



# Workplace Health and Safety Contractor Safety Induction



For Contractors, sub-contractors  
and their employees.

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# Work Health and Safety Contractor Induction

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## Douglas Shire Council Workplace Health and Safety General Policy



### WORKPLACE HEALTH AND SAFETY GENERAL POLICY

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#### Intent

To promote workplace health and safety within Council and to provide a safe workplace.

#### Scope

This Policy applies to Workers (as defined in Work Health and Safety Act 2011) and Visitors.

#### Reference

##### Legislation

*Work Health and Safety Act 2011*

*Work Health and Safety Regulation 2011*

*Work Health and Safety (Codes of Practice) Notice 2011*

#### Provisions

Council holds, as a priority, the safety and wellbeing of its workers and visitors to the workplace and will endeavour to provide workplaces and work practices that present minimal risk to their wellbeing. This will only be achieved through participation, co-operation and commitment of everyone in the workplace.

##### Council is committed to:

- Ensuring all workers are aware of their duties under Work Health and Safety legislation.
- Employing consultative and inclusive processes to achieve its work health and safety goals.
- Providing resources for the implementation, management and improvement of an effective safety management system.
- Measuring objectives and targets to ensure continuous improvement in eliminating work related illness and injury.
- Employing effective hazard and risk management procedures.
- Ensuring all workers are competent, and trained to carry out their duties and tasks safely.
- Providing appropriate safety equipment and personal protective equipment.
- Providing and promoting awareness of an effective injury management, rehabilitation and return to work system.
- Disseminating work health and safety information by appropriate measures to all workers.
- Promoting and striving for continual improvement in all of its safety systems.

##### Workers will:

- Take reasonable care for their own health and safety and that of others;
- Follow safe work procedures and instructions;
- Participate in health and safety training;
- Report health and safety hazards, injuries and incidents immediately; and
- Use safety equipment and personal protective equipment as instructed.

This policy is to remain in force until otherwise determined by Council.

Manager Responsible for Review: Manager People and Community Services

ORIGINALLY ADOPTED: 01/04/2014

CURRENT ADOPTION: 30/07/2019

DUE FOR REVISION: 30/07/2023

REVOKED/SUPERSEDED:

## Purpose of this handbook

This handbook is designed to provide Council contractors, sub-contractors and their employees with an overview of Council contractor requirements with respect to work health and safety (WHS). The material included is not exhaustive and is not intended to replace the requirement for contractors and suppliers to have in place their own health and safety systems, policies and procedures.

The key purpose of the handbook is to advise contractors and suppliers of:

- key obligations under the Work Health and Safety Act 2011
- responsibilities as a contractor or supplier to the Douglas Shire Council
- the Council's policies and procedures
- potential hazards
- how to respond to incidents, injuries and emergencies in the workplace

By reading and understanding this handbook, you will help to make Douglas Shire Council work environments safe working environments.

## Using the handbook

The handbook is an induction program for all contractors and suppliers. You will need to complete this program every calendar year.

You are welcomed and encouraged to keep a copy of the handbook as a ready point of reference. However, please note that we may make changes to our handbook and the electronic version on Council's Web page is the only authorised version.

All contract workers, suppliers and staff must complete:

- Section 1 – General requirements of the induction handbook, and
- Section 2 - Requirements for key risks of the induction handbook

## Your obligations

Whilst working for Douglas Shire Council or at any Douglas Shire Council work site you must:

- take reasonable care for your own health and safety
- take care that your acts or omissions do not adversely affect the health and safety of others
- comply with any reasonable instruction given by anyone where you are carrying out work to ensure compliance with the Work Health and Safety Act 2011
- co-operate with any reasonable health and safety policy or procedure of Douglas Shire Council that has been notified to you
- conduct yourself in accordance with Douglas Shire Council Code of Conduct – Workplace behaviour and personal conduct
- read this induction handbook and complete and sign pages 16-17. In person, return these to either the Mossman Administration - Customer Service – 64-66 Front St, Mossman, the engaging Council employee or email: [enquiries@douglas.qld.gov.au](mailto:enquiries@douglas.qld.gov.au).

## SECTION 1 - GENERAL REQUIREMENTS

### Pre-commencement requirements

Prior to commencement of work or site visit you must:

- complete this induction and have obtained a Contractor Safety Induction card.
- undertake the facility's site specific induction or any other information session deemed as required by the Responsible Officer, IE. pre-starts, training, etc.
- provide or obtain the following evidence to the Responsible Officer (as applicable):
  - any relevant licences, authorisations or certificates of competency
  - relevant work permits
  - evidence of appropriate insurance cover
  - safe work method statements, risk assessments or job safety analyses relating to the work to be performed
  - notice of any isolation requirements or other activities that may impact the site's operation or cause discomfort or potential risk to workers including other contractors, or visitors
  - evidence that all plant, equipment and tools are suitable for the work to be performed, have been maintained, tested and / or calibrated and are safe to use
  - general construction induction card (White Card)
  - any other relevant information or documentation requested by the Responsible Officer or any other Douglas Shire Council officer.

Upon arrival on-site you must report to the Responsible Officer who will issue you with:

- any relevant keys or access cards—all keys and access cards must be signed for. Where keys or access cards have been issued, these must be returned prior to leaving the site unless otherwise arranged.
- any other relevant documentation or information (for example, confined spaces entry permits, verification of competencies).

### Workplace behaviour and personal conduct

'As employees of Douglas Shire Council we have a responsibility to always conduct and present ourselves in a professional manner, and demonstrate this behaviour for all persons, whether co-workers, customers or members of the public. This means treating people as we would like to be treated by respecting the dignity, rights and views of others. We must also be concerned for the safety, health and welfare of ourselves, our fellow workers and the public and ensure that our conduct reflects Council's commitment to a workplace that is inclusive and free from harassment. We will also ensure that dress standards are appropriate to the area of employment and that the behaviour is of the highest standards.

All corrupt, criminal or unethical conduct must be immediately reported to the Manager Governance or direct to the CEO for further investigation. Council employees may also refer matters of this severity direct to the Crime and Corruption Commission (CCC). '

*(As per Douglas Shire Council – Code of Conduct)*

If individuals do not comply with Council's behavioural standards automatic removal from Council worksites will be actioned.

### Pre-Starts

Contractors are required to participate in all pre-start activities for both the work task and for any plant/machinery. Contractors are required to provide evidence of pre-starts, machinery service history and SWMS and/or SOP for activities not covered by Council documentation.

Evidence of competency to operation plant (including high risk) may also be requested at pre-starts. Questions may include: how long it took to achieve the competency and how the competency was achieved. Documentation may include a logbook signed by the supervisor.

## Mobile Phones

Mobile phones are not to be used whilst operating machinery, including the operation of Council vehicles.

## Vehicles and parking

Confirm parking arrangements prior to arriving on site. You must only park in designated areas. Unauthorised parking will result in the vehicle being towed at your expense. Access and egress points must remain clear at all times. Where parking permits are issued, these must be displayed in the vehicle's windscreen and returned upon completion of work.

Site speed limits must be observed at all times.

Vehicles and contents/loads must be secured when unattended.

## Animals

Animals are prohibited from site unless the animal is an assistance animal or guide dog.

## Children

In the event that a child needs to be brought to the workplace, a request for approval shall first be made to the Responsible Officer. The risks associated with bringing the child into the workplace will be assessed by the officer prior to granting approval. The following details shall be provided when making the request:

- name of the child entering the workplace
- age of the child
- date and time the child is expected to be present in the workplace
  - if the child is a young worker, the activities the child is expected to undertake
  - any special arrangements required.

You shall be responsible for ensuring children who are workers under your supervision, undertake any mandatory induction training.

Children in the workplace shall be managed in accordance with the Children and young workers Code of Practice 2006.

## Communication

WHS consultation protocols and procedures between you and the accountability area shall be as per the contract agreement. Consultation between the relevant parties involved should be undertaken throughout the lifetime of the work and should include Health and Safety Representatives. All relevant information shall be shared and the parties be given reasonable opportunity to express their views, raise issues and contribute to decision making processes.

## Site emergencies

You must comply with all instructions given during an emergency evacuation of the site/facility.

During your site specific induction, you will be advised of the nearest exits and the procedures to follow. You are responsible for ensuring any persons working for you are made aware of the emergency response procedures.

If you are ordered to evacuate the site by a warden or a member of staff you must:

- leave the building immediately by the nearest exit
- proceed to the assembly area indicated on the evacuation sign or by a warden or member of staff



- remain in the assembly area until advised the emergency is over
- do not re-enter the site until advised it is safe to do so by a warden or other authorised person.

## Fire safety

Fire exits, evacuation routes and fire fighting equipment must be kept clear and unobstructed at all times.

Evacuation routes include any doorways, corridors, stairways, landings or passageways forming the path of travel to an exit from any place within the site and through a final exit door to a place of safety outside the building are to be clearly marked and unobstructed. Where works are likely to obstruct or impair any fire safety feature of the site, you must discuss this with the Responsible Officer and the Fire Safety Adviser. The Responsible Officer must brief all workers and visitors of these occurrences.

You must conduct work in a manner that prevents the risk of fire. You are also responsible for ensuring that flammable liquids and potential ignition sources used in their activities are appropriately managed.

## Hazard and incident reporting

All injury, illness or incidents including electrical shock and those attributed to fatigue, occurring in the workplace shall be reported to the officer supervising the contract.

All events, regardless of severity, must be reported.

You will be required to complete a workplace incident report form. This form is also your record of the events that have occurred. Where the incident is a notifiable incident it shall also be reported to Workplace Health and Safety Queensland as soon as you become aware that the incident has occurred.

**Note:** *Costs associated with medical treatment or absence from work as a result of an injury or illness sustained in the workplace, are the responsibility of the contracted person or business.*

## Risk management

You must adopt a risk management approach for all tasks. You will be responsible for the management of hazards associated with your work tasks. Evidence of risk management must be supplied with any work method statement for the activity. Consultation with relevant stakeholders and continuous monitoring and review shall form part of the risk management process.

## Fatigue

If your contract requires you to work shifts or extended hours, in consultation with the Responsible Officer, you must develop and implement a fatigue management plan. The plan shall aim to eliminate or adequately control fatigue associated risks.

## Manual handling

Manual handling tasks shall be managed in accordance with Part 4.2 of the *Work Health and Safety Regulation 2011* and the *Hazardous Manual Tasks Code of Practice 2011*. Prior to the commencement of work, contractors must establish safe manual handling methods. Contractors and their employees shall have had appropriate manual handling training and training in the use of any lifting aids.

## Drugs and alcohol

During the execution of the contract you are not permitted to:

- use or possess illegal drugs at the workplace
- consume alcohol at the workplace
- attend work while under the influence of alcohol or drugs.

If you are under the influence of, or reasonably suspected to be under the influence of, or in possession of such substances, you will be requested to immediately cease work and leave the site.

If you are taking prescribed medication that may affect work performance, the Officer supervising the contract must be informed prior to commencement of work.

## Housekeeping

Maintain all areas in a safe and tidy condition. Erect general safety signs as necessary and ensure these are legible and to legislative requirements. Store materials and plant safely and securely. Ensure protruding objects do not pose a hazard.

## Waste

All debris and waste resulting from your contracted activities shall be collected and stored prior to leaving the site each day so as to minimise risks to health and safety. You shall ensure debris and waste is removed and appropriately disposed of. The site disposal systems shall not be used unless the waste is created in the course of conducting the site's business or by arrangement with the site's responsible officer. Waste categorised as regulated waste shall be disposed of in accordance with the requirements of the Environmental Protection (Waste Management) Regulation 2000.

## Smoke free environment

Smoking is strictly prohibited at all Douglas Shire Council sites. Smoking may only occur in nominated at outdoor locations of Council. The location of the nominated smoking place shall be provided during the site induction.

## Infection control

Where infection control policies and procedures are in place to prevent or minimise the risk of disease transmission, these shall be advised to you. All infection control policies and procedures shall be strictly adhered to.

## Air quality

Air quality can be impacted by factors such as paint fumes, dust and sprays. You must take precautions, where practicable, to minimise adverse impacts to air quality.

## Traffic management

Provide notification to the Responsible Officer of any work that may impact on traffic, (vehicular or pedestrian), prior to commencement of work.

The *Traffic Management for Construction or Maintenance Work Code of Practice 2008* must be adhered to. If you are a traffic controller, you must have your *traffic controller accreditation scheme identity card*, issued by the Department of Transport and Main Roads, on you at all times while working as a traffic controller.

Planning for the work must consider the:

- accessibility for emergency vehicles
- protection of workers and other persons present or likely to be present in the area
- provision of adequate warning of changes in surface conditions
- instruction for road users and their safe guidance through, around or past the work site including appropriate signage and barricading
- safe access and egress to and from the work site.

Speed restrictions apply to all vehicles on site and pedestrians always have right of way.

## Personal protective equipment

Where a risk assessment has identified personal protective equipment (PPE) is required to manage a risk, you shall ensure that it:

- is suitable for the hazards identified

- enables work to be undertaken safely
- complies with current legislation, Australian standards or relevant codes of practice
- is worn in accordance with the manufacturer's directions
- is appropriately maintained.

Where your work relates to the direct conduct of the site's business, PPE shall be supplied by Douglas Shire Council (for example, face shields/glasses, gloves & chaps). At all other times you shall supply your own PPE unless by arrangement with/or requested by the Responsible Officer.

Contractors are expected to wear PPE to the same or greater standard as Council workers.

### First aid

Contractors are generally expected to supply their own first aid equipment, however in an emergency, first aid treatment and equipment will be available on-site. The location of this equipment and a list of first-aid personnel shall be advised at the site induction.

### Fire system isolation

The inadvertent activation of a fire alarm (false alarm) from work involving the emission of dust, aerosols, smoke or heat shall be prevented.

Requirements for fire alarms system isolation shall be notified to the Responsible Officer and ensure the system has been isolated prior to work commencing. De-isolation requirements shall be notified accordingly.

You shall be liable for all false fire alarm activation costs incurred as a result of a failure to notify a fire alarm system isolation requirement.

### Sharps safety

Sharps are objects or devices with sharp points or cutting edges capable of cutting or piercing the skin. Within Douglas Shire Council site environments, sharps such as hypodermic needles are sharps which may carry an additional biological risk.

If discarded sharps are found, the Responsible Officer or other site member should be notified immediately. Do not touch the sharp; you must dispose of any sharps in an approved sharps container.

If you use sharps, (for example, to treat diabetes), you must dispose of the used sharps in an approved sharps container. All sharps must be stored safely in protective caps or in such ways as to prevent injury.

If a sharps injury occurs, seek first aid immediately and follow the incident reporting protocol. The Responsible Officer must be notified immediately.

### Security and access

Site specific security and access requirements or measures will be advised at the on-site induction. Some areas may have particular hazards associated with them and will require authorised access and provision of advice regarding any associated risks and control measures. Site access is to be strictly controlled at all times, sites must be secured when not attended to prevent unauthorised access (day or night).

### Contractor performance monitoring

Your WHS performance shall be monitored by a delegated officer to ensure that legislative requirements are met and that work is being undertaken in a safe manner. Monitoring may be undertaken through such measures as:

- site inspections
- pre-start attendance
- plant/machinery pre-starts

- a review of hazards and risks
- follow-up on corrective actions where non-conformances have been identified
- review of incident or third-party reports
- regular meetings.

If it is identified that WHS requirements are not being met, work shall be suspended immediately until the matter is adequately addressed.

### Aboriginal Cultural Heritage

If items of historical significance are located during Council works or work is required to be carried out on areas of Native Title land, refer to the 'Aboriginal Cultural Heritage Policy'.

## SECTION 2 - REQUIREMENTS FOR KEY RISKS

**Note:** *The following is not an exhaustive list of hazards and risks. Contractors, suppliers and staff shall be responsible for identifying and managing all hazards or risks related to the work being performed.*

### Asbestos

All work involving asbestos must be performed in accordance with Chapter 8 of the Work Health and Safety Regulation 2011 and the How to Manage and Control Asbestos in the Workplace Code of Practice 2011 and, where applicable, the How to Safely Remove Asbestos Code of Practice 2011.

A copy of the site's asbestos register shall be obtained prior to commencement of work.

A work area access permit (WAAP) shall be obtained from, and approved by the Responsible Officer. The WAAP is only valid for the work and persons that are designated on the permit. The conditions of the WAAP must be adhered to at all times.

### Asbestos-related work

Where work involves asbestos-related work the work area shall be separated from other work areas. Signs alerting persons to the presence of asbestos must be erected to indicate that asbestos-related work is being carried out. The area shall be barricaded to delineate the asbestos-related work area.

If there is uncertainty whether the exposure standard for asbestos is likely to be exceeded, air monitoring shall be undertaken by a competent person. If the air monitoring determines that the exposure standard has been exceeded in the work area, you must identify the workers and other persons who were in the work area and advise those persons about the possible exposure to respirable fibres.

Information about respirable asbestos and the results of the air monitoring must be made readily accessible to workers and others.

All plant, workers and the work area must be decontaminated upon completion of the work. Items that cannot be decontaminated shall be sealed and labelled before removal from the work area.

### Asbestos removal work

Contractors undertaking asbestos removal work shall be appropriately licensed to carry out the work as follows:

- For friable asbestos or asbestos-contaminated dust or debris (ACD)—a class A asbestos removal licence.
- For more than 10 square metres of non-friable asbestos or asbestos containing material (ACM) or ACD associated with the removal of more than 10 square metres of non-friable asbestos or ACM—a class B (or class A) asbestos removal licence.
- Workers of the contracted asbestos removalist must hold relevant VET certification for the class of asbestos removal work to be undertaken.

**Note** – *VET certification does not apply if, asbestos to be removed is 10 square metres or less of non-friable asbestos or ACD associated with the removal of that amount of non-friable asbestos or ACD that is not associated with the removal of friable or non-friable asbestos and is only a minor contamination.*

### Confined spaces

All work requiring entry into confined spaces must be performed in accordance with Chapter 3, Part 4.3, *Work Health and Safety Regulation 2011* and the *Confined Spaces Code of Practice 2011*.

A pre-entry risk assessment shall be undertaken prior to entering the confined space.

Access to areas that have been determined to be a confined space must only be undertaken if you have successfully completed confined space entry training.

A 'confined space entry permit' shall be obtained from, and approved by the Responsible Officer. This is usually the Manager Infrastructure or delegate. The entry permit is only valid for the allocated period of time and must be displayed near the entry to the confined space. Entry will only be permitted if the requirements of the permit are fully understood and complied with.

## Electrical safety

All electrical work shall be performed by an appropriately qualified and licensed electrician.

All electrical work shall be in accordance with the Electrical Safety Act 2002 and subordinate legislation and relevant codes of practice and standards including AS/NZS 3000:2007 Electrical installations (known as the Australian/New Zealand Wiring Rules).

The Responsible Officer must be notified of the scope and limits of all work involving electrical equipment. Safe work method statements (SWMS) shall be completed for all electrical work.

Lock out/Tag out (LOTO) procedures must be observed where the activity involves the isolation of electrical equipment. Appropriate safety tags are to be provided by the contractor. The tags will only be removed by the person affixing the tag or by another person under their direct instruction providing all checks have been completed prior to removal of the tags.

Extension leads shall be connected to the nearest electrical point. Ensure leads are located in such a manner that prevents damage or submersion in water. Leads must not create a trip hazard.

All power tools and leads must be tested and tagged by a licensed electrician or authorised tag and test contractor and testing must be current.

## Live work

Generally live work, other than low risk testing, is not to be conducted on any Douglas Shire Council site or equipment.

Where live work is to be undertaken it is mandatory that consultation with Manager Infrastructure and the person in control of the electrical equipment is conducted prior to deciding to work live.

Every effort to isolate the equipment should be made to prevent live work. Live work must only be undertaken as a last resort and is only to be performed in the interests of safety or if the connection of supply is necessary for work such as fault finding or commissioning.

An 'electrical live work permit' shall be obtained and approved by the Responsible Officer (usually Infrastructure or delegate). The permit is only valid for the allocated period of time and workers must fully understand and comply with the requirements of the permit.

## Excavation, Trenching and Breakthrough

All excavation and trenching work must be performed in accordance with Chapter 6, Division 3 of the *Work Health and Safety Regulation 2011* and the *Excavation Work Code of Practice 2013*.

Excavation, trenching or breakthrough work shall only be undertaken after relevant service maps have been reviewed to locate and lock-out potentially hazardous energy sources such as gas, power lines, telephone / data cabling and water and waste.

An 'excavation permit' shall be obtained and approved by the facility's responsible officer (usually Manager Infrastructure or delegate). The permit is only valid for the allocated period of time and workers must fully understand and comply with the requirements of the permit. Dial before you dig requirements apply.

## Falls

Hazards that may give rise to a fall from one level to another shall be identified and controlled in accordance with part 4.4 and applicable sections in Chapter 6 of the *Work Health and Safety Regulation 2011*, and the *Managing the Risk of Falls at Workplaces Code of Practice 2011*.

Where there is a risk of a fall from a height of 2m or over or working on a roof with a slope over 26 degrees a 'working at heights permit' shall be obtained and approved by the Responsible Officer (usually Manager Infrastructure or delegate).

Where they are implemented, the following control measures must conform to the requirements of the *Work Health and Safety Regulation 2011*:

- edge protection measures
- fall protection cover
- travel restraint system
- fall arresting platform
- fall arrest harness system
- safety net

Where a falls arrest system is implemented, emergency and rescue procedures must be established and tested for effectiveness. Relevant workers must be provided with training and information in relation to the emergency and rescue procedures.

## Hazardous chemicals/Dangerous goods

Hazardous chemicals shall be managed in accordance with Chapter 7 of the *Work Health and Safety Regulation 2011* and the *Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013*.

Contractors are responsible for managing risks associated with any hazardous chemicals brought on site. Contractors must:

- maintain a register of hazardous chemicals
- make accessible a current, Australian compliant safety data sheet (SDS) for each hazardous chemical
- ensure all chemicals are appropriately labelled in accordance with legislative provisions
- store chemicals in a secure and safe manner. This includes the provision of storage facilities if required
- ensure spill kits appropriate to the chemicals used are available and workers know of their location
- notify the site's responsible officer of quantities of any chemical brought on site that may impact on the site's placard or manifest quantities of chemicals and the associated site emergency plan.

Hazardous chemicals must not be discharged, or allowed to be discharged to stormwater drains or other sensitive environments. In the event of a spill:

- the Responsible Officer must be immediately notified.
- contain the spill if it is safe to do so.
- if the spill constitutes a major risk, contact Queensland Fire and Emergency Services.
- the Department of Environment and Heritage Protection shall be notified in writing where the spill has the potential to cause serious or material environmental harm.

Contractors and their workers must be trained in the appropriate storage and handling of the hazardous chemicals used for the work being undertaken.

Where hazardous chemicals are present in the work area where work is being undertaken, Council will provide the contractor with relevant details including access to SDS and the location of the chemicals.

## Hot works

Prior to the commencement of hot work, a 'hot work permit' shall be obtained and approved by the Responsible Officer (usually Manager Infrastructure or delegate).

The hot work permit will detail the control measures that need to be implemented and be appropriate to the hazard requiring control. The permit is only valid for the allocated period of time and workers must fully understand and comply with the requirements of the permit. A copy of the permit shall be displayed at the site where the work is to take place. Any changes or extensions to the permit shall be notified immediately.

Fire system isolation shall be as per Section 1 paragraph 22 of this handbook.

Hot work areas shall be isolated from combustible materials and adequately ventilated to prevent build-up of fumes and gases. Hazardous areas surrounding the hot work area shall be isolated or otherwise controlled so as to prevent the ignition of any materials that may be harmful to people, property or the environment.

If at any time there is a risk that a spark could cause an unintended fire, work is to be stopped immediately.

All welding equipment brought on site for hot work shall have:

- on oxygen/acetylene cylinders–flashback arresters at both the hand piece and regulator
- a hazard reduction device (HRD) on all alternating current welding equipment and be subjected to regular testing.

If you are undertaking hot work, you must be fully trained in the use of fire extinguishers. A record of training shall be maintained and provided to the Responsible Officer upon request.

## Laboratories

Entry to laboratories shall require permission from the laboratory manager or delegate. Equipment, chemicals and other materials shall only be handled or moved under the instruction or supervision of the laboratory manager or delegate.

Fume cabinet or chemical stores ventilation shall only be isolated by arrangement with the Laboratory Manager and the Responsible Officer. Fume cabinet extraction fans shall not be isolated before tagging out all affected laboratory fume cabinets to prevent their use. Laboratory staff shall be advised of any work to be undertaken on a fume cabinet.

## Lock Out Tag Out and Out of service

Where plant is identified as faulty, unserviceable, requires repairs or maintenance or requires isolation for an extended period, the plant shall be locked out and an 'out of service' tag affixed to the plant.

Where work is being undertaken on plant, the plant shall be isolated and locked out and tagged out prior to, and for the duration of the work being undertaken.

The locks and tags, and their removal are the responsibility of the contractor. Where more than one person is working on the plant, then each person will be responsible for placing their lock on the isolation switch.

Always consult with the Responsible Officer prior to commencing LOTO activities on any item of plant.

## Noise

Noise shall be managed in accordance with Part 4.1 of the Work Health and Safety Regulation 2011 and the Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011.

Equipment brought on-site shall have noise emission levels identified. Where the emission levels exceed the legislated exposure standard for noise, the equipment must be identified as a noise hazard and steps taken to



adequately control exposure to workers and others. This may include the provision of appropriate hearing protection.

Exposure standards for noise in relation to a person:

- a) LAeq.8h of 85 dB(A); or
- b) LC, peak of 140 dB(c)

The following exposure limits are a guide:

- 85 dB(A)–8 hours
- 88 dB(A)–4 hours
- 91 dB(A)–2 hours
- 94 dB(A)–1 hour
- 97 dB(A)–30 minutes
- 100 dB(A)–15 minutes

The Responsible Officer shall be advised of identified noise hazards to ascertain the impact on workers and others within the site. The Responsible Officer reserves the right to prohibit or restrict use of such equipment depending on the outcomes of consultation with impacted stakeholders.

The use of devices with headphones (for example, iPods) shall not be used where it is assessed that the use of these items may pose a risk to safety.

## Plant

Plant brought on site shall be managed in accordance with Chapter 5 of the *Work Health and Safety Regulation 2011* and the *Managing the Risks of Plant in the Workplace Code of Practice 2013*. Other Codes of Practice and Standards relevant to specific types of plant shall also be observed. This may include, but not be limited to:

- electrical
- lasers
- explosive power tools
- mobile mechanical plant
- compressed air equipment
- scaffolding

Where plant is required to be registered, evidence of the current registration shall be provided.

You must be trained to operate the plant you use and provide evidence of competency as required. Plant must be used in a manner that does not introduce additional risk to the workplace. Plant risk assessments are required for equipment as outlined in individual contracts.

Plant must be secured when not in use. Faulty plant must be taken out of service until such time as the identified fault is addressed.

## OPERATOR LICENCE AND SKILLS DETAILS

Drivers Licence No.		Licence Type	<input type="checkbox"/> P1 <input type="checkbox"/> P2 <input type="checkbox"/> Open
Expiry Date		State Issue	
Licence Class	<input type="checkbox"/> RE <input type="checkbox"/> R <input type="checkbox"/> C <input type="checkbox"/> LR <input type="checkbox"/> MR <input type="checkbox"/> HR <input type="checkbox"/> HC <input type="checkbox"/> UD		
Licence Code – Special Conditions	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> I <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> V <input type="checkbox"/> XI <input type="checkbox"/> X3 <input type="checkbox"/> X4		

	PROVIDE LICENCE NUMBER	ISSUE DATE	EXPIRY DATE
General Construction Safety Induction Card			
Asbestos Removal (Class B) Licence			
Demolition Licence			
Pest Control (ACDC) Licence			
Traffic Controller Licence			
Traffic Management Cert.			
Other licences (specify)			
Competencies to operate			

### Operator Certificate of Competency

Prescribed Occupation	Licence No.	Issue Date	Prescribed Occupation	Licence No.	Issue Date
<b>Forklift Operations</b>			<b>Cranes and hoists</b>		
LF forklift			CO Slewing mobile crane over 100 tonnes		
LO Ordering-picking forklift truck			C1 Slewing mobile crane up to 100 tonnes		
<b>Rigging and dogging</b>			C6 Slewing mobile crane up to 60 tonnes		
DG Dogging			C2 Slewing mobile crane up to 20 tonnes		
RB Basic rigging			CB Bridge or gantry crane		
RI Intermediate rigging			CD Derrick crane		
RA Advance rigging			CN Non-clewing mobile crane		
<b>Scaffolding</b>			CP Portal boom crane		
SB Basic scaffolding			CS Self –erecting tower crane		
SI Intermediate Scaffolding			CT Tower crane		

SA Advance scaffolding			CV Vehicle crane		
<b>Earthmoving or particular crane (EPC) certificate</b>			HM Materials hoist		
LB Front-end loader/backhoe			HP Personnel and materials hoist		
LBG Bridge or gantry crane (remote operation)			PB concrete placing boom		
LE Excavator			WP Boom-type elevating work platform		
LL Front-end loader			RS Reach stacker		
LP Scraper			<b>Pressure Equipment</b>		
LR Road roller			BB standard boiler operator		
LG Grader			BA Advance boiler operation		
LS Skid steer loader			ES Reciprocating system		
LZ Dozer			TO Turbine operation		

## ACKNOWLEDGEMENT

Please return completed pages 16 & 17 to either Customer Service – 64-66 Front St, Mossman; your ‘engaging’ Council worker; or email [enquiries@douglas.qld.gov.au](mailto:enquiries@douglas.qld.gov.au).

<b>Name:</b>			
<b>Company:</b>			
<input type="checkbox"/> I have read the Douglas Shire Council, Workplace Health and Safety, Contractor Induction. I understand my WHS responsibilities while contracted to or visiting a Council worksite. I agree to follow any reasonable direction provided in the interest of maintaining a safe and healthy working environment.			
<b>Signature:</b>			<b>Date:</b>

### Office Use:

<b>Date Received:</b>		<b>Doc No.:</b>	
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