

WHS022 Contractor Management

Legal Application: The WHS Act 2011 s.19 contains the primary duty of a 'person conducting a business or undertaking' (PCBU) to ensure so far as is reasonably practicable the health and safety of workers which includes contractors, and subcontractors. Therefore, wherever there is a requirement by the PCBU to undertake certain actions in respect of 'workers' contractors will also be included.

Purpose

To ensure that all and any contractors to this venue conduct themselves in a safe and responsible manner.

Scope

This procedure covers the employment of contractors, including, but not limited to tradesmen, labour hire organizations, regular service suppliers and individuals.

Responsibilities

Management have the responsibility to:

- Ultimately ensure the safety and safe work practices of contractors to the venue.
- follow the key responsibilities outlined in this procedure.

Workers have the responsibility to:

- observe all safety related direction they receive from both Management and the Contractor relating to the Contractor's work, including staying well clear of the area of work.

Contractors have the responsibility to:

- provide certificates showing qualifications and insurance coverage and currency.
- provide a signed Safe Work Method Statement and / or site specific risk assessment relating to each task they undertake.
- conduct themselves in a safe and responsible manner in accordance with the safe work method statement or other contract specifications.
- where regular contract work is carried out e.g. equipment maintenance, window cleaning etc. any specific requirements relating to the work should be included in the contract.
- report an incident to Management and carry out an investigation.

Contractors may include tradesman, security, housekeeping, cleaners, entertainers, catering staff, etc.

Procedure

- **Request relevant qualifications, safe work method statements or equivalent and insurance certificates from all contractors before they undertake any work on site.**
- Upload or contractor information and records in the 'Contractor Management' module of HII Safe.
- Consult with contractors regarding specific issues relating to the work being undertaken. Where services are contracted out permanently e.g. catering, cleaning, consultation should be part of the contractual requirements. They may also be included as invitees or members of the WHS Committee
- When the Contractors' insurances are set to expire, a request should be sent to the contractor for a copy of the renewed Certificate of Currency. This will be done automatically in HII Safe.
- Ensure the full scope of the contractor's work is known to ensure the correct documentation is requested and received.
- Provide, explain and document individual contractor site induction and explain site specific safety issues clearly to each contractor. Obtain contractor sign off after induction training. Retain sign off sheets.
- Provide assistance and set up restrictive barriers around the area that work is to be undertaken if relevant so that entry to other persons is impossible. Ensure warning signage is used where necessary
- Ensure workers are trained in implementation of this procedure.