



**MRC WHS Guidelines for
Consultants and Contractors**



GUI-10.111 MRC WHS Guidelines for Consultants and Contractors

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1. WHS Policy

MRC is committed to the health and safety of all people who work or visit MRC workplaces or have the potential to be affected by MRC's activities.

Reference: [POL-10.001 Work Health and Safety Policy](#).



Work Health Safety Policy

Our Statement

This policy states the commitment of Mackay Regional Council to the health and safety for all people who work and visit our workplaces or are affected by our activities. It applies to all council workers – including contractors, labour hire, and visitors.

-  Our aim is that no person shall come to any physical or psychosocial harm while working at or visiting council's workplaces or facilities.
-  Council expects that all workers and visitors will follow safe practices and will make every effort to reduce the risk of injury to themselves and others.
-  Council leaders and WHS team will actively promote a safety culture by engaging with workers and leading by example.
-  Workers understand that there is nothing so important or urgent that it should ever compromise their physical or psychosocial health and safety.

Actions to implement this policy are contained in our Safety Strategy and focus on:

-  **Health and safety conscious people**
Ensuring our people are committed to a strong safety culture where everyone's safety and wellbeing is at the forefront of everything we do. Our people have the skills, knowledge, and leadership capabilities to drive safety at council.
-  **Safe Workplaces**
Ensuring safety risks are controlled through the identification and management of hazards; safety is imbedded in all work practises; and workers are provided with the tools and resources to work safely.
-  **Continuous improvement in safety**
Safety is improved through regular monitoring and analysis, learning from our experiences, ensuring accountability and looking for safety innovations and improvements.
-  **Safety systems and technology**
Technological solutions are embraced in support of efficient safety systems and the advancement of our safety culture.


 Scott Owen
 Chief Executive Officer

06.02.2023
 Date

Figure 1: MRC Work Health and Safety Policy

2. MRC Safety Golden Rules

The *MRC Safety Golden Rules* (shown in figure 2) have been developed to reduce the risk associated with carrying out activities frequently encountered in MRC workplaces.

These rules outline the minimum safety requirements and controls required to ensure the safety of our workers.

Every worker undertaking work for MRC is expected to abide by the *MRC Safety Golden Rules* and has the authority to stop work if the work is unsafe or the minimum safety requirements are not in place.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

I always wear the necessary PPE for the task.

MRC SAFETY INF-TBC
Version: 1.001

GOLDEN RULES

THE GOLDEN RULES ARE MANDATORY RULES AND ARE NON-NEGOTIABLE.

 <p>WORK SAFELY</p> <p>I always comply with site rules, follow safety procedures, and do a risk assessment before and during a task as required.</p>	 <p>REPORTING</p> <p>I always report hazards, unsafe behaviours and incidents (including near misses).</p>	 <p>MANUAL TASKS</p> <p>I always assess the load before the task. I always use lifting aids where possible. I always use the correct lifting technique.</p>
 <p>ISOLATION AND LOCKOUT</p> <p>I always apply lockout/tagout and verify isolation before working on plant and equipment.</p>	 <p>CONFINED SPACES</p> <p>I always have the required permit and equipment in place before entering a confined space.</p>	 <p>WORKING AT HEIGHTS</p> <p>I always work at height with the appropriate fall prevention or fall protection in place.</p>
 <p>WORKING NEAR OVERHEAD POWERLINES</p> <p>I always ensure a spotter and a safe method of work is in place before working near overhead powerlines.</p>	 <p>BREAKING GROUND AND PENETRATION</p> <p>I always ensure services are identified and located before breaking ground or penetrating walls, floors, or slabs.</p>	 <p>WORKING ON OR NEAR ROADS AND RAILWAYS</p> <p>I always ensure I have implemented traffic and other controls prior to working on or near roads or railways.</p>
 <p>OPERATION OF VEHICLES AND PLANT</p> <p>I always drive safely and comply with QLD road rules. I always ensure my vehicle is safe to drive, and I secure loads and trailers.</p>	 <p>WORKING AROUND MOBILE PLANT</p> <p>I always establish contact with the plant operator before approaching, I keep outside of exclusion zones, and never walk behind a reversing vehicle.</p>	 <p>WORKING IN AND AROUND EXCAVATION</p> <p>I always ensure strategies to control risk are in place before excavating or working near a trench or a pit greater than one metre deep.</p>



Figure 2: MRC Safety Golden Rules

3. Purpose

The purpose of this document is to provide consultants and contractors with guidelines on the minimum work health and safety (WHS) requirements for undertaking work on behalf of Mackay Regional Council (MRC).

MRC requires that consultants and contractors engaged to undertake work on behalf of MRC will at all times identify and exercise all necessary precautions to ensure, as far as reasonably practicable, the safety of all persons who may be affected by the work.

This document does not detract from any other obligations that exist for consultants and contractors under WHS legislative requirements.

4. Scope

This document applies to consultants and contractors whilst undertaking work on behalf of MRC and includes all their workers.

This document primarily applies to suppliers who provide an operational service; i.e. a consultant or contractor who undertakes physical work at a MRC workplace, rather than a supplier that provides professional services such as design or review, or simple supply of goods and materials.

Where this document places an obligation on a consultant or contractor, the consultant or contractor must also ensure, as far as reasonably practicable, that each of its workers also comply with the obligation.

Excluded from the scope of this document are:

- Non WHS related contract matters;
- Situations where consultants and contractors perform their work at workplaces not under the control or management of MRC (eg at their own premises);
- Agreements to supply goods and materials only.

This document has been developed to operate with MRC's suite of contracts.

If there is any inconsistency between this document and the relevant contract with MRC, the terms of the contract prevail.

Prior to commencing work, consultants and contractors must ensure that they have current versions of relevant MRC WHS documents, including this MRC WHS Guidelines, those referenced in this document, and others referenced in the relevant contract with MRC.

5. Definitions

Term	Definition
Construction Project	As defined in section 292 of the <i>WHS Regulation 2011</i> : means a project that involves construction work where the cost of the construction work is \$250,000 or more.
Construction Work	As defined in section 289 of the <i>WHS Regulation 2011</i> : means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure; and includes: <ul style="list-style-type: none"> • Any installation or testing carried out in connection with an activity mentioned above. • The removal from the workplace of any product or waste resulting from demolition. • The prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work. • The assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure. • The installation, testing or maintenance of an essential service in relation to a structure. • Any work connected with an excavation. • Any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity mentioned above.

Term	Definition
	<ul style="list-style-type: none"> An activity mentioned above, that is carried out on, under or near water, including work on buoys and obstructions to navigation.
Consultant	<p>An individual, organisation or entity that provides services which involve the provision of expert opinion or services, through reports, plans, works, reviews or any other medium, or</p> <p>Provides expert advice with recommendations to MRC, as the basis for making a decision or taking a certain course of action, and includes a sub-contractor.</p>
Contractor	<p>An individual, organisation, or entity that performs a specific act or acts including the provision of services and / or materials to MRC, in accordance with agreed specifications, terms and conditions and includes a sub-contractor.</p>
Corrective Action	<p>Any action taken to eliminate or remedy the cause(s) of a non-conformity or an incident and to prevent recurrence.</p>
Document	<p>A written policy, procedure, guideline, template, information sheet used to communicate information.</p> <p>Examples include MRC's WHS Policy, Risk Management Procedure, Hazard Inspection Checklist, SOP.</p>
Hazard	<p>A situation or thing that has the potential to harm a person.</p>
Heavy vehicle	<p>A road-going vehicle that has a gross vehicle mass (GVM) or aggregate trailer mass (ATM) of more than 4.5 tonnes.</p> <p>The GVM of a vehicle is the maximum it can weigh when fully loaded, as specified by the manufacturer.</p> <p>Heavy vehicles include, but are not limited to:</p> <ul style="list-style-type: none"> Trucks. Buses. Mobile cranes. Concrete pumps. Tractors. Backhoes. Graders.
High risk work	<p>Work requiring a high-risk work licence, as detailed in schedule 3 of the <i>WHS Regulation 2011</i>.</p>
High risk construction work	<p>As defined in section 291 of the <i>WHS Regulation 2011</i>: means construction work that involves any of the following, but not limited to:</p> <ul style="list-style-type: none"> Involves a risk of a person falling more than 2m; Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; Involves, or is likely to involve, the disturbance of asbestos; Involves structural alterations or repairs that require temporary support to prevent collapse; Is carried out in or near a confined space;

Term	Definition
	<ul style="list-style-type: none"> Is carried out in or near a shaft or trench with an excavated depth greater than 1.5m or a tunnel; Is carried out on or near energised electrical installations or services; Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or Is carried out in or near water or other liquid that involves a risk of drowning.
Incident	An unplanned work-related event that results in or had the potential to result in (a near miss), an injury, illness, asset damage or loss.
InControl	MRC's online safety, risk, and incident management system.
Management or control of a workplace	As defined in section 20 of the <i>WHS Act 2011</i> : means a person conducting a business or undertaking (PCBU) to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace.
MRC Representative	<p>The nominated MRC person:</p> <ul style="list-style-type: none"> Who is responsible for the management and coordination of the works or contract; or Who is engaging the consultant or contractor to complete the works.
MRC Workplace	A workplace or site or facility under the management or control of MRC.
MRC WHS Guidelines	This document and includes any annexure and other attachments to this document.
Non-conformance	<p>Work that is not undertaken:</p> <ul style="list-style-type: none"> In compliance with applicable WHS legislative requirements, MRC WHS Guidelines, relevant SWMS, risk management tools or site specific WHS requirements; or In such a way as to endanger the health and safety of workers, the public or anyone else.
Notifiable Incident	<p>A work-related incident that must be reported to WHSQ, that is:</p> <ul style="list-style-type: none"> The death of a person; or A serious injury or illness of a person; or A dangerous incident. <p>As defined in Part 3 of the <i>WHS Act 2011</i>.</p>
Person authorised by MRC	<p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> MRC Director MRC Manager MRC WHS Team MRC Quality Management Team.
Principal Contractor	Means a consultant or contractor:

Term	Definition
	<ul style="list-style-type: none"> Formally appointed by MRC as principal contractor for a Construction Project; and Authorised by MRC to have management or control of the workplace at which a Construction Project will be carried out; and Authorised by MRC to discharge the duties of a principal contractor as detailed in the <i>WHS Regulation 2011</i>.
Protective Footwear	<p>Footwear meeting the requirements of AS/NZS 2210.0:2010, worn to reduce injuries to feet resulting from:</p> <ul style="list-style-type: none"> Contact with falling, rolling or cutting objects Penetration through the sole or uppers Friction or pressure blistering Explosions and electrical hazards Contact with chemicals, heat and molten metals Slipping.
Reasonably practicable	<p>Doing what is effective and possible to ensure the health and safety of workers and others, taking into account:</p> <ul style="list-style-type: none"> The likelihood of the harm occurring and degree of harm The knowledge of the hazard and ways of eliminating or minimising it The availability and suitability of controls and the cost associated with controls, including whether cost is grossly disproportionate to the risk.
Record	<p>Information created, received and maintained as evidence and information, in pursuance of legal obligations or in the transaction of business.</p> <p>Examples include completed risk management forms and safe work procedures, hazard inspections, induction records, training records, audit reports, H&S committee meeting minutes, health monitoring records, equipment maintenance records, evacuation reports, registers, emails.</p>
Risk	<p>Is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.</p>
Risk management tools	<p>A tool that is used to identify and document WHS hazards, risks, and controls associated with specific tasks or processes.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> Risk assessment Job safety analysis (JSA) Standard operating procedure (SOP) Safe work instruction (SWI).
Second-Party Audit	<p>An external audit performed on a consultant or contractor by MRC or by a contracted organisation on behalf of MRC.</p>
Sub-contractor	<p>A person, organisation, or entity engaged by a consultant or contractor to perform part of an act or acts including the provision of services and / or materials to MRC.</p>

Term	Definition
Supervisor	<p>A person in control of a workplace and / or with day-to-day supervisory responsibilities for workers. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Coordinator • Supervisor • Leading Hand • Team Leader. <p>A Supervisor is also considered a worker, but has additional responsibilities for WHS as identified in WHS Management System documents and / or position descriptions.</p>
SWMS	A Safe Work Method Statement as detailed in the <i>WHS Regulation 2011</i> .
WHS	Work Health and Safety
WHS legislative requirements	<ul style="list-style-type: none"> • Work Health and Safety Act 2011 (QLD) (“WHS Act 2011”) • Work Health and Safety Regulation 2011 (QLD) (“WHS Regulation 2011”) • Electrical Safety Act 2002 (QLD) • Electrical Safety Regulation 2013 (QLD) • Codes of Practice approved under section 274 of the <i>WHS Act 2011</i> and section 44 of the <i>Electrical Safety Act 2002</i>. • Heavy Vehicle National Law Act 2012 (QLD) • Heavy Vehicle National Law Regulation 2014 (QLD)
WHSQ	<p>Workplace Health and Safety Queensland.</p> <p>A Queensland Government agency, responsible for the regulation of WHS in Queensland.</p>
Worker	<p>A person who carries out work in any capacity for MRC, including:</p> <ul style="list-style-type: none"> • Employees • Consultants • Contractors or subcontractors • Employees of a contractor or subcontractor • Employees of a labour hire company assigned to work at MRC • Outworkers • Apprentices and trainees • Students gaining work experience • Volunteers.
Workplace	A place where work is carried out, including vehicles, vessels, offices, workshops, construction sites, roads, and parks.

6. Leadership and Worker Participation

6.1. Supervision

Consultants and contractors must ensure, so far as reasonably practicable, they provide appropriate supervision to their workers. The form of supervision required to be provided will vary depending on factors including, but not limited to:

- The complexity of the assigned tasks;

- The risks associated with those tasks; and
- The competency of the worker or team to perform the task.

6.2. Consultation and Issue Resolution

MRC requires that consultants and contractors, as a minimum, comply with the WHSQ *Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011* when addressing WHS matters within the workplace.

Reference: [Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011](#)

Consultants and contractors must consult, co-operate and coordinate with MRC and subcontractors, and their workers, on shared WHS matters, so far as is reasonably practicable, on an ongoing process.

Mechanisms for consultation, co-operation and coordination on WHS matters include, but are not limited to:

- This document and associated documents.
- Contract Risk Register.
- Post-tender award meeting
- WHS inductions.
- Periodic contract review meetings.
- Daily pre-start meetings.
- Toolbox talks.
- MRC Health and Safety Committees.
- WHS Alerts and Bulletins.

6.2.1. Post-Tender Award Meeting

Prior to commencing work on behalf of MRC, consultants and contractors may be required to attend a post-tender award meeting with the MRC Representative or a person authorised by MRC.

The purpose of this meeting is to discuss MRC WHS requirements applicable to the contract and work to be undertaken.

Reference: [FRM-10.246 Contractor – Post-Tender Award Meeting Record Form for.](#)

7. Planning

7.1. Risk Management

MRC requires that all consultants and contractors, as a minimum, comply with the WHSQ *How to manage work health and safety risks Code of Practice 2011*.

Reference: [How to manage work health and safety risks Code of Practice 2011.](#)

The identification of hazards and the assessment and management of associated risks in the workplace is a key process to reduce WHS risks and is a legislative requirement.

Risk management is a four-step process (see Figure 3) to identify, evaluate and control workplace hazards and risks; the second step being optional depending on the situation and the risk management tool being utilised.

MRC WHS GUIDELINES FOR CONSULTANTS AND CONTRACTORS

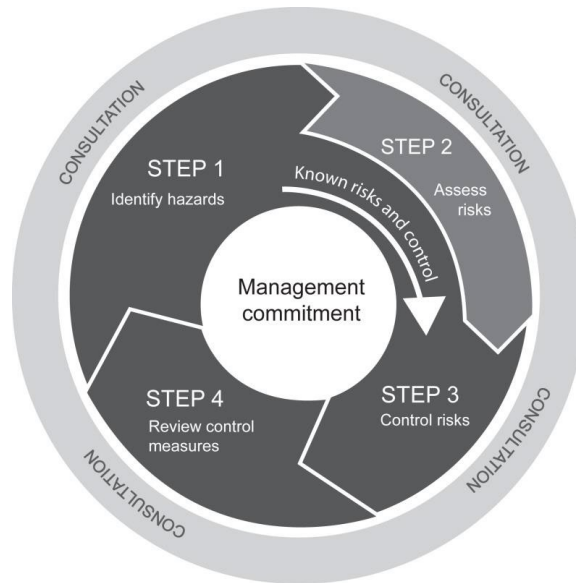


Figure 3: the risk management process

Risks should be eliminated. Where this is not reasonably practicable the risk should be controlled as far as is reasonably practicable by working through the hierarchy of control; shown in Figure 4.

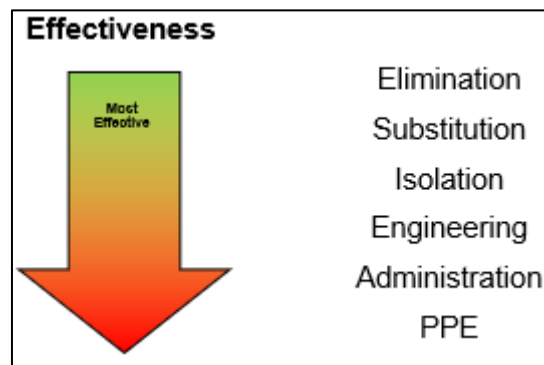


Figure 4: hierarchy of control

7.1.1. WHS Management System (WHSMS)

To ensure compliance with WHS legislative requirements and to minimise WHS risks, it is expected that all consultants and contractors will have an established WHSMS that demonstrates compliance with all duties as required under WHS legislation.

Consultants and contractors shall complete *FRM-10.247 Contractors - WHS Questionnaire for* and incorporate the completed document with their submission. The purpose of the questionnaire is to provide an overview of the status of the WHSMS. This is a mandatory element of the tender and quote evaluation processes.

Consultants and contractors may be required to verify their responses noted in the questionnaire by providing evidence of their ability and capacity in relevant matters. By submitting the submission and questionnaire, the respondent acknowledges and confirms as accurate, all details contained in the questionnaire and any verifying documents.

Reference: [FRM-10.247 Contractor - WHS Questionnaire for](#).

Consultants and contractors may provide evidence that they have a WHSMS that complies with AS/NZS 4801:2001 or ISO 45001:2018, provided by:

- A JAS-ANZ accredited conformity assessment body;

- An Exemplar Global certified auditor.

A WHSMS must include the following elements, as a minimum:

- WHS Policy;
- WHS roles and responsibilities;
- WHS consultation;
- WHS training and supervision;
- Supplier, subcontractor and purchasing control;
- Emergency planning; and
- Reporting and investigation of WHS incidents.

MRC does not approve the WHSMS.

Consultants and contractors are responsible for:

- Implementation of the WHSMS; and
- Ensuring that all workers at the workplace are inducted and following the requirements of the WHSMS.

7.1.2. Contract Risk Register

Tenders and quotes may include a contract risk register, prepared by MRC, which details:

- The WHS hazards and risks at or in the vicinity of the workplace(s) where work will be conducted, that MRC is aware of;
- The WHS hazards and risks associated with construction, as detailed in a safety in design risk register; and/or
- Any site specific WHS requirements applicable to the workplace(s) or work to be undertaken, that MRC is aware of.

Reference: [FRM-10.293 Contract – Risk Register for.](#)

7.1.3. Safe Work Method Statement (SWMS)

A site-specific SWMS is required for all High-risk construction work.

The SWMS must, as a minimum, comply with the relevant sections of the *WHS Regulation 2011* and must contain all elements identified in *FRM-10.250 Safe Work Method Statement - Review of.*

Prior to commencing work or at any time during the implementation of a contract in a MRC workplace, the engaged consultant or contractor (except an appointed Principal Contractor) may be requested to supply copies of all applicable SWMSs to the MRC Representative. MRC may review and bring to the attention of the consultant or contractor any concerns or issues and make recommendations regarding the suitability of SWMS using *FRM-10.250 Safe Work Method Statement - Review of.*

Reference: [FRM-10.250 Safe Work Method Statement - Review of.](#)

It is the responsibility of the consultant or contractor to determine any resulting changes to the SWMS in response to any concerns or issues raised by the MRC Representative.

MRC does not approve SWMSs.

Consultants and contractors are responsible for:

- Eliminating or minimising risks so far as reasonably practicable;
- Implementation of the SWMS;
- Ensuring that all workers at the workplace are inducted and following the requirements of applicable SWMS;

MRC WHS GUIDELINES FOR CONSULTANTS AND CONTRACTORS

- Ensuring that the SWMS are readily available at the workplace for audit at any time; and
- Updating and implementing changes to the SWMS as appropriate.

7.1.4. Risk Management Tools

It is acknowledged that consultants and contractors will utilise different risk management tools to meet their legal obligations to manage WHS risk. Examples include risk assessment, job safety analysis (JSA), standard operating procedure (SOP), safe work instruction (SWI).

Risk management tools must contain all elements identified in *FRM-10.274 Risk Management Tool – Review of*.

Prior to commencing work or at any time during the implementation of a contract in a MRC workplace the consultant or contractor (except an appointed Principal Contractor) may be requested to supply copies of all applicable risk management tools to the MRC Representative. MRC may review and bring to the attention of the consultant or contractor any concerns or issues, and make recommendations regarding the suitability of consultant or contractor risk management tools using *FRM-10.274 Risk Management Tool – Review of*.

Reference: [FRM-10.274 Risk Management Tool – Review of](#).

It is the responsibility of the consultant or contractor to determine any resulting changes to the risk management tool in response to any concerns or issues raised by the MRC Representative.

MRC does not approve risk management tools.

Consultants and contractors are responsible for:

- Eliminating or minimising risks so far as reasonably practicable;
- Implementation of the contractor's or consultant's risk management tools;
- Ensuring that all workers at the workplace are inducted and following the requirements of applicable risk management tools;
- Ensuring that the risk management tools are readily available at the workplace for audit at any time; and
- Updating and implementing changes to risk management tools as appropriate.

7.1.5. Hazard Management

Consultants and contractors must establish, implement and maintain procedure for:

- The identification and reporting of WHS hazards; and
- The recording of WHS hazards in a register, including the control measures implemented to eliminate or to ensure risks are minimised so far as reasonably practicable.

Hazards that require MRC actions to control the risk must be reported by the consultant or contractor to the MRC Representative as soon as practicable.

7.1.6. WHS Management Plan

An appointed Principal Contractor must prepare a site-specific WHS management plan for all Construction Projects, which must, as a minimum, comply with the relevant sections of the *WHS Regulation 2011* and must contain all elements identified in *FRM-10.249 Review of WHS Management Plan for Principal* ("WHS Management Plan").

Prior to commencing work, the Principal Contractor must supply a copy of the WHS Management Plan to the MRC Representative. MRC may review and raise any concerns or issues and make recommendations regarding the suitability of the WHS Management Plan using *FRM-10.249 Review of WHS Management Plan for Principal*.

Reference: [FRM-10.249 Review of WHS Management Plan for Principal](#).

It is the responsibility of the Principal Contractor or to determine any resulting changes to the WHS Management Plan in response to any concerns or issues raised by the MRC Representative.

MRC does not approve the WHS Management Plan.

Contractors are responsible for:

- Implementation of the WHS Management Plan and associated risk management tools.
- Ensuring that all workers at the workplace are inducted and following the requirements of the WHS Management Plan, SWMS and associated risk management tools;
- Ensuring that the WHS Management Plan, SWMS and associated risk management tools are readily available for audit at any time; and
- Updating and implementing changes to the WHS Management Plan, SWMS and associated risk management tools as appropriate.

7.2. Site Specific WHS Requirements

Prior to commencing work, the MRC Representative shall advise the consultant or contractor of any site specific WHS requirements applicable to the workplace or work to be undertaken that MRC is aware of.

7.3. Legal and Other Requirements

Consultants and contractors are primarily responsible for the WHS management of their work, including that undertaken by all subcontractors and workers engaged by them.

Consultants and contractors who carry out work for MRC must, so far as is reasonably practicable, comply with all applicable:

- WHS legislative requirements; and
- MRC policies and procedures relating to WHS.

Where MRC and a consultant or contractor have a duty for the same WHS matter, each party retains responsibility for their duty in relation to the matter and must discharge the duty to the extent to which the party can influence and control the matter.

In these situations, each party with the duty must, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with all other parties who have a work health or safety duty in relation to the same matter.

8. Support

8.1. Training and Competency

8.1.1. Induction

Prior to commencing work, all workers must complete the following inductions:

- MRC online WHS contractor induction.
(MECC performers, workers on Construction Projects where MRC has appointed a Principal Contractor and workers at a MRC facility managed and / or operated by a contractor (e.g. waste facility, swimming pool) are not required to complete this online induction.)
Reference: [INF-10.016 Inductions – Online Induction](#).
- Applicable MRC site-specific inductions as identified by the MRC Representative.
- All workers undertaking Construction Work must hold a *General Induction for Construction Work (white) Card*.

Any MRC induction does not replace a consultant's or contractor's responsibility to induct, train and supervise their workers relevant to the work undertaken.

In emergency situations where it is not practicable to complete the full induction, MRC may provide an emergency induction. This emergency induction is only valid for the work to be undertaken under emergency conditions. The full induction will need to be completed before undertaking any other work for MRC.

Workers found working at a MRC workplace without being inducted will be removed from the workplace immediately. MRC will not be liable for any losses suffered by the consultant or contractor as a result of a worker being removed.

Delivery drivers who will only be on site for a brief period may not require an induction; however, they must be escorted at all times by a person who has been inducted. This must be coordinated through the MRC Representative.

Induction records must be readily available for audit at any time.

8.1.2. Training

All workers must have the required qualifications, competencies, skills and WHS hazard and risk management awareness for the work they have been engaged for.

Consultants and contractors must provide their workers with suitable and sufficient information, instruction, training and supervision which is specific to the work undertaken and which addresses the WHS hazards and risks that will or may be encountered.

Records of training must be readily available for audit at any time.

8.1.3. High Risk Work

Workers who perform high risk work must have a current high-risk work licence.

Records must be readily available for audit at any time.

8.1.4. Licences

The consultant or contractor is responsible for ensuring that all workers have the appropriate licences for the work that they are undertaking.

Records must be readily available for audit at any time.

8.2. Information and Communication

Consultants and contractors must establish, implement and maintain internal and external communications procedures relevant to WHS.

Forms of communication with workers (e.g. pre-start meetings, tool box talks, WHS noticeboards) must be used to maintain WHS awareness. Discussions must be led by a person competent on relevant topics.

Any MRC specific information provided to the consultant or contractor by MRC (e.g. updates to this document, WHS Alerts, WHS Bulletins, or learnings from incidents) must be communicated by the consultant or contractor to workers.

Consultants and contractors must record pre-start meetings and tool box discussions and keep copies for the life of the contract. These records must be readily available upon request by the MRC Representative.

8.3. Document and Record Control

Consultants and contractors must establish, implement and maintain procedures for the management of WHS records, to ensure that those records that are required to be kept by legislation and MRC policy or procedure, are identified and can be readily accessed.

9. Operation

9.1. Subcontractor Management

Consultants and contractors must establish, implement and maintain procedures to assess and control the WHS risks arising from their engagement of subcontractors.

Consultants and contractors must provide this document and associated documents to any subcontractors they engage.

9.2. Emergency Preparedness and Response

Consultants and contractors must establish, implement and maintain procedures to prepare for and respond to potential emergency situations, arising out of the workplace or work activities being undertaken.

Prior to commencing work, consultants and contractors working at a workplace under MRC control will be provided with a site-specific induction by the MRC Representative including emergency response procedures.

9.3. MRC Fire Protection Systems

Fire protection systems and equipment such as fire alarm systems, automatic fire sprinkler systems, fire hydrant systems and special hazard systems (e.g. gas suppression) must not be shut down or altered without the authorisation of the MRC Representative. An MRC Fire Safety Advisor must ensure that the required actions are taken, and the notification requirements followed, in the event that a fire protection system or part thereof is impaired in its function or is out of service.

9.4. First Aid

Consultants and contractors, as a minimum, must provide first aid facilities and services as required by the WHSQ *First aid in the workplace Code of Practice 2014*.

Reference: [First aid in the workplace Code of Practice 2014](#).

Consultants and contractors working at a MRC workplace may utilise MRC first aid facilities and services.

9.5. Rehabilitation and Return to Work

Consultants and contractors must maintain necessary workers' compensation insurance.

Consultants and contractors must ensure that injured or ill employees with medical restrictions are supported in a safe return to work, where possible.

This must include early intervention and return to work programs, such as:

- The provision of timely medical treatment;
- Communication between the injured / ill worker, medical professionals and supervisors regarding return to work expectations, including suitable duties'
- The provision of suitable duties to accommodate injured employees or the identification of job alternatives, whether permanent or temporary.

9.6. Safety in Design

Consultants and contractors must, as a minimum, comply with the WHSQ *Safe design of structures Code of Practice 2013* when designing or modifying structures for MRC.

Reference: [WHSQ Safe design of structures Code of Practice 2013](#).

10. Performance and Evaluation

10.1. Safety Spot Check

During the implementation of a contract in a MRC workplace, the MRC Representative or a person authorised by MRC may monitor consultant and contractor WHS performance to verify the consultant or contractor is undertaking the work safely in accordance with applicable WHS legislative requirements, MRC WHS Guidelines, relevant SWMS, risk management tools or site specific WHS requirements.

Evidence of consultant or contractor safety spot checks shall be recorded using *FRM-10.251 Contractors Spot Check*. Other methods for monitoring and recording consultant or contractor safety include safety interactions, diary notations, meeting minutes, or incident reports.

Reference: [FRM-10.251 Contractor Spot Check – Safety](#).

Non-conformances arising from safety spot check must be addressed in accordance with details in section 11.2.

10.2. WHSMS Audit

During the implementation of a contract in a MRC workplace, the MRC Representative or a person authorised by MRC may undertake a Second-Party Audit of a consultant's or contractor's WHSMS.

Audits may cover all or select WHSMS elements utilising the National Audit Tool.

Audits shall be conducted by a person with relevant Exemplar Global Auditor competencies.

It is the responsibility of the consultant or contractor to determine any resulting changes to the WHSMS in response to any concerns or issues raised by the MRC Representative.

Non-conformances arising from an audit must be addressed in accordance with details in section 11.2.

10.3. Principal Contractor

During the implementation of a contract where MRC has appointed a Principal Contractor, the MRC Representative or a person authorised by MRC may verify the implementation of the contractor's WHS management plan using *FRM-10.252 Contractors - Site Inspection Checklist for Principal*.

Reference: [FRM-10.252 Contractor – WHS Management Plan Site Review for Principal](#)

10.4. WHS Monitoring

Consultants and contractors must establish, implement and maintain procedures by which they shall undertake regular documented WHS inspections of the workplace and the work activities being undertaken.

Records must be readily available for audit at any time.

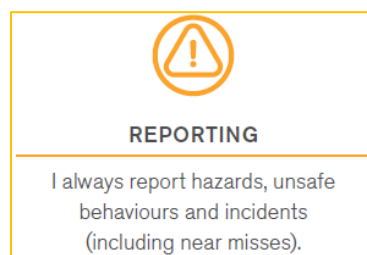
10.5. Management Review

Consultants and contractors must establish, implement and maintain procedures by which they shall review the WHSMS and associated documents, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness.

10.6. Health Monitoring

Consultants and contractors must establish, implement and maintain procedures by which they shall provide health monitoring for workers undertaking work where the need for health monitoring is identified either by WHS legislative requirements or through a risk assessment.

11. Improvements



11.1. Incident Management

11.1.1. Incident Reporting

Consultants and contractors must verbally report all Incidents as soon as is reasonably practicable, but within 60 minutes, to the MRC Representative.

Information about the Incident provided must include:

- A brief description of the incident;
- The location and time of the incident;
- The name/s of persons involved;
- Immediate action/s taken.

Where a Notifiable Incident involving a consultant or contractor occurs in a MRC workplace, MRC will report the incident to Workplace Health and Safety Queensland (WHSQ).

Where a Notifiable Incident occurs in a workplace where a Principal Contractor is appointed, it is the responsibility of the Principal Contractor to notify WHSQ. This must occur immediately after the Principal Contractor becomes aware of the incident occurring, and by the fastest possible means.

11.1.2. Incident Investigation

Upon request, the consultant or contractor must supply a written investigation report to the MRC Representative as soon as reasonably practicable, detailing the following with respect to the Incident:

- Details of the incident.
- Findings.
- Contributing factors.
- Corrective Action to be implemented to prevent a recurrence.
- Any steps taken to ensure safety in the workplace in the interim.

Where deemed appropriate, MRC may conduct an incident investigation and / or seek further details on the incident from the consultant or contractor.

Outcomes from a WHSQ investigation relating to a MRC contract, including correspondence, penalties and Corrective Action, must be reported to the MRC Representative in writing.

11.2. Non-conformance and Corrective Action Control

If during the performance of work under the contract it is observed that the consultant or contractor is:

- not conducting the work in compliance with applicable WHS legislative requirements, MRC WHS Guidelines, relevant SWMS, risk management tools or site specific WHS requirements; or
- undertaking the work in such a way as to endanger the health and safety of their workers, MRC workers, the public or anyone else:

the MRC Representative or a stakeholder (including but not limited to a member of the WHS Team, site operators, the person observing the unsafe behaviour) must discuss the concerns with the consultant or contractor.

If the consultant or contractor is unable to rectify the non-conformance immediately, the MRC Representative may issue *FRM-22.023 External Non-Conformance Report* and direct the consultant or contractor to suspend the work activity until the consultant or contractor provides evidence that Corrective Action has been implemented to ensure that the work can be resumed in a safe manner.

Reference: [FRM-22.023 External Non-Conformance Report](#)

Consultants and contractors are responsible for any costs associated with implementing Corrective Action which has been identified as not meeting the requirements of this document. MRC is not liable for any

losses suffered by the consultant or contractor as a result of work activity suspension due to non-conformance.

All non-conformances and Corrective Action must be recorded in InControl by the MRC Representative.

If the consultant or contractor fails to rectify a non-conformance for which work has been suspended, or if the consultant or contractor's performance has involved recurring non-conformances, MRC may terminate the work in accordance with the relevant contract with MRC.

12. Undertaking Work

12.1. General Standards of Behaviour

MRC places a high importance on its public image. Consequently, contractors are expected to act as though they are ambassadors for MRC and ensure their workers always behave and dress professionally and in accordance with the requirements of this document.

12.2. Public Complaints

MRC is a customer-orientated business and takes all public complaints seriously.

Consultants and contractors are required to have a procedure for recording public complaints. Any complaints received from a member of the public or a customer while undertaking work under a contract must be reported to the MRC Representative.

12.3. MRC Policies and Procedures

Consultants and contractors must, as a minimum, comply with the following MRC policies and procedures:

- [MRC Code of Conduct](#);
- [POL-64.035 Fitness for Work Policy](#);
- [PRC-64.029 Fitness for Work Procedure](#);
- [POL-64.011 Alcohol and other Drugs Policy](#);

This policy includes conducting pre-employment, random, suspicion, and post-incident testing.

MRC may undertake random and suspicion testing on a MRC workplace where consultants and contractors are working; and consultants and contractors will be included in this testing.

Post incident drug and alcohol testing is undertaken at MRC; and consultants and contractors will be included in this testing where required.

- [POL-64.081 Smoking Policy](#).

When undertaking work at a workplace in which MRC has management or control.

12.4. Personal Protective Equipment (PPE)



The use of PPE is lowest on the list of hierarchy of control and should not be relied on as the primary means of risk control until options higher in the hierarchy have been exhausted.

Consultants and contractors must supply, maintain and supervise the use of PPE by their workers. This includes training to select, use and maintain PPE.

PPE must comply with any legislative requirements, Australian Standard and / or industry standard requirements or guidelines.

Where applicable, the following minimum PPE requirements are mandatory when undertaking work at a MRC workplace:

- PPE must be worn where safety signage indicates the need to do so;
- High visibility clothing (e.g. shirts, vests);
- Long trousers:
 - Shorts are not to be worn unless a risk assessment shows that they provide a suitable level of protection for the task performed;
 - Task specific risk assessments to allow the wearing of shorts remain current for 12 months, after which new assessments must be conducted,
- Footwear:
 - Workers required to access construction sites are required to wear Protective Footwear as a minimum;
 - Workers who are not required to wear protective footwear must wear footwear which is deemed to offer adequate protection from the risks identified in the immediate work environment. Sensible open toed footwear can be worn which includes peep toes, sandals and wedges. These shoes need to be secured and heels need to be of a sensible height. The soles of the footwear must be non-slip on all reasonable flooring materials;
 - Thongs, stiletto high heels and bare feet are not acceptable under any circumstances,
- Sun protective PPE must be worn and used when working outdoors.
 - Long sleeved shirts must be worn buttoned up with sleeves rolled down;
 - Broad-brim hats must have a minimum 7.5cm brim;
 - Caps are not permitted to be worn when working at an MRC workplace;
 - Minimum SPF30+ sunscreen should be regularly applied to exposed skin,
- Respiratory protective equipment:
 - Workers required to wear tight-fitting respirators must be clean shaven;
 - Workers must pass a respirator fit-test before they first start wearing a tight-fitting respirator and remain clean shaven when wearing tight-fitting respirators;
 - Records must be readily available for audit at any time,
- Other PPE required to be used shall be dependent upon the work to be undertaken and identified by the consultant or contractor using a risk assessment approach:
 - Examples include: hearing protection, hand protection, head protection, personal fall protection, welding protection, live electrical work, insect repellent.

12.5. Workplace Management

Consultants and contractors who have management and control of a workplace are responsible for safety at that workplace.

At workplaces in which MRC has management or control, the workplace coordinator / manager will be the MRC Representative or a stakeholder such as a site operator.

Where a workplace has both MRC and contractor's workers working together, responsibility for workplace management and control must be established prior to commencing work, depending on mutual consultation between both parties or as agreed in the relevant contract with MRC.

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Contractors working alongside and / or embedded within MRC teams and working under the direct supervision of a MRC Representative (examples include 'wet hire' plant and equipment workers) shall comply with applicable MRC procedures, as advised on-site. Plant and equipment requirements must comply with sections 12.15 to 12.20 inclusive of this document.

Consultants and contractors must identify and control WHS issues that may arise from works being undertaken in workplaces occupied by MRC workers and / or members of the public.

Consultants and contractors must allow MRC or others who have management and control of a workplace to maintain management and control of the workplace while the consultant or contractor is undertaking work at the workplace.

Consultants and contractors must comply with reasonable directions of the MRC representative regarding the timing and conditions of the consultants or contractors' access to the workplace.

12.6. The Work Environment and Welfare Facilities

Consultants and contractors must, as a minimum, provide and maintain a physical work environment that, as far as reasonably practicable, is without risks to health and safety and access to appropriate facilities as required by the WHSQ *Managing the work environment and facilities Code of Practice 2011*.

Reference: [WHSQ Managing the work environment and facilities Code of Practice 2011](#).

12.7. Housekeeping

Consultants and contractors must maintain a high standard of housekeeping. This includes ensuring that rubbish, building materials and plant and equipment is stored away from walkways, footpaths and roadways and that the work site is left in a safe and secure condition whenever it is unattended.

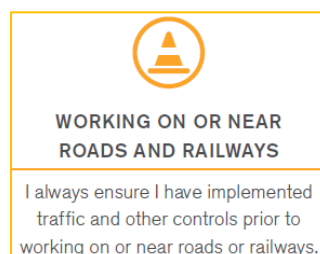
12.8. Site Security

Where consultants and contractors have management or control of the workplace, they must ensure that workplaces are secure to prevent injury or harm to workers, visitors and members of the public.

Essential controls include but are not limited to:

- Ensuring that the workplace is secured by appropriate barricades to prevent a risk to the public and vehicles from unauthorised and inadvertent access;
- Ensuring appropriate signage to inform of potential hazards and site entry requirements;
- Ensuring vehicles, plant and equipment are stored securely;
- Controlling workplace access by implementing site inductions and signing onto risk management tools.

12.9. Traffic Management



Consultants and contractors must ensure appropriate traffic management procedures are implemented where there are hazards and risks related to traffic at the workplace.

Consultants and contractors:

- Must ensure they only engage traffic management organisations accredited through the QLD Department of Transport and Main Roads (TMR) *Traffic Management Registration Scheme*;

MRC WHS GUIDELINES FOR CONSULTANTS AND CONTRACTORS

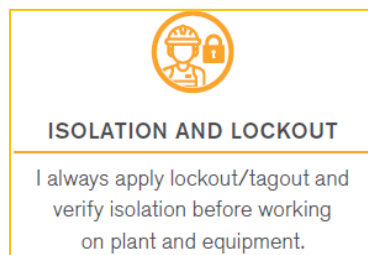
- Must ensure that traffic control positions are fully compliant with the TMR *Traffic Controller Accreditation Scheme (TCAS) Approved Procedure* and the TMR *Manual of Uniform Traffic Control Devices (MUTCD) Part 3*;
- Are responsible for designing and obtaining authorisation for their own Traffic Management Plans (TMP) and Traffic Guidance Schemes (TGS);
- Must ensure work does not commence until the appropriate TMP and TGS are available at the workplace;
- Must ensure that TMP and TGS are fully compliant with TMR *Manual of Uniform Traffic Control Devices (MUTCD) Part 3*;
- Must stop work if the traffic management is inadequate or unsafe;
- Must obtain appropriate approvals.

Copies of TMP and TGS must be readily available for audit at any time.

Consultants and contractors must, as a minimum, ensure traffic management while construction or maintenance work is occurring on or adjacent to roads is undertaken as required by the WHSQ *Traffic management for construction or maintenance work Code of Practice 2008*.

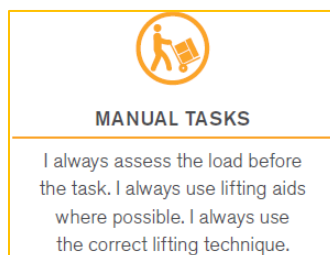
Reference: [WHSQ Traffic management for construction or maintenance work Code of Practice 2008](#).

12.10. Isolation and Lockout



Consultants and contractors must ensure that prior to and during any commissioning, maintenance, servicing and decommissioning of plant and equipment; that all energy sources are effectively de-energised and isolated using effective lock and tag out measures.

12.11. Hazardous Manual Tasks



Consultants and contractors must, as a minimum, comply with the WHSQ *Hazardous manual tasks Code of Practice 2011* when undertaking work involving hazardous manual tasks.

Reference: [WHSQ Hazardous manual tasks Code of Practice 2011](#).

12.12. Fall Prevention



Consultants and contractors must, as a minimum, comply with the WHSQ *Managing the risk of falls at workplaces Code of Practice 2018* when undertaking work where there is a risk of a fall from one level to another.

Reference: [WHSQ Managing the risk of falls at workplaces Code of Practice 2018](#).

Consultants and contractors are responsible for the supply of all safety equipment necessary to perform work at heights, including harnesses, having a competent rescue person available and other rescue equipment.

12.12.1. Ladders

Consultants and contractors must, as a minimum, comply with the WHSQ *Managing the risk of falls at workplaces Code of Practice 2011* when undertaking work involving the use of a ladder.

Reference: [WHSQ Managing the risk of falls at workplaces Code of Practice 2018](#).

Portable ladders should primarily be used to access or egress a work area.

Portable ladders should only be used as a working platform for light work of short duration that can be performed safely from a ladder.

Alternatively, platform ladders with guard rails can be used as a work platform.

12.12.2. Crane Lifted Workboxes

Consultants and contractors must, as a minimum, comply with the WHSQ *Mobile crane Code of Practice 2006* and *Managing the risk of falls at workplaces Code of Practice 2011* when undertaking work involving the use of crane lifted workboxes.

Reference: [WHSQ Mobile crane Code of Practice 2006](#).

Reference: [WHSQ Managing the risk of falls at workplaces Code of Practice 2018](#).

12.12.3. Elevating Work Platforms

Consultants and contractors must, as a minimum, comply with the WHSQ *Managing the risk of falls at workplaces Code of Practice 2011* when undertaking work involving the use of elevating work platforms.

Reference: [WHSQ Mobile crane Code of Practice 2006](#).

Reference: [WHSQ Managing the risk of falls at workplaces Code of Practice 2018](#).

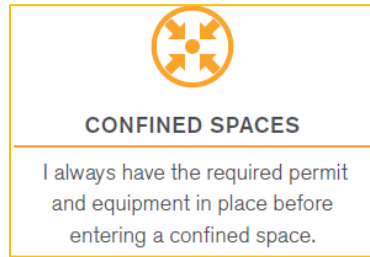
12.12.4. Scaffolding

Consultants and contractors must, as a minimum, comply with the WHSQ *Scaffolding Code of Practice 2009* and *Managing the risk of falls at workplaces Code of Practice 2011* when undertaking work involving the use of elevating work platforms.

Reference: [WHSQ Scaffolding Code of Practice 2009](#).

Reference: [WHSQ Managing the risk of falls at workplaces Code of Practice 2018](#).

12.13. Confined Space Entry / Working in Confined Spaces



Consultants and contractors must, as a minimum, comply with the WHSQ *Confined spaces Code of Practice 2011* when entering / working in confined spaces.

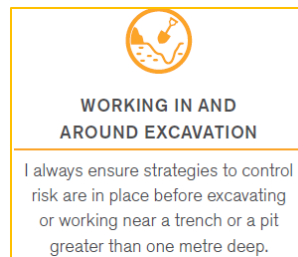
Reference: [WHSQ Confined spaces Code of Practice 2011](#).

A Confined Space Entry Permit is required for all confined space entry work.

'Entry' is defined as having a person's head and upper body protruding into the space.

Consultants and contractors are responsible for the supply of all safety equipment necessary to perform work in confined spaces, including air quality monitoring equipment, breathing apparatus, harnesses and rescue equipment.

12.14. Excavation and Trenching



Consultants and contractors must, as a minimum, comply with the WHSQ *Excavation work Code of Practice 2013* when undertaking excavation and / or trenching work.

Reference: [WHSQ Excavation work Code of Practice 2013](#).

12.15. Vehicle Management



Consultants and contractors must ensure that:

- Vehicles to be operated at MRC workplaces are suitable for the task or tasks for which they are intended;
- Vehicles operated at MRC workplaces are appropriately registered;
- Vehicles operated at MRC workplaces are regularly maintained under a planned and documented maintenance system as required by manufacturer's specifications;
- Vehicles, other than light vehicles, are inspected prior to use. Pre-start inspections must be documented and where critical components are found to be defective, the vehicle must be taken out of service until deemed safe to operate by a competent and authorised person;
- Drivers of vehicles hold the appropriate licence for the class of vehicle they are driving;

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- Drivers comply with all site traffic rules – including speed limits and direction of traffic flow, and drive to prevailing conditions;
- The manufacturer's safety devices are used by all operators of vehicles and are not tampered with;
- Mobile phones are not used while operating vehicles. Only 'hands free' type devices are permitted when safe to do so and when used in accordance the *Transport Operations (Road Use Management – Road Rules) Regulation 2009*.

Flashing lights, UHF radios, reversing alarms, fire extinguishers, and first aid kits shall be provided and maintained as determined by risk assessment and / or site rules.

Records must be readily available for audit at any time.

12.16. Powered Mobile Plant and Equipment



Consultants and contractors must, as a minimum, comply with the WHSQ *Managing risks of plant in the workplace Code of Practice 2013* when undertaking work involving the installation, commissioning, use, decommissioning and dismantling of plant.

Reference: [WHSQ Managing risks of plant in the workplace Code of Practice 2013](#).

Consultants and contractors must, as a minimum, comply with the WHSQ *Safe design and operation of tractors Code of Practice 2005* when undertaking work involving the operation of tractors.

Reference: [WHSQ Safe design and operation of tractors Code of Practice 2005](#).

Consultants and contractors must ensure the following MRC requirements:

- Risk assessments are undertaken for powered mobile plant and equipment;
- Powered mobile plant and equipment to be operated at MRC workplaces is suitable for the task or tasks for which they are intended;
- Powered mobile plant and equipment is compliant with the relevant Australian Standard;
- Powered mobile plant and equipment operated at MRC workplaces is appropriately registered;
- Powered mobile plant and equipment operated at MRC workplaces is regularly maintained under a planned and documented maintenance system as required by manufacturer's specifications;
- Powered mobile plant and equipment is inspected prior to use. Pre-start inspections must be documented and where critical components are found to be defective, the plant or equipment must be taken out of service until deemed safe to operate by a competent and authorised person;
- Persons operating powered mobile plant and equipment must hold all appropriate licences, certificates of competency or have the required training;
- Persons operating powered mobile plant and equipment comply with all site traffic rules – including speed limits and direction of traffic flow, and drive to prevailing conditions;
- The manufacturer's safety devices are used by all operators of powered mobile plant and equipment and are not tampered with;

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- Mobile phones are not used while operating powered mobile plant and equipment. Only 'hands free' type devices are permitted when safe to do so and when used in accordance the *Transport Operations (Road Use Management – Road Rules) Regulation 2009*;
- The security of plant and equipment when the work area is unattended to prevent unauthorised operation;
- Permission is given by the MRC Representative before the contractor is permitted to use any of MRC's plant and equipment. The contractor must demonstrate that persons have the required skills and competencies before being permitted to use the plant or equipment.

Flashing lights, UHF radios, reversing alarms, fire extinguishers, and first aid kits shall be provided and maintained as determined by risk assessment and / or site rules.

Records must be readily available for audit at any time.

12.17. Heavy Vehicles

Heavy plant / vehicles used during the completion of the works or services, must comply with the requirements of the *Heavy Vehicle National Law Act 2012 (QLD)*, or later amendments. Transportation routes used by heavy vehicles must also comply with the requirements of the National Heavy Vehicle Regulator.

12.18. Cranes

Consultants and contractors must, as a minimum comply with the *WHSQ Mobile crane Code of Practice 2006* when undertaking work involving the operation of mobile cranes, vehicle-loading cranes and other mobile plant used as a mobile crane to raise or lower a freely suspended load.

Reference: [WHSQ Mobile crane Code of Practice 2006](#).

Prior to commencing work at workplaces in which MRC has management or control of the workplace, the MRC Representative or a person authorised by MRC may audit the consultant or contractor using *FRM-10.259 Mobile Crane Site Checklist*.

Reference: [FRM-10.259 Mobile Crane Site Checklist](#).

After reviewing the checklist, the MRC Representative or person authorised by MRC may liaise with the consultant or contractor and bring to their attention any concerns or issues that the consultant or contractor would be required to resolve.

12.19. Lifting Equipment

Lifting equipment includes, but is not limited to:

- Chains.
- Slings.
- Shackles.
- Winches.

Consultants and contractors must ensure that lifting equipment is:

- of sound construction, suitable for the purpose and compliant with applicable WHS legislative requirements and relevant Australian Standards;
- marked with its safe working load; and
- inspected and tagged by a competent person to verify its suitability for use.

Consultants and contractors must maintain a lifting equipment register which includes information on when the equipment was inspected.

Records must be readily available for audit at any time.

12.20. Concrete Pumping

Consultants and contractors must, as a minimum comply with the WHSQ *Concrete pumping Code of Practice 2005* when undertaking work involving the operation of concrete pumping plant and equipment.

Reference: [WHSQ Concrete pumping Code of Practice 2019.](#)

Prior to commencing work at workplaces in which MRC has management or control of the workplace, the MRC Representative or a person authorised by MRC may review the consultant's or contractor's SWMS or risk management tools using *FRM-10.258 Checklist for Concrete Pumping*.

Reference: [FRM-10.258 Checklist for Concrete Pumping.](#)

12.21. Electrical Safety

12.21.1. General Electrical Safety at the Workplace

Consultants and contractors must, as a minimum, comply with the *Electrical safety Code of Practice 2013 - Managing electrical risks in the workplace* where the consultant or contractor has management or control of electrical equipment, including electrical installations.

Reference: [Electrical safety Code of Practice 2013 - Managing electrical risks in the workplace.](#)

12.21.2. Electrical Tools and Equipment

Consultants and contractors must ensure that electrical tools are appropriate for the work and are in good condition.

Specified electrical equipment and safety switches need to be tested at intervals according to type of work they are used for. For Construction Work this information is in *AS/NZS 3012 Electrical installations – Construction and demolition sites*.

Electrical tools and equipment must be tested and tagged in accordance with the requirements of the *Electrical Safety Regulation 2013*. Additional information is also available in *AS/NZS 3760 In-service safety inspection and testing of electrical equipment*.

12.21.3. Electrical Work

Consultants and contractors must, as a minimum, comply with the *Electrical safety Code of Practice 2013 - Managing electrical risks in the workplace* where the consultant or contractor carries out electrical work on or near energised electrical equipment, including electrical installations.

Reference: [Electrical safety Code of Practice 2013 - Managing electrical risks in the workplace.](#)

Consultants and contractors must ensure that all electrical work, including installations and repairs, is performed by a licensed electrical contractor.

All electrical work performed by a licensed electrical contractor must be performed or supervised by a qualified technical person (QTP) who is endorsed on the licence.

12.21.4. Energised Electrical Work

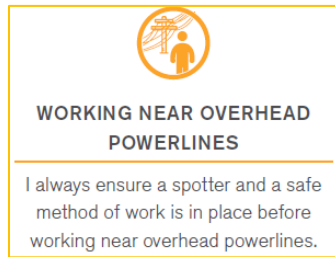
Consultants and contractors must ensure that energised electrical work is undertaken only in accordance with the *Electrical safety Code of Practice 2013 - Managing electrical risks in the workplace*.

Reference: [Electrical safety Code of Practice 2013 - Managing electrical risks in the workplace.](#)

The following applies for energised electrical work:

- A Master Electricians Australia (MEA) *Live Work Application Form and Checklist* or a MEA *Live Testing & Fault-Finding Application and Checklist* must be fully completed, submitted and signed by all parties before work commences; and
- The MEA safe system of work must be applied on any MRC workplace in conjunction with these requirements.

12.21.5. Work Near Overhead and Underground Powerlines



Consultants and contractors must, as a minimum, comply with the WHSQ *Electrical safety Code of Practice 2010 - Working near overhead and underground electric lines* when working near overhead or underground electric powerlines.

Reference: [WHSQ Electrical safety Code of Practice 2010 - Working near overhead and underground electric lines.](#)

12.22. Welding

Consultants and contractors must, as a minimum, comply with the WHSQ *Welding processes Code of Practice 2013* when undertaking welding work.

Reference: [WHSQ Welding processes Code of Practice 2013.](#)

12.23. Hazardous Chemicals

Consultants and contractors must, as a minimum, comply with the WHSQ *Managing risks of hazardous chemicals in the workplace Code of Practice 2013* and WHSQ *Labelling of workplace hazardous chemicals Code of Practice 2011* when handling, storing and using hazardous chemicals.

Reference: [WHSQ Managing risks of hazardous chemicals in the workplace Code of Practice 2013.](#)

Reference: [WHSQ Labelling of workplace hazardous chemicals Code of Practice 2011.](#)

12.24. Compressed Gas Cylinders

Consultants and contractors must ensure that where gas cylinders are used:

- They comply with the requirements of *AS/NZS 2030 Gas cylinders*, *AS/NZS 4332 The storage and handling of gases in cylinders* and *AS/NZS 4484 Gas cylinders for industrial, scientific, medical and refrigerant use – Labelling and colour coding*.
- Gas cylinder storage areas must be separated by at least eight metres from combustible or flammable liquids or materials and heat sources.
- Gas cylinder storage areas must be well ventilated and fuel gases must be stored separately from oxidising gases (except where stored in individual welding trolleys).
- Cylinders are secured in an upright position at all times.
- Cylinder valves are turned off when not in use.
- Cylinders are transported in approved cradles or holders and are not transported in enclosed vehicles.

12.25. Asbestos

Asbestos containing materials (ACM) have been identified at various MRC facilities and workplaces.

The MRC Representative will advise of the presence of any ACM that may impact on the work activities of consultants and contractors.

The consultant or contractor may request to see a copy of the asbestos register for the workplace they are working at.

Consultants and contractors must, as a minimum, comply with the WHSQ *How to manage and control asbestos in the workplace Code of Practice 2011* and *How to safely remove asbestos Code of Practice 2011* when working with or near ACM.

Reference: [How to manage and control asbestos in the workplace Code of Practice 2011.](#)

Reference: [How to safely remove asbestos Code of Practice 2011.](#)

Where applicable, the consultant or contractor shall be responsible for notifying WHSQ of asbestos removal work and ensuring that all other regulatory requirements are met, including developing an asbestos removal control plan and providing workplace monitoring.

If any unexpected ACM is found or suspected by the consultant or contractor, work must be suspended immediately, and the MRC Representative advised.

12.26. Noise

Consultants and contractors must, as a minimum, comply with the WHSQ *Managing noise and preventing hearing loss at work Code of Practice 2011* where there is the potential for exposure to noise that can contribute to hearing loss.

Reference: [Managing noise and preventing hearing loss at work Code of Practice 2011.](#)

Consultants and contractors are responsible for the supply of all personal hearing protectors where identified as a control measure.

12.27. Remote or Isolated Work

Consultants and contractors must, as a minimum, comply with the WHSQ *Managing the work environment and facilities Code of Practice 2011* when workers are undertaking remote or isolated work.

Reference: [WHSQ Managing the work environment and facilities Code of Practice 2011.](#)

12.28. Demolition Work

Consultants and contractors must, as a minimum, comply with the WHSQ *Demolition work Code of Practice 2013* when planning or undertaking demolition work.

Reference: [WHSQ Demolition work Code of Practice 2013.](#)

Refer to section 12.25 for additional requirements relating to demolition work involving asbestos containing materials.

12.29. Occupational Diving

Consultants and contractors must, as a minimum, comply with the WHSQ *Occupational diving work Code of Practice 2005* when planning or undertaking diving.

Reference: [WHSQ Occupational diving work Code of Practice 2005.](#)

12.30. Steel Construction

Consultants and contractors must, as a minimum, comply with the WHSQ *Steel construction Code of Practice 2004* when planning or undertaking steel Construction Work.

Reference: [WHSQ Steel construction Code of Practice 2004.](#)

13. Review

This document will be reviewed in accordance with *PRO-10.034 Document and Record Control Procedure*.

14. Version Control

**MRC WHS GUIDELINES FOR
CONSULTANTS AND CONTRACTORS**

Version	Authorised By	Approval Date	Effective Date	Amendments
1.001	Manager, Governance and Safety	09/10/2020	12/10/20	New document created.