

 Contractors Health & Safety Handbook	Issue No:	4a
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Contractor's Health & Safety Handbook

Introduction to the Phillip Island Nature Park Safety Management System for Contractors and their Employees

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Contractor's Health & Safety Handbook

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Introduction

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

The purpose of this safety handbook is to bring together, in one document, the key safety information that contractors are required to maintain at Phillip Island Nature Park. By providing all the information in one place, Contractor managers will have all the information that they need at hand.

The handbook will make the Contractor manager's responsibility of maintaining key safety and fire information much easier and will help in providing relevant data to enforcing authorities and Phillip Island Nature Park staff on demand.

How to use this handbook

Firstly read through the introduction section. The Handbook Section Summary gives a quick overview of the sections that are covered in more detail throughout the rest of the handbook. Then read each section carefully as you will need to have a copy of the relevant Safety Management System (SMS) documents and supply all relevant forms/checklists to your PINP representative.

If you have any questions or need assistance please contact either your Nature Parks representative or the Phillip Island Nature Park OH&S Coordinator (*See useful numbers list*) from time to time you will be sent safety updates and new/revised notices.

This handbook forms part of your induction into the Phillip Island Nature Park 'Safety Management System'. Phillip Island Nature Park OH&S Coordinator or designated Contract Manager will visit your unit regularly to ensure you are contributing to a safe workplace and as part of the contractor performance monitoring review process.

Handbook Section Summary

1. **Safety Management System**

Phillip Island Nature Park has developed a concise framework called the Safety Management System (SMS) to ensure the effective management of safety in all areas of operation, and a coordinated approach between Phillip Island Nature Park and all its business partners.

The Phillip Island Nature Parks SMS is based upon the standard AS/NZS: 4801:2001 which is adaptable to fit any business operating at Phillip Island Nature Park.

Phillip Island Nature Parks' OH&S Coordinator monitors safety with Phillip Island Nature Park business partners. If you have any questions relating to SMS or you require assistance in meeting your health and safety obligations, please do not hesitate to contact them. (*Refer to your list of useful numbers Section 12*)

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2. **Health and Safety Enforcement**

Workplace Health and Safety is governed by the requirements of the Victorian Occupational Health and Safety Act 2004 and associated Regulations 2007. The enforcement Authority to ensure compliance is the responsibility of The Victorian Workcover Authority (VWA), also known as Worksafe.

3. **Contractors Health & Safety Policy**

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.

Please provide a copy of your Company's public liability insurance.

4. **Maintenance and Construction Contractors**

Phillip Island Nature Parks' management will ensure that all contract holders know their safety requirements to fulfil Phillip Island Nature Park occupational health and safety obligations. Phillip Island Nature Parks will provide Contract holder's with guidelines for the various stages of the contract as per the Phillip Island Nature Parks Safety Management System.

Phillip Island Nature Parks requires all Contractors to provide the same guidance and information to any organisation they contract work to on Phillip Island Nature Parks sites as per the references contained in this handbook.

5. **Risk Assessment and Health & Safety Inspections**

Under the Victorian Occupational Safety Act 2004 and associated Regulations 2007, all employers must identify the risks to their employees and anyone that may be affected by the nature of their work.

The risk assessments should contain details of the control measures that are being adopted by the manager and company to protect employees and other people from hazards. Worksafe will always ask to see copies of risk assessments following an accident. It is important and a legal requirement to keep these risk assessments up to date.

6. **Accident Reporting and Investigation**

Accidents, hazards and near misses that occur to employees or persons affected by its operation and/or by the actions of person's employed by that company should be recorded (see forms provided) & reported to the Nature Park's Contract Manager. Under certain circumstances, it may also be necessary to report accidents to Worksafe. All accidents, hazards and near miss incidents should be followed up and investigated to prevent a re-occurrence. Follow up action should be recorded.

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7. **Training Records**

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

8. **Dangerous Goods / Chemical Management**

Any chemicals brought onto a Nature Park site, must be accompanied with the appropriate MSDS or SDS.

9. **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

10. **Phillip Island Nature Parks Safety Notices**

Copies of Phillip Island Nature Park Safety Notices relating to emergency procedures and other relevant safety issues must be made available to employees as well as contractors and their employees.

11. **Emergency and Evacuation Plan**

The purpose of this procedure is to ensure that all potential emergency situations have been identified and emergency procedures are developed and documented. It applies to any incident at Phillip Island Nature Park where an emergency alarm may be activated.

12. **General Information**

Signing and out, code of conduct, EEO, no-smoking, café meals, fit for work

13. **Useful Key Telephone Numbers & Contacts**

A list of key contacts and fault-reporting numbers is provided within this handbook. Please add your own key contact numbers.

Any Questions?

If you have any questions regarding the Contractor's Health and Safety handbook or safety at Phillip Island Nature Park, please contact the OH&S Coordinator who can be contacted on 5951 2812, or Mobile no. 0458 014 679.

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Section 1

Safety Management System

Managing Health & Safety at Phillip Island Nature Park Contract Sites

What is a Safety Management System?

It is a mechanism for ensuring safety is built into our key business processes. It contains the criteria for successfully managing health and safety issues and compliance with all relevant national and Victorian OHS legislation.

Why do we need a System?

- to achieve our goals
- to reduce losses such as injuries, ill-health, damage and disruption
- to ensure we comply with the law

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Getting It Right'

Consistent with the 5 principles below, safety is about doing the job properly. If we get the job right it will be safe, efficient and customer focused. We also believe that it is better to focus on getting things right, rather than the more traditional approach, which looks at safety, when things go wrong.

The Principles

The following 5 key principles are at the heart of our safety strategy

1. Leadership, commitment and competence by managers and staff is critical
2. Safety through loss control is good for business
3. Safety is integral to business processes and delivered by management
4. The vast majority of accidents are preventable
5. Measurement and review are critical elements in the system

What is my role as a Contractor Manager?

- set objectives for OHS
- set a good example, know the rules
- walk the talk - commend and correct
- communicate safety at every opportunity
- implement your bit of the SMS review process

What is my role as an employee?

- know the rules and follow them
- don't ignore unsafe situations
- deal with hazards if you can and/or report them if you can't
- set a good example
- ensure all accidents are reported to management
- ensure that housekeeping is of a high standard

Contractor Performance Standards

- Induction training takes place for all on site contractor employees
- Hazard identification and risks assessments are carried out and reviewed.
- Provision of Safe Work Method Statements – where applicable.
- Statutory training is regularly carried out

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Section 2

Health and Safety Enforcement at Phillip Island Nature Parks

Introduction and Scope

Health and Safety at Phillip Island Nature Parks falls under the jurisdiction of the Victorian Occupational Health and Safety Act 2004, which is administered by Worksafe. Under the Occupational Health and Safety Act, Phillip Island Nature Parks has certain responsibilities to monitor and manage various aspects of the workplace.

Action

All companies operating at Phillip Island Nature Parks should ensure that all accidents hazards and near miss incidents are reported to the OH&S Coordinator or the Contract Manager and those accidents which constitute a 'Notifiable' accident/incident under the Regulations are reported to the appropriate Authority (See - Section 6 - Accident Reporting and Investigation).

Enforcement Responsibilities by Area

The Victorian Occupational Health and Safety Act, 2004 requires joint consultation on occupational health and safety and provides two mechanisms; 1 - for individual employee representatives, (representing "designated work groups" of fellow employees) and 2 - for workplace committees.

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.

Phillip Island Nature Park 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.

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Receipt of Notices/Letters from the enforcing Authorities

Contractors issued with a letter or notice from Worksafe must immediately advise the Phillip Island 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.

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Section 3

Contractor's - Health and Safety Policy & Procedures

Safety Policy

All companies operating at Phillip Island Nature Parks who

Management Responsibilities

The Policy will state 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.

Employee Responsibilities

The Policy will outline the responsibility of all employees to work in a safe manner, to report health and safety hazards and incidents, and to correctly wear any protective equipment or clothing provided.

Employee Consultation

The Health and Safety Policy will have been developed in consultation with employees or their health and safety representatives.

The policy should include:

- General Statement of Intent (Company Philosophy)
- Organisation (People and their responsibilities)
- Arrangements (System and Procedures).

Please provide your Nature Park's Contract Manager with a copy of your Policy and your Company's public liability insurance and Workcover insurance..

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Section 4

Maintenance and Construction Contractors

Phillip Island Nature Parks' management will ensure that all contract holders know their safety requirements to fulfil Phillip Island Nature Parks' occupational health and safety obligations. Phillip Island Nature Parks will provide Contract holder's with guidelines for the various stages of the contract as per the Phillip Island Nature Parks' Safety Management System.

Phillip Island Nature Parks requires all Contractors to provide the same guidance and information to any organisation they contract work to on Phillip Island Nature Parks' sites as per the references contained in this handbook.

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Section 5

Risk Assessments and Health and Safety Inspections

Under the Victorian Occupational Safety Act 2004 and associated Regulations 2007, all employers must identify the risks to their employees and anyone that may be affected by the nature of their work.

The risk assessments should contain details of the control measures that are being adopted by the manager and company to protect employees and other people from hazards. Worksafe will always ask to see copies of risk assessments following an accident. It is important and a legal requirement to keep these risk assessment up to date.

The above references, details the requirements for risk assessments to be carried out on Phillip Island Nature Parks' premises.

Contractor managers are responsible for ensuring that risks assessments are carried out.

All relevant risk assessments and Reference documents are to be copied and forwarded to your Nature Parks Contractor Manager.

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Section 6

Incident / Accident Reporting and Investigations

Introduction

The purpose of reporting and following up on all accidents and incidents is to identify and improve deficiencies in the safety management system.

An investigation of underlying causes of accidents or incidents 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 accident or incident occurring.

Accident Reporting

The following provides information on the reporting of injuries, work related diseases and dangerous occurrences, together with procedures to be followed by all employees working at Phillip Island Nature Parks, including Contractors.

Reporting requirements

The Victorian Occupational Safety Act 2004 requires certain accidents involving injuries, diseases and dangerous occurrences to be reported to the Authority including but not limited to:

- Any injury resulting in hospitalisation or death on the worksite including exposure to hazardous substances
- Worker suffering electric shock
- Collapse of scaffolding or hoist
- Failure of pressure equipment
- Collapse of shoring around excavation
- Contact of plant or lifting equipment with power lines
- Unplanned collapse of building or structures
- Overturning of a crane.

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Reports to Enforcing Authority

Any injury, disease or dangerous occurrence reportable under the Regulations must be reported to Worksafe immediately after the employer becomes aware of an incident at the workplace. In addition the employer must provide a written record of the incident to the Authority within 48hrs of the initial report.

The following information* must be submitted in writing to the Authority:

- Name of the employer
- Business address
- Details of the injured/deceased person
- Time and date of the incident
- Place/location where the incident occurred
- Work/activity being undertaken at the time of the incident
- Brief description of the incident
- Person(s) who saw the incident
- Action taken/intended if any to prevent recurrence of the incident
- Name / position title / telephone number of the person submitting these details and the date of submission

(* information to the extent that is known at the time of writing.)

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

Reports to Phillip Island Nature Parks

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

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

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Accident Investigation

The investigation of an accident is the most obvious source of information, which can lead to accident prevention, and a more efficient and safer working environment.

The purpose of an accident investigation is to:

- Establish the facts
- Draw conclusions from those facts
- Establish causes
- Make recommendations and take action to prevent a recurrence.

The depth of an accident investigation and the composition of the accident investigation team depend on the potential, not the actual severity of the consequences. If appropriate, technical experts may be included in the investigation team.

With the investigation directed away from “allocating blame” and towards effective preventative action, co-operation will be fostered among those involved in the accident, facilitating the discovery of the true causes of the accident.

In an accident investigation, it is essential that a clear and accurate analysis of the relevant factors be developed without undue delay. A full understanding of what occurred, particularly with respect to the human factors involved, will equip the investigator with information for developing meaningful recommendations, resulting in effective preventative action.

It is stressed that the short term expediency of finding someone to blame for the accident is detrimental to the long term goal of preventing accidents and the safety management system.

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 on 5951 2812.

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Section 7

Training Records

The Contractor manager must keep records of all staff training undertaken. Records should be kept and maintained, in relation to statutory requirements and relevant induction, security, health and safety training for the employees and instructions in the use of specialist equipment should be included.

A 'face to face' briefing is then held with Phillip Island Nature Parks Contractor Manager and or OHS Coordinator which incorporates issues such as Emergency Procedures, Fire Training, Fault Reporting and Housekeeping, Induction training, Staff training, Manual Handling, Health and Safety Legislation.

These briefings should take place at Management level, and information is then to be passed to all staff.

<p>Copies of such training records are to be submitted to the Nature Park's representative.</p>

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Section 8

Dangerous Goods / Chemical Management

Any chemicals brought onto a Nature Park site, must be accompanied with the appropriate MSDS or SDS.

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

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Section 9

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

Any isolation of electrical systems are to be notified to the Nature Park’s Contractor Manager before commencement.

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Section 10

Phillip Island Nature Park Safety Notices

Copies of Safety Notices relating to emergency procedures and other relevant safety issues must be made available to Contractors and their employees.

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Section 11

Emergency Management and Evacuation Plan

The purpose of this procedure is to ensure that all potential emergency situations have been identified and emergency procedures are developed and documented. It applies to any incident at Phillip Island Nature Parks where an emergency alarm may be activated and covers the following:

- Emergency Response Team and their role.
- Types of emergencies.
- Rescue and care of injured personnel.
- Major fire.
- Explosion
- Bomb threat
- Chemical or dangerous goods incident.
- Evacuation.

Procedure

The emergency procedures for Phillip Island Nature Parks are outlined in the Phillip Island Nature Parks Emergency Plans and Evacuation Plans.

These procedures will be detailed in the Contractor Induction Briefing.

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Section 12

General Information

All contractors must advise the Nature Park's contractor manager when they are on site and ready to commence work. They must also advise when they are leaving at the completion of the job or for the day. This may involve signing in and out or via phone or other electronic means.

Phillip Island Nature Parks has a zero tolerance for violence against women and all contractors are expected to abide by the Nature Park's code of conduct and anti-bullying and violence requirements. They are also expected to observe EEO principles as well as declare any possible conflict of interest.

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.

All Contractors must observe the No Smoking areas.

Meals may be purchased in the Nature Park's Cafés at a discount of 25% of the menu price.

Other Nature Park Policies that may need to be taken under consideration include.

Fraud Control Policy
 Gifts, Benefits and Hospitality Policy

Section 13

Useful Telephone Numbers & Contacts

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

COMPANY	NAME & POSITION	ADDRESS	CONTACT NUMBER
Phillip Island Nature Park	Penguin Parade	PO Box 97 Cowes VIC 3922	5951 2800
Phillip Island Nature Park	Koala Conservation Centre	PO Box 97 Cowes VIC 3922	5952 1307
Phillip Island Nature Park	Churchill Island	PO Box 97 Cowes VIC 3922	5956 7214 5956 7183
Phillip Island Nature Park	Peter Sterck OH&S Coordinator	PO Box 97 Cowes VIC 3922	59512 812 0458 014 679
Phillip Island Nature Park	Pat Russell Cleaning & Maintenance Supervisor	PO Box 97 Cowes Vic 3922	0448 645 796
Phillip Island Nature Park	Damian Prendergast Major Projects Manager	PO Box 97 Cowes Vic 3922	0407 661 926
Phillip Island Nature Park	John Evans Assistant Operations Manager	PO Box 97 Cowes Vic 3922	0407 990 198
Phillip Island Nature Park	Catherine Basterfield Operations Manager	PO Box 97 Cowes Vic 3922	0409 925 578

Please add your own key contact numbers