

# Parks Victoria Contractor Induction Module.pdf



Parks Victoria serves to protect our state's natural and cultural heritage on behalf of all Victorians. Together with traditional owners, we care for country and inspire the community to conserve and enjoy Victoria's unique natural and cultural heritage. As a **contractor** working for Parks Victoria you also play an important role in protecting and nurturing Victoria's parks and waterways.

This induction is intended to provide contractors with an overview of the health, safety and environment requirements and other relevant information while they are engaged in works by Parks Victoria.

Parks Victoria is committed to ensure that work undertaken by contractors does not place the contractors or others at risk of injury and the work is undertaken in a manner that meets our general environmental duty. As such, Parks Victoria expects its contractors to provide the same standards of health, safety and environmental duty as it would for its employees.

**Parks Victoria's contractor induction comprises a three-part process:**

- **Part 1 - Undertake this *Parks Victoria Contractor Induction module***
- **Part 2 - Undertake the *Local workcentre / park induction***
- **Part 3 - If a documented Safe Systems of Work (SWMS) have not been provided to the Parks Victoria Contact (PVC) earlier these are to be brought to the local induction for the SWMS to be reviewed.**

- ≡ Definitions and acronyms used in Parks Victoria
  
- ≡ Safety First, Zero Injuries
  
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MODULE COMPLETION

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# Definitions and acronyms used in Parks Victoria

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<b>Agricultural Chemical Users Permit (ACUP)</b>	
<b>Asbestos Containing Materials (ACMs)</b>	
<b>Contractor</b>	<p>A contractor is defined as ‘an individual or organisation person or company, other than an employee of Parks Victoria that provides goods or services to Parks Victoria’.</p> <p>Contractors include principal contractors, sub-contractors, consultants and service providers.</p>
<b>Dangerous Goods (DG)</b>	
<b>Emergency Management Plan (EMP)</b>	
<b>Environmental Management Plan (EMP)</b>	
<b>Falling Object Protective Structure</b>	

<b>(FOPS)</b>	
<b>Health Safety and Environment (HSE)</b>	
<b>Hot works</b>	Grinding, welding, thermal or oxygen cutting or heating, and other related heat-producing or spark-producing operations that may increase the risk of fire or explosion.
<b>Job Safety Analysis (JSA)</b>	
<b>Lock Out and Tag Out (LOTO)</b>	
<b>Parks Victoria Contact (PVC)</b>	<p>The PVC is the point of contact for the duration of the contract and is responsible for ensuring:</p> <ul style="list-style-type: none"> <li>• Contractors, their employees, and sub-contractors undertake Parks Victoria’s Induction as well as receive a local induction to the location/s where works are to be undertaken</li> <li>• Contractors are appropriately supervised for the duration of works</li> <li>• Safe systems of work are maintained and if a safety</li> </ul>

	breach is observed direct work to cease.
<b>Personal Protective Equipment (PPE)</b>	
<b>Risk Assessment (RA)</b>	
<b>Safe Systems of Work</b>	Documented Safe Systems of Work that identify hazards that exist in each step and determine the actions required to control the risks associated with hazards.
<b>Safe Work Method Statement (SWMS)</b>	
<b>Safety Data Sheet (SDS)</b>	
<b>Safety Management Plan (SMP)</b>	
<b>Total Fire Ban (TFB)</b>	
<b>Traffic Management Plan (TMP)</b>	

# Safety First, Zero Injuries

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Parks Victoria takes the safety of our people seriously and our **Safety First Zero Injuries** culture is underpinned by four key safety expectations that apply to everyone, everyday:

- **Take responsibility for safety**
- **Stop, think and plan**
- **Talk about safety everyday**
- **Call out unsafe behaviour**

# Documentation requirements for contractor engagements

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## Hazard identification, risk assessment and controls

Parks Victoria expects that all contractors conducting work have taken appropriate measures to identify hazards and risks associated with their activities and implemented appropriate controls. Subject to the nature of the event or work being undertaken, Parks Victoria may request the following Health Safety and Environment (HSE) documentation at any time prior, during or after the work activity:

- Job Safety Analysis (JSA)
- Safe Work Method Statement (SWMS)
- Risk Assessment (RA)
- Safety Data Sheet (SDS)
- Safety Management Plan (SMP)
- Environmental Management Plan (EMP)
- Emergency Management Plan (EMP)
- Permits and licenses

## Evidence of appropriate licences and authority to undertake works

All contractors involved in construction type work are to be in possession of a Construction Induction card. Contractors undertaking specialised works e.g. confined spaces, working at heights, firearms and Agricultural Chemical Users Permit (ACUP) shall also ensure they have evidence of the licences and permits in their possession and show these to the PVC when requested.

# Contractor responsibilities

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All contractors have the responsibility whilst undertaking works for Parks Victoria to:

- Provide a safe place of work and safe systems of work so that as far as is reasonably practicable, the contractor, their sub-contractor, employees and other persons are not exposed to hazards
- Provide safe systems of work so that as far as is reasonably practicable, any activity undertaken by the contractor considers environmental risks and does not cause any harm to the environment or people from pollution or waste
- Provide their sub-contractors and their employees with information, instruction, and training to enable them to perform the work safely
- Abide by all verbal and written safe work practices in safe systems of work documentation and / or as communicated to you by the local PVC
- Report all hazards, incidents, and injuries to the local PVC immediately
- Correctly use all personal protective equipment and clothing required to perform the task safely
- Ensure that all personal tools and plant and equipment are in good working order and do not pose a hazard to them or any others who may come into contact with the work activities
- Ensure that all work area/s are kept clean tidy and maintained in a safe and environmentally sustainable state
- Make themselves familiar with the location of all emergency life-saving provisions such as first aid kits/facilities, firefighting equipment, and emergency evacuation procedures
- Only perform work that is within their competence, qualification and authorisation
- Exhibit in accordance with Public Sector Values which are set out in the [Code of Conduct for Victorian Public Sector Employees](#). These values are responsiveness, integrity, impartiality, accountability, respect, leadership and human rights
- Commit to making Parks Victoria a child safe organisation. Parks Victoria has zero tolerance for child abuse and all instances or suspicions of child abuse must be reported to the local PVC and if a child is harm or at risk, to the Police.

## Accessibility considerations



When planning and undertaking any works, contractors, sub-contractors and their employees are required to consider the accessibility requirements of all (Parks Victoria employees, volunteers, and park visitors). Contractors should contact their PVC if they require any further information about the local needs of the location where works will be undertaken.

## Arrival on site and departure

At the first visit, all contractors will be provided with a site specific *Local induction* from their PVC, which will include being provided with the *Local Induction Handbook*.

All contractors are required to report to the PVC at the location where the works will be undertaken and validate the relevant permits have been obtained before commencing work. Contractors who perform works in Parks Victoria managed areas on a routine basis or for a set duration should liaise with the PVC the protocols for their arrival and departure during the length of the works.

When the contract work has been completed, all contractors are required to notify the PVC (wherever practicable and appropriate) so that a final inspection may be undertaken to ensure that all the works were undertaken in accordance with the contract and the work location and environment is assessed as safe.

## Biological hazards and infectious diseases

Some work environments and / or through the nature of works may include potential exposure to biological hazards and infectious diseases. Locations or activities known to have potential risk exposure should reference these hazards and controls within the contractor's procedures.

Contractors will be informed in the local induction if there are new or seasonal infectious disease or viral risks known to be present or likely to impact the contractor through the work activities. The Department of Health describes the categories of infectious diseases as:

- **Blood borne** diseases are those in which an infectious agent present in the blood of an infected individual is transmitted by contact with the blood of a susceptible individual. Examples of blood borne diseases include HIV/Aids, Hepatitis B, C and D. Contractors will be advised during the local induction of what actions they are to take in the event they observe discarded needles and syringes during the time of their contracted works
- **Enteric (gastro)** is most commonly caused when an infectious agent enters the body through the mouth and intestinal tract. They are usually spread through contaminated food or water, or by contact with vomit or faeces from touching animals, animal enclosures or equipment. Types of enteric diseases include Hepatitis A, Listeria and gastroenteritis
- **Vaccine preventable** diseases are those that can be prevented by vaccines such as tetanus

- **Zoonotic diseases**, or zoonoses, are those that can be transmitted under natural conditions from vertebrate animals to humans. Examples include anthrax from touching infected animals or their products
- **Other disease** such as Legionella.

## **Breaches of safety systems of work**

Parks Victoria treats all instances of safety breaches very seriously. If a contractor, sub-contractor or one of their employees is observed to be acting in an unsafe manner, they will be directed to cease the unsafe act/activity immediately in line with our **Safety First, Zero Injuries** expectations. If repeat incidents are observed, the contractor may be instructed to leave the site or deemed in breach of their contract.

## **COVID-Safe Plans**

Contractors are expected to have a COVID-Safe Plan which describes the actions and processes, the PPE and the procedures they have in place to respond to a suspected or confirmed case of coronavirus. Contractors are required to demonstrate their processes are consistent with Parks Victoria's COVID-Safe Plan and Department of Health directives.

## **Children**

Contractors, sub-contractors or their employees must not bring children (under the age of 15) onto a work location where they are undertaking works for Parks Victoria, without the prior approval of the relevant Senior Manager e.g. District Manager.

All organisations in Victoria that provide services or facilities for children must comply with the Child Safe Standards. Parks Victoria is dedicated to being a child safe organisation and has zero tolerance for child abuse. If you would like to review our Child Safety Policy (POL-240) and our expectations around those who work on Park Victoria's estate, please speak to your local PVC.

## **Drugs, alcohol and smoking (including Vaping)**

The consumption or being under the influence of prescription or illicit drugs, or alcohol while undertaking works is prohibited and any contractor, sub-contractor or their employees observed to be affected by these substances will be directed to cease work and arrangements will be made for their safe departure.

Persons who are taking prescribed medications that may influence or affect their ability to perform work, or operate Plant and Equipment safely are required to consult their supervisor / manager / PVC prior to operating these.

In line with the *Tobacco Amendment Bill 2016 (Vic)*, smoking, or the use of electronic cigarettes, in all Parks Victoria buildings, enclosed spaces, outside areas adjoining buildings e.g. balconies and decks and Parks Victoria motor vehicles is prohibited. Smoking, or the use of electronic cigarettes, is also prohibited within the 5-meter zone around all points of access and egress to any building. Smokers are required to dispose of cigarette butts safely and responsibly, in appropriate contained receptacles, particularly during periods of high fire danger.

## **Emergency, incident and injury procedures**

**All hazards, near miss, injury and incidents that are identified or occur during the course of your work activity must be reported to the PVC as soon as possible. Dial 000 for emergencies.**

- Any injury, incident or notifiable incident that occurs as a result of your work activities is taken seriously. You have a responsibility to, if safe to do so, make the area safe and implement any emergency response plan specific to your activities, equipment, tools, or materials
- Your emergency response plan, if one is required, must be provided to the PVC prior to any works commencing
- If an incident or injury is notifiable to WorkSafe, you must not disturb the area, remove any items and cooperate fully with any investigation
- You must assist the relevant PV Officers with any investigation carried out as a result of an incident or injury that occurs as a result of your work activity.

## **Equal opportunity, anti-discrimination, and harassment**

Parks Victoria is committed to providing an environment for its employees, contractors, volunteers, and visitors that is free from discrimination and harassment. All persons who undertake work on behalf of Parks Victoria are advised that all forms of harassment are unacceptable. Offensive behaviour and/or language includes all behaviours that reinforce inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, religion, sexual orientation, gender, marital status or disability.

## **Hours of work**

Normal hours of operation for Parks Victoria's work locations are between 7:30 am and 5:00 pm Monday to Friday, however, each park operates differently. Where a contractor's work is undertaken outside of the park's hours of operation or at night, prior arrangements need to be made with the PVC.

## **Impact on air quality in enclosed worksites**

All contractors are required to take all necessary precautions to minimise adverse changes to indoor air quality. The quality of air can be impacted by mist, dust, particulates, vapours or paint fumes generated from substances or processes used. These factors are to be considered in pre-planning of all the works and stated in safety

documentation. Contractors are also required to isolate essential services such as smoke and particle detectors which could be triggered during works.

## **Fire protection and isolation of energy sources**

Contractors engaged in services where there is the potential risk of fire must obtain a permit from the PVC prior to commencing works. The contractor must conduct work in a manner so as to prevent ignition of any fire. This may involve careful selection of tools, work methods and materials. Contractors are also responsible for ensuring flammable liquids remain sealed when not in use and stored inappropriately.

Where contractors work with or in proximity to potentially hazardous energy sources, contractors shall implement adequate controls to effectively isolate and prevent risk of exposure to such hazards. This may include but not be limited to the inadvertent activation of plant or energised equipment, or stored energy released during installation, erection, use, inspection, maintenance servicing, adjustments or cleaning. As a measure of control contractors shall consider the highest practical level of control, starting with locking out and tagging out (LOTO) the isolation of energy at the source and applying a Danger Tag, and if an item is damaged or requires servicing, applying an Out of service tag.

## **Inadvertent activation of fire systems and shutting down of services for works**

A number of Parks Victoria work locations are connected to an automatic fire detection and alarm system linked to the fire brigade. Prior to commencing any works likely to impact on, shut down or inadvertently activate fire detection alarm systems contractors shall consult the PVC. This could include but not be limited to works causing dust, fumes, sparks, flame, smoke, water, steam, vibration or electrical works. Failure to comply with the above and in the event of a false alarm signal alerting the fire brigade, the contractor will be liable for all costs associated.

Where a contractor's work requires the isolation of services (electricity, gas, telephone, communications, or water supply) to all or part of a work centre, facility or item of plant, advance notice of this must be arranged with the PVC.

In the event services are shut down accidentally, the contractor should immediately advise the PVC, and:

- isolate all services, equipment, switches, and controls required ensuring the workplace is safe
- Install complying LOTO procedures including 'Out of Service' tags on all appropriate switches, valves, main isolations or key rings. Ensure the tag details are completed and dated to confirm validity.

## **Leads and equipment**

All contractors are to ensure all power tools and leads brought on site are tested and tagged. Extension leads and leads to electrical appliances must be kept as short as is practicable and connected to the nearest power point. Leads passing through doorways must be protected. Piggybacking leads is strictly prohibited. Taped joints are not permitted. Extension lead lighting must be 32 volts or less. In accordance with AS/NZS 3760 In-service safety inspection and testing of electrical equipment.

Contractors using portable electrical equipment must do so in conjunction with a portable residual current device (RCD). Contractors should visually inspect all connections and check fuses to ensure these do not overload power circuits.

A Contractor needing access to a high Voltage Substation area shall abide by the Electricity Safety Act, Vic. 1998. Access shall be arranged through the local workcentre who will arrange access permits and implement the necessary isolation LOTO procedures.

## **Noise exposure**

All contractors are required to take all reasonably practicable measures to minimise exposure to noise as per the noise exposure standards for workplaces set out in the *OHS Regulations 2017*. Noise exposure should not exceed 85 dB(A) averaged over an 8-hour period and a maximum (peak) noise level of 140 dB(C). Risk control measures must be used for the control of noise above the exposure standard and must be considered in the safe systems of work.

## **Nuisance noise**

Noise can be annoying or disturbing. Over time, if the noise continues or is too loud, it can impact health and wellbeing and must be considered in the safe systems of work. In the interest of public enjoyment and the nature of Parks Victoria environments contractors are not permitted to bring or operate radios into Parks Victoria offices and depots unless permission from the PVC has been obtained.

## **Personal protective equipment and clothing**

In all circumstances warranting the use of personal protective equipment (PPE) and clothing, contractors shall assess and provide the most appropriate provisions for the protection of their workers. All contractors must ensure all PPE and clothing complies with the relevant statutory or Australian Standard, is suitably stored and maintained for safe and effective use. All contractors are responsible for ensuring that PPE and clothing is worn correctly.

## **Pets**

Domestic animals are not permitted on site while conducting contractor works unless authorised by a PV Senior Manager. An exception to this is animals that are used in the delivery of works e.g. horses or sniffer dogs, ferret and bird or assistance animals such as guide dogs or those used in emergency response event.

## **Safety and security of tools, equipment and materials**

Contractor's tools, equipment and other materials are the responsibility of the contractor and when not in use, are to be securely stored. Parks Victoria will not be responsible for the damage or loss of any tools, equipment or materials brought in by the contractor.

## **Site waste materials and rubbish**

All contractors are to remove all rubbish safely and maintain the work area in a clean and safe state. Where it is not possible for waste to be removed immediately, it must be appropriately contained.

All debris and waste resulting from contractor works shall be removed by, and at the expense of the responsible contractor unless otherwise determined within the works agreement.

Any hazardous waste, especially those with a risk of fire or contamination to the environment must be removed promptly (e.g. oily rags, combustible / flammable materials, hard-waste and litter). The disposal and washing out of excess building materials / substances including concrete from premix concrete trucks or other vessels is not permitted. No waste is to be stockpiled and must be disposed of in accordance with EPA and the relevant Parks Site Waste Management Plan.

Where practicable works should consider the utilising recycled products and materials safe for use as approved by Parks Victoria. Where possible any waste materials generated from the works undertaken shall consider appropriate means of recycling prior to disposal.

## **Services locations**

The contractor is responsible for identifying all existing services affecting the worksite including the carrying out of Dial before you dig 1100. The responsible PVC shall provide supporting information that may include schematics, diagrams, site plans and previous surveys.

## **Unsafe conditions**

Where a contractor identifies or believes that an unsafe condition exists which requires urgent attention, they are to correct it if safe to do so. If unable to take immediate actions, the contractor shall make the site as safe as possible and report the condition immediately to the PVC.

## **Unsupervised or remote works**

If a contractor is on site which is in a park, the PVC needs to be informed of this, particularly if the contractor is working alone. If any contractor is working alone or in an isolated location the contractor/s supervisor shall consider the risks of the nature of works being performed and document the controls and processes that are to be

in place. The emergency response arrangements including but not limited to communication equipment, remote first aid is also to be documented.

### **Use of Parks Victoria plant and equipment**

Under no circumstances is a contractor permitted to use Parks Victoria tools or equipment without the express authorisation of the PVC. Use of any tool or equipment is conditional upon the contractor providing evidence of competency, instruction, and training in safe use. This is to be recorded on the SWMS or JSA and countersigned by the contractor and their PVC. Where and if the item is damaged or found to be faulty the contractor must report it immediately to the PVC.

### **Vehicle access/parking**

Generally, there is sufficient parking and access at Parks Victoria's work locations. Where contractors access Parks Victoria's parks and depots they shall observe all speed limits and not obstruct access and egress points to and from the site. Where parking signage and restrictions are posted, contractors must ensure these are adhered to. Contractors should also reduce their speed on dirt roads and tracks to prevent the excessive generation of dust to nearby office, depot and visitor areas.

# Working in the outdoor environment

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More often, contractor works are undertaken in the external environment, i.e. in coastal plains, heathlands, bushland settings, alpine area / on the water / in the desert.

Contractors should factor the environmental conditions into the planning of work activities. This may include consideration and allocation of additional provisions required to protect workers from exposure to the elements, access to work areas, amenities, services and emergency response.

## Animals and insects in the external environment

### **Animals and insects in the external environment**

The risk of bites and stings escalates in the warmer months of the year due to increased activity of animals such as snakes, spiders and other insects. Contractors need to consider the potential of encountering animals and insects in their works and take measures to mitigate the risk of bites and stings. Wearing gaiters or long boots to protect from bites in areas likely to contain snakes. Where possible, use long handled equipment when working in long grass. Wear long sleeves, long pants, insect repellent containing DEET and ensuring an emergency response plan is developed. Consideration should also be given to ensuring the appropriate first aid equipment and medication is available for bites, stings and allergies.

### **Encountering dumped materials and substances on the Parks Victoria's estate**

The land Parks Victoria manages is accessible to all members of the public. From time to time, dumping of materials and substances occurs. Some of these may be potentially harmful to health or the environment e.g. biological waste, asbestos containing materials, chemicals and flammable substances. If contractors encounter dumped rubbish which contains or they believe may contain harmful materials or substances, they are to not disturb the rubbish and notify their PVC.



## **Encounters with members of the public**

The nature of some contractor works and/or location of the works being undertaken may potentially expose personnel to unruly behaviours from members of the public. The likelihood of a contractor being abused, threatened or assaulted although very low needs to be considered. Contractors will be informed in their local induction of potential risks of encountering aggressive persons and advised of strategies to minimise these. Contractors are to report any adverse encounter with a member of public to their PVC.

## **Falling trees and branches**

Contractors need to be aware of the dangers of working under trees. Parks Victoria policy requires that where a risk assessment identifies a danger of falling branches, trees, or other objects wearing of hard hats is mandatory and appropriate equipment e.g. plant with Falling Object Protective Structure (FOPS) is used where identified. Treed areas should also be avoided in strong winds.

## **Fire awareness in Parks Victoria**

Contractors will be inducted into the local fire risks of the relevant work location/s. Contractors are expected to incorporate the relevant safe work practices during their works to ensure their activities do not start a fire or put themselves at risk of encountering a fire.

When a Total Fire Ban (TFB) has been declared, contractors must liaise with their PVC to discuss potential impacts on the nature of work planned on that day and confirm whether the work can be done. Contractors should note that where a Code Red Day or Total Fire Ban Day is declared the park may be closed and they must adhere to the direction of the PVC if this occurs.

## **Mine, adits, shafts and prospecting holes and mine tailings**

There are numerous mine shafts, adits (mine entry and exit points) and prospecting holes dotted across the Parks Victoria landscapes. The hazards of mine shafts include unprotected edges where a person could fall into a shaft, and the presence of potentially contaminated soil from mining operations.

As mine shafts are identified in Parks Victoria's managed lands, these are recorded in the local park maps. Where works are to be undertaken in areas where mine shafts or contaminated soils are known to exist the contractor will be given copies of area maps identifying the locality of these.

Contractors must never attempt to access a mine shaft. Before works commence a visual inspection of the area shall be undertaken to identify mine openings and mine tailings and control measures put in place shall address the risk within the contractor's safe work procedures.

This excludes mine shafts which are open to tourists. Contractors engaged to perform any work in a tourist mine shaft need to obtain a permit to work from their PVC. All works performed in an active mine shall reflect the mines safety plan and comply with all relevant safe systems of work.

## **Site security and public safety**

Contractors shall take the necessary precautions to protect the health, safety, and welfare of other persons who may be working/accessing the immediate area where works are being undertaken.

Contractors must arrange or supply, erect and maintain any necessary safety barricades, fencing and handrails appropriate to prevent unauthorised access to the worksite. Particular care must be taken to check and secure the barricades and fences whenever the work area is left unattended.

If the work site is left unattended during the course of works, the contractor shall:

- Where possible, secure the site with temporary fencing, ensuring the fencing is adequately braced for wind events
- Install signage, barricade tape, exclusion zoning, where a method of exclusion is not effective
- Where possible, ensure all points of entry to the site are restricted
- Ensure all plant; cranes, earthmoving machinery and vessels are locked, and key removed to prevent unauthorised access
- Ensure all structures are left in a safe and stable condition
- Ensure any loose materials such as roof sheets and the likes are firmly secured.

## **Slips, trips and falls**

Conditions in these outdoor environments can change rapidly with weather or the environment can be disturbed during work activities. With the changing environment means increased likelihood of risks such as slips, trips and falls. Some of these may be visible - water or vegetation on the ground, others may be less obvious, such as lichen, mosses, slippery rocks, ruts or mine shafts. Contractors are reminded to inspect the location/site where works will be undertaken as part of pre work site survey. A site safety survey shall be conducted at the commencement of each day.

## **Thermal comfort / UV radiation**

Contractors are expected to have appropriate safe systems of work that identify the allocation of appropriate PPE and clothing to protect their staff from exposure to extreme temperatures and UV radiation. The PVC shall inform

contractors as part of the local induction to the work area of any thermal or radiation or nonionizing radiation risks.

# Contractor environmental obligations

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## Environmental duty

The Victorian Government has determined that every individual has a 'duty of care' to the environment. This due diligence requires contractors to:

- Take all reasonable steps to prevent pollution and protect the environment.
- Ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise the risk of an environmental incident.
- Meet their obligations as these apply to noise, dust, gas or fume emissions, spillages, and preservation of the local ecology.

## Refrigerant gases (CFCs)

Refrigerant gases in air conditioners deplete the ozone layer if allowed to escape. Contractors are reminded that it is against the law to vent CFC's or HCFC's. CFC's and HCFC's must be recovered from the air conditioning plant during servicing and decommissioning.

## Prevention of the spread of disease and weeds

Contractors may be required to wash down and sanitise persons, equipment, materials or clothing prior to entry or exit on-site, to prevent the spread of diseases affecting flora, fauna and human health, such as cinnamon fungus, weeds or other foreign matter into sensitive areas. The relevant PVC will advise of any specifics to this requirement prior to works commencing.

## Water pollution and management of run-off

Legislation in Victoria prohibits the placement of any material (other than clean water) in a position where it is likely to contaminate, disperse, leak, fall or be blown into any drain, gutter, catchment or waterway. Allowing this to occur can result in an on-the-spot fine or legal proceedings against a business or an individual. It doesn't matter whether the pollution was intentional or not. Contractors are required to:

- Keep the footpath and drainage, pits and catchments around the work-site free of liquids, litter, soils, run off, sediments and particulates, at all times, implement measures to monitor and make safe at the commencement and end of each working day
- Keep all waste receptacles and rubbish bins covered
- Any person allowing material or substances entering a waterway, or even leaving the material where it can be washed off-site constitutes a breach of the Environmental Protection Act
- Erosion and sediment controls must be installed when working on Parks Victoria managed land. This includes but is not limited to works that may cause ground disturbance, erosion, stockpiling or sediment losses arising from the work activity. Install erosion and sediment controls prior to works commencing. Monitor and maintain controls to prevent loss of containment. Keep roads and pathways free of mud and debris.

## **Reporting an environmental incident**

Contractors are required to notify their PVC as soon as they become aware of any incident that may cause environmental harm (e.g. a chemical spill or leak). If it is not possible to contact the local PVC, please contact the **EPA on 9695 2777 (Melbourne)** and **1800 444 004 (Regional)** and also **Parks Victoria on 13 19 63**.

# Works covered by regulations

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## Asbestos containing materials in structures - encountering or disturbing

Where any works involves the potential disturbance of Asbestos Containing Materials (ACMs), contractors shall be provided with the details of the local asbestos register. Contractors working on buildings or structures will have asbestos referred to in their SWMS. Contractors should stop work if asbestos is inadvertently damaged. Contractors must ensure that no work requiring the use of abrasive tools, drills or cutting of built structure is to proceed without having first consulted the Asbestos Register and checked the materials prior.



## Asbestos remediation

If asbestos is to be remediated, a Parks Victoria Environmental Advisor will work with the PVC to engage the services of an appropriately licensed asbestos contractor to conduct remediation works. If required, the services of an independent asbestos

hygienist may also be required. Otherwise, the area will remain isolated and/or signed until remediation can occur.



### Works relating to sewage systems

Contractors engaged to undertake work which involves potential exposure to human waste shall ensure safe systems of work are described in the documented safe systems of work (SWMS) and are in place while works are undertaken.



### Compressed air equipment

All compressors used on site must be in safe working condition and compliant with *OHS Regulations 2017*. Contractors are required to wear suitable eye protection to guard against airborne substances, ear protection where excessive noise is likely to occur; respiratory protection where dust is present from the use of compressed air.



### Compressed gas cylinders

All compressed gas cylinders are to be handled as dangerous goods (DG) with the potential to become explosive devices. Cylinders are always to be stored upright, chained or caged, segregated and transported appropriately, as labelled. All cylinders shall have a current in date pressurised and / or fill certificate. Gas cylinders shall not be taken into confined spaces without an entry permit. Gas cylinders oxy-acetylene hoses must be fitted with flash back arrestors. Oxygen and gas cylinders shall be stored according to their DG label away from ignition sources, direct sunlight, heat, fire and / or electrical lines. If transporting gas cylinders in a vehicle, they shall be in an open-air tray, upright, fixed and secured.



### Confined space works



All work undertaken in confined spaces shall be undertaken in accordance with *OHS Regulations 2017*. Prior to performing works in a confined space, contractors must notify their PVC and prepare a site-specific SWMS and rescue plan.

Some spaces (whilst not defined as a confined space) may have elements of a confined space whilst certain works are underway (i.e. welding). The contractor's safe systems of work shall reflect these aspects to control safety risks which are documented in their SWMS.



#### Cooling systems on roofs

Some Parks Victoria's buildings have air conditioning units which have potential biological hazards. For this reason, Parks Victoria requires 7 days' notice prior to contractors accessing these roofs. Contractors need to establish as part of the working at height permit process whether the building being accessed has potential biological hazards present.

#### Dangerous goods and hazardous substances

Any material that is classified as a dangerous goods or hazardous substances must be cleared first by the PVC before bringing into the park's estate. A Safety Data Sheet (SDS) is required to be kept on site and must be produced on request.

Contractors who use, transport and/or store dangerous goods or hazardous substances on site shall be responsible for the safe keeping of these products. Contractors shall identify what dangerous goods and/or hazardous substances are being used and shall ensure compliance with the relevant legislation. Where the contractors safe work processes outline specific controls measures, these shall be implemented by the contractor.

All substances must be labelled correctly, including any decanted containers. All substances must be used in accordance with the products labelling. Contractors must provide and use all appropriate PPE and clothing as determined by the labelling. At the completion of works all containers and waste product must be removed from site.

Where contractors engaged in weed spraying, cleaning, baiting, painting, high pressure washing or any other application, contractors shall consider the least hazardous chemical substances in their assessments. Where a less harmful substance is not practicable, strict protocols according to Australian Standards and legislative compliance must always be adhered to. This may include but not be limited to, restricting the access by others, limiting or diluting the concentrations, methods of application, controlling drift spray, filtering and/or extraction of vapours, bunding of containments and decanting, application of PPE and clothing.



Prior to engaging in works involving electrical equipment in an office or depot, contractors shall define the scope and limits of work as part of the procurement process and ensure this is documented in the contract. All contractors shall supply authority certificates for any electrical installations.



#### **Explosive power tools**

All explosive charges for explosive powered tools must be kept in an approved, locked box. All operators of explosive powered tools must be experienced and competent in the operation of the equipment and appropriate licence. A warning sign must be displayed at each place (as appropriate) while the tool is being used. Suitable impact protection, eye protection and appropriate rated hearing protection must be worn when using the tool.

#### **Firearms operations**

Contractors engaged to undertake works using firearms may only transport, store and operate their firearms in accordance with the terms and conditions of the contract for the works undertaken. All firearms must be stored in accordance with Schedule 4 of the *Firearms Act 1996*. Contractors are not permitted to use their firearms whilst undertaking Parks Victoria activities when under the influence of drugs or alcohol. Any

firearm use must be in accord with any legislation, regulation or statutory rules governing the management of the particular Park or Reserve where the shooting is to occur.

Contractors must:

- Hold a current Victorian Firearm Licence of the appropriate category for the firearm/s in use
- Not be a prohibited person as defined under the Firearms Act 1996
- Be authorised under Section 37 of the *National Parks Act 1975* if using or carrying a firearm in a National or State Park or a Marine Sanctuary.



### **Hazardous manual handling**

Prior to commencing work on site, contractors shall establish the manual handling tasks which fit the definition of hazardous manual handling in the *OHS Regulations 2017*. A risk assessment must be completed to identify ways of eliminating or controlling hazardous manual handling risk by:

- Altering the workplace or environmental conditions
- Altering the systems of work
- Using mechanical aids
- Providing information, training and instruction (if the above are not reasonably practicable).

Where lifting aids have been selected as the method for reducing this risk, the contractor's employees shall be trained and competent in their use.



### Hot work

Contractors are to ensure that hot work is carried out under the control of a person who is responsible for the safe execution of all operations and that welding/cutting equipment is in good condition, well maintained and inspected regularly.

Open air welding and cutting is not permitted on TOTAL FIRE BAN DAYS, unless the required fire authority permit has been obtained and all necessary fire prevention requirements strictly complied with. Ensure all smouldering materials are extinguished before being left unattended.



### Scaffolds and platforms

Prior to the use of equipment for safe access, contractors should assess whether works can be undertaken on the ground. Where it is deemed necessary to work from height, contractors must install scaffolding and working platforms (suspended or not) compliant with OHS Regulations 2017 and relevant Australian Standards. If over 4 m in height scaffolding must be erected, inspected and tagged by a licenced Rigger.

Mobile scaffolding shall only be used on firm solid surfaces, no choking or stumping shall be used. In instances where safe access is required above unstable or uneven surface areas, a licenced Rigger shall install appropriate fixed scaffold, suitably braced and anchored to comply with the *OHS Regulations 2017*.



## Ladders

Ladders shall only be used in circumstances where all other means of safe access have been eliminated, ie. mobile work platform, platform ladder, scaffolding. Ladders are considered the lowest level of control for a falls risk. Where contractors choose to use a fixed or portable ladder the contractor must ensure that the ladder is appropriate for the task(s) and is the most practicable means of access. A SWMS shall be provided to assess and control safety risks.

Contractors are to ensure they:

- Use ladders that are industrial quality and rated to a minimum 120kg (not domestic)
- Inspect the ladder's condition for safe operation
- Use ladders only for works of minor nature
- Secure and safely affix all ladders at the top and bottom

- Ensure that only one person works from a ladder at any one time
- Not overreach when using a ladder
- Do not carry out any cutting or work involving the use of power tools from a ladder.

### **Lasers**

If lasers are operated as part of contractor works these must be used with the following precautions:

- Up to Class 3A only to be used on construction work and by an appropriately qualified person
- Positioned so as not to be at eye height of personnel in the area
- Warning signs to be erected if required.

### **Lifting equipment**

Lifting equipment used where work cannot be performed safely from the ground, or where components assembled on the ground and requiring erection, dismantling or installation must be used in accordance with strict planning and compliance to the *OHS Regulations 2017*. Contractors shall inform their PVC prior to works if the work involves the installation or use of scissor lifts, boom lifts, cranes etc.

Contractors are to ensure all lifting equipment complies with the OHS Regulations 2017 and all relevant Australian Standards. Controls must be in place to prevent tools, materials and debris from dropping from elevated heights and striking persons below (dropped objects). This may include but not be limited to safe work zones, drop zones, lifting cages, secure loads, tag lines, use of spotters and maintaining of safe distances.



### Overhead or underground assets

All contractor works undertaken near an overhead cable network or underground water/drainage/sewerage, electricity, gas or communications shall be referenced in the contractor's systems of safe work. All work shall be undertaken in accordance with all relevant OHS legislation, Australian Standards and be documented in the contractors SWMS.

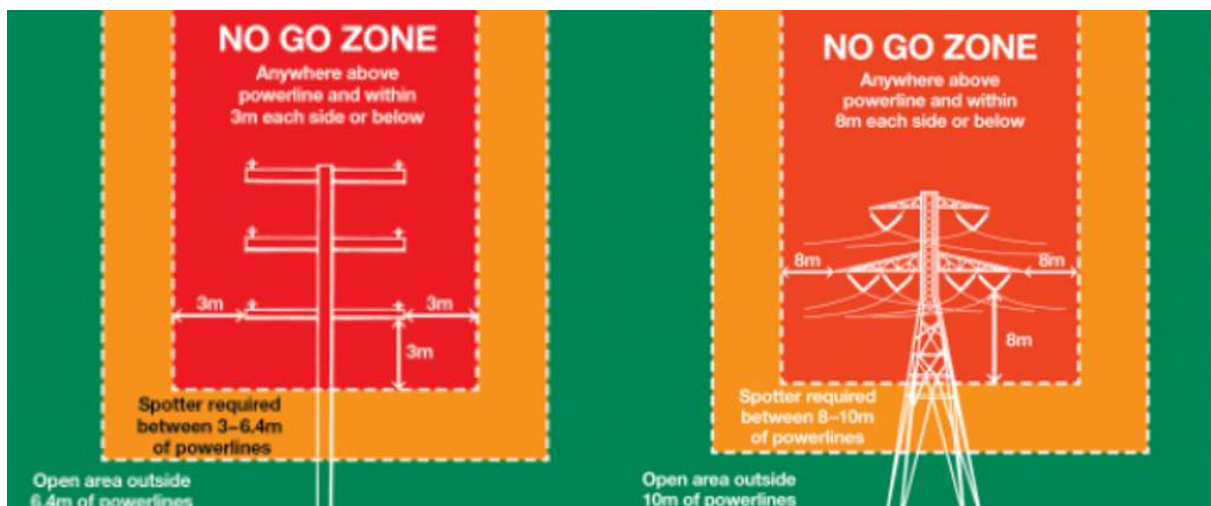
### Overhead assets

The [No Go Zones and working around powerlines and towers](#) describe the minimum safety requirements that are dependent on the distance between overhead powerlines and the work being performed.

### Underground assets

The contractor is responsible for identifying all existing services affecting the worksite and must carry out [Dial Before You Dig 1100](#). The responsible PVC may also be able to provide supporting information, including schematics, diagrams, site plans, previous survey, etc.





## Plant and equipment

Contractors must provide, maintain and operate plant in a safe manner, complying with appropriate statutory requirements for the safe operation of plant.

As a minimum, contractors shall ensure that:

- All items of plant under their control are subject to a risk assessment in accordance with the *OHS Regulations 2017 - Part 3.5 (Plant)*
- Their employees or sub-contractors required to operate or work with plant and equipment are instructed on the safe use of plant and where required have the appropriate certification(s), licencing, training and competency
- Specific items of plant are registered in accordance with the *OHS Regulations 2017*
- Inspect and maintain plant and equipment on a regular basis in accordance with the manufacturer's / industry standards
- All hand tools, machinery or other equipment is operated with effective guards (where required)
- Shall also use an approved wrist stop or lanyard/s to secure tools if there is a risk of it falling and injuring people below.

The PVC may request to review documentation relating to items of plant (e.g. licencing, competencies, maintenance records and documented risk assessments). The contractor shall provide this information on request.

### **Trenching/excavation**

Where trenching depth is greater than 1.5 metres, the contractor is to ensure that WorkSafe have been notified 3 working days before commencement of the trenching. This should be identified prior in the works planning phase. All trenches are to be braced and there are to be a minimum of two people working in the trench at any time. All trenches over 1.5m must comply with *OHS Regulations 2017*. Contractors are to provide a SWMS for this high-risk work activity.

All trenches and excavations must be protected against unauthorised entry, collapse, e.g. fixed ladder, handrails or barricades and appropriate warning signs erected. Excavations in all materials shall be shored, battered or stepped in an approved manner according to the degree of incline and slope, and safe access must be provided. Excavations and trenches shall be inspected regularly by a competent person. If on inspection there is evidence of subsidence, all work shall cease until necessary precautions have been taken to secure the area.

All excavated material must be stored correctly preventing impact to the environment. No material, plant or waste shall be stored within one metre from the edge of any excavation or shored trenches zone of influence. Loads shall not exceed the shoring's tolerances.

### **Working at heights or on an unprotected edge**

Where works involve working at heights, contractors shall first establish whether some or all of the work can be done safely from the ground. All work at heights or on rooves

shall be conducted in accordance with *OHS Regulations 2017*.

Contractors performing work at a height or where a risk of falling exists (unprotected edge), need to identify the hazards and assess the risk and implement appropriate falls prevention. The contractors SWMS shall reflect the controls to be in place for works at height or on an unprotected edge.



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#### **Works on or adjacent to water**

Contractor works in aquatic environments including dredging of waterways, installation of pilings and other infrastructure (including maintenance) must be supported by a safety management plan, SWMS or equivalent. All safe systems of work in place must comply with the relevant Maritime and OHS legislation and Australian Standards.

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#### **Works on or near roads**

Contractors engaged to undertake works near or on roads must comply with the Road Traffic Authority Codes, Regulations and Roads Management Act 2004. As part of the contractor engagement process, the contractor shall assess the risks of the work being

done. Where appropriate, traffic management plans (TMP) shall be in place. In all instance's sufficient warnings to motorists and pedestrians must be erected, this may include but not be limited to signage, barricades, speed reduction, stop and go, traffic control, lights or lane changes. All safe systems of work in place must comply with the relevant legislation and Australian Standards.

