

## Child Safe Contracts – Risk Assessment Matrix

High Risk	Medium Risk	Low Risk
<p>Any contract that involves a <b><u>DIRECT</u></b> level of interaction with children that includes.</p> <ul style="list-style-type: none"> <li>• Activities involve or are likely to involve direct contact with children as part of core service delivery and normal duties.</li> <li>• Direct contact is face-to-face, physical, written, verbal or electronic contact, whether supervised or not.</li> <li>• Conducting or coordinating consultation and engagement activities that involve children/ young people</li> <li>• Work with children/young people experiencing vulnerability</li> <li>• Visiting or providing programs in external services for children, i.e. schools, community services</li> <li>• Access to children's identifying information/data, incl. administrative access to systems that contain/store this information</li> </ul>	<p>Any contract that involves an <b><u>INCIDENTAL</u></b> level interaction with children.</p> <ul style="list-style-type: none"> <li>• Activities involve or are likely to involve occasional direct contact with children and / or are is an intended expectation of the contract.</li> <li>• Interaction is face-to-face, physical, written, verbal or electronic whether supervised or not.</li> </ul> <p>Delivered or undertaken in or adjacent to one or more of the following service types or settings:-</p> <ul style="list-style-type: none"> <li>• Children's services, youth services, sport or recreation programs, festivals, concerts, leisure programs.</li> <li>• Maintenance contractors in council buildings, parks etc. where children/young people are likely to be present.</li> <li>• Construction contractors (e.g. road/ pathway construction) scheduled to work in close proximity to infrastructure where children/ young people are likely to be present e.g. playgrounds, sporting facilities and skate parks etc.</li> </ul>	<p>Any contract that involves <b><u>LOW</u></b> level interaction with children where children / young people are never part of regular duties. Position activities have insignificant, indirect, minor, coincidental, unlikely contact. For example</p> <ul style="list-style-type: none"> <li>• Procurement</li> <li>• Rates</li> <li>• Financial Services</li> </ul>



## Appendix 1 – OH&S Hazard Identification

CONTRACT NUMBER & TITLE: CQ 7066 INDIGENOUS PUBLIC WATER TANK ARTWORK PROJECT

SITE/LOCATION OF WORKS: Council managed water tanks at six locations as per Appendix A of Project Brief.

Note: Hazards listed below have been identified during pre-procurement site inspection generic to all sites. Respondents are required to familiarise themselves with the following list prior to lodging their submission in consideration of the OHS Act also OHS Regulations and associated WorkSafe Compliance Codes and Codes of Practice. Prior to works commencing, the successful contractor will be required to document a hazard assessment and nominate associated risks and required controls, including responsibility for implementing/monitoring controls.

Item	Category of Hazard	Hazard Identification	Additional Information.	Comments
1	Demolition work	No	Refer Worksafe Compliance Code Demolition Edition 2 Dec 2019	
2	<b>Physical &amp; OH&amp;S Environmental Conditions</b>			
2.1	Power and other services locations (e.g. Gas, water, sewer, telecommunications)	No	Refer to Dial Before You Dig <a href="http://www.1100.com.au">www.1100.com.au</a> previously known as MOCS.	
2.2	Traffic/pedestrians	Yes	Traffic management plan (TMP) required. Refer Road Management Act 2004 Code of Practice Worksite Safety – Traffic Management.	Stakeholders include local school, members of the public, residences.
2.3	Confined spaces	No	Refer to Worksafe Compliance Code Confines Spaces Edition 2 Dec 2019	Water tanks are fully closed with no access.
2.4	UV & heat stress/Cold Conditions	Yes	Refer Worksafe Document – Guidance Note: ‘Sun protection for construction and other outdoor workers’	

Item	Category of Hazard	Hazard Identification	Additional Information.	Comments
2.5	Working at heights	Yes	Hierarchy of control to be applied, including for selection of equipment.  Refer WorkSafe Compliance Code Prevention Of Falls in General Construction Edition 2 Dec 2019.	
2.6	Manual handling	Yes	Refer Worksafe Compliance Code Hazardous manual handling Edition 2 Dec 2019	
2.7	Slips/Trips	Yes		
2.8	Noise	No	Refer Worksafe Compliance Code noise Edition 2 Dec 2019.	
2.9	Falling trees	Yes		During high winds.
2.10	Plant	No	Refer to Worksafe Compliance Code Plant Edition 2 Dec 2019.	
2.11	Electrical Isolation and tagging	No		
2.12	Hot works (welding/cutting etc) Fire Hazard	No		
2.13	Trenching/excavation	No	Refer to Worksafe Compliance Code Excavation Edition 2 Dec 2019.	
<b>3</b>	<b>Hazardous substances</b>	To be determined by contractor.	Refer to Worksafe Compliance Code Hazardous substances Edition 2 Dec 2019.	Safety Data Sheets (SDS) to be current and register maintained on site, such as but not limited to paint on site.
<b>4</b>	<b>Dangerous goods</b>	To be determined by contractor.	Refer to Worksafe Code of practice for storage and handling of dangerous goods 2013.	Safety Data Sheets (SDS) to be current and register maintained on site.
<b>5</b>	<b>Asbestos</b>	Not identified during pre-procurement site inspection.	Refer to Worksafe Compliance Code removing asbestos in workplaces Edition 2 December 2019.	

Item	Category of Hazard	Hazard Identification	Additional Information.	Comments
6	Remote work, work alone, work at night	Not identified during pre-procurement assessment		Refer Council requirements for remote work, working alone.  Site specific factors will be discussed as part of Stage 2: Concept Design.
7	Access requirements by others	Yes		Stakeholders include Country Fire Authority (CFA), members of the public, residences.
8	Restricted access/egress	Yes/No		
9	Biological	Yes	Arrive on site and suspect bodily fluids. Immediately avoid contact including airborne also do not disturb. Work Activity Supervisor to contact Yarra Ranges Council Contract Supervisor to make area safe by barricading off. Contract Supervisor will follow Council process for removal.	May include such as but not limited to snakes, spiders, animals, bacteria.  Needle stick injuries refer to emergency procedure and document to be on site.  Sharps container on site and suitable tools for collection of syringes. PPE also training in use of collection tools.  COVID-19 requirements as instructed by the Victoria's Chief Health Officer or their Representative are to be complied with.
10	Psychological	Not identified during pre-procurement assessment.		Harassment and violence from members of public not identified during pre-procurement assessment.  Refer Council reporting policy
11	Multiple contractors to be on site	No		

Item	Category of Hazard	Hazard Identification	Additional Information.	Comments
12	Abuse or neglect to children under 18 years	Yes	<p>Refer to Victorian Child Safe Standards also Child Wellbeing Safety Act (2005), Child Safe Standards (2016) and the Reportable Conduct Scheme (2018)</p> <p>Determine level of interaction with children/young people and risk to child safety. Refer to Child Safe Contracts – Risk Assessment Matrix</p> <p>Consider minimizing child safe risks, through scheduling works outside operation/program hours/peak usage time</p> <p>.</p>	<p>Working with Children Check (WWCC) is required for all employees on following sites/ centres:</p> <ul style="list-style-type: none"> <li>• Childcare &amp; Preschools</li> <li>• Maternal and Child Health</li> <li>• Schools</li> </ul> <p>WWCC is required for contractors working on sites where there is a high likelihood of interaction with children/young people.</p> <p>Contact Child Safe Officer for further information and support to determine risk. Contract involves or is likely to involve direct or incidental contact with children, either as part of core service delivery or as expectation of contract project or site activities.</p>

#### WILL SPECIAL SIGNAGE BE REQUIRED?

Yes – Traffic Cones and/or workers to be provided by Contractor.

#### OTHER INFORMATION WHICH MAY BE PERTINENT TO THE WORKS

##### Pertinent information::

- Water Tanks are located in designated bushfire prone areas and required to be available for emergency access.

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PRE-PROCUREMENT SITE INSPECTION UNDERTAKEN BY:

DATE: 3/11/2022
NAME: Vincent Aulich
POSITION: Environmental Volunteer and Project Support Officer