

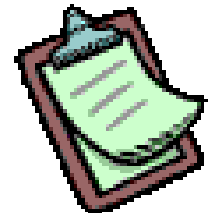


ALICE SPRINGS TOWN COUNCIL

CONTRACTOR INDUCTION

Induction Paperwork

- Workplace Health Safety & Welfare Policy
- Employee Dealings with Media Policy
- Contractor Induction checklist
- Contractor's WHS&W Declaration form
- Fire Evacuation Map



Council Contractors

- Major Works - \$100,000 plus
- Complete “Contractor’s WHS&W Declaration form”
- Nominated contractor safety officer
- Complete “Risk Assessment Form”
- Complete “Accidents/Incidents/Near Misses”
- Council to conduct periodic site inspection



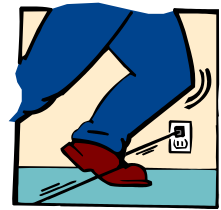
Council Contractors

- Minor Works up to \$100,000 and Maintenance Work
- Complete “Contractor’s WHS&W Declaration form” every financial year



WHS&W PSD

- Council WHS&W commitments
- WHS&W Responsibilities
- Workplace bullying & harassment
- Drug & Alcohol
- Smoking in the workplace
- Personal and protective equipment
- Sun protection
- Hazard Management
- Accident, incidents and near misses
- Emergency response procedure



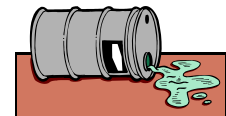
Council WHS commitments

- Highest WHS standards
- All work together on safety
- Eliminate avoidable risks
- Control unavoidable risks
- Eliminate workplace accidents and damage



WHS Responsibilities

- CEO: legally responsible for everyone's safety at work
- Managers/Supervisors/TL's: primarily responsible for safety at operational level
- WHS&W Officer: coordination & promotion of safety



WHS and Contractors

- Contractors responsible for the safety of themselves, Council employees and the public
- Follow directions, use equipment properly, report hazards & accidents
- Use appropriate WHS&W forms

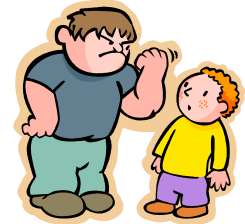


Contractors

- Complete “Contractors’ Declaration” form
- Attend Council’s Induction session
- Council employees to attend Contractor’s induction program as required
- Risk assessments forms to be completed
- Accidents, Incidents & Near Misses to be reported to Council
- Council to conduct periodic site inspections as required



Workplace Bullying and Harassment



- Includes unreasonable behaviour that intimidates, humiliates or causes harm
- Includes rages, insults, name calling, constant criticism, threats, instilling fear
- Will not be tolerated by Council
- Council has duty to investigate bullying and take steps to prevent it

Workplace Bullying and Harassment

If an employee feels harassed they should:

- Not retaliate & become a bully
- Keep records of bullying incidents
- Seek advice & support
- Consider lodging a formal/informal complaint/grievance (refer to grievance form)



Drugs and Alcohol

- Contractors must not consume or be under the influence of drugs and alcohol, when at Council's workplace
- Council has a zero tolerance to drugs and alcohol
- Contractors must always be in a fit state

Personal & Protective Equipment (PPEs)

Contractors will:

- Provide PPEs to their on-site workers up to Australian standards
- Train their on-site workers re wearing appropriate PPEs
- Replace PPEs as required



Smoking at the Workplace

- Smoking prohibited in Council buildings & vehicles
- Smoking not permitted within 5 meters from an entrance door
- Use designated smoking areas



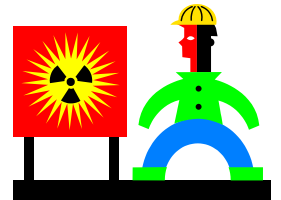
Sun Protection



- Education and skin checks important
- 30+ sunscreen important
- Shirts: 50/50+ rated, collars, long sleeves recommended
- Pants: long pants recommended
- Hats: broad brimmed, UPF 50+ rated, 8cm+ brim, beanies in winter until 9.30am
- Glasses: screen out 99%UV light, AS 1067

Hazard Management

- Elimination, minimisation risk associated with workplace hazards
- JSEAs & SOPs developed & followed
- Risk Assessment must be used
- Hazards assessed using “Hazard Identification & Control” form → action should be taken
- Chemicals as per SDS
- Machines or equipment which could be unexpectedly started are isolated and tagged out



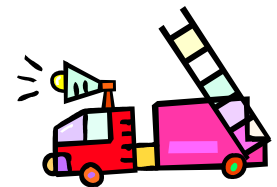
Accidents, Incidents & Near Misses

- Reported using “Accidents, Incidents & Near Misses” form
- Include preventative steps
- Checked and signed off up to CEO



Emergency Response

- Wardens manage emergency response
- Wardens operate as per “Emergency & Evacuation Checklist”
- Proceed as per evacuation route to assembly area if alarm sounds or directed by wardens
- Contact warden re bomb threat



Dealings with Media

- Only the Mayor or the CEO make official comments to the media
- Authorization from the CEO must be obtained before any media engagement