



“YOUR LOCAL WATER SUPPLIER”  
**AQWEST**

# **Contractor OHS Induction**

AOHS-05-GUI-002

6 March 2019

# About AQWEST

- AQWEST is a Government Trading Enterprise responsible for supplying drinking water to Bunbury.
- Formed in 1906 as the Bunbury Water Board, the business has served the Bunbury area for over 100 years.
- AQWEST is committed to producing and delivering high quality water for the expanding Bunbury community.

# Working on AQWEST Sites

- All contractors and sub-contractors shall conduct an AQWEST Contractor OHS Induction (valid for 2 years) prior to working on AQWEST sites.
- AQWEST site access is only authorised by prior approval of the AQWEST Contract Manager.
- Contractors working at Water Treatment Plants must review the site emergency plan; and sign in & out of the log book (both located in the HAZCHEM box near the main entry gate).

# Relevant OHS Legislation and OHS Documents

Relevant OHS Legislation includes:

- *Occupational Safety and Health Act 1984 (WA)*
- *Occupational Safety and Health Regulation 1996 (WA)*
- Relevant Australian Standards
- Relevant Codes of Practice
- Relevant Guidance Notes

Relevant AQWEST OHS Documents available on our [Suppliers – Safety](#) page includes:

- Occupational Safety and Health Policy
- Relevant Guides, Forms and Permit

# Emergency Response

- AQWEST has many sites and work areas in which the emergency response procedures differ.
- All persons entering AQWEST sites shall familiarise themselves with the site specific emergency response procedures which will include muster point locations, first aid kits, fire fighting equipment, Dangerous Goods Stores, etc.

# Incident & Hazard Reporting

- Incidents
  - All incidents including near misses, no matter how minor, must be reported to the AQWEST Contract Manager immediately.
- Hazards
  - AQWEST requires the active reporting, tracking and close-out of hazards by contractors.
  - Contractors are required to report any hazard that may impact AQWEST to the AQWEST Contract Manager.

# Competencies & Qualifications

- The contractor must ensure:
  - All machine operators are appropriately qualified and competent for each class of machine.
  - All work requiring a High Risk Work Licence is completed by competent person with the appropriate High Risk Work Licence class (e.g. Dogging, Scaffolding, Cranes etc.).
  - All work is completed by qualified and competent persons.
  - All persons working on construction sites hold a WorkSafe WA approved construction induction training card.

# Safety Values and Commitments

|   |  |   |
|---|--|---|
|    | <b>Safe Driving</b> <ul style="list-style-type: none"><li>• Always drive to the conditions</li><li>• Always wear a seat belt</li><li>• Never talk on a hand held mobile device while driving</li><li>• Conduct routine vehicle inspections</li></ul> |    |
|    | <b>Safe Job Planning</b> <ul style="list-style-type: none"><li>• Always use a JSA or SWMS</li><li>• Always reassess the risk when a job changes</li></ul>  |    |
|    | <b>Fitness for Work</b> <ul style="list-style-type: none"><li>• Never work fatigued</li><li>• Never work while under the influence of drugs and alcohol</li></ul>  |    |
|    | <b>Working Alone</b> <ul style="list-style-type: none"><li>• Always use the Aqwest working alone procedure for callouts</li></ul>  |   |
|  | <b>Chlorine Safety</b> <ul style="list-style-type: none"><li>• Only work on Chlorine Systems if you are trained and wearing the appropriate PPE</li></ul>  |  |
|  | <b>Isolations and Tagging</b> <ul style="list-style-type: none"><li>• Always verify isolations before starting work, never remove an isolation unless authorised</li></ul>   |   |



We Value



# SAFE DRIVING

**We are committed to..**

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

# We Value

## SAFE CONFINED SPACE ENTRY



### We are committed to..

- 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

# We Value

## SAFE CONFINED SPACE ENTRY



- AQWEST has a large number of sites and workplaces that are identified as confined spaces in accordance with AS 2865.
- Contractors are to be vigilant of the confined spaces definition and ensure work sites are assessed before work commences.
- Confined space entry is by permit only.
- All confined space entry shall have a JSA/SWMS.
- Confined space entry shall be in accordance with AS 2865.

# We Value



## ISOLATIONS & TAGGING

**We are committed to..**

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

# We Value



## ISOLATIONS & TAGGING

- AQWEST use three types of tags:
  - Out of service (equipment is faulty or defective)
  - Personal Danger tag (tag must only be removed by the tag owner)
  - Information tag (for information purposes only)

# We Value

## BRIDGING CABLES



### We are committed to..

- Always use bridging cables when cutting / breaking the continuity of metal pipes.

We Value



# CHLORINE SAFETY

**We are committed to..**

- Only work on chlorine systems if you are trained and wearing the appropriate PPE

We Value



# CHLORINE SAFETY

- Chlorine (liquefied gas) is used and stored at all AQWEST water treatment facilities.
- All Contractors must familiarise themselves with the locations of the chlorine rooms and site specific emergency evacuation procedures.



# We Value

## SAFE EXCAVATION



### We are committed to..

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

\* Excavation works shall be in accordance with the Code of Practice - Excavation

We Value



# WORKING ALONE SAFETY

## We are committed to..

- Always use the Aqwest working alone procedure for callouts.
- \* Working alone shall not be undertaken when conducting high risk work.
- \* Working alone shall only be undertaken if risk assessed and in accordance with *OSH Regulations 1996 r. 3.3.*

We Value

# WORKING SAFELY AT HEIGHTS



## We are committed to..

- Only work at heights if you are trained
  - Never work at heights without fall prevention
  - Always have a rescue plan
- \* Working at Heights shall be in accordance with the Code of Practice – Prevention of falls at workplaces.

We Value



# FITNESS FOR WORK

**We are committed to..**

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

# We Value

## SAFE MANUAL HANDLING



### We are committed to..

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

# We Value



# SAFE JOB PLANNING

**We are committed to..**

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

# We Value



## SAFE JOB PLANNING

SWMS/JHAs requirements:

- Task-specific
- Identifies all required training/qualifications, permits, plant/equipment, PPE and applicable legislation.
- Broken down into logical steps with hazards and associated controls identified for each step
- Approved by supervisor prior to commencing works
- Signed by all person's conducting task
- Regularly reviewed

# Personal Protective Equipment

- Mandatory PPE shall be worn at all times whilst on AQWEST construction, project sites and operational areas (WSC Stores).
- PPE includes:
  - Hard hat (*AS/NZS 1801*)
  - Safety boots (*AS/NZS 2210*)
  - Safety glasses (*AS/NZS 1337*)
  - Hi-Vis long sleeved shirt (*AS/NZS 4602*)
  - Long pants
- Task specific PPE may be required, examples including:
  - Gloves (*AS/NZS 2161*)
  - Face shield (*AS/NZS 1336*)
  - Hearing Protection (*AS/NZS 1270*)



# Permit to Work

- Permits to Work is required for the following task:
  - High-Risk Work – requires a Clearance to Work Permit (refer to Contractor Clearance to Work Permit Guide on our [Suppliers – Safety page](#))
  - Confined Space
  - Hot Work
- All Permits to Work shall be authorised by the AQWEST Contract Manager.
- All Permits to Work shall be accompanied by a JSA/SWMS and other required OHS documents (e.g. Safety Management Plan).

# Underground & Aboveground Assets

- All underground & aboveground assets must be protected from damage and in accordance with the Water Services Regulations 2013.
- All excavation/penetration works must follow the Four Ps (Plan, Pothole, Protect & Proceed).
- Aboveground Assets include:
  - Overhead Power Lines
  - Power Poles
  - Power Domes
- Underground Assets include:
  - Electrical cables
  - Water Lines
  - Sewerage Lines
  - Communication Lines

# Mobile Plant

- All mobile plant operators must hold the appropriate certificate of competency or high-risk licence.
- Each item of mobile plant must have a risk assessment.
- A documented pre-start check must be conducted prior to operation.
- Operators must ensure they have a safe operating zone to ensure the safety of other mobile plant operators, ground personnel, and members of the public.

# Rigging & Lifting

- All operator and riggers/dogman must be trained and competent in any rigging/lifting equipment being used.
- All rigging and lifting equipment shall be inspected and have current inspection tag.
- All rigging and lifting equipment shall be recorded on the contractor rigging & lifting equipment register
- DO NOT place any part of your body under a suspended load
- Lifting areas are to be cleared from non-essential personnel prior to lift.

# Electrical Safety

- Electrical work on an AQWEST sites shall only be conducted by persons who hold the appropriate competencies and have been deemed authorised.
- Electrical tools and equipment requirements:
  - Tested and have current test tag
  - Not used in vicinity of water
  - Leads kept off the ground as much as practicable
  - Leads not to exceed 25m in length, even if a portable RCD connected
  - Run through a Residual Current Device (RCD)
  - No double adaptors and 3-pin plug adaptors (piggyback) or similar.
  - All electrical items must be recorded on the contractor electrical equipment register

# Chemicals & Gases

- All chemical containers and gas cylinders must:
  - Be appropriately labelled
  - Be recorded on the contractor chemical register
  - Have an applicable Safety Data Sheet (SDS) readily available
  - Be stored according to relevant legislation, standards and the SDS
  - Have a risk assessment completed (if hazardous or dangerous)
- Before using or storing any chemicals or gases, ensure you are familiar with the SDS (which you gives you advice on PPE, first aid, handling and storage, emergency response etc.)
- Do not bring chemicals or gases on to site without prior approval from the Contractors Manager
- Applicable Code of Practice: Control of Workplace Hazardous Substances

# Asbestos

- Applicable Code of Practice:
  - Management and Control of Asbestos in Workplaces [NOHSC:2018 (2005)]
  - Safe Removal of Asbestos [NOHSC:2002 (2005)]
- All persons working with ACM are to be appropriately trained and competent.
- Only WorkSafe WA Asbestos Removal Licence holders are to remove and dispose of asbestos except in limited circumstances of ACM ten metres or less with AQWEST Contract Manager approval.
- All discoveries of asbestos are to be reported to the Contract Manager immediately.

# Hot Work

- Hot Work is considered anything that produces flames or sparks.
- Examples of Hot Work are:
  - Welding
  - Oxy Cutting
  - Metal Grinding
- Use of this equipment requires consideration of the fire potential and ignition hazards.
- Hot Work is to be conducted by permit only.
- No Hot Work is permitted during declared Total Fire Bans except in emergency situations authorised by the AQWEST Contract Manager.



# Traffic Management

- All works being conducted on or adjacent to roadways shall have a Traffic Management Plan which complies with AS 1742.3 Manual of uniform traffic control devices Part 3: Traffic control for works on roads and appropriate controls implemented.
- All traffic management plans must be approved by the Contracts Manager prior to conducting works.

# End of Presentation

- To finalise the induction you must complete the assessment on the following link:

[https://www.surveymonkey.com/r/AQWEST Contractor OSH Induction](https://www.surveymonkey.com/r/AQWEST_Contractor_OSH_Induction)

# Revision History

| Version | Date Released | Description of Changes         | Author | Reviewed by                   | Authorised by |
|---------|---------------|--------------------------------|--------|-------------------------------|---------------|
| DRAFT   |               | First Version                  | STCO   | CWT, CWD,<br>WQS, TLD,<br>MFA |               |
| 1.0     | 8/9/16        | First Version                  | STCO   | CWT, CWD,<br>WQS, TLD,<br>MFA | MWS           |
| 1.1     | 6/03/19       | Full review with minor updates | STCO   |                               | STCO          |