

RWCC WHS Compliance Pack

1.1 Safety

General Attention is drawn to the NSW Work Health and Safety Regulations 2011 which require that employers ensure the health, safety and welfare of their employees.

The contractor shall be deemed to be a principal contractor as defined in the regulations, for the purpose of this contract.

1.1.1 Mandatory safety requirements

Safety precautions must include but not be limited to the following matters:

- a) Safety Helmets as defined in AS1801 must be worn by all supervisors, employees and visitors on the building or demolition work sites. This is an essential requirement of the Contract, notwithstanding the requirements of any Acts or Regulations. As a minimum helmets as defined in AS1801 shall not be more than 2 years old, have any marks such as deep scratches, text marks and stickers. Peaked caps shall not be worn under helmets.
- b) Overhead Protection and Fencing must be provided as is required by Regulation or obviously necessary for the protection of persons or property from fall or flying materials or objects.
- c) Safety Protective Clothing, Footwear and Equipment must be provided. High visibility vest must be clean and un-faded. Minimum three quarter length sleeved shirts. If shorts are worn they are to be knee length. Safety helmet must have brim when working on hot and sunny days.
- d) Fall Protection, Scaffolding, Handrails, Ramps, Ladders, etc. must be provided where necessary and must comply as a minimum with the relevant legal requirements.
- e) Trenches and Excavations must be shored, strutted, battered or benched as required by the Acts and Regulations.
- f) Lighting must be adequate and must not produce unsafe glare.
- g) Explosive Powered Tools must be operated by personnel holding the appropriate certification.
- h) Blasting Explosives must only be taken onto site with the written permission of the Superintendent and used, handled and stored in accordance with relevant Acts and Regulations.
- i) Work in Confined Spaces must be carried out in accordance with the Work Health and Safety (Confined Space) Regulation 2011, and in accordance with AS2865-2009.
- j) Materials or rubbish shall not be thrown or dropped from the structure. All items shall be lowered in a controlled manner.

1.1.2 Fire Precautions

The Contractor shall provide and maintain adequate firefighting equipment and take all necessary measures to the satisfaction of the Superintendent to prevent fire during the execution of the Contract and shall take action to prevent damage to or destruction by fire of the Works, equipment and property in and surrounding the site. The

Contractor shall take cognisance of the requirements of the Statutory Authorities and ensure that all persons working in the area observe these requirements.

The contractor shall liaise with the NSW Rural Fire Service (RFS) and Forests NSW and seek advice on what controls are required for bushfire protection, and note this as part of the WHS Management Plan.

1.1.3 First Aid and medical facilities

The Contractor shall be fully responsible for the provision of first aid services to its staff and workforce, including the transport of injured personnel to hospital or other appropriate accommodation as and when required.

The Contractor shall provide notices giving the names and telephone numbers of at least two (2) medical doctors practising in the vicinity of the site, and the phone number of the local ambulance service for the site. These notices shall be displayed prominently at the site.

1.1.4 Reports

Where an accident occurs involving loss of life or injuries requiring medical treatment, the Contractor shall immediately notify the Superintendent and shall, within 24 hours of said accident, lodge with the Superintendent a full report of the accident including details of injuries, the nature of the accident and probable cause.

Reports of all accidents involving loss of time, or incidents with serious accident potential such as equipment failures, slides, cave-ins, etc., giving such information as may be required by the Superintendent, must be promptly submitted by the Contractor. The reports are to be submitted using the Contractors "Accident/Incident Report" form. Note that before commencement of works the Contractor is to submit a copy of the form to the Superintendent. If the Superintendent requires the Contractor to modify the form in any way, the Superintendent shall inform the Contractor in writing.

1.1.5 Work Health & Safety committee

The Work Health and Safety Act requires a Committee to be established if:

- a) There are 20 or more persons employed at a place of work and a majority of the persons so employed requests the establishment of a committee; or
- b) The Work Health and Safety Act Rehabilitation Council of New South Wales directs the establishment of a committee at the place of work.

If a Work Health and Safety Committee is established in accordance with the Act, such a committee must be formed and operated in accordance with the Regulations. The Superintendent or their nominee shall have the right to attend and to address all meetings of the Safety Committee.

1.1.6 Safety co-ordination committee

Under the NSW Work Health & Safety legislation there is a requirement for all PCBU's (employers) to undertake consultation with the workers on health and safety issues. The legislation provides guidance for having either HSR's (Health & Safety Representatives), HSC's (Health and Safety Committees) or other agreed arrangements. Should a Work Health and Safety Committee or Representatives not be appropriate for the project then other arrangements must be made for WHS consultation.

Under the WHS legislation consultation must be held between all parties involved in a project so that site conditions or other WHS matters can be discussed. The Principal Contractor for any project may direct that a Safety Co-ordination Committee be established.

This Committee shall be chaired by the Principle Contractor or their nominee and is to comprise representatives of the Principal, the Contractor, Sub Contractors, the workers on the project. If more than one Contractor is working on a particular site, all such Contractors and workers must be represented.

At the direction of the person chairing these meetings, recommendations made by that Committee must be put into effect by the Contractor.

1.1.7 WHS record

The contractor shall provide details of Lost Time Injury Frequency Rates (LTIFR's) for 3 year period to the date of submission.

1.1.8 Induction

Prior to commencement of work at any RWCC site the contractor must ensure that their employees and subcontractors have been inducted by a representative of RWCC.

The contractor shall supply RWCC with a summary document for each employee that list their qualifications, licences and training information. For example the document should include details of white card, trades certificates, current licences, first aid training etc.