

CONTRACTOR'S HANDBOOK

Section A: Guidelines

Section B: Forms

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The logo for Boort District Health features a stylized graphic of a green and blue wave above the text. The word "Boort" is in a green, sans-serif font, and "District Health" is in a blue, serif font.

Boort
District Health

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SECTION A

OBJECTIVES

The **Contractor’s Handbook** is a guideline document for all Contractors commencing work at any Boort District Health (BDH) site.

The objectives of the Handbook are to ensure Contractors understand and accept their responsibilities for the following requirements:

- The insurance and legal expectations BDH has of Contractors who seek to register as a preferred Contractor with BDH.
- All formal procedures required on arrival at the Boort District Health site.
- All Contractors will be courteous towards all staff, clients and visitors.
- All Contractors will carry out work with minimum disruption to staff, clients and visitors.
- All Contractors will work in a manner that is safe and without risks to health of all staff members, clients and visitors to the BDH site.
- All Contractors will complete work to the appropriate standard both promptly and efficiently.
- All Contractors’ employees must complete a BDH induction before they are permitted to work on the Boort District Health site.

DISTRIBUTION OF HANDBOOK

A copy of the **Contractor’s Handbook** will be issued to all contractor companies with specific contracts to provide services to Boort District Health.

Each copy will contain two Section B Contract Receipt Forms. In order to register as a preferred contractor with BDH both forms must be completed and signed. One copy must be returned to the Administrative Assistant for approval then filing. The other copy is to be retained by the contractor.

The Site Contact Person will provide any other external Contractors performing a one-off job with a copy of the Contractor’s Handbook. The Section B2 Form must be signed before any work commences – one copy is to be sighted and filed by the Site Contact Person at the BDH site. The contractor may keep one copy.

A copy of the **Contractor’s Handbook** will be kept at the hospital administration at all times for Contractor’s, their Sub Contractors or their employee’s reference.

DEFINITIONS

Boort District Health is a public health service. Comprising of hospital building, primary care services building, car parks, gardens and separate unit. BDH provides Urgent Care Services, Acute & Residential Care and Dental Services.

Site Contact Person:

Systems, Procurement & Projects Manager: Julie Walton

Maintenance Officer: Natham Wright

A site Contact Person has been nominated as the person responsible for liaison with contractors visiting the site, and will coordinate all maintenance and repairs on the Boort District Health Site. The contact is also responsible for directing contractors while working in or around BDH buildings, and will perform the role of Site Contact Person for larger jobs, or those with specific safety requirements (such as electrical isolation, fire system isolation and hot work permits etc).

Contractors are to work in consultation with the maintenance person, particularly regarding health and safety issues. The Maintenance Person must be kept informed about the progress of work, and will check that the completed work meets BDH standards prior to payment being authorised.

Receptionists:

Receptionists at Boort District Health will direct contractors to the Sign In/Out Register. They will also fill the role of Site Contact Person at times.

Contractor:

For the purpose of this document, Contractors are Contract Companies and employees of the contract companies that provide services to the Boort District Health including sub-contractors employed by the principal Contract Companies.

National Police Checks:

The following applies to external contractors and their staff who, in their role, may have unsupervised access to clients of the Boort District Health Aged Care facility.

- 1) Contractors must produce a police check to the Systems, Procurement & Projects Manager prior to accepting a contractor position at Boort District Health.
- 2) If there is a disclosable court outcome on the police check the Hospital Executive will determine whether the outcome has an impact on their ability to provide contractor services for Boort District Health.
- 3) From time to time and in exceptional circumstances there may be instances when a

contractor is required to work on site without being able to produce a police check prior to attending Boort District Health. In these circumstances, the Systems, Procurement & Projects Manager in conjunction with the Chief Executive Officer will make the decision to allow such contractor on site to work providing they are supervised by a satisfactorily police checked Boort District Health employee.

Contractors are responsible for obtaining and paying for the cost of their own National Police Certificate and ensuring that they have a current police certificate every three years.

A Register will be maintained by Corporate Services Manager for contractors of Boort District Health. The purpose of the Register is to provide evidence that the Health Service has a National Police Certificate for all current contractors who, in their role, may have unsupervised access to clients of the Boort District Health.

Only the following information contained in a National Police Certificate will be recorded on the Register:

- The reference number of the Certificate
- The date the Certificate was issued
- The date the Certificate was sighted

Preferred Provider:

For the purpose of this document a preferred provider is a company or individual that has proved an ability to provide quality goods and services to the standard expected by Boort District Health.

Annual Review of Preferred Providers:

Boort District Health will conduct an annual review of preferred contractors and suppliers. In addition, individuals and companies can be either added to or removed from the Preferred Contractor/Supplier List at any time dependant on their Performance Rating. Performance is measured in:

- Quality of service, which covers various aspects of service delivery.
- Adherence to Occupational Health & Safety Regulations and BDH health and safety requirements.
- Completion of projects on time and within budget expectations.

Safety Management Plan:

A Safety Management Plan is a work method statement that includes all facets of the job/task/project and identifies hazards, risks and risk control measures to be implemented while the work is in progress. It should also include information regarding the types of safety gear/ devices to be used on the job.

Job Safety Analysis (JSA):

Job or task health and safety assessment to be conducted before each job or task and the precautions identified therein implemented in the safe work practices used by the contractor. A sample JSA is included in Section B/Form B6 of this document.

THE CONTRACTOR AGREEMENT

Boort District Health (BDH) is committed to the Occupational Health & Safety of its employees and the safety of clients, residents, contractors, employees and visitors.

Before you start any work on the site, you must agree to abide by the safety rules and procedures adopted by BDH. All personnel are expected to work safely and we also expect employees of contractors to work safely.

Where a contractor is required under OH&S regulations to work under a Safety Management Plan (SMP), a copy of the SMP must be forwarded to BDH for approval and for our records. The Maintenance Person is a primary point of contact for this.

INSURANCE

For all work requiring Products and Public Liability and/ or Professional Indemnity Insurance, a copy of the current insurance policy or certificate must be provided to the Support Services Manager. Minimum coverage of \$10 million is now required.

When this insurance becomes due for renewal the contractor is required to forward copies of their new insurances to maintain their approved status with BDH.

All contractors must provide their WorkCover registration number, or details of exemption, to receive approval to work on BDH premises. Section B/Form B4 must be completed and submitted.

These forms are available from the Systems, Procurement & Project Mangers office (site contact) at Boort District Health OR email julie.walton@bdh.vic.gov.au

CONFIDENTIALITY

It is possible that a Contractor may observe an incident or activity or view patient information where confidentiality needs to be maintained. It is a REDHS condition of employment that Contractors maintain this confidentiality. Contractors must comply with all privacy and confidentiality regulations currently in force.

SMOKING ON SITE

No smoking within the buildings or on the grounds of BDH is permitted.

WORK COMMENCEMENT

On arrival at the premises please report to Reception, and if necessary have the staff contact the Site Contact Person.

Before any work is commenced at Boort District Health the “**Sign in/ Out Register**” must be signed at start of work and on leaving the site each day. The Register is at the reception desk. **Identification badges** must be worn by all contractors and their employees whilst on the premises, and returned on their departure. In the event of an evacuation the Sign In/Out Register will be used to determine the attendance status of contractor employees working on site and therefore must accurately reflect who is on site.

FIRE HAZARDS

The use of naked flames and other fire hazards (including welding) requires the permission of the Site Contact Person or the nominated site contact person before work commences. Care must be taken to ensure that the Fire Alarm System is not accidentally activated. In some cases, this may mean isolation of specific area/s alarms during the work period. The nominated BDH contact person must grant permission before alarms areas can be isolated.

Contractors must avoid triggering the fire alarm by ensuring that smoke/fumes from equipment is prevented from entering the building by ensuring exhaust outlets are pointed away from entry points.

EMERGENCY PROCEDURES

BDH has specific Emergency Procedures in place. BDH Emergency Procedures Codes are summarised as follows:

BLUE – CARDIAC ARREST

RED – FIRE AND SMOKE

ORANGE – EVACUATION

PURPLE – BOMB THREAT

YELLOW – INTERNAL EMERGENCY

GREY – UNARMED PERSONAL THREAT

BROWN – EXTERNAL EMERGENCY

It is mandatory that all contractors entering BDH are familiar with these upon hearing an alarm and report to either the main Reception or the Nurses Station, whichever is closest to the area in which they are working providing it is safe to do so.

ASBESTOS

No entry to asbestos identified areas will be permitted without the prior approval of the Maintenance Officer. Appropriate safety procedures will be observed and a site register of entry must be completed after each entry. Prior to starting work the Maintenance Officer or nominated BDH representative is to be consulted regarding asbestos levels in proposed work areas. They will advise on safety precautions and BDH Asbestos Policy and Procedures required to be followed. Any damage to existing asbestos by contractors will be repaired (observing all safety requirements) to a verified safe level, equal to that existing prior to works commencement. Asbestos is a regulated substance and further information can be accessed on the Work Cover website.

VEHICLES

When at Boort District Health:

- Please park only in a designated area.
- If required to unload close to the work area, remove vehicle to a designated parking area promptly.
- Drive slowly [No more than walking speed] and safely.
- Observe all traffic signs.
- Take extra care when reversing vehicles.

ELECTRICAL SAFETY

All portable electrical tools and power leads in use are to be annually safety tested and tagged.

Electrical extension leads and equipment cords must be used in a manner that does not cause tripping hazards for staff members, clients, visitors or other contractors. Particular care must be taken with leads or cords being used in passageways or walkways.

Extension leads must be raised and suspended at least 2 metres above floor or taped to the floor. Additional signage warning of “Tripping Hazard” must be provided in public areas.

LICENSING

Licensed tradesmen must carry out all works and copies of all licenses must be provided to the Site Contact Person prior to commencement of works unless the Contractor has been approved as a Preferred Contractor with BDH.

ACCESS TO FIRE FIGHTING EQUIPMENT

Under no circumstances can free access to any extinguisher or fire fighting equipment be blocked or obstructed by any vehicle or other equipment of any description. Interference with the BDH fire appliances or equipment is forbidden. Exceptions to this rule may be made with the permission of the nominated Site Contact Person, who will liaise with senior staff if required to seek authorisation.

HAZARD IDENTIFICATION ALERT

Any potential hazards identified on site must be reported to the nominated Site Contact Person immediately. Security incidents such as theft must also be reported to the Site Contact Person. A RISKMAN (BDH’s risk reporting tool) must be completed on-line by the Site Contact Person.

ACCIDENTS / INCIDENTS

Report all accidents to the nominated Site Contact Person, who will then make contact with a Site Contact Person. A RISKMAN (BDH’s risk reporting tool) must be completed on-line to report any incidents or accidents that occur. This is necessary to ensure the risk to others is minimised, and may be required to verify a WorkCover claim.

TIDINESS & SIGNAGE

Keep your work areas tidy. Keep roads and paths clear of materials, tools and equipment. Appropriate warning signage and barricading for the work area must be provided by the Contractor and put in place in public areas. This is to be discussed with the Site Contact Person prior to commencement of the job.

CONTRACTOR’S EQUIPMENT

Contractors are to supply their own tools and equipment in a safe working condition, and in accordance with relevant safety standards. Boort District Health accepts no responsibility for the security of these items while on site.

COMPLETION OF WORK

It is the Contractor’s responsibility to remove equipment, materials, tools and debris from the BDH site on completion of the work. All paperwork, certificates of completion etc are to be completed and returned to the relevant contact person on completion of the work.

The BDH Maintenance Report Form (from the Contractor’s Handbook – Section B/ Form B1) is to be completed and returned to the Site Contact Person prior to leaving the site. These forms are available from the Reception area. The Contractor’s own written reports can be attached to this.

WALKWAYS [PEDESTRIAN TRAFFIC MANAGEMENT]

Use recognised thoroughfares. Do not take short cuts through garden beds etc. Do not run. Keep pathways clear, **OR** provide appropriate signage and barricading to enable safe access or detours for staff, clients, residents and visitors.

ENTRIES & EXITS

Do not enter Boort District Health with the intention of commencing work without permission. Use only recognised entrances and exits. Always complete the Sign In/Out Register at Reception.

CONDUCT

Whilst at Boort District Health, all persons must be treated courteously, including clients, residents, visitors and BDH staff.

BDH may object to and direct the Contractor to remove any person who is guilty of misconduct or who is considered to be incompetent or negligent in the performance of their duties.

PRACTICAL JOKES

Whilst on BDH premises, all persons must be treated courteously – including patients, visitors and BDH staff. Practical jokes and skylarking on the job can be dangerous and are prohibited. BDH Management are responsible for the safety of staff, visitors, patients and the general public and have the authority to remove persons and contractor personnel engaging in these practices.

BDH has specific policies in relation to acceptable behaviour and all contractors, their staff and any sub-contractors are required to be familiar with these policies and adhere to professional standards of behaviour at all times.

GAS CYLINDERS

Ensure all gas cylinders are suitably restrained and when not in use that they are stored in an appropriate receptacle in an upright position, in a safe place and away from heat.

USE OF AMENITIES

Permission is required from the nominated Site Contact Person before using these facilities. They are to be left in a clean condition. Staff Lunch Rooms are not generally available for use by external Contractors.

Access to kitchen areas is strictly limited to authorised personnel only, due to strict Food Safety Regulations.

USE OF SERVICES

Permission is required and may be limited for the use of BDH water, gas or electricity.

SECURITY

Boort District Health accepts no liability for loss or theft of any equipment belonging to the Contractors whilst in use or stored on BDH property.

PROTECTIVE EQUIPMENT

Hazardous and infectious materials exist on site. Prescribed protective equipment (PPE) must be worn when working with a potential contamination risk. This is to be discussed with the Site Contact Person.

Contractors and their employees must wear suitably specified protective equipment and clothing such as safety glasses, helmets, boots and hearing protection. BDH staff may request that work cease immediately if safe practice is not being followed.

PLANT AND MACHINERY

Locks should be used to isolate hazardous plant and machinery where possible. Where the use of locks is not practical “Out of Order” tags (yellow and black) will be placed on machinery or electrical power sources.

The tags are to warn others not to start plant; machinery or electrical equipment because of hazards or work is being carried out. “Out of Order” tags are available from the Site Contact Person, or Administration Office.

The application or removal of “Out of Order” tags must be documented in the appropriate log.

WORK SITES

When working above floor level, ensure that tools and materials are properly secured to prevent them falling. Appropriate warning signage and/ or barricading must be placed in the immediate vicinity of the work.

Safety equipment that meets the requirements of the appropriate Occupational Health & Safety regulations for specific work on Boort District Health must be provided by the contractor.

Example:

Fall Prevention systems for roof work and when working at heights above two metres.

QUALITY OF WORKMANSHIP

All work undertaken by contractors shall be of a standard that is consistent with best professional/industry practice and must be relevant to the terms and conditions of the contract.

Materials and workmanship shall be in accordance with the relevant standard of the Standards Association of Australia (SAA).

In addition, unless otherwise specified, only new materials are to be used and only skilled and experienced people or apprentices working under the direct supervision of a tradesperson are to be employed by the contractor for work at the Boort District Health.

Contractors are to ensure that their employees and sub-contractors understand the importance of safe work practices and the conditions laid out in this Contractor Handbook.

ACKNOWLEDGEMENT OF GUIDELINES

These guidelines provide information that will allow contract companies and their employees to work safely and without risk to their health. If you have concerns about any safety issues, consult the Site Contact Person or Manager/Coordinator for the site.

When you have read these guidelines and agree to work within them, please sign the acknowledgement form and return one copy to the Systems, Procurement & Projects Manager, Boort District Health, Kiniry Street, Boort VIC 3537.

Contractor Induction sessions are available to you and your employees, or subcontractors. You will be notified of these dates.

SECTION B - FORMS
FORM B1 MAINTENANCE REPORT

To be completed – for all jobs. Attach contractor’s paperwork.

Contractor: _____

Equipment: _____

Location: _____

Frequency: _____

Work carried out: _____

Date commenced: ___/___/___ **Date finished:** ___/___/___

Finished Cancelled Delayed Approx. date of return.....

Reason: _____

Materials used: _____

Other comments: *use reverse side for more space if needed*

I agree that the materials and workmanship covered in this report are appropriate to the work as specified in the Maintenance Schedule and Contractor’s Handbook.

Contractor Name/ or Representative (PRINT CLEARLY):

Signed: _____ **Date:** _____

Name of BDH Maintenance person or Site Contact Person:

Signed: _____ **Date:** _____

Comments: *use reverse side for more space if needed*

FORM B2 (a) CONTRACTORS RECEIPT FORM

[BDH COPY]

I/ We,

Contractor’s Name

Of _____
Company Name & Address

ABN Number: _____

Acknowledge receipt of a copy of the **Contractor’s Handbook** and agree to abide by the conditions therein.

Signature

Date

FORM B2 (b) CONTRACT RECEIPT FORM

CONTRACTOR’S COPY

I/ We,

Contractor’s Name

Of _____
Company Name & Address

ABN Number: _____

Acknowledge receipt of a copy of the **Contractor’s Handbook** and agree to abide by the conditions therein.

Signature

Date

FORM B3

INFORMATION FOR CONTRACTOR REGISTER

What are the professional or trade qualifications of staff undertaking (or supervising) Work on site?

Name:

Qualifications:

Are you currently registered with a professional body or industry association? YES / NO
IF YES, please specify

Do you regularly employ staff? YES / NO

IF YES, do you provide an induction program that explains Occupational Health and Safety procedures? YES / NO

Would you be willing to provide a list of the names of regular employees/ subcontractors who may work on BDH sites and their level training? This information will be used for monitoring OHS Induction, possibly including provision of attendance cards. YES / NO

If yes, please list below:

Name	Employment Status (eg. Permanent or casual employee, subcontractor)	Level of Training (eg. 2 nd yr apprentice)	Attended BDH Induction Session	
			Yes	No

SECTION B – FORMS
FORM B4 CURRENT INSURANCE POLICIES

CONTRACTORS NAME _____

WorkCover

Insurer: _____

Policy No: _____

Current to: _____

Exemption Details (if applicable):

Products & Public Liability

Insurer: _____

Policy No: _____

Current to: _____

Amount \$ _____

Professional Indemnity

Insurer: _____

Policy No: _____

Current to: _____

Amount \$ _____

Please return to: Julie Walton
Boort District Health
31 Kiniry Street
Boort VIC 3537

Form B4 to be held in Contractor’s Register

FORM B5 WORKING AT HEIGHTS PROCEDURE

- Purpose:** To prevent workplace injuries from work performed at heights above two metres.
- Scope:** This procedure covers all work performed by BDH employees, contractors and sub-contractors working at Boort District Health.
- Legislation:** OH&S Act 2004
OH&S [Plant] Regulations 2007
OH&S (Prevention of Falls) Regulations 2003
- Codes of Conduct:** Code of Practice – Prevention of Falls in General Construction
Code of Practice – Prevention of Falls in Housing Construction

Prevention of falls must always be the first consideration. If we are unable to guarantee against falls from heights we must consider using fall arrest systems to safely brake falls and prevent hard landings.

Methods of fall prevention and fall arrest are many and varied; the only obligation under this procedure is to ensure that the highest level of protection practicable is provided and used.

Procedure for External Work at Heights:

By using a Job Safety Analysis format before commencing any job or task, you must identify and record the range of hazards and the associated risks involved in the operation.

The purpose of this procedure is to minimise the risk of death or injury from falling from heights above 2.0 metres.

1. Identify and record the hazards to those people who will be working at height, and those in the vicinity.
2. When identifying hazards, consider the risks of:
 - 2.1 Plant and equipment needed. It should be inspected before use, and used in such a way to minimise the risk of it or the operator falling.
 - 2.2 Environmental conditions. Allowances need to be made for hot/ windy/ dusty/ slippery/ glare conditions.
 - 2.3 Real or perceived pressure. DO NOT compromise safety procedures because you are in a hurry.
 - 2.4 Materials. Ensure structures are secure to work on. Materials used at height should be secured wherever possible; the area beneath is to be barricaded off, with appropriate signage.
 - 2.5 Personnel. Should be trained and/ or experienced at working at heights, with the most experienced performing the most hazardous tasks.

3. Having identified and recorded the hazards associated with the tasks and having assessed the risks relating to the hazards, the risks must be controlled, so far as is practicable.

Important Note: If in doubt, select the safest way of performing the task.

WORKING AT HEIGHTS PROCEDURE cont’d.

Specifically:

- 3.1 Design the job to reduce work at height as much as possible.
- 3.2 Install scaffold, safety mesh, guardrails, static line or inertia reel with harness to reduce the risk of falling more than 2.0 metres.
- 3.3 Where mobile scaffold is used as fall protection, it should be constantly repositioned to provide protection for 2.0 metres around the area immediately below where the worker(s) is operating.
- 3.4 Install kickboards or similar (approved) to prevent materials or tools from falling from the platform floor.
- 3.5 Barricade the area below, with suitable restriction signs.
- 3.6 People who must have access to areas below other workers operating at height must wear safety helmets.
- 3.7 Access to scaffold must only occur at designated access points, with reference to all signage on the scaffold.
- 3.8 If a ladder is used for short-term access to a work area, it shall be secured top and bottom, with the top of the ladder protruding at least 900mm above the stepping off point.
- 3.9 Ensure any openings are securely guarded.
- 3.10 Do not stand on guardrails.

Guardrails/ Safety Rails:

Where using fixed or portable guardrails for perimeter protection:

- The top rail must be between 1200mm and 900mm above the working surface, Midrails must be installed. Toe Boards 150mm high, or other types of approved screens to prevent falls from roof areas.
- Scaffolding:

Erect scaffolds on firm level surfaces and ensure that scaffold posts cannot sink into the ground surfaces thereby destabilising the integrity of the scaffold.

Ensure scaffold decks are placed in the most appropriate positions to ensure the ease of use for workers.

Ensure that adequate safe access and egress is available for workers who must use the scaffolds.

Important Note:

Work from a deck wherever practical; install a new deck if work is to be done above 2.0 metres from the existing deck.

WORKING AT HEIGHTS PROCEDURE cont’d.

All scaffolding to be erected above 4.0 metres in height MUST BE ERECTED by APPROVED SCAFFOLDERS who have achieved the appropriate Certificate of Competency.

Individual fall arrest systems (for use at an unprotected edge):

- Users must be trained in the proper use of this equipment.
- Use full harness with connection at the top dorsal position, and minimise slack in the line.
- Inertia reels are only effective in the event of a vertical drop (not for sloping surfaces).
- Ensure the anchorage for inertia reel is more or less perpendicular to the line’s position at the perimeter edge.
- **Rescue plans must be in place if fall arrest equipment is to be used.**

Elevating Work Platforms:

The use of elevating work platforms [Scissor lifts, cherry pickers, etc] is permitted for both internal and external use providing that the operation of such equipment does not compromise the safety of other people in the work areas. The equipment used must also be able to be operated on firm level surfaces and be outside electrical “No GO zones”.

Procedure for Internal Work at Heights:

Most internal work at heights within Boort District Health will be performed at heights **below** where somebody could fall from a height exceeding two metres. However, there are some work areas where the working height **may be above** 2.0 metres.

Internal work at heights may be conducted in rooms or corridors or in other such structures such as sheds or garages etc. These rooms, corridors or other structures if they cannot be closed off to staff, clients and the general public, must be barricaded and signposted to prevent people from entering into the work area. It may be necessary to use a “spotter” in some instances where barricading and signs are not appropriate.

All internal work at heights must be conducted under the following instructions:

- Floor or ground spaces must be cleared of equipment and materials before setting up the heights access equipment.
- The means of access to the working height must be assembled and checked for stability on the floor surface. [Mobile scaffolds, trestles etc]
- The means of access equipment must be checked to ensure that it is safe to use.
- All appropriate tools and materials must be assembled in the work area.
- Signs and barriers must be erected where necessary to ensure the safety of persons who might inadvertently enter the work area.

WORKING AT HEIGHTS PROCEDURE cont’d.

Where possible, doors in to the work areas should be locked while the work is in progress. Where this is not possible and the work area is in the vicinity of doorways and other access ways.

- A second person may be needed to act as a “spotter” to ensure the safety of the person working at heights.
- In areas where the area needs to be cleared of heavy objects or materials, safe manual handling procedures must be implemented.

Copies of this procedure will be made available to all contract and sub-contract companies who are required to work at heights where falls could occur from heights above 2.0 metres.

Contract companies using their own Working at Heights [Prevention of Falls] Procedure must ensure that such procedure equals or surpasses the requirements of this document and is **approved by a BDH representative** before it is used.

There is a mandatory requirement that the site contact person must be contacted before any work is to commence where people may be required to work at heights above 2.0 metres where falls could occur

FORM B5 WORKING AT HEIGHTS CHECKLIST

This checklist is to be used for guidance only as it is not possible to consider here every possible hazard that might arise at any given time.

Contractor: _____

Location/Job: _____ Date: _____

Hazard	YES/ NO/ NA	Action/s	Comments
Overhead electrical wiring Within 3 metres no work 3 to 6 metres qualified spotter required			
Access to height: Permanent Portable			
Area below work height: Clear of people Clear of traffic			
At height work area: Internal External			
Fall protection: Barriers/ guardrails Personal fall protection			
Ladders: Tied at top Assistant as footer holder			
Tools in use: Hand tools Portable power tools Air driven tools			
Safety Barricades/ Signs: Required Not required			
Assistance: Portable communications Visual communication			
Personal Protective Equipment: Safety Harness Fall arrest system Gloves Eye protection Head/ face protection			

All practicable safety precautions **MUST** be taken to ensure the safety of people working at heights.

Checked by: _____ Date: _____

Signed: _____

Sighted by BDH representative: _____ Date: _____

Company Name:

Site/ Location:

Date:

Job/ Task:

Team Members		Personal Protection Requirements	Plant, Equipment & Tools	Permits Required	Electrical & other Isolation, Tagging, Barricades & Signs
Names	Classification				
		Head Protection Eye Face Footwear Hands Breathing Hearing Fall Prevention Safety Vests	Crane Forklift EWP's Rebutting Plant Back Hoe RCD Welder Oxy/Acetylene Chain Saw	Safe Work Confined Space Oversize Load Asbestos Removal Hot Work Height Isolation Electrical Isolation Under Ground Service	Isolation Lock & Tag Barricades Signs Attendant High Voltage Low Voltage Auto Reclose Live Wire Work
ITEM No.	Task to Complete	Hazard Identified	Control Measures	Responsible Person	
1					
2					
3					

4					
5					
6					
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Signed by: _____

Date: _____

Boort District Health – Contractor’s Handbook
Emergency Contact Numbers