



# SERVICE PROVIDER: WORKPLACE HEALTH AND SAFETY REQUIREMENTS

**DOUGLAS** SHIRE  
COUNCIL

*Engaging, Planning, Partnering*  
*Muruku Kirraji - Eastern Kuku Yalanji*  
*Nganyji pina ngunda-lum ... Ma:lnyjirri-yngku - Yirrganydji*

# Service Provider: Workplace Health and Safety Requirements

Douglas Shire Council

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| <b>Associated Documents</b> | 462781 – Code of Conduct<br>846756 - Drug and Alcohol Policy |                      |        |

## Part 1 – Information for Tenderers

### 1.1 General Information

#### 1.1.1 Scope

This document sets out the Health and Safety requirements that are to be demonstrated by any service provider submitting a tender or quotation for work with Douglas Shire Council.

#### 1.1.2. Objective

The purpose for setting Service Provider health and safety requirements is to set a standard for health and safety management and behaviour that is in line with the health and safety policy, goals and objectives of Douglas Shire Council and responsibilities placed on Persons Conducting a Business or Undertaking( PCBU) by *Work Health and Safety Act 2011- Section 47*: “a person conducting a business or undertaking must consult, so far as is reasonably practicable, with workers who carry out work for the business or undertaking and who are (or are likely to be) directly affected by a health and safety matter.”

#### 1.1.3 Evaluation

Health and Safety documentation will be evaluated for adequacy. Feedback to the Service Provider on the results of evaluation will be provided along with any request for additional information should this be required. The Service provider will be able to resubmit documents, where requested within a reasonable timeframe.

**As part of the tender submission, all forms in Section 2 are to be completed and submitted along with any requested health and safety documentation.**

### 1.2 WHS Expectations and Responsibilities

#### 1.2.1 WHS Expectations

Service Providers should be familiar with the requirements of relevant sections of the WHS Act 2011 and Regulation. The Service Provider must ensure that the service, plant, chemical or equipment provided /used is safe and without risk to health and safety of any persons exposed or near a workplace.

The Service Provider must ensure that its workers are suitably qualified and can provide records of competency/relevant training or qualifications upon request.

The Service Provider must ensure they provide for the welfare of their workers and ensure that workers have access to suitable facilities when at work.

The Service Provider has appropriate WHS risk management strategies in place that provide for the health and safety of workers, and those exposed to the work being undertaken in the workplace.

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The Service Provider is to ensure that their WHS Management systems and/or processes are reviewed periodically and are relevant to the work being undertaken and will provide Douglas Shire Council with any relevant WHS document updates as they occur.

## 1.2.2 WHS Responsibilities

By submitting, the required information requested within this document, Service Providers agree to:

1. Take care of their own health and safety while at work.
2. Abide by any reasonably notified Council policies and procedures.
3. Undertake the DSC Contractor Induction program.
4. Undertake any relevant project or site-specific induction as required.
5. Ensure and demonstrate that all workers have undergone the General Construction Induction Training (White Card) and hold a current card.
6. Complete and submit Douglas Shire Council's Contractor Induction.
7. Follow any health and safety instruction given by a Douglas Shire Council authorised person.
8. Abide by any Project Specific Safety Management Plans that may be in place.
9. Comply with Douglas Shire Council's health and safety systems.
10. Comply with any requested health and safety corrective actions as requested by Douglas Shire Council.
11. Take part in, and comply with Council's drug and alcohol testing program as required

## 1.2.3 Health & Safety Requirements for Service Providers

Using the forms provided in Part 2 of this document. The Service Provider must provide evidence of the following as part of the Tender Submission.

1. Acceptance of DSC WHS Expectations and Responsibilities (Form 1).
2. WHS Roles and Emergency Information (Form 3), specify:
  - a) The person(s) responsible for WHS within your business and their contact number(s)
  - b) Provide the name and position of the person(s) responsible for Health and Safety on/at the relevant work site.
  - c) Provide emergency contact details and information on first aid provisions workers will have access to.
  - d) Provide an outline of the business's incident notification process.
3. Provide mandatory Safe Work Method Statements (SWMSs) for all high-risk activities (where applicable).
4. Provide copies of relevant Job Safety Analysis (JSAs) or Safe Operating Procedures (SOPs) (whichever is applicable) for tasks, equipment or machinery that are expected to be used in undertaking the scope of work specified within the tender specification.
5. Provide a Register of plant/equipment (if applicable to the scope of work) likely to be used on site and evidence of inspection, maintenance and scheduled checks. The register should list the following:
  - a) Hazards associated with the operation of each item of plant and equipment.
  - b) The level of Risks associated with the identified hazards.
  - c) Controls or contingency actions that reduce the risk, including maintenance/inspection program/periods/timeframes.

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- d) The residual risk after control are implemented.
- e) Persons responsible for undertaking the actions specified.
- 6. Provide a chemical register (if applicable to the scope of work) including quantities likely to be brought onto site, identified risks and control measures (including emergency controls) and attach copies of current chemical Safety Data Sheets (SDS) for Hazardous chemicals.
- 7. Provide details of training and experience of workers that are expected to work at Douglas Shire Council work sites for the tendered work. (Form 2, one should be completed for each individual). Training and experience of the Service Provider's workers MUST match the needs that have been identified in the relevant JSAs, SWMSs and SOPs.
- 8. Details of any supervisory arrangements for young or inexperienced workers that may work under this contract (include on Form 2).
- 9. Details of procedure and /or tools to conduct, a daily/site risk assessment and site safety talk process to be used during the work.
- 10. Complete the Health and Safety Requirements Checklist (Form 3).

### Part 2 – WHS Forms

To be completed and returned with the service provider's tender submission



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## **FORM 1: WHS Expectations and Responsibilities Agreement**

The undersigned agrees to abide by the WHS requirements listed below and WHS expectations detailed in Part 1.2.1 of this document, when working for/on behalf of Douglas Shire Council.

By submitting, the required information requested within this document the Service Provider agrees to:

1. Take care of their own health and safety while at work.
2. Abide by any reasonably notified Douglas Shire Council policies and procedures.
3. Undertake the Douglas Shire Council Contractor Induction Program.
4. Undertake any projects or site-specific induction as required.
5. Ensure and demonstrate that all of the workers have undergone the General Construction induction training (White Card) and hold a current card.
6. Complete and submit Douglas Shire Council's Contractor Induction.
7. Follow any health and safety instruction given by a Douglas Shire Council Authorised WHS officer.
8. Abide by any Project Specific Safety Management Plans that may be in place.
9. Cooperate with Douglas Shire Councils health and safety workplace inspections, observations or audits as required.
10. Comply with any requested health and safety corrective actions as requested by Douglas Shire Council.
11. Take part in, and comply with Council's drug and alcohol testing program as required

Business Name:

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PCBU Name:

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PCBU Signature:

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Date:

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## FORM 2: Contractor Qualifications

**Instructions:**

A separate form must be completed for each worker expected to work under this tender.  
See following page.

| Worker Name:   |                            |             |
|--|----------------------------|-------------|
| Company Name:  |                            |             |
| Worker Signature:  |                            | Date:       |
| Young / Inexperienced Worker?      Yes / No  |                            |             |
| If yes, this worker will be supervised by:   |                            |             |
| List all competencies, qualifications, licences', SWMSs and/or SOPs relevant to all duties and the work expected to be undertaken when working at Douglas Shire Council. <ul style="list-style-type: none"> <li>Copies of certificates/ licences /qualifications listed must be attached to this document.</li> <li>Copies of Signed SWMSs/SOPs/ must be attached to this document.</li> </ul> |                            |             |
| Type of Licence/Qualification  | Card / Registration Number | Expiry Date |
| White Card:  |                            |             |
|  |                            |             |
|  |                            |             |
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| <b>SWMS/SOP:</b>   |                            |             |
|  |                            |             |
|  |                            |             |
|  |                            |             |
|  |                            |             |
|  |                            |             |

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### **FORM 3: Emergency Information**

Instructions:

This form is to be completed and submitted, along with Forms 1 and 2 and the requested documents listed as part of the tender application.

|   |                |
|---|----------------|
| Contractor Name:  | Date:          |
| Mobile Number:  | Office Number: |
| Email address:  |                |
| Emergency contact name (if different to above):                                     |                |
| Emergency Phone:  |                |
| Emergency Email:  |                |
| Person responsible for the health and safety at worksite (if different from above): |                |
| Phone:  |                |

### **Incident Notification**

Provide details of the incident notification process for your business in the space below or attach a copy of the procedure or flow chart.



## Checklist of documents to be submitted

| Requirements   | Attached |
|--|----------|
| 1. Signed <i>Form 1</i> - WHS Expectations and Responsibilities Agreement.   | Yes / No |
| 2. Copies of mandatory high risk SWMS's necessary for identified contractual works   | Yes / No |
| 3. Copies of relevant JSAs/SOPs for the scope of work/or the project scope of work to be undertaken.                                 |          |
| 4. Plant/Equipment Register (where applicable).  | Yes / No |
| 5. Evidence of scheduled inspections and maintenance checks for each item of plant/equipment within the register. (where applicable) | Yes / No |
| 6. Complete and submit Douglas Shire Council's Contractor Induction.   | Yes / No |
| 7. Hazardous Chemicals/Dangerous Goods register with current SDSs ( where applicable)  | Yes / No |
| 8. Training and Experience Record for each worker expected to work at Douglas Shire Councils worksites – <i>Form 2</i> .             | Yes / No |
| 9. Copies of individual worker qualifications/certificates /cards as listed <i>Form 2</i> .  | Yes / No |
| 10. Copy of daily /site risk assessment procedure or tool.   | Yes / No |
| 11. Copy of site safety meeting procedure or tool.   | Yes / No |
| 12. Completed WHS Roles and Emergency contact details – <i>Form 3</i> .  | Yes / No |

**Should any of the provided WHS procedures or information change, updated documents should be forwarded to Douglas Shire Council as soon as practicable.**