

# CONTRACTOR HEALTH & SAFETY HANDBOOK



Whether you are working with the organisation for a short or longer term, we hope that you take the time to view this important information which will assist in your induction into Break O'Day Council.

Whilst this contractor health and safety handbook gives you an overview, you should also make yourself familiar with your workplace responsibilities, OH&S requirements and the hazards associated with the kind of work you do.

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## DISCLAIMER

Break O'Day Council has prepared this handbook in order to assist contractors and their staff to work safely on Council grounds and abide by Council's requirements relating to people, property and the environment.

The purpose of the health and safety handbook is to provide contractors, sub-contractors and their employees with information on health, safety and appropriate conduct whilst working for Council. While every attempt has been made to explain the rules and procedures, each worker has a duty of care to ensure that they work in a manner that does not endanger or cause harm to themselves or others.

The contractor has full responsibility to

- identify all relevant regulations with relating to safety;
- understand the full extent of Council's and the contractors respective legal obligations; and
- fully implement all measures necessary to protect and promote health and safety of all persons working on or near the site on which the contractor is working.

## WORKPLACE HEALTH & SAFETY REQUIREMENTS

### Duty of Care

*Work Health & Safety (WHS) Act 2012*

A worker is someone who carries out work in any capacity for a person conducting a business or undertaking (PCBU), including work as an employee, a contractor or subcontractor, an employee of a labour hire company, an outworker, an apprentice or trainee, a student gaining work experience and a volunteer.

While at work, a worker must

- **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; and
- **comply**, so far as the worker is reasonably able, with any reasonably instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and
- **cooperate** with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

### Primary Duty of Care –Break O'Day Council

The Break O'Day Council is committed to ensure so far as is reasonably practicable:

- the provision and maintenance of a safe working environment.
- the provision and maintenance of safe plant and structures; and
- the safe use, handling and storage of plant, structures and substances; and.
- the provision of adequate facilities for the welfare at work of workers in carrying out work; and
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risk to their health and safety arising from work carried out for Council; and
- the health and safety of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of Council.

## Duty of Care – Contractors

Contractors in turn must:

- **take reasonable care** for his or her own health and safety.
- **take reasonable care** that his or her acts or omissions do not adversely affect the health and safety of other persons.
- **cooperate** with any reasonable policy or procedure of Council relating to health or safety.
- **ensure** that their workers **comply** with Council's direction in respect of workplace health and safety matters.
- **assist** Council workers in recognising job hazards and following necessary safety procedures.
- **practice good site housekeeping** to minimise risk of avoidable accidents.
- **keep fully informed** of any activities, which could or may potentially pose a safety threat, hazard or danger to the safety or wellbeing of any person.
- **immediately take effective action** to eliminate any safety hazard that they may become aware of and if unable to do so immediately advise the appropriate Council contact representative.
- **promptly notify** Council's Work Health & Safety Coordinator of any accident, injury or property damage.

## Hazard Identification

A hazard is a source of a situation with a potential for harm in terms of human or ill health, damage to property, to the environment or, a combination of these (AS/NZS4804).

Examples of different categories of hazards are listed below, but are not limited to:

### PHYSICAL

- being caught in or by machinery
- tripping over something
- being struck by flying objects
- falling from height
- buried in trenches
- working in confined space
- caught in explosions
- poor housekeeping

### CHEMICALS enter the body by three ways:

- skin – direct contact
- digestive tract via consumption of food or drinks
- breathing in occurs when air is contaminated
- weed spraying

### ENVIRONMENTAL

- noise
- electrical
- lighting
- vibration
- temperature
- contamination of water supplies

### ERGONOMIC

- manual handling
- overuse
- incorrectly designed work stations causing repetitive, substance or awkward postures

**BIOLOGICAL**

- insects
- bacteria
- worms
- viruses
- AIDS
- fungi
- plants
- animals
- Hepatitis

**PSYCHOSOCIAL**

- Fatigue
- Conflicting demands
- Bullying
- Assaults from other people
- Workload
- Discrimination
- Effects of shift work

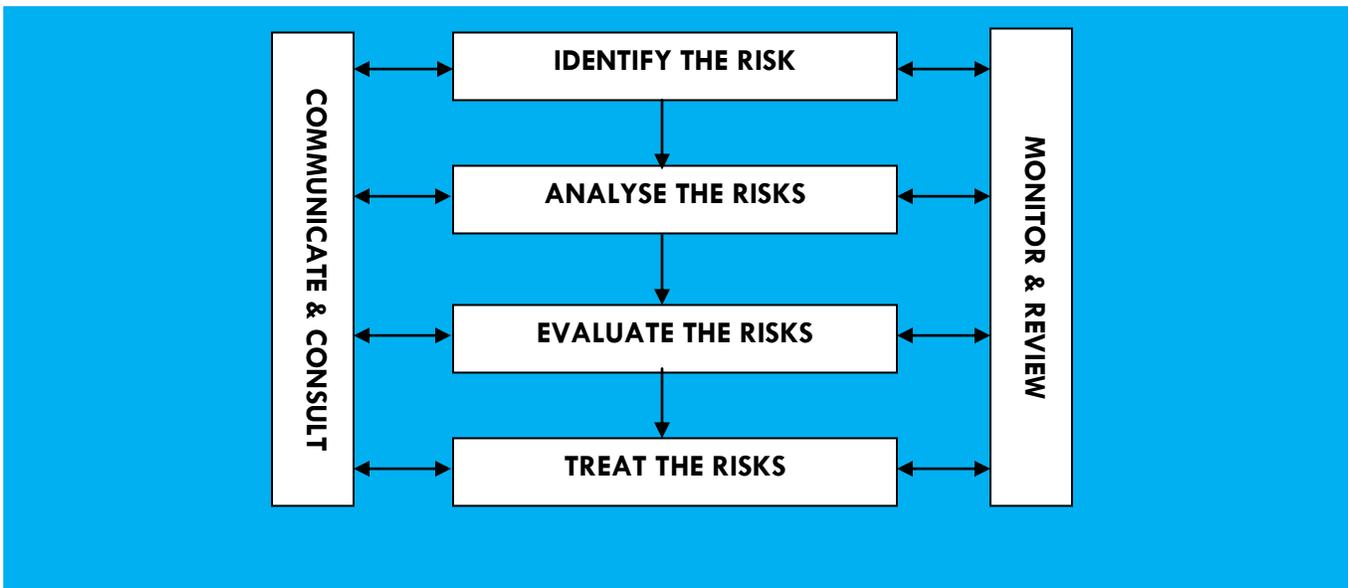
**RADIATION**

- Infra red
- Ultraviolet (welding, sunlight)
- Lasers
- Microwaves (high frequency welding, freeze drying)

**Risk Assessment**

Risk is a probability or threat of damage, injury, liability, loss, or other negative occurrence that is caused by external or internal vulnerabilities, and that may be neutralized through preventative action.

Risk assessment is the overall process of identifying, analysing, evaluating and treating risks. This includes the continual process of sharing and obtaining information and engaging in dialogue with stakeholders, as well as monitoring the information and reviewing it on a regular basis.



**Safe Work Method Statements (SWMS)**

Each contractor undertaking **high risk construction works** must ensure that a **Safe Work Method Statement (SWMS)** is prepared. A SWMS is a written document that describes how risk to health and safety will be controlled to ensure everyone knows how to do the work safely (Source: WHS Act 2012)

If the **high risk construction work is in connection with a construction project of \$250,000 or more in value:**

- Persons required to prepare SWMS, include subcontractors and sole traders, must not commence the work unless they have provided the principal contractor with a copy of their SWMS.
- A principal contractor must take all reasonable steps to obtain a copy of the SWMS before the high risk construction work commences.

**SWMS are mandatory for high risk construction work**, which includes:

- At heights of more than 2 metres;
- Demolition;
- Removal or disturbance of asbestos;
- Diving;
- Trenches of shafts deeper than 1.5 metres;
- Temporary supports for structural alterations;
- Powered mobile plant;
- Explosives;
- Confined spaces;
- Tunnels;
- Tilt-up or precast concrete;
- Work that is in, on or near or adjacent:
  - Pressurised gas distribution mains or piping
  - Chemical, fuel or refrigerant lines
  - Energised electrical installations or services.
  - Roads or railways or other traffic corridor that is used by traffic other than pedestrians.
  - Water/liquids that pose a drowning risk.
  - Telecommunication towers
  - Artificial temperature extremes
  - Contaminated or flammable atmosphere

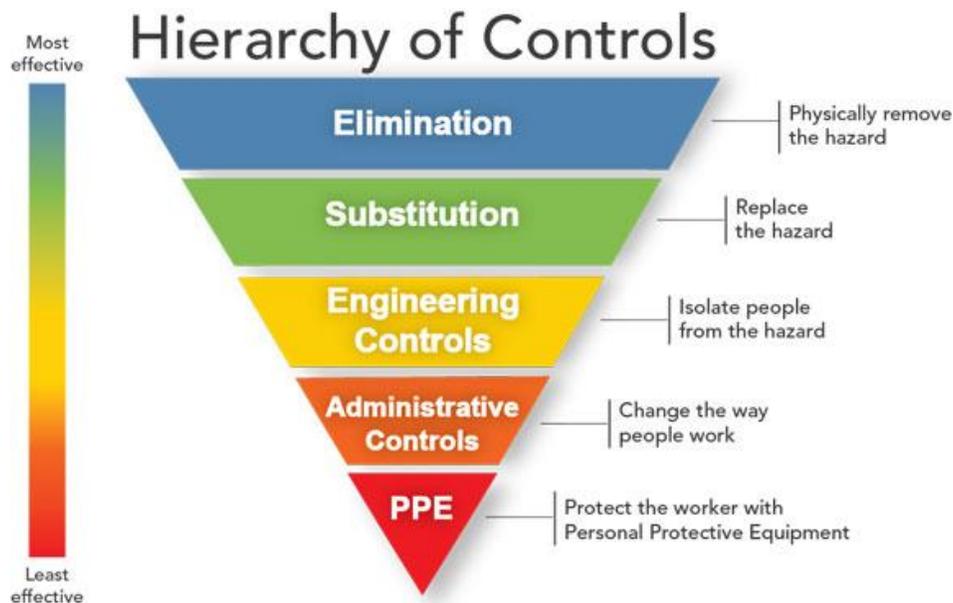
Source: WHS Act and HIA Information Sheet on SWMS.

## Hierarchy of Control

Exposure to hazards that may present risks to the health or safety of persons in the workplace must be controlled. Controlling the risk of exposure may be accomplished by adopting the highest rank of hierarchy of control measures and having regard for any standard, code of practice or rule of specification.



- **Elimination** - Remove the hazard from the workplace.
- **Substitution** - Replace a hazard with something less hazardous.
- **Isolation** - Separation of persons from the hazard.
- **Engineering Controls** - Minimise the creation of the hazard.
- **Administrative Means** - Use of safe work practices.
- **Personal Protective Equipment** - To be worn by personnel to isolate them from a hazard.



## GENERAL HEALTH AND SAFETY

### Sign In

All Contractors, Sub-Contractors and their workers are required to sign in and out when visiting or working at the Council's main office/Council Chambers or St Helens Depot. Please report to the Customer Service Desk at the reception where the visitor book is located. You must fill in all of the details taking particular care to ensure your phone number is easy to read.

You are required to wear a 'Visitor' badge while you are in the Council offices. Please note if you leave the site (even for lunch) you must sign out. This is to ensure that no one endangers their life looking for you if there is a fire or bomb threat while you are gone.

### Personal Duty of Care

- If you still feel at risk, at any time, then you are entitled to refuse to do the task until an investigation and/or remedial action is undertaken.
- You are required to report any health & safety problems.
- You can make any complaints or enquiries about health & safety matters to your supervisor, Council's Manager of Works & Infrastructure or Council's Work Health & Safety Coordinator.

### Accident / Incident Reporting

In the case of any accident &/or incident occurring, the following procedures must be followed:

- The Contractor must immediately notify a supervisor, Council's contract representative or the Work Health & Safety Coordinator of the accident, injury or property damage.
- Notification to Workplace Standard Tasmania of serious accident &/or Incident must occur.
- Following an incident or accident, no matter how minor it may appear, you should submit an accident/incident report within 24 hours to Council, which ensures that all details are collected at the time, in case issues develop in the future. Council will follow up with an investigation and discuss the result with the contractor to prevent it from happening in the future. Personal Protective Equipment

Personal Protective Equipment that is required to be worn is governed by the type of work undertaken, e.g. roadside work:

- High visibility clothing.
- Safety footwear.
- Gloves.
- Hearing and eye protection.

Contractors shall supply their workers with all appropriate personal protective equipment and shall ensure that their employees use it correctly as required by applicable legislation, codes of practice and safe work practices.

## Sun Safety

The peak exposure period from **1 October to 31 March each year** has been defined as the “Sun Safety Period.”

It is recommended that during this period Contractors and their workers should cover up with:

- Full length sleeves and long trousers;
- Wide brim hats;
- 100% UV safety glasses; and
- 50+ UPF sun screen on the neck, face, ears, arms and hands.

## General Housekeeping

Good housekeeping in the work area assists in reducing risks of accidents and injury.

- Keep your work area clean / tidy and ensure access ways are kept clear.
- Clean up after you have completed the job.
- Ensure objects have not been left lying around such as unused materials, industrial waste, electrical leads, hoses, cables, etc.

## Vehicles, Plant and Mobile Equipment

A Contractor is to ensure the following conditions are met:

- The operator is competent and licensed to operate the road plant and vehicle.
- No person is allowed to ride on road plant and vehicles, unless in the drivers or passenger seat and restrained by a seat belt.
- All plant used is safe to operate.
- The plant is subject to appropriate regular maintenance, inspection and testing necessary to minimise risk to health and safety. And records are kept for at least 12 months.
- All maintenance is carried out in accordance with the manufacturer’s specifications.
- A fault reporting system is in place.
- The operator performs daily safety checks.
- The operator is provided with and uses the applicable protective clothing and safety equipment.
- All safety features and warning devices of the plant are maintained and tested.
- The safe operation of the plant is explained to the responsible operator on site.

In addition to the above all contractors are required to abide by all conditions relating to plant and equipment contained within the relevant standards and legislation.

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**Records of tests, inspections, maintenance, commissioning, decommissioning, dismantling and alterations of the plant must be provided to Council for the period of the engagement / contract with Council. This is a specific requirement by contractors working in high risk activities for Council.**

## Electrical Safety

Contractors, Sub-Contractors and their workers working with electrical appliances are required to follow safety requirements:

- All power cords and electrical appliances are to be stored and maintained appropriately in accordance with relevant Australian Standards.
- Check all electrical equipment used on site so that it is suitable for the work has been tested and tagged by a competent person (in accordance with R150/151 of the WHS Regulations).
- Ensure portable electrical equipment is used with an RCD (Residual Current Device) unless the power supply being used is labelled 'RCP Protected'.
- Assess the area for hazards including the presence of flammable or explosive materials, vapours or gases.
- **Ensure that a Safe Work Method Statement (SWMS) is prepared for work that is carried out on or near energised electrical installations or services in accordance with the WHS Regulation.**
- Turn off and disconnect electrical equipment before making adjustments or repairs.
- Avoid using all electrical equipment in wet or damp environments.
- The safety of others is to be considered when using electrical appliances.

## Machinery and Tools

Do not operate electrical powered machines unless you are authorised and qualified to do so. Machinery must never be started until you are sure it is safe to do so.

- Safety equipment such as guards or fuse must be left in place.
- Use the correct tool /machinery for the job and never attempt to use them for purposes they may not be designed for.
- Do not use broken or damaged tools, tag **OUT OF SERVICE** and report faults to your supervisor immediately.
- Avoid working in confined spaces or crowding too close to others while shovelling or using sharp pointed or sharp edged tools.
- Never use tools on walkways, aisles, stairways or elevated places from which they may fall.
- **PPE must be worn as determined by the rules of the area, the requirements of the job or by the supervisor.**

## Welding

Contractors are to manage the risks associated with welding in accordance with the Code of Practice 'Welding Processes'. Welding is to be carried out by a qualified person and in areas that are well ventilated and screened off from other workers. A fire extinguisher should be available within approximately eight (8) metres of the welding being done.

The required PPE for welding is:

- Fire resistant gauntlets (i.e. full arm length sleeves) and/or gloves.
- Eye, face and head protection (e.g. goggles, helmets, hand shields and protective filters)
- Hearing protection (e.g. ear muffs and ear plugs).
- Clothing (e.g. flame resistant long sleeved shirts, long trousers, aprons and leather spats)

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- Foot protection (e.g. boots and shoes).
- Screens.
- Respiratory protective devices (face respirators and air supplied respirators).

## Road Works – Temporary Signage

To help ensure the safety of workers and the public, any work on a road or road reserve will require traffic control as nominated by the supervisor and in accordance with **the relevant Australian Standard – AS1742.3 Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for works on roads**. Working on or right near the edge of the road may also require lane closure and / or signs, etc. to help direct road and pedestrian traffic. Workers involved in installing and managing traffic control at work sites must understand the requirements of the Standard and be appropriately trained and qualified in its use.

The three (3) signs most commonly used for road works are:

- 'Workers Ahead' – pictorial
- 'Reduce Speed' sign
- 'Speed Limit' sign



The required traffic control devices must be set up **BEFORE** any work commences. Traffic management planning and device erecting must be performed by a suitably trained person.

The 'Workers Ahead' sign must be removed when there are no workers present on the job.

The signage must be clearly visible to approaching motorists and must be given them adequate advance notice of the work progress.

A **Traffic Management Record Book** can be provided by Council to the Contractor who is required to complete it each day and safeguard copies for the period of the contract.

## Working at Heights

Contractors, Sub-Contractors and their workers may only work at heights if they have received training and have been assessed as competent. Contractors are to manage the risk associated with falls in the workplace and are required to familiarise themselves with the Codes of Practices 'Managing the Risk of Falls in the Workplace' and 'Preventing Falls in Housing Construction'.

The **National Code of Practice 'For the Prevention of Falls in Housing Constructions'** requires where there is a risk that someone undertaking housing construction work could fall 2 metres or more, the person with control of a construction project or construction work is required to ensure that:

- hazards, including hazards other than fall hazards, have been identified
- where reasonably practicable, physical fall protection is provided
- other hazards have been controlled, and
- after a risk assessment has identified what controls are needed, a **Safe Work Method Statement (SWMS)** is developed for the work which details the control measures to be used.

## Asbestos

Break O' Day Council will ensure that its Asbestos Register will be made available to a Contractor or Subcontractor who has required, requires or intends to require work to be carried out on Council's assets. If any other suspected asbestos material is found by the Contractor at the worksite, it should be brought

immediately to the attention of the Council contact person, who will determine the necessary action and what to do next.

No drilling, cutting or grinding may be carried out in areas containing asbestos. Only suitably licensed contractors can perform work near or remove material containing asbestos. Risk assessments must be completed prior to and on completion of any such work by the appropriate person(s).

## Hot Work

Prior to commencing Hot Work which generates heat, flame or sparks in an area other than workshops, a Hot Work Permit shall be obtained and completed. All Contractors shall comply with the requirements set out in the permit and identify the controls required to reduce the risk. The appropriate PPE and other necessary equipment including fire extinguishers shall be documented in the permit. A fire watch for 30 minutes is required after the Hot Work activities have ceased and then the contract representative shall be advised on completion of the fire watch and sign off on the Permit.

## Digging and Excavation Work

Prior to any excavation works commencing use the “**DIAL BEFORE YOU DIG**” service by calling **1100** or by using the fax or website procedure [www.1100.com.au](http://www.1100.com.au)

*Contact must be made at least two (2) days in advance of works commencing (10 days for gas pipelines). For locations to be marked you must contact asset owners approximately seven (7) days prior to works commencing.*

### General Operating Safety Guidelines

Near is defined as a distance of 2000 mm from an underground service or 10 m from an asset registered under the pipelines act or an electrical cable with a voltage greater than 66kV.

The main underground assets in the municipality include:

- Electrical cables and wires
- Water and sewerage pipelines

Other underground assets include:

- Telephone and telecommunication cables
- Drainage pipes and soak-wells
- Fuel lines
- Underground storage tanks

Excavation works includes activities like but not limited to:

- Installation of star pickets
- Installation of guard rail posts
- Manual digging or use of other hand tools to penetrate the earth
- Use of mechanical excavating equipment
- Concrete cutting
- Installation of sign posts

Always obtain copies of relevant plans and drawings with locations or use someone who is qualified /certified to do so.

Asset owners (i.e. TasNetworks, Tas Water, Telstra) of any relevant utilities will contact you with information packs. These packs will contain details of underground infrastructure including plans and drawings indicating their location and delineation. These packs will also specify your obligations regarding the integrity and upkeep of the infrastructure and your Duty of Care.

Always carry out a location risk assessment if you are unclear on plans and drawings or have any doubts about their accuracy. Safe Work Method Statements (SWMS) must be developed for trenches at least 1.5 metres, including inadvertent entry.

All sides of the trench must be adequately supported to minimise the risk of anyone being injured as a result of the trench collapsing. Control measures could include, but are not limited to:

- Shoring by shielding or other comparable means;
- Benching; and
- Battering.

Always contact asset owners if information is required for a specific underground service or work needs to commence prior to the relevant plans and drawings being available.

The following numbers must be used:

- TasNetworks P 132 004
- Telstra P 132 203
- Tas Water P 136 992

### Excavating near underground assets

Always locate underground services through digging carefully by hand. Always approach the service from the side.

Always ensure a location is carried out first when excavating near power poles and wires or cables extend from base of the power pole into the ground. Note: earth wires may extend up to 10 metres from the pole.

Never attempt to locate services with a mechanical excavator. Mechanical excavation is prohibited within 1 meter of any gas or electrical mains or service.

Never use exposed service pipes or cables as hand/foot holds or supports of any kind.

If damage occurs to an underground asset:

- Remove self and others from danger immediately.
- Contact your supervisor and Council's contract representative immediately and provide details of damage.

Unidentified pipes or conduits:

- Never assume you know the contents of pipes as they may contain live wires or cabling.
- Always carry out a location to identify source and contents of unidentified pipes or conduits.
- Never rely on the accuracy of plans and drawings.
- Never attempt to drill through or cut unidentified pipes and conduits to discover contents.
- Always assume underground wires and cables are live.

Ensure any object being cut is clearly visible. If necessary, remove any obstructions (e.g. muddy water).

## Identification of Sharps

What to do if you find a discarded syringe/needle:

- **DO NOT TOUCH IT WITH ANY PART OF YOUR BODY.**
- Immediately notify your supervisor, Council's contract representative or the Work Health & Safety Coordinator.
- Accurately describe the location for easy identification and stay at the location and maintain everyone's safety until the appropriate staff has collected the sharp(s).

## Manual Handling

Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain a person, animal or thing. It also includes any activity involving repetitive and /or forceful movements or activity where a person must maintain constrained or awkward postures.

Council is aware that many injuries occur due to incorrect lifting techniques applied in workplaces and hence encourages all Contractors, Sub-Contractors and their workers to follow correct manual handling lifting techniques.

Correct manual handling practices for safe lifting techniques includes:

- **Plan the lift** – know exactly where you are going with the load before you lift it.
- **Correct feet position** – assume a well-balanced position facing the direction you intend to move the load. The feet should be parted with one foot alongside the object to be lifted and one behind.
- **Bend your knees**, not your back. Use the large muscles in your legs to do the work.
- **Get a firm grip on the load** and carry the load by holding the object close against your body while your abdominal muscles should be tightly braced.
- **Use mechanical assistance where ever possible or use a team lift.**

## HAZARDOUS WORKS AND WORK PERMITS

### Hazardous Substances

Safety Data Sheets (SDS) must be kept at the workplace whilst work is in progress. The relevant precautions for handling, mixing, storing and spill response will be in place and be included in the Contractors' Risk Assessment.

The quantities of substances being used will be kept to a minimum. If substances are stored on or used from vehicles, the SDS is to be kept in the vehicle, and all containers must be clearly identified/labelled including handling and storage instructions. Cylinders of flammable and non-flammable compressed gases are to be transported and stored in accordance with legislation.

If using any hazardous substances you must ensure that:

- Safety Data Sheets (SDS) are available.
- Contractors are aware of the potential dangers from the hazardous substance being used.
- All required **Personal Protective Equipment** is worn correctly as per the SDS.
- All hazardous substances are stored in the appropriate manner.

## Confined Spaces

When working in confined spaces the provisions of the Code of Practice “Confined Spaces’ are to be complied with by the Contractor /Sub-contractor and their workers. In managing the risks associated with a confined space, the Contractor must identify reasonably foreseeable hazards that could give rise to the risk. The risk assessment for a confined space must be undertaken by a competent person and be recorded in writing. The risk assessment must be reviewed and revised whenever any risks change.

Where working in enclosed areas, care should be taken to ventilate the area well if petrol or diesel motor driven equipment is being used. The Contractor must ensure that fume evacuation, airflow and exchanges of air are all maintained as necessary. Confined space gas detection equipment must be used to test the environment.

The Contractor must ensure that air monitoring is carried out to determine the airborne concentration of a substance or mixture to which an exposure standard applies if:

- there is uncertainty whether or not the airborne concentration of the substance or mixture exceeds the relevant exposure standard; or
- monitoring is necessary to determine whether there is a risk to health.

Contractor must obtain a confined space entry permit to carry out the required work from Council prior to undertaking the work.

The permit must be completed in writing by a competent person and:

- specify the confined space to which the permit relates;
- record the names of person permitted to enter the confined space and the period of time what work will be carried out;
- set out risk control measures based on the risk assessment; and
- contain space for an acknowledgement that work in the confined space has been completed and all person have left the space.

The Contractor must establish first aid and rescue procedures to be followed in an emergency and ensure those procedures are practised as necessary to ensure that they are efficient and effective. First aid and rescue procedures must be initiated from outside the confined space as soon as practicable in an emergency.

The Contractor must also ensure that openings for entry and exit are of a sufficient size to allow emergency access; openings are not obstructed; and any plant, equipment and personal protective equipment provided for first aid or emergency rescue are maintained in good working order.

## EMERGENCY MANAGEMENT

### Emergency Management

Prior to the commencement of work, Contractors are responsible for determining, if working in a Council building, where emergency exits and assembly points are. If working in an outdoor environment, the procedure to follow to evacuate personnel, where to assemble and who has the responsibility of notifying the appropriate emergency service(s).

## First Aid Responsibilities

Contractors shall be responsible for supplying their own first aid equipment and shall carry an appropriate stocked first aid kit in their vehicles.

In an emergency, please contact St Helens General Practice and Hospital or the St Marys Community Health Centre depending on the location of the project. Contractors should familiarise themselves with their phone numbers and seek assistance from them.

All injuries shall be reported to Council’s Work Health & Safety Coordinator as soon as practicable and an incident/accident form shall be completed.

## Emergency Evacuations

Emergency evacuation procedures are in place to ensure that a system is available to evacuate all employees, contractors & visitors from Council buildings & work areas in case of emergency.

All Council buildings have displayed the emergency evacuation procedure (RACE) and if you are located in one of these buildings you should acquaint yourself with the nearest emergency exit.

## HYGIENE PRACTICES FOR WEED AND DISEASE CONTROL

These guidelines and expectations are designed to reduce the risk of weed and soil and water disease spread in the municipality associated with all construction and management works where soil, water or vegetation are involved. Significant economic, environmental and social impacts from weed and disease problems will be avoided and the high cost of control saved.

The broad aim is to avoid spreading weeds and environmental diseases borne by soil and water by transporting them or allowing them to grow. With these guidelines and standards the civil infrastructure and building industries can produce a clean product that meets the needs of the Break O’Day community for a healthy living environment.

### Weeds and soil and water diseases of concern

#### Weeds

- Gorse
- Pampas
- Spanish heath
- Boneseed
- Serrated tussock
- Willow
- Brooms
- Parrots feather (aquatic weed)
- Bridal creeper

#### Diseases:

- Cinnamon root rot fungus (Phytophthora cinnamomi),
- Chytrid frog disease,
- Didymo freshwater algal pest

#### Others:

- Garden escapes and environmental weeds
- Coastal weeds (sea spurge)
- Crop and pasture weeds
- Platypus Mucor disease

**Planning a Clean Job**

**Know your foe**

- Be aware of the local weed and disease status and priorities for control
- Find out what weeds and any diseases are present, their growth characteristics and stage. Those that are not present are just as important – clean zones – and to be mindful of those at the last job and the next job.
- Determine the risky ones (high, medium, low) and the action and level of effort that is needed. Consult the Tasmanian Wash Down Guidelines, landholder and other sources.

**Equipment and materials**

- What is the condition of machinery, vehicles, tools and workers – all of them can carry contaminated soil, plant material, water or residues. Consider your own equipment and materials, other contractors, suppliers and on-site resources
- Are the materials to be worked in and moved clean? These include: fill, topsoil, gravel, mulch, nursery stock, vegetation cover and waterways.
- Site preparation, do the job and decommission a clean site
- Avoid transfer of contaminated equipment and materials when coming on to, during and when leaving the job
- Determine what steps are needed to wash down equipment, when and the managed locations where it can be done safely
- Order clean materials, determine what hygiene steps are needed on-site for others and arrange for safe disposal or treatment of any contaminated earth or plant materials.

**Coordinate movements, clean-up and disposal**

- Time activity to reduce weed risks
- Work from clean areas toward infected areas
- Implement controls – carry out and pass on hygiene control responsibilities and tasks

**Hygiene Actions**

Effort will be matched to the weed and disease spread risks present

1. Movement on, off and within the site of soil, fill, gravel and vegetation must be controlled to avoid spread with appropriate timing and staging of works and hygiene actions.
2. Check for mud and debris on tracked and wheel machines, vehicles, in cabs and engine bays, on implements, attachments and tools, boots and clothing.
3. Clean at safe location, before and after job: machinery, vehicles, tools and workers.
4. Dry/disinfect where there is a disease risk and when working in water.

**Hygiene and wash down standards**

1. Reasonable steps will be taken with planning and the right equipment (air/water) to avoid weed and disease spread.
2. All materials to be managed to prevent spread: high risk materials will be made safe or rejected and medium risk materials controlled.
3. Machinery wash down is mandatory when moving to, over or from an area/site/job for which weed and disease spread is a high risk
4. Clods of dirt and loose soil should be cleaned off and grills and interiors should be clear of accumulated plant material. Soil smears, firm soil masses and inaccessible machinery parts may be reasonable exceptions.
5. Machinery will be cleaned at the source site and/or safe managed locations. Do not wash down on the machinery float.

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## CONDUCT

### Fitness for Work Policy

No person will be permitted to work on Break O'Day Council worksite while his/her ability or alertness is impaired by fatigue, illness, medication, alcohol or other drugs that might subject them or others to the unnecessary risk of injury or harm. Contractors while working at Council's worksites must adhere to:

- **Drugs** – Zero tolerance;
- **Alcohol** – BAC less than 0.03 for all work activities; and
- **Alcohol** – Zero tolerance for operators of plant, equipment, motorbikes and/or quad bikes and where engaged in high risk activities.

A Contractor, who breaches Council policy and/or procedure, shall be denied access to Council worksites. Furthermore, Council reserves the right to take such action as it deems appropriate as a consequence of the contractor's conduct, including reviewing and/or termination of any contract in which the contractor is involved.

### Smoking

Break O'Day Council Smoking Policy **prohibits smoking in the following areas:**

- In Break O' Day Council offices;
- In or whilst operating Break O'Day Council Plant.
- While representing Break O'Day Council.
- Any work place enclosed or open including depots, tip site etc.
- Public buildings.
- An area within 3 metres of any window, entrance to or an exit from any non-domestic building.
- Any area in view of the general public during work hours.
- An area within 10 metres of any air intake for ventilation equipment.
- Any area within 5 meters of a hazardous area (see definitions)

#### Hazardous areas:

- Flammable liquid storage tanks (e.g. fuel cans)
- Small plant that has a fuel tank (e.g. brush cutters)
- Gas storage tanks
- Flammable liquid and gas dispensing equipment (e.g. fuel bowsers, LPG filling stations)
- Storage areas for flammable liquids
- Landfill gas (e.g. methane) sewerage treatment and sewage pumping plants

Smokers are to ensure that cigarette butts are dealt with appropriately; they must be put out, picked up and disposed of in the appropriate receptacle. Remember to not litter in flowerbeds, walkways, etc.

### Children and Pets

Under no circumstances are children or pets to be brought onto the Break O'Day Council worksite.

### Horseplay/Practical Jokes/Fighting

Practical jokes, horseplay and fighting can cause injury and/or damage to people or property, are not tolerated in the workplace and will be subject to disciplinary action. Horseplay/practical jokes includes throwing objects, directing compressed air, verbal mocking, startling someone, etc.

## Offensive Language

It is inappropriate to use offensive language such as swearing or cursing as well as yelling and if observed or reported action will be taken.

## Equal Opportunity and Workplace Harassment

- Council operates within the guidelines of “Equal Employment Opportunity” and “Workplace Behaviour” policy statements.
- Council is committed to providing a work environment that is free from discrimination & harassment.
- Harassment or discrimination of any kind will not be tolerated.
- Council has contact officers and well developed procedures for dealing with any instances of harassment.
- Contractors and their employees are also required to operate in an environment free from harassment and discrimination.

## Confidential Information

It is a condition that any contractor working for Council that any confidential information relating to the affairs of Council should not be divulged either verbally or in writing without express written consent from Council.

## Breach of Safety

In the event that a Contractor, Sub-Contractor or their workers are observed or reported to be operating in an unsafe manner, Council’s contract representative will notify the Contractor to take immediate action. The incident will be investigated. The contract representative may instruct the Contractor to cease work until the situation has been rectified and the work area and / or procedures are considered safe. Non-compliance with the contractor representative’s instructions or failure to comply with the requirements of this handbook may result in:

- The issuing of a written notification for the required improvement.
- Termination of the contract due to a breach of contract.
- Reporting to Workplace Standards Tasmania, depending on the severity of the breach.

Should the Council receive three (3) reports of non-compliance in a 12 months period; the Contractor will be removed from the Council’s Preferred Contractors Register for a period of 12 months.

In case of a serious work health and safety breach and non-compliance by a contractor, Council will remove the contractor immediately from its contractor register and request the contractor to rectify the issues.

## LIABILITIES AND INSURANCE

### Obligation to Insure

The Contractor shall, at all times, be the holder of current insurance policies in respect of the Contractors activities providing coverage for amounts not less than those stated below:

- A public liability policy for a minimum of \$10,000,000.
- A worker's compensation policy including liability by statute at Common Law with TASMANIAN WORKER'S COMPENSATION ACT (where applicable).

- A motor vehicle third party property damage insurance policy with a minimum of \$10,000,000 legal liability cover with council noted as Interested Party. (NOTE vehicles used for transport to & from the worksite are to be covered in this policy.).
- M.A.I.B. Cert. (third party injury policy on unregistered plant).

Break O'Day Council is to be noted as interested parties on public liability policies. The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Contractor.

The Contractor agrees to indemnify and keep indemnified the Council, its servants and agents (The Principal), and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Contractors performance and be directly related to the negligent acts, errors or omission of the Contractor.

### Hold Harmless

The Contractor agrees to hold harmless the Council, its servants and agents, and each of them in connection with all claims resulting from damages, loss, death and injury whatsoever which may otherwise be brought or made or claimed by the Contractor against the Council, except to the extent that the Council is negligent.

### Evidence of Insurance

The Contractor must lodge copies of their **Certificates of Currency** with Council as evidence of the existence of public liability, workers compensation and motor vehicle insurances prior to commencement of any contract work taking place. A policy or other insurance document is not sufficient. The type of insurance will vary depending on the work that the Contractor is completing and if it is being completed at a Council site or on the Contractors premises. Without evidence of appropriate insurance Council cannot raise a purchase order for the work Council wishes the Contractor to complete.

Any Contractor failing to produce satisfactory evidence of insurance renewal by the expiry date may be removed from the approved contractor listings and all work being undertaken by the Contractor shall be suspended until satisfactory evidence is provided.

## PAYMENT OF INVOICES

Council advises all Contractors that payment of Contractors invoices will be made 30 days net of invoice date. An electronic funds transfer (EFT) application form is attached to this document, please complete and return to Council with the briefing acknowledgement and the certificates of currency at your earliest convenience.

## Council's contract representatives

<b>Wayne Polden</b>	P 6376 7900	M0419 536 886
Works Supervisor		
<b>Jake Ihnen</b>	P 6376 7900	M 0429 853 610
Building Services Coordinator		
<b>Mark Milbourne</b>	P 6376 7900	M 0438 320 417
Facilities Management Officer		
<b>Polly Buchhorn</b>	P6376 7900	M0448 384 681
NRM Facilitator		
<b>Simone Ewald-Rist</b>	P 6376 7900	M 0409 002 140
Work Health & Safety Coordinator		

## Briefing Acknowledgement

I.....,of.....  
(Name of Contractor / Key contact person) (Organisation)

.....  
(Type of contract work)

.....  
(Address details)

.....  
(Address details)

.....  
(Phone /Mobile details)

.....  
(Email Address)

Acknowledge that I have received the Break O'Day Council Contractor Health & Safety Handbook and state that I have read and understood the contents.

I agree to accept the direction of Break O'Day Council's supervisors, managers or nominee in relation to health and safety of persons in the workplace generally.

Signed:.....

Date ...../...../.....

## Break O'Day Council - Electronic Funds Transfer (EFT) Application Form

**Business Details:**

Trading Name: .....

ABN: .....

Registered for GST: Yes / No

Contact Name: .....

Telephone No.: .....

***Preferred remittance advice delivery method. Facsimile / Email / Post***

Facsimile No.: .....

Postal Address: .....

State: .....Postcode: .....

Email Address: .....

**Bank Account Details**

Account Name: .....

Bank Name: .....

Bank Branch: .....

BSB No.: .....

Account Number: .....

*I hereby authorise Break O'Day Council to directly credit funds into the above nominated Bank Account.*

Name: .....

Signature: ..... Date: .....

**Privacy Statement:** The personal information requested on this form is being collected by Council for Accounts Payable purposes. The personal information will be used solely by Council for that primary purpose or directly related purpose. Council may disclose the information to officers of Break O'Day Council; data service providers engaged by Council from time to time; and any other agent of Council.

If you cannot provide or do not wish to provide the information sought, Break O'Day Council will be unable to process your application.

You may make application for access or amendment to information held by Council. Enquiries concerning the matter can be addressed to the Information Officer, Break O'Day Council 32-34 Georges Bay Esplanade, St Helens TAS 7216, or email [admin@bodc.tas.gov.au](mailto:admin@bodc.tas.gov.au).