



**TOWN OF NORTHAM**

**GENERAL CONDITIONS AND**

**WORKPLACE SAFETY AND HEALTH**

**INSTRUCTIONS / GUIDELINES**

**FOR**

**CONTRACTORS**

## 1. INTRODUCTION

Contractors engaged by Council will need to comply with the following conditions. Council will require written proof (where applicable) prior to commencement.

This document is complimentary to other documents relating to the tendering, acceptance, conduct and review of contracts. The instructions / guidelines contained herein are not intended to be completely comprehensive but to include the principal health and safety requirements for the Town of Northam contractors. They are designed to compliment State Acts and Regulations which also apply to all work within the Town of Northam.

## 2. GENERAL INSTRUCTIONS

### 2.1 Legislation

Contractors shall have available and comply with the WorkSafe Regulations WA.

### 2.2 Qualifications or Licence

Contractors must ensure that any task requiring a qualification or licence is allocated to a person or persons who can clearly identify themselves as having such qualification or licence necessary to perform the task. If designated plant is to be used, it must have a current licence of certificate from WorkSafe WA.

Contractors must identify licenses needed and evidence of these may be required.

### 2.3 Council Representative

Any doubt about health and safety or work matters should be referred to the nominated Responsible Officer. Conditions considered to be substandard or hazardous are to be controlled where possible and reported to the Responsible Officer.

### 2.4 Equipment Deliveries

Contractors are to make all arrangements for delivery, off loading and storage of equipment, etc. prior to its arrival on site with the Responsible Officer.

The Town of Northam will not be responsible for off loading or delays in equipment delivery, unless prior arrangements have been made.

All delivery documents for equipment and services charged directly to the Town of Northam must be handed to the appropriate authorised person or nominated Responsible Officer to confirm receipt of same.

#### 2.5 Disciplinary Action

Any contractor/employee who refuses to comply with the WorkSafe Regulations or the Town of Northam's regulations may be required to leave the premises or work site and may be refused re-entry.

The said contract may become null and void.

#### 2.6 Insurance

Every Contractor shall obtain adequate insurance coverage for :

Workers' Compensation  
Motor Vehicles and Mobile Equipment  
Public Liability (\$5 million, minimum for duration of contract)  
Personal Accident (Self employed Contractors only)

### 3. **INDEMNITY**

The Contractor shall indemnify and keep indemnified the Town of Northam, its officers, employees, agents, contractors, invitees and licensees from and against all actions, suits, proceedings, costs, claims, demands, liabilities and losses of whatsoever nature, suffered or incurred by them or any of them in connection with the death of or injury to or the destruction of, or damage to the property of any person whatsoever caused by, or arising out of, or in relation to, or incidental to, any occurrence in, upon or about the service or occasioned by any act, omission, neglect or default by the Contractor.

### 4. **SAFETY GENERAL**

#### 4.1 Fire Protection

To prevent fires ensure good housekeeping and safe storage and use of flammables.

In the event of fire attempt to control it if safe to do so, ensure the safety of people and alert the emergency services.

Fire extinguishers, hydrants and hose reels are situated throughout Council premises. Be aware of the location of these, the type of fire they are designed to fight and their method of operation.

Fire extinguishers must be kept free of obstructions at all times.

If a fire extinguisher is used, report it to the Responsible Officer so that he/she can arrange a replacement.

Fire hoses must not be used for any other purposes.

All fires must be reported to the Responsible Officer.

#### 4.2 Vehicles

All vehicles that are subject to licensing must be roadworthy in accordance with WorkSafe WA and Road Transport requirements, appropriately licensed and carry a minimum of third party insurance coverage.

#### 4.3 Contractors' Tools and Equipment

Contractors will provide the equipment necessary for the performance of the contract works. All tools and machinery will be maintained in good working order in accordance with WorkSafe WA and the Town of Northam requirements.

The Contractor acknowledges that the Town of Northam will not be responsible for the loss or damage to any of the Contractor's equipment.

#### 4.4 Electrical Hazards

All electrical work to be conducted on a Town of Northam site will be carried out in accordance with Western Power and the WorkSafe WA Regulations. Only authorised electricians are permitted to inspect or repair electrical faults.

Electrical leads used on construction work shall be tested quarterly and tagged.

#### 4.5 Welding and Cutting

The Contractor shall ensure that all work requiring the use of welding, gas cutting, grinding or naked flames is done in accordance with WorkSafe WA Regulations.

All of the rules covering permits, fire watch personnel, flammable material, screening and protective equipment must be complied with by the Contractor in accordance with the WorkSafe Regulations.

#### 4.6 Work Sites

Where the provision of barriers, site protection for danger areas and overhead protection of workers is required it will be carried out in accordance with the WorkSafe Regulations.

Excavations will be discussed with the Town of Northam Responsible Officer and checks against site plans confirmed before digging will be permitted to commence.

#### 4.7 Operating Equipment

Contractor employees are not permitted to operate Town of Northam equipment unless authorised by the Responsible Officer and only after being instructed in the correct use of the equipment.

All machinery and/or mobile equipment that is subject to license or certificates of competency will not be operated on site unless the operators have the appropriate endorsements.

Machinery, plant and vehicles must be stationary and safe to work on before greasing, refuelling or cleaning is carried out.

All drivers and passengers must be seated and no part of the body is to project beyond the vehicle. Never pass or work beneath a suspended load.

#### 4.8 Plant and Machinery

If work is to be carried out on any hazardous plant or machinery, locks and/or appropriate tags shall be used to isolate such plant or machinery.

All operating machinery shall be adequately protected by guards which comply with the WorkSafe Regulations and are sound and in place.

#### 4.9 Housekeeping

All work places shall be kept in a clean, tidy and safe condition.

#### 4.10 Scaffolding and Ladders

All scaffolds and ladders will be constructed in accordance with the WorkSafe Regulations maintained in good order and condition and used in accordance with the WorkSafe Regulations.

#### 4.11 Safety Helmets

Safety helmets must be worn in areas where designated by the Council, including construction, trenching and tree lopping work.

#### 4.12 Eye Safety

Safety glasses must be worn. All construction sites are eye protection areas.

#### 4.13 Footwear

Safety protective footwear must be worn at all times on site.

#### 4.14 Clothing

Employees must be suitably dressed for the job. Protective clothing shall be worn and this may be as directed by the Responsible Officer. Red vests or approved high visibility clothing shall be worn by all workers within the road reserve.

#### 4.15 First Aid

The WorkSafe Regulations require Contractors to provide their own First Aid facilities and personnel.

All injuries must be reported to the Responsible Officer.

#### 4.16 Gas Cylinders

Ensure all gas cylinders are stored and secured in a safe place and condition, in the upright position away from heat and tied or secured to prevent them falling.

#### 4.17 Chemicals

The Contractor shall supply a list of all chemicals to be used for the performance of the contract, together with a copy of the MSDS for each chemical. No other chemicals shall be used without prior approval of the Responsible Officer and provision of an MSDS.

All requirements for safe use of each chemical, including wearing of personal protective equipment, shall be complied with.

#### 4.18 Practical Jokes

Practical jokes and skylarking are strictly prohibited at all Town of Northam sites and workplaces.

#### 4.19 Intoxicating Liquor and Drugs

Contractor/employees will not be permitted to enter the site with any intoxicating liquor, or drugs, or at any time that they are believed to be adversely affected by alcohol or drugs.

All persons found to be under the influence of liquor or drugs, will be directed to leave the site immediately.

#### 4.20 Hearing Conservation

Hearing protection such as ear muffs or plugs are to be worn whenever noise exceeds the threshold level.

The Contractor will be required to comply with the requirements of the "Noise Control" Regulations.

#### 4.21 Confined Space

Before entry to a confined space is permitted the Contractor must ensure that all the appropriate isolation procedures are carried out, as per the directions of the Responsible Officer in charge and in proper procedure as per Australian Standard 2865 1995.

#### 4.22 Reporting and Investigation of Accidents

All accidents must be reported to the Responsible Officer as soon as possible after the incident. Investigation is to occur promptly.

#### 4.23 Smoking

Smoking is only permitted in the open or when sidestream smoke will not affect anyone else. Smoking is not permitted in the Town of Northam buildings, vehicles, offices, etc. and designated "No Smoking" areas.

#### 4.24 Sun (Ultra Violet) Protection

A hat and where possible, long sleeves and long pants shall be worn. SPF 15+ broad spectrum sunscreen shall be available and used on exposed skin.

#### 4.25 Sharps

Sharps shall only be handled by trained employees. A toggle pick-up stick shall be used where possible or gloves worn. Sharps shall be placed in an approved container and then emptied into the special Depot waste bin.

#### 4.26 Chainsaws and Elevated Platforms

Chainsaws and elevated platforms shall only be used by contract employees who have completed and passed an approved training course.

#### 4.27 Traffic Management

The Contractor shall meet all requirements as provided in the "MRWA - Traffic Management for Roadworks" and requirements as per AS1742.2&3 – 1996 and the Code of Practice September 2000.

#### 4.28 General

The Contractor shall ensure that all employees and sub-contractors are provided with and trained in the proper use of all necessary protective equipment appropriate to the type of work they are undertaking under the contract.

#### 4.29 Accident Prevention

To prevent accidents :-

- Observe safety regulations and standards

- Always be alert and observant

- Think before acting

- Consider the outcome of actions

- Consider those working nearby

- Make proper use of protective clothing and equipment

- Follow carefully the instructions of the Council Representative

- Keep the work area tidy and leave the job in a safe, tidy condition

- Adopt a positive attitude to safe working

- Be alert for changing or unusual conditions.

5. **LOCATION OF UTILITIES SERVICES**

It is the Contractors' responsibility to locate utilities services (e.g. Telecom, WAWA, etc.) where these services coincide with the work site. The repair of any damage to services is the responsibility of the Contractor.

## INSURANCE POLICY DECLARATION

Contractor's Name \_\_\_\_\_

Type of Policy \_\_\_\_\_

Name of Insurer \_\_\_\_\_

Policy \_\_\_\_\_

Expiry Date \_\_\_\_\_

Value \_\_\_\_\_

Workers' Comp. \_\_\_\_\_

Public Liability \_\_\_\_\_

Motor Vehicle \_\_\_\_\_

Personal Sickness & Accident \_\_\_\_\_

I, \_\_\_\_\_ hereby confirm that the above details are correct.

**NOTE: The policy must include all of the vehicles to be brought onto site by the Contractor.**

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Contractors' documentation sighted and confirmed.

\_\_\_\_\_  
Town of Northam authorised representative

**Copies of the above stated policies must be forwarded with this declaration.**

## CONTRACTORS SAFETY AGREEMENT

On behalf of the Contractor named below, I confirm that a copy of the Town of Northam "Guidelines for Contractors" summarising rules and conditions has been given to me and I have read and fully understood and accept its terms.

I do acknowledge that I, and all persons employed by the Contractor, shall be provided with a copy of this document and will comply with the Town of Northam's operating rules and that failure to do so will be sufficient grounds for cancelling the contract should the Town of Northam choose to exercise this option.

Contractors' Name \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_ (P/Code) \_\_\_\_\_

Telephone Number \_\_\_\_\_

After Hours \_\_\_\_\_

		Yes	No
Contractor Status	Employer	_____	_____
	Sole Trader	_____	_____

(Please tick as appropriate)

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\_\_\_\_\_  
Contractor representative's signature

Date \_\_\_\_\_

\_\_\_\_\_  
Town of Northam authorised representative's signature

Date \_\_\_\_\_