

Work Health and Safety (WHS) Contractor Handbook



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Introduction

The purpose of this handbook is to outline City of Belmont’s Work Health and Safety (WHS) requirements and expectations for contractors. This Handbook supports both the City and its contractors to meet their work health and safety obligations, whilst working at City owned workplace, facilities and managed sites.

The contents and requirements of this Handbook are captured in the online program - WHS Contractor Induction, that is hosted by Rapid Global. This Handbook contains information on how to access the online WHS Contractor Induction and is to be used as a reference following completion of the online induction.

The City aims to provide a safe workplace for employees, contractors and visitors to City sites. Contractors, including their sub-contractors, are expected to adhere to the contents of this handbook.

The expectations and requirements contained in this handbook refer to any goods, services or works carried out on behalf of the City, on City owned or controlled properties and work sites. The City does not enforce its expectations or requirements on works carried out by the contractor for other customers.

For further information about health and safety at the City of Belmont please contact your Contract Administrator or Contract Manager.

Pre-commencement Requirements

Before a contracting company can begin work on any City of Belmont site, they must ensure certain requirements are met.

The contracting company must provide:

- Certificates of currency for all insurance cover required under their contract with the City

- Copies of certificate of participation from the City of Belmont WHS Contractor Induction, through Rapid Global.
- Documented risk assessments for the scope of the work undertaken e.g. Job Safety Assessment (JSA), Risk Assessment's, Take 5's.
- Permits for high risk work, including but not limited to:
 - Confined Space
 - Hot Works
 - Working at Heights
 - Underwater Diving Activities
 - Before You Dig Australia (BYDA)
 - Electrical / Isolation Permit
- Qualifications/licences relevant to the job and competent operators e.g. Construction cards, Confined space entry qualification, High risk work licences, working at heights tickets, basic traffic management and traffic management plans, relevant motor driver's licences, first aid qualification, Hazardous substances and Managing chemicals qualification.
- Safety data sheets for all hazardous substances and chemicals.
- Plant and equipment maintenance records and Worksafe Registrations (if required)
- For legislated High-Risk work – Relevant Safe Work Method Statements
- For construction sites involving 5 or more people, a Safety Management Plan
- Submit a Construction Environmental Management Plan for review or otherwise incorporate environmental controls into WHS documentation, where applicable.
- Any other relevant documents relating to your contract.

Please advise the City of Belmont if you intend to use Subcontractors as extra information may be required.

(Note: if you have been engaged via the Tender Process additional information may be requested).

Insurance and Induction Documentation will be held and maintained through the City of Belmont's Contractor Management System. Automated e-mails will be generated by the system requesting insurance updates.

Contractor Induction

All contractors undertaking 'High Risk Work', including sub-contractors are required to complete an online Safety Induction via Rapid Global. High Risk Work definition:

Work deemed as high-risk is as follows:

- Using powered tools and equipment
- Working near underground services
- Working near overhead powerlines
- Carrying out Electrical Work / Isolation
- Working in and around Mobile Plant and Equipment
- Work at Heights (including use of ladders)
- Work around Traffic

- Work in Confined Spaces
- Excessive noise and dust Emissions
- Hazardous Chemical Use
- Underwater Diving activities

At the discretion of the Contract Manager or Contract Administrator a Site-Specific Induction may be required.

It is the responsibility of the Principal Contractor to ensure contractor employees (including sub-contractors) are assigned an induction key through Rapid Global to complete the City of Belmont Contractor Safety Induction.

Instructions on Accessing the Online WHS Contractor Induction

To access the Online City of Belmont WHS Contractor Induction via Rapid Global, you must have access to the internet. If you do not, please phone the City of Belmont WHS Team on (08) 9477 7436 to make alternative arrangements.

The online safety induction needs to be completed by all members of the contracting company, and any sub-contractors, that are undertaking [high risk work](#) at City of Belmont locations.

- Upon having a contract with the City, the City of Belmont WHS Team will enter a new contractor's information into Rapid Global. Information required is
 - Company Name
 - Company Contact – name, phone, and email.
- The contract company will then receive an email to finalise company registration in Rapid Global. During registration, company documents (Public Liability Insurance, Workers compensation Insurance etc.) will be uploaded.
- After the company registration has been completed, and verified by the City, the contract company will then receive an email from Rapid Global to complete the WHS Contractor induction.
- Inductions keys will need to be generated by the contract company for each of their employees working at City location. This key will allow the employees to complete the WHS Contractor induction through Rapid Global.
- If you have any have any issues with accessing this process, please contact please contact the WHS Team on (08) 9477 7436.

At the discretion of the City of Belmont, the Contractor's employees may be required to attend a one-hour safety orientation session to discuss the statutory responsibility of the parties to the Contract, key aspects of the City's safety management plan, and specific hazards associated with the relevant on-site activities.

Contractor Work Health and Safety Obligations

The City of Belmont acknowledges that PCBU's (person/s conducting a business or undertaking) have a primary duty of care requiring that they, so far as reasonably practicable, ensure the health and safety of workers, and others who may be affected by the carrying out of work. This obligation being in accordance with the Work Health and Safety Act 2020.

It is therefore required that contractors carrying out any work for the City at a minimum comply with the City's Work Health and Safety Policies, Procedures and WHS Legislation. The contractor will ensure that:

- Safe working practices are observed at all times.
- All employees and sub-contractors are not placing themselves or others at risk of injury.
- All employees and subcontractors have all the necessary current licences and qualifications appropriate to the work being provided. Copies must be provided on request.
- All employees and sub-contractors are trained and competent in the safe use and operation of plant and equipment that they are required to operate in carrying out the work.
- All plant and equipment used in carrying out those duties are regularly maintained.
- All plant and equipment have all the necessary guards in place and meet the requirements of Work Health and Safety (General) Regulations 2022, Operation Manuals and any appropriate Australian Standards pertaining to the equipment used or the type of work being carried out.
- All roadwork's must comply with the MRWA Traffic Management for Works on Roads and in Australian Standard 1742.3
- Site specific Work Instructions/ Safe Work Procedures (SWPs) are developed for the proposed works and are being followed.
- Risk assessments and Job Safety Environment Assessments (JSEAs) are completed, and Site Pre-Starts are undertaken.
- All work is undertaken in accordance with relevant Plans and Work Instructions.
- When working at either the City of Belmont Civic Centre, Belmont Hub or the Depot, all contractors, sub-contractors and their employees shall report to administration to sign in and obtain "City of Belmont Contractor" high visibility vests and visitors tags to wear whilst working at these sites.
- Reporting of all incidents (including near miss) to the City of Belmont are done as soon as practicable, as per [Section 9](#) of this Handbook.
- The contractor's workers compensation policy appropriately covers the contractor's employees that are engaged in working on the contract.
- The contractor has current public liability insurance.

All employees and sub-contractors abide by any reasonable instructions provided by City of Belmont staff in relation to WHS

Quality, Health, Safety and Environment (QHSE)

The City of Belmont is currently certified to:

- ISO 9001 - Quality Management System
- AS/NZS ISO 45001 - Occupational Health and Safety Management System
- ISO 14001 - Environmental Management System

The City of Belmont Policy Manual contains the City's guidelines over a range of issues. These Policies reflect current practices and procedures in order for the City to ensure compliance with relevant legislative and administrative requirements.

While contractors will often undertake work in accordance with their own procedures, should the City's processes need to be understood please use the following link: [City of Belmont Policies and Standards](#)

Customer Service Standard

The City of Belmont strives to achieve excellence in customer service delivery. Contractors employed by the City of Belmont are perceived by customers as employees of the City.

Contractors are therefore expected to maintain the following care standards when dealing with City of Belmont customers.

- Complete work efficiently to minimise disruption to the City's customers.
- Acknowledge customers with a courteous smile.
- Treat customers how you would like to be treated.
- Take time to listen to customers and when necessary, refer their enquires directly to the City of Belmont so that their concerns can be raised with the appropriate person.
- Maintain confidentiality when dealing with the City's customers.
- Communicate any work progress with the City's customers where appropriate.
- Forward to the City of Belmont, customer complaints relating to the contractors appointed works and what remedial action has taken place. All other complaints should be referred directly to the City of Belmont.

Specific Work Practices

Asbestos

City of Belmont sites containing asbestos have been identified, assessed and controlled. The City of Belmont asbestos register can be referenced for detailed information. Your Contract Manager or Contract Administrator can provide a copy of this Register.

The Register contains a list of buildings that have asbestos and identifies the areas where it is contained.

Any work conducted on or with asbestos material must be carried out strictly in accordance with Chapter 8 of the Work Health and Safety (General) Regulations 2022.

All Asbestos removal shall be carried out strictly in accordance with r.472 (Chapter 8) of the Work Health and Safety (General) Regulations 2022 and the WorkSafe WA requirements.

Silica Dust

All tasks which require the potential to create silica dust (mixing concrete, cutting and excavation work) must have all risks controlled in accordance with the WA Code of Practice Concrete & Masonry Cutting & Drilling 2019.

Chemicals, Hazardous Substances and Dangerous Goods

All chemical substances are to be appropriately handled and stored to prevent spillage. Contractors are to hold current Safety Data Sheets (SDSs) for all substances stored onsite and any chemicals used shall be the least hazardous available for the intended task. All necessary PPE as required in the SDS should be available to employees and used. Employees are to be trained in the correct use of chemicals and PPE and spill response.

If a chemical is deemed to be "Hazardous", a task specific risk assessment must be completed prior to use.

Spill kits/ materials are to be appropriately located and correctly stocked with a spill response procedure in place. Fuelling, oil changes and servicing of equipment will be conducted in such a way that there is no risk of fuel, waste, oil and grease being spilt, dumped on the ground or otherwise released to the environment.

The Contractor is solely responsible for the correct use, storage and disposal of chemical substances ensuring the necessary legislative requirements are met.

Behavioural Expectations

While on site, the Contractor and their employees or Sub-contractors will not:

- Use or be under the influence of alcohol or illegal drugs. If testing is conducted by City of Belmont all Contractor employees will, when requested undertake the assessment.
- Engage in any horseplay, fighting, practical jokes, throwing of materials or objects. These activities can lead to injury and will not be tolerated. Any unsafe working conditions must be reported to your supervisor.
- Engage in any act of harassment due to sex, sexual preference, race, religion or political leaning etc.
- Use offensive or foul language or make derogatory comments.

Always observe all non-smoking signs and directions. Smoking is not permitted inside Council buildings, enclosed areas, or Council vehicles.

Confined Spaces

All work in confined spaces must be completed in accordance with the following:

- Australian Standard AS2865 – Safe Working in a Confined Space.
- Part 4.3 of the Work Health and Safety (General) Regulations 2022.

Contractors shall maintain their own entry permits and make copies of these available to the City of Belmont when requested. Contractor's employees will have appropriate and current qualifications Copies of current Confined Space Entry (CSE) licences to be provided to the City of Belmont representative.

Danger and Out of Service Tagging

'**Danger**' tags shall be used to ensure the safety of contractors/employees working on plant and equipment and to prevent inadvertent use by unauthorised persons.

'**Out of Service**' tags shall be used to identify defective plant and equipment that requires servicing or repair. Where minor plant and equipment is tagged 'Out of Service' the plant or equipment is to be removed from service and placed in an area to prevent inadvertent use.

Electrical Safety



All portable electrical equipment is to be tested and tagged by a licensed tester to Australian Standard AS3760: In service safety inspection and testing of electrical equipment. Non-tagged equipment must not be used.

All extension leads are to be in good condition and only used up to lengths of 30 metres. Electrical leads are to be elevated above ground level where wet ground or other hazards exist. Residual current devices (earth leakage protectors) are to be used where required.

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.

Emergency Management

Contractors will be briefed on specific emergency requirements as part of the site-specific induction provided before work commences.

On sites controlled by the contractor, emergency response and associated requirements will be the responsibility of the contractor. The City of Belmont is to be advised of any emergency response.



If the emergency is life threatening, contact Emergency Services on 000.

Environmental

The contractor shall manage the worksite to minimise environmental impact. Contractors are to manage environmental risks including potential impacts to flora, fauna, bushland, wetlands and waterways, ensuring adequate dieback hygiene, spill prevention/ response, waste disposal, erosion and sediment control and acid sulfate soils management, as applicable.

Contractors shall comply with the conditions of all environmental licenses, approvals and statutory requirements while carrying out work for the City. No removal of vegetation, work within tree / root protection zones or other disturbance of the natural environment may occur without approval or direction by the City.

The contractor shall report all environmental incidents (including spills) to the City arising from their activities or observed while undertaking work for the City.

The City supports the efficient use of resources and waste minimisation/ recycling by contractors.

Excavation

All excavation works (including trenching) are to be completed according to Regulation 305 and 306 of the WHS (General) Regulations 2022 and Code of Practice for Excavation.

Before any digging, you will be required to contact and receive information from Dial before You Dig on 1100 and ensure all services are located.

Any damage to utilities during excavation is the responsibility of the contractor.



Fire Protection

The contractor and their employees are responsible for fire protection at the worksite in accordance with Australian Standard AS2444 and the Building Code of Australia. This includes the provision of fire-fighting equipment and familiarity with the operation of this equipment.

First Aid

Contractors are responsible for the first aid needs of their staff. All injuries, no matter how minor, are required to be reported to the City of Belmont.

The contractor shall ensure first aid amenities are available and maintained. The number and type of first aid kits and first aid trained persons will depend on the number of staff and the level of risk posed by the work activities. At a minimum, at least one person in each work crew shall be qualified and able to apply first aid.



Fitness for Work

'Fit for work' means that an individual is in a state, physically, mentally, and behaviourally, which enables the employee to perform assigned tasks competently and, in a manner, which does not compromise or threaten the safety or health of themselves or others.

Alcohol and drugs, other than drugs prescribed by a medical practitioner, must not be consumed at any work site or work location unless officially authorized. Some prescribed drugs may affect work performance and make it dangerous to drive or operate machinery. Contractors are to monitor their employees (including subcontractors) for their "Fitness for Work".

Housekeeping

Good housekeeping practices contribute to the prevention of injuries and have a positive impact on overall workplace safety health, and wellbeing. Contractors shall be responsible for ensuring that work areas within their control are maintained to a high standard with stairways, passages, emergency exits, firefighting and safety equipment kept clear at all times. All waste shall be disposed of in the correct and safe manner.

Lifting Devices

All lifting accessories (wire and chain slings, shackles etc.) shall be clearly marked with their Safe Working Load (SWL). Rigging equipment shall only be used for its intended purpose and all lifting gear shall be visibly marked in accordance with the relevant Australian standards. Such markings shall be legible throughout the working life of the equipment (i.e., showing load capacity). Cranes must conform to the relevant legislation and Australian standards.

All personnel required to operate any crane shall be trained and/or certified for the equipment and hold the appropriate competency certification for the type of crane being used.

Manual Handling

Contractors shall identify, assess, and control the risks associated with manual handling. Manual handling control measures may include task modification, mechanical handling devices or rotation of employees. Controls for manual handling risks should be in accordance with *WorkSafe Code of Practice – Manual Tasks* and Part 4.2 of the *Work Health and Safety (General) Regulations 2022*.

Needle/Syringe Management

Sharps should always be kept secure and separate from other wastes, such as in a "medi-collect" sharps container. Sharps should never be disposed of in recycling bins, garbage bins, street litter bins, toilets or down drains or into the environment.

The contractor must inform the City of Belmont if any sharps are found in their work location.

Operator Licences and Competencies

All operators of classified plant and equipment must hold and produce current valid certificate of competency issued under the relevant legislation (e.g., mobile cranes).

High Risk Licences are required by the operator prior to operating the following equipment on site:

- Forklift
- Boom Type Elevated Work Platform
- HouseDogging/Rigging
- Scaffolding
- Mobile Crane
- Boilers and other Pressure Equipment

A Certificate of Competency is required by the operator prior to operating on site with the following equipment:

- Front End Loader/Backhoes
- Dump Truck
- Excavator
- Dozer
- Skid Steer Loader
- Grader

Contractors must also obtain a Licence or Certificate of Competency for other equipment where it is legally required. Copies of High Risk and Operators licences are to be provided to the City of Belmont representative.



Personal Protective Equipment (PPE)

PPE is to be provided by Contractor in accordance with Regulation 44 of the WHS (General) Regulations, maintained in good condition, and fit for purpose in accordance with the relevant Australian standards. The PPE must be appropriate for the work environment and tasks being undertaken and all workers trained in its correct use. Protective helmets are to accord with Australian Standard AS1800 and are to be replaced at intervals no greater than three (3) years (or less where excessive wear and tear exists).

Additional PPE shall be in accordance with the JSEA or other risk assessment conducted for the activity to be undertaken. Contractors are responsible for supplying their personnel with the required PPE and ensuring that it is used.

Plant and Equipment

All plant and equipment is to be fit for the purpose for which it is intended. All operators are to have appropriate licences or competencies and risk assessments completed and made available on request.

All items of plant shall be inspected daily before first use and maintained in good condition. Any plant found not to be in a safe condition is to be removed from site and replaced.

Contractors must adhere to Chapter 5 of the Work Health and Safety (General) Regulations 2022 where applicable.

Operators are to complete a Daily Prestart Checklist and provide a completed copy to the City of Belmont representative.

A person who drives or controls a motor vehicle must hold a current license for that vehicle. Motor vehicles used in surface operations must be road worthy and maintained.

The following safety features must be included prior to mobilising to site:

- In the case of Trucks, the following equipment must be included:
 - Safety Triangle
 - Fire extinguisher
 - Two way radio (if applicable)
 - Flashing beacon
 - First Aid Kit
 - Reversing camera
 - Compliance certificate (attachments ie, hiab, etc)
 - Roadworthy / registered certificate
- In the case of earthmoving equipment brought onto a site, it must:
 - Be fitted with a seatbelt or restraint system;
 - Have a reverse warning system e.g. beeper;
 - Have safety warning signs;
 - Have appropriate fire suppression equipment.



All vehicles taken onto site must not cause disruption to traffic flow and should adhere to parking directions. All road rules including speed limits and weight limits must be observed at all times on public roads and at work locations along with meeting the vehicle registration requirements.

Machinery, equipment, materials and tools must be secured whilst in transit, in accordance with the Load Restraint Guidelines.

Greasing, refuelling or cleaning machinery, plant and equipment that is running is prohibited.

All Contractors' tools and equipment must be in sound and safe condition for use on site, clearly identifiable and compliant with applicable standards.

Protection from UV Radiation and Inclement Weather

Contractors must ensure that its employees are adequately equipped with appropriate clothing and sunscreen to protect the Contractor's employees from exposure to the damaging effects of UV radiation, such as sunburn and heat stress. Adequate hydration is also necessary.

Contractors must ensure the safety and health of their workers in inclement weather (abnormal climatic conditions, rain, hail, lightning, cold, wind, dust storm, high temperature or the like or any combination thereof).

Public Safety

Contractors shall exercise all due care for the safety and health of members of the public. This requirement includes full compliance with all relevant legislation, codes of practice and/or Australian Standards.

Contractors shall ensure appropriate guards, barriers and notifications are in place to ensure risks to the public are controlled to an acceptable level.

Safe public and disability access and egress to be considered and implemented.

All machinery is to be left in a safe condition so as to not present a public hazard. No trenches or openings are to be left unattended and adequate measures put in place to prevent unauthorised access to the work site.

Contractors are not to use pathways as vehicle or plant access unless approved by the City.



Site Safety Plans and Other Documentation

The work to be undertaken by contractors on site shall be determined by the Contract Manager or Supervisor/Team Leader prior to work commencing. The level of risk of the work shall determine the controls required and may include, but not limited to, use of various permit systems, completion of Safe Work Method Statements / Job Safety Analysis and in some cases development of specific Site Safety Management Plans.

If there is a need for a Site Safety Management Plan (i.e., 5 or more employees), the Plan is to be prepared in accordance with WHS (General) Regulations 2022, Regulations 309 and 311, by the principal Contractor and reviewed by the City of Belmont prior to the contract work commencing. All subcontractors of the principal contractor are to be provided with a copy of the plan and informed whenever changes are made. At a minimum, site specific plans must include the following:

- Assessment of competencies and licences to complete works (e.g. copies of HRWL's, copies of current VOC's).
- A current training register which includes a list of training undertaken by site personnel.
- Forums for regular WHS communication to all personnel working on site (e.g. documented pre-starts, toolbox meetings etc.)

Prior to doing any work on a City of Belmont sites, the contractor shall conduct a Risk Assessment, for the contractor's approved scope of works, taking into consideration the potential impact from any work that may be performed at the same time by other contractors, and the work environment. In accordance with R299 of the WHS (General) Regulations 2022 Safe Work Method Statements (SWMS's) are required for all 'High Risk' construction work.

Traffic Management

The main contractor is to develop an appropriate Traffic Management Plan for all works that have an impact on road users/pedestrians, in line with the MRWA Traffic Management for Works on Roads, and in Australian Standard 1742.3

- All appropriate signage is to be erected.
- Qualified Traffic Controllers are to be used.
- High-visibility clothing is to be worn by all personnel.



Working Alone

Where possible, contractors should ensure that employees do not work alone in isolated areas. If a worker does need to perform his or her duties in isolation, the contractor shall provide means of communication and establish a way of contacting the employee regularly to ensure their wellbeing.

Where applicable, Contractors must adhere to the relevant requirements of the Work Health and Safety Act 2020, s.19 Primary Duty of Care which applies to workplaces, and which 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 also prescribes specific requirements.

Working at Heights



In accordance with Part 3.1 of the Work Health and Safety (General) Regulations 2022, contractors are required to provide adequate protection against falls to all personnel working where there is a risk to health and safety from a fall from one level to another and that fall is reasonably likely to cause injury to personnel. This includes work on roofs, ledges, or adjacent to open pits. Fall protection may be in the form of barricades, scaffolds or appropriate fall arrest systems. All scaffolding equipment must conform to the requirements outlined in the

respective legislation and AS1576: Scaffolding.

Ladders may only be used as a means of access or egress and only to perform light work. All portable ladders used on site must comply with Australian Standard AS1892: Portable Ladders.

Fall Restraint Equipment must be maintained and inspected in accordance with, WorkSafe WA Code of Practice: The Prevention of Falls at Workplaces. All contractors working at heights must have current Working at Heights qualifications (i.e., dated within 2 years).

Where elevated work is undertaken the area of work below shall be suitably fenced/roped off. Signs reading "Danger Work Overhead" shall be in place. A spotter will be in place and the employees will have their appropriate working at heights qualification.

Incident Reporting

- The contractor must report all incidents (including near miss) that occur on site to the City of Belmont Representative as soon as practicable; after immediate medical attention has been provided (in the event of an injury) and the area made safe.
- It is essential that the Contractor ensures that the incident site is not tampered with in any way to ensure that an appropriate investigation can take place, if required.
- Once initial notification has been provided to the City Representative, a follow up email with details of the event must be provided within 24 hours.
- Contractors are responsible for the first aid needs of their staff and any other person involved. All injuries, no matter how minor, are required to be reported to the City of Belmont
- Contractors are to ensure that a copy of their Incident report form is kept in work vehicle at all times and when an incident occurs a completed form is immediately provided to the City of Belmont representative.
- The contractor must attend to any legal requirements in respect of such injury or damage.
- The contractor has a duty to report notifiable injuries or diseases to WorkSafe and the City of Belmont WHS Unit. Work Health and Safety Act 2020, Part 3

Inspections

An inspection or inspections of work and work practices may be scheduled over the timeframe of the contracted works by the City of Belmont or its Representative.

Contractor Safety Inspections may be conducted at random throughout the period of the contract. Non-compliance and continuing breaches can and will impact on contracts.

Work Quality

Statutory Obligations

The contractor shall ensure that the works comply with all statutes, regulations, by-laws, codes and all government, statutory or regulatory authorities or bodies having jurisdiction affecting the works and shall pay all fees and give all notices required by the same. Upon completion of the Works or upon termination of the subcontract the contractor shall provide to the main contractor any documents in its possession issued by or evidencing the approval of authorities in connection with the works.

Contractor shall ensure that any subcontractor that they engage comply with this cause and meet the requirements requested by legislation and Codes of Practice.

Defects

The contractor shall promptly rectify any defective work done by the contractor or subcontractor and notify to it in writing by the City of Belmont prior to the expiry of the defect's liability period, failing which the City of Belmont may have the defects rectified by others at the contractor's cost.

Safety Breaches

Should the City become aware of a safety breach, it may:

- Request the contractor take immediate action to ensure a safe workplace.
- Stop the works until the contractor has addressed/repaired the breach.
- Terminate the services of the contractor where the breach is serious.

The City of Belmont treats all safety breaches as serious.

Should a contractor or their employees be observed acting in an unsafe manner, the contractor will be required to take immediate action or cease work until able to rectify the breach.

Privacy

Contractors must not discuss with any persons or organisations any matter in relation to any items involving the City of Belmont Sites, equipment, or people without the expressed authority of the City of Belmont. Use of cameras is prohibited without authority from the City of Belmont.

Important Numbers

Emergencies	
Emergencies (Fire, Police, Ambulance)	000
Emergencies (Fire, Police, Ambulance)	Mobile 112
Medic Alert Emergencies	(08) 9334 1234
Police Headquarters	131 444 or (08) 9222 1111
City of Belmont	
Switchboard	(08) 9477 7222
State Emergency Service	
Headquarters	(08) 9395 9300
Belmont	(08) 9277 9544
Belmont Community Security Service	1300 655 011
Department of Biodiversity, Conservation & Attractions (<i>incidents on the Swan River or foreshore</i>)	
Business Hours 8am-5pm (on weekdays)	9219 9000
After Hours (emergencies only)	9278 0981
Rangers	
Business hours (Belmont)	(08) 9477 7225
After Hours	(08) 9477 7224
Pollution emergency (non-life threatening):	
City of Belmont Works Department OR Call the Department of Water and Environmental Regulation	(08) 9477 7101
Pollution Watch hotline (24 hours)	1300 784 782
Poisons Information	13 11 26
Drugs and Alcohol (Health Dept.)	1300 135 030
Main Roads WA	138 138
Health Department WA	(08) 9222 4222
Western Power	13 10 87
Water Corporation	13 13 85
ATCO	13 13 56