



**CORPORATE STANDARD  
MANAGEMENT OF CONTRACT OCCUPATIONAL HEALTH & SAFETY**

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## 1.0 INTRODUCTION

### 1.1 Purpose

The purpose of this Standard is to manage the Occupational Health and Safety (OHS) of contract works and to ensure the health, safety and welfare at work of persons on Delta Electricity sites. This Standard provides the detailed procedural requirements to complement DES SA001-35 OHS Requirements for Purchasing Goods & Services.

### 1.2 Objectives

The objectives of this Standard are to:

- (a) Set out the minimum health and safety obligations of contractors to be included in contracts for work on Delta Electricity sites
- (b) Outline responsibilities for ensuring that contractors comply with these obligations
- (c) Provide a standard for managing the OHS obligations of contractors and Delta Electricity for contract work; and
- (d) Inform contractors' staff of the management of site health and safety.

### 1.3 Scope

The requirements of this Standard shall be applied to all contractors working on Delta Electricity sites.

### 1.4 Definitions

**Business Unit General Manager** – means the Delta Electricity General Manager responsible for control of the site.

**Category A contract work** – means a contractor with Delta Electricity for which work has been assessed as being of a *high safety risk* or interface with other contracts of *high safety risk*. Category A contractors are usually responsible for the management, administration and coordination of multiple work groups and/or subcontractors.

**Category B contract work** – means a contractor with Delta Electricity for which work has been assessed as being of a *moderate safety risk* and does not interface with *high safety risk* works. Category B contractors are usually responsible for the management, administration and coordination of a single work group or team and no subcontractors.

**Category C contract work** – means a contractor with Delta Electricity for which work has been assessed as being of a *low safety risk* and does not interface with *moderate* or *high safety risk* works. Category C contractors are responsible for minor low risk work which is conducted by an individual only (sole trader) who is not conducting plant related maintenance or repair work and has been approved by the region's Safety Manager as a Category C contractor.

**Construction work** - means (as defined in *NSW OHS Regulations 2001, Clause 3 – Definitions*):

- excavation, including the excavation or filling of trenches, ditches, shafts, wells, tunnels and pier holes, and the use of caissons and cofferdams,

- building, including the construction (including the manufacturing of prefabricated elements of a building at the place of work concerned), alteration, renovation, repair, maintenance and demolition of all types of buildings,
- civil engineering, including the construction, structural alteration, repair, maintenance and demolition of, for example, airports, docks, harbours, inland waterways, dams, rivers and avalanches and sea defence works, roads and highways, railways, bridges and tunnels, viaducts, and works related to the provision of services such as communications, drainage, sewerage, water and energy supplies.

**Contract** – in this standard means a formal contract, purchase order, period order, work order and/or an agreement to conduct works and/or services. These may also be referred to as *contracts* or *contract work* in this standard.

**Contracts Agreement** - means an agreement for the provision of contract services to Delta Electricity.

**Contractor** – means a person who is not an employee of Delta Electricity but works at a Delta Electricity site on a contract basis. This includes Labour Hire Personnel.

**Contractor's site manager** - means the contractor's nominated site employee (or agent) authorised to act and make decisions on behalf of the contractor.

**Delta Electricity contract administrator** - means the designated Delta Electricity employee (or agent) authorised to administer a contract, for the provision of work and services and who will be responsible for ensuring that the contractor is conducting work in compliance with Delta Electricity's contract and site requirements.

**General health and safety induction training** – includes the relevant health and safety topics set out in the WorkCover Code of Practice – “*Occupational Health and Safety Induction Training for Construction Work*”.

**Occupational health and safety management system** – a system that clearly defines an organisation's structure, policies, responsibilities, procedures, resources and performance standards for the management of OHS in accordance with AS4801.

**High risk construction work** - is work; (as defined in *NSW OHS Regulations 2001 - Chapter 8, Part 8.1*)

- construction work involving structural alterations that require temporary support
- construction work at a height above 3 metres
- construction work involving excavation to a depth greater than 1.5 metres
- demolition work for which a licence is not required under Chapter 10 of the OHS Regulation 2001 to carry on the business of that work
- construction work in tunnels
- construction work involving the use of explosives
- construction work near traffic or mobile plant
- construction work in or around gas or electrical installations
- construction work over or adjacent to water where there is a risk of drowning.

**High safety risk work** – is work, where the overall contract risk level, equals a HIGH risk classification using the *Category of Contract Matrix*. This risk classification will require that the OHS contract requirements for *Category A contract work* apply.

**Principal Contractor** - in relation to construction work (or a construction project involving construction work), means a person who has been appointed or taken to be the principal contractor for the construction work. (Refer to OHS Regulation 2001, Clause 210 Appointment of principal contractor).

**Specific health and safety training** - training associated with specific health and safety work procedures or practices, such as confined spaces work procedures or Delta Electricity Safety Rules.

**Site orientation** – a meeting at which known hazards associated with the work, Delta Electricity Business Unit OHS and environmental requirements and scope of works are identified and advised to the contractor.

**Site specific health and safety induction training** – training delivered to persons so that they are aware of the site specific health, safety and environmental hazards and can recognise and avoid the risks associated with working on the site.

**Site specific safety management plan, and/or project safety plan** – a plan that identifies site-specific responsibilities, incident management, and risk management processes, safe work methods and safety training, in accordance with Construction Policy Steering Committee (CPSC) Guidelines for service providers in the construction industry “How to prepare Site-specific Safety Management Plans and Safe Work Method Statements” 2004 - New South Wales Government

**Visitor induction** - includes the safety requirements, as set out on a visitor access card that shall be explained to visitors prior to entry to the site. (Refer also to DES SA001-30 Induction)

**Work activity based health and safety induction training** - training that covers the relevant health and safety topics set out in the WorkCover Code of Practice – “Occupational Health and Safety Induction Training for Construction Work” and relates to the particular type of contract work to be carried out.

**WorkCover Code of Practice** – “Occupational Health and Safety Induction Training for Construction Work” is the standard adopted by Delta Electricity for safety induction training for *Category A contract work* and *Category B contract work*.

**Work Order** – refer to definition for *Contract*

## 2.0 RESPONSIBILITIES

### 2.1 Business Unit General Manager

The Business Unit General Manager shall ensure that:

- (a) The proposed contract works with expected hazards are assessed for general risks
- (b) The compliance of contractors and Delta Electricity employees with OHS legislation, standards, regulations, and codes of practice and site specific site safety rules is assessed and documented
- (c) The contractor OHS capabilities and performance is assessed and monitored
- (d) Delta employees with any responsibility or function for contract OHS management or supervision are trained and competent
- (e) A Contract Administrator has been nominated for each contract, which includes period orders
- (f) OHS obligations are defined and included in a contract for work
- (g) Contractor's *occupational health and safety management systems* and/or *site-specific safety management plans* are reviewed, approved and audited
- (h) Contractors and their employees have undertaken the required OHS training; and
- (i) Records of OHS training are kept.

### 2.2 Delta Electricity Regional Safety Manager

The Regional Safety Manager shall:

- (a) Review tenderer's *occupational health and safety management systems* and/or *site specific safety management plans* for their appropriateness to manage the OHS requirements of the contract works and is responsible for approval of these systems and/or plans (refer to 3.4);
- (b) Conduct a review of contract specifications and/or work scope and other necessary OHS documentation for *Category C contract work*. The Regional Safety Manager, shall be responsible for approving this category of contract (*refer to 3.2 Process for Determining the Category of Contract*).
- (c) Facilitate communication between OHS Workplace committees and the *Delta Electricity contract administrator*;
- (d) Conduct work place safety inspections as and when necessary;
- (e) Review emergency response requirements; and
- (f) Coordinate and/or lead an audit team who will conduct OHS systems audits of contractors.

## 2.3 Delta Electricity Contract Administrator

The *Delta Electricity contract administrator* shall:

- (a) Classify the contract work to be undertaken into one of the following Categories of Contract, A, B or C, based on the OHS Risk and assign the appropriate OHS requirements of this standard; (*refer to 3.2 Process for Determining the Category of Contract*)
- (b) Coordinate and manage receipt and distribution of OHS documentation
- (c) Ensure that **prior** to the commencement of any work on site, by the contractor, that
  - (i) Risk Assessments have been completed for the work to be undertaken
  - (ii) Contract staff have been inducted in accordance with Delta's requirements (refer to DES SA001-30 OHS Inductions)
  - (iii) Staff have the required Certification, Licensing and/or training to safely perform the work. (Refer Pre-Contract Work OHS Checklist)
  - (iv) Staff have personal protective clothing and equipment appropriate for the work and as necessary to satisfy the Risk Assessment Control Measures
  - (v) Staff supervision and communication channels have been established
  - (vi) Emergency reporting and response procedures have been agreed and communicated to staff
- (d) Keep & maintain OHS records (refer to DES SA001-36 Document Control and Records Management)
- (e) Perform the day-to-day administration of contract work for the Business Unit General Manager in accordance with Delta Electricity instructions and procedures
- (f) Conduct regular workplace safety inspections as and when necessary
- (g) Ensure that any OHS non-conformances by contractors are appropriately and promptly addressed by contractors
- (h) Provide regular feedback to contractors regarding any site activities that may impact on their OHS performance or that may increase the OHS risk
- (i) Ensure attendance by the senior contractor representatives on site and their safety representative, where applicable, to any meetings convened to address contractor OHS matters, for which they are invited; and
- (j) Follow-up the issuing of Site Safety Notices, when issued, to ensure that appropriate and prompt corrective measures have been actioned.

## 2.4 Delta Electricity Purchasing Officer

The Delta Electricity Purchasing Officer must verify that OHS Contract Specifications for Category A, B or C contracts and the “**Contract Specification OHS Checklist**” are attached to all contracts. This shall be completed by the person requesting the contract work and approved by the Delta person approving the contract work. For Category C contracts the regions Safety Manager must approve the “**Contract specification OHS Checklist**” that the contract work has been assessed and satisfies Delta’s requirements for Category C contract work, before an order is placed or tender is called.

## 2.5 Contractor

The Contractor shall:

- (a) Perform and record detailed identification of hazards and associated risks relevant to the contract works to be undertaken
- (b) Comply fully with their OHS management system and/or site specific safety plan requirements
- (c) Document the hazard control measures required when undertaking the contract work
- (d) Ensure employees and management complies with OHS legislation, standards, regulations, codes and site-specific site safety rules
- (e) Assess and monitor sub-contractor OHS compliance and performance
- (f) Provide OHS information to Delta Electricity in accordance with the requirements of the contract
- (g) Provide and maintain first aid equipment
- (h) Manage workplace injury management and rehabilitation
- (i) Identify the OHS training requirements for employees
- (j) Provide the OHS training required by:
  - (i) the Contract
  - (ii) legislation
  - (iii) employment obligations; and
  - (iv) the type of work to be performed by employees in carrying out the works
- (k) Keep records of OHS training, on site and make available to the Delta Electricity contract administrator or other Delta Electricity personnel, on request;
- (l) Ensure emergency procedures are communicated to staff
- (m) Carry out regular job safety inspections with an employee representative
- (n) Supply personal protective equipment as required by contract, legislation and site requirements; and
- (o) Have and maintain insurance for workers’ compensation, public liability and plant damage.

### 2.5.1 Contractor OHS Authorities

Delta Electricity will give authority to apply their own OHS systems and procedures to conduct work after the following:

- A formal contract has been signed by both parties detailing the scope of work to be performed
- Approval of the OHS Management System (where applicable)
- Approval of the Site Specific Safety Plans

### 2.5.2 Contractor OHS Accountabilities

Delta Electricity will hold the contractor accountable for compliance with all provisions of the contract which include, the approved OHS Management System (where applicable) and Site Specific Safety Plan.

## 3.0 MANAGING CONTRACT OCCUPATIONAL HEALTH AND SAFETY

### 3.1 General

Contract work shall comply with the following principles:

- (a) Contract specifications shall detail Delta Electricity's OHS requirements that the contractor shall comply with
- (b) Only contractors demonstrating the capacity for providing adequate OHS management, will be engaged to work on Delta Electricity sites
- (c) Contractors will be required to demonstrate compliance with all relevant OHS legislation
- (d) Contractors will be required to demonstrate compliance with the OHS requirements of the contract; and
- (e) Contractors shall provide training to their employees of OHS responsibilities and safe work methods.

### 3.2 Process for Determining the Category of Contract

Delta Electricity is involved in tendering and managing a very broad range of contracts. These can include long term service contracts/alliances, through to quite small contracts for minor maintenance, repair or construction activity. While the OHS obligations on contractors and Delta Electricity remain the same, irrespective of the size and duration of the contract works, it is important to acknowledge practical issues associated with the engagement of small contractors.

To ensure practical measures are taken when engaging contractors, a risk-based approach has been adopted, requiring contractors to demonstrate appropriate levels of OHS Management and competencies associated with the work involved in the contract, ensuring that all risks are identified and appropriately controlled.

Delta Electricity has three (3) OHS Categories of Contract, determined by the Contract OHS Risk, **A** being for High OHS Risk, **B** for Moderate OHS Risk & **C** for Low OHS Risk.

The process of determining the *Category* to a particular contract will depend on;

- **Site Risk** - occupational hazards that are inherently linked to the site and may increase the overall risk level of the contract.
- **Work/activity risks** - Hazards that are directly associated with an activity.
- **Project Complexity** - Contract characteristics such as the involvement of sub contractors, multiple contractors and multiple work areas or sites that complicate the task of contract management.

### 3.3 Preparing OHS Requirements for Specifications for Contract Work

The following principles are to be followed when preparing OHS requirements for specifications for contract work:

- (a) Specify the scope and extent of work, including work area and identify known site hazards and inherent safety risks
- (b) Include in the contract specification, all OHS items identified and nominated in the "**Contract Specification OHS checklist**" of this Standard, for completion by the person requesting the contract work and verified by the person authorising the contract work
- (c) Assess the OHS Risk for the proposed contract work, nominate the applicable category of contract and ensure that contract OHS clauses are inserted within the model contract specification appropriate to the contract category nominated
- (d) Include in the contract specifications, requirements for tenders to include with tender documents, their OHS Management System, for a *Category A contract* and accompanying the documented evidence of their capacity to conform to OHS requirements for a *Category A contract*
- (e) For a *Category B contract*, the contract specifications shall include requirements for the tenders to provide documented evidence of their capacity to conform to OHS requirements for *Category B contract work*
- (f) Specify for *category A contracts* that an *occupational health and safety management system* and *site specific safety management plan* shall be submitted and approved prior to any work commencing on Delta sites

**NOTE:** for *category A contracts*, an *occupational health and safety management system* shall be submitted with the tender documents for review and approval. (Refer to 3.4.1 Contract OHS Approval Criteria)

- (g) Specify for *category B contracts* that contractors shall prepare and implement a *site-specific safety management plan* and safe work method statements for all work activities assessed as having a health or safety risk; (Refer to 3.4.1 Contract OHS Approval Criteria)
- (h) Specify for *category C contracts* that contractors must prepare and implement safe work method statements and for all work activities assessed as having a health or safety risk; (Refer to 3.4.1 Contract OHS Approval Criteria)
- (i) Specify requirements for the Contractor to communicate applicable requirements of the Site Specific Safety Plan to their employees prior to commencement of any work on site. This may be in the form of specific training, instruction, safe work method statement or risk assessments.

**NOTE:** for *category C contracts* the Regional Safety Manager must first approve that the contract work and associated contract OHS Risks satisfy the requirements for category C contract work. (***Approval must be sought prior to a contract being awarded or order being placed for the work***).

- (j) Specify the information to be returned by tenderers to evaluate/verify contractor's capability to conform to OHS requirements
- (k) Specify the information that must be provided to Delta to evaluate/verify the contractor's OHS performance during the contract work
- (l) Specify the induction training and *specific health and safety training* that is required for specific health and safety work procedures or practices required for the contract work, for example, confined spaces work procedures
- (m) Specify that the contractor shall provide proof of employees' qualifications/certifications on request, for example, WorkCover certification, trade papers
- (n) Specify that public liability and workers' compensation insurance shall be held by the contractor for all the contractor's employees and their sub-contractors engaged in site work, and proof of this shall be provided prior to commencement of work on site
- (o) Specify that the works comply with various statutory requirements, standards and codes as appropriate, e.g. OHS Act and Regulations, Dangerous Goods, Environmental Planning and Assessment Act, and various Australian Standards and Codes of Practice depending on the scope of contract or works order;
- (p) Specify that Delta Electricity has the power to enforce safe work methods (refer Delta Electricity Procedure for Dealing with Contractor Safety Non-conformances or Disputes)
- (q) Specify that Delta Electricity has the right to and will audit contractors' *occupational health and safety management systems* and/or *site specific safety management plans* and/or work method statements; and
- (r) Ensure health and safety standard clauses, where applicable, are attached to the specification.

### 3.4 Contractor Approval and Engagement

A contractor will be engaged for work under the following principles:

- (a) **only** contractors who have been assessed as competent and capable of complying with the OHS requirements of the specification are to be engaged. Evidence to support selection criteria shall be recorded; (refer to 3.4.1 "**Contract OHS Approval Criteria**" table).
- (b) all aspects of work with the successful tenderers are to be reviewed. In the review, particular reference shall be made to site health and safety requirements; and
- (c) a contractor shall demonstrate satisfactory performance in terms of health and safety as evidenced in their record of health and safety performance (refer to Record of

Health and Safety Performance) and their management capability in these areas is to be closely assessed and appropriately weighted during the tender evaluation process.

### 3.4.1 Contract OHS Approval Criteria

CONTRACT OHS APPROVAL CRITERIA TABLE				
CATEGORY OF CONTRACT	OHS REQUIREMENTS FOR APPROVAL	REQUIRED WITH TENDER DOCUMENTATION	REQUIRED PRIOR TO COMMENCEMENT OF WORK	REVIEW / APPROVAL
A	TENDERERS OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM	FOR APPROVAL		REGIONAL SAFETY MANAGER
	<i>PLUS</i> – CRITERIA AS DEFINED FOR CONTRACT CATEGORIES “B & C” BELOW		FOR APPROVAL	
B	OHS CRITERIA REQUIRED FROM CONTRACT SPECIFICATIONS	FOR TENDERERS EVALUATION		
	SITE SPECIFIC SAFETY PLAN USED FOR THE WORK SCOPE		FOR APPROVAL	
	CONTRACT ORGANISATION NAME WHERE TENDER HAS PERFORMED SAME OR SIMILAR WORK SCOPE AND WHO DELTA ELECTRICITY MAY CONTACT TO VERIFY TENDERERS OHS PERFORMANCE HISTORY	FOR TENDERERS EVALUATION		
	<i>PLUS</i> – CRITERIA AS DEFINED FOR CONTRACT CATEGORY “C” BELOW		FOR APPROVAL	
<b>MUST BE APPROVED BY SAFETY MANAGER AS A CATEGORY “C” CONTRACT</b>				
C	DOCUMENTED EVIDENCE OF ANY STAFF QUALIFICATIONS, TRAINING, CERTIFICATION AND/OR LICENSING REQUIRED TO PERFORM THE WORK	FOR TENDERERS EVALUATION		
	RISK ASSESSMENTS AND/OR JOB SAFETY ANALYSIS FOR SCOPE OF WORK		FOR APPROVAL	

### 3.5 Contractor Conditions of Entry to Delta Electricity Sites

#### 3.5.1 General

The entry procedures for the different categories of contract is designed to support the key OHS management outcome of ensuring that persons have received adequate information concerning the site risks and the management of those risks by their employer and Delta Electricity.

### 3.5.2 Pre-Entry Requirements for - Categories 'A' and 'B' Contracts

- (a) Prior to the contractor establishing a presence on site, the contractor's *site specific safety management plan* must be submitted and approved by the Regional Safety Manager or representative
- (b) The *contractor's site manager* shall have a high level of knowledge and understanding of sub points (i) through (iv) as appropriate to the category of contract. The *Delta Electricity contract administrator* shall interview the contractor's site manager to determine their level of knowledge of the following sub points, prior to the contractor establishing a presence on site:
  - (i) the job requirements;
  - (ii) Delta site safety rules and procedures including environmental requirements;
  - (iii) Delta health and safety site requirements;
  - (iv) known hazards and nominated "*Inherent Risks*" associated with the on-site work location and/or work activities;
  - (v) **Category 'A'** the contractor's *health and safety management system* and *site specific safety management plan*; and
  - (vi) **Category 'B'** the contractor's *site specific safety management plan*.

Work shall not commence on site until the Delta Electricity contract administrator has approved the *contractor's site manager*.

Prior to any work commencing on site the responsible *Delta Electricity contract administrator* shall explain the scope of work, health, safety and environmental requirements and procedures to be followed, with special attention to (Contract Specification OHS Checklist), verify that the contractor has satisfactory documented processes to address hazards associated with the work activities and "*Inherent Risks*".

Only when the *contract administrator* is satisfied that all matters have been addressed or there is an action plan to address these, should the Site Orientation/Establishment Communications Record be completed and signed. (refer Site Orientation /Establishment Communications Record).

- (c) The *contractor's site manager* is to sign the Site Orientation/Establishment Communications Record, acknowledging that they understand the scope of work, site hazards, inherent risks and any site requirements and procedures that are required to be followed. The original of the site orientation record is held by the contractor, the *Delta Electricity contract administrator* retains the duplicate.

If the *Delta Electricity contract administrator* changes due to change of shift or other reason, the new *Delta Electricity contract administrator* shall advise the contractor as soon as possible. The new *Delta Electricity contract administrator's* name and phone number should be added to the Site Orientation/Establishment Communications Record.

- (d) Prior to any work commencing on site the responsible *Delta Electricity contract administrator* is to ensure that the contractor's staff have:
  - (i) received the necessary OHS induction
  - (ii) risk assessments appropriate for the scope of work have been completed and control measures implemented; and

- (iii) staff required to carry out the work are appropriately Certificated, Licensed and/or competent to safely do the work.

This shall be recorded on the “**Pre Contract Work OHS Checklist**”.

The contractor’s site manager is to advise the *Delta Electricity contract administrator* before any change occurs in the scope of work or change in contractor’s site manager.

- (e) Prior to commencement on site the contractor’s site manager shall ensure that all employees under his/her control (including subcontractors) who are to work on the site undertake:
  - (i) *general health and safety induction training* conducted by a WorkCover accredited trainer, if undertaking construction work, or as specified in the contract
  - (ii) *work activity based health and safety induction training* conducted by a WorkCover accredited trainer if undertaking construction work
  - (iii) *site specific health and safety induction training* delivered by the contractor (or Delta Electricity) covering site conditions, specific health and safety hazards associated with the work and environmental procedures; and
  - (iv) *specific health and safety training* where required for specific health and safety work procedures or practices, such as confined spaces work procedures.
- (f) The contractor’s site manager shall complete a record of the names of employees and the training received is kept; and
- (g) Entry to site by the contractor and his/her employees shall be in accordance with site procedures.

### 3.5.3 Pre-Entry Requirements for - Category ‘C’ Contract

- (a) Prior to any work commencing on site the responsible *Delta Electricity contract administrator* must ensure that the contractor’s staff have:
  - (i) received the necessary OHS induction
  - (ii) risk assessments appropriate for the scope of work have been completed and control measures implemented; and
  - (iii) staff required to carry out the work are appropriately Certificated, Licensed and/or trained to safely do the work.

This shall be recorded on the “**Mandatory Pre-Entry Requirement Checklist for Category “C” Contractors**”.

- (b) The responsible *Delta Electricity contract administrator* is to interview the contractor to determine their level of knowledge of:
  - (i) the job requirements
  - (ii) the scope of work
  - (iii) location of the work
  - (iv) known site hazards and/or “*inherent risks*” relative to the work to be undertaken
  - (v) safe work method statements; and

- (vi) Delta's health and safety site requirements
- (c) If the *Delta Electricity contract administrator* changes due to change of shift or other reason, the new *Delta Electricity contract administrator* shall advise the contractor as soon as possible
- (d) The contractor's site manager is to advise the *Delta Electricity contract administrator* before any change occurs in the scope of work or change in contractor's site manager; and
- (e) *Delta Electricity contract administrator* to liaise with other relevant parties, such as production or maintenance staff.

### 3.6 OHS Training Requirements

The principal outcomes for OHS training shall be that:

- (a) contractor employees are informed of the respective obligations of employees and employers under the OHS Act
- (b) contractor employees are provided with training and supervision to enable them to perform the contract work
- (c) contractor employees are provided with information concerning the management of health and safety on the Delta Electricity site
- (d) contractor employees are provided with information concerning the hazards that may be generally encountered on the Delta Electricity site and specifically for the contract work; and
- (e) records of contractor's names and the training received are kept.

### 3.7 Administration of Contract Work

The following requirements shall be included in Business Unit's contract administration procedures:

- (a) hazards associated with the contract work are to be identified, documented and communicated to the contractor
- (b) reviews of the suitability and scope of contractor insurance policies are recorded
- (c) monthly safety statistics to be obtained and distributed [refer to 3.8(i)]
- (d) records of induction training details and any specific health and safety training conducted are to be recorded; and
- (e) corrective actions issued are recorded and actions monitored.

### 3.8 Working on Site

Principal requirements in regard to health and safety of contractors while working on site are:

- (a) the contractor is responsible to ensure that the contract work is carried out safely

- (b) the *Delta Electricity contract administrator* is required to assess and monitor the capabilities and performance of the contractor for compliance with contract specifications
- (c) the contractor is to be advised of what communication facilities are available in the course of the work or in case of an emergency
- (d) the contractor shall have a documented procedure or system to ensure that hazards are identified, assessed for their risk and control measures are implemented. Documented risk assessments shall be reviewed by the *Delta Electricity contract administrator* to satisfy themselves that the risk assessments, adequately address all known hazards and “inherent risks”, are not patently inaccurate and are consistent with accepted risk management techniques

**Note:** All risk assessments are to be carried out by the contractor and signed by the staff doing the work, prior to commencing the work, acknowledging that they understand the hazards associated with the work, the extent of control measures assigned and that they will comply with the requirements assigned to control these risks.

- (e) work method statements should be prepared by the contractor for all work activities. Work method statements shall be reviewed by the *Delta Electricity contract administrator* to satisfy themselves that the work method statements adequately address all known hazards and “inherent risks”, are not patently inaccurate and are consistent with accepted risk management techniques;
- (f) the contractor’s safety officer and/or safety representative (*category A & B only*) must undertake regular workplace inspections of the contractor’s work. The contractor shall retain records of each inspection and forward a copy to the *Delta Electricity contract administrator*
- (g) the Regional Safety Manager or representative, shall ensure that random workplace inspections of the contract works are undertaken at intervals as determined in consultation with the *Delta Electricity contract administrator*. (Refer to “sample” *Contractor Site Inspection Checklist*)
- (h) a Site Safety Notice may be issued by a Delta Electricity representative whenever a contractor, service provider or independent person has been found working in an unsafe manner or breaches any of the requirements of the Delta Access to Apparatus Rules, the OHS Act, relevant legislation or the requirements of the contract or works order
- (i) the Regional Safety Manager or representative will audit *OHS management systems and site specific safety management plans* as soon as is practicable after the commencement of site works and as scheduled by the contract administrator during the duration of the contract
- (j) the Delta Electricity contract administrator shall communicate amendments or additions to site health and safety requirements in writing to the contractor
- (k) the contractor’s senior site management representative and safety representative, to attend any Delta Electricity scheduled safety review meetings

- (l) the Delta Electricity contract administrator shall ensure that the Record of Health and Safety Performance form has been completed by the contractor. A copy of this completed form shall be forwarded to the Regional Safety Manager or representative, on a monthly basis in accordance with site requirements, for each contractor working on that site (**Required only for Categories A & B Contracts**).
- (m) the Delta Electricity contract administrator shall file copies of the Record of Health and Safety Performance forms in the appropriate Objective folder.

### 3.9 Conclusion of Work on Site

Principal requirements in regard to personal safety when the work is concluded are:

- (a) all workplaces are to be left safe and free from hazards and rubbish. The *Delta Electricity contract administrator* is to carry out a final inspection
- (b) Delta Electricity is to be made aware, in writing by the contractor, of the condition of plant at the completion of the works
- (c) the contractor is to be asked if there are any hazards that became apparent during the course of work that were not foreseen. These hazards are to be documented and circulated to the Regional Safety Manager and relevant Delta Electricity personnel so that they can be incorporated in future site orientation information and contract or works order specifications
- (d) if procedural deficiencies were apparent in the contract they should be recorded by the *Delta Electricity contract administrator* and details forwarded to the relevant personnel. Category A & B contract deficiencies should be recorded as an item in the "Contractor Performance Report". Category B & C contract deficiencies, should be recorded in Follow-up on Completion of Work; and
- (e) the *Delta Electricity contract administrator* shall review outstanding actions for any Site Safety Notices issued and ensure they are followed-up and completed. Completed Site Safety Notices are to be filed by the *Delta Electricity contract administrator*.

#### 4.0 MATRIX OF CONTRACT OH&S REQUIREMENTS & RESPONSIBILITIES

For detailed induction requirements see Delta Electricity Standard Procedure  
 DES SA 001-30 – Induction.

Type of Contract	Requirement	Responsibility
<b>Category A</b>	<i>OHS management system</i>	Contractor
	<i>Site specific safety management plan</i>	Contractor
	<i>Site specific health and safety induction training</i>	Business Unit, responsible for the conduct of work, is to be satisfied that contractors employees are inducted as required
	<i>General health &amp; safety induction training for construction work and/or as specified in contract</i>	
	<i>Work activity based health and safety induction training if undertaking construction work</i>	
	<i>Specific health and safety training - where specified in contract</i>	Contractor or Business Unit responsible for the conduct of the work
	Risk management process	Contractor
	Risk management training	Contractor
	Safe work method statements	Contractor
	Regular workplace inspections	Contractor's safety officer and safety representative
	Random workplace inspections	<i>Delta Electricity contract representative</i>
	Audit of <i>OHS management system and/or site specific safety management plan</i>	<i>Delta Electricity contract administrator</i> to program and Regional Safety Manager or representative to conduct
<b>Category B</b>	<i>Site specific safety management plan</i>	Contractor
	<i>General health &amp; safety induction training for construction work and/or as specified in contract</i>	Business Unit, responsible for the conduct of work, is to be satisfied that contractor's employees are inducted as required.
	<i>Site specific health and safety induction training</i>	Contractor or Business Unit responsible for the conduct of the work
	<i>Specific health and safety training where specified in contract</i>	Contractor or Business Unit responsible for the conduct of the work
	Risk management training	Contractor
	Safe work method statements	Contractor
	Regular workplace inspections	Contractor
<b>Category C</b>	<i>General health &amp; safety induction training for construction work and/or as specified in contract</i>	Business Unit, responsible for the conduct of work, is to be satisfied that contractor's employees are inducted as required.
	<i>Site specific health and safety induction training</i>	Contractor or Business Unit responsible for the conduct of the work
	<i>Specific health and safety training - where specified in works order</i>	Contractor or Business Unit responsible for the conduct of the work
	Work location and site familiarisation.	<i>Delta Electricity contract administrator</i>
	Risk management process	Contractor
	Risk management training	Contractor
	Safe work method statements	Contractor
Random workplace inspections	<i>Delta Electricity contract administrator</i>	