

POLICY

Work Health & Safety

Contractor Management

Version: 5 | Next Review: 2021



1. POLICY

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

To facilitate this 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 Council and its contractors to facilitate the identification of hazards, risk management, and the appropriate monitoring of the contractors engaged by Council.

1.1 This policy specifically addresses these requirements by seeking to:

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

1.2 Key elements of Councils WHS Contractor Management system are:

- 1.2.1 A defined process for the selection of Contractors with appropriate WHS controls.
- 1.2.2 Consultation, Communication, Co-operation and Coordination process with Contractors.
- 1.2.3 Appropriate monitoring by the organisation's employees of WHS systems/work practices undertaken by Contractors.

NOTE: This policy and its application to Councils] 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.

2. RESPONSIBILITIES

It is the responsibility of Council to identify and communicate foreseeable WHS risks relevant to the contract work, with the contractor. This includes any specific WHS requirements of the Contractor undertaking the contract. Reference is made to the WHS Contracting – Selection, Induction and Monitoring section of the WHS Contractor Management Procedure

The Contractor undertaking a 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.

File Reference	Responsibility	Last Review	Review Frequency	Next Review	Page
F16/821	WHS	November 2018	3 Years	November 2021	1 of 2

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It is the responsibility of the Contract Manager 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/SWMS.

It is the responsibility of Works Manager to:

- Confirm the Contractor management system is used for work that involves engaging a contractor.

3. LEGISLATION

- South Australian Work Health and Safety Act, 2012
- South Australian Work Health and Safety Regulations, 2012
- Local Government Act, 1999

4. REFERENCE

- Australian Standard 4801
- LGA Procurement Handbook
- ReturntoWorkSA Performance Standards for Self Insurers (PSSI)

5. Related Documents

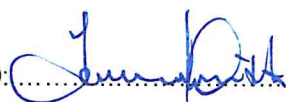
- WHS Contractor Management Policy
- Council Contract, Tender and Purchasing Policy and supporting documents

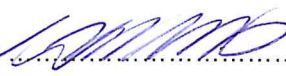
6. REVIEW

This WHS Contractor Management Policy shall be reviewed by Councils Work Health and Safety Committee (WHSC) at minimum within three years (3) years of Last Reviewed Date, (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

The review may include or be initiated by:

- Feedback from managers, workers, HSRs or other stakeholders;
- Legislative compliance;
- Performance Standards for Self Insurers
- Internal or external audit findings
- Incident and hazard reports, claims costs and trends related to hazardous work; and
- Other relevant information.

SIGNED: 
Chief Executive Officer
Date: 14/12/18

SIGNED: 
Chairperson, WHS Committee
Date: 14/12/18

File Reference	Responsibility	Last Review	Review Frequency	Next Review	Page
F16/821	WHS	November 2018	3 Years	November 2021	2 of 2

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