

Local Government Contractors' Induction Program 2010



Contractors as Team Members

Enhancing our Duty of Care



Overview

This online induction aims to provide participants with an understanding of the *Occupational Safety & Health (OSH) requirements* of Local Government Authorities (LGA's):

- Legislative requirements – OSH Act and relevant sections
- Contractor Safety and Health Policy and other requirements
- Provide an overview of the OSH Legislative Framework and licensing requirements.



LGA's Commitment to Safety

- LGA's are committed to provide a safe work environment for contractors and ensuring standards are met.
- Contractors are a valuable part of Local Government operations and are valued for their services and expertise. Consequently, their safety and well-being is important.



Contractors

It is the responsibility of the individual completing this induction to ensure that any other employees who will be carrying out works are provided with the information that is contained in this session.



Legal requirements

- **Occupational Safety & Health Act 1984 (WA)**
 - Duty of Care
 - Employer – *section 19*
 - Employee – *section 20*
 - Self-employed person – *section 21*
 - Principal and contractor – *section 23D*
- *Section 26* – Under this section of the act, an employee may refuse to perform a task if they believe it is unsafe.
- In the event of an OSH breach, the following penalties can apply:
 - Maximum penalty \$625,000 (employer); \$31,250 (individual).
 - Possibility of imprisonment for gross negligence.



Section 19 – Employers responsibilities

- An employer shall, so far as is practicable, provide and maintain a working environment in which employees are not exposed to hazards.
- Employers must provide such information, instruction, and training to, and supervision of, the employees as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards.
- Employers must consult and cooperate with Safety and Health representatives (if any), and other employees, regarding occupational safety and health at the workplace.



Section 20 – Employees responsibilities

An employee shall take reasonable care —

- a) To ensure his or her own safety and health at work; and
- b) To avoid adversely affecting the safety or health of any other person through any act or omission at work.

Employees are also required to:

- a) Follow safety instructions
- b) Wear Personal Protective Equipment when required
- c) Report hazards
- d) Report injuries
- e) Cooperate with the employer



Section 23D – Principal & Contractor

- This section applies where an LGA (the *principal*) in the course of trade or business engages a contractor (the *contractor*) to carry out work for the principal.
- The LGA shares the responsibilities for OSH within the workplace with the contractor.



Section 23I

Under this section the following types of injuries *must* be reported to the Local Government Authority and WorkSafe WA:

- Employees who suffer **death/injury/disease** at work or at an employers provided residential premises.
- Non-employees who suffer death/injury/disease at a workplace or in connection with the business of an employer or a self-employed person.
- Self-employed people who suffer death/injury/disease at work, or in connection with work.



Question...

1. Under *Section 19* of the **WA Occupational Safety and Health Act 1984 (WA)** what responsibilities does the employer have?
 - a) Provide and maintain a working environment where employees are not exposed to hazards
 - b) Provide information, instruction, training and supervision of employees
 - c) They must consult & cooperate on matters regarding safety and health
 - d) All of the above

2. *Section 20* of the Act deals with Employees. Their responsibilities include:
 - a) To ensure his or her own safety and health at work
 - b) To avoid adversely affecting the safety or health of any other person through any act or omission at work
 - c) Wear correctly any issue Personal Protective Equipment (PPE)
 - d) All of the above



Types of injuries to be reported:

- A fracture of:
 - the skull, spine or pelvis.
 - any bone in the arm, *other than* in the wrists or hand, or in the leg, other than a bone in the ankle or foot.
- An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint.
- The loss of sight of an eye.
- Any injury other than those referred to above, which, in the opinion of a medical practitioner, is likely to prevent the employee from being able to work within *10 days* of the day on which the injury occurred.



Hazards

A hazard is anything that has the *potential to cause harm, damage or loss*.

A Hazard can occur in the workplace at any time and can include the following:

- High Risk Construction Work
- Plant
- Hazardous substances
- Electrical
- Working at heights
- Traffic Management



Question...

3. *WorkSafe WA* is the body responsible for administration of the OSH Act in Western Australia. *WorkSafe WA* needs to be notified if the following occurs:
 - a) A fracture to an employees finger
 - b) A fracture to an employees wrist
 - c) If a death occurs
 - d) If an employee breaks a major bone, an amputation, or death of an employee



High Risk Construction Work

High risk construction work incorporates a wide range of activities as defined by the OSH Act, including:

- a) The construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of those things, that is done at or adjacent to the place where the building or structure is located;

continued



High Risk Construction Work

- b) Work on which a hoisting appliance or any scaffold or shoring is used or intended to be used;
- c) Work in driving or extracting piles, sheet piles or trench sheet;
- d) Work in laying any pipe or work in lining pipe that is done at or adjacent to the place where the pipe is laid or to be laid;
- e) Work in sinking or lining or altering, repairing, maintaining, renewing, removing or dismantling a well or borehole;
- f) Road works, earthworks or reclamation; or
- g) Work in laying an underground cable that is done at or adjacent to the place where the cable is laid or to be laid;



High Risk Construction Work

A Safety Management Plan:

- Is required when the activity falls within the classification of a “High Risk” task.
- Is required when 5 or more are, or are likely to be, working at the same time.
- Must be completed before work commences
- Must be kept up to date and be able to show any variations in the work process.
- Is to include safe work method statements, road traffic management plans, and other relevant information.



High Risk Construction Work

It is the responsibility of the *main contractor* to:

- Compile and record all information.
- Prepare, discuss and make available the OSH management plans applicable to the task being carried out.
- Prepare and ensure all staff are trained in all relevant Safe Work Method Statements.



Question...

4. Who is responsible for the preparation of the Occupational Safety & Health Management plans?
 - a) The main contractor
 - b) All sub-contractors
 - c) The Local Government Authority (LGA)



Plant

Plant includes any machinery, equipment, appliance, implement, or tool and any component or fitting thereof or accessory.

Plant must:

- Be properly maintained
- Have the Operator's manual available on vehicle or piece plant
- Only be operated by a Competent person
- Must undergo a pre-start check prior to use
- Contractors when part of road crew must receive site induction.



Plant and Equipment

Machine Guarding

Machinery is not to be operated whilst any guarding has been removed. If guarding is removed, the piece of equipment is to have an *Out Of Service* tag placed in a visible area and steps taken to ensure it cannot be used. I.e. Padlocked in off position, key removed.

Forklifts

A forklift can only be operated by a person who holds a high risk work license at all times.



Questions....

5. A forklift can be operated with a car licence on private property?
 - a) True
 - b) False



Hazardous Substances

A Hazardous Substance has the potential, through use at work, to harm the health or safety of persons in the workplace. Hazardous Substances include *poisons, corrosives, flammable solvents and inhalation of vapours and mists.*

- All workers need to be competent in handling of Hazardous Substances.
- Consideration must be given to the impact on the public & environment when using chemicals.
- The LGA will advise of locations of hazards relevant to the contractors work. E.g. Asbestos.



Hazardous Substances

- An up to date Material Safety Data Sheet (MSDS) is to be readily available for all substances that intend on being used.
- For all substances deemed hazardous by WorkSafe Australia, a Chemical Risk Assessment must be carried out and staff trained in the hazards and control measures.
- The employer is to provide the recommended Personal Protective Equipment (PPE) to all employees exposed to chemicals.





Question...

6. Material Safety Data Sheets (MSDS) are required for the following:
 - a) All chemicals
 - b) All hazardous chemicals
 - c) All non-hazardous chemicals
 - d) All chemicals stored at the LGA depot

7. What is the order for controlling hazards?
 - a) Elimination, Substitution, Engineering, Administrative, PPE
 - b) Elimination, Engineering, Substitution, Administrative, PPE
 - c) PPE, Administrative, Engineering, Substitution, Elimination



Electrical

- LGA will advise of locations where power points are not protected by Residual Current Device (RCD). Any power points not protected require the use of a portable RCD unit.
- All electrical power tools and extension leads used by contractors are to be tested and tagged, and leads on construction sites are to be tested each 3 months.
- Only Western Power certified operators to work near power lines.





Testing & Tagging requirements

Type of environment and/or equipment (a)	Class of Equipment		Residual Current Devices				Cord sets and power boards (h)
	Class I (protectively earthed) (b)	Class II (double insulated) (c)	Push button test - by user		Operating time and push-button test		
			Portable (d)	Fixed (e)	Portable (f)	Fixed (g)	
1. Factories, workshops, places of work or repair, manufacturing, assembly, maintenance or fabrication	6 months	12 months	Daily, or before every use, whichever is longer	6 months	12 months	12 months	6 months
2. Environment where the equipment or supply flexible cord is subject to flexing in normal use OR is open to abuse OR in a hostile environment	12 months	12 months	3 months	6 months	12 months	12 months	12 months
3. Environments where the equipment or supply cord is NOT subject to flexing in normal use and is NOT open to abuse and is NOT in a hostile environment.	5 years	5 years	3 months	6 months	2 years	2 years	5 years
4. Residential type areas of: hotels, residential institutions, motels, boarding houses, halls, hostels accommodation houses, and the like	2 years	2 years	6 months	6 months	2 years	2 years	2 years



Working at Heights

Key measures to be taken when Working at Heights:

- OSH Regulations require a *Safe Work Method Statement* be developed and implemented if there is a risk of falling *more than 2 metres*
- Safe access/egress to work being carried out at heights is to be ensured.
- Adequate instruction & training is required prior to the task being undertaken.
- 3 points of contact to be maintained on a ladder at all times.
- Awareness of Code of practice – Prevention of Falls at Workplaces
- Be aware of Slips, Trips & Falls (E.g. power cords) work organised to reduce risk



Working at Heights

Ladders

Where fixed/extension ladders are used for access or egress, check that:

- There is a firm and level work platform, free from obstructions, to step onto from the ladder;
- The ladder extends *at least 900 mm* above the stepping-off point on the working platform.
- Sufficient platform area must be provided at the stepping off point; and edge protection is provided at the stepping off point where people access the working platform.

Working platforms

Where portable or fixed ladders are used as working platforms, check that:

- A fall-restraint or arrest system is used, if the person is exposed to a fall of *3 or more metres*.
- **3 points of contact with the ladder are maintained at all times.**
- No work is carried out above another person. Ensure signage is used to warn people of work above.



Traffic Management

- The main contractor is to develop an appropriate Traffic Management Plan for all works that have an impact on road users.
- All appropriate signage is to be erected.
- Qualified Traffic Controllers to be used.
- High-visibility clothing is to be worn by all personnel on sites that are subject to travelling public or construction.





Traffic Management

- A vehicle mounted warning device shall be displayed on the work vehicle.
- The lookout person may be dispensed with if the work will not take longer than 10 seconds and approaching traffic can be seen for a distance away equal to 20 seconds of travel time.

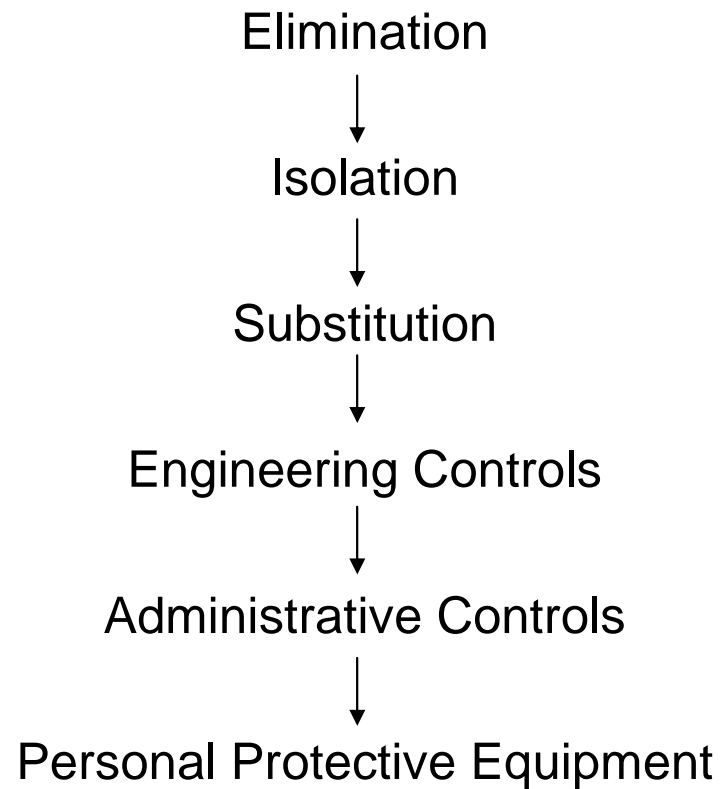
Work which is of such short duration that it can be carried out within gaps in traffic may be done without advance signs or delineation, provided that:

- a) An appointed lookout person can see approaching traffic in time to warn workers to vacate the roadway before its arrival; and
- b) Work vehicles and equipment are parked clear of moving traffic lanes.



Hierarchy of Controls

The principle of the Hierarchy of Controls is to provide a sequence of steps that will *control hazards* and risks to reduce the likelihood and severity.





Personal Protective Equipment (PPE)

Once provided by employers, employees must wear PPE or risk losing workers compensation entitlements in case of accident.

Some examples of required PPE include:

- Steel-capped boots to be worn in Depot
- Steel-capped boots & high-visibility vest or clothing required on road works.
- Safety glasses and ear plugs required in work areas or with tools identified by signs.
- Sun protection, as per LGA's policy (sunscreens, clothing, etc)
- For chainsaw use – steel-capped boots, chaps, helmet, safety glasses, ear protection required at all times.





LGA responsibilities

- Provide safe workplace and procedures so that employees, visitors and contractors are not exposed to hazards.
- Ensures contractors aware of potential hazards on-site.
- Maintain communication with contractors.
- Halt operations if safety management breached.
- Manage the work through document assessments and site inspections.

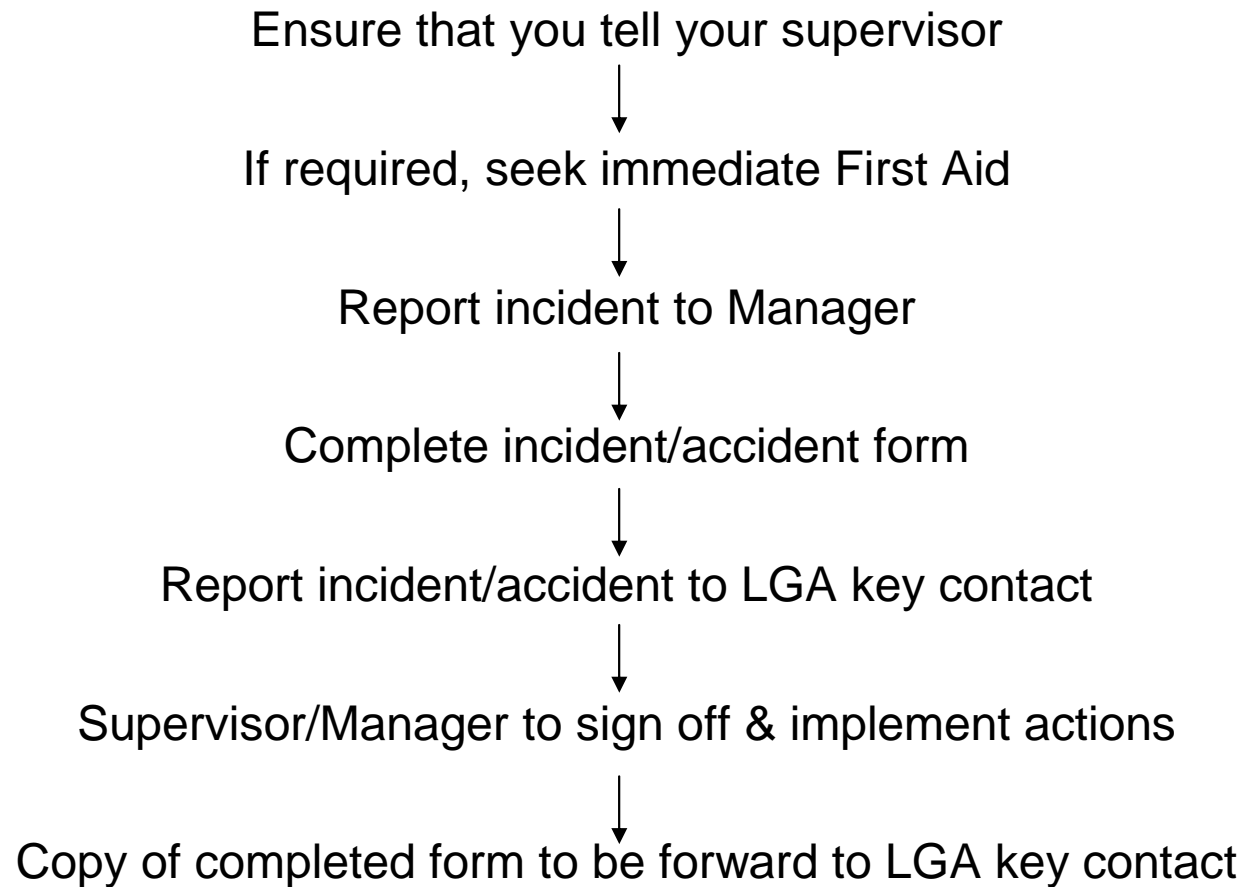


Contractor Obligations

- Ensure all applicable licences are current.
- Plant regularly maintained and guarded.
- Adequate and current insurance is in place.
- Perform *Risk Assessments* and implement *Safe Work Method Statements*. Examples of these documents and OSHE Management Plan forms can be found on the *WorkSafe WA* website in the 'Subbypack' publication section.



Accident / Incident Reporting





Question...

8. How far above the roof line should a ladder extend?
 - a) 900mm
 - b) 1.1 metres
 - c) Level with the roof line

9. In what circumstance does a *Main Roads WA* accredited Traffic Controller need to be used?
 - a) For the control of heavy vehicles
 - b) For installation and maintenance of Traffic control signs & devices
 - c) Operation of Stop/Slow signs

10. What is the most effective Control Measure?
 - a) Eliminate the hazard
 - b) Write a procedure
 - c) Wear personal protective equipment



Safety Breaches

Should the LGA become aware of a safety breach they may:

- Request Contractor take immediate action to ensure a safe workplace.
- May stop the works until the Contractor has addressed/repared the breach.
- Terminate the services of the contractor where the breach is serious.



Disability Access and Inclusion Plan (DAIP)

WA Disability Services Act 1993 (amended 2004)

- Requires Western Australian public authorities to develop and implement a Disability Access and Inclusion Plan (DAIP).
- A person with a disability has the right to be respected for their human worth and dignity.
- Contractors providing services to public must do so in an accessible manner – aligned with councils DAIP.
- Does not apply when public authority is the only recipient of services – such as cleaning office phones.
- Must be reported on annually (31st July).
- Contractors may be asked to complete the following form –

Continued



Disability Access and Inclusion Plan (DAIP)

Contractor Report

Reporting sheet of accessible activities provided by contractors to contracting local government authority

Purpose

This reporting sheet assists contractors to record access activities in the desired outcome areas of their contracting local government's Disability Access and Inclusion Plan. If services are provided for a range of local governments, this same reporting sheet can be provided to them all.

Once a year you are required to forward this reporting sheet to the contracting local government indicating which outcomes have been progressed with a brief summary of activities undertaken. This sheet also serves as a quick reference for all the contractor's staff about how to provide a more accessible service.

Name of Contracted Service: _____

Activities by contractors broadly consistent with DAIP outcome areas include:

DAIP Outcome	Activities
1. People with disabilities have the same opportunities as other people to access services and events .	
2. People with disabilities have the same opportunities as other people to access buildings and other facilities .	
3. People with disabilities receive information in a format that will enable them to access information as readily as other people are able to access it.	
4. People with disabilities receive the same level and quality of service from staff as other people receive.	
5. People with disabilities have the same opportunities as other people to make complaints .	
6. People with disabilities have the same opportunities as other people to participate in any public consultation .	

Please tear off Template for photocopying



Completion of Works

On the successful completion of the project the following information/ documentation is to be supplied to the LGA:

- As-constructed drawings or as-installed drawings.
- *Supply Authority Certificates* for any electrical, water or gas works.



Emergency Procedures

Each workplace will have an Emergency Response Plan.

Please refer to the LGA key contact for site-specific information, which will include any relevant evacuation procedures, muster points, fire fighting equipment, etc.





Summary

Thank you for completing this Induction programme.

Safety on-site can be ensured by the contractor and the LGA working together to identify and manage hazards.

