CLARENCE

CITY

COUNCIL

CONTRACTOR INDUCTION HANDBOOK

Clarence... a brighter place

Reviewed:	November 2016
Version:	2

NO WORK IS TO BE UNDERTAKEN UNLESS IT CAN BE DONE SAFELY

Safety on site is greatly improved by the Contractor and Council working together to identify and manage hazards

TABLE OF CONTENTS

FOREWORD

The Clarence City Council is committed to providing safe and healthy workplaces for all Workers, and to ensuring the safety of visitors and members of the public whilst on Council premises, properties and facilities.

The organisation is committed to ensuring that health and safety issues rank equally with other corporate and organisational considerations.

The purpose of this handbook is to provide guidance in regard to work health and safety matters within Council.

Information is of a general nature only and all contractors and Workers are required to seek additional information and advice, where deemed necessary, in particular where specific policies and procedures are referenced and are relevant to your activities.

DEFINITIONS

The Act:	*Work Health and Safety Act* 2012
Officer:	The definition of an Officer is in accordance with the *Work Health and Safety Act 2012.* An officer is a person who makes decisions, or participates in making decisions, that affect the whole or a substantial part of a business or undertaking or has the capacity to significantly affect the financial standing of the business or undertaking.
Persons Conducting a Business or Undertaking (PCBU):	The definition of a PCBU is in accordance with the *Work Health and Safety Act 2012*, including: (1) A person conducts a business or undertaking: (a) whether the person conducts the business or undertaking alone or with others; and (b) whether or not the business or undertaking is conducted for profit or gain. (2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.
Worker:	The definition of a Worker is in accordance with the *Work Health and Safety Act 2012.* You are a Worker if you carry out work for a PCBU as: ■ an employee; ■ a contractor or sub-contractor; ■ an employee of a contractor or sub-contractor; ■ an employee of a labour hire company; ■ an apprentice, trainee or student gaining work experience; ■ an outworker; or ■ a volunteer.

EMERGENCY CONTACTS

EMERGENCY SERVICES

Police, Fire or Ambulance 000

OTHER

Dial Before You Dig 1100

Aurora Energy - Emergency 13 20 04

Environmental Spills..... 1800 005 171

Poisons Information.....13 11 26

State Emergency Service..... 6233 2828

Tas Water 13 69 92

Telstra Faults.....13 22 55

Workplace Standards Tasmania 1300 366 322

COUNCIL

Duty On-call Officer (24 Hours)..... 6217 9700

General Switchboard 6217 9500

Operations Manager..... 0419 306 795

Work Health and Safety Coordinator 0417 056 779

Work Health and Safety Officer 0417 648 150

WORK HEALTH AND SAFETY FRAMEWORK

LEGISLATIVE REQUIREMENTS

The aim of the *Work Health and Safety Act 2012* (the *Act*) is to secure the health and safety of Workers. This is to be achieved by giving the highest level of protection from hazards and risks as is reasonably practicable. The *Work Health and Safety Regulations 2012* provide details on how the requirements within the Act are to be implemented.

Approved Codes of Practice (http://www.worksafe.tas.gov.au/laws/code_of_practice_2016) provide practical guidance to employers and Workers. Whilst compliance with Codes of Practice are not mandatory, failure to comply with a Code may be considered evidence of a breach of an employers' or Workers' duty of care.

Compliance with Australian Standards is mandatory where called up in State and Commonwealth legislation.

ORGANISATION REQUIREMENTS

The Council has developed specific guidelines and policies on a number of safety and health issues. **If these guidelines and policies cover issues relevant to your work, you must ensure that you obtain a copy of the complete information before commencement of any works and ensure your Workers are aware of the requirements.** Specific guidelines and policies are available in regard to the following areas:

■ Asbestos Management	■ Suncare
■ Code of Conduct	■ Tagging and Testing
■ Confined Space Entry	■ Tagging Out of Service
■ Hazardous Substances	■ Traffic Management
■ Hot Work	■ Trenching and Excavation
■ Incident Reporting	■ Visitors to Worksites
■ Mobile Phones	■ Working Alone Policy
■ Personal Protective Equipment	■ Working at Height
■ Rehabilitation	■ Workplace Alcohol and Drugs
■ Smoking	■ Workplace Harassment & Bullying
■ Social Media	■ Worksite Barricading

PRINCIPAL AND CONTRACTOR RELATIONSHIP

Where Council engages a contractor to carry out work, the Council shares the responsibilities for work health and safety with the Contractor.

A Contractor must supply copies of Certificates of Currency in regard to:

- Workers' compensation;
- public liability; and
- professional indemnity.

CONTRACTOR RESPONSIBILITIES

A contractor, as a Persons Conducting Businesses or Undertakings (PCBU) under the *Act*, must ensure the health and safety of Workers whose activities are influenced or directed by them.

This requirement includes the provision of:

- a safe work environment;
- safe plant and structures;
- safe systems of work;
- safe use, handling and storage of plant, structures and substances;
- adequate facilities for the welfare at work of Workers; and
- information, instruction or supervision necessary to protect Workers and visitors from risks to their health and safety.

All Workers on Council sites must have completed Council's Online Contractor Induction Program.

CONTRACT WORKER RESPONSIBILITIES

A Worker, in accordance with the Act, must:

- take reasonable care of their own health and safety;
- take reasonable care that their acts do not adversely affect the safety of others;
- comply, where reasonably able, with reasonable instructions given;
- comply with reasonable policies and procedures relating to health or safety.

No Worker is required to carry out work which they believe places themselves or others at risk. If this situation arises, Workers are required to stop work and inform their supervisor immediately.

INDUCTION REQUIREMENTS

Completing induction training is a compulsory component of Council's work site entry requirements where there is no "Principal Contractor" appointed as part of the contractual arrangements.

Where, through contract arrangements, a contractor has been appointed as "Principal Contractor" and has control of a worksite, the Principal Contractor will retain primary responsibility for ensuring compliance with work health and safety policies and procedures as outlined in their tender and contract documentation. In these circumstances attending induction training is not a compulsory component of work site entry requirements.

KEY SAFETY PRINCIPLES

HAZARD MANAGEMENT

The best way to prevent injuries or illness in the workplace is to identify the hazards that could cause injury or illness, and fix them.

A hazard is anything that has the potential to cause injury, illness or damage to a person's health.

You can do this by following four simple steps:

1. **Spot** the hazard.
2. **Assess** the risk.
3. **Fix** the problem.
4. **Evaluate** results.

SPOT THE HAZARD

All Workers must think about the possible hazards associated with a task prior to commencement of work.

ASSESS THE RISK

Hazards, once identified, are to be assessed by:

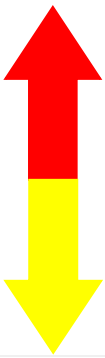
- measuring the impact of an event; and
- determining the likelihood of an event occurring.

RISK MATRIX

LIKELIHOOD	CONSEQUENCES		
	Insignificant / Minor *(Potential to cause minor injury / require first aid treatment.)*	Moderate *(Potential to cause serious injury / require medical treatment / outpatient hospitalisation.)*	Major / Catastrophic *(Potential to cause serious ill health / extensive injuries / disability / death.)*
Rare *(May occur only in exceptional circumstances.)*	LOW 1	MODERATE 2	HIGH 3
Unlikely *(Could occur at some time.)*	LOW 2	MODERATE 4	HIGH 6
Moderate *(Might occur at some time.)*	MODERATE 3	HIGH 6	HIGH 9
Likely / Almost Certain *(Probably occur in most circumstances.)*	HIGH 4	HIGH 8	HIGH 12

FIX THE PROBLEM

The aim should be to fix the problem, by eliminating the risk of injury. The use of PPE is considered to be the least effective form of risk management and must only be utilised where other controls are not practicable.

HIERARCHY of CONTROL	
Elimination *(Complete removal of the hazard.)*	Most Effective
Substitution *(Replace the material or process with a less hazardous one.)*	
Isolation *(Isolation of the hazard by barricading or enclosing it.)*	
Engineering *(Redesign the equipment or the process.)*	
Administrative *(Provide controls such as training or procedures.)*	
Personal Protective Equipment *(Use PPE where other controls are not practicable.)*	Least Effective

EVALUATE RESULTS

Managing hazards and risks is an ongoing process. Control measures should be regularly reviewed to ensure the measure used is still the most effective and that new hazards have not been introduced.

LICENCE REQUIREMENTS

If required to operate any plant or equipment Workers must hold all relevant and valid licences and maintain any required log books.

You are required to hold a Licence to Perform High Risk Work (issued by Workplace Standards) if you operate or perform any of the following tasks:

- cranes and hoists;
- forklift;
- rigging and dogging;
- scaffolding; and
- pressure equipment.

SAFE WORK METHOD STATEMENT (SWMS)

The SWMS procedure includes:

- a list of steps for safe conduct of the job;
- the hazards that may be encountered at each step;
- an assessment of the level of risk for the task; and
- control measures that are to be used to ensure Worker safety.

The primary purpose of a SWMS is to enable supervisors, Workers and any other persons at the workplace to understand the requirements that have been established to carry out the work in a safe and healthy manner. It sets out the work activities in a logical sequence and identifies hazards and describes control measures.

When preparing a SWMS, the following must be taken into account:

- circumstances at the workplace that may affect the way work is carried out; and
- on a construction project, the WHS management plan prepared by the principal contractor.

The SWMS must:

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

A SWMS should also include the following information:

- name of the PCBU, their address and ABN; and
- details of the person(s) responsible for ensuring implementation, monitoring and compliance with the SWMS.

If the work is being carried out at a construction project the SWMS should also include:

- the name of the principal contractor;
- the address where the high risk construction work will be carried out;
- the date the SWMS was prepared and the date it was provided to the contractor;
- the review date (if any); and
- the signature of all Workers on the site.

VEHICLE PRE-START INSPECTIONS

Prior to commencement of project works all plant must be inspected by the designated Council officer (except contractors appointed as a "Principal Contractor"). Inspections may be conducted daily at the Council Depot. If not practicable, inspections may be conducted at the worksite. Contractors must maintain daily pre-start inspection sheets which are subject to audit by Council.

WORKSITE ENTRY REQUIREMENTS

To enter a Council controlled work site a person must:

- hold a Work Safely in the Construction Industry Training Card (White Card); AND
- have completed Council's Online Induction Program; AND
- have a valid reason for attending the site (ie be operationally deployed on site, or attending a pre-arranged site meeting); AND
- sign the site Hazard ID / Risk Assessment.

Visitors temporarily on site to deliver goods, where risks can be controlled, do not require a White Card – but must be accompanied by a person who holds a White Card at all times.

WORKSITE HAZARD ID

Before the start of works a Worksite Hazard ID and Safe Work Method Statement (*Part B*) must be completed.

This requires:

- Workers to think about and plan the work to be undertaken;
- the necessary equipment to be available and used appropriately; and
- Workers to check the site to identify potential hazards and to implement control measures to ensure hazards are effectively controlled.

If you are unsure about a task, or how to make the site safe, **ASK for help**.

REPORTING

INCIDENT REPORTING

All Workers on site have an obligation to:

- report incidents, accidents or near misses at the earliest opportunity (reports should be made to the designated Council and Contractor Representative);
- to assist in the investigation and assessment of identified hazards; and
- to assist in the rectification of hazards to avoid repetition of unsafe work practices.

NOTIFIABLE INCIDENTS

Notifiable incidents must be reported to Workplace Standards within 24hrs. A Notifiable Incident is an incident which involves the death of a person, serious injury or illness, or a dangerous incident.

Incidents are to be reported via Council and Contractor Representatives.

The incident site must not be disturbed.

SERIOUS INJURY OR ILLNESS

A serious illness or injury means requiring:

- immediate treatment as an in-patient in a hospital;
- immediate treatment for:
  - the amputation of any part of the body;
  - a serious head or eye injury or serious burn or laceration;
  - the separation of skin from an underlying tissue;
  - a spinal injury or the
  - the loss of a bodily function;
- treatment within 48 hours of exposure to a substance.

DANGEROUS INCIDENT

A dangerous incident includes:

- an uncontrolled escape, spillage or leakage of a substance; implosion, explosion or fire; escape of gas or steam, or of a pressurised substance;
- electric shock;
- fall from a height of any plant, substance or thing;
- collapse, overturn, failure, or damage to, plant required to be authorised;
- collapse of a structure or an excavation or shoring supporting an excavation;
- inrush of water, mud or gas in workings.

POLICIES AND PROCEDURES

Workers must comply with all policies and procedures.

Contractors may apply their own work procedures and policies provided they meet or exceed the requirements of Council and they have been approved for use by Council.

Where you are undertaking works that are covered by a procedure, you must ensure that you obtain a copy of the full procedure before commencement of works. Procedures may be obtained from your Contract Supervisor, or Council's Work Health and Safety Coordinator.

ASBESTOS MANAGEMENT

Asbestos may be found in many products including cement sheets, pipes and thermal insulation. Asbestos presents a significant risk during dust forming operations.

Workers carrying out asbestos related tasks must undertake a Hazard ID Risk Assessment and refer to:

- Code of Practice, February 2016 – How to Manage and Control Asbestos in the Workplace; and
- Code of Practice, April 2016 – How to Safely Remove Asbestos.

CODE OF CONDUCT

The aims of this Policy are to:

- ensure that Workers understand their obligations and do not engage in Infringing Workplace Behaviour;
- outline the standards of conduct or behaviour expected relevant to work and responsibilities;
- provide a framework for Workers to make decisions and engage in behaviours that are ethical and appropriate for Council and Workers; and
- reflect Council's commitment to the highest standards of honesty and integrity.

Workers must:

- act with honesty and integrity;
- act with professionalism;
- act in accordance with the law and policies and procedures;
- declare and avoid conflicts of interest;
- respect privacy and do not misuse information; and
- strive to be good citizens and achieve community respect.

CONFINED SPACE ENTRY

A confined space exists if one or more of the following criteria are satisfied:

Is the space enclosed or partly enclosed*? * *Where the openings to a space, through partitions, divisions, or obstructions, are of inadequate size to allow the passage of people wearing the necessary PPE, or to permit the rescue of persons from the space without the use of specialised equipment.*	Yes	No
Is the space at atmospheric pressure?	Yes	No
Is the space liable, at any time, to have: An atmosphere that contains potentially harmful levels of contaminant (gaseous or solid, eg: dust)?	Yes	No
An oxygen deficiency or excess?	Yes	No
Be subject to engulfment (flooding) by liquid or gas?	Yes	No
Does the space have a restricted means of entry or exit?	Yes	No
If response to any of the above questions is 'YES', and if the space is not designed primarily as a place of work, then the space MUST be treated as a confined space in accordance with AS/NZS 2865:2001.		
Is it is necessary for a person's head (breathing zone), or upper body, to be within the boundaries of the confined space?	Yes	No
If the answer to the above question is 'YES', then the activity is defined as a CONFINED SPACE ENTRY as per AS/NZS 2865:2001.		

If the site meets the definition of a confined space, and if the activity meets the definition of a confined space entry, the 'confined space entry procedure' must be followed and a Safe Work Method Statement must be completed for this high risk task.

DUST EMISSIONS

The work method selected for all tasks should aim to minimise the creation and release of dust into the air. Traffic management plans should include minimising vehicle pathways and the use of watering systems to limit airborne dust generation. Factors such as wind conditions may make retention of all visible dust on the site impossible, however all reasonable precautions must be taken to minimise dust emissions.

EMERGENCIES

Workers must be familiar with procedures for their work area. Workers should refer to the on-site supervisor for site specific information. This information will include:

- evacuation procedures;
- assembly points; and
- fire-fighting equipment (only to be used with appropriate training/knowledge).

FIRST AID

First aid in the workplace means providing the initial treatment and life support for people suffering an injury or illness at work. In many instances, first aid can reduce the severity of the injury or illness. It can also calm the injured or ill person. In extreme instances, first aid could mean the difference between life and death.

In an emergency situation remember DRSABCD: Danger, Response, Send for Help, Airway, Breathing, CPR and Defibrillation.

Danger — Ensure the area is safe for you, others and the patient.

Response — **Check for response**—ask name—squeeze shoulders.

No Response	Response
Send for help.	Make comfortable.
	Check for injuries.
	Monitor response.

Send for help — **Call Triple Zero (000)** for an ambulance.

Airway — **Open mouth** if foreign material is present place in the recovery position and clear airway with fingers.

Open airway by tilting head with chin lift.

Breathing — Check for breathing—look, listen and feel.

No Breathing	Normal Breathing
Start CPR.	Place in recovery position.
	Monitor breathing.
	Manage injuries.
	Treat for shock.

CPR — Start CPR—30 chest compressions: 2 breaths.

Continue CPR until help arrives or patient recovers.

Defibrillation — **Apply defibrillator** if available and follow voice prompts.

FIRST AID KITS

First aid kits are located in all Council vehicles and Worksite Amenity Containers.

FIRE EXTINGUISHERS

Dry Chemical Extinguishers are located in identified positions. These extinguishers, whilst designed for use on electrical fires, can be used on any type of fire.

GENERAL EMERGENCY PROCEDURES - FIRE

If a fire is discovered and the alarm has not sounded - break glass and activate, **Dial 000** and ask for Fire Brigade.

Assist anyone in danger, if safe to do so.

Extinguish the fire by operating portable fire-fighting equipment, if appropriately trained and if safe to do so.

Upon arrival of the Warden obey instructions.

Should a Warden not be present do not wait for instructions - evacuate in an orderly manner immediately.

- ☐ Close all doors and windows (if safe to do so).
- ☐ Do not stop to collect your belongings.
- ☐ Evacuate via the safest fire exit.

Remain at the assembly point until instructed by the Warden.

HAZARDOUS NOISE

Noise can destroy the ability to hear and can make hearing the sounds necessary for working safely difficult - the louder the noise and the longer the exposure, the greater the hearing damage. The cumulative effect of all noise can damage hearing, not just the occasional loud noises. All Workers must wear appropriate hearing protection in accordance with SWMS and complete a Hazard ID Form.

HAZARDOUS SUBSTANCES

Hazardous substances are chemicals or substances that can be dangerous to a person's health and safety. Hazardous substances appear in a variety of forms, including: dust, fumes, gas, liquid, mist, smoke and solid.

Contractors who use hazardous substances on site must ensure:

- correct labelling, storage and handling;
- access to current Safety Data Sheets;
- a register is maintained of chemicals used;
- a risk assessment undertaken and control measures in place;
- appropriate spill containment for the type and volume of substances in use; and
- correct protective equipment is worn.

HIGH RISK CONSTRUCTION WORK

High risk construction work includes work that (the Code of Practice has a complete list):

- involves a risk of a person falling more than 2 metres;
- involves demolition of an element of a structure that is load-bearing;
- involves, or is likely to involve, the disturbance of asbestos;
- involves structural work that requires temporary support to prevent collapse;
- is carried out in or near a confined space or
- is carried out in or near a shaft or trench with an excavated depth greater than 1.5m;
- is carried out on or near pressurised gas distribution mains or piping; chemical, fuel or refrigerant lines; and energised electrical installations or services;
- is carried out in an area that may have a contaminated or flammable atmosphere;

- is carried out on, in or adjacent to a road or other traffic corridor that is in use by traffic other than pedestrians; and
- is carried out in an area in which there is any movement of powered mobile plant.

The WHS Regulations place obligations on persons conducting a business or undertaking that includes the carrying out of high risk construction work to:

- ensure that a SWMS is prepared before the proposed work commences;
- make arrangements to ensure that the high risk construction work is carried out in accordance with the SWMS;
- ensure that the SWMS is reviewed and revised if necessary;
- keep a copy of the SWMS until the high risk construction work is completed.

WHO IS RESPONSIBLE FOR PREPARING THE SWMS?

A person conducting a business or undertaking that includes the carrying out of high risk construction work must ensure a SWMS is prepared or has already been prepared by another person before the proposed work commences.

The person responsible for carrying out the high risk construction work is best placed to prepare the SWMS in consultation with Workers who will be directly engaged in the high risk construction work. This person understands the work being carried out, is responsible for providing training, instruction and supervision to the Workers undertaking the work and can ensure the SWMS is implemented, monitored and reviewed correctly.

HOT WORK

Hot work is any work that can generate flames, heat or sparks. If required to undertake hot work, you must take action to eliminate the risk of fire or explosion occurring, including:

- undertaking a risk assessment; and
- completing a Hot Work Permit when the degree of risk falls into the High or Extreme category.

Hot work also requires:

- Workers to have had appropriate training;
- signage, screening and barricading around the work area; and
- fire prevention measures to be put in place.

HOUSEKEEPING

Good housekeeping standards assist in maintaining a clean and organised work space and reduce the likelihood of accidental injuries and near misses. Good housekeeping practices include:

- keeping amenity and work areas tidy;
- removing materials not in use to a designated storage area;
- putting rubbish in the bin;
- stacking and storing materials safely;
- wiping up spills; and
- keeping access points clear.

LOCKOUT DANGER TAGS / TAGGING OUT OF SERVICE

LOCK OUT DANGER TAGS

Lockout Danger Tags are used to give personal protection where the operation of plant or equipment may endanger a person. A lock is attached to the isolation points of the plant or equipment as a physical barrier to prevent accidental start-up. A Danger Tag or Out of Service Tag is attached to the lock to advise who placed the lock and why.

Tags must not be removed, except by the person who attached the tag, or an authorised person.

TAGGING OUT OF SERVICE

Out of Service tags are yellow and black. Out of Service tags are used to indicate that plant or equipment is faulty or unsafe to operate and must not be used until repaired or made safe.

Out of Service tags must be placed in a prominent position, clearly visible from where the plant or equipment is normally operated from.

A person who places an Out of Service tag on plant or equipment must complete the information required on the tag and immediately report the fault or damage to their supervisor.

Out of Service tags may only be removed by a person who has completed authorised repairs of the plant or equipment.

Removal of an Out of Service tag without authority to do so may result in disciplinary action.

MANUAL HANDLING

Manual handling hazards include:

- repetitive, sustained, high or sudden force;
- repetitive movement;
- sustained or awkward posture; and
- exposure to vibration.

There are a range of measures that may be taken to assist in managing the risk of manual handling injuries, including:

- using smaller loads or getting assistance if the load is too heavy;
- utilising well designed tools and equipment, like trolleys and fork lifts; and
- training of Workers.

All Workers are encouraged to report problems with manual tasks and signs of discomfort immediately.

MOBILE PHONES

The use of mobile phones whilst undertaking work duties is a potentially dangerous practice, including texting and MMS messaging.

The use of a mobile phone must not cause distraction. Calls should only be made or received when it is safe to do so.

Officers may provide directive in regard to activities in which phones must not be used. Workers must comply with instructions of this nature.

IN VEHICLES AND PLANT

It is unlawful to use a hand held mobile phone while driving. Operators of plant and other mobile equipment must not operate a mobile phone whilst the plant is in use or motion.

MOBILE PLANT

Mobile plant must only be operated by licensed, certified or authorised Workers.

Daily plant inspections are to be carried out as outlined as part of our Vehicle Pre-start Inspections requirements.

Additional persons are not permitted to ride on mobile plant.

Plant must only be used for the purposes for which it is designed.

LIFTING CHAINS AND STRAPS

Only authorised lifting tackle is to be used. Lifting chains must not be used in excess of their rating and are not to be used for towing. Lifting chains and straps must be tested and tagged.

PERSONAL PROTECTIVE EQUIPMENT

Under the *Work Health and Safety Act* 2012, a Worker is required to comply with all safety directions, this includes the wearing of and care of personal protective equipment.

Workers must:

- wear required PPE, minimum requirements are steel-capped boots, high visibility vest or clothing, and long trousers and long sleeves (additional PPE may be specified for a task within the Safe Work Procedure);
- take care of the equipment and not deliberately damage or misuse the equipment.

PURCHASING AND STORES

All purchases on behalf of the organisation must be supported by an approved Purchase Order.

Requests for items should be forwarded through the onsite Works Officer, Technical Officer or Business Unit Officer.

SEAT BELTS

It is the law to wear seat belts in all vehicles and mobile equipment which have them fitted, this includes passengers - there are no exemptions to this requirement.

SECURING PLANT AND EQUIPMENT

Plant and equipment left unattended on-site must be secured (day and night), including:

- securing fuel and hazardous substances;
- locking mobile plant and store keys safely;
- ensuring equipment does not obstruct safe sight distances; and
- ensuring unattended plant and equipment does not create a hazard itself.

SERVICE LOCATIONS

Working near overhead power lines and underground cables can be very dangerous and it is important that safe distances are maintained. Before commencing work, Workers must find out what services are at or near the location where work is to be done.

LOCATION INFORMATION

The location information must be no greater than 30 days old and must be:

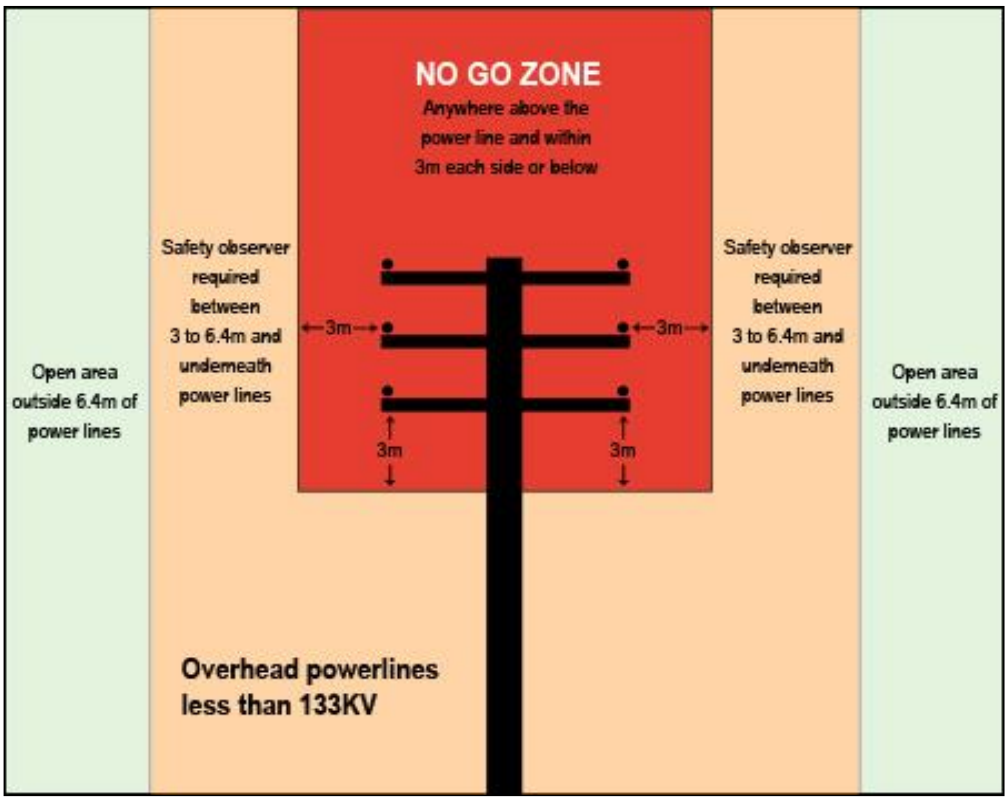
- taken into consideration during works to ensure safe operations;
- readily available for inspection; and
- retained until the works are completed.

UNDERGROUND SERVICES

Dial 1100 Before You Dig to locate underground pipe and cables.

OVERHEAD SERVICES

Look Up and Live. All work conducted under power lines must have a **spotter** and no work is to commence without the express permission of the site supervisor. No one may work within the 3 metre No Go Zone of overhead power lines unless they have advised Aurora Energy and received written authorisation for the work.



DUTIES AND RESPONSIBILITIES OF A SPOTTER

All site works requiring mobile plant to be operated in the vicinity of services (either underground or overhead) **MUST** do so under the guidance of a spotter.

ACCOUNTABLE PERSONS ARE TO ENSURE THAT THE SPOTTER

- ☐ Is a competent person.
- ☐ Is not exposed to any other hazards on site.
- ☐ Has an unobstructed view of the mobile plant and potential hazards.
- ☐ Must be aware of any hazards unique to the site.
- ☐ Must not undertake any other duties whilst mobile plant is being operated within the vicinity of possible services (either located or unlocated).
- ☐ Is to ensure suitable communication procedures that allow for a fast response to the plant operator to avoid an incident occurring.
- ☐ Must wear appropriate PPE.

SPOTTER LANYARD

The Spotter must wear a Spotter's Lanyard to ensure the plant operator is able to readily identify them. The Lanyard must have a whistle attached that can be sounded to alert the plant operator if indicator markers are uncovered by excavation plant, or operators, working too close to overhead cables.

LOCATION INFORMATION – COLOUR IDENTIFICATION CODE

There are NO standards in Tasmania to provide for specific colour identification code in regard to service locations. Outlined below are colour codes typically utilised.

Asset Type	Colour
Underground Gas Mains	Yellow
Underground Stormwater Pipework	Green
Underground Power	Orange
Underground Sewer	Red
Underground Water Mains	Blue
Underground Communication	White

SLIPS, TRIPS AND FALLS

Slips, trips and falls account for nearly a quarter of workplace injuries. You must ensure that work areas are kept free of hazards that cause these injuries.

High risk areas are:

- where floors can become wet or oily;
- where external grounds are slippery or are uneven;
- work areas where lifting and carrying tasks are performed;
- high pedestrian traffic areas;
- where there are constant changes to conditions such as construction sites; and
- accident locations that have not been secured and cleaned up.

SMALL PLANT

Contractors and Workers should ensure that the correct tool is used for the job and that the equipment is kept clean and in good condition.

Defective plant must not be used and must be reported immediately - an 'Out of Service Tag' is to be fitted. 'Out of Service Tags' must only be removed by an Authorised Person.

CHAINSAWS

No Worker is to operate a chainsaw unless they hold the necessary certificate of competency. All correct personal protective equipment must be worn.

SMOKING

Smoking is banned in all workplaces, including buildings, site containers and vehicles. Smoking is banned within 3 metres of any entrance or exit to a building.

SOCIAL MEDIA

Comments made via social media platforms are regarded as public comments. The organisation regards comments made in social media as having the same status as comments made via email, traditional letter, or any other form of communication.

The following principles apply to this policy:

- individuals are responsible for the content that they publish online;
- content shall not be offensive or amount to bullying or harassing behaviour; and
- confidential, private or sensitive information shall not be published.

SPILL MANAGEMENT

Potential exists for environmental harm from spills of chemicals and other products.

In the event of a spill, action must be taken to:

- control the spill area;
- contain the spill and divert the spill flow from high-risk areas;
- clean up the area, including disposing of the product safely; and
- ensure the incident is reported.

SUNCARE

Workers who undertake work in the outdoor environment for a continuous period greater than 15 minutes must comply with the following minimum requirements:

- Protective clothing, including long trousers and long sleeves is to be worn during all outdoor activities.
- Hats are to be worn during all outdoor activities during the period October to April. Hats are to provide adequate shade through the provision of a 360^{o} brim.
- 100% UV Safe Safety Glasses are to be worn during all outdoor activities during the period October to April.
- Sunscreen (SPF15+ or greater) will be applied to the face, ears, neck, hands as well as other exposed areas at regular intervals.

TESTING AND TAGGING

Regulations require in-service testing and tagging of all electrical powered tools and equipment. Contractors' equipment on site must be tested and tagged at the appropriate intervals.

Indicative testing intervals are:

- construction site equipment – every 3 months;
- equipment used in a workshop – every 6 months; and
- all other equipment – every 12 months.

Equipment which is damaged, not tagged or has expired tags must not be used.

THEFT OF PROPERTY

Theft of organisation or private property will result in disciplinary action, and may be referred under the *Criminal Code Act*.

TOOLBOX MEETINGS

Toolbox meetings involving all Workers are held each morning prior to the commencement of any works and should be documented where possible.

Meetings provide the opportunity to raise and discuss any issues and to ensure that all Workers are provided with current information on operations and work health and safety matters.

TRAFFIC MANAGEMENT

There is a specific Code of Practice that must be applied to this type of work. Traffic management plans are mandatory for all work requiring control of vehicular and pedestrian traffic.

Requirements of traffic management include:

- worksite assessments;
- appropriate signage;
- a qualified traffic controller;
- PPE specific for the conditions; and
- record keeping.

TRENCHING AND EXCAVATION

Trench and excavation procedures MUST be implemented in every excavation or opening in the ground 1.5m or more in depth, in which personnel are required to work, or where risk assessment determines.

Procedures cover planning, preparation and conduct of works, including requirements for:

- site and soil condition assessment;
- shoring or benching;
- PPE and training;
- traffic management and barricading; and
- access ladders.

VEHICLE USE

All drivers are to have a current licence for the class of vehicle in their control and must comply with all legislation related to the use of vehicles at all times.

Prior to operating a Council vehicle, drivers must undertake a pre-start vehicle check.

Drivers are responsible for any offences committed whilst driving a Council vehicle.

Smoking is not permitted in Council vehicles.

WORKING AT HEIGHT

Working at Height is any work where a Worker is required to:

- perform elevated work;
- work near unprotected open edges of floors or roofs;
- work near unprotected penetrations or openings in roofs, floors or walls; or
- work near unguarded pits, shafts or excavations.

Where there is a risk of injury from falling, protection must be provided (such as scaffolds, scissor lifts, guard rails or fall arrest systems). The most effective method is to be determined by the nature of the work and the risk assessment undertaken.

All work must be undertaken in accordance with the relevant Codes of Practice and Australian Standards and by trained Workers.

LADDERS

Only industrial rated ladders are to be used in the workplace and:

- must be in good order and comply with relevant Australian Standard;
- are to be secured against movement; and
- 3 points of contact are to be maintained at all times.

MECHANICAL AIDS – ELEVATED WORK PLATFORMS

Precautions that must be observed include:

- equipment providing mechanical elevation must be safety approved and meet the relevant Australian Standard;
- only licensed operators; and
- fall arresting harness is to be used at all times.

SCAFFOLDING

Precautions that must be observed include:

- scaffolding must comply with relevant Australian Standards;
- mobile scaffolds must not be moved while occupied;
- outriggers are to be in place for stability; and
- scaffolding over 4 metres in height must be erected by certified person.

WORKPLACE ALCOHOL AND DRUGS

All Workers commit to being fit to undertake work duties and must make sure that any drug or alcohol use doesn't affect their safety or the safety of others in the workplace. This includes any drugs or alcohol use outside working hours. These laws apply to everyone in the workplace: employers, managers and Workers; those who do high risk tasks as well as those who don't.

Periodically, Council may conduct random alcohol and other drugs tests at worksites.

ALCOHOL TOLERANCE REQUIREMENTS

Activity	Tolerance	
Attendance at a Council Worksite, unless stated otherwise.	**Alcohol** BAC LESS than 0.02	**Illicit Drugs** Zero
Workers whose employment involves operation of the following plant and/or equipment: ▪ vehicles with a GVM in excess of 4.5 tonne (includes our 10yd, 7yrd and 3.5yd [Canter] trucks); ▪ backhoe;, grader; forklift; skidsteer loader; street sweeper; ▪ tractors (with or with implements); ▪ elevated work platform; ▪ chipper; chainsaw; and ▪ concut saw.	Zero	
Workers engaged in the following activities: ▪ Workers on an after-hours standby roster, ie required to be available for the purposes of the Council outside their ordinary hours of duty; ▪ carried out in or near a confined space; and ▪ where risk of a person falling more than 2m.	Zero	
Workers engaged in the provision of an education or care service to children.	Zero	
Learner or Provisional driver.	Zero	
Consume alcohol (other than at an approved function and not returning to work).	Zero	
Distribute alcohol or illicit drugs.	Zero	
Possession of alcohol (other than as outlined in the procedure) or illicit drugs.	Zero	
Sell alcohol other than at an approved function.	Zero	
Consume therapeutic drugs which may affect the ability to work safely, *unless* taking prescription or over-the counter medication for legitimate medical reasons. Medications must only be taken in accordance with recommended dosage and warnings, and in the case of prescribed medications, medication must be prescribed to that person by a medical practitioner.	Zero	

PROHIBITED DRUGS

Workers must not:

- ☐ bring prohibited drugs to work or have them in their possession at work; or
- ☐ sell or dispense prohibited or prescription drugs at work; or
- ☐ be impaired by any prohibited drug whilst at work.

PRESCRIPTION DRUGS

Workers must not consume therapeutic drugs which may affect the ability to work safely, unless taking prescription or over-the counter medication for legitimate medical reasons in accordance with recommended dosage and warnings.

If any Worker is required to take prescription drugs, they must check with their doctor to determine if the drug may impact on work performance. If it is considered that taking of the drug may impact, Workers are to advise their supervisor.

WORKPLACE HARASSMENT & BULLYING

Sexual harassment and bullying is unacceptable behaviour and will not be tolerated. Some forms of harassment not only involve unlawful sex discrimination, they are criminal offences and carry separate penalties under the *Criminal Code Act*.

Sexual harassment is any behaviour of a sexual nature which is unwelcome and causes another person distress or embarrassment, examples include: leering; sexual jokes; sexual propositions; sexual offensive gestures; and sexual explicit or offensive materials.

Bullying is repeated, unreasonable behaviour that creates a risk to health and safety, examples:

- spreading misinformation and rumours;
- inappropriate practical jokes or comments, or using abusive language;
- publicly insulting others;
- overwork and impossible deadlines; or
- unfair criticism.

Any person who is subject to conduct amounting to harassment or bullying is encouraged to report the matter to a Council or Contractor Representative.

WORKPLACE VIOLENCE

Work related violence occurs when a Worker or Other Person at the Workplace abuses, threatens or assaults another Worker or Other Person at the Workplace, in circumstances relating to their work or the Workplace. Unlike Bullying, an action does not need to be repeated.

Threats to harm someone, of violence and of damage to property are breaches of Applicable Laws that should be referred to the Police, and any other appropriate authority.

WORKSITE BARRICADING

Unauthorised entry to a site can expose persons to hazards. Barricades are to be erected to restrict access and maintain clearances. Barricades must:

- be set up at the same time as traffic controls are established;
- be monitored on a daily basis; and
- not be removed until work is completed and the site returned to a safe condition.

WORK HEALTH AND SAFETY BREACHES

Should Council become aware of a work health and safety breach we may:

- request immediate action to be taken to ensure a safe workplace; or
- stop the works until the contractor has addressed the breach; or
- terminate the services of the contractor where the breach is serious.

ATTACHMENTS

1. SAFE WORK METHOD STATEMENT EXAMPLE

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Safe Work Method Statement

Organisation Details					
Group Name:		Developed By:			
Business Unit:		Approved By:			
Approved Date:		Review Date:		Version:	V1
Activity Details:					
Activity Name:					
Activity Location:					
Additional Details:					

PPE Required for this task:


YES


TASK SPECIFC


TASK SPECIFC


TASK SPECIFC


TASK SPECIFC


YES


TASK SPECIFC

Page 1 of 7

Clarence City Council - 38 Bligh Street - ROSNY PARK 7018
ABN: 35264265198

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Safe Work Method Statement

RISK MATRIX

LIKELIHOOD	CONSEQUENCES		
	Insignificant / Minor *(Potential to cause minor injury / require first aid treatment.)*	**Moderate** *(Potential to cause serious injury / require medical treatment / outpatient hospitalisation.)*	**Major / Catastrophic** *(Potential to cause serious ill health / extensive injuries / disability / death,)*
Rare *(May occur only in exceptional circumstances.)*	LOW 1	MODERATE 2	HIGH 3
Unlikely *(Could occur at some time.)*	LOW 2	MODERATE 4	HIGH 6
Moderate *(Might occur at some time.)*	MODERATE 3	HIGH 6	HIGH 9
Likely / Almost Certain *(Will probably occur in most circumstances.)*	HIGH 4	HIGH 8	HIGH 12

HIERARCHY of CONTROL

Elimination	**Most Effective**
Substitution	
Isolation	
Engineering	
Administrative	
Personal Protective Equipment	**Least Effective**

Page 2 of 7

Clarence City Council - 38 Bligh Street - ROSNY PARK 7018

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Safe Work Method Statement

Item	List the Steps Involved in the Work Task	Hazards	Risk Rating	Standard Controls	Risk Controls to be Applied By WHO	Risk Controls to be Applied By - WHEN	Controlled Risk Rating	Safe to Proceed OK?
1			---				---	---
2			---				---	---
3			---				---	---
4			---				---	---
5			---				---	---

Clarence City Council - 38 Bligh Street - ROSNY PARK 7018
ABN: 35264265198

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Safe Work Method Statement

Item	List the Steps Involved in the Work Task	Hazards	Risk Rating	Standard Controls	Risk Controls to be Applied By WHO	Risk Controls to be Applied By - WHEN	Controlled Risk Rating	Safe to Proceed OK?
6			---				---	---
7			---				---	---
8			---				---	---
9			---				---	---
10			---				---	---

Clarence City Council - 38 Bligh Street - ROSNY PARK 7018
ABN: 35264265198

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Safe Work Method Statement

Personnel Qualifications & experience required:		Training & instruction:	
Hazardous Chemicals and Dangerous Goods used in this activity:		Engineering details/ certificate / Workplace Standards approval required :	
Plant & Equipment required for this activity:		Maintenance Checks:	
Relevant Legislation and Regulations:		Method Of Consultation:	
Relevant Codes Of Practice:		Relevant Standards:	

IF THE WORK IS BEING CARRIED OUT AT A CONSTRUCTION PROJECT:

Principal Contractor:	Company: _____ _____ Address: _____ _____	Name of Contractor Site Supervisor:	Name: _____ Position: _____ Signature: _____

PERSON RESPONSIBLE FOR ENSURING COMPLIANCE WITH SAFE WORK METHOD STATEMENTS:

I acknowledge that: ☐ I am responsible for ensuring implementation, monitoring and compliance with all Safe Work Method Statements relevant to this work site; and ☐ review of the measures outlined must be carried out during the course of the works to ensure that they are adequate to deal with the hazards and risks identified or any additional risk which may become apparent during or before commencement of the works; and ☐ if I believe measures are inadequate or that additional risks are posed by the works, I am to contact Council's Contract Supervisor or Work Health and Safety Officer and take all reasonable steps to avoid hazards and risks arising from the works, including stopping work (if necessary) until agreement is reached as to how such risks and hazards are to be dealt with.	Name: _____ Position: _____ Signature: _____ Date: _____

Page 6 of 7

Clarence City Council - 38 Bligh Street - ROSNY PARK 7018
ABN: 35264265198

2. WORKSITE HAZARD ID

SWMS Part B – PARKS Hazard ID

Look up, over and around. What hazards need to be controlled?

Location and Description:					
Work Order No:		Date:		Time:	

GRAVITATIONAL		**CHEMICAL / BIOLOGICAL**	
Excavation / Trenching / Holes		Toxic / Hazardous Substances	
Working at Height / Ladders		Asbestos / Synthetic Mineral Fibre	
Rolling / Falling Object		Fungal Spores	
ELECTRICAL		Insects / Animals	
Damaged / Strained Cables		Body Fluids / Sharps	
Overhead Cables		**MANUAL HANDLING**	
Underground Cables		High Force / Heavy Loads	
Transformers		Awkward / Unbalanced Loads	
High voltage Equipment		Over Exertion / Fatigue	
No Earth Leakage Protection		**GENERAL WORK AREA**	
Other Electrical / Telco / Gas Lines		Restricted Work Area	
MECHANICAL / EQUIPMENT		Restricted Visibility	
Plant and Equipment – OK for Job?		Wet / Slippery / Uneven / Trip Hazards	
Unguarded Moving Parts		Protrusions	
Drawing In / Cutting / Crush Points		Windy / Falling / Flying Objects	
Hand and Power Tool Condition		Poor Ventilation	
MOBILE PLANT / TRAFFIC		**ENVIRONMENTAL**	
Traffic / Pedestrian Interaction		Soil / Water or Air Contamination	
Vehicle Instability – Rollover		Waste / Effluent / Hazardous Materials	
NOISE		Stormwater Contamination	
Noise – Exposure / Nuisance		**EMERGENCY**	
HOT WORK		Working Alone / Remote Work	
Ox-Acetylene Welding		**OTHERS**	
Flammable Liquids Use and Storage		Glass / Rubbish	
Welding / Cutting / Grinding		Contractor Safety	
Fire / Explosion Hazards			

☑ if okay. ☒ if not okay.
Risk assessment and controls must be applied for any ☒ and refer Safe Work Method Statement (SWMS).

RISK MATRIX

LIKELIHOOD	CONSEQUENCES: Insignificant / Minor (Potential to cause minor injury / require first aid treatment.)	Moderate (Potential to cause serious injury / require medical treatment / outpatient hospitalisation.)	Major / Catastrophic (Potential to cause serious ill health / extensive injuries / disability / death.)
Rare (May occur only in exceptional circumstances.)	LOW 1	MODERATE 2	HIGH 4
Unlikely (Could occur at some time.)	LOW 2	MODERATE 4	HIGH 6
Moderate (Might occur at some time.)	MODERATE 3	HIGH 6	HIGH 9
Likely / Almost Certain (Will probably occur in most circumstances.)	HIGH 4	HIGH 8	HIGH 12

RISKS ASSESSED		N/A	LOW	MOD	HIGH
1.	Excavation could cause personal injury or property damage if a collapse or failure occurs – **If risk is Mod or High complete trenching/excavation assessment form.**				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
	TURN SHEET OVER AND APPLY RISK CONTROLS TO ALL IDENTIFIED HAZARDS.				

Signature:		Date:	

SWMS Part B – PARKS Hazard ID

Look up, over and around. What hazards need to be controlled?

This form may not list all possible hazards – LOOK UP, OVER and AROUND.

RISK CONTROLS

DAILY CHECK (Initial Daily):	Monday		Tuesday		Wednesday		Thursday		Friday	

CONTROLS	Controlled Risk Rating	By Whom	By When	Okay?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

IF, AFTER APPLYING A CONTROL THE RISK REMAINS HIGH, A SAFE WORK METHOD STATEMENT (SWMS) FORM MUST BE COMPLETED.

HIERARCHY of CONTROL	
Elimination *(Complete removal of the hazard.)*	Most Effective
Substitution *(Replace the material or process with a less hazardous one.)*	
Isolation *(Isolation of the hazard by barricading or enclosing it.)*	
Engineering *(Redesign the equipment or the process.)*	
Administrative *(Provide controls such as training or procedures.)*	
Personal Protective Equipment *(Use PPE where other controls are not practicable.)*	Least Effective

I certify that I have read and understood the hazards identified and the control measures required to safely perform this job.

Name	Signature	Date

SWMS Part B – ROADS Hazard ID

Look up, over and around. What hazards need to be controlled?

Location and Description:					
Work Order No:		Date:		Time:	

GRAVITATIONAL		CHEMICAL	
Excavation / Trenching / Holes		Toxic / Hazardous Substances	
Falling Object / Fall Risk / Ladder		Asbestos / Synthetic Mineral Fibre	
Rolling / Falling Object		Unlabelled Containers	
SERVICES		Gas / Vapour / Fumes	
Overhead Cables		Inadequate Storage	
Underground Services – Water / Sewer		**MANUAL HANDLING**	
Electrical / Telco / Gas Lines / Stormwater		High Force / Heavy Loads	
High Voltage Equipment		Awkward / Unbalanced Loads	
MECHANICAL / EQUIPMENT		Over Exertion / Fatigue	
Plant / Equipment – OK for Job?		**GENERAL WORK AREA**	
Unguarded Moving Parts		Restricted Work Area	
Drawing In / Cutting / Crush Points		Restricted Visibility	
Hand and Power Tool Condition		Wet / Slippery / Uneven / Trip Hazards	
Lifting Equipment OK?		Confined Space Entry	
Hydraulic / Pneumatic		Windy / Falling / Flying Objects	
High Pressure Equipment		Insects / Animals	
MOBILE PLANT / TRAFFIC		**ENVIRONMENTAL**	
Traffic / Pedestrian Interaction		Soil / Water or Air Contamination	
Vehicle Instability – Rollover		Stormwater Contamination	
NOISE		**THERMAL**	
Noise – Exposure / Nuisance		Hot Materials / Surfaces	
HOT WORK		Heat Stress	
Ox-Acetylene Welding		Cold / Ice	
Flammable Liquids Use and Storage		**OTHERS**	
Welding / Cutting / Grinding		Glass / Sharps / Needles	

☑ if okay. ☒ if not okay.
Risk assessment and controls must be applied for any ☒ and refer Safe Work Method Statement (SWMS)

RISK MATRIX

LIKELIHOOD	CONSEQUENCES: Insignificant / Minor (Potential to cause minor injury / require first aid treatment.)	Moderate (Potential to cause serious injury / required medical treatment / outpatient hospitalisation.)	Major / Catastrophic (Potential to cause serious ill health / extensive injuries / disability / death.)
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Likely / Almost Certain (Will probably occur in most circumstances.)	HIGH 4	HIGH 8	HIGH 12

	RISKS ASSESSED	N/A	LOW	MOD	HIGH
1.	Excavation could cause personal injury or property damage if a collapse or failure occurs – **If risk is Mod or High complete trenching/excavation assessment form.**				
2.					
3.					
4.					
5.					
6.					
7.					

TURN SHEET OVER AND APPLY RISK CONTROLS TO ALL IDENTIFIED HAZARDS.

Signature:		Date:	

This form may not list all possible hazards – LOOK UP, OVER and AROUND.

SWMS Part B – ROADS Hazard ID
Look up, over and around. What hazards need to be controlled?

RISK CONTROLS									
DAILY CHECK (Initial Daily):	Monday		Tuesday		Wednesday		Thursday		Friday	

CONTROLS	Controlled Risk Rating	By Whom	By When	Okay?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

HIERARCHY of CONTROL	
Elimination *(Complete removal of the hazard.)*	Most Effective
Substitution *(Replace the material or process with a less hazardous one.)*	
Isolation *(Isolation of the hazard by barricading or enclosing it.)*	
Engineering *(Redesign the equipment or the process.)*	
Administrative *(Provide controls such as training or procedures.)*	
Personal Protective Equipment *(Use PPE where other controls are not practicable.)*	Least Effective

I certify that I have read and understood the SWMS and implemented the control measures required to safely perform this job.

Name	Signature	Date

3. CONFINED SPACE ENTRY PROCEDURE

Release Date:	Jul 2015
Review Date:	Jul 2017
Reviewing Officer:	MHR

CONFINED SPACE ENTRY PROCEDURE

1. SCOPE

To detail the general safety processes to be followed for all workers conducting works or requiring entry into confined spaces which are the responsibility of Clarence City Council.

2. RELEVANT LEGISLATIVE PROVISIONS

The following legislation and Australian Standard provides the requirements upon which this procedure is based:

- *Work Health and Safety Act* (Tas) 2012;
- *Work Health and Safety Regulations* (Tas) 2012;
- Australian Standard AS2865:2009 – Confined Space; and
- Confined Spaces Code of Practice.

3. RESPONSIBILITIES

3.1 ACCOUNTABLE PERSONS

Accountable Persons are responsible for ensuring that workers are able to undertake confined space work safely by implementing this procedure.

Specifically an Accountable Person must ensure that all the requirements of this procedure are met, and that a signed Confined Space Entry Permit is issued and an Emergency Procedure Site Assessment is conducted, prior to the commencement of that work.

3.2 WORKERS

Workers must:

- take reasonable care of own safety and the safety of others;
- comply with all reasonable instructions;
- co-operate with all reasonable policies and procedures;
- report ALL incidents and hazards immediately, or as soon as practical after the occurrence / identification, to their Supervisor; and
- cooperate with any investigation.

Confined spaces must not be entered except in accordance with this procedure.
Workers must have completed an approved training course before undertaking confined space entry.

Release Date:	Jul 2015
Review Date:	Jul 2017
Reviewing Officer:	MHR

3.3 CONTRACTORS

A contractor, engaged by the Council to perform work on Council assets, infrastructure or at a Council controlled workplace or worksite, must comply with the requirements of this procedure, unless specified as a "Principal Contractor".

3.3.1 PRINCIPAL CONTRACTOR

Where, through contract arrangements, a contractor has been appointed as "Principal Contractor" and has control of a worksite the Principal Contractor will retain primary responsibility for ensuring compliance with workplace health and safety policies and procedures as outlined in their tender and contract documentation.

A "Principal Contractor" may, in lieu of this procedure, implement their own procedure provided it meets all requirements of the legislative provisions outlined at clause 2.

4. DEFINITIONS

Accountable Person	means a person who is responsible for the management or control of a workplace. For the purposes of this procedure, an Accountable Person is: ▪ a Manager, Coordinator, Technical Officer, Works Officer or an appropriately qualified person approved by the Group Manager Asset Management in writing; and ▪ a person who holds a current confined space entry certification from an approved provider who has also received training in Confined Space Entry in accordance with AS2865:2009.
Competent Person	means a person who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to correctly perform that task. A competent person must hold a current confined space entry certification from an approved training provider.
Confined Space	means an enclosed or partially enclosed space that: ▪ is not designed or intended primarily to be occupied by a person; and ▪ is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and ▪ is or is likely to be a risk to health and safety from: ▪ an atmosphere that does not have a safe oxygen level, or ▪ contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or ▪ harmful concentrations of any airborne contaminants, or ▪ engulfment.

Entry (into a confined space)	means where a person's head or upper body is within the boundary of the confined space.
Entry Permit	means a permit to work that details the requirements for an entry into a particular confined space and records relevant information about that space.
Infringing Workplace Behaviour	any act or omission, which amounts to a breach of any Council policy, procedure, contractual obligation or misconduct at common law.
Standby Person	means a Competent Person assigned to remain outside of, or in close proximity to, the confined space and capable of being in continuous communication with those people inside the confined space. The Standby Person is also responsible for monitoring equipment used during the confined space entry and for initiating emergency procedures if required.
Supervisor	means a worker who has responsibility for the supervision or coordination of a work group, program, team, or crew.
Workers	means a person who carries out work for Council including work as: ▪ an employee; ▪ contractor or subcontractor; ▪ employee of a contractor or subcontractor; ▪ employee of a labour hire company assigned to work at Council; ▪ apprentice or trainee or a work experience student; or ▪ volunteer.
Workplace	means all areas (including plant and vehicles) where an employee works, or any place which a worker is likely to be working in the course of carrying out their duties, during working hours.

5. CONFINED SPACE ENTRY PROCEDURE

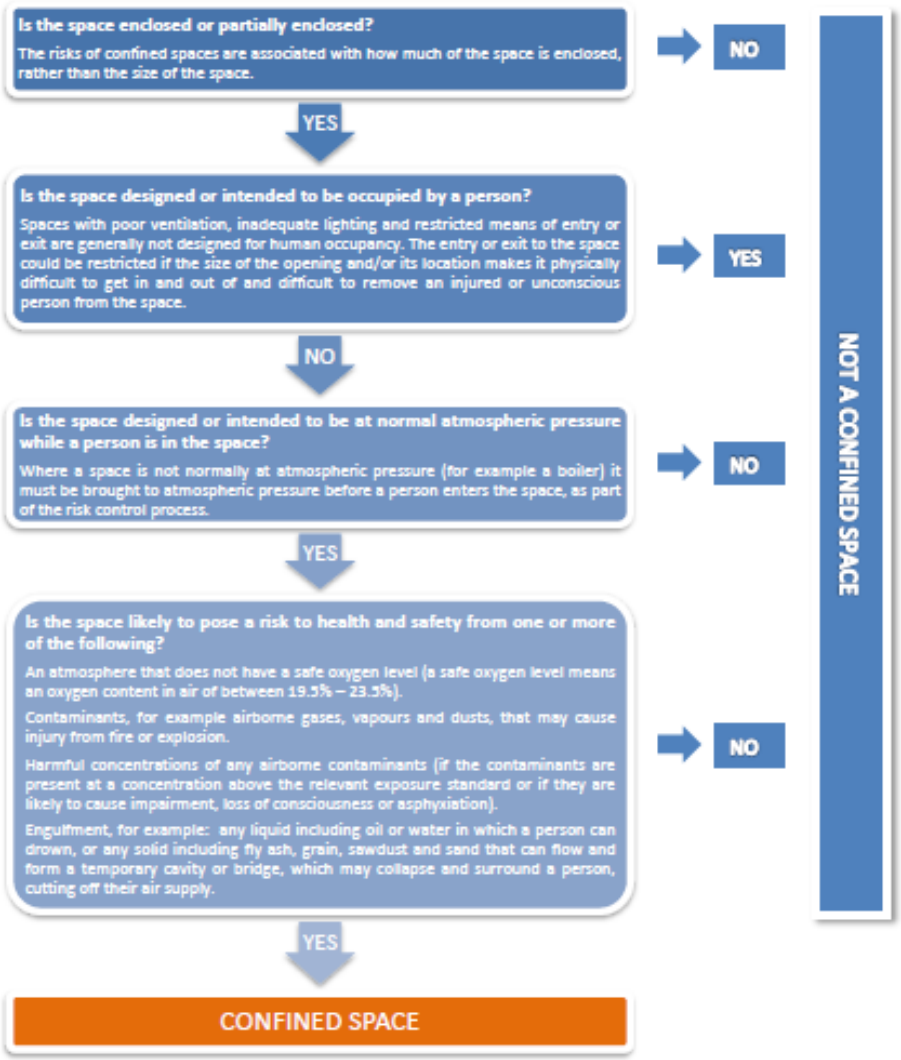
5.1 IDENTIFICATION OF A CONFINED SPACE

A confined space is determined by the structure and a specific set of circumstances. The same structure may, or may not be, a confined space depending on the circumstances when the space is entered.

A space may become a confined space if work that is to be carried out in the space would generate harmful concentrations of airborne contaminants.

For a confined space to be declassified as a non-confined space, it needs to have undergone sufficient changes in structure and use to eliminate all inherent hazards that define a confined space. The following flowchart will help to determine whether a space is a confined space.

Release Date:	Jul 2015
Review Date:	Jul 2017
Reviewing Officer:	MHR



If by reference to the flowchart the space is determined to be a confined space, and if the space is not designed primarily as a place of work, then the space must be treated as a confined space.

5.2 IDENTIFICATION OF ENTRY

If the site meets the definition of a confined space, and if the activity meets the definition of a confined space entry, then this 'CONFINED SPACE ENTRY PROCEDURE' must be followed.

5.3 HAZARD IDENTIFICATION, RISK ASSESSMENT AND SAFE WORK METHOD STATEMENT

Following the identification of a confined space, a hazard identification and risk assessment (hereafter referred to as a 'risk assessment') must be undertaken.

The hazard identification and risk assessment must be undertaken by a Competent Person or the Accountable Person before any work associated with the confined space is carried out. As a minimum the risk assessment must consider the following factors:

- the nature and inherent hazards of the confined space;
- the work required to be done, including the need to enter the confined space;
- the range of methods by which the work can be done;
- the hazards involved and associated risks involved with the actual method selected and the equipment proposed to be used;
- emergency response procedures; and
- the competence of the persons to undertake the work.

Risk assessment of a confined space must be undertaken in accordance with Council's risk management process and meet requirements of the *Work Health and Safety Regulations* 2012, rr. 34 - 35.

Each hazard identification and risk assessment must be reviewed and approved (if it is reasonable to do so) by the Accountable Person authorising the entry permit.

Where a particular confined space is to be entered regularly, a 'standard' risk assessment may be developed for that particular confined space. Prior to each proposed entry into that space the standard risk assessment must be reviewed to ensure that there is no evidence of changed circumstances. If there has been a change in the circumstances of that particular confined space, a new risk assessment must be completed.

5.4 RISK CONTROLS

If the risk assessment identifies risks to health or safety arising from work in a confined space, the risks must be treated in accordance with the hierarchy of controls (*Work Health and Safety Regulations* 2012, r.36 - 38 and AS/NZS ISO 31000:2009).

HIERARCHY OF CONTROL	
Elimination	**Most Effective**
Substitution	
Isolation	
Engineering	
Administrative	
Personal Protective Equipment	**Least Effective**

Prior to entry into a confined space all potentially hazardous services normally connected to that space shall, where it is possible to do so, be isolated. Isolation will prevent the introduction of contaminants into the confined space or the activation or energisation of equipment or services within that space. The risk assessment and control processes shall identify the best method of isolation. Isolation shall occur in accordance with the Isolation procedure.

All control measures implemented in relation to the confined space in question will be documented in the Hazard Identification and Risk Assessment form for that confined space.

5.5 ASSESSMENT OF THE ATMOSPHERE

Prior to entry into the confined space the atmosphere must be tested.

Atmospheric testing must be carried out in a manner consistent with the hazards identified and the risk assessment.

Atmospheric testing must be carried out from outside of the confined space in the first instance. If atmospheric testing can only be carried out once inside the confined space, such testing shall only be carried out by a Competent Person using air-supplied breathing apparatus and include emergency retrieval equipment appropriate to that confined space (as identified as a part of the hazard identification and risk assessment process).

Atmospheric testing will include testing for the following:

- oxygen content (must be between 19.5% and 23.5%); and
- airborne concentrations of combustible contaminants; and
- airborne concentrations of potentially harmful contaminants.

Atmospheric testing must only be carried out by a Competent Person using an approved gas detector in accordance with the manufacturers operating instructions.

5.6 LIGHTING, SIGNAGE, BARRIERS AND EMERGENCY PRECAUTIONS

5.6.1 LIGHTING, SIGNAGE AND BARRIERS

Prior to any person entering a confined space, and during the work itself, appropriate lighting (as necessary), signs and barriers shall be installed to prevent entry of persons not involved in the work and to protect the public. Signage and barricades shall be installed and removed in accordance with the Traffic Management Guide and Worksite Barricading Procedure.

5.6.2 EMERGENCY PRECAUTIONS

In order to protect the safety and health of the person(s) undertaking work within a confined space, the following requirements must be undertaken and the identified equipment must be present and set up ready for use:

- Confined Space Entry Permit must be issues by an Accountable Person;
- Emergency Procedures Site Assessment Form must be completed prior to entry;
- emergency rescue / recovery equipment, including: lifting harnesses, lines and lifting equipment and ladders, fire extinguisher; and
- first aid kit.

The equipment shall be appropriate to the work to be carried out and be maintained at all times during the work in proper working order. Equipment must be tested for correct function and operation prior to the commencement of any confined space entry.

If the designated standby officer is not trained in first aid, an additional person who holds relevant first aid qualifications must be on site prior to any confined space entry.

In some circumstances a particular confined space may not enable the wearing of a safety harness and / or rescue line. If the use of a harness / safety line is not possible or practical the hazard identification and risk assessment for that confined space must be reviewed and suitable alternative plans established for the retrieval of the person(s) undertaking the confined space entry. It is not permissible for any person to enter a confined space without an approved emergency egress method or system.

Emergency response and first aid procedures must be planned, established and drilled periodically.

5.7 PERMIT TO ENTER A CONFINED SPACE

For each confined space entry a written permit must be issued prior to the commencement of the work / confined space entry.

Each confined space entry permit shall be signed by an Accountable Person who has undertaken accredited training in accordance with AS/NZS 2865:2009 and is deemed to be a Competent Person for the purposes of this procedure.

All work undertaken in a confined space shall be in accordance with the hazard identification and risk assessment for that space, and in accordance with any particular permit conditions required by the Accountable Person authorising the permit.

5.8 ACCESSING A CONFINED SPACE

Following the completion of the above steps, the following procedure must be applied.

1. The Competent Person undertaking the confined space entry will ensure that all safety equipment, including personal protective equipment, is operational and correctly fitted / installed.
2. The Standby Person will ensure that gas detection of the confined space is undertaken and monitored on a continuous basis during the confined space entry.
3. The Standby Person will monitor the competent person during the entry to ensure safety and to provide a response if an emergency arises. The Standby Person is responsible for retrieval of the competent person undertaking the entry, for first aid (if required) and for notifying the Radio Operator or the Accountable Person if an emergency arises.
4. At the completion of the confined space entry the Competent Person undertaking the entry will notify the Accountable Person of the completion of that entry.

Where possible the Accountable Person should remain on site during a confined space entry to monitor the entry in accordance with this procedure and the risk control requirements, and to assist if a problem arises.

If the Accountable Person is unable to remain on site, contact must be available via mobile phone for the duration of the confined space entry. In this circumstance it is the responsibility of the Accountable Person to ensure appropriate communications are maintained and emergency arrangements are adequate and reasonable.

Release Date:	Jul 2015
Review Date:	Jul 2017
Reviewing Officer:	MHR

6. REPORTING OF BREACHES

Workers must reasonably report breaches of Infringing Workplace Behaviour to the appropriate Manager or Supervisor (or if not applicable the General Manager) as otherwise required or permitted by applicable laws.

7. BREACH OF PROCEDURE

Persons covered under this procedure who engage in Infringing Workplace Behaviour may (as is appropriate) be subject to disciplinary action in accordance with Council's Disciplinary Policy and Procedure, removal from the Workplace or termination of services. Infringing Workplace Behaviour may also amount to breaches of applicable laws.

8. AMENDMENT

Following consultation, as required under the *Work Health and Safety Act* 2012, Council retains the discretion to reasonably vary, terminate or replace this Policy from time to time.

8.1 TABLE OF AMENDMENTS

No.	Date	Clause	Brief Details
1.1	1 June 15	App C 5.6.2	Emergency Procedures Site Assessment Form included. Requirement for a trained first aid officer to be onsite stipulated.
			Minor formatting changes.

9. QUESTIONS

Questions relating to the interpretation, application or enforcement of this Procedure should be directed to a person's Manager/Supervisor.

10. APPENDICES

Appendix A: Safe Work Method Statement

Appendix B: Confined Space Entry Work Permit

Appendix C: Emergency Procedure Site Assessment Form

Andrew Paul
GENERAL MANAGER

Reviewing Officer: MHR

Location of Work:	Permit Date:
Description of Work:	Permit Duration: From: To:

HAZARD IDENTIFICATION AND RISK ASSESSMENT

Have identified hazards and associated risk controls been implemented (per Risk Assessment Form)	Yes / No

Isolations

Mechanical Isolations:	
Electrical Isolations:	Signed (electrician):
Lock out tags fitted:	
Signage and Barricading installed:	
Other Isolations / Precautions:	

Protective Equipment

Breathing Apparatus:	Yes / No	Details:
Fall Arrest Equipment /Harness:	Yes / No	Details:
PPE –eyewear, hearing protection, safety helmet, etc:	Yes / No	Details:
Fume Extraction:	Yes / No	Details:
Ventilation:	Yes / No	Details:
GAS TESTING	Yes / No	Note: Continuous Gas Testing required whilst any person is within the confined space.

Time of test:	Results (prior to entry):	Oxygen	H_2S	LEL	CO

Lighting, Signage and Barriers & Emergency Precautions

Lighting, signage and barriers installed:				Yes / No
Emergency Equipment:	Breathing Apparatus:	Yes / No	First Aid Kit:	Yes / No
	Rescue / Recovery Equipment:	Yes / No	Fire Equipment:	Yes / No

Stand-by Person (name(s)):
Additional Requirements:

AUTHORITY TO ENTER (TO BE SIGNED BY ACCOUNTABLE PERSON)

The control measures and precautions appropriate for the safe entry and execution of the work in this confined space have been implemented and the persons required to work have been advised of and understand the requirements of this written permit.

Signed: _____ Date: _____ Time: _____

This entry permit is valid until: Date: _____ Time: _____

PERSONS AUTHORISED TO ENTER CONFINED SPACE

Name (Print)	Date	Time	Signature

CANCELLATION OF PERMIT

All Persons Signed On This Permit Have Signed Off And Are Clear Of The Work Area:	Yes / No
All lock out tags have been removed / services re-commissioned:	Yes / No
All Equipment has been removed and restored correctly:	Yes / No
The worksite has been left safe for all people:	Yes / No

Signed: .....(Competent Person) Date: ..... Time: .....

This completed permit is to be returned to Depot Administration for inclusion in the Confined Spaces Permit Register

APPENDIX C – Emergency Procedures Site Assessment

Release Date: July 2015
Review Date: July 2017
Reviewing Officer: MHR

EMERGENCY PROCEDURES SITE ASSESSMENT – CONFINED SPACE ENTRY

This form is to be completed prior to workers entering a Confined Space, or where a regular assessment interval is required.
No personnel are to enter a Confined Space unless suitably trained and any identified risks and hazards have been assessed and controls are in place. For each identified hazard present a control measure must be adopted.

Business Unit:		Date:	
Work Order Number:		Site assessment by:	

WORKSITE LOCATION (EXACT GEOGRAPHICAL LOCATION):

Access to the Confined Space Entry site in an emergency is via?		
The nearest appropriate medical facilities are located at?		A distance of _____ kms away

COMMUNICATIONS

What method of communication will be used between the entry and stand-by person?	
In an emergency how will an alarm be raised?	

RESCUE and RESUSCITATION

What type of equipment is required? (√ *as appropriate*)

First Aid Kit	☐ .....YES ☐ .....NO	Fire Extinguisher	☐..... YES ☐..... NO	Breathing Apparatus	☐ .....YES ☐ .....NO	Oxy Resus Equipment	☐.....YES ☐.....NO	Tripod, Harness and Lifelines	☐..... YES ☐..... NO

Are stand-by/rescue personnel properly trained and fit to carry out their task?	☐..... YES ☐..... NO
Are trained first aid personnel available to make proper use of any necessary first aid equipment?	☐..... YES ☐..... NO

Rescue should be performed from outside the confined space, if possible. If a worker inside a confined space has been overcome by lack of oxygen or airborne contaminants, it should always be assumed that entry for rescue is unsafe unless air supplied respiratory protective equipment is used.

How will the local emergency services be notified of an incident?		**Emergency services can be contacted by Phoning 000 or Mobile 112**

4. HOT WORK PROCEDURE

Release Date:	Sep 2015
Review Date:	Sep 2017
Reviewing Officer:	MHR

HOT WORK PROCEDURE

1. BACKGROUND

This Hot Work Procedure is designed to minimise the risks associated with the requirement for workers to perform hot work in the workplace. Hot Work is defined below as a part of this procedure.

This procedure provides the minimum requirements for all hot work activities conducted outside designated metal workshops, laboratories or areas designated for hot work.

2. RELEVANT LEGISLATIVE PROVISIONS

The following legislation provides the requirements upon which this procedure is based:

- *Work Health and Safety* Act, 2012, s.19;
- *Work Health and Safety Regulations* (Tas) 2012, part 3.1;
- Welding Processes – Code of Practice April 2016; and
- AS 1674.1 – 1997 Safety in Welding and Allied Processes.

3. RESPONSIBILITIES

3.1 SUPERVISORS

Supervisors are responsible for the management or control of a workplace. Supervisors are responsible for ensuring that workers are able to undertake work involving hazardous substances and dangerous goods safely by implementing this procedure.

Specifically a Supervisor must ensure that all the requirements of this procedure are met prior to the commencement of, and during, work, including:

- a Risk Assessment has been conducted utilising the Lookout Hazard ID / SWMS forms to determine work and control measure requirements and requirement of a permit;
- all hot work risk assessed and determined to require a permit is notified to relevant Coordinator / Manager;
- hot work permits are completed for all hot work within their business area prior to that work commencing;
- workers required to perform hot work have had appropriate training and equipment;
- hot work areas are appropriately sign posted, screened and barricaded as identified within the risk assessment;
- dependant on worksite location - clearance distances of up to 15 metres may be required between the hot work area and other combustible materials (where not practical, welding pads and fire blankets / curtains or metal shields are an appropriate alternative);
- fire prevention measures have been taken as identified within the risk assessment (measures may include easy access to fire extinguishers or other fire suppression equipment).

Release Date:	Sep 2015
Review Date:	Sep 2017
Reviewing Officer:	MHR

3.2 WORKERS

Workers must comply with the requirements of this procedure. Workers are required to notify the relevant Supervisor of any matter that affects, or has the potential to affect, their health and safety, or the health and safety of others, whilst implementing this procedure.

3.3 CONTRACTORS

A contractor, engaged by the Council to perform work on Council assets, infrastructure or at a Council controlled workplace or worksite, must comply with the requirements of this procedure, unless specified as a "Principal Contractor" as outlined below.

Where, through contract arrangements, a contractor has been appointed as "Principal Contractor" and has control of a worksite the Principal Contractor will retain primary responsibility for ensuring compliance with workplace health and safety policies and procedures as outlined in their tender and contract documentation. A "Principal Contractor" may, in lieu of this procedure, implement their own procedure provided it meets all requirements of the legislative provisions outlined at clause 2.

4. DEFINITIONS

For the purpose of this procedure, the following definitions apply:

Supervisor	means a worker who has responsibility for the supervision or coordination of a work group, program, team, or crew.
Persons Conducting a Business or Undertaking (PCBU)	a person conducts a business or undertaking: ▪ whether the person conducts the business or undertaking alone or with others; and ▪ whether or not the business or undertaking is conducted for profit or gain. a business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.
Workers	means a person who carries out work for Council including work as: ▪ an employee; ▪ contractor or subcontractor; ▪ employee of a contractor or subcontractor; ▪ employee of a labour hire company assigned to work at Council; ▪ apprentice or trainee or a work experience student; or ▪ volunteer.
Workplace	means all areas (including plant and vehicles) where an employee works, or any place which a worker is likely to be working in the course of carrying out their duties, during working hours.
Worksite	means any worksite where Council has the prevailing influence over health and safety or which is dedicated to work for Council.

Release Date:	Sep 2015
Review Date:	Sep 2017
Reviewing Officer:	MHR

5. HOT WORK

Hot work is any work that can generate flames, heat or sparks and includes, but is not limited to the following:

- acetylene or gas burning;
- welding, brazing or electric arc welding;
- soldering;
- heat gun operation;
- use of open flames;
- abrasive blasting;
- grinding;
- power operated tools that cause spark generation, for example cutting tools; or
- use of gasoline or other internal combustion engines and other similar appliances that produce sufficient heat to ignite flammable vapours (this is of particular concern when using machinery around dry vegetation or refuelling machinery).

6. RISK ASSESSMENT

The Supervisor, in conjunction with workers performing the work, shall ensure that a risk assessment has been undertaken.

All risk shall be assessed using the risk matrix contained within the Council's Risk Management Process.

This risk assessment will include:

- a review of relevant information about the work, work area and atmosphere;
- identifying the risks and assessing the adequacy of controls;
- selecting appropriate measures to achieve and maintain control; and
- reviewing emergency procedures.

Note: Workshops specifically designed for hot work shall only be risk assessed where the hot work constitutes a fire or explosion hazard.

7. HOT WORK PERMITS

Hot works permit forms are available on Council's intranet.

The completed hot work permit shall be kept at, or in close proximity to, the area where the hot work is being performed.

8. SIGNAGE

Warning signs shall be located in the work area and barricades erected where identified as necessary by the risk assessment.

9. COMPLETION OF THE HOT WORK

Completed permits must be forwarded to the relevant Coordinator / Manager for filing. Completed permits are to be maintained on file by the relevant Coordinator / Manager. A copy of the relevant Work Order is to be attached to the completed hot work permit when filed.

10. ENVIRONMENT MONITORING

A competent person shall conduct environment monitoring (including gas testing) where the risk assessment identifies it as necessary. Where there is the potential for flammable or explosive atmospheres to be present the area must be gas tested prior to hot work commencing. The results of any monitoring shall be recorded on the hot work permit.

11. TRAINING

Workers required to perform hot work shall be appropriately trained. Training will include, but not be limited to, the following:

- the work practices used to control exposure to substances in hot work;
- hot work permits completion;
- the risk assessment process; and
- first aid, accident, incident reporting and emergency procedures (including the use of fire equipment).

12. REPORTING OF BREACHES

Workers must reasonably report breaches of Infringing Workplace Behaviour to the appropriate Manager or Supervisor (or if not applicable the General Manager) as otherwise required or permitted by applicable laws.

13. BREACH OF PROCEDURE

Persons covered under this procedure who engage in Infringing Workplace Behaviour may (as is appropriate) be subject to disciplinary action in accordance with Council's Disciplinary Policy and Procedure, removal from the Workplace or termination of services. Infringing Workplace Behaviour may also amount to breaches of applicable laws.

14. AMENDMENT

Following consultation, as required under the *Work Health and Safety Act* 2012, Council retains the discretion to reasonably vary, terminate or replace this Policy from time to time.

14.1 TABLE OF AMENDMENTS

No.	Date	Clause	Brief Details
1	May 15	3.1	Increase to clearance distance requirements.

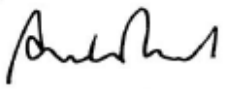
Release Date:	Sep 2015
Review Date:	Sep 2017
Reviewing Officer:	MHR

15. QUESTIONS

Questions relating to the interpretation, application or enforcement of this Procedure should be directed to a person's Manager/Supervisor.

16. APPENDICES

Appendix A: Hot Work Permit



Andrew Paul
GENERAL MANAGER

APPENDIX A – Hot Work Permit

Release Date: Sep 2015
Review Date: Sep 2017
Reviewing Officer: MHR

HOT WORK PERMIT

Hot Work is not permitted unless this form is completed and signed by a Supervisor/ Technical Officer and the relevant Coordinator/Manager notified of the work location.
Permits MUST NOT be issued for longer than one day.

Details			
NAME OF WORKER PERFORMING HOT WORK:			
DATE OF WORK:		WORK ORDER NO:	
LOCATION OF WORK (be specific - building and street no.):			
DESCRIPTION OF WORK (and equipment to be used):			
The work site has been inspected by me and I have arranged notification, isolations and all other necessary precautions taken. I have conducted a Risk Assessment and implemented control measures for all hazards.	Name	Date	
PERMIT ISSUED:	Date	Time	
PERMIT VALID FROM	Date	Time	
PERMIT VALID TO:	Date	Time	
SIGNED - Accountable Person:		DATE:	

FIRE WATCH – If Risk assessment indicates the need for a fire watch, the nominated person must remain vigilant for any fire outbreak

Work site and all adjacent areas where sparks may have spread were inspected by me during, and for at least thirty (30) minutes after the work was completed and no fire conditions were noted. The fire panel has been recommissioned.

SIGNED – Fire Watcher:		DATE:	

Gas Testing Information (where required):			
GAS DETECTOR (Make):		TEST RESULTS	
GAS DETECTOR (Model):		Oxygen	
DATE OF CALIBRATION:		L.E.L.	
DATE OF GAS TEST:		CO2	
TIME OF GAS TEST:		H2s	
IS HOT WORK SAFE TO PROCEED?		YES ☐	NO ☐
SIGNED – Testing Officer:		DATE:	

HOT WORK			
HOT WORKS COMMENCED:		HOT WORKS COMPLETED:	
SIGNED-Officer Performing Work:		DATE:	

Completed permits must be forwarded to the relevant Coordinator/Manager. Completed permits are to be maintained permanently, attached to the completed work order.

The completed hot work permit shall be kept at, or in close proximity to, the area where the hot work is being performed.

5. TRAFFIC MANAGEMENT PROCEDURE

Release Date:	May 2016
Review Date:	May 2018
Reviewing Officer:	MHR

TRAFFIC MANAGEMENT PROCEDURE

1. BACKGROUND

Workers of Council regularly work in road reservations and other areas where vehicle and pedestrian traffic occur.

These workplaces present particular hazards to employees, contractors and members of the public.

2. RELEVANT LEGISLATIVE PROVISIONS

The following legislation provides the requirements upon which this procedure is based:

- Work Health and Safety Act 2012;
- Work Health and Safety Regulations 2012, r214; and
- AS1742.3 - 2009 – Manual of Uniform Traffic Control Devices.

3. RESPONSIBILITIES

3.1 ACCOUNTABLE PERSONS

Accountable persons are responsible for the management and control of a workplace. Accountable Persons are responsible for ensuring that workers and contractors are able to undertake their duties safely by implementing this procedure.

Specifically an Accountable Person must ensure that all the requirements of this procedure are met prior to the commencement of, and during, work.

3.2 WORKERS

Workers must comply with the requirements of this procedure. Workers are required to notify the relevant Accountable Person of any matter that affects, or has the potential to affect, their health and safety, or the health and safety of others, whilst implementing this procedure.

3.3 CONTRACTORS

A contractor, engaged by the Council to perform work on Council assets, infrastructure or at a Council controlled workplace or worksite, must comply with the requirements of this procedure, unless specified as a "Principal Contractor" as outlined below.

Where, through contract arrangements, a contractor has been appointed as "Principal Contractor" and has control of a worksite the Principal Contractor will retain primary responsibility for ensuring compliance with workplace health and safety policies and procedures as outlined in their tender and contract documentation. A "Principal Contractor" may, in lieu of this procedure, implement their own procedure provided it meets all requirements of the legislative provisions outlined at clause 2.

Release Date:	May 2016
Review Date:	May 2018
Reviewing Officer:	MHR

4. DEFINITIONS

For the purpose of this procedure, the following definitions apply:

Accountable Person	A person responsible for the management or control of a workplace. For the purposes of this procedure, an Accountable Person is a: ▪ Manager; ▪ Coordinator; ▪ Technical Officer; ▪ Works Officer; or ▪ an appropriately qualified person approved by the Group Manager Asset Management in writing.
Competent Person	A person who has, through a combination of training, qualification and experience, acquired knowledge and skills enabling that person to correctly perform a specified task.
Persons Conducting a Business or Undertaking (PCBU):	A person conducts a business or undertaking: ▪ whether the person conducts the business or undertaking alone or with others; and ▪ whether or not the business or undertaking is conducted for profit or gain. A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.
Worker	You are a worker if you carry out work for a PCBU as: ▪ an employee; ▪ a contractor or sub-contractor; ▪ an employee of a contractor or sub-contractor; ▪ an employee of a labour hire company; ▪ an apprentice or trainee, or student gaining work experience; or ▪ a volunteer.
Workplace	Any premises or place (including any vehicle) where a worker is or was employed or engaged in industry.

Release Date:	May 2016
Review Date:	May 2018
Reviewing Officer:	MHR

5. TRAFFIC MANAGEMENT PROCEDURE

Worksites that include roadways and pedestrian access present dangers to workers and to members of the public.

This procedure is **mandatory** for all workers involved in work that requires the control of vehicular traffic and pedestrian traffic.

5.1 WORKSITE PLANNING

Worksite planning is the first step in determining the signage requirements for a worksite.

Worksite planning requires consultation with all persons involved in the work and includes a comprehensive ***Site Assessment***. The Site Assessment must include:

- the development of a Traffic management Plan by a Competent person who holds the appropriate qualification (RIICWD503A – Prepare Work Zone Traffic Management Plan)
- comparison of the worksite layout and traffic conditions against the relevant Risk Assessment and the Traffic Management Guide;
- identification of any issues particular to the worksite that require modification of the relevant Traffic Management Plan;
- consideration of any weather or particular traffic conditions that may require a higher standard of signage or variation in worksite traffic speed (for example, is work being undertaken at a peak time or in conditions of poor visibility); and
- a record of information determined during the Site Assessment on the Traffic Management Record form.

5.2 PREPARATION

Preparation involves setting up the worksite in accordance with the Site Assessment and includes:

- a competent person setting out the required traffic signage and other controls in accordance with the Traffic Management Plan and in consideration of the Site Assessment;
- a drive through of the site to check the effectiveness of the traffic control measures; and
- any person new to the worksite being provided with relevant advice in relation to the traffic control measures, including any safety precautions relevant to the work being undertaken.

5.3 COMPLETION OF WORK

At the completion of the work the worksite must be returned to a safe condition.

If the work is not complete, or the worksite has any remaining hazards, ensure that appropriate signage and other warning devices remain at the site until the work is completed or the hazard mitigated. All traffic control signage left at the site must comply with the requirements of Code of Practice and the AS1742.3 - 2009.

Any worksite that is an ongoing worksite must be monitored on a daily basis (*7 days per week*) to ensure that traffic management control measures remain in place and have not been tampered with, vandalised or removed.

Release Date:	May 2016
Review Date:	May 2018
Reviewing Officer:	MHR

5.4 RECORD KEEPING

For each worksite at which traffic management controls are implemented a Traffic Management Record form must be completed. Additionally, at the commencement of work each day at a continuing worksite a new Traffic Management Record form is to be completed.

All completed Traffic Management Records must be provided to the relevant Accountable Person on a daily basis or at other suitable times indicated by that person. The relevant Accountable Person is responsible for ensuring the proper completion of Traffic Management Record forms and for record keeping requirements in relation to completed forms.

6. BREACH OF PROCEDURE

Persons covered under this procedure who engage in Infringing Workplace Behaviour may (as is appropriate) be subject to disciplinary action in accordance with Council's Disciplinary Policy and Procedure, removal from the Workplace or termination of services. Infringing Workplace Behaviour may also amount to breaches of applicable laws.

7. AMENDMENT

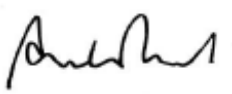
Following consultation, as required under the *Work Health and Safety Act* 2012, Council retains the discretion to reasonably vary, terminate or replace this Policy from time to time.

7.1 TABLE OF AMENDMENTS

No.	Date	Clause	Brief Details
1.1	16 May 16	4.0	Competent Person definition. Delete reference to Business Unit Officer.
		5.1 5.2	Competent Person responsible for development of plan.

8. QUESTIONS

Questions relating to the interpretation, application or enforcement of this Procedure should be directed to a person's Manager/Supervisor.



Andrew Paul
GENERAL MANAGER

6. TRENCHING AND EXCAVATION PROCEDURE

Release Date:	Nov 2016
Review Date:	Nov 2018
Reviewing Officer:	MHR

TRENCHING AND EXCAVATION PROCEDURE

1. BACKGROUND

Trenching and excavation are hazardous operations which may expose workers to risk of serious injury or death.

The major risk associated with trenching and excavation works is potential for the collapse of the surrounding material onto workers, the result often being fatal. Other risks include falls, exposure to underground services such as water, stormwater, sewer and electricity, and the risks associated with confined spaces.

Workers involved in excavation operations must have appropriate training and comply with legislative and operational requirements.

2. RELEVANT LEGISLATIVE PROVISIONS

The following legislation provides the requirements upon which this procedure is based:

- Work Health and Safety Act, 2012, s.19;
- Excavation Work - Code of Practice, CP 126 – 2015;
- AS/NZS ISO31000:2009, Risk Management – Principles and guidelines;
- Confined Spaces Code of Practice;
- AS 1742.3: 2009 Part:3 Traffic Control for Works on Roads;
- AS 4744.1-2000, Steel Shoring and Trench Lining-Design; and
- AS 5047: 2005, Hydraulic Shoring and Trench Lining Equipment.

3. RESPONSIBILITIES

3.1 ACCOUNTABLE PERSONS

Accountable persons are responsible for the management and control of a workplace. Accountable Persons are responsible for ensuring that workers and contractors are able to undertake trenching and excavation work safely by implementing this procedure.

Specifically an Accountable Person must ensure that all the requirements of this procedure are met prior to the commencement of, and during, work.

3.2 WORKERS

Workers must comply with the requirements of this procedure. Workers are required to notify the relevant Accountable Person of any matter that affects, or has the potential to affect, their health and safety, or the health and safety of others, whilst implementing this procedure.

Release Date:	Nov 2016
Review Date:	Nov 2018
Reviewing Officer:	MHR

3.3 CONTRACTORS

A contractor, engaged by the Council to perform work on Council assets, infrastructure or at a Council controlled workplace or worksite, must comply with the requirements of this procedure, unless specified as a "Principal Contractor" as outlined below.

Where, through contract arrangements, a contractor has been appointed as "Principal Contractor" and has control of a worksite the Principal Contractor will retain primary responsibility for ensuring compliance with workplace health and safety policies and procedures as outlined in their tender and contract documentation. A "Principal Contractor" may, in lieu of this procedure, implement their own procedure provided it meets all requirements of the legislative provisions outlined at clause 2.

4. DEFINITIONS

For the purpose of this procedure, the following definitions apply:

Accountable Person	A person responsible for the management or control of a workplace. For the purposes of this procedure, an Accountable Person is a: ▪ Manager (including Operations, Works and Program Managers); ▪ Technical Officer; or ▪ Works Officer.
Excavation Work	Generally means work involving the removal of soil or rock from a site to form an open face, hole or cavity using tools, machinery or explosives. A person conducting a business or undertaking must manage the risks associated with all kinds of excavations at the work place, no matter how deep. Any construction work (including any work connected with an 'excavation`) that is carried out in or near: ▪ a shaft or trench with an excavation depth of greater than 1.5 metres; or ▪ a tunnel; is considered to be 'high risk construction work` for which a Safe Work Method Statement (SWMS) must be prepared.
Persons Conducting a Business or Undertaking (PCBU):	A person conducts a business or undertaking: ▪ whether the person conducts the business or undertaking alone or with others; and ▪ whether or not the business or undertaking is conducted for profit or gain. A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.

Trench	Means a horizontal or inclined way or opening: ▪ the length of which is greater than its width and greater than or equal to its depth; and ▪ that commences at and extends below the surface of the ground; and ▪ that is open to the surface along its length.
Worker	You are a worker if you carry out work for a PCBU as: ▪ an employee; ▪ a contractor or sub-contractor; ▪ an employee of a contractor or sub-contractor; ▪ an employee of a labour hire company; ▪ an apprentice or trainee, or student gaining work experience; or ▪ a volunteer.
Workplace	Any premises or place (including any vehicle) where an employee, contractor, or self-employed person is or was employed or engaged in industry.

5. POLICY STATEMENT

Trenching and excavation works must not be undertaken except in accordance with this procedure.

Trenching and excavating present dangers to workers, members of the public, and risks to public and private infrastructure.

The following procedures are mandatory for all workers involved in the planning, supervision or execution of trenching or excavation work.

Serious injury, including death, may occur if this procedure is not followed.

Failure to comply with this procedure may result in disciplinary action.

6. TRENCHING/EXCAVATION PROCEDURE

6.1 POLICY APPLICATION

This procedure covers the Planning, Preparation and the Conduct of trenching and excavation work. All work subject to the requirements of this procedure is to be conducted under the direction of an appropriately trained Accountable Person.

The inherent nature of a trench or excavation may mean that it is also a Confined Space. As such, the Confined Space Entry Procedure must also be considered and applied, if required. Council's Traffic Management Guide and Worksite Barricading Procedure may also apply to trenching or excavation works.

Release Date:	Nov 2016
Review Date:	Nov 2018
Reviewing Officer:	MHR

6.2 PLANNING

Planning is the first essential step in ensuring that the work is undertaken safely. Planning requires consultation with all persons involved in the work and is to include a comprehensive Site Assessment.

The Site Assessment must include the following:

- assessment of ground conditions and working environment including risks from any past contamination by chemicals and/or toxic wastes (if there is uncertainty in relation to ground conditions, or the work location is difficult to ensure a stable work area, refer to a BUO for further advice);
- identification of the hazards involved in carrying out the work and a risk assessment of those hazards (using the risk management procedure);
- assessment of the trenching or excavation activity to determine if confined space entry precautions are required; and
- identification of the most appropriate method to mitigate the identified hazards/risks to prevent risk of injury.

The Site Assessment is to be undertaken using the forms at the end of this procedure.

6.3 PREPARATION

Preparation must address the risks identified during the Planning process. Preparation must:

- clearly define the area of the excavation work by erection of barricades and warning signs;
- exclude all people not involved in the trenching/excavation operation from the immediate work area;
- include worksite signage and barricading precautions undertaken in accordance with Council's Traffic Management Guide and the Worksite Barricading procedure;
- include identification and marking of the locations of above ground, underground and overhead services;
- ensure safe access to and from the worksite, including the immediate work area;
- include identification and mitigation of any reasonably identifiable effect of the work on the structural integrity of adjacent buildings, structures, roads, footpaths or utility services;
- include verification that all employees involved in the trenching/excavation work are appropriately trained and that supervision of the work is appropriate to the circumstances of that work; and
- include establishment of emergency and rescue procedures appropriate to the work to be undertaken and the worksite itself, including confined space entry procedures.

Work is not to commence until the Planning and Preparation phases of this procedure have been completed by the relevant Accountable Person.

Release Date:	Nov 2016
Review Date:	Nov 2018
Reviewing Officer:	MHR

6.4 CONDUCT OF THE WORK

Collapse of trenches and excavations occurs as a result of the inability of the surrounding ground material to stand by itself for the duration of the work and/or as a result of decisions made during the conduct of the work, eg the storage of materials and equipment and the operation of plant close to the excavation.

All hazards and risks identified during the planning stage must have control measures applied before work commences.

All preparation requirements must be completed before work commences.

During the conduct of the excavation or trenching activity, control measures must be maintained to prevent persons being injured and to maintain a safe place of work. While the system of work and the control measures selected will be addressed during the planning and preparation phase, unexpected conditions may arise and present additional hazards.

Work must cease if a new hazard arises during the conduct of the work – work must not resume until any new hazard has been adequately addressed.

6.5 SHORING / SHIELDING

Shoring/shielding must be used in any trench or excavation where there is a reasonable likelihood that earth, rock or other material will fall or dislodge and bury, trap or strike a person working in that trench or excavation.

If a trench or excavation has been battered back or stepped (in accordance with the Code of Practice), and there is no risk that material will dislodge or fall into the trench or excavation, the requirement for shoring may be reviewed. A decision to batter or step a trench or excavation, in preference to shoring, must be based on Site Assessment outcomes and requires the prior approval of the relevant Accountable Person.

Regardless of the need for shoring, consideration must be given to access/egress by an appropriately secured ladder at intervals not exceeding 9 metres.

Design specifications for engineering controls such as shoring, benching or battering must be prepared by an appropriately qualified person in accordance with the Code of Practice.

Shoring must be removed in the reverse order to installation. Persons removing shoring from within the excavation must not work outside the protection of the ground support system.

6.6 INSPECTION OF GROUND SUPPORT SYSTEMS

Excavation work must be examined prior to commencement of works and at regular intervals to ensure the continuing safety of the site.

Shoring and other ground support systems used to ensure safety must be examined before and throughout works to ensure that all hazards/risks identified as a part of the Site Assessment are mitigated to provide a high level of safety and, in particular, that the risk of collapse or dislodgement of material is not possible. This assessment must be undertaken from the perspective of the worker required to enter the trench or excavation, not from the perspective of those workers required to remain at the surface.

In the event of an unexpected hazard being encountered work is to cease immediately. The Accountable Person must be advised immediately, and a new Site Assessment undertaken to address the new conditions. Work may proceed only when appropriate controls have been applied and a revised work permit issued.

6.7 WORKERS WORKING IN A TRENCH OR EXCAVATION

Every worker required to work in a trench or excavation must:

- have undertaken and successfully completed an approved course of training in trench/excavation procedures and safety; and
- whilst in a trench, wear all required protective equipment identified in the site assessment process, which may include:
  - hard hat;
  - eye protection;
  - hearing protection;
  - high visibility vest; and
  - subject to the relevant working conditions, the worker may be required to wear a respirator if atmospheric contaminants are present (for example, dust created by the cutting of pipes) and waterproof or chemical proof clothing.

6.8 WORKSITE SECURITY

Security of the work site must be maintained at all times during work and whilst unattended.

Trenches and excavation sites are not to be left unattended unless approved by the relevant Accountable Person and then only under extenuating circumstances.

Any trench or excavation that is to be left unattended must be backfilled or barricaded. Backfilling is the preferred method of making the site safe. If backfilling is not possible, the worksite must be barricaded in accordance with the Worksite Barricading Procedure.

7. RECORD KEEPING

For each worksite at which trenching or excavations are required a Site Assessment – Trenching and Excavation form must be completed.

Additionally, at the commencement of work on each day at a continuing worksite a new Site Assessment – Trenching and Excavation form is to be completed.

All completed Site Assessment – Trenching and Excavation forms must be provided to the relevant Accountable Person on a daily basis or at other suitable times indicated by that person.

The relevant Accountable Person is responsible for ensuring the proper completion of Site Assessment – Trenching and Excavation forms. The Operations Manager is responsible for establishing and maintaining a Register of all completed Site Assessment – Trenching and Excavation forms.

Release Date:	Nov 2016
Review Date:	Nov 2018
Reviewing Officer:	MHR

APPENDICES

Appendix A: Site Assessment – Trenching and Excavation Form

Andrew Paul
GENERAL MANAGER

APPENDIX A – Site Assessment - Trenching and Excavation

Release Date: Nov 16
Review Date: Nov 18
Reviewing Officer: MHR

Site Assessment - Trenching and Excavation Works

Business Unit:	**Date:**
Work Order Number:	**Site assessment by:**
Worksite Location:	

Note: This form is to be completed prior to workers entering a Trench / Excavation, or where a regular assessment interval is required, and at the start of each working day. No personnel are to enter the Trench / Excavation until any identified risks and hazards have been assessed and appropriate controls are in place. For each hazard present a control measure must be in place.

Possible Hazards:			**Possible Hazards:**		
Does the excavation present risk of injury if a collapse or failure occurs?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)	Has the ground previously been disturbed thus increasing the risk of collapse eg intersecting or parallel existing services?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)
Does the nature of the soil strata present a risk of collapse eg. soil or rock type? *Soil classification (☑ correct classification:* A. *Hard / compact* ☐ B. *Likely to crack or crumble* ☐ C. *Loose or running material* ☐	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)	Is there any evidence of tension cracks or subsidence alongside the trench?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)
Does the work require workers in the excavation to squat or bend down, increasing the risk of injury in case of collapse?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)	Can the excavation / trench be accessed safely free from slips, trips or falls?	☐ YES (assess next hazard)	☐ NO (adopt suitable control measure)
Will moisture or water present in the excavation affect the surrounding ground stability?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)	Can employees working in the trench be struck by falling or moving objects eg. falling material, machinery or the lowering of equipment?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)
Will any static loads within the area influence the excavation stability eg. Spoils, buildings or structures?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)	Will the trench require ventilation eg. as a result of petrol / diesel fumes or dust, present or entering the trench?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)
Will any dynamic loads within the area influence the excavation stability eg. Traffic, excavation equipment?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)	Are there any other foreseeable factors that may affect the stability of the trench / excavation eg. Weather, water table site location / terrain etc.?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)
Are there sources of vibration that may increase the risk of collapse eg. machinery, traffic or blasting?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)	Will the trench / excavation require further assessment at regular intervals over the duration of the job?	☐ YES (adopt suitable control measure)	☐ NO (assess next hazard)

This form does not contain a complete list of trenching / excavation hazards - consideration should be given to other hazards that may be present. Please turn over and apply relevant control measures.

APPENDIX A – Site Assessment - Trenching and Excavation

Release Date: Nov 16
Review Date: Nov 18
Reviewing Officer: MHR

Possible Control Measures	Adopted = ✓	By Whom?	By When?	OK?
Follow guidelines of relevant standards and codes.				
Follow Council's trenching / excavation procedure.				
Do not allow persons in the trench / excavation at all.				
No work to be performed in the excavation.				
Ensure no one enters the trench / excavation until shoring is in place.				
Obtain advice from appropriately trained engineers.				
Engage competent person to supervise progress of excavation work.				
Install shoring.				
Bench or batter trench walls.				
Install soldier sets or close sheeting.				
Minimise the length of unrestrained trench.				
Have a lookout / observer present.				
Pump water from the trench / excavation.				
Bail or drain water from the trench / excavation.				
Remove / reduce static or dynamic loads.				
Stockpile spoils an adequate distance from the excavation.				
Remove spoils from area.				
Use appropriate plant / equipment.				
Reposition machinery causing vibration to a safe distance from the trench edge.				
Barricade or delineate worksite exclusion zone.				
Redirect traffic away from work site.				
Exit trench / excavation during nearby blasting operations.				
Use of a suitable ladder secured in place for entry or exit of the trench / excavation.				
Construct entry or exit ramps.				
Erect fencing and handrails.				
Use of barricading or trench shields.				
If trench is assessed as being a Confined Space follow AS 2865- Safe working in a Confined Space.				
Use of ventilating equipment.				
Mechanical equipment positioned downwind.				
Workers to wear respirators - protection against dusts, fumes etc.				
PPE - ☐Hard Hat ☐Eye protection ☐Hearing protection ☐Safety Vest				
This form does not contain a complete list of trenching / excavation hazard control measures - consideration should be given to other controls that may be adopted.				

7. WORKING AT HEIGHT PROCEDURE

Release Date:	Nov 2016
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WORKING AT HEIGHT PROCEDURE

1. BACKGROUND

This procedure is designed to minimise the risks of falls in the workplace associated with the requirement for workers to perform work from an elevated position. Personnel shall ensure that work at height is carried out safely and that persons performing the work do not endanger themselves or other persons who may be exposed to the hazards of falling objects. Working at Height is defined as a part of this procedure.

2. RELEVANT LEGISLATIVE PROVISIONS

The following legislation provides the requirements upon which this procedure is based:

- *Work Health and Safety Act*, 2012, part 2;
- Work Health and Safety Regulations 2012, r78, r291(a)(g);
- AS/NZS 1891 series – 2007 Industrial Fall Arrest Systems and Devices;
- AS 1892.5 – 2000 Portable Ladders Part 5: Selection, Safe Use and Care;
- AS 1418 set – 2011 Cranes, Hoists and Winches;
- Managing the Risks of Falls at Workplaces: Code of Practice, March 2015; and
- Construction Work: Code of practice, November 2013.

3. RESPONSIBILITIES

3.1 ACCOUNTABLE PERSONS

Accountable persons are responsible for the management and control of a workplace. Accountable Persons are responsible for ensuring that workers are able to undertake work at height safely by implementing this procedure.

Specifically an Accountable Person must ensure that all the requirements of this procedure are met prior to the commencement of, and during, work, including:

- a risk assessment is conducted utilising the Lookout Hazard ID / SWMS forms to determine the elevated work requirements and control measures needed;
- all equipment purchased complies with the relevant Australian Standard, and is fit for its purpose at the worksite, and for the work being undertaken;
- staff wear non-slip footwear when working at height;
- where reasonably necessary, adequate supervision and assistance is available;
- training is provided where necessary;
- a copy of all working at height risk assessments are maintained on file and a copy of the relevant Work Order is to be attached to the completed risk assessment when filed; and
- elevated work areas are appropriately sign posted, screened and barricaded.

3.2 WORKERS

Workers must comply with the requirements of this procedure. Workers are required to notify the relevant Accountable Person of any matter that affects, or has the potential to affect, their health and safety, or the health and safety of others, whilst implementing this procedure.

Workers must ensure that they:

- complete a Lookout Hazard ID / SWMS form to assess the risks associated with elevated work and to apply the control measures needed;
- use only equipment that is in good condition and is regularly inspected/ serviced;
- report any defects or problems with equipment to the relevant Accountable Person; and
- work in such a way that their centre of gravity is at all times contained within the load-bearing position of the ladder.

3.3 CONTRACTORS

A contractor, engaged by the Council to perform work on Council assets, infrastructure or at a Council controlled workplace or worksite, must comply with the requirements of this procedure, unless specified as a "Principal Contractor" as outlined below.

Where, through contract arrangements, a contractor has been appointed as "Principal Contractor" and has control of a worksite the Principal Contractor will retain primary responsibility for ensuring compliance with workplace health and safety policies and procedures as outlined in their tender and contract documentation. A "Principal Contractor" may, in lieu of this procedure, implement their own procedure provided it meets all requirements of the legislative provisions outlined at clause 2.

4. DEFINITIONS

Accountable Person	A person responsible for the management or control of a workplace. For the purposes of this procedure, an Accountable Person is a: - Manager (including Operations, Works and Program Managers); - Technical Officer; or - Works Officer.
High Risk Construction Work	There may be situations where there are different types of high risk construction work occurring at the same time at the same workplace, for example if work is being carried out: - where there is a risk of a person falling more than 2 metres, and - near a trench with an excavation depth greater than 1.5 metres. A Person conducting a Business or Undertaking (PCBU) must prepare a Safe Work Method Statement (SWMS), or ensure a SWMS has been prepared before high risk construction work starts. The person responsible for carrying out the high risk construction work should prepare the SWMS in consultation with other workers who will be directly engaged in the work.

Persons Conducting a Business or Undertaking (PCBU):	A person conducts a business or undertaking: ▪ whether the person conducts the business or undertaking alone or with others; and ▪ whether or not the business or undertaking is conducted for profit or gain. A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.
Worker	You are a worker if you carry out work for a PCBU as: ▪ an employee; ▪ a contractor or sub-contractor; ▪ an employee of a contractor or sub-contractor; ▪ an employee of a labour hire company; ▪ an apprentice or trainee, or student gaining work experience; or ▪ a volunteer.
Workplace	Any premises or place (including any vehicle) where an employee, contractor, or self-employed person is or was employed or engaged in industry.

5. WORKING AT HEIGHT

Work at Height is anywhere a worker is required to work in, or on, an elevated workplace.

Elevated workplaces include:

- any place from which a person could fall (examples of elevated work include maintenance, window cleaning, installing signs and aerials, replace lighting, repairing roofs, or demolition work);
- work near unprotected open edges of floors or roofs; and
- work near unprotected penetrations or openings in roofs, floors or walls.

6. WORK NEAR UNGUARDED PITS, SHAFTS OR EXCAVATION RISK ASSESSMENT

The Accountable Person, in conjunction with workers performing the work, shall ensure that a risk assessment has been undertaken.

All risks shall be assessed using the Lookout Hazard ID / SWMS forms risk matrix.

In completing the Lookout hazard ID if the degree of risk falls into the 'High' category, work at heights must not commence until a more detailed SWMS risk assessment is conducted.

This risk assessment will include identifying:

- tasks relevant to the work that could involve someone falling from height;
- any objects that could fall onto someone;
- anything dangerous that anyone could fall into or onto;
- any other risks to workers (such as heat, cold or obstructions) and the general public.

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Review Date:	Nov 2018
Reviewing Officer:	MHR

7. WORKING AT HEIGHT EQUIPMENT

When undertaking work at height involving the equipment outlined below, the precautions listed under each item must be observed and implemented.

7.1 LADDERS

The precautions listed below must be observed:

- the ladder must be in good working order and comply with AS1892.5:2000;
- the ladder must be secured against movement at the head and base;
- metal ladders must not be used in or near electrical cabling or circuitry;
- any equipment to be carried to the task must be secured to a belt or hoisted up separately;
- where work is to be conducted in a pedestrian or vehicular thoroughfare the ladder must be cornered off by a barrier and signed;
- step ladder spreaders must be locked into position; and
- only approved attachments are to be used.

7.2 MECHANICAL AIDS – ELEVATED WORK PLATFORMS

The precautions listed below must be observed:

- equipment providing mechanical elevation (forklifts, scissor type hoists, boom-type platforms, etc) must be safety approved and meet AS 1418.10:2011;
- only licensed operators are to use mechanical elevation equipment;
- the area for use must not be impeded or in proximity to electrical cabling or live wires; and
- a fall arrest harness must be used at all times.

7.3 SCAFFOLDING

The precautions listed below must be observed:

- scaffolding must comply with AS/NZS1576.1:2010 and AS/NZS1577:2013;
- scaffolding must be equipped with toe-holds and guardrails;
- mobile scaffolding must be level and wheels locked when in use;
- mobile scaffolds must not be moved while occupied;
- outriggers must be in place for stability; and
- scaffolding over 4 metres in height must be erected by certified person/s.

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Reviewing Officer:	MHR

7.4 PERSONAL PROTECTIVE EQUIPMENT

The following PPE must be available and worn as identified in the hazard / risk assessment:

- safety harness and/or safety line or lifeline (fit for purpose with current certification) refer AS/NZS 1891.4:2009;
- eye protection to AS/NZS 1337.2:2012;
- hand protection;
- foot protection;
- protective clothing;
- safety helmet to AS/NZS 1801; and
- any other specific equipment required.

8. PRECAUTIONS

Warning signs and barricades should be erected as required by the risk assessment.

9. EMERGENCY PROCEDURES

Work Health and Safety Regulations 2012, r80 states that emergency and rescue procedures must be developed if a PCBU provides a fall arrest system as a control measure to minimise the injury to workers who are at risk of falling. Emergency procedures must be tested and all relevant workers involved provided with sufficient information, training and instruction in relation to these specific procedures.

Andrew Paul
GENERAL MANAGER

8. WORKSITE BARRICADING PROCEDURE

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WORKSITE BARRICADING PROCEDURE

1. BACKGROUND

Workers regularly work in road reservations and other areas where vehicle and pedestrian traffic occur.

Works in these areas can include excavations, trenches, pits and other similar works that may lead to a person falling into the works. Such works must be barricaded to prevent trips and falls.

The requirements of this procedure operate in conjunction with Council's Traffic Management procedure. In circumstances where there is conflict between the requirements of this procedure and the Traffic Management Procedure, the Traffic Management Procedure (and the Traffic Management Guide) will prevail.

2. RELEVANT LEGISLATIVE PROVISIONS

The following legislation and Australian Standard provides the requirements upon which this procedure is based:

- *Work Health and Safety Act* (Tas) 2012;
- *Work Health and Safety Regulations* (Tas) 2012 r298;AS/NZS ISO 31000:2009 Risk Management – Principles and guidelines;
- AS1742.3: 2009 Part 3 Traffic Control for Works on Roads; and
- AS/NZS 3845:2015 Road Safety Barrier Systems.

3. RESPONSIBILITIES

3.1 ACCOUNTABLE PERSONS

Accountable persons are responsible for the management and control of a workplace. Accountable Persons are responsible for ensuring that workers and contractors are able to undertake work safely by implementing this procedure.

Specifically an Accountable Person must ensure that all the requirements of this procedure are met prior to the commencement of, and during, work.

3.2 WORKERS

Workers must comply with the requirements of this procedure. Workers are required to notify the relevant Accountable Person of any matter that affects, or has the potential to affect, their health and safety, or the health and safety of others, whilst implementing this procedure.

3.3 CONTRACTORS

A contractor, engaged by the Council to perform work on Council assets, infrastructure or at a Council controlled workplace or worksite, must comply with the requirements of this procedure, unless specified as a "Principal Contractor" as outlined below.

Where, through contract arrangements, a contractor has been appointed as "Principal Contractor" and has control of a worksite the Principal Contractor will retain primary responsibility for ensuring compliance with workplace health and safety policies and procedures as outlined in their tender and contract documentation. A "Principal Contractor" may, in lieu of this procedure, implement their own procedure provided it meets all requirements of the legislative provisions outlined at clause 2.

4. DEFINITIONS

For the purpose of this procedure, the following definitions apply:

Accountable Person	A person responsible for the management or control of a workplace. For the purposes of this procedure, an Accountable Person is a: ▪ Manager; ▪ Business Unit Officer (BUO); ▪ Technical Officer; or ▪ Works Officer.

Persons Conducting a Business or Undertaking (PCBU):	▪ A person conducts a business or undertaking:
	  ▫ whether the person conducts the business or undertaking alone or with others; and
	  ▫ whether or not the business or undertaking is conducted for profit or gain.
	▪ A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.

Worker	You are a worker if you carry out work for a PCBU as: ▪ an employee; ▪ a contractor or sub-contractor; ▪ an employee of a contractor or sub-contractor; ▪ an employee of a labour hire company; ▪ an apprentice or trainee, or student gaining work experience; or ▪ a volunteer.

5. WORKSITE BARRICADING PROCEDURE

All work that includes trenching, excavation, pit construction or other in-ground works that may result in a person falling into a trench, excavation, confined space, pit or other in-ground cavity **must** be barricaded in accordance with the procedures detailed below.

In circumstances where there is conflict between the requirements of this procedure and the Traffic Management procedure, the Traffic Management procedure (and the Traffic Management Guide) will prevail.

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5.1 WORKSITE BARRICADING – PEDESTRIANS AND CYCLISTS

Worksite barricades are to be erected where it is necessary to restrict access and maintain clearances between the work being undertaken and pedestrians and cyclists.

The following requirements apply to the installation and maintenance of worksite barricades.

- Worksite barricades are to be set up at the same time as traffic controls are established in accordance with the Traffic Management Procedure requirements. A record of barricades erected must be included with the Traffic Management Report.
- Worksite barricades are to be supported by steel droppers (star pickets) placed at intervals not exceeding 2.5 metres. Each steel dropper must have a protective cap placed over the top of the dropper. Barrier mesh must be securely attached to each dropper.
  - The worksite barrier must prohibit access to the worksite for all people other than those involved in the actual work.
  - ***Containment tape (flicker tape) does not provide an adequate barrier to a worksite and must not be used as a substitute for barrier mesh.***
- When installing a worksite barricade it is important to allow adequate distances for pedestrians, cyclists and others using the area. The Traffic Management Procedure provides details of required distances and signage required in these circumstances.
- Worksite barricades are not to be removed from the worksite until the work is completed and the worksite returned to a safe condition.

Any worksite that is an ongoing worksite must be monitored, on a daily basis, to ensure that the barricade structures remain in place and have not been tampered with, vandalised or removed.

5.2 SIGNAGE AND ILLUMINATION REQUIREMENTS

The following requirements apply to worksites that include barricades:

5.2.1 DAY TIME WORKS

Worksite signage requirements are detailed in the Traffic Management procedure.

5.2.2 NIGHT TIME WORKS

Where work is being conducted at night, worksite signage and illumination requirements are detailed in the Traffic Management procedure.

5.2.3 WORKSITES LEFT OVERNIGHT

Where work is incomplete or where there is an ongoing hazard, the following requirements apply:

- in an area that includes street lighting, the barricaded area is to have reflective tape added to the barrier mesh; or
- in an area that does not include street lighting, or where there is inadequate street lighting, flashing warning lights are to be installed around the barricaded area.

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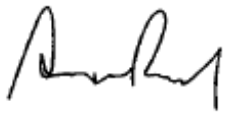
Reviewing Officer:	MHR

All barricaded worksites left over night or where work is incomplete MUST have a 'Pedestrians Watch Your Step' sign placed at all reasonable approaches to the worksite. Signs must be placed at a reasonable distance from the worksite, ideally no less than 15 metres from the worksite barricade.

All worksites must be monitored on a daily basis to ensure that the worksite structures, barricades and lights remain in place and have not been tampered with, vandalised or removed.

5.3 WORKSITE BARRICADING – ROAD WORKS

Requirements for worksite barricades at road works are detailed in the Traffic Management procedure.



Andrew Paul
GENERAL MANAGER

AMENDMENTS

The contents of this Contractor Induction Handbook reflect requirements at the time of publication.

This handbook does not take the place of or override any specific agreement that applies to you.