

**INFORMATION FOR
COUNCIL
CONTRACTORS**

INTRODUCTION

This document has been prepared to assist contractors, their employees and agents in working safely on Council sites and to abide by Council's requirements relating to people and property.

The contractor has full responsibility to:

1. Identify and observe all relevant regulations in regard to WHS and the environment.
2. Understand the full extent of Council's requirements and contractors' legal obligations.

Further information about local WHS and legislative requirements can be obtained from Council's WHS Coordinator and WorkCover NSW respectively.

DEFINITIONS

Project Manager

A Council employee or representative/s with responsibility for managing and overseeing contract works. The key contact for all Contractors and Council employees involved in the contract works.

Principal Contractor

The Contractor engaged by Council who is responsible for all contractors and sub-contractors until the work is completed; as described in WHS legislation.

Contractor

A Contractor other than a Principal Contractor who is responsible for the contract works and sub-contractors until the work is completed.

Sub-Contractor

Self-employed person/s who work for Principal Contractors and Contractors to complete certain aspects of contract works.

EMERGENCY RESPONSE PROCEDURES

Emergency Response Procedures are displayed in all Council buildings. They include evacuation procedures, assembly areas and emergency contact numbers.

Emergency Evacuation Procedures

If you hear a continuous alarm or are requested by a Warden or designated Council employee to evacuate the building you must:

- Leave the building immediately by the identified exit
- Proceed to the assembly area indicated on the evacuation plan
- Remain in the assembly area until advised the emergency is over
- Not re-enter the building until advised it is safe to do so by a Warden or designated Council employee.

INJURIES, ILLNESSES AND INCIDENTS

Any incident which results in a minor injury to contractors should be reported to the Council Project Manager within 24 hours using the Council's Incident Report Form.

Any injury which is serious in nature, e.g. resulting in lost time and/or requiring medical attention, is to be reported immediately to Council's nominated project manager.

Serious incidents are further defined in legislation.

WHS LEGISLATIVE COMPLIANCE

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All contractors and subcontractors are obliged to maintain a safe workplace whilst on Council premises (and at all other sites) and to comply with current WHS legislation and best practice. These obligations can be summarised as follows:

- Ensure their own health and safety
- Not place any other person at risk
- Not interfere with or misuse anything that has been provided for safety in the workplace
- Comply with health and safety instructions.

The **Contractor is responsible** for maintaining and applying their knowledge of WHS legislation.

MEDIA AND PUBLIC LIASION

Whilst not employees of Council, Contractors are representing the organisation. Accordingly, contractors may be approached by members of the public or the media to receive or make a comment about the work being carried out or other Council business.

Contractors must not make any comment about the contract work or Council business. If approached by the media or public, contractors must:

- Acknowledge the comment / request.
- Forward all comments / requests to the Project Manager.

WHS GUIDELINES

Depending on the nature of the contract, the following general guidelines apply to contract works. Further information relating to specific contracts can be obtained from the Project Manager.

Alcohol and Other Drugs

The consumption of alcohol and use of other drugs prior to work or at the workplace can significantly increase risk levels. Contractors must ensure persons affected by alcohol or other drugs are not permitted to carry out work on Council premises and/or sites. Alcohol and non-prescription drugs must not be stored or consumed on any Council property or work site.

Hours of Work

In general, hours of work for contractors on Council administrative (office) premises are 8:30am to 5.00pm, Monday to Friday. Other times may be authorised through prior arrangement with the Project Manager and local Manager only.

Identification

All contractors, their employees and agents are to carry identification with them while working on Council premises, which identifies their name and company.

Local procedures for signing Visitor Books and wearing Visitor identification must also be followed at each location.

Insurances

All contractors must take out and maintain appropriate insurance coverage, and where required, name Council as an interested party throughout the period of the Contract.

Personal Items

All contractors, their employees and agents are responsible for personal items when working within Council premises and on site. Council is not liable for any such loss or damage incurred.

Parking and Road Rules

Road Rules (the law) applies to all roads and car parks within Council's area and premises. All vehicles entering any Council location must park in accordance with local parking conditions and posted directions.

Parking Penalty Notices (Fines)

A penalty notice may be issued where a contractor fails to comply with any posted directions and signs. The Infringement Processing Bureau (IPB), NSW Treasury, processes all Penalty Notices. The IPB Director deals exclusively with appeals (not Council). Once issued, Penalty Notices cannot be cancelled or waived.

Smoke Free Environment

Under legislation, smoking and smoke attributed from smoking is prohibited in buildings and in certain areas of the workplace.

Statement of Business Ethics

The purpose of the Statement of Business Ethics is to raise private sector awareness of public sector values. It is critical that Council and its private sector contractors, suppliers, consultants, tenderers or business partners have mutual expectations of the relationship. This Statement defines the principles of conduct that are expected of both parties in order to ensure the integrity and professionalism of both organisations is enhanced and is a statement of Council's values and systems of accountability. This Statement of Business Ethics is provided when first entering into a contract with Council.