



CONTRACTOR INDUCTION HANDBOOK



Purpose & Overview

The purpose of this induction is to provide you, as an employee of a Contractor/Subcontractor working on a Griffith City Council worksite, with an understanding of Griffith City Council's requirements for the prevention of workplace injury and environmental harm.

The program contains the following information:

- Griffith City Council's commitment to safety, health and environment;
- Your responsibilities as an employee of a Contractor/Subcontractor to Griffith City Council;
- Awareness of critical safety risks associated with the operations of Griffith City Council;
- Procedures & safe work practices for the control of critical risks;
- Requirements for the reporting of incidents & hazards;
- Emergency response procedures and emergency equipment
- Training, competency and licencing requirements.

Where necessary, your Project Supervisor will provide you with additional instruction relevant to the site on which you work, and the nature of work you conduct.

Read this handbook as part of your induction into Griffith City Council, and make sure you understand what is expected of you. If you are not sure, or need some further explanation, ask your Project Supervisor or Griffith City Council Supervisor or the person responsible for conducting your induction. **Do this before you complete the Induction Record to indicate you understand and agree to comply with these policies and procedures?**

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Health, Safety & Environment – A Shared Responsibility

The health and safety of all staff of our Contractors and Subcontractors is a high priority of Griffith City Council. Our commitment is to preserve the health and safety of all persons associated with our operations and the integrity of our surrounding environment.


You have a critical role in fulfilling this commitment.

OH&S Legislation & Risk Management:

Griffith City Council is required to abide by WHS legislation including WHS Acts, Regulations and Codes of Practice.

In its simplest form WHS legislation places a duty or care on you, your employer and Griffith City Council, to take all reasonable steps to identify, assess and control workplace hazards.

In meeting this duty of care the hierarchy of control must be applied to all hazards associated with the work you perform. That is, risk controls of the following nature (in order of preference) should be applied to all identified hazards. In some instances a combination of these controls will be required to reduce the risk to an acceptable level.

	<i>Examples:</i>	
Elimination	Eliminate the risk altogether. <i>e.g. Lower materials to ground level instead of working at heights.</i>	First Line of Defence  Last Line of Defence
Substitution	Substitute a hazardous item with a safer alternative. <i>e.g. use water based chemicals rather than solvent based chemicals</i>	
Isolation / Engineering	Isolate the hazard from workers and/or install equipment to counteract the hazard. <i>e.g. Install barriers to separate mobile plant from pedestrians / Install machine guarding / Use mechanical lifting aids to assist with manual handling.</i>	
Administrative	Procedures and work practices to control the hazard. <i>e.g. Develop safe work procedures and train workers accordingly.</i>	
Personal Protective Equipment (PPE)	Specialised clothing to protect workers from the hazard. <i>e.g. Hearing protection / safety glasses / gloves / high-visibility clothing.</i>	

Before starting work you must ensure you understand the hazards associated with your work and are satisfied with the controls in place to prevent injury and environmental harm.

In some instances you will be required to demonstrate your safety planning by preparing a Safe Work Method Statement and discussing the proposed work methods with your Supervisor.

If you have any concerns regarding workplace safety immediately stop work and discuss the issue with your Supervisor – A safe resolution can always be achieved.

Griffith City Council Cardinal Safety Rules

Griffith City Council has adopted **5 Cardinal Safety Rules** which must be followed by Contractors & Subcontractors at all times:

- 1. Safety is everyone's responsibility – Think before you act and help others to do the same;**
- 2. Stop what you are doing if it is not safe;**
- 3. Report all hazards, incidents and near misses;**
- 4. Follow all safety instruction and training, including proper use of personal protective equipment;**
- 5. Present for work in a fit and proper state.**

Any staff of a Contractor or Subcontractor found to be in breach of any one of these rules may be subject to disciplinary action, including the termination of services in serious cases.

Contractor & Subcontractor Responsibilities

In accordance with WHS legislation and Griffith City Council's commitment to safety and environment, all staff of Contractors and Subcontractors must uphold the following responsibilities:

- ! Immediately cease, and report, any workplace activity that presents an immediate risk to safety, property or environment;
- ! Under no circumstances engage in workplace activity which may jeopardise the safety of themselves or others;
- ! Seek immediate assistance from their Supervisor before undertaking tasks they are unfamiliar with, or lack the proper training to conduct;
- ! Where required by law, ensure they possess the necessary licence, certificate or qualification to undertake their work;
- ! Ensure they present for work in a fit and proper state, free from the effects of alcohol or drugs;
- ! Ensure compliance with relevant WHS legislation, Standards, Codes and Workers Compensation/Rehabilitation legislation;
- ! Ensure full compliance with instruction & training provided by the employer;
- ! Ensure the integrity of safety devices are not bypassed or defeated;
- ! Immediately report hazards & incidents to your Supervisor;
- ! Participate in toolbox talks & training as required by your employer;
- ! Participate in incident investigations, risk assessments, inspections and audits as required by the employer and Griffith City Council supervisor.

Work Site Entry & Security

- In accordance with your employer's requirements you must report your presence on site before commencing work each day;
- Where required, you must also sign the Visitor's Register or Worksite Risk Assessment/SWMS upon entry to the work site;
- Unless specifically authorised by your Supervisor, you are not permitted to enter restricted access areas. Examples of restricted access areas include, but are not limited to:
 - Confined Spaces;
 - IT Server Rooms;
 - Electrical Switchboards;
 - Elevated platforms & Roof Access Points;
 - Chemical Storage Areas;
 - Restricted areas, for example the Lake Wyangan Pump Station and the Griffith Water Recycling Plant;

First Aid, Fire & Evacuation Responses

First Aid Treatment:

- In the event of a minor injury or medical emergency your employer will ensure that all workers have access to trained First Aiders and appropriate first aid supplies (including a first aid kit in all field vehicles). Staff are to be fully aware of first aid facilities provided by the employer;
- In the event you require first aid treatment immediately report to the nearest your Project Supervisor who will provide the necessary treatment;
- For legal and safety reasons, trained First Aiders are the only persons authorised to administer first aid treatment (unless urgent assistance is required in a life-threatening situation);
- If you are injured in any incident notify your Supervisor who will ensure an incident report is completed.

Note:

Your Supervisor will advise you of:

- *The identities and locations of qualified First Aiders within your work area;*
- *The locations of first aid kits within your work area.*

Fire & Evacuation Response:

In the event you are the first person to spot a fire you must:

1. Immediately raise the alarm and ensure the safety of all persons in the immediate vicinity;
2. Fight the fire **only if safe to do so** – All persons are authorised to operate fire extinguishers provided they are familiar with their correct use (refer below for types and applications of fire extinguishers);

Note:

Your Supervisor will advise you of:

- *The correct way to raise, and respond to, the emergency alarm at your*

- If the fire is beyond control proceed to the nearest exit and assemble at the site evacuation point until accounted for by your Supervisor.

**** Never interfere with fire extinguishers unless they are to be used in an emergency situation. If an extinguisher is discharged, even partially, it must be tagged with an Out of Service Tag and returned to the supplier.**

site;

- The location of fire extinguishers, blankets & hose reels within your work area;
- The evacuation assembly point for your site.

Types & Applications of Fire Extinguishers:

Familiarise yourself with the types and applications of fire extinguishers shown below:

		Class of Fire					NOTES
		A	B	C	E	F	
		Wood, paper and plastics	Flammable and combustible liquids	Flammable gases	Energised electrical equipment	Cooking oils and fats	LIMITED indicates that the extinguishant is the agent of choice for the class of fire, but that it will have limited extinguishing capability.
		YES	NO	NO	NO	NO	
		Pre 1999	Post 1999				
Type of Fire Extinguisher	Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, live electrical equipment and cooking oil/fat fires.
	Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on electrical fires.
	Foam	✓	✓	✗	✗	LIMITED	Dangerous if used on electrical fires.
	Powder AB(E)	✓	✓	✓	✓	✗	Special powders are available specifically for various types of metal fires (seek expert advice).
	Powder B(E)	✗	✓	✓	✓	✓	Special powders are available specifically for various types of metal fires (seek expert advice).
	Carbon Dioxide	LIMITED	LIMITED	✗	✓	✗	Generally not suitable for outdoor use. Suitable only for small fires.
	Vaporising Liquid	✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishant.

Extract - AS.2444-2001

Incident, Hazard & Near Miss Reporting

Reporting Incidents:

- You are required to immediately report any workplace incident to your Supervisor;
- Incidents are defined as any unplanned workplace event which results in:
 - Injury;**
 - Illness;**
 - Damage to vehicles, plant, equipment or property;**
 - Environmental harm;**

- **Adverse customer impact or process loss;**
 - **Security violation or theft;**
 - **A “near miss” that had potential to result in one of the above consequences.**
- Your Supervisor will ensure an incident report is completed and corrective actions taken to prevent a recurrence.

Reporting Hazards & Near Misses:

- You must take all reasonable steps to control hazards as they are identified;
- If you are unable to sufficiently control a Hazard, or a near miss has occurred, immediately report the issue to your Supervisor;
- Your Supervisor will ensure an incident report is completed and necessary steps taken to ensure the safety of you and others.

Note:









*A “**Hazard**” is defined as any uncontrolled situation with the potential to cause harm;*

*A “**Near Miss**” is defined as any unplanned event which did not result in harm, however had the potential to cause injury, illness, damage or other loss.*

Personal Protective Equipment

- All items of PPE must comply to Australian Standards;
- In addition to PPE requirements detailed overleaf, you must also ensure full compliance with PPE requirements stipulated in:
 - Workplace signage;
 - Safe work procedures (e.g. Safe Work Method Statements);
 - Work Permits; and
 - Material Safety Data Sheets (MSDS);

A summary of PPE requirements is provided below:

Type of PPE	Where Required ** Additional requirements may be specified by workplace signage, procedures and work permits.	Other Compliance Requirements
 HIGH VISIBILITY CLOTHING	<ul style="list-style-type: none"> Upon entering traffic areas such as depot yards, rail, road and civil construction worksites. 	<ul style="list-style-type: none"> Must conform to AS 4602 and AS 1906.4; Must be made of non-flammable material where there is a risk of fire or electrocution (e.g. welding and electrical work)
 SAFETY BOOTS	<ul style="list-style-type: none"> Mandatory for entry onto all worksites with the exception of administrative/office areas. 	<ul style="list-style-type: none"> Must conform to AS/NZS 2210.2; Foot wear must be selected with due regard to: <ul style="list-style-type: none"> Adequate tread to minimise the risk of slipping and puncture wounds; Adequate resistance to chemical spills.
 HARD HAT	<ul style="list-style-type: none"> Upon entering workplaces where there is a risk of being struck by falling objects (for example: working around excavators or other machinery with swinging/slewing loads) 	<ul style="list-style-type: none"> Must conform to AS/NZS 1800; Must be replaced after significant impact or after the expiry date.
 EYE PROTECTION	<ul style="list-style-type: none"> Mandatory for any work involving a risk of eye injury due to: <ul style="list-style-type: none"> Use of Chemicals (e.g. profiling and stabilising operations); Ejected materials (e.g. use of powered hand tools); Dust and other airborne particles. 	<ul style="list-style-type: none"> Must conform to AS/NZS 1337; Must be appropriate for its intended application. Considerations include protection from chemical splashes/vapour, impacts from ejected materials and UV exposure; Full face shields must be used where there is risk of facial trauma.
 LONG SLEEVES & PANTS	<ul style="list-style-type: none"> Mandatory for entry onto all worksites with the exception of administrative/office areas. 	<ul style="list-style-type: none"> Must be made of non-flammable material where there is a risk of fire or electrocution (e.g. welding and electrical work).
 HAND PROTECTION	<ul style="list-style-type: none"> Where the nature of work may result in hand injury. For example: <ul style="list-style-type: none"> Handling sharp or rough objects; Contact with hot surfaces, chemicals or biological hazards. 	<ul style="list-style-type: none"> Must conform to AS/NZS 2161.
 HEARING PROTECTION	<ul style="list-style-type: none"> Where the nature of work has potential to expose workers to a noise level of 85dBA or more. 	<ul style="list-style-type: none"> Must conform to AS/NZS 1270; The level of noise reduction (attenuation) must be sufficient to ensure the resultant exposure is less than 85dBA.
 RESPIRATORY PROTECTION	<ul style="list-style-type: none"> Where the nature of work has potential to exposure workers to harmful inhalation of dust, gasses or vapour. 	<ul style="list-style-type: none"> Must conform to AS/NZS 1716; A Class P2 dust mask is suitable to protect from general dust exposure; A half-face respirator with organic cartridge may be required to protect from organic vapours (e.g. hydrocarbons); Specialist advice should be sought where uncertainty exists regarding the extent of exposure or type of protection required.

Licences, Certificates & Training

- You must ensure you hold the necessary licence or certificate to legally perform your work;
- Examples of activities requiring a license of certificate include, but are not limited to:
 - Operation of motor vehicles (including cars, rigid vehicles and heavy vehicles);
 - Operation of earthmoving equipment (including excavators, backhoes, graders, dozers, scrapers, front-end loaders and dump trucks);
 - Operation of forklifts, cranes and hoists (including slewing and non-slewing cranes, portable boom cranes, concrete placing booms and vehicle loading cranes);
 - Scaffolding, rigging and dogging;
 - Electrical work (including installation of electrical wiring and repair of electrical components);
 - Entry onto a civil construction or rail worksite (i.e. accredited induction training required).
- You must ensure relevant licenses and certificates remain with you during the course of work, and present these upon request by any Griffith City Council employee;
- All personnel must hold a current drivers licence in order to operate vehicles or mobile plant on a Griffith City Council site;
- In the event any of the conditions on your licence or certificate change, including cancellation or suspension, you must notify your Supervisor – You are not permitted to operate vehicles, plant or equipment without the proper legal accreditation;
- In addition to holding the required licence or certificate for your work, you must also be trained and competent in all tasks you perform. Where requested by your Supervisor, you must provide the required evidence of training/competency prior to starting work;
- By agreeing to undertake work for Griffith City Council, your employer has warrant that you and all persons under your control are trained, competent and hold the required licences, certificates and permits to perform their work. If there are any changes in circumstances or you have been requested to carry out works that is beyond your competencies, then the cardinal safety rules apply.

Safe Work Method Statements

- You must provide a SWMS (or equivalent such as a Work Method Statement) prior to commencing any **Hazardous Work**;
- The SWMS (or equivalent) must identify the potential hazards associated with the task and detail the corresponding safe work methods;
- Examples of “Hazardous Work” include, but are not limited to:
 - **The operation of powered plant or equipment** (including mobile plant & powered hand tools);
 - **Work at Heights** (i.e. where there is a risk a person could fall 1.8 meters or more);
 - **Electrical Work**;
 - **Working in close proximity to moving plant, vehicles or trains**;

Note:

See your Griffith City Council Supervisor if you require assistance with completing a SWMS

- **Hazardous manual handling** (including exertion of high force, repetitious movements or harmful postures);
- **The use of a Hazardous Substance or Dangerous Good.**

Your employer will generate SWMS for all hazardous works and you will be expected to provide ongoing participation in the development and ongoing review process.

SWMS are living documents that will evolve as the works progress.

Isolation, Tag-Out & Lock-Out

Always ensure plant and equipment is **switched OFF** (or isolated) at the main power source before commencing any task where there is a risk of:

- Electrocution;
- Contact with moving parts (consider electrical, hydraulic and air-powered parts as well as stored energy such as compressed springs and elevated loads);
- Accidental start-up while in an unsafe condition; or
- Release or ignition of substances (e.g. fuel, gas or chemicals)

Use of Personal Danger Tags & Locks

- If you are required to isolate plant or equipment to safely perform a task, you must fill out a Personal Danger Tag and attach it to the point of isolation – This is vital to warn others not to operate the equipment while you complete the task;
- If you have been issued with a personal locking device, you should also attempt to lock the isolation switch in the OFF position to physically prevent others from operating the equipment;
- NEVER attempt to start equipment while a tag or lock is in place;
- NEVER remove a tag or lock unless you are the person who placed it.

Use of Out of Service Tags:

- Out of Service Tags are used to warn others that a particular item of plant or equipment is damaged or defective and not safe to use (e.g. a power tool with a damaged electrical cord);
- If you identify an item of plant or equipment that is not safe to use you must:
 - Switch it off (or isolate it) at the main power source (e.g. unplug the electrical cord);
 - Fill out an Out of Service Tag and attach it to the point of isolation (see Figure 3 below);
 - Remove it from the work area if possible;
 - Report it to your Manager/Supervisor or maintenance personnel.
- NEVER remove a tag or use an item of equipment while a tag is attached – Authorised maintenance personnel are the only persons permitted to remove an Out of Service Tag.

Figure 1: Example of a Personal Danger Tag

Figure 2: Examples of Approved Locking Devices

Figure 3: Example of an Out of Service Tag

 <p>Danger</p> <p>Tag Placed By: _____ Date: _____ Reason: _____</p> <p>THIS EQUIPMENT MUST NOT BE OPERATED</p> <p>THIS TAG MUST NOT BE REMOVED EXCEPT BY THE PERSON NAMED ON THIS TAG</p> <p><i>Attach a Personal Danger Tag to warn others not to operate equipment while you are working on it!</i></p>	 <p>Danger</p> <p>THIS EQUIPMENT MUST NOT BE OPERATED</p> <p>DO NOT REMOVE THIS TAG</p> <p><i>If possible, apply your personal lock when you attach a Personal Danger Tag!</i></p>	 <p>OUT OF SERVICE</p> <p>Tag Placed By: _____ Department: _____ Date: _____</p>  <p>OUT OF SERVICE</p> <p>Reason: _____ Tag Removed By: _____</p> <p><i>Attach an Out of Service Tag if you identify damaged or defective equipment that is not safe to use!</i></p>
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Traffic Management & Pedestrian Safety

- Your employer has implemented Traffic Management Plans for all worksites to protect workers and property from collision with moving plant and vehicles;
- Common elements of Traffic Management Plans that you must be aware of, and comply with, may include:
 - The wearing of appropriate PPE, including high-visibility clothing;
 - Minimum separation distances between persons on foot and moving plant/vehicles;
 - Traffic diversion and the use of traffic control personnel;
 - Speed limit reduction;
 - Warning signs and barricades.
- Before working on any Griffith City Council site you must familiarise yourself with the Traffic Management Plan and ensure your work methods protect you and others from traffic movement;
- Immediately stop, and report, any activity where you feel the immediate safety of any person is compromised by moving plant or vehicles;
- All persons must adhere to the following safe work practices when working on foot in proximity to moving plant and vehicles:
 - Never assume an operator has seen you;
 - Never walk behind reversing plant or vehicles;
 - Do not approach vehicles or plant unless you are in full view of the operator and the machine has come to a complete stop with lifting equipment and suspended loads safely lowered;
 - With the exception of plant or vehicle operators, all persons must maintain a safe distance of at least **three (3) metres** from moving machinery on the site. Exceptions to this rule are only permitted if it is absolutely necessary to work within this distance and all of the following risk controls are implemented:
 - ⊙ You are properly trained in the task;

- ⦿ The operator of the plant or vehicle has acknowledged your presence via hand signals or verbal contact;
- ⦿ A spotter is assigned to the plant or vehicle and has direct communication with the operator or a robust physical barrier is erected between you and the plant/vehicle.

Vehicles, Plant & Equipment

General Responsibilities:

- All plant and equipment you supply for use must be fit for purpose and maintained in accordance with legislation and Australian Standards;
- Do not operate, repair or modify any plant or equipment unless you are properly trained and authorised to do so;
- Prior to the use of any plant or equipment ensure you conduct a visual inspection to ensure all guards are correctly fitted and the item is free from damage or defects which may cause injury;
- Never operate plant or equipment that is in an unsafe condition;
- Where required by law, ensure you possess the necessary licence or certificate prior to operating plant or equipment (refer to page 11 for examples of licensing requirements);
- Ensure plant and equipment is properly isolated and tagged-out before commencing any task where there is a risk of electrocution or contact with moving parts;
- You must seek approval from your Supervisor before using any item of plant/equipment associated with the works;
- Never place any body part into a guarded space as machines may start automatically without warning.

Vehicles & Mobile Plant:

- Vehicles and mobile plant supplied by Contractors & Subcontractors must meet the following conditions:
 - Designed and constructed in accordance with Australian Standards;
 - Where required by law, registered with the relevant Transport Authority;
 - Subject to appropriate preventative maintenance, inspection and servicing;
- Prior to the use of any mobile plant or heavy vehicle the operator must ensure a documented **pre-start inspection** has been completed and the machine is safe to operate;
- Operators of vehicles and mobile plant must adhere to the following safe work practices at all times:
 - Give way to persons on foot – Ensure you have the full attention of people and other plant operators before entering their immediate work area;
 - Maintain constant awareness of the whereabouts of persons on foot – **If in doubt stop**;
 - Maintain a safe speed at all times and ensure full compliance with site speed limits;
 - Thoroughly check behind before reversing and only reverse as far as is absolutely necessary;
 - If approached by a person on foot, ensure the vehicle/plant has come to a complete stop and moving/elevated parts are in a safe position before engaging in conversation;

- During crane and load shifting activities a spotter shall be used. Under no circumstances shall a suspended load pass directly over any person;
- A spotter shall be used if you are unable to see clearly or there is a risk of contact with people, other plant or structures;
- Tipper bodies, excavator buckets and suspended loads shall be lowered to ground level when parked or idle for an extended period;
- Plant shall not be used to lift people unless specifically designed for that purpose and equipped with a compliant cage or workbox. Unless the working platform is totally enclosed all persons working at heights shall wear a safety harness at all times;
- Where provided, crane operators shall ensure outriggers are correctly positioned prior to lifting any load;
- Lifting arms and booms shall be retracted as far as practical during travelling;
- Switch off engines whilst refuelling. Smoking and naked lights are prohibited at all fuelling points. Exit the plant prior to it being fuelled;
- Riding on plant, vehicles or trailers (other than in a seat intended for that use) is strictly prohibited;
- Where a seat belt is provided, it shall be worn at all times while the vehicle/plant is in motion;
- All guards and warning devices shall be correctly fitted and operational prior to the use of any vehicle or mobile plant;
- Mobile plant moving from one location to another shall be washed down to prevent contamination of plant and soils;

Electrical Equipment:

- Licenced Electricians are the only persons authorised to perform electrical work, including the installation, repair or testing of electrical components and wiring;
- All electrical leads and equipment supplied for use by Contractors and Subcontractors must be tagged and tested in accordance with Australian Standards (AS 3760 & AS/NZS 3012);
- Where a Residual Current Device (RCD) or Earth Leakage Circuit Breaker (ELCB) is not provided at the main power source, you must use portable protection (in-line with the electrical equipment);
- Extension cords running more than four (4) meters horizontally from the power source shall be mounted on insulated hangers or stands;
- Male and female pin and socket fittings must be transparent or the non-removable moulded type;
- Double adaptors or piggy back leads shall not be used;
- Leads that pass through walkways or across traffic areas shall be protected from damage;
- Leads that present a trip hazard must be taped to the floor or elevated at least 2.4 meters above walkways.

Chains, Slings & Towing Devices:

- Chains and synthetic slings must be tagged with the manufacturer's name, safe working limit (SWL), grade and test date;
- Chains, slings and towing devices shall be appropriately rated for their intended purpose;

- Chains and synthetic slings must be inspected each time before use and by a competent person at intervals prescribed in Australian Standards;
- Damaged or compromised chains and slings must be immediately tagged with an Out of Service Tag and removed from service. Signs or indications of damage include:
 - Elongation or wear in the links or hook of a chain;
 - Damage or fraying to the protective sleeve of sling, the sling itself or the label, tag or markings;
 - Contact between a sling and corrosive substance (including paint).
- Rigging or Dogging activity must be performed by a certified person only;
- Operators of lifting equipment (including the use of chains and slings) must be appropriately trained and certified;
- Synthetic slings and wire ropes must be stored in accordance with the following conditions:
 - In a clean, well ventilated place away from the ground/floor and direct sunlight;
 - Away from the effects of rain, extremes of heat and ignition sources;
 - Away from atmospheric conditions or chemicals that may corrode or cause mechanical damage.
- Towing shall only be carried out in accordance with the following conditions:
 - Via the use of plasma synthetic towing straps;
 - The maximum allowable pulling force shall be a maximum of 1/3 of the rated strap capacity;
 - Shackles shall be used in accordance with the manufactures specifications, and be rated to at least 1.5 times the rated load.
- Chains and lifting slings shall not be used for towing or recovery under any circumstances.

Compressed Air:

- When using compressed air ensure correct PPE is worn, including safety glasses;
- Before using compressed air ensure you inspect the compressor unit, hoses and fittings to ensure all components and guards are correctly fitted;
- Never direct the air stream toward the body;
- Do not use compressed air for the cleaning of clothes, workbenches, floors or vehicle cabins;
- If it is otherwise necessary to use compressed air for cleaning or drying tasks, ensure you reduce the pressure to below 30psi (200Kpa);
- Horseplay with compressed air is strictly prohibited – Severe disciplinary action will result in such instances;
- When disconnecting airlines, turn off the air supply and bleed off the air gradually – Never kink the hose or direct the air stream toward yourself or others;
- Where high volume/pressure is used on drilling rigs or in operations where “bull hoses” are used, secondary restraining devices (e.g. whip checks) must be fitted to each end.

Hazardous Substances & Dangerous Goods

General Responsibilities:

- Contractors & Subcontractors must identify Hazardous Substances or Dangerous Goods used during the course of their work;
- Hazardous Substances are typically identified by the term “Hazardous” stated on the MSDS or substance label. Dangerous Goods are typically identified by a class label printed on the MSDS or substance label (examples of class labels are provided below):



- Contractors & Subcontractors must ensure the following documentation is available before bringing a Hazardous Substance or Dangerous Good onto a Griffith City Council site:
 - A Material Safety Data Sheet (MSDS) for the substance with an issue date within 5 years;
 - SWMS or Work Procedure detailing the safe method of use.
- The above documentation must be freely available at the worksite (e.g. stored in your vehicle);
- All substance containers must have a label which clearly states the name of the substance;
- Personal Protective Equipment (PPE) identified in the MSDS, risk assessment or SWMS must be available at the worksite and used accordingly;
- All necessary emergency equipment (e.g. fire extinguisher, spill kit and first aid kit) must be available at the worksite (e.g. stored in your vehicle);


Transport & Storage:

- You employer must obtain permission from your Griffith City Council Supervisor if you wish to store hazardous substances or dangerous goods on site;
- Non-compatible substances must be appropriately separated during transport and storage;
- Substance containers/vessels must be appropriately restrained during transport and storage;
- Gas cylinders must be stored upright, restrained from falling via chains (or similar) and stored away from sources of heat;
- Empty and full gas cylinders must not be stored together;
- Oxygen and fuel gasses must be stored away from corrosive and flammable liquids.

Manual Handling

- Manual handling is the most common cause of injury within the Griffith City Council business. All Contractors & Subcontractors must identify and minimise manual handling risks in all tasks they perform and include in the development of site SWMS. Examples of manual handling risks include, but are not limited to:
 - Exerting high force (e.g. lifting, pushing or pulling heavy loads);

- Highly repetitious movements;
 - Adopting harmful postures (e.g. bending, twisting and reaching above shoulder height);
 - Holding postures for sustained periods of time;
 - Conducting manual labour for lengthy periods without sufficient rest or recovery periods;
 - Handling awkward or unbalanced loads;
 - Prolonged exposure to vibration.
- Contractors & Subcontractors must apply the following hierarchy of control to eliminate or minimise manual handling risk factors associated with the work they perform:

	<i>Examples</i>	
Elimination	Use mechanical aids to lift and transport heavy loads.	Most preferable  Least preferable
Substitution	Substitute heavy components for smaller light-weight units.	
Engineering	<ul style="list-style-type: none"> ▪ Raise working heights to reduce bending; ▪ Use mechanical lifting aids. 	
Administrative	<ul style="list-style-type: none"> ▪ Job rotation to limit exposure to repetitious tasks; ▪ Team lifting for the handling of heavy or awkward loads; ▪ Adopt safe lifting and handling techniques. 	
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> ▪ Generally not applicable as a manual handling control, however may be necessary in some instances to facilitate the optimal lifting technique (e.g. gloves to grip and hold objects in a safe manner, protective clothing to allow objects to be carried close to the body). 	

Where a task must be done manually, the following safe lifting principals should be adopted:

Safe Lifting Principals:

1. Size up the load;
2. Use mechanical aids or a second person if the load is too heavy;
3. Position feet shoulder width apart;
4. Keep the load as close to your body as possible;
5. Keep your back straight by bending at the knees & hips;
6. Securely grip the load, keeping it close to the body;
7. Brace the abdominal muscles as heavy loads are lifted;
8. Avoid twisting - Move your feet to change direction.



Fitness for Work

Alcohol & Drugs:

- It is strictly prohibited to report for duty under the influence of alcohol or illegal drugs – Your employer has a disciplinary process that will be followed in the event of a breach of this requirement;

- A blood alcohol concentration of **ZERO (0)** must be maintained at all times while you are:
 - In control of any heavy vehicle or item of mobile plant; or
 - Present on any Griffith City Council worksite.
- You are not permitted to bring alcohol or illegal drugs onto any Griffith City Council site;
- At the discretion of your Supervisor, you may be required to stop work, or undergo immediate testing should there be reasonable suspicion of alcohol or drug-related impairment;
- At any time you may also be required to participate in random alcohol and drug testing;
- You must advise your Supervisor if you are taking any medication which may reduce your alertness or reaction time.

Fatigue:

- When operating vehicles and mobile plant ensure you do not exceed the maximum driving hours specified by the relevant WHS or Transport Authority;
- Immediately cease work and notify your Supervisor should you experience fatigue levels which reduce your alertness or reaction time, particularly when operating vehicles and mobile plant;
- Signs of fatigue may include, but are not limited to:
 - Yawning and micro sleeps;
 - Tired or sore eyes;
 - Slow reactions;
 - Making fewer and larger steering corrections;
 - Missing road signs;
 - Having difficulty staying in the lane.

Working at Heights

- “Working at Heights” is defined as any task where there is a risk a person could fall **1.8 meters or more**. Examples of “working at heights” include, but are not limited to:
 - Working within two (2) meters of an unprotected edge (e.g. working close to the edge of trenches, pits, roofs or open mezzanines);
 - Working from elevated work platforms (e.g. scissor lifts and boom lifts);
 - Accessing the tops of vehicles or mobile plant;
 - Working from a ladder more than 1.8 meters from the ground.
- In all possible instances materials should be lowered to ground level to eliminate the risk of a fall. Where this is not possible, you must select the safest method for performing the task and submit a Work Method Statement to your Supervisor;
- Any equipment used to work at heights must satisfy the requirements detailed in Table 2 below:

Table 2: Equipment for Working at Heights – Compliance Requirements

Portable Ladders	Elevated Work Platforms (EWP)	Fall Arrest/Harness Systems	Scaffolding	Edge Protection (e.g. hand railing)
<ul style="list-style-type: none"> ▪ All portable ladders must be designed, constructed and used in accordance with the AS 1892 series; ▪ 3-points of contact must be maintained at all times while climbing or working from a portable ladder; ▪ Portable ladders must be secured at the top or held by a second person whilst climbed; ▪ Working off the top two (2) rungs is not permitted; ▪ The ladder must be positioned on a firm, level surface and fitted with non-slip rubber feet or other anti-slip mechanism; ▪ Propping up the height of the ladder with other objects is strictly prohibited; ▪ The pitch angle of the ladder must be least 1:4 (i.e. a ladder 8 meters in height must be positioned at least two meters from the base of the structure); ▪ Where a transfer is required onto an elevated structure, the ladder must extend at least one (1) meter above the landing point; ▪ Ladders must be positioned a safe distance from pedestrian and mobile plant traffic (e.g. do not position behind doors unless signage and other controls are in place). 	<ul style="list-style-type: none"> ▪ A safety harness must be worn at all times while inside the EWP; ▪ Operators must be properly trained in the safe operation of the unit, including the proper use of a harness; ▪ Operators must conduct a pre-start safety inspection prior to each use of the EWP; ▪ Operators must be properly certified to operate an EWP with a boom length <u>exceeding 11 meters</u>; ▪ A minimum distance of <u>3 metres</u> must be maintained from low voltage electrical components (e.g. overhead electrical wires); ▪ A minimum distance of <u>6 metres</u> must be maintained from high voltage electrical installations; ▪ Ensure the EWP is positioned on a firm and level surface; ▪ Excessive reaching or leaning outside the elevated platform is not permitted; ▪ EWPs used to access roofs must have a knuckle type boom (i.e. the boom must be capable of positioning the bucket <u>at least 2 meters</u> inside the exposed roof edge); 	<ul style="list-style-type: none"> ▪ Fall arrest systems should only be used in instances where it is not otherwise practicable to install edge protection; ▪ Safety harnesses, lanyards and static lines must conform to AS 1891.1 and 1891.3; ▪ The integrity of safety harnesses, lanyards and static lines must be visually inspected by the user each time before and after use; ▪ In accordance with AS 1891.4, safety harnesses, lanyards and static lines must also be inspected by competent and qualified person at least every 6 months; ▪ Static lines and anchor points must be designed to withstand a force of at least 2.2KN (2.2 tonne); ▪ Where there is a risk a person could collide with other structures in the event of a fall, the lanyard must be shortened to prevent the person moving within one (1) meter of the unprotected edge; ▪ Before using the harness ensure rescue plans are in place to retrieve persons in the event of a fall; 	<ul style="list-style-type: none"> ▪ The erection, alteration or dismantling of a scaffold must only be conducted by a person holding the appropriate scaffolding certificate; ▪ The scaffolding plank must not exceed 1.8 meters below the work level; ▪ Planks must have a width of at least 500mm; ▪ Scaffolding must incorporate compliant edge protection, including a mid rail and kick board; ▪ Scaffolding must be appropriately separated from vehicle and mobile plant traffic. 	<p>Edge protection must be designed and constructed in accordance with the following requirements:</p> <ul style="list-style-type: none"> - Be at least 900mm high; and - Incorporate a mid rail at 600mm high and bottom rail (or kick board); and - Be capable of withstanding at least 0.445 KN (or approximately 450kg); and - Where handrails are used for edge protection, they must conform to AS 1657; <ul style="list-style-type: none"> ▪ Temporary edge protection must be installed and dismantled by a suitably qualified person.

Smoking

- Smoking is strictly prohibited in the following circumstances:
 - Inside any building;
 - In or on any vehicle owned or operated by your employer;
 - In the vicinity of any flammable or combustible substances, including the refuelling of plant and vehicles;
 - In any other location which may offend or cause discomfort to others.



Mobile Phone Use

- In accordance with legislation and Griffith City Council requirements, you must adhere to the following mobile phone restrictions while operating any vehicle or mobile plant:
 - Vehicles and mobile plant must be parked in a safe and legal position while you are dialling a number or creating a text message;
 - Vehicle and mobile plant operators may only receive calls in transit if correctly using an approved hands-free kit (i.e. ear piece or phone cradle);
 - Vehicle and mobile plant operators are not permitted to physically hold a mobile phone while their vehicle is in motion or stationary in traffic.
- All workers must move to a safe position, well clear of moving plant and equipment, before placing or receiving a mobile phone call. At no time are you permitted to use a mobile phone while you are in the path of any moving vehicles or mobile plant;
- The use of mobile phones is strictly prohibited while refuelling or handling flammable substances.



Environmental Management

- While working on a Griffith City Council work site, you must ensure you are familiar, and comply with, relevant Environmental legislation, licences and permits;
- The destruction or disturbance of native vegetation is strictly prohibited unless authorised by your Supervisor;
- The lighting of fires on or near any worksite is strictly prohibited unless authorised by your Supervisor or Site Manager;
- Oil changes within plant and equipment must be conducted in a manner that prevents the leakage of oil into the surrounding environment;
- Oil, grease and other prescribed wastes must be removed from the worksite and disposed of in an approved manner;
- Explosives or firearms of any nature are not permitted on any Griffith City Council worksite unless approved by the relevant Site Manager;
- Plant and equipment you supply for use must have its noise emission level identified. Any noise emission exceeding 85dBA (Leq) must be reported to your Supervisor and used in combination with appropriate hearing protection. Where necessary, your Griffith City Council Supervisor reserves the right to prohibit or restrict the use of high-noise plant/equipment.

Violence, Harassment & Bullying

- Griffith City Council does not condone occupational violence, bullying or harassment – Any persons who engage in such activity will be subject to appropriate disciplinary action;
- Immediately advise your Project Supervisor if you are subjected to any violence, harassment or bullying from any work colleague or member of the public;
- Unless in a life threatening situation, you must not react in a violent or confrontational way toward any person who is aggressive or abusive – Remain calm and report the situation as soon as possible;
- Signs of violence, harassment or bullying may include, but are not limited to, any of the following actions:
 - Offensive shouting or swearing;
 - Physical contact or threatening gestures;
 - Verbal or written threats;
 - Hitting or throwing objects;
 - Offensive or unwelcome comments/gestures based on a person's sex, physical appearance, age, disability, marital status or sexuality.

Snakes

All persons working on site shall exercise vigilance to the risk of snake bite during the warmer months when moving about the work site.

The most common snake species is the Eastern Brown however other venomous species that may be encountered include the Tiger Snake, with the Copperhead and Black snake less common.

Killing and/or destruction of any native species, including snakes, is illegal, and unless in extreme circumstances, is prohibited.

Your employer will brief all staff on the risks and treatment of snake strikes as part of the SWMS for the works.

Working in Extreme Weather

The Extreme weather conditions can be lightning, heat, cold, fog, high winds, rain and so on. GCC does NOT have a specified temperature or specified conditions where workers are required to cease work.

Working in extreme weather conditions will form part of your employers SWMS in respect to management of conditions, personal health and protective equipment.

Working near Children

All persons working on a Site, including but not limited to the Contractor's employees and managers, consultants, subcontractors and suppliers (Contractor Employees) shall understand and comply with the requirements shown below:

- The Contractor must gain permission to enter the school or facility before commencing work and may only enter approved areas.
- You should avoid talking with, touching or interacting with any children or residents or other users of the school or facility except where the work requires it or in an emergency or safety situation.
- You must only use approved toilets and other facilities, unless the person in charge of the school or facility gives written authority to use alternative arrangements.
- The work area must not be able to be used or accessed by children, or residents or other users of the school or facility while work is in progress. Clear signs and barricades (where appropriate) must be used to prevent any inadvertent or unauthorised access.
- You must wear clothing that is tidy and in good condition, including a shirt and shorts, trousers or a skirt at all times.
- You must wear or carry an identity card at all times when on the Site.

Attachment 1:

Worksite Safety Awareness

Griffith City Council operates within a number of different work environments, each of which presents unique risks that you must be aware of. The following attachment provides a basic level of safety awareness for working in:

Road Work Sites

Traffic Management Plans (TMPs):

- A Traffic Management Plan (TMP) must be prepared for all road work activity;
- You must familiarise yourself with the TMP for your worksite – If a TMP is **not** supplied by your employer it is your responsibility to have one prepared prior to commencement of work;
- Traffic Management Plans must be prepared and approved by a competent person who has completed training accredited by the relevant state or territory.

Protection from Moving Vehicles & Plant:


- One of the most critical risk controls on any road work site is the separation distance between workers and passing traffic;
- All persons on road work sites must keep **at least 1.2 metres** between themselves and passing public traffic at all times (see example shown right). Exceptions to this requirement are only permitted if it is absolutely necessary to work within this distance and the following controls are implemented:
 - Passing traffic is stopped or has its speed reduced to **40km/hr**; and
 - A spotter is assigned while work is performed
- Remember - If you are working on foot you must also maintain a safe distance of **three (3) metres** from moving plant and vehicles within the work area (refer to page 13 – Traffic Management & Pedestrian Safety)



Example showing the minimum 1.2 meter separation distance between the work area and passing traffic

Personal Protective Equipment (PPE):

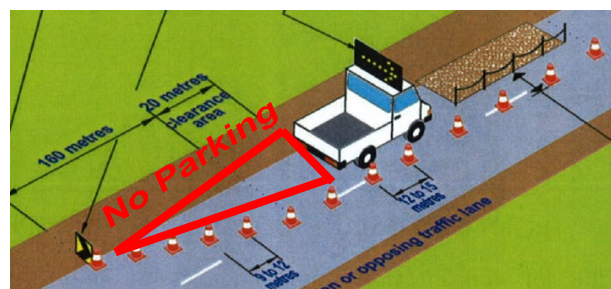
The minimum PPE requirements for entry onto any road works site are shown below (additional requirements may apply depending on the task being performed or instruction provided by site personnel):

 <p>High visibility clothing or vest</p>	 <p>Safety footwear</p>	 <p>Long sleeved shirt and long pants</p>	 <p>Hearing protection</p> <p><i>To be worn when working in the vicinity of noisy plant or equipment</i></p>
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To be worn at all times on the worksite.

Vehicle Parking:

- Where provided, park your vehicle in designated parking areas;
- It is strictly prohibited to park your vehicle within the taper or any other area where it is at risk of being struck by vehicles or mobile plant.



Example of no parking within the taper.