

# Contractor Handbook



**CITY OF  
PERTH**  
*City of Light*



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## 1. Purpose

The purpose of this handbook is to provide current and prospective City of Perth (the City) Contractors, subcontractors and their employees with the relevant resources and guidelines to ensure they meet the City's Work Health and Safety (WHS) requirements.

This handbook should be read prior to commencing any contracted work for the City. By reading and understanding this guide, everyone working within the City will be able to play their role in maintaining safe workplaces.

Contractors, subcontractors and their employees (henceforth summarised as Contractors) who perform work for the City must do so in a manner that protects their safety and the safety of others. The City will not engage Contractors who are not committed to safety.

## 2. City's Commitment

The City is committed to ensuring a safe and healthy working environment for all persons at its workplaces, offices, sites and premises. The City's goal is to conduct its operational activities without harm to people.

The City's Work Health and Safety Policy outlines the commitment to providing a safe and healthy workplace for all Workers and requires that all work be conducted in a safe manner.

All Contractors who perform work for the City must apply these principles set out in the Work Health and Safety Policy.



## Operational Policy

# OP 15 | Work Health and Safety

## Policy Objective

The Work Health and Safety (WHS) Policy specifies the general principles and procedures the City will apply in relation to the management of workplace health and safety. The Policy outlines the City's commitment to best WHS practice in ensuring a healthy and safe workplace.

## Policy Scope

The WHS Policy applies to all City workers (including volunteers, contractors, sub- contractors, apprentices, labour hire, and work experience students) and applies to all City workplaces where workers are or are likely to be during their work as defined by the *Work Health and Safety (WHS) Act 2020* pt 1 div 3 s.7 s.8.

All workers, including contractors and volunteers are also expected to comply with this policy.

## Policy Statement

1. The City is committed to establishing and maintaining the highest standards of workplace health and safety possible to protect the safety, health and wellbeing of all persons during their work for the City. The City's goal is to conduct its operational activities without harm to people.
2. The City's Leadership, will contribute to achieving high standards of workplace health and safety, will consult with workers on health, safety and wellbeing matters to manage workplace risk and will properly consider WHS in all management decision making.
3. Workplace health and safety is both an individual and shared responsibility and every worker has a role in preventing work-related injury and illness. All workers are required to report hazards and are encouraged to actively participate in improving workplace health and safety standards.
4. The City will actively maintain effective injury prevention programs aimed at protecting all workers from work-related injury and disease and will ensure investigations into incidents are conducted and preventative actions are identified, actioned and communicated effectively to all workers.
5. The City will establish measurable objectives to continuously improve its work health and safety performance and will provide the appropriate resources, safe systems of work, training and information to achieve safe operations.
6. The City's safety management system will undergo regular review and continuous improvement to ensure legislative compliance and understanding of safe systems of work by all workers.
7. The City recognises the role of Health and Safety Representatives (HSRs) and work groups and will assist in the election of health and safety representatives and will facilitate the formation of work groups as required and upon request.
8. Managers will manage workplace health and safety according to Part 2 – Health and safety duties of the *WHS Act 2020* and the City's WHS Management Plan.

Figure 1: City of Perth's Work Health and Safety Policy

### 3. Legislative Requirements

The *Work Health and Safety Act 2020* introduced in 2022, established a significant overhaul of the safety regulations and places legal obligations on a Person Conducting a Business or Undertaking (PCBU) alone, or with others, whether or not for profit or gain.

The primary duty of care requires PCBUs so far as is reasonably practicable to ensure health and safety for its workers by eliminating risks to health and safety. Where elimination is not reasonably practicable, PCBUs must take all reasonable measures to minimise those risks

All Contractors are required to work in accordance with:

- *Work Health and Safety Act 2020*;
- *Work Health and Safety (General) Regulations 2022*;
- Relevant Australian Standards; and
- Relevant Approved Codes of Practice.

The *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022* are available on the WorkSafe WA [website](#).

### 4. Duties and Responsibilities

#### Primary Duty of Care

Under the *Work Health and Safety Act 2020* (WHS Act), all persons conducting a business or undertaking (PCBU), including contractors, have a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of workers and others affected by the work.

To meet this primary duty of care, PCBUs and contractors must, so far as is reasonably practicable, ensure the following:

- a working environment that is safe with minimal risk to health and safety. This includes safe access to and exit from the workplace
- plant, structure and systems of work that are safe and do not pose health risks (eg providing effective guarding on machines and regulating the pace and frequency of work)
- the safe use, handling, storage and transport of plant, structure and substances (eg hazardous chemicals, dusts and fibres)
- adequate facilities for the welfare of workers at work (eg access to washrooms, lockers and dining areas)
- information, instruction, training and supervision to workers needed for

them to work without risks to their health and safety and that of others around them

- the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising out of the conduct of the PCBU
- any accommodation owned or under their management and control to ensure the workers occupying the premises are not exposed to health and safety risks.

A PCBU is entitled to rely on the expertise of others, but that does not absolve them of their WHS duties. PCBU responsibilities are qualified by the term 'reasonably practicable'. The more control the PCBU has over the work, the more it must take reasonably practicable steps to ensure health and safety outcomes.

Where the PCBU relies on specialist or technical expertise, the PCBU must:

- verify that the expert has the necessary expertise for the work
- verify that the expert has their own systems in place for carrying out work safely
- verify that the expert is carrying out that work as per their own stated procedures without putting others at risk
- consult, coordinate and co-operate with the expert contractor
- provide appropriate instruction to

the contractor.

Where the City identifies that its proposed Contractor is best placed to have management or control of the workplace or work site, it may discharge the duties of a Principal Contractor to the Contractor within its contract documents or formal notifications provided. The Principal Contractor has specific meaning under r293 of the *Work Health and Safety (General) Regulations 2022* (WHS Regulations).

A PCBU must consult with workers and if workers are represented by a Health and Safety Representative, the PCBU must involve the Health and Safety Representative.

When consulting with workers and Health and Safety Representatives, the PCBU must share information, provide reasonable opportunity to give feedback and contribute to decision making, consider the views of workers before making decisions and advise workers of the outcome of consultation.

Some duty holders have additional consultation requirements, such as designers, importers and manufacturers of plant, persons authorising work on electrical equipment, and Principal Contractors for construction work. The [Model Code of Practice: Work health and safety consultation, cooperation and coordination](#) includes a list of these requirements at Appendix E.

## **Duties of Officers and Leadership Accountability**

Officers, including company directors and senior managers, have a statutory duty under the WHS Act to exercise due diligence to ensure the PCBU complies with its health and safety obligations. This duty relates to the strategic, structural, policy and key resourcing decisions. Due diligence requires officers to:

- acquire and keep up-to-date knowledge of work health and safety matters
- understand the nature and operations of the work and associated hazards and risks
- ensure the PCBU has and uses appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out
- ensure the PCBU has appropriate processes to receive and consider information about work-related incidents, hazards and risks, and to respond in a timely manner
- ensure the PCBU has and implements processes for

complying with their duties and obligations. This can include reports on notifiable incidents, consultations with workers, compliance with notices, provision of appropriate training and instruction to their Health and Safety Representatives.

## **Duties of Workers**

While at work, a worker must:

- take reasonable care for the worker's own health and safety
- take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## Duties of Other Persons at the Workplace

Any person at a workplace, including customers, visitors and volunteers, must:

- take reasonable care for the person's own health and safety
- take reasonable care that the person's acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

Compliance means:

- following operational procedures such as safe work method statements (SWMS)
- following relevant safety manuals and emergency procedures
- adhering to relevant codes of conduct
- understanding and following internal incident reporting processes and
- wearing personal protective equipment (PPE) as instructed.

## 5. General Contractor Responsibilities

In accordance with the WHS Act, the City has a duty of care to its workers, including Contractors, and in turn Contractors have a corresponding duty to the City.

This duty is to provide a safe working environment and safe systems of work. All work undertaken by Contractors must comply with the Work Health and Safety standards and legislation.

Contractors who perform works for the City must have:

- Documented risk assessments for the work undertaken, including SWMS as legislated for high-risk work
- A WHS management plan (including a site specific WHS management plan for construction sites if five or more people are working on site)
- Communication, consultation, and reporting mechanisms for WHS, including communication between the Contractor, their employees, subcontractors and the City
- Safety data sheets, risk assessments and training certificates for all hazardous substances and chemicals

- Competent operators who hold current licences and qualifications required for the work being undertaken, such as construction inductions, high risk licences, basic traffic management and drivers' licences
- Plant and equipment that is appropriate for the work being undertaken, in good working order with required guards and safety features and meets the requirements of the WHS Regulations
- Contractors must ensure that the plant and equipment is licensed, insured, is serviced in accordance with the manufacturer's manual and relevant Australian Standards
- Processes in place for reporting incidents and hazards, which include reporting to the City and WorkSafe where necessary (as per the mandatory reporting requirements in the WHS Act)
- Procedures and processes in place to ensure workers are fit for work
- Procedures and processes in place to ensure employees maintain a smoke free workplace in accordance with the relevant legislative requirements and the City's Code of Conduct
- Permits for high-risk work completed and signed off by the City Representative prior to commencing works, including but not limited to:
  - » Hot work;
  - » Confined space;
  - » Working at heights;
  - » Fire Isolations;
  - » Structural penetrations; and
  - » Diving.
- Relevant insurances where applicable, including:
  - » Workers' compensation;
  - » Public Liability;
  - » Motor Vehicle;
  - » Professional Indemnity.

## 6. Prior to Commencement of Work

Prior to commencing work with the City, the City will request relevant WHS information and documentation from the Contractor.

The information that the City may request is dependent on the risk profile of the work which is detailed in this document. The City must be satisfied with the documentation prior to work commencing.

The City will review the relevant Contractor's safety management planning documents including but not limited to WHS plans, safe method work statements, risk assessments, City specific Permits, training and competency records.

The nominated City Representative can assist with confirming requirements, reviewing documents and providing City information such as the Code of Conduct and Induction Checklist.

## 7. Induction and Orientation

Contractors are required to hold a Construction Induction Training card (formerly the 'white card') to undertake construction work. See website for more information [Construction induction training - WorkSafe - LGIRS](#).

Contractors are further required to complete an online Safety Induction, available via the Aveling website <https://www.aveling.com.au/course/local-government-safety-induction>. The cost of the course is \$33 per person, payable by the contractor. Contractors shall ensure inductions and relevant orientations are undertaken prior to work commencing, this includes City inductions and contractor led site specific inductions. The City Representative will review and complete the Contractor Induction checklist with the Contractor prior to works commencing.

## 8. Access to City of Perth Facilities

Contractors accessing City properties may be issued with a PCBU ID card from the Properties Unit located at Council House. The ID card must be in the holder's possession at all times whilst at a City property. Lost Contractor ID cards, access swipes or keys will result in a replacement fee.

The City Representative will identify any specific premise rules, and conditions and/or exclusion zones, the Contractor must ensure that they follow these rules and conditions.

### Sign In / Sign Out

Some City sites and offices use onsite sign in software, which provides site relevant information at points of entry within the City's buildings and is managed by the relevant City Representative.

Other places may require the Contractor to physically sign in/ out on arrival/departure. The City Representative will provide this information.

### Work After Hours

All buildings are alarmed after hours. If a contractor requires access outside of normal business hours, they must request prior approval in writing from the Property Helpdesk and the City Representative. Additional costs may be incurred if security is called out after hours due to incorrectly accessing a site without prior approval.

## 9. During the Course of the Work

The City will conduct periodic and adhoc site inspections to verify the Contractors safe work processes. The City will raise any identified issues with the contractor for rectification and may ask works to be ceased if it is deemed necessary due to unsafe work practices.

Corrective actions will be determined and documented from the site visits and inspections, and the contractor will be required to respond to the City (or as required to the Principal Contractor) regarding their progress in addressing corrective actions.

## 10. WHS Management Plan

The Contractor must submit its Work Health and Safety Management Plan (WHSMP) to the City Representative for review and acknowledgement by the City prior to the commencement of any works or as agreed with the City Representative.

Where the City has determined that the Contractor is best placed to manage and control the worksite it may delegate the Role of Principal Contractor. If this is the case, it will be stated within the relevant contract documentation.

Where the Contractor is to discharge the duties of the Principal Contractor for sites with five or more people working, the Contractor must prepare a written site-specific WHSMP for the relevant worksite before work commences on site (in accordance with *Work Health and Safety (General) Regulations 2022 (WA) r.309*).

The Contractor must ensure each person to carrying out construction work in connection with the project is informed of the WHSMP, their right to inspect the WHSMP and the WHSMP is up to date and relevant to the changes in working environment for each project or work site.

The WHSMP must include, but is not limited to:

- The names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project
- The arrangements in place, between any Persons Conducting a Business or Undertaking PCBU at the workplace or site where the construction project is being undertaken, for consultation, cooperation, and the coordination of activities in relation to compliance with their duties under the Act and Regulations
- The arrangements in place for managing work health and safety incidents that occur
- Any site-specific health and safety procedures, and arrangements for ensuring that all persons at the workplace are informed of these procedures and
- The approach to the collection, assessment, monitoring and review of the SWMS the workplace.

## 11. WHS Performance

Positive performance indicators (PPIs), or lead indicators, measure the Contractors overall WHS outcomes, practices and performance. PPIs can include:

- the number of workplace inspections that have been completed; and
- corrective actions that have been implemented to improve its' WHS.

Measurement of 'lag' indicators is also useful in conjunction with 'lead' indicators. These may include the number of:

- first aid, medically treated and lost time injuries
- WorkSafe reportable injuries; and
- WorkSafe notices received.

Measurement of WHS performance demonstrates that a Contractor is committed to improving the safety of its workers.

The Contractor shall work with the City to establish and maintain an agreed performance monitoring regime for its works with the City.

## 12. Incident Notification and Investigation

The Contractor is required to report all incidents, near misses and injuries which occur on the worksite to the City Representative as per the table below, with moderate or higher incidents to be notified immediately:

<b>Consequence Rating</b>	<b>Consequence Descriptor</b>	<b>Notification to City</b>
Insignificant	No injury or first aid treatment only.	Within monthly reporting
Minor	Routine medical attention required. Includes lost time injuries of up to 1 week. No permanent disability.	Within 24 hrs
Moderate	Increased level of medical attention required. Lost time injury between 1 week to 1 month. No significant permanent disability.	Immediately
Major	Severe health crisis or injuries. Prolonged incapacity over 1 month. Significant permanent disability.	Immediately
Catastrophic	Death or total permanent disability.	Immediately

## 13. Risk Register

Along with the WHSMP, the Contractor must submit a site-specific risk register to the City Representative for review and acknowledgement prior to the commencement of any high-risk works.

The Contractor is responsible for continuously maintaining and updating the risk register to accurately reflect any changes in the working environment, ensuring that all identified risks are current and appropriately managed.

It is not sufficient to use generic documentation. The City Representative will review the register and request further updates if they consider there is insufficient consideration to site specific risks or hazards.

## 14. High Risk Activities

The Contractor must develop SWMS for all high-risk work that will be undertaken in the completion of its works and submit to the City Representative for review and acknowledgement at least 48 hours prior to commencement of work, where feasible.

The City must be satisfied with the documentation prior to work commencing.

The WHS Regulations sets out the classes of high-risk work within the regulations, as follows:

- Scaffolding work
- Dogging and rigging work
- Crane and hoist operation
- Reach stackers
- Forklift operation
- Pressure equipment operation
- Class A asbestos removal
- Class B asbestos removal
- Crystalline silica substance processing
- Class 1 demolition work
- Class 2 demolition work
- High risk diving work
- High risk construction work including:
  - » Working at heights >2m
  - » Is carried out on a telecommunications tower
  - » Demolition of a structure or element of structure
  - » Disturbance of asbestos
  - » Structural alterations requiring temporary support
  - » Working in / near confined spaces
  - » Working in / near excavations >1.5m deep or in a tunnel
  - » Involves the use of explosives
  - » Is carried out on/ near pressurised gas mains or piping

- » Is carried out on/ near chemical, fuel or refrigerant lines
- » Is carried out on / near energised electrical installations
- » Is carried out in an area that may have contaminant or flammable atmosphere
- » Involves tilt up or precast concrete
- » Is carried out on/adjacent to road, railway, shipping lane or other traffic corridor
- » In an area where there is movement of powered mobile plant
- » Is carried out in area with artificial or extremes of temperature
- » Is carried out in / near water or other liquid that involves a drowning risk
- » Involves diving work.

In addition to the development of SWMS noted above, there are specific licensing requirements set out in the regulations for the completion of the high-risk work.

The Contractor must ensure that it complies with its obligations under the WHS Regulations, and any licensing conditions imposed.

## Appendix 1 - Resources for Specific Workplace Hazards

This Appendix includes details of specific hazards and risks that may be encountered across the range of works and services procured by the City.

The City's requirements are set out against each workplace hazard along with details of the relevant legislation that applies and resources or guidelines that are available to the Contractor to reference.

The City has a duty to inform the Contractor of any known hazards, and any control measures to be considered. The City, in consultation with the Contractor, will review the tasks, along with the associated risks and hazards, that it anticipates the Contractor may encounter while performing the works and services.

## 15. Confined Spaces

A confined space is an enclosed or partially enclosed space, typically not designed to be areas where people work, that poses a potential danger or hazard to a worker. The hazards are not always obvious and may change from one entry into the confined space to the next.

The hazards may include a contaminated atmosphere, extreme temperature, uncontrolled entry fluid or other substance which could engulf a person.

Examples of confined spaces include tanks, pits, pipes, sewers, trenches, pressure vessels and tunnels. Entry into a confined space means a person's head or upper body is in the confined space or within the boundary of the confined space.

The Contractor can consult with the City's Representative to understand if there are any confined space hazards associated with the works.

### City Requirements

If the work includes or has the potential to include work in a confined space, the Contractor must:

- comply with all relevant legislation
- provide written documentation for confined space entry, which

includes risk assessment, and atmospheric testing

- have a written permit system aligned with the procedure for confined space entry
- emergency response plan or confined space rescue plan have an applicable to the works
- have relevant tools and equipment that is inspected, tested and/or calibrated
- provide proof that the employees undertaking the work are trained in confined space entry, gas atmosphere testing and the emergency response/rescue plan.

### Relevant Legislation

The *Work Health and Safety (General) Regulations 2022* – part 4.3 r.62 – r.77 – confined spaces.

Australian Standard 2865 – Confined Spaces.

### Resources Available

[The National Code of Practice – Confined Spaces.](#)

[Confined spaces – WorkSafe - LGIRS.](#)

## 16. Construction

Construction work is any work carried out in connection with construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. There are a wide range of City construction and maintenance activities that are clearly classified as construction.

### City Requirements

Where construction work is involved, the Contractor must:

- comply with all relevant legislative requirements
- provide written procedures for managing construction work incorporating risk assessment, risk management, site access/restriction and security
- have a documented risk assessment (SWMS) for all high-risk tasks which identify hazards, risks and controls associated with the work
- ensure that all workers have Construction Induction Training card

- have documented processes for worker training and competency requirements, including records of relevant training, competencies and licences
- provide licence documents for the work, as relevant.

### Relevant Legislation

The *Work Health and Safety (General) Regulations 2022* – Chapter 6 (Reg 289) Construction Work.

### Resources Available

The [National Code of Practice – Construction Work](#) provides guidance working in the general and residential construction sectors.

[Code of Practice - Construction Work \(WorkSafe WA\)](#).

[Construction induction training - WorkSafe – LGIRS](#).

## 17. Demolition Work

In the *Work Health and Safety (General) Regulations 2022*, demolition work means work to demolish or dismantle a structure, a part of a structure that is load bearing or otherwise related to the physical integrity of the structure, but does not include – the dismantling of formwork, falsework, or other structures designed to provide support, access or containment during construction work, or the removal of power, light or telecommunication poles.

A licence is required for certain types of demolition works in WA. Only a licence holder or an employee of a licence holder can carry out this type of work. There are two types of licence. Each licence is valid for two years and endorsed with a number of conditions that relate to the way demolition work is carried out.

### City Requirements

Where construction work is involved, the Contractor must:

- comply with all relevant legislative requirements
- evidence of notifying the Regulator of class 1 or 2 provide demolition work
- provide written procedures for managing demolition work

incorporating risk assessment, risk management, site access/restriction and security

- have a site work plan for demolition works in accordance with Australian standard AS2601: The demolition of structures
- have a documented risk assessment (SWMS) for all high-risk tasks which identify hazards, risks and controls associated with the work
- all workers ensure Construction Induction Training card
- have documented processes for worker training and competency requirements, including records of relevant training, competencies and licences
- provide licence documents for the work, as relevant.

### Relevant Legislation

The *Work Health and Safety (General) Regulations 2022* – Part 4.6 – Demolition Work.

### Resources Available

[The Model Code of Practice – Demolition Work.](#)

[Demolition - WorkSafe – LGIRS.](#)

## 18. Excavations

Excavation work means to make an excavation; or fill or partly fill an excavation, and includes a trench, tunnel or shaft.

### City Requirements

Where excavation work is being undertaken the Contractor must provide a written SWMS that meet the legislative requirements include the WA Code of Practice for Excavation. The procedure must consider the following:

- services to be identified prior to the excavation including the methodology (before you dig, service locating, potholing)
- Contractors must take all reasonable practicable steps to ensure services are not impacted during works. In the event services are impacted, works must be stopped, reported to the City Representative, relevant service provider and/or WorkSafe WA and an incident investigation completed
- suitable barricading around the excavation
- placement of plant and excavated material to prevent the excavation from moving or collapsing
- suitable protection of the stability of surrounding buildings, roads, etc.
- workers not working alone or in the immediate vicinity of the excavation
- supervision of excavation work tasks
- have documented processes for worker training and competency requirements, including records of relevant training, competencies and licences.

### Relevant Legislation

*Work Health and Safety Act 2020*,  
Division 3 – Excavation Work.

### Resources Available

[Code of Practice – Excavation \(WorkSafe WA\)](#).

[www.byda.com.au](http://www.byda.com.au)

## 19. Electrical Safety

Electrical work includes connecting an electrical supply, wiring to, or disconnecting an electricity supply, electrical equipment installation, testing, replacing, repairing, altering or maintaining of any electrical equipment.

### City Requirements

Where electrical work is being carried out, the Contractor must:

- comply with all relevant legislative requirements
- comply with the City's requirements for full electrical isolation
- provide copies of current licences in accordance with the licencing requirements for the works
- have documented procedures in place for managing electrical safety including a written safe work method statement (SWMS) for the work being undertaken
- have a documented isolation and tag out procedure relevant to the work being carried out.

### Relevant Legislation

Contractors must be suitably qualified when engaged to inspect the condition of any service which may result in a disruption of a power supply.

The *Work Health and Safety (General) Regulations 2022 WA* – Part 4.7 – General electrical safety in workplaces and energised electrical work, prescribes certain requirements that a business must undertake when managing electrical risks, such as taking all reasonable steps to ensure the required electrical work is undertaken by a worker who meets the relevant licencing or registration requirements.

All portable plug in electrical equipment and residual current devices (RCDs) at construction workplaces are safe and appropriately inspected, tested and maintained by a competent person.

### Resources Available

[Code of Practice - Managing electrical risks in the workplace \(WorkSafe WA\).](#)

[Licencing of electrical workers and electrical contractors.](#)

## 20. Electrical Equipment and RCDs

Contractors must ensure all electrical equipment used onsite is safe and fit for purpose.

### City Requirements

Where electrical work is being carried out, the Contractor must:

- comply with all relevant legislative requirements
- test and tag equipment by a competent person and maintain records of testing
- must not use equipment that is not tested and tagged
- unsafe electrical equipment is tagged “out of service” and removed from the work area
- use RCDs.

### Relevant Legislation

The *Work Health and Safety (General) Regulations 2022*– Part 4.7 – General Electrical Safety in Workplaces and Energised Electrical Work .

### Resources Available

[Competency based training in testing and tagging - WorkSafe – LGIRS](#)

[Residual current devices \(RCDs\) - WorkSafe – LGIRS](#)

## 21. High Voltage Electrical Work

High voltage electrical work involves operating equipment that transmits voltages of 1kV and higher, including transformers, switchboards and conductors and powerlines.

### City Requirements

For high voltage electrical works, Contractors must:

- comply with all legislative requirements
- provide a written SWMS, specific to working on high voltage electrical equipment, identifying hazards, risks and control measures to be followed in accordance with all legislative requirements. It must also identify:
  - » permit requirements and access to the network requirements;
  - » safe approach distances to high voltage equipment;
  - » training and competency requirements for the workers undertaking the work;
  - » process for working near overhead equipment and Before You Dig requirements.

### Relevant Legislation

The *Work Health and Safety (General) Regulations 2022* – Part 4.7 – General Electrical Safety in Workplaces and Energised Electrical Work.

It is unlawful for a person to work within 3 metres of below or above ground power without proper certification or training. Contractors require specific training and permissions from Western Power to carry out high voltage electrical work and permission from WA Building and Energy.

Guidelines for the safe management of high voltage electrical installations are issued under Section 33AA of the *Electrical Safety Act 1945 WA* by the Director of Energy Safety and endorsed by WorkSafe WA.

### Resources Available

[Electrical Network Safety – WorkSafe WA](#)

[Guidelines for the management of high voltage electrical installations](#)

## 22. Hot Works

Any work that generates a flame, heat and/or a spark is classified as hot works, including any cutting (wet/dry), grinding, welding and use of an open flame.

A hot work permit system ensures that Contractors involved in construction, renovation, repairs and maintenance of the City's assets are aware of the hazards associated with hot work and can implement control measures.

### City Requirements

Any Contractor undertaking hot work must:

- comply with all legislative requirements
- provide a completed City specific hot works permit for review and acknowledgement by the City Representative before commencement of the works
- provide a written hot work procedure and/or SWMS, for the specific hot works that may be undertaken and any associated Contractor hot work permit. The procedure must include:
  - » requirements to cease hot works during extreme weather and/or total fire bans;

- » emergency response requirements for hot work;
- » management of plant and equipment to be used;
- » a list of protective clothing and personal protective equipment to be used;
- » also refer to section hazardous chemical and hazardous substances.

### Relevant Legislation

All Contractors are required to obtain a permit for hot work undertaken in occupied facilities, or in outside areas where there is a high fire risk, except during construction of new facilities or renovation of unoccupied existing facilities.

The *Work Health and Safety Act 2020*, Section 19 3 (c) and *Work Health and Safety (General) Regulations 2022* – r.52 Ignition sources & r.73 Specific control: fire & explosion confined spaces.

### Resources Available

[WorkSafe WA - Hot Work – Fire safety essentials](#)

## 23. Working at Heights

Working at heights is when an employee performs work duties at height or below ground level, where there is a risk of falling from one level to another.

Access and egress from plant and/or equipment to a place of work can also be classified as working at height.

Working at height can also include loading and unloading work, including positioning loads, securing freight, and minor maintenance work. This also applies when there will be the potential for load transferring works be carried out around an excavati.

### City Requirements

Where possible, work should be conducted at ground level.

The City will ensure (where relevant) that all height anchors on its premises are serviced and tested regularly, and reports of the testing made available to Contractors as required.

Where workers will be working at heights (2 metres or above), a specific working at heights procedure and permit to work are required. The procedure must:

- comply with all legislative requirements
- provide specific procedures for chosen work method (such as working at heights procedure, elevating work platform and/or scaffolding procedure)
- define the work method and risk assessment process – including a specific SWMS for the work
- a completed Contractor and/or City permit for review and acknowledgement provide by the City Representative before commencement of the work
- specify required equipment including fall prevention equipment such as harnesses, scaffold, ladders and PPE requirements
- define equipment and PPE selection, use, care, fitting and maintenance

- identify emergency response requirements
- identify training requirements
- provide completed City specific working at heights permit
- have documented processes for worker training and competency requirements, including records of relevant training, competencies and licences.

### **Relevant Legislation**

A PCBU at a workplace must manage, in accordance with Part 3.1 of the Work Health and Safety (General) Regulations 2022, risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person.

### **Resources Available**

[Code of Practice – Managing the risks of falls at workplaces \(WorkSafe WA\)](#)

[Safe Work Method Statement for High-risk Construction Work: Information sheet](#)

## 24. Working in or Around Water

The risks associated with working on, in or near a water body should be eliminated wherever reasonably practicable. Otherwise the risks of undertaking the activity must be minimised so far as is reasonably practicable.

Contractors must consider how they will manage the following risks associated with working on, in or near water:

- Falling into the water and drowning
- Being swept away by fast moving water and being injured or drowning
- Falling into water with electrical equipment ensure suffering an electric shock
- Being trapped under water by equipment or objects and drowning
- Hitting objects or being hit by moving objects should a person fall into a water body
- Being exposed to contaminated water, or being exposed to flora or fauna, in the water
- Works completed and if applicable chemicals used, do not contaminate the water, flora, and fauna.

### City Requirements

Contractors that are undertaking works for the City on, in or near water must:

- provide a written procedure (SWMS) which identifies each hazard, risk assessment and required controls which includes ways of monitoring the effectiveness of the controls to manage the risk of working in, on or near water
- identify any specific work or rescue equipment that is required for the works, e.g. flotation devices on hand
- a minimum of two workers are required for tasks within 2m of a water body without edge protection, workers should remain with sight and sound of each other at all times
- where practicable, use pneumatic tools, battery powered tools or extra low voltage powered tools when working on or near water to minimise the risk of contact with electricity. Where electrical equipment and/or leads are selected, risk minimisation measures e.g. properly waterproofed with appropriate International Protection (IP) rating for liquid ingress shall be identified and implemented

- when working on a water body, a fit for purpose vessel must be selected. The risk of falling into water from the vessel and floatation equipment must be managed
- licensed Contractors must be engaged if the works require diving work. Any diving work must be performed in accordance with all legal requirements and applicable standards and codes.

## **Relevant Legislation**

*Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022*. Contractors must ensure:

- the fitness and competence of persons who carry out general diving work and high-risk diving work
- the health and safety of persons who carry out general diving work and high-risk diving work
- the health and safety of other persons at workplaces where general diving work or high risk diving work is carried out.

## **Resources Available**

[General diving work – WorkSafe – LGIRS](#)

## 25. Traffic Management

Where vehicles, plant, cyclists and/or pedestrians are at risk of interacting with work being undertaken, it is a legal requirement for public access and traffic management systems to be in place so vehicles, cyclists and pedestrians can move safely around the work area.

Examples include:

- work involving road, cycle or footpath partial or full closures
- excavations on or around roads, cycleways, precincts or footpaths
- tree lopping or pruning
- loading and unloading of plant and equipment or materials.

### City Requirements

Where traffic management is required, the Contractor must:

- provide written documentation defining how traffic management will be undertaken with reference to the requirements for a traffic management plan and traffic control diagrams for the worksite/s. This should include pedestrian and/or cyclist management and securing the site to prevent uncontrolled public access

- apply for and obtain an Obstruction Permit via the City's online obstruction permit system; have documented processes for worker training and competency requirements, including records of relevant training (including current traffic management training), competencies and licences.

### Relevant Legislation

*Work Health and Safety Act 2020* s.19  
Duty of Care.

*Work Health and Safety (General) Regulations 2022* r.215, r.315.

In WA, there are further requirements for traffic management that is supplied by the Contractor. The requirements can be accessed on the Main Roads WA website.

### Resources Available

[Main Roads WA Traffic Management for Works on Roads Code of Practice](#)

[Traffic management fundamentals: Audit guide and template - WorkSafe - LGIRS](#)

## 26. Plant and Equipment

Plant and equipment is a general name for machinery, tools and appliances. It can include things as diverse as trucks, light vehicles, elevated work platforms, scaffold, mowers, quad bikes, front-end loaders, electric drills and other powered tools, to cranes and hand trolleys.

### City Requirements

All Contractors working for the City must:

- provide evidence of a plant/equipment register which captures current licenses and certifications for proposed plant and equipment
- provide a written procedure for plant/equipment inspections and maintenance, including pre-start checks and the process to be followed if defects are identified, including but not limited to isolation and tag out processes
- operators are trained and competent ensure the plant and equipment and evidence that such records are maintained and up to date

- provide details of how operator and driver behaviour is monitored (e.g. telematics) and how this is used to proactively manage the safe operation of all plant, equipment and vehicles.

### Relevant Legislation

*Work Health and Safety (General) Regulations 2022* - Chapter 5 - Plant and Structures and Schedule 5 - Registration of Plant. The duty under the legislation must apply the principle that risks to health and safety arising from plant and systems of work associated with plant are, as far as practicable, eliminated or where this is not practicable, minimised.

### Resources Available

[SafeWork Australia Code of Practice - Managing the risks of plant in the workplace](#)

[Plant design and registration - WorkSafe - LGIRS](#)

## 27. Isolation and Tag out of Plant/Equipment

Before plant or equipment is inspected, repaired, maintained or cleaned, it must, where practicable be shut down and its energy sources locked out and tagged as part of an isolation procedure to ensure the safety of those undertaking the work.

### City Requirements

Where work involving plant, equipment and machinery is undertaken, the Contractor must:

- provide a written procedure for isolation and 'tag out' as per the relevant legislative requirements
- use 'Danger' and 'Out of Service' tags as per the Worksafe Guidance Note – Isolation of Plant
- notify the relevant City Representative that isolations for services such as electricity, water, gas, telephone or data have been arranged and that individuals or areas affected have been advised five (5) working days prior to the date of the shutdown

- where the works may generate heat, dust, or smoke, the Contractor must submit an application for a fire system impairment and liaise with the City Representative
- where equipment must remain isolated or tagged out, a City Representative must be informed before leaving site.

### Relevant Legislation

The Contractor has specific duties under the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022* on a worksite in relation to the isolation of plant and equipment.

- r.190 Operational controls and r.203 risks associated with plant and r.207 plant not in use.

### Resources Available

[WorkSafe WA Isolation of plant – guidance note](#)

[WorkSafe WA Isolation of plant – lock out tag out checklist](#)

## 28. Working Alone

If workers are required to work alone or in isolation from the assistance of other persons due to time, location or the nature of the work, there are specific regulatory requirements that the Contractor must comply with to ensure a safe working environment.

### City Requirements

Contractors that identify working alone arrangements must:

- comply with all relevant legislative requirements
- provide a risk assessment identifying all relevant hazards and associated controls
- provide written procedures for working alone, and should include how regular communication will be maintained, emergency response arrangement, notifying Contractor and City Representative when works have commenced/completed
- have documented processes for worker training and competency requirements, including records of relevant training, competencies and licences.

The City Representative must approve all operations that are proposed to be conducted alone prior to any work commencing.

### Relevant Legislation

The *Work Health and Safety Act 2020*, s.19 Primary Duty of Care applying to workplaces, specifies minimum communication requirements for isolated employees in case of emergencies.

The *Work Health and Safety (General) Regulations 2022* Division 6 - Remote or Isolated Work r.48.

### Resources Available

[WorkSafe WA FAQ – Working Alone](#)

## 29. Asbestos

Asbestos was commonly used in Australia from the 1940's to 1987.

Products containing asbestos were phased out during the 1980's, and a national ban on asbestos came into effect at the end of 2003.

Asbestos containing materials (ACM) may include buildings and materials, vinyl tiles, fences, roofing, pipes and insulation. A comprehensive list of ACM can be found in the appendices of the national code of practice.

Construction and demolition work on older sites may have a risk of exposure to asbestos. When asbestos is disturbed, workers can be exposed to asbestos fibres. Inhalation of asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

### City Requirements

Where the risk of encountering asbestos during works may occur, the Contractor must:

- before works commence, seek details of any known site specific asbestos from the City Representative
- comply with all relevant legislative requirements
- if, during works, asbestos is identified, cease works, make the area safe and report immediately to the City representative
- if completing asbestos removal works:
  - » have an asbestos, policy, procedures, risk assessment, SWMS
  - » completed a notification of licensed asbestos removal work
  - » prior to commencing work, inform the City Representative and neighbouring properties
  - » if required, air monitoring and clearance
  - » evidence (certification) of completed work
- have documented processes for worker training and competency requirements, including records of relevant training, competencies and licences.

## Relevant Legislation

Under the *Work Health and Safety Act 2020*, Contractors have specific requirements for ensuring safe storage, transport and use of chemicals and hazardous substances including asbestos.

The *Work Health and Safety (General) Regulations 2022*, Chapter 8. There are specific legislative requirements, including appropriate training and licences, for the removal of asbestos from a worksite.

The *Work Health and Safety (General) Regulations 2022*, r.472 disposing of asbestos waste and contaminated personal protective equipment.

## Resources Available

[Asbestos law and guidance – WorkSafe – LGIRS](#) sets out the laws, codes of practice and guidance documents that assist in understanding requirements and obligations relating to asbestos.

## 30. Biological Hazards

A biological hazard is an organic material or organism that is harmful to human health, including bacteria, viruses, insects, plants, birds, animals and humans.

Biological health hazards are commonly found:

- where there has been an accumulation of animal waste and the presence of rodents, insects and birds
- during demolition and remodelling of old structures or buildings where there is likely the presence of mould or bacteria in air conditioning
- during cleaning operations and removal of plants, trees and other foliage and landscaping
- discarded syringes, clothing and paraphernalia (viruses such as hepatitis).

### City Requirements

If there is a risk of a biological hazard exposure for the work undertaken, the Contractor must:

- comply with all relevant legislation

- provide the City with written documentation that addresses the hazards, risks and controls
- ensure employees are trained and educated in accordance with the written documentation
- provide an education and vaccination program for all workers identified as 'at risk' of exposure to biological hazards.

### Relevant Legislation

*Work Health and Safety Act 2020*, section 35

*The Work Health and Safety (General) Regulations 2022*, Part 11.3, r699

### Resources Available

[National code of practice](#) for the control of work-related exposure to Hepatitis and HIV (blood-borne) viruses.

# 31. Chemical and Hazardous Substances

A hazardous substance can be a liquid, solid or gas that can have harmful effects on people, either directly through toxic effects (poisons) or indirectly through causing a fire or hazardous reaction.

## City Requirements

If the work to be undertaken includes potential exposure to chemicals and/or hazardous substances, the Contractor must:

- provide and maintain safe storage and update the City’s ChemAlert for the storage of chemicals
- communicate and consult with responsible persons on the site where chemicals are used to ensure safe storage
- comply with all relevant legislation
- provide written documentation that outlines the management of chemicals, hazardous substances, and/or dangerous goods where applicable, and the storage and spill management plan
- maintain a current hazardous substances register that:
  - » includes relevant safety data sheets (SDS) that are no more than 5 years old;

- » includes a written risk assessment for the use of each hazardous substance;
  - » is readily available to workers on site.
- have documented processes for worker training and competency requirements, including records of relevant training, competencies and licences
  - ensure all chemical liquids are stored in bunded areas or closed containers
  - have specific procedures, risk assessments and health monitoring for relevant hazardous substances, as required.

## Relevant Legislation

*Under the Work Health and Safety Act 2020*, Contractors have specific requirements for ensuring safe storage, transport and use of chemicals and hazardous substances in the workplace.

## Resources Available

[Code of Practice: Managing risks of hazardous chemicals in the workplace \(WorkSafe WA\)](#)

[Hazardous chemicals – WorkSafe - LGIRS](#)

## 32. Noise, Vibration, Dust and Atmospheric Contaminants

There are state and national obligations that Contractors need to take into account when managing risks associated with works that may produce noise, vibration, dust and atmospheric contaminants.

**Noise** – excessively loud or prolonged noise that exceeds allowable levels may impact on the health of others or may result in a noise complaint.

**Vibration** – rapid or consistent movement from equipment (e.g. jack hammer, wacker packer, drilling) may impact on workers.

**Dust and atmospheric contaminants** – particles within the air can be inhaled and result in respiratory conditions or effects (e.g. dust, vapours, smoke, fumes, fibre glass, sand, soil, ash, chemical exposure or fire flames).

### City Requirements

If the work undertaken has the potential to expose a person/s to noise, vibration, dust or atmospheric contaminants, the Contractor must:

- provide a written procedure (SWMS) which identifies each hazard, risk assessment and required controls which includes ways of monitoring levels on worksites or City premises, means of regular inspection to check the effectiveness of the controls,

personal protective equipment and other risk control measures proposed

- ensure that noise from plant, equipment or vehicles attending site, are compliant with the relevant noise restrictions for the site
- notify the relevant City Representative if the works undertaken will impact a City office, depot or premise where employees or members of the public may be impacted.

### Relevant Legislation

*Work Health and Safety (General) Regulations 2022* – Part 4.1 r.56 – 59 Noise

*Work Health and Safety (General) Regulations 2022* r.60 (2)(a) Manage risks to health and safety (vibration)

*Work Health and Safety (General) Regulations 2022*, Division 7 – Managing risks from airborne contaminants r.49, 50, 66(4), 71, 72, 75 Part 4.9 184 A(2)(b), (3)

### Resources Available

- [WorkSafe WA Noise Management in the Construction Industry](#)
- [SafeWork Australia Hand Arm Vibration Information Sheet](#)
- [Safe Work Australia Manage the dust risk in construction information sheet](#)

## 33. Health Monitoring

Health monitoring is the monitoring of a worker to identify changes in their health status because of exposure to certain substances. It involves a registered medical practitioner with experience in health monitoring to examine and monitor the health of your workers to see if the exposure to hazardous chemicals at work is affecting their health.

### City Requirements

If the work undertaken exposes workers to hazardous chemicals or other substance where health monitoring is required, the Contractor must:

- comply with all relevant legislation
- provide written procedures detailing health monitoring requirements, and frequency of health monitoring
- be responsible for all costs associated with health monitoring
- have evidence of health monitoring that can be provided on request of a City Representative while maintaining confidentiality of records

- have documented processes for worker training and competency requirements, including records of relevant training, competencies and licences.

### Relevant Legislation

*Work Health and Safety (General) Regulations 2022* – Chapter 7  
Hazardous Chemicals

*Work Health and Safety (General) Regulations 2022* – Chapter 8  
Asbestos

*Work Health and Safety (General) Regulations 2022* – Schedule 14  
Requirements for Health Monitoring

### Resources Available

[Health monitoring duties for persons conducting a business or undertaking - WorkSafe – LGIRS](#)

## 34. Manual Tasks

Hazardous manual tasks are tasks that require a person to lift, lower, push, pull, carry or otherwise manually move, hold or restrain any thing, person or animal, and involves any of the following:

- Repetitive or sustained force or tension
- High or sudden force
- Repetitive movement
- Sustained or awkward posture
- Exposure to vibration.

### City Requirements

Where the work involves manual tasks the Contractor must:

- comply with all legislative requirements;
- identify, risk assess and control all manual tasks (in accordance with the hierarchy of control)

- provide written risk assessments, safe work method statements and safe work procedures
- have documented processes for worker training and competency requirements, including records of relevant training, competencies and licences.

### Relevant Legislation

*The Work Health and Safety (General) Regulations 2022* – Part 4.2 - r.60 and r.61 Hazardous Manual Tasks.

### Resources Available

[Code of Practice – Hazardous manual tasks-WorkSafe \(WA\)](#)

## 35. Fatigue Management

Fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively. Fatigue can be both a psychosocial hazard and the outcome of being exposed to psychosocial hazards. It is more common in situations where workers work long hours, often with high mental, physical and emotional demands. The causes of fatigue can be work-related, personal or both, but when a worker comes to work fatigued, it can negatively affect safety at the workplace.

Certain working hour arrangements have been linked to WHS risks, including fatigue, impaired performance and increased exposure to some hazards.

### City Requirements

Contractors must have a procedure in place for employees who are expected to work long hours (10 hours or more). This procedure must meet all legislative requirements and should include maximum daily and weekly working hours, adequate breaks between shifts, risk management processes for fatigue and work outside 'normal' hours (i.e. night work).

### Relevant Legislation

Contractors have a duty of care to ensure employees are not exposed to hazards and risks that could arise from their working hour arrangements and must address these hazards through a systematic risk management process.

The *Work Health and Safety (General) Regulations 2022*, Part 4.10 Driving Commercial Vehicles, r184 E, F and G.

### Resources Available

[Code of Practice: Working Hours 2006](#)

[SafeWork Australia website](#)

[Fatigue – WorkSafe - LGIRS](#)

## 36. Fitness for Work

All workers are required to be fit and capable of safely performing their work, without risk to themselves or others. Contractors have a duty of care to their employees to ensure that they are ‘fit for work’.

A range of factors, including workplace and personal circumstances, can impact on an employee’s ability to work safely. Fit for work hazards can include fatigue, psychosocial injuries and the use of drugs and/or alcohol.

Where there may be a risk of injury or harm to people resulting from fatigue or the use of drugs and/or alcohol, the risk must be assessed, and measures actioned to eliminate or reduce the likelihood of harm occurring.

### City Requirements

All Contractors working for the City must:

- comply with all legislative requirements
- provide a written procedure which contains fitness for work requirements including:
  - » general fitness for work;
  - » drugs and alcohol;

- » fatigue management;
- » working hours, including after-hours work or shift work;
- accept that Contractor personnel may be subject to the City’s random drug and alcohol testing procedures whilst on City sites or premises.

### Relevant Legislation

*Work Health and Safety Act 2020*, s.28, requires all workers including Contractors to ensure they take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

### Resources Available

[Duties relating to drugs and alcohol - WorkSafe – LGIRS](#)

[Guidance note - Alcohol and other drugs at the workplace - WorkSafe – LGIRS](#)

## 37. Personal Protective Equipment

PPE includes a wide range of safety equipment and clothing used to minimise the risk to the person's health or safety (e.g. boots, face masks, hard hats, ear plugs, respirators, gloves, safety harnesses, high visibility clothing etc.). Where PPE is used as a control measure, it must be used in conjunction with other control measures as per r.36 of the Work Health and Safety (General) Regulations 2022 - Hierarchy of control measures.

### City Requirements

All Contractors working for the City must:

- include their PPE requirements for each task being undertaken within their relevant SWMS or risk assessment or procedures
- provide a written procedure for selection, maintenance and inspection, and training in PPE with reference to relevant Australian Standards
- ensure that employees are using the correct PPE in accordance with the SWMS, risk assessments or procedures.

### Relevant Legislation

Contractors have a duty of care to provide adequate PPE without any cost to their employees and provide adequate training and instruction for correct use of PPE. This applies to all workers, including subcontractors and labour hire employees that the Contractor may engage.

*Work Health and Safety Act 2020 – Section 19*

*Work Health and Safety (General) Regulations 2022 - r.44-47.*

### Resources Available

[SafeWork Australia Managing health and safety PPE](#)

## 38. Radiation Including Ultraviolet (Sun)

Radiation hazards can be caused from sources such as ultraviolet (sun), lasers, welding and microwave.

### City Requirements

All Contractors working for the City must:

- provide a written risk assessment/ procedure containing the hazards, risks and controls
- provide evidence that workers have been trained in these procedures
- provide reference to appropriate PPE inclusive of clothing required for the task (e.g. long-sleeved shirts, appropriate hats, sunglasses/tinted safety glasses and provision of sunscreen)
- work in accordance with the Contractor's sun protection and inclement weather safe work procedures and standards.

### Relevant Legislation

*Work Health and Safety (General) Regulations 2022 – r.223 Lasers.*

### Resources Available

[WorkSafe WA - Sun Safety in the Workplace](#)

## 39. Site Security

Members of the public must be protected from the hazards from construction work carried out in a public area or adjacent to the property boundary. Inadequate security can create risks for both employees and the public.

The person with control of a workplace where construction work is carried out must ensure the site is secured from unauthorised access. (WHS Reg. 298)

Hazards in unsecured construction sites can include:

- changes to surface levels
- excavations, holes and trenches
- falling material and debris
- vehicles, plant and equipment
- equipment movement and left on site unattended
- dust vapours or other hazardous substances; noise
- vibration.

### City Requirements

Where work completed by Contractors exposes others (members of the public), and/or City employees at risk of harm, the Contractor must:

- comply with all relevant legislation

- have a planned/documentated approach to adequate site security and safety, including fencing, barricading or warning signage, and site visitor process
- ensure site layout has controlled entry and exit (egress). Contractor shall keep the site clear from debris and waste within working areas, stairways, passages and safety exits free from obstruction
- make sure vehicles are parked in accordance with parking area conditions and posted directions
- ensure that vehicles, plant and equipment that is not in use are left in a state that does not create a risk to the health or safety of any person
- have high standard of housekeeping, supported by regular inspections and supporting evidence.
- have documented processes for worker training and competency requirements, including records of relevant training, competencies and licences
- If it is an event:
  - » have an event management plan
  - » if required, licensed and trained security officers

Other security concerns can include risk of violence and aggression

resulting in physical harm to workers. These risks must be assessed, and control measures put in place, in line with the legislation and guidance materials.

## Relevant Legislation

The WHS Act requires that care be taken at work by PCBU's, Officers and Workers to ensure that no members of the public or workers are exposed to hazards as a result of their work.

*Work Health and Safety (General) Regulations 2022 – r.298* explains what must be done to protect people who are in the vicinity of the construction site.

Under current legislation, the general public must be protected from the hazards associated with construction work that may be carried out in a public area or an area adjacent to the construction site.

## Resources Available

[WorkSafe WA Construction site security](#)

[Guideline for concerts events and organised gatherings](#)

## 40. Workplace Facilities

Workplace Facilities must be for the welfare of workers while they are at work. They include, but are not limited to, air quality, temperature controls, workspace, lighting, seating, washing facilities, toilets, change rooms, dining facilities, drinking water and the provision of suitable access and egress.

### City Requirements

Contractors must provide:

- provide appropriate and suitable workplace facilities for their workers, including access to suitable shelter for meals and breaks. There must also be provision for suitable shelter in adverse weather conditions for employees who work outdoors
- consult with City Representative if access to City facilities is required and seek prior approval and induction to access facilities.

### Relevant Legislation

Providing workplace amenities is an integral part of the Contractor's general duty of care and is detailed in the *Work Health and Safety (General) Regulations 2022 - Division 2 - General Working Environment. r.40* Duty in relation to general workplace facilities.

### Resources Available

[Code of Practice – Manage the work environment and facilities \(WorkSafe WA\)](#)

# 41. Subcontractor Management

The Contractor is responsible for any subcontractor they employ to carry out work for the City, as per the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022*. The Contractor must ensure that the subcontractor meets the Contractor's processes and the City's WHS requirements.

## City Requirements

Contractors are required to advise whether they intend to engage subcontractors as a part of the procurement process. If subcontractors are to be engaged, written evidence of subcontractor management procedures are required which include:

- induction
- defined roles and responsibilities
- reporting of hazards and incidents
- training and competency
- communication, coordination and consultation
- plant and equipment maintenance
- supervision, inspections and audits.

Contractors are responsible for the safety management and compliance of subcontractors, including this Contractor management handbook and associated policies, procedures, documents and training.

## Relevant Legislation

Under the *Work Health and Safety Act 2020*, s.7 and s.19 PCBU's and Officers have a duty of care to ensure the health and safety of all workers engaged or caused to be engaged or who are influenced or directed by the person to carry out work in any capacity for the PCBU. This includes subcontractors.

There is a legal obligation under the *Workers Compensation Act WA 1981* on the engagement of subcontractors. Further information is available on the WorkCover WA website.

## Resources Available

[Code of Practice: Construction Work \(WorkSafe WA\)](#)

## 42. Waste Management

Waste is created in a number of ways and comes in various forms, including liquid waste (e.g. chemical spills and contaminated wastewater) and solid waste (e.g. glass, bricks and green waste).

Hazardous waste can create health and safety issues for employees, members of the public and the environment if not dealt with in a safe and responsible manner.

### City Requirements

Contractors are required to:

- Provide a documented waste management process consistent with the City's policies and legislative obligations. The process must account for different waste types, with specific management plans for hazardous wastes such as asbestos and hydrocarbons that meet all relevant legislative

requirements.

- Documented evidence is required to verify that workers involved in waste management activities are trained and hold the necessary qualifications and licences.

### Relevant Legislation

Contactors have multiple legislative requirements for waste management, including the handling, treatment and disposal of waste materials (e.g. liquid or solid) from site.

### Resources Available

[Department of Environment Regulation](#)

## 43. Emergency Response

Emergencies can include a fire or explosion, chemical spill, medical emergency, natural disaster, vehicle accident or physical threat.

Potential emergency situations on a work site must be identified and emergency procedures documented for preventing any associated illness or injury. A planned emergency response is required to be evidenced by emergency drill procedures and/or plans, first aid facilities and training, responsible person on-site and records of drills completed.

The City will provide its relevant Emergency Plans for any buildings and offices where the Contractor is conducting work.

### City Requirements

As it applies to the work, the City Representative will provide a copy of evacuation diagrams and plans.

All Contractors must:

- provide written emergency response procedures / plans which are relevant to the work being undertaken for the City prior to works commencing
- if working on an operational site, where City employees are working, communicate and consult with City

responsible person and/or health and safety representative to plan emergency response, evacuation plans, roles and responsibilities, planned drills

- provide specific emergency response procedures for high-risk work
- provide proof that the workers are trained in the emergency response procedures
- ensure workers have access to a first aid facilities, first aid kit and trained first aiders.

### Relevant Legislation

It is a mandatory requirement under the *Work Health and Safety (General) Regulations 2022* r43 that PCBU prepare for emergency evacuations and response at the workplace / site.

### Resources Available

[WorkSafe WA Emergency Management](#)

## 44. Anti-social Behaviour

The City is a vibrant space with a significant urban population and active social and commercial hub. However, like any major city, it experiences some anti-social behaviour that can potentially affect the safety of our workers and contractors.

The safety of our community, residents, workers, businesses and Contractors is a priority for the City.

The City has dedicated resources and programs and works closely with WA Police to help ensure a fast and effective response to emergency situations. Citywatch operates 24 hours a day, 7 days a week, 365 days a year. It monitors over 800 cameras across the city centre, Northbridge, East Perth and key public space. There is a dedicated team of rangers, cleaners and mobile parking patrols working hand-in-hand with our surveillance centre.

While the City and partner agencies play a vital role in community safety, we cannot do this alone. Our "See It, Say It" campaign is actively running, encouraging the public to report incidents through the correct channels.

### City Requirements

All Contractors undertaking work on behalf of the City must:

- Identify within their emergency response plans the risks associated with anti-social behaviour (e.g. risk of exposure to violent or threatening behaviour or to used needles)
- Communicate the resources available below to all employees working within the City
- Identify and implement any further mitigations or controls appropriate (e.g. no lone working at night).

### Resources Available

- For emergencies, call 000
- For general police assistance, call 131 444
- For City Watch contact 9461 3333
- [City Watch Website](#)

## 45. Completion of Works

When works are completed, the Contractor must communicate with the City Representative to confirm finished works and evidence of completion.

### City Requirements

Contractors must confirm they are offsite, depending on scope of work, actioning one of more of the following:

- Final inspection (walk through) by the Contractor with City representative.
- Notify City Representative for the site that works are completed and Contractors are offsite.
- Return access cards, keys, tools, equipment used

At the end of the day and/or project, Contractors must close out safety procedures:

- Permit closure
- Service connection/reconnection (electrical/plumbing/gas)
- Remove isolation locks.

Contractors must provide evidence that the works are completed, depending on the scope of work share one or more of the following:

- Before and after photos
- Reports – inspections, audits, testing, commissioning
- Certificates - Work completion certificate, electrical compliance, registration, manufacture, asbestos, hygiene, hazardous materials, etc.
- Warranty documents and operational manuals.

This publication can be requested in alternative formats: audio, braille, Word or accessible PDF.



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