

ARARAT RURAL CITY COUNCIL

CONTRACTOR HANDBOOK



Ararat Rural City



CONTENTS

Introduction	3
Attachments	3
Useful contacts	3
Prequalification process	3
Prior to work engagement	4
Engagement of works.....	5
Contact.....	8



No guarantee of work

Prequalification is not a guarantee, of goods, services or works. Prequalification determines a contractor's OHS eligibility to participate in a relevant procurement process. A contractor may also be required to comply with other requirements as part of the procurement process, for example meeting specific legislation, regulatory or contractual requirements.

INTRODUCTION

The purpose of this handbook is to outline Occupational Health and Safety (OHS) requirements and expectations for contractors. It supports both Ararat Rural City (ARCC) and its contractors to meet their health and safety obligations, whilst working at Council owned or managed sites. ARCC aims to provide a safe workplace for employees, contractors (their staff) and visitors to Council sites.

An understanding of this handbook forms a part of the ARCC's contractor prequalification. Contractors are expected to adhere to this handbook and all referenced attachments. The expectations and requirements contained in this handbook refer to any goods, services or works carried out on behalf of ARCC, on Council owned or controlled properties and work sites. The Council does not enforce its expectations or requirements on works carried out by the contractor for other customers.

ATTACHMENTS

The following attachments can be downloaded at www.ararat.vic.gov.au/council/council-documents/policies

- Attachment 1 – OHS Policy
- Attachment 2 – Code of Conduct
- Attachment 3 – Fraud & Corruption
- Attachment 4 – Incident Reporting
- Attachment 5 – Smoke Free Workplace Policy
- Attachment 6 – Manual Handling Policy
- Attachment 7 – Asbestos Policy
- Attachment 8 – Exposure to Sun and Heat Policy

USEFUL CONTACTS

Ambulance, Fire and Police	000
GWM Water	1300 659 961
Telstra	13 29 99
Dial Before You Dig	11 00
Gas	1800 427 532
Electrical Fault and Emergency	
CitiPower	13 12 80
Powercor	13 24 12
Environmental Protection Agency	1300 372 842
Poisons Information Centre	13 11 26
Vic Roads Report Road Hazards	13 11 70
WorkSafe Victoria	1800 136 089

PREQUALIFICATION PROCESS

The following is the approval flow chart for new and existing contractors.

Please note: ARCC does not prequalify trusts or family trusts.

Prequalification

- Step 1 - Prequalification invitation link will be tendered
- Step 2 - Assessment
- Step 3 - New supplier
- Step 4 - Add to prequalification list
- Step 5 - Work engagement
- Step 6 - Inspections
- Step 7 - Annual insurance review



PRIOR TO WORK ENGAGEMENT

This section outlines requirements that must be considered prior to commencing work.

Code of Conduct

All contractors and staff are expected to abide by the ARCC's Code of Conduct as per Attachment 2.

Conflict of interest

A conflict of interest is defined as a situation that has the potential to undermine the impartiality of a person because of a clash between the person's self-interest and professional or public interest. If there is any risk of a conflict of interest occurring, the contractor must immediately notify the ARCC to request its written consent to proceed.

Cultural heritage

Many heritage structures and places are protected, including Aboriginal cultural heritage which is protected by law. Please work with the ARCC project managers if heritage sites are present. If Aboriginal artefacts or human remains are found, please stop work, preserve the site and report to the project manager.

Fraud and Corruption

The ARCC acknowledges that Fraud and Corruption conflict with the organisation's values and have the potential to cause significant financial and non-financial harm.

Fraud and Corruption can undermine public trust in the ARCC and waste public resources. As a result, the Council takes a zero-tolerance approach to Fraud and Corruption.

High risk work

Extra preparation may be required for high-risk activities.

Safe Work Method Statements (SWMS) are required for the 17 high-risk construction types of work, these include:

- Trenching deeper than 1.5 meters
- Working next to roads or railways
- Operating powered mobile plant
- Working at heights over 2 meters
- Confined spaces or demolition
- Working near electrical installations or services

The contractor is required to provide a copy of the SWMS which lists the type of work being done, identifies the hazards involved and how these risks will be managed and measured.

Human rights

The contractor must comply with the requirements of the Charter of Human Rights and Responsibilities Act 2006.

Injury risks

Contractors are to ensure that they and their staff employ appropriate techniques for the activities that are being undertaken while conducting works for ARCC, such as:

- Manual handling
- Hot works
- Cold works
- Noise

Insurances

The contractor must provide a copy of the following insurance policies:

- Professional Indemnity (if applicable)
- Public Liability
- Vehicle / Fleet
- WorkSafe Workers Compensation

as per the requirements for works to be undertaken.

Personal protective equipment

When undertaking works for ARCC it is a requirement that the correct personal protective equipment (PPE) is used. Contractors must ensure that they and their employees wear appropriate PPE relevant to the activity being undertaken.

Qualifications

The contractor must demonstrate that all employees have the relevant licenses, registrations, certificates and permits prior to commencing work.

Unlawful acts

Any negligent, unlawful, fraudulent act, omission or willful misconduct during works carried out for ARCC by the contractor (or any person it engages), could lead to immediate termination of work and future engagement.

Working with Children Checks

Contractors are engaged by the Council by a range of methods and may be required to undertake works that is child related. The contractor and employees must hold a valid Working with Children Check (WWCC). This must be provided to the Council prior to the commencement of work. The cost of the Working with Children Check will be incurred by the contractor.

Working with the public

Where necessary, contractors are required to install safety signs, barriers and fencing to restrict public access to the work site. ARCC understands the public may approach you while carrying out works. When possible and safe, your workers may engage with members of the public professionally. If you are asked a question, you cannot or do not feel comfortable answering, please direct them to contact the Council on 5355 0200.

ENGAGEMENT OF WORKS

This section outlines requirements that must be considered during engagement of works.

Asbestos

Where asbestos is discovered the contractor must phone the project manager to determine how to proceed.

Chemicals and fuels

ARCC requires its contractors to maintain up to date Material Safety Data Sheets (MSDS) for all chemicals they use. When using chemicals, contractors should have a spill kit available appropriate to the chemical that is being used and clean up spills immediately. All contaminated spill kit materials must be removed from the site and disposed of appropriately. All chemical or fuel spills must be reported to the relevant notifiable bodies and the ARCC's project manager.

Communication

The contractor's primary contact at ARCC will be the person who engages the works. This has been referred to throughout this document as the project manager.

Electrical safety

When contractors are using tall machinery or equipment or undertaking any excavation to a depth greater than 400mm, it is essential the contractor conducts an inspection of the site prior to work commencing to identify overhead power lines and underground electrical supply. Where applicable, all equipment should be tested and tagged as required by AS 3760 – In Service Safety Inspection and Testing of Electrical Equipment. We ask contractors to carry out visual inspections of their equipment to avoid using damaged equipment. Never 'daisy chain' electrical equipment leads, extension cords or power adapters.

Emergency procedures

Contractors are required to follow emergency evacuation processes as directed by emergency services personnel or the Council's Emergency Wardens. Contractors are expected to have their own emergency and evacuation procedures if they have responsibility for the work site.



Environment

ARCC is committed to protecting and caring for the environment when conducting its business activities and expects contractors to do the same. This includes air quality, wildlife and vegetation protection.

First aid

Contractors must ensure adequate first aid provisions are available for their workers. A first aid kit stocked in accordance with WorkSafe guidelines appropriate to the work site should be available.

Incident Reporting

Incidents can be injuries, damage to property, damage to the environment and near misses. All incidents should be reported to the project manager as soon as practical. Contractors are required to co-operate in incident investigations as requested. We ask contractors to also report workplace or public hazards to allow the Council to manage the reported risk. In case of an incident, the contractor must provide a completed copy of their incident report form to the project manager.

See Attachment 4 – Incident Reporting

Inspections

Contractors may be inspected without notice or by appointment by an ARCC officer while carrying out work. Inspections may be formal or informal in nature.

Invoices

Invoices must only be forwarded to accounts@ararat.vic.gov.au and must include the Purchase Order number.

Job start reviews

At the beginning of each day, activity, or new site, ARCC requires contractors to carry out job start reviews. This could be a Job Safety Analysis (JSA), daily Safe Work Method Statement (SWMS) or 'Take 5' style prestart checklist. For Tier Two work, this could be a daily toolbox meeting. The purpose is to identify any new or non-standard hazards or risks. e.g., there could be a community event near the work site, or a tree may have fallen overnight near the equipment. These may not be addressed in standard work instructions or SWMS.

Manual handling

One in three injuries to Australian workers is caused by manual handling. Contractors must ensure that they and their staff employ appropriate manual handling technique for the activities they undertake on Council sites.

Techniques may include:

- Avoid lifting heavy loads
- Use mechanical lifting equipment
- Bend your knees when lifting
- Clear access to site, no trip hazards
- Hold lifted loads close to the body
- Avoid twisting whilst carrying loads
- Avoid excess repetitive movements



Noise

We ask contractors to please be aware of noise nuisance to neighbours, including residents, schools, and hospitals. Only work within allowed hours or seek approval from ARCC for hours outside standard hours.

Contractors are expected to reduce exposure to noise in Council workplaces, by:

- Ensuring new plant and equipment brought into the workplace meets standards for noise levels
- Reporting increase in noise levels of plant and equipment
- Wearing and looking after hearing protection provided for your use.

Plant and equipment

All contractors must ensure that the plant and equipment they use is well maintained. It is recommended that plant maintenance records, prestart checklists and service manuals are used to record equipment inspections and repairs.

Site security

Sites are to be secured, locked, or supervised to ensure dangerous equipment or chemicals are not accessible to the public.

Smoking, alcohol, and drugs

Contractors or their employees must not attend any work sites while affected by intoxicating substances. (i.e., illicit drugs, alcohol etc.). If suspected to be under the influence of drugs or alcohol, the contractor's work may be suspended for the day. We ask contractors to also consider the impact prescription drugs may have on their capacity to undertake works safely.

No smoking is permitted within all the Council's buildings as required by legislation. The Council also requires that no smoking occur within five meters of any ARCC-owned or operated building's entry.

Supervision

All contractors are required to adequately supervise their staff whilst working on ARCC sites. If the principle contractor is not present, they must nominate another onsite representative who will be responsible for ensuring the contractor's staff are compliant with the requirements of this handbook.

Staff Means

Employees and volunteers that are engaged directly by ARCC as well as all agents and contractors either engaged by the Council or by an authorised contractor of the Council.

Waste disposal

Environmental Protection Agency (EPA) and local authority guidelines must be followed when disposing of waste materials. Work sites should always be maintained and left in a tidy manner.





Ararat Rural City

CONTACT

Should you have any queries regarding this handbook or attachments please contact the Contract and Procurement Department on 03 5355 0200 or contractorenquiry@ararat.vic.gov.au

