	Contractor Management Policy	Version No:	4
		Issued:	16 March 2010
		Reviewed:	2 September 2015
		Next Review:	2 September 2018

Policy

The Wudinna District Council is committed to achieving a high level of pro-active Work Health and Safety (WHS) management during the application of contracts.

To facilitate this the Wudinna District Council is dedicated to a contractor management system which provides for the selection of contractors with appropriate safety controls, the exchange of information between the Wudinna District Council and its contractors to facilitate the identification of hazards, risk management and the appropriate monitoring of the contractors engaged by Council.

This Policy specifically addresses these requirements by seeking to:

- Utilise only those Contractors who can demonstrate an appropriate WHS Management System capability that, at a minimum, meets the organisation's policy standards; and
- Achieve a specific WHS Issues focus, which will optimise safety management for workers contracted by the Wudinna District Council.

Key elements of the Wudinna District Council WHS Contractor Management system are:

- a. A defined process for the selection of Contractors with appropriate WHS controls.
- b. Consultation, Communication and Coordination process with Contractors.
- c. Appropriate monitoring by the organisation's employees of WHS systems/work practices undertaken by Contractors.

This policy and its application to the Wudinna District Council contracts does not reduce in any way a Contractor's WHS legislative and statutory obligations nor infers the relationship of employer/employee, master/servant or partnership.

Responsibilities

It is the responsibility of Contract Superintendent to identify and communicate foreseeable WHS risks relevant to the contract work, including any specific WHS requirements of the Contractor undertaking the contract with the Contractor. Reference is made to the WHS Contractor Management Procedure and the documents referenced there in.

The Contractor undertaking a Wudinna District Council contract is responsible for:

- Complying with WHS Legislation
- Cooperating with any safety policies, procedures and information provided by the Council
- Identifying hazards associated with the work being undertaken and ensuring all identified hazards are managed in accordance with WHS Legislation.

It is the responsibility of the Contract Superintendent to review and confirm any technical aspects of the work, to the extent that they have the relevant technical expertise, that need clarification including appropriateness of the risk assessment/JSA and ensure the Contractor Management System is used for work that involves engaging a contractor.

Legislation


South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

References

Australian Standard 4801 (Audit)

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The LGA Procurement Handbook

WHS Contractor Management Procedure (*Document number 12.3.25.1*)

WHS Contractor Management Procedure One Pager & Flow Chart (*Document number 12.3.25.2*)

WHS Contractor Management - Contractor Registration & Information Form (*Document number 12.3.25.3*)

WHS Contractor Management – Pre Contract Evaluation (*Document number 12.3.25.4*)

WHS Contractor Management – Contractor Induction (*Document number 12.3.25.5*)

Contractor Management - Contractor Monitoring Checklist (*Document number 12.3.25.6*)

LGAWCS Model WHS Construction Activities Guidance Checklist

Review

This WHS Contractor Management Policy shall be reviewed by the Wudinna District Council WHS Committee at minimum within three (3) years of Issued Date (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

SIGNED:

Chief Executive Officer

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Chairperson, WHS Committee

Date: ____/____/____

Date: ____/____/____

Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Oct 2008	New Document, October 2008
	2.0	1.08.11	Change of wording in policy statement, modified format in line with One System model, including expanded footer. Changes to responsibilities section, update of legislation section and references. Inclusion of review history section.
	3.0	4/5/12	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
	3.1	12/4/13	Insert date for V3.0 in Document history section.
	4.0	29/07/15	Changes to formatting including header and highlighting of insertion points for Council information. Changes to reference section. Changed minimum review timeframe from 2 years to 3 years