



Contractor Health and Safety Handbook

Whether you are working with the organisation for the 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 to assist contractors and their staff to work safely on Council grounds and abide by the 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.

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WHS Coordinator	01/02/2012	23/23209	21/09/2025

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1. WORKPLACE HEALTH & SAFETY REQUIREMENTS

Duty of Care – Expectations of Contractors

Break O’Day Council expects all Contractors, their employees and sub-contractors to comply with, as a minimum, the same WHS standards that apply to Council’s employees, and to:

- Demonstrate knowledge and commitment toward health and safety, and work with Break O’Day Council to meet the health and safety obligations of both parties.
- Take all steps necessary to protect their employees, volunteers, suppliers, sub-contractors and the public from any health and safety risks arising from work being undertaken.
- Co-operate with Break O’Day Council and any other contractors at the worksite in the pursuit of positive workplace health and safety outcomes.

All Contractors must read and adhere to the conditions of this document. All contractors, their employees and sub-contractors must complete this induction before any work commences.

All work on-site is subject to the Break O’Day Council’s policies, procedures, work instructions and conditions.

The specific expectations that Break O’Day Council has of its contractors include, but are not limited to, the following:

- Performing work in a manner that minimises the risk to the health and safety of any person who might be involved in, or affected by the work.
- Complying with all applicable requirements under:
 - The relevant *WHS Regulation 2022* or related legislation.
 - Any relevant industry standards.
- Positively participating in the Break O’Day Council induction process.
- Ensuring that only appropriately qualified, licenced and competent personnel undertake the work and that workers are authorised to carry out specified tasks.
- Providing adequate resources to ensure that the work activities are carried out safely and without adverse impact on the environment or water quality.
- Preparing and having approved by Break O’Day Council before the commencement of the work, risk management documentation (e.g. Safe Work Method Statements, Risk Assessments, Emergency Response Plans, etc.) for the activities to be carried out, and ensuring implementation and compliance in the workplace.
- Participating positively in consultation about potential hazards, risks and controls.
- Providing copies of licences, certificates, documents and records (e.g. plant/machinery service records) as requested by Break O’Day Council as evidence of appropriate management of WHS issues.
- Ensuring that all machinery, tools and equipment including personal protective equipment used to conduct the work, are inspected and serviced, maintained, tested, and/or calibrated per manufacturer’s instructions and any relevant Australian Standards.
- Ensuring competent supervision and monitoring of work and personnel, appropriate to the level of risk of the activities.
- Complying with lawful instructions given by an authorised Break O’Day Council employee, including a direction by an authorised Break O’Day Council employee to suspend work because of unsafe practices, behaviours, and/or conditions.
- Conducting pre-start, safety and toolbox meetings, if applicable.
- Maintain good housekeeping practices.
-

Duty of Care – Expectations of Contractors (continues_

- Advise Break O’Day Council immediately of any WHS incidents that occur, and the corrective/preventive actions that have been/will be taken to prevent a recurrence.
- Notifying Break O’Day Council immediately of any changes in contractor and sub-contractor personnel details.
- Not wilfully or recklessly interfering with or misusing anything provided for health and safety and environmental protection.
- Not wilfully placing at risk the health and safety of any person at the workplace.
- Participating in the Break O’Day Council Fitness for Work Policy by undertaking mandatory alcohol and other drug testing.

COVID-19 Ongoing Compliance

that the World Health Organization (WHO) and the Tasmanian Government no longer classify COVID-19 as a public health emergency of international concern. Consequently, the previous restrictions have been replaced with optional guidelines, and the emphasis is now on maintaining good hand hygiene practices.

In light of this, it is important for everyone to remain aware of the appropriate behaviours required to safeguard their health in the event of viral infections, including influenza or any sub-variants of COVID-19.

The Tasmanian Government recommends some key behaviours that we all need to continue in our everyday lives and routines including workplaces:

- manage the risks of a person contracting or spreading COVID-19 in the workplace
- have good hygiene procedures and practices (such as washing and/or sanitising of hands)
- ensure workers stay home if sick and don’t come to the workplace
- keep your distance - make sure physical distancing requirements are met by workers, contractors and others entering, leaving or moving around the workplace
- wear a face mask to protect yourself
- cover coughs and sneezes
- be up to date with your COVID-19 vaccinations
- seek treatment
- stay up to date and follow Public Health directions.



Hazard Identification

A **hazard** is something with the potential to cause harm (*AS/NZS4801*). In other words, it is a situation or thing that has the potential to harm a person, a property, the environment or a combination.

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

PHYSICAL/GRAVITY

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

CHEMICALS

- paints
- Cleaning chemicals
- pesticides
- detergents
- degreaser
- herbicides

ENVIRONMENTAL

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

ERGONOMIC

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

BIOLOGICAL

- insects, worms, animals
- bacteria, viruses, hepatitis, AIDS
- fungi, plants

PSYCHOSOCIAL

- fatigue
- conflicting demands
- bullying
- workload
- discrimination
- assaults from other people

RADIATION

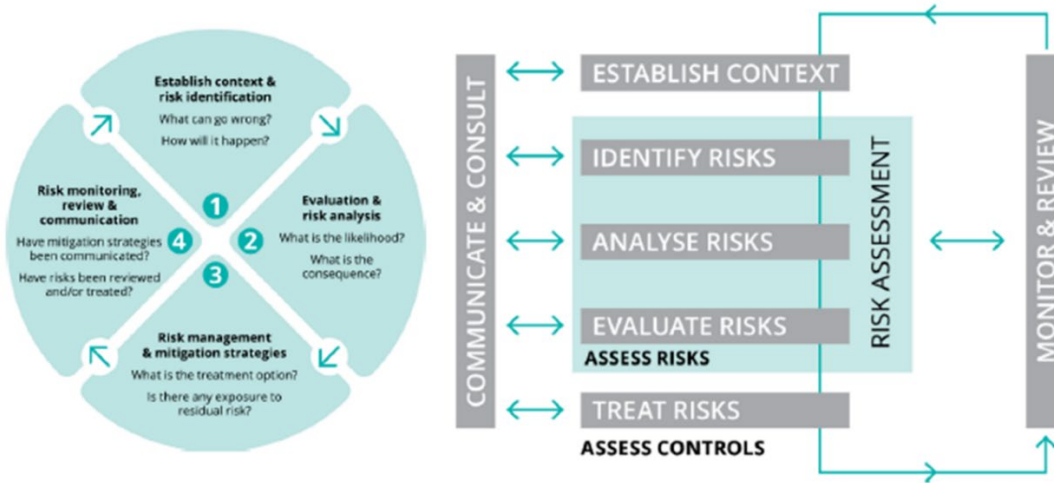
- Infra-red
- Ultraviolet (welding, sunlight)
- Lasers
- Microwaves (high-frequency welding, freeze-drying)

Risk Assessment

Risk is the combination of the likelihood and consequences of a negative outcome resulting from a hazard. It is a situation involving exposure to danger, harm or loss.

To put it differently, risk is the probability or threat of damage, injury, liability, loss, or other negative occurrences that are 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 regularly.



Safe Work Method Statements (SWMS)

Each contractor undertaking **high-risk construction works** must ensure that a **Safe Work Method Statement (SWMS)** is prepared. An 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*)

In case a SWMS (Safe Work Method Statement) and Permit are not mandatory requirements, the contractor and their sub-contractors should conduct an informal risk assessment for the work. They can do this by using a 'Personal Risk Assessment' or 'Stop Take 5' approach or by following the approved contractor process.

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 or shafts deeper than 1.5 metres
- Temporary supports for structural alterations
- Powered mobile plant
- Explosives
- Confined spaces
- Tunnels
- Tilt-up or precast concrete

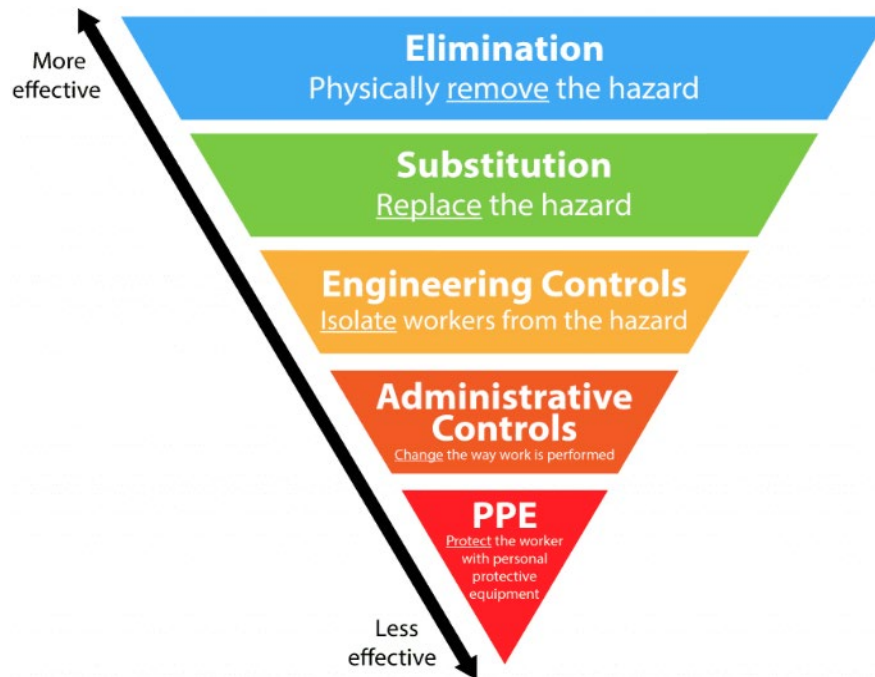
Work that is in, on or near or adjacent to:

- Pressurised gas distribution mains or piping
- Chemical, fuel or refrigerant lines
- Energised electrical installations or services
- Roads or railways or other traffic corridors that are 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 the hierarchy of control measures and having regard for any standard, code of practice or rule of the specification.



2. 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 log 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.

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, the Council's contract representative or the HS Coordinator of the accident, injury or property damage.

Accident / Incident Reporting (continues)

Notify Workplace Standard Tasmania of incidents like the death of a person, serious injury or illness whereby the person is hospitalised and if a dangerous incident occurred. (WHS Reg 35, 36, 37 and 38) Submit an accident/incident report within 24 hours to Council, to ensure all details are collected. The council will follow up with an investigation and determine the root cause to prevent a recurrence.

Personal Protective Equipment

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

- Steel-capped safety boots of good quality and in good repair
- Safety glasses and hard hats (recommended with wide brims) in signed areas
- Safety gloves where manual tasks are to be undertaken or exposure is possible to rough surfaces
- Hi-visibility vests or clothing when working near roads and where signage dictates
- Hart hats – where applicable
- Safety glasses, safety goggles or face shield – where applicable
- Earplugs or earmuffs – where applicable
- Sunscreen, hats, sun protection – where applicable.

Contractors shall supply their workers and sub-contractors 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
- 50+ UPF sunscreen on the neck, face, ears, arms and hands.

General Housekeeping

Good housekeeping in the work area assists in reducing the 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:

- Contract workers are competent and appropriately licensed to operate the road plant and vehicle
- Drivers or passengers are required to wear a seat belt
- All plant used is safe to operate and are deemed to be roadworthy
- The plant is subject to appropriate regular maintenance, inspection and testing
- All maintenance is carried out per the manufacturer’s specifications
- A fault reporting system is in place and the operator performs Daily Safety Checks
- All safety features and warning devices of the plant are maintained and tested
- Ensure that loads are restraint appropriately per the **Load Restraint Guide 2018**

Vehicles, Plant and Mobile Equipment (continues)

In addition to the above contractors are required to abide by all conditions relating to plant and equipment contained within the relevant standards and legislation; especially the **Heavy Vehicle National Law (HVNL)**.

The HVNL was amended as every party in the heavy vehicle transport supply chain must ensure the safety of their transport activities. In practical terms, this primary duty represents an obligation to eliminate or minimise potential harm or loss (risk) by doing all that is reasonably practicable to ensure safety.

Contractors are to ensure that suppliers and delivery drivers

- comply with the HVNL by not requesting services that may lead to a breach of the law
- have safe systems of work in a place where vehicles are being loaded, unloaded and operated.

Parties in the supply chain under the HVNL must ensure breaches of road transport laws do not occur. Duty holders need to ensure that their action or inaction does not contribute to or encourage breaches of the HVNL. If a party's action, inaction or demands cause or contribute to an offence, they can be held legally accountable.

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

Electrical Safety

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

- All power cords and electrical appliances are to be stored and maintained appropriately per relevant Australian Standards
- Check all electrical equipment used on-site that is suitable for the work and has been tested and tagged by a competent person
- 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 an SWMS is prepared for work that is carried out on or near energised electrical installations or services per the WHS Regulation**
- Turn off and disconnect electrical equipment before making adjustments or repairs
- Avoid using all electrical equipment in wet/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 fuses 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
- Never use tools on walkways, aisles, stairways or elevated places from which they may fall.

Welding

Contractors are to manage the risks associated with welding per 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 site.

Types of PPE recommended for use in welding are:

- 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. earmuffs and earplugs)
- Clothing (e.g. flame-resistant long-sleeved shirts, long trousers, aprons and leather spats)
- Foot protection (e.g. boots and shoes)
- Screens
- Respiratory protective devices (face respirators and air-supplied respirators)

When PPE is worn, it should not introduce other hazards to the workers, such as musculoskeletal injuries, thermal discomfort, or reduced visual and hearing capacity.

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 per **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 visible to approaching motorists and must be given 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*.’

Working at Heights (continues)

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
- once identified what controls are needed, develop an SWMS detailing 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 before and on completion of any such work by the appropriate person(s).

Hot Work

Before commencing Hot Work that generates heat, flame or sparks in an area other than workshops (e.g. Council land), 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.

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 the contract representative shall be advised on completion of the fire watch and sign off.

Follow the **below Tasmania Fire Service 'Machinery Operations Guideline'** as a basis for safe work in dry vegetation. It provides fire safety measures for machinery operations in or near dry vegetation and specifies criteria for when fire weather conditions warrant stopping machinery operations

MACHINERY OPERATIONS TABLE

If the local wind speed is above the threshold, suspend operations until conditions moderate.

TEMP (°C)	5	10	15	20	25	30	35	40	45	50	55	60	65	Average Wind Speed (kPH)	RH%
15	31	35	38	40	42	45	49	53	56	58	59	60	65		
20	28	33	36	38	40	43	46	50	53	55	56	57	60		
25	27	30	33	36	38	40	44	47	50	52	53	54	57		
30	26	28	31	33	35	37	41	44	47	49	50	51	54		
35	23	26	28	31	33	35	38	41	44	46	47	48	51		
40	21	24	26	28	30	32	35	38	41	43	44	45	48		
45	19	22	24	26	28	30	33	36	39	41	42	43	46		

* These weather combinations relate to a Grassland Fire Danger Index (GFDI) of 35.

Hot Work (continues)

MACHINERY OPERATIONS BAN

The use of certain machinery and practices can be restricted during the **Fire Permit Period** and on days of **Total Fire Ban**.

When conditions warrant, Tasmania Fire Service will ban machinery operations with an explicitly worded Total Fire Ban declaration.

RECOMMENDED MACHINERY OPERATING PRACTICES

IMPORTANT: The following practices should be adopted when using engines, vehicles, equipment or machinery in areas that are within, or in close proximity to dry vegetation and similar combustible materials.



Plan

- Establish a fire prevention and emergency response strategy for staff, contractors and machinery operators.
- Be aware of potential ignition sources from the machinery being used.
- Adopt a regular maintenance program, both before and during operations, paying particular attention to wearing parts, bearings and engines.
- Aim to ensure machinery is free from faults and mechanical defects.
- Ensure combustible residues on machines are kept to a minimum, especially in areas of high fire risk, such as engines, exhausts and brakes.

Prepare

- Prior to commencing operations, check the fire weather forecast.
- Have ready access to telephones and UHF radio.
- Machinery operators should have appropriate firefighting clothing and a plan for the protection of themselves, their equipment and the community.
- Have ready access to operational firefighting equipment, such as:
 - Fire extinguisher,
 - Knapsack, and ideally
 - A 250 litre transportable firefighting unit.
- Drive on tracks and park in cleared areas to prevent fires starting from hot exhausts.
- Provide 3 metres clearance around and above stationary machinery or engines, or remain with the equipment while running.

Monitor

- Monitor fire information and advice through TasALERT (www.alert.tas.gov.au)
- Monitor weather information and warnings from the Bureau of Meteorology (m.bom.gov.au).
- Measure local weather and check the Machinery Operations Table.
- Suspend operations when weather reaches the thresholds shown in the Machinery Operations Table. (which relates to a Grassland Fire Danger Index of 35).

Respond

- Phone 000 as soon as a fire is detected.
- In the event of a fire, and if safe to do so without causing additional fires and endangering your own life, locate the machinery to a fuel reduced area, in an attempt to prevent fire spread.
- Attempt to put the fire out.

MACHINERY OPERATIONS TABLE

The table below uses the **average wind speed (km/h)** for a range of different **temperature (°C)** and **relative humidity (RH%)** combinations to decide when machinery operations should cease.

To use the table:

Obtain the relative humidity, temperature and wind speed values from the nearest suitable weather station, or from field observations. Follow the operating instructions for measuring instruments to get reliable results.

Use the temperature values and relative humidity to work out which is the threshold wind speed in the table.

If the local wind speed is above the threshold, suspend operations until conditions moderate.

EXAMPLE: Refer to the highlighted areas on the table.

- Temperature: 25°C.
- Relative Humidity: 17% rounded down to 15%.
- For this combination of Temperature and Relative Humidity operations should stop when the average wind speed goes above 33 km/h.

TEMP (°C)	5	10	15	20
15	31	35	38	40
20	29	33	36	38
25	27	30	33	36
30	25	28	31	33
35	23	26	28	31
40	21	24	26	28
45	19	22	24	26
TEMP (°C)	5	10	15	20

Digging and Excavation Work

Before any excavation work commences use the “**DIAL BEFORE YOU DIG**” service by calling **1100** or by using the following website 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 before works commence.

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 Pipeline 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
- Fuel lines
- Drainage pipes and soak-wells
- Underground storage tanks

Excavation works include activities like but are not limited to:

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

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

Digging and Excavation Work (continues)

Asset owners (i.e. TasNetworks, TasWater, 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. 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
- Battering.

Excavating near underground assets

Always locate underground services by 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 extending from the 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 or foothold 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 the damage.

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 HS 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).

Hazardous Manual Tasks

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 include:

- **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 to your body while your abdominal muscles should be tightly braced
- **Use mechanical assistance wherever possible or use a team lift**

3. 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 identified/labelled including handling and storage instructions. Cylinders of flammable and non-flammable compressed gases are to be transported and stored per legislation.

The chemicals and substances that for example, cleaners use could cause skin irritation, poisoning, burns, occupational asthma and other respiratory conditions/illnesses. Adverse conditions can happen from the individual or combined use of chemicals.

Solutions and safe work procedures include **ensuring all chemicals are correctly labelled and have Safety Data Sheets (SDS) readily available** for them

- provide training in how to use the chemicals and raise awareness of the **potential dangers of the hazardous substance being used**
- Using **Personal Protective Equipment** at all times
- All hazardous substances are **stored appropriately**.

If a hazardous chemical is decanted or transferred from the container in which it was packed and it will not be used immediately or it is supplied to someone else, the label must, at a minimum, be written in English and include the following:

- the product identifier
- a hazard pictogram or hazard statement consistent with the correct classification of the chemical.

Decant means to transfer a hazardous chemical from a correctly labelled container to another container within a workplace. Such a container may range from a small flask to a large vessel before use in a mixing or reaction process. Decant does not include rebottling or repacking a chemical for supply to another workplace.

Where the entire amount of a decanted hazardous chemical will be used immediately, labelling of its container is not required.

- A decanted hazardous chemical can only be considered to be used immediately in situations where:
- it is not left unattended by the person who decanted it
- it is used only by a person present at the decanting process
- the container is subsequently rendered free from any hazardous chemical immediately after use, so the container is in the condition it would be in if it had never contained the chemical.

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 comprehensive SWMS for a confined space must be undertaken by a competent person and be recorded in writing. Only persons with recognised and current confined space licenses are permitted to enter confined spaces at Break O'Day Council.

Confined Spaces (continues)

When 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 about 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 health risk.

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.

4. EMERGENCY MANAGEMENT

Emergency Management

Before 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, follow either Council's emergency procedure or your procedure when working alone and establish who has the responsibility of notifying the appropriate emergency service(s).

In the event of an emergency, the priority is to contact the Emergency Services on 000 (landline) or 112 (mobile phone).

First Aid Responsibilities

Contractors shall be responsible for supplying their first aid equipment and shall carry an appropriately 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.

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.

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

DISEASES

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

Garden escapes & environmental weeds Platypus Mucor disease	Crop and pasture weeds	Coastal weeds (sea spurge)
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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 their 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, landholders 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 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, doing the job and decommissioning 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

An effort will be matched to the weed and disease spread risks present

- 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
- Check for mud and debris on tracked and wheel machines, vehicles, in cabs and engine bays, on implements, attachments and tools, boots and clothing
- Clean at a safe location, before and after the job: machinery, vehicles, tools and workers

Hygiene and washdown standards

- Dry/disinfect where there is a disease risk and when working in water.
- Reasonable steps will be taken with planning and the right equipment (air/water) to avoid weed and disease spread
- All materials to be managed to prevent spread: high-risk materials will be made safe or rejected and medium-risk materials controlled
- Machinery washdown is mandatory when moving to, over or from an area/site/job for which weed and disease spread is a high-risk
- 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
- Machinery will be cleaned at the source site and/or safely managed locations. Do not wash down on the machinery float.

6. CONDUCT

Fitness for Work Policy

No person will be permitted to work on the 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 the Council's worksites must adhere to:

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

A Contractor, who breaches Council policy and/or procedure, shall be denied access to Council worksites. Furthermore, the 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 BOD Council offices
- In or whilst operating Break O' Day Council Plant
- While representing the Break O'Day Council
- Any workplace enclosed or open including depots, tip site sites

Smoking (continues)

- Public buildings
- An area within 3 metres of any window, entrance to or exit from any non-domestic building
- Any area in direct 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)
- A 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 include 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 / Privacy

Contractors engaged by BODC will/may have access to confidential personal information about residents of the BOD municipality. Such information is subject to the principles outlined in the *Personal Information Protection Act Tas (2004)*.

In taking up this engagement each Contractor agrees to:

- Keep all names, contact details and personal information secure
- Take all possible steps to preserve strict confidentiality regarding any Council-related information to which the contractor has access through his work

Confidential Information / Privacy (continues)

- Not to disclose business secrets discovered while engaged (except in the proper course of duties or as required by law)
- Use to his/her best endeavours to prevent the use or disclosure of any such information by third parties
- Return all subject information to Council once it is no longer required.

Fraud and Corruption

Break O'Day Council is committed to fostering and maintaining the highest standards of ethical behaviour by establishing a policy where fraud and corruption are not tolerated. Council is committed to protecting its revenue, expenditure and property from any attempt, either by members of the public, contractors, elected members or its employees, to gain by deceit, financial or other benefits.

Furthermore, the Council is committed to:

- Protecting community assets and resources
- Adopting measures to minimise risk
- Serving, representing and promoting community needs, interests and aspirations

Definitions of Fraud and Corruption include:

- Theft/stealing
- Unauthorised and/or illegal use of assets, information or services for private purposes
- Manipulation and misuse of account payments
- Obtaining a financial advantage or any other benefit by deception
- Bribery (accepting personal gifts and benefits)
- Causing a loss, or avoiding or creating liability, by deception
- Making, using or possessing forged or falsified documents
- Unlawful use of vehicles, telephones and other property or services
- Perverting the course of justice

Council will not tolerate fraud or corruption amongst its Councillors, employees or contractors.

Expectations

- Councillors and council staff are expected to maintain a high standard of ethical conduct in all activities, in particular, concerning resources, information and authority
- All staff are expected to develop, encourage, insist upon and implement sound financial, legal and ethical decision-making within their responsibility levels
- All Councillors and staff are expected to be familiar with and act per the Council's *Code of Conduct* and other relevant policies. Council expects similar standards from the people, agencies or organisations that do business with the Council
- Fraudulent acts against the Council are unacceptable and may constitute a criminal offence
- Any councillor or staff member who suspects fraudulent behaviour must report it immediately to their manager or the General Manager

Public Interest Disclosure

Break O'Day Council is committed to the aims and objectives of the *Public Interest Disclosures Act 2002* (the Act). The purposes of the Act are contained in its long title. These are:

- To encourage and facilitate disclosures of improper conduct by public officers and public bodies
- To protect persons making those disclosures, and others, from detrimental action
- To provide for the matters disclosed to be properly investigated and dealt with
- To provide all parties involved in the disclosures with natural justice

Working with Vulnerable People

BODC is committed to keeping as safe from harm as possible any child directly or indirectly engaged in any Council-sponsored or supervised activity and to ensuring the Council is aware of and complies with legislation about workers who work with children. This policy applies to all current and future employees, volunteers, Contractors and labour-hire personnel who perform work for the BODC and whose work involves engaging in child-related regulated activities. We are committed to taking reasonable steps that will ensure no preventable harm occurs to children while they are in contact with employees, volunteers, contractors and labour-hire personnel performing their duties for the organisation.

All employees, volunteers, contractors and labour-hire personnel who are engaged by the BODC to perform work in a child-related sector, and are in a position that requires them to perform work defined as a child-related 'regulated activity', and the work performed is not exempt under the Regulations, will be required to obtain and retain current Working with Children registration during their employment and/or service to the organisation in that position.

Breach of Safety

If a contractor, sub-contractor or their workers are observed or reported to be operating in an unsafe manner, the Council's contract representative will notify the contractor to take immediate action. The incident will be investigated. Council 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 12 months; the Contractor will be removed from the Council's Preferred Contractors Register for 12 months.

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

7. 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 professional indemnity policy between \$1,000,000 and \$10,000,000 (where applicable)
- 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 the unregistered plant).

Obligation to Insure (continues)

Break O'Day Council is to be noted as an interested party in the public liability policies. The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council concerning 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 contractor's 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 insurance before the 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 contractor's premises. Without evidence of appropriate insurance, the 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.

8. PAYMENT OF INVOICES

Council advises all contractors that payment of contractors' invoices will be made 30 days net of the 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 opportunity.

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 nominees concerning the health and safety of persons in the workplace generally.

Signed: _____

Date: ____/____/____

ELECTRONIC FUNDS TRANSFER (EFT) APPLICATION FORM

Business Details:

Trading Name: _____

ABN: _____

Registered for GST: Yes / No

Contact Name: _____

Telephone No.: _____

Postal Address: _____

State: _____ Postcode: _____

Email Address: _____

Preferred remittance advice delivery method: *Email* *or* *Post*

(please tick the appropriate box)

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 the Council for Accounts Payable purposes. The personal information will be used solely by the 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 an application for access or amendment to information held by the 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.