Contractor Induction Guide

This Contractor Induction Guide is designed to provide contractors engaged by the Body Corporate/Owners Corporation with basic health and safety information. This document contains information regarding occupational health, safety, and injury management. It includes some of your obligations under the work health and safety legislation that various WorkCover organisations administer. To ensure you comply with your legal obligations you must refer to the appropriate Acts.

This publication may refer to various legislative requirements that have been amended or repealed. When reading this Contractor Induction Sheet you should always refer to the latest laws. Information on the latest laws is available at (www.austlii.edu.au/).

The information listed is in no way an attempt to summarise legislative requirements. The contractor should be familiar with all relevant legislative requirements. Legislation shall take precedence where a lower standard has been detailed below.

The information within this paper is not exhaustive and all contractors are required to undertake a risk management assessment relevant to the work they have been engaged to undertake.

Safety and Site Rules

The Contractor is to ensure:

- Employees and subcontractors are informed of the Workplace Health and Safety regulations, policies and advisory standards.
- Provision of adequate supervision of work, work practices, and the application of health and safety measures.
- Provision of adequate personal protective equipment and clothing as necessary where and when hazards cannot otherwise be controlled.
- Provision of adequate first aid facilities.
- All personnel involved in construction type work are to be in possession of the relevant certificate, registration or work permit.
- Workers abide by their statutory obligation not to wilfully place at risk any person at the workplace.

Arriving on Body Corporate/Owners Corporation Common Property

When Contractors arrive on common property, they are required to report to the on-site building manager / caretaker **if** one has been engaged by the Body Corporate/Owners Corporation for the purpose of monitoring work on common property.

If there is no on-site building manager/caretaker a contact person from the Body Corporate/Owners Corporation will be advised.

Access / Egress

Other than agreed, alternative and temporary arrangements arising from consultation with the Body Corporate/Owners Corporation, access ways and paths of travel to exits must be kept clear at all times. Objects must not be placed or allowed to remain, and vehicles must not be parked or allowed to stand, in the path of travel from an exit leading out of a building.

Vehicles

Vehicles shall be only be driven and parked in designated areas. Speed limit and other traffic signs and rules must be observed.

Emergency Contacts

The Contractor is required to provide the Body Corporate/Owners Corporation details of personnel and contact phone numbers who may be contacted in the event of an incident requiring immediate Contractor notification.

General Responsibilities

All persons entering the common property have a responsibility in the course of performing their duties to:

- Use safety devices and protective equipment as required and designed.
- Report to their immediate supervisor any situation which they have reason to believe could present a hazard and which they cannot themselves correct (acting reasonably and in their own expertise).
- Report any incident or injury that arises in the course of or in connection with their work.

Asbestos

Many buildings in Australia used asbestos contained products at the time of construction or renovation. These products include floor tiles, asbestos cement piping and sheeting, pipe and boiler insulation, ceiling tiles, insulation around heater banks in air conditioning duct work, electrical switchboards etc.

It is the **responsibility of the Contractor** to determine whether they have been engaged to work in areas where asbestos containing materials (ACMs) are present.

Under no circumstances is any contractor permitted to drill, grind, cut or remove any asbestos containing material. If during the course of works a contractor encounters a suspected ACM they must immediately stop work, make the area safe and contact the Body Corporate/Owners Corporation.

First Aid

The Contractor is responsible for providing first aid equipment.

Behaviour on Site

Harassment and Inappropriate Language

Contractors are advised that all forms of harassment are unacceptable. Offensive behaviour and/or language includes all behaviour that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, sex, marital status or disability.

Loud Radios

Contractors should be aware that, as the Body Corporate/Owners Corporation may contain residential lots, noise must be kept to a minimum near buildings. Radios and other loud outdoor music sources are not permitted.

Dogs

Dogs are not to be brought onto common property (excepting dogs accompanying people with disabilities).

Housekeeping

Contractors are to remove all rubbish and maintain the work area in a clean and safe state during the works and on conclusion of the works. Where it is not possible for materials and debris to be removed immediately, working areas must be barricaded off and appropriate warning notices erected. All debris and waste resulting from contractor activity on site shall be removed by, and at the expense of, the responsible contractor.

Drugs and Alcohol

Alcohol and non-prescription drugs are not permitted to be brought onto, or consumed on the common property.

Smoking

Smoking in common property buildings, enclosed spaces, outside areas adjoining buildings e.g. balconies and decks, is prohibited. Smoking is also prohibited within a 5 metre zone around all points of access and egress to a building. Where smoking is permitted smokers are requested to dispose of cigarette butts in the designated receptacles.

Risk Management Process

Risk Management Assessment

The Contractor is required to undertake a risk management assessment pertinent to the work to meet health and safety obligations. The basic steps in the Workplace Health and Safety Risk Management Process to be considered include:

- Identify hazards
- Access risks that may result because of the hazards
- Decide on control measures to prevent or minimise the level of the risks
- Implement control measures
- Monitor and review the effectiveness of measures
- To assist in the preparation and regular monitoring of the risk management process refer to the government Workplace Health and Safety authority.

Safety Instructions

Safety is of general concern and involves everyone on site, whether they are workers, residents or visitors. Contractors must constantly be aware of unsafe conditions and acts.

Contractors should not expose themselves to danger by working in an unsafe area. If you feel the area in which you are working is unsafe, do not continue working there. Contact the Body Corporate/Owners Corporation manager.

Protective Equipment

The appropriate personal protective equipment (PPE) shall be provided by the contractor. The contractor must ensure all PPE used complies with statutory or Australian Standard specifications, is suitably stored and maintained for safe and effective use. All contractors are responsible for ensuring that PPE is worn correctly when required.

The Contractor is to ensure:

- Safety helmets are worn when required.
- Protective goggles or glasses are worn when using oxy-acetylene equipment, angle grinders, blowguns or any cutting or grinding machine.
- Ear protective equipment is worn whenever you are exposed to a noise level injurious to your health e.g. when using a jackhammer, scabbler or angle grinder.
- Correct respiratory equipment (face masks) are worn when working in dusty or gaseous areas.
- Gloves and protective clothing are worn where required.
- If required to work near the edge of any area on site that cannot be safeguarded by guard-rails a suitable safety harness must be worn.
- All persons on site are to wear safety footwear.

Safety Breaches

The Body Corporate/Owners Corporation treats all instances of safety negligence very seriously. Should Contractors or their employees be observed acting in an unsafe manner, the Contractor will be required to take immediate action to rectify same. Failures to wear protective clothing when necessary or the incorrect handling of hazardous materials are examples of safety breaches.

Site Security

Contractors shall take the necessary precautions to protect the health, safety and welfare of persons who may be working / accessing the immediate area where works are being undertaken. Appropriate controls are to be implemented to temporarily isolate work areas by supplying and erecting any necessary safety barricades, fencing and handrails appropriate to the work they are doing.

In determining site boundaries every effort shall be made to minimise disruption to the normal activities in the area while ensuring the health and safety of common property users and the contractor.

Safety and Warning Signs

The Contractor is required to supply and display appropriate safety and warning signage at the workplace for the duration of the work.

Plant, Tools and Equipment

As a minimum, contractors shall ensure that:

General Assessment, Registration & Operation

- Contractors have a general duty to provide, maintain and operate plant in a safe manner, complying with appropriate statutory requirements for the safe operation of plant.
- All items of plant under their control are subject to an appropriate risk assessment if required.
- Contractors and employees of contractors required to operate or work with plant, tool and equipment shall be instructed on the safe use of that plant and where required have the appropriate certification.
- Specific items of plant shall be registered in accordance with the Regulations.
- Inspect and maintain plant on a regular basis in accordance with the manufacturer's / industry standards.
- Tools, equipment and other materials are, when not in use, securely locked away. The Body Corporate/Owners Corporation will not be responsible for the damage or loss of any contractors' tools, equipment or materials.

Electrical

- Unless double insulated, all equipment and appliances that are plugged or direct-wired are to be connected to an approved Residual Current Device (RCD).

- Electrical leads must be supported clear of floors or under protective covers, and connected to the nearest power outlet.
- Electrical leads must be removed from the power outlet when not in use. All leads and power tools must be tested and tagged in accordance with statutory requirements.
- Leads passing through doorways must be protected.
- Piggyback leads and double adapters are illegal and must not be used.

Machine Guarding

All hand tools, machinery or other equipment must be operated with effective guards.

Hand Tools

Picks, shovels, axes, crowbars, hammers, wrenches, files, screwdrivers etc. must be checked regularly. Use an approved wrist-stop or lanyard to secure the tool if there is a risk of it falling and/or becoming air-borne and injuring people.

Lasers

Lasers may only be used by persons who have completed a recognised course. Lasers must be used with the following precautions:

- Up to Class 3A only to be used on construction work.
- Positioned so as not to be at eye height of personnel in the area.
- Warning signs to be erected.

Ladders

Contractors using ladders shall:

- Inspect ladders prior to use to ensure that they are in good condition
- Use ladders only for works of minor nature
- Secure all ladders at the top and bottom
- Ensure that only one person works from a ladder
- Not over reach when using a ladder; and
- Not carry out any cutting or work involving the use of power tools from a ladder.
- No domestic-type ladders are to be used on Body Corporate/Owners Corporation common property. Industrial ladders must comply with the Australian Standard AS1892.1.

Explosive Power Tools

All explosive charges for explosive powered tools must be kept in an approved, locked box. All operators of explosive powered tools must be experienced and competent in the operation of the equipment. A

warning sign must be displayed at each place the tool is being used. Suitable eye and hearing protection must be worn when using the tool.

Mobile Mechanical Plant

All mobile equipment such as front-end loaders, dozers, backhoes, forklifts etc. must have keys removed; blades and buckets lowered onto the ground and must be chocked / blocked when not in use.

Compressed Air Equipment / Gas Cylinders

All compressed gas cylinders are to be handled as though they are potential explosive devices. Cylinders are to be stored upright at all times and transported in the appropriate trolley. All cylinders shall have a current pressure vessel certificate.

Oxy-acetylene hoses must be fitted with flash back arresters. Oxygen and gas cylinders shall be stored away from heat, fire and / or electrical lines.

This section includes scabblers, water/air-jets, impact wrenches, grinding tools etc.
Always use care when working with compressed air by:

- Wear suitable eye protection to guard against airborne substances.
- Ear protection where excessive noise is likely to occur.
- Respiratory protection where dust is present.

Electric Welding

Always use care when working with electric welders by:

- Wearing suitable protective clothing and equipment.
- Wearing insulated footwear where danger of electric shock exists (damp or wet conditions).
- Any person assisting a welder must be competent and experienced in that area of work.
- Welding screens must be used to prevent sparks from flying into adjacent areas and to screen nearby persons from welding flash.
- All electrical welding cables must be inspected weekly and maintained in good condition. There must be no bare wires and connections shall be solidly made so that no sparking or hot spots will occur.

Working on Site

Working at Heights

If work must be done where there is a risk of a person falling more than two metres, a risk assessment must be undertaken prior to the works commencing.

All persons working at a height where a risk of falling exists (e.g. where handrails, edge protection etc. is not practicable) must wear and use an approved safety harness with lanyard attached to a secure anchorage in compliance with Australian Standard, AS1891.

All scaffolding and working platforms (suspended or not) must conform to statutory and Australian Standard requirements and be erected by licensed persons only.

Trenching & Excavation

Contractors must ensure:

- All excavations are adequately shored and safe access provided.
- All trenches are protected against collapse and handrails or barricades with appropriate warning signs erected around the trench and in place at all times to comply with statutory requirements.
- Trenches in all materials are shored or sloped in an approved manner.
- Excavations and trenches are inspected daily by a competent person.
- If there is evidence of slides or cave-ins, all work in the exposed area shall cease until necessary precautions have been taken for the protection of workers.
- Excavated material or other materials are not stored nearer than one metre from the edge of any excavation.
- All excavations and trenches comply with the requirements of Workplace Health and Safety Standards.

Confined Spaces

When working in confined spaces, the provisions of the Workplace Health and Safety (Confined Spaces) Regulation are to be complied with by the Contractor and employees.

Dangerous Goods and Hazardous Substances

Contractors who use, handle and/or store dangerous goods on site shall be responsible for the safe keeping of these products. Material Safety Data Sheets (MSDS's) for any dangerous good or hazardous substance shall be kept by the contractor. Contractors shall ensure that employees have been provided with the appropriate training for the storage and handling of dangerous goods and hazardous substances. All containers holding dangerous goods and hazardous substances shall be appropriately labelled.

Fire Alarms

Many areas of the common property are covered by automatic fire detection and alarm systems linked to the fire brigade. If works involve demolition, hot work, dust, vibration, moisture, aerosol sprays, fumes or mechanical damage to detection equipment, Contractors shall ensure that fire alarms are temporarily isolated.

Reporting

Unsafe Conditions

If, in your opinion, an unsafe condition exists and requires urgent attention, correct it yourself if possible (if within your expertise). If you can not do so, make it as safe as you can and report to the Body Corporate/Owners Corporation manager on telephone 1300 267 181 immediately.

Hazard / Near Miss / Incident / Injury Reporting

Any hazard, near miss, incident observed or injury / illness sustained during any works undertaken must be reported immediately to the Body Corporate/Owners Corporation manager on telephone.

Serious Incidents / Dangerous Occurrences

In the event that an incident occurs which constitutes a "notifiable incident" the contractor will immediately advise the Body Corporate/Owners Corporation manager) who will in turn report the incident to Work Safe Australia.

In the event that there is a death or serious injury the site must not be disturbed beyond:

- Protecting the health & safety of a person.
- Aiding an injured person involved.
- Taking essential action to make the site safe or to prevent a further occurrence of an incident.
- The site must be secured until directed by a Work Safe Inspector that the site may be accessed.

Emergency Procedures

- If an emergency occurs while you are on common property:
- Alert others around you and contact emergency services and the Body Corporate/Owners Corporation (on telephone 1300 267 181).
- Assist any person in immediate danger if safe to do so
- Take steps to contain or address the emergency if safe to do so
- Evacuate to a safe location

Disclaimer

These requirements are in no way an attempt to summarise legislative requirements. The contractor should be familiar with all relative legislative requirements. Workplace health and safety legislation is available from (www.austlii.edu.au/). The workplace health and safety legislation shall take precedence where a lower standard has been detailed above.

The information provided above is a general guide only and not intended as a substitute for legal advice. The company disclaims all responsibility and all liability for any expenses, losses, damages and costs which might be incurred as a result of the information provided by the company in this guide.