

# **Health, Safety and Environment (HSE) requirements for contractors**

Version: 06 Dec 2024



# Contents

<b>1</b>	<b>Introduction</b> .....	<b>3</b>
<b>2</b>	<b>Getting started</b> .....	<b>3</b>
2.1	Prequalification	3
2.2	HSE in the bidding process	3
2.3	Contract risk assessment	4
2.3.1	<i>Construction work</i>	4
2.3.2	<i>Minimal risk contracts</i>	4
2.4	HSE induction for contractors	4
2.5	Site inductions	4
2.6	Safety in design report	5
2.7	Work authority	5
2.8	Inspections and audits	5
2.9	Contractor evaluation	5
<b>3</b>	<b>General HSE requirements</b> .....	<b>6</b>
3.1	Work Health and Safety (WHS) and Environment policies	6
3.2	Risk management	6
3.3	Water Corporation Safety Essentials	6
3.3.1	<i>Confined space</i>	7
3.3.2	<i>Electricity</i>	7
3.3.3	<i>Energy release</i>	8
3.3.4	<i>Excavations</i>	8
3.3.5	<i>Falls</i>	8
3.3.6	<i>Hazardous materials</i>	9
3.3.7	<i>Lifting</i>	10
3.3.8	<i>Mobile plant</i>	10
3.3.9	<i>Vehicles and trucks</i>	11
3.4	Other requirements	11
3.4.1	<i>Personal Protective Equipment (PPE)</i>	11
3.4.2	<i>Alcohol and other drugs</i>	11
3.4.3	<i>Concrete and masonry cutting and drilling</i>	11
3.4.4	<i>Prohibited equipment/materials</i>	12
3.4.5	<i>Trenchless technology</i>	12
3.4.6	<i>Hot work</i>	12
<b>4</b>	<b>Minimum safety standards for AS4000 and AS4902 contracts</b> .....	<b>13</b>
4.1	Supervision	13
4.2	Subcontractor management	13
4.3	Working around services	14
4.4	Temporary works	14
4.5	Site establishment	14
4.6	Site inductions	15
4.7	Mental health	15
4.8	Welfare facilities	15
4.9	Assurance and reporting	16
<b>5</b>	<b>Contractor HSE reporting</b> .....	<b>17</b>
5.1	Incident reporting	17

5.2	Monthly performance reporting	17
5.3	Regulatory notices reporting	17
<b>6</b>	<b>Definitions and abbreviations .....</b>	<b>18</b>
<b>7</b>	<b>Attachments .....</b>	<b>20</b>
7.1	Work Health and Safety (WHS) management plan	20
7.2	Construction Environment Management Plan (CEMP)	22
7.3	Contractor incident report form	23
7.4	Referenced Water Corporation documents	25
7.5	Document revision history (last 3 changes)	25

## 1 Introduction

This document outlines Water Corporation's general HSE requirements and applies to all contracts. It is available to download from the health and safety page on our website [watercorporation.com.au](http://watercorporation.com.au).

Contractors must comply with all legislated HSE requirements in addition to our specific requirements outlined in this document.

Any deviation to the requirements stated in this document must be through management plan acceptance and approved on a case-by-case basis for each contract. A coversheet detailing deviations must be provided with the management plan.

Definitions can be found in section 6.

## 2 Getting started

General requirements that apply to contractors are outlined in this document. Additional HSE requirements specific to the scope of work may need to be addressed. These will be outlined in contract documents.

### 2.1 Prequalification

Prequalification ensures that contractors have appropriate HSE systems in place to identify and control risks associated with the services they provide.

Suppliers must complete an application to register interest to work with Water Corporation.

[How to register as a Water Corporation supplier or contractor.](#)

Based on selected work categories, the system generates a list of HSE system documents that must be uploaded to the supplier profile.

Contractors will only be eligible to complete work within the categories for which they hold current HSE prequalification.

To find out the status of a pending HSE prequalification assessment, or to check information about an existing HSE prequalification status, access our [supplier portal](#).

### 2.2 HSE in the bidding process

The HSE bidding process may include an evaluation of:

- HSE prequalification status
- bidder's HSE submission including:
  - HSE systems and past performance
  - proposals for addressing HSE risks e.g. risk register, Safe Work Method Statement (SWMS) or Safe Work Procedures (SWPs)
  - company licences (such as demolition licence or asbestos removal licence)
  - HSE management plans
  - HSE management system certification (where applicable ISO 45001)
- performance on previous contracts with Water Corporation
- completion of similar work (type of work /size of contract, for either Water Corporation or elsewhere).

We may apply additional or alternative HSE selection criteria or processes for large or long term contracts.

## 2.3 Contract risk assessment

Prior to arranging bids, or awarding a contract, Water Corporation's contract manager will assess the level of risk.

### 2.3.1 Construction work

For construction work when there are five or more people working on site, the contractor:

- provides a contract-specific Work Health and Safety Management Plan (WHSMP) (the contract manager may require the plans to be varied)
- consults with all relevant parties to identify, assess and control significant risks and documents in a construction risk register.

Where moderate or high risk construction activities are identified as causing environmental harm, the contractor must provide a contract-specific Construction Environmental Management Plan (CEMP).

The risk register forms a part of the WHSMP and CEMP.

SWMSs are required for identified high risk construction work.

Guidelines for the development of the WHSMP and CEMP are in section 7.

**Note** *Bidders describe methods for addressing significant risks during the bid phase, and this information must be addressed in the risk register and carried through to the WHSMP, CEMP, SWMS or SWPs after contract award.*

The contract manager arranges a prestart meeting involving the contractor and other stakeholders.

### 2.3.2 Minimal risk contracts

The contractor submits SWPs and SWMS to the contract manager as evidence of how risks will be managed. The contract manager may require these to be varied.

## 2.4 HSE induction for contractors

All contractor and subcontractor workers must complete the contractor HSE induction prior to commencing work.

The [Contractor HSE Training](#) is available online. Registration with a unique email address is required.

Some low risk nonconstruction contracts may not require a HSE induction, see your Water Corporation representative if unsure.

Following successful completion of the training, workers will generate an E-card, which must be presented on request when working on a Water Corporation site. To assist in verification on site, a form of photo identification may also be required.

## 2.5 Site inductions

Some Water Corporation sites require a Water Corporation site specific induction which will be specified in the work authority (section 2.7).

The contractor is required to maintain a site induction register for their workers and subcontractors. The contractor's induction must communicate Water Corporation requirements with relation to HSE. Induction records are to be maintained and provided to Water Corporation upon request.

The contractor provides instruction to all workers (including subcontractors) in SWMSs and SWPs relevant to their contract work.

## 2.6 Safety in design report

The contract manager will make available to the contractor the safety in design report where works are designed by Water Corporation or its design consultants.

Where the contractor is also the designer, the contractor must provide a safety in design report to Water Corporation.

## 2.7 Work authority

Contractors may only work on Water Corporation assets with written authorisation from the operations team with day-to-day control of the asset. Contractor work authorities are required and must be available on site for the duration of the work. Standard notice period for a low impact work authority is five days. 2 - 6 weeks' notice is required if the work is likely to cause a service disruption to customers or requires operational resources to support. Contractor supervisors receiving work authorities are required to do Work Health and Safety (WHS) permits online training to work under this system. Training can be accessed via [our training website](#).

Hazards will vary between locations and assets due to different designs, previous upgrades, and operational requirements. Some projects may require multiple work authorities. These typically involve work:

- that has complex interaction with assets
- that requires multiple crews or locations
- occurring on separate and intermittent occasions.

Contract documents will indicate where work authorities are required. The Water Corporation representative (contract manager) will facilitate the work authority and notify the contractor once approved.

A contractor work authority is not required when the contractor is directly supervised by the relevant Water Corporation operations team.

## 2.8 Inspections and audits

The contract manager conducts a startup/kickoff in the early stages of all contracts. This meeting discusses HSE assurance processes for the duration of the project considering the contractor's job specific safety documentation, contract HSE requirements and Water Corporation's assurance program.

The contractor undertakes inspections and audits to satisfy Water Corporation that the contractor is complying with legislative requirements, requirements of this document, the contractor's management plans and other risk documentation. Inspections must be at least monthly and audits must be as per the audit schedules in management plans. Inspections and audits must be made available to Water Corporation on request.

Water Corporation may conduct additional site visits, inspections, and audits throughout the contract. The contract manager provides performance feedback through progress meetings and formal vendor evaluations.

## 2.9 Contractor evaluation

The contract manager evaluates the contractor's HSE performance regularly. This information is used in assessing the contractor for future works.

### 3 General HSE requirements

#### 3.1 Work Health and Safety (WHS) and Environment policies

We are committed to caring for our people, our community, and our environment. Our WHS and Environment policies set the foundation for this commitment. Everyone who works for or on behalf of Water Corporation must recognise and align with this commitment. Our policies are available on our website.

#### 3.2 Risk management

The contractor must ensure that hazards are identified, assessed and controls put in place to manage the risk of all activities. Risk assessments must be fit for purpose, and risk decisions documented and monitored to ensure risks remain managed.

Controls are to be selected to reduce risks to So Far As Is Reasonably Practical (SFAIRP).

Hierarchy of control is to be used in determining risk controls and SFAIRP.

Risks associated with temporary and permanent changes to design, operations, processes, assets, plant, and materials must be assessed and managed before the change occurs. The contractor must retain evidence of management of change assessments.

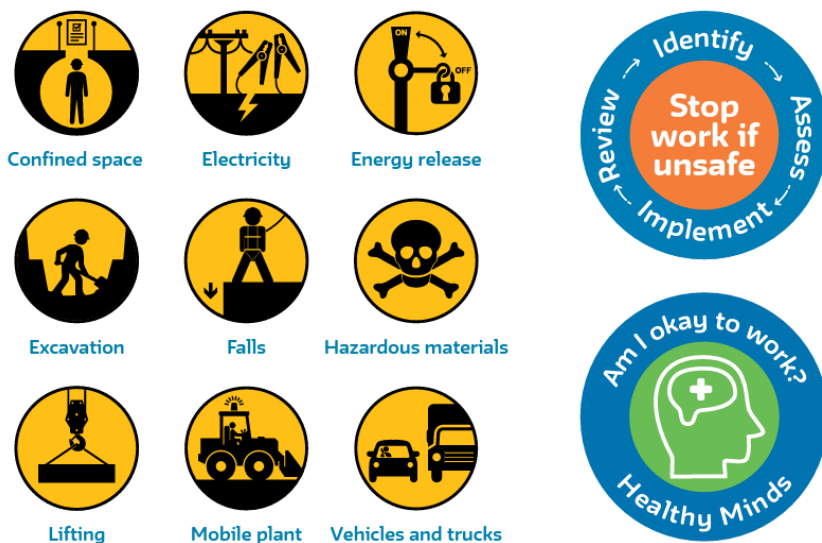
In addition to all legislated HSE requirements and the Safety Essential mandatory requirements, contractors must comply with the following Water Corporation specific requirements:

- S152 Public safety at construction sites
- Lock Out Tag Out (LOTO) procedure
- Pipeline voltage procedure.

#### 3.3 Water Corporation Safety Essentials

Safety Essentials are mandatory requirements for our high risk activities. Each Safety Essential describes the processes and systems that must be established and maintained to conduct the work safely and minimise the potential for harm. The mandatory requirements are detailed in our Safety Essentials Leader's Guide, which is available on our website.

The Healthy Minds Safety Essential is a prompt for workers to remain psychologically safe, as well as, physically safe.



### 3.3.1 Confined space

Confined space entries must be done as per WorkSafe WA Code of Practice: Confined spaces and have a specific rescue plan in place. The rescue plan, including a test of rescue equipment must be completed as a part of the pre task safety discussion. The standby person must not be assigned any duty other than controlling entry of persons, testing atmospheres, and monitoring the wellbeing of entrants. The standby person must not enter the confined space for any reason while they are the standby, including activating a rescue.

Confined space permits must only be valid for one day. If the task exceeds one day, a new permit is required for each day.

Contractors may use their own confined space permit system when working on a Water Corporation controlled site provided the system has been assessed as meeting or exceeding Water Corporation requirements. This assessment must be documented on the contractor work authority by the authorised person.

Where contractors have possession of site, the contractor must have a process to address confined space work. This process must be documented and submitted with management plans.

### 3.3.2 Electricity

#### 3.3.2.1 *Electrical safety in metallic pipeline construction*

Some hazards are unique to metallic pipeline construction, relevant to only certain pipelines. Where applicable, the risk and construction controls must be in the safety in design report.

#### 3.3.2.2 *Pipeline voltage mitigation*

Certain existing metallic Water Corporation pipelines are potentially affected by hazardous touch voltages induced in the pipeline from adjacent power lines. The risk and construction controls must be in the safety in design report. For work on these pipelines, Water Corporation's Pipeline voltage procedure applies.

#### 3.3.2.3 *High Voltage (HV) switching*

Contractors must not perform HV switching on a Water Corporation asset unless the Water Corporation HV Switching Authorising Officer has approved the methodology.

#### 3.3.2.4 *Metallic water services and electricity*

There may be an electrical risk when water services (including pipework, valves, meters) are near electrical installations or utility services. This risk is increased where there is:

- flooded ground near electrical installations or utility services
- water services that may be electrified through secondary neutral earthing if the continuity of a metallic service has been disconnected (e.g. a missing water meter).

Where the risk could exist, the following controls are required:

- bridging cables prior to disrupting the continuity (e.g. cutting/removing a section) of any metallic service
- a form of voltage measuring device to test the pipe or ground
- gloves rated class 00 electrically insulated before touching the service or wet ground
- nonconductive electrical hazard safety boots or wellington boots (if boots are saturated with water or wet on the inside, do not start the testing).



### 3.3.3 Energy release

Contractors must have an isolation system in place, which includes the requirement to isolate and lock dangerous energies. Contractors may use their own isolation systems, unless the energy source is originating from a Water Corporation asset, in which case Water Corporation's Lock Out Tag Out (LOTO) procedure applies.

Contractors may only work on Water Corporation isolated plant with written authorisation from the operations team with day-to-day control of the asset. Isolation permits (or basic isolation detailed on the contractor work authority) are required before work can commence. Contractors must complete training in Water Corporation WHS permits to work under this system. Training can be accessed via [our training website](#).

### 3.3.4 Excavations

Contractors must manage all excavation work as per WorkSafe WA Code of Practice: Excavation and engage and identify competent people, as defined in the code, to be responsible for the design and supervision of excavations. If the contractor is working with multiple excavations at different locations simultaneously, the contractor must have a nominated competent person supervising work at each location. Daily recorded inspections are required for excavations >1.5m or where there is a risk of collapse.

### 3.3.5 Falls

#### 3.3.5.1 General

Selection of risk controls for fall prevention must adhere to the following order of hierarchy:

- working on the ground
- fall prevention device (fence, edge protection, temporary work platform, cover)
- work positioning system
- fall arrest system
- administrative controls.

Both work positioning and fall arrest systems require workers to be in a harness and appropriately secured to rated anchorages. Workers must be trained in the use of these systems before use and must not work alone. Rescue plans must be in place when workers are working in limited free fall and fall arrest.

#### 3.3.5.2 Grid mesh

New grid mesh, installed as part of a new asset or modified asset, must be inspected during the final WHS inspection for the project, prior to handover.

If existing grid mesh is temporarily removed, a protective barrier or exclusion zone must be in place immediately. Grid mesh reinstatement permits, authorised by a Water Corporation operational manager, are required before the grid mesh can be put back into operational service. Training can be accessed via [our training website](#).

#### 3.3.5.3 Portable ladders

Portable extension or single ladders should only be used for access or egress and must be secured in position and extend 900 mm beyond the landing height. Portable ladders are not to be used as a work platform unless alternative safer methods are not practical (e.g. elevating work platforms, scaffold, and platform ladders). Ladders may only be used for light duty work, where the work can be done with one hand (maintaining three points of contact) and work does not require the use of leverage force. Ladders must not be left unattended in a public place.

Contractors must use a fall arrest system on portable ladders greater than 3m. Twin lanyard systems must not be used on portable ladders.

#### 3.3.5.4 *Fall arrest systems*

Fall arrest systems should only be considered if higher level controls (working at ground level, fall prevention devices, or work positioning systems) is not practical.

### 3.3.6 **Hazardous materials**

#### 3.3.6.1 *Asbestos*

Asbestos may be present on some of our sites, in assets, buildings, building materials and the natural environment. Previously identified asbestos is recorded in our asbestos asset database, Lupin, which is available on most sites via QR code reader. Contractors must not assume that all asbestos has been located, and identify and manage asbestos in the workplace as per Work Health and Safety Commission Code of Practice: How to manage and control asbestos in the workplace.

Where asbestos is not previously identified during the execution of the contract, the contractor must immediately stop work in the vicinity of the asbestos affected areas and notify the contract manager for direction.

Where contractors are engaged to remove asbestos, the contractor must submit an asbestos control plan to the contract manager, addressing the safe removal of the asbestos, methods to control air pollution and worker safety, disposal details and include the applicable asbestos removal licence details.

Removal of asbestos containing material must comply with the Work Health and Safety Commission Code of Practice: How to safely remove asbestos. Contractors must obtain all necessary permits relating to asbestos removal, transport, and disposal.

#### 3.3.6.2 *Hazardous pipe coatings*

Coated pipes (bitumen or coal tar wrapped pipe) may contain Poly Aromatic Hydrocarbons (PAH), Polychlorinated Biphenols (PCB) or asbestos. PAHs, PCBs, and asbestos are known carcinogens. Over time coatings degrade exposing the fabric wrap which can flake off as it becomes brittle. It's common for fragments of bitumen and fabric wrap to fall off, particularly if handled by heavy machinery. Before working on coated pipes determine:

- what's in the coating, which may involve testing for PAH/PCBs/asbestos
- controls to manage the risk of exposure, including prohibiting grinding and hot work activities which could generate fumes
- the waste disposal needed, if it contains PAHs or PCBs, a class 5 waste facility is required.

#### 3.3.6.3 *Hygiene (wastewater, surface water, ground water and soils)*

Wastewater pathogens include, but are not limited to Hepatitis A, Hepatitis B, Tetanus and Polio. Infection and contamination can occur through:

- contact with open wounds and lacerations, or dermal contact for some contaminants
- splashing eyes, nose or mouth, or hand-to-mouth contact (via eating, drinking, or smoking) or inhalation
- taking contaminated clothing/footwear home from the workplace.

It's important to note, the infectious risk may still be present even if the wastewater is dried, so controls apply to both wet and dry wastewater products.

Controls must include:

- awareness of risks and personal hygiene techniques (induction)
- provision and use of personal protective equipment (gloves should be either disposable, decontaminated after use or dedicated for use at the site)

- provision of site amenities
- prompt disinfection and dressing of wounds, cuts, and lacerations.

Blood testing (serology) or vaccination is also recommended for people working with wastewater.

### 3.3.7 Lifting

Contractors must have a system in place that identifies critical lifts. Critical lifts must be planned and documented (such as a lift plan) and controlled by a dedicated responsible person (such as a critical lift controller).

Loads must never be suspended from anything other than a designated lifting point (e.g. not from bucket teeth).

Tag lines must be used wherever practical to guide a load. Tag lines must be at least 16mm in diameter and be made of nonconductive material. Natural or synthetic rope can be used for tag lines. The person guiding the load must not be in the line of fire from either the load or the mobile plant.

Where a lift traverses (pick and carry), before commencing the lift:

- the route of travel must be identified and
- a safe method of maintaining the exclusion zone for the entire route, where practical this is to include a visible delineation.

### 3.3.8 Mobile plant

Plant must not be operated unless there is a method of preventing unauthorised access to the plant operating area. A spotter is required when operating near overhead or underground services, near an open edge, or close to other workers. Prestarts must be completed and recorded on all mobile plant. Servicing and maintenance must be up to date and in accordance with manufacturer's instructions.

Mobile plant requiring a high risk work licence must not be operated unless the correct class of licence is current. Operators of other mobile plant (not requiring a high risk work licence) must be assessed as competent as per [www.training.gov.au](http://www.training.gov.au):

- front end loaders (FEL)
- backhoe
- bobcat
- excavator
- dragline
- dozer (wheeled and tracked)
- graders
- rollers
- scrapers
- tip trucks (articulated and nonarticulated)
- combined units (e.g. backhoe/front end loader)
- multipurpose plant (e.g. telehandlers) that is not being used as a mobile crane or elevated work platform.

The assessor must be competent and have experience in the operation of the type of plant they are assessing. As a minimum, they must hold certificate IV in training and assessment (TAE40122).

### **3.3.9 Vehicles and trucks**

#### *3.3.9.1 Use of electronic devices in vehicles*

Where contractors are working on sites controlled by Water Corporation, electronic devices must not be touched in any way while driving. This does not include radios used for plant movement communications. Drivers may use mobile phones handsfree as per the WA Road Traffic Code.

### **3.4 Other requirements**

#### **3.4.1 Personal Protective Equipment (PPE)**

Operational site PPE standard must be complied with: long sleeve, long pants, gloves carried on person, hat with flap or brim, safety footwear, safety eyewear, and high visibility (day standard minimum). Construction site PPE includes the above minimum and; hard hat with flap or brim, and lace up safety footwear. All other PPE is to be risk based and defined within risk registers/SWMSs. Some locations may have site specific requirements which will be specified via work authorities or site inductions.

Where respiratory protection is required, contractors must ensure workers are supplied with suitable equipment and have regular respirator fit testing. Satisfactory fit requires workers to be clean shaven (or have only facial hair that does not interfere with the facial seal).

#### **3.4.2 Alcohol and other drugs**

We are committed to providing safe, healthy, and productive workplaces. This includes ensuring that workers do not come to work under the influence of alcohol or other drugs. Limits are 0.00 g/ml for alcohol, and as per cut off concentrations in Australian Standards AS4308 (urine) and AS4760 (oral fluid) for other drugs.

Where contractors are working on a Water Corporation site on a day of random testing, contractor and subcontractor workers must comply with testing requirements. For-cause testing may also be required if workers display concerning behaviours or after an incident has occurred.

Failure to participate in testing or a positive test result may result in the individual's removal from site, and we reserve the right to deem the person unsuitable for working with or on behalf of Water Corporation on a temporary or permanent basis.

Where contractors have possession of site, the contractor must have a process in place to address alcohol and other drugs. This process must be documented and submitted with management plans. The contractor must retain reports of this data and make this information available to us on request.

#### **3.4.3 Concrete and masonry cutting and drilling**

Contractors must manage all concrete cutting and sawing work as per the WorkSafe WA Code of Practice: Concrete and masonry cutting and drilling and engage competent persons to be responsible for the methodology and supervision of the work. If the contractor is working at multiple locations simultaneously, the contractor must have a nominated competent person supervising work at each location.

Operators of concrete and masonry cutting and drilling equipment must be trained by a registered training organisation (RTO) to:

- RIISAM204 Operate small plant and equipment (for diamond blade and water cooled concrete and masonry saws that are either hand held, fixed to tracks, or fitted to trolleys).

Operators of wire line concrete saws must be competent and have received formal training in the use of such equipment. The contractor must retain records of such training and make this information available to us on request.

### 3.4.4 Prohibited equipment/materials

The use of 9" grinders is prohibited on all our sites.

Blasting or the use of explosives is prohibited on our sites unless otherwise stated in the contract's site specific content.

### 3.4.5 Trenchless technology

Trenchless technology operators must hold a Certificate III in Civil Construction (Trenchless Technology) or a Certificate III in Drilling (Trenchless Technology) with the relevant unit or units for new installations as follows:

- RIICTT301 Conduct fluid assisted directional boring
- RIICTT302 Conduct impact moling, ramming and augering operations
- RIICTT303 Control micro tunnelling and pipe-jacking operations.

### 3.4.6 Hot work

Hot work includes grinding, welding, thermal or oxygen cutting or heating, or any other heat or spark producing task (e.g. use of metal blades on a brush cutter).

A hot work permit is required for any hot work (both field work and indoor work) except when it is conducted in:

- a fire safe area such as a designated welding bay workshop or a workshop with temporary welding screens or bays
- an area where the Bureau of Meteorology's (BOM) fire danger rating is 'no rating to moderate' – applicable to field work only.

Hot work permits must be valid for one day only. If the task exceeds one day, a new permit is required for each day.

Hot work must have a 5m fire exclusion zone, where all flammable material is cleared, covered, wetted, or otherwise protected. Hot work requires a continuous post hot work fire watch, based on the following:

Normal conditions	Minimum <b>20</b> minutes after hot work stops
Fire danger rating of extreme or above	Minimum <b>30</b> minutes after hot work stops
Indoor works	Minimum <b>60</b> minutes after hot work stops

Under total fire ban, follow Department of Fire and Emergency Services (DFES) requirements.

Contractors may use their own hot work permit system when working on a Water Corporation controlled site provided the system has been assessed as meeting or exceeding our requirements. This assessment must be documented on the contractor work authority by the contract manager.

Where contractors have possession of site, the contractor must have a process in place to address hot work. This process must be documented and submitted with management plans.

## 4 Minimum safety standards for AS4000 and AS4902 contracts

These minimum safety standards apply to our AS4000 and AS4902 contracts.

Contractors must meet the minimum safety standards when submitting bid or demonstrate they will be met prior to commencing work.

Water Corporation may, at its complete and sole discretion, amend, vary, or waive the minimum safety standards. Bidders may request to change a standard via bid documentation.

### 4.1 Supervision

Site supervisors must:

- have a minimum of five years' construction supervision experience  
or
- have two year's construction supervision experience, and have, or have commenced, a Certificate IV in Civil Construction Supervision, Leadership and Management or Work Health and Safety (WHS).

The following units must be completed, either within the Certificate IV or separately:

- BSBWHS415 - Contribute to implementing WHS management systems
- BSBWHS414 - Contribute to WHS risk management.

Note: the maximum enrollment period for the Certificate IV course is three years.

- There must be a demonstrable level of due diligence for recruitment of site supervisors that have been with the contractor for less than six months.
- Site supervisors must always be onsite and visually identifiable.
- Change in site supervisor (new supervisor, shift change etc.) must be documented as per the management of change process and communicated to workers.
- Site supervisors must not perform construction work when there are more than five workers across all work fronts.
- There must be a minimum of one site supervisor for every 10 workers.
- The site supervisor can oversee multiple work locations under one possession of site (POS) for up to 10 workers, provided there is a designated person in charge at each location, such as a leading hand. Where higher risk construction work is occurring, supervision levels at each work location must be assessed and defined.
- Where there are 10 or more workers on site simultaneously, a WHS resource (with a minimum of five years' construction experience and a Certificate IV in WHS) must be allocated to the site for at least 50% of the time while work is ongoing.
- Where there are 21 or more workers, an additional site supervisor and 100% WHS resource is required.

These ratios apply to workers engaged in construction activities on site. It excludes those not directly involved, such as traffic controllers, service locates, or monitors.

1-10 workers	1 site supervisor
11- 20 workers	2 site supervisors and WHS resource (50%)
21+ workers	3 site supervisors and WHS resource (100% during high risk construction)

### 4.2 Subcontractor management

- A contract-specific WHS management plan must include provisions for subcontractor management including selection, supervision, inclusion, and evaluation.
- Contractors must involve subcontractors in the work planning and construction risk register.

- Contractors must update the construction risk register when new subcontractors are engaged, prior to them commencing work, to ensure they understand the contract risks and controls.
- Works under contract (WUC) must only be subcontracted two levels unless otherwise approved by the contract manager.
- All subcontractors, including Water Corporation panels, must be managed under the site-specific WHS management plan.
- Subcontractor supervisors that do not meet the requirements under supervision are not included in the ratio as site supervisors.

### 4.3 Working around services

- Before You Dig Australia (BYDA) certified service locators must be engaged to assist in locating each service before excavation works begin.
- Site supervisors involved in ground disturbing activities and workers who locate services must be trained in how to identify, locate and protect underground services (RIICCM202).
- All other workers in ground disturbing activities to complete awareness training delivered by BYDA or equivalent.
- Once services are located and marked, nondestructive (e.g. vacuum) or nonmechanical (e.g. shovel) methods must be used to positively identify each service.
- Mechanical excavation is only permitted when breaking the pavement and once services are positively identified, clearly visible and adequately protected.
- Trained workers must continually locate and verify services throughout the task using service locating equipment.
- When overhead powerlines are within the vicinity of the worksite, physical or mechanical barriers must be in place to maintain approved safe distances to the powerlines.

### 4.4 Temporary works

Temporary works are parts of the work that allow or enable construction of, protect, support, or provide access to, the permanent works and which may or may not remain in place at completion of the works. Examples include earthworks (trenches, excavations), structures (formwork, falsework, propping), equipment foundations (tower crane bases, supports).

- There must be a procedure for managing temporary works, including temporary works by subcontractors.
- A temporary works register is required which identifies the competent persons responsible for planning, designing, authorising, supervising, and inspecting temporary works.
- A formal consultation and escalation process to manage changes to temporary works plan must be in place to ensure the authorised person approves to proceed.
- A review of the risk register must be done for all changes escalated to authorised person, and outcomes communicated at the project progress meeting.

### 4.5 Site establishment

- A site establishment plan must be in place and included as part of the contract-specific WHS management plan.
- All walkways identified in the site establishment plan must be established using hard materials.
- Pedestrians and workers must be segregated from any mobile plant using appropriate hard barricading.
- Hardstand areas are required for stores, laydown, and fabrication areas.

## 4.6 Site inductions

- All site supervisors and project managers must complete Water Corporation's Site supervisor induction. To register for this induction, email [SafetyandWellbeing.BusinessAdministration@watercorporation.com.au](mailto:SafetyandWellbeing.BusinessAdministration@watercorporation.com.au).
- All site-specific inductions must be conducted by those that have completed Water Corporation's Site Supervisor Induction.
- Site inductions must include an assessment element to ensure people clearly understand the induction before being allowed onto the site.
- Every worker must complete Water Corporation's Contractor HSE Induction (as per section 2.4) before commencing work, including subcontractors, with records available onsite.
- Contractor site inductions must contain specific information about the hazards and risks an individual will be exposed to when onsite, including mental health considerations.

## 4.7 Mental health

- Contractors must have a documented mental health process in place.
- Contractors must have a corporate annual health and wellbeing program to advocate for topics relevant to their workforce.
- Contractor's construction risk register must include mental health as a risk and included in the site-specific WHS management plan.
- All workers must have access to external professionals that specialise in mental health support.

## 4.8 Welfare facilities

- Contractors must plan the number, type, and location of welfare facilities by considering factors such as the size of the site, duration of the work, and the number of workers on the site.
- All sites must have male and female toilets with:
  - appropriate water flushing facilities
  - overflow alarms
  - good ventilation and lighting
  - provision (including maintenance and emptying) of sanitary disposal units
  - daily cleaning.
- All sites must have wash facilities:
  - available next to both toilet and changing areas (if change areas are present)
  - basins large enough for people to wash their face, hands, and forearms
  - hot and cold water
  - soap and towels/dryers.
- All sites must have crib facilities with:
  - provision for workers to take breaks and shelter from the weather
  - provision for securing personal items (e.g. lockers, vehicles, offices)
  - bins emptied daily and be clean and tidy
  - appropriate heating and cooling
  - adequate supply of drinking water either from a mains supply or from suitable containers
  - a way of heating food and water for drinks
  - cold storage facilities (fridge)
  - recycling facilities (waste, paper, etc.).



- Where there is a risk of contact with wastewater or contaminated ground, showers with hot and cold water must be available where there are more than five people onsite.

#### **4.9 Assurance and reporting**

- Contractors must participate in Water Corporation's safety culture survey when requested.
- Contractors are required to complete an annual surveillance audit or third party system audit.
- Contractors must have a formal internal audit schedule in place that is approved by a lead auditor holding 'BSBAUD512 Lead quality audits' or equivalent.
- Contractors must complete a self-assessment against the contract-specific management plan within the first four weeks of mobilising to site. The results of this assessment must then be returned to Water Corporation. Exemptions must be requested and approved prior to contract award.

## **5 Contractor HSE reporting**

### **5.1 Incident reporting**

The contractor must notify the contract manager within 30 minutes of all HSE incidents, injuries, and disease events, including any incident involving the public.

The contractor must:

- provide to the contract manager within three calendar days of any incident a 'preliminary incident report' using the form in section 7.3 or equivalent
- present to Water Corporation within 10 working days of a HPI an overview of the investigation report detailing the incident findings and corrective actions
- provide to the contract manager within 14 working days a full incident investigation report detailing the incident findings and corrective actions
- notify relevant regulators of any statutory reportable events.

### **5.2 Monthly performance reporting**

The contractor is required to report on their performance via our eProcurement supplier portal <http://eprocurement.watercorporation.com.au>. Guidance on entering performance data is in the supplier portal.

The contractor must submit within two working days of the start of each month the following monthly performance data for work performed onsite:

- estimated month hours (including subcontractor hours worked)
- number of lost time injuries
- number of medical treatment injuries
- number of restricted work injuries
- total number of incidents
- number of high potential incidents
- number of WorkSafe improvement notices
- number of WorkSafe prohibition notices.

### **5.3 Regulatory notices reporting**

In the case of a regulatory notice being issued, the contractor must verbally notify the contract manager within 30 minutes and provide a copy within two calendar days.

Contractors are responsible for reporting notifiable incidents, and evidence of reporting must be provided to Water Corporation.

## 6 Definitions and abbreviations

### Contractor

A supplier that has contracted with Water Corporation to provide goods or services.

### Contract manager

An authorised representative of Water Corporation responsible for selection of a contractor or management of a contract or both. 'Contract manager' includes the superintendent, superintendent's representative, project manager, consultant, or agent. The contract manager may change throughout the contract.

### Construction Environment Management Framework (CEMF)

A CEMF is a high level document that includes all project environment risks, objectives, performance criteria, standards and all conditions or requirements. The CEMF may also include or refer to other specialist management plans that have been prepared.

### Construction Environment Management Plan (CEMP)

A CEMP provides detailed environment management measures that allows the contractor to meet the objectives, performance criteria, standards and all conditions or requirements of the contract.

### High Potential Incident (HPI)

A high potential incident (HPI) is an incident, near miss or hazard that could have resulted in fatality or permanent disability.

### Lost Time Injury (LTI)

A lost time injury (LTI) is a work related injury or illness that results in absence from work for one full day (or shift) or longer.

### Medical Treatment Injury (MTI)

A medical treatment injury (MTI) is a work related injury or disease that resulted in a certain level of treatment given by a physician or other medical personnel under standing orders of a physician. Types of treatment that classify an MTI are as follows:

- Any injury for which a prescription only medication is taken.
- Any cut or laceration requiring stitches, staples, or glue.
- Removal of foreign bodies from wound, if the removal requires a physician because of the depth of embedment, size or shape or object, or location of wound.
- Surgical removal of dead skin.
- Removal of any embedded foreign bodies from eyes using means other than irrigation, tweezers, or cotton swab.
- Fractures regardless of treatment.
- Treatment of spider/insect bite with anti-venom.
- Any burn exceeding superficial partial thickness.
- Treatment of bruises by drainage.
- Referral by a medical practitioner for a course of treatment that is more than three sessions (e.g. physiotherapy, acupuncture, chiropractor).
- A procedure that can only be administered by a medical professional e.g. cortisone.
- Any dental procedure other than review, polishing, cleaning, buffing. (Includes capping).

### **Restricted Work Injury (RWI)**

A restricted work injury (RWI) is a work related injury or disease that resulted in a physician or other licensed health care professional recommending that the worker not perform one or more of the routine functions of his or her job, or not work the full workday or shift that he or she would otherwise have been scheduled to work. This must be documented on a WorkCover WA medical certificate.

A case is not recordable as a restricted work case if the worker experiences minor musculoskeletal discomfort, a health care professional determines that the worker is fully able to perform all his or her routine job functions, and the employer assigns a work restriction to that worker for the purpose of preventing a more serious condition from developing.

Restricted work activity limited to the day of injury does not make it recordable.

### **Site**

Means the lands and other places to be made available and any other lands and places made available to the contractor by Water Corporation for the purpose of the contract.

### **Site specific**

Means created, designed, or selected for a particular site. The term is equivalent to 'project specific' in the context of managing construction projects.

### **Safe Work Procedures (SWP)**

A documented procedure required for the safe performance of routine work activities and tasks.

### **Work Health and Safety Management Plan (WHSMP)**

A WHSMP is a written plan that sets out the arrangements for managing work health and safety matters. The intention of the plan is to ensure the required processes are in place to manage risks associated with a contract, where there may be multiple contractors and subcontractors involved and circumstances can change quickly from day to day.

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

Risk assessment conducted to identify, assess, and mitigate hazards and risk associated with high risk work activities under a given scope of work.

### **Worker**

A person who carries out work in any capacity for or on behalf of Water Corporation.

This includes employees, contractor, subcontractors, employees of contractors and subcontractors, labour hire employees, apprentice and trainees, work experience student, outworker, or volunteer.

## 7 Attachments

### 7.1 Work Health and Safety (WHS) management plan

When a WHS management plan is required, it must be specific to the scope and complexity of the construction project. Contractors should use their own WHS management plan template, which complies with the requirements of WHS Regulations.

It is not intended that the plan details the Contractor's WHS management system but may cross reference procedures or elements of the contractor's system.

The WHS management plan must include the following minimum requirements:

#### **Leadership and planning**

- project details, managers' and supervisors' names, scope of works
- WHS roles and responsibilities
- project objectives and targets

#### **Risk management**

- construction program and methodology (or reference to another document containing this)
- contractor's construction risk register
- Safe Work Method Statement (SWMS) register
- site specific safety rules
- management of change process
- process for reviewing and updating risk management document for changes

#### **Compliance**

- compliance obligations relevant to the project, including legislation, licenses, approvals

#### **People**

- induction arrangements for the project
- requirements for Water Corporation HSE contractor induction
- training and competency requirements for the project
- fitness for work requirements, including the Contractor's alcohol and other drugs policy
- health surveillance requirements, where applicable

#### **Communication and consultation**

- communication and consultation requirements for the project, for example prestart talks, toolbox talks, safe job planning reviews

#### **Systems of work, e.g.**

- permit requirements
- hazardous chemicals
- vehicle and plant safety, including site traffic movement plans
- road traffic
- asbestos
- confined space
- public safety
- Lock Out Tag Out (LOTO)
- fall prevention

#### **Assets, plant, and equipment**

- plant registers (including hire equipment)

#### **Contractors and suppliers**

- subcontractor management process

#### **Incident management, reporting and investigation**

- emergency planning, including scenarios identified that are relevant to the risks
- emergency drill schedule
- incident reporting, including complying Water Corporation incident reporting requirements

#### **Performance, inspection, and audit**

- arrangements for monitoring compliance with the WHS management plan.
- inspections/audit requirements for the project, including schedule (or reference to another document containing this).

For AS4000 and AS4902 contracts, where section 4 Minimum safety standards for major works contracts are applicable, the WHS management plan must also include:

- requirements for Water Corporation site supervisor induction
- supervisor qualifications and ratio
- mental health
- temporary works
- site establishment plan.

## 7.2 Construction Environment Management Plan (CEMP)

Where a Construction Environment Management Framework (CEMF) has been provided to the contractor as a part of the contract, the contractor must complete the CEMP in accordance with the CEMF. When not provided, the CEMP must include the following requirements at a minimum:

### Leadership and planning

- project details, managers' and supervisors' names, scope or works
- environment responsibilities
- project objectives and targets

### Risk management

- construction program and methodology (or reference to another document containing this)
- contractor's construction risk register
- environment requirements as per the CEMF
- Safe Work Method Statements (SWMS) addressing high environment risk tasks
- site specific environment rules
- process for reviewing and updating risk management document for changes

### Compliance

- compliance obligations relevant to the project, including legislation, licenses, approvals

### People

- induction arrangements for the project
- requirements for Water Corporation HSE contractor induction
- training and competency requirements for the project

### Communication and consultation

- communication and consultation requirements for the project, e.g. prestart talks, toolbox
- process for management of community complaints

### Systems of work

- permit requirements (works approvals, clearing, hot work)
- site specific management plans (as applicable to the risks):
  - acid sulfate soil and dewatering
  - bushfire
  - dieback
  - disposal of highly alkaline or chlorinated water
  - dust
  - flora and fauna
  - heritage/native title
  - hydrocarbon management and spill response
  - noise
  - odour
  - waste
  - weed control

### Assets, plant, and equipment

- construction footprint plan, including access/egress, plant movements, laydown areas and site facilities
- rehabilitation management

### Contractors and suppliers

- process for managing subcontractors performing high environmental risk tasks (e.g. clearing, weed control)

### Incident management, reporting and investigation

- emergency planning, including scenarios identified that are relevant to the risks
- details of emergency services e.g. sucker trucks and spill response contractors
- emergency drill schedule
- incident reporting, including Water Corporation incident reporting requirements

### Performance, inspection, and audit

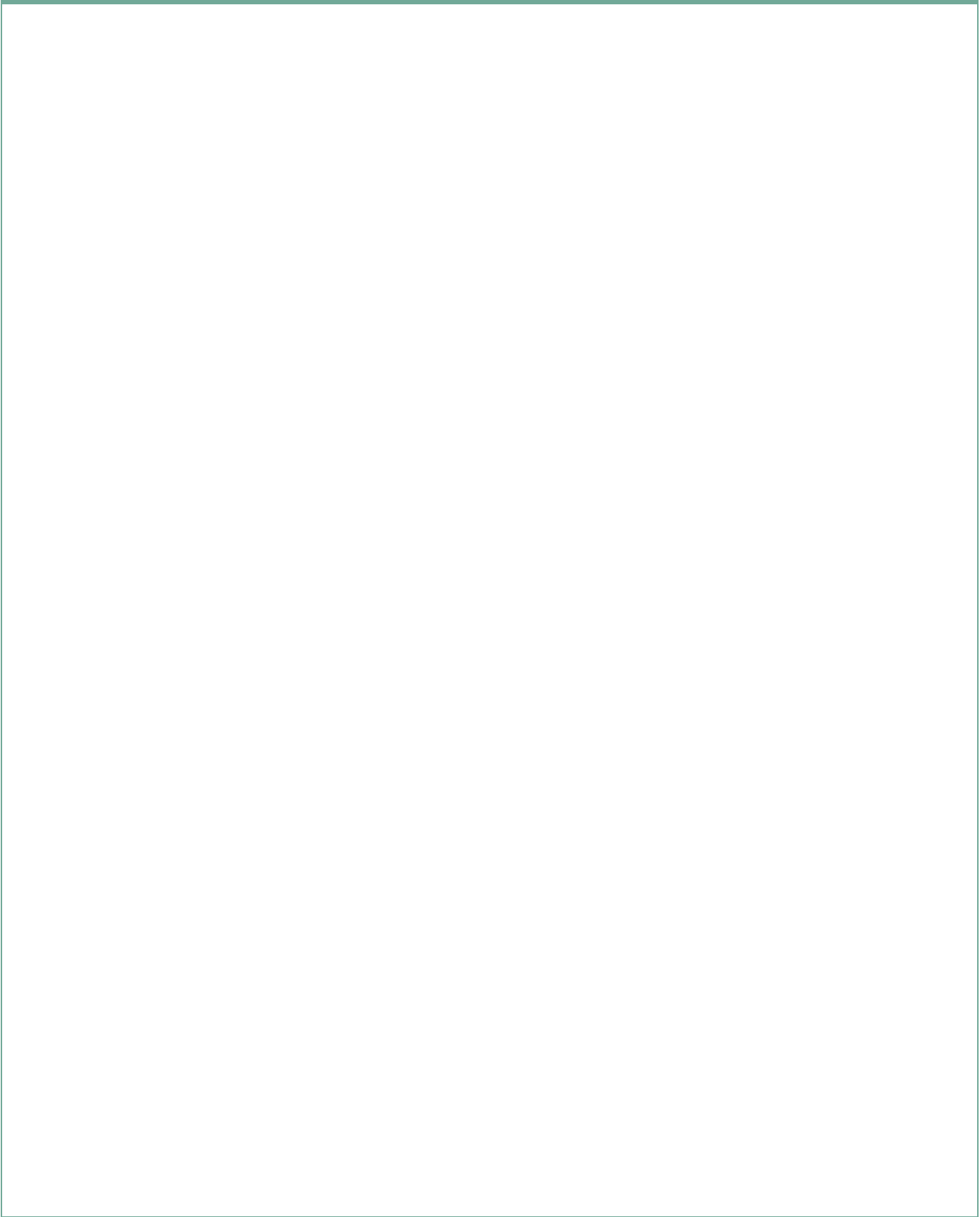
- arrangements for monitoring compliance with the CEMP
- inspections and audit requirements, including schedule (or reference to another document).

### 7.3 Contractor incident report form

Person reporting													
Name:	Contractor:												
Position:	Contact number:												
Date:	Time:												
Reported to:													
Incident details													
Date of incident:	Time of incident:												
Location of incident:													
Actual classification (risk):	Potential classification (risk):												
Type of incident (tick all that apply) <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Environment</td> <td><input type="checkbox"/> Property/equipment damage or loss</td> <td><input type="checkbox"/> Fire</td> </tr> <tr> <td><input type="checkbox"/> Injury or Illness</td> <td><input type="checkbox"/> Motor vehicle</td> <td><input type="checkbox"/> Security/emergency/public safety</td> </tr> <tr> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Dangerous goods safety/chemicals</td> <td><input type="checkbox"/> Service continuity</td> </tr> <tr> <td><input type="checkbox"/> Near miss</td> <td><input type="checkbox"/> Other _____</td> <td></td> </tr> </table>		<input type="checkbox"/> Environment	<input type="checkbox"/> Property/equipment damage or loss	<input type="checkbox"/> Fire	<input type="checkbox"/> Injury or Illness	<input type="checkbox"/> Motor vehicle	<input type="checkbox"/> Security/emergency/public safety	<input type="checkbox"/> Electrical	<input type="checkbox"/> Dangerous goods safety/chemicals	<input type="checkbox"/> Service continuity	<input type="checkbox"/> Near miss	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Environment	<input type="checkbox"/> Property/equipment damage or loss	<input type="checkbox"/> Fire											
<input type="checkbox"/> Injury or Illness	<input type="checkbox"/> Motor vehicle	<input type="checkbox"/> Security/emergency/public safety											
<input type="checkbox"/> Electrical	<input type="checkbox"/> Dangerous goods safety/chemicals	<input type="checkbox"/> Service continuity											
<input type="checkbox"/> Near miss	<input type="checkbox"/> Other _____												
Work activity being performed at the time (identify any plant, equipment, substance involved)													
Incident description (describe what happened, who was involved, what was involved)													
Immediate action taken													
What controls were in place at the time of incident? <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Exclusion zone</td> <td><input type="checkbox"/> Contractor work authority</td> <td><input type="checkbox"/> Other permit</td> </tr> <tr> <td><input type="checkbox"/> Safe work method statement</td> <td><input type="checkbox"/> Step back</td> <td><input type="checkbox"/> Supervisor</td> </tr> <tr> <td><input type="checkbox"/> Other _____</td> <td><input type="checkbox"/> Other _____</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>		<input type="checkbox"/> Exclusion zone	<input type="checkbox"/> Contractor work authority	<input type="checkbox"/> Other permit	<input type="checkbox"/> Safe work method statement	<input type="checkbox"/> Step back	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____			
<input type="checkbox"/> Exclusion zone	<input type="checkbox"/> Contractor work authority	<input type="checkbox"/> Other permit											
<input type="checkbox"/> Safe work method statement	<input type="checkbox"/> Step back	<input type="checkbox"/> Supervisor											
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____											
PPE in use (e.g. harness, respirator):													
Did any controls fail or were breached? If yes, provide details													



Photographs/diagrams/sketches



## 7.4 Referenced Water Corporation documents

Document Name
S152 Public safety at construction sites
Lock Out Tag Out (LOTO) procedure
Pipeline voltage procedure

## 7.5 Document revision history (last 3 changes)

Revision Date	Details
29 July 2022	<p>Minor wording changes to minimum standards, LOTO permit replaces isolation request form, simplification of contract risk assessment.</p> <p>2 NOHSC Codes of practice for Asbestos replaced with WA's Work Health Safety Commission codes.</p> <p>Removal of COVID-19 case management procedure, replaced with simplified COVID-19 reporting requirements.</p>
26 Sep 2023	<p>Addition of the Healthy Minds safety essential.</p> <p>Addition of infectious risk present in dried wastewater and controls applying to both wet and dry wastewater products.</p> <p>Training courses updated to recent versions.</p> <p>Updated fire danger ratings in line with recent DFES changes.</p> <p>Removed the requirement for a CEMP when five or more people are working on site and only needed where moderate or high risk construction activities are identified as causing harm to the environment.</p> <p>Fall arrest must be in place where access has a fall risk of 3m for portable ladders.</p> <p>Inclusion of fall arrest requirements in line with recent Work Health and Safety requirements.</p>
06 Dec 2024	<p>We've updated the Minimum safety standards to clarify:</p> <ul style="list-style-type: none"> <li>• Site supervisor competency</li> <li>• Site supervisor and worker ratios</li> <li>• Construction Risk Assessment Workshop (CRAW) terminology</li> <li>• difference between Locate and protect underground services (RIICCM202) training and Before You Dig Australia (BYDA) awareness training.</li> </ul> <p>Update references to Contractor work authority replacing Clearance to work.</p> <p>Clarification that it is the contractor's responsibility to report notifiable incidents and may be required to provide evidence on request.</p> <p>We've removed references to COVID-19.</p>

[watercorporation.com.au](http://watercorporation.com.au)

ISBN 1 74043 718

This information is available in alternative formats on request.