



OCCUPATIONAL HEALTH AND SAFETY HANDBOOK FOR CONTRACTORS

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1. INTRODUCTION

1.1 SCOPE

This Occupational Health and Safety (OHS) Handbook for Contractors outlines AQWEST's OHS procedure for the selection and management of Contractors, and describes the OHS requirements for contracts undertaken for AQWEST.

This handbook applies to all contracts for AQWEST, other than those assessed as having negligible or very low risk (for which alternative requirements or process may apply, appropriate to those contracts).

1.2 DEFINITION AND ABBREVIATIONS

Contractor: means the person or persons, firm, company or other entity whose tender has been accepted by the Principal, including any of their personal representatives, successors and permitted assigns.

Contracts Manager: means an authorised representative of AQWEST (Principal) responsible for selection of a contractor or management of a contract or both. "Contract Manager" may be an AQWEST Coordinator, Project Manager, Consultant or Agent. The Contract Manager may change through the process.

Hazard: situation that has the potential to cause harm.

Incident: any event that resulted in injury, illness, disease, damage or loss, including near misses.

Job Safety Analysis (JSA): means a breakdown of a job into sequential steps (tasks) and the identification of any hazards associated with these steps and the corresponding control measures.

Near Miss: An event that did not result in an injury, illness, disease, damage or loss, but had the potential to do so.

Occupational Health and Safety Management Plan (OHSMP): plan that includes information on: specific occupational health and safety (OHS) responsibility; OHS induction; managing OHS incidents; site safety rules; hazards, risk; risk control; and safe work method statements. Required by the main contractor for a construction site where 5 or more persons are, or are likely to be, working at the same time.

Safe Work Method Statement (SWMS): means a breakdown of a job into sequential steps (tasks) and the identification of any hazards associated with these steps and the corresponding control measures.

1.3 OCCUPATIONAL HEALTH AND SAFETY POLICY SUMMARY

AQWEST value the wellbeing of our employees, contractors, visitors, customers and the communities in which we operate. We are committed to responsible management practices that minimise any adverse health or safety impacts.

To view AQWEST's Occupational Health and Safety Policy, it is available on AQWEST's Supplier Safety webpage (<http://aqwest.com.au/Suppliers/Safety.aspx>).

1.4 AQWEST SAFETY VALUES AND COMMITMENTS

At AQWEST, we value the safety of our employees, contractors and the communities in which we operate. We want all person on Aqwest sites to embrace our Safety Values and Commitments and complete every task without harm.

Safety Values and Commitments



Safe Driving

- Always drive to the conditions
- Always wear a seat belt
- Never talk on a hand held mobile device while driving
- Conduct routine vehicle inspections

Safe Confined Space Entry

- Only enter a confined space if you are trained and have a current permit
- Always follow the conditions of the permit
- Always have a rescue plan



Safe Job Planning

- Always use a JSA or SWMS
- Always reassess the risk when a job changes

Bridging Cables

- Always use bridging cables when breaking the continuity of metal water pipes



Fitness for Work

- Never work fatigued
- Never work while under the influence of drugs and alcohol

Safe Excavations

- Always locate underground services before excavating
- Never work in an excavation deeper than 1.5m unless it has been sloped, benched or shored



Working Alone

- Always use the Aqwest working alone procedure for callouts

Working Safely at Heights

- Only work at heights if you are trained
- Never work at heights without fall prevention and measures to prevent dropped objects
- Always have a rescue plan



Chlorine Safety

- Only work on Chlorine Systems if you are trained and wearing the appropriate PPE

Manual Handling

- Always look for a better way to do things to avoid manual handling
- Always share awkward or heavy loads
- Avoid twisting while lifting/bending and keep loads close to your body
- Never exceed your comfortable level of exertion



Isolations and Tagging

- Always verify isolations before starting work, never remove an isolation unless authorised

2. CONTRACTOR OHS REPORTING

2.1 CONTRACTOR OHS PERFORMANCE REPORTING

The Contractor is required to report contract safety performance during and at completion of the contract using the Contractor OHS Performance Report Form, available at Appendix 1 or AQWEST's Supplier Safety webpage (<http://aqwest.com.au/Suppliers/Safety.aspx>). All invoices shall be accompanied with this form.

2.2 WORKSAFE NOTICES REPORTING

The Contractor will provide the Contracts Manager with a copy of an Improvement or Prohibition Notice issued for the contract by WorkSafe, as soon as possible.

2.3 INCIDENT REPORTING

The Contractor shall notify the Contract Manager of all incidents, including near-misses.

Incident notification is required verbally to the Contract Manager immediately (as practical), with an incident report provided within 2 working days of the incident occurring. The Contractor shall use their own Incident Report Form.

The Contractor shall notify WorkSafe of incidents reportable as per the *Occupational Safety and Health Regulations 1996*.

The Contractor shall provide the Contract Manager with a copy of any Improvement or Prohibition Notice issued to the Contractor by WorkSafe, within 2 working days of receiving notice.

3. CONTRACTOR OHS REQUIREMENTS

3.1 GENERAL OHS REQUIREMENT

The Contractor must ensure that all its workforce carrying out work on AQWEST sites understand and comply with these OHS requirements. All work undertaken must be in compliance with the relevant statutory workplace legislation. Where AQWEST's OHS requirements exceed statutory workplace legislation, AQWEST's OHS requirements must be complied with. If the Contractor requires clarification of AQWEST's OHS requirements, the Contractor must seek clarification from the Contracts Manager.

The Contractor must provide and maintain, so far as reasonably practicable, a workplace that is safe and without risk of harm to its workers, other work crew, and members of the public in accordance with relevant statutory workplace legislation, and AQWEST's OHS requirements.

AQWEST officers have the right to enter any site in which the Contractor is performing works to inspect, audit and observe the works to ensure OHS compliance.

3.2 CLEARANCE TO WORK

Clearance to Work is a formal documented system used to control certain types of works which are considered High Risk Work. A Clearance to Work Permit, for location at Appendix 2, contains location, time, equipment to be worked on, scope of work and tools and equipment to be used, hazard identification, mitigation / precaution measure(s) used and the names of those authorising the work and performing the work.

For more information please refer to the Contractor Clearance to Work Guide available on AQWEST's Supplier Safety webpage (<http://aqwest.com.au/Suppliers/Safety.aspx>)

3.3 SAFE WORK METHOD STATEMENTS

Depending on the scope of works, the Contractor may be required to submit to the Contracts Manager a Safe Work Method Statement/s (SWMS) for acceptance. Where required, the Contracts Manager may require the OHSMP to be varied, or to contain additional detail.

All OHSMP's shall have as a minimum requirement to include information on:

- Company Name
- Project
- Each **high-risk construction work activity** that is or includes a hazard to which a person at the construction site is likely to be exposed
- The **risk of injury or harm** to a person resulting from any such hazards
- The **safety measures to be implemented to reduce the risk**, including the control measures to be applied to the activity or hazards
- A description of the **equipment used in the work activity**
- The **qualifications and training** (if any) required for persons doing the work to do it safely

For further information refer to the *Occupational Safety and Health Regulations 1996*.

3.4 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PLANS

Depending on the scope of works, the Contractor may be required to submit to the Contracts Manager an Occupational Health and Safety Management Plan (OHSMP) for acceptance. Where required, the Contracts Manager may require the OHSMP to be varied, or to contain additional detail.

All OHSMP's shall have as a minimum requirement to include information on:

- Company Name
- Project
- Each person on the site who has a **specific occupational safety and health responsibility** in relation to the site and describes how those responsibilities are coordinated
- **Occupational health and safety induction** training that will take place in respect to construction work on the site
- Arrangements for **managing occupational safety and health incidents** on the site
- **Site safety rules** and describes the arrangements for ensuring that all persons on or visiting the site are informed of the rules
- **Hazards** to which a person at the construction site is likely to be exposed
- **Risk** of injury or harm to a person resulting from those hazards
- Means by which the **risk may be reduced**
- **Safe work method statements** (if any) for the site

For further information refer to the *Occupational Safety and Health Regulations 1996*.

3.5 INDUCTION

All Contractors and Sub-Contractors must undertake the AQWEST Contractor OHS Induction (valid for 2 years) prior to commencement of work. The AQWEST Contractor OHS Induction is conducted online and available on AQWEST's Supplier Safety webpage (<http://aqwest.com.au/Suppliers/Safety.aspx>).

3.6 TRAINING AND COMPETENCY

Contractors are responsible to ensure all of their employees and subcontractors are trained and competent in all work being undertaken. All workers are required to provide evidence of relevant safety-related construction industry training courses before starting work.

All persons conducting construction work or working on construction sites are required to have completed construction safety induction training that is recognised by WorkSafe WA.

3.7 MOBILE PLANT OPERATOR COMPETENCIES

Operators of most forms of mobile plant are required to have a current nationally recognised ticket or high risk licence. All operators must be provided with information and training on the working procedures of any machine they are expected to operate and any hazards they are likely to encounter. They should be closely supervised until they prove they are competent to work on their own.

3.8 CONFINED SPACE

AQWEST has numerous workplaces that are identified as confined space. The Contractor must ensure that entry to and work within a confined space complies with *AS 2865 Confined spaces* and *Occupational Safety and Health Regulations 1996*. Confined Space entry is to be conducted by permit only.

3.9 TAGGING AND ISOLATION

Prior to any work being conducted on any assets in which has an energy source, the Contractor must ensure that the energy source is locked out and tagged out prior to starting works.

AQWEST must be advised if any tag is to remain in place for longer than 1 day.

3.10 HOT WORK

Hot Work is heat or spark producing operations and activities such as grinding, welding, thermal or oxygen cutting or heating.

In managing Hot Work, the hierarchy of control shall be applied as far as practicable by:

1. Undertaking the work in a way that does not include Hot Work; or
2. Re-locating the Hot Work so that it is undertaken in a Safe Area; or
3. Undertaking the Hot Work in-situ in accordance with controls identified through a SWMS/JSA and Hot Work Permit.

A Hot Work Permit is required for Hot Work activities:

- Where there is a credible risk of fire or explosion
- Hot Work in a Confined Space
- Hot Work on a declared 'Total Fire Ban Day'

3.11 WORKING AT HEIGHTS

Working at Heights is considered to be any work performed where there is a potential to fall from one level to another. All tasks being undertaken which involves Working at Heights must be adequately risk assessed and in accordance with relevant OHS legislation.

3.12 DRUGS AND ALCOHOL

AQWEST has adopted a zero tolerance policy against the consumption, possession and sale of alcohol and illicit/illegal drugs on all sites. It is the Contractors responsibility to comply with the drug and alcohol policy. Any persons not complying with this policy will be immediately removed from site.

3.13 ELECTRICAL WORK

All electrical work and equipment must comply with *AS/NZS 3000 Wiring Rules*, *AS/NZS 3012 Electrical installations - Construction and demolition sites*, and *AS/NZS 3017 Electrical installations - Testing and inspection guidelines*. Electrical work shall only be undertaken by person with the appropriate licences. All electrical equipment shall have a current test tag, and be run through a residual-current device (RCD).

3.14 EXCAVATION

All excavation works must comply with the *Occupational Safety and Health Regulations 1996* and the *Code of Practice Excavation 2005*.

3.15 WORKING ON OR ADJACENT TO ROADWAYS

Work on or near roadways shall have a Traffic Management Plan which complies with *AS 1742.3 Manual of uniform traffic control devices* and *Main Roads WA Code of Practice - Traffic management for works on roads* and appropriate controls implemented.

3.16 ASBESTOS CONTAINING MATERIAL

Any asbestos containing material in which is to be removed or worked on, the Contracts Manager must be notified prior to the works commencing. All works with asbestos containing material must be done in accordance to the *Occupational Safety and Health Regulations 1996*, the *Code of Practice for the Safe Removal of Asbestos*, and the *Code of Practice for the Management and Control of Asbestos in the Workplaces*.

3.17 HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

All chemicals must be approved by the Contract Manager prior to bringing on site. All chemicals are to have a current Safety Data Sheet (SDS) and risk assessment. The Contractor is responsible to ensure that the chemical is used, stored, transported, and disposed of in accordance to the chemicals SDS.

3.18 PUBLIC SAFETY

An assessment of risk to the public shall be conducted for all construction work undertaken by AQWEST and its contractors. Consideration should include:

- The location of works (proximity to schools, urban areas etc.)
- Specific public hazards likely to be at the construction site

A clear strategy shall be established to prevent unauthorised persons from entering the construction site including fencing, signs and barricades wherever possible. Other strategies may include the presence of site personnel, the securing of equipment and materials and covering of holes when unattended.

3.19 PERSONAL PROTECTIVE EQUIPMENT

The Contractor is responsible for ensuring their workers are supplied with the required Personal Protective Equipment (PPE) for the works and have been trained on how to wear the PPE correctly. All PPE shall comply with the relevant Australian Standard or (where there is no relevant Australian Standard) other standards for that particular item, where one exists.

For minimum PPE requirements on Aqwest sites refer to Appendix 3. For further information please refer to the Personal Protective Equipment Guide available on AQWEST’s Supplier Safety webpage (<http://aqwest.com.au/Suppliers/Safety.aspx>).

REVISION HISTORY				
Version	Date released	Description of Changes	Author	Authorised by
1.0	1/09/2010	First Version		MWS
2.0	24/05/2016	Template change. Review of entire document. Addition of specific contractor OHS requirements	Robert Allan (STCO)	Gary Hallsworth (MWS)
2.1	15/08/2017	Addition of Safety Values and Commitments; and Contractor Clearance to Work.	Robert Allan (STCO)	Robert Allan (STCO)

APPENDIX 1 - CONTRACTOR OHS PERFORMANCE REPORT FORM

Contractor OHS Performance Report Form

AOHS-03-TMP-005

Last approved: 9/03/2017

This form is to be completed by the Contractor and submitted to the Aqwest Contract Manager with every invoice.

Contract Company:	Contract Number:
Contractor site:	
Report month: / /	Or period from / / to /
Final report <input type="checkbox"/> (tick)	Report no: (1,2,3,etc)

Required data (including Sub-Contractors)	This month / period	Contract total to date
Estimated man-hours worked		
No. of LTs/LTDs		
No. of MTIs (Not including LTIs/LTDs)		

WorkSafe – Reportable Incidents and notices	This month / period	Contract total to date
No. of incidents causing injuries/Diseases that are reportable to WorkSafe under OSH Regulations.		
No. of other incidents with potential to have caused Injury/Disease reportable to WorkSafe.		
No. of WorkSafe improvement Notices received.		
No. of WorkSafe Prohibition Notices received		

No. of incidents causing injuries/diseases that are reportable to WorkSafe under OSH Regulations.	
No. of other incidents with potential to have caused injury/disease reportable to WorkSafe.	
Contact details:	

Definitions	
LTI/D	Lost time injury or disease that results in a fatality, permanent disability or time lost from work of one day/shift or more.
MTI/D	Treatment administered to an injured worker by a health professional. Medical Treatment does not include first aid administered by a health professional or diagnostic testing [e.g. X-rays, electrocardiogram (ECG), etc.].

Declaration		
I declare that this report is true and accurate		
Name:	Signature:	Date:

REVISION HISTORY				
Version	Date released	Description of Changes	Author	Authorised by
Draft		First Draft	Robert Allan (STCO)	
1.0	9/03/2017	First Version	Robert Allan (STCO)	Gary Hallsworth (MWS)

APPENDIX 2 - CLEARANCE TO WORK PERMIT

NOTE A MINIMUM OF FIVE (5) WORKING DAYS NOTICE IS REQUIRED PRIOR TO THE PLANNED COMMENCEMENT OF WORKS. THE CONTRACT MANAGER IS RESPONSIBLE FOR OBTAINING A COPY OF THE OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PLAN (OHSMP), SAFE WORK METHOD STATEMENT (SWMS), JOB SAFETY ANALYSIS (JSA) OR EQUIVALENT PRIOR TO THE COMMENCEMENT OF WORKS TO BE SATISFIED THAT THE WORKS WILL BE UNDERTAKEN SAFELY.

Contractor to Complete

1. REQUEST FOR CLEARANCE TO WORK *(To be completed by Contractor)*

Name of Contractor Completing Work: _____ Date Submitted: _____

Physical Location of Works: _____

Title of Works: _____

Scope of works for this Permit: _____

Duration of work: Start date: _____ Finish date: _____ Days of work: _____

Start time: _____ Finish time: _____ Hours of work: _____

Revised dates: Revised finish date: _____ Authorised Person: _____

(If required) Revised finish time: _____ Signature _____ Date _____

AUTHORISED
PERSON TO
COMPLETE

THE FOLLOWING DOCUMENT(S) HAVE BEEN ATTACHED (Refer Procedure)

Description of Works* Other _____

*Description of Works means a document (for example: Scope of Works or Work Method Statement) which provides sufficient detail to allow the Authorised Person to determine the type of tasks to be undertaken and the potential impact of any work to the Aqwest asset. Upon submission additional information may be requested by the Authorised Person.

CONTRACTOR PERSON RESPONSIBLE FOR SUPERVISING WORKS FOR THE DURATION OF THIS PERMIT

Name: _____ Contact Number: _____ Fax: _____

E-mail: _____

AQWEST CONTRACT MANAGER FOR THE ABOVE WORKS

Name: _____ Contact Number: _____

FORWARD THIS PERMIT TO THE AUTHORISED PERSON (AND COPY TO CONTRACT MANAGER)

Authorised Person to Complete

2. AUTHORISATION *(To be completed by Authorised Person)*

Applicable Permits, Forms & Additional Requirements (please tick)

Confined Space Entry Permit Hot Work Permit Working at Heights Permit

THE CONTRACTOR IS HEREBY ADVISED OF THE FOLLOWING ADDITIONAL SITE SPECIFIC HAZARDS / CONDITIONS

ATTACH ADDITIONAL INFORMATION AS REQUIRED

BY UNDERTAKING WORKS WITH THIS PERMIT, BOTH THE CONTRACTOR AND CONTRACT MANAGER AGREE TO ENSURE SUITABLE CONTROLS ARE IMPLEMENTED FOR HAZARDS IDENTIFIED AS PART OF BOTH SECTION 1 AND 2 OF THIS PERMIT.

Normal AQWEST Contractor OHS Requirements also apply.

Application for Clearance to Work has been: Approved Denied Further Information Requested

Signature: _____ Date: _____

AUTHORISED PERSON OPERATIONS PERSON RESPONSIBLE FOR THE OPERATION OF THE ABOVE ASSET

Name: _____ Contact Number: _____

Fax: _____ E-mail: _____

RETURN PERMIT TO CONTRACTOR SUPERVISOR (AND COPY TO CONTRACT MANAGER)

Contractor

3. WORK COMPLETION *(To be completed by Contractor)*

I confirm the items listed in Section 1 & 2 have been implemented and the above works are completed.

Name _____ Signature: _____ Date: _____ Contact Number: _____

RETURN PERMIT TO AUTHORISED PERSON (AND COPY TO CONTRACT MANAGER)

Authorised Person

4. FINAL SIGN OFF & CLOSE OUT *(To be completed by Authorised Person)*

I confirm completion of the above work and all associated permits have been closed. This permit is now closed out.

Inspection of this asset has been completed prior to bringing the asset back into service YES

Name _____ Signature: _____ Date: _____

RETURN PERMIT TO CONTRACTOR SUPERVISOR. RETAIN AND FILE COPY AS A RECORD.

RETAIN A COPY
OF THIS PERMIT

Prompts for Authorised Persons

This list is intended as an aid to the Authorised Person (or others) to identify potential impacts of the works in assessing an application for a CTW Permit.

Hazards (to the Contractor, through interaction with the AQWEST asset/site)	Confined Space Entry Striking our underground service Asbestos Unsafe atmosphere (H2S, LEL, CO, oxygen too low or high, other) Exposure to, or spills of chemicals, fuels, chlorine or other Dangerous Goods Work at heights or openings Pressurised equipment Equipment needing isolation (fluid, gas, power, stored energy) Noise/vibration Ultraviolet lamps RF energy (e.g. transmission towers) Conditions on site temporarily in an unsafe condition (tagged, barricaded) Drowning/engulfment/flooding Metallic service with potentially induced voltage from adjacent power lines Site Induction requirements not met
Drinking Water Quality	Water Treatment plant operation Chlorinator operation Backflow into the reticulation
Other Permits/checklists required	Confined Space Entry Permit Hot Work Permit Working at Heights Permits
Potential operational impacts or asset damage	Disruption of supply to customers Damage caused by mobile plant Chemical or biological contamination Access to equipment blocked during the work Fire/explosion Delays to work require asset to be isolated longer than planned Bypasses needing to be arranged Contingency plans needed (by Contractor, or Aqwest) Notification or approval by others required Site security compromised Local constraints to water discharge/dewatering Contractor's provision for clean-up or site restoration Causing direct damage to a pipe or coating Causing excessive impact, shock or vibration Causing excessive loading Limiting future access Disturbing foundations or bedding Causing subsidence Altering the depth of cover Interference with cathodic protection

REVISION HISTORY

Version	Date released	Description of Changes	Author	Authorised by
Draft		First Draft	Robert Allan (STCO)	
1.0	27/04/2017	First Version	Robert Allan (STCO)	Gary Hallsworth (MWS)

APPENDIX 3 - MINIMUM WORKPLACE PPE REQUIREMENTS

Minimum Workplace PPE Requirements						
Place of Work	Personal Protective Equipment					
	Safety Eyewear	Safety Footwear	High Visibility Vest/Shirt/Jacket	Safety Helmet	Long Sleeved Shirt, Long Pants	Hat or helmet brim/flap
Field Work (includes ground or maintenance tasks, inspections, treatment sites, and WSC yard)	Worn as required by R/A	✓	✓	Required when there is a risk of falling objects or workers above	✓	For direct sunlight only
Maintenance Work in Office Areas	Worn as required by R/A	✓		Required when there is a risk of falling objects or workers above	Worn as required by R/A	
Office Areas		Footwear secured to foot (no thongs or flops)				
Stores / Workshops / Cage	Worn as required by R/A	✓	✓	Required when there is a risk of falling objects or workers above		
Construction sites	✓	✓	✓	✓	✓	For direct sunlight only
Key '✓' indicates 'is required' 'R/A' indicates a risk assessment should be used to determine requirement based on activities and tasks to be undertaken.						