



Shire of Wyndham East Kimberley
Council Policy Manual
OSH 5

POLICY No:	OSH 5
DIVISION:	Occupational Safety and Health
SUBJECT:	Duty of Care to Visitors or Contractors
REPORTING OFFICER:	Executive Manager Engineering and Development Services
ENABLING LEGISLATION:	Occupational Safety and Health Act 1984

OBJECTIVE:

To ensure that a sufficient duty of care is displayed to contractors and visitors in accordance with standard safety guidelines.

POLICY:

“Visitors” for the purpose of this policy shall also include employees who are entering a work environment which they are not normally required to enter. Council is committed to ensuring that visitors to any workplace are not exposed to hazards and if so, they are made aware of such hazards prior to commencing work or entering the workplace.

Procedure and Guidelines

All people who are required to enter a workplace of the Local Government as a contractor or visitor shall obtain the prior permission of the Council or delegated officer, before entering.

All visitors are required to report to the front counter or to the office closest to the point of entry to obtain permission to enter the premises and if necessary, to allow for a safety induction.

Visitors or contractors who are required to remain in the workplace for an extended period of time, perform work unsupervised and alone or who may be exposed to health and safety concerns, shall complete an induction checklist with the person who requested the visitor or contractor to enter the premises:

- Identify hazards within the workplace or work environment;
- Explain the evacuation procedure in case of emergency including location of emergency exits and fire prevention equipment;
- Provide copies of policies relevant to the nature of work or visit;
- Supply the temporary security pass for the relevant work areas;
- Explain the location of emergency contact facilities and emergency activation devices;
- Supply a list of qualified senior first aid officers and their location within the workplace; and
- Supply or ensure that the contractor has the necessary safety equipment consistent with the Local Government standard practices.



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Inductions are not necessary for temporary short term visits where the visitor is not exposed to health or safety concerns or required to work in an environment alone.

Once the induction has been completed the visitor or contractor shall be given the opportunity to ask questions in relation to what they have been told. The visitor or contractor will be given a guided tour of the workplace and not be left alone until the employee conducting the induction is satisfied that the person is confident in the work environment and the steps taken by the Shire to ensure their safety.

Where a visitor is required to access a work area they shall be accompanied by a suitably qualified employee. Visitors are restricted from entering all high hazard areas without the necessary safety equipment and precautions taken. Special care is required to be taken when a child is involved.



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**SHIRE OF WYNDHAM-EAST KIMBERLEY
VISITOR AND CONTRACTORS INDUCTION CHECKLIST**

Contractor or visitors name:.....
Company or service provider:.....
Nature of visit:.....
Date of commencement:.....
Expected time of completion:.....

Please read the following

PRIOR TO COMMENCEMENT

- Work is available and ready to be done
- Work area is ready
- All necessary support and resources are confirmed eg. support or person who requested service

INTRODUCTION TO THE JOB

- Introduction to the section
- Clarification of duties required
- Equipment and machinery

GENERAL WELFARE

- Kitchen facilities
- Toilet facilities
- House-keeping

ENGAGEMENT FACTS

- Working hours
- Building Security
- Confidentiality

COUNCIL POLICIES

The following Council Policies have been read before commencing works;

- Occupational Safety and Health Policy OSH 1
- Occupational Safety and Health Representatives OSH 2
- Occupational Safety and Health Reporting OSH 3
- Duty of Care to Visitors or Contractors OSH 5
- Emergency Evacuation Procedure OSH 7
- First Aid OHS 8
- Manual Handling Policy OSH11
- Workplace Drug and Alcohol Use OSH 16

OCCUPATIONAL SAFETY AND HEALTH

- Accident and Injury
- First Aid
- If necessary Driver's licence supplied
- Legal Rights and Responsibilities
- Personal Protective Clothing and Equipment
- Smoking at work

INSURANCE

- Public Liability
- Workers Compensation

EVACUATION

- Fire Prevention and Fire Fighting Equipment

If working under contract specifications and conditions will apply.

Signature:..... Date:.....