Contractor Hazard Identification and Control Guide

***This table is provided as a guide only and is not intended to be an exhaustive list of hazards and risk controls.***

| Hazard | Possible Cause | Suggested Risk Control Measure |
| --- | --- | --- |
| **Asbestos – Exposure to Asbestos Containing Materials (ACM)** | Accidental disturbance or removal of ACM. | * **Asbestos Containing Materials (ACM) are to be removed outside school hours. No Department employees, volunteers, students or visitors are to be on site.**
* Contact the Asbestos Reinstatement and Preventative Maintenance Call Centre for support and advice
* Division 5 Asbestos Audit has been conducted and the report is readily accessible
* An Asbestos Register is available
* School Asbestos Management Plan has been developed and implemented
* Buildings where ACM has been identified have been labelled and label inspected
* Division 6 Asbestos Audit Report conducted prior to works being carried out
* All contractors report to front office and are inducted
* Area of disturbance or removal has been cordoned off to prevent access and exposure
* A Class ‘A’ removalist has been engaged to conduct removal works
* An Occupational Hygienist has been engaged to conduct atmospheric monitoring and has completed the asbestos removal completion form in consultation with the principal or their delegate
* Clearance certificate is provided and retained by workplace
* The Asbestos Removal Control Plan has been completed by the removalist
* Weather conditions have been considered
* Timeframes for works have been specified and communicated to all employees and school community
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| **Biological hazards** | * Needle stick injury
* Potential exposure to HIV, hepatitis, COVID-19
* Potential exposure to Legionella bacteria
 | * Provide appropriate biological waste disposal containers
* PPE is available and used (e.g., eye protection, masks, gowns/overalls and gloves
* Implement infection control procedures
* Mandatory COVID-19 vaccinations
* Workplace to provide Cooling Tower Risk Management Plan to contractor
* Cooling tower to be audited by a certified auditor
 |
| **Caught between** | * Operating plant
* Moving plant
* Moving loads
* Loads tipping or swinging
* Materials being positioned
 | * Guarding of rotating plant and hand tools
* Safe work procedures to be followed
* Provide roll over cage protection
* Pre-start daily safety inspection
* Personnel kept clear when operating plant
* Fit reverse alarms to plant and check operation (including vehicles)
* All personnel kept clear during crane operations
* Load slings properly secured
* Safe Work Procedures (SWP) for moving heavy loads
* Use of a spotter when reversing
 |
| **Chemicals -** **Contact with chemicals** | * Incorrect handling procedures Lack of information
* Not wearing appropriate PPE
* Incorrect storage
* Elevated exposure levels
 | * Safety Data Sheet (SDS) is readily available
* Review SDS and assess risks in consultation with contractor
* All personnel provided with appropriate PPE
* Hazardous substances stored and labelled correctly
* Provide mechanical ventilation and extraction
* Provision of spill kits or equipment to contain accidental spill
 |
| **Confined Spaces - Lack of oxygen** | Enter into a confined space | * **No Department employee is to enter a confined space**
* Isolate and lock out water / steam systems
* Isolate and lock out mains gas / gas systems
* Isolate and lock out hydraulic / electrical equipment
* Isolate and lock out mechanical / electrical drives
* Isolate and lock out flammable and combustible materials
* Breathing apparatus is worn
* Eye protection is worn
* Hand protection is worn
* Hearing protection is worn
* Safety helmet is worn
* Slip resistant footwear is worn
* Harness is worn
* Communication equipment is available and is in good working order
* A safety observer has been established
* Oxygen / Flammable gas monitor to be worn at all times
* Emergency lifesaving apparatus (ELSA -15 minutes) and other emergency rescue equipment
* Respiratory protection
* Atmosphere has been tested for:
	+ Oxygen %
	+ Flammable gases
	+ Toxic gases
* Permit to Work for confined space entry has been completed and is displayed
* Barricades are positioned around work area
* Adequate lighting is available
* First Aid trained personnel is available to assist, if required.
 |
| **Contact with electricity** | * Faulty electric leads and tools
* No earth leakage detectors
* Electric leads on ground
* Electrical leads in damp areas
* Electric leads tied to metal rails
* Items of plant not isolated
* Contact with underground or overhead cables
 | * Electrical work only conducted by A Grade licenced electrician
* Isolate and lock out mains electricity / electrical equipment, where required
* Disconnect batteries and capacitators
* Isolate and lock out tanks/ vessels, where required
* Tools and leads used by contractors are inspected every three months by company as per testing and tagging requirements
* Use of portable residual current devices
* Residual current devices in all circuits
* Residual current devices tested monthly
* Electrical leads kept elevated and clear of work areas
* All electric leads kept dry and off the ground
* All electric leads are kept insulated
* Lock-out and equipment tag procedure
* Location of services to be established
* Establish safe clearance distances
* Weather conditions have been considered
* Time frame for work to be carried out has been agreed to by the principal or their and contractor and has been communicated to employees and community, where required
* Certificate of Electrical Capacity provided for any relevant changes or upgrades
 |
| **Contact with heat / radiation** | * Use of Welder / Soldering Iron
* Use of Angle Grinder
* Fire in the workplace
* Exposure to sun
 | * Eliminate ignition sources from flammable atmospheres
* Isolate and tag-out pipes / valves
* Isolate and tag-out electrical outlets / appliances
* Isolate and tag-out tanks / vessels
* Isolate fuel sources (e.g., flammable or combustible chemicals)
* Use spark / flash screens when required
* Remove flammable materials or store correctly
* Enforce a spotter/fire watch during hot work
* Enforce a spotter/fire watch post hot work for a minimum of 30 minutes where an unintended ignition may be difficult to detect or slow to develop
* Provide personal protective equipment/clothing and training
* Work area is barricaded, and signage is posted
* Water pump / fire brigade on standby
* Provide firefighting equipment
* Reduce sun exposure time in the middle of the day
* Provide sunscreen
* Provide shade structures
* Time frame for work to be carried out has been agreed to by the principal or their delegate and contractor and communicated to employees and community, where required
* Weather conditions have been considered including fire bans and wind direction
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| **Contact with high pressure** | * Burst air lines
* Hoses becoming uncoupled
* Using compressed air to clean clothing
* Improper handling of gas cylinders
* Pressure gauges
 | * Air hoses in good condition and regularly inspected
* All hose couplings fitted with pins or chains
* Cylinders stored upright and secured
* All pressure gauges inspected regularly for defects
* Review relevant Safety Data Sheet (SDS)
 |
| **Emergency management/ evacuation** | * Inadequate access/egress routes
* No exit signage
* Blocked access ways
* Inoperable emergency equipment
 | * Access/egress routes are communicated and signed
* Ensure access ways are clear
* Follow emergency evacuation procedures/plans
* Provide appropriate signage
* Location of fire equipment is communicated
 |
| **Ergonomic hazards** | * Poor work posture
* Use of excessive force
* Repetitive movements
 | * Workstation design and set-up to conform with ergonomic standards
* Seating design and set-up to conform with ergonomic standards
* Provide adequate task lighting
* Provide mechanical aids
* Modify workplace design
* Modify task requirements
* Job rotation
 |
| **Explosives** | * Trenching
* Stump removal
* Firework display
 | * Works are conducted outside of workplace operating hours
* Access is restricted and monitored during works to licenced pyrotechnicians
* Contractor must have an Explosives Licence or Pyrotechnicians Licence
* Explosives or fireworks are not stored on site
* Personal Protective Equipment is worn
* The contractor and public to be at a safe distance or are provided with a blasting shelter
* Notification to all necessary agencies (police and fire authority etc.)
* A blast management plan is developed in accordance with Australian Standard (AS) 2187.2: Explosives – Storage and use
* Safe Work Method Statement is provided
 |
| **Manual handling** | * Handling of large items
* Use of heavy handheld tools e.g., jack hammer
* Handling of heavy objects
 | * Re-design task
* Use of lifting aids (e.g., trolley, hoist)
* Break up the load
* Requirements for two person lifts or team lifting
* Plan the transfer including checking to ensure a clear pathway and correct manual handling techniques are used (e.g., bending knees)
* Personal Protective Equipment (e.g., gloves and enclosed footwear)
* Safe Work Procedures are available
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| **Noise -** **Exposure to noise** | * Plant and equipment not silenced
* Not wearing appropriate protection
* Excessive exposure time to noisy areas
 | * Select equipment with consideration of lowest practicable decibel (dBA) level
* Isolate noisy area as far as reasonably practicable, e.g., close doors, erect screens
* Fit noise suppression to noisy plant and equipment
* All personnel to wear appropriate personal protective equipment (PPE) – for example hearing protectors
* Regulate employee and students exposure to noise
* Conduct very noisy procedures out of schools hours or away from classroom where practicable
 |
| **Overstress of lifting equipment** | * Safe Working Loads (SWL) exceeded during lifting operations
* Sprains and strains
 | * Compliance with SWL and radius charts on cranes
* All lifting gear is inspected regularly, and records maintained
* All personnel trained in manual handling techniques
* Regular testing of structural integrity of load bearing components and records maintained
 |
| **Slips, trips and falls on same level** | * Access routes obstructed by materials/objects
* Leads and hoses across access routes
* Slippery surfaces
* Safety footwear not appropriate
* Poor visibility
 | * All access routes kept clear of materials and debris
* All leads kept clear of ground or covered
* All surfaces used for access kept dry and in good condition
* Wear appropriate PPE e.g., enclosed footwear
* Provide adequate lighting
 |
| **Struck against** | * Protruding objects in access routes
* Not wearing appropriate PPE
* Personnel running in the workplace
 | * Protruding objects are removed, marked or protected
* Provide appropriate PPE (e.g., hard hat, safety boots)
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| **Struck by object** | * Objects falling from work platforms
* Debris from grinding operations
* Wind-blown particles
 | * All work platforms fitted with toe-boards
* Isolate area where there is a potential for persons of objects to fall and injure persons.
* Hand tools and materials are secured / tethered
* All personnel wear appropriate PPE (e.g., hard hats)
* Shield grinding operations
* Consider weather conditions e.g., forecast including wind conditions and fire bans
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| **Traffic hazards** | * Working in close proximity to roads
* Vehicles including trucks entering, exiting or moving on site
 | * Eliminate the need for vehicles to enter school grounds
* Mark pathways, parking bays, install physical barriers and speed humps
* No entry to grounds during times of high pedestrian traffic i.e., school drop off/ pick up times or class breaks
* If vehicles must enter the grounds during these times, ensure it is not during times of peak pedestrian times (e.g., recess or lunch)
* Use of witches hats or temporary barriers to cordon off sections of road
* Closure of road
* Speed restriction and safety signs displayed and enforced
* All contractors, volunteers, visitors and delivery personnel report to front office prior to driving on site
* Site specific Traffic Management Plan
* Personal protective equipment (e.g., high visibility vest)
 |
| **Working at heights - Potential to fall two metres or more**  | * No handrails
* Working outside handrails
* Floor penetrations not covered
* Ladders not secured
* Trench has not been supported or secured
 | * Work from ground so far as is reasonably practicable.
* Safe Work Method Statement (SWMS) is provided
* Use of passive fall prevention devices e.g., scissor lift by a licenced contractor
* All work platforms have secure handrails
* Persons wear full fall arrest type harness secured to anchorage points or static lines
* Persons working at height and using fall arrest systems have been properly trained
* All work platforms, scaffolds are fitted with toe boards
* Barricade area below to prevent access to work area
* Secure the construction site
* Bench or shore the trench
* Installation of support systems to brace the trench
* Use of trench covers to secure trench when unattended
* All ladders secured to prevent movement
* All ladders have a load rating of 120kg, are industrial rated and comply with Australian Standards
* Ladders to extend at least one metre above upper landing or roof
* All ladders are inspected for damage
* Spotter is positioned at bottom of ladder
* Roof condition is assessed prior to accessing
* Signage is available indicating works are being carried out
* PPE is worn at all times
* Loose objects are secured
* Rescue from height procedures are in place
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