



# Contractor Work Health & Safety Induction Handbook



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# Welcome

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Welcome to the Mareeba Shire Council Contractor Induction. This handbook ensures all contractors, their workers, and sub-contractors understand their responsibilities and Council's expectations before commencing work.



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# Purpose

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The purpose of this induction is to:

- Ensure compliance with WHS legislation and Council procedures.
- Clarify shared duties as PCBUs.
- Promote safe work practices and professional behaviour.
- Identify and manage workplace hazards.
- Advise on Mareeba Shire Councils Policies and Procedures



# WORK HEALTH & SAFETY LEGISLATION

MAREEBA SHIRE COUNCIL



## Contractor Work Health & Safety Induction

## Work Health & Safety Legislation

The legislation aims to:

- Protect the health and safety of workers and other people by eliminating or reducing workplace risk.
  - To ensure effective representation, consultation and cooperation to address health and safety issues in the workplace.
  - Promote information, education and training on health & safety.
  - Provide effective compliance and enforcement measures.
  - Deliver continuous improvement and progressively higher standards of health & safety.
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## Who has Duties for Work Health & Safety?

- **PCBU:** (Person Conducting a Business or Undertaking) A person who conducts a business or undertaking, whether alone or with others, and regardless of whether it is for profit or gain. i.e., Mareeba Shire Council.
  - **Officers:** A person who: **Makes or participates in making decisions** that affect the whole or a substantial part of the business.
  - **Workers & Others:** Includes employees, contractors, outworkers, trainees, volunteers and visitors.
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## Duties of a PCBU

To ensure the health and safety of workers so far as reasonably practicable. Workers include employees, contractors, outworkers, trainees, volunteers and visitors.

The PCBU must also comply with the following requirements:

- Provide and maintain a safe working environment.
  - Provide and maintain safe plant and systems of work.
  - Ensure safe use, handling, storage and transport of plant and substances.
  - Provide adequate facilities for the welfare of workers.
  - Provide workers with information, instruction, training and supervision.
  - Consult with workers and Health and Safety Representatives about matters that directly affect them.
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## Duties of Officers

To exercise due diligence to ensure the PCBU complies with its Health & Safety duty obligations.

Due diligence includes personally taking reasonable steps to;

- Acquire and keep current information on Work Health & Safety matters.
- Understand the nature of the operation of work and associated hazards and risks.
- Ensure that the PCBU has and uses appropriate resources and processes to eliminate or reduce risk to workplace health & safety.

## Duties of Workers

A worker must:

- Comply with the instruction given for work health & safety at the workplace.
  - Use PPE if the equipment is provided by the employer and you are properly trained to use it.
  - Not to willfully or recklessly interfere with or misuse anything provided for work health & safety at the workplace.
  - Not to willfully place at risk the work health & safety of any person at the workplace.
  - Not to willfully injure themselves.
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## Duty of Care

### What Is the Duty of Care?

Under the Queensland Work Health and Safety Act 2011, the duty of care is primarily assigned to a Person Conducting a Business or Undertaking (PCBU). This duty is legally binding and applies to all workplaces, including those managed by councils and contractors.

The primary duty of care requires a PCBU to ensure, so far as is reasonably practicable, the health and safety of:

- **Workers** engaged by the PCBU or whose work is influenced or directed by the PCBU.
  - **Other persons** who may be affected by the work (e.g., visitors, clients, members of the public).
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### Key Responsibilities Under the Duty of Care

A PCBU must ensure:

- **Safe work environment:** Free from risks to health and safety.
  - **Safe systems of work:** Including procedures and controls.
  - **Safe plant and substances:** Proper use, handling, and storage.
  - **Adequate welfare facilities:** Toilets, drinking water, first aid, etc.
  - **Training and supervision:** Workers must be competent and informed.
  - **Monitoring of health and conditions:** To prevent illness or injury.
  - **Emergency preparedness:** Plans and equipment must be in place.
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## Shared Duties

Under the Work Health and Safety Act, both the Council and contractors are considered Persons Conducting a Business or Undertaking (PCBU). This means we share duties to:

- Ensure the health and safety of workers and others.
- Eliminate or minimise risks as far as reasonably practicable.
- Consult, cooperate, and coordinate activities with each other.

You must comply with all relevant WHS legislation, Council policies, and procedures.

# COUNCILS SAFETY MANAGEMENT SYSTEM

MAREEBA SHIRE COUNCIL



## Contractor Work Health & Safety Induction

## Safety Management Systems

A Safety Management System (SMS) is a formal, structured approach to managing workplace health and safety. It provides a framework for identifying hazards, assessing and controlling risks, and continuously improving safety performance.

An SMS typically includes:

- **WHS Policy** – A statement of commitment to health and safety.
- **Planning** – Identifying hazards, assessing risks, and setting objectives.
- **Implementation** – Procedures, training, and resources to manage risks.
- **Monitoring** – Regular inspections, audits, and performance tracking.
- **Review and Improvement** – Learning from incidents and updating systems.

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## Why is a Safety Management System Important?

- **Legal Compliance**  
A Safety Management System ensures PCBU's they meet their legal duties under Work Health & Safety legislation.
- **Risk Management**  
A Safety Management System ensures that hazards are identified and controlled before work begins.
- **Consistency and Clarity**  
It sets clear expectations for behavior, procedures, and communication across all worksites.
- **Improved Safety Culture**  
Encourages proactive safety practices and shared responsibility between Council and contractors.
- **Incident Prevention**  
Reduces the likelihood of injuries, property damage, and environmental harm.
- **Efficient Communication**  
Establishes clear lines of reporting and consultation, especially important when multiple parties are involved.

## **Councils Safety Management System**

Council uses Safe Plan as their Safety Management System.

Safe Plan is divided into 7 elements:

**Element 1** – Policy Commitment and Management

**Element 2** – Systems Planning and Development

**Element 3** – Systems Implementation

**Element 4** – Control of Specific Work Environment Risks

**Element 5** – Control of Specific Equipment Risks

**Element 6** – Monitoring, Reporting and Evaluation

**Element 7** – Review and Continuous Improvement

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## **Council Workplace Health & Safety Policy**

### **Overview:**

- MSC is committed to providing a safe & healthy working environment for all Employees, Contractors, Volunteers & Visitors
- We will achieve this goal through: Complying with the current WH&S Legislation. Adopting the Risk Management approach to our activities and Consultation.
- Our primary objective is to ensure all Employees, Contractors, Volunteers and Visitors return home safe.
- All Employees, Contractors, Volunteers and Visitors have an obligation to maintain a safe & healthy workplace, & to uphold relevant Policies & Procedures.

## Mareeba Shire Council Workplace Health and Safety Policy Statement



### WORKPLACE HEALTH AND SAFETY POLICY STATEMENT 2025-2027

Mareeba Shire Council (MSC) is committed to providing a safe and healthy working environment for all its employees, contractors, volunteers, and visitors by adopting and promoting the provisions of the Workplace Health and Safety Act 2011, its associated Regulations and Codes of Practice.

The foundations of our commitment to Workplace Health and Safety are as follows:

- Comply with all relevant WHS legislation and other requirements ensuring the workplace is safe and the risk to health and safety is eliminated or minimized.
- Adopt a risk management process for all our workplace activities ensuring consistency with the nature of our workplace activities and the associated risks including physical and psychosocial.
- Establish processes to mitigate risks identified and assessed including psychosocial risks.
- Establish measurable objectives and targets for health and safety to ensure continuous improvement aimed at eliminating or minimizing work related illness and injury.
- Ensure the implementation of the Council WHS Management System at all levels. Employees with Management or Supervisory responsibilities are accountable for the health and safety of all workers and visitors in their respective work areas.
- Disseminate health and safety information to all employees, contractors, labour-hire employees, volunteers, and visitors to the workplace through an appropriate medium which ensures consultation compliance.
- The provision of appropriate health and safety and wellbeing education and training to all employees.
- The consultation process to ensure all employees are included in decision making when there is an impact on Workplace Health and Safety.
- Effective implementation of the WHS policy by making it available to regulatory authorities, suppliers, contractors, employees, volunteers, and visitors to the workplace.
- Comply with and manage the requirements of the Heavy Vehicle National Law.

Workplace Health and Safety is important, and we all have an obligation to ensure that we have a safe and healthy working environment and I encourage you all to actively participate so that we can achieve this goal.

A handwritten signature in black ink, appearing to read "Peter Franks".

Peter Franks  
Chief Executive Officer

Date: 4 February 2025

## **Council Drug & Alcohol Policy**

Mareeba Shire Council is committed to providing a safe, healthy and productive working environment for all Council Employees, Contractors, Volunteers and Visitors.

The inappropriate use of alcohol and other drugs can adversely impact workplace safety and performance and can significantly contribute to absenteeism and reduced morale.

In addition, the presence or use of alcohol or other drugs in the workplace can negatively impact the public perception of Council and the conduct of Council business.

### **Workers are prohibited from:**

- A. Working or conducting Council business with drugs and/or alcohol in their system in excess of the tolerance levels set out in the D&A policy
- B. Using, possessing, distributing or consuming drugs or alcohol on Council property during work time
- C. Driving a Council vehicle with drugs and/or alcohol in their system in excess of the tolerance levels set out in the policy
- D. Using or consuming drugs or alcohol when off-duty if it would result in the worker reporting to work or performing duties with drugs and/or alcohol in their system in excess of the tolerance levels set out in the policy
- E. Using or consuming drugs or alcohol at social events and work-related functions held during business hours/hours of work, where the employee attending is representing Council with drugs and/or alcohol in their system in excess of the tolerance levels set out in the policy.

The use of alcohol and drugs in the workplace will not be tolerated.

Use of any drugs other than those prescribed by a medical practitioner or legally obtained over the counter medication, will not be tolerated in the workplace.

At any time, you are taking any prescribed medication that may impair your ability to carry out your duties safely you must inform your Supervisor or Council Representative.

### **Drug and Alcohol Screening:**

While working with Mareeba Shire Council you may be selected for drug and alcohol screening based on the following:

- Random Drug and Alcohol Test
- Incident based testing
- Reasonable cause

Any non-negative result will be verified through second testing process with an independent authorized testing agent or medical practitioner.

Any refusal to participate is deemed to be in breach of Councils policy.

Councils' policy also applies to social events and work-related functions held during business hours.

## Smoking & Vaping in Council Workplaces

Smoking & vaping is prohibited in Council offices, depots, vehicles, plant and workplaces for all workers including contractors.

Check with your Council Representative for the location of designated smoking areas within Council facilities. Smoking & vaping is only permitted in your normal work breaks and in designated smoking areas.

Obey all 'No Smoking' signs.

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## Council Safety Data Sheets

Council prioritises safety and compliance in all chemical handling procedures. To support this, we use Chemwatch, a trusted chemical management system that provides access to up-to-date Safety Data Sheets (SDS) for all substances used across Council operations.

### Contractor Guidance

If you are a contractor requesting chemicals from Council, please note:

- All chemical requests must go through your **Council Representative** or the **Stores Department**
- You will be issued a Safety Data Sheet (SDS) for each chemical provided
- These SDS documents are sourced directly from Chemwatch, ensuring accuracy and compliance with WHS regulations

### SDS documents contain critical information including:

- Safe handling and storage procedures
- First aid and emergency response measures
- Environmental and disposal guidelines

This process ensures that all contractors have the necessary safety information before using any chemical supplied by Council.

For questions or support, please contact the Stores Department or Council's Safety Team.

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## Council Vehicles & Plant

If you are required to operate Council vehicle and/or plant, you must:

- Hold a current driver's license or operator's ticket
  - Be authorised to drive that vehicle or plant
  - Be always held responsible for the vehicle or plant
  - Not drive if under the influence of alcohol or drugs
  - Use the vehicle or plant in accordance with Council policy(150-HR Vehicles and fleet)
  - Undergo Councils Fleet Induction and any required Verification of Competencies
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## Incident Reporting

As part of our commitment to maintaining a safe and compliant work environment, all contractors are required to report any and all incidents that occur while working on Council sites or projects.

**What you must do:**

Complete an Incident Report Form for *every* incident no matter how minor.

Notify your designated Council representative as soon as possible after the incident occurs.

**This includes (but is not limited to):**

- Injuries or near misses
- Property damage
- Environmental hazards
- Unsafe conditions or behaviours

Prompt reporting helps us ensure appropriate follow-up, prevent recurrence, and maintain a safe work-place for everyone.

If you're unsure whether something qualifies as an incident **report it anyway.**

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**Notifiable Incidents**

Under the Work Health and Safety Act 2011 (QLD), PCBU's are legally required to report certain serious incidents known as *notifiable incidents*. These rules apply to all persons conducting a business or undertaking (PCBU), including contractors engaged by local government.

**What is a Notifiable Incident?**

A notifiable incident includes:

**Death of a person** (worker, contractor, or member of the public)

**Serious injury or illness**, such as:

- Immediate treatment as an inpatient in a hospital
- Amputation, serious head or eye injury
- Serious burns, spinal injury, loss of bodily function

**Dangerous incidents**, even if no one is injured, such as:

- Collapse of a structure
- Explosion or fire
- Electric shock
- Equipment failure that exposes someone to serious risk

**Contractor Responsibilities**

If a notifiable incident occurs while working on a Council site:

- **Stop work immediately.**
- **Notify Workplace Health and Safety Queensland (WHSQ)** as soon as you become aware of the incident.
- Notification must be made by the **fastest possible means**, either by phone or in writing (email, fax, etc.).

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- You must provide all requested details to the regulator.
- **Preserve the incident site** until an inspector arrives or gives permission to resume work (unless it's necessary to help an injured person or prevent further danger).
- **Inform your Council representative** immediately.
- **Document the incident.**

### Legal Consequences

Failure to notify WHSQ of a notifiable incident can result in enforcement action, including fines of up to **100 penalty units** under QLD regulations.

Contractors play a vital role in maintaining safety and compliance. If you're unsure whether an incident is notifiable, **report it anyway** and seek guidance from the regulator.

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### Hazard Reporting

If you identify a **hazard** while working on a Council site whether it's a physical risk, unsafe condition, or potential danger you are **required to report it immediately**.

#### What to do when you spot a hazard:

- Stop work if necessary to prevent harm.
- Report the hazard to your Site Supervisor or Council representative without delay.
- Complete a Hazard Report Form.

#### Common examples of hazards include:

- Slippery surfaces or trip hazards
- Faulty equipment or exposed wiring
- Inadequate signage or barriers
- Unsafe work practices or environmental risks

Early reporting helps us take corrective action before incidents occur. If you're unsure whether something is a hazard **report it anyway**.

# WORKSITE SAFETY

MAREEBA SHIRE COUNCIL



## Contractor Work Health & Safety Induction

## Established Council Sites

When working in established Council sites, you will be required to be shown the following items and discuss them in detail with your Council representative. This ensures you are familiar with the specific risks, controls, and expectations of the site. The walkthrough will include:

- A review of **site-specific hazards** such as electrical infrastructure, confined spaces, or public interface risks.
- An explanation of **risk control measures** in place, including signage, barriers, exclusion zones, and any required permits.
- A briefing on **site rules**, including behavioral expectations, restricted areas, and environmental considerations.
- A demonstration of **mandatory PPE requirements**, including what must be worn, when, and where.

A walkthrough of **emergency procedures**, including:

- Alarm systems and how to raise an alert
- Evacuation routes and assembly points
- Location and use of emergency equipment (e.g., fire extinguishers, first aid kits, spill kits)

Instructions on **incident and hazard reporting**, including who to report to and how to complete documentation.

A guided tour of the **site layout**, covering:

- Entry and exit points
- Loading/unloading zones
- Amenities (toilets, break rooms, drinking water)
- First aid stations and emergency contacts
- Security procedures and access controls

These induction steps are essential to ensure you are equipped to work safely and in compliance with Council expectations.

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## Emergency Evacuation from Council Sites

Your safety is our top priority. Please be aware of the following mandatory evacuation procedures that apply when working at any established Council location:

### In the event of an evacuation:

- Immediately cease all work activities once the alarm has been sounded.
- Follow the instructions of the designated Fire Wardens without delay.
- Proceed directly to the marked Evacuation Assembly Area. These areas are clearly signposted and must be familiar to all personnel on site.

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- Do **NOT** attempt to re-enter the site under any circumstances until an Authorised Person has issued an official all-clear.

These procedures are in place to ensure the safety of all personnel and must be followed at all times. Failure to comply may result in removal from the site and further action.

If you have any questions about evacuation points or safety protocols, please speak with your site supervisor or a Council representative.

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### Contractor Immunisation Requirements for High-Risk Work Sites

Contractors engaged to work for Council must be appropriately immunised before entering any work area where exposure to vaccine-preventable diseases is a foreseeable risk. This requirement is based on Council's obligations as a Person Conducting a Business or Undertaking (PCBU) under the Work Health and Safety Act 2011 (Qld), the Work Health and Safety Regulation 2011 (Qld), and relevant Codes of Practice.

Under these laws, a PCBU must eliminate or minimise risks to worker health and safety *so far as is reasonably practicable*. Where biological hazards are present including viruses, bacteria, and other infectious agents' immunisation is recognised as a reasonably practicable control measure.

Council must therefore ensure that all workers, including contractors, are protected from exposure to vaccine-preventable diseases when working in high-risk environments.

Certain Council sites present elevated biological risks, including:

- Wastewater treatment plants
- Sewer pump stations and sewer networks
- Animal management and pound facilities
- Environmental health and public health operations

These environments may expose workers to diseases such as Hepatitis A, Hepatitis B, Tetanus, Q Fever, Leptospirosis, and other infectious agents. Immunisation requirements are determined through Council's risk assessment process and aligned with the Australian Immunisation Handbook and WHS legislative duties.

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### Council First Aid Kits

To ensure the safety and wellbeing of everyone working within Council premises, all contractors must be aware of the following first aid procedures:

#### First Aid Kit Locations

First aid kits are available in designated areas across Council buildings. A Council representative will personally show you the location of these kits upon arrival or induction.

**Using Council First Aid Kits** If you need to use any items from a Council first aid kit:

- **Notify a Council representative immediately**
- Record what was used in the notepad provided inside the first aid kit to ensure stock levels are maintained and replenished promptly

#### Reporting Requirements

All use of first aid supplies must be reported to the relevant Council contact. This helps us maintain compliance and ensures kits are always ready for emergencies.

Your cooperation helps us maintain a safe and responsive work environment for all. If you have any questions, please speak with your Council liaison.

## Council First Aid Officers

As part of your site-specific induction, a Council representative will advise you on the designated First Aid Officer when working in an established Council site. This ensures you know exactly who to contact in case of an emergency.

### Where to Find First Aid Officer Details

In addition to your induction briefing, the names and contact details of Council First Aid Officers are displayed on site noticeboards throughout Council facilities. Please take a moment to familiarize yourself with this information upon arrival.

Your safety is our priority. If you have any questions or need assistance, please speak with your Council representative.

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## Personal Protective Equipment

Please ensure while working on Council sites any tasks which require the use of Personal Protective Equipment (PPE) are adequately supplied for.

While working with Council contractors that require Council-supplied Personal Protective Equipment (PPE) must use it in accordance with Council's PPE rules and procedures.

### SIX RULES FOR PPE: (IF REQUIRED)

1. Make sure you've got it
2. Make sure you know how to use it
3. Make sure you use it
4. It is your responsibility to maintain it
5. Dispose of it properly
6. Replace it when it becomes unserviceable or worn

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## Hazardous Substances & Dangerous Goods

Any hazardous substances or dangerous goods to be used on Council work sites require the appropriate Safety Data Sheet (SDS) and risk assessments to be available. All chemicals are to be used only to manufacturers requirements and applications.

*The SDS must provide relevant information on:*

- The chemical compound
- Associated health hazards
- Safe storage and handling
- How to use the chemical safely
- Emergency and first aid

Up to date Safety Data Sheets must be readily available to workers on Council sites, this can be either electronically or via a paper copy.

## Site Hazards and Risks

Council sites may present hazards such as:

- Vehicle and pedestrian traffic
- Asbestos-containing materials
- Confined spaces
- Working at heights
- Biological hazards (e.g., waste, sharps)

Contractors may also introduce hazards through:

- Use of plant and equipment
- Hazardous substances
- Electrical work
- Hot works

**There must be a safe system of work in place** that ensures all risks are assessed and controlled before starting work.

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## High-Risk Construction Work Council Expectations and SWMS Requirements

Council is committed to maintaining a safe and compliant work environment across all sites. When undertaking high-risk construction work on Council sites, contractors are expected to uphold the highest standards of safety and legislative compliance.

In accordance with the Queensland Work Health and Safety Regulation 2011, all high-risk construction work must be supported by a Safe Work Method Statement (SWMS). Contractors are required to:

- **Provide a site-specific SWMS** for all high-risk construction activities prior to commencing any work
- **Ensure the SWMS is clear, accurate, and relevant** to the tasks being performed
- **Make the SWMS available on site** at all times and ensure all workers understand and follow it
- **Cease work immediately** if the SWMS is not being followed or if conditions change and the SWMS is no longer adequate

If a contractor is working under Mareeba Shire Council's Safety Management System (Safe Plan), a SWMS will be provided by Council for the identified high-risk work. In such cases, the contractor must review, understand, and adhere to the Council-issued SWMS and ensure all personnel are briefed accordingly.

Failure to comply with these requirements may result in suspension of work or removal from site.

## Table of High-Risk Construction Work

There is a risk of a person falling more than 2m	Work is on or adjacent to roadways or railways used by road or rail traffic	Work is in, over or adjacent to water or other liquids where there is a risk of drowning
There is movement of powered mobile plant	There are structural alterations that require temporary support to prevent collapse	Work is in an area where there are artificial extremes of temperature
Work is on or near energised electrical installations or services	Work involves a trench or shaft if the excavated depth is more than 1.5m	Work is on or near pressurised gas distribution mains or piping
Work involving demolition Work involves a confined space	Work is on or near chemical, fuel, or refrigerant lines	Work involves tilt-up or precast concrete
Work on telecommunication towers	Work involving diving	Work involves removal or likely disturbance of asbestos (Note: preparation of an asbestos control plan is taken to be preparation of a SWMS)
Work is in an area that may have a contaminated or flammable atmosphere	Work involving the use of explosives	Work involving a tunnel

### Equipment Compliance on Council Sites

Council is committed to maintaining a safe and compliant work environment. All contractors working on Council sites are expected to ensure that any plant and equipment brought onto site complies with relevant Queensland legislation and safety standards.

Contractors must provide evidence of compliance upon request. Non-compliant equipment may be refused entry or use on Council sites. Safety is a shared responsibility Council appreciates your cooperation in maintaining a safe working environment.

### Housekeeping

To maintain a safe and efficient workplace, all council sites must remain clean, organised, and free from hazards. This includes:

- **Keeping Work Areas Tidy:** Regular removal of dust, spills, and waste
- **Organizing Tools & Equipment:** Proper storage of tools, materials, and equipment
- **Maintaining Work Areas:** Keeping floors, lighting, and machinery in good condition
- **Inspecting Work Areas:** Identifying and fixing hazards before they cause harm

## Hygiene

### Your Responsibility on Council Sites

Maintaining good hygiene is essential for protecting your health, the health of others, and the integrity of the work environment. It's especially important when working in shared spaces, public facilities, or areas with potential exposure to hazardous substances or biological risks.

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## Hygiene Guidelines

### Personal Hygiene

- Wash hands regularly, especially before eating, after using the toilet, and after handling chemicals or waste.
- Wear clean work clothing and change PPE as needed.
- Avoid coming to work if you are unwell or showing signs of illness.

### Work Area Cleanliness

- Keep your work area clean and free from food scraps, waste, and clutter.
- Do not eat, drink, or smoke in work zones unless designated areas are provided.
- Clean up spills immediately using appropriate methods and PPE.

### Use of Amenities

- Use designated toilets, handwashing stations, and lunch areas.
- Do not misuse or damage Council facilities.
- Report any hygiene-related issues (e.g. blocked toilets, lack of soap) to your site contact.

### Waste Disposal

- Dispose of general, recyclable, and hazardous waste in the correct bins.
- Do not leave food waste or packaging in work areas or vehicles.

### Infection Control

- Follow any site-specific protocols for infection prevention (e.g. COVID-19, flu).
  - Use hand sanitiser, wear masks, and maintain physical distancing if required.
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## Council Site Rules

### General Conduct

- All personnel must sign in and out daily.
- Visitors must be inducted on Council sites.
- No alcohol or drugs on site.
- Only smoke in designated smoking areas
- Harassment, bullying, or discrimination will not be tolerated.

### Safety & PPE

- Appropriate Personal Protective Equipment (PPE) must be worn at all times (e.g., hard hats, high-vis, steel-cap boots).

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- Report all hazards, near misses, and incidents immediately.
- Follow all signage, barricades, and exclusion zones.
- First aid kits and emergency contacts must be clearly accessible.

### **Worksite Operations**

- Only licensed operators may use machinery and vehicles.
- Tools and equipment must be inspected before use.
- All high-risk construction work must comply with Safe Work Method Statements (SWMS).
- Maintain clear access to emergency exits and fire extinguishers.

### **Electrical & Environmental**

- All electrical equipment must be tested and tagged.
- Spill kits must be available and used for any hazardous material leaks.
- Waste must be disposed of in designated bins.
- Protect flora, fauna, and waterways from contamination.

### **Communication & Coordination**

- Follow instructions from site supervisors and Council representatives.
- Attend toolbox talks and safety briefings as scheduled.
- Coordinate with other contractors to avoid conflicting activities.
- Mobile phones may only be used in designated areas or for work purposes.

### **Emergency Procedures**

- Know the location of emergency assembly points.
- Evacuate immediately when instructed by Council Fire Wardens.
- Report injuries to the site supervisor and complete incident report forms.

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## **Council Health and Safety Representatives & Fire Wardens**

As part of your site induction, Council Representatives will provide you with important safety information, including the names, roles, and contact details of the worksite's Health and Safety Representatives (HSRs) and designated Fire Wardens.

This information is provided to ensure:

- Clear communication channels for raising health and safety concerns or reporting hazards.
- Access to emergency support in the event of an incident or evacuation.
- Compliance with Council's safety protocols and legislative requirements.

Contractors are expected to familiarize themselves with these contacts and follow all instructions provided by HSRs and Fire Wardens during their time on site. Your cooperation is essential in maintaining a safe and compliant work environment for all personnel.

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## **Induction Completed**

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Thank you for Completing Mareeba Shire Councils Contractor Work Health & Safety Induction. Please complete and return the Mareeba Shire Council Induction Acknowledgement form.

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