



Shire of EAST  
**Pilbara**  
AUSTRALIA'S LARGEST SHIRE

# CONTRACTOR OHS COMPLIANCE GUIDELINES

Shire of East Pilbara

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## 1. OVERVIEW

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The Shire of East Pilbara (SOEP) and its Contractors have an obligation under WA *Occupational Safety and Health Act (1984) (OSH Act)*, Occupational Safety and Health Regulations (1996) (OSH Regs) and all associated legislation to provide a safe working environment for all employees, contractors and members of the general public.

The engagement of a contractor establishes an important partnership with an objective to achieve specific performance outcomes relating to: controlling health and safety risks to contractor employees, the employees of SOEP and the general public; maintaining and exceeding required standards in the provision of the specified works and services; and effectiveness in the provision of the required works and services.

The guidelines set out herewith cover the minimum requirements that apply whilst carrying out works on SOEP premises and/or worksites and have been prepared for Contractor's benefit. SOEP recommends that, in addition to the SOEP Contractor Induction, Contractors use this document in inducting their own employees and subcontractors to SOEP works and keep it handy for quick reference.

Every Contractor and their subcontractors must follow SOEP's guidelines, policies and procedures when on SOEP premises and/or worksites. ***Compliance with the guidelines set out herewith is a precondition to permission to work on Council premises and/or worksites.*** Please familiarize your company and your subcontractors with the contents of this document and retain it for reference.

The SOEP Contractor Occupational Health and Safety (OHS) Compliance Guidelines should be used in conjunction with all relevant OHS Legislation including Act, Regulations, WorkSafe publications, Australian Standards and Codes of Practice.

If there is anything that you do not understand, please contact:



\_\_\_\_\_ has been appointed as the Contract Manager for your Contract;



OHS Officer; Assist with meeting OHS requirements and OHS Issues.  
Ph.: 08 91758000. Email: ohs@eastpilbara.wa.gov.au

## 1.1 Scope

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These guidelines and supporting appendices outline the minimum requirements that apply to Contractors undertaking Contracts with SOEP Tenders/Contracts/Procurement valued at under \$1 million where part or all of the service is conducted at a SOEP workplace AND is considered as foreseeably hazardous to SOEP employees or people under SOEP control.

## 2. COMPLIANCE

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### 2.1 Legal Responsibilities

The Shire of East Pilbara has a legal responsibility to ensure that Contractors do not suffer harm while engaged in Council work.

Contractors also have legal responsibilities toward themselves, their employees, subcontractors and the general public to ensure harm does not occur.

### 2.2 Contractor Compliance

Below are some key points regarding compliance with SOEP OHS requirements:

- **Under WA Occupational Safety & Health Legislation**, employers must ensure the health and safety of all their employees and other persons at the place of work. Therefore, when employers engage Contractors at their place of work they must ensure that the Contractors are not put at risk by the employer's activities, and that the employer's employees and others at the place of work are not put at risk by the Contractor's activities. Similarly, when a Contractor comes into a workplace they must ensure the health and safety of their own employees and in addition, not put others at risk as a consequence of their activities.
- **In addition to the WA Occupational Safety & Health Act (1984)**, Contractors shall also comply with associated Codes of Practice, and other relevant Federal & State legislation.
- All Contractors shall provide SOEP with a copy of their Standard Work Procedures (SWP) that outline safe work practices that meet the requirements of the OSH Act 1984 and OSH Regulations 1996. This plan must be at or above the standard set by SOEP.

Contractors shall:

- Undergo induction so that legal requirements under OHS legislation, as well as SOEP obligations, are understood.
- Comply with all SOEP requirements and procedures.

## 2.3 Non-compliance

Any Contractor not meeting the required standards set by SOEP will be issued with a verbal warning along with a written warning directing them to rectify the situation immediately. If the breach is of a serious nature the Contractor may be suspended, stood down or the contract terminated.

In the case of other unsafe practices, the Contractor will be advised of the unsafe practices and directed to correct the condition immediately and/or cease the contract works being undertaken.

SOEP at all times reserves the right to stop contract works and request the Contractor to leave the premises if any safety procedures/standards are violated.

SOEP will not pay any Contractor who is suspended, stood down or terminated from the contract for any breach regarding OHS from the period stated on the written warning.

## 3. SHIRE OF EAST PILBARA OCCUPATIONAL HEALTH AND SAFETY POLICY

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### 3.1 Objective

SOEP will provide, so far as reasonably practicable, a safe and healthy working environment for all its employees, contractors, customers and visitors.

This commitment further extends to all employees and managers who have a responsibility to work safely, to take all reasonable care for their own health and safety, and to consider the health and safety of other people who may be affected by their actions.

### 3.2 Policy Statement

The Shire of East Pilbara is committed to promoting a culture where harm to our people through work is unacceptable.

All Shire staff and contractors have a role in implementing this policy by adopting a zero tolerance approach towards hazards and incidents.

The Shire strives, through a process of continuous improvement, to integrate safety and health into all aspects of its activities. This will be achieved by:

- implementing, maintaining and reviewing an Occupational Health and Safety Management System that ensures the systematic management of health and safety throughout all Shire controlled work environments for all staff and persons who come into contact with the Shire
- setting objectives and targets aimed at measuring the success of our health and safety performance

- our directors, managers, and supervisors demonstrating leadership and commitment to health and safety
- ensuring all staff receive appropriate training and are aware of and accept their responsibility to achieve a safe work environment
- implementing a system that enables effective communication and consultation throughout the Shire on OHS issues
  - implementing procedures and practices that enable a systematic and effective approach to identifying, reporting, assessing and controlling hazards
  - helping our people to achieve full recovery through prompt treatment and active rehabilitation when injury or illness does occur
  - allocation of resources to meet the commitments of this Policy
  - complying with all applicable health and safety statutory requirements as a minimum.

This signed policy will be displayed at all work locations. It confirms the CEO's commitment to making the Shire's workplaces safe and healthy for all our people.

### 3.3 Related Documents

*Occupational Safety and Health Act 1984*

Occupational Safety and Health Regulations 1996

2007 Code of Practice: Occupational Safety and Health in the Western Australian Public Sector.  
AS/NZS 4801:2001 Occupational Health and Safety Management Systems – specifications with guidance for use.

This policy will be reviewed annually in the light of legislation and Council procedures. Management seeks co-operation from all employees and contractors in realising our health and safety objectives and creating a safe work environment.



#### 4. DEFINITIONS

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In SHIRE OF EAST PILBARA'S "Contractor OHS Compliance Guidelines", except where the context otherwise states, the definitions are as follows:

*Construction industry*

Includes all organized activities concerned with construction, including demolition, building, landscaping, maintenance, civil engineering work and mining.

*Consultant*

Professional party that contracts with a client to provide design, management or other professional services related to the project or construction

*Contract*

Agreement between SOEP and Contractor of works to be completed for SOEP. A Contract is considered to be a "Major Project" if it is valued at \$1 million or more, or where SOEP otherwise determines.

*Contractor*

The Principal Contractor or representative of the Company contracting to SOEP and/or in charge of the specific contract works.

*Contract Manager*

The SOEP employee assigned responsibility to manage/oversee the contract. In circumstances where there is no contract the SOEP employee responsible for the procurement.

*SOEP onsite contact person*

The SOEP employee who is the face to face management contact for the contractor at the workplace where the service is being conducted

*Contractor's Principal*

The contracting company's representative in charge of the contract works or the company director.

*Contract Works*

The specific works that the Contractor has been engaged to complete on behalf of SOEP.

*Hold Points*

Stages throughout the contract where the Contractor shall comply with certain requirements prior to commencing /continuing contract works.

*OS&H*

Occupational Safety and Health

*Project*

An undertaking with a defined beginning and objective by which completion is defined. A project may be completed using one contract or a number of contracts.

*Service providers*

Includes principal contractors, contractors, subcontractors, consultants and suppliers.

*SOEP*

Shire of East Pilbara

*Subcontractor*

Organisation that contracts with a contractor as the client to carry out construction and related services.

*Supplier*

Organisation that contracts with a client to provide a product and / or service.

*Work Order*

An order issued either verbally or in writing for intermittent or short term work. For the purpose of these Guidelines the term “Contract Work” refers to any work undertaken by a Contractor for SOEP.

*SOP*

Safe Operation Procedure

*PPE*

Personal Protection equipment

## **5. CONTRACTOR RESPONSIBILITY**

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Following is an outline of Contractor’s responsibilities, which must be at all times adhered to whilst undertaking contract works for SOEP.

### **5.1. Standard Operation Procedures**

Contractors shall provide SOEP with their SOP, prior to commencing contract works.

Standard Work Procedures (SOP) – develop work procedures that outline safe work practices that meet the requirements of the OSH Act 1984 and OSH Regulations 1996. Submit the SOP to the Contract Manager and where work occurs at a SOEP workplace the onsite contact person prior to any work commencing.

Notify the Shire and submit documented amendments of any necessary changes to the Operation Procedures that outline safe work practices.

SOEP has the right to call on the abovementioned documents at any time during the contract term, to ensure that all aspects are being complied with. Non-compliance will be managed via the section above “2.3 Non-Compliance”.

## 5.2. Document Control

Contractors shall provide SOEP with all required documents prior to commencing contract works, including:

- Formal Qualifications List – identify and submit to SOEP a list of all licenses, authorizations and training certificates:
  - a. required under the OSH Act 1984 and OSH Regulations 1996 relevant to the work to be undertaken.
  - b. requested by the Shire of East Pilbara
- Formal Qualifications Proof of Currency – submit industry standard proof of currency of the relevant licenses, authorizations and/ or training certificates.
- Standard Safe Operation Procedures (SOP) developed to outline safe work practices that meet the requirements of the OSH Act 1984 and OSH Regulations 1996.

Contractors shall ensure all required documents are available on request whilst carrying out contract works.

SOEP has the right to call on the abovementioned documents at any time during the contract term.

## 5.3. Hazard Identification

### 5.3.1. Control of Hazards

If a hazard is identified Contractors shall immediately take all practicable steps to:

- Eliminate it, or if not practicable to eliminate it;
- Substitute with a hazard with a lesser risk, or if not practicable to substitute it;
- Isolate individuals from the risk or vice versa, or if not practicable to isolate;
- Engineering controls applied, or if not practical to engineer out the risk;
- Administrative controls applied, or if not practical; and as the last resort
- Personal Protective Equipment (PPE) to be used to minimize the risk

It may be practical to use more than one control to reduce the risk of the hazard. Interim controls may be required pending a decision on how best to manage the hazard longer term.

### **5.3.2. Hazard Reporting**

Contractors shall report all hazards that occur whilst undertaking contract works to the relevant SOEP onsite contact person or Contract Manager

Contractors shall have procedures in place to assess, record, report and investigate hazards that occur on, or to and from, the worksite.

Contractors shall keep a register of all hazard reporting.

Contractors shall ensure themselves; their staff and their subcontractors know the hazards associated with the specific contract works and worksite/s and that other people are adequately warned of potential hazards through proper use of signs, barriers or by other means as appropriate; and in accordance with relevant legislation.

### **5.4. Risk Assessment**

Contractors shall conduct Job Safety Analysis (JSA) and other required risk assessment/s of worksite/s and activities as required by legislation, prior to commencing contract works.

Prior to the commencement of contract work, Contractors shall register all JSAs and risk assessments, with specifications of all risk controls that have been implemented to the Contract Manager or Onsite Contact Person.

SOEP has the right to call on the abovementioned documents at any time during the contract term. If risk assessments have not been undertaken or documented to the satisfaction of SOEP, then non-compliance procedures will be instigated.

### **5.5. Skills and Competencies**

Contractor's employees shall be appropriately qualified, supervised, trained and instructed in all tasks and duties relevant to the contract works.

Contractors and their employees shall be familiar with site fire, accident, emergency, security and hygiene procedures.

Contractors shall keep a register of what plant/vehicle certification and training their employees have received during the period of the contract.

SOEP has the right to call on the abovementioned documents at any time during the contract term.

## 5.6. OS&H Induction

Contractors shall ensure their employees have relevant OS&H Induction Training. The Contractor's Principal will be required to complete the Shire Contractor OS&H Induction facilitated by the Contract Manager. The Shire will facilitate the induction for the contractor's principal. The Contractor's Principal will then be responsible for ensuring the induction information is conveyed to his/her employees and sub contractors.

Any person who is expected to be within/on the SOEP worksite and; will not be working under the immediate supervision of an employee of the contractor/s (i.e. Auditors, SOEP Supervisor) **Must** be given (Induction) direction in what they should do when on the worksite.

Contractors will be required to induct employees and sub-contractors in an appropriate induction program which builds understanding and responsible attitudes, as well as knowledge about Site Safety Rules and OS&H issues, hazards, risks and procedures. Induction training must cover OS&H matters associated with

- General construction work;
- Each specific work activity to be undertaken; and
- The specific work site.

Site-specific training must explain the Shire Safety Rules, relevant Safe Work Method Statements, risk management procedures and consultative arrangements at the work site.

A Site Induction will be facilitated by the Contract Manager or On-site Contact Person. The Shire will facilitate the induction for the contractor's principal. The contractor's principal will then be responsible for ensuring the induction information is conveyed to his/her employees and sub contractors. The site induction is to be considered valid for 3 years.

## 5.7. Workers Compensation & Rehabilitation

Prior to commencing works, Contractors shall provide SOEP with all required documentation relating to their Workers Compensation, Professional Indemnity and Public Liability Insurances.

SOEP has the right to call on the abovementioned documents at any time during the contract term. Contractors are required to demonstrate that they have the required level of insurance.

## 5.8. Electrical

A qualified registered electrician using proper protective equipment will do all electrical work (including grounding) in accordance with the latest codes, standards, and regulations. All personal protective equipment shall meet Australian/New Zealand Standards as applicable for the type of work being done.

A qualified person, prior to beginning work, shall discharge all stored energy. The qualified person must verify the equipment is de-energized and proper lockout/ tagout procedures implemented prior to working on the equipment.

Contractors shall ensure:

- all electrical equipment complies with the appropriate Code of Practice for Electrical Practices for Construction Work and Australian Standards, Wiring Rules;
- all employees are appropriately trained in the use of all electrical equipment they will be using during the contract term;
- a suitably qualified person inspects all electrical equipment; and
- all portable electrical equipment has an up to date testing tag; and
- a record of the currency of all electrical equipment is kept up to date.

SOEP has the right to call on the abovementioned documents at any time during the contract term.

## 5.9. Hazardous Substance

Where contract works will involve hazardous substances the Contractor will supply SOEP, on request, with all relevant Material Safety Data Sheets (MSDS); and ensure that all activities and operation is conducted in accordance with the relevant MSDS; and legislative requirements.

## 5.10. Lifting Gear

Contractors shall keep a register of all lifting gear used whilst undertaking contract works for SOEP.

Contractors shall ensure their employees are suitably trained in the use of all lifting gear they will be using whilst undertaking contract works for SOEP.

SOEP has the right to call on the abovementioned documents at any time during the contract term.

### 5.11. Plant & Equipment

Contractors shall keep a register of all plant and equipment inspections carried out and any alterations or repairs undertaken whilst undertaking contract works for SOEP.

SOEP has the right to call on the abovementioned documents at any time during the contract term.

### 5.12. Personal Protective Equipment (PPE)

Contractors shall ensure that all necessary personal protective equipment (PPE) relevant to the contract works is provided, maintained and used correctly.

Contractors shall ensure their employees are trained in the correct use of the PPE.

Contractors shall be responsible for providing and ensuring that the required protective clothing and equipment is available and used (in accordance with relevant legislation and standards) to ensure safety at all times. A minimum issue of PPE should be as follows:

- Hi-Visibility Vest or Clothing
- Toe Protected Safety Boots
- Hard hat (if necessary)
- Ear muffs/plugs

For effective protection against UV radiation a minimum issue of PPE should also include:

- Long sleeved shirt which covers the shoulders and arms
- Long pants / trousers
- Safety sunglasses with UV absorbing lenses
- Broad brimmed hat or legionnaires style cap

Where hazards may affect other people in the vicinity, Contractors shall advise such people so that they may vacate the area, or equip them with the correct PPE and implement control measures.

Contractors have the right (and a responsibility) to instruct people not suitably protected to leave the area.

### 5.13. Fire Protection

Contractors shall ensure that adequate fire protection and fire extinguishers are available at the workplace/site.

Contractors shall ensure all fire extinguishers are maintained and individual are trained in their in compliance with Australian Standards.

Contractors shall keep a register of fire protection equipment available whilst undertaking contract works.

#### **5.14. On-Site Meetings / Audits & Toolbox Talks**

Contractors shall keep a register of all ongoing workplace/site audits undertaken during the course of the contract works. This register shall also contain actions undertaken to eliminate or control hazards.

Contractors shall keep a register of all toolbox or site induction meetings held including attendees and topics discussed with their employees.

A documented process outlining how staff not in attendance at toolbox or site induction meetings is briefed and an acknowledgement is gained.

SOEP has the right to call on the abovementioned documents at any time during the contract term.

#### **5.15. Incidents & Accidents**

Contractors shall have procedures in place to assess, record, report and investigate incidents, near misses, dangerous occurrences or accidents that occur on, or to and from, the workplace/site.

Contractors shall keep a register of all reports and investigations of incidents, near misses and accidents that occur whilst undertaking contract works for SOEP.

##### **5.15.1. Incident & Accident Reporting**

Contractors shall report all incidents/accidents that occur whilst undertaking contract work for SOEP to the Contract Manager or Onsite Contact Person immediately. This includes any harm occurring on/in all SOEP workplaces/sites and/or occurring in places of work controlled by SOEP.

The documents should record details of the incident / accident; risk assessment of the situation; causes; proposed control measures; and a post-control risk assessment.

SOEP has the right to call on the abovementioned documents at any time during the contract term.



### 5.15.2. Injury, Near Miss or Dangerous Occurrence

Contractors shall use their own reporting procedures for OHS compliance. If any harm occurs to the Contractor, their employee, or subcontractor, or any other person, Contractors shall use their own procedures to record, report and investigate the event as legally required.

If any employee is injured and has not returned to his/her normal duties after 10 days you are required to notify WorkSafe by completing the Notification of Injury Report Form.

Contractors shall provide SOEP with copies of any investigation reports relating to the above categories.

### 5.15.3. Incident (Non-Serious) Occurrence

Contractors shall use their own system to record all instances of harm. SOEP may ask to see and audit these records relating to SOEP contract works from time to time.

**NOTE:**

**It is the contractor's responsibility to ensure that no persons disturb the scene of a serious accident until permission to do so has been obtained from the Workcover Inspector, and/or Police. The only exception is when it is necessary to render aid and prevent further harm to the injured person.**

### 5.16. First Aid

Contractors shall ensure adequate first aid equipment is kept at the workplace/site whilst undertaking contract works for SOEP.

Contractors shall ensure that a fully stocked first aid kit meeting Workcover requirements is available at the workplace/site with a designated first aid person clearly identified to their employees.

Contractors are required to have at least one qualified first aid provider at each work site.

**NOTE:**

**As a contractor, you are responsible for providing first aid facilities for use by yourself and your employees, irrespective of any provisions made by SOEP.**

**If the contract work is of such a nature that specialized first aid equipment or materials may be needed, it is the Contractor's responsibility to provide it.**

## 5.17. Amenities

Contractors shall ensure that amenities are clean, with drinkable water and toilet facilities available for their employees as required by the OHS Regulations and approved Codes of Practice.

## 5.18. Emergency Procedures

Contractors shall have emergency procedures and appropriate training in those procedures, in place that their employees and subcontractors can use if necessary.

Contractors shall ensure that SOEP Employees in the area are aware of hazards or emergencies that may arise from the contract works, and what to do if an incident occurs.

Contractors shall ensure that their employees and subcontractors know the SOEP emergency procedures in the relevant workplace/site.

### 5.18.1. Working Away From Staffed SOEP Facilities

Contractors shall have procedures in place to deal with emergency situations that may arise whilst undertaking contract works.

Contractors, their employees, and subcontractors shall be trained in these procedures and have the necessary equipment available to carry out the procedures.

Special care, specific procedures and training is required if Contractors or their subcontractors are working in isolated conditions.

### 5.18.2. Contractors Working In Staffed SOEP Facilities

SOEP shall inform Contractors about any emergency and evacuation procedures.

Once Contractors have been informed of these procedures, it is their responsibility to ensure their employees or subcontractors are also informed.

If the contract works could create an emergency not covered by the normal procedures, the Contractor shall ensure that SOEP employees who may be affected are informed about what to do if the situation arises. This should be addressed in the Standard Work Procedures; included in JSA's and addressed during inductions, prior to commencement of contract works.

### 5.19. Motor Vehicle Movement (MVMP) & Traffic Control (TCP)

Contractors shall ensure that approved Motor Vehicle Movement Plan (MVMP) and/or Traffic Control Plan (TCP) are in operation prior to and during any contract work associated with road works. The plan is to be designed by a suitable qualified person and to be submitted to the shire officer at least 5 business days prior to the schedule work commencement. The plan also needs to be regularly reviewed and updated when necessary. The Plan should include relevant risk assessment, signs and device inventory and distribution list of agencies that needs to be advised i.e. police/ambulance/SES/schools.

### 5.20. Sub-Contractors

Contractors are responsible for:

- Selection of suitably qualified/trained subcontractors.
- Induction of subcontractors
- Supervision and performance management of any subcontractors they may engage
- Ensuring that your subcontractors work in a safe way and have adequate health and safety procedures that are, at least, equivalent to the Contractors approved SWP's

#### **NOTE:**

**If a Contractor intends to engage subcontractors to undertake SOEP works on behalf of or in conjunction with the Contractor, permission must be obtained from SOEP prior to the subcontractor commencing works.**

**This is to satisfy SOEP's requirement to have certain procedures in place to ensure the subcontractor's safety.**

### 5.21. Signage and Public Safety Requirements

Contractors shall ensure that:

- the required signs and warning systems defined in relevant legislation, codes of practice and/or Council instructions are used;
- at all times ensure that people are adequately warned by way of signs, barriers and/or other means where the work is likely to present potential hazards; and
- all road works are covered by a MVMP and/or TCP designed by suitable qualified personnel.

SOEP has the right to call on the abovementioned documents at any time during the contract term.

## 6. OS&H PERFORMANCE MONITORING

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SOEP may review compliance with the Standard Work Procedures during the works.

Monitoring of compliance with the above mentioned plan will be conducted both at meetings and regularly throughout the works. Auditing may be conducted at key stages of the project.

The Contractor is required to submit a quarterly (or as otherwise outlined in the contract) OHS Report to the Contract Manager and where applicable the SOEP onsite contact person. OHS Report to include the following:

- confirmation that documented Hazard Inspections have been completed
- a statement confirming that work has been conducted in accordance with the submitted Standard safe Work Procedures that outline safe work practices.

Non-compliance will be highlighted and corrective action will be required. Where the Contractor or their service provider fails to conduct appropriate corrective action within the required time frame, legal advice will be sort for redress.

## **7. SEWAGE TREATMENT FACILITY**

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The facility is a wastewater treatment plant. There is, therefore, an obvious risk of infection from contact with, or ingestion of, process waters in any of the tanks or ponds on this facility. Included is Hepatitis (all types).

Some of the tanks and ponds are quite deep with steep slippery sides so there is also the risk of drowning.

The plant operates a number of mechanical and electrical devices that have the potential to injure or kill.

Rules to follow:

- KEEP TO DESIGNATING ACCESSWAYS AT ALL TIMES.
- DO NOT LEAN OUT FROM SAFETY RAILS.
- KEEP CLEAR OF ALL MECHANICAL AND ELECTRICAL EQUIPMENT.
- DO NOT ENTER SLUDGE DRYING BEDS.
- DO NOT INGEST OR COME INTO CONTACT WITH PROCESS WATERS IN ANY OF THE TANKS OR PONDS.
- STAY AWAY FROM SEWAGE AEROSOLS FROM AERATARY.
- STAY WITH AND FOLLOW INSTRUCTIONS FROM THE ATTENDING OFFICER. DO NOT WANDER OFF.

- TAKE CARE AROUND THE EDGE OF HOLDING POND.
- BEFORE LEAVING THIS FACILITY – SIGN OUT ON THE VISITOR’S REGISTER AND WASH HANDS WITH ANTISEPTIC CREAM PROVIDED.
- **AFTER VISITING THIS FACILITY, THOROUGHLY WASH HANDS AND FACE BEFORE EATING.**

### **7.1 Emergency Muster Area**

In the event of an emergency and particularly a chlorine emergency, proceed directly to the Emergency Muster Area located in open area outside main gate of plant and await further instructions. Do not leave the Muster Area until dismissed by the Attending Officer.

A flashing light at the chlorination shed will signal an emergency situation. The Attending Officer may also determine an emergency situation exists and order an evacuation to the Emergency Muster Area.

### **7.2 Maintenance Personnel/Contractors**

This section is relevant to only those visitors who have come to work on or about the plant; these visitors will not necessarily be supervised continuously by the Attending Officer.

Maintenance personnel/contractors shall provide full details of the purpose of their visit and a copy of relevant works procedures to be followed including PPE to be worn, etc.

Maintenance personnel/contractors whose work could bring them into contact with process waters shall certify on the Visitor’s Register that they have been inoculated against the following:

- Hepatitis A, B;
- Tetanus;

Care must be taken by all personnel attending the gas chlorination shed and workers must have attended a suitable breathing apparatus course with emphasis on chlorine safety.

## **8. RETICULATION SYSTEM INDUCTION**

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Operators, Contractors and Visitors must have read and understood section 7. Sewage Treatment Plant.

In particular, at the Sewage Treatment Plant is located the Holding Pond for treated effluent, the Reticulation System Delivery Pump and the Chlorination Plant.

Inductees should have knowledge of the risks from drowning in the holding pond and that the waters contain harmful bacteria.

The header tank on the hill overlooking the plant has to be cleaned out by contractors on a regular basis.

Inductees must be familiar with the Pump Stations at the Boomerang, Capricorn and Rugby Ovals, the Shire Admin site and the Controls at the Red Sands Tavern.

In addition Operators must have visited the other Non- Shire Reticulation Operations at the Turf Club, Ambulance Station and Lions Park.

Inductees should also have knowledge of the sample points for bacteriological sampling and operators must have instruction before taking samples.

Risks to be acknowledged are contaminated water contact and risks associated with electrical and mechanical plant.

## **9. AGREEMENT**

To be signed by Contractors Representative and Shire of East Pilbara



**AGREEMENT**

**Contract No:** \_\_\_\_\_

**Description of Contract / Works:** \_\_\_\_\_

**I / We** \_\_\_\_\_ (Principal Contractor)

**of** \_\_\_\_\_ (Company Name)

\_\_\_\_\_ (Address)

hereby acknowledge that I/we have read and understand Shire of East Pilbara’s “Contractor OHS Compliance Guidelines” and agree that my/our employees shall at all times observe and comply with the requirements as set by the Shire of East Pilbara.

I/we fully understand that if my/our company is found to be in breach of any requirements as set out by the Shire of East Pilbara, including *Occupational Safety and Health Act (1984)* and other related legislation, or my/our specific contractual agreement with the Shire of East Pilbara, the contract may be suspended or terminated dependant on the nature of the breach.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness Name:** \_\_\_\_\_

**SHIRE OF EAST PILBARA TO COMPLETE**

**Approved by:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No works will commence prior to the Contractors Representative signing the Agreement and all relevant documentation referred to within has been received and signed off by the Shire of East Pilbara representative.

Please retain a copy and return original to: OHS Officer | Shire of East Pilbara  
PMB 22 | Newman WA | 6753



10. Appendix 1.0 - Contractor Checklist

# Contractor Checklist

The Shire of East Pilbara has created an easy reference Checklist to help its Contractors become compliant with entering and commencing Works at Shire controlled workplaces and venues.

Requirements	Complete
LGIS Online Induction	
Public Liability Insurance	
Professional Liability Insurance	
Workers Compensation Insurance	
Licenses & Qualifications i.e. High Risk Work, trade registrations, Construction Induction (Blue/White) Card	
Electrical equipment have up to date testing and tags	
Lifting Gear have up to date testing and tags	
Plant & Equipment up to date testing and correct tagging	
Site Specific Safety Management Plan or Safe Work Procedures	
Risk Assessment / Job safety Analysis	
Chemical listing with MSDS	
Ability to provide First Aid when on-site	
Incident & Accident Reporting Procedures	
Personal Protective Equipment (correct PPE that is relevant to the hazards associated to the works)	
Submit Report of Assessment of OHS Management System (If tender/contract exceeds \$1 million)	
Read and acknowledge 7, 7.1, 7.2 & 8 OHS Contractor guidelines if working at Newman Sewage Plant or with Shire Reticulation Systems. <ul style="list-style-type: none"> <li>• Sewage Treatment Facility Rules</li> <li>• Emergency Muster points</li> <li>• Inoculations for Hepatitis A&amp;B and Tetanus</li> <li>• Working with Shire Reticulation Systems</li> </ul>	

**NOTE: This checklist is only a quick reference guide. Please refer to the OHS Contractors Guidelines, SOEP Contracts and OHS Act and Regulations for a complete list of requirements.**

**All documentation is to be submitted to the Contract/ Project Manager or On-site Contact Person.**

**If the documentation or requested information is not provided or not completed work is NOT to commence.**