Contractors and Sub Contractors

Doing Business with Council Information Pack

ISAAC REGION

HELPING TO ENERGISE THE WORLD

This information pack is to assist you with understanding Isaac Regional Council's (IRC) requirements to get you started on the job as soon as possible.

- Contractor onboarding is a process that enables your organisation to self-manage the contractor registration process and maintain the records you need to uphold your approval status as a contractor.
- IRC uses a contractor management system for the management of all contractor and sub-contractor project management.
- All contractors, no matter the length of engagement, must be onboarded into the IRC's contractor management system.
- IRC will provide training materials and support to assist with the initial registration process and moving forward when maintaining your company and your workers information.

KEY CONTACTS

If you require any assistance, please contact the Safety and Resilience team via email
safety.reports@isaac.qld.gov.au

CONTRACTOR ONBOARDING AND ENGAGEMENT
- The Contractor Representative will be responsible for the contractor onboarding process and maintaining your records in the future.
- This person will be provided a username and permissions to access the contractor management database and maintain the information IRC needs about your business.
- The Contractor Representative must have an email address and will receive notifications regarding the expiry of company documents and worker competencies. It is recommended, where possible, to create or use a generic email address that will be specific to the Contractor Representative.

WHAT INFORMATION WILL IRC REQUIRE?
- Basic information about your business will be required and key company documents uploaded. This includes documents such as Public Liability Insurance and Workers Compensation.
- Any worker or subcontractor who attends one of our sites will need to be registered.
- Specific instructions will be provided through the contractor portal regarding the information required.

WHAT HAPPENS AFTER I HAVE PROVIDED THIS INFORMATION?
- When the Contractor Representative has uploaded the required documents and added workers into the system, they will receive notifications advising whether the documents have been approved, or if further information is required.
- When the company workers have been added to the contractor portal, they will be required to complete an online contractor induction.
- Please refer to the guideContractor Workers – Access for Online Induction" for login details.

HOW SECURE IS MY INFORMATION?

- If the nominated Contractor Representative leaves your organisation, the new Contractor Representative contact details will need to be provided to IRC.
- Please contact safety.reports@isaac.qld.gov.au if a password reset is required.
- The information provided can only be accessed by the Contractor Representative and cannot be seen by other contractors.
- There is a limited number of people within IRC who have access to contractor information.
- The Contractor Representative is responsible for the security of the password.

IRC ONLINE INDUCTION

- Prior to workers completing the IRC online induction, the Contractor Representative must create workers' profiles in the contractor portal. Please refer to "Contractor Representative – Setting Up Access for Contractor Workers".
- The Contractor Representative then supplies each worker with the "Contractor Worker – Access for Online Induction" which contains a link and instruction on how to log in and complete the induction successfully.
- When the online induction is completed, the worker ticks a declaration box and must print and sign the induction card. This card must be carried at all times when attending IRC site.

CONTRACTOR ENGAGEMENT

- There are varying types of supplier engagement requested by IRC based on project type, contractual arrangements and scope of works. The type of engagement determines what onboarding requirements a contractor must comply with. These requirements are then applied and stored via the IRC contractor management system.
- For new and existing contractors, the IRC Safety and Resilience team is the point of contact for onboarding and provides information and support to the Contractor Representative.

Previously engaged by IRC

Upon being awarded work, the Contractor Representative must ensure that all insurances and documentation are current and all workers and subcontractors that are scheduled for the work have been assigned profiles in the contractor management system and completed the IRC online induction prior to the work commencing.

Not previously engaged by IRC

- A Contractor Representative must be nominated who will be responsible for the onboarding process and provides the "Contractor Pre-Qualification Declaration" and applicable insurances and documentation to safety.reports@isaac.qld.gov.au
- Each Contractor Representative is supplied with a unique username and password to access the contractor portal.

- It is the Contractor Representative's responsibility to maintain company insurances and documentation, as well as create profiles of all workers and subcontractors as required for any work the company is engaged to perform. The contractor management system issues notifications to Contractor Representative's nominated email address when records are expiring.

Isaac Regional Council as Principal Contractor (PC)

- In this case IRC maintains control of the worksite and management of the project.
- The Contractor Representative completes the Contractor Pre-Qualification Declaration and returns it together with all applicable documents based on the declaration answers.
- All company workers and any subcontractors engaged for the project must complete the IRC online induction prior to attending site, and the induction card MUST be available to view when requested.
- Workers must also complete a Contractor Site Specific Induction for every site they attend – this record is forwarded to safety.reports@isaac.qld.gov.au
- All workers must sign in and sign out of the site using either the hard copy sign in and out form or the IRC site access QR codes.

Contractor is the Principal Contractor

- In this case the contractor maintains site control and management of the Project.
- The Contractor Representative completes the Contractor Pre-Qualification Declaration and returns it together with all applicable documents based on the declaration answers.
- The contractor Site Supervisor/Project Manager must complete the IRC online induction prior to attending site, and the induction card MUST be available to view when requested.
- The contractor Site Supervisor/Project Manager must also complete a Contractor Site Specific Induction for every site they attend – this record is forwarded to safety.reports@isaac.qld.gov.au
- The contractor Site Supervisor/Project Manager must also brief all workers/sub-contractors on the IRC's quality, safety and environmental standards and expectations.
- The contractor must have adequate site sign in/out processes for all workers moving throughout the site.

Contractor is performing work at an IRC non-controlled site (Council housing, sportsground, etc)

- The Contractor Representative completes the Contractor Pre-Qualification Declaration and returns it together with all the applicable documents based on the declaration answers.
- If IRC is the Principal Contractor, all contractor workers and any subcontractors engaged for the project must have completed the IRC online induction prior to attending site, and the induction card MUST be available to view upon arrival.
- A Contractor Site-Specific Induction is not required; however, the IRC representative will brief you on any known hazards and risks that the site may contain. If the contractor is the Principal Contractor, the

contractor Site Supervisor/Project Manager must have completed the IRC online induction prior to attending site, and the induction card MUST be available to view upon arrival.

- The Site Supervisor/Project Manager must also brief all workers/sub-contractors on the IRC's quality, safety and environmental standards and expectations.
- The contractor must have adequate site sign in/out processes for all workers moving throughout the site.

POLICIES

Please refer to the following IRC Policies:

Workplace Health and Safety

Health and Wellbeing

Contractor Safety Management

Policies - Isaac Regional Council

INDUCTIONS

All contractor workers whilst working for IRC, must undertake inductions in accordance with the induction procedure. Inductions are to be arranged by the Project Manager and it is their responsibility to ensure that all workers on site are inducted prior to commencement of works, this includes site specific inductions (SSIs).

Construction Induction

All workers accessing a construction site are to ensure they have undertaken the construction induction training and have been issued with a construction induction card. These cards are also identified as white or blue cards for construction works. These cards must be available to view upon request.

Competent Personnel

All evidence of workers' competencies is to be recorded on the Register of Certificates, Competencies and Licences, that forms part of the Work Health and Safety, Quality and Environment (WHSQE) plan. Workers must be able to produce the competencies or licence upon request.

WHSQE SITE PROJECT MANAGEMENT PLAN

The WHSQE site project management plan describes how health, safety, quality and the environment are managed during the project.

The management plan also covers the risk management processes inclusive of a risk register for the project. This is the minimum standard for managing risk on this site and must be always adhered to.

For all sites and facilities where IRC is the Principal Contractor, it is our duty to ensure that we maintain the sites health, safety and environmental management which includes:

- Coordination of contractors and activities of the site.
- The emergency management for the site, first aid, fire equipment and evacuation response.
- Overall housekeeping of the site.
- Ensuring there is safe access and travel around the work site for pedestrians and the passing traffic.
- Assisting the contractor to manage your safety and environmental requirements.
- It is the IRC representative's responsibility to ensure inductions are undertaken **prior** to the commencement of work at any sites and facilities, and to conduct the site-specific induction.

When working for IRC, the contractor is responsible for ensuring the safety of the contractor workers whilst on site, further abiding by your obligations under work health and safety act and regulations.

Contractor Responsibilities:
- Hold a general construction induction card, if applicable.
- Complete an IRC online induction –and ensure the IRC contractor induction card is with you and your workers at all times whilst working on any IRC site.
- Complete a site-specific induction (SSI) for all IRC work sites and facilities where you will be undertaking work.
- Be competent and licensed to undertake work.
- Ensure all plant, tools and equipment are fit for purpose.
- Supply any additional emergency and first aid equipment relevant to your work.
- Comply with all site safety rules.
- Comply with all traffic management arrangements that have been put in place for the safety of the site.
- Ensure good communication and follow all reasonable instructions given by the Site Supervisor or Project Manager.
- Do not enter any unauthorised area.
- Comply with all site signage.
- Ensure your site has excellent housekeeping.
- Dispose of all waste in a manner which is safe for the people and the environment.
- Comply with any noise restrictions for construction work as contracted by IRC.
- Ensure noise levels remain at the minimum especially in public areas.
- Ensure you are aware of and smoke only in the designated smoking areas.
- Abide by the fitness for work requirements by ensuring you and your workers remain in a physical, mental and emotional fit state to perform the tasks of engagement.
- You may be subject to random drug and alcohol testing at any time.
- You should always represent yourself and IRC respectfully.
- Do not allow unauthorised people on the worksite.

All IRC operational fixed worksites require that you:

- Sign in and site-specific induction to be undertaken, prior to work commencing.
- Comply with all site rules and requirements.
- Review any hazards and risks for the site, specifically the asbestos register.
- Ensure that you always have your Council Contractor induction card on you.
- Have a high-risk work permit completed and authorised prior to any high-risk work activities.
- Report all incidents or hazards that you identify at the site immediately to your supervisor and IRC site supervisor.

SAFE WORK METHOD STATEMENTS

All high-risk activities must be supported with a Safe Work Method Statement (SWMS) that ensures the identification and control measures for all high-risk works.

Workers required to perform high risk work must sign onto the SWMS to state that they understand the requirements the SWMS, it must be always located onsite.

As a contractor you are to ensure:

- High risk works documents and high-risk works permits are completed and have IRC approval prior to work commencing.
- High-risk work areas are always secured to prevent any unauthorised access.
- Spotters used are on site when operating mobile plant in a public area or as part of high-risk work.
- High-risk work documents are to be available for viewing upon request.

PERMIT TO WORK

Permits are not required for all high-risk works, but permits are required for the following identified high risk works at IRC:

- Confined Spaces
- Working at Heights
- Asbestos Works
- Excavation and Trenching
- Hot works

Permits are to be completed on site by the workers and approved by the project manager. Records are to be retained in the project folder and in accordance with the records management procedure.

PLANT/EQUIPMENT/VEHICLES AND TOOLS

Operators must ensure relevant licenses and/or competencies are current and have been presented to the project manager prior to operating any machinery, plant or equipment on site.

All plant, equipment, vehicles, and tools must be safe for use, registration current and maintained in accordance with the manufacturer's guidelines. It is also the operator's responsibility to ensure the plant, equipment and vehicles remain in a clean, neat and tidy state for the next operator and the next day's operations.

All machinery and plant must be fitted with flashing amber beacons that are visible from the front, rear and side of the item. To ensure the vehicles are safe for use the project manager can undertake a Plant and Equipment Inspection to ensure that all items that are going to be utilised on site are compliant.

Rules around the use of plant, equipment and vehicles are:

- Speed limits, traffic rules, signs and directions are to be always obeyed within the work site and surrounding areas.
- Seat belts must be always worn.
- No smoking permitted inside any IRC vehicles.
- No persons are to travel on the outside of the cab of any vehicle.
- All vehicles are to be parked in the designated parking area on level ground with handbrake applied.
- No vehicle is to carry excessive loads without prior permits, signs, and lights.
- Any plant or equipment that is identified as being faulty must be reported immediately to the site supervisor or project manager and if the need is required ensure it is tagged out and removed from service.
- Plant and equipment must have a daily prestart inspection completed and recorded.
- No lifting gear or slings are to be used unless they have been tested and tagged for durability. Lifting operations shall be always completed by a competent rigger/dogger and workers who are working around and/or any machinery on site shall wear high visibility clothing and hard hats.

HEAVY VEHICLE MANAGEMENT

Operators of vehicles that fall under the requirements of the National Heavy Vehicle Fatigue Legislation are to ensure the comply with the requirements set down in the HVNL Legislation. Operators are to also ensure that they comply with IRC's Heavy Vehicle Management Procedure.

HANDHELD POWER TOOLS

Handheld power tools are to have hazards managed by:

- Regularly checking all tools to ensure they are in a safe working order.
- Testing and tagging electrical tools is to be completed every 3 months when used on a construction site.
- Communicate any issues identified with power tools to workers through a toolbox meeting.
- Tools must only be used where electricity is supplied through a Residual Current Device (RCD).

- Any tools found to be faulty must be tagged out and removed from service and the supervisor must be notified.

HAZARDOUS CHEMICALS

All hazardous chemicals that are brought onto a worksite must be approved and located on the Hazardous Chemical Register for the site. Hazardous chemicals must be accompanied with the current Safety Data Sheet (SDS), which all workers must be familiar with prior to using the product.

Workers must wear the required Personal Protective Equipment (PPE) as prescribed in the SDS on top of their normal PPE.

Any hazardous chemicals that are decanted / transferred into another container, must be adequately labelled, unless the entire contents are used immediately. Spills are to be notified to the site supervisor or project manager to ensure the site remains safe.

All workers must be trained in the correct and safe use of hazardous chemicals. All containers and/or tanks must be labelled according to its contents.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

All workers on site are to wear the approved PPE in accordance with the Personal Protective Equipment Procedure and site signage. Additional PPE is to be worn as deemed necessary by a Job Safety and Environmental Analysis (JSEA), SWMS, SDS or risk assessment.

As a minimum all workers are required to wear:
- Long sleeved collared shirts
- Long pants/jeans
- AS/NZ standard safety glasses
- Steel cap boots

It is recommended that visitors to site should comply with the mandatory PPE requirements if they are going to undertake any works.

RISK MANAGEMENT

IRC operates numerous operational worksites and facilities that pose various hazards and risks due to the nature of the works.

Some of these hazards are:

- Vehicle and pedestrian interaction on sites and on or near roads.
- Ultraviolet radiation (sun exposure) where work is predominately outdoors.
- Silica Dust – where concrete cutting or grinding is likely.
- Chemicals required for various tasks must have safety data sheet available.
- Cranes and hoists – potential for overhead hazards, comply with site requirements and the Isaac Essentials.
- Working around mobile plant – ensure work areas are segregated where there may be these interactions.
- High pressure tools and equipment – must be fit for purpose.
- Compressed air - operate with caution.
- Manual handling – ensure that lift tools and mechanical aids are used where appropriate.
- Working remotely with limited communications or where working alone is required, a plan to manage risks must be in place.

Further hazards may include, but is not limited to interaction with:

- Wildlife – be aware of your surroundings and potential for snakes and spiders.
- Working from heights – high risk work permit is required, a SWMS and fit for purpose equipment.
- Confined space – high risk work permit is required as well as SWMS.
- Unauthorised persons – you must never undertake an activity for which you are not competent or authorised to do so.
- Driving fatigue – journey management may be required to ensure the hazard is managed.
- Working near, in or over water requires a SWMS and adequate controls.

This list is not exhaustive and site hazards should be communicated by the onsite risk register and via the site-specific induction. It is important to maintain the safety of our sites and facilities, and to report any incidents or hazards to your supervisor and the IRC site supervisor immediately.

HEALTH AND WELLBEING MONITORING

All workers must ensure they are fit for work upon arrival to the worksite in accordance with IRC's Health and Wellbeing monitoring procedure and health and wellbeing policy statement.

ENVIRONMENT

Environmental Responsibilities

Whilst working for IRC, you will be required to comply with the *Environmental Protection and Biosecurity* act, through discharging your duties which are:

- A person must not carry out any activity that causes or is likely to cause environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm.

- The person who is carrying out an activity, must notify the employer of the event, its nature and the circumstances in which it happened no later than 24 hours after becoming aware of the event.
- If a site or location is contaminated (for example: asbestos, other hazardous substances, or wastewater that escapes from site), it is your responsibility as a contractor to ensure it is reported. A remedial action plan will be undertaken.

Ways to reduce contamination incidents include:
- Decontaminating vehicles and equipment at the end of workday.
- Ensuring sediment controls are in place.
- Installing bunding under chemicals to prevent further contamination if possible.
- Storing hazardous substances correctly including using appropriate bunding.

We have a duty to notify of environmental harm or potential for it, please ensure you report environmental incidents in a timely manner.

Biosecurity Responsibilities

It is everyone's responsibility to take all reasonable and practical measures to prevent or minimise biosecurity risk. Biosecurity prevents the transmission of infectious diseases, harmful biological or biochemical substances, to our livestock, groups, native fauna and flora.

Actions required to prevent biosecurity breaches are:
- Report any prohibited or restricted material on your asset or worksite to your supervisor and IRC's environmental team for monitoring and management.
- Report any suspicious plants.
- Ensure vehicles or machines are not driven through restricted or prohibited material, and if this does occur that you ensure wash-down procedures are initiated to minimise the risk of spreading reproductive material.

QUALITY RESPONSIBILITIES

Quality assurance is about doing things right the first time and not a '*she'll be right*' attitude. Quality improves efficiencies and reduces costs. It is important to monitor and evaluate the standard of quality being constructed through a management system (ISO9001) and that records are created and maintained for what you have produced.

A high standard of work can be maintained by ensuring:
- Equipment is fit for purpose and work is completed to a high standard.
- Quality of work is checked during progress and workers are competent to perform the work.
- If a defect is found, it is reported and rectified.