

Master Specification Part PC-WHS1

Work Health and Safety

September 2024



Government of South Australia
Department for Infrastructure
and Transport

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Document Information

Document Information	
K Net Number:	13505132
Document Version:	1
Document Date:	30/09/2024

Document Amendment Record

Version	Change Description	Date
0	Initial issue	31/08/2023
1	Updated cover page	30/09/2024

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PC-WHS1 Work Health and Safety

1 General

- a) This Master Specification Part sets out the requirements for the management of work health and safety (WHS) in relation to the Contractor's Activities, including:
 - i) the documentation requirements, as set out in section 2;
 - ii) the Principal Contractor responsibilities, as set out in section 3;
 - iii) the Contractor responsibilities, as set out in section 4;
 - iv) the WHS management system requirements, as set out in section 5;
 - v) the risk management requirements, as set out in section 6;
 - vi) the requirements for working safely, as set out in section 7;
 - vii) the leadership and management commitment requirements, as set out in section 8;
 - viii) the automated external defibrillators requirements, as set out in section 9;
 - ix) the Site Safety Representative requirements, as set out in section 10;
 - x) the work health and safety performance requirements, as set out in section 11; and
 - xi) the requirements for incident reporting to the Principal, as set out in section 12.
- b) The management of WHS must comply with:
 - i) the Reference Documents, including:
 - A. AS/NZS 4801 Occupational health and safety management systems - Specification with guidance for use;
 - B. ISO 45001 Occupational health and safety management systems - Requirements with guidance for use; and
 - C. Minimum Construction Safety Expectations (available from https://www.dit.sa.gov.au/contractor_documents/whs); and
 - ii) all applicable Laws, including:
 - A. the *Heavy Vehicle National Law (South Australia) Act 2013* (SA);
 - B. the *Planning, Development, and Infrastructure Act 2016* (SA);
 - C. the *Rail Safety National Law (South Australia) Act 2012* (SA);
 - D. the *Road Traffic Act 1961* (SA);
 - E. the *Work Health and Safety Act 2012* (SA); and
 - F. the *Work Health and Safety Regulations 2012* (SA).

2 Documentation

2.1 Work Health and Safety Management Plan

- a) The Contractor must prepare a Work Health and Safety Management Plan which details the processes and procedures to manage health and safety, and include as a minimum:
 - i) the names, positions, and health and safety responsibilities of all persons who have specific health and safety responsibilities;

- ii) the arrangements in place, between any persons conducting business or undertaking business on or adjacent to the Site, for consultation, co-operation, and the co-ordination of activities in relation to compliance with their duties under the Law;
 - iii) the arrangements in place for managing and reporting any WHS incidents;
 - iv) any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules;
 - v) the arrangements for the collection, assessment, monitoring, and review of safe work method statements;
 - vi) the arrangements for health monitoring of workers (if applicable);
 - vii) a requirement to review and ensure the Work Health and Safety Management Plan is current, and any revisions are communicated to all relevant persons;
 - viii) the arrangements to ensure compliance with the Site Safety Representative requirements in section 10;
 - ix) a WHS audit schedule;
 - x) reference to a site layout plan (covering temporary accommodation, storage, pedestrian and vehicular routes, plant location, and emergency equipment); and
 - xi) the approach to meeting the chain of responsibility obligations under the *Heavy Vehicle National Law (South Australia) Act 2013 (SA)*.
- b) The Work Health and Safety Management Plan must be prepared, submitted, and updated in accordance with the requirements of PC-PM1 "Project Management and Reporting".

2.2 Emergency Plan

- a) The Contractor must prepare an Emergency Plan for each fixed workplace as required by the *Work Health and Safety Regulations 2012 (SA)*, regulation 43, and include as a minimum:
- i) emergency procedures, including effective response to an emergency, evacuation procedures, notification of emergency service organisations, and medical treatment and assistance;
 - ii) testing of the emergency procedures, including frequency of testing;
 - iii) information, training, and instruction for workers involved in implementing the emergency procedures; and
 - iv) responsibilities for the inspection and maintenance of emergency and first aid equipment.
- b) The Emergency Plan(s) must be prepared, submitted and updated in accordance with the requirements of PC-PM1 "Project Management and Reporting".
- c) The Emergency Plan(s) may form a sub-plan to the Contractor's Work Health and Safety Management Plan.

3 Principal Contractor responsibilities

Where the Contractor is appointed as the Principal Contractor for the Project, the Contractor must:

- a) manage and control the Site; and
- b) discharge the duties of a Principal Contractor as required by the Contract Documents and under Law.

4 Contractor responsibilities

4.1 General

- a) The Contractor must:
 - i) communicate the Minimum Construction Safety Expectations (available from https://www.dit.sa.gov.au/contractor_documents/whs) to all workers and ensure measures are implemented to meet or exceed the expectations;
 - ii) allow, and assist, the Principal to undertake verification of the Contractor's (and Subcontractor's) compliance with any matter relating to the safety requirements in the Contract Documents, Reference Documents or Law, at any time without notice, including:
 - A. provision of relevant requested documentation;
 - B. access to the Site; and
 - C. appropriate management and workforce input to enable the Principal to carry out work surveillance activities;
 - iii) commence immediate action to manage a WHS risk, if detected during surveillance or verification of work activities, and provide the Principal evidence of action(s) taken to address the risk; and
 - iv) suspend the progress of the whole or a part of the Contractor's Activities, as directed by the Principal, until such a time that the Contractor has evidenced that health and safety risks are being appropriately managed.

4.2 Catastrophic fire danger and severe weather days

- a) The Contractor must not undertake any works on the Site on declared catastrophic fire danger days, except for those works immediately required to ensure the safety of traffic through the Site.
- b) Where severe weather warnings are advised or known, the Contractor must ensure the Site is prepared and secured to minimise risk of harm to any persons, including the Contractor's personnel, site visitors, or members of the public, or damage to any property, including the Site.
- c) After a severe weather event the Contractor must inspect the Site to ensure any health and safety risks caused or changed by the severe weather event are identified and manage those risks appropriately prior to recommencing work on the Site.

4.3 Worker wellbeing

The Contractor must support worker wellbeing by:

- a) maintaining a work environment free from harassment, vilification, sexism, bullying, and unlawful discrimination;
- b) making available to workers an employee assistance program to support workers with confidential, solutions focussed counselling services to discuss any issues they may have which may be having a negative impact on their mental health and wellbeing;
- c) providing training and resources to encourage mental health awareness and the development of suicide prevention skills (through organisations such as Mates in Construction);
- d) implement controls to manage the risk of fatigue;
- e) prohibiting smoking anywhere on the Site except for designated outdoor smoking areas which are positioned such that non-smokers are not exposed to second-hand tobacco smoke and e-cigarette vapours; and

- f) including the workforce in the change management activities that may affect their work or their working conditions.

4.4 Drugs and alcohol

- a) The Contractor must enforce a zero-tolerance policy to drugs and alcohol by:
 - i) undertaking objective medical testing for drugs and alcohol in a worker's system, of both construction workers and site office workers, which tests for:
 - A. alcohol;
 - B. opiates;
 - C. tetrahydrocannabinol (THC);
 - D. cocaine;
 - E. benzodiazepines;
 - F. amphetamine; and
 - G. methamphetamine;
 - ii) undertaking random or staged selection testing for drugs and alcohol in accordance with section 4.4a)i) at a minimum frequency of once per month, which includes:
 - A. where there are less than 30 workers on site - at least 10% of the workforce;
 - B. where there are 30 to 100 workers on site - a minimum of 5 workers per month; and
 - C. where there are greater than 100 workers on site - a minimum of 10 workers per month;
 - iii) in addition to the requirements of section 4.4a)ii), undertaking targeted testing for drugs and alcohol in accordance with section 4.4a)i) for higher-risk activities, voluntary testing, and for-cause testing;
 - iv) having all non-negative drug samples sent to a laboratory for further analysis and confirmation; and
 - v) having a process in place to appropriately respond to a non-negative or positive drug or alcohol test result.
- b) The Contractor must report any positive result from a drug or alcohol test to the Principal, with any personally identifiable information removed from the report.

4.5 Mobile and ancillary plant

The Contractor must:

- a) manage and control onsite plant in accordance with the *Work Health and Safety Regulations 2012* (SA), chapter 5, division 7; and
- b) approve the use of mobile and ancillary plant on the Site by:
 - i) formally inspecting the suitability and compliance of all mobile and ancillary plant introduced to the Site before it is used and, where applicable, re-inspected at least annually; and
 - ii) displaying visual indicators on mobile and ancillary plant, indicating Contractor approval to use on the Site.

4.6 Hazardous chemicals, substances, and laser emitting devices

The Contractor must:

- a) manage and control the use, handling, and storage of hazardous chemicals on the Site in accordance with the *Work Health and Safety Regulations 2012 (SA)*; and
- b) ensure the safe storage of hazardous chemicals and substances by:
 - i) storing correctly labelled hazardous chemicals in accordance with manufacturer's instructions and safety data sheets;
 - ii) displaying appropriate warning signage on storage areas;
 - iii) equipping storage areas with relevant safety and emergency equipment;
 - iv) separating different classes of dangerous goods and providing sufficient distance between them to eliminate the risk of fire, explosion, or accumulation of toxic gases or vapours from a leak or spillage; and
 - v) storing fuels and flammable substances in shipping containers only if there is adequate ventilation with no sources of heat or ignition; and
- c) where laser emitting devices are used on the Site, display appropriate signage warning others of the associated risks.

4.7 Traffic management

In relation to any workzone traffic and pedestrian management implemented in accordance with PC-SM1 "Traffic and Pedestrian Management", the Contractor must ensure:

- a) traffic controllers are protected from live traffic as far as reasonably practicable and as appropriate to the work location;
- b) physical protection between the work site and live traffic is installed where reasonably practicable;
- c) a risk assessment is undertaken to demonstrate and document the situations where physical protection is not appropriate, nor reasonably practicable to install, and must demonstrate how the safety of personnel will be ensured;
- d) only accredited work zone traffic management personnel set up traffic control devices;
- e) traffic guidance devices are relevant, in good clean condition, and monitored for effectiveness; and
- f) inspections of traffic management control set up is conducted and documented a minimum of twice per shift.

4.8 Housekeeping

The Contractor must:

- a) establish housekeeping rules and responsibilities;
- b) ensure site layouts support good housekeeping, including designated delivery areas, waste management areas, storage areas, walkways, and signage;
- c) maintain storage areas and containers in an organised state at all times; and
- d) ensure site amenities and facilities are in good working order, clean, safe, and accessible at all times.

4.9 Safe work method statements

The Contractor must:

- a) ensure that a safe work method statement is prepared for all high-risk construction work, in accordance with the *Work Health and Safety Regulations 2012 (SA)*, regulation 299;
- b) comply with safe work method statements, in accordance with the *Work Health and Safety Regulations 2012 (SA)*, regulation 300;

- c) obtain and review safe work method statements prepared by Subcontractors;
- d) ensure that each safe work method statement contains information that reflects the nature of the work and the specific circumstances of the workplace in which it will be performed;
- e) ensure all required safe work method statements are in place prior to the commencement of the work, and that approved copies are readily accessible to workers involved in the work;
- f) ensure workers engaged to carry out the work have reviewed and understood (accounting for language and literacy barriers) all relevant safe work method statements, and have an opportunity to provide feedback on the relevance and usefulness of the safe work method statement with regards to the work being undertaken; and
- g) ensure the safe work method statements are kept at the workplace where the high-risk construction work is being carried out and they remain available to assist supervisors and workers to confirm and monitor the required control measures.

5 WHS management system

The Contractor must demonstrate, implement, and maintain a third party audited WHS management system that is either:

- a) in accordance with AS/NZS 4801 Occupational health and safety management systems - Specification with guidance for use;
- b) in accordance with ISO 45001 Occupational health and safety management systems - Requirements with guidance for use; or
- c) not in accordance with section 5a) or 5b), but includes the same considerations, as appropriate, and achieves the same outcomes.

6 Risk management

The Contractor must structure risk management activities to ensure:

- a) the applicable WHS standards and requirements for the work are identified;
- b) task specific controls to prevent or mitigate hazards are established;
- c) the readiness to perform the work can be confirmed prior to work execution;
- d) there are mechanisms to collect workforce feedback regarding the adequacy of controls and the opportunities for improving the definition and planning of the work; and
- e) management routinely evaluates risk assessment information to confirm it is context specific and has informed action in support of the work being performed.

7 Working safely

The Contractor must demonstrate:

- a) the protection of people is prioritised whenever work activities are planned and executed;
- b) adequate resources are provided to protect people;
- c) there are clear lines of authority and responsibility for work management, planning, supervision, and execution;
- d) all workers possess the experience, knowledge, and skills that are necessary to discharge their responsibilities; and
- e) that prior to the execution of the task, an agreed-upon set of safety standards and work requirements are established.

8 Leadership and management commitment

The Contractor must ensure its site leadership and management team:

- a) understand the construction work activities and relevant WHS obligations; and
- b) demonstrate safety leadership by:
 - i) allocating resources to ensure work can be safely executed;
 - ii) actively controlling and coordinating work;
 - iii) monitoring the performance of work execution and work supervision;
 - iv) obtaining workforce feedback regarding the work delivery systems; and
 - v) allocating resources to resolve safety issues and concerns.

9 Automated external defibrillators

The Contractor must ensure:

- a) that sufficient automated external defibrillators (AEDs) are available such that a person suffering a sudden cardiac arrest can be delivered a shock within 3 to 5 minutes of collapsing;
- b) that workers and visitors are informed of the AED locations; and
- c) that emergency procedures encompass the use of an AED and workers are trained in the procedure.

10 Site Safety Representative

- a) The Contractor must provide a Site Safety Representative permanently onsite (whilst works are being performed, including night works) who is directly responsible to the Contractor's senior management and has responsibility for ensuring compliance with the Work Health and Safety Management Plan.
- b) The Site Safety Representative must be qualified to a minimum Certificate IV Work Health and Safety.
- c) Where multiple worksites are established, the Site Safety Representative is required to attend all worksites routinely and regularly. In these instances, each worksite must have a nominated Safety Officer (who may be a nominee from the work crew), who remains onsite whilst works are being performed.
- d) Safety Officers must, at a minimum, have 3 years recent construction industry experience with safety management duties and be familiar with the Contractor's Work Health and Safety Management Plan, safe systems of work, and incident reporting processes.
- e) At all times, the duties of the Site Safety Representative and the Safety Officer in regard to ensuring compliance with this part PC-WHS1 "Work Health and Safety" must take precedence over any other activity undertaken by the Site Safety Representative or Safety Officer respectively.
- f) The Site Safety Representative or Safety Officer must participate, and record evidence of their participation, in safety inspections (daily as a minimum) to verify compliance, implementation, and effectiveness of safety control measures.
- g) Site Safety Representatives and Safety Officers must:
 - i) possess the skill, knowledge, and experience to:
 - A. facilitate an induction and training program for all persons involved in construction activities;
 - B. demonstrate safe working behaviours and support safety leadership on site;

- C. initiate, manage, and co-ordinate safety initiatives; and
- D. identify, manage, and facilitate hazard and risk mitigation observations and strategies; and
- ii) have the authority to:
 - A. enforce the implementation of all measures specified in the Contract Documents, Work Health and Safety Management Plan, and the safe work method statements; and
 - B. stop the progress of any part of the work that does not comply with the Work Health and Safety Management Plan or the Construction Documentation, including any safe work method statements, or for the protection or safety of any person or property.
- h) The Contractor must provide sufficient safety resources to meet the following, inclusive of all site personnel:
 - i) 1-50 workers - minimum of 1x Site Safety Representative plus Safety Officers where multiple worksites are established under the same contract;
 - ii) 50-250 workers - minimum of 1x Site Safety Representative plus dedicated Safety Officers; and
 - iii) over 250 workers - minimum of 2x Site Safety Representatives plus dedicated Safety Officers.

11 Work health and safety performance

The Contractor must:

- a) monitor and evaluate their WHS performance on the Project against the criteria in the Contract Documents;
- b) each month, as part of the monthly report required by PC-PM1 "Project Management and Reporting" provide the Principal with a completed Department Contractor Monthly Safety Performance Reporting Form (available from: https://www.dit.sa.gov.au/contractor_documents/whs); and
- c) at each construction review meeting, or upon request by the Principal, report on:
 - i) the status of WHS incident investigations, WHS regulatory notices, and corrective actions;
 - ii) learnings from WHS inspections, audits, or assessments;
 - iii) learnings and outcomes from incident investigations;
 - iv) the progress of their WHS audit schedule; and
 - v) changes to the WHS risk register.

12 Incident reporting to the Principal

12.1 Notifiable incidents

- a) In the event of a notifiable incident occurring, as defined under the *Work Health and Safety Act 2012* (SA), the Contractor must inform the Principal immediately after informing the regulator.
- b) Within 24 hours of a notifiable incident occurring, the Contractor must provide an incident report to the Principal using the Department Contractor Safety Incident and Investigation Reporting Form (available from https://www.dit.sa.gov.au/contractor_documents/whs), including confirmation that the relevant regulatory body has been notified.

- c) Within 24 hours of the Contractor being issued with a notice by the regulator, the Contractor must notify the Principal and provide a copy of the notice to the Principal. This includes improvement, prohibition, expiation, and non-disturbance notices.
- d) Within 3 working days of a notifiable incident occurring, the Contractor must complete and submit either:
 - i) a preliminary investigation report using the Department Contractor Safety Incident and Investigation Reporting Form (available from https://www.dit.sa.gov.au/contractor_documents/whs), to the Principal, detailing:
 - A. the incident;
 - B. the actions and methodologies to manage the risk; and
 - C. the actions required to finalise the investigation; or
 - ii) a final investigation report using the Department Contractor Safety Incident and Investigation Reporting Form (available from https://www.dit.sa.gov.au/contractor_documents/whs), to the Principal, detailing:
 - A. the incident;
 - B. any information gathered;
 - C. any direction or requirements imposed by regulatory bodies;
 - D. any analysis undertaken;
 - E. the identification of the underlying causes; and
 - F. the corrective action(s) to prevent a recurrence, including the persons responsible for completing the corrective action(s), and the planned close-out date(s).
- e) Where a preliminary investigation report has been issued in accordance with section 12.1d)i), the Contractor must complete and submit a final investigation report to the Principal within 14 working days of the notifiable incident, in accordance with section 12.1d)ii), unless otherwise formally agreed with the Principal.

12.2 Non-notifiable incidents

- a) The Contractor must immediately inform the Principal if a non-notifiable incident occurs, which is defined as the following:
 - i) any injury involving medical treatment (treatment from a qualified medical practitioner) not otherwise defined as a notifiable incident; and
 - ii) any incident with the potential for a fatal or serious injury, or a high impact to the community, not otherwise defined as a notifiable incident.
- b) Within 24 hours of a non-notifiable incident occurring, the Contractor must provide an incident report to the Principal using the Department Contractor Safety Incident and Investigation Reporting Form (available from https://www.dit.sa.gov.au/contractor_documents/whs), and as soon as practicable, undertake an investigation proportionate to the severity (or potential severity) of the consequences of the incident.
- c) Within 3 working days of a non-notifiable incident occurring, the Contractor must complete and submit either:
 - i) a preliminary investigation report using the Department Contractor Safety Incident and Investigation Reporting Form (available from https://www.dit.sa.gov.au/contractor_documents/whs), to the Principal, detailing:
 - A. the incident;
 - B. the actions and methodologies to manage the risk; and

- C. the actions required to finalise the investigation; or
 - ii) a final investigation report using the Department Contractor Safety Incident and Investigation Reporting Form (available from https://www.dit.sa.gov.au/contractor_documents/whs), to the Principal, detailing:
 - A. the incident;
 - B. any results of any investigations into the cause of the incident; and
 - C. any recommendations or strategies for prevention in the future.
 - d) Where a preliminary investigation report has been issued in accordance with section 12.2c)i), the Contractor must complete and submit a final investigation report to the Principal within 14 working days of the non-notifiable incident, in accordance with section 12.2c)ii), unless otherwise formally agreed with the Principal.
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