



AHRWMA

ADELAIDE HILLS REGION WASTE MANAGEMENT AUTHORITY

CONTRACTOR

INDUCTION MANUAL



ADOPTED: JUNE 2019

NEXT REVIEW: AUG 2025

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About AHRWMA

The Adelaide Hills Region Waste Management Authority (AHRWMA) is a Local Government Regional Subsidiary coordinating waste management and recycling on behalf of its Member Councils.

The independently resourced Authority evaluates waste and recycling services throughout the region to determine where it can add value to Member Councils by applying a resource sharing model.

The Authority's services include:

- Landfill Operations
- Resource Recovery Centre Management (Brinkley & Heathfield)
- Hook-lift Truck Operation
- Mobile Crushing Plant
- Project Management
- Waste and resource management services, advice, and assistance to Member Councils

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All Contractors and their employees must read and abide by the requirements as outlined in this manual

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1. Explanatory Statement

This manual has been prepared to ensure that the health, safety, and environment of all Adelaide Hills Region Waste Management Authority (the Authority) employees, customers, visitors, and contractors is maintained whilst independent contractors are undertaking work on the Authorities sites. The manual clearly outlines the Authority's health, safety, and environment expectations for independent contractors and their sub-contractors.

2. Distribution of Manual

A copy of this Contractor Induction Manual is provided to all contracting companies, who are required to conduct work on the Authority's sites. It is important that the information in the manual is read prior to submitting a tender or quote and implemented where possible prior to commencement of work.

If contractors to the Authority are using sub-contractors, it is the contractor's responsibility to ensure the sub- contractors meet the same requirements as placed on the contractor by the Authority.

3. Purpose

This Contractor Induction Manual applies to all contractors engaged and supervised by the Adelaide Hills Region Waste Management Authority.

All Contractors and their employees are required to have read and understood the requirements of this manual and to acknowledge this by signing the 'Acknowledgement Form' at the end of this document prior to being engaged by the Authority to conduct any work for the Authority.

It is intended as a reminder to Contractors of basic health and safety considerations applicable at the Authority. It does not attempt to cover all situations or to cover all WHS requirements. Contractors must contact their Authority Representative whenever a safety issue arises that they cannot manage properly by themselves.

Authority Representatives:

- Operations Manager – 0488 177 113
- Operations Supervisor – 0409 362 371
- Brinkley Site Office – (08) 8532 6385
- Heathfield Gatehouse – (08) 8339 4323
- Risk, WHS and Project Officer – 0499 425 235

4. Induction Requirements

The Authority is responsible for providing this information to the Contractor prior to commencement of work. The Contractor is then responsible for ensuring that their employees and sub-contractors involved with the Authority receives this information. For the Authority to understand that the Contractor has agreed and acknowledge the WHS requirements, the Contractor must provide the signed 'Acknowledgement Form' for all employees and sub- contractors.

Contractors, whilst engaged by the Authority, are responsible for:

- Ensuring, in their capacity as responsible PCBC's, that they and their employees comply with the provisions under the Work Health Safety Act, 2012 and associated Regulations, Codes of Practice and Australian Standards.
- Notify both the Authority and SafeWork SA, for any notifiable incidents, serious injury or illness or dangerous incident, as defined by the Act.

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- Ensuring compliance with the advice and or directives issued by the Authority.
- Abide by the terms and conditions of the contract, including compliance with WHS requirements.
- Providing all persons under their management, all necessary protective equipment and enforce the correct usage and maintenance of any such equipment.

Before commencing work for the Authority all Contractor employees and sub-contractors must attend an organised site induction for the site at which the work is going to take place at. An Authority's representative will present this.

To highlight the inductions requirements.

1. Each Contractor employee that will be managing and participating in direct work for the Authority must complete this manual 'Contractor Induction Manual.'
 - Three yearly requirements, or more frequently based on risk level, incident experience or audit outcome.
2. Each Contractor employee that is going to complete the work at the Brinkley or Heathfield site, must complete a site-specific induction at the site.
 - Annual requirement.

5. Work Health and Safety Contractor Management Policy

The Authority strives to achieve a high level of Work Health and Safety (WHS) management during the application of contracts. To facilitate this, the Authority will only use those Contractors who can demonstrate WHS management system capability that at a minimum meets the Authority's requirements, and that can provide at all stages of the contract delivery, effective WHS principles in identifying, assessing, and managing risk.

6. Workplace Responsibilities

The Authority does not tolerate any form of offensive behaviour, particularly harassment, bullying, discrimination, and vilification. Contractors are responsible for ensuring that they, their employees and their sub-contractors and their employees do not harass, vilify, or discriminate against any person based on their sex, sexuality, marital status, pregnancy, race, intellectual or physical disability and age, and do not engage in any form of bullying behaviour.

The Authority has a duty of care to ensure that Contractors are not exposed to risks of workplace injuries and illnesses. This means the Authority will enforce on Contractors the standards of health and safety it considers necessary, as it would for its own staff.

Contractors working at Authority sites must place health and safety at the centre of their work and ensure that they do not create risks for themselves or others. They must meet all requirements of relevant health and safety legislation, codes of practice, etc, and must include the process of hazard identification, risk assessment and control in their work planning.

Contractors must act promptly to address any evidence or report of inappropriate behaviour on any Authority worksite. Inappropriate behaviours include any act that endangers any person, damages property or the environment, or that might cause another to feel intimidated or humiliated. Examples included suggestive whistling or comments, offensive gestures, or remarks (e.g., of a sexual, racial, or homophobic nature), displaying explicit images, etc.

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Worker Training

The Contractor will:

- Ensure workers are trained and competent for the work to be conducted.
- Ensure workers are trained to deal with any risks associated with the work and understand the control measures in place.
- Ensure on-site training and supervision is provided.
- For jobs that are identified as construction projects, ensure all workers have relevant white card training (or equivalent training from other jurisdictions).
- Organise external training for specific tasks where required.
- Seek high risk licences for all high-risk work and maintain a register of licences.
- Enquire that the staff of other contractors are appropriately trained and competent.

Communication

Before work commences, Authority employees and other contractors that are involved or within the area, are to be made aware of requirements they must abide by. Contractors are expected to make their workers aware of all requirements.

The Authority will communicate relevant WHS information to everyone involved, by:

- Induction.
- Pre-work meetings.
- Toolbox meetings.
- Incident reports and outcomes.
- Distributing safety alerts or guidance material about industry specific hazards/incidents.

7. Fitness for Work

It is the policy that alcohol and drugs of dependence will not be consumed at any Authority site or while conducting work for the Authority. Under no circumstances will a contractor undertake any work for the Authority if affected by illness, alcohol or drugs in a manner that puts their own or any other person's health and safety at risk.

A contractor who believes that they are in an unfit state to perform their work must inform the Authority Representative prior to starting work. Any contractor taking prescribed drugs who is unable, or may be unable, to perform the required work to the normal standards, must let the Authority Representative know before commencing work and consult with the Authority Representative who will determine if temporary, alternative arrangements can be made. Contractors who work with or around power driven machinery, or drive vehicles while on Authority site or work in hazardous environments must not be adversely affected by illness, drugs, or alcohol. While using or driving any mobile machinery or vehicle, workers must not exceed any associated alcohol legal limit.

Contractors who have concerns about collaborating with any other workers due to illness, alcohol consumption or drug shall consult with their supervisor, Health & Safety Representative or WHS Committee member, or if appropriate the Authority's Representative.

8. Authority Premises

Authority sites include any site owned or under the care and control of the Authority on which work is performed and includes but is not limited to the following examples:

- Brinkley Waste and Recycling Facility.

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- Landfill.
- Resource Recovery Centre.
- Heathfield Resource Recovery Centre.

9. Site Access

Contractors are only granted access to Authority sites on the condition they observe all health and safety requirements. For instance, they must:

- On entering site, sign the visitor register daily, and sign out when leaving.
- Inform the Authority Representative, they are on site.
- Complete a site annual induction.
- Comply with any requirements for the site.
- Observe all traffic management rules, e.g., speed limits.
- Provide SDS's for chemicals that are to be used or stored for the purpose of completing the work.
- Not bring any prohibited items such as firearms, explosives, illicit drugs, etc.
- Not bring children or pets.
 - Only in exceptional circumstances and with prior notice to the Authority's Representative, the Authority may provide approval to this rule to be waived. The child or pet must always stay within the Contractors vehicle, while on site.
- Not smoke in any Authority work areas, including Authority vehicles.
- Park in designated areas or as directed by the Authority Representative.

10. Safe Systems of Work

Before undertaking any work, Contractors must assess the risks associated with the work (risk assessment) and will implement appropriate risk control measures.

The table below outlines the requirements:

Project value / type	Requirements
Less than \$250,000	Risk assessment / JSA
High risk construction work (less than \$250,000)	SWMS
\$250,000 or more (becomes a construction project)	WHS management plan (includes riskassessments/JSAs or SWMS)
High risk construction work (\$250,000 or more – is a construction project)	SWMS + WHS management plan

For reference, High Risk Construction work involves:

- Involves a risk of a person falling more than three metres: or
- Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure; or
- Involves, or is likely to involve, the disturbance of asbestos; or
- Involves structural alterations or repairs that require temporary support to prevent collapse; or
- Is conducted in or near a confined space; or

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- Is conducted in or nearby—
 - A shaft or trench with an excavated depth greater than 1.5 meters; or
 - Is conducted on or near pressurised gas distribution mains or piping; or
 - Is conducted on or near chemical, fuel, or refrigerant lines; or
 - Is conducted on or near energised electrical installations or services; or
 - Is conducted in an area that may have a contaminated or flammable atmosphere; or
 - Stacked concrete bricks; or
 - Is conducted on, in or adjacent to a site main access road, traffic corridor that is in use by traffic other than pedestrians; or
 - Is conducted in an area in which there are artificial extremes of temperature; or
 - Is conducted in or near water or other liquid that involves a risk of drowning.

If the work is not high-risk construction work but involves the following, a JSA is required:

- Fall risks.
- Falling objects.
- Hazardous manual tasks.
- Hot work.
- Noise.
- Remote or isolated work.
- Working over a pit hole.
- Working with hazardous materials.
- Working with plant.

Risk Management Documentation

The Contractor must provide copies of all JSAs, SWMS and WHS Plan to the Authority Representative prior to work commencing.

- The document must be signed by all contractor and subcontractor employees that will participate in the work.

The Authority Representative will review and must agree to the work.

- The Authority reserves the right to reject the work proposed by the Contractors in their risk assessment, JSA, SWMS, and/or WHS Management Plan.

If the work has been approved by the Authority Representative, the Contractor Supervisor at the site, will be required to complete the form 'Permit to Work.'

- This form will provide acknowledgement that the Contractor and the Authority Representative agree that all foreseeable hazards have been identified and agree on all controls put in place by the Contractor will be effective.
- If agreement is not made, the Authority Representative and Contractor must work through the area of concern, to reach best hazard reduction.
- *(Currently this documentation process has not yet been introduced, as of August 2022).*

Risk Management Documentation

All hazards that are identified throughout the project must be reported immediately to the Contractor Supervisor, which must report to the Authority Representative.

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- The Authority Representative, will add the hazard to the Authority's internal risk management system.
- The Contractor and Authority Representative must find an agreed control for the hazard before further work can commence.
 - The Authority's Operations Manager and/or Risk WHS & Project Officer can assist.
- All changes to the procedure to complete the work must be recorded on the corresponding documentation, with acknowledgement of the change by the Contractor and the Authority Representative.
 - The Authority Representative will inform the Authority's employees of change.
 - The Contractor will inform their employees and sub-contractors of the change.
- See section 29, Reporting of WHS Issues, for further detail.

Change to procedure to complete the work

If there are changes needing to be made to complete the work, the Authority Representative must be informed. All relevant documentation must be changed to reflect the new work procedure and must be agreed upon by the Authority.

- Changes such as:
 - A new task not mentioned prior.
 - New chemical, or greater volume.
 - Different equipment and tools to be used.

11. Inclement or Extreme Weather

Contractors are responsible for ensuring that their employees and sub-contractors are protected against UV radiation, inclement and extreme weather. Contractors will ensure that their employees and sub-contractors on outdoor worksites adopt the following as the minimum requirement while at work:

- A broad brimmed hat or a hat that provides maximum cover to face and neck.
- UV protected long sleeved shirt and long trousers or overalls.
- At least 30+ sun protection factor to be supplied by Contractor to all their employees.
- Sunglasses with anti UV absorbing lenses should be worn where suitable.
- High visible wet weather gear.

On workdays where the UV index is very high or inclement weather conditions exist, the task should be suspended if controls cannot be implemented to eliminate or minimise risks or until the inclement weather has passed.

The Authority Representative, will contact the Contractor if the Authority has identified inclement weather that could become hazardous to the Contractors team on an Authority site.

12. Response to an Emergency

If involved in an emergency on an Authority site:

- Alert personnel around you and contact the appropriate Emergency Services (000).
- Assist any person in immediate danger if safe to do so.
- Take steps to contain or combat the emergency if safe to do so.
- Evacuate to a safe location.
- Contact the Authority Representative.

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If the site fire emergency alarm sounds:

- On the alarm, evacuate to the emergency assembly point.
- Stay as a group.
- Report to the site Fire Warden at the assembly point.
- Follow all instructions from the Fire Warden and Emergency Services personnel. Do not leave the assembly point until instructed to do so.

13. Personal Protective Equipment

Contractors are responsible for issuing appropriate safety personal protective equipment (PPE) to their employees and sub-contractors and ensure that it is used correctly.

PPE must be:

- Suitable for the nature of the work and any hazard associated with the work.
- Suitable size, fit and comfort for the employee who is to use or wear it.
- Maintained, repaired, or replaced so that it continues to minimise risk to the employee who uses it by:
 - Ensuring it is clean and hygienic.
 - Ensuring it is in good working order.
 - Ensuring it is used or worn by the employee, as far as is reasonably practicable.
- To the Authority's minimum PPE requirements on entering the operation areas of the Authority sites. Must be wearing full length trousers, long sleeve top, steel cap footwear, and be easily identifiable in clear high visible clothing, with reflective strip.

The person supplying the PPE must also:

- Provide their employees with information, training, and instruction in the proper use, wearing, storage and maintenance of PPE.
- Ensure that any other person at the workplace, which has been identified as also needing to wear PPE is appropriately provided with PPE to wear as required. The Authority Representative, will provide the PPE to the Authority's employees and other contractors that may be effect by this work.

Contractor employees and sub-contractors must:

- Follow all instructions to wear and use the PPE.
- Take reasonable care of their PPE, when on Authority site.

14. Site Housekeeping and Security

Contractors must remove all rubbish and keep the area clean and safe during the conduct of their work. Rubbish is not to be placed in wheelie bins. Any difficulty regarding waste must be discussed with the Authority Representative.

Contractors are responsible for securing their plant, tools, equipment, and materials required on site during the works.

Site amenities

The site induction will provide the information on where the amenities are, such as toilets, lunchrooms and drinking water location. The Authority Representative and the Contractor prior to commencing

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the work must decide where the contractor employees and sub-contractors are expected to have their breaks.

Site Security

The Contractor will, as far as reasonably practicable, secure the worksite by:

- Keeping the building secure during the project.
- Erecting a fence to prevent unauthorised access.
- Locking gates to the site outside normal hours of operation.

Signage

All Authority signage must be followed, when on site. The Contractor must place and manage their signage, as agreed to in the risk management documentation. All personnel that the contractor works area, must follow the contractor's signage.

15. Electrical Equipment

Contractors using portable electrical equipment on Authority sites must do so in conjunction with a portable Residual Current Device (RCD) and must be tested and tagged in accordance with Australian Standard AS3760 prior to being used.

- Flexible cords used on construction sites must be rated heavy duty.
- To avoid confusion with individual earthing conductors, green sheathed flexible power cords must not be used on site.
- Flexible cords must be either protected by a suitable enclosure or barrier (flexible or rigid conduit) or located where they are not subjected to mechanical damage, damage by liquids or high temperature (elevated on stands or hung from nonconductive support brackets).
- Where electrical power socket has this feature, worker must conduct an RCD push button test after connection to a socket and before connection to equipment at least once a day.
- Electrical connections are secure.
- Electricity supply is through an RCD.
- Safety guards are in position.
- The equipment is switched off before activating the electricity supply.
- Appropriate PPE is used as required by manufacturer's guidelines or as guided by the risk management documentation.

The Authority electrical equipment are inspected and test to Australian Standard AS3760. All the equipment inspected and tested, will be fitted with a durable, non-reusable, non-metallic tag. The tag will have the re-test date. If the re-test date has expired, the equipment cannot be used, until it has been re-tested.

- The Authority RCDs and portable equipment are inspected, tested, and tagged every 6 months.

It is the expectation of the Authority for all contractor employees and sub-contractors to report any damaged electrical equipment to their Contractor Supervisor. The electrical equipment must be removed immediately from use and replaced. The Authority reserve the right to inspected electrical equipment that comes on site and expect it to be maintained to the Australian Standards.

- New electrical equipment must be tested within the first 3 months of service.

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16. Plant and Machinery

Contractors and their employees must not operate plant and equipment with safety devices removed. If it is necessary to remove guards from machinery as part of a service or repair process, Contractors are responsible for ensuring adequate lockout steps are taken to prevent the untimely start-up of plant. Contractors are expected to refer to the risk assessment for the item of plant for appropriate risk control measures.

If a Contractor is required to leave an item of plant unmonitored in an unsafe condition, it must also be tagged and locked out. "Out of Order" tags on their own are not sufficient in most work areas of the Authority.

If Contractors identify that guards/safety devices are missing from an item of Authority plant or equipment they have been directed to work on or with, they must cease work, report the matter to the Authority Representative or Operations Supervisor and wait for instructions.

Contractors operating plant, where specific training is required, are to ensure that the operator is trained and holds a current certification. Copies of the training certification must be produced prior to operating the plant on Authority sites.

17. Explosive Actuated Fastening Tools

Written authorisation must be obtained prior to the use of any explosive powered tools, such as powder-actuated fastening tools, on the Authority sites. Contractors should contact the Authority Representative if they have any queries.

18. Hot Work

Hot work includes all spark-producing activities that take place outside the designated welding bay in the workshop. It includes arc welding, flame cutting, oxy-acetylene welding, grinding, etc.

All hot work requires a permit. Contractors engaged on hot work must first obtain a site hot work permit and this must be shown to the Authority Representative on request.

- *(Currently this documentation process has not yet been introduced, as of August 2022).*

On Total Fire Ban days, only emergency hot work is to take place, outside the welding bay. The Authority will be required to organise a Schedule 10 permit to allow the hot work to occur.

19. Chemicals and Substances

Contractors bringing chemicals or substances onto Authority sites must comply with all relevant legal requirements, more specifically:

- All chemicals must be stored and handled in appropriately marked containers.
- Current Safety Data Sheets (SDS) and appropriate documented risk assessments must be held for all chemicals used on site.
- The Contractor must supply any required first aid material and personal protective equipment.
- All chemicals must be transported in accordance with applicable requirements.
- The Contractor must brief the Authority Representative on hazards associated with chemicals to be used.
- No chemicals must be left on site without the approval of the Authority Representative.

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Contractors are responsible for clean-up and disposal of any chemical spills and contaminated materials in accordance with EPA regulations. All spills or accidents involving chemicals must be reported urgently to the Authority Representative.

20. Asbestos

The Authority maintains an asbestos register for each site. It is the responsibility of the Contractor to check the asbestos register to obtain information regarding the possible presence of asbestos on the site. If a Contractor unexpectedly encounters asbestos on site, they must stop work and report the matter immediately to the Authority Representative who will determine the proper course of action in consultation with the Contractor.

- Only licenced asbestos removalists are to be used where the quantity to be removed exceeds the ten square metre limit or is friable.
- The correct signage and controls are to be put in place before any removal of asbestos commences.
- The asbestos is wrapped and disposed of correctly.

21. Confined Spaces

If Contractors identify the need to enter a confined space in the course of their work, they must call the Authority Representative.

Entry into confined spaces is prohibited unless the Contractor has obtained an entry permit. The permit must be shown to the Authority Representative, and the permit number, must be noted down on the permit to work. The Operations Manager must approve the confined space permit. The Authority's Confined Space Register is located at the Brinkley Waste and Recycling site.

22. Work at Heights

Any work at heights must comply with legal requirements. Contractors must observe the provisions of the WHS (Prevention of Falls) Regulations. Scaffolding, the use of elevating work platforms, risk of fall and risk of falling objects are all subject to legal requirements that must be observed and integrated into the risk management documentation.

To manage the risks associated with falls from heights:

1. Ensure, where practical, that any work involving the risk of a fall is undertaken on the ground or on a solid construction, such as an elevated work platform.
2. Where this is not practical, provide a fall prevention device such as secure fencing, edge protection, working platforms and/or covers.
3. Where this is not practical, provide a work positioning system such as plant or a structure (other than a temporary work platform) that enables a person to be positioned and safely supported.
4. And if no controls above are practical, providing a fall arrest system such as a safety harness system. Workers must be trained in emergency procedures for fall arrest systems.

If ladders are to be used, ensure:

- Use is in accordance with the manufacturer's instructions.
- One person at a time on a ladder.
- Facing the ladder while work is completed.
- Ladder not used to gain extra height, such as setting it up on scaffolds or elevated work platforms.

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If Scaffolds are to be used, ensure:

- A competent person erects it, with a high-risk work licence classed as Scaffolding Basic (SB), Intermediate Scaffolding (SI), Advanced scaffolding (SA), which will be dependent on the skills needed for the type of structure.
- That before use, the scaffold must be signed off as safe by the competent person.
 - The Authority Representative will check this is completed before allowing use of the structure.
- Scaffold is not to be used until fully erected and approved to use.
- Scaffold is used in accordance with instructions provided and complies with directives to use any tags attached to the scaffold.
- That any identified issues or hazards are reported to the Contractor Supervisor immediately, and followed through the Authority's hazard reporting system, by the Authority's Representative.
- A competent person Inspects scaffold.
 - At least every week, if scaffold and supporting structure is to stand more than 30 days, the competent person must complete a major inspection of structure and inform Authority Representative of outcome.
 - Before use of the scaffold is resumed after an incident occurs.
 - Before use of the scaffold is resumed after repairs, alterations, and additions.
- Scaffold is set up to prevent any unauthorised access.

Falling Objects

Where practical, the Contractor must provide adequate protection against the risk of falling objects using control measures such as barrier screen, toe-boards and by storing and stacking materials safely.

Where this is not possible, a risk assessment must be undertaken, and appropriate control measures implemented to manage the risk of injuries from falling objects. This may include zoning off work areas as exclusion zones and wearing hard hats.

23. Excavation and Trenching

Before any excavating, trenching, digging, post driving, drilling, etc the Contractor must telephone the Dial Before You Dig number (1100). Documented proof is to be provided to the Authorised Representative for the review, who will provide site guidance and approval before commencement of work.

Contractors undertaking excavating and trenching, must:

1. Take all reasonable steps to obtain current underground essential services information. Consult with Authority Representative.
2. Complete the Authority's 'Excavation Trench Dig Permit' to show the Authority Representative on request.
 - The Operations Manager can only approve this permit for this type of work to commence at any Authorities site.
 - For Brinkley site, this permit must include gas monitoring for areas of site that have been zoned as such.

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3. Complete a Safe Work Method Statements (SWMS) when planning to trench greater than 1.5 meters.
 - Contractor employees must be familiar with and implement the control measures in the SWMS. Documented proof must be provided to the Authority Representative.
4. Implemented control measures to avoid direct or inadvertent contact with underground or overhead essential services.
 - Ensure, where practical, that that no-one comes within an unsafe distance of an overhead or underground power lines.
 - Plan and work to the rules set out in the SafeWork Australia General Guide 'For Working in the Vicinity of Overhead and Underground Electric Lines'.
 - If using plant or equipment within proximity to overhead power lines, ensure to always have a safety observer.
 - Manually dig by hand a pothole to expose existing services before any mechanical excavation near the services begin.
 - If maintaining a safe distance is not possible, consult with the local essential service providers.
 - Work is not permitted within three meters of overhead power lines, which is considered the no go zone.
 - The Contractor (or sub-contractor in charge of the work) must have written authority from the electrical supply authority to work within the 'no go' (exclusion) zone.
5. Any issues must be reported to the Contractor Supervisor and promptly communicated to the Authority Representative or Operations Supervisor.

24. Demolition Work

The Contractor must cooperate with the Authority to plan and undertake demolition work at the Authority sites. Collaborate to ensure SafeWork SA on notified of demolition work at least five days before the project starts.

- All involved must work to the SafeWork SA 'Demolition work – Code of Practice.'

25. Working Alone

If any sub-contractor or employee of a Contractor works alone, the Contractor's Supervisor is responsible for ensuring that appropriate precautions are included in the risk management documentation and that it is implemented.

- Suitable emergency communication procedures and equipment must be provided.

No high-risk work can be conducted while working alone. The Contractor must collaborate with the Authority in managing the planning of the work.

26. Manual Handling

Contractors are obliged to manage manual task risks associated to a musculoskeletal disorder (MSD) by:

- Identifying foreseeable hazards and noting them in the risk management documentation.

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- Eliminating risks as far as reasonably practical.
 - If it is not possible to eliminate risk of MSD, the Contractor must implement, monitor, and maintain controls so that the controls remain effective.
- Ensure all contractor employees are trained and follow good manual handling practices.
- Provide mechanical lifting aids where applicable.

27. Traffic

Contractors are required to eliminate, or where that is not possible, minimise, the risks to all persons working on or adjacent to any mobile vehicle at the Authority site, by:

- Collaborating with the Authority Representative to plan and implement safe controls.
- Following the Authority's traffic management rules.
- Ensuring all employees and sub-contractors are aware and follow the safety controls that are implemented.

28. Reporting of WHS Issues

All hazards, work-related incident and injury experienced by a Contractor on Authority sites must be reported immediately to the Authority Representative.

First Aid

The Authority has first aid kits located throughout both sites and are available when required. The site induction will provide you with this information.

The Authority Operations Team will always have first aiders available.

Incidents

The Authority takes all incidents seriously. All incidents must be recorded in the Authority's incident reporting system by Authority Representative. The Contractor must provide detail of the incident when asked.

- Including what was used in the first aid kit, so the Authority can restock the kit.

Where a serious incident must be reported to SafeWork SA (as stated in the WHS Regulations) the Contractor will make every attempt to contact the Authority Representative as soon as possible. However, if these attempts fail, the Contractor should call SafeWork SA directly.

- If a formal investigation is required, the Contractor must secure the incident site.
- The scene of the incident must not be interfered with until the immediate investigation has been completed by the appropriate authorities and given permission to disturb the incident site.
- Expectation is that the Contractor will record details of the incident.

Hazards

Should a contractor employee observe any hazardous work practice or become aware of any workplace hazard, they should report it to the worksite Contract Supervisor, who must inform the Authority Representative or to the Operations Supervisor.

Investigations

If an incident occurs at Authority site, the Contractor must work within the Authority's procedures on incident and investigation management.

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- The Authority Representative will guide and assist the Contractors in working through the procedure.

Contractors must report immediately to the Authority Representative any issue arising from a SafeWork SA Inspector or union representative visit. They must provide the Authority Representative with a copy of any documentation issued by the inspector/visitor.

Expectation that the contractor will collaborate with the Authority to remediate any actions that arise from the investigation.

29. Checklist for Contractor Engagement

Contractors must complete all provided documentation to best of their ability.

Initial primary documents that must be completed:

- Contractor, business level.
 - Contractor Registration Form,
 - Request legal business name and who is authorising the work.
 - Requests information on principal contacts, mandatory documentation (such as requirements for licencing, including employee's licences and training where applicable, insurances, WHS, risk management templates), and additional documentation relating to industry specific requirements.
 - Requirement to complete this form annually.
 - Contractor Induction Manual (this document).
 - Requires the principal contractor to read and acknowledge the WHS expectations of the Authority, for the purpose to protect all that work onsite at an Authority's premises.
 - Requirement to complete this form every three years or more frequently based on project risk level, incident experience or audit outcomes.
- Contractor, employees' level.
 - Contractor Induction manual (this document).
 - To read and acknowledge this document.
 - Requirement to complete this form every three years or more frequently based on project level risk, incident experience or audit outcomes.

30. On Notice

The Authority Representative, Risk WHS & Project Officer or an Authority HSR, if observes an unsafe practice has the right to direct a Contractor to cease work until the safety concern is addressed to the satisfaction of the Authority Representative, Operation Supervisor or Operation Manager. The Authority will take into consideration compliance with safe work practices when selecting contractors for future work.

If Contractors have any questions concerning health or safety at the Authority, they should contact the Authority Representative.

CONTRACTOR

INDUCTION MANUAL



31. Monitoring of Contractors

The Authority will monitor the performance of Contractors to determine whether they meet the Authority's requirements. Should a Contractor not meet the Authority's requirements they will cease to be engaged until such time as they can demonstrate improvement.

32. Authority Policies

Contractors are required to comply with the principles of all Authority WHS policies as indicated in this manual. The Authority will make the policies available on request.

Disciplinary Procedures

If anyone does not comply with the requirements of this manual, the following will apply:

- First violation: verbal warning (and advise Contractor if it involves their employee/s)
- Second violation: written notification (and advise Contractor if it involves their employee/s)
- Third violation: complete removal/suspension from the project.

For a serious breach of safety, workers can be immediately dismissed or removed from the site without notice.

33. Disability Considerations

Contractors should consult with the Authority Representative if they require any information regarding disability issues.

34. Confidentiality

Any information acquired by the Contractor while performing contractor's services for the Authority, about the Authority, or its clients must be treated by the Contractor as confidential information and must not:

- Be used or disclosed by the Contractor to any other person, entity, or company.
- Or be discussed with any other contractor.

This manual aims to:

- (a) Ensure that the Authority provides an appropriate amount of WHS information to core personnel, which explains work, health and safe rules and requirements of the Authority.
 - i. It allows for persons to read and acknowledge this manual, which ensure the Authority has completed the WHS requirement to protect those that enter Authority sites to conduct work.
 - ii. It provides recognition of the Contractors acceptance of this manual, demonstrating their ability to work within the requirements of the Work Health and Safety Act 2012 (SA) (WHS Act), Work Health and Safety Regulations 2012 (SA) (WHS Regulations), Approved Codes of Practice and any other relevant legislation and industry standards, that relevant to their work.
- (b) Develop a communication process which demonstrates the Authority's aim at providing a safe work environment, as far as is practical.

This manual deals with contractor management requirements, which may include contractors involved in a diverse range of work skill and disciplines.

CONTRACTOR

INDUCTION MANUAL



35. APPENDIX – Contractor Acknowledgement

Adelaide Hills Region Waste Management Authority

CONTRACTOR INDUCTION MANUAL

ACKNOWLEDGEMENT

Principal Contractor to Complete (Only)

Name/s			
Print Name of Company			
Acknowledge that I/we have read the Adelaide Hills Region Waste Management Contractor Induction Manual and agree that I, my employees, and sub-contractors will comply with the requirements of the Authority as			
Signature		Date	
Signature		Date	

Contractor Employee or Sub-Contractor to Complete

Name			
Print Name of Company			
I acknowledge, that I have read the Adelaide Hills Region Waste Management Contractor Induction Manual and agree to the expectations of the Authority as detailed in the Manual prior to commencing work.			
Signature		Date	