

CONTRACTOR/SERVICE PROVIDER HEALTH AND SAFETY REQUIREMENTS

C. High Risk Work

WHSMS Document: WHS 014A-C

WHS Addendum to Tender/Quotation Documents

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PART 1 – INFORMATION FOR TENDERERS

1.1 GENERAL INFORMATION

1.1.1 SCOPE

This document sets out the Health and Safety requirements that are to be demonstrated by any contractor/service provider submitting a tender or quotation for work with Gilgandra Shire Council.

This information is for a scope of work that has been deemed to be **C. High Risk Work** as determined using Gilgandra Shire Council's WHS 014 Contractor & Construction Project Health and Safety Management Procedure.

C. HIGH RISK WORK

C. High risk work includes types of work as described in Section 1.4 of this procedure OR Construction work <\$250K (1.4). These contractors might work as part of a Council team or independently. For example, (Wet Hire) the work may involve the provision of plant and plant operating services.

1. **PROCUREMENT – COUNCIL RESPONSIBILITY** (As described in Procurement & Disposal Procedures)

- In addition to the requirements within the Procurement & Disposal Procedures, WHS 014A-C Contractor Health and Safety Requirements - C. High Risk Work (Addendum to tender documents) is to be issued for response as part of the tender/request for quotation process.
- WHS 04B-C Contractor Health and Safety Requirements Assessment Criteria – C. High Risk Work is to be used to evaluate the Contractor's submission of requirements stated in WHS 014A-C as part of the tender/quotation review process.
- Assist **local** contractors with meeting Council's WHS standards by providing WHS templates and support where required.
- **Review Insurances:** For example: Professional Indemnity, Public Liability (\$20 million minimum), Personal Injury/Accident Insurance or Worker's Compensation Insurance, where applicable, are to be vetted by the Risk Management Officer.
- **Contractor induction:** Ensure provision of this induction prior to commencement of work.

2. **HEALTH AND SAFETY REQUIREMENTS - CONTRACTOR RESPONSIBILITY**

- Plant/equipment and hazardous chemical risk register.
- SWMSs for all high risk work and evidence of worker training in these is to be provided.

- Contractor to follow site sign-in procedures and be given emergency evacuation orientation.
- Contractors are to be provided with the Contractor Induction prior to the commencement of any work.
- Contractors are to follow all instructions regarding health and safety given by Gilgandra Shire Council workers when working in Council's work teams.
- Notify of all incidents using Gilgandra Shire Councils incident reporting process.
- Contractors are to **participate** in pre-start talks and completion of the daily Site-Specific Risk Assessments (when working in Council teams) or complete their own site-specific risk assessment as applicable.
- Contractors are to adhere to all notified Gilgandra Shire Council WHS policies and procedures.
- Contractors are to adhere to the work site WHS rules or site safety management plans (where applicable).

3. CONTRACTOR WHS MONITORING - COUNCIL RESPONSIBILITY

The Council staff member in charge of the work is to:

- Ensure the contractor has received the Contractor Induction prior to commencement of work and is renewed at least every three years.
- Conduct a site induction with the Contractor and their workers.
- Include the contractor in pre-start talks and other pre-start WHS procedures (where applicable) e.g. daily Site-Specific Risk Assessment completion.
- Provide periodic supervision of the contractor including monitoring their adherence to site specific safety rules and notified WHS policies and procedures.
- For work exceeding one week, a documented WHS observation should be undertaken by the contract supervisor once per week using WHS008A "Go See" observation form.
- WHS performance review to be conducted at the conclusion of contracted work, or annually, using WHS 014M Contractor/Construction Project WHS Performance Report.

4. HEALTH AND SAFETY PERFORMANCE MANAGEMENT - COUNCIL RESPONSIBILITY

- Notify of all contractor incidents using Gilgandra Shire Council's incident reporting process.
- WHS legislative breaches or non-conformance with Council's expected health and safety standards requires a formal documented meeting with the service provider and a review and possible termination of their contract depending on the non-conformance issue.

1.1.2 OBJECTIVE

The purpose for setting Contractor/Service Provider health and safety requirements is to set a standard for health and safety management and behaviour that is in line with the health and safety values, goals and objectives of Gilgandra Shire Council and responsibilities placed on Persons Conducting a Business or Undertaking by the NSW WHS legislation.

Provision of the health and safety requirements specified within this document (Section 1.2) as part of the tender process is mandatory, no tender application will be considered if this information is not presented for evaluation as part of the tender process.

1.1.3 EVALUATION

Health and Safety documentation will be evaluated for adequacy. Feedback to the Contractor/Service Provider on the results of evaluation will be provided along with any request for additional information should this be required. The Contractor/Service Provider will be able to resubmit documents, where requested, within a specified timeframe.

Gilgandra Shire Council is able to provide advice and assistance, upon request, in the development of WHS risk management strategies for those who have not been able to provide evidence of the documents requested, please contact Council's Risk Management Officer or the Contract/Project Manager for assistance.

1.2. WHS EXPECTATIONS AND RESPONSIBILITIES

1.2.1 WHS EXPECTATIONS

Contractors/Service Providers should be familiar with the requirements of relevant sections of the NSW WHS Act and Regulation.

The Contractor/Service Provider must ensure that the service, plant, chemical or equipment provided/used is safe and without risk to health and safety of any persons exposed or in the vicinity of a workplace.

The Contractor/Service Provider must ensure that its workers are suitably qualified and can provide records of competency/relevant training or qualifications upon request.

The Contractor/Service Provider must ensure they provide for the welfare of their workers and ensure that workers have access to suitable facilities when at work.

The Contractor/Service Provider has appropriate WHS risk management strategies in place that provide for the health and safety of workers, and those exposed to the work being undertaken in the workplace.

The Contractor/Service Provider is to ensure that their WHS management systems and/or processes are reviewed periodically and are relevant to the work being

undertaken and will provide Gilgandra Shire Council with any relevant WHS document updates as they occur.

1.2.2 WHS RESPONSIBILITIES

By submitting the required information requested within this document, Contractors/Service Providers agree to:

1. Take care of their own health and safety while at work.
2. Abide by any reasonably notified Council policies and procedures.
3. Undertake the Contractor Induction programme.
4. Undertake any relevant project or site-specific induction as required.
5. Ensure and demonstrate that all workers have undergone the General Construction Induction Training (White Card) and hold a current card.
6. Follow any health and safety instruction given by a Gilgandra Shire Council delegate.
7. Abide by any Site-Specific Project Specific Safety Management Plans that may be in place.
8. Cooperate with Gilgandra Shire Council's health and safety workplace risk assessments, inspections, observations or audits as required.
9. Comply with any requested health and safety corrective actions as requested by Gilgandra Shire Council.
10. Comply with the Contractor responsibilities specified in WHS 002 WHS Responsibilities procedure and this Proforma 1 (within this document).

Figure 1: Extract from WHSMS Document WHS 002 WHS Responsibilities.

Category 10: Contractors	
Contractors/Services Providers are to comply with, and ensure Council's workers, subcontractors and agents comply with, any Acts, Regulations, local laws and by-laws, Codes of Practice, Australian Standards and RMS policy and procedures which are in any way applicable to this contract or the performance of services under this Contractor and where appropriate comply with the WHS Responsibilities, WHS Authority requirements and WHS Accountabilities stated below.	
Responsibility	Performance Measure
1. WHS Responsibilities.	<ul style="list-style-type: none"> • Ensure relevant risk control documentation is in place and has been approved by Council. • Follow Council policies and procedures including the Council's Contract and Services Tendering Agreement Procedure. • Comply with all site rules. • Attend and actively participate in all required inductions and risk assessments. • Maintain safe plant and equipment.

	<ul style="list-style-type: none"> • Ensure licenses and certificates are current and valid. • Contractors must comply with all relevant WHS legislation, standards and codes of practice. • Contractors must not, through their acts or omissions, do anything that could put at risk their own, or others, health or safety. • Follow direction and instruction of the nominated Council officer. • Report all incidents and injuries to the nominated Council officer immediately.
2. WHS Authorities.	<ul style="list-style-type: none"> • Contractors have authority to make decisions and act on WHS matters within their contractors are of responsibility and within the scope of the relevant contract.
3. WHS Accountabilities Mechanism.	<ul style="list-style-type: none"> • Contractor Pre-qualification. • Contractor and Council project meetings. • Contractor/Project monitoring processes. • Onsite audit. • Injury/incident statistics. • Safety performance evaluation.

1.2.3 HEALTH & SAFETY REQUIREMENTS FOR C HIGH RISK WORK.

Using the Proformas provided in Part 2 of this document. The Contractor/Service Provider must provide evidence of the following as part of the Tender/Quotation Submission.

1. Acceptance of Gilgandra Shire Council's WHS Expectations and Responsibilities (Proforma 01).
2. Provide details of training and experience of workers that are expected to work at Council work sites for the tendered work. (Proforma 02, one should be completed for each individual).

Training and experience of the Service Provider's workers MUST match the needs that have been identified in the relevant JSAs, SWMSs, SOPs.

3. WHS Roles (Proforma 03), specify:
 - The person(s) responsible for WHS within your business and their contact number(s).
 - Provide the name and position of the person(s) responsible for Health and Safety on/at the relevant work site.

- Provide emergency contact details and information on first aid provisions workers will have access to.
 - Provide an outline of the Business's incident notification process.
4. Provide a copy of the Business's current WHS Policy Statement.
 5. Provide copies of relevant Job Safety Analysis (JSAs), Safe Work Method Statements (SWMSs) or Safe Operating Procedures (SOPs) (whichever is applicable) for tasks, equipment or machinery that are expected to be used in undertaking the scope of work specified within the tender specification.

These documents must be current, show evidence of review and comply with current, relevant WHS Regulations, Codes of Practice and/or Australian Standards.
 6. Provide a Register of plant/equipment (if applicable to the scope of work) likely to be used on site and evidence of inspection, maintenance and scheduled checks. The register should list the following:
 - 6.1. Hazards associated with the operation of each item of plant and equipment.
 - 6.2. The level of risks associated with the identified hazards.
 - 6.3. Controls or contingency actions that reduce the risk, including maintenance/inspection programmes/periods/timeframes.
 - 6.4. Persons responsible for undertaking the actions specified.
 7. Provide a chemical register (if applicable to the scope of work) including quantities likely to be brought onto site, identified risks and control measures (including emergency controls) and attach copies of current chemical Safety Data Sheets (SDS) for hazardous chemicals.
 8. Provide details of any supervisory arrangements for young or inexperienced workers that may work under this contract (Include on Proforma 02).
 9. Provide details of (procedure and/or tools to conduct) a daily site-specific risk assessment and site safety talk process to be used during the work.
 10. Provide copies of certificates of currency and schedule for relevant insurances.
 11. Complete the Health and Safety Requirements Checklist (Proforma 04).

PART 2 – WHS PROFORMAS

To be completed and returned with the Service Provider's Tender submission

Contractor/Service Provider Tender/Quotation WHS014A-C **PROFORMA 01**

WHS Expectations and Responsibilities Agreement

The undersigned agrees to abide by the WHS requirements listed below and WHS expectations detailed in Part 1.2.1 of this document, when working for or on behalf of Gilgandra Shire Council. The undersigned will also promote, and lead by example, the Worker responsibilities as described in Figure 1 below.

By submitting the required information requested within this document, the Contractor/Service Provider agrees to:

1. Take care of their own health and safety while at work.
2. Abide by any reasonably notified Council policies and procedures.
3. Undertake the Contractor Induction programme.
4. Undertake any project or site-specific induction as required.
5. Ensure and demonstrate that all workers have undergone the General Construction Induction Training (White Card) and hold a current card.
6. Follow any health and safety instruction given by a Gilgandra Shire Council delegate.
7. Abide by any Site-Specific Project Specific Safety Management Plans that may be in place.
8. Cooperate with Gilgandra Shire Council's health and safety workplace, risk assessments, inspections, observations or audits as required.
9. Comply with any requested health and safety corrective actions as requested by Gilgandra Shire Council.
10. Comply with the Contractor responsibilities specified in Gilgandra Shire Council's Work Health and Safety Management System document WHS 002 WHS Responsibilities (Extract provided below).

Figure 1: Extract from WHSMS Document WHS 002 WHS Responsibilities.

Category 10: Contractors	
Contractors/Services Providers are to comply with, and ensure Council's workers, subcontractors and agents comply with, any Acts, Regulations, local laws and by-laws, Codes of Practice, Australian Standards and RMS policy and procedures which are in any way applicable to this contract or the performance of services under this Contractor and where appropriate comply with the WHS Responsibilities, WHS Authority requirements and WHS Accountabilities stated below.	
Responsibility	Performance Measure
2. WHS Responsibilities.	<ul style="list-style-type: none"> • Ensure relevant risk control documentation is in place and has been approved by Council. • Follow Council policies and procedures including the Council's Contract and Services Tendering Agreement Procedure. • Comply with all site rules. • Attend and actively participate in all required inductions and risk assessments. • Maintain safe plant and equipment. • Ensure licenses and certificates are current and valid. • Contractors must comply with all relevant WHS legislation, standards and codes of practice. • Contractors must not, through their acts or omissions, do anything that could put at risk their own, or others, health or safety. • Follow direction and instruction of the nominated Council officer. • Report all incidents and injuries to the nominated Council officer immediately.
2. WHS Authorities.	<ul style="list-style-type: none"> • Contractors have authority to make decisions and act on WHS matters within their contractors are of responsibility and within the scope of the relevant contract.
4. WHS Accountabilities Mechanism.	<ul style="list-style-type: none"> • Contractor Pre-qualification. • Contractor and Council project meetings. • Contractor/Project monitoring processes. • Onsite audit. • Injury/incident statistics. • Safety performance evaluation.

Business Name: _____

Delegate Name: _____

Delegate Position: _____

Delegate Signature: _____

Date: _____

Worker Training & Experience Record

Instructions

A separate form must be completed for each worker expected to work under this tender.

Worker Name:			
Company Name:			
Worker Signature:			
Date:			
Young/Inexperience Worker?	YES/NO	If Yes, this worker will be supervised by:	

Competency Register

Qualifications, licences, SWMSs or SOPs relevant to all duties of the worker and the work expected to be undertaken when working at Gilgandra Shire Council work sites **MUST** be listed.

Type of Licence/Qualification	Card/Registration Number	Expiry Date
General Construction Induction Card(White card)		
SWMSs/SOPs Name/No.		Copy Attached ✓

- Copies of certificates/licences/qualifications listed should be attached to this document.
- Copies of Signed SWMSs/SOPs should be attached to this document.

WHS Roles

Instructions

This proforma is to be completed and submitted, along with proformas 1, 2 and 4 as part of the tender/quotation application.

Contractor Name:		Date:	
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Person Responsible for WHS in your organisation:	
Mobile Phone Number:	
Office Phone Number:	
Email Address:	

Emergency Contact (if different from above):	
Mobile Phone Number:	
Office Phone Number:	
Email Address:	

Person responsible for health and safety on a work site (if different from above)	
Mobile Phone Number:	
Office Phone Number:	
Email Address:	

First Aid Provisions on site:
e.g. Standard first aid kits – one in each vehicle.

Contractor Health & Safety Requirements Checklist

Checklist of Documents to be submitted.

No.	Requirement	Attached (✓)
1	Signed Proforma 01 – WHS Expectations and Responsibilities Agreement.	
2	Copy of the Business’s WHS Policy Statement.	
3	Copies of relevant JSAs/SWMSs/SOPs for the scope of work/or the project scope of work to be undertaken.	
4	Plant/Equipment Register (where applicable).	
5	Evidence of scheduled inspections and maintenance checks for each item of plant/equipment within the register (where applicable).	
6	Hazardous Chemicals/Dangerous Goods register with current SDSs (Where applicable).	
7	Training and Experience Record for each worker expected to work at Gilgandra Shire Council work sites - Proforma 02.	
8	Copies of individual worker qualifications/certificates/cards as listed in Proforma 02.	
9	Copy of daily/site risk assessment procedure or tool	
10	Copy of site safety meeting procedure or tool	
11	Completed WHS Roles and Emergency contact details – Proforma 03.	
12	Ensure copies of certificates of currency and schedule for relevant insurances are forwarded to Council.	

***Should any of the provided WHS procedures or information change, updated documents should be forwarded to Gilgandra Shire Council as soon as practicable.**