

	<h1>WHS Contractor Management Procedure</h1>	Version No:	4.0
		Issued:	January 2009
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1. Overview

The Wudinna District Council (**the Organisation**) recognises its obligation to:

- (a) 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;
- (b) 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
- (c) 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 [WHS Construction Activities Guidance Checklist](#).

This Procedure must be read in conjunction with the Organisation's [Procurement and Disposal Policy](#) and related procedures.

2. Core Components

The core components of the Organisation's WHS 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 Department Manager / Contract Superintendent / Project Manager 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 WHS Contractor Management Systems through a process of monitoring and review.

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3. Definitions

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 Superintendent	A person nominated by the Organisation and appropriately trained to manage contracts on its behalf.
High Risk Construction Work	Construction work that: <ul style="list-style-type: none"> (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— <ul style="list-style-type: none"> 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]
Monitoring	Process of reviewing the activities undertaken to ensure they are being conducted safely and in accordance with documented requirements.
Preferred Contractors Register	A list of Contractors who have: <ul style="list-style-type: none"> (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	<p>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.</p> <p>[as defined in the Work Health and Safety Regulations 2012, Regulation 293 and explained in the model Code of Practice Construction Work]</p>		
PCBU	Person Conducting a Business or Undertaking		
ReturntoWorkSA	Previously known as WorkCover SA.		
Risk Assessment (R/A)	A document which records the risks associated with an activity and the controls to be followed to complete the activity safely.		
Safe Work Method Statement (SWMS)	<p>A document required for high risk construction work that will:</p> <ul style="list-style-type: none"> (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 <p>[As defined in the Work Health and Safety Regulations 2012, Regulation 299]</p>		
WHS Management Plan	<p>A document which records the significant prescribed information relating to WHS for a construction project.</p> <p>[As required and prescribed by the Work Health and Safety Regulations 2012, Chapter 6, Part 4]</p> <p>[Refer to the WHS Contractor Management - WHS Management Plan Checklist (Document 12.3.25.10)]</p>		
Worker	<p>A person is a worker if the person carries out work in any capacity for a PCBU, including work as—</p> <ul style="list-style-type: none"> (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. <p>[As defined in the Work Health and Safety Act 2012, Section 7].</p>		

4. Procedure

4.1. Managing Contracts

4.1.1 The Chief Executive Officer will appoint persons with the responsibility to:

- (a) Manage contracts (in line with the Organisation's WHS Contractor Management Procedure) (e.g. Department Manager / Contract Superintendent / Project Manager) and/or
- (b) Maintain the Organisation's Preferred Contractor Register; and

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(c) Oversee contracts in their work area.

4.1.2 The Office Manager will:

- (a) Ensure the development and maintenance of the Organisation's Preferred Contractor Register; and
- (b) Integrate the WHS contractor management requirements into the Organisation's procurement processes for the selection and engagement of Contractors.

4.1.3 The Department Manager / Contract Superintendent / Project Manager will:

- (a) Prior to engaging Contractors, review the required work 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 to [WHS Contractor Management - Hazard Identification Document 12.3.25.4](#));
- (b) 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 Department Manager / Contract Superintendent / Project Manager or other 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.
- (c) 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 & SWMS)
High risk construction work (\$450,000 or more – is a construction project)	SWMS + WHS Management Plan

[Note: Refer to the [WHS Construction Activities Guidance Checklist \(Document 12.3.35.13.1\)](#) 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.]

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 [WHS Contractor Management - Contractor Registration and Information Form \(Document 12.3.25.3\)](#):

- (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;

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- 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(c) 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 above and 4.2.2) the Department Manager / Contract Superintendent / Project 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 Department Manager / Contract Superintendent / Project 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 Department Manager / Contract Superintendent / Project Manager will be notified of the addition.
 - (c) Should additional information or clarification be required, the Contractor will be advised of such and that they cannot be added to the Preferred Contractors 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:

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The Department Manager / Contract Superintendent / Project Manager will regularly review the Preferred Contractors 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 Contractors Register are invited to re-apply on an ongoing basis and 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 prior to renewal of their registration. A Contractor whose performance consistently fails to meet the Organisation's minimum WHS standards and does not satisfactorily address any issues will be removed from the Preferred Contractor Register.

4.3. Contractor engagement

4.3.1 If the Organisation identifies the need for a Contractor to be engaged, the Contract Superintendent / Project Manager will identify appropriate Contractors from the Preferred Contractor Register.

4.3.2 Wherever possible, a Contractor from the Preferred Contractors Register will be engaged in line with the Organisation's [Procurement & Disposal Policy](#).

4.3.3 Prior to engaging a Contractor, the Contract Superintendent / Project 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 4.1.2(a) 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 Contractors 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.

The [WHS Contractor Management – Contractor Selection \(Document 12.3.25.4\)](#) should be completed.

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 Superintendent / Project Manager will confirm that the Contractor has adequate processes in place to select, induct and supervise their sub-contractors.
- (c) The Contract Superintendent / Project 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 Contractors Register may only be engaged in a situation where:

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- (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 Contractors 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 Contractors 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 Department Manager / Contract Superintendent / Project Manager may engage a Contractor not on the Preferred Contractors 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 Department Manager / Contract Superintendent / Project Manager 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 the WHS Contractor Management – Contractor Selection (Document 12.3.25.5) will be completed to record the details of the Contract and the Contractor.
- (b) The Contract Superintendent / Project 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) At the commencement of the contract, the Contract Superintendent / Project Manager will induct the Contractor by:
 - i. Communicating any requirements as specified in the contract documentation;
 - ii. Communicating the Organisation's WHS Policies and Procedures that may be relevant to the contract or relevant to carrying out the works;
 - iii. Recording the induction by completing the WHS Contractor Management – Contractor Site Induction (Document 12.3.25.6) ; and
 - iv. Recording and communicating the known hazards pertaining to the contract using the WHS Contractor Management - Hazard Identification (Document 12.3.25.4).
- (b) Once inducted, the Contractor is required to:
 - i. Complete and provide any work/site specific hazard management documentation e.g. risk assessment, [JSA](#), [SWMS](#) or [WHS Management Plan](#) (Refer [4.1.2\(c\)](#));
 - ii. Communicate the induction information as well as the details of risk assessments, JSA, SWMS or WHS Management Plan to its employees, sub-contractors and other affected workers.

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- iii. Keep and maintain records of inductions, training, risk assessments, JSA, SWMS and WHS Management Plan provided to its employees, sub-contractors 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 using the [WHS Contractor Management – Contractor Site Induction \(Document 12.3.25.6\)](#) and [WHS Contractor Management - Hazard Identification \(Document 12.3.25.4\)](#) templates 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 Superintendent / Project 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 Superintendent / Project 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 [WHS Contractor Management - Contractor Monitoring template \(Document 12.3.25.7\)](#) 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 [WHS Contractor Management - Contractor Monitoring template \(Document 12.3.25.7\)](#);
 - ii. Then forward it to the WHS Coordinator for noting in the Preferred Contractors Register and entry into the Organisation's records management system.
- (f) Corrective actions may be included in the Organisation's Corrective & Preventative Actions (CAPA) Register to provide data analysis capabilities with regard to contractor management issues and trends.

4.7. Incidents during Contractor activities

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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 Organisation's or Contractor's Emergency Plan.

4.7.2 Where the Organisation 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 Superintendent / Project 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 Superintendent / Project 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 Superintendent / Project 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 Superintendent / Project 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 Department Managers will regularly review:

- (a) The Preferred Contractors 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 Superintendent / Project Manager skills and knowledge to make sure that the Organisation and its Contractors are meeting legislative compliance and contractual obligations.

4.8.2 The Senior Management Team will:

- (a) Review hazard incident statistics, audit results, legislative changes and other information relating to the WHS 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 on-going 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.

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 Superintendent / Project Manager role;

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- 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 [WHS Construction Activities Guidance Checklist](#);
 - 5.1.5 Manage the Preferred Contractor Register; or
 - 5.1.6 Undertake any other responsibilities related to WHS 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 4.2.1(b);
- 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 Chief Executive Officer is accountable for:
 - 7.1.1 Monitoring compliance to the Council’s legislative responsibilities for WHS Contractor management;
 - 7.1.2 Budgetary expenditure for WHS Contractor management;
 - 7.1.3 Setting objectives, targets and performance indicators for any WHS Contractor management program, as relevant;
 - 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 WHS Contractor Management Procedure to the areas and activities under their control;

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- (b) Apply the requirements of the Organisation's Procurement & Disposal Policy and related procedures, as relevant;
 - (c) Provide adequate training and supervision to the persons under their control;
- 7.1.5 Monitoring the Hazard / Risk and CAPA Registers and enforcing close out of items as required;
- 7.1.6 Appointing a nominated person to manage the Preferred Contractors Register;
- 7.1.7 Appointing Contract Superintendent / Project Manager/s to manage or oversee contracted work;
- 7.1.8 Providing the Contract Superintendent / Project Manager, and other workers involved with the WHS Contractor management process with necessary information, instruction, training and supervision to apply the Organisation's WHS Contractor Management Procedure.
- 7.2. The Senior Management Team is accountable for:
- 7.2.1 Making sure training for workers with responsibilities related to WHS Contractor management is identified and delivered and training records are kept up to date;
 - 7.2.2 Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps;
 - 7.2.3 Checking, so far as is reasonably practicable, that reasonably foreseeable hazards are identified, assessed and controlled when elimination is not practicable;
 - 7.2.4 Monitoring the Hazard / Risk and CAPA Registers and enforcing close out of items as required;
 - 7.2.5 Reviewing the effectiveness of WHS Contractor management processes; and
 - 7.2.6 Including WHS Contractor management within the management review process.
- 7.3. The Department Manager is accountable for:
- 7.3.1 Checking that WHS Contractor Management Procedures are being complied with and, if not, taking necessary corrective action;
 - 7.3.2 Reviewing Contractor files to monitor and verify that required information has been supplied and retained; and
 - 7.3.3 Authorising Contractor's not on the Preferred Contractor Register.
- 7.4. The Contract Superintendent / Project Manager is accountable for:
- 7.4.1 Complying with the Organisation's WHS Contractor management and procurement processes;
 - 7.4.2 Utilising the Preferred Contractors Register, where possible, and checking that all information is current and relevant to the contracted work;
 - 7.4.3 Implementing and maintaining the WHS Contractor Management process of Selection, Induction and Monitoring;
 - 7.4.4 Supporting and assisting in the development and maintenance of the Preferred Contractor Register;
 - 7.4.5 Communicating and consulting with shared duty holders and workers involved in the contract and documenting this;
 - 7.4.6 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;
 - 7.4.7 Reviewing and assessing the suitability of contractor WHS and hazard management systems (in consultation with the Office Manager and WHS Coordinator as required);

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- 7.4.8 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;
- 7.4.9 Obtaining and retaining required WHS documentation relating to the contract;
- 7.4.10 Making sure contractual documentation specifies which party is the Principal Contractor and has control of the workplace (as required);
- 7.4.11 Providing Contractors with a general induction and, where reasonably practicable, a site induction; and
- 7.4.12 Making sure incidents that occur during contracted works are reported and investigated appropriately (including verifying that mandatory notifications have occurred, if applicable).
- 7.5. The Office Manager is accountable for:
 - 7.5.1 Ensuring the maintenance of the Preferred Contractors Register and currency of information;
 - 7.5.2 Checking that the Preferred Contractors Register is maintained and, if not, taking necessary corrective action;
 - 7.5.3 Documenting the Organisation's procurement processes and contractual requirements; and
 - 7.5.4 Reviewing and assessing Contractor's WHS information (in consultation with the Contract Superintendent / Project Manager and WHS Coordinator, as required,) to ascertain whether the Contractor meets the Organisation's minimum WHS standards.
- 7.6. The WHS Coordinator is accountable for:
 - 7.6.1 Participating in reviewing and assessing Contractor's WHS information (in consultation with the Office Manager and Contract Superintendent / Project Manager, as required) to ascertain whether the Contractor meets the Organisation's minimum WHS standards
 - 7.6.2 Undertaking statutory reporting when required;
 - 7.6.3 Making sure the LGAWCS has been notified when any statutory reporting has occurred;
 - 7.6.4 Maintaining legislative currency of procedures and systems in relation to WHS Contractor management; and
 - 7.6.5 Initiating audit and review activities as required.
- 7.7. Workers are accountable for:
 - 7.7.1 Reporting work methods of Contractors that place people and property at risk to the Contract Superintendent / Project Manager or their manager;
 - 7.7.2 Reporting incidents resulting from work carried out by Contractors involving them in accordance with the Incident Reporting & Investigation Procedure;
 - 7.7.3 Seeking assistance to manage identified hazards as required.
- 7.8. The HSC is accountable for:
 - 7.8.1 Facilitating consultation between relevant workers and the Senior Management Team in matters relating to WHS Contractor management; and
 - 7.8.2 Monitoring the Hazard / Risk/ CAPA Registers and referring issues that require management direction or enforcement to the Senior Management Team.
- 7.9. Health and Safety Representatives may:

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- 7.9.1 Facilitate consultation between management and workers in relation to any WHS Contractor management issue that affects the workgroup they represent; and
- 7.9.2 Request and assist in the review and revision, where necessary, of risk control measures related to the management of Contractors.

8. Review

- 8.1. The WHS Contractor Management Procedure will be reviewed by the Health and Safety Committee in liaison with the Senior Management Team, workers or their representatives, every thirty six (36) months 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

- Contractor Management Policy (*Document number 12.3.25*)
- WHS Contractor Management Procedure One Pager and Flow Chart (*Document number 12.3.25.2*)
- WHS Contractor Management – Contractor Registration and Information Form (*Document number 12.3.25.3*)
- WHS Contractor Management – Hazard Identification (*Document number 12.3.25.4*)
- WHS Contractor Management – Contractor Selection (*Document number 12.3.25.5*)
- WHS Contractor Management – Contractor Site Induction (*Document number 12.3.25.6*)
- WHS Contractor Management – Contractor Monitoring (*Document number 12.3.25.7*)
- Contractor – Job Safety Analysis (*Document number 12.3.25.8*)
- Contractor – Safe Work Method Statement (*Document number 12.3.25.9*)
- WHS Contractor Management – WHS Management Plan Checklist (*Document number 12.3.25.10*)
- WHS Construction Activities Guidance Checklist (*Document number 12.3.35.13.1*)
- Emergency Management Plan



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- Hazard Management Procedure (*Document number 12.3.7.3*)
- Hazard / Risk Register (*Document number 12.3.7.3.5*)
- Corrective & Preventative Action Register (*Document number 12.3.16.5.1*)
- [Communication and Consultation Procedure](#) (*Document number 12.3.23.1*)
- Incident Reporting and Investigation Procedure (*Document number 12.3.7.1*)
- Preferred Contractor Register
- Procurement and Disposal Policy
- LGA Procurement Handbook and associated documents

SIGNED:

Chief Executive Officer

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Chairperson, Health and Safety Committee

Date: ____/____/____

Date: ____/____/____

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11. Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Oct 2008	New Document, October 2008
	2.0	1.08.2011	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	2.8.2013	<p>Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice.</p> <p>Examples of changes include; OHS to WHS and employee to worker where appropriate.</p> <p>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.</p> <p>Expansion of section 5 of the selection induction and monitoring tool to include SWMS example and more guidance around format and use.</p> <p>Templates modified, procedure adjusted to reflect updates to forms. Induction and Monitoring Forms are stand-alone documents</p>
	4.0	2/5/16	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); 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; language & formatting.