



# **KERANG DISTRICT HEALTH**

## **CONTRACTORS HANDBOOK**

**SEPTEMBER 2014**

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## **SECTION A: INTRODUCTION**

### **i. Background**

The Occupational Health and Safety Act 2004 imposes a duty on Kerang District Health, as an employer, to protect employees from risks to their health and safety. This duty extends to any sub-contractors and their employees, engaged to carry out works on the site.

Kerang District Health is committed to ensuring that the workplace is as safe as possible for all people visiting or working on the site.

This Contractor's Handbook has been produced to outline the health and safety requirements and obligations of the health service and its sub-contractors. Sub-contractors are required to comply with Kerang District Health's health and safety requirements at all times.

This Handbook is a guide for health and safety matters pertaining to sub-contractors. For further information or to discuss workplace health and safety issues please consult with Kerang District Health's Maintenance Officer, or his delegate, or the Occupational Health and Safety Officer.

### **ii. Duties of Employers and Employees (including Contractors & their employees).**

Kerang District Health acknowledges its responsibilities under the Occupational Health and Safety Act 2004 in particular that, "An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health". This requirement extends to independent contractors and employees of independent contractors [OHS Act 2004 Cl. 21 (3)]

A Contractor and their employees must –

- (a) Take reasonable care for their own health and safety;
- (b) Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace; and
- (c) Co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.

### **iii: Quality System - Health And Safety Elements To Consider In A Contract**

Before commencing work at KDH contractors will be required to submit a management system for health and safety elements. The system to be effective needs to identify responsibilities and procedures.

The following elements should be covered as a minimum in a contract for an organisation and its management to comply with duty of care and statutory requirements. (Reference should be made to AS11470 –"Health and Safety at Work – Principles and Practices" for more detail.)

## **Responsibility and Accountability**

- Specific Management OH&S/WorkCover responsibility and accountability
- Responsibility for and of sub-contractors
- Company Health and Safety Policy and Procedures

## **Documented Job Procedures**

- Standard Operating procedures eg permit to enter & work in a confined space, working near overhead power or gas pipe lines, roadwork's signing, etc
- Site Specific Procedures

## **Health and Safety Training**

- Familiarisation program for employees and sub – contractors
- Program of skills training including health and safety specific to task, eg plant operators

## **Incident Reporting and Investigation**

- Reporting and Investigation of all incidents
- Notification of reportable incidents to KDH management
- System for reporting and Investigation sub-contractor incidents
- Notification procedures for emergency procedures

## **Hazard Identification and Control – Plant**

- System of Plant Maintenance, recording of operator licensing, certificates of competency and endorsements
- System for ensuring sub-contractor plant safety

## **Chemicals – Dangerous Goods**

- Availability of Material Safety Data Sheets and register of all chemicals stored, used or transported
- Records of employees training & emergency equipment provision

## **Emergency Procedures**

- Workplace emergency plan
- Emergency Procedures Instruction and Training

## **Consultative Arrangements**

- System of management/employee health and safety representation
- Issue resolution procedures & Site Briefings

## **iv: Workcover: Policy for Engagement of Contractors**

In the assessment and awarding of contracts for work to be undertaken of behalf of Kerang District Health, managers are to ensure that any individual contractor or a company who is a provider of on site services (including labour) complies with the requirements outlined below:

1. Provide current evidence of Workcover registration pursuant to the provisions of the Accident Compensation WorkCover Act Victoria.
2. Subject to the provision of the above details, contracts should be only awarded to the following:
  - (a) Contractors who will be engaged to perform work for less than 90 days in aggregate in any one financial year, or where this is impractical;
  - (b) Contractors who conduct an independent trade or business and provide the same services to the general public as those being provided to Kerang District Health; or

**Known contractors at KDH may include but are not limited to:**

- Trades including electrician, plumber, and air-conditioning.
- Specialist maintenance services medical equipment, medical gases
- Gas Suppliers
- Electricity Suppliers
- Food Suppliers
- Clinical waste disposal
- General waste disposal
- Linen
- Fire Services Maintenance
- Financial Services Provider
- Allied Health Services Providers
- Health Information Management Service Provider
- Information Technology Service Providers
- Information Technology Software Suppliers
- Elevator Maintenance
- Pharmacy Service Provider
- Security Service Provider
- Emergency Generator Maintenance Provider

## **SECTION B: CONDITIONS**

### **1. Accreditation**

Kerang District Health is committed to the Australian Council of Healthcare Standards accreditation program. Contractors may be required to participate in accreditation and quality improvement programs.

### **2. Asbestos and Other Hazardous Material**

Any person who comes across or finds any hazardous material or suspects any material to be hazardous within the buildings or grounds of the Hospital is to notify the Maintenance Officer immediately. Work is to cease immediately. Hazardous materials include asbestos.

Asbestos Audits were undertaken in 1999 and more recently in 2012 and areas where asbestos is located have been identified. Where contractors are required to work in these locations, there is a summary booklet available as part of the Kerang District Health Asbestos Management Plan.

Contractors may have access to both the Asbestos Audit and Asbestos Management Plan, copies of which are held by the Hospital's Chief Executive Officer and the Maintenance Officer.

Any contractor or employee of a contractor must ensure that appropriate safety systems are enlisted if work is necessary in areas where asbestos materials are present. Worksafe or other industry guidelines for working with asbestos materials must be followed at all times. Only approved and appropriately licensed asbestos removalists are permitted to undertake asbestos removal works.

### **3. Communication**

Routine contract management communication should be directed to the Corporate Services Manager.

All contracts must be signed by the Chief Executive Officer or Director Corporate Services to be valid.

### **4. Completion of Contract**

It is the contractor's responsibility to remove equipment, materials, tools and all litter on the completion of the job.

### **5. Compressed Air**

Do not use compressed air for any other purpose other than for which it is provided. Do not direct a stream of air towards any person. Compressed air is dangerous and can cause injury.

### **6. Conduct**

Whilst on any KDH premises, all persons must be treated courteously – including patients, visitors and Hospital Staff. Practical joking and skylarking on the job can be dangerous and is prohibited. KDH Management and the Maintenance Officer are responsible for the safety of persons and equipment on site. Removal of offenders from the site will be enforced if necessary.

## **7. Confined Space Entry**

Entry into enclosed (confined) spaces or vessels is prohibited without firstly notifying the Maintenance Officer.

Any activities involving confined spaces are to be conducted in accordance with WorkSafe guidelines.

## **8. Contractors Equipment**

Ensure all equipment, such as tackle, ladders and electrical equipment comply with the law. The Maintenance Officer will prohibit the use of equipment, including hand tools, which he considers dangerous.

## **9. Dangerous Goods and Hazardous Substances**

Material Safety data sheets to be provided for any Dangerous Goods or Hazardous Substances used within KDH.

## **10. Electrical Hazards**

Electrical wiring or equipment belonging to KDH should not be interfered with tampered with or removed unless by an appropriately trade qualified tradesperson and not without permission from the Maintenance Officer. HOT WORK precautions explained under "Welding and Cutting" (Clause 47) must be observed.

## **11. Electrical Safety**

Contractors must use Residual Current Devices (RCD) on all electrical leads and keep electrical leads above ground level where possible.

## **12. Emergency Procedures**

All contractors are to be aware of Emergency Procedures and relevant Emergency Codes in the event of an emergency situation.

## **13. Entries & Exits**

KDH Premises & buildings are not to be entered without permission. Permission is granted by the Maintenance Officer, OHS Officer, Director Corporate Services or Chief Executive Officer depending on circumstances. Use only recognised entrances and exits.

## **14. Explosives**

Permission must be obtained from the Maintenance Officer before bringing explosives onto any KDH site. No explosives should ever be stored on KDH property.

## **15. Fire Fighting Equipment – Access**

Under no circumstances can free access to any hose reel or fire fighting equipment be blocked or obstructed by any vehicle or other property. FFE must not be used for any purpose other than fire safety, unless specifically authorized by KDH Maintenance Officer.

## **16. Fire Hazards**

Before using naked flames and other fire hazards including welding equipment, a hot work permit must be obtained from the Maintenance Officer. This will enable the isolation of automatic fire alarms and other safety procedures to be initiated. (See Clause 47. Welding & Cutting).



Contractors are to undertake a risk assessment if they intend to conduct works on the KDH site which are likely to impact on the effectiveness of fire safety systems. Results must be provided to the Maintenance Officer.

## **17. First Aid**

The Nurse Unit Manager (NUM) of the Acute Ward may be contacted if first aid is required as a result of an accident on site. All accidents are to be reported to the Maintenance Officer, and are to be recorded in accordance with the KDH Adverse Events reporting system.

## **18. Gas Cylinders**

Ensure oxygen and acetylene cylinders are stored in a safe place and in a secure upright position away from heat.

## **19. Government Regulations**

Contractors and their workers are expected to be familiar with Government regulations and abide by them, e.g. Building Code of Australia, Occupational Health & Safety Act, WorkSafe Victoria Codes of Practice and Guidelines, and any relevant Australian Standards.

## **20. Hazards/Incidents/Accidents**

Any Hazards, Incidents or Accidents are to be reported to the Maintenance Officer. Hazards, Incidents and Accidents are to be reported in writing on the appropriate KDH Forms available from the Maintenance Officer and in accordance with the KDH Adverse Events reporting system.

## **21. Hot Work Permit**

Before carrying out **ANY** work with the hospital, including welding, cutting, grinding, oxy-acetylene work, a hot work permit **MUST** be obtained from the Maintenance Department.

## **22. Identification**

Contractors must register with the Maintenance Officer and will be issued with a Visitors Identification (ID) badge prior to commencing work. ID Badges must be worn at all times whilst on site.

## **23. Isolation of Services**

Services including fire services or alarms, medical and LP gases, water, electricity, information technology or communications shall not be interfered with or disconnected without the express permission of the Maintenance Officer.

A Fire Protection System Impairment Notice is to be used when fire services are required to be shut down for any extended periods of time. The Notice / Form is available from the Maintenance Officer.

## **24. Infection Control**

KDH has an Infection Control Policy that adopts strict universal precautions regarding the chain of infection. Should any work be undertaken in sensitive areas Contractors will be advised of infection control protocols and expected to comply with these. Requirements may include Standard Precautions, Handwashing and Personal Protective Equipment.

## **25. Insurances**

Verification of Public Liability and Workers Compensation Insurances held by contractors is required prior to any works commencing.

The Public Liability Insurance Policy shall include but not be limited to the following:  
Minimum indemnity \$10 million; extended to include:

- Subcontractors
- Property in the physical or legal control of the contractor.
- Any equipment used by the contractors whether owned by the contractor or not.

With regard to Workers Compensation Insurance a current Certificate of Currency from the Contractor's Insurers is the minimum evidence required.

## **26. Licensing**

All works must be carried out by a licensed trades person. Verification of certificates of competency may be required.

## **27. Manual Handling**

All contractors and employees to be aware of and trained in Manual Handling Procedures. Copies of the WorkCover Manual Handling Code of Practice are available from the Maintenance or OHS Officer.

## **28. Mobile Phones**

Mobile phones must not be used within close proximity to areas in which medical equipment is in use.

## **29. Operating Equipment.**

KDH owned equipment should not be used without the permission of the Maintenance Officer. It may be necessary for instruction in the safe and correct operation of any such equipment to be provided before doing so.

## **30. Performance**

Should a contractors performance not be satisfactory a verbal warning will be given in the first instance. Continued failure to perform within the contract requirements will result in a formal letter of complaint that may lead to termination of the contract. (See also Clause 51. Dispute Resolution)

Ongoing contract arrangements will be formally reviewed on a regular basis.

## **31. Pets**

Pets are not permitted on KDH premises.

## **32. Plant & Machinery**

Locks should be used to isolate plant and machinery where possible. Where the use of locks is not practical, danger tags are to be placed on machinery and electrical equipment. These tags are to warn others not to start plant, because work is being carried out on this equipment.

**DO NOT REMOVE ANY DANGER TAG.**

### **33. Personal Protective Equipment (PPE)**

Hazardous Substances and Dangerous Goods may exist on site, and the Maintenance Officer must be consulted regarding such items. Personal Protective Equipment (PPE) must be worn when working with a potential contamination risk.

Eye protection, safety spectacles, goggles or face shields must be worn where there is a possibility of eye injuries.

Suitable footwear must be worn and it is recommended that safety shoes be used. Specific protective equipment must be worn i.e. glasses, helmet, hearing protection etc.

Hearing protection must be used when operating power tools and noise generating equipment which exceeds 85 dBA. Care should be taken to ensure that noise will not affect other personnel working in the area and patients will not be unnecessarily disturbed.

### **34. Prevention of Falls**

Because Kerang District Health is a two-storey building and from time to time work may be required at heights of more than two metres it is essential that tasks involving potential fall hazards are appropriately considered and assessed.

All works must comply with the Victorian Occupational Health and Safety (Prevention of Falls) Regulations 2003 and Worksafe Victoria's Code of Practice for the Prevention of Falls in General Construction (No. 28, 31 March 2004). Copies of these documents are available from WorkSafe Victoria.

### **35. Risk Management**

Kerang District Health is committed to the managing of any identified risks within the workplace. The Risk Management program enables risks to be minimized in all activities. Contractors are required to complete and provide a Job Safety Analysis and or Risk Assessment for any tasks that may have associated safety or risk potential.

### **36. Security**

KDH accepts no liability for the loss or theft of any equipment belonging to Contractors, whilst in use or stored on KDH property. All KDH employees, contractors and employees of contractors, have a responsibility to ensure that reasonable steps are taken to protect the security of people, property and equipment of KDH at all times.

### **37. Signage**

Suitable warning / hazard signs and barriers shall be used to protect staff and the public from potential hazards. These shall be displayed at suitable locations.

### **38. Bullying and Harassment**

Contractors and their employees must abide by KDH's Bullying and Harassment Policies. Any Bullying and Harassment activities will not be tolerated and will be dealt with in accordance with the relevant KDH Policies. Copies are available on request.

### **39. Smoking on Site**

KDH has a NO SMOKING Policy prohibiting smoking within its buildings and grounds.

Smoking on site is therefore **NOT PERMITTED under any circumstances.**

#### **40. Subcontracting**

The contractor shall not assign or sub-contract the works or any part thereof without the approval of the Maintenance Manager.

#### **41. Tidiness**

Contractors are required to keep their work area tidy at all times. Corridors, roads and paths are to be kept clear of materials, tools and equipment. Waste materials are to be cleaned up after completion and disposed of appropriately in accordance with KDH Waste Management procedures.

#### **42. Tools and Loose Equipment**

Contractors are to supply their own equipment, tools, ladder etc. Any tools and equipment are to be appropriately stored at the end of each day.

#### **43. Use of Amenities**

Permission is required from the Maintenance Officer before using KDH amenities and facilities.

#### **44. Use of Services**

Permission is required for the use of any KDH services. Such permission may be limited to use of electricity, gas, and compressed air.

#### **45. Vehicles**

Vehicles are only allowed on site when used for the movement of tools and other equipment. When on KDH premises vehicles are to be:

- Parked properly in designated areas
- Observe speed limits in all traffic areas
- Take extra care when reversing

***Parking is strictly forbidden in the Ambulance Bay at all times.***

#### **46. Walkways**

Use recognised thoroughfares and where possible limit traffic inside buildings.

#### **47. Welding & Cutting**

Welding and cutting with the use of arc and naked flames is prohibited in some areas. The Maintenance Officer must be notified prior to works commencing and will issue HOT WORK PERMITS. These will generally be:

##### Flammable materials:

The area around and under the welding and cutting work must be cleared of flammable materials. Any structural flammable material, e.g. timber flooring etc must be kept damp or protected from sparks and hot off-cuts by a non-flammable material.

##### Screens:

Screens must be placed around the work area to protect other people from flash.

##### Danger signs:

Appropriate danger signs should be displayed at the passageway to the area, warning that welding is in progress. If working above ground level, sparks and hot slag may create a

danger at other levels. Appropriate notices must be displayed at these levels. Alternately the area should be cordoned off. All work should cease one half hour prior to ceasing duties to enable monitoring of the area for possible outbreak of fire from smoldering or hot work.

Protective Equipment:

Proper protective equipment such as masks, goggles, spats and gauntlets should be worn.

Faulty Equipment:

Should not be used under any circumstances.

Walkways:

Welding cables and oxyacetylene hoses should not be trailed across walkways and work areas.

Fire Standby:

In hazardous circumstances the Maintenance Officer may direct that a person stand-by with a fire-fighting appliance, to ensure that hot cut-offs and sparks do not penetrate protective guards. He may also direct that a fire watch be kept for thirty minutes after the cutting and welding work has finished.

#### **48. Work Performed Out of Hours**

When this is necessary, notification must be made with the Maintenance Officer who will then arrange for such contractor to enter and exit the hospital at the most appropriate entrance.

#### **49. Work Sites**

If protection around the work site is necessary, it should be in the form of securely fastened safety mesh fencing. All floor openings or excavations must be securely fenced. Appropriate warning signs must be erected, particularly to work above or below ground level. When working above ground level ensure tools and materials are properly secured to prevent their falling.

#### **50. Workshop Facilities**

The KDH Maintenance Workshop and equipment is in principle for KDH use only. However, access to the Workshop or any equipment may be granted provided that permission is first obtained from the Maintenance Officer.

#### **51. Dispute Resolution**

If contractors have concerns at any stage they are invited to firstly take these up with the Maintenance Officer or Director Corporate Services. Serious matters may be referred to Chief Executive Officer, preferably in writing. KDH undertakes to deal with concerns, disputes or formal complaints in an expedient manner.

References:

1. Occupational Health and Safety Act 2004
2. Kerang District Health Occupational Health and Safety Manual
3. Kerang District Health Executive Policy Manual

# SECTION C: CONTRACTOR REGISTRATION

## KERANG DISTRICT HEALTH

### Business:

Name of Sub-contractor .....

Address: .....

.....

A.B.N. ....

Nature of Trade/Business: .....

Contact Person: .....

Telephone No's: Business: .....Private: .....Mobile: .....

Fax No: .....

Email:.....

Brief outline of Business/experience: .....

.....

Details of any specific occupational health and safety training or course completed.

Please attach copies of relevant documentation.....

.....

Please provide copies of:

1. Current WorkCover Insurance
2. Current Public Liability Insurance Cover
3. Relevant Trade Certificate or Qualifications

I acknowledge that;

1. I attended/received a Kerang District Health Trades and Contractors briefing on .....
2. I have received a copy of the Kerang District Health Contractors Handbook (Revised September 2014)

Signed: .....

Date: ...../...../.....

<b>Return to:</b> Director Corporate Services Kerang District Health PO Box 179 Kerang 3579
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