



# Contractor Handbook

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16 April 2026

## History Summary

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Item	Date	Action	Description
1	11 May 2017	Implementation	Whole document
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4	16 April 2026	Reviewed	Reviewed and updated with minor formatting and terminology changes.

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## Introduction

Welcome to the Shire's Contractor Handbook. The Shire is committed to achieving a 'Zero Harm' work environment for our own workers, including volunteers, contractors and sub-contractors. The purpose of this Handbook is to provide contractors, sub-contractors and their workers with information on health, safety and appropriate conduct whilst working for the Shire. Although every effort has been made to explain the Shire's rules and procedures, each worker has a legislative duty of care to ensure that they work in a manner that does not endanger or cause harm to themselves or others.

Contractor organisations, including their workers, have a duty to be aware of and to comply with all applicable legislative requirements associated with the performance of works for the Shire.

The requirements in this booklet must be followed by all contractors, sub-contractors and their workers and be applied according to the scope and nature of the work that is to be undertaken.

This Handbook is established -

- as required by Council Policy 9.1 Work Health & Safety and 9.2 Work Health & Safety — 1. d) WHS Handbook for Contractors.

For further information about Work Health and Safety (WHS) at the Shire please contact the Officer responsible for the contract on Telephone 98900900 or email [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

Dale Stewart  
**Chief Executive Officer**

## Definitions

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**Contractor** as the context requires—

- a) means the contractor or nominated person employed or engaged by the contractor to carry out or assist in carrying out the work concerned
- b) includes the workers of the contractor, and any sub-contractor and their workers.

**Departmental Manager** means a person who has management authority over a Shire organisational unit and could be the Shire contract manager;

**Shire Contract Manager** means the person having responsibility to oversee the performance of the contract;

**Shire workplace** means any place, area or building under the control of the Shire where the contractor has been engaged to perform services for the Shire, whether direct Shire workers are in attendance or not (refer WHS Act s 8), and includes:

- a) Roads, streets, footpaths etc.
- b) Gardens, parks, reserves etc.
- c) Vehicles, buildings, structures etc.

## Section 1 - Work Health and Safety Management Responsibilities

### 1.1 Senior Staff/Managers

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Ensure that the particulars contained within the contractor management process are implemented when contractors are engaged in areas under their responsibility or control.

### 1.2 Contract Managers

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The role of a Contract Manager includes: –

- a) Define the contract work and classify the risk level.
- b) Inform potential contractors of the work health and safety requirements for the proposed works.
- c) Ensure all documentation is submitted and verified prior to selecting a contractor, such as:
  - Safe Work Method Statements;
  - Work Health and Safety Management Plans;
  - Relevant licences and qualifications required to perform the work;
  - Insurance Coverage including but not limited to, Public Liability, Workers Compensation and Professional indemnity; and
  - Any other statutory documentation required.
- d) Select a suitable contractor.
- e) Ensure all contractors have been inducted and informed of any WHS hazards associated with the work.
- f) Monitor contractor activities to ensure compliance with specified contract conditions and work health and safety statutory obligations.
- g) Conduct regular meetings with the contractors during the completion of the works.
- h) Respond to issues raised by the contractor as they arise.
- i) Conduct a post contract completion evaluation to ascertain lessons learnt and record if works have been completed in accordance with contract specifications.
- j) In instances of WHS non-compliance, raise a notice of non-compliance for minor issues, and progressively escalate depending on severity or in instances of repeated non-compliance.
- k) Assess any hazardous chemicals or dangerous goods proposed to be brought into Shire workplaces, to ensure that the safest possible alternative is being utilised and only where strictly necessary.

### 1.3 Shire Workers

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Shire workers will work in collaboration with engaged contractors in accordance with the Shire's WHS contractor management requirements and outlined contract conditions.

### 1.4 Contractors

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Contractor organisations are expected to: –

- a) Take reasonable care for their own health and safety, and that their acts or omissions do not adversely affect the health and safety of other persons.
- b) Comply with contract conditions, and the Shires contractor management process requirements.
- c) Ensure all contractor workers undertake an work health and safety contractor induction prior to commencing works.

- d) Perform works in accordance with identified and agreed safe systems of work.
- e) Report forthwith any hazards or incidents, and including near misses to the Shire.
- f) Provide the necessary resources to meet work health and safety obligations.
- g) Provide necessary personal protective equipment (PPE) and ensure it is used appropriately.
- h) Co-operate with the Shire in their efforts to comply with legislative obligations.
- i) Comply with any reasonable instruction relating to work health and safety given by an authorised representative of the Shire or other authorised person.
- j) Ensure that only persons holding appropriate valid and current licences and qualifications perform works.

## Section 2 - Advice to Contractors

### 2.1 Objective

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The health and safety of all people working for the Shire, and those within the wider community affected by our works, is of utmost priority. In order to help achieve this a positive attitude towards work health and safety should be promoted and safe working practices must be observed at all times.

It is required that contractors carrying out any work for the Shire shall have in place safe systems of work, comply with all associated legislative requirements, the Shire's WHS Policies and Procedures, and those adopted by the contractor and approved by the Shire.

This may include, but is not limited to, ensuring adequate and appropriate supervision is provided and participation in information, training and instruction events is undertaken as directed, such as:

- a) general induction;
- b) site-specific induction;
- c) supply of appropriate PPE (Personal Protective Equipment); and
- d) task specific induction.

### 2.2 Documentation

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Prior to commencement of the contract works, contractors are to provide details of the certificates of currency for the following insurance policies, where applicable –

- a) Public liability insurance;
- b) Professional liability insurance; and
- c) Workers compensation insurance.

Where the contractor is likely to be engaged on a continuing basis, annual submission of insurance certificates will suffice.

Other documentation that may be required to be provided includes: –

- a) Contractors WHS Manual, Procedures and other relevant documentation, such as WHS performance records;
- b) Details of qualified personnel for licenced work or activity (e.g. construction induction training certificates (white cards), high risk work licences, drivers licence, plant operation competency certificates, electrical, gas, plumbing, etc)
- c) Details and currency of licences and/or registrations for plant, vehicles and equipment;
- d) Work Health and Safety Management Plans (e.g. construction safety management, traffic management, pedestrian management, site visitor management etc);
- e) Any other relevant document required by legislation for particular types of work; and
- f) All relevant Safe Work Method Statements for high risk construction work activities.

Where multiple engagement has occurred, reference to documentation previously submitted by the contractor may be sufficient, subject to review, and the documentation remaining current.

### 2.3 General Inductions

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Representatives of each appointed contractor may be required to undertake a general WHS induction at the Shire.

## **2.4 Site-Specific Inductions**

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Contractors are required to report to the responsible Shire Officer associated with the work to undertake an initial site-specific induction as directed.

## **2.5 Specific Adherence**

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Specific adherence is required for: –

- a) Fitness for work requirements, including ensuring workers are not impaired by drugs or alcohol at work;
- b) Compliance with personal protective equipment and clothing requirements;
- c) Compliance with safe systems of work; and
- d) Vehicle and Pedestrian Traffic Management processes.

## **2.6 Non-Compliance**

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Any contractor or their workers contravening legislative requirements or the Shire's WHS policy or procedural requirements may –

- a) be required to leave the premises or worksite and be refused re-entry by the appropriate supervisor, or manager.
- a) have their engagement or contract with the Shire suspended by the relevant Manager, and the matter referred to the Council or CEO; or
- b) have their engagement or contract with the Shire terminated by the CEO.

## **2.7 Preference for Engagement**

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Compliance with WHS legislation, agreed safe systems of work, policies and procedures is a priority consideration for engagement of any contractor or purchase of services. Preference will be given to contractors who have provided evidence of their commitment to WHS, and whose history supports that commitment.

Regional price preference policy does not override WHS commitment and compliance.

## Section 3 - General Advice to Contractors

### **3.1 Hazard Identification, Risk Assessment and Control**

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A hazard is something that has the potential to cause injury or harm to people, assets, equipment or the environment.

All parties at the workplace have a duty to identify reasonably foreseeable hazards.

Following identification of hazards, the risk of injury or harm must be assessed and the means by which the risk may be eliminated considered. If it is not reasonably practicable to eliminate risks to health and safety, then the risk must be minimised through the preferential application of the hierarchy of risk control.

The following Risk Rating Tables can be used to assist in assessing the risk of injury or harm (see next page).

**RISK ASSESSMENT MATRIX**

<b>Shire of Narrogin Risk Assessment Matrix</b>					
<b>LIKELIHOOD</b>	<b>CONSEQUENCE</b>				
	<b>Insignificant (1)</b>	<b>Minor (2)</b>	<b>Moderate (3)</b>	<b>Major (4)</b>	<b>Catastrophic (5)</b>
<b>Almost Certain (5)</b>	Moderate 5	High 10	High 15	Extreme 20	Extreme 25
<b>Likely (4)</b>	Low 4	Moderate 8	High 12	High 16	Extreme 20
<b>Possible (3)</b>	Low 3	Moderate 6	Moderate 9	High 12	High 15
<b>Unlikely (2)</b>	Low 2	Low 4	Moderate 6	Moderate 8	High 10
<b>Rare (1)</b>	Low 1	Low 2	Low 3	Low 4	Moderate 5

<b>Shire of Narrogin Risk Acceptance Criteria</b>			
<b>Risk Rank</b>	<b>Description</b>	<b>Criteria</b>	<b>Responsibility</b>
<b>Low 1-4</b>	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Manager / Coordinator
<b>Moderate 5-9</b>	Monitor	Risk only acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Manager / Executive Manager
<b>High 10-16</b>	Urgent Attention Required	Risk only acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Chief Executive Officer
<b>Extreme 17-25</b>	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	Chief Executive Officer / Council

## CONSEQUENCE DESCRIPTORS TABLE

Shire of Narrogin Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
<b>Insignificant (1)</b>	Negligible injuries	Less than \$1,000	No material service interruption – backlog cleared < 6 hours	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	First aid injuries	\$1,000 - \$25,000	Short-term temporary interruption – backlog cleared < 1 day	Some temporary non-compliance	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
<b>Moderate (3)</b>	Medical type injuries	\$25,001 - \$100,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short-term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
<b>Major (4)</b>	Lost time injury	\$100,001 - \$500,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal and external resources to rectify	Uncontained, reservable impact managed by a coordinated response from external agencies
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$500,000	Intermediate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment and building.	Uncontained, irreversible impact

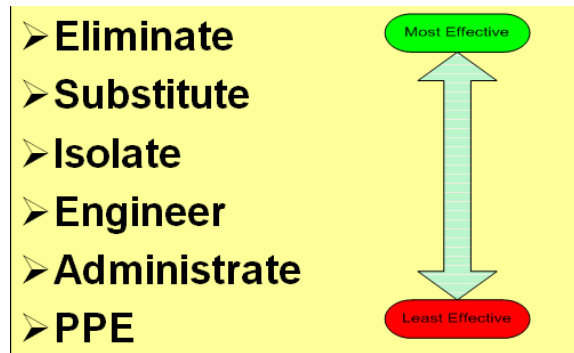
**CONSEQUENCE DESCRIPTORS TABLE**

<b>Shire of Narrogin Measures of Consequence</b>					
<b>Rating (Level)</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Extreme</b>
<b>Compliance</b>	No noticeable regulatory or statutory impact	Some temporary non-compliances	Short term non-compliance but with significant regulatory requirements imposed	Non-compliance results in termination of services or imposed penalties	Non-compliance results in litigation, criminal charges or significant damage or penalties
<b>Reputational</b>	Unsubstantiated, low impact, low profile or 'no news' item	Substantiated, low impact, low news item	Substantiated, public embarrassment, moderate impact, moderate news profile	Substantiated, public embarrassment, high impact, high news profile, third party actions	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions
<b>Property</b>	Inconsequential damage.	Localised damage rectified by routine internal procedures	Localised damage requiring external resources to rectify	Significant damage requiring internal & external resources to rectify	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment and building
<b>Environment</b>	Contained, reversible impact managed by on site response	Contained, reversible impact managed by internal response	Contained, reversible impact managed by external agencies	Uncontained, reversible impact managed by a coordinated response from external agencies	Uncontained, irreversible impact

**RISK PROBABILITY MATRIX**

<b>Shire of Narrogin Measures of Consequence</b>				
<b>Level</b>	<b>Rating</b>	<b>Description</b>	<b>Frequency</b>	<b>Examples</b>
<b>1</b>	Rare	The event may <b>ONLY</b> occur in exceptional circumstances	Less than one in 15 years	Major building collapse in a low-risk office environment
<b>2</b>	Unlikely	The event could occur at some time	At least once in 10 years	Worker electrocuted by faulty office equipment
<b>3</b>	Plausible	The event should occur at some time	At least once in 3 years	Slips, trips or falls on a wet surface
<b>4</b>	Likely	The event will probably occur in most circumstances	At least once per year	Minor cuts or strains from manual handling
<b>5</b>	Almost Certain	The event is expected to occur in most circumstances	More than once per year	Sun exposure or dehydration during outside work

Risks are controlled through the preferential application of the hierarchy of risk controls, with those risk controls higher in the order being most effective at controlling the risk. Often a combination of risk controls is utilised in conjunction with each other to achieve the desired risk reduction.



- **Eliminate:** The complete removal of the hazard from the workplace.
- **Substitute:** Replacing the process or material with one of a less hazardous nature.
- **Isolate:** Isolating the hazard by guarding, enclosing it, or “locking it out”.
- **Engineer:** Redesign the equipment or work process causing the hazard.
- **Administrate:** Provision of training, work procedures, etc.
- **Personal Protective Equipment:** Use appropriate and properly fitted PPE where it is not practicable to reduce the risk by other means. PPE is often used in conjunction with other risk controls.

### 3.2 Hazard Areas

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Some operational areas may contain identified hazards and should be signed appropriately.

Hazard signs warn of various hazards, life threatening or otherwise, and may consist of:

Danger Signs – warning that a particular hazard or hazardous condition, is likely to be life threatening. Common examples of Danger Signs are shown below:



Warning Signs – warning that a hazard or hazardous situation exists that is not likely to be life threatening, but may still result in serious injury if realised. Common examples of warning signs are shown below:



Operational areas or plant items that have mandatory PPEC requirements are identified by the blue and white mandatory PPEC signs, which must be complied with. Some common examples you may encounter are shown below:



Contractors should review the requirements of AS 1319 “Safety Signs for the Occupational Environment” when considering safety signage.

### 3.3 Hazard and Incident Reporting

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The reporting of hazards and incidents involving personal injury, plant, equipment or vehicle damage, impact on the environment, including near miss occurrences is a very important part of the Shires overall risk management program.

All workers/contractors have a fundamental responsibility to report any hazard or incident to your Supervisor/Manager forthwith and they are to subsequently report these to the Shire responsible officer forthwith. Where a potentially hazardous situation is identified, this must be made safe in the first instance and then reported without delay. The proper reporting of hazards and incidents will allow their root causes to be determined and allow for risk controls to be implemented in order to prevent recurrence. Investigations will be conducted in a fair and reasonable manner commensurate with the level of risk in order to determine root causes and determine effective risk controls.

**Note** – if a person deliberately and knowingly contravenes safety requirements, then blame may be required to be apportioned.

The process for reporting is:

- Immediately notify your employer and the Shire responsible officer.
- Complete the Shire Incident Form. The level of investigation will depend on the severity of the actual or potential outcome of the incident.
- If you need to visit a doctor, a Workers Compensation Claim form is to be filled out and this form along with the First Medical Certificate is to be given to your employer. Delay in completing this form may delay the payment of wages or medical costs.

### 3.4 Sign In

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All contractors, sub-contractors and their workers are required to sign in and out when visiting or working at Shire worksites, including the Administration Centre or the Depot.

Location	Sign-in location
Administration Centre	Reception
Depot – - Office - Workshop and Yard	Depot Office
Narrogin Regional Leisure Centre	NRLC Kiosk
Worksite – roadworks, town works, park or reserve, building site (including maintenance work etc)	Relevant Shire staff member responsible for works, or as directed.
Homecare	Homecare Reception
Library	Library Reception

### **3.5 Breaches of Safety**

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In the event that a contractor, sub-contractor or their workers are observed, or reported to be, operating in an unsafe manner, the Shire's responsible officer will notify the contractor to take immediate action. The event will be regarded as an incident and will be investigated accordingly.

The responsible officer may instruct the contractor to cease work until the situation has been investigated, rectified and the work area and systems of work are considered safe. Non-compliance with the responsible officer's instructions or failure to comply with the requirements of legislation or the Shire may result in:

- The issuing of a written notification for the required improvement;
- Stop work notice issued until the problem is corrected;
- Suspension of the contract, if not remedied; or
- Termination of the contract due to a breach of contract.

Additionally, depending on the severity, a breach may also result in:

- Reporting to WorkSafe WA, or other responsible regulatory authority;
- No further engagement of the Contractor by the Shire unless the Contractor can demonstrate to the satisfaction of the CEO, that the Contractor's WHS practices are compliant with this Hand Book, the Shire's WHS Policy and any and all legislation.

### **3.6 WHS Issue Resolution**

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A grievance relating to a WHS issue will be dealt with and resolved between the parties involved, including: the responsible supervisor, health and safety representative and the Contractor representative. If the issue impacts or may impact on workers or operations of the Shire, the Shire responsible officer will be notified, and the Shire's WHS investigation process followed.

## Section 4 - Emergency Management

Prior to the commencement of work, contractors are responsible for determining (if working in a facility or building which does not have Shire staff present at the location), the procedure to follow to manage readily foreseeable emergency situations, including:

- Emergency response;
- Evacuation procedures;
- Medical treatment and assistance;
- Effective communications processes; and
- Notification to emergency service organisations.

Information, instruction and training must be provided to relevant workers in relation to implementing these procedures.

### 4.1 Emergency Evacuation from Shire Buildings

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Prior to works commencing, the Contractor must make their employees working within a building where the appropriate muster point is in the case of an evacuation.

The Shire's responsible Officer must ensure the Contractor is aware of a buildings particular evacuation route and process, normally displayed within the building at different locations.

Contractors and workers must follow the directions of the Shire responsible officer or the displayed evacuation route in the building if no officer is present and proceed to the designated muster point.

If no Shire Officer is present and a hazard is blocking the recommended escape route to the muster point, then the Contractor's employees should find the next safest and quickest route to leave the building.

**DO NOT RE-ENTER** any building until advised it is safe to do so by either the Fire Brigade or the responsible Shire Officer.

### 4.2 Harvest and Movement of Vehicles Bans

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Contractor vehicles are required to comply with any notification of a Harvest and Movement of Vehicles ban including:

- a) Shire and Contractor plant on road reserves, in gravel pits etc. outside designated townsite(s) are to cease that activity.
  - This restriction does not apply to legal use of vehicles on constructed public roads.
- b) Shire and Contractor crews undertaking activities that may generate ignition sources (chainsaw, brush cutter, slashing etc.) are to cease that activity.
  - This restriction does not apply where
    - The activity is within a designated Townsite; and
    - Is on green grass/vegetation or surrounded by a clear area complying with the Fire Break and Hazard Reduction Notice.
  - This exemption may be overridden by a Total Fire Ban, issued by DFES, which prohibits any activity that could start a fire.

Contractors engaged by the Shire are required to comply with this requirement.

### **4.3 First Aid**

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Should first aid assistance be required immediately, contact your worksite First Aid Officer or Supervisor. If that person is not available contact the Shire Responsible Officer.

The contractor is responsible for ensuring appropriate first aid equipment is supplied to its employees and emergency responses are provided at worksite(s) controlled by the contractor.

First aid kits are available in Shire buildings where Shire staff regularly work. If you need to access these facilities please ask a Shire staff member and they will show you the location of the first aid kit and organise a Shire first aider, if available, to attend to your needs.

Report any work-related injury to your supervisor and to the Shire forthwith.

## Section 5 - Guidance Notes on Hazardous Work

### 5.1 Working at Heights

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Reference must be made to WHS legislation and the Code of Practice “Managing Risk of Falls in Workplaces” with risk controls implemented that meet or exceed the performance specifications of the risk control options required by WHS legislation and recommended by the Code of Practice.

The risk of falls must be managed, in strict accordance with legislative requirements, if there is any risk associated with a fall from one level to another that may be reasonably expected to cause injury to any person. Wherever possible, work should be conducted from the ground or a solid construction.

Work at heights shall be the subject of a risk assessment process and have adequate controls implemented so as to ensure the safety of all persons working at heights and the safety of any persons in the vicinity who may be at risk from falling objects.

All persons working at heights must ensure that they are protected from falls at all times in accordance with WHS legislative and Code of Practice considerations. The practice of standing on the back of vehicles where there is no falls protection in place is to be avoided at all times.

If falls arrest equipment is planned to be utilised, then an emergency response procedure shall be developed that will enable the timely rescue of a person in the event of a fall and the provision of first aid to the person who has fallen. Emergency procedures must be tested to ensure that they are effective.

Materials and scrap must not be dropped or thrown to lower levels in an uncontrolled manner. Such material must be lowered carefully after appropriate precautions have been implemented.

### 5.2 Ladders

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Reference must be made to WHS legislation and the Code of Practice “Managing Risk of Falls in Workplaces” with risk controls implemented that meet or exceed the performance specifications of the risk control options required by WHS legislation and recommended by the Code of Practice.

Ladders are a means of providing access/egress to a work area, not a fall protection measure. Preference should be given to utilising safer alternatives, such as EWP’s or scaffolding, as far as is reasonably practicable. Only ladders complying with the relevant section of AS/NZ 1892 are to be used. Ladders should be used for access purposes only – not as work platforms.

All portable ladders must be suitably rated for industrial, rather than domestic, use.

### 5.3 Digging and Excavation Work

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Reference must be made to WHS legislation and the Code of Practice “Excavation” with risk controls implemented that meet or exceed the performance specifications of the risk control options required by WHS legislation and recommended by the Code of Practice.

All reasonable steps must be undertaken to obtain current underground essential services information prior to commencing any excavation work. This information must be provided to the person who is engaged to carry out the excavation work and must be available for inspection until the excavation work is completed. Should a notifiable incident occur involving an excavation, the underground essential services information associated with the excavation must be retained for at least two years after the incident.

#### **5.4 Hot Works, Fire and Explosion Prevention**

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If intending to undertake work involving welding or allied processes, reference should be made to WHS legislation and the Code of Practice "Welding" with risk controls implemented that meet or exceed the performance specifications of the risk control options required by WHS legislation and recommended by the Code of Practice.

Hot works are activities such as grinding, welding, thermal or oxygen cutting or heating, and other related heat or spark producing operations. Prior to commencing hot work which generates heat, flame or sparks in an area other than designated hot work areas in workshops, a detailed assessment of immediate surrounding risks must be made. All contractors shall comply with the requirements determined as necessary to control the identified risks.

Flammable and combustible substances are not to be accumulated and must be kept at the lowest practicable quantity for the workplace. If there is any possibility of an ignition source causing a fire or explosion in a hazardous area, then it must be ensured that ignition sources are not introduced into the area.

The use of PPE and other necessary equipment to eliminate or control the risk of fire or explosion, including selection of appropriate fire extinguishers, shall be documented.

When hot works are proposed to be undertaken, a Hot Works Permit is required to be obtained from the Shire responsible officer. A fire watch for 30 minutes is required after the hot work activities have ceased and the Shire responsible officer shall be advised on completion of the fire watch and sign off on the Permit.

If a total fire ban, harvest or vehicle movement ban has been imposed, then no works must be undertaken that are likely to breach the requirements of these bans or activity undertaken that is likely to start a fire.

#### **5.5 Welding**

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Welding is only to be carried out by competent personnel in areas that are well ventilated and appropriately screened off from other workers. Reference must be made to the Code of Practice "Welding Processes" and risk controls implemented that meet or exceed the risk controls specified in the Code.

Appropriate specialist PPE must be worn whilst conducting welding or associated work.

NEVER look toward any welding area unless you are wearing eye protection of the required tint.

Welding outside of a designated welding area is considered to be "hot work" which requires a hot work permit to be issued, fire response equipment to be available and a fire watch instigated.

## 5.6 Fire System Isolations

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Notification to the responsible Shire Officer is required prior to any work associated with the isolation or inhibiting of smoke detectors, sprinklers, fire water pumps or hydrants in order to allow for an assessment of potential safety implications to be conducted and appropriate risk controls implemented.

Isolation of fire systems is not to occur until written authorisation to proceed has been given by the responsible Shire Officer. If authorised, the isolation is not to exceed one working day and fire protection or detection systems are not to be left off over night. Confirmation that any fire system(s) isolations have been removed and the system(s) reactivated is to be provided in writing to the Shire responsible Officer.

Detector units are to be covered/protected during dusty work to ensure they are not damaged. These covers must be removed at the end of the working day.

## 5.7 Confined Space Entry

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Reference must be made to WHS legislative requirements and no entry to a confined space must be made until the requirements of Part 4.3 Division 3 of the WHS Regulations 2022 (WA) are fully complied with. Reference must also be made to the approved code of practice “Confined Spaces”.

A confined space is defined as an enclosed or partially enclosed space which –

- (i) is not intended or designed primarily to be occupied by a person; and
- (ii) is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- (iii) is or is likely to be a risk to health and safety from anything specified in the Table;

<b>Table</b>	
1.	an atmosphere that does not have a safe oxygen level
2.	contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion
3.	harmful concentrations of any airborne contaminants
4.	engulfment

[BUT; does not include a space in which excavation work is carried out in an underground mine]

Only persons trained in confined space entry may undertake or be involved in such work.

## 5.8 Energy Isolation (gas, water, electrical, communication)

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Notification to the Shire’s responsible Officer is required if energy isolation is necessary for work on any Shire worksite including but not limited to buildings, transfer station, parks, reserves, car parks and footpaths. Prior to enacting any energy isolation affecting Shire premises, an authorisation from the responsible Shire Officer is required. This is intended to ensure that the situation is assessed and consequences of the isolation are fully identified.

An isolation authorisation is not required if the work involves water reticulation lines that are not intended to supply facilities or plant items (ie irrigation type water reticulation only). If the isolation involves utility type services, the supplier/owner must be contacted e.g. Western Power, Telstra, Alinta etc.

An appropriate lockout/tag out system will be used.

The Shire's responsible Officer will give adequate notice to effected staff prior to any isolation via email.

Prior to energy isolation, the IT Officer is to be informed and sufficient time allowed for close down of computer and telephone systems.

### **5.9 Transporting High/Wide (Oversized) Loads**

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If transporting a load that is more than 4.3m high or 4.5m wide permission from the Shire, and appropriate permits from Mains Roads WA and Western Power (or appropriate network operator) will be required. Transporting oversize loads near overhead power lines or on narrow streets or access ways can be a dangerous operation if the appropriate safety measures are not taken.

For heights and widths less than the prescribed 4.3m or 4.5m, the proposed route must be travelled to ensure the width of the carriage way, height of bridges and other objects such as signs, road dividers and slow points are adequate to allow the safe passage of the loaded vehicle. Consideration needs to be given to the need for a pilot escort.

Prior consultation with the Manager Works and Services is required and the Contractor must make themselves fully aware and compliant with any Main Roads WA (MRWA) Heavy Vehicle Service (HVS) Restricted Access Vehicles (RAV) compliance specifications.

## Section 6 - Other Relevant Information

Contractors, sub-contractors and their workers are reminded of the importance to fully comply with their obligations under Work Health and Safety Legislation, approved Codes of Practice and, where appropriate, relevant Australian Standards. This handbook has been designed to assist Contractors and their workers fulfil their obligations and work safely at all times.

### 6.1 Construction Induction Training Certificate (White Card)

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It is a Western Australian legislative requirement that any person undertaking construction work must have completed an approved general construction induction training course and be in possession of a current general construction induction training certificate (White Card).

It must be ensured that, if the general construction induction training was completed more than 2 years previously, the person has actually carried out construction work in the preceding two years. If this is not the case, then the general construction induction training certificate previously obtained is no longer valid and general construction induction (re) training must be conducted and a reissued white card provided.

Valid and current general construction induction training certificates (White Cards) must be carried by all persons working and accessing Shire construction worksites and produced upon request. Failure to do so will result in the non-compliant person being requested to leave the work site area immediately.

Construction work is defined in the Work Health and Safety Regulations 2022 (WA) as meaning any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure and includes:

- any installation or testing carried out in connection with an activity referred to above;
- the removal from the workplace of any product or waste resulting from demolition;
- the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work;
- the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure;
- the installation, testing or maintenance of an essential service in relation to a structure;
- any work connected with an excavation;
- any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to in the definition of construction work;
- an activity referred to in the definition of construction work, that is carried out on, under or near water, including work on buoys and obstructions to navigation.

The term “structure” is defined in the WHS Act 2020 (WA) and means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

- Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works. This encompasses any component and part of a structure.

- Examples of structures include; roadways and pathways, foundations, earth retention works and other earthworks, formwork and falsework, sewerage and drainage works.

Please note that some work may require one or more of these components to lesser extents and as such will still require workers to hold a 'White Card'.

## 6.2 WHS Management Plans, Safe Work Method Statements (SWMS) and Safe Work Procedures

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Before any work commences, the contractor will ensure that all hazards associated with the work have been identified, the risks have been assessed and appropriate controls determined in accordance with Legislative requirements.

All high-risk construction work requires a legislatively compliant SWMS to be in place. [Refer to WHS Regulation 291 for definition of high-risk construction work].

If a construction site has five or more people working, or likely to be working, at any one time then it must be ensured that a legislatively compliant Work Health and Safety Management plan is prepared and maintained up to date prior to any work commencing at the site. The WHS Management plan must include the SWMS (if any) for the site.

Suitable, sufficient and work specific Work Health and Safety Management Plans (WHSMP) and SWMS shall be completed and provided to the Shire responsible Officer prior to commencement of any work, with copies of current versions maintained readily available at the work site.

All workers associated with the work are to be familiarised with the hazards, the risk controls to be implemented and the safe system of work pertaining to the work to be undertaken and be compliant with the relevant SWMS for those works and worksite.

## 6.3 Hazardous Chemicals and Dangerous Goods

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Safety Data Sheets (SDS's) for hazardous chemicals and dangerous goods must be less than 5 years old and shall be kept readily available 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 SWMS where applicable.

All people involved in the transport, handling, storage or use of hazardous chemicals or dangerous goods must be trained in the safe use of the product and use the product strictly in accordance with identified risk control measures, including the use of appropriate PPE.

**Note:** Prior to any hazardous chemicals or dangerous goods being brought onto Shire worksites, the Shire's responsible Officer is to be advised of these products, who is then to ensure that the safest possible alternative is being utilised and only where strictly necessary.

The quantities of hazardous chemicals or dangerous goods being used, stored or handled must be kept to a minimum. If hazardous chemicals or dangerous goods are stored on or used from a vehicle, the SDS is to be kept on the vehicle.

Dangerous Goods, including cylinders of flammable and non-flammable compressed gases are to be handled, transported and stored in accordance with Dangerous Goods Safety legislation.

#### **6.4 Compressed Air**

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Compressed air can cause serious injury to the eyes and ears, and if injected into the bloodstream (through the skin) can lead to death. Compressed air is not to be used to clean clothing, hair or work benches.

If equipment or components must be cleaned using compressed air, adequate PPE must be worn including, as a minimum requirement: goggles and face shield, long sleeved shirt and trousers as well as suitable gloves that the compressed air cannot penetrate. Safety glasses by themselves are NOT adequate protection.

Before using compressed air or opening a supply valve ensure:

- Hoses are in good condition and couplings are properly installed.
- restraining cables (hose whip checks) are installed; and
- There are no unprotected people in the vicinity.

Any person using compressed air should be given an induction on the apparatus by a competent person who is very familiar with the safe operation of such apparatus.

#### **6.5 Manual Handling**

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

Manual handling is an essential activity in most workplaces, so to reduce the associated risk of injury, each task involving manual handling needs to be assessed to identify the hazards, assess the risks and implement effective risk controls in accordance with the accepted hierarchy of risk control.

Reference must be made to the WHS Regulations and the Code of Practice “Hazardous Manual Tasks” (available from the WA Department of Mines, Industry Regulation and Safety) with risk controls implemented that meet or exceed the performance specifications of the risk control options required by WHS legislation and recommended by the Code of Practice.

Where practicable, mechanical means i.e trolleys, hiabs or other equipment and plants should be used in the first instance rather than manual labour, however dependent on the task and the work environment, this is not always practicable.

#### **6.6 Vehicles and Mobile Plant**

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The Shire reserves the right to conduct an inspection process on Contractors mobile plant and vehicles to ensure that they are compliant with site safety requirements and are in a fit and safe for purpose state of repair.

No person is to operate mobile plants and vehicles unless authorised, qualified and licensed to do so. No person is to ride on mobile plants and vehicles, unless in the driver or passenger seat and restrained by a seat belt and in compliance with the manufacturers' guidelines for safe use.

Operation of road plants and vehicles must be strictly in accordance with the Road Traffic Code, including ensuring that mobile plants and vehicles are maintained in a licensed, roadworthy and serviceable condition at all times when operated.

Daily pre-start checks on mobile plants and vehicles should be conducted and documented. Defects are to be reported to your supervisor immediately, with any mobile plant or vehicle identified with safety critical defects withdrawn from service until properly repaired.

**Any maintenance work carried out on a road reserve is not to commence until the area is clearly marked in a manner to keep the public at a safe distance, i.e. traffic and pedestrian management practices to be implemented where required.**

## **6.7 Overhead and Underground Electric Lines**

No worker, plant or material used or controlled by an worker is to enter within the designated danger zone of overhead power lines or aerial bundled conductor lines:

<b>Voltage</b>	<b>Danger Zone</b>
Not more than 1,000 Volts (live insulated overhead line or aerial bundled conductor line)	0.5 metres
Not more than 1,000 Volts (Live un-insulated overhead line)	1.0 metres
Exceeding 1,000 volts but not more than 33,000 volts (Live overhead line insulated or not)	3.0 metres
Exceeding 33,000 volts (Live overhead line insulated or not)	6.0 metres

In calculating these distances, the following must also be considered:

- The sag of the cables (which may increase during hot weather),
- The swing of any load during handling, and
- The effect of wind forces.

Prior written approval must be obtained from the network operator (Western Power or alike) and the responsible Shire Officer if it is intended to encroach within designated danger zones of overhead electric lines. The network operator may then de-energise the distribution line or provide alternative safe methods of work to be employed. All instructions given in this regard are to be fully complied with.

It must be ensured that no person, plant or thing comes within an unsafe distance of an underground electric line. To assist with this process, the position of underground electrical lines must be determined prior to undertaking works and any requirements imposed by the network operator complied with.

## **6.8 Use of Danger and Out-Of-Service Tags**

The use of both "Danger" and "Out of Service" tags is an essential practice and forms an integral part of the Shire's safe systems of work.

Isolation of plant to facilitate activities such as maintenance, installation, inspection, testing or cleaning will necessarily involve the de-activation of all relevant energy sources, as well as implementation of other safeguards that may be required by the circumstances. It is essential that all energy sources and their isolating devices are correctly identified by a knowledgeable person and that steps are implemented to prevent these from being activated. Preference should be given to the application of a personal danger lock, wherever practicable, rather than a personal danger tag.

Once effectively isolated, testing must be conducted to confirm a state of zero energy prior to commencement of works.

### Danger Tags

'DANGER' tags are personal tags attached to all isolation devices to signify that persons are currently engaged in work on the plant, and that it is likely that those persons will be seriously injured if the isolating devices are not maintained in the safe position.

Personal DANGER locks or tags must:

- Be attached to all isolating devices for the purpose of preventing re-energisation or re-commencement of activity of the plant item and potential injury to persons undertaking work.
- Be attached only to isolating devices that are in the "off" or "safe" positions.
- Be attached and normally removed only by the person whose name is on the tag.
- Have all information clearly entered on the tag prior to attachment.
- Be securely attached at the isolation point in a prominent position by each person to be conducting work, prior to commencing work.
- Be removed after completing the work and prior to leaving the worksite at the end of a working shift.
- Be replaced with equipment OUT OF SERVICE tags before removal when work is incomplete.
- Not be used in place of an equipment OUT OF SERVICE tag.

Plant, equipment and isolating devices displaying a personal DANGER tag must not be used, switched, manipulated or interfered with while the tag is in place.



### Out of Service Tags

Equipment OUT OF SERVICE tags are used to signify that an item of plant is not to be used. They must not be relied upon to provide personal protection, as they may be removed by other authorised persons as equipment is deemed to again be in service. Whenever work is required to be undertaken in, on or about equipment or



machinery that could cause injury, personal DANGER tags are to be used.

Equipment OUT OF SERVICE tags must:

- In the absence of any personal DANGER tag, be attached to all plant or equipment which is unsafe to be operated.
- Normally be attached by competent persons and removed only by authorised persons.
- Be attached to isolating devices that are in the 'off' or 'safe' positions.
- Have all required information clearly entered on the tag prior to attachment.
- Be securely attached at the isolation point in a prominent position.
- Not be removed until it is safe to do so.
- Not be used in place of personal DANGER tags.

Plant, equipment and isolating devices displaying an equipment OUT OF SERVICE tag must not be used, switched, manipulated or interfered with while the tag is in place.

Paper tags are disposable and must be destroyed immediately after use to prevent any possibility of reuse. If you find an intact tag not attached to anything, assume that it has become unintentionally detached from an isolation point, place a substitute tag report to your supervisor.

**Important Note – The unauthorised removal of a DANGER or OUT OF SERVICE tag is a major breach of safety rules and may lead to disciplinary action, including termination of services.**

## 6.9 Asbestos

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The Shire will notify the contractor of the location of any known or presumed asbestos containing material at the worksite by providing a copy of the relevant asbestos register. If any other suspected asbestos material is found at the worksite, it **must** be immediately brought to the attention of the Shire Responsible Officer, who will determine the appropriate action that will be taken.

No unauthorised work involving disturbance of asbestos or presumed asbestos may be conducted. Only suitably licensed and trained contractors may perform work involving disturbance or removal of asbestos containing materials following authorisation by a responsible Shire Officer and then strictly in accordance with legislative requirements.

Reference must be made to the WHS Regulations (in particular Chapter 8) and the Code(s) of Practice:

- "How to manage and control asbestos in the workplace"
- "How to safely remove asbestos"

All asbestos work processes must be in strict accordance with the performance specifications required by WHS legislation and the associated Codes of Practice

## 6.10 Personal Protection Equipment and Clothing

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Personal protective equipment (PPE) that is required to assist in safely completing a task shall be determined following the hazard identification and risk assessment process.

Work areas, equipment, or processes that carry mandated PPE requirements, or as may be stipulated by legislation or the Shire, shall have these requirements strictly complied with.

Safe work method statements, safe work procedures and safety management plans shall document individual and specific items of PPEC that are required to be worn in order to complete tasks safely.

Contractor personnel must ensure the required and appropriate personal protective equipment and clothing are worn correctly and is in a well maintained, clean and serviceable condition.

### **6.11 Machinery and Tools**

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Contractors must ensure that:

- Only authorised and competent workers operate powered plant and equipment in accordance with manufacturer instruction;
- Plant and equipment is never operated with guarding, or other safety features, removed or defective;
- Plant and equipment is only operated from a designated operators position when it is safe to do so;
- Defective plant and equipment are not used. Such items must be tagged “Out of service” until repaired; and
- Tools and materials are never left unsecured in a position from which they may fall from height.

All electrical equipment, including power cords, must:

- Be appropriately tested and display a current electrical test tag; and
- Be protected by an RCD, either portable or fixed at the outlet socket or switchboard.

Electrical installations on construction sites must comply with AS/NZS 3012\* (refer also to WHS Regulation 163).

### **6.12 Housekeeping**

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Good housekeeping promotes safety, reduces trip / slip hazards, and includes all the practices that keep the work area and equipment organised, clean and clear of rubbish.

- Return all tools and equipment to their correct location on completing a task.
- Contain spillage's as they occur using the spill response kit.
- Keep flammable liquids in well-ventilated areas in approved closed containers and out of direct sunlight.
- Maintain your work area in a neat and tidy manner.
- Ensure that worksites are left as clean, or cleaner, than when you arrive.
- All chemicals must be stored in clearly marked original containers in accordance with SDS directions
- Regular housekeeping inspections should be scheduled, conducted, and the results recorded, with areas of deficiency addressed in a timely manner
- If an identified problem is unable to be immediately rectified then all workers shall be notified of the hazard and if necessary, the problem area shall be barricaded until the deficiency is rectified.
- Emergency exits and equipment must be maintained clear of obstructions at all times

## 6.13 Works on Roads

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To help ensure the safety of all Shire and contractor workers and that of the public, any work on a road or road reserve will require traffic management processes to be implemented in accordance with the requirements of the Traffic Management for Works on Roads (and/or the Traffic Management for Events on Roads) Code of Practice, as applicable.

Traffic management plans must be developed, and traffic control measures implemented, only by trained persons holding appropriate qualifications.

**The required traffic control devices must be set up BEFORE any work commences.**

## 6.14 Biological Hazards - Covid 19

---

Covid 19 can be transmitted from person to person and occurs when a person comes into contact with respiratory secretions of an infected person, such as those generated through coughing or sneezing.

The virus in these secretions may persist and remain viable for transmission to another person should a contaminated surface be touched and then be transferred to that person through them touching their mouth or face.

Good workplace hygiene practices should be implemented to reduce the risk of transmission of illness.

All directions provided by the Department of Health must be complied with when works are intended to occur at Shire worksites.

## 6.15 Handling Discarded Needles and Syringes

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There is a possibility that a person who is pricked or scratched with a used syringe, may become infected with a Hepatitis virus or with the HIV (AIDS) virus. Workers should be reminded to be vigilant and remain aware of areas where used syringes may be more likely to be found discarded (for example garden beds or drains).

If a situation arises where contractor workers are intending to remove discarded syringes from a worksite, contractors are to ensure that their workers:

- use the appropriate mechanical aid/s, PPE and sharps disposal containers;
- never attempt to recap the syringe needle; and
- use suitable gloves at all times.

If contractor staff have not been appropriately trained in safe syringe removal and disposal techniques, including having suitable associated equipment to hand, then the Shire responsible Officer should be immediately advised so that safe removal and disposal may be arranged.

If a person receives a needle stick injury:

- immediately wash the injured area with soap and water;
- apply an antiseptic and sterile dressing;
- contact your supervisor immediately; and
- promptly seek medical attention.

## Section 7 - Environmental Responsibilities

### 7.1 Spills

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If a Contractor, or their worker(s), find or cause a spill, it must be immediately contained and reported.

Hazardous chemical spills must be cleaned up and disposed of correctly – refer to the appropriate SDS for spill control and cleanup methodologies. In some instances specialist advice and assistance may be required.

Particular care must be taken to avoid spills that may pose risk of contamination to environmentally sensitive areas.

### 7.2 Waste

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Wherever possible waste material should be sorted and either reused or transferred for recycling. Waste material must be neatly stored and must not be allowed to accumulate to excessive amounts.

Waste dangerous goods and hazardous chemicals must only be disposed of in accordance with SDS instructions and in no circumstances be disposed of in normal waste bins.

### 7.3 Noise

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Many worksites are surrounded by residential areas. For the sake of residents and other workers, noise emissions should be kept to a minimum and stay within the noise curfew times. The Shire's Environmental Health Officer can advise of these times and may issue exemptions if applicable.

### 7.4 Saving Energy and Water

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Where possible, turn off non-essential equipment that is not being used. Monitor water and use only what is necessary for the job being undertaken. Ensure taps are not leaking.

### 7.5 Storm Water Drains

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Contractors and their workers may not use storm water drains to wash down or dispose of waste as it poses a risk to the environment and is an offence under Environmental Protection legislation.

## Section 8 - Conduct

### 8.1 Fitness for Work

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No person is permitted to work on a Shire worksite while their ability or alertness is impaired by fatigue, illness, medication, alcohol or illicit drugs that might subject them or others to the unnecessary risk of injury or harm.

No alcohol or illicit drugs are to be consumed by Contractors or their workers on a Shire worksite. The consumption of, or being under the influence of, illicit drugs or alcohol while working is prohibited and will result in a breach of contract.

If a Contractor or their worker is taking prescribed medication that may affect their ability to safely perform their duties, the responsible Shire Manager/supervisor must be notified before commencing work so that adequate risk control measures may be considered and implemented.

People who suffer from severe allergic reaction to insect bites should ensure that they carry appropriate medical response with them and should advise their supervisor and responsible Shire Officer of their situation so that prompt medical assistance may be obtained if required.

People who may be affected by Covid 19 exposure or infection must comply with any Health Department directions that may be in force at the time.

### 8.2 Smoking

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The Shire promotes and supports a healthy working environment, including provisions of a non-smoking workplace. The term “smoking” includes the use of tobacco products, e-cigarettes and vaping devices.

Smoking is strictly prohibited in:

- All Shire buildings or facilities.
- All Shire vehicles and plant.
- The Depot office, workshop and yard.
- Areas within 5 metres of access points to buildings such as doors, windows, near air conditioning vents and ducts.
- Courtyards and playgrounds.
- Other areas are designated as non-smoking areas by signage.
- In the presence of non-consenting people.
- Within prescribed hazardous areas or zones, such as those imposed by flammable or dangerous goods storage and handling requirements.

The underpinning principle being that non-smokers and non-consenting people in general shall not be subjected to tobacco smoke exposure, therefore if you are asked to move away or extinguish a smoking device or cigarette, you must promptly and politely comply with the request.

Ensure that cigarette butts and other smoking debris are dealt with appropriately. They must be fully extinguished prior to disposal and disposed of in the appropriate receptacle – they are not to be disposed of in flowerbeds, walkways etc.

### **8.3 Dress Code**

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All people at Shire worksites are required to maintain a reasonable appearance (neat & tidy). Singlets are not acceptable. T-shirts or other clothing with logos or messaging that could offend or are discriminatory in any way are not permitted.

Appropriate PPEC, determined following the conduct of risk assessment, is required to be correctly worn whilst in attendance at Shire worksites.

### **8.4 Equal Opportunity and Anti-Discrimination**

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Discrimination or harassment in any form will not be tolerated. It is unlawful to discriminate or harass someone because of their race, colour, ethnicity, national origin or nationality, decent, sex, pregnancy, marital status, political conviction, age, sexual orientation or gender history, family responsibility, family status, religious belief, disability or medical condition.

### **8.5 Unauthorised Persons, Children and Pets**

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Under no circumstances are unauthorised people, children or pets to be brought onto a Shire worksite.

### **8.6 Offensive Language or Behaviour**

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Use of inappropriate language such as swearing or cursing as well as yelling, or behaviour such as rude gestures or actions when in public that may offend a reasonable person, will not be tolerated and may result in action being taken as a result.

### **8.7 Horseplay, Practical Jokes and Fighting**

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Practical jokes, horseplay and fighting can cause injury or damage and are not tolerated in the workplace. Horseplay or practical jokes include throwing objects, directing compressed air, verbal mocking, startling someone etc. The proponents of such activities will be subject to disciplinary action.

Fighting may result in a breach of contract and possibly require reporting to the Police.

## Appendix

### **Statutory Context**

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- Work Health and Safety Act 2020 (WA)
- Work Health and Safety Regulations 2022 (WA)
- Dangerous Goods Safety Act 2004 (WA)
- Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (WA)
- Environmental Protection Act 1986 (WA) and associated Regulations
- Local Government Act and Regulations

### **Corporate Context**

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- Shire Register of Council Policies
- Shire Work Health and Safety Manual, including associated procedures and guidelines etc.

### **Amendments to this Handbook**

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This Handbook may be amended at any time. Contractors are encouraged to regularly check with their nominated Shire Responsible Officer or on the Shire website for any updated version.

## Attachment 1 - WHS Council Policy

**9.1 Work Health and Safety Policy**

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<b>Responsible Executive</b>	Executive Manager Infrastructure Services	
<b>Statutory Context</b>	Work Health & Safety Act 2020	
<b>Corporate Context</b>	Policy 8.1 – Disciplinary Act 2020 Policy 8.4 – Grievance Policy 9.4 – Workplace Visitors – Management Code of Conduct – Employees Instruction 9.1 – Work Health and Safety – All Workers, including contractors WHS – Manuals, Requirements, Standards and Procedures WHS – Contractor Handbook	
<b>History</b>	Adopted	26 April 2017
	Reviewed	24 July 2019
	Reviewed	28 October 2020
	Adopted	24 November 2020
	Reviewed	7 June 2021
	Reviewed	February 2022 (draft version)
	Adopted	23 March 2022
	Reviewed	26 April 2023
	Reviewed	28 May 2025
	Reviewed	14 April 2026

**Policy Statement**

1. The Shire of Narrogin will plan and conduct works in such a manner that the health, safety and welfare of persons is given the highest level of protection, so far as is reasonably practicable, including for:
  - a) Any members of the community, or other persons, who may be affected by works undertaken;
  - b) All workers, whilst engaged in the performance of works, and;
  - c) All visitors to our workplaces.
  
2. The Shire understands and accepts responsibilities imposed under WHS legislation and is committed to providing healthy and safe working conditions, which are aimed at the prevention of work related injuries or ill health. Consistent with this, the Shire will:
  - a) Provide and maintain a healthy and safe work environment through the proactive identification of work related hazards and elimination of these where possible, or reduction of associated risk level through the application of the hierarchy of risk controls where hazards cannot be completely eliminated;
  - b) Strive to achieve high standards and continuous improvement in work health and safety performance by utilising best practice procedures and taking into account current levels of technical knowledge and development;
  - c) Comply with all applicable legislation and requirements;
  - d) Establish, implement and maintain an Work Health and Safety Management System; including measurable objectives and targets aimed at elimination of work related injury and illness;
  - e) Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision as applicable;
  - f) Effectively communicate and consult with all WHS duty holders, including workers and their representatives, so as to ensure that everyone within the workplace is offered the opportunity to participate in the ongoing development of a healthy and safe workplace; and
  - g) Ensure that all workers, are fully aware of their responsibility to take reasonable care to safeguard their own health and safety at work and to avoid adversely affecting the health or safety of others through any act or omission at work and report hazards, accidents, incidents and near misses to their supervisor.

3. Copies of this Policy shall be made readily available to all workers, and any other interested parties, including through display within the workplace.

– End of Policy –

## Notes

Refer –

1. WHS – Manuals, Requirements, Standards and Procedures
2. WHS – Contractors Handbook
3. WHS – Employee and Volunteer Handbook

## Attachment 2 - WHS Executive Instruction

## 9.1 Contractor Risk Evaluation

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<b>Statutory context</b>	Work Health and Safety Act 2020 (WA) Work Health and Safety Regulations 2022 (WA)
<b>Corporate context</b>	Policy 8.1 – Disciplinary Action Policy 9.1 – Work Health & Safety Policy 9.2 – Work Health & Safety – Executive Instructions Policy 9.5 – Work Place Visitors - Management Instruction 3.1 – Approval to Purchase Goods & Services, Issue Purchase Orders and Payment of Instruction 9.1 – Work Health & Safety – Employees and Contractors  Shire of Narrogin Work Health & Safety Induction Manual Shire of Narrogin Work Health & Safety Contractors Handbook Risk Management Procedures & Framework
<b>History</b>	Approved                      19 February 2023

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### Executive Instruction:

#### Purpose

The Shire has legislatively imposed duties and enterprise and financial risk considerations associated with the use of contractors, which must be adequately and sufficiently addressed.

The Shire must implement measures so as to demonstrate that due diligence has been applied to control risks associated with the use of contracted service providers, including the implementation of effective contractor management processes and maintenance of associated records.

The contractor management process, in its entirety, should be documented from start to finish. This will allow the Shire to build up centralised corporate knowledge and records over time, which can be maintained readily accessible for review, should the need arise due to audit, accident, litigation or financial requirements. The keeping of accurate and detailed records should protect the responsible Officer/s and the organisation from prosecutions from Work Safe or other parties.

#### Procedures

The Shire has over 900 registered Contractors and Suppliers (C/S) at any one time, all of which provide works or services on behalf of or for the Shire. All of these C/S have varying degrees of risk attached to the service or works they supply to the Shire, be it financial, work, health or safety, liability or other.

The current list of C/S has been risk rated (February 2023) in conjunction with the Shire's Risk Management Framework. Any new C/S that involves a degree of risk as assessed by the purchasing officer (see 3.1 Purchasing Executive Instruction) with a deemed enterprise risk as Medium, High or Extreme, will be required to complete the [Contractors WHS Risk & Insurance Registration Form \(FTRS014\)](#) prior to engagement.

The Contractors WHS Risk & Insurance Registration Form needs to be submitted annually by

those C/S deemed to be in the Medium, High or Extreme categories, with those forms (and licenses / insurances) subsequently entered into the Shire's Records Management System and cross referenced in the Contractor Risk Register, maintained by the Executive Manager Infrastructure Services or delegate.

The Shire's Work Health & Safety Contractors Handbook must be issued (via email is sufficient) to C/S that fall within the Medium, High or Extreme risk categories.

The Executive Manager Infrastructure Services or delegate will review the listed C/S for risk and categorise them according to the potential risk in relation to the scope of works they are engaged for from time to time, as deemed necessary by the Chief Executive Officer, or every three (3) years.

Any C/S that is classified as an Electrician, Pest Controller, Plumber, Painter, Structural or Civil Engineer, Registered Builder or Land Surveyor, are required to complete both the New Supplier and Contractor WHS Risk & Insurance Registration Forms, prior to being engaged for the first time. Thereafter, the Executive Manager Infrastructure Services will, on at least an annual basis, cause those C/S that are on the Register, and wishing to be considered for further engagement from time to time, to furnish current information, such as licenses or insurances deemed as required and to be current.

## Forms and Templates

[Contractor WHS Risk & Insurance Registration Form](#)

[Contractors Handbook](#)

[Shire New Supplier Form \(FCCS025\)](#)

[Contractor Risk Register](#)

– End of Instruction –

Notes

Nil