

Queensland Country Credit Union

Contractor Information and Site Rules

1. CONTRACTORS, SELF-EMPLOYED PERSONS, WORKERS AND OTHERS ON SITE.	2
2. GENERAL SAFETY INDUCTION EVIDENCE (CARD)	2
3. WHS MANAGEMENT PLAN (WHSMP)	2
4. SAFE WORK METHOD STATEMENTS (SWMS)	2
5. WORKING AT HEIGHTS	2
6. LADDERS	2
7. TRESTLE LADDERS	3
8. SCAFFOLDING	3
9. FALLING OBJECTS	3
10. EXISTING SERVICES	4
11. TRENCHING AND EXCAVATION	4
12. PUBLIC PROTECTION	4
13. SAFETY SIGNS	4
14. HOUSEKEEPING	4
15. AMENITIES	5
16. ELECTRICAL	5
17. MATERIALS, TOOLS, PLANT AND EQUIPMENT	5
18. HIGH RISK WORK	5
19. EARTHMOVING EQUIPMENT	6
20. HAZARDOUS CHEMICALS	6
21. PERSONAL PROTECTIVE EQUIPMENT (PPE)	6
22. FIRE PROTECTION AND EXTINGUISHERS	6
23. ENVIRONMENTAL	6
24. PROTRUSIONS	6
25. LIGHTING	6
26. ULTRAVIOLET LIGHT & HEAT	7
27. STABILITY OF STRUCTURES DURING WORK	7
28. TRAINING AND SKILL	7
29. OTHER PERSONS	7
30. SUBCONTRACTING WORK	7
31. FIRST AID FACILITIES	7
32. EMERGENCY PLAN	7
33. INCIDENT REPORTING	7
34. GENERAL WORKPLACE HEALTH AND SAFETY OBLIGATIONS	7

Contractors and workers will manage health and safety risks by ensuring the following.

The term Contractors in this document includes self-employed persons.

1. Contractors, self-employed persons, workers and others on site.

Contractors, self-employed persons, workers and others on site shall:

- follow health, safety and environmental directions of Queensland Country.
- follow safe work method statements either provided by Queensland Country, the Contractor or employer.
- comply with these site rules.

2. General Safety Induction Evidence (Card)

All Contractors must ensure that they and their workers hold evidence of a general safety induction before they start work on the site.

All other persons visiting the site (including clients, consultants, delivery persons) must have evidence of general safety induction. If they do not have such evidence then it is acceptable for them to enter the site providing that they are being escorted at all times by a person who holds the general induction evidence.

3. WHS Management Plan (WHSMP)

Queensland Country shall either provide a copy of the WHSMP to all contractors or relevant persons or discuss the contents with them during pre-start meetings or site induction.

A copy of the WHSMP is always available for inspection either in the site office; at the Queensland Country offices (Housing Construction Work only); or in the Site Supervisors vehicle.

4. Safe Work Method Statements (SWMS)

No high-risk construction work is to commence on the site until Queensland Country has been provided with a Safe Work Method Statement.

Worker must comply with the requirements of all SWMS.

5. Working at Heights

Contractors and workers shall ensure that each hazard that may result in a fall or cause death or injury if the person were to fall is identified, the risk assessed and ensure that any control measures necessary to prevent, or minimise the level of exposure to the risk are implemented.

Where a person can fall more than 2 meters then a SWMS must be completed, appropriate control measures identified and implemented to prevent a person falling. Such control measures may include edge protection, fall protection cover, travel restraint. All Contractors intending to use such fall prevention systems must ensure it is capable of withstanding the impact of a person falling onto it competent person installs and maintains it and workers are instructed in the use and maintenance of the selected control measure.

If the prevention of a fall is not possible then control measures shall be put in place to arrest the persons fall, including minimising the risk of injury or death when the fall is arrested. Where fall-arrest systems are used there must be adequate clearance and anchorage points must have adequate capacity. The SWMS relating to use of fall protection must include the method to be used and rescue procedures. Fall-arrest systems are not generally suitable for Housing Construction Work. A second person (stand by person) is also required when a safety harness is being worn.

Workers must comply with all control measures implemented to prevent or minimise risks associated with working at heights.

6. Ladders

All subcontractor or workers intending to use a ladder, i.e. stepladder, single ladder or extension ladder must:

- ensure that while gaining access, or whilst undertaking work, the person has at least two hands and one foot, or two feet and one hand on the ladder at all times. They must also be fully on the ladder when climbing or while the person is leaving the ladder
- ensure the maximum length of a single ladder is not more than 6.1 metres, the maximum length of an extension ladder 7.5 metres or 9.2 m for electrical workers.
- ensure that all locking devices on the ladder are secure and locked before ladders use.

- ensure that ladder is the right height for the task to avoid reaching or stretching.

Single or extension ladders must:

- be on firm, stable and level ground with rungs level
- be secured top and/or bottom to prevent movement
- be of an industrial type with a minimum load rating of 120 kg
- be placed so the angle between ladder and horizon of between 70 and 80 degrees
- extend 1 m above the surface if used as a temporary means of access
- not be used in a confined space until Contractor has provided Queensland Country with a copy of a SWMS.

7. Trestle Ladders

All Contractors or workers persons intending use trestle ladders to support a work platform must, before work starts, ensure:

- each hazard that a person may fall onto and which could cause death or injury is identified, assessed and controlled
- edge protection is erected along the length of the platform where a person could fall 2 metres from the platform or a lesser distance if identified hazards cannot be removed. Hazards would include reinforcing steel, stacks of bricks etc. under and adjacent to where the trestle ladders will be set up
- trestle ladders are secured to prevent them moving
- a work platform supported by trestle ladders, if the work is "light work" ; i.e. painting, installing a roof gutter, air conditioning duct, metal fascia, lighting, placing pine roof trusses in position on the roof of a low set house, performing inspections and tests or installing an electrical connection the platform must be a minimum of 225 mm wide (single plank)
- if the work is not light work, the platform must be at least 450 mm wide (two planks)
- the platform is to be unobstructed along its length and the platform no higher than 5m
- Any work at a height of more 2 metres must not commence until the Contractor has provided Queensland Country with a copy of the SWMS

8. Scaffolding

All Contractors intending to install scaffolding must comply with the following:

- If the fall height from the working platform is 4 metres or more than a licensed scaffolder is required to erect the scaffold.
- If the fall height from the working platform is less than 4 metres then a competent person may erect it.
- Install it systematically to manufacturer specification including braces, ties etc
- For mobile scaffolds the maximum height is three times the minimum width or length, whichever is the smallest (unless otherwise specified by the manufacturer). That means a 1200mm X 2400mm scaffold could only be erected to 3600mm to the working platform.
- Not erect or allow a worker to erect a scaffold where a person could fall more than 3 m in process of erecting the scaffold
- Install a platform at least 450 mm wide along the full length of the section of scaffolding, designed to support the platform and install edge protection to the level the scaffolding has reached
- Provide a means of access to the level the scaffolding has reached before the next level of scaffolding is erected if the Contractor or self-employed person intends to dismantle a scaffold they must follow steps listed in the reverse order
- Heavy Duty Scaffolding, used for brick or block laying must be at least 1125 mm wide (five planks) and at least 450 mm (two planks) of that width clear for access. Materials must be stored over the standards and not on hop-up brackets.

Persons shall not remove or change any scaffolding components unless that are competent or if the fall height from the working platform is 4 metres or more a licensed scaffolder.

9. Falling Objects

All Contractors or workers working at height shall prevent the fall of materials or plant onto workers, other people, the public, or into adjacent properties. This may be achieved by installing containment

sheeting or a catch platform, creating an exclusion zone, closing a footpath way or road or adjoining area.

10. Existing Services

Where information has been provided on the details of underground and overhead services the Contractor or worker must consider the information provided when undertaking excavation or trenching work.

If the Contractor or worker is in doubt in relation to existing services contact Queensland Country Site Supervisor for information.

11. Trenching and Excavation

All Contractors or self-employed persons intending to do excavation work must identify and control the following events:

- a person being trapped by a collapse of the excavation
- a person being struck by an object falling into the excavation
- a person falling into an excavation
- a person inhaling or otherwise being exposed to carbon monoxide or other impurity of the air in the excavation

Prior to commencing excavation or trenching work that could reduce stability of a building, structure or driveway, the Contractor shall provide a SWMS to Queensland Country.

The Contractor shall ensure that

- trenches which people have to enter are shored where the soil is unstable or prone to collapse.
- trenches deeper than 1.5 metres, which people have to enter, are benched, battered or shored, unless a soil engineer confirms that the trench walls are stable without these controls. Any trench more than 1.5 m deep into which a person will enter, must not commence until Queensland Country has been provided a copy of the SWMS.
- unattended excavations that have been created are barricaded or covered where they present a hazard, and are filled as soon as practicable.
- the work is supervised by a person who is competent and capable of assessing the risks associated with trenching work. This person should be knowledgeable on trenching, soil stability, appropriate shoring systems, and where possible should have experience of local soil conditions.

For any excavation or trench at least 1 m deep the Contractor or worker must erect and maintain a 900 mm high barricade or hoarding to restrict access by a person to the excavation or trench.

Access and egress to a trench shall be provided by the Contractor at not more than 9 m from any part of the trench a person will be working in.

12. Public Protection

Employers and workers are to ensure:

- Nothing is stored or placed outside the site boundary or fence unless the Queensland Country has approved it, in writing
- Any barricade provided by Queensland Country is not to be modified, relocated or dismantled without Queensland Country prior approval
- The last person to leave the workplace secures the workplace by ensuring the barricading, if supplied is fully closed, any signs erected are visible, and no hazards exist for any one passing by the site.

13. Safety Signs

Contractors and workers must ensure they follow the directions of any safety sign on the site. All regulatory and warning signs will be adhered to.

All Contractors and workers persons are to install and follow hazard specific signs regarding noise, respiratory, use of explosive power tools, etc. Ensure warning signs are clearly visible to any persons who are approaching the area in which the hazardous situation exists.

14. Housekeeping

Contractors and workers are to ensure:

- the means of access onto and around the site are safe and clear
- All rubbish is to be cleaned up daily placed in rubbish skip or designated collection area.
- All work areas are to be kept in a clean and tidy condition.
- Bottles, cans, eating areas to be cleaned up after meal or breaks.

15. Amenities

All Contractors and workers must:

- Keep toilet(s) provided by Queensland Country clean and tidy at all times.
- Use the washing facilities only to wash your face, hands etc. not to clean equipment or gear.
- Keep lunch/crib areas clean and free of rubbish, tools, equipment etc
- Use a personal cup or container to drink from and keep it clean

16. Electrical

All Contractors and workers must ensure that:

- portable electrical equipment and power leads are maintained in a safe working condition.
- electrical leads and plugs are a minimum of 10 amp.
- electrical leads are protected from damage from vehicles, plant or liquids.
- electrical leads are located to minimise the risk of damage from vehicles, plant or liquids, and are kept out of puddles, and plugs are kept dry. Ensure extra protection for, or relocation of power leads occurs in areas of high traffic.
- all electrical equipment is tested and tagged every 3 months and a current tag is fitted showing the person or company who performed the test and the date of test and or retest date.
- electrical hand tools are connected to a safety switch provided in the switchboard by Queensland Country or connected to a portable safety switch, supplied by the Contractor.
- a portable safety switch must be tripped each day before use and tested 3 monthly by an electrician.
- if a lead or tool is damaged, irrespective of it having a tag, remove it from the site and have it repaired.
- double adaptors, 3-pin adaptors (piggy back), and lightly constructed domestic type appliances are not used for construction work purposes.
- any person plant or equipment is kept a minimum 3-metre clearance from overhead powerlines on all sides, top and bottom.

Electrical contractors please note:

Ensure electrical installation is completed in accordance with Australian Standard 3000-2000 (SAA Wiring Rules), and is tested and connected in accordance with recognised procedures, using suitable testing equipment

Ensure all incomplete circuits are suitably terminated or isolated. Where there is likelihood of those circuits being inadvertently energised, they are tagged.

17. Materials, Tools, Plant and Equipment

All Contractors and workers must ensure that:

- all tools, plant or equipment must be used, serviced and maintained as per the manufacturer or supplier instructions and specifications.
- persons operating the tool plant or equipment are competent to do so.
- if any tools, plant or equipment is damaged it must be made inoperable or removed from site.
- tools, plant, or equipment brought to the workplace must be in good condition and maintained
- all guards are fitted and working effectively before tools and equipment are used.

18. High Risk Work

No person is to undertake high risk work (dogger, rigger, scaffolder or plant operator) unless they have the relevant licence and proof, i.e. ticket and has had the qualifications recorded by their Employer(s) and Queensland Country.

19. Earthmoving Equipment

No person is to operate earthmoving equipment unless they have the relevant training and competency to operate the equipment. Evidence of competency i.e. ticket. Statement of attainment, assessment report) and shall be recorded by their Employer(s) and Queensland Country.

20. Hazardous Chemicals

Contractors shall ensure that where hazardous chemicals are being used Safety Data Sheets (SDS) are available.

Contractors shall

- provide Queensland Country with a copy of the SDS.
- ensure that a risk assessment has been completed for all hazardous chemicals.
- provide workers with induction and training for the hazardous chemical

Contractors and workers shall

- follow the manufacturer's requirements (SDS) when using hazardous chemical.
- ensure that containers are correctly labeled.

21. Personal Protective Equipment (PPE)

Contractors shall provide and ensure the use of Items of personal protective equipment when it is not practicable (reasonable) to control risk of injury by other means.

Workers shall use personal protective equipment in accordance with instructions, work method statements, signage and where required through risk assessment.

22. Fire Protection and Extinguishers

All Contractors and workers shall

- ensure a fire extinguisher is supplied where flammable paints and/or liquids are used or stored or work is being performed that could produce an ignition source (e.g. welding).
- remove any rubbish for buildings that present a fire hazard.
- not, for any reason, start a fire or ignite rubbish.

23. Environmental

All Contractors and workers shall:

- maintain silt fences
- sweep up spilt materials on a road or footpath before leaving the workplace
- keep dirt etc. out of gravelled area
- not track dirt onto the road
- that waste water from washing down cleaning equipment (concrete pumps, paint, etc), does not enter rivers, creeks or stormwater
- minimise storage of chemicals.
- control erosion is controlled
- minimise water wastage
- minimise noise and vibration so as not to impact on adjacent residents
- place rubbish and waste in appropriate bins or designated areas.

24. Protrusions

Protrusions include protruding nails; tie-down bolts; reinforcing rods and mesh; bars; steel, copper and plastic tubing; metal flashings; post tensioning cables etc.

Sub contractors and workers are to ensure any protrusions created, are removed, bent over or guarded to eliminate or reduce risk of injury, where they are a hazard.

25. Lighting

Contractors are to providing adequate temporary lighting if work is to be undertaken in areas where there is insufficient light to work safely.

26. Ultraviolet Light & Heat

Contractors and workers are

- to wear adequate clothing, or other protection, to protect them from the effects of working in the sun.
- take adequate precautions to minimise the effects of heat (e.g. fluids).

27. Stability of Structures during Work

Destabilisation may be caused by the work being performed, weather, wind, subsidence, construction loads, live loads, and the premature removal of temporary bracing or temporary propping. Contractors and workers are to ensure any structure being constructed or worked upon remains stable during the process.

28. Training and Skill

Contractors shall ensure that persons are sufficiently trained and skilled to perform the work in a healthy and safe manner.

29. Other Persons

Contractors and workers shall ensure that work does not cause health & safety problems for the other persons at the workplace including other workers and the public.

30. Subcontracting work

Contractors who contract out the to further Contractors (Subcontractors) shall ensure that they are made aware of and comply with the requirements of this document

31. First Aid Facilities

Contractors shall ensure that a suitable first aid kit is readily available, which is adequate for the type of injuries which may occur while performing work.

32. Emergency Plan

All Contractors must have an emergency plan for the site. The plan should note that in an emergency the numbers to call.

When you call the emergency number, be prepared to tell the site address, the nearest intersection, and the nature of the emergency. Once this is done immediately contact Queensland Country and advise them of the situation.

33. Incident Reporting

Incidents involving first aid or medical treatment

Any incident involving the provision of first aid or medical treatment must be reported to Queensland Country immediately.

Incidents involving death, serious injury or illness of a person or a dangerous incident, serious electrical incident; dangerous electrical event.

Any incident involving death, serious injury or illness of a person or a dangerous incident, serious electrical incident; dangerous electrical event must be immediately reported to Workplace Health and Safety Queensland and Queensland Country.

The scene of such must not be interfered with, except to save life, relieve suffering or prevent injury to persons. Approval from an inspector from Workplace Health and Safety Queensland must be obtained before cleaning up the scene of the incident.

34. General Workplace Health and Safety Duties

In addition to the above specific requirements the Contractors and workers will ensure that they meet their duties under the Workplace Health and Safety Act 2011 and any subordinate legislation.

Where it is identified by Queensland Country that persons are not meeting their duties the person will be requested to stop work until such time as they agree to meet those duties.