



Safety and Health Guidelines

For

Contractor / Temporary Personnel

Foreword

Management at Brightwater Care Group Limited ACN 612 921 632 of 355 (“Brightwater”) is committed to the provision of a safe and healthy work environment for all Contractors, Sub-Contractors and their Employees who undertake work on Brightwater premises or who carry out work under the supervision and control of Brightwater.

The prevention of occupational injury and illness in the workplace is the responsibility of everyone and the participation and cooperation of all Contractors, Sub-Contractors and their Employees in the workplace is vital.

Adherence to the Brightwater Safety and Health Guidelines (“the Safety and Health Guidelines”) is essential. It is expected that all Contractors, Sub-Contractors and their Employees will have adequate training and adhere to safe systems of work in accordance with the *Occupational Safety and Health Act 1984 (WA)* and the *Occupational Safety and Health Regulations 1996 (WA)*.

The Safety and Health Guidelines are specifically designed to conform to the State Act and Regulations, which may at any time cover contracted work performed within Brightwaters’ premises or within Brightwater boundaries.

If you are in any doubt, as to the application or content of the Safety and Health Guidelines consult with the Brightwater Representative in charge. The Safety and Health Guidelines is a supported document with regard to the written or verbal agreement you, the Contractor, consented to work whilst on Brightwaters’ premises or within Brightwater boundaries.

Brightwater is a safety conscious organization and we therefore expect our employees to work safely. We also expect our Contractors and their employees to work in accordance with Safety and Health Guidelines.

The Safety and Health Guidelines are not intended to be fully comprehensive. They are designed as a guide only for Brightwaters’ Contractors.

Thank you for your co-operation in the observance of these practises

Responsibilities

Contractors' responsibilities include ensuring:

- Contractors, Sub-Contractors and their employees are fully conversant with the Safety and Health Guidelines and adhere to the safety requirements as outlined in this document.

Induction and Safety and Health Policy

- Contractors shall provide Brightwater with a copy of their Occupational Safety and Health Policy and Induction procedure at the tender stage. If a contractor has no Occupational Safety and Health Policy or Procedures, evidence to demonstrate management of safety and health issues must be presented to the Manager, Physical Resources and Safety & Health Coordinator for approval.
- Contractors shall be given a copy of the Safety and Health Guidelines at the tender stage.
- Contractors are required to induct all of their employees as to the nature of the workplace and the safety requirements of the work to be undertaken. The Safety and Health Coordinator or Brightwater Representative in charge will also induct certain contractors.
- Any Contractor who is known to be on Brightwater premises for an extended period (e.g. Auditors) will be given basic directions/procedures on:
 - a) What to do in case of emergency/evacuation (e.g. fire, bomb threat)
 - b) Location of the first aid facility
 - c) Reporting of damage, loss and personal injury.

Rights of Brightwater Site Manager or Representative

The Brightwater Site Manager, Supervisor or Representative may:

- Suspend all or part of the work being carried out by the Contractor until the Contractor demonstrates compliance with the Safety and Health Guidelines.
- Order the Contractor to remove all non-compliant Contractors' employees from any Brightwater premises.

Legal Requirements

Contractors' responsibilities include ensuring that:

- All relevant Acts, Regulations, Standards and Codes of Practice are adhered to.
- All necessary approvals, permits, licences and insurances are obtained and evidence of such is provided to the Physical Resources Department prior to commencing work.

- Hazards which the intended work may pose to Contractors, Sub-Contractors, Contractors' employees, Residents, Brightwater employees or other persons who enter the premises are identified, assessed and controlled.

Insurance

Contractors are not permitted to enter any Brightwater facility to undertake work until evidence of their current insurance coverage for:

- Workers' Compensation for the Contractor, any Sub-Contractors and their Employees in accordance with the *Workers' Compensation and Rehabilitation Act 1981* (WA);
- Public Liability as specified by the Brightwater tender process; and
- Motor Vehicles where requested prior to the commencement of work,

is provided to the Care/Service Manager.

Safety Guidelines For Contractors

Alcohol and Other Drugs

- Alcohol and drugs are not to be brought onto any Brightwater site.
- Contractors and their Employees must not enter any Brightwater site under the influence of alcohol or drugs.

(NB: The Brightwater Service/Care Manager or Supervisor reserves the right to order the Contractor to remove any Contractors' employee who is under the influence of alcohol or drugs)

Behaviour of Contractors' Employees

- Contractors and their employees must conduct themselves in a proper manner at all times, recognising that they are visitors to the Residents' homes.
- Contractors and their employees must not behave irresponsibly or they will be removed from any Brightwater site.
- Contractors and their employees must not touch or interfere with any Resident's property without the consent of the Resident or an appropriate Brightwater representative.
- Practical jokes and skylarking have been the cause of many "On the job" injuries and for this reason they are banned at all Brightwater sites.
- Where work is to be performed overhead, the area below must be roped off or barricaded in such a way as to prevent people from inadvertently walking below the work area.
- When ground or floor openings are created they must be barricaded or signposted so that personnel and members of the public on foot or in vehicles will see the hazard. Set warning lights to come on in the dark to warn people of the hazard.

- Contractors and their employees perform the contracted work in such a manner as not to expose others to harm or injury.

Competency of Employees and Safety Training

- Contractors and their employees must be appropriately and adequately trained for the work they undertake.
- Contractors and their employees requiring to be licensed must hold current licenses.
- Contractors and their employees must be fully conversant with their safety and health responsibilities and the Safety and Health Guidelines.

Earth Leakage Protection

- All Contractors / Sub-Contractors using hand held tools must use earth leakage protection if the existing building doesn't have protection to reduce the risk of electric shock.
- It is the Contractors / Sub-Contractor's responsibility to supply portable earth leakage protection devices where required.

Electrical Hazards

- Authorisation must be obtained from the Site Manager or Supervisor prior to handling Brightwater owned electrical wires or equipment. Note: Work orders issued by Brightwater Physical Resources represents authorisation.
- Only appropriately licensed people may handle Brightwater owned electrical wire or equipment.
- All leads and insulation coverings must be in good condition.
- Double insulated power tools and earth leakage devices must be used and must be tested and tagged in accordance with Australian Standards and Occupation Safety and Health Legislation.

Equipment

- All plant and equipment must be of a suitable type and capacity, and must be in good order and condition to perform the work safely.
- All plant and equipment must carry relevant current permits or approval certificates in accordance with WorkSafe WA requirements and/or other relevant standards.
- All personnel who operate equipment must possess an appropriate Certificate of Competency license or permit if applicable and must be adequately trained in the safe operation of the equipment.
- All equipment must be operated only in the manner and for the purpose intended by the manufacturer.
- All Contractors, Sub-Contractors and their employees must ensure that access to the workplace, where practicable, is kept free of obstructions to enable persons to move safely to and from the workplace.

- Electric tools, equipment and extension leads must be tested and tagged by a licensed electrician in accordance with AS / NZS 3760:2001
- All equipment must be guarded from inadvertent entanglement in accordance with AS 4024.1:1996.
- All ladders shall be maintained in good working order – in particular:
 - Ladders must be secured in position while in use.
 - Access ladders must extend at least 1 metre beyond the top level.
 - Metal ladders must not be used for electrical work.
 - Ladders must not be used as work platforms.
 - Ladders must maintain a 4:1 pitch angle ratio.
 - Selection and use of all portable ladders shall be in accordance with AS/NZS 1892.5:2000.

Fire Hazards

- Contractors and their employees must know the location of fire extinguisher equipment and fire escape routes.
- Contractors and their employees must know the Brightwater fire evacuation procedures.
- Access to fire extinguisher equipment or fire escape routes must not be obstructed.
- Authorisation must be obtained from the Site Manager prior to using equipment constituting a potential fire hazard; e.g. open motors and naked flames.
- Contractors and their employees must ensure that passageways and walkways in the immediate vicinity of work are clear and that fire exits are not blocked.
- Appropriate sign-posting clearly describing hazards must be erected in all relevant areas. (e.g. Men working above, Danger Excavation or Loose Ground)
- All fires must be immediately reported to the Brightwater Supervisor or Care Manager. If it is safe to extinguish the fire, do so.
- If Contractors and their employees use a fire extinguisher, they must report it to the Brightwater Representative in charge so that he/she can arrange a replacement.
- Fire hoses must not be used for any purpose other than extinguishing fires; however, where permission is given to use the fire hoses they must be correctly dried and returned to the appropriate storage area after use.

Fire Extinguishers - Remember

Carbon Dioxide (red/black band): **Used for electrical and flammable liquids.**

Dry Powder (red/white band): **Used for electrical and flammable liquids.**

Water Pressure (all red): **Used for non-electrical and non-flammable liquids.**

Note:

Fire extinguishers have about half a minute duration once activated so ensure you are at the fire scene before activating a fire extinguisher.

First Aid – Injury Reporting

- Contractors and their employees must be aware of the First Aid procedures and location of their nearest First Aid Station at Brightwater.
- All injuries or illness requiring medical treatment must be reported to the Site Manager or Supervisor as soon as is reasonably practicable.
- Contractors must conduct an Accident Investigation and supply a report to the Site Manager in respect of any injuries or illnesses requiring medical treatment.
- Contractors must maintain records of all accidents or incidents to Contractors and their employees.
- Contractors and their employees must understand the response to other types of emergency, such as fire or explosion, etc.

Flammable Substances

- Flammable substances must be stored in marked containers designed for that purpose in the designated storage area.
- Spills of flammable substances must be immediately cleaned up.
- Contractors and their employees must not burn or dispose of flammable substances in the site sewer or drain system.
- All storage, transport and use of flammable substances must comply with requirements of the *Dangerous Goods Safety Act 2004 (WA)* and Regulations and any other relevant legislation and Australian standards.

Hazards

- The Brightwater Site Manager or Supervisor must immediately be notified of any hazard or potential hazard observed or found.
- Contractors and their employees, Brightwater employees, Residents and visitors to the site must be protected against identifiable hazards.
- Where a hazard has been identified work must be suspended until adequate safety measures have been put in place.
- Brightwater has its own hazard identification and reporting procedure, which Contractors must comply with. A copy of the Brightwater hazard identification and reporting procedure will be provided to the contractor prior to commencing work.
- It is essential that all Contractors and their employees or sub-contractors participate in the identification of hazards and then assists with the elimination of them.
- The workplace must not become a hazard to workers just because of poor housekeeping. Contractors and their employees must ensure that the workplace is kept clean and tidy at all times.

Hazardous Substances

- Contractors and their employees must provide the Brightwater Site Manager or Supervisor with current Material Safety Data Sheets (MSDS) for any dangerous goods

and hazardous or flammable material, which they intend to use on Brightwater premises.

- Contractors and their employees must obtain authorisation from the Brightwater Site Manager or Supervisor prior to bringing any dangerous goods or hazardous or flammable material into Brightwater premises.
- MSDS are readily available to Contractors and their employees from the Site Manager or supervisor who must be familiar with its use.
- Contractors and their employees must make arrangements with the Site Manager or Supervisor for the delivery and storage of non-hazardous materials required for the work.
- Contractors, Sub-Contractors and Contractors Employees must be fully conversant with exposure standards, the use, labelling, handling, storage, transportation and disposal of hazardous substances as required by the *Occupational Safety and Health Regulations 1996 (WA)*.
- All Contractors, Sub-Contractors and Contractors' employees must adequately secure and protect gas cylinders from damage and will ensure they are lifted or lowered by mechanical means unless the cylinders are contained in an appropriate box to comply with OSH Regulation 3.27a and Regulation 3.27b.

Housekeeping

- The work area must be kept clean and tidy at all times.
- Rubbish and spillages must be cleaned up immediately.
- Thoroughfares must remain clear of obstructions.
- Authorisation must be obtained from the Brightwater Site Manager or Supervisor prior to storing tools or equipment on the premises. If authorisation is not given, all tools and equipment owned by the Contractors and their employees must be removed daily from the Brightwater premises at the completion of work.

(NB: The Contractor accepts full responsibility for the loss, damage or destruction of such items stored on the premises and full liability for any loss, damage caused by items stored on the premises).

Jewellery

- Rings, bracelets, necklaces etc are recommended to be removed prior to commencing work. Where site requirements include a total jewellery ban this must be adhered to at all times.

Machine Safety Guards

- Machine safety guards must not be removed except for the purposes of cleaning, repairs or maintenance and they must be securely refastened immediately after completion of the cleaning, repairs or maintenance.
- Contractors and their employees must obtain authorisation from the Brightwater Site Manager or Supervisor prior to removing any safety guard.

- Written safety procedures in relation to cleaning must be adhered to and Contractors and their employees must not alter the controls while cleaning machines.
- Warning signs indicating the removal of a safety guard must be clearly displayed.

Noise

- Contractors and their employees must obtain authorisation from the Brightwater Site Manager or Supervisor prior to conducting noisy operations in the vicinity of Residents, Brightwater employees or visitors.
- Noise levels must be minimised.
- All statutory noise control regulations must be observed.
- Contractors and their employees must wear appropriate hearing protection.

Personal Protective Equipment and Clothing (PPEC)

- The Contractor must supply appropriate and recognised personal protective equipment (“PPEC”) and clothing for any work requiring such.
- Contractors and their employees must use appropriate and recognised PPEC that fits correctly.
- Contractors and their employees must wear appropriate and recognised safety footwear at all times while working at Brightwater sites. (E.g. flat-heeled, enclosed and supportive. Soles shall provide good grip in order to prevent slips or falls.)
- Contractors and their employees must be familiar with PPEC and have received appropriate training in its use and maintenance.

Scaffolding & Ladders

- All erecting, dismantling or alteration of scaffolding must be supervised by a currently certified competent Rigger / Scaffolder and must be done in accordance with the relevant requirements of AS/NZS 1576 Parts 1-5 (this does not apply to portable scaffolding).
- All scaffolding and equipment must comply with statutory requirements and be maintained in a sound and proper working condition.
- All ladders must be securely tied at the top or held at the bottom by a second person while in use.

Signs

- Safety and other signs are clearly posted on Brightwater premises. All signs shall be observed and their advice strictly adhered to by all contractors and their employees.

Sharps protection (Needlestick)

- Identification of sharps and needles must be reported to the Brightwater site manager or supervisor immediately.
- Only if safe to do so the sharp or needle should be picked up by the blunt end (preferable with a set of tongs) and stored in an approved container for incineration. At all times the person picking up the sharp or needle must be gloved.

- All injuries from sharps or needlesticks must be reported to the Brightwater site manager or supervisor immediately and medical attention provided.

Smoking

- Contractors and their employees must not smoke whilst undertaking work for Brightwater on Brightwater premises.

Supervision of Contractors Employees

- Contractors' employees must be supervised at all times by a competent supervisor who is familiar with the work tasks and the relevant safe systems of work.

Tagging and Isolation Procedures

- Equipment and plant that is tagged out must have a "Danger" Tag or "Out of Service" Tag attached to any control, switch, valve or other activator. Under no circumstances is the item tagged to be energised, used or operated until all tags are removed.
- In every case; where there is any risk to a worker, the unit (and all associated drives) must be isolated and locked out in accordance with the site's "**Isolation Procedure**".
- Contractors and their employees must not remove any safety device or safety tag, interfere with any existing plant/equipment or operate any control device that has an attached safety tag.

Vehicles

- All vehicles that are subject to licensing requirements shall be licensed and must be insured for third party property damage.

When on Brightwater premises:

- Contractor Work Vehicles when on Brightwater premises must only be used for the performance of to the job.
- Contractors and their employees must park private vehicles in appropriate car parks.
- The speed limit is to be observed whilst travelling on Brightwater roads.
- No vehicles are permitted in areas identified by the Brightwater representative as "out of bounds".

Welding and Cutting

- Contractors and their employees must obtain authorisation from the Brightwater Site Manager or Supervisor prior to using any arcs or naked flames to weld or cut.
- The work area must be clear of flammable materials and must have appropriate extinguishing equipment nearby. Welding must not be carried out in areas where fire detection systems are located or can be discharged.
- Items that could be accidentally damaged, as a result of welding or cutting work such as electrical equipment, cables, etc, must be protected.

- Suitable screens must be placed around the work area to protect other persons from flash.
- Appropriate danger signs must be displayed, when welding or cutting i.e. “Beware of flash, Welders at work”.
- Appropriate PPEC must be provided and worn (i.e. masks, goggles, face shield, aprons, spats and gauntlets.)
- All electric arc welding must be undertaken using leads in good repair.
- All Contractors and their employees proposing to undertake welding on Brightwater premises must be fully trained in welding and the use of welding equipment.
- Any welding or allied process must be undertaken in an area where there is appropriate ventilation and the means of extracting fumes generated by the welding must be as near as practicable to the point where the welding is done to comply with OSH Regulation 3.38.

Workers Compensation

Insurance

- Contractors and Sub-Contractors must have insurance in place to cover their liability in accordance with the *Workers' Compensation and Rehabilitation Act 1981 (WA)* (and their liability at common law).

Rehabilitation

- Contractors and Sub-Contractors must have a rehabilitation policy and return to work plan in place in accordance with the *Workers' Compensation and Rehabilitation Act 1981 (WA)*. Early intervention and return to work programs are a critical component of effective injury management.