### Overview

1. Company Name, as part of its Contractor Management Policy, recognises its obligation to manage the risks to WHS relating to the engagement of contractors and construction work.
2. This procedure aims to manage risks to WHS relating to contractor management by:
3. Ensuring, so far as is reasonably practicable, that the WHS risks arising from the conduct of contractors are eliminated, or where that is not reasonably practicable, minimised.
4. Ensuring communication and consultation processes are in place that also consider cooperation and coordination between shared duty holders, so far as is reasonably practicable.
5. Monitoring the control measures so they remain effective.

### Core Components

1. The core components of this procedure aim to ensure:
2. A systematic approach to the management of contractors is in place.
3. Only contractors who are competent providers of the goods and services are engaged.
4. Contractors are aware of site specific hazards associated with the activities they shall be engaged to perform.
5. Ensuring contractors provide documented evidence and appropriate information to address procedures for legislative compliance and other expectations for the proposed work prior to being assessed for selection.
6. Consulting, co-operating and co-ordinating activities with other persons who have a duty in relation to the same matter are effective.
7. The performance of the contractor is monitored and systems are in place for addressing non-compliance.
8. The contractor is responsible for ensuring any workers and/or sub-contractors under their control are aware of any identified risks and controls relating to the contract.

### Definitions

Refer to the Definitions list.

### Procedure

#### Responsibility for managing contracts

* + 1. Management shall coordinate the management of contractors, including the development and maintenance of a Preferred Contractor List to provide a pool of contractors who can be engaged and have the necessary experience and skill to perform contract work safely.
		2. When engaging contractors determine whether the work requires the completion of a:
		3. Risk assessment/Job Safety Analysis (JSA)
		4. Safe Work Method Statement (SWMS), or
		5. WHS management plan (where required).

#### Preferred Contractors List

1. Inclusion on the Preferred Contractor List should be contingent on the contractor providing the information/certification required for the Contractor Selection Induction and Monitoring checklist, and:
	* 1. Statement of Agreement to work within the remit of any and all appropriate WHS requirements.
		2. Evidence of WHS Policies and Procedures that comply with our minimum WHS standards.
2. Review of each contractor’s WHS information to ascertain whether their WHS systems meet our minimum standards. Review the technical aspects of the work, including appropriateness of the risk assessment/JSA/SWMS.
3. In order to remain on the Preferred Contractor List:
4. The contractor must confirm details prior to being re-engaged and advise of any changes to the information provided in compliance with clause 4.2.1 above.
5. The contractor’ performance shall be reviewed annually and where deemed to be suitable also complete an annual induction.

#### Selection and engagement of contractors

* + 1. Once the need for a contractor has been identified management shall identify appropriate contractors from the Preferred Contractor List.
		2. Wherever possible, a contractor from the Preferred Contractors List should be engaged, providing this is aligned with the purchasing policy.
		3. When selecting and engaging a contractor any specific hazard related WHS requirements should be taken into consideration, including:
1. Determining what further information might be required to be provided to the contractor to assist with the provision of risk assessments, JSA’s, SWI, SWMS, WHS Management Plan or any other aspect relevant to the engagement process.
2. Determining what further information might be required in order to evidence the contractor’s competency for the work.
3. Drafting of the contract between our organisation and the contractor.
	* 1. Sub-Contractors:
4. Contractors who use sub-contractors must ensure that those sub-contractors have, and follow safe systems, equivalent to those required of the contractor.
5. Management should apply the same procedures for the management of sub-contractors as is applied to contractors, but should also ensure that the contractor is informed of any relevant communication and consultation provided directly to their sub-contractor and workers.

#### Use of Contractors not on the Preferred Contractors List

1. A Contractor **not** on the Preferred Contractors List may be engaged in a situation where:
2. There is an immediate requirement for the service or an immediate risk to the WHS of workers; **and**
3. Contractors on the Preferred Contractors List, with the appropriate expertise are not available to perform the work within the time frames required;
**or**
4. There are no preferred contractors for the type of work**; and**
5. Time does not permit the full completion of the approval process for the contractor.
6. In these cases management may engage a contractor not on the Preferred Contractor List, but must confirm that the contractor provides evidence of their ability to provide the required service safely and is made aware of our WHS expectations.

#### Engaging contractors

* + 1. Upon selecting an appropriate contractor to undertake contract work, managers should complete sections 1, 2 and 3 of the Contractor Management - Selection, Induction and Monitoring document, to record the details of the contract and the contractor.
		2. Contractors should be inducted by:
		3. Communicating any requirements as specified in the contract documentation.
		4. Communicating to the contractor any organisation WHS matters that may be relevant to the contract or to carrying out the contract.
		5. Recording the induction by completing Section 6 of the WHS Contractor Selection, Induction and Monitoring checklist.
		6. Recording the relevant WHS matters pertaining to the contract using Section 5 of the WH&S Contractor Selection, Induction and Monitoring checklist.
		7. Once inducted the contractor is required to:
		8. Complete and provide a JSA or SWMS, refer to sections 4, 5 and 6 of the WHS Contractor Selection, Induction and Monitoring checklist.
		9. Be responsible for communicating the induction information as well as the JSA, SWI or SWMS details to any sub-contractors and affected workers.
		10. Retain records of inductions, induction information and JSA, SWI, SWMS information that have been provided to subcontractors or workers of the contractor and shall provide copies of these to management.
		11. During the course of the contract, the Contract superintendent should monitor the contract and inspect the work. Work should be interrupted if safety standards are breached by contractors or the work is not being conducted in accordance with supplied JSAs, SWMSs or WHS management plan, where applicable.
1. Monitoring should be undertaken in accordance with a monitoring/inspection regime identified from the initial risk assessment undertaken by the contractor.
2. The monitoring may be conducted against the /risk assessment, JSA, SWI or SWMS document provided by the contractor by using section 8 of the WHS Contractor Selection, Induction and Monitoring checklist.
3. Managers must verify that identified corrective actions have been effectively closed out within the designated timeframes.
4. Evaluation of the contract is to be undertaken and documented as per section 8 of the WHS Contractor Selection, Induction and Monitoring checklist.
5. Corrective actions may be included in our hazard register to provide data analysis capabilities with regard to contractor management issues and trends.

#### Contractor Incidents

1. If an incident has occurred the person(s) involved shall take whatever steps are necessary to control the hazard, seek any first aid and/or emergency assistance and may include following the control measures documented in either our or the contractor’s emergency plan.
2. Where the incident occurs on our premises:
3. Our *Incident Reporting and Investigation* procedure should be complied with.
4. Managers shall determine if statutory reporting is required.
5. If the contractual requirements specify that the contractor is to notify the regulator of the incident, if notifiable, seek confirmation from the contractor of notification provided to the Regulator.

#### Monitoring and Evaluation

1. Management shall regularly review the Preferred Contractors List to ensure it remains current.
2. Management should:
	1. Review contractor management activities, incident statistics, audit results, legislative changes and other information and direct action when required. Meeting minutes should record outcomes of discussions and actions undertaken.
	2. Include the contractor management procedure as part of the ongoing management review process and include the findings of internal audits into the procedure, as relevant.
	3. Set, monitor and review objectives, targets and performance indicators for any contractor management program, as relevant.

### Training

1. Managers and workers shall be trained in the requirements of this procedure.
2. Contractors should undertake a general and site induction, including identified hazards.
3. If required, training shall be provided to contractors, including induction as part of the WHS Contractor – Selection, Induction and Monitoring checklist.

### Records

1. The following records shall be maintained:
2. Preferred Contractors List and documentation provided by contractors on this list.
3. risk assessments JSAs, SWI, SWMSs and/or Management Plan provided by contractors.
4. Contractor Selection, Induction and Monitoring checklists and associated documents.
5. Training records.
6. Communication and consultation records between duty holders.
7. Any other records relating to legislative compliance.

### Responsibilities

1. Management are accountable for the actions listed above, and:
2. Ensuring adequate resources are identified and provided to enact this procedure effectively.
3. Providing workers with any necessary information, instruction, training and supervision to enable the application of this procedure.
4. Workers are accountable for:
5. Attending training when required.
	* 1. Reporting work methods of contractors that place others and property at risk to their Manager.
		2. Reporting incidents resulting from work carried out by contractors involving them in accordance with *Incident Reporting & Investigation* procedure.
6. Seeking assistance to manage WHS risks when required.

### Review

1. This procedure should be reviewed by management in consultation with workers every 5 years or easier if one or more of the following necessitates change:
2. Legislative compliance issues
3. Audit findings relating to WHS contractor management.
4. Incident and hazard reports related to WHS hazards and risks, claims costs and trends.
5. Feedback from managers, workers, contractors and other stakeholders.
6. Other relevant information.
7. Results or reviews may result in preventative and/or corrective actions being implemented and revision of this document.