.8 Hazardous Substances and Dangerous Goods**

There are a large range of hazardous substances and dangerous goods, including chemicals, stored and used on Council worksites. Contractors and staff should be aware of this and check with relevant staff in the various departments to ensure that the workplace is safe, and if necessary, are removed or made safe before work commences.

Contractors who bring hazardous substances or dangerous goods onto Council workplaces / worksites are required to have the following:

- A full description including product name, use, quantity etc;
- A copy of the Safety Data Sheet;
- A copy of the Risk Assessment relating to use(s) of the hazardous substance or dangerous goods;
- Work procedures required for safe storage, use and disposal
- Training details of those required to use the substance.

## **2.9 Permits to Work**

Council uses a Permit to Work system for certain tasks as listed below. The permit is a written document which authorises certain people to carry out specific work, at

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certain times and dates. The permit sets out the main precautions required to complete the job safely. The actual permits for higher risk activities are attached to the relevant individual WHS Procedures.

Permit to Work shall be applied to the following planned work, see definitions for further information:

- Working at Heights (above 32 metres)
- Confined Spaces Entry
- Working with Bonded Asbestos
- Working Near Overhead Power lines (closer than 3 metres)
- High Voltage Installations
- Hot Work

Where the contractor is appointed as Principal Contractor they shall obtain the relevant Permit to Work and make it available to the Contract Manager or Inspector and adhere to the relevant WHS procedure.

For more information on the council’s Permit to Work Program please contact the WHS Unit on 4429 3542.

**2.10 Hours of Work**

Hours of work shall be arranged through advance notification with the SCC Contract Manager or Inspector.

**2.11 Identification**

All contractors and subcontractors are to carry identification with them while working on Council workplaces / worksites, which identifies their name and contract company.

**2.12 Noise Control**

Contractors must take all practicable precautions to minimise noise. Any works, which will cause disruption to Council operations, are not to be commenced without the permission of the SCC Contract Manager or Inspector. Contractor radios, other than for two-way communication, are not permitted on Council premises or work-sites.

**2.13 Notification of Presence**

Contractors are required to record their presence when entering or leaving the site.

Contractors are required to inform their local area contact of any activity occurring in the area, this includes facilities, buildings and depots.

**2.14 Speed Limits**

Speed limits on Council premises and facilities roads are posted. These limits must be carefully observed.

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Contractors must ensure that their staff operates vehicles with caution in pedestrian areas. The vehicles are required to travel no faster than 5kph, have the vehicles' hazard or warning lights operating and give way to pedestrians.

Where necessary, particularly where a vehicle is reversing, if a second staff member is present, they should alight from the vehicle and act as an observer aiding the driver to avoid a collision with pedestrians. Reversing a vehicle in a pedestrian area should be avoided when an observer is not available.

**2.15 Shoalhaven City Council Offices Parking**

The following parking rules apply to SCC Offices:

- Must park within marked bays;
- Driving onto paved areas in front of building entrances or on pedestrian pavement leading around the Council building can only be done with the approval of the SCC Contract Manager.

**2.16 Traffic**

Where any work is undertaken on or adjacent to any internal roads or pedestrian pavements, then works are to be planned in accordance with RMS guidelines.

A safe work method statement must consist of an action plan to manage safety of traffic and pedestrians and include the provision of signs and safety devices and traffic controllers where necessary.

**2.17 Site Specific Safety Management Plan**

For construction work, demolition work, asbestos removal or other high risk construction work, a site specific safety management plans (SSSMP) must include the following as stated in the NSW WHS Regulation 2011:

- the names, positions and health and safety responsibilities of all persons on site whose positions or roles involve specific health and safety responsibilities in connection with the project,
- Details of arrangements for ensuring compliance with WHS induction training;
- Details of arrangements for managing WHS incidents;
- Any site safety rules and details for ensuring all persons at the workplace are informed of the rules;
- Safe work method statements for all work activities assessed as having risk.
- Details of the arrangements in place for consultation, co operation and the co-ordination of activities in relation to compliance with legislative requirements.

The SSSMP is to be prepared by the principal contractor and reviewed by the SCC Contract Manager prior to the contract work commencing. All subcontractors of the principal contractor are to be provided with a copy of the SSSMP and informed whenever changes are made.

**2.18 Pets**

Domestic animals are not permitted on Council worksites or premises.

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**2.19 Rubbish and Hazardous Waste**

Contractors are to dispose of all rubbish or hazardous waste in accordance with DECC NSW requirements or in accordance with statutory requirements.

**2.20 Smoke Free Environment**

Under the Smoke Free Environment Act 2011 smoking and smoke attributed from smoking is prohibited in all Council buildings and vehicles. Also smoke from smoking is not permitted to enter any building. For this reason, smoking is not permitted in the vicinity of entrances, windows or air conditioning intakes.

**2.21 Use of Council Facilities**

Contractors are not to use Council kitchens, telephones, computers or other facilities, without permission of the SCC Contract Manager or Inspector.

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### 3.0 WHS PERFORMANCE REPORT FOR CONTRACTORS

#### 1. Contract Details

Contract Name:		
Contractor:		
Prepared by:	Month of:	Date:
TRIM File No:		

#### 2. Performance Indicators

Indicator	Current Month	Cum. Total	Monthly Average
No. of Lost Time Injuries			
No. of Lost Time days			
No. of personnel on return to work plans			
No. of First Aid treatment injuries			
No. of hazard inspections / reports completed			
No. of Safety meetings conducted			
No. of inductions completed			

#### 3. Incident Details

Date of Incident	Description	Days Lost

#### 4. WHS Corrective Actions (eg. From hazards, incident reports etc.)

Item No.	Description	Risk	Open	Closed

#### 5. WorkCover Activity (eg. Site visits, notices served, fines etc.)

Date	Description

#### 6. Comments


SCC Contract Supervisor: ..... Date:.....

Contractor Representative: ..... Date: .....

## 4.0 CONTRACTOR INDUCTION CHECKLIST

### 1. Contract Details

Contract Name		Contract Duration Dates	To
Contractor Name:		SCC Contact	
TRIM File No.		Site to be Inducted	

### 2. Information Checklist

Please answer the following questions, with references to the relevant Section in the contractor Induction handbook.

	<b>Questions</b>	<b>Answers</b>
1	Are there any issues from the SCC Contractor Induction Handbook?	
2	If so, what are they?	
3	What are the Emergency Contact numbers?	
4	Were user group representatives introduced to you?	
5	Are you aware of the First Aid Requirements?	
6	Where in the handbook are the Emergency Procedures?	
7	Who are the Building Wardens? (where applicable)	
8	What are the building access requirements / hours of work?	
9	Are you required to notify your presence on Council sites?	
10	Are there any restricted access areas?	
11	What are the Parking requirements?	
12	Which page of the Handbook specifies Noise Control?	
13	Is Smoking permitted in Council workplaces?	
14	When do you need a Permit to Work?	
15	Have you produced evidence of all required current qualifications?	

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**3. Risk Assessment**

Hazards Identified	Risk Ranking	Controls	Responsibility

**Comments:**


SCC Contract Supervisor: ..... Date: .....

Contractor Representative: ..... Date: .....





## **6.0 WHS AUTHORITIES/RESPONSIBILITIES/ACCOUNTABILITIES POLICY**

### **1.0 PURPOSE**

1.1 This Policy details authorities, responsibilities and accountabilities (ARA) for officers and workers of Council.

### **2.0 SCOPE**

2.1 These WHS ARA statements are consistent with and do not replace WHS responsibilities as detailed within various Policies, Procedures and or Work Instructions contained in Council’s WHS Manual, or any reference in WHS Legislation, Codes of Practice and/or Australian Standards.

2.2 WHS ARA statements across the Council are defined and referenced against a WHS Hierarchy into levels (Appendix A) and presented individually in Council’s WHS Authority, Responsibilities and Accountabilities (Appendix B).

2.3 In compiling these WHS ARA statements consideration has been given to high priority hazard areas of Council operations, however, responsibilities are not limited to these areas of operation within Council.

2.4 The statements are accessible on the Intranet and the WHS Website and will be referenced in Council Job Descriptions. ARA statements will be reviewed and discussed during the annual Employee Performance Review.

### **3.0 DEFINITIONS**

Accountability	The active measurement of a person’s fulfilment or otherwise of an assigned responsibility.
ARA	Authority, Responsibility, Accountability
Authority	The delegation of power to get things done by, with and through others. To be delegated the official power to carry out one or more of the management functions of planning, organising, directing, staffing, coordinating, reporting, purchasing and budgeting activities.
EPR	Employee Performance Review
NAT	The National Audit Tool, used by Self Insurers

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Officer	A person who makes, or participates in making, decisions that affect the whole or a substantial part of the business. They have the capacity to affect significantly the financial standing of Council and must take reasonable steps to apply due diligence
PPEC	Personal Protective Equipment and Clothing
Reasonably Practicable	In this Act, <b>reasonably practicable</b> , in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including: (a) the likelihood of the hazard or the risk concerned occurring, and (b) the degree of harm that might result from the hazard or the risk, and (c) what the person concerned knows, or ought reasonably to know, about: (i) the hazard or the risk, and (ii) ways of eliminating or minimising the risk, and (d) the availability and suitability of ways to eliminate or minimise the risk, and (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk
Responsibility	The assignment of a task for fulfilment (authority needs to be assigned with responsibility to enable the task to be fulfilled).
TRAAD	Training Record and Administrative Data
Worker	Workers are those who undertake activities in Council’s work places and may be employees, contractors, apprentices, trainees, labour hire personnel, work experience students and volunteers.

**4.0 DESCRIPTION**

4.1 Officers and Workers will be made aware of their WHS Authorities, Responsibilities and Accountabilities (ARA) and ensure that they implement them at appropriate levels within Council. Each of the ARA statements must be implemented as reasonably practicable.

4.2 ARA statements will be provided along with the job description when staff:

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- (a) accept a position at Council
- (b) change positions at Council
- (c) undertake higher duties

4.3 All Staff with supervisory responsibilities must ensure that individuals are supervised according to their capabilities considering their maturity, experience and competence and the degree of risk of the task.

4.4 The ARA statements ensure consistency in the implementation and management of safety in accordance with WHS Legislation, Codes of Practice, Associated Legislation and or Australian Standards and requirements defined in the NAT.

4.4.1 Verification of ARA implementation includes;

(a) Induction, and Training sessions:

- (i) All staff who change positions/functions within Council will attend an appropriate information session ie: Council Induction Program, Corporate Responsibilities sessions and/ or be briefed by the supervisor/manager.
- (ii) Attendance will be recorded
- (iii) Contractors, sub-contractors and volunteers to Council are required to have undergone appropriate program Induction and/or Site Induction. Confirmation of attendance will be recorded.

(b) Provision of PPEC

- (i) All workers will be provided with appropriate Personal Protective Equipment and Clothing that satisfies relevant Australian and/or Industry Standards.
- (ii) All plant and equipment provided for use will be subject to relevant workplace maintenance schedules and/or inspections/tests and results recorded on the relevant WHS Management System documentation.

(c) WHS Manual:

- (i) The WHS Manual or the WHS Website shall be made accessible to all workers.

(d) Workplace Inspections:

- (i) All Council workplaces (permanent or temporary) will be inspected in accordance with Council's Workplace Inspection procedure using appropriate Checklists.

(e) Risk Assessment (RA):

- (i) Risk management documentation and tools detailed in the WHS Manual will be applied to Council workplaces.

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- (ii) Risk management processes will to be applied when an incident occurs, or a hazard is identified. This includes reporting, investigation and follow-up on control measures implemented.
- (f) Licensing/Certification:
  - (i) Certification and /or licensing requirements will be reviewed as part of the EPR process and relevant records TRIMMed.
  - (ii) Training and Development Unit will coordinate attendance at nominated corporate training e.g. Traffic Control, Confined Spaces etc.
- (g) Statement Review
  - (i) ARA statements will be discussed as part of the annual Employee Performance Review (EPR) and competency assessed and documented. Two examples of the employee’s involvement in WHS will be recorded on the WHS Yearly capability Checklist Form.

**4.5 WHS Support and Advice:**

- 4.5.1 The WHS Unit is available to provide support and advice on safety matters.
- 4.5.2 The Training and Development Unit is able to provide support and advice on matters relating to Council WHS training programs and or training records.
- 4.5.3 Council has an extensive WHS Intranet Website for information such as WHS Legislation, Codes of Practice, Australian Standards and CHEMWATCH, and includes all corporate WHS Policies, Procedures Forms and SWMS etc.

**5.0 APPENDICES**

APPENDIX A	Council WHS Level Hierachy
APPENDIX B	Council WHS Authority Responsibilities and Accountabilities Level 5

**6.0 REFERENCES & ASSOCIATED DOCUMENTS**

- 6.1 WHS Manual
- 6.2 Work, Health and Safety Act 2011
- 6.3 Work Health and Safety Regulation 2011
- 6.4 WHS Unit Website (Intranet); and HR Website and intranet home page (EPR)
- 6.5 Code of Conduct
- 6.6 SCC Risk Management Policy and Procedures
- 6.7 National Self Insurers WHS Audit Tool documentation.

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**APPENDIX A - Council WHS level Hierarchy**

*Use this Level Hierarchy to determine which Level Statement is to be attached to each Shoalhaven City Council Job Description.*

LEVEL	TYPES OF POSITIONS	RESPONSIBILITY & ACCOUNTABILITY	REPORTING FUNCTIONALITY
Level 1	General Manager, Assistant General Manager, Group Directors	Leads and manages the organisation, or a Group	Makes decisions on behalf of the Council
Level 2	Section Manager, Unit Manager/ Unit Co-ordinator, Project Manager	Leads or manages a Section or a Unit, a function or a project	Reports to a Group Director or Section Manager
Level 3	Co-ordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator	Co-ordinates a function within a Section or Unit, supervisor of staff	Reports to a Section or Unit Manager, Co-ordinator or Supervisor.
Level 4	Team Member, Operator Attendant, Trainee, Apprentice	Work force operative	Will vary according to position held.
Level 5	Volunteer, Contractor, Others	Engaged or caused to be engaged by Council, or volunteers, to perform designated tasks	Reports to Council's assigned personnel tasked with the program or project.

**APPENDIX B - Council WHS Authority Responsibilities and Accountabilities Level 5**

<b>Level 5: Volunteers, Contractors and Others</b>			
Authority	Responsibility	Accountability	Examples of Evidence
<ul style="list-style-type: none"> <li>Cease work if health and safety of persons or property is at immediate risk and consult.</li> </ul>	<ul style="list-style-type: none"> <li>Take reasonable care for his or her own health and safety; and take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;</li> </ul>	<ul style="list-style-type: none"> <li>Comply with all safety procedures, rules and standards and follow reasonable directions.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated adherence to WHS Policy and SWP/SWMS</li> </ul>

The above Authority Responsibility Accountability (Level 5) statements have been discussed and I understand what is expected of me.

Volunteer, Contractor or Other signed: \_\_\_\_\_ Date: / /

Supervisor signed: \_\_\_\_\_ Date: / /

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## **7.0 WORKHEALTH & SAFETY POLICY STATEMENT**

Shoalhaven City Council is committed to providing for the WorkHealth and Safety (WHS) of all persons employed or engaged by Council. The Policy applies to all work sites that have an employee of Shoalhaven City Council in attendance and where adopted WHS system of work and work processes are being implemented. Persons engaged by Council including contractors, casual labour hire and volunteers who work at these sites under the control of Council employees are covered.

Providing a safe workplace is one of Council’s key corporate objectives and resources will be allocated to ensure compliance with the WHS Act and Regulations to ensure the workplace is safe and the risk to health and safety is eliminated or minimised.

Council is committed to implementing and maintaining a comprehensive WHS System and a process of continual improvement will be applied to ensure the system remains at an effective level of operation with a view to eliminating work related injury and illness.

Implementation and management of this WHS system will be carried out in consultation with management, WHS Committees, and relevant employees within Council. Where appropriate, contractors, labour hire employees, volunteers and visitors will be consulted. Consultation on safety matters shall be undertaken on site as part of site specific induction to allow for a shared responsibility of contributing to the health and safety of all persons in that workplace .

Council is committed in maintaining an WHS System consistent with the requirements of AS/NZS 4801, WorkCover’s WHS Model and Systems Audit Guidelines by applying the following principles:

- Establish key measurable objectives and targets for an effective WHS System and annually analyse performance against objectives. Monthly monitoring of statistical results and reporting performance to senior management and WHS committee’s.
- Comply with all relevant WHS Legislation.
- Establish levels of authority, responsibility and accountability for the management of WHS within Shoalhaven City Council, via statements in Job Descriptions, the WHS Committee Constitution, WHS Policies and Procedures and relevant WHS tools.
- Provide appropriate WHS training, instruction, education, Personal Protective Equipment and Clothing and information for all employees via Inductions, Employee Development Discussions (EDD), structured training programs and seminars.
- Provide and maintain effective hazard identification and risk management processes which are consistent with current workplace activities, as stated and detailed in the WHS Management System.

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- Provision and dissemination of safety information is primarily the responsibility of management. Safety information shall include changes in legislation or new safe work procedures and can be distributed via WHS Committees minutes, monthly team briefs, tool box talks, training, and Council’s intranet links to relevant websites, staff news bulletins and newsletters. WHS information shall be disseminated to contractors, labour hire, volunteers and visitors to the workplace in an appropriate manner that ensures consultation compliance.
- The WHS Policy shall be available to all regulatory authorities, suppliers, contractors and visitors to the workplace.
- Ensure the implementation of Council’s WHS Management System at all levels.

**Responsibility**

**Employees**

Employees shall comply with Council’s WHS Management System at all times. Employees shall notify their Supervisors or WHS Committee Representative of any hazards, dangerous work practices, injuries or WHS related incidents in the workplace.

**Work Health Safety Committees**

The WHS Workplace Committees will aim to reach consensus on all aspects of the organisation’s WHS Policy and System. To this end, each Committee meeting will be attended by management representatives who have the necessary authority to authorise action in response to the Committee’s recommendations.

**Management**

Management at all levels is required to contribute to the health and safety of all persons in the workplace through consultation. Management shall be responsible for the development, implementation and review of the WHS Management System

**Specific Responsibilities**

**A. Managers**

Each Manager is required to ensure that this Policy and the WHS Management System are effectively managed in their areas of control and to support supervisors, and hold them accountable for their specific responsibilities. They are responsible for dissemination of relevant information.

The Manager, who has the necessary authority, will be held accountable for WHS System management and must ensure prompt remedial action is undertaken to eliminate any unsafe or unhealthy conditions or behaviour.

**B. Supervisors**

Each Supervisor is responsible, and will be held accountable for, taking all practical measures to ensure the workplace under their control, and the behaviour of all persons in the workplace, is safe and without risk to health.

More specifically –

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1. The Supervisor will always be held accountable for detecting and, within their level of authority, taking prompt remedial action to eliminate or control any unsafe or unhealthy conditions or behaviour.
2. If the Supervisor does not have the necessary authority to fix a problem, they will be held accountable for the reporting of the matter promptly, together with any recommendations for remedial action, to a Supervisor or Manager who does have the necessary authority.

**C. Employees**

All employees are required to co-operate with the WHS Policy and programs, to ensure their own health and the health and safety of others in the workplace. This includes the reporting of hazards and incidents, participation in emergency evacuations and the development of process documentation that reduces workplace hazards.

**D. Contractors and Sub-Contractors**

All contractors and sub-contractors engaged to perform work on Councils premises or locations are required, as part of their contract, to comply with the WHS Act and to observe directions on health and safety from designated officers of Council. All Council contracts are to include a clause requiring that the failure to comply or observe a direction will be considered a breach of contract and sufficient grounds for termination of the contract.

To achieve and maintain staff and management commitment to safety policies, practices and systems, annual system reviews and regular monitoring will be undertaken. This will include internal audits, workplace inspections and workplace testing by designated officers. This will allow proper management of the system and incorporate any WHS and/or legislation changes.

Council encourages consultation with your Group Director, Manager, Supervisor, WHS Safety Committee Representative or any member of the Human Resources Section on any WHS matters.



**R D PIGG  
GENERAL MANAGER**

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