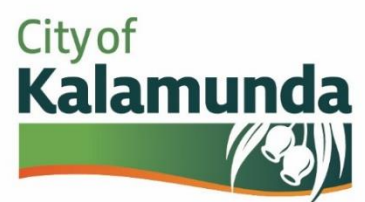




Work Health and Safety

Handbook for Contractors

COK-WHS-CON-003



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Explanatory Statement

This document sets out the City of Kalamunda's guidelines and procedures, which are designed to conform to the City's Work Health and Safety management system for work conducted by contractors on behalf of the City of Kalamunda.

The policy and guidelines support any written or verbal agreement consented to by the contractor. The guidelines contained herein are not intended to be a comprehensive outline of all the "Principals", safety and health requirements, but should be used in conjunction with the Work Health and Safety Act 2020, the Work Health and safety (General) Regulations 2022 WA, relevant codes of practice and subsidiary legislation that applies to all workplaces within the City of Kalamunda.

Contractors who perform work for the City of Kalamunda must do so in a manner which protects the safety of themselves and their employees, members of the public, third parties and the City of Kalamunda's personnel and property, and the environment. The City of Kalamunda will not engage contractors not committed to safety.

All other requirements should be assessed and reviewed by the relevant personnel within the business unit/s.

Objectives

The City of Kalamunda is committed to providing a safe work environment for all city employees, contractors and their employees, along with visitors and the public.

To meet this objective the following criteria must be achieved:

- All contractors to be aware of their responsibilities and obligations and to comply with all City of Kalamunda safety, health and environment policies and procedures while working on the city's premises and owned/managed sites.
- All contractors to maintain a safe working environment.
- All contractors to be familiar with the site/s.
- All contractors to be familiar with and comply with their legal requirements, including risk assessment, licensing, certificates and providing a safe work environment.

Introduction

The purpose of this handbook is to ensure that the highest safety, health and environmental standards exist for both the City of Kalamunda employees and the contractor and their employees, with the highest information on safety, health, and appropriate conduct at the City of Kalamunda. By reading and understanding this handbook, everyone working within City's workplace and facilities will be able to play their role in maintaining a safe workplace.

The city, as far as practicable, will provide a safe working environment to ensure the health, safety and welfare of Contractors and their employees by:

- Ensuring that Contractors are aware of potential hazards on-site.
- Maintaining communication with contractors.
- Halting operations if safety management is breached.
- Managing work through document assessments and site inspections.

It is the Contractors' responsibility to abide by relevant Work Health Safety and Environmental legislation and ensure that they operate in a way that does not endanger or harm themselves, others, or the environment. This handbook's guidelines must be followed by all Contractors, Subcontractors and their employees and applied according to the scope and nature of the work to be undertaken.

Contractors must indicate acceptance of these conditions and give a commitment to meeting and maintaining these provisions before work can proceed, by accepting compliance with the Contractor Management Handbook. The contractor must be prepared to uphold their duty of care as an employer and service provider as prescribed under relevant legislation.

For more information about health and safety in the City, contact the Work Health and Safety Unit directly on (08) 9257 9818.

City of Kalamunda Natural Assets

The Community of the City of Kalamunda places very high value on the bushland trees, natural vegetation, our parks, streetscapes, and landscapes that exist within the city.

They ask us to use water, energy, and our natural resources conservatively and efficiently and reduce waste where we can (Local environment Strategy 2019). As Contractors to the City, you are required to do the same.

The City of Kalamunda contains a diverse range of plants and animals with many protected under State and Federal Government Legislation. During your work in the city, you have a duty of care to protect the environment by minimising the risk of an environmental incident. You will achieve this by including environmental consideration in your risk assessment approach to environment and safety.

Any clearing of native vegetation must be approved by the Department Water and Environmental Regulation (DWER).

Your Responsible Officer from the City will inform you of any site-specific considerations in your induction. The following areas are considered areas of key risk:

- Hartfield Park Bushland includes vegetated road reserves - Bush forever, Declared Rare and Priority Flora, Threatened Ecological Communities.
- Fleming Reserve - Declared Rare and Priority Flora, Threatened Ecological Communities)
- Brae Rd reserve and Bridle Trails including vegetated road reserves - Declared Rare and Priority Flora, Threatened Ecological Communities.
- Maida Vale Reserve includes vegetated road reserves - Declared Rare and Priority Flora, Threatened Ecological Communities.
- Pioneer Park including vegetated road reserves - Declared Rare and Priority Flora, Threatened Ecological Communities.
- Norwood Reserve - Declared Rare and Priority Flora.
- Poison Gully west Reserve - Declared Rare and Priority Flora.
- All-natural water courses.

City of Kalamunda Cultural Heritage

The city has a strong Aboriginal and cultural heritage. There are numerous locations within the City that have special significance to the local Wadjuk People and community and must only be accessed and or disturbed in accordance with relevant local and State Heritage Acts and Agreements.

The Contractor shall familiarise themselves with areas of Cultural Significance in proximity to worksites or within worksites. Additional procedures and controls, including methodology, may be required to comply with relevant Acts and Agreements.

Contractors shall make enquiries with the Responsible Officer from the City, prior to undertaking any “Ground Disturbing Activity” meaning any Activity that is not Low Ground Disturbance or Minimal Impact Activity at any of the areas of Cultural Significance listed below:

- Poison Gully
- Hartfield Park (Maamba Reserve)
- Helena Brook Catchment
- Numerous small sites

Definitions

Contractor: A person or company who performs services for another person under an express or implied agreement or contract.

Short term operational work: A person or business who is engaged for specific tasks/jobs for example window cleaning, electrical, cleaning contractors for 1-5 days or a few hours duration.

Temporary Labour Hire: Personnel employed via an employment agency for a predetermined period of time.

Consultant: Professional advisers or experts who charge a fee for providing advice or services in a particular field.

Contract Owner: The nominated contract owner or manager for a specific contract. This means the responsibility for dealing with contractor performance and contractual matters on a day-to-day basis.

Key Roles and Responsibilities

The City of Kalamunda Contract Owners / Project Managers are responsible for following the contractor management procedure and are accountable to enact the processes outlined in this manual. Each Contractor engaged by their area has ensured all WHS requirements outlined in this manual are met.

This includes:

- Managing contracts in line with the Policy & Guidelines for Contractors Manual.
- Ensuring processes are in place for consultation between the city and the contractor on WHS issues
- Ensure they are advised of incidents and provided with copies of investigation reports.
- Monitoring the work of Contractors including performance monitoring meetings and post-completion performance reviews.

Resources:

Contractor Management procedure - [COK-WHS-CON-001](#)

Policy & Guidelines for Contractors – [COK-WHS-CON-002](#)

Contractor Work Health and Safety Responsibilities

All contractors engaged by the City are responsible for working in accordance with the relevant Work Health and Safety and Environmental legislation, including the Work Health and Safety Act 2020 and Work Health and Safety (General) Regulations 2022.

The City acknowledges that it has a Duty of Care obligation under the Work, Health, and Safety Act 2020 to provide to all its employees (including Contractors and their employees) a safe workplace and a safe system of work. It is therefore required that Contractors carrying out any work for the City shall be required to comply with the City's Work Health and Safety Policies, Procedures and WHS Legislation.

Contractors who perform work for the city will ensure that:

- Safe working practices are always observed.
- Documented risk assessments for the work undertaken, such as:
 - Safe Work Method Statements (SWMS) as legislated for high-risk work.
 - Job Safety Analysis (JSA)
 - Take 5
- Competent operators who hold current licences and qualifications required for the work being undertaken, such as construction induction, confined space entry and gas testing, high risk licences, working at heights, basic traffic management, relevant driver's license and first aid.
- Plant and equipment that is appropriate for the work being undertaken, in good working order with required guards and safety features and meets the requirements of the Work Health and safety (General) Regulations 2022 WA. Contractors must ensure the plant and equipment is serviced in accordance with the manufacturer's manual and relevant Australian Standards.
- All road works must comply with the Main Roads Western Australia Traffic Management for Works on Roads and in Australian Standard 1742.3
- Site specific Work Instructions/ Safe Work Procedures are developed for the proposed works and are being followed.
- Safety data sheets, risk assessments and training certificates for all hazardous substances and chemicals.
- Processes in place for reporting incidents and hazards, which include reporting to the City and WorkSafe where necessary (as per the mandatory reporting requirements in the Work Health and Safety Act 2020 WA).
- The Contractor's Workers Compensation Policy appropriately covers the Contractor's employees that are engaged in working on the contract.
- The Contractor has current insurances, where applicable, including:
 - Public Liability.
 - Workers Compensation
 - Motor vehicle
 - Professional Indemnity

Pre-qualification

The City of Kalamunda will consider the ability of the contractor and subcontractors to work safely as a key factor in its selection process. Prospective contractors may be asked to provide some or all the following information:

- Information on necessary expertise, qualifications of personnel, licences, or equipment to carry out the work.
- The City of Kalamunda may require details of the contractor's safety record over the past two to five years, including lost-time injury statistics (e.g. frequency and incidence rate) and details of any notifiable incidents.
- Details of the contractor's safety policy, manual or systems giving evidence of commitment to safety, adequate safety training of employees, details of personnel with dedicated safety responsibilities and a policy towards safety of sub-contractors may also be required.
- Details of insurance coverage e.g. public liability, public indemnity, workers compensation etc.

Prior to commencement of work

Before a contractor can begin work on any City of Kalamunda site, they must ensure that certain requirements are met to minimise risks, such as:

- The contractor has received a scope of works applicable to task.
- The supply of evidence of current insurances
- risks have been identified and controls established i.e. lockout, hot works etc;
- complete site induction training as per the task being performed.

The information could be a questionnaire and/or request for specific items of safety information. The information the city may request is dependent on the risk profile of the work which is detailed in this document. The city must be satisfied with the documentation prior to work commencing.

Each contractor must be inducted to the site by the relevant contractor manager.

Induction Training

The Contractor, their nominated employees, sub-contractors and their employees will be required to attend a site Induction to ensure they are familiar with safety requirements and emergency procedures.

The training must be completed prior to the commencement of work on a City of Kalamunda site/s.

Induction requirements are to be arranged with the contract owner/project manager prior to visiting the site.

During the work

The city will conduct site inspections to verify the contractor's safe work processes, dependent on the level of risk and duration of work.

The City will raise any identified issues with the contractor for rectification.

Code of Conduct

While on site, the Contractor and their employees or Subcontractors will not:

- Be permitted to work while their ability has been affected by drugs, alcohol, fatigue, or medication. If testing is conducted by City, all Contractor employees will, when requested, undertake the assessment.
- Engage in any fighting, practical jokes, throwing of materials or objects. These activities can lead to injury and will not be tolerated. Any unsafe working conditions must be reported to your supervisor.
- Offensive language, sexual harassment derogatory comments and discrimination are prohibited.
- Carry weapons.
- Always observe all non-smoking signs and directions. Smoking is not permitted inside Council buildings, enclosed areas, or Council vehicles.
- Under no circumstances are contractors allowed to bring children onto a city worksite.
- Dogs and other pets are not permitted to accompany contractors onto a city worksite.

Work Health and Safety

The City of Kalamunda acknowledges that it has a Duty of Care obligation under the Work Health and Safety Act 2020, to provide to all its employees (including Contractors and their employees) a safe workplace and a safe system of work.

It is therefore required that Contractors carrying out any work for the City shall be required to comply with the City's Work Health and Safety Policies, Procedures and WHS Legislation. The Contractor will ensure that:

- Safe working practices are always observed.
- All Employees and Subcontractors are not placing themselves or others at risk of injury.
- All employees have been trained and competent in the safe use and operation of plant and equipment that they are required to operate in carrying out the work.
- Ensuring that all plant and equipment used in carrying out those duties are regularly maintained.
- Employees and Subcontractors have all necessary current licences and qualifications appropriate to the work being provided. Copies can be provided on request.
- All necessary plant and equipment have all the necessary guards in place and meet the requirements of Work Health and Safety Regulations, Operation Manuals and any appropriate Australian Standards pertaining to the equipment used or the type of work being carried out.

Specific Work Practices

The health and safety of all people working for the city is a primary concern. The following information, resources and requirements are to be observed and complied with, to reduce the risk of injury or harm to any person.

1. Chemical and Hazardous Substances

A hazardous substance can be a liquid, solid or gas that can have harmful effects on people, either directly through toxic effects (poisons) or indirectly through causing a fire or hazardous reaction.

Evidence Requirements

If the work to be undertaken includes potential exposure to chemicals and/or hazardous substances, the contractor must:

- comply with all relevant legislative requirements.
- maintain a current hazardous substances register that includes:
 - includes relevant safety data sheets (SDS) that are no more than five years old from the date of issue.
 - includes a written risk assessments for the use of each hazardous substance; and
 - is readily available and accessible to workers on site.
- maintain the training records of workers in accordance with the legislative requirements.
- provide written documentation that outlines the management of chemicals, hazardous substances and/or dangerous goods, where applicable, and the storage and spill management plan.
- have specific procedures, risk assessments and health monitoring for any other hazardous substance, as required.
- have specific procedures, risk assessments and health monitoring for asbestos in accordance with the relevant codes of practice, where applicable.

2. Smoking

The City of Kalamunda has a duty of care under Work Health & Safety legislation to provide a safe and healthy work environment for all workers and others who enter the workplace.

The city has a no smoking policy ([CEOD-WHS-002](#)) which must be adhered to.

Employees who choose to smoke should do in the meal and rest breaks to which they are entitled.

3. Asbestos

Asbestos was commonly used in Australia from the 1940s to 1987. Products containing asbestos were phased out during the 1980s, and a national ban on asbestos, its importation and all products containing asbestos came into effect at the end of 2003.

Construction and demolition work on older sites may have a risk of exposure to asbestos. When asbestos is disturbed, workers can be exposed to asbestos fibers. Inhalation of asbestos fibers can cause asbestosis, lung cancer and mesothelioma.

City sites containing asbestos have been identified, assessed, and controlled and the asbestos register can be referenced for detailed information. Any work conducted on or with asbestos material must be carried out as per legislative requirements. All Asbestos removal shall be carried out in accordance with WorkSafe requirements.

4. Working hours and fatigue management

Fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively.

Fatigue can be caused by various work or non-work factors and can accumulate over time, such as prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock.

Certain working hour arrangements have been linked to WHS risks, including fatigue, impaired performance and increased exposure to some hazards.

Evidence Requirements

- Contractors must have a procedure in place for employees who are expected to work long hours (10 hours or more).
- This procedure must meet all legislative requirements and should include maximum daily and weekly working hours, adequate breaks between shifts, risk management processes for fatigue and work outside 'normal' hours.
- Contractors have a duty of care to ensure employees are not exposed to hazards and risks that could arise from their working hour arrangements and must address these hazards through a systematic risk management process.

Legislation

Work Health and Safety (General) Regulations 2022, Part 4.10 Driving Commercial Vehicles and Fatigue Management 184 E, F and G.

Resources

- Code of Practice: Working Hours 2006
- Safe Work Australia website

5. Working alone or in isolation

If workers are required to work alone or in isolation from the assistance of other persons due to time, location or the nature of the work, there are specific regulatory requirements that the contractor must comply with to ensure a safe working environment.

Evidence Requirements

- Where workers are expected to work alone or remotely, evidence is required to show that the work has been risk assessed and other risks of working alone/remotely and a safe system of work has been established.
- A documented procedure (SWMS or similar) is required and should include the hazard, risk, and control measures.
- At a minimum, this should include means of communication, regular contact, and emergency response arrangements.

Legislation

Work Health and Safety Act 2020, s.19 Primary Duty of Care applying to workplaces, specifies minimum communication requirements for isolated employees in case of emergencies.

Work Health and Safety (General) Regulations 2022 Division 6 - Remote or Isolated Work r.48.

Resources

- FAQ - Working Alone
- Guidance Note - Working Alone 2009
- Safe Work Australia - Remote and isolated work

6. Sun Safety

The City of Kalamunda has adopted Sun Safe Guidelines to protect its workers from the damaging effects of the sun. As a part of these guidelines, all outside workers are required to wear long sleeve high visibility shirts or a fabric type providing a minimum sun protection of SPF50.

All personnel engaged by the contractor on City worksites or property, including road reserves and parklands, will be required to wear clothing in accordance with current or future City Work Health and Safety guidelines or policies.

The City reserves the right on such work sites or property to remove or refuse entry to any personnel not wearing, or refusing to wear, the appropriate clothing as designated in the appropriate guidelines or policies.

Sunscreen is available upon request through the City's representative.

7. Personal protective equipment

Personal protective equipment (PPE) includes a wide range of clothing and/or safety equipment used to minimise the risk to the person's health or safety (e.g. boots, face masks, hard hats, ear plugs, respirators, gloves, safety harnesses, high visibility clothing etc.). Where PPE is used as a control measure, it must be used in conjunction with other control measures as per r.36 of the Work Health and Safety Regulations (General) 2022 Hierarchy of Control Measures.

Contractors have a duty of care to provide adequate PPE without any cost to their employee and provide adequate training and instruction for correct use of PPE.

This applies to all workers, including subcontractors and labour hire employees that the contractor may engage.

Evidence Requirements

All contractors working on behalf of the City of Kalamunda must:

- include their PPE requirements in their procedure (or SWMS) for the task being undertaken.
- provide a written procedure for selection, maintenance and inspection, and training in PPE with reference to relevant Australian Standards.

Legislation

Work Health and Safety Act (WA) 2020: Section 19

Work Health and Safety (General) Regulations 2022: r.44 - 47 outlines these requirements.

Resources

Codes of Practice: First aid facilities and services; workplace amenities and facilities; personal protective clothing and equipment

Safe Work Australia - Managing Health and Safety - Personal Protective Equipment (PPE)

Employers – your responsibilities.

8. Traffic Management

The main contractor is to develop an appropriate **Traffic Management Plan** for all works that have an impact on road users/pedestrians.

- All appropriate signage is to be erected.
- Qualified Traffic Controllers to be used.
- High-visibility clothing is to be worn by all personnel.
- Priority four hazard lamps (at minimum) are to be displayed on the work vehicle/s.

9. Electrical Safety

Contractors must be suitably qualified when engaged to inspect the condition of any service which may result in the disruption of a power supply.

All electrical power tools and extension leads used by contractors are to be tested and tagged. Insulated cable stands are to be used for the support of cables and extension leads off the ground. Electrical leads are to be elevated above ground level where wet ground or other hazards exist. **Non-tagged equipment must not be used.**

Residual current devices (earth leakage protectors) are to be used where required. Electrical work involves connecting an electricity supply, wiring to, or disconnecting an electricity supply, electrical equipment, installation, testing, replacing, repairing, altering, or maintaining of any electrical equipment.

Only Western Power Certified Operators can work near power lines.

Evidence Requirements

Where electrical work is being carried out, the contractor must:

- comply with all relevant legislative requirements.
- provide copies of current licenses in accordance with the licensing requirements for the work.
- have processes and procedures in place for managing electrical safety, including a written risk assessment (SWMS or similar) for the work being undertaken.
- comply with City of Kalamunda requirements for full electrical isolation when working in roof spaces.
- have written isolation and tag out procedures relevant to the work being undertaken.

Legislation

WA Legislation: 2019 - Electricity (Licensing) Regulations

Model Code of Practice: 2018 – Managing electrical risks in the workplace

Australian Standard AS3760: In service safety inspection and testing of electrical equipment.

Work Health and Safety (General) Regulations 2022 – Part 4.7 General Electricity Safety

WorkSafe WA Code of Practice - Persons working on or near energised electrical installations.

10. Ergonomics/hazardous manual tasks

Most jobs involve a degree of manual tasks. These tasks include lifting, carrying, pulling, and pushing, or a thing that involves one or more of the following:

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

Some manual tasks are hazardous and can stress the body and could lead to musculoskeletal disorders (MSD). An MSD can occur by gradual wear and tear to the ligaments, joints, muscles and inter-vertebral discs caused by continuous or repeated use of the same body parts or caused by sudden damage caused by strenuous activity or unexpected movements. Injuries can also occur due to a combination of both mechanisms.

An MSD may include one or more of the following injuries:

- Chronic pain
- soft tissue injuries including hernias.
- sprains and strains of muscles, ligaments, and tendons
- nerve injuries or compression, for example carpal tunnel syndrome
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves, joints, and bones.
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist, hip, knee, ankle, hands, and feet.
- muscular and vascular disorders because of hand–arm vibration

Evidence Requirements

Where work involves manual tasks, contractors must:

- provide evidence that workers are trained in risk assessments/safe work procedures.
- comply with all relevant legislative requirements.
- identify, risk assess and control all manual tasks as per hierarchy of control.
- provide written risk assessments and safe work procedures (SWMS or JSA)

Legislation

Work Health and Safety (General) Regulations 2022: Part 4.2 — Hazardous manual tasks.

Safe Work Australia Code of Practice: 2018 - Hazardous Manual Tasks

Code of Practice - How to manage work health and safety risks.

Work Health and Safety Act 2020 – Section 274

11. Biological hazards

A biological hazard is an organism or organic matter that is harmful to human health, including:

- bacteria
- viruses
- toxins from biological sources
- spores
- fungi
- pathogenic micro-organisms
- bio-active substances.

Biological health hazards are commonly found:

- where there has been an accumulation of animal waste and the presence of rodents, insects, and birds.
- during demolition and remodeling of old structures where there is likely the presence of mold and bacteria in air-conditioning.
- during clearing operations and the removal of plants, trees and other foliage, and landscaping.
- when working at health care facilities.
- discarded syringes, clothing, and other paraphernalia (blood borne viruses such as hepatitis).

Evidence Requirements

If there is a risk of biological hazard exposure for the work undertaken, the contractor must:

- comply with all relevant legislative requirements.
- provide the City with written documentation (a policy procedure or risk assessment) that addresses the hazards, the risk and control.
- ensure their employees are trained and educated in accordance to the written documentation.
- provide an education and vaccination program for workers identified as 'at risk' of exposure to blood borne viruses. This should be documented as a control in the above referenced written documentation, where applicable.

Legislation

Australian employees are covered for biological hazards exposure by state and commonwealth WHS legislation.

Section 35 of the WHS Act 2020 (WA)

R6.99 - 11.3 - Incident Notification: Prescribed Serious Illness WHS Regulations (General) 2022 WA.

12. Hot works

Any work that generates a flame, heat and/or a spark is classified as hot work, including any cutting (wet/dry), grinding, welding and the use of an open flame.

A hot work permit system ensures that contractors involved in construction, renovation, repairs and maintenance of facilities are aware of the hazards associated with hot work and can implement control measures.

A permit is not required in work maintenance shops and depot areas where hot work is routinely performed. A hot works procedure must also be outlined in a SWMS.

Evidence Requirements

Any contractor undertaking hot work must:

- comply with all legislative requirements.
- provide a written hot work procedure, or similar document, with reference to the requirement of a risk assessment (SWMS or similar) for the specific hot works that may be undertaken and a hot work permit.

The procedure must include:

- requirements to cease hot works during extreme weather and or total fire bans.
- emergency response requirements for hot works
- management of plant and equipment to be used; and
- a list of protective clothing and personal protective equipment.

All contractors are required to obtain a permit for hot work undertaken in occupied existing facilities, or in outside areas where there is a high fire risk.

Legislation

Work Health and Safety Act 2020 Section 19 3 (c)

Work Health and Safety Regulations (General) 2022:

r.52 Ignition Sources

r.73 Specific Control: fire & explosion confined spaces

Resources

- Guidance about hot work and welding is available on the Department of Mines and Petroleum website
- Code of Practice Welding Process 2016

13. Noise, vibration, dust, and atmospheric contaminants

There are state and national obligations that contractors need to consider when managing risks associated with works that may produce noise, vibration, dust, and atmospheric contaminants.

1. Noise - excessively loud or prolonged noise that exceeds the allowable levels may impact on the health of workers and others or may result in a noise complaint.
2. Vibration - rapid and consistent movement from equipment (e.g. drilling) may impact on workers.
3. Dust and atmospheric contaminants - particles within the air can be inhaled and result in respiratory conditions or effects (e.g. dust, gases, vapours, smoke and fumes, fibre glass, roofing batts, sand, mud soil, ash, chemical exposure, fire flames or smoke).

Evidence Requirements

If the work being undertaken has the potential to expose a person/s to noise, vibration, dust and or other atmospheric contaminants, contractors must:

- provide a written procedure (SWMS or similar) which identifies each hazard, risk and required control which includes ways of monitoring levels on worksites.
- means of regular inspection to check effectiveness of controls, personal protective equipment, and other risk control measures.

Legislation

Work Health and Safety (General) Regulations 2022 - Part 4.1 r.56 - 59 Noise

Work Health and Safety (General) Regulations 2022 -r.60 (2)(a) Manage risks to health and safety (vibration), Division 7 - Managing Risks from airborne contaminants r.49, 50, 66(4), 71, 72, 75 Part 4.9 184 A(2)(b), (3)

Resources

- Workplace Exposure Standards - airborne contaminants
- Hazardous Substances Database
- Guidance about dusts and other substances
- WorkSafe website: Code of Practice - Managing Noise at Workplaces
- Safe Work Australia: Managing noise and preventing Hearing Loss at Work.

14. Working at heights

Working at heights is when an employee performs work duties at height or below ground level, where there is a risk of falling from one level to another.

Access and egress from plant and/or equipment to a place of work can also be classified as working at height.

Working at height can also include loading and unloading work, including positioning loads, securing freight, and minor maintenance work. This also applies when there is the potential for load transferring works to be carried out around an excavation.

Evidence Requirements

Where workers will be working at heights (2 metres or above), a specific working at heights procedure and permit to work are required.

The procedure must:

- define the risk assessment process – including a specific SWMS for the work.
- specify required equipment including fall prevention equipment such as harnesses, scaffold, ladders, and PPE requirements.
- define equipment and PPE selection, use, care, fitting and maintenance.
- identify emergency response requirements.
- identify training requirements.

Training records for workers who will be working at heights must also be provided.

Legislation

A person conducting a business or undertaking at a workplace must manage, in accordance with Part 3.1 of the Work Health and Safety (General) Regulations 2022, risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person.

Resources

- Codes of Practice - Prevention of falls at workplaces 2020
- Working at heights - Safety Guidance

15. Confined Spaces

A confined space is determined by the hazards associated with a set of specific circumstances and not just because work is performed in a small space and is an enclosed or partially enclosed space. Confined spaces are typically not designed to be occupied by a person. Entry into a confined space means a person's head or upper body is in the confined space or within the boundary of the confined space.

Confined spaces often have poor ventilation which allows hazardous atmospheres to quickly develop, especially if the space is small. The hazards are not always obvious and may change dependent on the entry points.

The risks from working in a confined space include loss of consciousness, injury, impairment, or death from:

- poor lighting
- manual handling
- environmental factors, such as temperature extremes
- immediate effects of airborne contaminants
- fire or explosion from the ignition of flammable contaminants.
- falls from a height.
- oxygen deficiency or immersion in a free-flowing material such as grain, fertiliser, water, sand, or other liquids.
- Difficulty rescuing and treating an injured or unconscious person.

Confined spaces are commonly found in vats, tanks, pits, pipes, ducts, silos, containers, underground sewers, wet or dry wells, shafts, trenches, tunnels or other similar enclosed or partially enclosed structures, when these examples meet the definition of a confined space in the WHS Regulations.

Other risks can include entering a confined space, working in, on or near a confined space, or inadvertent entry by the public.

Evidence Requirements

If the work to be undertaken includes or has the potential to include work in a confined space, the contractor must:

- comply with all relevant legislative requirements.
- provide a written procedure for confined space entry, which includes definitions, risk assessment, atmospheric testing, and emergency recovery.
- have a written permit system aligned with the procedure for confined space entry.
- provide proof that the employees undertaking the work are trained in confined space entry and gas atmosphere testing.

Legislation

The *Work Health and Safety (General) Regulations 2022*, Part 3.1, part 4.2 and part 4.3.

Australian Standard 2865:1995 – Confined Space Work

Code of practice: 2020 - Confined Spaces

WHS Act Part 2 Division 3

WHS Act Section 28, section 28, section 29, section 46, section 47, section 48

WHS Regulation 34, 37, 38, 50, 63, 64, 65, 66, 67, 68, 69, 71, 72, 74, 76,77

WHS Regulations Part 3.1, Regulations 32 – 38

Worksafe WA – Confined spaces

16. Operator Licenses and Competencies

All high-risk work requires workers to be suitably qualified and licenced with a current state specific High Risk Work Licence (HRWL).

High Risk Licences are required by the operator prior to operating the following equipment on site:

- Forklift
- Heavy Vehicle
- scaffolding

A Certificate of Competency is required by the operator prior to operating on site with the following equipment:

- Front End Loader/Backhoes
- Dump Truck
- Excavator Dozer
- Skid Steer Loader
- Grader

Contractors must also obtain a Licence or Certificate of Competency for other equipment where it is legally required.

17. Plant and Equipment.

Plant and equipment is a general name for machinery, tools, and appliances. It can include things as diverse as forklifts, scaffold, tractors, mowers, quad bikes, front-end loaders, electric drills, and other powered tools, to cranes and hand trolleys.

The duty under the legislation must apply the principle that risks to health and safety arising from plant and systems of work associated with plant are, as far as practicable, eliminated or where this is not practicable, minimised.

Evidence Requirements

All contractors working on behalf of the city must:

- provide evidence of a plant and equipment register/database showing current certifications and licenses for plant/equipment.
- provide relevant procedures/schedule for plant and equipment checks and maintenance, including pre-start checks, and what to do when a fault is found (e.g. isolation and tag-out processes)
- operators are trained and competent to operate the plant and equipment and training records are kept.

Legislation

There are specific duties under the Work Health and Safety Act (WA) 2020 and Work Health and Safety (General) Regulations 2022 about controlling risks and hazards from certain types of plant and equipment.

Work Health and Safety (General) Regulations 2022 - Chapter 5 - Plant and Structures also Schedule 5 - Registration of Plant.

18. Portable Ladders

All portable ladders used on site must comply with Australian Standard AS1892: Portable Ladders

19. Vehicles and Mobile Plant

A person who drives or controls a motor vehicle or mobile equipment must hold a current licence or must have been competency assessed for that equipment. Motor vehicles used in surface operations must be roadworthy and maintained.

Specific requirements for light vehicles in restricted areas such as the operations depot will be explained during Induction.

Documented pre-start inspections are required to be undertaken for any contractors' mobile equipment on site. Mobile Equipment brought to a City of Kalamunda Site shall be reviewed against the associated minimum safety checklist or may be subjected to a risk assessment specific to the task that the equipment is to be used for.

In the case of earth moving equipment brought onto site it must:

- be fitted with Roll Over Protection Structure (ROPS) complying with AS2294.
- be fitted with a seat belt/restraint system, which must be always used whilst equipment is being operated.
- have a flashing orange light whilst in operation.
- have a reverse warning system (e.g. beeper).
- have safety warning signs.
- have appropriate fire suppression equipment.
- have movement alarms on excavators, face shovels, and elevated work platforms.

Evidence Requirements

All contractors working on behalf of the city must:

- provide evidence of a mobile plant and vehicle register showing current maintenance.
- provide relevant procedures/schedule for plant and equipment checks and maintenance, including pre-start checks, and what to do when a fault is found (e.g. isolation and tag-out processes)
- operators are trained and competent to operate the vehicles and mobile plant and training records are kept.

Legislation

There are specific duties under the Work Health and Safety Act (WA) 2020 and Work Health and Safety (General) Regulations 2022 about controlling risks and hazards from certain types of plant and equipment.

Code of practice December 2023 – Managing the risks of plant in the workplace

WorkSafe Guidance Note – Safe movement of vehicles at workplaces.

WorkSafe Guidance Note – Isolation of plant

20. Isolation and tag out of plant/equipment

Before plant (e.g. machinery, tools, appliances, and equipment) is inspected, repaired, maintained, or cleaned, it must, where practicable, be shut down and its energy sources locked out and tagged as part of an isolation procedure to ensure the safety of those doing the work.

The contractor has specific duties under the Work Health and Safety Act (WA) and Work Health and Safety Regulations in relation to isolation of plant and equipment to eliminate the risk, or if not able to be eliminated, the risk is to be minimised so far as is reasonably practicable.

Plant not in use must be left in a state that does not create a risk to the health and safety of any person.

Evidence Requirements

Where work involving plant, equipment and machinery is undertaken, all contractors must:

- provide a written procedure for isolation and 'tag out' as per the relevant legislative requirements and guidance material provided by WorkSafe.
- use 'Danger' and 'Out of Service' tags as per the WorkSafe Guidance Note – Isolation of Plant 2010.

Legislation

Work Health and Safety Act (WA) 2020

Work Health and Safety Regulations 2022:

- r.190 Operational Controls - risk associated in relation to any person who is carrying out maintenance or cleaning to be eliminated
- r.203 must manage risks associated with plant, r.207

Resources

- Code of Practice: Safeguarding of machinery and plant
- Guidance Note: Isolation of Plant
- Guidance Note: Powered mobile plant

21. Public Safety

The city of Kalamunda aims to maintain the safety and wellbeing of the public. All contractors employed by the city are responsible to ensure that members of the public are not injured or otherwise affected by the activities of the contractor, their employees and sub-contractors, and agents whilst on site.

Contractors with direct access to or contact with the public, by the nature of services that the contractor provides, will exercise all due care for the health and safety of members of the public. This requirement includes full compliance with all relevant legislation codes of practice and/or Australian Standards.

Contractors shall take suitable precautions to protect the safety and welfare of the public. The contractors shall provide appropriate barriers/screens etc. to protect staff/public from any hazards generated and prevent any exposure to risk.

22. Privacy Information

Contractors must not discuss with any persons/organisations any matter in relation to any items involving City of Kalamunda Sites, equipment or people without the expressed authority of the Contract Manager. Use of cameras is prohibited without authority of the Contract Manager.

23. Housekeeping

Contractors will be required to maintain workplaces in a clean and tidy condition. Working areas, stairways, passages, emergency exits, firefighting and safety equipment must be always kept clear.

If required, working areas must be barricaded off and appropriate warning notices erected. All materials and debris must be lowered and not dropped from elevated locations and platforms.

Work areas and access to the work area must be cleared at the end of each working day.

Incident and Injury Management

Incident and injury management refers to events that lead to illness, injury, or property damage and 'near hits' or 'near misses' events (i.e. events that nearly cause injury, illness, or damage). This includes reporting and responding to hazards and incidents.

All incidents and hazards must be reported to site contact as soon as possible. Contractors also must report the incident or hazard to the City staff member managing the contract.

Under the legislation, it is mandatory for all contractors at a minimum to implement a management plan/procedure for incidents and/or injuries that occur on any work site.

For any work safe notifiable incident or injury, there is also a legislative requirement to preserve the incident site. There is a duty of care that all incidents and/or injuries are investigated to prevent re-occurrence of the event.

Evidence Requirements

All contractors working on behalf of the city must:

- provide a written process for hazard and incident reporting/management and injury management. The process must include:
 - reporting the incident to the City's Work Health & Safety department and
 - an investigation requirement that covers the process for identifying factors and implementing corrective actions (including hierarchy of control) to prevent similar future incidents.

Legislation

Work Health and Safety Act (WA) 2020: Part 3 s.35 - 39

Work Health and Safety Regulations: r.699 Incident notification: prescribed serious illness.

Workers Compensation and Injury Management Act WA 1981 for employees injured in the course of employment.

Resources

WorkSafe - Notify a serious injury, disease or dangerous incident online.

Risk Management

Risk management is a term used to describe a formal and structured process of identifying and managing risk. It involves assessing and actively managing an organisation's potential exposure to loss, damage, or litigation.

Legislation requires contractors and employers to control risks of exposure to hazards in the workplace. Removing hazards (eliminating the risk) is the best way to deal with risks however a combination of control measures may be necessary to effectively manage the hazards (e.g. providing appropriate personal protective equipment in addition to other higher order controls) so that the risk is minimised so far as is reasonably practicable.

At a minimum, contractors should demonstrate the control strategies and include these strategies in their WHS Management Systems plan.

A breach of the duty of care can result in enforcement action by WorkSafe. It is a legislative requirement in WA that a SWMS or Job Safety Analyses (JSA) is completed. It must set out the high-risk work activities that will be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.

Evidence Requirements

All contractors working on behalf of the city must:

- provide written evidence of risk assessments and inspections used for the work to identify and control hazards.
- use of SWMS as per the legislative requirements for high-risk work.
- provide written risk assessments for tasks (i.e. SWMS, JSA, Take 5 or other task risk assessment format)
- provide evidence of the use of hierarchy of control in controlling hazards.
- Provide a procedure for risk assessment/hazard management identifying responsible parties for controlling worksite hazards and/or risks.

Legislation

Work Health and Safety Act (WA) 2020: Section 17 and Section 19

Work Health and Safety Regulations 2022: Part 3.1

Resources

WorkSafe website

WorkSafe website: Checklist and Subcontractor Pack

AS/NZS 4804:2001 Work Health and Safety Systems - General guidelines on principles, systems and supporting techniques.

ISO 45001

WHS Performance

PCBUs, Officers and Workers need to ensure their own safety and health at work, and that of others who are at the workplace that might be injured by the work they undertake. These general duties are aimed at preventing workplace death, injury, or illness.

Positive performance indicators (PPIs), or lead indicators, measure the contractors' overall Work Health and Safety outcomes, practices and performance. While PPIs are not a legislative requirement, duty of care responsibilities as per the Work Health and Safety Act 2020 (WA) still apply.

PPIs can include:

- the number of workplace inspections that have been completed in a business; and
- corrective actions that have been implemented to improve its' WHS.

Measurement of 'lag' indicators is also useful in conjunction with 'lead' indicators. These may include the number of:

- first aid, medically treated and lost time injuries.
- WorkSafe reportable injuries.
- WorkSafe notices received.

Measurement of WHS performance demonstrates that a contractor is committed to improving the safety of its workers.

Legislation

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Resources

Frequently asked questions - Statistics

Safe Work Australia - How to Manage WHS Risks

Guidance Note: On the Use of Positive Performance Indicators to Improve Workplace Health and Safety

Training

Work Health and Safety training is mandatory to assist in achieving the duty of care for the health, safety and wellbeing of workers.

Besides specific training and competency requirements, there may be other aspects which you will need to train your employees on, such as your emergency evacuation procedures, operation of machinery and tools, general safety induction, manual task training, chemical awareness, risk assessments, and incident investigation.

A training matrix /procedure and training records should be maintained (identifies WHS skills required for workers and their respective job position).

Evidence Requirements

All contractors working on behalf of the city must:

- provide a written training procedure and current training records, along with copies of relevant qualifications, licences, and certifications, for all workers undertaking the work.
- This should include a list of the required competencies for the work.

Legislation

Work Health and Safety Act 2020, Section 19 the PCBU must provide information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking. Work Health and Safety Act (WA) 2020 and Regulations 2022 place duties on workers, including contractors and PCBUs to provide safety and health training for workers.

Training that is appropriate to the size of the organisation and nature of work being undertaken should be provided to all new workers.

At a minimum, training should include:

- induction training.
- emergency procedure.
- correct use of equipment and PPE, and
- accident and hazard reporting procedure.

Resources

Providing safety training, information, and instructions – small business

Waste Management

Waste is created in several ways and comes in various forms, including solid waste and liquid waste (e.g. chemical spills and contaminated wastewater).

Hazardous waste can create health and safety issues for employees, members of the public and the environment if not dealt with in a safe and responsible manner.

Contractors have multiple legislative requirements for waste management, including the handling, treatment, and disposal of waste materials (e.g. liquid or solid) from site.

Contractors caught handling liquid or solid waste in a way that threatens the environment or people may be issued with a legal notice to act, fined and/or can face court action (e.g. liquid waste runoff into storm water drains, spills at loading and unloading areas).

It is the contractor's responsibility to ensure that staff are trained to manage any emergency that could cause a spill or environmental damage.

Evidence Requirements

Contractors are required to provide a written procedure/process for waste management, in line with City policies and legal requirements, dependent on the types of waste.

The management plan for hazardous waste (e.g. asbestos and hydrocarbons) must be specific to the waste types and must meet relevant legislative requirements.

Evidence that workers are trained in the waste management process and hold relevant qualifications/licences is required.

Legislation

Protection of the Environment Operations Act 1997: Section 143 Transportation of Waste
Environment Protection (Prescribed Waste) Regulations 1987

Resources

Department of Environmental Regulation
Waste authority.
Environmental Protection Authority

Sub-contractor Management

The contractor is required to advise whether they intend to engage subcontractors as a part of the procurement process. The Contractor is responsible for any sub-contractor they employ to carry out work for the City of Kalamunda.

The contractor must ensure that the sub-contractor meets the contractor's processes and the City of Kalamunda WHS requirements.

Evidence Requirements

If subcontractors are to be engaged, written evidence of sub-contractor management procedures are required which include:

- induction
- defined roles and responsibilities.
- reporting of hazards and incidents
- training and competency
- communication and consultation
- supervision, inspections, and audits
- plant and equipment maintenance.

Legislation

Work Health and Safety Act 2020: Section 17, Section 19
 Work Health and Safety Regulations (General) 2022
 Workers Compensation Act WA 1981

Resources

WorkSafe WA - Engaging independent contractors.
 Guidance - Main responsibilities under WHS
 Work Cover WA website

First Aid

Contractors are responsible for the first aid needs of their staff. All injuries, no matter how minor, are required to be reported to City. The Contractor shall ensure first aid amenities are available and maintained.

The number and type of first aid kits and first aid trained persons will depend on the number of staff and the level of risk posed by the work activities. At a minimum, at least one person in each work crew shall be qualified and able to apply first aid.

WHS Management Plans and Systems

Strategic and operational work health and safety management plans (WHSMP) support an organisation to continually improve their health and safety performance. In addition, the plan provides an explanation of WHS arrangements in the workplace and can include a site-specific management plan, when required.

In accordance with WHS legislation, at a minimum, site specific plans require the following:

- a list of the training undertaken by staff
- assessment of competencies and licences to complete works (e.g. high-risk tickets)
- current training registers.
- regular communication about WHS to all employees working on site (including responsibilities).

Evidence Requirements

An example of a work health and safety management plan containing the requirements.

Legislation

Work Health and safety Regulations 2022: r.309 - r.311

Fire Prevention

The Contractor shall provide and maintain adequate, approved firefighting equipment on site. The Contractor shall observe the provisions of the WA Bushfires Act, Local Authority regulations, Fire and Emergency Services Authority and any other regulation in respect to fire prevention.

Burning shall not take place.

The Contractor shall ensure that all flammable materials are used and stored in accordance with the Explosives and Dangerous Goods Act and any other statute or regulation governing storage and use of such materials and shall obtain such permits and licenses and pay all relevant fees and charges.

Emergency Response

Emergencies can happen at any time and in any type of workplace. These can include a fire or explosion, natural disaster, medical emergency, vehicle accident, chemical spills, physical threat, armed hold-up, or a bomb threat.

Potential emergency situations on a work site must be identified and emergency procedures documented for preventing any associated illness and injury.

A planned emergency response is required to be evidenced by emergency procedures and/or plans, first aid facilities and training, responsible person on-site and records of emergency response drills.

It is a mandatory requirement that contractors prepare for emergency evacuations and response at the workplace/site.

Evidence Requirements

All contractors working on behalf of the city must:

- provide written emergency response procedures, process or plan which is relevant to the work being undertaken and assign responsibilities in the case of an emergency.
- provide specific appropriate emergency response procedures for high-risk work.
- provide proof that workers are trained in emergency response procedures.
- ensure workers have a current first aid certificate where relevant.

Legislation

Work Health and Safety Act (WA) 2020

Work Health and Safety (General) Regulations 2022: r.43 – Duty to Prepare

Resources

Codes of Practice: First aid facilities and services; workplace amenities and facilities; personal protective clothing and equipment.

Preparing For Emergency, 2004

Emergency Plans - Fact Sheet

Important Numbers

Emergencies (Fire, Police, Ambulance)	000
Emergencies (Fire, Police, Ambulance)	Mobile 112
Medic Alert Emergencies	(08) 9334 1234
Police Headquarters	131 444 or (08) 9222 1111
City of Kalamunda	
Environment Section	(08) 9257 9999
Work Health & Safety Team	(08) 9257 9818 (08) 9257 9819
Switchboard	(08) 9257 9999
Emergency Services	
SES Emergency Service	132 500
Kalamunda Volunteer Fire and Rescue Service	(08) 9257 1666
Department of Fire & Emergency Services	13 33 37
Department of Biodiversity, Conservation & Attractions	
Business Hours 8am-5pm (on weekdays)	9219 9000
After Hours (emergencies only)	9278 0981
Rangers	
Business hours	(08) 9257 9999
After Hours	(08) 9257 9999
Pollution emergency (non-life threatening):	
Pollution Watch hotline (24 hours)	1300 784 782
Poisons Information	13 11 26
Drugs and Alcohol (Health Dept.)	1300 135 030
Main Roads WA	(08) 9323 4111
Health Department WA	(08) 9222 4222
Western Power	13 13 51
Water Corporation	13 13 75
Alinta Gas	13 13 52
Dial Before You Dig	1100

Induction Program Information

On completion of the Contractor induction program and prior to the commencement of works you must attend a site induction.

Please contact the appropriate City Manager to make an appointment.

Work cannot begin until all required documentation is received, and you have attended the onsite induction. At the discretion of the City's manager, the Contractor's employees may be required to attend a one-hour safety orientation session to discuss the statutory responsibility of the parties to the Contract, key aspects of the City's safety management plan and specific hazards associated with the relevant on-site activities.

Please read and keep a copy of this contractor manual for further reference.

Please ensure you complete and sign a copy of the "Work Health & Safety Contractor Handbook Acknowledgement" and return the signed copy to your City Manager. Also maintain a copy of the signed acknowledgement for your own records.

Induction Documentation will be held and maintained through the City's Contractor Management System.

Work Health & Safety Contractor Handbook Acknowledgement

Contractor Company Name: _____

Contractor Company ABN: _____

Address: _____

E-Mail: _____

Phone: _____

Subcontractors: _____

Please Tick:

- ☐ I have received a copy of the City of Kalamunda Contractor Handbook, which I have read and agree to follow and comply with.
- ☐ I accept to work within the provisions of the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022*.
- ☐ If there is anything I do not understand; I will enquire with my City of Kalamunda contact the full meaning or interpretation.
- ☐ I will advise any employees (including subcontractors) of the contents of the induction process and the City of Kalamunda Contractor Handbook.

Declaration:

For and on behalf of the contractor:

Name: _____

Signed: _____

Position: _____

Dated: _____

Signed copy of this page is to be emailed through to your City of Kalamunda contact