

PURPOSE:

This document outlines the duties and responsibilities of the designated Contractor, as required by relevant legislation and applicable laws, to maintain a safe and healthy working environment for all parties involved in the Contractor's activities.

To ensure all work carried out on City of Karratha sites is performed safely, Contractors must be aware of their obligations under the Work Health and Safety (WHS) Act 2020, the Work Health and Safety (General) Regulations 2022, and City of Karratha's overarching approach to health and safety governance.

BRIEF DESCRIPTION:

Under the WHS Act (2020), City of Karratha has a legal responsibility as a person conducting a business or undertaking (PCBU) to ensure the proper management of risks that may affect any person performing work in any capacity, inclusive of contractors and subcontractors. This responsibility specifically refers to the management of health and safety risks in the workplace. (*Reference: WHS Act 2020 (WA), Part 2*).

Contractors must ensure that this document is read and understood by all active employees performing work for the City of Karratha. A signed copy must be obtained from all employees before works commence on any City of Karratha worksite.

DEFINITIONS

In this document, the following words have these meanings:

Advanced Worksite Traffic Management (AWTM): Accreditation to design and approve TMPs.

Asbestos-Containing Material (ACM): Any material containing asbestos fibres. (*Reference: WHS Regulations 2022, Part 8*)

Before You Dig Australia (BYDA): National service for underground asset information.

Contractor: A worker under the WHS Act 2020 (WA), including any person who performs work for a PCBU in any capacity. (*Reference: WHS Act 2020 (WA), Part 1, Division 3*).

Contract Manager: The City of Karratha representative managing contract performance and compliance.

Construction Induction Card (White Card): Mandatory general construction training accreditation. (*Reference: WHS Regulations 2022, Regulation 317*)

Dangerous Incidents: Serious near-miss or life-threatening events requiring notification. (*Reference: WHS Act 2020, Section 38*).

Fitness for Work: A worker's physical, mental, and emotional capacity to safely perform their duties without placing themselves or others at risk. This includes being free from the effects of

fatigue, alcohol, drugs (including prescription or illegal substances), medical conditions, or other factors that may impair their judgment, reaction times, or ability to follow safety procedures.

High-Risk Construction Work (HRCW): Defined under WHS Regulations with a higher risk of harm. *(Reference: WHS Regulations 2022, Regulation 291).*

Incident: A notifiable event involving death, serious injury, or a dangerous incident. *(Reference: WHS Act 2020, Part 3).*

Job Safety Analysis (JSA): Hazard identification and control documentation for specific tasks. *(Reference: Safe Work Australia guidelines).*

Main Roads WA (MRWA): The state authority responsible for the planning, construction, maintenance, and safe operation of Western Australia's state road network. MRWA develops and enforces road infrastructure standards, traffic management protocols, and transport safety guidelines. Contractors working on or near state roads must adhere to MRWA's requirements, including compliance with approved Traffic Management Plans (TMPs), Traffic Guidance Schemes (TGSs), and relevant Codes of Practice. MRWA also accredits training providers and professionals involved in traffic management to ensure consistent safety outcomes across road-related projects.

Notifiable Incident: Must be reported to WorkSafe WA immediately. *(Reference: WHS Act 2020, Section 38).*

Personal Protective Equipment (PPE): Equipment used to minimise health and safety risks. *(Reference: WHS Regulations 2022, Regulation 44).*

Project Manager: City representative overseeing project planning and safe delivery. This role may also be referred to as the Project Lead in some contexts, particularly when acting as the primary liaison between the City and contractors during the project's lifecycle.

Safe Work Method Statements (SWMS): Mandatory for High-Risk Construction Work (HRCW), outline hazard controls. *(Reference: WHS Regulations 2022, Regulation 299).*

Smoke/Smoking: Use of tobacco or vape products. *(Reference: Tobacco Products Control Act 2006 (WA))*

Standard Operating Procedures (SOPs): Instructions for performing tasks safely.

Take 5s: Pre-task risk assessments. *(Reference: Safe Work Australia industry practices)*

Traffic Management Plans (TMPs): Documents for managing traffic safety. *(Reference: Traffic Management for Works on Roads Code of Practice (WA)).*

Traffic Guidance Schemes (TGSs): Diagrams showing traffic control setups.

Traffic Control Diagrams (TCDs): Site-specific traffic control diagrams.

Worker: A worker is a person who performs work in any capacity for a person who runs a business or enterprise, including work as an employee, a contractor or subcontractor, or an employee of a contractor or subcontractor (See *Work, Health and Safety Act 2020 legislation, Part 1, Division 3*).

WHS Officer: City staff supporting WHS compliance and performance.

WorkSafe WA: State WHS regulator. (*Reference: WorkSafe WA website*)

GENERAL REQUIREMENTS

Contractors must consult, cooperate, and coordinate with the City of Karratha in all WHS matters. Insurance (Workers' Compensation, Public Liability, Professional Indemnity) must be current and submitted before work.

The City of Karratha requires all contractors to demonstrate their capability in managing Work Health and Safety (WHS) risks through a structured approach that includes selection, planning, management, monitoring, and review, ensuring ongoing safety and compliance.

Contractors are expected to:

- Actively participate in contract commencement meetings and ongoing WHS performance reviews, when required, to ensure mutual understanding of expectations and obligations.
- Cooperate fully with scheduled and unscheduled site inspections conducted by the City of Karratha, when required.
- Ensure the provision and ongoing availability of all required WHS resources, including task-specific and well-maintained personal protective equipment (PPE).
- Take full responsibility for managing any workers' compensation claims made by their personnel, in compliance with the Workers' Compensation and Injury Management Act 2023 WA. (*Reference: Workers' Compensation and Injury Management Act 2023 (WA)*).

RISK MANAGEMENT

- Create and complete a risk assessment template and maintain a documented system to identify hazards, assess risks, and implement effective controls for each contract work activity, updating it whenever changes occur. Based on the risk assessment, develop Standard Operating Procedures (SOPs) to ensure safe and effective practices during the contract.
- Apply the hierarchy of controls systematically, giving priority to the elimination of risks wherever reasonably practicable. (*Reference: WHS Regulations 2022, Regulation 36*).
- Prepare, implement, and review Safe Work Method Statements (SWMS) for all High-Risk Construction Work (HRCW), in accordance with legal obligations. (*Reference: WHS Regulations 2022, Regulation 299*).
- Install and maintain appropriate barricades, signage, and exclusion zones in all applicable work areas to protect both workers and members of the public during activities on or around City of Karratha worksites.

- Ensure all workers are thoroughly trained and regularly refreshed in risk control measures, emergency procedures, and safe systems of work applicable to their tasks and environment.

HAZARDOUS CHEMICALS:

- Contractors must obtain written approval from the City of Karratha's Contract Manager before introducing any hazardous chemicals to a worksite.
- Safety Data Sheets (SDSs) for all hazardous substances must be readily accessible to workers and kept up to date in accordance with current legislation.
- All hazardous chemicals must be stored, handled, used, and transported in compliance with the applicable provisions of the Dangerous Goods Safety Act 2004 and the WHS Regulations 2022, ensuring that appropriate control measures are implemented to minimise the risk of exposure or harm. (*Reference: Dangerous Goods Safety Act 2004 and WHS Regulations 2022*).

TRAINING AND COMPETENCY

- Ensure all personnel complete the required inductions before commencing work (including any site-specific inductions), such as those for Karratha Airport. Where airside or secure access is required, personnel must hold a valid Aviation Security Identification Card (ASIC) or apply for a Visitor Identification Card (VIC) as appropriate.
- Verify that all workers hold the necessary current qualifications, tickets, and licences relevant to their roles, including high-risk work licences if applicable.
- Maintain comprehensive and up-to-date records of all qualifications, licences, training, and induction completions, and make these records readily available for inspection by the City of Karratha when requested.

FITNESS FOR WORK

All workers must be in a fit condition to carry out their duties without risk to themselves or others. This includes being free from the influence of alcohol, drugs (including prescription, over the counter, or illicit substances), fatigue, or any other factor that may compromise alertness, judgment, or performance.

- Contractors are required to implement clear processes for worker self-assessment and confidential reporting of any conditions or impairments that may affect fitness for work.
- Smoking, e-cigarettes and vaping are only permitted in designated outdoor areas, in accordance with the Tobacco Products Control Act 2006 (WA), and must occur away from building entrances, air intakes, and public gathering spaces.

INCIDENTS AND INVESTIGATION

- All incidents, including near misses, injuries, illnesses, or dangerous occurrences, must be reported immediately to both the contractor's supervisor and the City of Karratha's Contract Manager.
- For any notifiable incident—such as a fatality, serious injury or illness, or a dangerous incident—contractors are legally required to notify WorkSafe WA without delay. (*Reference: WHS Act 2020, Section 38*)

- Contractors must carry out timely, thorough investigations into all incidents using a structured approach in accordance with their internal procedures. This should include root cause analysis, evidence collection, and the implementation of appropriate corrective actions, which may be reviewed by the City of Karratha Contract Manager to determine their suitability and the impact on the contract work and its continuity.
- The City of Karratha reserves the right to review investigations conducted by contractors. In some cases, the City may also conduct its own investigation in parallel, during which the contractor must fully cooperate and provide all requested information.
- Following any incident, contractors must review and revise relevant Safe Work Method Statements (SWMS), update risk controls, and retrain affected personnel as necessary to prevent recurrence.

PERSONNEL PROTECTIVE EQUIPMENT (PPE)

- The contractor must have a PPE matrix for each role as part of their WHS documentation before mobilisation. This should be reviewed against the risk assessments for the contract and site operations.
- Ensure the selection of personal protective equipment (PPE) is based on a thorough risk assessment that considers the specific hazards associated with each task.
- PPE must be correctly fitted to each worker, suitable for the working environment, and compliant with relevant Australian Standards.
- All PPE must be regularly inspected, properly maintained, and replaced when damaged, defective, or past its usable lifespan. (*Reference: WHS Regulations 2022, Regulation 44*)

TRAFFIC MANAGEMENT

- Ensure all traffic control measures align with the MRWA Signage Guide and the requirements for Traffic Management Plans (TMPs) and Traffic Guidance Schemes (TGSs).
- Engage only MRWA-approved traffic management companies to plan and implement traffic control measures.
- Cease all work activities immediately if traffic management is deemed unsafe or non-compliant, until corrective actions are taken.
- Secure all required TMP approvals from the relevant road authority prior to the commencement of works.
- Maintain accessible copies of approved TMPs and TGSs on-site and provide these to the City of Karratha upon request.
- Fully comply with the Traffic Management for Works on Roads Code of Practice (WA), including additional notification requirements for works affecting state roads, freeways, or local government infrastructure.

ASBESTOS:

- Before commencing any work that may involve asbestos-containing materials (ACM), contractors must review the site-specific Asbestos Register and verify the presence, type, and condition of any identified ACM.

- Implement tailored risk control measures appropriate to the nature of the activity, including isolation, encapsulation, and use of protective equipment to prevent fibre release.
- Engage only licensed asbestos removalists for any Class A or Class B removal tasks, in strict compliance with regulatory requirements. (Reference: WHS Regulations 2022, Part 8)
- Ensure that all workers involved have completed the required asbestos awareness training and that health surveillance is arranged where exposure to airborne asbestos fibres may occur. (Reference: WHS Regulations 2022, Part 10, Division 6)

CIVIL CONSTRUCTION

- Ensure all personnel hold a valid Construction Induction Card (White Card) and any applicable High-Risk Work (HRW) licences relevant to their duties.
- Develop and maintain Safe Work Method Statements (SWMS) for all high-risk construction work, including excavation activities, in line with regulatory requirements.
- Carry out thorough service location checks through Before You Dig Australia (BYDA) prior to any excavation or ground disturbance work to identify and protect underground utilities and infrastructure.

WASTE

- Manage all hazardous waste under the Environmental Protection (Controlled Waste) Regulations 2004 (WA), ensuring appropriate procedures are followed for classification, segregation, containment, and transport.
- Clearly label all hazardous waste materials, store them in suitable, compliant containers, and engage only licensed controlled waste carriers for their removal and disposal to authorised facilities.

For clarification, please contact the City of Karratha Contract Manager or the WHS Team via email at whs@karratha.wa.gov.au.