

CONTRACTOR MANAGEMENT SAFETY GUIDELINES



1. Introduction

The content of the Contractor Safety guidelines document is specifically designed to conform to Western Australian State Safety and Health legislation, which will cover contracted work performed on VenuesWest's premises.

VenuesWest recognises safety as a high priority and therefore expects all contractors, sub-contractors and their employees to conform to the same safety requirements.

All Contractors must sign in online at HBF Arena, HBF Stadium and nib Stadium. Where the contracted work occurs at another VenuesWest facility all contractors must ensure that these Contractor Safety Rules are read, understood and acknowledged by all of the Contractors employees including sub-contractors prior to the contracted works commencing at a VenuesWest facility. A signed version of this document (by all of the contractor's employees including sub-contractors) must be provided to the Authorised VenuesWest Delegate prior to arrival on site.

Contractors can access an online induction using the following link www.venueswest.wa.gov.au/osh-visitor-induction/ however for Emergency Management purposes all contractors must still sign in at the venue they are working at.

2. Contractor Safety Rules

This is a summary of VenuesWest's OHS requirements and safe working procedures that may apply to event and/or works contractors as well as Licensees. Obviously, these requirements cannot be exhaustive, and all possible legislative and regulatory concerning contractors are not included in this document. Situations will undoubtedly arise where additional precautions will be necessary. Therefore, this should be used strictly as an introduction to VenuesWest's OHS processes.

The Contractor must submit the contractors own procedure documents to the Authorised VenuesWest Delegate prior to arriving onsite. Changes in contractor requirements will be evaluated on a regular basis.

2.1 Compliance with Regulations

- All contracting companies and their employees must adhere strictly to all legislative OSH requirements and VenuesWest's Safety Practices.

2.2 Incident Procedures

2.2.1 Damage to Equipment

- If any plant or equipment, such as forklifts etc., is damaged in any way by the contractors' workers and/or sub-contractors, or if any equipment is noticed to be in a damaged or unsafe condition, this must be reported immediately to the Authorised VenuesWest Delegate, so that the necessary corrective actions may be taken.

2.2.2 Injury Reporting

- Contractors' employees and/or sub-contractors shall report all injuries and fill out a VenuesWest Incident Report Form immediately after an incident occurs.
- VenuesWest 1st aid, hazard, incident and witness statement forms can be obtained online at www.venueswest.wa.gov.au/osh-visitor-induction/, from the reception area or Authorised VenuesWest Delegates at each venue.

2.3 Safety Equipment

2.3.1 Required by Contractor

- Contractors and/or sub-contractors shall supply all of their own safety equipment including hard hats, safety belts, fall arrest equipment, personal protection equipment (PPE) etc.

- This equipment must be worn whilst on site as per the contractors Safe Work Method Statements or Job Safety Analysis and as required by the Authorised VenuesWest Delegate.

2.3.2 Fire Extinguishers

- A fire extinguisher of the correct type, as approved by VenuesWest, must be kept within easy reach of all cutting, welding and other open flame jobs and on all other jobs where there is a possibility of ignition.
- All mounted extinguishers must be left where they are and must not be used for fire watch. These are only to be used for emergency situations.
- If a VenuesWest owned fire extinguisher is used, the Authorised VenuesWest Delegate must be notified.
- The cost of the replacement fire extinguisher will be on-costed to the contractor and/or sub-contractor.

2.4 Emergency Equipment Locations and Use

- Before the contracted works or event commences, all contractors and/or sub-contractors must be familiar with the locations of emergency equipment such as exits, fire extinguishers and first aid kits.

2.5 Smoking

- Smoking is not permitted within any building or company vehicle, or in areas otherwise designated as 'No Smoking'.
- All VenuesWest sites have been declared 'Smoke Free' and smoking must not take place within 10 metres of any entrance or exit point.

2.6 Alcohol and Illegal Drugs

- Illegal drugs are prohibited on any VenuesWest premises. Any person under the influence or in possession of these, or under the influence of alcohol, will be refused entry or ejected from the premises.
- The Police will be notified of the incident.

2.7 Job Site Mobility

- Contractors' employees and/or sub-contractors are not permitted to wander through the VenuesWest premises.
- They must stay on the designated job site and shall refrain from interfering in any way with VenuesWest employees, patrons or operational activities.

2.8 Running and Horseplay

- Running and horseplay are strictly forbidden.
- All contractors' employees and/or sub-contractors are expected to conduct themselves in a safe and professional manner.

2.9 Housekeeping and Waste Disposal

- It is the responsibility of the contractor and/or sub-contractors to maintain good housekeeping and material storage standards in the work area at all times. This may be subject to the daily approval of the Authorised VenuesWest Delegate.
- Rags, cartons, bottles, empty cans, welding rods, etc., shall be placed in the designated waste collection facilities provided.
- No dumping of debris, refuse, etc., is permitted inside the VenuesWest premises.
- At the conclusion of the contracted works or event, the area must be left clean and tidy.

2.10 Scaffolds

- All scaffolders working at a VenuesWest facility must provide the Authorised VenuesWest Delegate with evidence that they are licensed to undertake High Risk Work.
- By signing the VenuesWest Safety Rules document all scaffolders undertaking work at a VenuesWest facility acknowledge that the scaffolding shall be erected, maintained and dismantled as per Western Australian's OSH regulations, AS/NZS 1576 and any applicable Code of Practice.
- Contractors and/or sub-contractors undertaking scaffolding works at a VenuesWest facility must provide a copy of their scaffolding procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to the Authorised VenuesWest Delegate by the Contractor prior to commencing any scaffolding work.

2.11 Compressed Air

- Compressed air is to be used only for purposes intended and must not be used for cleaning clothes.

- The user of the compressed air hose must wear appropriate personal protective equipment, and is responsible for ensuring flying debris caused by the use of compressed air does not injury to anyone in the work area.

2.12 Compressed Gas Cylinders

- All compressed gas cylinders must be secured in the upright position to prevent them from falling.
- These cylinders must be secured whether they are empty or full.
- Empty cylinders should not be stored lying on their side, except permanently mounted breathing air cylinders.
- Arrangements for securing them upright must be made.
- All valve caps must be replaced when cylinders are not in use and all compressed gas cylinders must be secured in the upright position during transportation.
- A rack shall be used in vehicles used to transport cylinders.
- Oxygen cylinders should be stored away from flammable gas cylinders.
- Propane tanks are to be stored outdoors. When compressed gas cylinders are not in use, they should be removed from the operating unit or stored in designated locations.
- Contractors and/or sub-contractors using or storing gas onsite at a VenuesWest facility must provide a copy of their Gas Handling procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to the Authorised VenuesWest Delegate by the Contractor prior to commencing work with compressed gas.

2.13 Working at Heights including ladders

- All working at heights activities must be undertaken in accordance with the Code of Practice – Prevention of falls at Workplaces.
- Ladders and the use of ladders must comply with AS/NZS 1892 and all other relevant Australian Standards or Codes of Practice.
- Before use all ladders are to be inspected for defects.
- Contractors and/or sub-contractors working at heights at a VenuesWest facility must provide a copy of their Working at Heights procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to the Authorised VenuesWest Delegate by the Contractor and/or sub-contractors prior to commencing working at heights.

2.14 Equipment

- Before any repair work is done on any equipment, permission must be obtained from the Authorised VenuesWest Delegate.

2.15 Portable Power Tools (Electric)

- Guards installed by the manufacturer shall not be removed from any power tool and whenever practical, avoid laying electric cords on surfaces where people walk, use stands or cable trays.
- Always disconnect power tools from power sources before making repairs or adjustments.
- Cords on power tools must be in good condition, appropriately tagged and use a three-pronged plug.
- All defective tools must be repaired before use.
- Contractors and/or sub-contractors undertaking electrical work onsite at a VenuesWest facility must provide a copy of their Electrical Safety procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to the Authorised VenuesWest Delegate by the Contractor and/or sub-contractors prior to commencing work with electrical power tools.

2.16 Personal Protective Equipment (PPE)

- Where personal protective clothing or equipment (PPE) is required, the contractor will provide it.
- All PPE must comply with the relevant Australian Standard.
- Steel capped safety footwear must be worn at all times.
- Contractors and/or sub-contractors should provide a copy of their PPE procedure to the Authorised VenuesWest Delegate (if applicable).

2.17 Electrical Work

- Immediately prior to the commencement of any work involving electrical lines and/or equipment, the contractor must contact the Authorised VenuesWest Delegate who will define the scope and limits of the work.

- Contractors and/or sub-contractors should provide a copy of their Electrical Safety procedure to the Authorised VenuesWest Delegate (if applicable).
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to VenuesWest by the Contractor and/or sub-contractors prior to commencing any electrical work.

2.18 Barricades

- All work areas, open holes, and any other unprotected risk must be barricaded to prevent accidental contact.

2.19 Access to the Worksite

- The Contractor and/or sub-contractors representative must advise the Authorised VenuesWest Delegate when all workers are present on site.
- The Authorised VenuesWest Delegate will ensure that the contractors and/or sub-contractors reporting for work sign in using the appropriate sign in book or online induction kiosk located at the venue they are working at.

2.20 Storage and Identification of Tools

- Contractors and/or sub-contractors wishing to leave tools onsite overnight must supply their own tool boxes and assume full responsibility for their safekeeping.
- All contractors' and/or sub-contractors tools and equipment must be identified or marked as their own before entry into the site.
- VenuesWest accepts no responsibility for any tools, tool boxes or any type of equipment, products or supplies left onsite by the contractor and/or sub-contractor.

2.21 Dangerous Goods and Hazardous Substances

- VenuesWest reserves the right to not allow certain types of Dangerous Goods or Hazardous Substances to be used on site.
- Hazardous substances will only be used after taking into account the degree of risk involved and the operational and economic effects of substitution with less hazardous substances.
- All hazardous substances brought on site must have a supplier label.
- Where a hazardous substance is decanted and not used immediately, the container will be labelled with the product name and the risk and safety phrases.
- Contractors and/or sub-contractors storing Dangerous Goods and Hazardous Substances onsite at a VenuesWest facility must provide a copy of their Hazardous Substances procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to the Authorised VenuesWest Delegate by the Contractor and/or sub-contractors prior to working with Dangerous Goods and Hazardous Substances.

2.22 Safety Data Sheets

- Safety Data Sheets for all hazardous substances including gas, fuel etc. brought on site by the contractor and/or sub-contractors must be provided to the Authorised VenuesWest Delegate.

2.23 Storage of Flammable Materials

- Contractors will be responsible for the safekeeping of all flammable materials they use. When not in use, these materials will be kept in approved storage facilities, supplied by the contractor.
- Contractors and/or sub-contractors storing flammable materials onsite at a VenuesWest facility must provide a copy of their Dangerous Goods and Hazardous Substances procedure to the Authorised VenuesWest Delegate.

2.24 Searches

- All contractors' and/or sub-contractors personnel entering and leaving the site, and all contract employees may be subjected to search.

2.25 Publication of Information

- Any publications regarding the job or the plant must be reviewed and approved in writing by the Authorised VenuesWest Delegate.

2.26 Contractors' Visitors

- The Authorised VenuesWest Delegate must approve any visitors to site.
- Visitors must be signed in and be accompanied at all times by the receiving contractor and/or sub-contractor.

2.27 Forklifts

- Only contractors who are licensed to operate forklifts should do so.
- Contractors and/or sub-contractors will be asked to provide evidence of their High Risk Work Licence when onsite at a VenuesWest facility.
- Contractors and/or sub-contractors using a forklift onsite at a VenuesWest facility must provide a copy of their Forklift procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to VenuesWest by the Contractor and/or sub-contractors prior to commencing work with the forklift.

2.28 Elevated Work Platforms

- Only contractors and/or sub-contractors who are licensed to operate an Elevated Work Platform (EWP) should do so.
- Contractors and/or sub-contractors will be asked to provide evidence of their EWP license when onsite at a VenuesWest facility.
- Contractors and/or sub-contractors using a EWP onsite at a VenuesWest facility must provide a copy of their EWP procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to VenuesWest by the Contractor and/or sub-contractors prior to commencing work with the EWP.

2.29 Confined Space Entry

- Only contractors and/or sub-contractors who are trained in Confined Space Entry (CSE) should access a Confined Space.
- A Confined Space Entry permit must be obtained from the VenuesWest Confined Space Entry permit issuer prior to the contractor and/or sub-contractor entering a confined space.
- Contractors and/or sub-contractors should provide a copy of their CSE procedure to the Authorised VenuesWest Delegate (if applicable).
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to the Authorised VenuesWest Delegate by the Contractor and/or sub-contractors prior to commencing work within a confined space.

2.30 Noise Management

- All contractors and/or sub-contractors operating machinery or working in areas where hazardous noise may be present must wear the appropriate ear and hearing protection.
- Contractors and/or sub-contractors undertaking work which results in hazardous noise onsite at a VenuesWest facility must provide a copy of their Noise Management procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to the Authorised VenuesWest Delegate by the Contractor and/or sub-contractors prior to commencing work which may emit hazardous noise.

2.31 Hot Works

- All contractors and/or sub-contractors must obtain a Hot Works permit from the Asset Planning or Repairs and Maintenance Coordinators prior to commencing any Hot Works.
- Only contractors and/or sub-contractors who are listed on the permit can undertake Hot Works at a VenuesWest facility.
- A fire extinguisher of the correct type, as approved by VenuesWest, must be kept within easy reach of all cutting, welding and other open flame jobs and on all other jobs where there is a possibility of ignition.
- All mounted extinguishers must be left where they are and must not be used for fire watch.
- Contractors and/or sub-contractors using a EWP onsite at a VenuesWest facility must provide a copy of their Hot Works procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to VenuesWest by the Contractor and/or sub-contractors prior to commencing any hot works.

2.32 Hazardous Manual Tasks

- Contractors and/or sub-contractors undertaking hazardous manual tasks onsite at a VenuesWest facility must provide a copy of their Hazardous Manual Tasks procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to the Authorised VenuesWest Delegate by the Contractor and/or sub-contractors prior to commencing any hazardous manual tasks.

2.33 Asbestos Management

- Contractors and/or sub-contractors undertaking work with Asbestos Containing Materials (ACM) must provide a copy of their ACM procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to the Authorised VenuesWest Delegate by the Contractor and/or sub-contractors prior to commencing any work involving ACM.

2.34 Rigging and Dogging

- Only contractors and/or sub-contractors who are licensed to undertake Rigging and Dogging should do so.
- Contractors and/or sub-contractors will be asked to provide evidence of their High Risk Work Licence when onsite at a VenuesWest facility.
- Contractors and/or sub-contractors undertaking rigging and dogging onsite at a VenuesWest facility must provide a copy of their Rigging and Dogging procedure to the Authorised VenuesWest Delegate.
- A Safe Work Method Statement and/or a Job Safety Analysis must be provided to the Authorised VenuesWest Delegate by the Contractor and/or sub-contractors prior to commencing any Rigging and Dogging.

3. Emergency management

3.1 Medical Emergency

In the event of an emergency/injury occurring, the following process should be followed:

- Raise the alarm to alert others.
- Contact the Authorised VenuesWest Delegate immediately.
- The Authorised VenuesWest Delegate will assess the situation and if required contact a first aider.
- The first aider will treat the injured person, if practicable, and keep the injured person comfortable.
- The first aider will allocate personnel to contact emergency medical services if required.

3.2 First Aid Kits

- Contractors and/or sub-contractors are expected to provide their own basic first aid kits.
- VenuesWest has a first aid kit, first aid equipment and first aid rooms on site at all venues.

3.3 Fire Safety

To prevent fire contractors and/or sub-contractors must obtain a Hot Work permit from the Authorised VenuesWest Delegate for all hot work (grinding, welding and cutting) and:

- Keep work areas clean and tidy;
- Do not overload electrical sockets;
- Do not use double adapters or piggyback plugs;
- Report any worn, frayed, split, cut or otherwise damaged electrical cords and leads; and
- Keep combustible chemicals and materials away from possible ignition sources.

In the event of a fire observe the following:

- Raise the alarm, shout to others and call for emergency assistance;
- Try to extinguish or contain the fire, only if it is safe to do so using the appropriate equipment;
- Remember the safety of all personnel is paramount; and
- Evacuate the area if there is any possibility of explosion or danger to personal safety.

3.4 Hazardous Substance Spills

- Raise the alarm by shouting to personnel and ensure all power and other sources of ignition are turned off;
- Clean-up the spill, but only if it is possible to do so without jeopardising your own safety and health;
- If for any reason the spill cannot be immediately cleaned up, advise the Authorised VenuesWest Delegate; and
- The Authorised VenuesWest Delegate will assess the situation and if required, will contact emergency control personnel and advise them of the situation.

3.5 Emergency Contacts

Emergency Contacts information which details the names and contact numbers for internal emergency response personnel i.e. first aiders and external emergency response services such as fire, ambulance, police, hospital and local medical centres can be obtained at the venue reception.

3.6 Evacuation

In the event that a workplace evacuation is required the following will apply to all contractors and sub-contractors:

- Evacuate immediately when the alarm is raised.
- Do not stop and gather possessions, proceed directly to your nominated assembly point.
- Stay at the nominated assembly point until given the all clear by emergency control personnel.
- Diagrams including buildings, location of fire equipment and assembly areas are displayed throughout the venue.

Contractor sign off and acknowledgement of Safety rules to be followed whilst on site:

1. Contractor sign off

Name: _____ Date: _____

Signature: _____

2. Contractor sign off

Name: _____ Date: _____

Signature: _____

3. Contractor sign off

Name: _____ Date: _____

Signature: _____

4. Contractor sign off

Name: _____ Date: _____

Signature: _____

5. Contractor sign off

Name: _____ Date: _____

Signature: _____

6. Contractor sign off

Name: _____ Date: _____

Signature: _____

7. Contractor sign off

Name: _____ Date: _____

Signature: _____

8. Contractor sign off

Name: _____ Date: _____

Signature: _____

9. Contractor sign off

Name: _____ Date: _____

Signature: _____

10. Contractor sign off

Name: _____ Date: _____

Signature: _____

Received by:

Name: _____ **Date:** _____

Authorised VenuesWest Delegate

Signature: _____