

CONTRACTOR MANAGEMENT PROCEDURE (6) V3

PURPOSE

To provide guidance in the management of risks associated with the engagement of contractors/service providers.

NB: For the purposes of the procedure, service providers will be referred to as contractors.

RESPONSIBILITIES

Person Conducting a Business or Undertaking (PCBU) must ensure so far as is reasonably practicable that:

- all contractors/service providers are inducted to the workplace
- risks are identified and managed
- contractors are provided with any information relevant to a specific hazard (eg asbestos)
- workers and other persons in the workplace are not put at risk by a contractor or sub-contractor working on their site
- agreements are in place that identifies who has work, health and safety (WHS) responsibility
- consultation, cooperation and coordination occurs with all stakeholders
- all legislative requirements are adhered to, especially for projects over \$450,000.

Officers:

Officers must exercise due diligence to ensure that the PCBU meets their responsibilities as above.

Workers must:

- take reasonable care for personal safety and avoid adversely affecting the health and safety of others through any act or omission
- report work methods of contractors that place workers and property at risk
- not enter areas specifically for contractors or that have been deemed as prohibited areas
- report incidents resulting from work carried out by contractors.

Contractors/service providers are responsible for:

- complying with all relevant legislation
- ensuring they have the required qualifications, training, experience and certificates of competency
- Safe Work Method Statements (SWMS) have been completed for tasks identified as high risk (as per WHS Legislation)
- inducting and supervising all engaged workers
- reporting all hazards and incidents
- communicating on a regular basis with the site responsible person
- maintaining housekeeping in their area
- providing relevant documentation.

DEFINITIONS

Definitions of terms can be found on the Catholic Safety website or via this link [here](#).

ACTIONS

INFORMATION
<p>Where works or services are identified that cannot be completed by a worker at the workplace, a contractor may be engaged. Examples include:</p> <ul style="list-style-type: none"> • air conditioning maintenance • plumbing and electrical work • painting

- roof works (cleaning gutters, repairs etc)
- cleaning (including sanitary disposal)
- pest control
- cooking demonstrations
- music lessons
- physical education coaching
- workshops and incursions
- allied health staff (e.g. dietitian, physiotherapist, occupational therapist, speech therapist)
- bus/coach company
- school photographers
- camp and adventure providers

HAZARD IDENTIFICATION

Identify all hazards that will impact on workers and worksites.

Typical issues that the worksite will need to discuss with contractors prior to work starting include:

- Effect of work on workplace activities eg. use of heavy machinery on site.
- Safety arrangements the contractor will have in place.
- Vehicle and equipment movement on grounds (access/egress).
- Timing of activities eg. can it be done when students have left the grounds.
- Areas affected eg. appropriate barricading of work areas, safe access around the site.
- Maintenance of essential utility services (water, sewerage, electricity, telephone etc)
- Managing excessive noise, dust or fumes.
- Protocols for communicating between worksite and contractor eg. regular meetings.
- Hand-over process at the completion of the work.

RISK ASSESSMENT

Risk assessment to be completed for works by a contractor that may have an impact on the workers at the worksite. Risk assessment must be documented.

CONTROLS

Engaging Contractors – when engaging a regular Contractor

All relevant documentation to be sighted by the person responsible for engaging contractors and copies retained annually.

Obtain the following documentation:

- Public Liability Insurance.
- Workers Compensation Insurance.
- Appropriate Trade License eg. electrical, plumber, gardener.
- Any High Risk Work License eg scaffolding
- Competency Certificates.
- Any relevant training undertaken.

If information requested is not forwarded by the contractor, documentation is to be sighted and copied prior to commencement of work.

The [Contractor Example Letter](#) may be used when requesting information from the contractor.

Contractor Register	The Contractor Register must be monitored and updated at least once every 12 months to ensure currency of contractor licences/registration and insurance.
Consultation, Cooperation and Coordination	Communication is essential to effective contractor management. Prior to commencement of work all duty holders are to: <ul style="list-style-type: none"> • determine the specific risks over which the duty holders have control • ensure appropriate controls are in place for those risks over which the worksite has control • consult with workers about the proposed work • meet with stake holders and evidence of meetings retained (example of points to be communicated include prohibited areas, fencing, asbestos management, access, egress, identified walkways, dust and noise control, emergency procedures etc) • ensure further briefings and consultation occurs should there be any changes in the work schedule that result in any alterations to previously agreed arrangements.
Induction	<ul style="list-style-type: none"> • Prior to the commencement of work, all contractors must be inducted to the site. It is the responsibility of the contractor to induct any workers they engage. <ul style="list-style-type: none"> ○ For low risk work, the Contractor Health and Safety Induction Checklist or Contractor Induction Checklist may be used (eg. allied health staff, educational services, photocopier service personnel etc). • For high risk work, eg. construction work, building/renovation works, working at heights, confined space work etc, the contractor must be provided with a copy of the Contractor Safety Handbook and induction form is signed and dated. • Contractors should be re-inducted every 3 years, or earlier if significant changes have occurred to the workplace.
Asbestos	<p>The Asbestos Register and Asbestos Management Plan must be made available.</p> <p>Contractor to sign register as documented evidence.</p> <p>Prior to working on or adjacent to asbestos material, authorisation is required from the Officer.</p>
Construction Work – Includes any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure	<p>In addition to the above requirements, construction work requires:</p> <ul style="list-style-type: none"> • a Site Safety Plan • regular site meetings with the contractor • appropriate barricading • appropriate warning signs displayed – PPE, hazardous chemicals • access/egress, especially vehicle movement • consultation with workers • Emergency Response Plans • consultation with Catholic Safety, Health & Welfare SA WHS Consultants prior to commencement where required.
Safe Work Method Statements (SWMS) for high risk work	<p>The person engaging a contractor/s must ensure SWMS, or equivalent templates, (eg. JSA) have been prepared prior to the commencement of work and are based on the level of risk.</p> <p>High risk work may include:</p> <ul style="list-style-type: none"> • demolition work • removal or disturbances of asbestos • temporary supports for structural alterations • tilt-up or precast concrete

	<ul style="list-style-type: none"> trenches or shafts deeper than one and a half metres working at a height powered mobile plant (e.g. cherry pickers, scissor lifts).
Permit to Work	Where high risk work has been identified (eg. confined space work, working at heights, hot works near flammable material) a Contractor Permit to Work must be issued to the contractor.
Sign in / out	Contractors to be informed prior to the commencement of any works or services that they must report to the nominated area upon arrival at the worksite (eg. front reception/administration, facilities/business managers office). Contractors must sign in/out and a visitors/contractors pass is to be issued and worn at all times while remaining on site.
INFORMATION, INSTRUCTION AND TRAINING	
	All workers will be informed of this procedure during induction.
DOCUMENT CONTROL	
	<ul style="list-style-type: none"> Retain Contractor Management documents for a period of 7 years. <ul style="list-style-type: none"> Licencing and insurance documents requiring annual review must be retained for current validity period. Risk assessments shall be retained for 7 years and reviewed as required.
MONITOR AND REVIEW	
	This procedure will be monitored for compliance and effectiveness by Catholic Safety Health & Welfare SA as per the Audit Procedure 7.

RELATED DOCUMENTS

External Documents

SA Work Health and Safety Act 2012

SA Work Health and Safety Regulations 2012

EDUCATION SECTOR ONLY: Catholic Education Contractor Manual

Internal Documents

Work Health & Safety and Injury Management Policy

CCES Procedures 1-31

APPENDICES

Nil

FORMS

[Contractor Register](#)

[Contractor Example Letter](#)

[Contractor Health and Safety Induction Checklist](#)

[Contractor Induction Checklist](#)

[Contractor Safety Handbook](#)

[Contractor Permit to Work](#)

[Asbestos Management Plan](#)

VERSION CONTROL AND CHANGE HISTORY

Version	Approved By	Approved Date	Reason for Development of Review	Review Date
V5	Sector Forum	25/03/2014	Legislation – New WHS Act	2017
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHW	24/04/2015	Procedure consolidation	2018
V2	Executive Manager CSHW	10/11/2016	Procedure review	2019
V3	Executive Manager CSHW	05/01/2017	Procedure review	2020



Approved for Publication: _____ Date: 5 January 2017 _____

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