



Ports North

CONTRACTOR
HEALTH, SAFETY & SITE
RULES

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The term “PN” used within this document means *Port North*

Contractors, workers and others on site shall:

- report to the Ports North Project Officer prior to commencement of any work
- follow health, safety and environmental directions of PN
- follow safe work method statements either provided by PN, the contractor or employer

1 NON-NEGOTIABLE RULES

1. The consumption of alcohol or drugs whilst performing work within a PN workplace is prohibited.
2. Working whilst under the influence of alcohol or drugs is prohibited
3. All workers carrying out construction and maintenance work shall hold evidence of a general safety induction before they start work on the site and provide a copy to PN.
4. Safe Work Method Statements (SWMS) are mandatory for all high risk construction work and where required by PN
5. Personal Protective Equipment (PPE) as specified by PN health safety & site rules, SWMS, or signage shall be worn and maintained in a good condition.
6. Health and safety requirements as specified by PN health safety & site rules, SWMS, or signage shall be followed.

2 SITE ACCESS

All workers are required to sign into the *OnLocation* people presence software prior to commencing work.

Signing in and out can be achieved by

- Use of the *OnLocation Mobile App*
- Scanning the QR Codes using your smartphones camera to sign in. Copies of the QR Code are located at various entry points in the Port.
- Logging on to website www.visitor.app and entering the code which is available from Ports North.

Upon completion of your work sign out to indicate you are off site.

3 GENERAL SAFETY INDUCTION

All workers carrying out construction and maintenance work must complete the online PN Contractor General Safety Induction before they start work on the site.

All other persons visiting a PN site (including clients, consultants) must have evidence of PN Contractor 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 Port North Employee or person who has undergone the PN Contractor General Safety Induction.

4 PERMITS TO WORK

The following permits to work are in operation for specified works at Ports North.

The permits operate for independent purposes and therefore both may be required to be completed.

4.1 CONTRACTOR PERMIT TO WORK (CPTW)

A Contractor Permit to Work is to be obtained for the conduct of minor and major works as described below:

- Structural or Fire/Smoke Zone penetration
- Work in ceiling, wall, floor spaces or other confined spaces
- Works within 6m of Ergon Energy lines
- Work on, near or requiring connection or supply from high voltage energized electrical installations
- Work on or near low voltage energized electrical installations
- Work where there is a potential for release of sediment or harmful materials
- Work carried out on or near chemical, fuel or gas lines
- Ground penetration (Inc. excavation and trenching) work to be undertaken (> 1 metre)
- Excavation or trenching work that may reduce stability of a building, structure or driveway
- Works in vicinity of services
- Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians

- Significant demolition works to be undertaken
- Work on or near asbestos (including removal)
- Work requiring structural alterations requiring temporary support
- Works at heights > 2 meters
- Works on or near contaminated or flammable atmospheres
- Work involves movement of powered mobile plant
- Work carried out on or near water (or other liquid) that involves risk of drowning (Including diving work)
- Works to be carried out from a vessel
- Work processes, equipment or activities will involve hot work (may produce spark, flame or another ignition source)
- Crane works will be required

The onus is on the Contractor to submit the completed Permit to Work for review 2 working days prior to commencement of work unless otherwise agreed.

4.2 OPERATIONAL PERMIT TO WORK (OPTW)

An Operational Permit to Work is to be obtained for certain works on a wharf, pontoon or vessel. The works include but are not limited to the following.

- Hot works (including burning, welding, riveting, use of naked flames and the like)
- Excavations / trenching
- Fumigation
- Diving / underwater facilities
- All non-cargo liquid transfers including but not limited to fuel, oil and waste
- Work on high voltage electrical installations
- Blasting works (including but not limited to abrasive and water blasting)
- Erection of temporary or permanent structures
- Immobilising a ship
- Operation of propellers at a wharf
- Placing of buoys / moorings
- Lifeboat drills
- Heavy lifts
- Hull cleaning and maintenance
- Any other activity that the port notifies as requiring notification from time to time.

5 SAFE WORK METHOD STATEMENTS (SWMS)

No high-risk construction work is to commence on the site until a Safe Work Method Statement has been prepared or has been provided to PN. Workers must comply with the requirements of all SWMS.

6 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, safe work method statements, signage and where required through risk assessment. PPE must be checked before use and any faulty PPE to be reported to the site manager.

Minimise the risk of contracting diseases such as dengue by wearing insect repellent containing DEET or wearing long sleeves.

7 CONDUCT ON SITE

7.1 GENERAL

The Contractor must ensure that, while workers are on workplace, they:

- conduct themselves in a professional manner at all times;
- comply with the workplace, health and safety requirements and any other reasonable instructions issued from time to time by a PN Officer / Representative;

- be suitably attired with bodies (other than head and limbs) fully covered (clothing with inappropriate slogans is not permitted);
- not use foul or obscene language;
- not consume or be affected by alcohol, cigarettes or drugs;
- not bring dogs, other pets, or unnecessary vehicles onto the workplace;
- radios and audible music are NOT permitted
- prevent litter from entering the workplace and maintain a clean and tidy work area including removal of all debris, material or waste that remains at the completion of the Work; and
- not disrupt the normal day-to-day running of the workplace, without the approval of the PN Officer / Representative.

Bad language, horseplay and misconduct will not be tolerated. Any contractors' engaging in such conduct will be reported to the PN Officer / Representative and requested to leave workplace/PN premises.

7.2 ALCOHOL AND DRUGS

Working whilst under the influence of alcohol or drugs is prohibited. The consumption of alcohol or drugs whilst performing work within a PN workplace is prohibited.

PN reserves the right to conduct drug and alcohol testing at any time workers are conducting work for PN. Refusal to undertake the drug or alcohol test will result in the worker being requested to leave the site. The worker may only resume work once PN has been provided with evidence that the worker is not and the influence of alcohol and drugs and PN has agreed to the resumption of work.

PN reserves the right to expel from its premises/sites any person who is suspected to be under the influence of alcohol/drugs.

7.3 SMOKING

Smoking is banned in all PN buildings and facilities and for 6 metres beyond their boundaries.

The law applies at all times—during and after PN hours, on weekends and during PN holidays. It includes the use of all smoking products, including regular cigarettes and devices commonly known as electronic cigarettes.

7.4 WORKPLACE BULLYING

Workplace Bullying is repeated, and unreasonable behaviour directed towards a worker or group of workers that creates a risk to health and safety.

It is a risk to health and safety because it may affect the mental and physical health of workers. Taking steps to prevent it from occurring and responding quickly if it does is the best way to deal with workplace bullying.

Bullying can take different forms including psychological, physical or even indirect—for example deliberately excluding someone from work-related activities. It can be obvious, and it can be subtle, which means it's not always easy to spot.

Some examples of workplace bullying include:

- abusive or offensive language or comments
- aggressive and intimidating behaviour
- belittling or humiliating comments
- practical jokes or initiation
- unjustified criticism or complaints.

8 GENERAL SITE HOUSEKEEPING & HAZARD CONTROL

8.1 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

Where PN incurs costs because of contractors not maintaining or cleaning work areas, then PN reserves the right to claim reimbursement from the Contractor in respect of the clean-up.

8.2 MATERIALS DELIVERY AND STORAGE

Ensure materials and equipment are stored safely on site.

Ensure light materials are secured so that they cannot be blown over or away.

Fragile materials such as glass etc. should be stored and moved so they do not create additional hazards.

Indicate where bulky materials are to be delivered and stored, (signs may be erected if appropriate), taking into account where materials are used and the order in which they are to be used

8.3 LIGHTING

Workers and contractors are to provide adequate temporary lighting if work is to be undertaken in areas where there is insufficient light to work safely.

8.4 SAFETY SIGNS

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

All contractors and workers 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.

PN may require the contractor to set up warning signs in special cases.

8.5 PUBLIC PROTECTION

Contractors and workers are to ensure:

- nothing is stored or placed outside the site boundary or fence unless PN has approved it, in writing
- any barricade provided by PN is not to be modified, relocated or dismantled without PN 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

8.6 OTHER PERSONS

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

8.7 TOILETS AND AMENITIES

If portable toilet facilities are not required to be provided by the contractor, then only those toilets nominated at workplace, are to be used.

All contractors and workers must:

- keep toilet(s) provided by PN 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

8.8 PROTRUSIONS

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

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.

8.9 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)

9 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 metres 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. When intending to use such fall prevention systems it shall be capable of withstanding the impact of a person falling onto it, a competent person shall install and maintain it and workers shall be 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. 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.

9.1 LADDERS

All contractors or workers intending to use a ladder, i.e. stepladder, single/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, extension and platform 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 with a copy of a SWMS

9.2 TRESTLE LADDERS

All contractors or worker 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 blocks etc. under and adjacent to where the trestle ladders will be set up
- trestle ladders are secured to prevent them moving
- work platforms supported by trestle ladders, if the work is "light work"; i.e. painting, installing a roof gutter, air conditioning duct, metal facia, lighting, 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 than 2 metres must not commence until a SWMS has been prepared and approved

9.3 SCAFFOLDING

All contractors and workers intending to install scaffolding must comply with the following:

- a scaffold plan is available for each scaffold and has been complied with
- if the fall height from the working platform is 4 metres or more, then 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
- unauthorised access to the scaffold shall be prevented while the scaffold is incomplete or unattended
- scaffolding shall be erected and/or dismantled to eliminate or minimise the risk of falling 2 metres and a SWMS prepared where there is a risk of falling more than 2 metres
- written confirmation from either a licensed scaffolder or competent person stating that the construction of a scaffold has been completed shall be obtained prior to the use of that particular scaffold
- safe access to and egress from scaffold will be provided during erection, use, and dismantling
- 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
- 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
- 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
- scaffolding that is not in use is not to be left in a state that could create a risk.

Each scaffold and its supporting structure shall be inspected by a competent person:

- before the scaffold is used
- before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold
- before use of the scaffold is resumed after repairs, and at least every 30 days

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

9.4 FALLING OBJECTS

All contractors and 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 ELECTRICAL

10.1 ELECTRICAL EQUIPMENT

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 shall not be joined, exceeding the recommended maximum length
- 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, the date of test and retest date
- electrical hand tools are connected to a safety switch provided in the switchboard by PN 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

10.2 ELECTRICAL CONTRACTORS

Electrical contractors please note:

- All electrical equipment for the performance of construction work (including construction switchboards) is in accordance with the requirements of AS/NZS 3012 Electrical installations – Construction and demolition sites.
- Ensure electrical installation is completed in accordance with AS/NZS 3000 (Wiring Rules) and is tested and connected in accordance with recognized procedures, using suitable testing equipment.
- Certification of compliant electrical installation (including installation of construction switchboards) is to be provided to PN before use.
- Ensure all incomplete circuits are suitably terminated or isolated. Where there is likelihood of those circuits being inadvertently energised, they are tagged.

11 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 the PN Officer / Representative for information.

12 TOOLS, PLANT AND EQUIPMENT

All contractors and workers must ensure that:

- all tools, plant or equipment must be serviced and maintained by a competent person as per the manufacturer or supplier instructions and specifications and a record available upon request.
- all tools, plant or equipment must be used 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
- there is no unauthorised alterations or interference with plant
- all plant is secured when not in use
- all guards are fitted and working effectively before tools and equipment are used

12.1 VEHICLES

Vehicles will be parked in designated areas only. Speed limits and other signs must be observed when on PN premises or PN sites. Pedestrians have right of way at all times.

Access to Marina long term and temporary parking is via boom gates (swipe cards can be arranged via the PN Operations Centre).

All vehicles are parked at the owner's risk.

No vehicular access through the Reef Fleet Plaza boom gate during the peak passenger movement hours of:

- Morning period: 07:45hrs to 08:45hrs
- Afternoon period: 17:00hrs to 17:45hrs

Contractors are to abide by these restrictions to vehicular access and works shall be planned accordingly.

12.2 EARTHMOVING EQUIPMENT & MOBILE PLANT

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 and PN.

A daily prestart is to be completed before operating any mobile plant.

Evidence of maintenance/ service history shall be available and be provided to PN upon request.

12.3 USE OF PORTS NORTH TOOLS, PLANT AND EQUIPMENT

Contractors, contractors' workers, or subcontractors **shall not** use any Ports North owned tools, plant or equipment unless authorised to do so.

Authorisation can be obtained by completion, approval and compliance with the “*Contractor Plant and Equipment Use Agreement*” by the contractor.

13 TRENCHING AND EXCAVATION

All contractors and workers intending to do excavation work must identify and control the following events:

- method of managing stability of trench or excavation so a person cannot be trapped by collapse of the trench or excavation
- effect of trench or excavation on the stability of adjoining structures
- underground and overhead services have been identified.
- 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 PN.

The contractor or worker 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 PN 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.

14 MANUAL HANDLING

Use safe manual handling techniques at all times, ask for assistance. Use mechanical aids whenever possible.

15 WORKING IN AND AROUND WATER

15.1 WORKING ON A FLOATING VESSEL OR PLANT

Personal Flotation Devices (PFD) must be worn:

- By all personnel performing any deck work on any floating plant moored offshore
- By all personnel in any workboat going to/returning from offshore worksites
- By all personnel working on any floating plant which is unsecured or semi-secured (e.g. under wharf structures / working on lead markers)
- By personnel working on dump barges and during bed levelling operations
- At any other time when conditions dictate and/or as directed by a PN officer

All crew members engaged in the anchoring of pilot vessels at sea must wear a safety harness and a lanyard attached to the safety railing. Contractors are to review and endorse relevant PN SWP's.

Blood Alcohol Content for the operation of all vessels is ZERO.

All personnel working on PN floating plant are required to have completed a course of “Occupational Health & Safety at Sea” – unless accompanied by a person accredited in this course. Contractors are to review and endorse relevant PN SWP's.

PFD's are not required to be worn by tradesmen and other personnel carrying out work on floating plant which is securely moored to the wharf or a secure floating pontoon facility.

15.2 WORKING OVER/NEAR WATER IF A FALL, TRIP OR SLIP MIGHT RESULT IN FALLING INTO WATER

PFD's must be worn when conducting works from a height greater than 1m and closer than 2m from the edge over/near water where a fall, trip or slip might result in falling into the water.

16 NOISE

Where there is a potential for workers to be exposed to noise that exceeds the exposure standard then the noise shall be controlled by implementing one or more of the following control measures:

- Eliminate the source of the noise
- Substitute quieter plant or processes
- Use engineering controls (sound proof the plant in an enclosure)
- Use administrative controls (drastically reduce the time the person is exposed to the noise)
- Provide hearing protective devices as a last resort

An indicator the worker is exposed to excessive noise is that you have to raise your voice when you are talking to someone about one metre away from you.

Contractors shall keep noise and dust to a minimum at all times, complying with all government and local authority requirements concerning noise levels.

17 HAZARDOUS CHEMICALS

Contractors shall ensure that where hazardous chemicals are being used Safety Data Sheets (SDS) are available and a Hazardous Chemicals Register is available onsite.

Contractors shall:

- provide PN with a copy of the SDS
- provide workers with induction and training for the hazardous chemical
- minimise the amount of hazardous chemicals or dangerous goods stored on site
- follow the manufacturer's requirements (SDS) when using hazardous chemicals
- ensure that containers are correctly labelled

Any hazardous chemicals found must not be disturbed without informing the Nominated PN Officer, who in turn will make contact with relevant persons for direction.

17.1 DUST AND FUMES

Dust and fumes which may constitute a health and safety hazard must be kept to an acceptable level.

17.2 ASBESTOS

If at any time the contractor discovers the presence on site, of material which they believe may contain asbestos, the contractor must not disturb the material without informing the PN Officer / Representative.

If the person in control of a workplace or the person designated as such, is aware of the presence of asbestos in the vicinity of where work is to be carried out, he/she is to inform the contractor of the area and have in place appropriate signage, barricading and restricting access etc.

The removal of asbestos material/products from buildings or structures shall only be carried out by persons competent to perform that task.

Note: Asbestos material can only be removed by a certified asbestos removalist.

18 ENVIRONMENTAL

All contractors and workers shall:

- maintain silt fences
- sweep up spilt materials before leaving the workplace
- keep dirt etc. out of gravelled area
- not track dirt onto the road

- ensure that waste water from washing down, cleaning equipment concrete pumps, paint, etc), does not enter rivers, creeks or storm water
- ensure any potential for 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
- be aware of the dangers posed by predators in the environment such as snakes and crocodiles

19 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.

20 TRAINING AND SKILL

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

20.1 HIGH RISK WORK

No worker is to undertake high risk work (i.e. dogger, rigger, scaffolder, crane, forklift, or plant operator) unless they have the relevant licence recorded by their employer and PN.

21 EMERGENCIES

21.1 EMERGENCY PLAN

All contractors must be aware of the emergency plan for the site. In an emergency call 000 and provide the site address, the nearest intersection, and the nature of the emergency. Once this is done immediately contact PN and advise them of the situation.

21.2 MEDICAL EMERGENCY AND FIRST AID FACILITIES

Contractors' shall ensure first aid equipment which is adequate for the type of injuries which may arise through their work is available at the work site.

21.3 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

21.4 EMERGENCY EVACUATION ALARM

Should an emergency evacuation alarm be activated, all contractors are required to move to the designated Emergency Assemble Area or alternative area as advised by the workplace/PN fire wardens.

22 INCIDENT REPORTING

Incidents involving first aid or medical treatment: Any incident involving the provision of first aid or medical treatment must be reported to PN immediately.

Notifiable incidents must be immediately reported to Worksafe Queensland and PN.

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 Worksafe Queensland must be obtained before cleaning up the scene of the incident.

23 SUBCONTRACTING WORK

A contractor who engages a sub-contractor shall ensure that they are made aware of and comply with the requirements of this document.

24 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.