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1. Overview

The District Council of Mount Remarkable recognises its obligation to:

- Ensure the health and safety of workers engaged, or caused to be engaged by the organisation while the workers are at work in the organisation's business or undertaking, so far as is reasonably practicable;
- Eliminate risks to health and safety, so far as is reasonably practicable and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable; and
- Consult, co-operate and co-ordinate activities with other persons conducting a business or undertaking (**PCBU**) who have a duty in relation to the same matter, so far as is reasonably practicable.

This procedure aims to:

- (a) Ensure that the organisation adopts a systematic approach to the selection, engagement, induction, monitoring and evaluation of contractors, so that it only engages:
 - i. Competent providers of the goods and services they are contracted to provide; and
 - ii. Contractors who are able to demonstrate their ability to work within the requirements of the Work Health and Safety (**WHS**) Act and Regulations, Approved Codes of Practice and relevant legislation and industry standards.
- (b) Develop communication processes that demonstrate consultation, cooperation and coordination between shared duty holders occurs, so far as is reasonably practicable.

This procedure deals with contracted work, which may include construction work as defined in the Work Health and Safety Regulations 2012. Users of this procedure are advised to ensure that all legal requirements for construction work are addressed. This may be assisted by use of the LGAWCS Model WHS Construction Activities Guidance Checklist.

This procedure must be read in conjunction with the organisation's Procurement policy and related procedures.

2. Core Components

The core components of the organisation's contractor management procedure aim to:

- (a) Implement a selection process that:
 - i. Requires potential contractors to provide core information relating to their ability to work within legislative requirements and any additional information requested by the organisation, based on the hazards associated with the task or activity to be undertaken; and
 - ii. Provides documented information relating to reasonably foreseeable site specific activities and hazards to potential contractors for consideration in their submission; and
 - iii. Documents an assessment of the information contained in the potential contractor's submission against legislative requirements and the organisation's minimum WHS expectations for the proposed work;
- (b) Engage contractors in the hazard identification and control process;
- (c) Require appropriate communication processes between the organisation and its contractors to be in place that demonstrate that consultation, cooperation and coordination between shared duty holders occurs, so far as is reasonably practicable;
- (d) Require an appropriate risk based schedule to be developed and implemented by the Contract Manager/Superintendent to monitor each contractor's WHS compliance (and that there are systems in place for addressing non-compliance); and
- (e) Maintain currency and relevance of the organisation's contractor management systems through a process of monitoring and review.

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3. Definitions

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| Construction project | A project that involves construction work where the cost of the construction work is \$450,000 or more [as defined by the Work Health and Safety Regulations 2012, Regulation 292] |
| Construction work | 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 [as defined in the Work Health and Safety Regulations 2012, Regulation 289] |
| Contract Manager Superintendent | A person nominated by the organisation and appropriately trained to manage contracts on its behalf |
| High risk construction work | Construction work that: (a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near— i. A shaft or trench with an excavated depth greater than 1.5 metres; or ii. A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work. [as defined by the Work Health and Safety Regulations 2012, Regulation 291] |
| Job Safety Analysis (JSA) | A document which records the risks associated with an activity and the controls to be followed to complete the activity safely |
| Monitoring | Process of reviewing the activities undertaken to ensure they are being conducted safely and in accordance with documented requirements |
| Preferred Contractor Register | A list of contractors who have: (a) demonstrated their ability to work within the requirements of the Work Health and Safety Act and Regulations, Approved Codes of Practice and relevant legislation and industry standards; and (b) been assessed as having the necessary experience and skill to perform the contract work safely |

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| Principal contractor | The PCBU that commissions a construction project is the principal contractor, unless the person appoints another person conducting a business or undertaking to be the principal contractor and authorises such person to have management or control of the workplace and discharge the duties of the principal contractor [as defined in the Work Health and Safety Regulations 2012, Regulation 293 and explained in the model Code of Practice Construction Work] |
| ReturntoWorkSA | Previously known as WorkCover SA. |
| Safe Work Method Statement (SWMS) | A document required for high risk construction work that will: (a) Identify the work that is high risk construction work; (b) Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards; (c) Describe the measures to be implemented to control the risks; and (d) Describe how the control measures are to be implemented, monitored and reviewed [As defined in the Work Health and Safety Regulations 2012, Regulation 299] |
| WHS management plan | A document which records the significant prescribed information relating to WHS for a construction project [As required and prescribed by the Work Health and Safety Regulations 2012, Chapter 6, Part 4] |
| Worker | A person is a worker if the person carries out work in any capacity for a PCBU, including work as— (a) An employee; or (b) A contractor or subcontractor; or (c) An employee of a contractor or subcontractor; or (d) An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) An outworker; or (f) An apprentice or trainee; or (g) A student gaining work experience; or (h) A volunteer; or (i) A person of a prescribed class. [As defined in the Work Health and Safety Act 2012, Section 7]. |

4. Procedure

4.1. Managing contracts

4.1.1. The Director of Works will appoint persons with the responsibility to:

- (a) Manage contracts (in line with the organisation's contract management procedure) (e.g. Contract Manager) and/or
- (b) Maintain the organisation's Preferred Contractor Register; and
- (c) Oversee contracts in their work area.

4.1.2. The Director of Works or delegate will:

- (a) Develop and maintain the organisation's Preferred Contractor Register;
- (b) Prior to engaging contractors, review the required work with the relevant Council Manager and provide any pertinent hazard information relating to circumstances of the proposed work that the organisation is aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite, etc.) to the contractor for consideration in their submission (refer template at **Error! Reference source not found.**);
- (c) Integrate the WHS contractor management requirements into the organisation's procurement processes for the selection and engagement of contractors;
- (d) Make sure that contractual documentation is in place and specifies:
 - i. Which party is the principal contractor (if relevant) when construction work is being undertaken;
 - ii. Which party has control of the workplace;
 - iii. The requirement to notify the nominated Council person as soon as practicable if an incident occurs whilst contractors are undertaking contracted work; and
 - iv. The person/role responsible for the statutory reporting and management of a notifiable incident.
- (e) When engaging contractors, obtain the following documentation, dependent on project value and type:

| Project value / type | Requirements |
|--|--|
| Less than \$450,000 | Risk assessment / JSA |
| High risk construction work (less than \$450,000) | SWMS |
| \$450,000 or more (becomes a construction project) | WHS management plan (includes risk assessments/JSAs or SWMS) |
| High risk construction work (\$450,000 or more – is a construction project) | SWMS + WHS management plan |

[Note: Refer to the LGAWCS Model WHS Construction Activities Guidance Checklist if construction work is being undertaken, to complete an assessment to determine which category the work fits into and what the specific requirements for each category are.]

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4.2. Preferred Contractor Register

4.2.1. Inclusion on the Preferred Contractor Register will be contingent on the contractor providing the following information together with a Preferred Contractor Register registration form

(a) Core information, which includes, as a minimum, the following:

- i. A Certificate of Currency for Public Liability Insurance;
- ii. Evidence of current ReturntoWork SA registration (if applicable);
- iii. Identification of a person within the organisation responsible for WHS;
- iv. Copy of current relevant licences and certifications;
- v. Statement of agreement to work within the remit of any and all appropriate WHS requirements;
- vi. Evidence of WHS policies and procedures that comply with legislative requirements and the organisation's minimum WHS standards; and
- vii. Appropriate documentation that demonstrates that the hazards relating to the activities covered by the contractor have been identified, assessed and controlled (refer 4.1.2(e) and that any other specific legislative requirements are being met for the work being undertaken e.g. SWMS for high risk construction work, confined space risk assessments, asbestos removal documentation, etc.

(b) Additional information that is required based on the level of risk and the task or activity to be undertaken, which may include:

- i. Summary of WHS policies, procedures and instructions e.g. WHS Management System;
- ii. Sample(s) of Risk Assessments, Safe Operating Procedures/Safe Work Instructions relevant to the task;
- iii. Incident reporting and investigation process, including a sample of an incident report form;
- iv. Licence and training records, including an explanation of how the required licences are obtained and kept current;
- v. Emergency response and/or management plans; and
- vi. Evidence of meeting any other reasonable requirements that the organisation deems appropriate.

4.2.2. Once the contractor has submitted the information (in accordance with 4.2.1 and 4.2.2 above) the relevant Council Contract Manager will review and assess their WHS information to ascertain whether the contractor meets the organisation's minimum standards.

- (a) Any detail of the technical aspects of the work that need clarification, including appropriateness of the risk assessment, JSA, SWMS or WHS Management Plan will be reviewed and confirmed by the WHS Coordinator and/or the appropriate Contract Manager, where the task is within the organisation's expertise.
- (b) The assessment will be documented and authorised and an entry made in the Preferred Contractor Register. The relevant Contract Manager will be notified of the addition.

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- (c) Should additional information or clarification be required, the contractor will be advised of such and that they cannot be added to the Preferred Contractor Register until it has been provided.
- (d) Should the contractor not have appropriate systems or documentation in place, the organisation may assist them in understanding the requirements for an appropriate WHS Management System, and refer the contractor to further sources of assistance such as SafeWork SA or industry bodies. The contractor will not be used unless appropriate safety documentation is in place.

4.2.3. Maintenance of the Preferred Contractor Register:

The WHS Coordinator will regularly review the Preferred Contractor Register to confirm that:

- (a) Any changes to the information provided by contractors in accordance with Clause 4.2.1 above is communicated to the organisation and updated in the organisation's records;
- (b) Contractors who want to remain on the Preferred Contractor Register agree to provide current insurance, registration and licences annually, or more frequently, as otherwise requested by the organisation; and
- (c) The contractor's performance is monitored and recorded and taken into consideration. A contractor whose performance consistently fails to meet the organisation's minimum WHS standards and does not satisfactorily address any issues will be listed in the Preferred Contractor Register as DO NOT USE.

4.3. Contractor engagement

4.3.1. If the organisation identifies the need for a contractor to be engaged, the Contract Manager will identify appropriate contractors from the Preferred Contractor Register.

4.3.2. Wherever possible, a contractor from the Preferred Contractor Register will be engaged in line with the organisation's Procurement policy]

4.3.3. Prior to engaging a contractor, the Contract manager will:

- (a) Check that all insurances, registrations and licences are current;
- (b) Determine what further information might be required to be provided to the contractor (for example see 4.1.20 above) to assist with the provision of risk assessments, JSA's, SWMS, WHS Management Plan or any other aspect e.g. the tendering process;
- (c) Determine what further information might be required in order to demonstrate the contractor's competency for the work, which was not provided or assessed as part of the Preferred Contractor Register registration process.
- (d) Determine whether additional (non-standard) contract provisions are required when drafting the agreement between the organisation and the contractor for the works.

4.3.4. Sub-Contractors

- (a) Contractors who use sub-contractors will ensure that those sub-contractors have and follow safe systems equivalent to those required by the organisation, (as a minimum) and/or the contractor (where their standards are higher than the organisation's).
- (b) In agreeing to the use of sub-contractors, the Contract Manager will confirm that the contractor has adequate processes in place to select, induct and supervise their sub-contractors.

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- (c) The Contract Manager will apply the same standards to the management of sub-contractors as is applied to contractors, but will also make sure that the contractor is informed of any relevant communication and consultation provided directly to their sub-contractor(s) and workers.

4.4. Use of contractors not on the Preferred Contractor Register

4.4.1. A contractor not on the Preferred Contractor Register may only be engaged in a situation where:

- (a) There is an immediate requirement for the service or an immediate risk to the work health and safety of workers; and
- (b) Contractors on the Preferred Contractor Register with the appropriate expertise are not available to perform the work within the time frames required; or
- (c) There are no contractors on the Preferred Contractor Register for the type of work; and
- (d) Time does not permit the full completion of the approval process for the contractor.

4.4.2. In these cases, the Contract Manager may engage a contractor not on the Preferred Contractor Register but will:

- (a) Confirm that the contractor provides evidence of current insurances, registrations and relevant licences, training or experience;
- (b) Make sure the contractor is made aware of the organisation's WHS expectations; and
- (c) Obtain authorisation from the relevant Department Manager.

4.5. Engaging contractors to conduct the work

4.5.1. The Director of Works and/or delegate will complete the documentation as outlined in sections 4.5.2– 4.6.1 for all contracts.

4.5.2. Selection

- (a) On selection of an appropriate contractor to undertake contract work, Sections 1, 2 and 3 of the Contract Overview document (at **Error! Reference source not found.**) will be completed to record the details of the contract and the contractor.
- (b) The Contract Manager will manage the contracted work on behalf of the organisation, including documenting all planning and communications in relation to consultation, cooperation and coordination of work activities, in accordance with the Communication and Consultation procedure.

4.5.3. General Induction

- (a) The WHS Co-ordinator shall send out Council's Contractor Induction Handbook, requiring the Contractor to read and return the acknowledgement page.
- (b) At the commencement of the contract, the Contract Manager will advise the contractor of
 - i. Any requirements as specified in the contract documentation;
 - ii. Known hazards pertaining to the contract using the Hazard Identification form (refer **Error! Reference source not found.**)
- (c) Once inducted, the contractor is required to:
 - i. Complete and provide any work/site specific hazard management documentation, if they haven't already provided e.g. risk assessment, [JSA](#), [SWMS](#) or [WHS Management Plan](#) (Refer 4.1.2(e));

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- ii. Communicate the induction information as well as the details of risk assessments, JSA, SWMS or WHS Management Plan to its workers, sub-contractors and other affected workers.
- iii. Keep and maintain records of inductions, training, risk assessments, JSA, SWMS and WHS Management Plan provided to its employees, subcontractors or other workers, and will provide copies of these to the organisation as required.

4.5.4. Site Induction

- (a) Wherever reasonably practicable, a site induction will be undertaken to confirm the contractor and workers are aware of any site specific hazards identified by the organisation.
- (b) If it is not reasonably practicable to undertake a site induction, the Contract Manager will require the contractor to conduct and document a hazard identification and risk assessment, JSA or SWMS before work commences and take steps to check that this has been done.
- (c) Information communicated by the organisation through the induction does not relieve the contractor from any legislative and statutory obligations for WHS or any other matter.

4.6. Contractor monitoring and evaluation

4.6.1. During the course of the contract, based on the level of risk, the organisation's Contract Manager will:

- (a) Develop a monitoring/inspection regime, based on the complexities and risks identified in the course of the initial risk assessment;
- (b) Monitor the contractors performance:
 - i. In line with the developed monitoring/inspection regime
 - ii. Against the risk assessment, JSA, SWMS or WHS Management Plan provided by the contractor; or
 - iii. By using the Contractor Monitoring form to monitor identified hazards, check that agreed controls are being implemented and corrective actions identified, communicated and closed out;
- (c) Interrupt the work if the organisation's approved safety standards are breached or the work is not being conducted in accordance with the supplied JSA, SWMS or WHS Management Plan (where applicable);
- (d) Verify that corrective actions identified have been effectively closed out within the designated timeframes;
- (e) Evaluate and document the contractor's performance:
 - i. Using the Contractor Monitoring form
 - ii. Then forward it to the WHS Coordinator for noting in the Preferred Contractor Register and entry into the organisation's records management system.
- (f) Corrective actions may be included in the Council's corrective action register. Results from monitoring will also be presented in the WHS Report to the Executive team

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4.7. Incidents during contractor activities

- 4.7.1. If an injury or incident occurs during contracted work, the person/s involved should, if safe to do so, take whatever steps are necessary to control the hazard and seek first aid or emergency assistance. This may include following the control measures documented in the Council's or contractor's emergency plan.
- 4.7.2. Where Council has control of the workplace:
- (a) The Incident Reporting and Investigation procedure will be complied with, including the requirement that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs;
 - (b) The Contract Manager will contact the WHS Coordinator as soon as practicable after being notified of the incident, who will ascertain whether statutory reporting is required, or provide further direction and assistance; and
 - (c) If the contractual requirements specify that the contractor is to report notifiable incidents to the regulator(s), the Contract Manager will seek evidence from the contractor of the confirmation of notification given by the regulator.
- 4.7.3. Where a principal contractor (or other PCBU) has control of the workplace:
- (a) The principal contractor (or other PCBU) will notify the Contract Manager of the injury or incident and the immediate control measures put in place by the principal contractor (or other PCBU) to prevent further harm or damage as soon as reasonably practicable;
 - (b) If the injury is notifiable, the Contract Manager will seek evidence from the contractor of the confirmation of notification given by the regulator.

4.8. System monitoring and evaluation

- 4.8.1. Director of Works, Deputy CEO, with the WHS Co-ordinator will regularly review:
- (a) The Preferred Contractor Register to ensure it remains accurate and up-to-date and provide direction on necessary updates as required;
 - (b) Contractor files to monitor and verify that required information has been supplied and retained; and
 - (c) Contract Manager skills and knowledge to make sure that the organisation and its contractors are meeting legislative compliance and contractual obligations.
- 4.8.2. The management team will:
- (a) Review hazard incident statistics, audit results, legislative changes and other information relating to the contractor management process and direct action when required. Minutes should record outcomes of discussions and actions undertaken;
 - (b) Include the WHS contractor management procedure as part of the ongoing management review process and respond to findings of internal audit as relevant;
 - (c) Set, monitor and review objectives, targets and performance indicators for any program related to contractor activities as relevant.

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5. Training

- 5.1. The organisation's training needs analysis will identify the training needs for those persons required to:
- 5.1.1. Undertake a Contract Manager role;
 - 5.1.2. Use or interact with the contract management process, as per their job role;
 - 5.1.3. Use or apply the organisation's procurement process;
 - 5.1.4. Manage construction work including use of the LGAWCS model WHS Construction Activities Guidance Checklist;
 - 5.1.5. Manage the Preferred Contractor Register; or
 - 5.1.6. Undertake any other responsibilities related to contractor management.
- 5.2. Contractors will undertake a general induction and, where reasonably practicable, a site induction.

6. Records

The following records will be maintained:

- 6.1. Preferred Contractor Register;
- 6.2. Contractual arrangements including:
 - 6.2.1. Proof of appropriate Public Liability Insurance Cover;
 - 6.2.2. Proof of current ReturntoWork SA registration (if applicable);
 - 6.2.3. Identification of contractor personnel responsible for Work Health and Safety;
 - 6.2.4. Copy of current relevant licences and certifications; and
 - 6.2.5. Statement of agreement to work within the remit of appropriate WHS requirements or provision of evidence as part of the work tendering process to meet compliance with relevant legislative requirements for the work being undertaken.
- 6.3. JSA(s), Risk Assessment(s), SWMS(s) and WHS Management Plan (where relevant) for the activities covered by the contractor;
- 6.4. Any additional information requested at 4.2.10;
- 6.5. Training records;
- 6.6. Communication, consultation, coordination and cooperation records between duty holders;
- 6.7. Any other records relating to legislative compliance; and
- 6.8. Statutory notifications.

Copies may be retained by other parties, but must be marked "copy". All original records will be managed in line with the current version of General Disposal Schedule 20 for Local Government.

7. Accountabilities & Responsibilities

- 7.1. **The Senior Management Team is accountable for:**
- 7.1.1. Monitoring compliance to the Council's legislative responsibilities for contractor management;
 - 7.1.2. Budgetary expenditure for contractor management;
 - 7.1.3. Setting objectives, targets and performance indicators for any contractor management program, as relevant;

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- 7.1.4. Checking that there is a system for providing managers and supervisors with training which enables them to:
- (a) Apply the requirements of the contractor management procedure to the areas and activities under their control;
 - (b) Apply the requirements of the organisation's procurement policy and related procedures, as relevant;
 - (c) Provide adequate training and supervision to the persons under their control;
- 7.1.5. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps;
- 7.1.6. Checking, so far as is reasonably practicable, that reasonably foreseeable hazards are identified, assessed and controlled when elimination is not practicable;
- 7.1.7. Monitoring the Corrective Action Register and enforcing close out of items as required;
- 7.1.8. Reviewing the effectiveness of contractor management processes; and
- 7.1.9. Including contractor management within the management review process.
- 7.2. The Director of Works is accountable for:**
- 7.2.1. Appointing a nominated person to manage the Preferred Contractor Register
 - 7.2.2. Appointing Contract Manager (s) to manage or oversee contracted work;
 - 7.2.3. Providing the Contract Manager, WHS Coordinator and other workers involved with the contractor management process with necessary information, instruction, training and supervision to apply the organisation's contractor management procedure;
 - 7.2.4. Checking that contractor management procedures are being complied with and, if not, taking necessary corrective action;
 - 7.2.5. Checking that the Preferred Contractor Register is maintained and, if not, taking necessary corrective action;
 - 7.2.6. Reviewing contractor files to monitor and verify that required information has been supplied and retained; and
 - 7.2.7. Authorising contractors not on the Preferred Contractor Register.
- 7.3. The Contract Manager is accountable for:**
- 7.3.1. Complying with the organisation's contractor management and procurement processes;
 - 7.3.2. Utilising the Preferred Contractor Register, where possible, and checking that all information is current and relevant to the contracted work;
 - 7.3.3. Implementing the WHS Contractor Management – Selection, Induction and Monitoring process (or equivalent);
 - 7.3.4. Implementing, maintaining and monitoring the WHS Contractor Management process;
 - 7.3.5. Supporting and assisting in the development and maintenance of the Preferred Contractor Register;
 - 7.3.6. Communicating and consulting with shared duty holders and workers involved in the contract and documenting this;
 - 7.3.7. Making sure PCBUs have been given any information the organisation has in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out as part of the selection and engagement process;
 - 7.3.8. Reviewing and assessing the suitability of contractor WHS and hazard management systems (in consultation with the WHS Coordinator as required);

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- 7.3.9. Developing a documented monitoring and inspection regime to assess contractor's performance and confirming that any corrective actions identified are communicated and closed out within specified timeframes;
- 7.3.10. Obtaining and retaining required WHS documentation relating to the contract;
- 7.3.11. Making sure contractual documentation specifies which party is the principal contractor and has control of the workplace (as required);
- 7.3.12. Providing contractors with a general induction and, where reasonably practicable, a site induction; and
- 7.3.13. Making sure incidents that occur during contracted works are reported and investigated appropriately (including verifying that mandatory notifications have occurred, if applicable).

7.4. **The WHS Coordinator is accountable for:**

- 7.4.1. Maintaining the Preferred Contractor Register and currency of information;
- 7.4.2. Documenting the organisation's procurement processes and contractual requirements; and
- 7.4.3. Reviewing and assessing contractor's WHS information (in consultation with the Contract Manager as required,) to ascertain whether the contractor meets the organisation's minimum WHS standards.
- 7.4.4. Participating in reviewing and assessing contractor's WHS information (in consultation with the Contract Manager, as required) to ascertain whether the contractor meets the organisation's minimum WHS standards
- 7.4.5. Making sure training for workers with responsibilities related to contractor management is identified and delivered and the Training Register is kept up to date;
- 7.4.6. Undertaking statutory reporting when required;
- 7.4.7. Making sure the LGAWCS has been notified when any statutory reporting has occurred;
- 7.4.8. Maintaining legislative currency of procedures and systems in relation to contractor management; and
- 7.4.9. Initiating audit and review activities as required.

7.5. **Workers are accountable for:**

- 7.5.1. Reporting work methods of contractors that place people and property at risk to the Contract Manager or their line manager;
- 7.5.2. Reporting incidents resulting from work carried out by contractors involving them in accordance with the Incident Reporting & Investigation procedure;
- 7.5.3. Seeking assistance to manage identified hazards as required.

7.6. **The HSC is accountable for:**

- 7.6.1. Facilitating consultation between relevant workers and the management team in matters relating to contractor management; and
- 7.6.2. Monitoring the Corrective Action Register] and referring issues that require management direction or enforcement to the management team.

7.7. **Health and safety representatives may:**

- 7.7.1. Facilitate consultation between management and workers in relation to any contractor management issue that affects the workgroup they represent; and
- 7.7.2. Request and assist in the review and revision, where necessary, of risk control measures related to the management of contractors.

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8. Review

- 8.1. The Contractor Management procedure will be reviewed by the management team, in consultation with workers or their representatives, every 3 years or more frequently if legislation or organisational needs change. This may include a review of:
- 8.1.1. Feedback from managers, workers, HSRs, HSC, contractors or other relevant stakeholders;
 - 8.1.2. Legislative compliance;
 - 8.1.3. Performance Standards for Self-Insurers;
 - 8.1.4. Internal or external audit findings;
 - 8.1.5. Incident and hazard reports, claims costs and trends ; and
 - 8.1.6. Other relevant information.
- 8.2. Results of reviews may result in preventative and/or corrective actions being implemented or revision of this document.

9. References

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[General Disposal Schedule 20 for Local Government](#)

[ReturnToWorkSA's Performance Standards for Self-Insurers](#)

[Code of Practice: How to Manage Work Health and Safety Risks](#)

[Code of Practice: Work Health & Safety Consultation, Cooperation & Coordination](#)

[Code of Practice: Construction Work](#)

10. Related documents

WHS Contractor Management Policy

LGAWCS Model WHS Construction Activities Guidance Checklist

Risk assessments/JSAs, SWMS, WHS management plan

Emergency management plan

WHS Hazard Management procedure

Corrective Action Register

Training Register

Preferred Contractor Register

Procurement policy

LGA Procurement Handbook and associated documents

| | |
|--------------|------------|
| Version No: | V1.05 |
| Approved: | 17/04/2019 |
| Next Review: | 17/04/2022 |

11. Review History

| Document History: | Version No: | Issue Date: | Description of Change: |
|-------------------|-------------|-------------|--|
| | 1.0 | 01/10/08 | New Document, October 2008 |
| | 2.0 | 1/08/11 | Major change.; inclusion of Core Components; inclusion of flowchart, Reformat to One System template for Procedure |
| | | | Attachment 1 has minor changes to formatting; inclusion of modified instructions for section 4 regarding suggestions for controls. |
| | 3.0 = V1.02 | 20/08/13 | Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate. New section on responsibility to manage contracts. Extension of the definitions section and information on engaging a contractor. Inclusion of processes and reference to the classification of construction work. Expansion of section 5 of the selection induction and monitoring tool to include SWMS example and more guidance around format and use |
| | 4.0 = V1.03 | 15/09/2015 | Review of Sections 1 & 2 to differentiate between objectives & core components; addition of definitions for construction work and Preferred Contractor Register, (& amendments to other definitions, for clarity); old attachment 5 deleted & table inserted in 4.1.2 for ease of reading; updated construction project definition (& related references) to reflect \$450K monetary value; modifications to Section 4 to better reflect Core Components & incident reporting requirements; additions of accountabilities to better reflect contents of Section 4; addition of Preferred Contractor Registration checklist & WHS Management Plan checklist; review of attachments to improve usability and reduce number, (renumbered as appendices); language & formatting. |
| | 4.1 = V1.04 | 25/09/2017 | Review of procedure |
| | 5.0 =V1.05 | 17/04/2019 | Add reviewed contractor induction booklet |

Signed:

Chief Executive Officer

Chairperson, Health Safety Committee

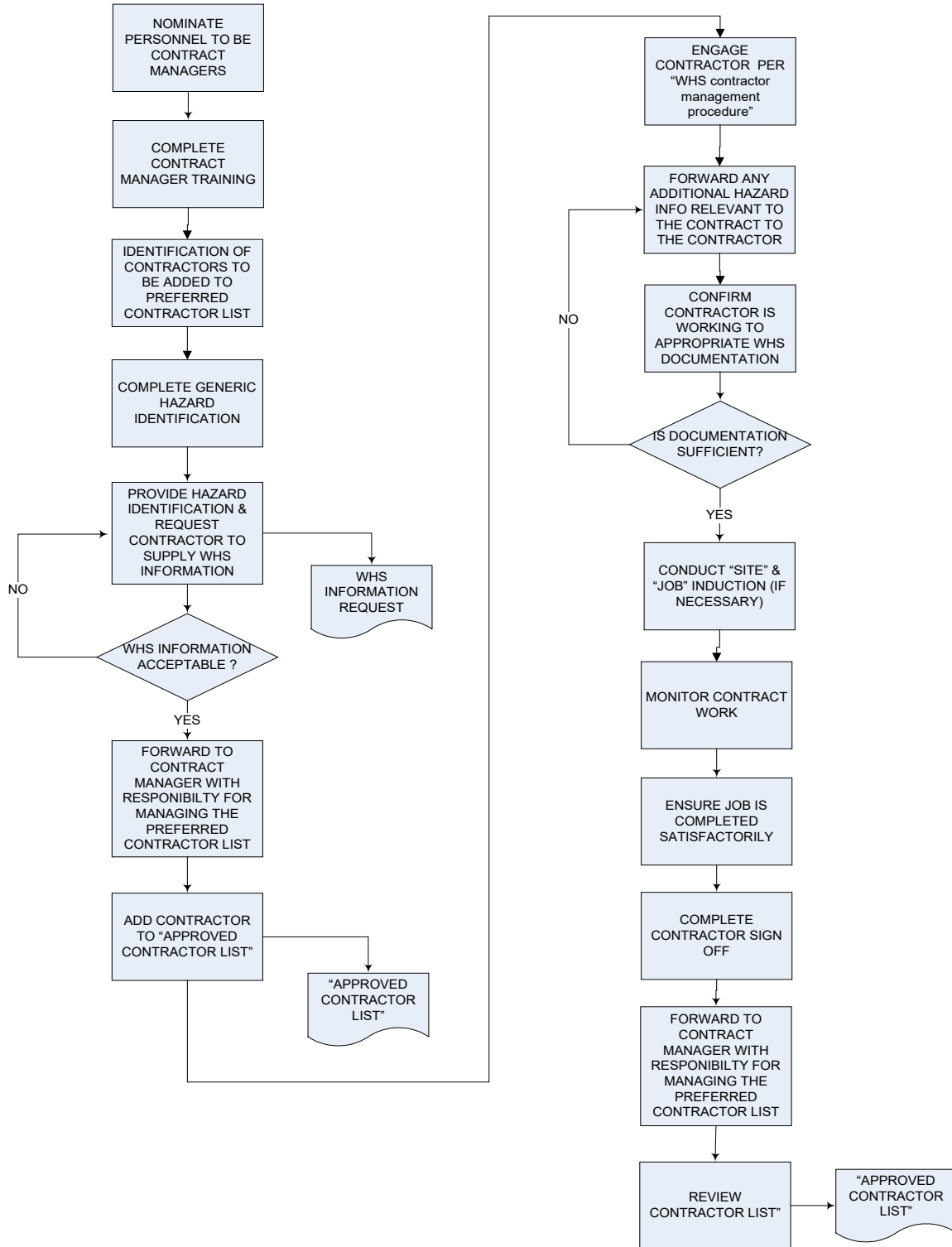
Date:

Date:

Process for engaging Contractors to undertake work at Council

Process for adding Contractor to Preferred Contractors List

Process for engaging Contractor to undertake work



1. Contractor Information Sheet

| Business Details | | |
|---|----------------|--|
| Industry Type | | |
| Business Name (Legal) | | |
| Business Address | | |
| Business Contact Person | | |
| Australian Business Number (ABN) | | |
| Business Phone Number | | |
| Fax | | |
| Mobile | | |
| Email | | |
| Will provide a Job Safety Analysis or Risk Assessment before starting work? | | |
| Can Council make your information Publicly accessible? | | |
| Are you registered for Goods & Services Tax (GST)? | | |
| Insurances (Please attach relevant copies with application) | | |
| Public Liability / Risk (+\$10,000,000) | Copy Requested | |
| WorkCover Registration (employers only) | Copy Requested | |
| Sickness/Accident | Copy Requested | |
| Professional Indemnity | Copy Requested | |
| Vehicle | Copy Requested | |
| OHS Management Details (Please attach relevant copies with application) | | |
| OHS&W Management Systems Evidence | | |
| Business Registration Number | | |
| Relevant Licenses / Qualifications / Certificates | | |

| | | | |
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2. General Induction Sign-off form

WHS CONTRACTOR GENERAL INDUCTION INFORMATION

1. Introduction

Contractors working at any District Council of Mount Remarkable work site must place health and safety at the centre of their work and ensure that they do not create risks for themselves or any workers.

They must meet all requirements of relevant WHS Legislation, including the WHS Act 2012, Regulations, Codes of Practice and standards and must include the process of hazard identification, risk assessment and control in their work planning.

2. District Council of Mount Remarkable Contractor Management Policy Objective

To achieve a high level of pro-active WHS Management during its application of contracts, by:

- Utilising Contractors who can demonstrate WHS Management System capability; and
- Achieving specific WHS issues focus, to optimise safety management for the workforce contracted by Council

Key Elements

- A defined process for the selection of Contractors with appropriate WHS Controls
- Communication process with Contractors to ensure hazards are identified and controlled
- Appropriate monitoring by Council of WHS Systems / work practices undertaken by Contractors to confirm safe systems are followed.

3. Council's Preferred Contractor Management System

In order for Council to execute the principals of the Contractor Management Policy, the Preferred Contractor Program has been developed.

The Preferred Contractor Program is designed to ensure compliance with the Work Health and Safety Act 2012 and the Performance Standards for Self Insurers.

Preferred Contractors are required to provide:

- Proof of Public Liability insurance – Minimum \$10M
- Identification of a person within the organisation responsible for WHS
- Copy of current relevant licences & certifications
- Job Safety Analysis (JSA), Risk Assessments or Safe Work method Statements (SWMS) for the activities to be undertaken by the Contractor
- Proof of current Workcover Authority registration (if applicable)
- Proof of Professional Indemnity coverage (if applicable)
- Evidence of WHS Policies and Procedures that comply with Council's minimum WHS standards



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Process:

1. Documentation provided meets Council requirements
2. WHS requirements reviewed specific to the contract works
3. Contractor placed on Preferred Register
4. Contractor engaged with purchase order or contract
5. Site Induction
6. Monitoring of work by relevant Council contact (e.g. Operations Manger, Operations Co-ordinator)
7. Evaluation of Contractor performance

Subcontractors

Where a Principal Contractor utilises a sub contractor, it is the Principal Contractor’s responsibility to ensure:

- Selected subcontractor has safe systems of work,
- All workers are inducted into the work site, and
- Identified hazards and control measures outlined.

Emergency Management

The Contractor is responsible for ensuring all personnel under their control receive site specific information on the emergency evacuation plan prior to commencing works.

Hazard & Incident Reporting

Whilst performing work for Council all hazards & incidents must be reported to your Council contact as soon as practicable, but no later than 24 hours after the event. Incidents include any hazards, near miss, incidents, damage or injury.

If the Contractor is required to notify Safework SA or the EPA of a notifiable incident, the Contractor must immediately notify Council (the relevant Council contact) and provide a copy of the notice to Council.

Supervision

The Contractor must ensure appropriate Supervision commensurate with the contracted work so as to protect the health and safety of workers and others. Supervision will include the management and supervision of sub-contractors in all aspects of the contracted works in which the Contractor controls.

Consultation and Communication

Council, as part of its commitment under its WHS Consultation and Communication Policy, recognizes its obligation to consult and communicate with Contractors on matters relating to work health safety. Contractors are expected also to communicate and consult with Council on matters relating to work health safety. Contractors must establish effective consultation and communication mechanisms between key stakeholders and their workers

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4. Safety Rules

Asbestos

Council maintains an Asbestos Register for all Council owned buildings. If work relates to an area identified as having asbestos the Council Contact will advise the Contractor and make the information in the Asbestos Register available. If a Contractor unexpectedly encounters Asbestos on site, they must cease work immediately and inform their Council Contact immediately. Asbestos removal or works must only be carried out by suitably qualified persons in accordance with the WHS Regulations.

Alcohol and Drugs

It is the Contractors responsibility to ensure that workers and not permitted to enter or work on Council premises/worksites whilst under the influence of alcohol or illegal drugs. The Contractor is responsible for ensuring that a Alcohol and Drug policy/procedure is in place. The Contractor must ensure if there are any workers that are taking prescribed medication, that it does not affect their ability to safely operate machinery or plant.

Confined Spaces

Council maintains a Confined Space Register and has in place a Confined Spaces Management Procedure. All Confined Space work must be undertaken in accordance with the WHS Regulation, Code of Practice and Council's Procedures. Entry to a confined space is not permitted without a valid Confined Space Entry Permit and risk assessment.

Electrical Safety /Portable Electrical Equipment

All portable electrical equipment and power leads must be tested and tagged in accordance with AS:NZ 3760:2010 prior to being brought or used to any Council site. A residual current device (RCD) must be used when using electrical equipment. All electrical work must be completed as per AS3000 Wiring Rules by a licenced electrician.

Excavation and Trenching

For all excavation, trenching, digging, post driving, drilling etc., the Contractor must telephone "Dial before you dig" (1100). The risks (e.g. contact with underground services, trench collapse, etc.) associated with excavation and trenching must be identified, risk assessed and managed in accordance with the WHS Regulations, and Code of Practice.

First Aid

It is the Contractors responsibility to ensure that they have adequate first aid facilities available.

Hazardous Chemicals

All chemicals must be stored and handled in appropriately labelled containers.

Current SDS (Safety Data Sheets) and appropriate documented Risk Assessments must be held for all hazardous chemicals used on site and made available if requested. The Contractor must advise their Council Contact of any hazards associated with the chemical being used. Appropriate PPE must be worn and first aid provisions made.



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Hot Work

Hot work is defined as any grinding, welding, thermal or oxygen cutting or heating, and other related heat or spark producing operations. A Hot Work Permit and a Risk Assessment must be undertaken prior to the commencement of Hot Work. Consideration must also be given to total fire ban days and weather conditions.

Isolated/Remote Works

If any Contractor or sub-contractor works alone and or in a remote area, the Contractor is responsible for ensuring appropriate precautions are included in the risk assessment/job safety analysis/SWMS. In particular, suitable emergency communication procedures and equipment must be provided.

Licences, Qualifications & Competencies

The Contractor must only utilise such persons or sub contractors who are competent, skilled and experienced in their respective trades and professions.

The contractor must establish and maintain procedures for identifying the training needs and provide training to all workers. Prequalified Contractors must supply all documentation and copies of licences / certificates of competency, insurances etc., if required on an annual basis and when they are updated.

Plant Safety

All plant must be appropriately licensed or registered and there are systems in place for maintenance and inspection. Risk assessments must be undertaken for all plant used in the works undertaken.

Personal Protective Equipment (PPE)

Contractors are responsible for ensuring appropriate PPE for all Workers, they are also responsible for ensuring that any site visitors are wearing appropriate PPE.

At a minimum, the following is expected:

- Safety Footwear
- High Visibility vest
- Long pants / long sleeved top / wide brimmed hat
- Hard hat – where construction and/or overhead works are undertaken
- Safety gloves, glasses, hearing protection, fall prevention / arrest systems where required.

White Card

All “outdoor” Contractors must ensure that workers have undertaken the six hour Construction General Induction Training – known as “WHITE CARD”(Previously known as ‘green’, ‘red’ or ‘blue’)

Work Zone Traffic Management

Workers responsible must be trained. A risk assessment must be undertaken. Hi Viz vests and warning devices must be used. A safe work method statement (SWMS) is required for high risk construction work.

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Working at Heights/Prevention of Falls and Falling Objects

Where there is a requirement to work at heights, Contractors must comply with the WHS Act and Regulations. Hazards must be identified, risk assessed and controlled.

5. Site Induction

The Council is responsible for conducting a Site Induction for the Contractor contact prior to the commencement of work. It is then the Contractor's responsibility to ensure that all their workers are inducted into the work site.

The Contractor will be inducted into the work site and provided with the following information:

- Known hazards
- Council's first aid facilities
- Council's emergency procedures
- Site rules

6. Hazard Management - Core Principles

Council is committed to eliminating or minimising hazards in the workplace.

Core principals of Hazard Management are to

- Identify
- Assess
- Control
- Monitor

The Contractor must effectively control all hazards, which are identified and / or arise from the course of their work. When awarding contracts the Council will ensure that the Contractor chosen can effectively address the identified hazards and suggested controls. The identified hazards and controls will be monitored throughout the contract.

Risk Assessments

Risk Assessments document all hazards and potential causes of incidents/ injuries that may occur during the execution of a job. Risk assessment documentation must be provide from the Contractor as per the following table:

| Project Value /Type | Requirements |
|--|--|
| Less than \$450,000 | May require JSA if medium or high risk works |
| Construction work which involves High risk construction work < \$450,000 | SWMS |
| Construction work \$450,000 or more (becomes a construction project) | JSA + WHS Plan |
| Construction work which involves High risk Construction work (\$450,000 or more - is a construction project) | SWMS + WHS Plan |

Construction Work

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

The WHS Act defines a structure as anything that is constructed, whether fixed or moveable, temporary or permanent. A structure includes:

- buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels), for example noise reduction barriers on a freeway, communications masts or towers, electricity transmission towers and associated cables, flying cables and supports, guyed towers such as a ski-lift tower
- any component of a structure part of a structure

Examples of a structure include the following:

- a roadway or pathway
- foundations, earth retention works and other earthworks, including river works and sea defence works
- formwork, falsework or any other structure designed or used to provide support, access or containment during construction work, for example a prop or formwork system
- an airfield
- a dock, harbour, channel, bridge, viaduct, lagoon or dam
- a sewer or sewerage or drainage works, for example storm water drains, sheet piling to divert the course of a river or to build a cofferdam, underground storage tanks for an irrigation system, road tunnels, ventilation or access shaft for underground services.

High Risk Construction Work

If the Construction works is high risk construction works, a Safe Work Method Statement (SWMS) must be undertaken. This is for high risk construction work which involves:

- Risk of person falling more than 3 metres
- Telecommunication tower
- Demolition of load bearing structure or relates to physical integrity
- Asbestos
- Structural alterations/repairs that require support to prevent collapse
- Confined space (in or near)
- Near shaft or trench with 1.5 metres or tunnel
- Use of explosives
- Near pressurised gas mains or piping
- Near chemical, fuel or refrigerant lines
- Near energised electrical installations or services
- Contaminated or flammable atmosphere
- Tilt-up or precast concrete
- On or Adjacent to road used by traffic
- Powered mobile plant
- Artificial extremes of temperature
- Risk of drowning
- Diving work

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Other Work

A JSA must be undertaken for all other contract works that involve the following:

- Asbestos
- Confined Space Work
- Demolition
- Electrical work (including working on or near live electricity)
- Excavation & Trenching
- Fall risks/working at height or falling object
- Hazardous Chemicals
- Hazardous Manual Tasks
- Hot work
- Plant/machinery
- Remote or Isolated work
- Working adjacent to moving traffic or pedestrians/public
- Working over a pit hole
- Working on/near water

JSA/SWMS are to be completed PRIOR to the job being undertaken. This should address any hazards identified prior to the commencement of work.

The information contained in the JSA/SWMS must be communicated to all workers and be signed off accordingly. A copy of this document must be forwarded to Council and must be made available to view by the relevant Council Contact during the works.

Contractors should have documented Safe Work Instructions for routine tasks. These documents should be made available to the Council Contact when requested. These documents should form part of the Contractors' Work Health and Safety Management System

At any time the Council Contact may ask a Contractor to provide any of the following:

- Copies of Licenses / tickets / permits
- Copies of Plant Maintenance records
- Evidence that portable Electrical equipment has been tested and tagged
- Copies of Risk Assessments / Job Safety Analysis / Safe Work Method Statements / Safe Work Instructions
- Safety Data Sheets for Hazardous Chemicals used

7. Environment

All precautions must be taken to minimise the generation of environmental hazards such as pollutants, noise, chemicals, dust, fumes, gases and vapours. In the event of any spillage of any substance, the Contractor must take immediate action.

The Contractor must ensure that no amount of waste is permitted to enter the stormwater system, in accordance with the EPA requirements and Codes of Practice. Contaminated soil registered with Council owned land is not to be removed unless authorised by the Council Contact. Any works carried out on contaminated land must follow the environmental plan for the project.

Significant trees and flora must be maintained ensuring no damage to above ground vegetation or root systems. Appropriate approvals must be obtained to remove significant trees or significant flora.

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The Contractor must ensure all fauna particular to the area of works are not permanently displaced or harmed in any way.

Noise levels must be kept to a minimum and within the timeframes allocated by both WHS and Environmental legislation.

8. Monitoring and Inspection

The Council Contact will monitor the Contractor and works and retains the right to inspect safety measures and if necessary interrupt work if safety standards are considered insufficient. The frequency of inspections will be determined by, but not limited to the level of risk, complexity and the duration of the contract. Monitoring will be documented.

Council reserves the right to reject the work systems proposed if the hazards are not eliminated or adequately controlled.

Monitoring will be undertaken on:

- Hazards which have been identified for the Contract
- Control measures identified and implemented
- Risk Assessments / Job Safety Analysis (JSA)/ Safe Work Method Statements (SWMS)
- Reporting Processes
- Legislative Compliance
- Housekeeping
- Non – compliances
- Any corrective and preventative actions identified

If, during the performance of the works under the Contract, the Council Contact informs the contractor that the Contractor is not conducting the work in a safe manner and within the agreed risk assessment processes, procedures or legislation. Council may:

- Direct the contractor to suspend works until all issues are resolved to Council's satisfaction (costs incurred will be the Contractors responsibility including the right for Council to claim any costs);
- Terminate the contract and seek damages for consistent breaches or substantial breaches of WHS practices;
- Remove the Contractor from the Council's Pre-qualified Register;
- Report the Contractor to Safe Work SA.



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DISTRICT COUNCIL OF MOUNT REMARKABLE

CONTRACTOR GENERAL INDUCTION

ACKNOWLEDGEMENT

I/we.....
print name(s)

of.....
print name of company

.....
print address

I acknowledge that I/we have read the District Council of Mount Remarkable Contractor WHS Induction document. I agree that I, my workers, my sub-contractors will comply with the requirements of the Council as detailed in this WHS Contractor Induction document.

SIGNED:

Signature:.....

Date:.....

Signature:.....

Date:.....



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3. Site Induction

Contractor: _____

Date: _____

| ITEM | DETAILS / COMMENTS | ✓ |
|---|--------------------|---|
| How to access Council Contact person: | | |
| Daily start and finish times: | | |
| Access to building/s including safe entry and exit: | | |
| Access to work area/s: | | |
| Impact on public: (How should this be minimised?) | | |
| Emergency plan: | | |
| First aid: | | |
| Reporting of incidents / accidents: | | |
| Environmental requirements: | | |
| Clean up of work site area: (During and at completion) | | |
| Use of hazardous chemicals: (Safety Data Sheets) | | |
| Noise: (Noise level readings) | | |
| Waste disposal: | | |
| | | |

| Contracts Manager Signature | Date | Contractors Signature | Date |
|-----------------------------|------|-----------------------|------|
| | | | |

3. Site Induction on High Risk Construction Work Checklist

Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.

| | |
|--|--------------------------|
| Does the work involve a risk of a person falling more than 3 metres? (See Working at Heights procedure AR13/20054 for specifics on managing this type of work) | <input type="checkbox"/> |
| Does it involve demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure? | <input type="checkbox"/> |
| Does it involve, or is it likely to involve, the disturbance of asbestos? (asbestos register for specifics on managing this type of work) | <input type="checkbox"/> |
| Does it involve structural alterations or repairs that require temporary support to prevent collapse? | <input type="checkbox"/> |
| Is it carried out in or near a confined space? (See Confined Space procedure AR13/19978 for specifics on managing this type of work) | <input type="checkbox"/> |
| Is it carried out in or near— (i) a shaft or trench with an excavated depth greater than 1.5 metres; or (ii) a tunnel? (See Excavation and Trenching procedure AR14/16164 for specifics on managing this type of work) | <input type="checkbox"/> |
| Does it involve the use of explosives? | <input type="checkbox"/> |
| Is it carried out on or near pressurised gas distribution mains or piping? | <input type="checkbox"/> |
| Is it carried out on or near chemical, fuel or refrigerant lines? | <input type="checkbox"/> |
| Is it carried out on or near energised electrical installations or services? (See Electrical Safety procedure AR13/19991 for specifics on managing this type of work) | <input type="checkbox"/> |
| Is it carried out in an area that may have a contaminated or flammable atmosphere? | <input type="checkbox"/> |
| Does it involve tilt-up or precast concrete? | <input type="checkbox"/> |
| Is it carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians? (See Work Zone Traffic Management procedure AR11/17943 for specifics on managing this type of work) | <input type="checkbox"/> |
| Is it carried out in an area at a workplace in which there is any movement of powered mobile plant? (See Plant procedure AR13/20050 for specifics on managing plant) | <input type="checkbox"/> |
| Is it carried out in an area in which there are artificial extremes of temperature? | <input type="checkbox"/> |
| Is it carried out in or near water or other liquid that involves a risk of drowning? | <input type="checkbox"/> |
| Does it involve diving work? | <input type="checkbox"/> |

If any box has been ticked, the work is High risk construction work and you should complete a Safe Work Method Statement in the WHS Contractor Management Procedure

If no boxes have been checked a Risk Assessment is required

| | | | |
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4. Job Safety Analysis (JSA) Overview

Contractors must complete a JSA prior to commencing work if the contracted work does NOT involve high risk construction work and the value of the work is less than \$450,000, but involves:

- (a) Confined Space work
- (b) Demolition
- (c) Diving work
- (d) Electrical work
- (e) Excavation
- (f) Fall risks e.g. working in the vicinity of an edge, in or on an elevated workplace etc
- (g) Falling objects
- (h) Hazardous manual tasks
- (i) Hot work
- (j) Noise
- (k) Remote or isolated work
- (l) Working adjacent to moving traffic or pedestrians/public
- (m) Working on or near live electricity
- (n) Working over a pit/hole
- (o) Working with hazardous chemicals, including asbestos or lead, or
- (p) Working with plant

A JSA is the process of critically examining a work task and re-engineering that task to ensure that the necessary and relevant health and safety principles are followed. (please see the attached JSA Worksheet).

The following steps apply in a JSA:

| | |
|------------------------------|---|
| Activity | List the tasks required to perform the activity in the sequence they are carried out |
| Hazards | Against each task list the hazards that could cause injury when the task is performed |
| Risk control measures | List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard <i>The aim is to adopt the control measure most capable of either eliminating or minimising the risk at the source. The hierarchy of control should be applied i.e. elimination, substitution, isolation, engineering control, administrative (supervision, training, Safe Operating Procedure), Personal Protective Equipment (goggles, gloves, hard hat, overalls, boots).</i> |
| Who is responsible | Write the name of the person responsible (supervisor or above) to implement the control measure identified |



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4. Job Safety Analysis (JSA) Template

Company name:
Date:
JSA No.:

Site Name:
Permit to work requirement: Yes No

Contractor:
Approved by:

Activity:

| Activity | Hazards | Risk Control Measures | Who is responsible? |
|---|--|--|---|
| List the tasks required to perform the activity in the sequence they are carried out. | Against each task list the hazards that could cause injury when the task is performed. | List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard. | Write the name of the person responsible (supervisor or above) to implement the control measure identified. |
| | | | |
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5. Safe Work Method Statement (SWMS) overview

Contractors must complete a SWMS prior to commencing the contract work if the contract work involves **high risk construction work** (refer to the WHS Construction Activities Guidance Checklist if high risk construction work is being undertaken to check legislative requirements are met).

A SWMS sets out the work activities in a logical sequence and identifies hazards and describes control measures. The description of the process should not be so broad that it leaves out activities with the potential to cause accidents and prevents proper identification of the hazards, nor is it necessary to go into fine detail of the tasks.

The SWMS must be able to be easily read by those who need to know what has been planned to manage the risks, implement the control measures and ensure the work is being carried out in accordance with the SWMS. Relevant persons include the:

- (a) Supervisor of the high risk construction work;
- (b) Worker(s) carrying out the high risk construction work; and
- (c) the principal contractor (if it is a construction project) or the person who has management and control over the high risk construction work.

A6.1. Recommended steps for filling out the SWMS template

- A6.1.1 Consult with relevant workers, contractors and health and safety representatives involved with the high risk construction work, the activities involved and associated hazards, risks and controls.
- A6.1.2 In the 'What is the high risk construction work?' column, identify the high risk construction work for the construction work activity that will be undertaken.
- A6.1.3 In the 'What are the hazards and risks?' column, list the hazards and risks for each high risk construction work activity.
- A6.1.4 Identify the workplace circumstances that may affect the way in which the high risk construction work will be done.

Examples of workplace circumstances that may impact on the hazards and risks include:

- (a) information relating to the design of the structure, the workplace (e.g. location, access, transport), and information contained in the WHS Management Plan;
 - (b) information on any 'essential services' located on or near the workplace;
 - (c) confirmation that the regulator has been advised of any 'notifiable work' (e.g. demolition work involving explosives); and
 - (d) safe work methods and plant to be used.
- A6.1.5 In the 'How will the hazards and risks be controlled?' column, select an appropriate control or combination of controls by working through the hierarchy of controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

| | | | |
|---|--|--------------|------------|
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A6.2. Selecting control measures

- A6.2.1 Eliminate the risks so far as is reasonable practicable
- A6.2.2 If this is not reasonably practicable, minimise them so far as reasonably practicable by applying the following hierarchy of control measures:
- (a) Minimise the risk by doing one or more of the following:
 - i. substituting the hazard;
 - ii. isolating the hazard; and/or
 - iii. implementing engineering controls;
 - (b) If the risk still remains, minimise the remaining risk by implementing administrative controls
 - (c) If the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

A6.3. SWMS compliance (information, monitoring and review)

- A6.3.1 Brief each team member on the SWMS before commencing work. Ensure each team member knows work is to stop if the SWMS is not followed.
- A6.3.2 Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:
- (a) Before a change occurs to the work itself, the system of work or the work location
 - (b) If a new hazard associated with the work is identified
 - (c) When new or additional information about the hazard becomes available
 - (d) When a notifiable incident occurs in relation to the work
 - (e) When risk controls are inadequate or the SWMS is not being followed
- In all of the above situations, stop the work, review the SWMS, adjust as required and re-brief the team.
- A6.3.3 Keep the SWMS in a readily available location for the duration of the high risk construction work.



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5. Safe Work Method Statement (SWMS) template

NOTE: Work must be performed in accordance with this SWMS.
 This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed.
 If the SWMS is revised, all versions should be kept.

| | | | | | |
|---|--|--|---|---|--|
| [PCBU Name, contact details] | | Principal Contractor (PC) | | [Name, contact details] | |
| Works Manager: | | Date SWMS provided to PC: | | | |
| Contact phone: | | | | | |
| Work activity: | | [Job description] | | Workplace location: | |
| High risk construction work: | | <input type="checkbox"/> Risk of a person falling more than 2 metres | <input type="checkbox"/> Work on a telecommunication tower | <input type="checkbox"/> Demolition of load-bearing structure | |
| | | <input type="checkbox"/> Likely to involve disturbing asbestos | <input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs | <input type="checkbox"/> Work in or near a confined space | |
| | | <input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel | <input type="checkbox"/> Use of explosives | <input type="checkbox"/> Work on or near pressurised gas mains or piping | |
| | | <input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines | <input type="checkbox"/> Work on or near energised electrical installations or services | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | |
| | | <input type="checkbox"/> Tilt-up or precast concrete elements | <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians | <input type="checkbox"/> Work in an area with movement of powered mobile plant | |
| | | <input type="checkbox"/> Work in areas with artificial extremes of temperature | <input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning | <input type="checkbox"/> Diving work | |
| Person responsible for ensuring compliance with SWMS: | | Date SWMS received: | | | |
| What measures are in place to ensure compliance with the SWMS? | | | | | |
| Person responsible for reviewing SWMS control measures: | | Date SWMS received by reviewer: | | | |
| How will the SWMS control measures be reviewed? | | | | | |
| Review date: | | Reviewer's signature: | | | |



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HIERARCHY OF CONTROLS (H.O.C) : 1 = ELIMINATE; 2 = SUBSTITUTE; 3 = ISOLATE; 4 = ENGINEER OUT; 5 = ADMINISTRATIVE; 6 = PPE (last resort)

| Task To Be Undertaken in Steps | Identify the Hazards | Initial Risk | Control Measures using Hierarchy of Controls (H.O.C) | H.O.C Used | Residual Risk | Responsible Parties |
|--------------------------------|----------------------|--------------|--|------------|---------------|---------------------|
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6. Contractor Monitoring Form

1. GENERAL CONTRACT MONITORING (Contracts Manager or nominated person to complete)

CORRECTIVE ACTION (Contracts Manager to complete)

Monitoring Frequency
Daily: **Weekly:** **Fortnightly:** **Monthly:** **CONTRACTOR:**

Monitoring of noncompliance against controls for hazards identified with this contract Non Compliance identified Yes: No

Non-compliance was identified for Insert hazard. ie. Working at heights

Details of non-compliance ie. No fall arrest system used

Date of monitoring site / location

Corrective Action Identified

Action Completed by: **Name:** **Date:**

Consultation Process completed **Process:** e.g. Toolbox meetings **Date:**

Was/ has work been suspended? YES NO

If yes, provide details

CORRECTIVE ACTION SIGN OFF The corrective action indicated above has been completed.

Contracts Manager Signature date

Contractor Representative date

Monitoring of noncompliance against controls for hazards identified with this contract

Non-compliance was identified for Insert hazard. ie. Working at heights

Details of non-compliance ie. No fall arrest system used

Date of monitoring site / location

Corrective Action Identified

Action Completed by: **Name:** **Date:**

Consultation Process completed **Process:** e.g. Toolbox meetings **Date:**

Was/ has work been suspended? YES NO

W:\15. HS & Risk\Policies & Procedures\MASTERS - Current Procedures\Contractor Management Procedure - Ver 1.05 - Adopted 17.04.2019.doc

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If yes, provide details

CORRECTIVE ACTION SIGN OFF The corrective action indicated above has been completed.

| | | | |
|-----------------------------|--|------|--|
| Contracts Manager Signature | | date | |
| Contractor Representative | | date | |

2. OVERALL RATING FOR FUTURE CONTRACTS (Contracts Manager to complete)

- In your observations is the contractor meeting their obligations? Yes No
- Have identified noncompliance(s)/ observations been discussed with the contractor? Yes No
- Has the Contractor agreed to/ or has rectified the noncompliance(s)? Yes No

Additional Comments/ Instructions

Contractor Rating Unacceptable Acceptable Opportunity for Improvement*

* Opportunity provided for Contractor to implement/ improve addressing the WHS management criteria, enabling the Contractors eligibility for the Preferred Contractors process.

Allocated time to rectify hours/days Follow up - date time

- To be listed as a Preferred Contractor of Council? Yes No
- Single Use Contractor Yes No

8. COPY TO BE FORWARDED TO SENIOR MANAGEMENT TEAM & WHS COORDINATOR

Purchase/ Works Order Reference Number

Record Reference Number