

TSC Contractor Health, Safety and Environment Handbook

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Technology and Corporate Services
Work Health Safety Section

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TSC Contractor Health, Safety and Environment Handbook

Welcome to Tweed Shire Council

This Contractor Health, Safety and Environment Handbook is designed to provide all contractors engaged by Tweed Shire Council with the basic health and safety information and requirements relevant to the work they have been engaged to undertake. The information within this handbook is not exhaustive and as such all contractors are required to contact their relevant Council contract supervisor whenever an unexpected or unplanned situation arises that they are not able to manage themselves.

Contracted works are no different to other Council activities. Any work to be undertaken requires as part of the planning process, the identification of foreseeable risks to health and safety of persons, and implementation of appropriate and effective controls to minimize that risk.

Your safety is important to us!

All Contractors have full responsibility to:

- identify all relevant regulations dealing with occupational health and safety and the environment; and
- implement all necessary measures to fully protect and ensure the safety of all persons working on, or near, the contractor's work site.

Legislation

All contractors shall abide by relevant Work Health and Safety legislation, Australian Standards and other requirements as determined by Tweed Shire Council.

Requirements

All contractors, their staff and sub-contractors are required to read this handbook and acknowledge that they have read, understand and comply with the provisions of the handbook by signing the last page and submitting this to their Tweed Shire Council Contact.

Responsible Behaviour and Code of Conduct

As a contractor of Tweed Shire Council certain conducts of behaviour are expected to be adhered to whilst undertaking contracted works.

Harassment and Inappropriate Language

All forms of harassment are unacceptable. Offensive behaviour and/or language includes all behaviour that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, sex, sexual orientation, transgender status, marital status or disability. Behaviour such as whistling or unsolicited remarks of a sexual nature is prohibited.

Children

No children are allowed on any Tweed Shire Council site or work location.

Pets

No pets are allowed on any Tweed Shire Council site or work location.

Smoke Free Workplace

Council's no-smoking protocol prohibits smoking inside Council buildings, vehicles and in mandatory signed areas.

Alcohol and Other Drugs

Persons affected by alcohol or other drugs are not permitted to carry out work on Tweed Shire Council projects, premises or buildings.

Where it is observed that a Contractor's employee(s) may be affected by alcohol or other drugs, the matter will be referred to the Contractor who will be required to take immediate action and remove that employee from the site or location.

Environmental

The NSW Government has determined that every individual has a 'duty of care' to the environment.

Due diligence means that Contractors and their employees need to:

- Take all reasonable steps to prevent pollution and protect the environment;
- Ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise risk of environmental incidents; and
- Show that everything that could have been done to prevent an environmental incident from occurring had been done.

Reporting Environmental Problems

Contractors and their employees are required to notify the relevant Council Contract Supervisor as soon as there is an incident which may cause environmental damage (e.g. a chemical spill or leak).

Health and Safety Responsibilities

Everyone working on Council sites / locations / projects is obliged to take reasonable care to:

- Ensure their own health and safety on their worksite.
- Avoid risking the health and safety of any other person.
- No Contractor is to undertake any task or activity that they have not been trained in or are competent to perform this includes use of tools and equipment.
- Assist new staff members in recognising job hazards, and following necessary safety procedures.
- Have a system in place to ensure the health and safety of visitors to their site.
- Practice good site housekeeping to control risk.
- Report all hazards, incidents, injuries immediately to the relevant Council Contract Supervisor.
- Use the required personal protective equipment (including sun protection) as determined by procedure, MSDS or direction.
- Through act or omission not place themselves, colleagues or public in danger or risk of danger.
- Not interfere with safety/ emergency equipment.
- Follow all safety requests from authorised TSC representatives.

Health and Safety Risk Management

All contractors are required to ensure all risk management documentation is readily available at the nominated work / site location.

This includes:

- safe work method statements;
- risk assessments;
- inductions;
- competency certificates and relevant licences; and
- required permits/authorities to work (demolition, asbestos etc).

Incident Accident Reporting

An 'incident' is a potentially hazardous event which did not cause injury or damage but could have (i.e. a dangerous occurrence or near hit).

An 'accident' is defined as an unexpected or undesirable event, especially one causing injury, illness to person(s) or damage to property or the environment.

All accidents and incidents must be reported to the Council Contract Supervisor.

If serious personal injury or damage to plant occurs, the area must be left 'as is' and barricaded off until advice is received from WorkCover.

This does not apply where interference is necessary to aid or revive any person involved in an accident or to prevent further injury to persons or property.

Sun Safety at Work

It is a mandatory requirement for all outdoor workers or persons that may be exposed to the effects of the sun whilst undertaking their relevant tasks and duties that the appropriate clothing is worn. This includes:

- Long sleeve shirt;
- Long pants / knee length pants;
- Hat (broad brim);
- Brim attachment for hard hats;
- Safety glasses tinted and UV rated; and
- Application of sunscreen.

Personal Protective Equipment and Clothing (PPEC)

All PPEC shall be fit for purpose, comply with relevant legislation and be applied where required through assessment, legislation, Council protocol and mandatory nominated areas.

Safety Signs

Safety signs are displayed in the workplace to:

- help prevent accidents;
- warn of health and safety hazards;
- identify where emergency equipment is kept; and
- identify where specific safety equipment must be worn.

Workplace safety signs use different colours and shapes to make their meaning clear:

- a red circle with a red line through it means 'Must Not Do' or 'Prohibited';
- a yellow triangle warns of danger or risks to health or safety;
- a green rectangle gives information e.g. safety equipment, exits or first aid; and
- a blue circle means 'Must Do' or identifies a mandatory requirement.

Hazardous Materials/Chemicals

No hazardous substances/chemicals are to be brought onto Council controlled sites without the appropriate material safety data sheet.

All hazardous materials brought onto Council sites must be clearly labelled with subsidiary risk and health information.

All instructions for storage and handling as per the relevant MSDS shall be adhered to. Contractors using chemicals shall have a chemical spill clean-up kit on site in case of spillage. The Contractor must ensure that the clean-up kit is appropriate for the chemicals used and that at least one person on the site at any time is trained to clean up a spill.

Isolation Procedures

Danger Tag

A “Danger Tag” is used for tagging electrical or mechanical equipment, placed out of service while personnel are working on such equipment and is a warning to persons that the equipment is being worked on and must not be operated.

Use of Danger Tags

No person is to place themselves or others at risk of injury when working on electrical or mechanical components such as, electricity, hydraulics, steam, compressed air etc, unless a properly completed ‘Personal Danger Tag’, and if able, a lock has been attached to the appropriate control or controls.

Each person on the job is responsible for ensuring that the equipment is correctly isolated and that their own ‘Danger Tag’, and if able, lock is securely attached to the isolating controls.

Removal of Danger Tags

When you complete your work, you are responsible to remove only your “Personal Danger Tag’ and lock and are to notify all relevant personnel that the equipment is to be returned to normal service. In the event that the equipment is not fit to be returned to service or is to remain out of service for a period of time (the work is incomplete), remove your ‘Personal Danger Tag’ and attach an ‘Danger – Out of Service Tag’ to the equipment.

Note: The only circumstance under which a ‘Danger Tag’ or lock can be removed, is by the person who placed it on the equipment, or where in the case the person is definitely unavailable, is by the Supervisor investigating the situation and removing it if he/she is satisfied that no harm can be caused.

Out of Service Tag

An ‘Out of Service Tag’ is used for tagging electrical or mechanical equipment that is faulty, or placed out of service and left out of service for a period of time.

Fill out the ‘Out of Service Tag’ by printing your name, organisation, date, time and reason for being out of service, then sign the tag, attached to the equipment and notify your Supervisor.

- Before you remove a tag, you must satisfy yourself that the equipment or service is in proper working order and that its operation will not cause damage to plant or risk injury to other persons; and
- Dispose of removed tags correctly.

Note: An 'Out of Service Tag' may be used to indicate faulty tools and equipment such as plant, power tools, ladders, etc.

Emergency Preparedness

All Council buildings and facilities have emergency management plans in place; it is a requirement of the nominated Council Contract Supervisor to ensure that these requirements are relayed to relevant contractors.

Contractors are required to establish emergency management plans at locations where no Council plan exists (all outdoor areas), where Contractors work on Council sites with Council employees, Contractors will be advised of the emergency management at the daily pre start risk assessment and site induction.

Remote or Isolated Workers

Remote and isolated work is anywhere a person is unable to easily get assistance in the event of illness, injury, violence or other emergency. It includes but is not limited to:

- Construction, maintenance, inspection, surveys, maintenance at remote/'black spot' localities.

A risk assessment must be undertaken by the person conducting the works in consultation with the relevant supervisor (if applicable) before working alone to ensure emergency communications are established.

Safety and Environmental Breaches

- Repeat safety or environmental breaches by the Contractor are observed, or
- Council considers that the Contractor is generally undertaking any part of the project in an unsafe manner, or in a manner that threatens the environment, or
- The Contractor disregards any instruction to take prompt action to cease any unsafe work practices or fails to eliminate any safety hazard, or damage to the environment, then

Council will view these actions as a fundamental breach of the Contractor's obligations and may result in the Contractor being asked to leave the site or withdrawal of the contract.

Specific risks related to works

Air Quality

Contractors are requested to take all practicable precautions to minimise changes to indoor air quality. The quality of air can be impacted by dust, chemical use or paint fumes and these factors will need to be risk assessed prior to any works being undertaken.

Asbestos

Contractors engaged in works in areas where ACMs are present shall be appropriately informed of the location/s and types of ACMs they are likely to encounter. Under no circumstances is any contractor permitted to drill, grind, cut or remove any asbestos containing material without the appropriate risk assessments, licences and approval from Tweed Shire Council.

If during the course of works a contractor encounters a suspected ACM they must stop work and immediately contact their relevant Tweed shire Council Contract Supervisor.

Compressed Gas Cylinders / Air equipment

Compressed gases

All compressed gas cylinders are to be handled as though they are potential explosive devices. Cylinders are to be stored upright at all times and transported in the appropriate trolley. All cylinders shall have a current pressure vessel certificate. Gas cylinders shall not be taken into confined spaces without an entry permit.

Gas cylinders

Oxy-acetylene hoses must be fitted with flash back arresters. Oxygen and gas cylinders shall be stored away from heat, fire and / or electrical lines.

Confined Spaces Permit

A pre entry risk assessment shall be carried out by the contractor for all works undertaken in areas designated as a confined space. The pre entry risk assessment shall identify all hazards associated with the planned works in the confined space and incorporate appropriate control measures for implementation prior to entry. Only contractors who are certified and appropriately trained with the proper safety equipment will be permitted to enter and work in confined spaces. Once the contractor has familiarised themselves with the pre entry risk assessment, a confined space entry permit shall be completed accordingly and shall include:

- Precautions and clear instructions for the safe entry and execution of work;
- The names of persons entering the confined space; and
- The equipment being introduced into the confined space.

Electrical Safety

Leads and equipment

Contractors are to ensure all power tools and leads brought on site are tested and tagged with current tag attached. Leads must be located and / or protected to prevent damage from vehicles, hot equipment, falling objects, water etc. Extension leads and leads to electrical appliances must be kept as short as is practicable and connected to the nearest power point. Joints must be made with approved plugs and sockets or junction boxes. Taped joints are not permitted. All primary leads to welding sets shall be fully unwound and placed in a safe and orderly manner. Contractors using portable electrical equipment on Council sites must do so in conjunction with a portable residual current device (RCD) which itself has been tested and tagged contractors should ensure they do not over load power circuits

Fire Protection and Isolation

Fire protection requirements must be considered prior to commencing work. The contractor must conduct work in a manner so as to prevent any fire occurring. This may involve careful selection of tools, work methods and materials. Contractors are also responsible for ensuring flammable liquids remain closed when not in use and are stored in appropriate facilities. A risk assessment must be completed for all Hot Works for any activity likely to produce a source of ignition.

The contractor will notify the relevant Council Contract Supervisor of any situation where fire detection alarm systems could be activated due to dust, fumes, sparks, flame, smoke, water, vibration or any other probable cause. Failure to comply with the above and in the event of a false alarm signal alerting the fire brigade, the contractor will be liable for all costs associated with the attendance of the fire brigade.

Housekeeping

Contractors are to remove all rubbish and maintain the work area in a clean and safe state during the works and on conclusion of the works. Where it is not possible for materials and debris to be removed immediately working areas must be barricaded off and appropriate warning notices erected. All debris and waste resulting from contractor activity on site shall be removed by, and at the expense of, the responsible contractor.

Ladders

If a task must be done where there is a risk of a person falling more than two metres, a risk assessment must be undertaken of that task prior to the works commencing.

In particular contractors shall:

- Inspect ladders prior to use to ensure that they are in good condition for safe operation;
- Use ladders only for works of minor nature;
- Secure all ladders at the top and bottom;
- Ensure that only one person works from a ladder;
- Not over reach when using a ladder; and
- Not carry out any cutting or work involving the use of power tools from a ladder.

Noise Control

Contractors are requested to take all practicable precautions to minimise noise. If noise is likely to be generated at a level that has the potential to cause disruption to Council operations this will be considered in the works program. Contractors are advised not to bring radios into Council workplaces.

Plant and Equipment

Contractors must provide, maintain and operate plant in a safe manner, complying with appropriate statutory requirements for the safe operation of plant. As a minimum, contractors shall ensure that:

- All items of plant under their control are subject to a risk assessment;
- Employees of contractors required to operate or work with plant shall be instructed on the safe use of that plant and where required have the appropriate certification;
- Specific items of plant shall be registered in accordance with Legislation; and
- Inspect and maintain plant on a regular basis in accordance with the manufacturer's/industry standards.

Council may request to review documentation relating to items of plant (e.g. maintenance records and documented risk assessments). The contractor shall provide this information when requested to do so.

If a contractor identifies that guards / safety devices are missing from an item on Council plant or equipment they have been directed to work on or with, they must cease work and report the matter to the relevant Council Contract Supervisor.

Site Security and Public Safety

Contractors shall take the necessary precautions to protect the health, safety and welfare of other persons who may be working / accessing the immediate area where works are being undertaken. Appropriate controls are to be implemented to temporarily isolate work areas. If temporary fencing is installed it is to be adequately braced against the wind. Where a method of isolation is not effective, an alternate control is to be implemented for example signage.

For works undertaken which is on or adjacent to roads, or pedestrian pavements, a safe work method statement must be created which lists an action plan to manage safety of traffic, pedestrians and include the provision of signs and safety devices where necessary.

Work Platforms and Lifting Equipment

Solid construction safe work platforms shall be used where work cannot be performed from the ground.

Contractors are to ensure:

- Scaffold and platforms are erected on solid foundations, maintained and repaired by suitably qualified scaffolders.
- Scaffolding is protected on site to prevent damage from vehicles moving in the immediate work vicinity.

All lifting equipment and scaffolding shall conform to relevant state legislation governing the erection, use and maintenance of such equipment. Controls must be in place to prevent tools, materials and debris from dropping from elevated locations and platforms and striking persons below.

Working at Heights

Contractors are required to ensure safe systems of work and for the provision of appropriate fall arrest and prevention devices, of which the following may be considered:

- Safety meshes complying with the relevant Australian Standards;
- Static lines, inertia reel lines, safety nets and the appropriate anchorage for these;
- Incorporation of perimeter guard railing;
- Safe access to and egress from the work area at height, including the guarding of any openings at the perimeter;
- Preparation of a firm level surface below the work area including the perimeter to facilitate the use of scissor hoists or rolling scaffold where it is intended that these be used; and
- Ensuring that the work surface is secure, stable and structurally sound for support of persons and equipment using that area prior to the commencement of work.

Contractors are to have undergone the appropriate training for the selection, use and maintenance of fall arrest and prevention devices.

Contractors shall also be made aware of restricted areas surrounding microwave dishes. These restricted areas must not be infringed upon in any circumstance.

Site Safety Rules

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| <p>Inductions</p> <ul style="list-style-type: none"> All workers must be inducted to the site prior to commencement and following any significant changes and/ or changes in conditions and/ or introduction of new plant/ equipment. All workers performing construction work must have an OHS Construction Induction Certificate. All workers must complete the site-specific induction prior to undertaking work. |
| <p>Daily Risk Assessments</p> <ul style="list-style-type: none"> The site supervisor must conduct a risk assessment in consultation with workers before commencing work. |
| <p>Safe Work Method Statements</p> <ul style="list-style-type: none"> Safe work method statements/ risk assessments (SWMS) must be available on site for work activities assessed as having safety risks. Contractors must have <u>approved</u> SWMS for the works to be carried out by them available on site. |
| <p>Housekeeping</p> <ul style="list-style-type: none"> The site must be kept in an orderly and safe manner. |
| <p>Reporting of Hazards, Incidents, Injuries</p> <ul style="list-style-type: none"> Report all hazards, incidents, injuries immediately to the site supervisor. |
| <p>Alcohol and Drugs</p> <ul style="list-style-type: none"> Alcohol or illicit drugs are prohibited from being on site. No persons affected by alcohol or drugs are allowed on site. |
| <p>Electrical Equipment</p> <ul style="list-style-type: none"> All construction electrical equipment must have a current legible test/ inspect tag and Residual Current Device used. |
| <p>Mobile Phones</p> <ul style="list-style-type: none"> Mobile phones must not be used by persons while on foot in the vicinity of mobile plant, or whilst operating plant. Exclusion zone of 10m applies around operating load shifting equipment, unless risk assessed and authorised by site supervisor. |
| <p>Working at Heights</p> <ul style="list-style-type: none"> Where there is the potential to fall from a height greater than 2 metres, no work is to be carried out without fall prevention or fall arrest systems in place. |
| <p>Trenching / Excavation</p> <ul style="list-style-type: none"> Where excavation/ trenching is deeper than 1.5 metres (or less if assessed as unsafe) battering, benching or shoring must be established by competent personnel. |
| <p>Hazardous Substances</p> <ul style="list-style-type: none"> All hazardous substances brought onto the site must have a current SDS readily accessible to users. All PPE as required in the SDS must be worn. All containers of hazardous substances including decanted chemicals must be labelled and carry the applicable risk and safety phrases. |
| <p>Manual Handling</p> <ul style="list-style-type: none"> Observe correct manual handling techniques. Use mechanical devices to lift heavy or awkward items. Team lifting should only be used where mechanical lifting is absolutely not practical. |
| <p>Working in the vicinity of public utilities</p> <ul style="list-style-type: none"> All underground overhead utilities must be identified and communicated to workers. All services must be clearly marked on plans used on site and communicated to ALL workers. An Electrical Safety Observer must be used when working in vicinity of energised utilities. |
| <p>Mobile Plant</p> <ul style="list-style-type: none"> Exclusion zone of 10m applies around operating load shifting equipment, unless risk assessed and authorised by site supervisor. Spotter must be appointed if a worker is required to be within operating plant's blind spot and/ or as risk assessed. Workers must not be between fixed and traversing parts of plant unless a risk assessment has been completed. Plant must only be operated by competent licenced operators. Prestart checks must be completed and recorded daily prior to use. |
| <p>Safety Signs</p> <ul style="list-style-type: none"> All safety signage must be observed and adhered to at all times. |
| <p>Protection of all workers and the public</p> <ul style="list-style-type: none"> Effective barricades, fencing and overhead protection will be used. |
| <p>Personal Protective Equipment</p> <p>Personal protective equipment (PPE) will be worn in the following circumstances: mandatory, signage requires its use and where a SOP / SWMS/ SDS/ site risk assessment identifies requirement for use.</p> |

Contractor Health, Safety and Environment Handbook Issued To:

Name of Contractor:
Company name:

I acknowledge having undertaken the Tweed Shire Council General Contractor Induction.

As a contractor / sub-contractor engaged by Tweed Shire Council I have read the contents of the Contractor Health, Safety and Environment Handbook and understand it in full.

I agree to abide by the conditions stated in this handbook and / or any other direction by Tweed Shire Council in relation to the health and safety of the works and site.

Contractor Employees Signature:
Date:
Employer's Name:

****Please read and sign the above form and return it to the Council Contract Supervisor.***

Tick the following that applies

| | |
|--|---------|
| Insurance checked | Yes/ No |
| Licences/ Tickets checked | Yes/ No |
| Safe Work Method Statement / Risk Assessment | Yes/ No |

Council Contract Supervisor:
Signed: