



**Contractor Handbook**

Issue Number: 3  
Issue Date: March 2022  
Document Owner: Facilities Manager  
Responsible Authority: GM Tourism Operations  
Document Number: PRO-OHS-021  
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# **CONTRACTORS OCCUPATIONAL HEALTH & SAFETY HANDBOOK**

*INTRODUCTION TO THE PHILLIP ISLAND NATURE PARK SAFETY  
MANAGEMENT SYSTEM FOR CONTRACTORS AND THEIR  
EMPLOYEES*



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## 1. Introduction

Welcome to the Phillip Island Nature Park (Nature Parks) Contractor's, working guide to Health and Safety.

The purpose of this handbook is to bring together, in one document, the key safety information the contractors are required to maintain, and to assist in the responsibility of contractors in maintaining a safe workplace.

This handbook forms part of your induction into the Nature Parks 'Safety Management System'.

### ***Any Questions?***

If you have any questions regarding this Contractor handbook or safety at Phillip Island Nature Parks, please contact your Nature Parks Contractor Manager, or the Facilities Manager (see useful numbers at the end of this handbook)

## 2. Coronavirus – Covid 19 Contractor Responsibilities

Vaccination requirements are to be provided as per CHO and Victorian Government Directives.

<https://www.coronavirus.vic.gov.au/information-workers-required-be-vaccinated>

A Covid Safe Workplan as per CHO and Victorian Government Directives must be provided

<https://www.coronavirus.vic.gov.au/covidsafe-plan>

Do not attend our locations if you are experiencing:

- Fever, chills, or sweats
- Cough or sore throat
- Shortness of breath
- Runny nose

## 3. Safety Management System

Nature Parks has an OHS Manual (NP's OHS Safety Management System) in place to ensure the effective management of safety in all areas of operation, and a coordinated approach between Nature Parks and its business partners.



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Your Nature Parks' Contractor Manager, along with the Facilities Manager and OH&S Coordinator monitors safety with Nature Park business partners.

#### ***The 4 key safety principles***

- Leadership, commitment and competence by managers and staff is critical
- Safety is integral to business processes and delivered by management
- All incidents are preventable
- Measurement and review are critical elements in the system

#### ***What is the role of a contractor manager (Nature Parks)?***

- Review OHS Compliance documentation prior to contractor commencing works
- OHS and Site Inductions for contractors
- Ensure up to date and relevant information available for contractors and their employees
- Support the contractor in ensuring safety while on site
- Monitoring safety compliance
- Contact person for contractor while on site

#### ***What is my role as a contractor?***

- Complying with health and safety policies and procedures
- Identify and Control hazards and report them to Nature Parks
- Not causing or allowing bullying, harassment, or occupational violence and aggression
- Not taking shortcuts that may reduce the level of safety
- Signing in and out and notifying contractor manager of arrival and departure
- Comply with instructions given by Nature Parks representatives
- Showing up for work in fit condition
- Discussing concerns with Supervisor/Manager or Nature Parks Contractor Manager

## **4. Health and Safety Enforcement at Nature Parks**

Workplace Health and Safety is governed by the requirements of the Victorian Occupational Health and Safety Act 2004 and associated Regulations 2017.

The enforcement authority to ensure compliance is Worksafe.



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All companies operating at Nature Parks should ensure that all incidents, hazards and near miss incidents are reported to the OH&S Coordinator or the Contractor Manager and those accidents which constitute a 'Notifiable' incident under the Regulations are reported to the appropriate Authority (See - Incident Reporting and Investigation).

Like all employers, contractors have the responsibility to provide and maintain so far as is practicable for their employees a working environment that is safe and without risks to health.

Nature Parks shall take practicable measures to ensure that the workplace and means of access to and from the workplace are safe and without risks to health.

#### ***Powers of the enforcing Authority***

Under Section 98 of the Occupational Health and Safety Act, 2004, Worksafe Inspectors may for the purpose of the execution of the Act or regulations:

- Enter inspect and examine at all reasonable times day or night any workplace
- Take such equipment or materials as may be required
- Make such examination and inquiry as may be necessary to ascertain compliance to the Act or Regulations
- Examine any plant or substance or other thing at the workplace
- Take possession of any such plant or thing for further examination or use as evidence
- Take photographs, measurements, make sketches or recordings
- Require production of examine and take copies of documents
- Direct that the workplace or any part of the workplace to be left undisturbed
- Issue a prohibition notice

#### ***Failure to comply with Nature Parks requirements***

Contractors are advised that regular audits and site inspections are carried out by the Nature Parks to ensure contractors are meeting their obligations as defined in their induction and this handbook and its related policies and procedures.

It is a requirement that all contractors participate fully in these audits and inspections as failure to do so may result in termination of contractor services.

If a contractor fails to abide by the defined requirements a "Safety Non-Conformance" may be issued or in serious cases the contractor may be removed from site.



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Where a non-conformance is issued the contractor will be provided an opportunity to implement corrective actions and resolve their safety non-conformance.

#### ***Receipt of Notices from the enforcing Authorities***

Contractors issued with a letter or notice from Worksafe must immediately advise the Nature Parks OH&S Coordinator. A copy of the letter or notice must be forwarded to the OH&S Coordinator as soon as possible.

#### ***Information***

Further information can be obtained by contacting Worksafe.

### **5. Occupational Health and Safety Policy and Procedures**

Every Company in Victoria must, by law, have a Health & Safety policy. The Health and Safety policy should detail the important health and safety issues and the arrangements to deal with them. The manager's responsibilities will be contained within the policy.

All contractors operating at Phillip Island Nature Parks must follow the Nature Parks OHS Policy

The Policy states the clear commitment and responsibility of management to provide a working environment, plant and systems of work which are free, as far as possible, from risk of injury or disease.

The Policy outlines the responsibility of all contractors and employees to comply with our safety policy procedures.

### **6. Other Safety Policies and Procedures**

Through your OHS induction process you will have reviewed a number of relevant policies.

Phillip Island Nature Parks has a zero tolerance toward violence and aggression, and all contractors are expected to abide by the Nature Park's code of conduct and anti-bullying and violence requirements.

All contractors are to abide by the Child Protection and Safety policy. Ensure you have familiarised yourself and your employees of the requirements, including current Work with children's check if working with children.

All contractors must present in a condition fit for work. They must not be affected by alcohol or any form of drugs. If this is not complied with, they will be asked to leave the site and will be reported to the Contractor Principal.



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All Contractors must observe the No Smoking areas.

## 7. OHS Risk Management

Under the Victorian Occupational Safety Act 2004 and associated Regulations 2017, all employers must identify the risks to their contractors and employees and anyone that may be affected by the nature of their work.

Worksafe will ask to see copies of risk assessments (in the form of a SWMS), and permits to work following an incident.

It is a legal requirement to keep these risk documents up to date and other documentation on hand and signed off.

Contractor managers and contractors are responsible for ensuring that risks assessments in the form of a SWMS are carried out.

Any changes made after submitting these documents must be identified as soon as possible to the Contractor Manager.

### **Safe Work Method Statements (SWMS)**

Safe Work Method Statements (SWMS) must be completed and verified by your contractor manager for all contractors (excluding Low Risk contractors not engaging in physical work) before commencing any work on site at Nature Parks.

Worksafe Victoria provides a template for a safe work method statement.

<https://www.worksafe.vic.gov.au/resources/safe-work-method-statements-swms>

The below table provides Nature Parks minimum SWMS requirement checklist.

This list will be checked off by your contractor manager prior to works commencing.



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SWMS MINIMUM REQUIREMENTS CHECKLIST				
If NO is selected - works must not commence without approval from your Nature Parks Contractor Manager				
NO.	CONTENT	YES	NO	COMMENTS
1	Organisation, Location and a Description of works to be undertaken			
2	All applicable and relevant high-risk activities have been identified (see High-Risk Work Activities and Permit to Work System)			
3	In logical sequence from setup to pack up - all possible hazards and their risks have been identified, assessed and control measures considered using the hierarchy of control. Initial and residual ratings applied (see Hierarchy of Control and Risk Matrix)			
4	All Plant, Equipment, Tools, Hazardous Substances / Dangerous Goods have been identified			
5	All plant or equipment (owned or hired), documented in the SWMS, has an operating manual, prestart logbook, an up to date service history and is in good condition			
6	Safety Data Sheets (SDS) for Hazardous Substances / Dangerous Goods has been provided			
7	All Licences, Certificates, Verification of Competency and inductions are up to date and provided			
8	All procedures / documentation comply with relevant Victorian OHS laws i.e., OHS Act 2004			
9	All steps have a responsible person to manage / supervise the implementation of controls			
10	The SWMS includes a sign-off page including all employees undertaking the work – check it is signed by each employee			

All relevant risk documentation, safe work method statements, and reference documents are to be provided to your Nature Parks Contractor Manager and uploaded to the contractor portal prior to work commencing.

**Permit to Work**

A Permit to Work is required if your works include any of the following:

- Hot work
- Working at height
- Confined space entry
- Ground Excavations
- Electrical isolation
- Fire system impairments

Please contact your Contractor Manager to assist you in managing this process.





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## 8. Incident /Hazard Reporting and Investigations

Incidents, hazards and near misses that affect or may affect any visitor, contractor, employee, or other person on-site site, must be recorded & reported to the Nature Park's Contract Manager of OH&S Coordinator.

Under certain circumstances, it may also be necessary to report incidents to Worksafe.

All incidents, hazards and near miss incidents should be followed up and investigated to prevent a re-occurrence.

An investigation of underlying causes of incidents, hazards or near misses, provides an opportunity to incorporate improvements in the safety management system which:

- Enhances the robustness of the safety management system, and
- Reduces the likelihood of similar incident occurring

Any notifiable injury, disease or dangerous occurrence which occurs in a Nature Parks, managed or common user area, must be reported as soon as possible by any third party to the Nature Parks' OH&S Coordinator, and Contractor Manager or, if out of normal office hours to the Chief Warden.

This should be done initially by telephone and followed up with written confirmation. Additionally, any injury which occurs whilst using any Nature Parks equipment must be reported in the same way

### ***Worksafe Reportable Incidents***

The Victorian Occupational Safety Act 2004 requires certain accidents involving injuries, diseases, and dangerous occurrences to be reported to the PINP and Worksafe immediately after becoming aware of a notifiable incident including:

- death of a person
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient in a hospital
- a person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving, scalping), electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment)

You must also report the following incidents if they expose a person in the immediate vicinity to an immediate risk to the person's health and safety



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- registered or licensed plant collapsing, overturning, failing, malfunctioning or damage to the plant
- collapse or failure of an excavation, or shoring supporting an excavation
- collapse or partial collapse of a building or structure
- implosion, explosion, or fire
- escape, spillage, or leakage of any substance including dangerous goods
- the fall or release from a height of any plant, substance, or object
- in relation to a mine the
  - overturning or collapse of any plant
  - inrush of water, mud, or gas
  - interruption of the main ventilation system

For more information refer to

<https://www.worksafe.vic.gov.au/report-incident-criteria-notifiable-incidents>

In addition, the employer must provide a written report of the incident to the Authority within 48hrs of the initial report.

In addition to the reporting requirements the employer must ensure that a copy of the record is kept for at least 5 years.

**Note: External authorities such as Worksafe or the Coroner may investigate major accidents independently.**

#### **Information**

Any queries concerning accident reporting or investigations should be made to the Phillip Island Nature Parks OH&S Coordinator

## **9. Training Records**

A copy of all relevant training records, certifications & licences must be provided to the Nature Park's Contractor Manager through the registration process.

## **10. Dangerous Goods/Chemical Management**

Any hazardous substances or dangerous goods (i.e., chemicals) brought onto a Nature Park site, must be accompanied with the appropriate SDS.



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***Copies of SDS's are to be made available to the Nature Park's Contract Manager on request.***

### 11. Electrical

Any electrical source that requires isolation must be "tagged out" and a tag with the contractors' details put in place.

All electrical items brought into the Nature Park must be tested & tagged according to AS/NZS 3760:2010

***Note: Any isolation of electrical systems are to be notified to the Nature Park's Contractor Manager before commencement.***

### 12. Emergency Management and Evacuation

In the event of an emergency the Nature Parks has an emergency management response team. This team is responsible for the management and coordination of emergency responses and where necessary evacuations. Please follow their instructions.

### 13. Contractor Site Attendance – Sign in and out

When working on a Nature Parks site, all contractors and their workers will have undertaken an online induction.

All contractors have the option of downloading the following work sign in app to sign in/out

<https://apps.apple.com/us/app/work-sign-premium/id1475130489>

Alternatively, all occupied buildings and sites will have a Contractor QR Code clearly labeled at the front entrance of the building for you to use to sign in and out.

If the QR code or App is unavailable, please contact your contract manager to notify them of your attendance and departure at the site.

### 14. Working with Wildlife

Phillip Island is home to a diverse variety of wildlife some of which are protected and endangered.



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Our contractors have a duty of care to protect wildlife that may be impacted by any works being undertaken.

Cease work immediately if wildlife is in danger due to your work until the wildlife moves out of your work zone.

If you encounter the following, contact Wildlife Rescue on 0409 558 482 (will divert to Wildlife Vic AH)

- If the wildlife is injured
- If the wildlife needs to be moved from the work site due to potential injury

To help minimize impact to wildlife:

- Ensure that all rubbish and work materials are cleaned up daily and stored appropriately
- Check under and around machinery prior to operating or moving
- Take care not to enter wildlife habitat areas unnecessarily, as walking into their habitat may cause burrows to collapse trapping or killing the animals within
- Clean up and report any chemical spills immediately and do not dispose of chemicals or other waste products in the environment

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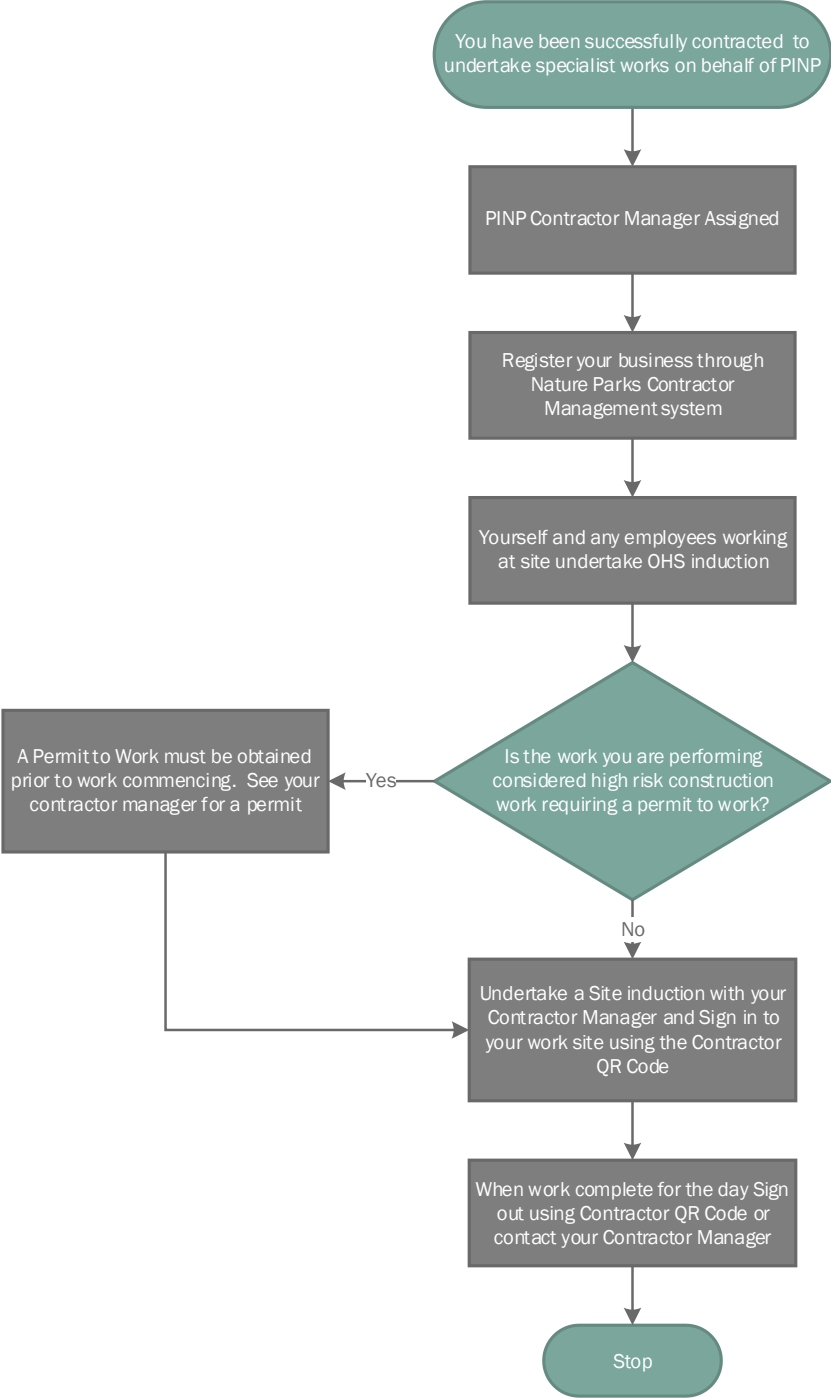
**15. Useful Telephone Numbers and Contacts**

The following is a list of Phillip Island Nature Parks key contacts and fault-reporting numbers for your quick reference.

<b>POSITION</b>	<b>CONTACT NUMBER</b>
Phillip Island Nature Park – Assistant Operations Manager	0407 990 198
Phillip Island Nature Park – Facilities Manager	0437 131 960
Phillip Island Nature Park – Chief Warden	0427 070 268
Phillip Island Nature Park – OHS Coordinator	0458 014 679
Phillip Island Nature Park – Ground Services Supervisor	0448 645 796
Phillip Island Nature Park – Ranger in Charge	0428 258 077
Wildlife Rescue 7:30am to 4:00pm	0409 558 482



**16. Contractor Initiation Workflow**





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## 17. Document Review

**Document reviewed by:**

- Facilities Manager
- Assistant Operations Manager
- Major Works Project Manager
- OHS Coordinator
- Tourism Operations Manager