

contractor safety

information handbook

Contractor Safety

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Contractor Safety

Statement of Commitment

The City of Wagga Wagga is committed to the health, safety and welfare of its employees, volunteers, contractors and all persons visiting its workplaces and worksites. Where injuries do occur, Council is committed to effective injury management.

Contractors and sub-contractors engaged to perform work on Council's premises or workplaces are required, as part of their contract, to comply with the Work Health and Safety Act 2011, and Council's Work Health and Safety policy and procedures.

The information contained in this publication is not to replace the more complete Work Health & Safety Policy and Procedures of the City of Wagga Wagga or its Contractor Safety Management Procedure Manual.

Summary of the Contractor Management System

There are three important stages of the contracting process in which health and safety issues must be considered when engaging contractors:

Contract Specification	←	Determining Work Health and Safety tender and contract requirements
↓		
Tender Evaluation	←	Evaluating tenderer Work Health and Safety capabilities and systems
↓		
Contract Management	←	Monitoring and supervising contract Work Health and Safety performance

Contractors Responsibility

Contractors working on Council sites are responsible for:

- Complying with applicable WHS and other legislative requirements for the work being undertaken.
- Complying with Wagga Wagga City Council policies and procedures when undertaking works.
- Ensuring the provision of all Work Permits and maintaining any licenses required for the work being undertaken.
- Ensuring all relevant safety documentation is provided to Wagga Wagga City Council as requested, including Project Safety Plan, Safe Work Method Statements, Worksite Risk Assessment Forms, Induction Records etc.
- Ensuring that all of their workers and sub-contractors, who attend Wagga Wagga City Council premises are consulted in the Site Risk Assessment process, the project safety plan, safe work method statements etc.
- Ensuring that all of their workers and sub-contractors, who attend Wagga Wagga City Council premises complete the applicable Site-Specific Induction.
- Ensuring all their workers on Wagga City Council construction sites hold a valid Workcover Construction Induction Whitecard.
- Actioning any issues raised as requiring attention by the Contract Manager.
- Ensuring the completion of any other legislated or industry-specific training.
- Participating in Pre-works Meetings, WHSMS Audits, Contractor Safety Review meetings and any other specified monitoring and review process.

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Specific Requirements of Contractors

Contractor Categories

All contracts executed shall be classified into one of the following categories:

Category 1: Construction Project / Principal Contractors – projects / contracts where the cost of works is equal to or more than \$250,000 (GST incl.) and an external organisation will be appointed as the Principal Contractor.

Category 2 Major Contracts – Construction works generally over \$50,000 Or less than \$50,000 and includes high risk work. Or Non-construction assessed and based on cost, level of complexity & nature of work (e.g. use of subcontractors or likely use of subcontractors) and duration (usually greater than 6 months).

Category 3 Minor Contracts – Constructions works generally less than \$50,000 and does not include high risk construction work. Or other service providers such as consultants or suppliers who provide an on-going service or one-off low risk service.

The minimum requirements for each level are shown below:

Minimum Requirements	Category 1 Construction Projects / Principal Contractor	Category 2 Major Contract	Category 3 Minor Contract
Scope of Works	Required	Required	Required
Licences, permits, certificates of competency, authorities	Required	Required	Required
Evidence of WHSMS	Required	As Required	Not Required
Project / Site Specific WHS Plan	Required	As Required	Not Required
Site specific risk assessments	Required	Required	Required
Safe Work Method Statements	Required	As Required	As Required
Insurances	As Required	As Required	As Required
<ul style="list-style-type: none"> Professional Indemnity Workers Compensation Public Liability (\$20 Million) Motor Vehicle 	Required	Required	** Labour Hire covered through provider Required
Specific Risk Control Plans <ul style="list-style-type: none"> Asbestos, Demolition, Traffic Control, Other 	As Required	As Required	Not Required
Council Online WHS Induction	As Required	Required	Required
Contractor supplied Induction	Required	Not Required	Not Required
Arrangements for the following are to be agreed to between Council and the contractor, based on the nature of the work, type of contractor and duration of the work:			
<ul style="list-style-type: none"> Consultation Incident Reporting Contractor Performance Reports 	<ul style="list-style-type: none"> Monitoring and Supervision Council Audits and Inspections Contractor-supplied Audits and Inspections 		

For Category 1 and 2: Construction Project / Major Contracts, the larger and/or more specialised contractors should be expected to have formalised safety management systems to reflect the type of work to be performed and to demonstrate a higher level of implementation.

Category 1 Construction Project / Principal Contractor Requirements

Contractor WHS requirements and responsibilities must be clearly and unambiguously specified in tender documents.

Further to the requirements in the abovementioned table, the **Tender stage – Category 1: Construction Project / Principal Contractor Questionnaire** must be completed by the Contractor.

Contractors that have not been reviewed for safety compliance within the past 12 months, must complete Wagga Wagga City Council Tender stage – Category 1: Construction Project / Principal Contractor Questionnaire as part of the tendering process for these types of contracts.

The questionnaire is designed to examine the status of the contractors' Safety systems and their ability to meet Wagga Wagga City Council WHS standards and to ascertain if the contractor is compliant with WHS Legislation.

Project Safety Plan

Category 1 Contractors engaged by Wagga Wagga City Council will be required to prepare, communicate and maintain a Project Safety Plan specific to the contract works.

The plan will include:

- Names and positions of those with specific WHS responsibilities;
- Description of how WHS will be coordinated including management of incidents; and
- Any site rules and how they will be communicated.

Category 2 Major Contract Requirements

Again, further to the requirements in the abovementioned table, Contractors that fall into this category will need to complete Council's **Tender stage – Category 2: Major Contract Safety Questionnaire**.

Project Risk Assessment

Category 1 Contractors engaged by Wagga Wagga City Council shall be required to complete a Project Risk Assessment prior to commencing any works. Contractors are required to identify specific WHS hazards associated with the contract works and the methods they will adopt to adequately control any WHS risks.

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Category 3: Minor Contract Requirements

The Council Representative shall ensure that Category 3: Minor Contractors that are not on the Council Preferred Suppliers List, or that are on the Councils Preferred Suppliers List but have not been reviewed within the past 12 months:

- Complete the **Category 3: Minor Contract Safety Questionnaire**;
- Hold all current licences and/or qualifications as required;
- Perform work on site in a safe manner;
- Maintain plant and equipment to an appropriate standard; and
- Perform works in accordance with appropriate legislation and standards.

WHS Requirements for Emergency Works

The Council Representatives shall ensure that Emergency Contractors that are not on the Council Preferred Suppliers List, or that are on the Council Preferred Suppliers List but have not been reviewed within the past 12 months, provide the following;

- relevant insurance documents ;
- Provide Safe Work Method Statements for the tasks to be undertaken;
- Hold all current licences and/or qualifications as required;
- Perform work on site in a safe manner; and
- Perform works in accordance with appropriate legislation and standards.

General Site Safety Rules

These General Site Safety Rules are to be followed at all times.

Access/Egress

Access to all firefighting equipment such as fire extinguishers and fire hose reels must be kept clear. All passageways to emergency exits must be kept clear of stored material, rubbish etc. Nothing is to be stored in any area marked by painting on the floor.

Behaviour

Running and throwing of objects in the workplace is not allowed. Horseplay, skylarking practical jokes will not be tolerated. Workers involved in such behaviours will be dealt with under Council's disciplinary procedures. Others, including contractors and sub-contractors will be dismissed from the workplace.

Compressed Air

Persons using compressed air must wear eye protection and the compressed air must not be used for cleaning down clothes or for skylarking. It must never be pointed at any person's body.

Confined Spaces

No persons will enter or be allowed to enter any confined space without permission of the site manager who will do an appropriate risk assessment that includes the appropriate legislation and training.

Drugs and Alcohol

Workers and others are not permitted to be under the influence of drugs or alcohol whilst conducting work on Council premises. Council has a drug and alcohol procedure to address the need for testing. This is also referred to on the Near Miss/Incident Notification Form.

Any person who is required temporarily to take medicinal drugs that may affect their ability to work safely should inform their supervisor so that suitable duties can be found for them.

Electrical Distribution Panels

Only persons authorised by the company in their job description or approved electrical contractors are to access the interior of electrical distribution panels where there are exposed electrical connections.

Electrical Leads

No electrical leads or extensions should be left lying on floors where they can form a trip hazard or could be subject to damage from trolleys, vehicles or dropped objects.

All electrical leads and equipment need to be tested and tagged as per SafeWork NSW guidelines.

Contractor Safety

Gas Cylinder Storage and Use

Supplies of flammable gas, oxygen and inert pressurised gas must be separated in storage by a distance of at least 3 metres in a well-ventilated area or separately inside vapour proof walls. Where oxygen and acetylene cylinders are used then they are to be upright and secured in a proper welding trolley. All acetylene cylinders are to be stored upright, to prevent separation of acetone and acetylene.

Guarding on Machinery

The protective guards placed on plant are not to be disabled or removed for any reason except as part of a documented maintenance program for that plant.

Hazard Reporting

Any person who identifies a potential danger or hazard in the workplace is to correct the situation IF IT IS SAFE TO DO SO, or warn nearby persons of the danger, highlighting the danger in some way or isolating it. The hazard is then to be reported to the supervisor for that area or the local Health and Safety Representative if no supervisor is present.

Hazardous Substances

Any person, including contractors or sub-contractors, who bring any hazardous substance on site is to provide in advance an SDS for that substance to site management and seek approval for its use. Any person using or storing a hazardous substance on site is to do so in accordance with all information supplied in the relevant SDS for that substance.

Housekeeping

All work areas are to be kept clear of accumulated scrap or rubbish at all times. Oil and water leaks are to be reported and absorbent material used to remove the leaked fluid. No unreasonable collection of combustible material should be allowed to accumulate.

Isolation of Power and Plant

When any maintenance or set-up task is being performed on any plant, or when plant is unsafe to turn on or operate, it must be isolated by disabling its power supply and where possible by barricading the plant to prevent access.

Isolation is to be affected by the removal by the person carrying out the work of any operating key, placing an authorised isolation tag over the operating controls and unplugging or blocking of any electrical, fluid or mechanical power source. The isolation tag is to be completely filled in and signed and dated. The reason for the isolation and the person who placed the tag are to be clearly identified.

Only the person who has placed the isolation tag is authorised to remove it. If this person is unavailable then the Divisional Manager and the Maintenance Fitter, after thoroughly inspecting the situation to ensure that it is safe to do so, are authorised to remove the isolation.

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Ladder Use

Where access to high shelves or tops of cupboards in the office is required, persons are not to use chairs but are to use approved step ladders approved for the task. They are not to stand on the very top step. Top rungs are to be tied to structures that they are leaning against where practical.

Manual Handling Assistance

Any person who feels that a load they are required to lift or otherwise move is either too heavy or too awkward for them to move is to seek assistance from other persons or forklifts. Any person asked for such assistance is to co-operate as far as practicable with this request. Any task that is believed by any person to be a manual-handling hazard is to be reported to the area supervisor so that a risk assessment can be undertaken.

Manual Handling and WHS Meetings

Contractors should hold regular meetings with workers on site to provide the opportunity for WH&S issues to be raised. At those meetings the following procedure is suggested in relation to Manual Handling

- Employees will be given the opportunity to raise issues
- Where employees have been unable to follow Work Method Statements they should bring such issues to the Manual Handling meeting
- Manual handling tasks will be reviewed at meetings
- Risk assessment will take place in consultation
- Safe Work Method Statements will be prepared or revised

Mobile Phone Usage

Mobile Phones are not to be used whilst operating any machinery or working in traffic conditions.

Plant and Machinery – Authority to Operate

Only persons who are trained by or hold a relevant certificate of competency AND are authorised by Council are permitted to operate any fixed/mobile plant, company vehicles, forklifts or equipment. This restriction applies to any worker, visitor, sub-contractor or contractor on site. Contractors need to maintain resumes of operator's skills, qualifications and experience and make these available for inspection from Council representatives.

Plant and Equipment – Breakdown and Repair

Contractors are responsible to ensure plant and equipment is maintained. If breakdowns occur onsite Contractors must ensure a risk assessment of any repairs to ensure they are carried out safely without risk to anyone on site.

Plant and equipment service and repair documentation should be provided to Council if requested to satisfy the condition of the plant.

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Signs

All persons must comply with the requirements of any safety signs on site. The wilful defacing of any sign is an offence. Damage to any safety sign is to be reported without delay to the area supervisor.

Smoking

There will be no smoking in all council buildings, outbuildings, roofed enclosures and vehicles.

Traffic Control

All persons on Council worksites including Contractors and sub-contractors will follow the Roads and Maritime Authority Manual "Traffic Control at Worksites". Should there be any doubt about the clarity of the RMA Manual, "Traffic Control at Worksites" for the circumstances of the traffic control required, reference should be made to The Australian Standard "Manual of Uniform Traffic Control Devices Part 3: Traffic Control Devices for Works on Roads".

Welding

Welding operations are only to be undertaken by properly qualified persons or contractors. A fire extinguisher of the correct type and filling is to be close by and available in the charge of a person who knows how to use it. If other persons are in the work area, anti-flash curtains are to be used. Wherever possible, welding is to be done on weekends when the workplace is otherwise deserted.

Hotwork

Hot work is thermal or oxygen cutting or heating, and other related heat producing or spark producing operations including but not limited to the following:

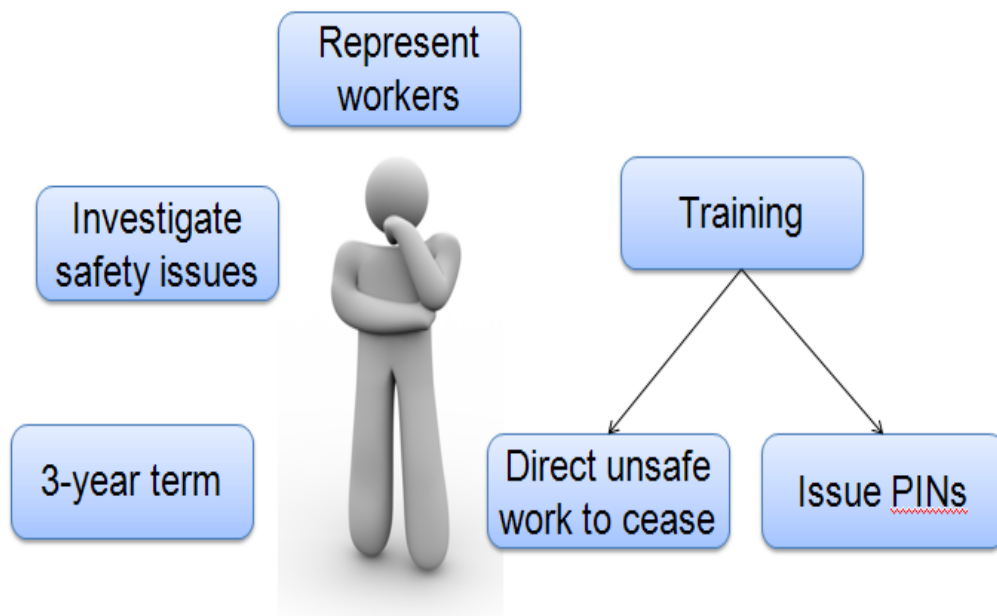
- Acetylene or gas burning;
- Welding, brazing or electric arc welding;
- Soldering;
- Heat gun operation;
- Heating and driving rivets;
- Use of open flames;
- Abrasive blasting;
- Grinding;
- Power operated tools that cause spark generation, e.g. Cutting tools; and
- Use of gasoline or other internal combustion engines and other similar appliances that produce sufficient heat to ignite flammable vapours.

In consultation with Councils Project Supervisor a Hot Work Permit may be required before performing the task. The permit should contain information such as location details, exposure of hazards, gas testing, validation, return of permit and other data relating to hot work being performed.

Consultation required

Consultation is a key part of the new Work Health and Safety legislation and requires all PCBUs to consult with its workers and others. Therefore, it is important for both the Council and Contractors to have a sound process for regular consultation, which may involve the Health and Safety Representatives.

Roles of Health and Safety Representatives:



Induction Training and Information

Council's Online E-learning WHS Module

Contractors and sub-contractors (and anyone else who may work at the site) MUST complete Council's online e-learning WHS Induction module prior to commencing any work for Council. Refer to the Contractor Induction requirements table below to determine induction needs.

contractor induction requirements

	< than 3 days / low risk	< than 3 days / high risk	3 or more days / low risk	3 or more days / high risk
site induction	X	X	X	X
online e-learning whs induction		X	X	X

high risk work includes:

- ✓ confined spaces:
- ✓ working at heights:
- ✓ electrical work:
- ✓ construction work:
- ✓ trenching/excavation work:
- ✓ demolition work:
- ✓ interaction with public/traffic:
- ✓ hazardous substances/chemicals:
- ✓ hazardous materials/asbestos: or
- ✓ working alone

If you need to complete the online induction then email safety@wagga.nsw.gov.au to obtain login details.

Include the following details in the email:

- Name of workers that are conducting works for Wagga City Council
- Each workers email address
- Copy of white card for each worker
- Photo of each worker (head and shoulder)
- Mailing address to post card back to you
- Company name that the person works for
- Council contact name.

Each worker will now be required to sign and return to Council, an acknowledgment form. This acknowledgement form will be emailed to each individual along with login details. The induction takes approximately 45 minutes to complete. Upon completion of the induction and return of the signed acknowledgment form, Council will issue a card to each person who successfully completes the online induction. This card must be carried by the recipient while working onsite.

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If any of your workers have learning or literacy difficulties, we can arrange face to face inductions. You will need to contact Council to make these arrangements.

Inductions/cards are valid for 3 years and then you will need to complete a refresher by once again emailing safety@wagga.nsw.gov.au. Council reserves the right to revoke any contractor card/induction for any WHS non-conformance.

Induction at the place of Work (Site Induction)

All contractors' employees and sub-contractors of the contractor must complete a Site Induction prior to commencing any work for Council. The site induction will include

- Explanation, training and instruction on WHS Procedures and Work Method Statements relevant to the place of work
- Supply and training in the use and maintenance of personal protective equipment and clothing
- Any other matter required by the WHS Regulations for the place or nature of work
- Information, instruction and training to ensure the health and safety of any person who may be exposed to a risk to health
- Risk control measures
- Introduction to WHS representative

What to Expect of Council when working on a Council Site/Project

Council's number one priority is to ensure the health and safety of all workers. This includes contractors and sub-contractors. Council representatives will conduct due diligence checks at any work site/projects to ensure compliance. You may be asked to provide evidence of your licences or qualifications, equipment servicing, inductions etc. Council will also ask to review any Safe Work Method Statements/procedures and your work will be monitored.

The schedule and type of checks shall take into account the following:

- Length of scheduled works
- Risk level of scheduled works
- Capital expenditure
- Complexity of scheduled works

With major capital works involving a Principal Contractor it may also be necessary to engage a third party at relevant milestones, to conduct independent audits and inspections.

These due diligence checks are specifically for your safety and the safety of those working around you!!!

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Risk Assessment

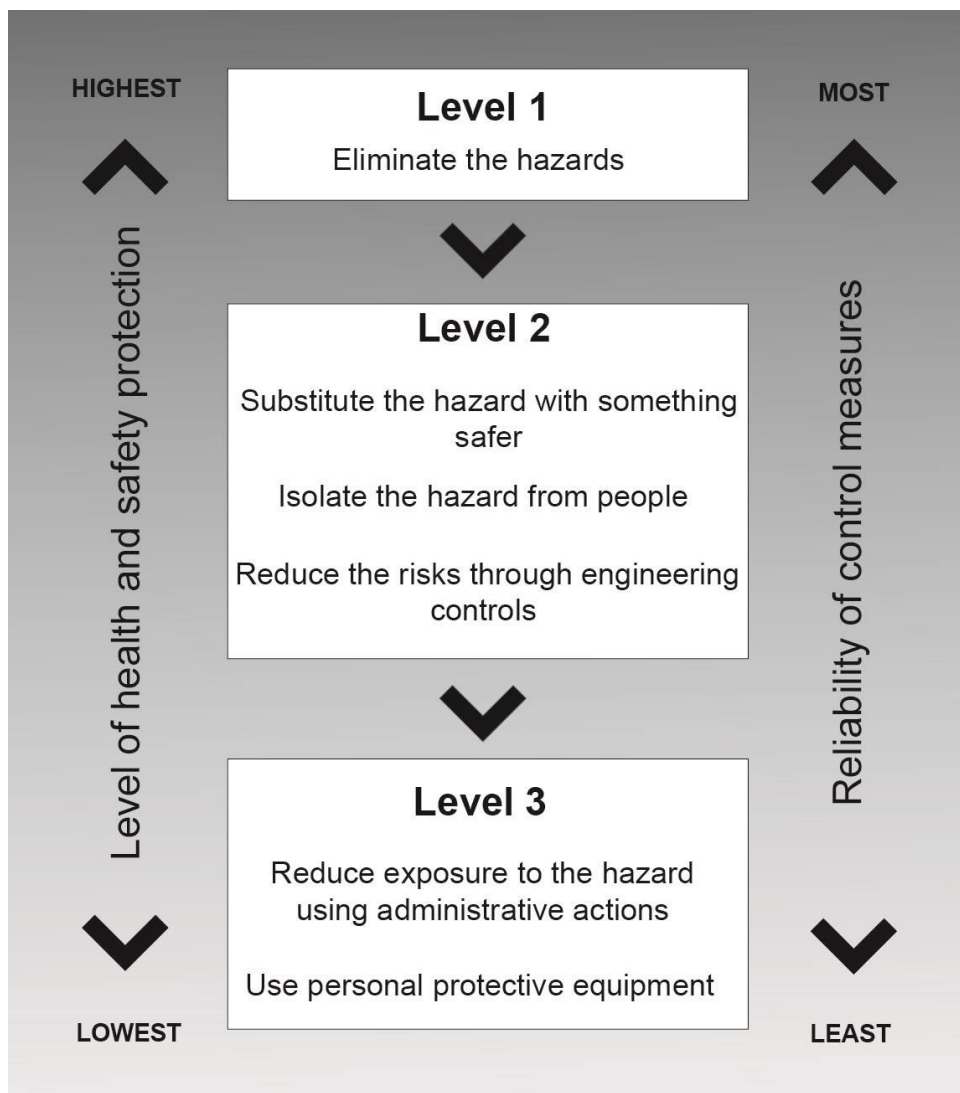
The risk assessment is to be used to prioritise hazards or hazardous tasks for remedial action and to determine the appropriate control activity.

Site Risk Assessment

Major Contractors engaged by Wagga Wagga City Council shall be required to complete a Site Risk Assessment / Induction form.

Risk Control

Where identified hazards have been subject to risk assessment, the next step is to determine the most appropriate control for the risk. The control of risk must be addressed from the point of both immediate and long-term control. Addressing the hierarchy in order for long term controls does this. For immediate controls the hierarchy may be addressed by the use of administrative or personal protective equipment controls.



Personal Protective Equipment and Clothing

All contractors of Council are required to comply with Council's procedures including personal protective equipment and summer safety, as summarised below:

1. Personal protective equipment is the last option on the hierarchy of control.
2. Supervisors / Contractors are responsible for ensuring tasks are carried out according to procedures and that issued Personal Protective Equipment and Clothing is used/worn correctly. Supervisors are to ensure that employees are aware of the limitations of the use of the equipment.
3. Employees are responsible for carrying out all activities in a safe manner in accordance with procedures and training undertaken. Personal Protective Equipment and Clothing must be used/worn in accordance with the correct procedures. Any defects or repairs are to be notified to the appropriate supervisor. All equipment is to be kept in a clean and hygienic condition.
4. Contractors and Sub-contractors must comply with Council's personal protective equipment and clothing procedures. Failure to do so will result in dismissal from the workplace and possible termination of contracts.
5. Consultation will take place with staff about the provision of PPE and prior to the purchase of any PPE. Staff will be trained in the use of PPE. PPE will be maintained in a safe, clean and hygienic condition

Minimum personal protective clothing expected of all workers:

- Steel capped safety boots
- A SafeWork NSW approved reflective safety vest
- Relevant hearing and eye protection
- Loose fitting shirt with long sleeves and collar
- Long trousers
- "Fluoro" jackets as required for climatic conditions.

Special summer requirements

Summer will be that period during which Eastern Standard Time is subject to daylight saving.

In addition to the above minimum personal protective clothing expected of workers, specific additional requirements for summer include:

- A broad brimmed hat (minimum brim of 80mm) or appropriate headgear with flap of fabric to protect back of neck and ears
- Sunglasses
- Sunscreen Broad spectrum SPF30+

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Any worker who is required to work outside for a period in excess of an hour is required to wear personal protective clothing for protection from the ultra violet rays of the sun for that complete day.

Wide brimmed hats or legionnaire type caps with flap over back of neck and ears, sunscreen, long sleeves and long trousers will be worn in summer. Baseball caps are not acceptable. A safety vest is not required to be worn with a “Fluoro” shirt during daylight hours.

SHORT TROUSERS

Workers can obtain personal exemptions from the long trousers rule during certain activities, subject to risk assessment by Councils WHS Representatives and WHS Advisor.

In circumstances where Council workers are permitted to work in short trousers, Contractors and sub-contractors will be permitted to do the same provided that the short trousers are at least knee length. Failure to comply will mean dismissal from the workplace.

Notes:

There is no exemption from the long sleeve rule.

It is an offence under the WHS Act to interfere with personal protective equipment. For example, a breach of the act occurs if sleeves or trouser legs (short or long) are rolled up, cut off or interfered with.

Safe Work Method Statements

SWMS are required for the 18 high risk construction work activities. A SWMS is a document that sets out the high-risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. A principal contractor must also obtain the SWMS before high risk construction work on a construction project starts.

Safe Work Method Statements must:

- identify the work that is high risk construction work
- specify hazards relating to the high-risk construction work and the risks to health and safety
- describe the measures to be implemented to control the risks, and
- describe how the control measures are to be implemented, monitored and reviewed.

Contractors and sub-contractors must supply Safe Work Method Statements in relation to all activities on Council Worksites. These must be kept on site and all workers on site must know and understand their content.

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If work is not being carried out in accordance with the SWMS then it must stop immediately or as soon as it is safe to do so. In these cases, the SWMS should be reviewed and if necessary revised to reflect the safest way to carry out the work that is reasonably practicable. Work must not resume until the work can be carried out in accordance with the SWMS.

A PCBU must also ensure a SWMS is reviewed and as necessary revised if the measures put in place to control risks to health and safety are revised.

Notification of Injuries, Incidents and Near Misses

All contractors are required to notify Council of all incidents, injuries and events that result in a breakdown of health and safety processes.

Council's Incident Reporting and Investigation Procedure includes a requirement for notifying Injuries, Incidents and near misses. This requirement applies to all persons in the workplace including workers, contractors, sub-contractors, visitors, and members of the public.

A Council Notification of injury, incident or near miss form is included in this pack for use and must be emailed to safety@wagga.nsw.gov.au within 24 hours of the near miss/incident. If your company has their own Incident/Injury reporting form, you can complete this and provide a copy to Council.

Contractors are also required to notify SafeWork NSW or EPA of notifiable events. Notifiable events, injuries, incidents and infringements are to be recorded by the relevant Council Project Coordinator or Supervisor of the contract on the Contract Performance Report.

Privacy Notification:

Contractors are advised that the information provided on this form is collected for including Workers Compensation, Injury Management, Public Liability and Risk Management purposes. Access is limited to authorised Council officers and authorised persons employed by Council's insurers. Provision of information is voluntary however, if such information is not provided it may not be possible to take appropriate action. The personal information will be stored in Council's records.

Incident Notification to the regulator (SafeWork NSW)

*Under the Work Health and Safety Act 2011(Part 3 Incident notification) a **notifiable incident** means:*

- (a) the death of a person, or*
- (b) a serious injury or illness of a person, or*
- (c) a dangerous incident.*

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See the SafeWork NSW brochure on 'How to Notify' in your pack for more information. Safe Work Australia also have fact sheets available on this topic for reference.

When and how to notify

A regulator must be notified of a 'notifiable incident' immediately after the PCBU becomes aware of the incident arising from the business or undertaking.

Council also requires you to advise Councils People and Culture Division immediately if a serious incident occurs.

Contact details for regulators

To notify a 'notifiable incident' contact the regulator in the relevant jurisdiction (see table below).

Jurisdiction	Regulator	Telephone	Website
New South Wales	SafeWork NSW	13 10 50	Not applicable for notifications

Information that will be requested

A clear description of the incident with as much detail as possible will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation by the regulator.

Where insufficient details are provided in a telephone notification, the regulator may contact the notifier if further information is required. All WHS regulators have agreed that the following (see table below) information should be collected as a minimum at the point of incident notification.

What happened: an overview	<ul style="list-style-type: none"> Provide an overview of what happened. Nominate the type of notifiable incident—was it death, serious injury or illness, or 'dangerous incident' (as defined above)?
When did it happen	Date and time.
Where did it happen	Incident address. Details that describe the specific location of the notifiable incident—for example section of the warehouse or the particular piece of equipment that the incident involved—to assist instructions about site disturbance.
What happened: detailed description	Detailed description of the notifiable incident.

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Who did it happen to	<ul style="list-style-type: none"> • Injured person's name, salutation, date of birth, address and contact number. • Injured person's occupation. • Relationship of the injured person to the entity notifying.
How and where are they being treated (if applicable)	<ul style="list-style-type: none"> • Description of serious injury or illness—i.e. nature of injury • Initial treatment of serious injury or illness. • Where the patient has been taken for treatment.
Who is the person conducting the business or undertaking (there may be more than one)	<ul style="list-style-type: none"> • Legal and trading name. • Business address (if different from incident address), ABN/ACN and contact details including phone number and email.
What has/is being done	Action taken or intended to be taken to prevent recurrence (if any).
Who is notifying	<ul style="list-style-type: none"> • Notifier's name, salutation, contact phone number and position at workplace. • Name, phone number and position of person to contact for further information (if different from above).

Although all of this information may not be available at the time of notification, PCBU's must still notify the regulator immediately of the incident and provide the information they have. The rest of the information will be collected by the regulator at a later time.

Site Preservation

The person with management or control of a workplace at which a notifiable incident has occurred must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or directs otherwise (whichever is earlier).

Requirements to preserve the incident site apply to any plant, substance, structure or thing associated with the notifiable incident. This means that any evidence that may assist an inspector to determine the cause of the incident is preserved.

An incident site may be disturbed:

- to assist an injured person
- to remove a deceased person
- to make the site safe or to minimise the risk of a further notifiable incident

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- to facilitate a police investigation, or
- after an inspector has given a direction to do so either in person or by telephone.

The sooner the regulator is notified, the sooner the site can be released.

If, however after arriving at the incident site an inspector considers that it should remain undisturbed in order to facilitate investigation of the incident they may issue a non-disturbance notice. This notice must specify the period for which the notice is to apply—no more than seven days.

Penalties apply if an individual or body corporate fails to preserve a site.

Site Preservation requirements only apply to the incident site

Requirements to preserve a site only apply in relation to the immediate area where the incident occurred—not the whole workplace.

Directions on site preservation

If you are unsure about what you need to do to preserve a site, ask the regulator when you notify them of the incident.

You can also ask the regulator to be relieved of your legal obligations to preserve the incident site at this point—even if you don't meet the strict criteria above.

Upgrading Notifications

If a notifiable incident escalates from a serious illness or injury to a death the regulator must be separately notified of the death immediately after becoming aware that the person has died.

Record keeping requirements

The notifier must keep a record of the notifiable incident for at least five years from the date of notification. Penalties apply for failing to do so.

As a practical matter these records should include any directions or authorisations given by an inspector at the time of notification (including authorisations to disturb incident sites) and any confirmation you received from the regulator that you notified them about the incident.

Contractor Safety

Summary of Pre-Commencement Safety Documentation required:

Pre-Commencement Requirements	Category 1	Category 2	Category 3
Obtain licences and insurance details	Yes	Yes	Yes
Contractor Safety Handbook provided to contractor	Yes	Yes	Yes
List of qualifications for all subcontractors	Yes	Yes	Yes
Obtain register of plant, chemicals etc. to be used on site	Yes	Yes (If applicable)	Yes (If applicable)
Confirm monitoring & supervision arrangements	Yes	Yes	Yes
Site risk assessments completed	Yes	Yes	No
Safe Work Method Statements sighted	Yes	Yes (If applicable)	No
Dial Before You Dig	Yes	Yes	No
Site Fencing Requirements	Yes	Yes	Yes (If Applicable)
Project WHS Management Plan provided to Council for review	Yes	No	No
Project WHS Management Plan finalised and given to all contractors and subcontractors by Principal Contractor	Yes	No	No

Definitions

Contractor means the organisation or person, contracted to provide work, goods or services to Wagga Wagga City Council.

Construction work means any construction work performed in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning or demolition of any building, structure or similar activity. It does not include routine or minor testing, maintenance or repair work performed in connection with a building or structure.

Emergency work means a contract for which the tendering/quotation process cannot be undertaken due to the emergency of the situation (i.e. immediate works necessary).

Hazard means something with the potential to cause injury or damage

High Risk Work means work involving:

- Confined spaces;
- Working at heights;
- Electrical work;
- Construction work;
- Trenching/Excavation work;
- Demolition work;
- Interaction with public/traffic;
- Hazardous substances/Chemicals;

Contractor Safety

- Hazardous Materials/Asbestos; or
- Working alone.
-

Major Contract means a contract that involves a cost in excess of \$150,000 or is of high risk or is of a complex nature or exceeds 12 months duration.

Minor Contract means any contract not determined to be a major contract or emergency work.

Risk means the chance of something happening that will have an impact on the achievement of Council's objectives. Risk is measured in terms of consequence and likelihood;

Risk Assessment means the overall process of risk identification, risk analysis and risk evaluation.

Risk control measures means a process, policy, device or practice or other action that acts to minimise negative risk or enhance positive opportunities

Safe Work Method Statements (SWMS) means a document that lists the types of high-risk work being performed identifies the health and safety hazards, describes how those hazards will be controlled and who is responsible for implementing the risk controls. Although specifically required for high risk construction work, WMS's must also be prepared for any work activity involving significant health and safety risks.

Service Providers (including Consultants and Suppliers) means persons who provide an ongoing or one-off low risk service which may include a person who provides a delivery service to Council.

Sub-Contractor means an organisation or person, contracted to provide work, goods or services to a contractor.

Contract Manager means a person who has charge of a contract or who has authority over a contractor. A Contract Manager is someone who has knowledge, training, and experience to organize work and determine performance criteria; is familiar with the application of contractor management and has some knowledge of potential or actual risks in regard to health and safety in relation to the work being performed.

**The Contract Manager may be within any Wagga Wagga City Council division.*

Contractor Safety

Supervision means under observation or under the direction of a Contract Manager or representative; management by overseeing the performance or operation of a person or group. Supervision is a process to guide, support and assist contractors to carry out their duties and assigned tasks so as to achieve planned organisational goals and directives.

Resources

www.safeworkaustralia.com.au

www.safework.nsw.gov.au

www.wagga.nsw.gov.au

References:

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

WWCC WHS Policy POL080

Other forms/information available on the intranet

<http://www.wagga.nsw.gov.au/city-of-wagga-wagga/council/working-for-wagga-wagga-city-council/workplace-health-and-safety/contractor-safety-induction-information>

