



# **Guideline for Treatment of Health and Safety Matters in Tendering**

**Version 1**

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# Introduction

The obligations and responsibilities relating to “duty of care” are clearly identified in all State and Territory legislation, and through national guidelines such as the National Standard for Construction Work, and these responsibilities cannot be subcontracted. Therefore, it is in the interest of the proponent of any construction project to ensure that health and safety management is adequately resourced at all levels throughout the project, and that this is not compromised during contractual negotiations.

The APGA Health, Safety and Environment Committee has prepared this guideline to assist both clients and contractors in managing health and safety matters in tender documentation to facilitate a fair and transparent tender process. The objective is to identify in the tender and response documents the client expectations on certain matters and/or the contractor's bid price provision for certain matters.

Any feedback from the industry on this guideline is welcome.

## 1 Inclusions in tender documents

The APGA Health, Safety and Environment Committee recommends that tender documents be specific regarding the manner in which certain items related to health and safety management are priced in tenders.

For pipeline construction projects tender documents should address at least the following:

- Placement of construction camps so as to limit the required travel time to and from the worksite to a nominated maximum; and to give consideration to use of existing public roads.
- Nomination of the manner in which workers are transported from camps to site and back.
- Any intended restrictions on allowable speed of travel by vehicles on the site.
- Clarification of any intended restrictions on driving between sunset and sunrise, as applicable for construction crews, support crews, and/or pipe haulage contractors.
- Durations of rostered work cycles and breaks, management of any exceptions, and payment for travel time.
- Any specific provisions for fatigue management required by the client or offered by the bidder.
- Time to be set aside for inductions, training, and toolbox meetings.
- Any specific requirements to provide assurance of fitness for work.
- Bonus (incentives) or penalty provisions for actual performance above or below a nominated measurable target.
- Minimum requirements for first aid or emergency medical intervention (i.e. numbers and locations of first aiders, paramedics, nurses, ambulances, medivac availability).
- Journey management including vehicle safety fit-out and onboard vehicle recording systems.
- Minimum required construction communications facilities.
- Client requirements for reporting and auditing.
- Minimum safety personnel requirements (numbers and competency).
- Competency and training of supervisors with regard to WHS.

Following are some additional health and safety related matters which may warrant consideration in preparation of tender requests and submissions:

- Ratio of safety officers to construction workers.
- Ratio of paramedics and first aid officers to construction workers.

- Use of any existing available services such as the RFDS.
- Nomination of a provisional sum for safety incentive schemes.
- Fitness for work initiatives such as provision of a gym in each camp.
- A requirement that access and haulage routes be subjected to risk assessment.
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## 2 Implementation of this guideline

Preparation of tender documentation by clients and bidders to incorporate this guideline could be handled in either of two ways as follows.

### **(a) Client nominated basis**

Where the client has an expectation that a certain basis must be applied on any of the above or similar items then the client should nominate that expectation clearly in the Invitation to Tender so that all bidders compete on the same basis for safety management matters considered important by the client.

### **(b) Basis not nominated by the client**

Where the client does not wish to nominate a certain basis, then the tender documents should invite the Bidders to nominate clearly the basis upon which their tender has been priced, together with an indication of the cost of providing the specified health and safety management services. Even if not requested the bidders should clearly identify and price their intended management and allowances for health and safety matters.

On this basis a client can then make an informed assessment of the “value” of the services provided during evaluation of tenders.

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