

Work Health and Safety

HANDBOOK FOR CONTRACTORS



Contents

- 03 Introduction
- 04 Our commitment
- 04 Contractor WHS requirements
- 05 General responsibilities
- 06 Resources for specific workplace hazards
- 06 Biological hazards
- 07 Chemical and hazardous substances
(including Asbestos)
- 07 Asbestos
- 08 Commitment and policies
- 08 Confined spaces
- 09 Construction
- 10 Demolition work
- 11 Electrical safety
- 11 Work in roof spaces
- 12 Emergency response
- 13 Ergonomics/manual tasks
- 14 Excavations
- 15 Fit for work
- 16 General information
- 16 High-voltage electrical work
- 17 Hot works
- 18 Incident and injury management
- 19 Isolation and tag out of plant/equipment
- 19 Noise, vibration, dust and atmospheric
contaminants
- 20 WHS management plans and systems
- 20 WHS performance
- 21 Personal protective equipment
- 22 Plant and equipment
- 22 Public access and traffic management
- 24 Radiation including ultraviolet (sun)
- 24 Risk management
- 25 Security
- 26 Sub-contractor management
- 26 Training
- 27 Waste management
- 28 Working at heights
- 28 Working hours and fatigue management
- 29 Working alone or in isolation
- 29 Workplace facilities



Introduction

This handbook provides current and prospective City of Swan (the City) contractors, sub-contractors and their employees with the relevant resources and guidelines to ensure they meet the City's Work Health and Safety (WHS) requirements.

Contractors who perform work for the City must do so in a manner that protects their safety, the safety of their employees, members of the public, third parties and the City's personnel and property.

All requirements are in accordance with the current WA WHS legislation and regulations.



Our commitment

The City of Swan's Work Health Safety and Injury Management - Management Practice document provides a detailed overview of the City's commitment to WHS.

For further information about the City's WHS requirements, please contact the City on 9267 9267.

Contractor OSH requirements

All contractors engaged by the City of Swan are responsible for working in accordance to the relevant Work Health and Safety and Environmental legislation, including the *Work Health and Safety Act 2020 (WA)* and *Work Health and Safety(General) Regulations 2022 (WA)*.

The *Work Health and Safety Act 2020* and *Work Health and Safety Regulations 2022* are available on the [WorkSafe website](#).

Prior to commencement of work

Prior to commencing work with the City of Swan, the City will seek relevant WHS information from the contractor.

The information could be a questionnaire and/or request for specific items of safety information. Information the City may request is dependent on the risk profile of the work which is detailed in this document. The City must be satisfied with the documentation prior to work commencing.

Prior to mobilisation to work site

Each contractor must complete an online WHS induction and be inducted to site by the relevant City of Swan officer.

During the course of the work

The City of Swan will conduct site inspections to verify the contractor's safe work processes, dependent on the level of risk and duration of work.

The City will raise any identified issues with the contractor for rectification.

General responsibilities

In accordance with the *Work Health and Safety Act 2020 WA*, the City has a duty of care to its workers, including contractors, and contractors have a corresponding duty to the City. This duty is to provide a safe working environment and safe systems of work.

All work undertaken by contractors must comply with the City's WHS management practices, minimum standards and legislation.

Contractors who perform work for the City of Swan must have:

- Documented risk assessments for the work undertaken, including Safe Work Method Statements (SWMS) as legislated for high risk work, such as:
 - Job Safety Analysis (JSA);
 - Job Hazard Analysis (JHA);
 - Take 5.
- A WHS management plan for construction sites if five or more people are working on site.
- Communication, consultation and reporting mechanisms for OSH, including communication between the contractor and their employees, sub-contractors and the City. These mechanisms may include:
 - daily pre-start meetings;
 - toolbox meetings;
 - team meetings where safety is discussed.
- Safety data sheets, risk assessments and training certificates for all hazardous substances and chemicals.
- Competent operators who hold current licenses and qualifications required for the work being undertaken, such as construction induction, confined space entry and gas testing, high risk licences, working at heights, basic traffic management, relevant drivers licences and first aid.
- Plant and equipment that is appropriate for the work being undertaken, in good working order with required guards and safety features and meets the requirements of the *Work Health and Safety (General) Regulations 2022 WA*. Contractors must ensure the plant and equipment is serviced in accordance with the manufacturer's manual and relevant Australian Standards.
- Processes in place for reporting incidents and hazards, which include reporting to the City and WorkSafe where necessary (as per the mandatory reporting requirements in the *Work Health and Safety Act 2020 WA*).
- Processes in place to ensure workers are fit for work in accordance with the City's Fitness for Work procedure.
- Processes in place to ensure employees maintain a smoke-free workplace in accordance with the relevant legislative requirements and the City's Minimum Standard - Smoking.
- Permits for high risk work, including:
 - confined space;
 - hot work;
 - working at heights.
- Relevant insurances where applicable, including:
 - workers compensation;
 - public liability;
 - professional indemnity;
 - motor vehicle.



Resources for specific workplace hazards

The health and safety of all people working for the City of Swan is a primary concern. The following information, resources and requirements are to be observed to reduce the risk of injury or harm to any person.

Biological hazards

A biological hazard is an organism or organic matter that is harmful to human health, including bacteria, viruses, insects, plants, birds, animals, and humans.

Biological health hazards are commonly found:

- where there has been an accumulation of animal waste and the presence of rodents, insects and birds;
- during demolition and remodelling of old structures and buildings where there is likely the presence of mould, bacteria in air-conditioning;
- during clearing operations and the removal of plants, trees and other foliage, and landscaping;
- when working at health care facilities;
- discarded syringes, clothing and other paraphernalia (blood borne viruses such as hepatitis).

CITY EVIDENCE REQUIREMENTS

If there is a risk of biological hazard exposure for the work undertaken, the contractor must:

- comply with all relevant legislative requirements;
- provide the City with written documentation (a policy procedure or risk assessment) that addresses the hazards, the risk and control;
- ensure their employees are trained and educated in accordance to the written documentation;
- provide an education and vaccination program for workers identified as 'at risk' of exposure to blood borne viruses. This should be documented as a control in the above referenced written documentation, where applicable.

LEGISLATION

Australian employees are covered for biological hazards exposure by state and commonwealth WHS legislation.

Employers must comply with relevant Commonwealth and State law, specifically:

- Section 35 of the *WHS Act 2020 (WA)*
- R6.99 - 11.3 - Incident Notification: Prescribed Serious Illness *WHS Regulations (General) 2022 WA*.

RESOURCES

- [National Code of Practice for the Control of Work-related Exposure to Hepatitis and HIV \(Blood-borne\) Viruses](#)

Chemical and hazardous substances (including Asbestos)

A hazardous substance can be a liquid, solid or gas that can have harmful effects on people, either directly through toxic effects (poisons) or indirectly through causing a fire or hazardous reaction.

CITY EVIDENCE REQUIREMENTS

If the work to be undertaken includes potential exposure to chemicals and/or hazardous substances, the contractor must:

- comply with all relevant legislative requirements;
- provide written documentation that outlines the management of chemicals, hazardous substances and/or dangerous goods, where applicable, and the storage and spill management plan;
- maintain a current hazardous substances register that:
 - includes relevant safety data sheets (SDS) that are no more than five years old from the date of issue;
 - includes a written risk assessments for the use of each hazardous substance; and
 - is readily available and accessible to workers on site.
- maintain the training records of workers in accordance with the legislative requirements;
- have specific procedures, risk assessments and health monitoring for asbestos in accordance with the relevant codes of practice, where applicable;
- have specific procedures, risk assessments and health monitoring for any other hazardous substance, as required.

Asbestos

Asbestos was commonly used in Australia from the 1940s to 1987. Products containing asbestos were phased out during the 1980s, and a national ban on asbestos, its importation and all products containing asbestos came into effect at the end of 2003.

Asbestos-containing materials (ACM) may include buildings and materials, vinyl tiles, fences, roofing, pipes and insulation. A comprehensive list of ACM can be found in the appendices of both national codes of practice.

Construction and demolition works on older sites may have a risk of exposure to asbestos. When asbestos is disturbed, workers can be exposed to asbestos fibres. Inhalation of asbestos fibres can cause asbestosis, lung cancer and mesothelioma.

Working with asbestos requires strict controls, in accordance with the [Code of Practice for the Safe Removal of Asbestos](#) and the [Code of Practice for the Management and Control of Asbestos in Workplaces](#).

LEGISLATION

Under the *Work Health and Safety Act 2020*, contractors have specific requirements for ensuring the safe storage, transport and use of chemicals and hazardous substances in the workplace, including asbestos.

The *Work Health and Safety (General) Regulations 2022*, under Chapter 8.

There are specific legislative requirements, including appropriate training and licences, for the removal of asbestos from a work site.

The *Work Health and Safety (General) Regulations 2022*, r.472 disposing of asbestos waste and contaminated personal protective equipment

RESOURCES

- [The first step publication](#) – checklists to assist you in inspecting your workplace for hazards, produced by WorkSafe.
- [WorkSafe's Hazardous substances FAQs](#)
- [Guidance note: Provision of information on hazardous substances at workplace: Material Safety Data Sheets \(MSDS\)](#)
- [Safe Work Australia - Asbestos Resources](#)
- [WorkSafe WA FAQ's - Asbestos](#)



Workplace Safety

Commitment and policies

An OSH policy is a statement by the organisation of its commitment, intentions and principles to OSH in the workplace. The policy should provide a framework for action and outline OSH objectives and targets.

Examples of OSH policies may include:

- OSH Policy Drug and Alcohol policies;
- Fitness for Work guidelines;
- Fatigue management plan;
- Injury management plan;
- Environmental policies.

CITY EVIDENCE REQUIREMENTS

Where required, the City expects that the policy:

- complies with all relevant legislative requirements;
- includes a statement from senior management about their commitment to the policy and is approved/endorsed by the appropriate authority;
- is reviewed every 1-2 years;
- is relevant to the company's operations.

RESOURCES

- [The OHSE Subbypack](#) - a toolkit for self-employed persons, suppliers, service providers, contractors and sub-contractors in the Australian Building and Construction Industry.

Confined spaces

A confined space is an enclosed or partially enclosed space, typically not designed for people to work in, that poses a potential danger or hazard to the worker. The hazards are not always obvious and may change dependant on the entry points.

Hazards may include a contaminated atmosphere, extreme temperature, uncontrolled entry fluid or other substance which could drown/engulf a person.

Examples of confined spaces include trenches, sewers, drains, tanks and silos. Other risks can include entering a confined space, working in, on or near a confined space, or inadvertent entry by the public.

CITY EVIDENCE REQUIREMENTS

If the work to be undertaken includes or has the potential to include work in a confined space, the contractor must:

- comply with all relevant legislative requirements;
- provide a written procedure for confined space entry, which includes definitions, risk assessment, atmospheric testing and emergency recovery;
- have a written permit system aligned with the procedure for confined space entry;
- provide proof that the employees undertaking the work are trained in confined space entry and gas atmosphere testing.

LEGISLATION

Under OSH legislation, it is the contractor's responsibility to manage health and safety risks associated with working in a confined space and ensuring the person performing the work is qualified.

- *The Work Health and Safety (General) Regulations 2022*, DPart 4.3 r.62 -r.77 - Confined Spaces
- Australian Standard 2865 – Confined Space Work

In addition, where a person working in an excavation may be exposed to an airborne contaminant, *Work Health and Safety (General) Regulations 2022 (WA) part 6.3 Division 3, r.305 (2)(d) applies*

RESOURCES

- [WorkSafe WA – Confined Spaces](#)
- [National Model Code of Practice Confined Space](#)
- [Code of Practice - Excavation 2005](#)
- [Model Code of Practice - Excavation Work](#)

Construction

Construction work is 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. There are a wide range of maintenance activities that are clearly classified as construction.

CITY EVIDENCE REQUIREMENTS

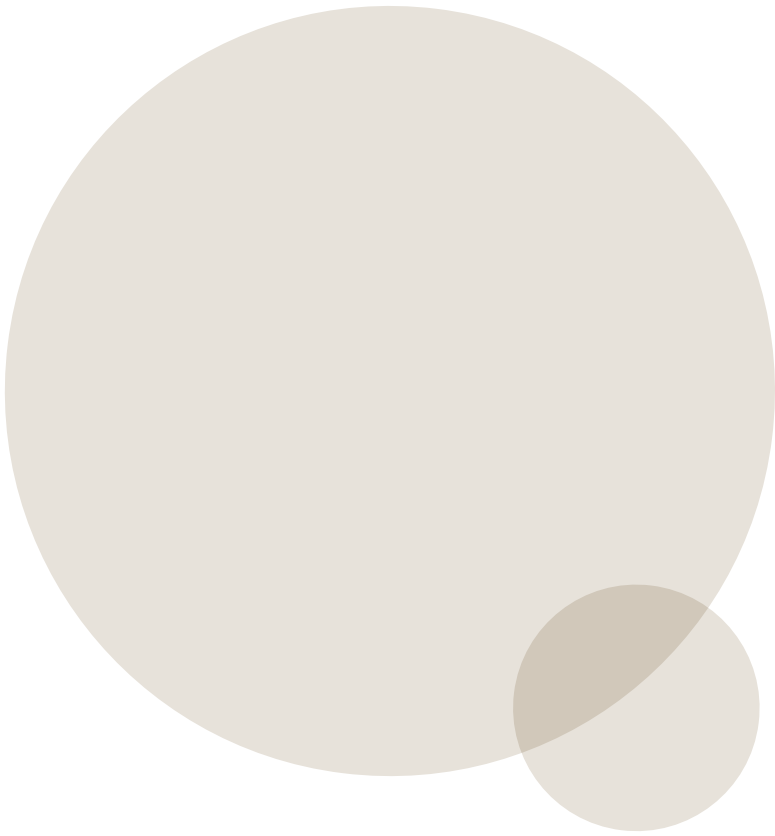
Where construction work is involved, the contractor must:

- comply with all relevant legislative requirements;
- provide written procedures for managing construction/demolition work which incorporates risk assessment, risk management, site access/restriction and security;
- have a site work plan (or example) for demolition works in accordance with Australian Standard AS2601: The demolition of structures;
- have a documented risk assessment (or SWMS) for all high-risk tasks which identify the hazards, risks and controls associated with the work;
- have documented processes for worker training and competency requirements, including records of all relevant training, competencies and licences;
- provide licence documents for the work, as relevant.

LEGISLATION

The Work Health and Safety (General) Regulations 2022 WA - Chapter 6 Construction Work.

The National Code of Practice - Construction Work provides guidance to persons working in the general and residential construction sectors, and a structured approach to managing hazards that are typical to construction.



Demolition work

A licence is required for certain types of demolition works in WA. Only a licence holder or an employee of a licence holder can carry out this type of work.

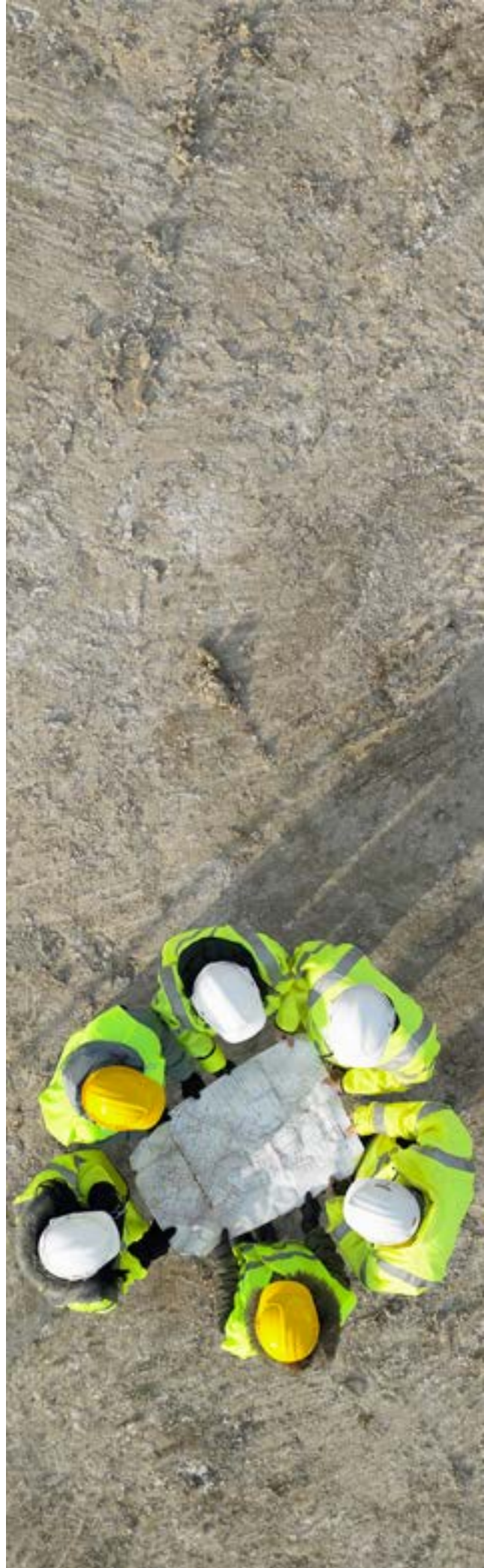
In the *Work Health and Safety Regulations (General) 2022 WA* demolition work means work to demolish or dismantle a structure, or part of a structure that is load bearing or otherwise related to the physical integrity of the structure; but does not include — the dismantling of formwork, falsework, or other structures designed or used to provide support, access or containment during construction work; or the removal of power, light or telecommunication poles. There are two types of licence. Each licence is valid for two years and endorsed with a number of conditions that relate to the way demolition work is carried out.

LEGISLATION

Employers must comply with relevant State law, specifically: *Work Health and Safety (General) Regulations 2022 WA* - Part 4.6 - Demolition Work.

RESOURCES

- [National standard for construction work - Guidance for main contractors and people with control of construction work](#)
- [WorkSafe WA - Construction Work](#)
- [Model Code of Practice: Demolition Work](#)
- [Model Code of Practice - construction work](#)





Electrical safety

Electrical work involves connecting an electricity supply, wiring to, or disconnecting an electricity supply, electrical equipment, installation, testing, replacing, repairing, altering or maintaining of any electrical equipment.

CITY EVIDENCE REQUIREMENTS

Where electrical work is being carried out, the contractor must:

- comply with all relevant legislative requirements;
- comply with City's requirements for full electrical isolation when working in roof spaces;
- provide copies of current licenses in accordance with the licensing requirements for the work;
- have processes and procedures in place for managing electrical safety, including a written risk assessment (SWMS or similar) for the work being undertaken;
- have written isolation and tag out procedures relevant to the work being undertaken.

LEGISLATION

Contractors must be suitably qualified when engaged to inspect the condition of any service which may result in the disruption of a power supply.

Part 4.7 - General Electrical Safety in Workplaces and Energised Electrical Work in the *Work Health and Safety (General) Regulations 2022 WA* prescribes certain requirements that a business must undertake when managing electrical risks, such as taking all reasonable steps to ensure that the required electrical work is undertaken by a worker who meets the relevant licensing or registration requirements.

All portable plug-in electrical equipment and residual current devices (RCDs) at construction workplaces are safe and appropriately inspected, tested and maintained by a competent person.

WorkSafe WA has a code of practice for persons working on or near energised electrical installations.

Work in roof spaces

It is a legal requirement that electricity must be isolated at the main switch before work is undertaken in the roof space of any residential type premises regardless of use.

The City extends this requirement to all of its premises as per the City of Swan Minimum Standard for Electrical Isolation and Safe Work in Roof Spaces.

RESOURCES

- [Code of Practice for Persons working on or near energised electrical installations](#)
- [Licensing of electrical workers and electrical contractors](#)



Emergency response

Emergencies can happen at any time and in any type of workplace. These can include a fire or explosion, natural disaster, medical emergency, vehicle accident, chemical spills, physical threat, armed hold-up or a bomb threat.

Potential emergency situations on a work site must be identified and emergency procedures documented for preventing any associated illness and injury.

A planned emergency response is required to be evidenced by emergency procedures and/or plans, first aid facilities and training, responsible person on-site and records of emergency response drills.

CITY EVIDENCE REQUIREMENTS

All contractors working on behalf of the City must:

- provide written emergency response procedures, process or plan which is relevant to the work being undertaken and assign responsibilities in the case of an emergency;
- provide specific appropriate emergency response procedures for high-risk work;
- provide proof that workers are trained in the emergency response procedures;
- ensure workers have a current first aid certificate where relevant.

LEGISLATION

It is a mandatory requirement under the Work Health and safety Regulations 2022 that contractors prepare for emergency evacuations and response at the workplace/site.

Under the *Work Health and Safety Act (WA) 2020* and *Work Health and Safety (General) Regulations 2022*, the responsible person at the workplace has:

- specific obligations for emergency evacuation procedures to protect anyone on the premises in the event of an emergency; and
- general duty of care obligations to ensure that preparations are in place for potential emergencies.

The *WHS Regulations 2022* specify mandatory requirements under r.43 — Duty to prepare, maintain and implement emergency plan.

RESOURCES

- [Codes of Practice: First aid facilities and services; workplace amenities and facilities; personal protective clothing and equipment](#)
- [Preparing For Emergency, 2004](#)
- [Emergency Plans - Fact Sheet](#)



Ergonomics/hazardous manual tasks

Hazardous manual tasks are tasks that require a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal, or thing and involves 1 or more of the following –

- a) Repetitive or sustained force;
- b) High or sudden force;
- c) Repetitive movement;
- d) Sustained or awkward posture;
- e) Exposure to vibration

CITY EVIDENCE REQUIREMENTS

Where work involves manual tasks, contractors must:

- comply with all relevant legislative requirements;
- identify, risk assess and control (in accordance with the hierarchy of control) all manual tasks;
- provide written risk assessments and safe work procedures (SWMS or JSA);
- provide evidence that workers are trained in the risk assessments/safe work procedures.

LEGISLATION

Employers must comply with the *Work Health and Safety (General) Regulations 2022* requirements for hazardous manual tasks:

- Part 4.2 – r.60 -61 Hazardous Manual Tasks

RESOURCES

- [Manual tasks FAQs](#)
- [Code of Practice - Manual Tasks 2010](#)
- [Preventing manual task injuries](#)

Excavations

Excavation means a trench, tunnel or shaft but does not include a mine, a bore to which the Water Services Act 2012 applies; or a trench for use as a place of interment. Excavation work means work to make an excavation; or fill or partly fill an excavation.

CITY EVIDENCE REQUIREMENTS

Where excavation work is being undertaken, the contractor must provide a written procedure and/or SWMS that meets the legislative requirements, including the WA Code of Practice for Excavation.

The procedure must consider the following items:

- services to be identified prior to excavation (e.g. gas, power, water, sewer);
- suitable barricading around the excavation;
- placement of plant/excavated material so as not to affect the excavated area;
- suitable reinforcement/shoring of the excavation to prevent it from moving or collapsing;
- suitable protection of the stability of surrounding buildings, roads, etc, as required;
- workers not working alone or in the immediate vicinity of the excavation.

LEGISLATION

The *Work Health and Safety Act 2020* applies certain requirements where excavation occurs and there is potential for exposure to hazards resulting from excavation in those workplaces.

- The Work Health and Safety Regulations, Division 3 — Excavation Work

RESOURCES

- [WA Code of Practice - Excavation 2005](#)
- [National Model Code of Practice - Excavation Work 2018](#)



Fit for work

All employees are required to be fit and capable of safely performing their work competently, without risk to themselves or others. Contractors have a duty of care towards their employees to ensure they are 'fit for work'.

A range of factors, including work place and personal implications, can impact on an employee's ability to work safely. Other fit for work hazards can include fatigue and the use of drugs and/or alcohol.

Where there may be a risk of injury or harm to people resulting from the use of alcohol and/or other drugs, the risk must be assessed and measures actioned to eliminate or reduce the likelihood of any injury or harm occurring.

CITY EVIDENCE REQUIREMENTS

All contractors working for and on behalf of the City of Swan must:

- comply with all relevant legislative requirements;
- comply with the City's Fitness for Work Management Practice – Fitness for Work;
- Provide a written procedure which contains fitness for work requirements, including:
 - general fitness for work;
 - drugs and alcohol;
 - fatigue management;
 - working hours, including any after-hours work.

LEGISLATION

Under the *Work Health and Safety Act (WA) 2020*, s.28, it is a requirement for all workers, including contractors to ensure they take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

The *Work Health and Safety Regulations - General 2022*, Part 4.10 Driving Commercial Vehicles and Fatigue Management r.184E, F and G outlines the requirements for fatigue management for Commercial Drivers.

RESOURCES

The City has a Fitness for Work Management Practice which applies to all workers including contractors.

- [City of Swan Fitness for Work Management Practice](#)
- [Code of Practice - Working Hours - 2006](#)
- [Alcohol and drugs - FAQs](#)
- [Guidance note - Alcohol and Other Drugs at the Workplace, 2008](#)
- [Safe Work Australia - Guide for Managing the Risk of Fatigue at Work](#)



General information

Under section 19 of the *Work Health and Safety Act (WA) 2020*, a PCBU has a responsibility to provide and maintain, as far as practicable, a safe working environment.

This duty of care applies to all workers, regardless of the terms or type of engagement and includes, direct employees casual workers, contractors, sub-contractors and volunteers.

Further information can be found on the [WorkSafe website](#).

- AS / NZS 4801 and ISO 45001 certification
- AS / NZS 4801 and or ISO 45001 certifications are external, auditable recognition of operational best practice and compliance.

Although not a regulatory requirement, the certification demonstrates that the organisation is systematically controlling the OSH risks/hazards to all persons affected by the organisation's activities, products or services.

Further information on AS / NZS 4801 and or ISO 45001 certification can be found online.

High-voltage electrical work

High-voltage electrical work involves operating equipment that transmits voltages of 1kV and higher, including transformers, power boards and conductors and powerlines.

For information about general electrical work, please refer to 'electrical safety' in this handbook.

CITY EVIDENCE REQUIREMENTS

For high-voltage electrical work, contractors must:

- comply with all relevant legislative requirements;
- provide a written SWMS, specific to working on high-voltage electrical equipment, identifying all hazards, risks and control measures to be followed in accordance with all legislative requirements. It must also identify:
- permit requirements and access to network requirements;
- safe approach distances to high-voltage equipment;
- training and competency requirements for workers undertaking the work;
- processes for working near overhead equipment and Dial Before you Dig requirements.

LEGISLATION

It is unlawful for a person to work within three metres of above or below ground power without proper certification or training.

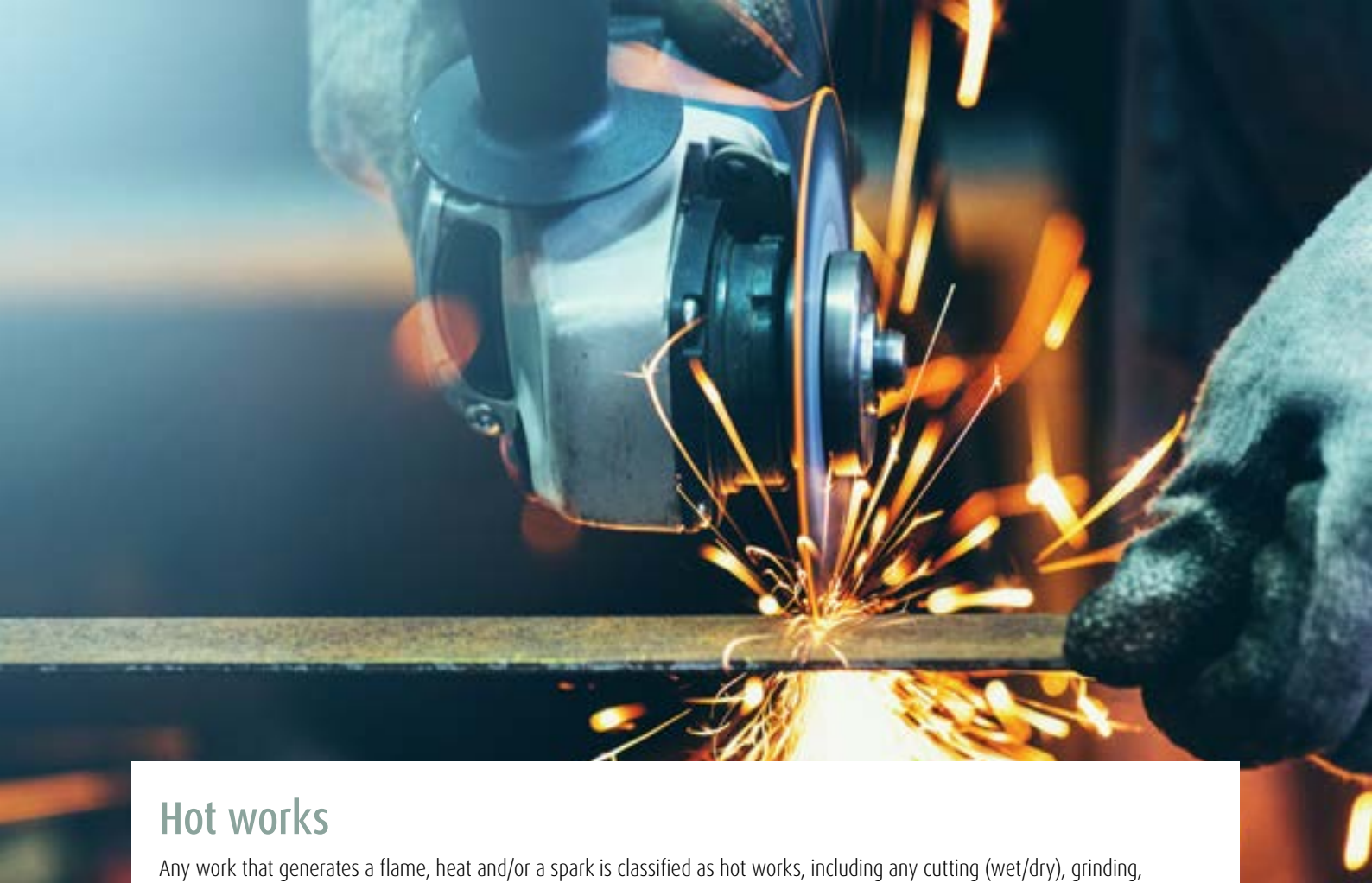
Contractors require specific training and permissions from Western Power to carry out high-voltage electrical work and permission from EnergySafety.

Guidelines for the safe management of high-voltage electrical installations are issued under Section 33AA of the *Electricity Act 1945 (WA)* by the Director of Energy Safety and endorsed by WorkSafe.

RESOURCES

- [Electricity network safety - WorkSafe WA](#)
- [Code of Practice: Personnel Electrical Safety for Vegetation Control Work Near Live Power Lines -2012](#)
- [Guidelines - For the Safe Management of high voltage electrical installations](#)

Further information about high voltage electrical work is available on the [WorkSafe website](#) and [Western Power website](#).



Hot works

Any work that generates a flame, heat and/or a spark is classified as hot works, including any cutting (wet/dry), grinding, welding and the use of an open flame.

A hot work permit system ensures that contractors involved in construction, renovation, repairs and maintenance of the City's facilities are aware of the hazards associated with hot work and can implement control measures.

A permit is not required in work maintenance shops and depot areas where hot work is routinely performed. A hot works procedure must also be outlined in a SWMS.

CITY EVIDENCE REQUIREMENTS

Any contractor undertaking hot work must:

- comply with all legislative requirements;
- provide a written hot work procedure, or similar document, with reference to the requirement of a risk assessment (SWMS or similar) for the specific hot works that may be undertaken and a hot work permit. The procedure must include:
- requirements to cease hot works during extreme weather and or total fire bans;
- emergency response requirements for hot works;
- management of plant and equipment to be used; and
- a list of protective clothing and personal protective equipment.

LEGISLATION

All contractors are required to obtain a permit for hot work undertaken in occupied existing facilities, Or in outside areas where there is a high fire risk, except during construction of new facilities or renovation of unoccupied existing facilities.

The *Work Health and Safety Act 2020* Section 19 3 (c) *Work Health and Safety Regulations (General) 2022* - r.52 Ignition Sources, r.73 Specific Control: fire & explosion confined spaces

RESOURCES

- Guidance about hot work and welding is available on the [Department of Mines and Petroleum website](#)
- [Code of Practice Welding Process 2016](#)

Incident and injury management

Incident and injury management refers to events that lead to illness, injury or property damage and 'near hits' or 'near misses' events (i.e. events that nearly cause injury, illness or damage). This includes reporting and responding to hazards and incidents.

All incidents and hazards must be reported as soon as possible. Contractors also must report the incident or hazard to the City of Swan staff member managing of the contract.

CITY EVIDENCE REQUIREMENTS

All contractors working on behalf of the City of Swan must:

- provide a written process for hazard and incident reporting/management and injury management. The process must include:
- reporting the incident to the City; and
- an investigation requirement that covers the process for identifying factors and implementing corrective actions (including hierarchy of control) to prevent similar future incidents.

LEGISLATION

It is a requirement under the *Work Health and Safety Act (WA) 2020* and *Work Health and Safety Regulations 2022* that all serious injuries, illness or diseases and dangerous incidents (notifiable) are reported as soon as possible. For any Worksafe notifiable incident or injury, there is also a legislative requirement to preserve the incident site.

There is a duty of care that all incidents and/or injuries are investigated to prevent re-occurrence of the event.

Under the legislation, it is mandatory for all contractors at a minimum to implement a management plan/procedure for incidents and/or injuries that occur on any work site.

There are further legislative obligations under the *Workers Compensation and Injury Management Act WA 1981* for employees injured in the course of employment.

The *Work Health and Safety Act 2020* Part 3 s.35 - 39

The *Work Health and Safety (General) Regulations 2022*, r.699 Incident notification: prescribed serious Illness

RESOURCES

- [WorkCover WA website](#)
- [WorkSafe - Notify a serious injury, disease or dangerous incident online](#)



Risk Assessment

Severity	Disaster	High	Medium	Low
Probability				
Regularly	Critical	Critical	High	Medium
Probable	Critical	High	Medium	Low
Occasional	Critical	High	Medium	Low
Rarely	High	Medium	Medium	Low
Probable	Medium	Medium	Low	Low

Isolation and tag out of plant/equipment

Before plant (e.g. machinery, tools, appliances and equipment) is inspected, repaired, maintained or cleaned, it must, where practicable, be shut down and its energy sources locked out and tagged as part of an isolation procedure to ensure the safety of those doing the work.

CITY EVIDENCE REQUIREMENTS

Where work involving plant, equipment and machinery is undertaken, all contractors must:

- provide a written procedure for isolation and 'tag out' as per the relevant legislative requirements and guidance material provided by Worksafe;
- use 'Danger' and 'Out of Service' tags as per the Worksafe Guidance Note – Isolation of Plant 2010.

LEGISLATION

The contractor has specific duties under the *Work Health and Safety Act (WA) 2020* and *Work Health and Safety Regulations 2022* on a worksite in relation to isolation of plant and equipment.

- r.190 Operational Controls - risk associated in relation to any person who is carrying out maintenance or cleaning to be eliminated or if not reasonably practicable to eliminate the risk, the risk is to be minimised so far as is reasonably practicable.
- r.203 must manage risks associated with plant, r.207 plant not in use must be left in a state that does not create a risk to the health and safety of any person.

RESOURCES

- [Code of Practice: Safeguarding of machinery and plant](#)
- [Guidance Note: Isolation of Plant](#)
- [Guidance Note: Powered mobile plant](#)

Noise, vibration, dust and atmospheric contaminants

There are state and national obligations that contractors need to take into account when managing risks associated with works that may produce noise, vibration, dust and atmospheric contaminants.

Noise - excessively loud or prolonged noise that exceeds the allowable levels may impact on health of others, or may result in a noise complaint.

Vibration - rapid and consistent movement from equipment (e.g. jack hammer, wacker packer, concrete drilling) may impact on workers.

Dust and atmospheric contaminants - particles within the air can be inhaled and result in respiratory conditions or effects (e.g. dust, gases, vapours, smoke and fumes, fibre glass, roofing batts, sand, mud soil, ash, chemical exposure, fire flames or smoke incinerator).

CITY EVIDENCE REQUIREMENTS

If the work being undertaken has the potential to expose a person/s to noise, vibration, dust and or other atmospheric contaminants, contractors must;

provide a written procedure (SWMS or similar) which identifies each hazard, risk and required control which includes ways of monitoring levels on worksites, means of regular inspection to check effectiveness of controls, personal protective equipment and other risk control measures.

LEGISLATION

- *The Work Health and Safety (General) Regulations 2022* - Part 4.1 r.56 - 59 Noise
- *The Work Health and Safety (General) Regulations 2022*-r.60 (2)(a) Manage risks to health and safety (vibration), Division 7 - Managing Risks from airborne contaminants r.49, 50, 66(4), 71, 72, 75 Part 4.9 184 A(2)(b), (3)

RESOURCES

- [Workplace Exposure Standards - airborne contaminants](#)
- [Hazardous Substances Database](#)
- [Guidance about dusts and other substances](#)
- [WorkSafe website: Code of Practice - Managing Noise at Workplaces](#)
- [Safe Work Australia: Managing noise and preventing Hearing Loss at Work](#)



WHS management plans and systems

Strategic and operational work health and safety management plans (WHSMP) support an organisation to continually improve their health and safety performance. In addition, the plan provides an explanation of WHS arrangements in the workplace and can include a site specific management plan, when required.

In accordance with WHS legislation, at a minimum, site specific plans require the following:

- a list of the training undertaken by staff;
- assessment of competencies and licences to complete works (e.g. high risk tickets);
- a current training register;
- regular communication about OSH to all employees working on site (including responsibilities).

CITY EVIDENCE REQUIREMENTS

An example of a work health and safety management plan containing the requirements as per the Work Health and Safety (General) Regulations r.309 - r.311 is required by the City for construction work (Construction Projects) where five or more workers may be on site.

LEGISLATION

Under WA WHS legislation, it is requirement to have a safety management plan where more than five employees are working on a construction site.

- The *Work Health and safety Regulations - General 2022*, r.309 - r.311 - Work health and safety management plan for construction site, main contractor's duties. This section also prescribes what must be included in the site safety management plan.

RESOURCES

- [The OHSE Subbypack](#) - a toolkit for self-employed persons, suppliers, service providers, contractors and sub-contractors in the Australian Building and Construction Industry.

WHS performance

Positive performance indicators (PPIs), or lead indicators, measures the contractors overall OSH outcomes, practices and performance.

PPIs can include:

- the number of workplace inspections that have been completed in a business; and
- corrective actions that have been implemented to improve its' WHS.

Measurement of 'lag' indicators is also useful in conjunction with 'lead' indicators. These may include the number of:

- first aid, medically treated and lost time injuries;
- Worksafe reportable injuries; and
- Worksafe notices received.

Measurement of WHS performance demonstrates that a contractor is committed to improving the safety of its workers.



LEGISLATION

While PPI's are not a legislative requirement, duty of care responsibilities as per the *Work Health and Safety Act 2020 (WA)* still apply.

PCBUs, Officers and Workers need to ensure their own safety and health at work, and that of others who are at the workplace that might be injured by the work they undertake. These general duties are aimed at preventing workplace death, injury or illness.

The *Work Health and Safety Act 2020* and *Work Health and Safety Regulations 2022* impose general and specific obligations on PCBUs, Officers, Workers and Others:

- [WHS - main responsibilities and duties](#)

RESOURCES

- [Frequently asked questions - Statistics](#)
- [Safe Work Australia - How to Manage WHS Risks](#)
- [Guidance Note: On the Use of Positive Performance Indicators to Improve Workplace Health and Safety](#)

Personal protective equipment

Personal protective equipment (PPE) includes a wide range of clothing and/or safety equipment used to minimise the risk to the person's health or safety (e.g. boots, face masks, hard hats, ear plugs, respirators, gloves, safety harnesses, high visibility clothing etc.). Where PPE is used as a control measure, it must be used in conjunction with other control measures as per r.36 of the WHS Regulations (General) 2022 Hierarchy of Control Measures.

CITY EVIDENCE REQUIREMENTS

All contractors working on behalf of the City of Swan must:

- include their PPE requirements in their procedure (or SWMS) for the task being undertaken;
- provide a written procedure for selection, maintenance and inspection, and training in PPE with reference to relevant Australian Standards.

LEGISLATION

Contractors have a duty of care to provide adequate PPE without any cost to their employee, and provide adequate training and instruction for correct use of PPE.

This applies to all workers, including sub-contractors and labour hire employees that the contractor may engage. Section 19 of the *Work Health and Safety Act (WA) 2020* and *Work Health and Safety (General) Regulations 2022 r.44 - 47* outlines these requirements.

RESOURCES

- [Codes of Practice: First aid facilities and services; workplace amenities and facilities; personal protective clothing and equipment](#)
- [Safe Work Australia - Managing Health and Safety - Personal Protective Equipment \(PPE\)](#)
- [Employers – your responsibilities](#)

Plant and equipment

Plant and equipment is a general name for machinery, tools and appliances. It can include things as diverse as forklifts, scaffold, tractors, mowers, quad bikes, front-end loaders, electric drills and other powered tools, to cranes and hand trolleys.

CITY EVIDENCE REQUIREMENTS

All contractors working on behalf of the City of Swan must:

- provide evidence of a plant and equipment register/database showing current certifications and licenses for plant/equipment;
- provide relevant procedures/schedule for plant and equipment checks and maintenance, including pre-start checks, and what to do when a fault is found (e.g. isolation and tag-out processes);
- operators are trained and competent to operate plant and equipment and training records are kept.

LEGISLATION

There are specific duties under the *Work Health and Safety Act (WA) 2020* and *Work Health and Safety (General) Regulations 2022* about controlling risks and hazards from certain types of plant and equipment.

The duty under the legislation must apply the principle that risks to health and safety arising from plant and systems of work associated with plant are, as far as practicable, eliminated or where this is not practicable, minimised.

- *Work Health and Safety (General) Regulations 2022* - Chapter 5 - Plant and Structures also Schedule 5 - Registration of Plant.

RESOURCES

- [WorkSafe website: FAQs Plant and Machinery](#)

In regards to specific obligations for plant and equipment the following may be of assistance:

- [WorkSafe website: Code of practice: safe guarding of machinery and plant](#)
- [WorkSafe website: Guidance notes](#)
 - Isolation of plant
 - Powered mobile plant
 - Safe movement of vehicles
 - Safe use of woodworking machinery
 - Working safely with forklifts
- [National Model Code of Practice: Managing risks of plant in the workplace](#)

Public access and traffic management

Where vehicles, plant and/or pedestrians are at risk of interacting with work being undertaken, it is a legal requirement for public access and traffic management systems to be in place so vehicles and pedestrians can move safely around the work area.

Examples include:

- work involving road closures;
- unloading and loading equipment from mobile plant;
- digging holes on or around pedestrian walkways;
- tree lopping /pruning;
- lawnmowers operating around public spaces.

CITY EVIDENCE REQUIREMENTS

Where traffic and/or pedestrian management is required, the contractor must:

- provide written documentation defining how traffic management will be undertaken with reference to the requirements for a traffic management plan and traffic control diagrams for the worksite/s. This should include pedestrian management and securing the site to prevent uncontrolled public access;
- provide training records of traffic management personnel and/or traffic management sub-contractor arrangement information.

LEGISLATION

There are specific duties under the *Work Health and Safety Act (WA) 2020* and *Work Health and Safety (General) Regulations 2022* about controlling plant and equipment risks and hazards at worksites.

- *Work Health and Safety Act 2020* s.19 Duty of Care. *Work Health and Safety (General) Regulations 2022* r.215, r.315

In WA, there are further requirements for traffic management that is supplied by the contractor. The requirements can be accessed on the Main Roads WA website.

RESOURCES

- [Self-assessment tool: Safe movement of vehicles and mobile plant](#)
- [General guide for workplace traffic management](#)
- [Main Roads WA - Code of Practice - Traffic Management for works on roads](#)



Radiation including ultraviolet (sun)

Radiation hazards can be caused from sources such as ultraviolet (sun), lasers, welding and microwave.

CITY EVIDENCE REQUIREMENTS

Where sources of radiation exist, particularly sun exposure, the contractor must:

- provide a written risk assessment/procedure containing the hazards, risks and controls;
- provide evidence that workers have been trained in these procedures;
- provide reference to appropriate PPE and Personal Protective Clothing (PPC) required for the task (e.g. long sleeved shirts, appropriate hats, sunglasses/tinted safety glasses and provision of sunscreen);
- work in accordance with the City's Sun Protection and Inclement Weather OSH Minimum Standards.

LEGISLATION

Under the *Work Health and Safety (General) Regulations 2022*, contractors must ensure lasers or laser products are not operated at a workplace unless classified and labelled in accordance with AS 2211.

Those who may be exposed to radiation have specific requirements, including surveying equipment for engineers. Lasers are also subject to the WA Radiation Safety Act where some high powered lasers must be registered.

- *The Work Health and Safety (General) Regulations 2022 - r.223 Lasers*

RESOURCES

- [WorkSafe WA sun safety in the workplace](#)
- [Australian Radiation Protection and Nuclear Safety Agency - Lasers](#)
- [City of Swan – OSH Minimum Standards – Sun Protection and Inclement Weather](#)

Risk Management

Risk management is a term used to describe a formal and structured process of identifying and managing risk. Generally speaking, it involves assessing and actively managing an organisation's potential exposure to loss, damage or litigation.

CITY EVIDENCE REQUIREMENTS

All contractors working on behalf of the City of Swan must:

- provide written evidence of risk assessments and inspections used for the work to identify and control hazards;
- use of SWMS as per the legislative requirements for high-risk construction work;
- provide a written risk assessments for tasks (i.e. SWMS, JSA, WRAP, Take 5 or other task risk assessment format);
- provide evidence of use of hierarchy of control in controlling hazards;
- procedure for risk assessment/hazard management identifying responsible parties for controlling worksite hazards and/or risks.

LEGISLATION

Legislation requires contractors and employers to control risks of exposure to hazards in the workplace. Removing hazards (eliminating the risk) is the best way to deal with risks however a combination of control measures may be necessary to effectively manage the hazards (e.g. providing appropriate personal protective equipment in addition to other higher order controls) so that the risk is minimised so far as is reasonably practicable.

At a minimum, contractors should demonstrate the control strategies and include these strategies in their WHS Management Systems plan.

A breach of the duty of care can result in enforcement action by WorkSafe. It is a legislative requirement in WA that a SWMS or Job Safety Analyses (JSA) is completed. It must set out the high-risk work activities that will be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.

- Section 17 - Management of Risks, s.18 Reasonably Practicable, s.19 Primary Duty of Care - *WHS Act 2020*
- Part 3.1 - Managing risks to Health and Safety and then specific regulations throughout for specific hazards - *WHS Regulations (General) 2022*

RESOURCES

- [WorkSafe website](#)
- [WorkSafe website: Checklist and Subby Pack](#)
- AS/NZS 4804:2001 Occupational health and safety systems - General guidelines on principles, systems and supporting techniques and [ISO 45001 Occupational Health and Safety Management Systems - Requirements with guidance for use](#).

Security

Members of the public must be protected from the hazards from construction work carried out in a public area or adjacent to the property boundary.

Inadequate security can create risks for both employees and the public.

- Hazards in unsecured construction sites can include:
 - changes to surface levels;
 - excavations, holes and trenches;
 - falling material and debris;
 - plant and equipment;
 - movement and left on site unattended;
 - dust vapours or other hazardous substances; noise;
 - vibration

CITY EVIDENCE REQUIREMENTS

A plan/document approach to adequate site security, including fencing, barricading or warning signage, must be in place. Any other risk control measures identified in accordance with the site risk assessment must be in place, and site visitor process is required.

Other security concerns can include risk of violence and aggression resulting in physical harm to workers. These risks must be assessed and control measures put in place, in line with the legislation and guidance materials.

LEGISLATION

The *Work Health and Safety Act (WA) 2020* requires that care be taken at work by PCBUS, Officers and Workers to ensure that no members of the public or workers are exposed to hazards as a result of their work.

These duties extend to the prevention of aggression in the workplace (Section 19).

- The *Work Health and Safety (General) Regulations 2022*, r.298, clearly explain what must be done to protect people who are in the vicinity of the construction site.
- AS 2601 - Demolition of Structures requires all demolition sites to be fenced in.

Under current legislation, the general public must be protected from the hazards associated with construction work that may be carried out in a public area or an area adjacent to the construction site.

RESOURCES

- [WorkSafe WA - Construction work and the public](#)
- [Self Assessment Tool - Safe movement of vehicles and mobile plant](#)
- [Code of practice - Workplace Behaviour](#)
- [Code of practice - Psychosocial Hazards in the Workplace](#)
- [Code of practice - Violence, aggression and bullying at work](#)
- [Guidance - Main Responsibilities under WHS](#)
- [General Guide for managing cash-in -transaction security risks](#)



Sub-contractor management

The contractor is responsible for any sub-contractor they employ to carry out work for the City, as per the *Work Health and Safety Act 2020* and *Work Health and Safety Regulations (General) 2022*.

The contractor must ensure that the sub-contractor meets the contractor's processes and the City's OSH requirements.

CITY EVIDENCE REQUIREMENTS

Contractors are required to advise whether they intend to engage sub-contractors as a part of the procurement process. If sub-contractors are to be engaged, written evidence of sub-contractor management procedures are required which include:

- induction;
- defined roles and responsibilities;
- reporting of hazards and incidents;
- training and competency;
- communication and consultation;
- supervision, inspections and audits;
- plant and equipment maintenance.

LEGISLATION

Under the *Work Health and Safety Act (WA) 2020*, s.7 and s.19 PCBU's and Officers have a duty of care to ensure the health and safety of all workers engaged or caused to be engaged or who are influenced or directed by the person to carry out work in any capacity for the person conducting a business or undertaking (PCBU). This includes sub-contractors.

There is a legal obligation under the *Workers Compensation Act WA 1981* on the engagement of sub-contractors. Further information is available on the WorkCover WA website.

RESOURCES

- [Worksafe WA - Engaging independent contractors](#)
- [Guidance - Main responsibilities under WHS](#)

Training

WHS training is mandatory in order to assist in achieving the duty of care for the health, safety and wellbeing of workers.

Besides specific training and competency requirements, there may be other aspects which you will need to train your employees on, such as your emergency evacuation procedures, operation of machinery and tools, general safety induction, manual task training, chemical awareness, risk assessments, and incident investigation. A training matrix /procedure and training records should be maintained (identifies WHS skills required for workers and their respective job position).

CITY EVIDENCE REQUIREMENTS

All contractors working on behalf of the City of Swan must:

- provide a written training procedure and current training records, along with copies of relevant qualifications, licences and certifications, for all workers undertaking the work. This should include a list of the required competencies for the work.

LEGISLATION

Under Section 19 (3) (f) of the *Work Health and Safety Act 2020*, the PCBU must provide information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking. The *Work Health and Safety Act (WA) 2020* and *Regulations 2022* place duties on workers, including contractors and PCBUs to provide safety and health training for workers.

Training that is appropriate to the size of the organisation and nature of work being undertaken should be provided to all new workers.

At a minimum, training should include:

- induction training;
- emergency procedure;
- correct use of equipment and PPE; and
- accident and hazard reporting procedure.

RESOURCES

- [Providing safety training, information and instructions – small business](#)

Waste management

Waste is created in a number of ways and comes in various forms, including liquid waste (e.g. chemical spills and contaminated waste water) and solid waste (e.g. glass, bricks and green waste).

Hazardous waste can create health and safety issues for employees, members of the public and the environment if not dealt with in a safe and responsible manner.

CITY EVIDENCE REQUIREMENTS

Contractors are required to provide a written procedure/process for waste management, in line with City's policies and legal requirements, dependent on the types of waste.

The management plan of hazardous waste (e.g. asbestos and hydrocarbons) must be specific to the waste types and must meet relevant legislative requirements.

Evidence that workers are trained in the waste management process and hold relevant qualifications/licences is required.

LEGISLATION

Contractors have multiple legislative requirements for waste management, including the handling, treatment and disposal of waste materials (e.g. liquid or solid) from site.

Contractors caught handling liquid or solid waste in a way that threatens the environment or people may be issued with a legal notice to take action, fined and/or can face court action (e.g. liquid waste runoff into storm water drains, spills at loading and unloading areas).

Contractors generating the waste should have a waste management plan in place which reflects the size and complexity of the project's waste issues.

It is the contractor's responsibility to ensure that staff are trained to manage any emergency that could cause a spill or environmental damage.

Section 143 of the *Protection of the Environment Operations Act 1997* requires waste to be transported to a place that can lawfully accept it. If on-site materials that have to be excavated are prescribed waste, as defined by the *Environment Protection (Prescribed Waste) Regulations 1987*, it will need to be transported in accordance with the *Environment Protection (Transport) Regulations 1987* to a landfill licensed to accept such wastes.

Special operational precautions are to be implemented when work is being done near an environmentally sensitive area. These special precautions should be identified in the Waste Management Plan.

RESOURCES

- [Department of Environmental Regulation](#)
- [Waste authority](#)
- [Environmental Protection Authority](#)

Working at heights

Working at heights is when an employee performs work duties at height or below ground level, where there is a risk of falling from one level to another.

Access and egress from plant and/or equipment to a place of work can also be classified as working at height.

Working at height can also include loading and unloading work, including positioning loads, securing freight, and minor maintenance work. This also applies when there will be the potential for load transferring works be carried out around an excavation.

CITY EVIDENCE REQUIREMENTS

Where workers will be working at heights (2 metres or above), a specific working at heights procedure and permit to work are required. The procedure must:

- define the risk assessment process - including a specific SWMS for the work;
- specify required equipment including fall prevention equipment such as harnesses, scaffold, ladders and PPE requirements;
- define equipment and PPE selection, use, care, fitting and maintenance;
- identify emergency response requirements;
- identify training requirements.

Training records for workers who will be working at heights must also be provided.

LEGISLATION

A person conducting a business or undertaking at a workplace must manage, in accordance with Part 3.1 of the *Work Health and Safety (General) Regulations 2022*, risks to health and safety associated with a fall by a person from one level to another that is reasonably likely to cause injury to the person or any other person.

RESOURCES

- [Codes of Practice - Prevention of falls at workplaces 2020](#)
- [Working at heights - Safety Guidance](#)

Working hours and fatigue management

Fatigue is a state of mental and/or physical exhaustion which reduces a person's ability to perform work safely and effectively.

Fatigue can be caused by various work or non-work factors and can accumulate over time, such as prolonged mental or physical activity, sleep loss and/or disruption of the internal body clock.

Certain working hour arrangements have been linked to WHS risks, including fatigue, impaired performance and increased exposure to some hazards.

CITY EVIDENCE REQUIREMENTS

Contractors must have a procedure in place for employees who are expected to work long hours (10 hours or more).

This procedure must meet all legislative requirements and should include maximum daily and weekly working hours, adequate breaks between shifts, risk management processes for fatigue and work outside 'normal' hours (i.e. night work).



LEGISLATION

Contractors have a duty of care to ensure employees are not exposed to hazards and risks that could arise from their working hour arrangements and must address these hazards through a systematic risk management process.

- The Work Health and Safety (General) Regulations 2022, Part 4.10 Driving Commercial Vehicles and Fatigue Management 184 E, F and G.

RESOURCES

- [Code of Practice: Working Hours 2006](#)
- [SafeWork Australia website](#)

Working alone or in isolation

If workers are required to work alone or in isolation from the assistance of other persons due to time, location or the nature of the work, there are specific regulatory requirements that the contractor must comply with to ensure a safe working environment.

CITY EVIDENCE REQUIREMENTS

Where workers are expected to work alone or remotely, evidence is required to show that the work has been risk assessed and other risks of working alone/remotely and a safe system of work has been established.

A documented procedure (SWMS or similar) is required and should include the hazard, risk and control measures. At a minimum, this should include means of communication, regular contact and emergency response arrangements.

LEGISLATION

The *Work Health and Safety Act 2020*, s.19 Primary Duty of Care applying to workplaces, specifies minimum communication requirements for isolated employees in case of emergencies. The *Work Health and Safety(General) Regulations 2022* Division 6 - Remote or Isolated Work r.48.

RESOURCES

- [FAQ - Working Alone](#)
- [Guidance Note - Working Alone 2009](#)
- [Safe Work Australia - Remote and isolated work](#)

Workplace facilities

Workplace Facilities must be provided for the welfare of workers while they are at work. They include, but are not limited to, air quality, temperature controls, workspace, lighting, seating, washing facilities, toilets, change rooms, dining facilities, drinking water and the provision of suitable access and egress.

CITY EVIDENCE REQUIREMENTS

Contractors must provide appropriate and suitable workplace facilities for their workers, including access to suitable shelter for meals and breaks, there must also be provision for suitable shelter in adverse weather conditions for employees who work outdoors.

LEGISLATION

Providing workplace amenities is an integral part of the contractors general duty of care and is detailed in the Work Health and Safety (General) Regulations Division 2 - General Working Environment. r.40 Duty in relation to general workplace facilities.

RESOURCES

- [Code of Practice: First Aid Facilities, Workplace Amenities Personal Protective Equipment 2002](#)
- [Model Code of Practice - Managing the work environment and facilities](#)

www.swan.wa.gov.au



City of Swan
2 Midland Square Midland
PO Box 196 Midland WA 6936
9267 9267

 /cityofswan
 /cityofswanwa

