



Shire of
Narrogin
Love the life

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OCCUPATIONAL SAFETY & HEALTH

CONTRACTOR'S HANDBOOK



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Introduction

Welcome to the Shire of Narrogin Contractor OSH Handbook. The Shire is committed to achieving a 'Zero Harm' work environment for our own employees, volunteers, contractors and sub-contractors. The purpose of this Handbook is to provide contractors, sub-contractors and their employees with information on safety, health 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 duty of care to ensure that they work in a manner that does not endanger or cause harm to themselves or others.

Contractor organisations have a duty to be aware of and to comply with all applicable legislative requirements.

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

For further information about Occupational Safety & Health (OSH) at the Shire please contact the Executive Manager responsible for the contract/works on 9890 0900.

This Handbook is established -

- as required by Council Policy 9.2 Occupational Safety and Health — Executive Instructions, and
- as CEO's Executive Instruction 9.1 Occupational Safety and Health — Employees and Contractors.

Section 1 - OSH Management Responsibilities

1.1 Departmental managers

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

1.2 Contract managers

The role of a Contract Manager includes –

- a) Define the contract work and classify the risk level.
- b) Inform potential contractors of the occupational safety and health requirements for the proposed works.
- c) Ensure all documentation is submitted and verified prior to selecting a contractor, such as –
 - Safe Work Method Statements
 - Safety Management Plans
 - Any other statutory documentation required.
- d) Select a suitable contractor.
- e) Ensure all contractors have been inducted and informed of any OSH hazards associated with the work.
- f) Monitor contractor activities to ensure compliance with specified contract conditions and occupational safety and health 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 if works have been completed in accordance with contract specifications.
- j) In instances of OSH non-compliance, raise a notice of non-compliance for minor issues, and progressively escalate depending on severity or repeated non-compliance.
- k) Assess any hazardous substances or dangerous goods proposed to be brought onto Shire worksites, to ensure that the safest possible alternative is being utilised and only where strictly necessary.

1.3 Employees

Work in collaboration with engaged contractors in accordance with the Shire's OSH contractor management requirements and outlined contract conditions.

1.4 Contractors

Contractors are required to –

- a) Ensure the health and safety of themselves, their workers and ensure their work activities or omissions do not adversely affect the health and safety of others,
- b) Comply with contract conditions, and the contractor management policy and procedures.
- c) Ensure all contractor employees undertake an occupational safety and health contractor induction prior to commencing works.
- d) Report forthwith any hazards or incidents, and including near misses to the Shire.
- e) Provide the necessary resources to meet Occupational Safety and Health obligations.
- f) Comply with and provide the personal protective equipment requirements.
- g) Co-operate with the Shire in their efforts to comply with legislative obligations.
- h) Comply with any reasonable instruction relating to occupational safety and health given by an authorised representative of the Shire or other authorised person.

Section 2 - Advice to Contractors

2.1 Objective

The safety and health of all people within the community and working for the Shire is of priority concern 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 legislative requirements, the Shire's OSH Policies and Procedures, and those adopted by the contractor and approved by the Shire. This may include, but is not limited to –

- a) the presentation of current insurance cover notes and licences, or other documentation.
- b) general induction,
- c) site-specific induction,
- d) task specific induction,

2.2 Documentation

Prior to commencement of the contract works, contractors maybe asked to provide details of the certificates of currency for the following policies –

- a) Public liability insurance
- b) Professional liability insurance
- c) Workers compensation insurance

Other documentation that may be required includes –

- a) Contractors OSH Manual, Procedures and other relevant documentation, such as OSH performance records
- b) Details of qualified personnel for licenced work or activity (e.g. construction induction 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 (e.g. overwidth etc, pressure vessel, safe working load etc).
- d) Occupational 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.
- f) All relevant Safe Work Method Statements for high risk construction work.

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

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

2.4 Site-specific inductions

Contractors are required to report to the person responsible for the work, to undertake an initial site-specific [induction.as](#) directed.

2.5 Specific adherence

Specific adherence is required for –

- a) Drug and Alcohol
- b) Personal Protective Equipment and Clothing
- c) Compliance with safe systems of work
- d) Vehicle and Pedestrian Traffic Management processes

2.6 Non-compliance

Any contractor or their employee contravening legislative requirements or the Shire's OSH Policies and Procedures may –

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

2.7 Preference for engagement

OSH compliance 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 OSH, and whose history supports that commitment.

Regional price preference policy does not over-ride OSH commitment and compliance.

Section 3 - General

3.1 Hazard Identification, Risk Assessment and Control

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

When identifying hazards, it may be useful to consider potential energy sources –

Energies	Hazards	This includes
Potential gravitational energy	Falling objects	Anything that can fall, roll, slide, swing or subside and cause injury or damage
Muscle energy and potential gravitational energy	Falls of people	Falls from height, slips & trips, and falls into holes, pits, etc
Potential strain energy	Structures under tension	Anything under tension that if released can cause injury or damage
Potential fluid pressure energy	Compressed gas and fluid	Air, gases, water, oils under pressure that can be suddenly released
Kinetic energy	Vehicles, mobile equipment, propelled objects	Any mobile object with enough force to do damage when it hits
Mechanical energy	Machinery and tools	Mechanical movement of machine/tool parts that can cut, crush, amputate or entangle
Vibratory mechanical energy	Noise and whole or part body vibration	Sound waves in air or vibration transmitted through solid/liquid
Electrical energy	Electricity	Contact with electricity Electromagnetic radiation Static electricity
Electromagnetic or nuclear radiation energy	Radiation hazards	Ionising: x-rays, etc Non-ionising: UV, lasers, IR
Thermal energy	Thermal hazards	Flames (eg gas torch), hot or cold objects and hot and cold work environments
Chemical energy	Chemical hazards	All hazardous substances (chemicals) incl. venomous bites
Chemical energy	Oxidising reaction hazards	Fire & explosion
Biological energy	Biological hazards	All infectious diseases, parasites, biological allergens
Muscle energy	Animal and people hazards	Animal/human attacks or being run into (not purposeful)
Mental energy	Stress	Workload, tension and conflict in the workplace issues
Muscle energy	Manual handling and body movement	Physical workload, repetitive work, walking or running into objects or hitting objects by moving the limbs, grasping, sitting or standing on objects, postural overload

Following identification of hazards, the risk of injury or harm must be assessed and the means by which the risk may be reduced considered.

The Risk Rating Tables following can be used to achieve this –

Shire of Narrogin Risk Matrix						
Consequence Likelihood		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Shire of Narrogin Measures of Consequence					
Rating (Level)	Insignificant	Minor	Moderate	Major	Extreme
	1	2	3	4	5
Health	Negligible injuries	First aid injuries	Medical injuries	Lost time injury	Fatality, permanent disability
Financial Impact	Less than \$1,000	\$1,001 - \$25,000	\$25,001 - \$100,000	\$100,001 - \$500,000	More than \$500,000
Service Interruption	No material service interruption - backlog cleared < 6 hours	Short term temporary interruption - backlog cleared < 1 day	Medium term temporary interruption - backlog cleared by additional resources < 1 week	Prolonged interruption of services - additional resources; performance affected < 1 month	Indeterminate prolonged interruption of services - non-performance > 1 month
Compliance	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 damages or penalties
Reputational	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 news profile, third party actions
Property	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 & building
Environment	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

Shire of Narrogin Measures of Likelihood			
Rating	Level	Description	Frequency
Almost Certain	5	The event is expected to occur in most circumstances	More than once per year
Likely	4	The event will probably occur in most circumstances	At least once per year
Possible	3	The event should occur at some time	At least once in 3 years
Unlikely	2	The event could occur at some time	At least once in 10 years
Rare	1	The event may only occur in exceptional circumstances	Less than once in 15 years

Shire of Narrogin Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Executive Manager / CEO
EXTREME (17-25)	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	CEO / Council

Control the risk by implementing measures based on the Hierarchy of Controls –

Priority	Action to be taken		
1	Elimination		
2	Substitution		
3	Engineering Controls		
4	Administrative Controls		
5	Personal Protective Equipment		

3.2 Take 5 for OSH

TAKE 5 is a process that helps you identify hazards associated with ALL tasks you do before starting them. It's thinking about what you are about to do and how you are going to make it safe.



ENGAGE THE MIND BEFORE THE HANDS

It's your personal informal pre-job planning process – **5 steps to safety**

	Step 1	STOP, Step Back, Observe Before you start a job, take the time to look around the work area and surrounds. <ul style="list-style-type: none"> • What else is happening?
	Step 2	Step - Through Task Walk through in your mind what you are going to do. <ul style="list-style-type: none"> • What needs to be done, what tools & equipment will you need, what are going to be the critical aspects of the job?
	Step 3	Identify Hazards Think about the hazards. <ul style="list-style-type: none"> • WHAT CAN GO WRONG? When you have done that, ask <ul style="list-style-type: none"> • WHAT IF.....? and then identify <ul style="list-style-type: none"> • WHAT ELSE COULD GO WRONG?
	Step 4	Control & Communicate <ul style="list-style-type: none"> • Put the controls in place. Communicate what you have done to anyone else that may be affected by your job. <ul style="list-style-type: none"> • How are you going to control the hazards you have identified? • Is the risk acceptable?
	Step 5	Safely Do the Job Follow the plan you have prepared for completing the task.

REMEMBER	
During the job	<ol style="list-style-type: none"> 1. Things might change – go back through Steps 1-5 2. BE AWARE – routine tasks can send you into ‘automatic mode’ (hands mode not mind mode) 3. Take short regular breaks if you are doing a long routine task 4. Re-focus your effort & mind prior to going off on or coming back from a break and before the job is due to be completed.
After the job	<ol style="list-style-type: none"> 1. Observe the work area and make sure you leave it in a safe condition 2. Think about the job – how well did it go, how well did you plan & how safe did you feel? 3. Were others around you working safely 4. If it can it be improved next time, tell your supervisor and workmates
REPORT ALL HAZARDS TO YOUR SUPERVISOR – and fill in a Shire Hazard Report Form	

3.3 Hazard Areas

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. Common examples of warning signs are shown below:



Hazard signage is to be compliant with the requirements of AS 1319 “Safety Signs for the Occupational Environment”.

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 –



3.4 Hazard / Incident Reporting

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

You have a fundamental responsibility to report any hazard or incident to your Supervisor / Manager forthwith and they are to subsequently report 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, the 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.

3.5 Sign In

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

Location	Sign-in location	
Administration Centre	Reception	<p>PPEC must be worn in accordance with the Shire PPEC procedure, mandated requirements, safety procedures, SWMS or as required following outcome of risk assessment</p> <p>Refer to shire PPEC procedure for PPE requirements</p>
Depot – - Office - Workshop and Yard	Depot Office	
Homecare	Reception	
Narrogin Regional Leisure Centre	Kiosk	
John Higgins Centre	NRLC Kiosk	
Town Hall Complex	Admin Reception	
Worksite – roadworks, town works, park or reserve, building site (including maintenance work etc)	Senior Shire staff member on site, or as directed.	

3.6 Breaches of Safety

In the event that a contractor, sub-contractor or their employees are observed or reported to be operating in an unsafe manner, the Shire 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 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,
- Removal from the Shire's panel of pre-qualified contractors for a period of up to 12 months.

3.7 OSH Issue Resolution

A grievance relating to an OSH issue will be dealt with and resolved between the parties involved, the supervisor, safety representative and if necessary the Contractor management. If the issue impacts or may impact on employees of the Shire, the Shire responsible officer will be notified, and the Shire OSH Issue Resolution process followed.

The Shire's OSH Issue Resolution Process and Flowchart is within the Shire's OSH Manual and is available on request.

Section 4 - Emergency Management

Prior to the commencement of work, contractors are responsible for determining if working in facility or building which does not have the presence of Shire staff at the location, where emergency exits and muster points are, or if in an outdoor environment, the procedure to follow to evacuate personnel, where to assemble and who has the responsibility of notifying the appropriate emergency service/s.

4.1 Emergency Evacuation from Shire Buildings

Follow the directions of the Shire responsible officer or the Shire Fire Warden and proceed to the designated Muster point.

Location	Muster Point 1	Muster Point 2	Muster Point 3
Administration Centre	Across Earl Street, outside the Masonic Lodge	In the William Kennedy Way Carpark	Top carpark off Park Street
Depot	Outside the yard between the gated Lydecker Way		
Homecare – Jesse House	Car Park	Hockey oval	
Narrogin Regional Leisure Centre	Grass area out front of building/ car park	Hockey oval	
John Higgins Centre	Grass area out front of building/ car park	Hockey oval	
Town Hall Complex	Outside on Fortune Street	Outside on Federal Street	
Library	On Fortune St outside Church Square	In the William Kennedy Carpark	
Caravan Park	Grass area between the house and the first toilet block		

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

4.2 Fire Prevention & Control

The contractor, sub-contractor and their employees are responsible for fire prevention at the worksite that may result from their activities. This includes the provision of fire fighting equipment, such as fire blankets and extinguishers (appropriate to the hazard e.g. CO2 for electrical hazards) and familiarity with the operation of this equipment. If an extinguisher is used it must be reported to your supervisor so that it can be refilled/replaced.

Ensure that adequate precautions are in place prior to commencing work in an area or on jobs that have a high risk of producing a fire (fuel storage, hot work, smoking, electrical and spark producing equipment, flammable or volatile substances) and obtain the required permit, if appropriate.

4.3 Harvest and Movement of Vehicles Bans

Contractor vehicles are required to comply with Council Policy 5.4 which requires –

3. On notification of a Harvest and Movement of Vehicles ban –
 - a) Shire plant on road reserves, in gravel pits etc outside the Narrogin townsite is to cease that activity.
 - This restriction does not apply to legal use of vehicles on constructed public roads.
 - b) Shire crews undertaking activities that could be considered “hot work” (chainsaw, brushcutter, slashing etc) are to cease that activity.
 - This restriction does not apply where
 - the activity is within the Narrogin or Highbury townsites, 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 over-ridden by a Total Fire Ban, which prohibits any hot work in the open air, that may be issued by Dept of Fire and Emergency Services.

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

Hot works are required to cease work when a Harvest and Movement of Vehicles Ban has been imposed.

4.4 First Aid

Should first 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 providing first aid at the worksite.

First aid kits are available in Shire buildings where 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 to attend to your needs.

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

Section 5 - Hazardous Works

5.1 Working at Heights

Reference must be made to OSH legislation and the Code of Practice “Prevention of Falls in Workplaces” and risk controls implemented that meet or exceed the performance specifications of the suggested risk control options contained in OSH legislation and the Code of Practice.

Work shall be considered to be at height when there is work to be conducted that is at a height in excess of 2.0 metres. Work at heights in excess of 2.0 metres is required to be performed in accordance with a Safe Work Method Statement that effectively sets out the manner in which risk of falls will be controlled.

Work at heights shall be the subject of a risk assessment process and have adequate controls implemented so as to ensure that 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. 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 restraint 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.

All persons working at heights must ensure that they are protected from falls at all times. The ways this can be achieved include but is not limited to, the use of –

- Guarding, barricading and handrails
- Elevating work platforms, scissor lifts and cherry pickers
- Scaffolding
- Safety harnesses (full body) and shock absorbing lanyards attached to a suitably rated anchor point

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

5.2 Ladders

Reference must be made to OSH legislation and the Code of Practice “Prevention of Falls in Workplaces” and risk controls implemented that meet or exceed the performance specifications of the suggested risk control options contained in OSH legislation and the Code of Practice.

Ladders are not a fall protection measure; they are a means of providing access / egress to a work area. Only ladders complying with AS/NZ 1892 are to be used. Ladders are to be used only where it can be shown that other risk control measures are not practicable to remove or reduce the risk of falling with three points of contact maintained at all times. Ladders should be used for access purposes only – not as work platforms.

5.3 Digging & Excavation Work

Reference must be made to OSH legislation and the Code of Practice “Excavations” and risk controls implemented that meet or exceed the performance specifications of the suggested risk control options contained in OSH legislation and the Code of Practice.

The testing for underground services is to be performed by qualified/certified personnel only. Information of the location of underground services when digging in public areas, can be obtained by telephoning **1100** but allow 3 working days to receive the requested information.

5.4 Hot Work

~~Reference should be made to AS 1674.1 “Safety in Welding and Allied Processes” and risk controls implemented that meet or exceed the performance specifications of the suggested risk control options contained in the Standard.~~

Prior to commencing hot work which generates heat, flame or sparks in an area other than designated hot work areas in workshops, a detailed risk assessment of immediate surrounds must be made. All contractors shall comply with the requirements determined as necessary to control the identified hazards.

The appropriate use of PPE and other necessary equipment including fire extinguishers shall be documented.

When hot works in to be undertaken in hazardous areas, or as determined a result of the risk assessment process, 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.

Refer also to the following sections of this Handbook –

- 4.2 – Fire Prevention and Control
- 4.3 – Harvest and Movement of Vehicles Bans

5.5 Confined Space Entry

Reference must be made to AS/NZS 2865 “Safe working in a confined space” with risk controls implemented that meet or exceed the performance specifications of the risk control options contained in OSH legislation and the mandatory Standard.

All work in a confined space which potentially requires a confined space entry must comply with OSH Regulations Division 8 Working in confined spaces. A confined space is defined as an enclosed or partially enclosed space which –

- a) is not intended or designed primarily as a workplace; and
- b) is at an atmospheric pressure during occupancy; and
- c) has restricted means for entry & exit,

AND which either –

- d) has an atmosphere containing or likely to contain potentially harmful levels of contaminant; or
- e) has or is likely to have an unsafe oxygen level; or
- f) is of a nature or is likely to be of a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or contaminant;

Contaminant means any substance, the presence of which may be harmful to safety or health.

Examples of confined spaces may include, but not limited to pipes, drains, sumps, sewers, pits, tanks etc. Confined space entry means any situation in which the head or upper body of any person is within the boundary of the confined space

Only persons trained in confined space entry can undertake or be involved in such work. All work in confined spaces must only be undertaken strictly in accordance with the provisions of AS/NZS 2865

5.6 Energy Isolation (gas, water, electrical, communication)

Notification to the site supervisor 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. A permit 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.

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

5.7 Fire System Isolations

Notification to the site supervisor is required for any work associated with the isolation of smoke detectors, sprinklers, fire water pumps or hydrants. The isolation is not to exceed one working day and fire systems are not to be left off over night.

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

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

5.8 Transporting High/Wide (Oversized) Loads

If transporting a load that is more than 4.3m high or 4.5m wide a Shire of Narrogin permit, a Mains Roads permit and a Western power permit 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 Executive Manager Technical and Rural Services is required.

Section 6 - General OSH

Contractors, sub-contractors and their employees are reminded to fully comply with their obligations under Occupational Safety and Health (OSH) Legislation, Standards and Codes of Practice.

6.1 Construction Induction Training Certificate (White Card)

It is a WorkSafe WA requirement that any person undertaking construction work must have completed an approved construction safety awareness training course and be in possession of a current construction induction training certificate (white card).

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 Occupational Safety & Health Regulations 1996 as meaning –

- The construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of these things, that is done at or adjacent to the place where the building or structure is located;
- Work on which a hoisting appliance or any scaffold or shoring is used or intended to be used;
- Work in driving or extracting piles, sheet piles or trench sheet;
- Work in laying any pipe or work in lining pipe that is done at or adjacent to the place where the pipe is laid or to be laid;
- Work in sinking or lining or altering, repairing, maintaining, renewing, removing or dismantling a well or borehole;
- Road works, earthworks or reclamation;
- Work in laying an underground cable that is done at or adjacent to the place where the cable is laid or to be laid.

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 OSH Management Plans, Safe Work Method Statements (SWMS) & Safe Work Procedures (SWP)

Before any work commences, the contractor will identify all hazards associated with the work, assess the risks and developed appropriate controls. Suitable, sufficient and work specific SWMSs and/or SWPs shall be provided to the Shire responsible officer and a copy kept at the work site. All persons 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.

All high risk construction work requires a SWMS to be in place.

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

6.3 SWMS and SWP Assessment

In order to ensure that adequate risk controls are considered and applied for works of a higher risk nature, the Shire will conduct a review of SWMS and SWP by an authorised representative of the Shire prior to the commencement of such works.

The matters to be considered include but are not limited to –

- Asbestos removal or disturbance (this must lead to the asbestos register being checked by a knowledgeable person and, if required, copy of ACM locations sheet provided and ACM works form being signed and returned by contractor – refer ACM register and associated worksheets)
- Hot works (welding and cutting - outside of designated workshop area)
- Confined space entry
- Excavations and ground-breaking
- Work at heights in excess of 2 metres
- Erection of scaffolding
- Disabling or inhibiting emergency response equipment or alarm systems
- Disabling or inhibiting critical equipment or systems (electrical supply, servers)
- Work near energised overhead powerlines
- High risk construction work.

6.4 Hazardous Substances / Dangerous Goods

Material Safety Data Sheets (MSDS's) must be less than 5 years old and shall be kept at the workplace whilst work is in progress. The relevant precautions for handling, mixing, storing and spill response will be in place and be included in the SWMS/SWP. All persons involved in the transport, handling, storage or use of hazardous substances 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 PPEC. Hazardous substances must have the relevant MSDS accompanied by a hazardous substance risk assessment.

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

The quantities of hazardous substances or dangerous goods being used will be kept to a minimum and as small as possible. If hazardous substances or dangerous goods are stored on or used from a vehicle, the MSDS is to be kept on the vehicle. Dangerous Goods, including cylinders of flammable and nonflammable compressed gases are to be handled, transported and stored in accordance with Dangerous Goods Safety legislation.

6.5 Compressed Air

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 or hair
- Work benches etc

If particular components have to be cleaned using compressed air, adequate PPE must be worn including goggles, face shield, long sleeved shirt & trousers and suitable gloves that the compressed air cannot penetrate as a minimum. Safety glasses 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
- There are no unprotected people in the vicinity.

6.6 Manual Handling

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

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 Code of Practice "Manual Tasks" and risk controls implemented that meet or exceed the performance specifications of the suggested risk control options contained in the Code of Practice.

6.7 Vehicles and Mobile Plant

The Shire of Narrogin reserves the right to conduct an induction process on mobile plant and vehicles to ensure that they are compliant with site safety requirements.

No person is to operate mobile plant and vehicles unless authorised, qualified and licensed to do so. No person is to ride on mobile plant and vehicles, unless in the drivers or passenger seat and restrained by a seat belt.

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

Daily pre-start checks on mobile plant 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.

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

Voltage	Danger Zone
< 1,000 Volts (insulated line)	0.5 metres
< 1,000 Volts (Un-insulated line)	1.0 metres
From 1,000 to 33,000 volts (insulated or not)	3 metres
Above 33,000 volts (insulated or not)	6 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

Approval must first be obtained from the network operator and the responsible Shire Officer if it is intended to encroach within designated danger zones. The network operator may then de-energise the distribution line or provide alternative safe methods of work to be employed.

6.8 Use of Danger and Out-Of-Service Tags

The use of 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 other safeguards). It is essential that all energy sources and their isolating devices are correctly identified by a knowledgeable person and these are prevented 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 injured if the isolating devices are not maintained in the safe position.



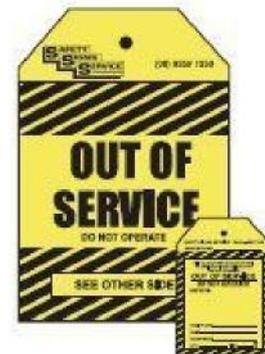
Personal DANGER locks or tags must –

- Be attached to all isolating devices for the purpose of preventing re-energisation or recommencement 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 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 at any time by an authorised person. 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 a competent person and removed only by an authorised person;
- 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 immediate termination.

6.9 Asbestos

The Shire will notify the contractor of the location of any known asbestos at the worksite. If any other suspected asbestos material is found at the worksite, it **must** be brought to the attention of the responsible officer, who will determine the appropriate action that will be taken.

No work involving grinding, drilling or cutting may be carried out in areas containing asbestos. Only suitably licensed contractors can perform work involving disturbance or removal of asbestos containing materials following issue of a Shire authorised permit to Work and then strictly in accordance with legislative requirements. Risk assessments must be completed prior to and on completion of any such work.

6.10 Personal Protection Clothing & Equipment (PPEC)

Personal protective equipment and clothing that is required to assist in safely completing a task shall be determined following the hazard identification and risk assessment process. Work areas or processes that carry mandated PPEC requirements, or as otherwise stipulated by the Shire or by legislation 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 is being worn correctly and is in a well maintained, clean and serviceable condition.

6.11 Machinery & Tools

Do not –

-
- operate electrically powered machines unless you are authorised and qualified to do so
 - operate machines with guards removed
 - place tools in high places from which they might fall
 - start machinery until you are sure it is safe to do so.
 - carry sharp tools in your pockets – use of fixed, non-retractable blades is strongly discouraged (e.g. Stanley knives).
 - use a nail gun on “bump fire” setting – it should be on single fire setting
 - use broken or damaged tools – tag OUT OF SERVICE and report faults to your supervisor immediately

All electrical equipment, including power cords, must –

- be appropriately tested and display a current electrical test tag;
- be protected by a 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 OSH Reg 3.61)

Always –

- use the correct tool for the job.
- wear PPE as determined by the rules of the area, the requirements of the job or by the supervisor.

6.12 Welding

Welding is to be carried out by qualified personnel and in areas that are well ventilated and screened off from other workers. A fire extinguisher should be available within approximately 8m of the welding being done.

Appropriate specialist PPE must be worn whilst conducting welding or associated work. NEVER

look toward the 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.

6.13 Housekeeping

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.
- Immediately contain spillages if they occur using the spill response kit.
- Keep flammable liquids in well ventilated areas in approved closed containers and out of direct sunlight
- Keep your area in a neat and tidy manner.
- Ensure that worksites are left as clean, or cleaner, than when you arrived.
- All chemicals must be stored in clearly marked original containers
- Regular housekeeping inspections should be scheduled, conducted, and the results recorded, with areas of deficiency addressed in a timely manner
- If a hazard is identified that is unable to be immediately corrected, then the hazard should be isolated through use of barricades or signage and the site supervisor notified forthwith.
- Emergency exits and equipment must be maintained clear of obstructions at all times

6.14 Road Works – Temporary Signage

The Shire may require a Traffic Management Plan to be approved prior to commencement of any work. The Plan will be required to address both vehicle and pedestrian traffic matters.

To help ensure the safety of all Shire and contractor employees, and the public, any work on a road or road reserve will require cones and warning signs as nominated by the supervisor. Working on or right near the edge of the road may also require lane closure and/or delineation/signs etc. to help direct road and pedestrian traffic.

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

Examples of the 3 signs most commonly used for road works are –

Workers Ahead



Reduce Speed sign



Speed Limit sign



Traffic management planning and device erecting must be performed by a suitably trained and qualified person.

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

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

6.15 Handling Discarded Needles and Syringes

There is a slight possibility, a person who is pricked or scratched with a used syringe, may become infected with a Hepatitis virus or with the HIV (AIDS) virus. When picking up discarded syringes –

- use the appropriate mechanical aid/s, PPE and disposal (Sharps) containers,
- do not attempt to recap the syringe needle,
- use disposable gloves at all times.

If you receive a needle stick injury –

- Immediately wash the injured area with soap and water
- Apply an antiseptic and sterile dressing
- Contact your supervisor immediately,
- Seek medical attention.

Blood tests may be ordered by the Doctor to ensure there is no risk of diseases that may be able to be transferred.

Section 7 - Environmental Responsibilities

7.1 Spills

Spills must be cleaned as quickly as possible but only when it is safe to do so. If you find or cause a spill, stop it from spreading immediately and report it.

Hazardous chemical spills must be disposed of correctly – refer to the MSDS and your supervisor

7.2 Waste

Reuse material and sort material that is recyclable for disposal and place in designated area. Dangerous goods and hazardous substances must not be disposed of in normal waste bins

7.3 Noise

Many sites are surrounded by residential areas. For the sake of residents and other workers, unnecessary noise should be kept to a minimum and stay within the noise curfew times.

7.4 Saving Energy & Water

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

You cannot use storm water drains to wash down or dispose of waste as it is an offence under EPA requirements.

Section 8 - Conduct

8.1 Fitness for Work

No person will be permitted to work on a Shire of Narrogin site 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 on a Shire worksite. The consumption or being under the influence of illicit drugs or alcohol while working is prohibited and will result in disciplinary action.

If you are taking prescribed medication that may affect your ability to safely perform your duties, you must notify your manager/supervisor before you start work.

8.2 Smoking

The Shire's Smoke Free Health and Wellness Policy prohibits smoking in the following places –

- All Shire buildings,
- All Shire vehicles and plant,
- The Depot office, workshop, the bottom lean-to (plant and chemical storage) or within 20 metres of the diesel transfer tank
- Within 5 metres of access points to buildings such as doors, windows, near air conditioning vents and ducts
- Courtyards
- Other areas designated as non-smoking areas by signage

The underpinning principle being that non-smokers shall not be subjected to smoke inhalation, therefore if you are asked to move away or extinguish a cigarette, you must comply with the request.

Ensure that cigarette butts are dealt with appropriately. They must be put out, picked up and disposed of in the appropriate receptacle – they are not to be disposed of in flowerbeds, walkways etc.

8.3 Dress Code

All persons are required to maintain a reasonable appearance (neat & tidy). Singlets are not acceptable. T-shirts with logos that could offend or are discriminatory in any way are not appropriate.

Refer to the Shire's PPEC procedure

8.4 Equal Opportunity & Anti-Discrimination

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 & Pets

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

8.6 Offensive Language or Behaviour

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, may result in action being taken if a complaint is received.

8.7 Horseplay, Practical Jokes and Fighting

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

Fighting may result in disciplinary action, including report to Police.

Appendix

Statutory Context

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- Dangerous Goods Safety Act 2004 (WA)
- Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007 (WA)
- Local Government Act and Regulations

Corporate Context

- Shire of Narrogin Delegations Register
- Shire of Narrogin Policy Manual
- Shire of Narrogin Occupational Safety and Health Manual, including associated procedures and guidelines etc.

Definitions

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 employees of the contractor, and any sub-contractor and their employees.

Shire responsible officer means the person having responsibility to oversee the performance of the contract;

Shire worksite means any area or building under the control of the Shire where the contractor has been engaged to perform services for the Shire, whether Shire employees are in attendance or not (refer OSH Act s.3), and includes –

- a) roads, streets, footpaths etc
- b) gardens, parks, reserves etc
- c) buildings, structures etc

Amendments to this Handbook

This Handbook may be amended at any time. Contractors are encouraged to regularly check the website for any undated version.
