

Appendix H – Contractors Guide to Completing Health and Safety Plans

1 Introduction

Prior to the commencement of the contract the successful tenderer is required to submit a Health and Safety Plan detailing the health and safety systems and procedures which will apply during the term of the contract.

The Health and Safety Plan will be reviewed by Southern Rural Water prior to commencement of the contract and will be subject to approval by Southern Rural Water. The Health and Safety Plan shall be reviewed at regular intervals throughout the contract to ensure that it is maintained in an up to date condition. The Contractor's Health and Safety Plan will also form the basis by which its management systems will be audited by Southern Rural Water.

This document outlines the general requirements and elements of Health and Safety Plans to provide guidance to Contractors when preparing the plan.

2 Health and Safety Plan Elements

2.1 Contract Description

A brief description of the scope of work associated with the contract should be documented. The description should be sufficiently detailed to provide persons unfamiliar with the contract an overview of the type of work being carried out and under what conditions.

The scope of work should include as a minimum requirement the following details:

- Summary of major activities and types of work to be performed.
- List of tasks or specialist procedures that may require detailed health and safety work procedures and training.
- List areas of contract requiring special consideration from a health and safety perspective eg:
 - presence of public
 - traffic management
 - work restrictions (work times, confined spaces)
 - exposure to hazards (noise, dust, elevated heights)

2.2 Contract OHS Structure and System

The Contractor's Health and Safety Plan should be established around existing OHS management systems and associated procedures and controls. Reference should be made to existing procedures and documentation in the Health and Safety Plan. This will also assist in minimising the size of the document.

The Contractor should outline the management structure, responsibilities, standards and control systems applicable to the contract to ensure OHS requirements are adequately addressed. The following information should be included:

- Company health and safety policy, to be displayed at worksites.
- An outline of the contract health and safety organisation and structure. ie. names and/or positions of those with specific health and safety responsibilities.
- Summary of OHS roles and responsibilities of Contractor staff involved in the contract.
- Position and/or name of senior person who will liaise with Southern Rural Water on health and safety matters.

2.3 Contract Induction and Safety Training

OHS legislation requires all employers to ensure that their employees have the skills and training required to carry out their work in a safe manner. Southern Rural Water requires that Contractors document their

safety training program ensuring that they have appropriately skilled employees, suitable training programs and adequate supervision for the contract works.

The following information should be provided:

- An outline of contract induction procedures for employees and subcontractors.
- Details of induction course content.
- Register of personnel who have satisfactorily completed the contract induction.
- Details of employee health and safety training which has or will be provided relevant to the contract requirements.
- Provide a register of names and/or positions of contract employees with authorisations, permits, competency certificates, licences etc who may be required to supervise or undertake specialist work activity.

2.4 Safe Work Practices and Procedures

Relevant safe work practices and procedures should where appropriate be developed for the contract. Where possible, existing health and safety company procedures should be used. However, contract specific safe work procedures may need to be developed on the basis of particular contract hazards. These may be identified when undertaking the Risk Assessment.

The following information should be provided:

- Provide a list and copies of company safe work procedures or instructions relevant to the contract.
- Provide a list and copies of contract specific safe work procedures or instructions.
- Detail site operations which will be subject to permit to work systems.
- Provide details of employees and/or subcontractors issued with copies of safe work procedures and instructions.
- Safe work procedures and instructions should be recorded on Safe Work Procedure/Instruction Register.

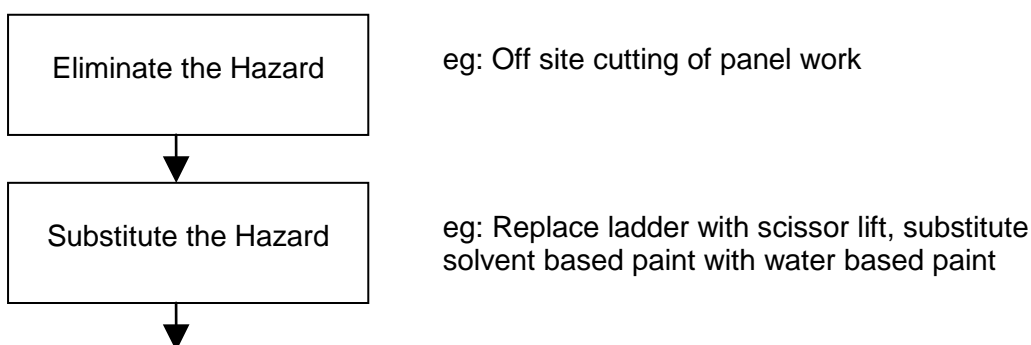
2.5 Risk Assessment

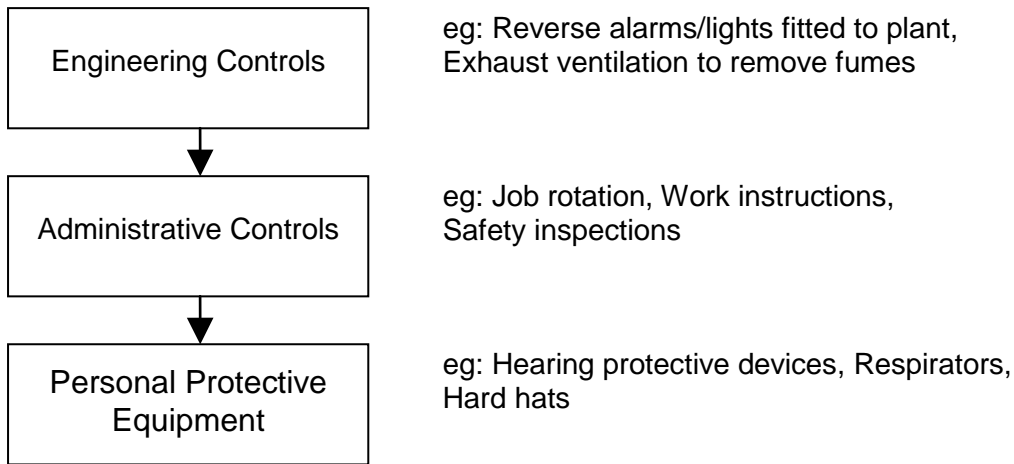
The Risk Assessment is an integral part of the Health and Safety Plan and considers the following:

- identifies hazards associated with contract tasks and activities
- determines the level of risk
- establishes appropriate risk control measures

Each major or significant task or activity associated with the contract shall be assessed in terms of the associated hazards. When all hazards have been identified the most likely outcome as a result of an incident shall be determined.

A primary goal shall be to eliminate risks associated with the contract and should be a major focus of the Risk Assessment. Contractors should detail risk control measures which adequately address all identified risks. When determining risk control strategies, the hierarchy of controls summarised below should be considered:





Where safe work procedures or instructions are developed they must clearly spell out the work sequence, highlighting the procedures required to adequately control each risk identified in the risk assessment. All employees involved in the activity shall receive appropriate training in the safe work procedure.

The Risk Assessment shall be completed on the Risk Assessment Form evaluating the full scope of work associated with the contract. Additional risk assessments may be undertaken during the course of the contract as required (ie work undertaken by subcontractors).

2.6 Workplace Health and Safety Inspections

Health and safety inspections play an important role in the identification of hazards at the workplace and in the development of control measures. The Health and Safety Plan should outline the procedures and methods by which contract workplaces will be inspected on a regular basis.

The following information should be provided:

- Details of how workplace health and safety inspections will be undertaken during the contract, considering:
 - checklists to be used
 - frequency of inspections
 - team members
 - actioning of inspection findings
- Details of hazard reporting procedures for the contract, including hazard report forms.
- Details of specific activities or areas targeted for inspection ie plant, hazardous materials, electrical safety.

2.7 Health and Safety Consultation

Consultation with employees provides an important mechanism whereby health and safety issues can be dealt with in a manner that promotes ownership and prompt resolution.

The following information should be documented:

- List of current employer and employee health and safety representatives
- Details of the membership and operation of the Safety Committee
- Reference to company issue resolution procedures

2.8 Emergency Procedures

There is the potential for a range of emergency situations to occur both on-site and off-site in relation to contract works. These situations need to be identified and specific emergency procedures developed and made known.

The following information should be documented:

- Overall emergency plan and structure for the contract.
- Register of emergency equipment and locations ie first aid equipment, fire extinguishers.
- Register of current qualified First Aiders.
- Arrangements/co-ordination with other worksite occupants in the event of an emergency.

2.9 Incident Recording & Investigation

All incidents associated with the contract involving personal injury, medical treatment or property damage should be recorded and investigated.

The following should be documented:

- Details of incident reporting and investigation system and procedures
- Details of how incidents shall be notified to Southern Rural Water
- Details of how incident statistics are to be compiled and distributed

2.10 Health and Safety Performance Monitoring

The following should be documented:

- Details of how health and safety performance statistics associated with the contract are reviewed
- Details of how monthly health and safety performance reports will be compiled for review by Southern Rural Water Nature of health and safety performance information presented to employees on a regular basis
- Outline of auditing program to evaluate Health and Safety Plan effectiveness