



Contractor Handbook



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1. Introduction

This handbook has been prepared to assist our contractors and their workers to work safely while working for, or on behalf of, the City of Perth.

All contractors and their staff are required to meet the requirements of the City's Work Health and Safety policy (WHS) Policy and Contractor Safety Management Procedure including complying with their statutory obligations under the Work Health and Safety Act 2020 and General Regulations 2022.

2. Definitions

A contractor (sometimes called an independent contractor) is a Person Conducting a Business or Undertaking (PCBU as a natural person or a company) that provides goods or services to another PCBU under terms set out in a contract. The term also includes people or companies engaged to provide expert advice in a particular domain or area of expertise (for example consulting services). This also includes entertainers participating in community events and guest speakers.

A City representative is the team member nominated to administer and supervise the contractor (City of Perth staff).

3. Responsibilities

The City of Perth, so far as is practicable, will provide and maintain a safe working environment in order to ensure the health and safety of contractors and their workers by:

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

Contractors are to ensure:

- All applicable licenses are current.
- Plant is regularly maintained and guarded.
- Adequate and current insurances are in place.
- Site specific Safe Work Procedures are developed for the works and are being followed.
- Safe Work Method Statements (SWMS) and Job Safety Analysis (JSA) are completed where required.

- They are not placing themselves or others at risk of injury.
- They are working in accordance with relevant City of Perth safe work procedures, where these apply in absence of the contractor's own processes.
- They are participating in appropriate safety inductions, site inductions and sign-in procedures.
- All contractor workers have correct and up to date training and licenses depending upon the work to be undertaken.
- All incidents are reported to the City of Perth representative immediately.

4. Arriving/Departing from City Property

The City's representative will advise the contractor of who to contact upon arrival and departure at all City of Perth properties.

For work outside standard operating hours, arrival and departure notification must be arranged with the City's representative.

5. Working at Height

Working at height is high risk work specified in WHS regulations 299-303 2022 and a Safe Work Method Statement (SWMS) is required.

Key measures to be taken when working at heights:

- Safe access/egress to work being carried out at heights is to be ensured.
- Adequate instruction and training is required prior to the task being undertaken.
- Three points of contact are to be maintained on a ladder at all times.
- Awareness of **SafeWork Australia Code of Practice - Prevention of Falls at Workplaces**.
- Be aware of slips, trips and falls (for example, power cords).

Ladders

Where fixed/extension ladders are used for access or egress, check:

- There is a firm and level work platform, free from obstructions, to step onto from the ladder.
- The ladder extends at least 900mm above the stepping-off point on the working platform.
- Sufficient platform area must be provided at the stepping-off point, and edge protection is provided at the stepping-off point where people access the working platform.

Working Platforms

Where portable or fixed ladders are used as working platforms, check:

- A fall-restraint or arrest system is used where indicated in the SWMS.
- Three points of contact with the ladder is to be maintained at all times.
- No work is to be carried out above another person and ensure signage is used to warn people of work above.

Elevated Work Platforms

Where elevated work platforms (EWP) are used as working platforms:

- Establish a barrier around the work area to make people aware that there is potential for injury from overhead and to take caution.
- Ensure you establish a clear communication strategy with your spotter.
- Do not exceed rated load.
- Do not commence operations without completing a pre-start check.
- Do not use if the EWP is not working properly or if any part is damaged, worn or missing.
- Ensure operator has appropriate high-risk licenses.

6. Traffic Management

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

- All appropriate signage is to be erected.
- Qualified Traffic Controllers are to be used.
- High-visibility clothing is to be worn by all personnel.
- A priority four hazard lamp is to be displayed on work vehicles.

7. Confined Spaces

All work in confined spaces must be completed in accordance with the **SafeWork Australia Confined Spaces Code of Practice** (2018).

8. Digging, Trenching and Excavation

All excavation works are to be completed according to the WA WHS Regulations 2022 and **Code of Practice for Excavation** (2014).

Before any digging that exceeds a depth of 150mm, you will be required to contact and receive information from Dial Before You Dig on 1100.

9. Electrical Works

All electrical power-tools and extension leads used by contractors are to be tested and tagged. Leads on construction sites are to be tested every three months.

Only Western Power Certified Operators are able to work near power lines. All electrical work shall be performed in accordance with statutory requirements for electrical work by a licensed electrician.

10. Asbestos Management

The City of Perth controls buildings or sites that may contain asbestos. Before commencing, contractors will need to enquire about the location of any known asbestos with property management and examine the Asbestos Register for the site.

Asbestos removal shall only be carried out by licensed asbestos removalists and in accordance with the **National Code of Practice for Asbestos Removal** (2005).

11. Hazardous Substances (Chemicals)

A **hazardous substance** has the potential, through use at work, to harm the health or safety of persons in the workplace. Hazardous substances include poisons, corrosives, flammable solvents, as well as the inhalation of vapours and mists.

All workers need to be competent in the handling of hazardous substances and the following steps need to be taken for hazardous chemicals above household quantities (5 litres):

1. Consideration must be given to the impact on the public and environment when using chemicals.
2. The City will, where possible, advise of locations of hazards relevant to the scope of work.
3. A current Safety Data Sheet (SDS) under five years old is to be readily available for all substances on site.
4. For all substances deemed hazardous by WorkSafe Australia, a **Chemical Risk Assessment** must be carried out and staff trained in the hazards and control measures.
5. The contractor is to provide the recommended Personal Protective Equipment (PPE) to all its workers exposed to chemicals.

A contractor is required to be diligent with the use of hazardous substances that have the potential to cause harm to users, other people in the area and the environment. All hazardous substances must be clearly labeled and a SDS made available.

Some non-hazardous substances (for example, face paint) can have adverse health effects. To ensure the properties and correct use of the substance are understood, please refer to the SDS.

12. Tools, Equipment and Machinery

Plant

Plant includes any machinery, equipment, appliance, implement or tool, and any component, fitting or accessory.

Plant must:

- Be properly maintained.
- Have the Operator's Manual readily available.
- Only be operated by a competent person.
- Undergo a pre-start check prior to use.
- Be operated by a competent operator with an appropriate high-risk license if required.

Machine Guarding

Machinery is not to be operated whilst any guarding is removed. If guarding is removed, the equipment is to have an Out of Service tag placed upon it in a visible area and steps be taken to ensure it cannot be used, that is padlocked in off-position, key removed.

Forklifts

A forklift can only be operated by a person who holds a High-Risk Work License.

Tools, machinery and equipment to be used for the contracted work are to be supplied by the contractor. Such tools, equipment and machinery shall be adequately designed for the task, maintained in a good condition and inspected/licensed in accordance with appropriate statutory requirements or standards. Where appropriate, the operator shall hold an appropriate current license or certificate.

13. Personal Protective Equipment

Contractors shall supply their workers with all appropriate personal protective equipment (PPE) and ensure that their workers use it in accordance with the applicable legislation or standard.

Mandatory PPE for all medium and high-risk contractors:

- steel-capped or composite-toe boots
- high-visibility vest or clothing
- ear-plugs and eye protection
- sun protection
- hard hat
- gloves.

14. Sun Safety

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

All personnel engaged by the contractor on City of Perth worksites or property, including road reserves and parklands, are required to wear clothing in accordance with current or future City of Perth health and safety guidelines or policies.

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

The City does not supply protective equipment, clothing or sunscreen to a contractor's workers.

15. Emergency Management

Prior to work commencing, contractors will be advised by the City's representative of appropriate emergency arrangement including and the location of the appropriate muster point where applicable.

Contractors shall report all matters that affect the health and safety of people to the City's representative.

Contractors are to provide their workers with access to appropriate first aid equipment.

If the matter is urgent, contact Emergency Services on 000.

16. Hazard and Incident Reporting

In the event of an incident:

- Ensure that the supervisor is notified immediately.
- If required, seek supervisor and apply immediate first aid.
- Report incident to the City's representative as soon as possible.

The contractor shall be responsible for reporting and recording hazards, near-misses and other incidents that occur while working for the City of Perth, to the City's representative.

17. First Aid

Contractors are responsible for the first aid needs of their staff. All injuries, no matter how minor, are required to be reported to the City of Perth's representative immediately.

18. House Keeping

The worksite and surrounding area must be kept clean and tidy. If you introduce a tripping hazard, please assess the risk and put controls in place to help eliminate or reduce risk. All waste shall be disposed of in the correct and safe manner.

19. Environment

Contractors shall comply with the conditions of all environmental licenses, approvals and statutory requirements while carrying out work for the City of Perth.

20. Conduct

- Contractors or their workers are not permitted to smoke in any City of Perth buildings/vehicles.
- Contractors or their workers will not be permitted to work while their ability has been affected by drugs, alcohol, fatigue or medication as per the Alcohol and other Drugs in the Workplace Procedure PRO019, available from the Contract Supervisor.
- Under no circumstances are contractors allowed to bring children onto a City of Perth worksite.
- Dogs and other pets are not permitted to accompany contractors onto a City of Perth worksite.
- Offensive language, sexual harassment and discrimination are prohibited. The Workplace **Behaviour Code of Practice** (2021) has more detail.

21. Safety Breaches

Should the City become aware of a safety breach, it may:

- Request the contractor take immediate action to ensure a safe workplace.
- Stop the works until the contractor has remedied the breach.
- Terminate the services of the contractor where the breach is serious.

The City of Perth treats all safety breaches as serious.

Should a contractor or their workers be observed acting in an unsafe manner, the contractor will be required to take immediate action or cease work until they are able to rectify the breach.

The City of Perth may undertake random inspections of the contractor's performance and compliance with health and safety legislation.

Important Numbers

Police, Fire, Ambulance – Emergency Only _____ 000
Local Fire Brigade – Murray Street _____ (08) 9395 9300
Alinta Gas Faults or Emergency _____ 131 352
Synergy Power Faults _____ 131 351
Water Corporation Faults _____ 131 375
Poison Control Centre _____ 131 126
State Emergency Services _____ 132 500
Crime Stoppers _____ 1800 333 000

Please add other important numbers below:

City of Perth Representative	

This publication is available in alternative formats and language upon request.



GPO Box C120,
Perth WA 6839



27 St Georges Terrace
Perth WA 6000



perth.wa.gov.au

T 08 9461 3333

E info@cityofperth.wa.gov.au