



STERLING

PROPERTY

CONTRACTOR GUIDELINES AND WHS REQUIREMENTS

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1. Sterling Property WHS requirements

- Sterling Property acknowledges its responsibilities in relation to its work health and safety statutory obligations for its employees, visitors and contractors to property assets under its management and control.
- As part of working with Sterling Property, we have the same expectation of you, in particular to the following:
 - Comply with all relevant Work Health and Safety legislation relating to the work you have been engaged for;
 - Ensure all workers possess the necessary training, skills and competencies to perform their work safely;
 - Establish safe systems of work to perform the work safely which may include procedures, safe work method statements, risk assessments, permit to work processes;
 - Take reasonable measures to identify, manage and control all hazards;
 - Undertake a risk assessment prior to the commencement of work;
 - Report all uncontrolled hazards which may present a risk to yourself, tenants and other visitors to the site; and
 - Report all incidents resulting in injury or harm to your workers, tenants, visitors and the building and related assets.

We want you to be safe and maintain the safety of your workers, tenants, visitors and members of the public.

- This guide has been prepared to assist you in meeting Sterling Property work health and safety expectations and should be read in conjunction with the following references:
 - WA Work Health and Safety legislation (Act and Regulations)
 - Relevant Australian Standards;
 - Code of Practices; and
 - Other relevant publications by Worksafe WA and Safe Work Australia.
- It is your responsibility to be aware of your obligations within this guide and other statutory references advised above.

2. Contractor pre-qualification

- All Contractors must provide:
 - Evidence of current public liability and workers compensation insurance to minimum amounts specified in the contract/management agreement; and
 - Copies of licenses, tickets or trade qualifications (where required) for all workers (including sub-contractors)

3. Contractor engagement - Safety Instructions to Contractors

- Contractors are responsible for familiarizing themselves with relevant safety provisions within the site and communicating those provisions to any workers/sub-contractors engaged to perform work. As a minimum, this shall include:
 - Emergency diagrams, exit routes, first aid/ defibrillator locations and muster points;
 - Location of closest medical facility such as a GP or hospital;
- Contractors must ensure their employees and sub-contractors always adhere to these Contractor Guidelines and Requirements.

4. Site access

- The contractors will be required to obtain keys from either site lock boxes or the Sterling Property Head Office as directed. The contractors shall be responsible for
 - collecting and returning keys
 - Securing the site
 - Preventing unauthorized access.
- The contractors are not to pass keys to a third party without permission of Sterling Property and shall not pass on any passwords, codes or access details to a third party without Sterling Property's permission.

5. Work area

5.1. Parking

- Parking must be in an area designated for contractor or visitor use.
- Where such parking is not available, the contractor must utilize other legal parking options.
- Parking in non-designated parking areas such as footpaths, road verges or other areas which are potentially illegal, is strictly prohibited.

5.2. Site Setup

- The contractor is responsible for establishing and controlling their work area which may include:
 - Securing access to unauthorized persons ie. Closing the plant room door;
 - Signage; or
 - Other means to segregate their work area from access by unauthorized persons.
- All access doors including emergency exits are to be kept free and clear of all obstructions.

5.3. Leaving site

- The site must be left clean and tidy and free from any waste.
- Waste materials are to be taken from site and disposed of appropriately. This includes all waste generated arising from the activity performed including building waste, chemical and hazardous materials.
- Onsite waste disposal is strictly prohibited unless authorized by Sterling Property.
- No uncontrolled hazard is to be left onsite. The contractor must take such precautions as is reasonably necessary to eliminate hazards arising from their work and/or implement suitable alternative controls to prevent injury or harm to people, including damage to property or the environment.

6. Hazardous substances (Asbestos)

- Where possible Sterling Property will advise you of the presence of hazardous substances such as asbestos.
- However, where this is not possible, you are to undertake a risk assessment with consideration to the age of the building and the nature of the activity being performed (i.e penetrating, handling or damaging materials that may contain asbestos) and implement suitable controls as required.

7. Fit and Qualified for Work and General Expectations

- Alcohol and non-prescription drugs are not permitted to be brought onto, or consumed, on any Property. Any person under the influence of, in the possession of these substances or fatigued, must leave the site immediately. Neither smoking nor vaping is permitted on site.
- The Contractor is responsible for providing their own personal protective equipment, which is appropriate for the work being undertaken, and which is appropriately maintained.
- Contractors undertaking any work must ensure, prior to commencing, that they are suitably qualified, competent, hold a license if required under the relevant legislation and able to provide evidence of this upon request. This includes possessing:
 - Relevant trade qualifications/competencies.
 - Specific licenses.
 - High risk work licenses (HRWL) such as for use of forklifts, EWP with a boom >11m etc.
 - Risk specific training such as confined space entry, working at heights etc
- Contractors are to maintain a high standard of housekeeping on the site. It is the contractors' responsibility to maintain their materials, tools and other equipment in an orderly manner on-site.
- All equipment brought to site must be tested and tagged, be stored safely and only used by qualified and competent person.

8. Accident and Incident Reporting

- Contractors or Sub-Contractors who are involved in an accident or incident **MUST** report the incident immediately to the Sterling Property representative, their employer and any other parties as required by legislation or reasonable expectations.

9. Confined Spaces

- Contractors engaged in works in areas labelled, determined to be or considered a confined spaces **MUST** prepare a Risk Assessment, which identifies all potential risks (i.e engulfment, low oxygen and flammable atmospheres) associated with working in Confined Spaces.
- Where a confined space has been identified, the contractor is to implement the following:
- Confined space entry is to be undertaken by a person possessing relevant confined space entry qualifications.
- A standby person must be present and available over the duration of the work within the confined space.
- The contractor must implement its own 'Confined Space Entry Permit' process; and
- Supply completed 'Confined Space Entry permits' to Sterling Property on completion of the works.

10. Dangerous Goods and Hazardous Substances

- Where contractors are required to use, handle and/or store dangerous goods on site, a Risk Assessment, and relevant current Material Safety Data Sheets (MSDS's) must be completed, recorded and stored for future reference before the commencement of work.
- Any Dangerous Goods/Hazardous Substances used by the contractor onsite **MUST** be handled in accordance with the relevant legislative requirements.
- Contractors are responsible for ensuring that their employees have been provided with the appropriate equipment, PPE gear and training for the storage and handling of dangerous good.
- The storage of Dangerous Goods/hazardous substances on site is strictly prohibited unless approved by Sterling Property. Unless approved, all chemicals must be removed from site on completion of the works or each shift, whichever is the lesser.

11. Plant and equipment

- All plant and equipment used by the contractor must be appropriately maintained and in a safe and serviceable state.

12. Electrical safety

- All powered electrical items including extension leads:
 - Must be tested and tagged by a competent person at required frequencies;
 - In a good state of repair and free from damage; and
 - Used with a tested and tagged Residual Current (RCD) Device

13. High Risk Work Activities/Notice

- Work that has the potential to increase the level of risk to the property, tenants, or other users of the site require Sterling Property to be notified and a form to be completed, recorded forwarded to Sterling Property and stored for future reference before the commencement of work. Such works include, but are not limited to:
 - Fire Services Impairment
 - Hot Works
 - Working to Heights
 - Working Confined Spaces
 - Isolation of services including water, gas, power, sewage and telecommunications
- Where high risk work activities are required to be undertaken, the contractor must undertake a risk assessment and implement required controls before undertaking such work.

14. Unsafe plant/equipment

- Where items of plant have been identified as unsafe, requiring repairs or maintenance, the contractor must identify and tag this item of plant as “Out of Service” or “Do Not Use” and notify the Sterling Property Representative.

15. First Aid Facilities

- Prior to the commencement of work, the contractor is to ensure that they have provided their own first aid provisions for prompt treatment in the event of an injury.

16. Emergency Evacuation

- In the event of an emergency alarm, the contractor is to comply with all site based directions such as via tenant wardens, including leaving the site via the designated exit/evacuation route.

17. Public Safety

- The contractor must take precautions to protect the safety and welfare of the public, tenants, visitors and their own employees. The contractor must erect appropriate barriers or screens to protect the public from any hazards generated and prevent any exposure in consultation with the Sterling Property representative. If the erection of hoarding, barriers or other actions impact on pedestrian or vehicle access Sterling Property must be notified.

18. Impact on Tenants and Users of facilities

- The Contractor must not proceed with works that may have a negative impact on the operation of tenants or users of the facility without prior approval of the Sterling Property representative. Examples of such negative impacts included noisy works, isolation of services, blocking of pedestrian access or parking bays.
- Where you receive complaints from tenants or visitors in relation to your work, please promptly contact Sterling Property to advise.

19. Record Management

- Any risk assessments, notices, permits, forms or other documentation must be completed, recorded and stored for future reference or audit by Sterling Property, the Landlord of the property or for any legislative requirement.

20. Insurance

- Contractors must have in place prior to the commencement of work Public Liability Insurance in an amount no less than \$20 Million and the appropriate Workers Compensation required in the legislation.

21. False Alarms

- If the contractor's actions result in a false alarm and the attendance of the relevant DFES unit, the contractor will be charged the prevailing DFES False Fire Alarm Fee.

22. Keys and Access Devices

- Unless Agreed by the Sterling Property Representative, no keys or access devices shall be removed from site. The loss of any keys or failure to return any devices or keys will result in the Contractor being charged for the replacement key and the potential rekeying of the property.

23. Sub-contractors

- It is the responsibility of the Contractor to educate, induct, inform and manage their sub-contractors. The Contractor shall remain liable for the behaviour, actions, in actions and performance of their sub-contractors, consultants, staff or invitees.

24. Safety concerns

- If a contractor is concerned about a risk, is unsure on the appropriateness to proceed or feels the work being requested may cause an unacceptable risk to themselves, any person, or the building itself, please contact Sterling Property prior to engaging in the work.
- If you see any actions or activities by tenants or contractors that raise a concern, please contact Sterling Property

Remember – if you see a safety risk and are in doubt, call it out.

Attachments – Notices

Fire Impairment Notice

Property		Date/Time of Work	
Representatives Name			
Clients Name		Contact Phone	
Impairment Start Date/Time		Impairment End Date/Time	
Systems Impaired	<input type="checkbox"/> Sprinklers	<input type="checkbox"/> Alarm Panel	<input type="checkbox"/> Hose Reels
	<input type="checkbox"/> Smoke/Thermal Detectors	<input type="checkbox"/> Hydrants	

If you cannot answer **YES** or **NA** to any of the below questions, please cease work and contact your **Sterling Property** representative.

Please send through a copy of the Fire Impairment form to **Sterling Property** one (1) business day prior to commencing work and once equipment has been re-instated.

Fire Impairment Conditions

1.	Has a JHA/SWMS been completed and in place prior to commencing work?	Yes
2.	Are the personnel who are working, trained and competent and able to provide evidence of this if required?	Yes / NA
3.	Ensure work is carried out in such a manner that it would not endanger people or cause damage to the equipment or building.	Yes / NA
4.	Is the impaired area monitored by heat/smoke detection systems?	Yes / NA
5.	Is a hydrant/hose reel system operational in the impaired area?	Yes / NA
6.	Have hazardous operations such as hot work been discontinued?	Yes / NA
7.	Will the system be reinstated at the end of each day?	Yes / NA
8.	If the Isolation is is; more than 25% of the fire systems or, longer than 8 hours or, isolation of any primary fire water supply the fire brigade must be notified.	Yes / NA

Contractor Representative

Name:		Signature:		Date:	
Name:		Signature:		Date:	

Re-Instating Equipment – Please complete at the time of re-instating

Name:		Signature:		Date/Time:	
Name:		Signature:		Date/Time:	

Internal LJHC Use Only

1.	Has the Fire Brigade been notified and the insurer	Yes / NA
2.	Have managers and/or supervisors in the area been notified?	Yes / NA
3.	Are additional security patrols or a fire watch in place	Yes / NA

Hot Work Notice

Property:		Date/Time of Work:	
Company Name:			
Representatives Name:		Contact Ph.:	
Area/Location of Work:			
Description of Work:			
Equipment to be used (e.g. grinder, welder):			

If you cannot answer **YES** or **NA** to any of the below questions, please cease work and contact your **Sterling Property** representative.

Please send through a copy of your completed permit to **Sterling Property**, prior to commencing work.

Notice Conditions

1.	Has a JHA/SWMS been completed and in place prior to commencing work?	Yes
2.	Are the personnel who are working are trained and competent and able to provide evidence of this if required?	Yes / NA
3.	Ensure work is carried out in such a manner that it would not endanger people or cause damage to the equipment or building.	Yes / NA
4.	If required, Fire services isolations have been completed.	Yes / NA
5.	Work area cleared of flammable liquids, gases, vapours and combustibles.	Yes / NA
6.	If required, fume extraction or ventilation is in place.	Yes / NA
7.	If required, a spotter is in place.	Yes / NA
8.	Appropriate and serviced portable fire extinguisher in place, including fire blanket/s	Yes
9.	If required, barricades, warning signage and spark/flash screens are in place.	Yes
10.	If required, the site will be monitored for the risk of fire at least 60 minutes after completion of the work	Yes

Personnel Sign-Off

Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name:		Signature:		Date:	

Work at Height and Roof Access Notice

Property:		Date/Time of Work:	
Company Name:			
Representatives Name:		Contact Ph.:	
Area/Location of Work:			
Description of Work:			

If you cannot answer **YES** or **NA** to any of the below questions, please cease work and contact your **Sterling Property** representative.

Please send through a copy of your completed permit to **Sterling Property**, prior to commencing work.

Notice Conditions

1.	Has a JHA/SWMS been completed and in place prior to commencing work?	Yes
2.	Are the personnel who are working at height trained and competent and able to provide evidence of this if required?	Yes / NA
3.	Ensure work is carried out in such a manner that it would not endanger people or cause damage to the equipment or building.	Yes / NA
4.	Is the working at heights equipment tagged and in date?	Yes / NA
5.	Is the working at heights exclusion zone demarcated and appropriately sign posted?	Yes / NA
6.	Do ladders comply with AS/NZS 1892 series, a pre-use inspection has been performed to confirm they are in good condition, and they have a load rating of 120 Kg or greater?	Yes / NA
7.	If, a rescue plan is required under OS&H legislation, is one in place?	Yes / NA
8.	If, a fall restraint system is required, it will be used in accordance with the Safe Work Australia Code of Practise for Prevention of Falls.	Yes / NA
9.	High risk license in place for boom type EWP that extends greater than 11m	Yes / NA
10.	Documented competency for use of EWP that does not extend great than 11m	Yes / NA
11.	Voids, skylights and penetrations adequately protected, if assessed to be necessary.	Yes / NA

Personnel Sign-Off

Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name:		Signature:		Date:	