

3.14 Responsibilities of Contractor Safety Guidelines

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Purpose

- This document outlines the City of Albany's safety guidelines for contractors. It complements other contract management documents and applies to tendering, acceptance, and contract reviews.
- Contractors working for the City must follow these guidelines and comply with relevant legislation. Proof of qualifications and licenses may be required before starting work.

Scope

- Applies to all contractors, their employees, and subcontractors working for or on behalf of the City.

Key Requirements

1. Compliance with Legislation

- Contractors must comply with the **Work Health and Safety Act 2020 (WA)** and associated regulations.
- Legislation details are available at: [WorkSafe WA](#)
- Non-compliance may result in removal from the worksite or contract termination.

2. Contractor Induction

- All contractors must complete a City of Albany safety induction before starting work.
- Contractors must also induct their subcontractors and visitors.
- Link: [Contractor Induction Checklist](#).
- The specific requirements for the safety induction for contractors working with the City of Albany are outlined in the WHS Induction Procedures for Staff, Volunteers & Contractors. Key points:

- **Completion of Safety Induction:** All contractors must complete a City of Albany safety induction before starting work. This induction ensures that contractors are aware of the safety policies, procedures, and protocols specific to the City of Albany.
- **Induction for Subcontractors and Visitors:** Contractors are also responsible for inducting their subcontractors and visitors. This ensures that everyone on the worksite is aware of the safety requirements and procedures.
- **Induction Checklist:** The induction process includes a checklist that covers various safety aspects. This checklist ensures that all necessary safety information is communicated and understood by the contractors.
- **Documentation:** Contractors must provide proof of qualifications and licenses before starting work. This documentation is necessary to ensure that all workers are qualified and certified to perform their tasks safely.
- **Compliance with Legislation:** Contractors must comply with the Work Health and Safety Act 2020 (WA) and associated regulations. Non-compliance may result in removal from the worksite or contract termination.
- **Safety Data Sheets (SDS):** Contractors must provide Safety Data Sheets for any chemicals used on the worksite. This ensures that all hazardous materials are handled safely and in accordance with regulations.
- **Personal Protective Equipment (PPE):** Contractors must ensure that all workers use appropriate PPE, such as helmets, eye protection, safety footwear, high-visibility clothing, hearing protection, and sun protection.
- **Incident Reporting:** All hazards and incidents must be reported immediately using City of Albany reporting forms. This ensures that any safety issues are addressed promptly and effectively.

3. Utility & Service Locations

- Contractors must locate and document underground utilities before starting work.
- Any damage caused must be repaired at the contractor's expense.

4. City Representative

- A designated **City of Albany Responsible Officer** manages the project and oversees contractor compliance.

5. Notification to Residents

- Contractors must notify affected property owners **at least 48 hours** before work begins.
- Notifications must include details on restricted access, noise, dust, and work duration.

6. Environmental Protection

- Contractors must follow the City's **Environmental Code of Conduct**:
 - [Environmental Land Management Guidelines \(12/04/2022\)](#)
- Dust, sand drift, and vibrations must be controlled to prevent property damage.

7. Traffic Management

- Traffic management must comply with Main Roads WA and [AS1742.3 Standards](#). The latest updates to these standards include various revisions and clarifications to ensure consistent and effective traffic management across all relevant locations.
- A certified Traffic Management Plan (TMP) is required for roadworks. This plan should be developed in accordance with the guidelines provided by Main Roads WA and must include all necessary details to ensure the safety and efficiency of traffic flow during roadworks.

Link:

- [Traffic Management for Works on Roads \(Code of Practice\)](#) – Main Roads WA
- [Traffic Management – Specification 202](#) – Main Roads WA

8. Worksite Setup & Safety

- Contractors must conduct a pre-start site inspection with the Responsible Officer.
- Worksites must be fenced, tidy, and free from obstructions.
- Materials and equipment must not block traffic or pedestrian access.
- **Working hours:**
 - **7:00 AM - 6:00 PM** (Mon-Fri),
 - **7:00 AM - 1:00 PM** (Sat), no work on public holidays unless approved.

9. Insurance Requirements

- Contractors must maintain valid insurance for the duration of the contract, including:
 - **Public Liability:** Minimum **\$20 million**
 - **Professional Indemnity:** Minimum **\$5 million**
 - **Workers' Compensation:** As per legal requirements
- Additional insurance may be required based on contract scope.

Copies of relevant documentation are to be supplied to the City of Albany's Responsible Officer on request or provided to the Procurement Officer if the project is a Major Quotation or Tender.

10. Licenses & Qualifications

- Contractors must ensure workers have the required licenses.
- Operators of **plant and machinery** must hold valid certifications.
- More details: [Plant and Design Equipment](#)

11. Equipment & Materials

- Contractors are responsible for supplying and maintaining their tools.
- Electrical equipment must be tested and tagged as per Australian Standards.
- All deliveries must be coordinated with the Responsible Officer.

12. Operating Machinery & Equipment

- Contractors must not operate City of Albany equipment without authorisation.
- All machinery must have appropriate safety certifications and licenses.

13. Hazardous Materials & Safety

- Contractors must provide Safety Data Sheets (SDS) for chemicals used.
- Only trained personnel may handle hazardous materials, including gas cylinders and chainsaws.

14. Safety & Personal Protective Equipment (PPE)

- Contractors must ensure all workers use appropriate PPE:
 - **Helmets** for construction sites
 - **Eye protection** for all construction areas
 - **Safety footwear** at all times
 - **High-visibility** clothing
 - **Hearing protection** for high-noise areas
 - **Sun protection** (hats, long sleeves, SPF 30+ sunscreen)

15. Fire Safety & Emergency Procedures

- Contractors must be aware of fire extinguisher locations.
- Fire hazards must be reported to the **Responsible Officer** immediately.
- Fire hoses must not be used for non-emergency purposes.

16. Worksite Conduct & Behaviour

- Contractors must maintain a professional and respectful work environment.
- Alcohol and drugs are strictly prohibited on site.
- Smoking is only allowed in designated areas.
- Practical jokes and unsafe behaviour are not tolerated.

17. Incident Reporting & Safety Compliance

- All **hazards and incidents** must be reported immediately using City of Albany reporting forms.
- The City may conduct **inspections and audits** to monitor compliance.
- Contractors failing to meet safety requirements may face work stoppages or removal.

To report an incident, you can follow these steps:

- **Initial Response and Disclosure:** As soon as an incident or near-miss occurs, begin the reporting process. Ensure the safety of everyone involved and provide any necessary first aid.
- **Preserve and Document the Scene:** Secure the area to prevent further incidents and document the scene. Take photographs, make notes, and collect any physical evidence that might be relevant.
- **Gather Witness Testimony:** Identify and interview witnesses to gather their accounts of the incident. Ensure that their statements are recorded accurately.
- **Complete the Incident Report Form:** Fill out the incident report form with all the relevant details. This includes the date, time, and location of the incident, a description of what happened, the people involved, and any injuries sustained.
- **Report to Authorities:** Submit the completed incident report to the appropriate authorities within your organisation. This might include your supervisor, the safety officer, or the incident management team, who is required to provide a copy to the Responsible Officer.
- **Determine the Causes:** Conduct a thorough investigation to determine the root causes of the incident. This might involve analysing the evidence, reviewing safety procedures, and identifying any contributing factors.
- **Implement Corrective Actions:** Based on the findings of the investigation, implement corrective actions to prevent similar incidents in the future. This might include updating safety procedures, providing additional training, or making changes to the work environment.
- **Follow-Up:** Monitor the effectiveness of the corrective actions and make any necessary adjustments. Ensure that the **City of Albany Responsible Officer** and all involved parties are informed of the changes and that the incident is closed out properly.

18. Final Inspection & Payment

- Contractors must complete a final site inspection with the **Responsible Officer**.
- Payment will only be released once the City confirms work completion to the required standards.
- For further details, contact the **City of Albany Responsible Officer**.

Review Position and Date

- This guideline was fully reviewed and re-approved on 10 April 2025.
- This guideline is to be reviewed annually.

Associated Documents

This document applies to contractors, their employees and/or sub-contractors, conducting work for, or on behalf of, the City of Albany and is complementary to other WHS documents or relating to the tendering, acceptance and review of contracts and quotations.

- [COA-WHS-P-001 Work Health and Safety \(WHS\) Policy](#) Policies - Admin (Intranet Only) –
A copy will be supplied.
- [WHS Contractor Management Policy \(3.14\)](#) Policies - Admin (Intranet Only) –
A copy will be supplied.
- **Associated Procedures & Forms:**
 - **Attachment 1:**
[WHS Pre-qualification questionnaire – Contractor & Responsible Officer](#)
 - **Attachment 2:**
[WHS Contractor Induction Checklist – Responsible Officer](#)
 - **Attachment 3:**
[WHS Post Contract Evaluation Form – Responsible Officer](#)
 - **Attachment 4:**
[WHS Contract Management Procedure – Responsible Officer](#)

Version Control		
Version	Description	Date
1.0 to 3.0	<p>v0.1 (30/06/1996): Draft v1 reviewed by the Executive Management Team (EMT) and OHS Committee.</p> <p>v1.0 (30/06/2004): Draft v2 approved by EMT.</p> <p>v2.0 (30/11/2012): Developed with Health & Safety Committee, approved by Chief Executive Officer.</p> <p>v2.1 (30/10/2013): Revised by Procurement Officers, fixed broken hyperlinks.</p> <p>v2.2 (14/05/2014): Minor amendments by OSH Committee, including title change, expanded scope, added Environmental Code of Conduct, detailed work site procedures, and updated PPE requirements.</p> <p>v2.3 (14/05/2014): Reviewed and amended under delegated authority, including formatting changes and added document revision history.</p> <p>v2.4 (27/10/2016): Revised to include assessment and breaches of safety/non-conformances.</p> <p>v2.5 (16/03/2017): Revised and updated.</p> <p>v2.6 (27/07/2017): Minor amendment to fire protection.</p> <p>v2.7 (16/01/2018): Updated to include OSH Contract Management Documents.</p> <p>v3.0 (05/03/2020): Reviewed and amended under delegated authority, including formatting changes, added Table of Contents, updated hyperlinks, and updated document officers and owner.</p>	05/03/2020
3.0	Fully review, simplified language and updated all references.	31/03/2025
3.1	Presented for EMT approval. Minor amendments: _Public Liability increased to \$20 million. _Hyperlink updated: Plant & Design Registration _Version control updated.	09/04/2025
4.0	Approved by EMT.	10/04/2025
4.1	Hyperlinks updated.	14/04/2025