

# Contractor's Safe Working Agreement

This statement provides details on how I/we, the Trade Contractor will manage the health and safety hazards associated with my/our work.

## ASSESSING OCCUPATIONAL HEALTH AND SAFETY RISK

The contractor agrees not to undertake any task without first assessing all Occupational Health and Safety Risks associated with the task. A full JSA (Job Safety Analysis) must be completed by the contractor before commencing any task. All work must be conducted in accordance with The Occupational Health and Safety Act 2004 and associated regulations and Australian Standards including:-

- ✓ Occupational Health and Safety (Prevention of Falls) Regulation 2003
- ✓ Occupational Health and Safety (Confined Spaces) Regulation 1996
- ✓ Occupational Health and Safety (Hazardous Substances) Regulation 1999
- ✓ Occupational Health and Safety (Manual Handling) Regulation 1999
- ✓ Occupational Health and Safety (Asbestos) Regulation 2003

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### 1. TIDINESS

Ensuring work progresses in a tidy manner, work areas are kept clear of excessive rubbish and work areas are left in a clean and tidy condition. Ensure that rubbish is disposed in an appropriate manner.

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### 2. MATERIAL HANDLING AND STORAGE

Ensuring materials and equipment are stored on site in a manner that does not cause injury or illness. Indicating where materials are to be delivered and stored (signs may be erected if appropriate), taking into account where materials are used and the order in which they are used.  
Not permitting smoking where flammable materials are stored.  
Ensure the manufacturer's requirements regarding handling and storage of materials are followed.

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### 3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Ensuring PPE is used in accordance with the Code of Practice for PPE in the Building Industry.  
Providing and ensuring the use of items of personal protective equipment where it is not practicable (reasonable) to control risk of injury by other means.  
Ensuring helmets are worn when there is a risk of injury to the head, for example when working underneath other trades.  
Ensuring appropriate protective footwear is used.  
Ensuring that where hazards are created by particular activities, risks are controlled by ensuring the use of PPE, or by some other means.

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### 4. HAZARDOUS SUBSTANCES/CHEMICALS

Ensuring when using chemicals, the manufacturer's requirements are followed. Ensure all hazardous substances on site are correctly stored, labelled and have material safety data sheets (MSDS's). MSDS's should be provided by the supplier or manufacturer at purchase as well as on the purchaser's request. All hazardous substances are to be handled in compliance with Occupational Health and Safety (Hazardous Substances) Regulation 1999.

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### 5. GUARDING ON TOOLS AND EQUIPMENT

Ensuring guards are fitted and working effectively before tools and equipment are used.

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## 6. ELECTRICAL

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- Ensuring portable electrical equipment is of an industrial standard.
- Ensuring residual current devices are used with all electrical equipment.
- Ensuring power leads are located to minimise the risk of damage and are kept out of puddles, and plugs are kept dry.
- Ensuring extra protection for, or relocation of power leads occurs in areas of high traffic.
- Ensuring portable electrical equipment and power leads are maintained in a safe working condition.
- Ensuring double adaptors, 3-pin adaptors (piggy back), and lightly constructed domestic type appliances are not used for work purposes.

### ***Electrical contractors please note:***

- Ensuring electrical installation is completed in accordance with AS/NZS 3000:2007 (SAA Wiring Rules), and are tested and connected in accordance with recognised procedures, using suitable testing equipment.
  - Ensuring all incomplete circuits are suitably terminated or isolated. Where there is likelihood of those circuits being inadvertently energised, they are tagged.
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## 7. MANUAL HANDLING

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Encouraging and using good manual handling techniques. For example:

- When bending or lifting try to vary duties or change posture
- When bending to lift objects try to maintain an inclined back and bent knees to a semi-squat where your feet are stable on the ground and you assume a power lifter stance
- When lifting awkward and heavy items, use mechanical aids
- Where this is not possible consider team lifting where people are trained.

Ensuring the principles as detailed in the Code of Practice Manual Handling in the Building Industry are followed as well as the Occupational Health and Safety (Manual Handling) Regulation 1999

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## 8. WORKING ABOVE 2 METRES

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Where work is being conducted at a height greater than 2 metres from the surrounding ground level and the work is not being conducted in an area which complies with AS 1657 and the building regulations 1994 or complies but is not being used for its intended purpose, then a contractor must comply with the Occupational Health and Safety (Prevention of Falls) Regulation 2004 and use the 'Hierarchy of control of risks' as per Part 2 Regulation 205 to control the risk of falls.

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## 9. WORKING PLATFORMS ON TRESTLE LADDERS AND ADJUSTABLE TRESTLES

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Ensuring trestles are erected in accordance with suppliers instructions, and good practice, as outlined in Australian Standard 1892.1 and 1892.2 for trestle ladders – Australian Standard 1576.5 (1995) for adjustable trestles.

Ensuring platforms are erected as near as reasonable to level, and are stepped rather than sloped, for example when working on gables.

Ensuring platforms are in good and sound condition.

Ensuring attention is given to placing trestles on a firm surface.

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## 10. WORKING PLATFORMS ON SCAFFOLDS

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Ensuring scaffolds are satisfactorily erected and used. In particular, ensuring the scaffolds comply with relevant parts of the Australian Standards for Scaffolding (AS 1576), the Advisory Standards for Falls from Heights and Advisory Standard for Scaffolding.

Ensuring the scaffold is erected in accordance with suppliers instructions, is as near as reasonable to level, and is fully decked when being used.

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## 11. LADDERS

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Ensuring ladders are of an industrial standard and comply with and are used in accordance with the requirements of Australian Standard 1892.4 – Portable ladders.

Ensuring attention is given to tying off ladders to the structure, where there is a likelihood of the ladder becoming unstable.

Ensuring attention is given to base stability, particularly on soft or uneven soils.

Ensuring domestic type ladders are not used and ladders are in a sound working condition. For example, the slip resistant feet are fitted and maintained, rungs and stiles in good condition.

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## 12. MAINTENANCE AND USE OF EQUIPMENT

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Ensuring equipment is adequately maintained and used in accordance with the manufacturer's instructions (for example, power tools).

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## 13. LIGHTING

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Providing adequate temporary lighting if work is to be undertaken in areas where there is insufficient light to work safely.

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## 14. ULTRA VIOLET LIGHT

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Encouraging employees to wear adequate clothing, or other protection, to protect them from the effects of working in the sun.

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## 15. WARNING SIGNS

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Warning signs may be required for some hazardous situations. Hazardous situations may include the use of power tools and where there is a risk of being struck by falling objects.

Ensuring warning signs are clearly visible to any persons who are approaching the area in which the hazardous situation exists.

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## 16. LICENCES

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Ensuring appropriate licences and certificates of competency are held where required in the performance of any work (for example an explosive powered tool certificate).

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## 17. FIRST AID

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Providing a first aid kit, which is adequate for the type of injuries, which may occur while performing work.

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## 18. PROTRUSIONS

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Protrusions include protruding nails; tie-down bolts; reinforcing rods and mesh; bars; steel, copper and plastic tubing; metal flashings; post tensioning cables etc.

Ensuring any protrusions created, are removed, bent over or guarded to eliminate or reduce risk of injury, where they are a hazard.

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## 19. HEALTH AND SAFETY INDUCTION

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Ensuring that employees who are unfamiliar with health and safety issues receive instructions on safe work procedures (JSAs) and practices.

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## **20. OTHER PERSONS**

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Ensuring that my/our work does not cause health & safety problems for the other trades and the public.

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## **21. TRAINING AND SKILL**

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Ensuring that my/our employees are sufficiently trained and skilled to perform the work in a healthy and safe manner.

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## **22. FIRE CONTROL**

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Ensuring a fire extinguisher is supplied where flammable paints and/or liquids are used or stored.

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## **23. STABILITY OF STRUCTURE DURING CONSTRUCTION**

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Destabilisation may be caused by: weather, wind, subsidence, construction loads, live loads, and the premature removal of temporary bracing or temporary propping.  
Ensuring any structure being built remains stable during the construction process.

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## **24. TRENCHING AND EXCAVATION**

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Ensuring that our work is supervised by a person who is competent and capable of assessing the risks associated with trenching work. This person should be knowledgeable on trenching, soil stability, appropriate shoring systems, and where possible should have experience of local soil conditions.  
Ensuring that trenches, which people have to enter, are shored where the soil is unstable or prone to collapse.  
Ensuring that trenches deeper than 1.5 metres, which people have to enter, are shored, unless a soil engineer confirms that the trench walls are stable without shoring.  
Ensuring that unattended excavations I/We have created are barricaded or covered where they present a hazard, and are filled as soon as practicable.  
Ensuring that where they present a hazard, unattended excavations are barricaded.  
Ensuring the Advisory Standard for excavation is adhered to.

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## **25. PLANT, CRANES AND MACHINES**

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Ensuring the safety instructions of drivers or licensed operators of plant are followed.

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**26. INSURANCE**

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Ensure that all necessary insurances are in place as required by legislation including workers compensation or personal accident insurance, public liability and professional indemnity. Please provide copy of certificate of currency for all insurances.

<b>CONTRACTOR INSURANCE DETAILS</b>				
	Policy No	Insurance Company	Commencement Date	Expiry Date
Public Liability				
Professional Indemnity				
Workers compensation/ Personal Accident				
Other				

**FOR USE BY THE CONTRACTOR:-**

<b>DETAILS OF WORK TO BE UNDERTAKEN</b>		
DATE	LOCATION	BRIEF DESCRIPTION OF WORK

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**Trade Contractor's Name**

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**Name of Trade Contractor's Company**

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**Signature****Date:** \_\_\_/\_\_\_/\_\_\_

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**Contractor's License Number (if applic.)**

**NOTE TO CONTRACTORS**  
**PLEASE ATTACH A COPY OF CERTIFICATES OF CURRENCY FOR WORKERS  
COMPENSATION, PROFESSIONAL INDEMNITY AND PUBLIC LIABILITY INSURANCE AND  
COPY OF ALL RELEVANT LICENSES.**

**Please note: It is advisable that a new agreement be signed by all contractors annually.**