



Government of **Western Australia**
South Regional **TAFE**

Contractor Induction Handbook

South Regional TAFE



Safety doesn't happen by accident

At TAFE, we make it a priority

RT0 Code 52790

southregionaltafe.wa.edu.au

Introduction

South Regional TAFE

South Regional TAFE (SRT) services the training needs of the South West and Great Southern regions across its network of 12 campuses. SRT provides the facilities, expertise and resources required to offer high-quality vocational education and training (VET) to more than 10,000 students a year.

We cover 12 campuses across 196,600 sq km



Occupational Safety and Health Policy Statement Objective

SRT aims to be an exemplar for Occupational, Safety and Health. It takes seriously its obligations for looking after staff, students, the public and contractors (or their employees) and is committed to creating a safe and healthy work environment where hazards are controlled and a learning culture is supported.



General Information

Scope and Purpose

This handbook is designed to provide contractors with an understanding of the work environment at SRT. Every contractor, their employees and sub-contractors are required to read this handbook prior to commencing work. All contractors and their employees are required to:

- Understand the requirements of the handbook.
- Complete a physical inspection of the campus (relevant to their work).

It should be noted that the Contractor Induction Handbook does not cover every circumstance with regards to OSH, but serves to illustrate matters of which the contractor should be aware.

For further information about safety and health at South Regional TAFE, please contact the Occupational, Safety and Health Consultant (OSH Consultant) on:

- ▶ **Albany 0417 957 001 or**
- ▶ **Bunbury 0429 572 805**



Important Notice



No contractor, their employee or sub-contractor will commence work without reading this Contractor Induction Handbook.

Contractors must **provide a list of all persons and sub-contractors** who will be working on site.

All contractors must report to the required location and **sign in prior to commencing work:**

- Albany Campus – Customer Service Centre
- Bunbury Campus – R Block, R1.2
- Regional Campuses – Reception

OSH Policy

It is the college's intent to ensure that all activities and work are conducted in a manner consistent with making people feel safe and supported. This philosophy extends to those who do not work for the college.

The key elements of the college's approach to safety and health are:

- Early identification of hazards.
- Risk control is integrated into the planning of any job.
- Clear communication occurs involving the quick resolution of disputes.

The college requires contractors and their employees to conduct themselves in a manner that supports their own safety and the wellbeing of others.

Contractors

Contractors working at any campus or site operated by SRT, must place safety and health at the centre of their work.

They must meet all requirements of relevant Safety and Health Legislation, Codes of Practice and other regulations, and must include the processes of hazard identification, risk assessment and control in their work planning.

Contractor supervisors are responsible for ensuring that they, their employees and their sub-contractors:

- Do not create risks for themselves or others.
- Do not harass, vilify or discriminate against any person.
- Do not engage in any form of bullying behaviour.

Site Access

Contractors are only granted access to SRT campuses on the condition that they observe all safety and health requirements, for instance:

- Observe all speed limits.
- Not bring on campus any prohibited items such as firearms, explosives, illicit drugs or alcohol.
- No animals onsite at all times unless a registered assistance or service animal.
- Smoking is prohibited on college grounds.
- Parking is only allowed in designated areas or as directed by your SRT Contact Officer.
- All contractors must sign in prior to commencing work. A key or access card will be issued if required.



Safe Systems of Work

The contractor must undertake a risk management process for works performed for SRT.

For example, this will consist of completing a Job Safety Analysis (JSA), Safe Work Procedure (SWP) or Safe Work Method Statement (SWMS) or similar, as well as any other relevant documentation for the works to be performed.

For large or complex projects/contracts, a Safety Management Plan may be required. Completed documents are to be submitted to Facilities and Services (Albany and Bunbury) or the Regional Campus Manager, prior to works commencing. Should you require a template, contact your SRT Contact Officer.



Emergency Procedures

If involved in an emergency on campus:

- Alert personnel around you and call Emergency Services (000).
- Assist any person in immediate danger if safe to do so.
- Take steps to contain or combat the emergency if it is safe to do so.
- Evacuate to a safe location.
- Contact your SRT Contact Officer.



In the event of an emergency at an SRT site, you must comply with all instructions given by emergency wardens, particularly if an evacuation is required. If an alarm sounds in your area:

- On the siren, prepare to evacuate.
- Turn off and isolate hazardous equipment.
- Make hazardous substances safe.
- When advised to via the alert evacuation signal **WHOO, WHOO, WHOO** (Albany and Bunbury only) or via the PA or emergency warden, evacuate calmly via the nearest exit route.
- Do not use the lift.
- Walk calmly to the assembly area and offer assistance to anyone who may require help if it is safe to do so.
- Stay as a group and move to the nearest assembly area.
- Report to the area warden.
- Follow all instructions from the warden and/or emergency services.
- Do not leave the assembly area until instructed to do so.



Reporting of OSH Issues

SRT recognises that contractors may have their own reporting requirements to fulfil Occupational Safety and Health requirements. However all injuries, hazards and near misses must be reported to your SRT Contact Officer as soon as possible after the incident.

Reporting can be done using an incident form from your organisation or by completing an SRT Accident, Hazard Report Form which is available from your SRT Contact Officer.

Where a serious incident needs to be reported to WorkSafe (such as amputations, head/eye/spinal injury, electric shock or structure collapse), the contractor will make every attempt to contact their SRT Contact Officer as soon as practicable, however should these attempts fail, the contractor should contact WorkSafe.

Should a contractor observe any hazardous work practices, or become aware of any workplace hazard, they should report it to their site supervisor/manager or the SRT Contact Officer.

Insurance

Copies of current insurance policy documents must be submitted to SRT prior to commencing work.

SRT requires evidence of the following:

- Workers' compensation insurance.
- Personal indemnity insurance (sole trader).
- Public liability insurance including policy wording.
- Motor vehicle insurance (if required).
- Details of any prosecutions under safety or related legislation.
- It is the contractor's responsibility to advise SRT of any changes to their insurance and to provide updated copies of insurance policy documentation.

Work Practices

Asbestos

SRT has an asbestos register and management plan that is available at each campus.

Asbestos is dangerous and work involving asbestos must be done with care and meet requirements under relevant OSH Regulations and relevant codes of practice.

The contractor must review the asbestos register prior to commencing work, to familiarise themselves with the location of any known asbestos on site.

If the contractor comes across any material that is suspected of containing asbestos, they must stop work immediately and report the matter to the SRT Contact Officer as per the asbestos management plan.

Asbestos removal shall only be carried out by a licensed asbestos removalist.

Permits to Work

Overview

For some hazardous activities, SRT has a permit system in place to help ensure that the hazards and associated risks are managed.

You are required to obtain permits for the following activities:

- Confined space/ceiling space.
- Work at heights/roof access.
- Excavation and trenching.
- Water, electrical and gas isolation.
- Fire protection equipment impairment.
- Hot work.

Permits are to be obtained from Facilities and Services (Albany or Bunbury) or the Regional Campus Manager at all other campuses.

Permits must be lodged with your SRT Contact Officer a minimum of 24 hours prior to work commencing.

Permits are only valid for a specified period on a specified day(s).

If your work will extend beyond the time limits recorded on the permit, contact your SRT Contact Officer to request an extension.

Your permit is valid for a specified task at a named location. You cannot perform a task not listed on the permit, or work in a location other than the one recorded on the permit.

You must comply with the permit requirements at all times. Failure to obtain the required permits or failure to comply with safety requirements or legislation applicable to the work being performed, may affect your contract with SRT.



Confined Spaces

A 'confined space' is defined in the OHS (Confined Spaces) Regulations. It includes tanks, pits, pipes, ducts, chimneys, silos, containers, underground sewers, shafts, trenches or tunnels, if they have limited or restricted means of entry or exit and could contain a dangerous atmosphere.

If contractors identify the need to enter a confined space in the course of their work, they must call their SRT Contact Officer immediately.

Work at Heights

Any work at height must comply with legal requirements. In particular, contractors must observe the provisions of the OSH (Prevention of Falls) Regulations.

Scaffolding and the use of elevating work platforms are all subject to specific legal requirements that must be observed and must be integrated into the risk assessment or JSA.

Excavations and Trenches

Advise your SRT Contact Officer before digging trenches, post driving or drilling deeper than 300mm (1 foot) into the ground.



Water, Electrical and Gas Isolation

The contractor must complete and submit a Water, Electrical and Gas Isolation Work Permit when any water, electrical* or gas isolation work is proposed to be undertaken and that work:

- Requires isolation of a whole building or site for more than 30 minutes.
- Poses any risk to the safety and health of any person.

The contractor must submit the permit to Facilities and Services (Albany and Bunbury) or the Regional Campus Manager for their approval prior to the commencement of any work.

The permit is only valid for 24 hours.

*Not required for changing a light bulb.

Fire Protection Equipment Impairment

The fire protection equipment is a critical component of risk protection across SRT campuses. Therefore it must be operational at all possible times.

Occasionally however, maintenance work on the system will require parts of the system to be shut down.

The contractor must notify Facilities and Services (Albany and Bunbury) or the Regional Campus Manager whenever the fire protection equipment needs to be shut down or disabled in any way.

The contractor is required to fax a copy of the Fire Protection Equipment Impairment Permit to RiskCover and Fire and Emergency Services if the system will be down for more than 24 hours.



Hot Work

Hot work includes all heat, flame or spark-producing activities that take place in any other area than designated in SRT workshops.

This includes arc welding, flame cutting, oxy-acetylene welding and grinding.

All hot work requires a permit.



Site Housekeeping and Security

Contractors must remove all rubbish and make the area clean and safe during the conduct of their work and before leaving.

Rubbish is not to be placed in SRT campus bins.

Any difficulty regarding rubbish removal must be discussed with the SRT Contact Officer.

If you have been granted access to an SRT building outside the hours of normal operation, never let any other person into the building.

If other people require assistance to enter a building, direct them to call Facilities and Services (Albany and Bunbury) or the Regional Campus Manager, during business hours.

Contractors are responsible for security arrangements in relation to plant, tools, equipment and materials required on site during work.



Chemicals and Substances

Contractors bringing chemicals or substances onto campus grounds, must comply with all relevant legal requirements for example:

- All chemicals must be stored and handled in appropriately labelled containers.
- Current Safety Data Sheets (SDSs) and appropriate documented risk assessments must be held for all chemicals used onsite.
- The contractor must supply any required first aid material and personal protective equipment as required.
- All chemicals must be transported in accordance with applicable requirements.
- The contractor must brief the SRT Contact Officer on hazards associated with chemicals to be used.
- No chemicals must be left on site without the approval of the SRT Contact Officer.
- Contractors are responsible for clean-up and disposal of any chemical spills and contaminated materials in accordance with EPA regulations. All spills or accidents involving chemicals must be reported immediately to the SRT Contact Officer.

Electrical Safety

Electrical work at SRT must only be performed by appropriately licensed and qualified electricians.

- All power leads, portable electrical tools and RCDs used on site, must be tested and tagged in accordance with AS3760 and Legislative Requirements.

- Electrical leads are to be positioned to ensure they will not be damaged or exposed to wet areas.
- All electrical leads running across corridors or pathways must be signposted and taped down or suspended over the area to avoid tripping hazards.
- Double adaptors are not to be used on site.
- All areas for electrical works are to be isolated at the switchboard and tagged prior to proceeding with any works.
- Earth leakage circuit breakers (ELCGs), residual current devices (RCDs) and safety switches must be used when operating portable electrical equipment on site.
- All high voltage sub-station and switch rooms are restricted access. Permission to access these areas is required from your SRT Contact Officer.
- Prior to commencement, all electrical installation work must be notified to Facilities and Services (Albany and Bunbury) or the Regional Campus Manager.
- Copies of all documents provided to the Supply Authority must be given to Facilities and Services (Albany and Bunbury) or the Regional Campus Manager.



An electrical contractor who carries out any electrical installing work (either notifiable or non-notifiable) or causes any electrical installing work to be carried out, must also submit an electrical safety certificate to the person for whom the work was done within 28 days of completion of the work (Regulation 52B).

Barricades and Fencing

To ensure the safety of all persons on the work site or passing by, contractors must supply and erect any necessary barricades and fencing appropriate to the work they are doing.

- All materials, equipment, plant and tools must also be safely stored within barricades and fencing as required. Particular care must be taken to check and secure the barricades and fences whenever contractor staff leave the work area. This may include providing temporary lighting on the site.
- Pedestrian access must not be impeded without prior approval of SRT Contact Officer.
- Emergency exit paths must be maintained free of all obstructions. An exit must not be blocked at the point of discharge.
- Barricades or fencing must be erected and maintained around work sites until all work is completed and the area and surrounds made safe.



Computer Servers

SRT has a number of computer servers. These servers are located within secure areas and require authorised access.

Contractors requiring access must contact the SRT Contact Officer before entering and before leaving these areas.

Working Alone

If any sub-contractor or employee of a contractor works alone, the contractor's supervisor is responsible for ensuring that appropriate precautions are undertaken. In particular, emergency communication procedures and equipment must be provided.



Noise Levels

Noise from equipment being used must not exceed prescribed levels for hearing conservation or recommended levels for areas of occupancy.

Where high noise levels are expected to be produced by certain operations, consideration must be given to carrying out the process during a time outside of normal operating hours. Personal protective equipment should also be worn by contractors working above the prescribed recommended noise levels as appropriate.

Adherence to the following Standards and Codes of Practice must apply in the workplace:

- OSH Regulations 1996, Division 4 Noise Control and Hearing Protection.
- AS1270 Acoustics – Hearing Protectors (Approved Code of Practice).
- Additional information may also be obtained by referencing the Worksafe WA website.



Dust

Dust on and around a work site can cause health problems for workers and others on campus. If a work site is generating dust, contractors should ensure that:

- Materials and stockpiles that are generating dust are kept covered at all times.
- Sweepings are placed into bags or boxes and sealed before disposing of them into a skip to prevent dust from becoming airborne when the skip is emptied.
- Appropriate personal protective equipment is worn by workers, such as face masks or respirators.
- Fires must never be lit on SRT grounds. In the unusual situation where it is considered necessary to light a fire, this must only occur with the prior approval of SRT Contact Officer.

Odours

Odours can be released from a range of sources including sewers, paints, smoke and cleaning agents. If there is a risk that odours are likely to affect areas of SRT, contractors are responsible for:

- Ensuring the SRT Contact Officer is made aware of the potential for odour.
- Implementing control measures to minimise the effects.
- Masking of odours should only be considered as a last resort.



Contractor Equipment

Personal Protective Equipment

Contractors are responsible for supplying appropriate personal protective equipment to their employees and ensuring that it is used correctly.

Contractors are also responsible for ensuring that their sub-contractors also wear appropriate safety equipment.

You are required to comply with the PPE requirements within individual workshops and locations at SRT as specified in the mandatory signage on site. This includes protective clothing such as long trousers and long-sleeved shirts where required.

Explosive Powered Tools

Written authorisation from Facilities and Services (Albany or Bunbury) or the Regional Campus Manager, must be obtained prior to the use of any explosive powered tools, such as power-actuated fastening tools, on SRT sites. Contact your SRT Contact Officer if you need further information.

Plant Safety

Contractors, their employees and sub-contractors must comply with the operating instructions and signage provided on SRT plant and equipment.

You must not operate plant and equipment with safety devices removed.

If it is necessary to remove guards from machinery as part of a service or repair process, Contractors are responsible for ensuring adequate lockout steps are taken to prevent start-up of the machine.

Contractors operating plant that must be registered under the Plant Regulations, are responsible for ensuring the appropriate records are on hand and current.

Copies of the certification documents must be products on request.

Notes to Contractors

Any SRT Contact Officer or OSH representatives who observe an unsafe practice have the right to direct a contractor to cease work until the safety concern is addressed to the satisfaction of the SRT Contact Officer, Facilities and Services (Albany and Bunbury) or the Regional Campus Manager.

SRT will take into consideration compliance with safe work practices when selecting contractors for future work.

If you have any questions concerning safety or health at the South Regional TAFE, contact your SRT Contact Officer.

Thank You

Thank you for reading the Contractor Induction Handbook. Now please complete the sign-off form on page 22.

Definitions

Contract Agreed requirements between a supplier and customer transmitted by any means.

Contractor The person, partnership or corporation bound to execute the work under the contract, responsible for the performance and management of the works to make sure they are carried out in accordance to the contract.

Emergency With respect to a person, if the situation is not rectified immediately, the hazard may cause serious harm to the health of the person. Emergency regarding a building of the infrastructure arises where a situation may cause injury or harm to a person, cause significant damage to the building, or impact on the business of SRT.

Hazard Something that has the potential to cause injury or harm to any person or property.

SRT South Regional TAFE.

SRT Contact Officer A person nominated to the contractor as the representative of SRT for the purposes of the contract work or the supervisor of the works where no contract is involved.

Works The whole of the work to be executed in accordance with the contract, including variations arising out of the contract, which by way of the contract is to be handed over to SRT. For smaller work, this contract may take the form of a work order.

Worksite A place as defined in the contract where the contractor, sub-contractor and their employees are required to perform the task(s) specified in the contract.

Contractor Induction Handbook Sign-off

Name of contractor's company

Name of contractor's supervisor

Signature of contractor's supervisor

Employees and sub-contractors

Name _____

Signature _____

Date _____

By signing this form, you understand and agree to comply with all the provisions of South Regional TAFE's Contractor Induction Handbook.

If you have any questions concerning safety or health at South Regional TAFE, contact your SRT Contact Officer.