



GUIDELINES FOR CONTRACTORS
**(General Conditions of Works,
Workplace Safety and Health and
Code of Conduct Instructions)**

Index

1.	Introduction.....	3
2.	General	3
3.	Indemnity and Insurances.....	4
4.	Qualifications and Licences	4
5.	Delivery of Materials and Equipment	5
6.	Tools and Equipment	5
7.	Safety	6
8.	Personal and Protective Equipment	7
9.	Code of Conduct.....	8
10.	Accident Prevention	9

1. INTRODUCTION

This document is complimentary to other documents relating to the tendering, acceptance, conduct and review of contracts and quotations. The instructions/guidelines contained herein are not intended to be completely comprehensive but rather they are designed to complement State Acts and Regulations that also apply to all work within the City of Albany.

Contractors engaged by Council will need to comply with these conditions. Council may also require written proofs (where applicable) prior to commencement.

2. GENERAL

2.1 Legislation

Contractors shall comply with the WorkSafe Act and Regulations of WA. Any Contractor/employee who refuses to comply with WorkSafe Regulation of City of Albany's regulations may be required to leave the premises or work-site and may be refused re-entry. The contract may become null and void.

2.2 Location of Utilities and Services

It is the Contractors responsibility to identify and locate utility services (eg Telecom, WAWA etc.) where these services coincide with the work site and shall keep a copy of the relevant service location documentation on site at all times. The Contractor is responsible for any damage to any services at the work site and shall bear all costs associated with any repairs.

2.3 Council Representative

Council's representative is determined as the Responsible Officer. This Officer will be the person responsible for the management and completion of the project for which the quotation/contract has been sought.

2.4 Advise to Residents

The Contractor is to advise property owners 48 hours prior to the commencement of works of any restricted access to their property, noise or potential dust problems which may arise during the course of the works, and the anticipated length of time the works will take.

2.5 Dust and Sand Drift

Nuisance dust and sand drift are to be contained in line with the City of Albany's "Prevention and Abatement of Sand Drift Local Law" for Property Owners and Occupiers, by either periodic watering or covering with suitable cloth or plastic material.

2.6 Traffic Management

The Contractor shall meet all Traffic Management requirements as per Australian Standard AS1742.3 – 2002 and the City of Albany's job Specifications and Responsibilities.

2.7 Work Sites – Commencement and Finalisation

The Contractor will participate in a pre commencement walk through of the work site prior to the commencement of works.

The Contractor will not deviate from the work site plan or drawing specifications unless the designated Responsible Officer has granted permission.

All worksites shall be kept in as neat and clean condition as possible. Stockpiled materials must be placed in such a manner as to not create a barrier or obstruct pedestrian or vehicular traffic.

Formwork left set up over night will be suitably delineated using reflective cones, bollards or bunting as well as suitable signage. Vehicular and pedestrian access to private property must not be impaired unless property owner has been advised or consulted prior to the event.

Construction noise, as per the Environmental Protection (Noise) Regulations – 1997, must be kept within the hours of 7.00am to 7.00pm Monday to Saturday, with no noise permissible on Sundays.

At the Completion of the works, the Contractor shall arrange a final inspection with the designated Responsible Officer. Final payment will not be released until the Responsible Officer is satisfied that the works are complete.

3. INDEMNITY AND INSURANCES

3.1 Indemnity

The Contractor shall indemnify and keep indemnified the City of Albany, 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 in connection with the death of or injury to any person, or the destruction of or damage to any property of any person caused by, arising out of or in relation to, or incidental to, any occurrence upon or about the service or occasioned by any act, omission, neglect or default by the Contractor.

3.2 Insurances

Every Contractor shall obtain adequate insurance coverage for the job undertaken. This coverage must be maintained throughout the term of the contract/job.

Insurances required may consist of any or all of the following:

- ◆ Workers' Compensation
- ◆ Motor Vehicles and Mobile Equipment
- ◆ Personal Accident (self employed Contractors only)
- ◆ Public Liability (\$10 million, minimum for duration of the contract)

Copies of relevant documentation are to be supplied to the City of Albany's Responsible Officer on request

4. QUALIFICATIONS AND LICENCES

4.1 Contractors Obligations

Contractors are to 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 or certification from WorkSafe WA.

Contractors must identify any licences required. Evidence of these may be required and must be produced on the request of the City of Albany 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.

5. DELIVERY OF MATERIALS AND EQUIPMENT

5.1 Equipment

Contractors are to make all arrangements with the Responsible Officer for delivery, off-loading and storage of equipment etc, prior to its arrival on site. The City 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 City of Albany must be handed to the appropriate authorised Officer or the Responsible Officer to confirm receipt.

5.2 Materials

The Contractor will be issued with a copy of a Purchase Order issued to suppliers for supply of materials for the specified job. When ordering materials, the Purchase Order Number must be quoted to the supplier at the time of ordering. Contractors are not to source materials from alternative suppliers without the express approval of the Responsible Officer.

6. TOOLS AND EQUIPMENT

6.1 Provision and Maintenance

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.

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

6.2 Electrical Equipment

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

6.3 Operating Equipment

Contractors employees are not permitted to operate City of Albany 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 licence or certificates of competency will not be operated on site unless the operators have the appropriate endorsements.

6.4 Gas Cylinders

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

6.5 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 Material Safety Data Sheets (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 and clothing shall be complied with.

6.6 Chainsaws and Elevated Platforms

Only Contractors or their employees who have completed and passed an approved training course shall use chainsaws and/or elevated platforms.

7. SAFETY

7.1 First Aid

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

ALL injuries MUST BE reported to the Responsible Officer.

7.2 Fire Protection

To prevent fires, ensure good housekeeping practices are observed in the 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 obstruction at all times.

If a fire extinguisher is used, report it to the City's Responsible Officer so that a replacement may be arranged.

Fire hoses must not be used for any other purposes.

All fires must be reported to the City's Responsible Officer.

7.3 Electrical

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

7.4 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.

The Contractor must comply with all of the rules covering permits, fire watch personnel, flammable material, screening and protective equipment in accordance with the WorkSafe Regulations.

7.5 Vehicles, Plant and Equipment

Machinery, plant and vehicles must be stationary, with the park break engaged, 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.

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.

7.6 Scaffolding and Ladders

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

7.7 Confined Spaces

Before entry into a confined space is permitted, the Contractor must ensure that all the appropriate isolation procedures are carried out, as per the NO HSC 1009 (1994) and AS 2865 1995 Standards and the Responsible Officer.

7.8 Sharps

Only trained employees shall handle sharps. A toggle pick-up stick shall be used where possible or gloves worn. Sharps shall be placed in an approved container and disposed of in the appropriate manner.

7.9 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 WorkSafe WA Regulations.

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

8. PERSONAL AND PROTECTIVE EQUIPMENT

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 and nature of work they are undertaking under the contract.

Appropriate PPE is to be worn according to WorkSafe WA Regulations at all times by all Personnel, Contractors, Employees and Site Visitors whilst on any City of Albany work site, including;

- ◆ **Safety Helmets**

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

- ◆ **Eye Safety Wear**

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

- ◆ **Footwear**

Safety protective footwear must be worn at all times on work sites.

- ◆ **Clothing**

Employees must be suitably dressed for the job. Protective clothing shall be worn and this may be as directed by the Responsible Officer. All workers at the work site shall wear approved high visibility clothing or vests.

- ◆ **Hearing Conservation**

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

The Contractor will be required to comply with the requirement of the Environmental Protection (Noise) Regulations 1997, pertaining to noise associated with Construction Sites.

- ◆ **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.

9. CODE OF CONDUCT

9.1 Housekeeping

All work places shall be kept in as clean, tidy and safe condition as possible at all times.

9.2 Behaviour

The Contractor shall ensure that all employees behave in a socially acceptable manner. Rude, offensive behaviour, inappropriate gestures and language and confrontational attitudes towards fellow workers or members of the public will not be tolerated. Contractors or their employees indulging in this type of behaviour will be removed from the work site immediately.

9.3 Intoxicating Liquor and Drugs

Contractors/employees will not be permitted to enter sites with any intoxicating liquor or drugs at any time, nor will they be permitted onto work sites at any time if they are believed to be under the influence or adversely

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

9.4 Practical Jokes

Practical Jokes and skylarking are strictly prohibited at all City of Albany work sites and work places.

9.5 Smoking

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

10. ACCIDENT PREVENTION

To prevent accidents, Contractors and their employees are requested to:

- ◆ Observe safety regulations and standards;
- ◆ Always be alert and observant;
- ◆ Think before acting;
- ◆ Consider the outcomes of actions;
- ◆ Consider those working nearby;
- ◆ Make proper use of protective clothing and equipment;
- ◆ Carefully follow the instructions from the council representative;
- ◆ Keep the work area tidy and leave the job in a safe, tidy condition;
- ◆ Adopt a positive attitude to safe working; and
- ◆ Be alert for changing or unusual conditions.