



Bulloo
Shire

Part 5

CONTRACTOR ENGAGEMENT PACK (WHS)

In this document the **Principal means the successful Tenderer.**

The information provided in this document outlines submission requirements and other obligations that all Contractors working for the Principal must comply with, to meet legal, contractual and the Principal's obligations. Omissions from this document do not relieve the Contractor from any of these or other obligations.

This page must be signed by Tenderers and returned with the Tender. Only the successful Contractor will be required to complete this document.

..... (Company Name)

acknowledge the Principal involved with the Bulloo Shire Council T2023-2024-126 Thargomindah Swimming Pool Shade Structure Supply and Installation and Contractor safety requirements contained within this document and by signing this document will abide by those safety requirements.

.....
(signature)

Name:

Date:

.....
(signature)

Name:

Date:

Part 1: Submissions to the Principal by the Contractor

The following information is required from all Contractors and their subcontractors within the time constraints as noted.

Item	Description	Time Frame
1	<p>A copy of the Contractor's Construction WHS Management Plan for the project must include:</p> <ul style="list-style-type: none"> Name, qualifications of Contractors Site Supervisor Name/qualification of Contractors First Aider(s) Name, position and contact phone number of Contractor's Rehabilitation Coordinator After hours telephone contacts Details of activities for which project-specific (High Risk Work) Safe Work Methods will be carried out Signed copy of the Plant Safety Certification Letter Copy of record of Bulloo Shire induction certificates completed by all workers to be present onsite Signed copy of this document Contractor Safety Acknowledgment Information Pack Visitor to site records Emergency Management Plan 	<p>14 days before commencing on site.</p> <p><i>The Principle once appointed for Construction Projects will be the Principle Contractor for the Project (for construction projects over \$250,000.00 or as requested by Council).</i></p>
2	<p>Where the contractor is to be appointed Principal Contractor by the Bulloo Shire Council for the work, this must be formally done through an 'Instrument of Appointment as a Principal Contractor'.</p> <p>Return a signed Form - Instrument of Appointment for Engaging Contractors to Bulloo Shire Council.</p>	<p>On appointment of the Contract.</p> <p><i>The Principle once appointed for Construction Projects will be the Principle Contractor for the Project (for Construction Projects over \$250,000.00 or as requested by Council).</i></p>
3	<p>Notification must be made to QLeave, the portable long service authority.</p> <p>Bulloo Shire Council will indicate who is to submit the 'QLeave Notifiable Form' and pay the relevant fees which is payable for building and construction projects valued at \$250,000 or more.</p>	<p>On appointment of the Contract.</p> <p><i>The Principle once appointed for Construction Projects (for Construction Projects over \$250,000.00) will be required to submit the 'QLeave Notification Form'.</i></p>
4	<p>A copy of current Work Cover/Workers Compensation (as applicable) Registration Certificate.</p>	<p>14 days before commencing on site.</p>

Item	Description	Time Frame
5	<p>Safe Work Method Statement (SWMS) for High Risk Work activities being undertaken by the contractor including when site specific hazards prevail and as otherwise deemed necessary.</p> <p>Each SWMS must be accompanied by a completed SWMS - Safe Work Method Statement - Contractor Review document.</p>	14 days before commencing on site and 14 days before commencing any new tasks.
6	Copies of record of induction into applicable SWMS for all workers involved in or affected by the work activity.	Before a person commences work associated with the activity.
7	<p>Record of industry WHS induction for each worker. E.g.</p> <ul style="list-style-type: none"> - White/Blue Card - Traffic Management - Traffic Control 	14 days before commencing on site.
8	<p>A copy of employees certificates of competency:</p> <ul style="list-style-type: none"> e.g. - any mobile Plant operators - riggers, dogmen, scaffolders - other applicable 	14 days before commencing on site.
9	<p>A copy of designated workers:</p> <ul style="list-style-type: none"> - Safety Supervisor's certificate - First Aid Certificate/CPR currency 	14 days before commencing on site.
10	Copy of each toolbox meeting record.	As requested.
11	Copy of the daily pre-start meeting record.	As requested.
12	<p>Copies of current Safety Data Sheet(s) relating to hazardous substances intended to be brought on to site;</p> <p>e.g. - Fuels/petrol, gases</p> <ul style="list-style-type: none"> - Adhesives/glues - Cleaning agents, etc. 	Before bringing such substances on site.
13	Plant Safety Certification/registration.	As requested.
14	Monthly Safety Statistics Report.	As requested.
15	Incident/Near Miss and Hazard Report.	Verbal notification of any incident.
16	'Notifiable Incident' report to regulatory authority.	The Principal's relevant WHSA, Contractor Management and Bulloo Shire Council WHSA shall be advised of a notifiable event

Item	Description	Time Frame
		before or simultaneously to the regulatory authority.
17	Notices issued by regulatory authorities.	<p>A copy of any Notice issued to the Contractor by a regulatory authority is to be provided to the Principal and Bulloo Shire Council immediately.</p> <p>A Corrective Actions Report (CAR) is to be provided within 24 hours.</p>
18	Electrical Inspection Register and Hazardous Substance Register.	On request.
19	Work permits for hazardous activities (including Hot Work, Work in Confined Spaces).	14 days before commencing on site and copies provided on request.
20	Emergency Management Plan test event.	<p>Within three (3) of commencing project onsite.</p> <p>Once monthly thereafter.</p>

Contractor Safety Requirements

Part 2: Site Safety Rules

2.1 General

- a) All persons entering a facility/site will be required to be inducted onto the worksite, comply with the applicable Principal's Safety Policies and Safety Rules contained within the Principle's Construction WHS Management Plan, this document and the "Site Specific Induction Form".
- b) All relevant work activities are to comply with the applicable Principal's Safe Work Method Statements or equivalent safe work procedures approved by the Principal.
- c) The Contractor is required to ensure adequate information, instruction, training and supervision of workers is provided to enable them to perform their work without risk to the health and safety of themselves and others.
- d) The Contractor's workers must have attended relevant Bulloo Shire induction and training courses prior to commencement onsite.
- e) Prior to commencing work onsite, each worker is to be inducted by their employer into the employer's safe work procedures. This induction must be documented and a copy provided to the Principal, held on site and available for inspection on request.
- f) The Principle will conduct a Verification of Current Competence (VOCC) when doubt on a worker's skills, abilities or incident indicate a skill deficit or lack of proficiency. These VOCC are to be held on site and available for inspection on request.
- g) The Principle will be held responsible for payment of any additional costs incurred which result from their adoption of unsafe work practices and/or use of unsafe Plant and equipment.
- h) The Principle will be responsible for the actions of their workers (employees, sub-contractors and/or suppliers) when onsite.
- i) The Principle is to advise details of any worker or contractor they have working on the site who is undergoing work injury rehabilitation or is for any reason, on restricted duties or requires any special medical treatment when on the site.

2.2 Fitness for Work Policy (copy available on request)

Each Principle worker (and each worker of each sub-contractor) is required to abide by the Principal's Fitness for Work Policy (or the sub-contractor's own if equal to, or better than, the Principal's policy).

2.3 Safety Equipment

- a) All Contractors and sub-contractors' personnel must be aware of specific construction operations where safety equipment and/or personal protective clothing/equipment must be worn.
- b) The Contractor and or sub-contractor is to provide all necessary personal protective equipment (PPE) including, but not limited to: safety helmets, goggles, earmuffs, etc. and ensure that all personnel wear, or use, such items in accordance with the requirements of the Principal's Safety Rules or applicable WHS Legislation or Codes of Practice.

Contractor Safety Requirements

- c) Minimum PPE requirements for the Principal's construction or outdoor maintenance work is:
- High visibility long sleeved shirt
 - Long pants (trousers)
 - Broad brim hat and/or helmet
 - Steel capped boots
- (And will be vigorously enforced)*

2.4 Systems

- a) All work must be carried out in accordance with the applicable State Legislation, Regulations and/or applicable Codes of Practice.
- b) Sub-contractors are not permitted to alter, erect or use any scaffolding or shoring, or interfere with any Plant, tool or equipment unless authorised by the applicable authority and appropriately licenced/competent or certified authority.
- c) Any scaffolding, or shoring used by Contractors must be inspected and documented to ensure that it is erected and maintained in accordance with the appropriate Legislation, Code of Practice, unless otherwise directed by the Principal.
- d) Contractors are required to submit to the Principal, a Safe Work Method Statement (SWMS) for all hazardous/High Risk Work activities, nominating the name of the supervisor who will be in charge of the work, the details of other workers involved and how the work will be safely carried out.
- e) Materials, articles or substances brought onto the site or to the Principal's premises which have any health, fire or explosion risks, must be used in accordance with all current Legislation and full details must be given to the Principal prior to arrival onsite.

2.5 Housekeeping

- a) Contractors will be required to maintain workplaces in a clean and tidy condition with debris, waste materials and surplus equipment, removed and cleared as work progresses. Failure to comply may result in back-charging.

2.6 Communication

- a) Contractors must comply with any instruction issued by the Principal relating to health and safety and respond with remedial action.
- b) All incidents, near misses and work-related injuries/illnesses are to be promptly reported to the Principal. All relevant forms required under the State Legislation are to be completed. A copy of each and any notification to regulatory authorities is to be provided to the Principal. Where appropriate, the Principal is to be consulted prior to submission of such notification. Bulloo Shire Council is to be provided copies.
- c) Contractors must provide details of any worker who is involved in a rehabilitation programme following a work-related injury.
- d) Contractors are required to attend site safety meetings when requested by the Principal.

Contractor Safety Requirements

- e) Contractors are required to conduct and record regular toolbox talks with their own workforce.

2.7 Safety and Risk Control

- a) The Contractor must carry out regular inspections of the workplace to ensure that workers under their control, are complying with the safety rules. Copies of the inspections are to be retained for review by the Principal's Representative(s) or WHS Advisors.

2.8 Facilities

- a) Unless provided by the Principal, all contractors must provide amenities and first aid equipment/facilities in accordance with relevant Legislation/Code of Practice, prior to undertaking work on the construction site.
- b) When contractors are permitted to use existing amenities of the Principal, full details of the numbers of persons involved must be given to the Principal prior to arrival on site.

2.9 Notices from Regulatory Authorities

- a) Contractors must immediately inform the Principal in the event of any notice being issued by a regulatory authority and must comply with any and all directions detailed on the notice. This includes Improvement Notices, Prohibition Notices and the like. Bulloo Shire Council is to be provided copies.

2.10 Personal Behaviour

- a) No smoking is allowed in any enclosed work environment or amenity sheds/areas.
- b) All Contractor workers and subcontractors are subject to the Principal's discipline procedure (copy will need to be made available at induction and upon request). This procedure may be invoked when a person fails to comply with a site safety rules or procedure including those related to Safe Work Method Statements, personal protective equipment, clothing, smoking, housekeeping etc. The discipline procedure seeks to counsel and educate, however will lead to removal from site if the behaviour is not corrected.

2.11 Plant Safety

- a) The owners and operators of major Plant (e.g. but not limited to: cranes, piling rigs, concrete boom pumps and large earthmoving equipment) have various obligations under WHS Legislation. Contractors are to be aware of and fully comply with all such obligations. Contractors are to provide the Principal with a [Plant Safety Certification Letter](#) prior to commencing onsite.
- b) All Plant and equipment are to be fully serviced and maintained in good working order. Copies of records kept in accordance with manufacturer's recommendations and State Legislation are to be made available to the Principal for inspection on request.
- c) All operators are to carry current certification relevant to the Plant they are operating and are to have been provided appropriate training/instruction in respect of the Plant/equipment item/type.

Contractor Safety Requirements

- d) Operation manuals are always to be held with the Plant/equipment.
- e) All Plant/equipment operators are to be instructed to carry out required daily and other periodic checks and to record these checks in the equipment logbook. Required inspection, maintenance and servicing are to be undertaken in a timely manner and also recorded in the equipment logbook.
- f) All Plant and equipment are to comply with legislated noise emission standards and is to carry appropriate signage in respect of hearing protection for operators and for those working in the vicinity of the Plant/equipment.
- g) Current test/inspection certificates/tags are to be held on site and/or affixed to the applicable Plant/equipment for all certifiable equipment. This includes but not limited to: rigging/lifting chains/slings/fixtures, fire extinguishers and electrical leads and equipment.
- h) The Contractor is to maintain, in accordance with State Legislation, a register of all portable and semi portable electrical equipment onsite.
- i) All electrical equipment is to be tested in accordance with AS3012.

The register must show:

- Description i.e. serial number
- Date tested (and tagged as required)
- Date signed by qualified person who carried out the testing

A copy of the register to be made available to the Principal on request

2.12 Safety Performance Data

- The Contractor's safety performance is to be provided to the Principal upon request.
- Results of the Emergency Management Plan test event are to be retained on site and where necessary a Corrective Actions Report (CAR) is to be provided within 24 hours.

2.13 Storage of Flammable Liquids and Gases

- a) All flammable liquids and gases must be stored in accordance with AS 1940 *"The Storage and Handling of Flammable and Combustible Liquids"* and AS 4332 *"The Storage and handling of Gases in Cylinders"*.
- b) Should the Principle or a Contractor intend to store any dangerous goods such as but not limited to flammable liquids, bottled gas, equipment containing fuel or hazardous substances, etc. then the following are minimum requirements that must be complied with:
 - Quantities are to be kept to a minimum
 - Appropriate fire extinguishers must be provided, sited/installed close at hand, tested and tagged.
 - Suitable warning signs must be provided on the doors of any store; i.e. "flammable liquids", "no smoking", etc.
 - Unobstructed cross flow ventilation must be provided to the store, in accordance with applicable Standards and Legislation.

Contractor Safety Requirements

- Any electrical power to a store must be protected by an RCD and tested initially by a licensed electrician and then manually tested at intervals not exceeding one month. Records of the tests are to be kept on the site.

Note: *Where sea containers or similar enclosures are used for this purpose, they must comply with or be modified to comply with relevant standards and legislation. Gas bottles are not to be stored in sea containers at any time.*

Contractor Safety Requirements

The following attachments are to be provided (where applicable) by the Contractor and accompany the signed Contractor's Safety Acknowledgement Pack:

Policy Statements

- a) Work Health and Safety Policy Statement
- b) Fitness for Work and/or Drug and Alcohol Policy

Plans

- a) Construction Safety Management Plan
- b) Site Emergency Management Plan

Incident and Injury Reports

- a) Incident Hazard Report

Permits

- a) Hot Work Permit (if applicable)
- b) Confined Space Entry Permit (if applicable)
- c) Isolation Tagging and Lockout (if applicable)

SWMS and Contractor Notification

- a) Safe Work Method Statement (SWMS) for High Risk Work
- b) SWMS - Safe Work Method Statement - Contractor Review document
- c) Plant Safety Certification Letter

Contractor Safety Requirements

SWMS REVIEW REPORT

Project:			
Contractor:		Work Supervisor:	
Principal's Representative:			
SWMS Title:			
Ref #	Rev #	Rev Date / /	
<i>This checklist must accompany the SWMS and be completed, signed and submitted to the Principal and Bulloo Shire Council</i>			
Mandatory			
Item	Checklist Criteria		Complies
01	Does the SWMS set out a logical step-by-step process of all work activities to be undertaken?		Y / N
02	Does the SWMS describe how each activity will be carried out?		Y / N
03	Does the SWMS consider the environment within which the activities are to be undertaken?		Y / N
04	Does the SWMS identify safety, health and environmental hazards that may arise through the work?		Y / N
05	Does the SWMS clearly document and control risk for each hazard identified?		Y / N
06	Does the SWMS describe all Plant and equipment that will be used?		Y / N
07	Does the SWMS identify relevant Legislation, Standards and/or Codes of Practice to be complied with?		Y / N
08	Does the SWMS identify any pre-start and in-process certifications/authorisations /permits/meetings?		Y / N
09	Does the SWMS provide for and identify consultation/coordination opportunities or needs with the workers that will undertake the task?		Y / N
As Applicable			
Item	Checklist Criteria		Complies
10	Does the SWMS provide for emergency procedures including rescue requirements for "High Risk Activities"?		Y / N / NA
11	Does the SWMS effectively communicate any High Risk Activities which may affect interacting trades?		Y / N / NA
12	Does the SWMS provide specific licencing and qualifications required by workers for specific tasks?		Y / N / NA

13	Does the SWMS specify supervision and training required to enable the work to be done safely?	Y / N / NA
14	Does the SWMS and risk assessment provide controls for public, people & Plant in the vicinity of the task?	Y / N / NA
Project Specific (<i>add extra lines as applicable</i>)		
Item	Checklist Criteria	Complies
		Y / N
		Y / N
		Y / N
Checked by: (Name): (Signature): / /		
TO BE SIGNED BY A MANAGEMENT REPRESENTATIVE OF THE COMPANY SUBMITTING THE SWMS FOR REVIEW.		

- ☐ SWMS has been reviewed – no comments
- ☐ SWMS has been reviewed – issues shown below have been raised
- ☐ Items marked “N” or “NA” above discussed/followed up
- ☐ SWMS considers the Project/Site Risk Assessment, Construction WHS Management Plan and Environmental Management Plan
- ☐ SWMS reflects controls as required by Legislation, Codes of Practice or Bulloo Shire Council safety requirements

Received by Supervisor: Contract Supervisor(Name): Signature: / /

Contractor Safety Requirements

PLANT SAFETY CERTIFICATION LETTER

To

Bulloo Shire Council

[Site Address]

Dear Sir/Madam,

This is to certify that all Plant brought onto the site, whether owned by us or hired by us from others, is regularly serviced and maintained in accordance with the manufacturer's instructions and applicable Legislative requirements.

Any operators assigned by us to operate the machine have been properly trained and instructed and are competent to operate the equipment in a safe manner.

In addition to this, we carry out and record checks of all Plant as per the manufacturer's instructions and applicable Legislative requirements and ensure that any required repairs or adjustments are carried out so that the Plant is always safe to operate.

We undertake to provide the following information to the Principal prior to, or on request for each item of Plant:

1. A Safe Work Method Statement, which identifies hazards/risks with the operation of the Plant and clearly states the control measures for those hazards/risks
2. A current logbook for the purpose of recording a daily safety pre-start check
3. 'Maintenance Records' as proof of ongoing maintenance of Plant and machinery
4. An operators manual
5. Proof of equipment certification where required
6. Records demonstrating the operators and any assisting worker have received appropriate training for the safe operation of the Plant and machinery

Yours faithfully

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Title/company