



Port Augusta

CITY COUNCIL

Contractor Registration Orientation & Induction Pack

Contractor Orientation and Induction Pack

1 Introduction

This guide is designed to provide Contractors of the Port Augusta City Council with information on their Work Health and Safety obligations and general Contractor Management requirements. This will ensure a systematic approach to the management of health and safety related to Contractors, Workers and the general public.

It is the aim of Council to engage Contractors who are competent providers of services and who can demonstrate compliance with WHS legislation. By signing off on this document, Contractors to Council are agreeing to abide by the conditions set out in this document.

The key purpose of this guide is to provide information on:

- Obligations under the S.A. *Work Health and Safety Act 2012 (WHS Act)* and *Work Health and Safety Regulations 2012 (WHS Regulations)*;
- Identification, assessment and control of hazards relevant to all Councils.
- General operational issues associated with the interaction of Council and Contractors.

The Port Augusta City Council's vision and aspiration is contained in the following statement:

"To ensure, so far as is reasonably practicable, the health and safety of workers and others via a Management Systems approach to Work Health and Safety (WHS) and Injury Management (IM), in line with the organisational vision of Local Government Workplaces." (Local Government Association Workers Compensation Scheme Work Health Safety and Return to Work Policy – 1. Purpose)

For the purpose of these requirements, the term "workers" in relation to Contractors and Suppliers, refers to the Contractor and Supplier's employees. It is our expectation that all the people will be treated with patience, dignity and respect.

2 Contractor Management Information

Contractors are deemed workers under the WHS Act and in reference to this document a Contractor may be referred to as a Worker, a Public Officer, Supplier, Consultant or Sub-Contractor.

All contractors undertaking work at Port Augusta City Council ***shall*** complete the contractor induction (Valid two years)

A Contractor Induction Checklist is attached (Appendix A) to provide an agreement of obligations.

3 Requirements for Council's Pre-Approved Contractors Register

For a contractor to be listed on council's Pre-Approved Contractor's Register, evidence ***must*** be provided to council's Procurement Officer. This includes but not limited to; current Public Liability and Professional Indemnity Insurances along with evidence of current WorkCover registration. These must be received by Council prior to the issue of a Contract or Purchase Order. Contractors must provide Council with updated certificates within seven (7) days of expiry. (Appendix B)

4 Contracts and Panel Agreements

The Council has prepared this document in order to assist Council workers including Contractors, to work safely and effectively on Council sites and abide by Legislative and Council requirements relating to people and property. All contractual requirements are dealt with within the relevant Contract or Panel Agreements.

5	ICAC
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The Contractor acknowledges that by entering into an agreement with Council the Contractor will be considered to be a “public officer” for the purposes of the *Independent Commissioner Against Corruption Act, 2012* (SA) (ICAC Act) and is obliged to comply with the ICAC Act and the directions and guidelines issued pursuant to the ICAC Act.

As a public officer you are obliged to report to the Office for Public Integrity (OPI) any matters that you reasonably suspect:

- Involves corruption in public administration;
- Involves serious or systemic misconduct in public administration;
- Involves serious or systemic maladministration in public administration.

The report must be made as soon as practicable after you become aware that the matter is of a kind that must be reported.

6	Work Health Safety and Injury Management Policies
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Safety is an important part of Council’s induction program. Council has an obligation to ensure people and the natural environment are not exposed to hazards or damage and that a safe workplace is provided for all Workers where Council has direct control over the activities so far as is reasonably practicable.

A person is defined as a Worker if they carry out work in any capacity for a Person Conducting a Business or Undertaking (PCBU). This includes (but is not limited to) employees, volunteers, work for the dole participants contractors and sub-contractors.

This document is provided for the guidance of all contractors and suppliers. It will assist in setting a standard for safety management and risk control. All contractors and suppliers must ensure their WHS legislative compliance is met through their own management systems or utilising Council’s WHS Management System.

7	Workplace Bullying and Harassment
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Bullying or harassment is not acceptable in any workplace. All Contractors must ensure Workers comply with legislation related to diversity and workplace bullying and harassment.

Contractors must provide an environment in which Employees, Contractors, Suppliers, Volunteers, Work for the dole participants, Visitors and General Public can attend Council work sites without being subject to any harassment, discrimination or bullying.

8	Fit for Work
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All Workers are required to report to work in a fit state, unimpaired by any substance, so they can perform their work safely, competently and professionally. Contractors must ensure no worker in their care and control is permitted to enter or work on Council premises or worksites whilst under the influence of alcohol or drugs.

The contractor is responsible for ensuring their workers and sub-contractors are aware that for the duration of the contract they are subject to council’s Drug and Alcohol Policy / Testing Procedure and that the policy is disseminated to its workers and sub-contractors.

Contractors must ensure the requirements are implemented by monitoring all their workers and sub-contractors and those who may be taking prescription medication which may affect their ability to undertake their work safely.

The organisation is committed to reducing workers and visitors’ exposure to unacceptable risk of injury on Council property or where workers are working within the organisations area. The organisation expects all workers to work in a safe and efficient manner.

In order to achieve this, the organisation is committed to drug free and alcohol restricted workplace with:

- a zero tolerance to illegal / illicit drug taking.
- a zero tolerance to prescription and pharmaceutical medications for Plant (including vehicles) and Machinery Operators where the medication carries a warning that it may affect the ability to operate equipment and machinery (such as pseudoephedrine, codeine, Panadeine forte); and
- a 0.00 alcohol level for **all workers** whilst at work subject to the CEO's discretion, noting that the discipline process would vary for any breach of State Legislation where a 0.00 level is mandatory (note: CASA requirement is 0.02 level, PACC chose to better that standard as a 0.00 level across the business)
- Zero tolerance to the use, sale, transfer, or possession of illegal drugs

This will ensure that the work performance and safety of others whilst at work is not compromised due to the use of alcohol and / or other drugs.

9	Smoking
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Smoking is not permitted within any Council building or within five (5) metres of a door, window, air conditioning inlet or similar space.

Smoking is not permitted within a confined space or production of any naked flame in a Council open space where there is a likelihood of a vegetation fire.

A designated outdoor smoking area may be approved as a temporary measure e.g. site being redeveloped, for use by construction workers at a worksite etc.

To obtain approval the area must comply with the following criteria:

- The area must be at least 10 metres from enclosed areas, doorways (fire doors and emergency exit excluded), opening windows, ventilation ducts.
- Out of business view
- Address safety issues
- Not on a pedestrian thoroughfare/walkway and
- Should be clearly signposted.
- Risk Assessment to be completed by the appropriate Site Manager

The Chief Executive Manager's (CEO's) approval is required for a temporary designated smoking area that meets the above criteria.

10	Health Monitoring
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Health Monitoring

Health monitoring must be undertaken in line with identified hazards. These hazards may include:

- Asbestos
- Confined Spaces
- Hazardous Noise
- Lead
- Hazardous Chemicals
- Hot Work

Council Contact Person

If you require clarification or have any questions, please ask your nominated Council contact or Contract Administrator.

11	Hazardous Chemicals
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Hazardous Chemicals

Chemicals that are classified as hazardous must be used and stored in accordance with legislative requirements.

Safety Data Sheets

Contractors must ensure copies of current Safety Data Sheet (SDS) are available as required and containers labelled correctly.

Under the WHS Act 2012 there is a requirement when using hazardous Chemicals to manage risks to health and safety associated with using, handling, generating, or storing hazardous chemical(s) at the workplace, in accordance with legislative requirements.

The Contractor Shall:

- (a) Ensure there is a systematic method for identifying hazards associated with hazardous chemicals, in order to eliminate or minimize (so far as is reasonably practicable) health and safety risks to workers and others, the environment or property;
- (b) Implement processes to ensure that:
 - i. Hazardous chemicals in containers and pipework are correctly labelled;
 - ii. Current Safety Data Sheets ("SDS") are made available to all workers;
 - iii. Workers are provided with access to relevant information, instruction and training on the nature of hazardous chemicals and the means of assessing and controlling hazardous chemical exposure;
 - iv. Systems for the purchase, storage, handling and use of hazardous chemicals meet regulatory requirements; and
 - v. Hazardous chemicals management is integrated into site emergency plans.

12	Work Zone Traffic Management
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Work Zone Traffic Management (WZTM)

Workers responsible for Traffic Guidance Schemes (TGS) must hold a current competency and carry on their person a current Work Zone Traffic Management (WZTM) card.

The core components of WZTM aim to:

- (a) Implement a system for the identification, assessment and recording of reasonably foreseeable hazards:
 - i. Within Traffic Management Plans (**TMPs**) for works involving complex traffic arrangements or staged works;
 - ii. Prior to work commencing and during the setting up, operation of, changing and dismantling of Traffic Guidance Schemes (**TGS**);
 - iii. For all work zone traffic management activities on or near a roadway and relevant road related areas;
 - iv. By preparing safe work method statements (**SWMS**) for work that is deemed high risk construction work; and
 - v. At the end of each day, when the worksite is left unattended overnight or for other periods when the work site or work area may not be active;
- (b) Confirm appropriate controls for all identified hazards are implemented, monitored where appropriate and reviewed for effectiveness; and
- (c) Ensure WZTM training and competency requirements are captured within the organisation's training systems, including but not limited to the following:

- i. Workers responsible for TMPs and Traffic Guidance Schemes (TGS) have undertaken the required training and carry on their person a current WZTM card;
 - ii. Workers carrying out high risk construction work in relation to roads and road related areas (e.g. on or adjacent to a road or other traffic corridor that is in use by traffic other than pedestrians) have completed general construction induction training (White Card); and
 - iii. Workers conducting high risk construction work (as defined in Chapter 6 of the WHS Regulations) have training in the completion and review of SWMS.
- (d) Ensure systems are in place for the recording and retention of all TMP, risk assessments and TGS.

13	Working at Heights
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The core components of prevention of falls procedure aim to:

- Implement a system for the identification and recording of reasonably foreseeable hazards associated with falls and the assessment and recording of risks once identified; Identify and implement appropriate controls that provide adequate protection against the risk of a fall; Require so far as is reasonably practicable, work that involves the risk of a fall is carried out on the ground or on a solid construction.
- Require safe work method statements (SWMS) to be prepared for all high-risk construction work.
- Implement a system to identify, provide and record training for workers performing tasks that expose them to the risk of a fall.
- Develop and implement emergency and rescue procedures are developed and implemented in relation to the use of a fall arrest system (where required), and.
- Require that appropriate maintenance and inspection of equipment and personal protective equipment (PPE) is undertaken, and a record maintained.

14	Legislation and Responsibilities
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WHS Legislation

All Contractors working within the Port Augusta City Council or on a Council controlled work sites shall meet the requirements of their own Policies, Processes and at the minimum the Port Augusta City Council's Policies and procedures, all relevant Work Health Safety and Environmental Legislation, Codes of Practice and Regulator's Guidelines so far as is reasonably practicable. All legislative requirements must be followed.

WHS Legislation – 2012 Act

The WHS Act 2012 describes how to provide health and safety in South Australian workplaces.

WHS Legislation – 2012 Regulations

The WHS Regulations 2012 are made under the Act and set out the general principles and practical steps that should be followed in order to prevent injury and illness at work.

WHS Legislation – Codes of Practice

Codes of Practice give you practical guidance on how to comply with legal requirements of specific legislation and should be used in addition to the Act and Regulations, especially if the WHS Regulations 2012 is referenced in a certain Code Of Practice.

You are obliged to follow gazetted approved Codes of Practice unless you can apply an alternate solution that is equal or better.

Legislative Non-Compliance

If a contractor or sub-contractor is in breach of any WHS requirements, all work with regards to that activity must be suspended. The breach must be documented to ensure both the Contractor and Council are aware of the incident. The Council contact or Superintendent will alert the Contractor as soon as possible as to the immediate requirements. Work cannot recommence until the Council's contact or Superintendent is satisfied that adequate corrective actions have been implemented to eliminate or minimise the non-compliance.

Environmental Considerations

All precautions must be taken to minimise the generation of environmental hazards including pollutants, chemicals, dust, fumes, gases and vapours. In the event of any spillage of any substance, you must take immediate evasive action and notify your Council contact or Superintendent.

Stormwater

You must ensure that no amount of environmental contaminants (waste) is permitted to enter the stormwater system, in accordance with *EPA Stormwater Pollution Prevention Codes of Practice: Building & Construction and Community*.

Soil

Contaminated Soil registered as Council owned contaminated land is not to be removed unless authorised by the Council contact or Superintendent .

Any works carried out on the contaminated land(s) must follow the Environmental Management Plan (EMP) set for the project.

The EMP, at a minimum, will detail the nature of contaminants(s) and the risks of harm that may be related to people, flora and fauna associated with contaminant(s) and the method of the control required to eliminate or minimise the nominated risk.

Noise

Noise levels must be kept to a minimum and within the times allotted within both WHS and Environmental legislative requirements.

For building sites with construction noise, the work time with high level noise is set between 7.00am and 7.00pm, Monday to Saturday or negotiated with relevant stakeholders at other times in accordance with the Environmental Noise Act 2007 Part 5 – Development Authorisation Applications. For all other circumstances, refer to the *Environment Protection Act 1993*.

Flora and Fauna

Significant flora must be maintained ensuring no damage to above ground vegetation or root systems. Appropriate approvals must be secured before removal of significant flora.

You must ensure that all fauna particular to the area of works is not permanently displaced or harmed in any way (e.g. water birds, inquisitive fauna).

Artefacts

Any artefacts of an indigenous nature or human remains found whilst carrying out the contracted work will require you to stop work in that area immediately and notify the Council's contact or Superintendant.

Social Media Policy

The contractor must comply with Council's Social Media Policy. Any comments made in relation to Council activities may be deemed a breach of material terms of this arrangement, which may lead to termination.

Contractor Induction (including Sub-Contractors)

The contractor ***must*** ensure that their workers and sub-contractors undertake a site induction before work is carried out on behalf of Council. Site induction documentation must be available upon request by the Council contact or Superintendent and may involve Council personnel as required. This must be recorded and retained using either the contractor's or Council's Induction documents.

Security

Contractors are only granted access to Council worksites on the condition that Workers under their care and control, implement appropriate safety and social behaviour.

Authorisation to Work

Authorisation must be obtained for specific works carried out within the Council area. This includes:

- Alteration of a road e.g.
 - Alteration of a road to permit or facilitate access from an adjacent property
 - Erects or installs a structure

Applications for Civil Works (Section 221) can be obtained from Council.

Vehicles

Drivers must observe all parking, speed restrictions, road traffic signs, signals, line markings, traffic flows, pedestrian traffic and other requirements of the *Road Traffic Act 1961* for that site. All operators of vehicles must hold appropriate licences.

Clearance to Work – Heritage

No work is allowed on a heritage listed building unless development approval has been granted. Any work that may go outside that approval and have a permanent impact on the building structure or façade needs to be discussed with the Council contact or Superintendent prior to the work being carried out.

Some heritage buildings may have Asbestos Containing Material (ACM) or old equipment with friable asbestos insulation. Lead based paint may be present.

Contractors to verify with Council's Asbestos Register prior to commencing any works.

Clearance to Work – Hot Work on Total Fire Ban Days

In some instances, Contractors will need to apply for a Tenth Schedule Permit (under the *Fire and Emergency Services Act 2005*) from Council's Fire Prevention Officer. These Permits are required during total fire ban days where the work is not being carried out in a designated hot work area e.g. Depot.

Hazard Identification

All Contractors must ensure a hazard identification process is in place and is documented. This may take the form of risk assessment, site assessment, inspection form, site work pre-start review or site daily pre-start meeting process to discuss hazards.

You must ensure steps are taken to identify all reasonably foreseeable hazards arising from work which may affect the health or safety of any person at, in or near the workplace. When developing controls for these hazards the Hierarchy of Control is the preferred order of control.

- 1. **Elimination** – e.g. not introducing the hazard into the workplace, designing it out or removing it from the workplace completely.
- 2. **Substitution** – e.g. replacing the hazard with something that does the same job but with a lower level of risk.
- 3. **Isolation** – e.g. physically separating the source of harm from people by distance or by using barriers.
- 4. **Engineering** – e.g. installing guards on machinery, using mechanical devices such as trolleys or hoists to move heavy loads.
- 5. **Administration** – e.g. using work methods or procedures that are designed to minimise exposure to a hazard.
- 6. **Personal Protective Equipment** - e.g. using gloves, respirators, safety glasses, ear plugs, sunscreen, etc.

Consultation on Safety Issues

Consultation involves the sharing of relevant information between Council and contractors. This gives both parties and their workers a reasonable opportunity to express their views, raise WHS issues and contribute to decision making in relation to WHS matters, taking their views into account and advising them of the outcome of consultation in a timely manner.

Safe System of Work

A safe system of work is required to mitigate the risk of harm or damage to people, buildings, equipment and the environment for the duration of any work undertaken.

Contractors and Suppliers will be required to produce documents for particular standard tasks within their operations in the form of Work Health and Safety management Plan (attachment A), Risk Assessments, Safe Work Instructions (SWI), Safe Operating Processes (SOP), Safety Data Sheets, Safe Work Method Statements (SWMS) or other such acceptable formats.

Copies must be available at the worksite and all Workers are to be briefed on the documents with attendance recorded and available upon request.

Emergency Response

Contractors are responsible for developing Emergency Response Processes for work they are undertaking. Contractors must ensure that all Workers under their care and control receive instruction and training on emergency evacuation plans, first aid requirements and fire equipment prior to commencing any work. Council shall provide a site induction which shall include detail of their local emergency response procedures and plans.

Work Environment

Council will provide information on the known hazards related to the site of contracted works. It is the Contractor’s responsibility to systematically identify all other hazards associated with the contracted works.

- Safety signage is a method of communicating required legal safety direction and must be complied with. If signage in your area of work is not appropriate, discuss with the Council contact or Superintendent.

- Fire precautions must be in place when carrying out work, you must not restrict or impede emergency evacuation routes or access to fire extinguishers, hoses or doors and must participate in any drills whilst on site.
- Storage of all flammable and combustible materials must be stored as per legislative requirements or removed from the site at the end of each workday.
- Fire Systems and Smoke Detectors will be affected by any works that produce smoke or dust. The Council contact or Superintendent must be notified to allow smoke detectors and fire suppression equipment to be suitably covered or isolated. The Building Emergency or Fire Warden must also be notified.
- Contractors who fail to give notice of the intended work and activate an alarm will be liable for all costs incurred.
- Refuelling of plant on site must be accompanied by a documented assessment of the risks related to heat, naked flames or sparks caused by any equipment including mobile phones or static electricity. Bulk fuel containers on-site must be bunded in accordance with the EPA guidelines.

Personal Protective Equipment (PPE)

Contractors must ensure that all Workers are issued with and wear appropriate Australian Standard approved PPE and clothing for tasks undertaken and adhere to Local Government's full cover up policy eg. long sleeved shirts, long trousers, brimmed hat or legionnaire style cap, steel cap boots.

17	Monitoring and Reporting
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Contractor Responsibilities

Contractors must ensure levels of supervision correspond with the level of risk associated with the work. Supervision must include the management of all works including Sub-Contractors while on site.

Contract Responsibilities

Council will provide, as a minimum, a monitoring role of the contracted works. This will be arranged between the Council contact or Superintendent and the designated Contractor representative and may include members of Council's WHS Team.

Contract Monitoring

The Council Contact or Superintendent will undertake monitoring in accordance with a schedule identified from the initial Risk Assessment undertaken by both parties in relation to the complexities and risks identified in the course of the assessment. **The frequency of monitoring will be determined and documented during the "Project / Contract Start Up" meeting.**

Internal Audits

Council use internal audits to monitor and review workplace WHS system performance and this may include Contractors working for Council. By accepting work, Contractors agree to participate in this process.

Site Inspections

Contractors must allow the relevant Council Worker or any other staff member with approval by the Council contact or Superintendent, to access the worksite site or work for the purpose of conducting a Safety or Environmental inspection.

If the Contractor is made aware of any hazards via a site inspection they must take all practicable steps to rectify the issue.

Changes to Work

If the scope of work has a variation during the life of the contract, the Contractor must review and update all Risk Assessment/SWI/SOP/SWMS/JSA inclusive of updated control measures. A copy of ALL updates must be forwarded to the relevant Council contact or Superintendent.

Incident and Accident Reporting

Incident reporting is a legal obligation. All workers must ensure that any incidents occurring on a Council worksite are reported to the relevant contract management representative and the Council contact or Superintendent as soon as practicable.

Incidents may include:

- Near Miss
- Injury
- Environmental Impact
- Business Process/Behaviour
- Complaint by member of the Public
- Property/Equipment Damage
- Occupational Illness/Disease

In the case of a personal injury or damage to equipment or structures, the contractor must in conjunction with Council, implement their own Incident Investigation & Reporting Process and provide a copy to the Council contact or Superintendent.

Notifiable Incidents

If a notifiable incident occurs, the Contractor must immediately notify their relevant Project Owner or Contract Manager, all information is provided to a member of the WHS team who in turn may be required to contact:

- SafeWork SA (Telephone: 1800 777 209 - 24 hours a day)
 - The Office of the Technical Regulator (Telephone: 8226 5518 Business Hours or 1800 558 811 After Hours); or
- The Environmental Protection Authority (EPA) (Telephone: 1800 623 445)
The contractor must also contact Council contact manager/superintendent as soon as practicable.

Waste Disposal

Contractors are responsible for maintaining a clean, tidy and safe work site. All waste must be disposed of by the Contractor off-site unless Council directs otherwise. All means of access and egress in the vicinity of the site must be kept clear of obstruction.

18	Hazardous Work – Including High Risk Work
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This section includes:

- Noise
- Hazardous Manual Tasks
- Confined Spaces
- Risk of Fall
- Electrical Work/Hazards
- Energy Isolation
- Work Zone Traffic Management
- Hot Work
- Excavation
- Hazardous Chemicals
- Lead Work
- Asbestos Containing Material (ACM)
- Adverse Weather
- Remote/Isolated Work

Noise

All workers must manage risks to health and safety relating to noise related hazards. Contractors are required to implement appropriate controls to either eliminate and, if not reasonably practicable, to minimise the risk of injury/ illness to themselves, others and the general public whilst on Council premises and worksites. Communication between the contractor and the Council contact or Superintendent in relation to noise-related activities should occur as part of the hazard identification process prior to commencing work.

Hazardous Manual Tasks

All workers must manage risks to health and safety relating to a musculoskeletal disorder associated with a hazardous manual task.

A hazardous manual task may involve one or more of the following:

- Repetitive or sustained force
- High or sudden force
- Repetitive movement
- Sustained or awkward posture
- Exposure to vibration

Confined Spaces

Work in confined spaces shall be carried out in accordance with the legislative requirements. Entry into confined spaces is not permitted without a valid Confined Space Entry Permit.

Risk of Falls

Work at heights must be carried out in accordance with legislative requirements. All relevant non-fixed equipment, including portable ladders, must be provided by the Contractor.

Contractors must ensure that all Workers have received appropriate training in the correct use of equipment, including fall arrest systems. "Working at Heights Permits" are required.

Electrical Work

All electrical work is to be completed by an appropriately licensed Electrician to the relevant standard.

A risk Assessment is to be undertaken for all Electrical works.

All work requiring a C.O.C. undertaken on behalf of Council, must be supplied with a Certificate of Compliance on completion of the job.

Electrical Hazards – Overhead and Underground Services

Processes related to safe working distances in close proximity to overhead and underground electrical supply are set out in the Electrical Regulations. Relevant competencies are required if the work is in the vicinity of power.

Electrical Hazards – Portable Electrical Equipment

All portable tools, power leads and Residual Current Devices (RCDs), used or supplied by the Contractor, must be in current test date and be tagged. Portable RCD's must be used when operating portable electrical equipment.

Energy Isolation

Isolation processes are designed to protect Workers from energy sources including electricity, gas hydraulic and water whilst carrying out repairs, maintenance, cleaning or servicing of equipment.

Hot Work

Hot work comprises of any grinding, welding, thermal or oxygen cutting or heating and other related heat-producing or spark-producing operations.

A risk assessment is to be undertaken for hot work activities. Hot works undertaken outside of a designated hot work area should be controlled by a permit system.

Excavation

All types of excavation work, including bulk excavations more than 1.5 metres deep, trenches, shafts and tunnels shall be carried out in accordance with legislative requirements which include risk assessment and development of appropriate controls.

Underground Services - (DBYD)

Dial Before You Dig (DBYD) www.1100.com.au or phone: 1100 or preferred agencies must be contacted to confirm the nature and location of services such as electrical, water, gas, sewer & communication cables buried within roadways, footpaths and open spaces that could be within the work zone.

Council has many underground services and their locations can usually be accessed through the DBYD Program.

Underground sprinkler systems may be using B class water is in use in many of Council's recreational and main street spaces. No penetration of ground with stakes or posts is allowed in these areas. B class water may generally be identified by purple pipe work. Please contact council staff for the location of irrigation pipes prior to any works.

Survey markings can be arranged for events that require erection of marquees.

Emergency Plans

A JSA or Risk Assessment accompanied by a Safe Work Instruction (SWI, SOP or SWMS) must be completed and controls implemented for work that involves hazardous chemicals.

Lead Work

It is possible that lead based paint may be present in older buildings. Any suspected surfaces that are to be sanded or disturbed must be tested prior to work commencing.

Asbestos Containing Material (ACM)

Where work may involve contact or interaction with ACM, the contractor will be provided with Council's Asbestos Register before commencing work. Contractors who suspect unidentified ACM to be present must cease work immediately and notify the Council contact or Superintendent who will arrange to have the material tested and safely removed (if necessary). Any ACM removal or works must only be carried out by suitably qualified persons in accordance with legislative requirements.

Adverse Weather

Contractors are required to manage hazards and risks associated with adverse weather. Communication between the Contractor and Council contact or Superintendent is required prior to work commencing. The Contractor is to adhere to relevant Adverse Weather Processes.

Lone or Isolated Work

Remote or isolated work in relation to a Worker occurs where the Worker is isolated from the assistance of other persons because of location, time or the nature of the work. The Contractor is responsible for ensuring appropriate controls are in place.

Contractors are required to have lone worker processes in place, to ensure the health and safety of their workers whilst completing works on behalf of Council. The contractor is to communicate with the Council contact or Superintendent prior to work commencing to advise when they are, or their workers are working alone or isolated from Emergency Services and assistance.

Contractors must ensure that all workers comply with the relevant Remote or Isolated Work Process.

Plant Hazards

All plant, equipment and other items provided by or on behalf of the contractor will be under the control of and the sole responsibility of the contractor at all times. These items will be maintained in line with legislative requirements.

Detailed, safe systems of work for plant including Plant Registers, JSAs, Safe Work Instructions (SWI) and Safe Operating Processes (SOP) along with daily inspections, service, repairs and maintenance records must be provided to the Council upon request. Plant and equipment must be stored, operated and maintained in accordance with the manufacturer's specifications and relevant legislative requirements.

Council plant and equipment is not to be used without the written approval of the relevant Council contact or Superintendent. Evidence of all necessary licences and competency training must be provided before approval can be given.

Licences and Registration

Contractors must ensure that plant operators are trained and appropriately licensed for the equipment being used. Evidence of registration for High Risk Plant must be provided on request and listed on the Contractor's Plant Register.

Scaffolds

Scaffolds used on site, must comply with legislative requirements. Scaffolding work is classed as high risk work and scaffolds must only be designed and assembled by suitably qualified personnel. To undertake assembly of scaffolding over four (4) metres a licence and competency assessment is required.

At the completion of scaffold erection, a hand over certificate must be obtained from the licensed scaffolder. Guard rails and kick boards must be provided for all working platforms over two (2) metres high. All planks and equipment must be secure.

Construction Work

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.

A Structure

Means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

- Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and
- Any component of a structure and part of a structure.

Further examples of structures include:

- A roadway or pathway;
- A ship or submarine;
- Foundations, earth retention works and other earthworks, including river works and sea defence works;
- Formwork, falsework or any other structure designed or used to provide support, access or containment during construction work;
- An airfield;
- A dock, harbour, channel, bridge, viaduct, lagoon or dam;
- A sewer or sewerage or drainage works.

High Risk Construction Work

Means Construction Work that:

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

Safe Work Method Statements (SWMS)

SWMS are documents that are required when undertaking High Risk Construction Work. SWMS set out the activities and the associated hazards, the controls required and the method for employing such controls.

Construction Project

A Construction Project involves construction work where the cost of the construction work is \$450,000 or more.

The PCBU that commissions a Construction Project is the Principal Contractor, unless that PCBU engages another PCBU to be the Principal Contractor and authorises such person to have management or control of the workplace and discharge the duties of the Principal Contractor.

General Construction Induction (White Card)

White Card training is delivered in Australia by a Registered Training Organisation (RTO) for the specified Vocational Education and Training (VET) course for general induction training. Contractors must ensure that a White Card is provided to a Worker engaged to carry out construction work, if the Worker:

- Has not successfully completed general construction induction training; or
- Successfully completed general construction induction training more than two (2) years previously and has not carried out construction work in the preceding two (2) years.

NOTE: A Training Certification issued within the preceding sixty (60) days can be presented if the Worker is waiting for the White Card to be issued. It is a mandatory requirement for working safely in the construction industry.

21	Related Documents
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Procurement Policy
Work Health and Safety and Injury Management Policy
Hazard Management Policy
Contractor Management Policy
Emergency Management Policy
Hazardous Works Policy
Incident Reporting and Investigation Process
Social Media Policy

22	References
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Work Health and Safety Act 2012
Work Health and Safety Regulations 2012
Environment Protection Act 1993
Independent Commissioner against Corruption Act 2012
Road Traffic Act 1961
Fire and Emergency Services Act 2005
Codes of Practice

23	Review
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- 18.1 This Port Augusta City Council Contractor Orientation and Induction Pack shall be reviewed, in consultation with Workers, every three (3) years or more frequently if legislation or Council needs change. This may include a review of:
- 19.1.1 Legislative compliance issues;
 - 19.1.2 Audit findings relating to incident reporting and investigation;
 - 19.1.3 Incident reports, claims costs and trends;
 - 19.1.4 Feedback from managers, Workers, contractors or other stakeholders;
 - 19.1.5 Other relevant information.
- 18.2 Results of reviews may result in preventative and/or corrective actions being implemented and revision of this Process.

Version No	Issued	Next Review
1.0	Feb 2017	Feb 2020
2.0	April 2022	April 2025

CONTRACTOR INDUCTION CHECKLIST

All Contractors are required to participate in an orientation and induction process prior to commencing any work at a Council.

The aim of the induction is to provide essential information so that they are informed about Council policies, practices and procedures related to the performance of work from external parties.

Contractor Business Name	_____
Contractor's Name	_____
Work to be Performed	_____
Work to Commence	_____
Location	_____
Council Contact	_____

- 2. Contractual Obligations: Contractor has satisfied the following requirements:**
- ☐ Provided samples of safe systems of work associated with the proposed works e.g. JSA, risk assessment and or safe work method statement (high risk construction work)
 - ☐ Provided evidence of competency/ies to undertake the works such as licences & certificates as well as public liability and ReturnToWork SA or equivalent insurance (if applicable)
 - ☐ Principal contractor has provided a SWMS – Safe Work Method Statement for the construction project worth \$450,000 or more.(if applicable)
 - ☐ Discussed the requirement and process for inducting their workers to the risk assessment(s) and or safe work method statement (s) and WHS management plans as required for the project work prior to work commencing.

The orientation process has been completed. I have read and understand my roles, responsibilities and obligations of this agreement with the Port Augusta City Council.	
_____	Date / /
Contractor Signature	

Name of Contractor	

25	Appendix B – Contractor Information Registration Form
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PRE-APPROVED CONTRACTOR REGISTRATION

Please return completed documents below to:

Contract Administrator
4 Mackay Street
Port Augusta 5700
admin@portaugusta.sa.gov.au

Contractor Details					
Company / Business name:					
ABN (Australian Business Number):					
Street Address:					
Postal Address:					
Principal Contact Person					
Name:		Phone			
Mobile Phone:		E-mail:			
Site Supervisor					
Name:		Phone			
Mobile Phone:		E-mail:			
Work Health and Safety Contact					
Name:		Phone			
Mobile Phone:		E-mail:			
Industry/Trade					
Air-conditioning/Refrig		Gas		Pest Control	
Asbestos ID/Removal		General Building		Plant Hire	
Automotive Air Cond		General Electrician		Plumbing	
Bitumen Works		Kerbing		Professional Services	
Building Maintenance		Landscaping		Road Construction	
Concreting		Line Marking		Tree Trimming	
Confined Space		Major Electrical		Waste Management	
EWP		Minor Civil Works		Weed Control	
Excavation/Trenching		Mowing/Slashing		Welding	
Fencing		Painting		Other:	
Footpath					

CONTRACTOR CHECKLIST AND DECLARATION

Contractors must provide the following documentation listed as mandatory. The documentation listed as additional must be provided if relevant to the works or requested by the organisation.

Mandatory Documents To be Provided

- ☐ Proof of Public Liability Insurance Cover (i.e. copy of your Certificate of Currency of Insurance - a tax invoice or renewal notice will not suffice. Please request a Certificate of Currency from your insurer.)
- ☐ Evidence of current ReturnToWork SA registration or Sickness & Accident Insurance (sole traders only)
- ☐ Copy of worker licences, competencies and certifications relevant to the works (e.g. White Card, Work Zone Traffic Management, drivers licences, machinery licences, trade licences)
- ☐ Identification of person within your organisation responsible for work health and safety
- ☐ Copies of work health and safety policies and/or procedures relevant to the work to be performed
- ☐ Evidence that hazards relating to work activities are identified, assessed and controlled (e.g. hazard identification list or other documentation: risk assessments, JSAs and, where relevant, SWMS and WHS Management Plan)

Additional Documents (if relevant to the works/company or requested by the organisation)

- ☐ Work Health Safety Policy and summary of WHS procedures and instructions or processes relevant to the works to be provided (e.g. WHS management system)
- ☐ Sample copies of Safe Operating Procedures/Safe Work Instructions for the works to be provided
- ☐ Proof of Professional Liability Insurance Cover (i.e. copy of your Certificate of Currency of Insurance - a tax invoice or renewal notice will not suffice. Please request a Certificate of Currency from your insurer.)
- ☐ Proof of Vehicle Insurance Type & Expiry
- ☐ Incident reporting and investigation process, including a sample incident report form
- ☐ Copy of plant registration e.g. cranes, elevated work platform
- ☐ Training or skills matrix of personnel to be engaged to perform the work (and an explanation of how this is maintained) as required.
- ☐ Emergency response procedures and/or management plan

This is to certify that I have provided the above information as indicated.

_____ (Company/business name) agrees to perform the work within the remit of the Work Health and Safety legislation, relevant model Codes of Practice, industry standards and in accordance with reasonable requests by the organisation.

I understand that prior to commencing any works for the Port Augusta City Council a Contractor Induction (Appendix A) will be required to be completed and submitted to Council, and that all Contractors are also required to participate in an orientation and induction process prior to commencing any works.

Name of Company Authorised officer: _____

Position held: _____

Signature _____ **Date:** _____

Contractor Induction Questionnaire

(Circle the correct answer)

1. What is blood alcohol limit for all workers whilst at work?
 - a. 0.000
 - b. 0.08
 - c. 0.02
2. Are you required to complete a Contractor induction prior to commencing work?
 - a. Yes
 - b. No
3. If there is an incident, which Council Representative shall you notify? (More than 1 answer)
 - a. Front desk person
 - b. Contract manager
 - c. Project owner
 - d. Contract Administrator
4. Can you commence a task without at least one of the following JSA/SWMS/SWI/SOP?
 - a. Yes
 - b. No
5. A Construction Project involves construction work where the cost of the construction work is?
 - a. Under \$450,000
 - b. \$450,000 or more
 - c. \$500,000 or more.
6. Is all electrical equipment required to be tested and tagged?
 - a. Yes
 - b. No
 - c. Unsure
7. Is the WHS Act 2012 and WHS Regulations 2012 law?
 - a. Yes
 - b. No
8. Is bullying or harassment acceptable in any workplace at Port Augusta City Council?
 - a. Yes
 - b. No

Applicants Name:

Company:

Signature:

(Induction validated for 2 years from the induction date)

Date:

Council Representative Name:

Signature:

Date: