



**District Council of Mallala**  
**Contractors Induction Manual**

**Contractors Name:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Council Site/s:** \_\_\_\_\_

**Contractor Supervisor:** \_\_\_\_\_

## Introduction

The importance Council places on Occupational Health, Safety, Welfare & Injury Management must be stressed to each Contractor and their employees.

With proper regard to the accompanying Induction Procedures Contractors and their employees should be provided with information and instruction relating to:

1. Council's OHSW & IM Policy in relation to Council and Contractors responsibilities.
2. Evidence of Contractors Procedures for reporting hazards / incidents or unsafe situations which may result in injury.
3. Evidence of / and compliance with Plant / Substances / Hot Work / Elevated Work / Confined Space work etc Compliance with Register and use of Material Safety Data Sheets, risk assessments, safe operating procedures (SOP's) and Job Safety Analysis (JSA's) as identified.
4. Provision and use of personal protective equipment (PPE).
5. Site specific Security procedures.
6. Evidence of contractor compliance re: Driver's licence, permits, load shifting certificates, asbestos removal, working at heights, confined spaces etc.
7. Relevant / requested OHSW & IM policies and procedures.
  - Drug and alcohol use.
  - Council's Inclement Weather Sun Protection Policy.
  - Council's Smoking Policy.
8. Site Induction
9. Arrangement for Contractor Employee Induction by Contractor

## Scope

These induction guidelines apply to all contractors, including self-employed persons, engaged and supervised by the District Council of Mallala (Council) and hereinafter referred to as the "Contractor".

**"Contractor"** means any principal contractor, any employee of a principal contractor, a subcontractor, any employee of a subcontractor and any self-employed person.

All contractors and their employees are required to have read and understood the requirements of the Contractors Induction Manual and to acknowledge this by signing the document prior to carrying out any work on site. It is intended as a reminder to Contractors of basic Health, Safety & Welfare considerations applicable at the Council. It does not attempt to cover all situations or to cover all OHWS requirements. Contractors must contact their Council Representative whenever a safety issue arises that they cannot manage properly by themselves.

Council's Representatives may be any one of the following Council employees:

- All Senior Managers as may be identified,
- Works Supervisor,
- Infrastructure & Engineering Coordinator,
- OHS Officer,
- Asset Management Coordinator,
- Horticulture Supervisor,
- Senior Workshop Officer.

### **Induction Responsibility**

Council is responsible for providing an Induction Manual to all Contractors recognised on its Preferred Contractors Register. Contractors will be responsible for ensuring that their employees and / or subcontractors receive the induction documentation and sign and complete the required documentation and providing a copy to Council. Council will be responsible for appropriately inducting Contractors to specific Council sites as required.

With the approval of Council, the Contractor may organise the induction of their employees and / or subcontractors through the Council Representative and Council may from time to time run specific induction sessions.

Prior to commencing any work, the Contractor is responsible for submitting to Council all completed induction documentation ensuring it has been signed and dated by all parties, in addition to any requested insurance / licences / certificates / risk assessments etc.

The induction is valid for a period of two (2) years, It is the responsibility of the Contractor to ensure any new employee is inducted accordingly and appropriate documentation is completed and forwarded to Council.

### **Contractors**

Council does not tolerate any form of offensive behaviour, particularly harassment, bullying, and discrimination. Contractors are responsible for ensuring that they, their employees and their subcontractors do not harass or discriminate against any person on the basis of their sex, sexuality, marital status, pregnancy, race, intellectual or physical disability, religion or age, and do not engage or condone any form of such behaviour.

Council has a duty to ensure that Contractors are not exposed to risks of workplace injuries or illness. Council will enforce on Contractors legislative requirements and standards of Health, Safety, Welfare & Injury Management it considers necessary, as it would for its own employees.

Contractors working at a Council site must place health, safety, welfare and injury management at the core of their procedures and ensure they do not create risks for themselves or others. They must meet all legislative requirements relating to health, safety, welfare and injury management legislation, and must include the documented process of hazard identification, risk assessment and control in their work practices. Where it is appropriate and identified Council may assist Contractors with the hazard identification and risk assessment process. However where assistance is provided the Contractor will be responsible for compliance.

Contractors will act promptly to address any evidence or report of inappropriate behaviour on any Council site. Inappropriate behaviour includes any act that endangers any person, damages property or the environment, or that might cause others to feel intimidated or humiliated. Examples include suggestive whistling and/or comments, offensive gestures or remarks (e.g. sexual or racial in nature), displaying explicit images, etc.

## **Site Access**

Contractors are only granted access to Council worksites on the condition they observe all health, safety welfare and injury management requirements. They must:

- observe all posted and legislative speed limits,
- not bring onto Council worksites any prohibited item such as firearms, explosives, illicit drugs,
- not smoke or consume alcohol on any Council worksite, including Council vehicles, nor present in a state effected by illicit / prescription drugs.

Parking is only allowed in designated areas and as directed by Council employees.

All Contractors are required to report to or contact their relevant Council Representative on arrival, sign the Visitor Register (where identified) and be issued with a Visitor's badge. Keys will be issued as identified and only from Council's Principal Office, 2a Wasleys Rd, Mallala and the Mallala Depot – Aerodrome Road, Mallala.

Children are not allowed on Council worksites without prior approval from Council.

## **Safe Systems of Work**

Before undertaking any work, Contractors must assess the risks associated with the work (risk assessment) and will implement appropriate risk control measures.

Where it is appropriate and identified Council may assist Contractors with the hazard identification and risk assessment process. However where assistance is provided the Contractor will be responsible for compliance.

## **Disability Considerations**

In devising the safety procedures for any work on Council premises, Contractors are required to consider the special needs of people with disabilities.

Contractors should consult with Council if they require any further information regarding disability issues.

## **Emergency Procedures**

Council Emergency procedures vary from one site to the next and Contractors will be made aware of site specific emergency procedures and required actions as part of any identified site induction

If involved in an emergency on a Council site:

- Alert personnel around you, and contact the appropriate Emergency Services (000),
- Assist any person in immediate danger if safe to do so,
- Take steps to contain or combat the emergency if safe to do so,
- Evacuate to a safe location,
- Contact your Council Representative.

## **Personal Protective Equipment**

Contractors are responsible for issuing / maintaining appropriate personal protective equipment (PPE) to their employees and ensuring that it is used correctly and complies with Councils PPE procedures. Contractors are responsible for ensuring that their subcontractors and their employees also wear appropriate safety equipment in accordance with Councils PPE procedures.

## **Site Housekeeping and Security**

Contractors must remove all rubbish and ensure the area is clean and safe during the conduct of their work and prior to vacating the site. Any difficulty regarding rubbish removal

must be discussed with Council.

Contractors are responsible for security arrangements in relation to plant, and materials required on site during the period of any contract or service agreement.

### **Portable Electrical Equipment**

Portable electrical equipment must be tested and tagged in accordance with Australian Standard AS3760 prior to being brought onto Council worksites.

### **Residual Current Devices (RCDs or “Safety Switches”)**

Contractors using portable electrical equipment on Council worksites must do so in conjunction with a portable Residual Current Device (RCD), tested and tagged in accordance with Australian Standards.

### **Plant Safety**

Contractors and their employees must not operate plant with safety devices / guards removed. If it is necessary to remove guards from plant as part of a service or repair process, Contractors are responsible for ensuring adequate lockout procedures are taken to prevent the untimely start up of plant. Contractors must refer to the risk assessment & safe operating procedure for the item of plant for risk control measures.

If a Contractor is required to leave an item of plant unmonitored in an unsafe condition, it must be adequately tagged and locked out. “**Out of Order**” tags on their own are not sufficient in work areas of Council.

If Contractors identify that guards/safety devices are missing from an item of Council plant they have been directed to work on or with, they must cease work, report the matter to the Works Supervisor of Council.

Contractors operating plant for which specific training is required are to ensure that all operators are properly trained and hold current certification. Copies of certification must be produced on request.

### **Explosive Powered Tools**

Authorisation must be obtained prior to the use of any explosive powered tools, such as powder-actuated fastening tools, on Council sites.

### **Hot Work**

Hot work includes all spark-producing activities that take place outside designated welding bays in workshops. It includes arc welding, flame cutting, oxy-acetylene welding, grinding, etc.

All hot work requires a permit. Hot Work Permits and information related to them are obtained from the Works Depot. Before seeking approval on hot work permits, Contractors must ensure that they have addressed all items in the permit’s checklist.

The **Hot Work Permit** is only valid for a specified period on a specified day. If work will extend beyond the time limits recorded on the permit, an extension of the permit must be sought prior to work continuing.

The **Hot Work Permit** is valid for a specified task at a named location. **You cannot perform a task not listed on your permit, or work on a location other than the one recorded on the permit.**

Hot work will not be permitted on days where the stated temperature is above 38 degrees or the CFS has determined a day of Extreme or Catastrophic conditions.

### **Substances**

Contractors bringing substances onto Council premises must comply with all relevant legislative requirements and those requirements identified on current Material Safety Data

Sheets for that substance. Contractors must identify to any Council employee the hazards associated with substances being used.

No substance may be left on site without the prior approval of Council.

Contractors are responsible for clean up and disposal of any substance spills and contaminated materials in accordance with EPA regulations. All spills or accidents involving substances must be reported immediately to the Council Representative.

### **Asbestos**

Council maintains an Asbestos Register. It is the responsibility of the Contractor to check the Asbestos Register to obtain information regarding the possible presence of asbestos on the worksite. If a Contractor unexpectedly encounters asbestos on site, they must stop work and report the matter immediately to Council who will determine the course of action in consultation with the Contractor...

### **Confined Spaces**

Council maintains a Confined Space Register. It is the responsibility of the Contractor to check the register. Confined spaces identified on the register have appropriate legislative signage at the site.

A confined space may include tanks, pits, pipes, silos, containers, underground sewers, trenches, tunnels etc, if they have limited or restricted means for entry or exit and could contain a dangerous atmosphere.

Entry into Confined Spaces is strictly prohibited, only personnel who are proven competent will be allowed access to an identified confined space. An entry permit must be issued and information related to them is obtained from the Council Representative.

If entry into a Confined Space is required as part of a job, the Council will inform the Contractor and will arrange the issuing of the entry permit. If Contractors identify the need to enter a Confined Space in the course of their work, they must contact the Council Representative.

**Any person entering a designated Confined Space on Council property must be able to provide proof of training and competency.**

### **Work at Heights**

Any work at heights must comply with legislative requirements. Contractors must observe the provisions of the OHSW (Prevention of Falls) Regulations. Scaffolding, the use of elevating work platforms, etc are all subject to legislative requirements that must be observed and must be integrated into the risk assessment and safe operating procedure process.

**Any person required to Work at Heights on Council property must be able to provide proof of training and competency.**

### **Excavations and Trenches**

For all excavations, trenches, digging, post driving, drilling, etc the contractor must use the Dial Before You Dig service or other identified service / device for identifying utilities and services.

### **Working Alone**

If any Contractor works alone, the Contractor is responsible for ensuring that appropriate precautions are included in the risk assessment, safe operating procedure and are implemented. The Contractor will be responsible for ensuring a suitable communication procedures and equipment is provided and maintained for their employees, including sub-contractors.

### **Reporting of OHSW & IM Issues**

Any work-related injury incurred by any contractor must be reported immediately to the Council Representative. Where a serious incident is to be reported to Safe Work SA the Contractor will make every attempt to contact their Council Representative as soon as practicable. However, if these attempts fail, the Contractor must call Safe Work SA directly on 1800 777 209.

Should a Contractor observe any hazardous work practice or become aware of any workplace hazard, they must report it to the Worksite Supervisor or to the Council Representative.

Contractors must report immediately to their Council Representative any issue arising from a Safe Work SA Inspector or Union Representative. They must provide Council with a copy of any documentation, report, notice, direction, etc issued by the inspector/visitor.

### **Notes to Contractors**

Any Council employee who observes an unsafe act has the right to direct a Contractor to cease work until the safety concern is addressed to the satisfaction of Council. Council will take into consideration compliance with safe work practices when selecting Contractors for future work.

**Contract Company Name:** \_\_\_\_\_

And its employees and associated sub-contractors understand and commit to comply with the District Council of Mallala's OHSW & IM Contractor Induction Manual and requirements of its policies and procedures.

**Company Director / Executive:**

\_\_\_\_\_  
Name Signature Date

**Contract Supervisor:**

\_\_\_\_\_  
Name Signature Date

**Names and Signatures of Staff Members and Sub-Contractors responsible for contract work on site:**

**Employee / Sub-Contractor 1**

\_\_\_\_\_  
Name Signature Date

**Employee / Sub-Contractor 2**

\_\_\_\_\_  
Name Signature Date

**Employee / Sub-Contractor 3**

\_\_\_\_\_  
Name Signature Date

**Employee / Sub-Contractor 4**

\_\_\_\_\_  
Name Signature Date

**Employee / Sub-Contractor 5**

\_\_\_\_\_  
Name Signature Date

**Employee / Sub-Contractor 6**

\_\_\_\_\_  
Name Signature Date

**Employee / Sub-Contractor 7**

\_\_\_\_\_  
Name Signature Date