

# Contractor Information



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Welcome to the City of Kalamunda Contractor Induction Program (in person). *This program does not replace the requirement for a site induction.*

You will require the following documents for the Contractor Induction Program and the site induction:

- Copy of valid Certificate of Currency for Public Liability Insurance
- Copy of your valid Worker Compensation Insurance
- Copy of required licences and insurances
- Emergency procedures
- Job safety analysis and risk assessment
- If high risk work activity, a copy site management plan is required
- If applicable, copy of Professional Indemnity Insurance

(Note if you have come via the Tender Process additional information may be requested).

## Contractor Occupational Safety and Health Management Systems

The Occupational Safety and Health (OSH) management system of the Contractor must as a minimum requirement demonstrate compliance with employer/employee duties specified in (Sections 19, 20 and 21) of the Western Australian Occupational Safety and Health Act 1984.

The Contractor must, when requested by the City, submit a copy of its Company Occupational Safety and Health management plan/documentation describing the following:

- Safety policies and objectives
- Safety auditing and inspection procedures
- Organisation structure and responsibilities
- Safety consultation procedures
- Safe work practices and procedures (including manual handling procedures)
- Safety performance monitoring
- Safety training and induction, staff and visitors
- Hazard identification, reporting and control procedures
- Emergency procedures and control system
- Accident / Incident reporting procedures.

## Safety orientation sessions for contractors' employees

At the discretion of the City of Kalamunda, the Contractor's employees may be required to attend a one hour safety orientation session to discuss the statutory responsibility of the parties to the Contract, key aspects of the City's safety management plan and specific hazards associated with the relevant on site activities.

## Discussion of Accident History and Safety Management Plan

The Contractor will ensure that a suitable line management person is available on a monthly basis to discuss the safety management aspects on the job, should the City deem it necessary.

## Definitions

**Contractors:** (major tenders and major works) A person or business who performs services for another person under an express or implied agreement.

**Short term operational work:** A person or business who is engaged for specific tasks/jobs for example window cleaning, electrical, cleaning contractors for 1-5 days or a few hours duration.

**Temporary Labour Hire:** Personnel employed via an employment agency for a pre-determined period of time.

**Consultants:** Professional advisers or experts who charge a fee for providing advice or services in a particular field.

## Requirements

- Contractors and short-term operational works personnel will be required to undertake the City of Kalamunda contractor induction.
- The identified risks need to be addressed and control options implemented at the induction stage.
- Risk Assessments are to be conducted for all contracted and short-term operational works.
- Certificates and licenses are to be sited and copies held on file as required.
- An inspection or inspections of work and work practices will be scheduled over the timeframe of the contracted works.

## Safety Auditing

- Will be conducted at random throughout the period of the contract.
- You will need to ensure that compliance is being met.
- Non-compliance and continuing breaches can and will impact on contracts.

## Safety Breaches

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

- Request contractor take immediate action to ensure a safe workplace – issue non-compliance
- Stop works until the contractor has repaired the breach
- Terminate its agreement with the Contractor immediately upon written notice to the contractor

## Accident Reporting

- Contractors to report all incidents and injuries
- Accidents to be investigated
- City and contractor have a duty to report notifiable injuries or diseases to WorkSafe
- Report hazards immediately.

## Disability access and inclusion

Access and inclusion is ensuring all public services, facilities and information are available to all community members, including those who have a disability, so that they have the opportunity and choice to participate in all aspects of community life.

The Disability Services Act (1993) – section 29b states “A public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors”.

Contractors will be expected to report to council annually on their progress in achieving the desired outcomes if the contracted works includes access to buildings and other facilities. The Contractor Report to be used is available from “A guide to Disability Access and Inclusion Plans (DAIPs) for Local Government contractors”, supplied at induction.

### CONTRACTOR OCCUPATIONAL SAFETY AND HEALTH OBLIGATIONS

The City of Kalamunda acknowledges that it has a Duty of Care obligation under the Occupational Safety and Health Act 1984 to provide to all its employees (including contractors and their employees) a safe workplace and a safe system of work.

It is therefore required that Contractors carrying out any work for the Council shall be required to comply with the Council's Occupational Safety and Health Policies and Procedures. This will entail:

- The Contractor and its employees having all necessary current licences appropriate to the work being provided/undertaken.
- The Contractor must ensure that all their staff are trained and competent in the safe use and operation of plant and equipment that they are required to operate in carrying out the work.
- Wearing appropriate and necessary Personal Protective Equipment when carrying out any work duties.
- Ensuring that all plant and equipment used in carrying out those duties are regularly maintained.
- All necessary plant and equipment have all the necessary guards in place and meet the requirements of Occupational Safety and Health Regulations 1996, and any appropriate Australian Standards pertaining to the equipment used or the type of work being carried out.
- The Contractor's Workers Compensation Policy appropriately covers contractor's employees that are engaged in working on the contract.
- Copies of all insurance certificates of currency and licences are required to be provided prior to the commencement of the contract.

All Contractors will be required to have a minimum of **\$20,000,000.00** Public Liability Insurance and where advice is being provided to the Council as part of the contract, a minimum of **\$5,000,000.00** Professional Indemnity Insurance is also required.

## CONTRACTOR OCCUPATIONAL ENVIRONMENTAL OBLIGATIONS

The City of Kalamunda contains a diverse range of plant and animals linked by private land ownership, regional, national and public recreational lands and water courses. The City is committed to maintaining its biodiversity and developed a Local Biodiversity Strategy in 2004 and has supporting policies to ensure protection under state and federal legislation.

It is the Contractor's responsibility to prevent and take measures to minimise environmental harm through and not limited to;

1. Ensuring all vehicles and machinery are clean and free of soil to prevent the spread of weed seed and dieback (phytophthora)
2. Ensuring that no soil, sediment or hazardous substances from a work activity enters a stormwater system or water course.
3. Ensuring appropriate machinery selection and operations accommodate site restrictions and space
4. Ensuring works are conducted in manner which provides the least impact to the environment
5. Ensuring on site marking of "no go areas" or trees are clearly identifiable and protected

Approvals are required from the City of Kalamunda to;

6. Remove or prune any living, dead or dying vegetation defined as grass, shrubs, trees and wetland plants
7. Interfere with any water course or drainage systems
8. To extend beyond the area of the defined scope of works
9. Bring in soil or fill to undertake a task

## SAFETY RULES

Contractors are responsible for following these safety rules, which are to be observed and complied with to reduce the risk of injury to any person.

1. Safe working practices must be observed at all times. If there is any doubt, speak to your supervisor.
2. Report any injury or incident immediately.
3. Safe and appropriate clothing and personal protective equipment must be worn while performing work tasks.
4. Council vehicles, machinery, equipment and facilities are to be used only by authorised personnel.
5. Lift all objects safely and correctly. If in doubt, ask someone to assist you or ask your supervisor.
6. In the event of fire or other emergency, follow the instructions of the council emergency procedure.
7. Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed at any work site or work location unless officially authorized. Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery. If you have been prescribed drugs of this type, please inform your supervisor before you commence work.

**Failure to observe this requirement may result in dismissal, suspension without pay & contractual breach.**

8. All road rules including speed limits and weight limits must be observed at all times on public roads and at work locations.
9. Machinery, equipment, materials and tools must be secured whilst in transit.
10. Any unsafe working conditions must be reported to your supervisor.
11. All roadwork's must comply with the MRWA standards as found in the General Field Guide MRWA Traffic Management for Road Works.
12. Greasing, refuelling or cleaning machinery, plant and equipment that is running is prohibited.
13. Horseplay, fighting, practical jokes, throwing of materials or objects can lead to injury and will not be tolerated.
14. Smoking is not permitted inside Council buildings, enclosed areas or Council vehicles.