

# TEMORA SHIRE COUNCIL



TEMORA  
*The Friendly Shire*

## CONTRACTOR MANAGEMENT AND PROCEDURE

**ACTIVE**

**Review Details**

**ABOUT THIS RELEASE**

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**REVIEW**

| Revision Date | Revision Description |   | Date approved by Council | General Managers Endorsement |
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| 09/04/2013    | Alteration to WHS    | 1 |                          | GCL                          |
|               |                      | 2 |                          |                              |
|               |                      |   |                          |                              |
|               |                      |   |                          |                              |
|               |                      |   |                          |                              |

**PLANNED REVIEW**

| Planned Review Date | Revision Description |  | Review by      |
|---------------------|----------------------|--|----------------|
| September 2020      | Review               |  | Safety Officer |

## 1. POLICY

Temora Shire Council recognises its moral and legal responsibility to provide a safe and healthy workplace for contractors, subcontractors and employees of contractors engaged to work at any Council site.

This commitment extends to ensuring that work performed by contractors does not place the organisation or local community at risk of injury, illness, environmental or property damage.

## 2. DEFINITIONS

*Contractor:* A contractor is anyone engaged to work for Temora Shire Council to carry out a particular task/s and who supplies their own tools and materials, and who is not an employee of the Council. Contractors may also sub-contract work to others. Contractors carry out an independent business in their own name or a business name.

*Contract:* A formal agreement to complete a service or carry out a specified activity.

*Minor Works:* Minor works include, but are not limited to; plumbing, painting, electrical, maintenance work, cleaning, etc.

*Major Works:* Building works including erection and demolition of structures, road construction and maintenance, road sealing, road line marking, working in Quarries, tree removal and maintenance.

## 3. OBJECTIVES

The objectives of this policy and procedures are to ensure:

- a) The workplace, work methods, plant and equipment, substances and materials provided or controlled by the worksite do not place at risk the health and safety of the contractors and others.
- b) Contractors do not place themselves, the health and safety of others, or the environment at risk while carrying out work.
- c) Contractors maintain appropriate licenses, certifications, insurance, plant, equipment, substances, and materials in safe condition and provide safe systems of work throughout the duration of the contracted work.
- d) Plant, equipment, substances, materials and fittings provided or installed by the contractor do not present a risk to the health and safety of any persons or the environment.
- e) Any contractors appointed must be assessed and a detailed examination conducted of the contractors WH&S systems.

## 4. RESPONSIBILITIES

### 4.1 Principal Roles and Responsibilities

All reasonable measures must be taken to ensure that any contractors providing services fully understand the requirements of the organisation and comply with their WHS & R legislative responsibilities by:

- Ensuring that effective systems and procedures are implemented to manage contractors.
- Planning, monitoring and reviewing all work involving contractors during tender process through to completion ensuring all work is carried out safely.
- Providing a safe place of work for the contractor.
- Providing the contractor with an WH&S induction including provision of information on any foreseeable or identified site specific hazards e.g. asbestos, fragile roofs, utilities, etc. The responsibility may be delegated to the contractor to ensure their own employees and subcontractors are inducted on site.
- Use of a “Contractor Service Agreement” for minor works or tender and contract process for major works.
- Identification of any unusual hazards and risks associated with the workplace.
- Implementation of control measures to minimize risk.
- Consulting with employees and stakeholders on any changes to the workplace where it may affect the health and safety of employees of the organisation.
- Developing and maintaining a register of contractors keeping details of licenses, insurances, workers compensation registration, etc.
- Ensuring that any breach of WHS & R legislation is addressed immediately with the contractor or sub contractor.
- Retaining all relevant documentation in a contractors file (including Job Safety Analysis or Safe Work Method Statements).
- Provide Temora Shire Council with a copy of their WH&S Management Plan and carry out their work in accordance to their plan, or work under Temora Shire Council’s Corporate Safety Management Plan and ensure compliance with all aspects of that Plan.
- Where carrying out works for Temora Shire Council on behalf of the RTA, carry out works in accordance to the SIMC Workplace Health & Safety Plan or the RMCC Site Specific Safety Management Plan (this may be required where it has been decided to work under either of these plans and not the Contractors Plan).

#### **4.2 RESPONSIBILITIES OF CONTRACTORS**

- ❖ The Contractor has a responsibility to comply with all WHS & R legislative requirements and to ensure that their work does not create a risk to their employees, subcontractors, the organisation and its employees, the environment or to the public. Contractors must:
  - Complete worksite induction
  - Comply with all of Councils WHS&R policies and procedures as far as they apply to the proposed works;
  - Work in a safe manner and not put themselves or others at risk;

- Comply with all relevant legislation.

## 5. PROCEDURE

### 5.1 Classification of Contractors

Contractors shall be engaged and managed according to the level of risk involved in the contract work. The contract classification (major or minor) indicates the level of risk exposure and/or the degree of involvement of the contractor, and therefore the level of safety management required.

A Job Safety Analysis (JSA) or Safe Work Methods Statement, and a risk assessment must be conducted by the contractors prior to commencement of work and contractors may use their own forms.

The decision to classify a contractor as Level 1, 2 or 3 will depend on a number of factors, including, but not limited to those below:

- Value and duration of contract;
- Impact on organisations normal on site business activities;
- Contractors utilizing subcontractors;
- Time and frequency on site;
- Complexity and scope of works;
- Level of risk;
- Hazardous substances
- Work location eg; roadways
- Scope of works

The following table provides classification of contractor

| <b>Level 1<br/>Minor Work</b>   | <b>Level 2<br/>Specialised Minor Works</b>   | <b>Level 3<br/>Major Works</b>   |
|---|--|--|
| Applied to low risk work such as, by not limited to, those activities listed below :  | Different activities and tasks involved in works will have different levels of risk therefore will require a more stringent level of control measures than Level 1   | More sophisticated safety management systems are required for major works.   |
| Contractors engaged to complete a single task with supervision. Applies to low risk work such as:<br><br>Photocopier repairs<br><br>Single repair & maintenance   | Specialised Minor Work: <ul style="list-style-type: none"> <li>• Roof work e.g. air conditioning repairs/service, guttering &amp; window cleaning</li> <li>• Painting</li> <li>• Electrical</li> <li>• Plumbing</li> <li>• Pest Control</li> <li>• Gardening/Landscaping/Lawn mowing</li> <li>• Working on elevated platforms</li> <li>• Working at Heights</li> </ul> | <ul style="list-style-type: none"> <li>• Building renovations</li> <li>• Additions</li> <li>• Demolition</li> <li>• New Buildings</li> <li>• Road works</li> <li>• Road sealing</li> <li>• Road line marking</li> <li>• Tree removal/trimming</li> <li>• RTA Works on roads</li> </ul> |
| Note: Where work involves foreseeable hazards then the contractor would be classified as a Level 2, e.g. working at heights. Using the Contractor Level Classification Tool document No. will assist.     | <b>Permit to Work Required for:</b><br>Asbestos<br>Confined Spaces<br>Working at Height<br>Demolition<br>Excavation<br>Hot work  |  |
| <b>Contractor WH&amp;S Requirements</b>   |  |  |
| <b>Level 1</b>  | <b>Level 2</b>   | <b>Level 3*</b>  |
| Attend site induction<br>Sight appropriate licences where applicable.<br><br><b>Note: If level of risk is in doubt by the organisation then a Job Safety Analysis must be completed by the Contractor</b> | 1. Attend induction<br>2. Provide evidence of public liability, workers compensation, appropriate licences, etc<br>3. Sign Independent Contractor Agreement.<br>4. Complete Permit to Work (if required).<br>5. Complete Job Safety Analysis or SWMS.<br>6. Provide material safety data sheets (if required).   | 1. Meet requirements of Level 2.<br>2. Attend induction<br>3. Work under a Safety Management Plan, specified at 5.7  |

## 5.2 Contractors must:

Work under their own WH&S Management Plan where it is deemed suitable and sufficient to comply with the requirements of the work ,or work under either of Councils corporate Safety Management Plan, Councils RMCC Safety Management Plan or Councils RMCC Site Specific Safety Management Plan.

## 5.3 MANAGING MINOR WORKS

Temora Shire Council has a Minor Works Contractor Safety Management Plan Based on the Workcover document Housing Industry Safety Pack.

The WH&S Management Plan is available on Temora Shire Council's website through the WH&S link. Small contractors must provide a new copy of the plan annually to coincide with the Contractors Public Liability Renewal.

Form 4 – Site Specific Risk Assessment (attachment 1) must be completed prior to commencement of work at a new site and forwarded to Councils Risk Assessor/Safety Officer.

Level 2 Contractors must complete the form Questionnaire for Contractors (attachment 2) annually. This document will help Contractors to monitor and improve their WH&S system.

## 5.4 MANAGING MAJOR WORKS

Where contractors are engaged to undertake major works such as building and demolition, or roadworks and the worksite is to be completely closed off and handed over to the contractor, the following applies:

- The contract manager must be involved and assistance must be sought from the WH&S Supervisor in the initial set up meetings;
- Where the conduct of the proposed work may affect the health and safety of the workplace e.g. access/egress, noise, fumes, dust etc, the contractor must prepare and submit a risk assessment at the planning stage, which identifies the hazards and appropriate control measures;
- Details must be provided by the contractor as to how sub contractors will be managed;
- Consultation must be undertaken with employees through tool box meetings about the proposed work. Issues or concerns raised by employees must be considered at the planning stage;
- Information from these meetings must be made available to all employees in a form that is timely, readily accessible, and easily understood;
- Employee concerns/issues must be relayed to the Contract Supervisor prior to the commencement of, or during the work;
- Joint meetings between all parties must be held and minutes taken, to discuss issues such as:

Prohibited areas;

Any induction requirements for area/site;

Emergency procedures and modified emergency procedure for duration  
Of contract.

Barricading of dangerous areas and appropriate warning signs;

Access/egress, identified walkways;

Vehicle access;

Chemicals to be used (selection of safest);

Material safety data sheets for hazardous substances are available  
From contractor

- Further briefings and consultations must be conducted should there be any changes in the work schedule that result in any alterations to previously agreed arrangements;
- Immediate action must be taken should an issue that poses a threat to health and safety arise. The matter must be brought to the attention of the contractor and the Contract Manager.

## **6. TRAINING**

Contractors & employees will be trained (where applicable) in any operating procedures required under the specified Management Plan used.

## **7. CONTRACTOR – MONITOR & REVIEW**

All small contractors will have their particulars reviewed annually. Major works contractors will be issued with a letter requesting a copy of their safety management systems prior to the works.

## **8. MONITOR & REVIEW**

Compliance with these procedures will be audited.

This document shall be reviewed within three years of the date of issue. Changes in legislation or policy may necessitate earlier review and subsequent amendment or re-issue.

## **9. REFERENCES**

Workplace Regulations 2011

Workplace Health & Safety Act 2011.

## **10. QUALITY ASSURANCE**

All contractors must comply with Temora Shire Councils' Quality Manual including Hold Points in relation to any part of the contract.



## 11. RELATED COUNCIL POLICIES

|         |   |
|---------|---|
| Code 7  | <i>Workplace Injury Management</i>                                    |
| Code 9  | <i>Hearing Conservation Policy</i>                                    |
| Code 16 | <i>Skin Protection Policy for Outdoor Workers</i>                     |
| Code 19 | <i>Infectious Disease Policy</i>                                      |
| Code 33 | <i>Asbestos Policy &amp; Procedures for Employees and Contractors</i> |
| Code 63 | <i>First Aid Policy</i>   |
| Code 64 | <i>Risk Management Policy &amp; Procedures Manual</i>                 |
| Code 67 | <i>Manual Handling Policy</i>   |
| Code 69 | <i>Working at Heights Policy</i>                                      |
| Code 70 | <i>Protective Clothing &amp; Protective Equipment Policy</i>          |

## ATTACHMENT 1

**OHS FORM 04: SITE-SPECIFIC RISK ASSESSMENT**

|  |  |             |                  |             |  |
|--|--|-------------|------------------|-------------|--|
| <b>SCOPE OF WORKS</b>                    |  |             |                  |             |  |
| <b>PRINCIPAL CONTRACTOR</b>              |  | <b>DATE</b> |                  | <b>TIME</b> |  |
| <b>SITE ADDRESS</b>                      |  |             |                  |             |  |
| <b>PERSON COMPLETING THIS ASSESSMENT</b> |  |             | <b>SIGNATURE</b> |             |  |

|           | <b>Site-specific work activity – risk assessment</b>   | <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               |
|-----------|--|--------------------------|--------------------------|--------------------------|
|           | <b>Contractor assessment</b>   |                          |                          |                          |
| <b>1</b>  | Have all employees completed OHS training (general, site induction and work-specific tasks)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>2</b>  | Have all employees been instructed on safe working practices (eg manual handling)?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>3</b>  | Have all employees read and understood the SWMS and is it accessible on site?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>4</b>  | Do you have the correct type of first aid kit, and is it stocked and accessible for use?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>5</b>  | Have all employees been trained in the safe use of power tools?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>6</b>  | Specify the PPE required.<br><input type="checkbox"/> Hard hat <input type="checkbox"/> Safety boots <input type="checkbox"/> Eye protection <input type="checkbox"/> Hearing protection<br><input type="checkbox"/> Hi-visibility vest <input type="checkbox"/> Hat <input type="checkbox"/> Sunscreen <input type="checkbox"/> Sun protective clothing |                          |                          |                          |
| <b>7</b>  | Is the hazardous substance register on site and are all relevant persons trained in using and handling the substances safely?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>8</b>  | Do you have the appropriate fire-fighting equipment on site for flammable substances or hot works?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>9</b>  | Have all employees reviewed the site safety signage before commencing work?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | <b>Equipment assessment</b>  |                          |                          |                          |
| <b>10</b> | Has all the electrical equipment been tested and tagged, and is the electrical tagging register on site?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>11</b> | Are all electric outlets (generator, meter box, etc) protected by an RCD unit?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>12</b> | Have all tools and equipment been serviced and are they in good working order?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>13</b> | Have all plant and tools been inspected and are they fit for purpose?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>14</b> | Have all ladders used on site been inspected and are they fit for purpose?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|    |  |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|
| 15 | Is there guarding on all machinery, covering all moving parts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|----|--|--------------------------|--------------------------|--------------------------|

| Site assessment  |  |                          |                          |                          |
|--|--|--------------------------|--------------------------|--------------------------|
| 16   | Is the site security fencing intact (with no gaps or missing fencing panels) and are gates chained- padlocked?       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17   | Is the work area clear of rubbish and debris?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18   | Are materials delivered and stored in a safely?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19   | Are the public and other workers protected ?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20   | Are amenities on site clean and accessible for use?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21   | Are all fall zones protected?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22   | Have all safety systems (eg edge protection, scaffolding and guard railing) been inspected and are they safe to use? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23   | Have warning signs been been installed?  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24   | Is there a safe path of travel to all work areas and have all trip hazards been identified?                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25   | Have all trenches and excavations been backfilled?   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>HAVE YOU ELIMINATED ALL POTENTIAL RISKS FROM ANY OTHER HAZARDS IDENTIFIED ON SITE THAT MAY AFFECT YOUR WORK TASK?</b> |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*If you answer **No** to any of the items above – you must complete the risk assessment table below and consult with all employees and subcontractors before commencing any work. If you cannot remove or control the hazard, please contact your construction supervisor for advice before starting any work.*

*Identify below any hazard (plant or substance or process) that could be a risk to OHS, and list the controls*

| Hazard identified | Risk (1-6) | Controls implemented | Risk (4-6) | By whom |
|-------------------|------------|----------------------|------------|---------|
|                   |            |                      |            |         |
|                   |            |                      |            |         |
|                   |            |                      |            |         |
|                   |            |                      |            |         |

Risk rating score 1-6

|               |             |        |          |               |
|---------------|-------------|--------|----------|---------------|
| POSSIBLE RISK | Very likely | Likely | Unlikely | Very unlikely |
|---------------|-------------|--------|----------|---------------|

|                                     |   |   |   |   |
|-------------------------------------|---|---|---|---|
| Death or permanent disability       | 1 | 1 | 2 | 3 |
| Long term illness or serious injury | 1 | 2 | 3 | 4 |
| Medical attention or days off work  | 2 | 3 | 4 | 5 |
| First aid needed                    | 3 | 4 | 5 | 6 |

## **ATTACHMENT No 2**

# **WHS QUESTIONNAIRE FOR SUB CONTRACTORS**

**This document is attachment No 8 in Temora Shire Council's Corporate WH&S Policy**

## Attachment No 8 - WHS Questionnaire for Contractors/ Sub-Contractors

**Project:** ..... **Contractors Name:** .....

**Work being carried out:**.....**Dates of work:** .....(may be annual)

| Question  | Answer<br>(Yes/No) | Action if 'No'  | Action if 'Yes'  |
|---|--------------------|---|--|
| Do you have written Safe Work Method Statements for the activities that you will carry out?   |                    | Please develop them prior to starting work.   | Please provide a copy to the Project Engineer.                 |
| Have you carried out a written risk assessment for the work for this particular site?   |                    | Please undertake a risk assessment. (Standard form can be provided)   | Please provide a copy to the Project Engineer.                 |
| Are all your staff credited with the following induction training?<br><ul style="list-style-type: none"> <li>• Construction Induction.....</li> <li>• Work Activity .....</li> </ul> (Note: Site Specific will be provided) |                    | Staff to be inducted in 'construction induction' and 'work activity' requirements before starting work on site. | Nil  |
| Do you have records of all relevant certificates or accreditations for staff that will be on site? (eg, plant operator, confined spaces, traffic control)   |                    | Please organise for records to be developed.  | Please have these available on site for reference as required. |

| Question   | Answer (Yes/No) | Action if 'No'  | Action if 'Yes'  |
|--|-----------------|---|--|
| Are some of your staff qualified First Aid Attendants?                                     |                 | Nil   | Please provide name/s:<br><ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>  |
| Do you have written Emergency Procedures and Emergency Equipment available for your staff? |                 | Please develop specific procedures for your work activities and provide necessary equipment. (Copy of general site Emergency Procedures will be provided) | Please provide a copy of procedures to the Project Engineer and please list all emergency equipment (use separate sheet if necessary):<br><ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul> |
| Are fire extinguishers inspected and tagged?   |                 | Please arrange.   | Nil  |

|   |  |            |  |
|---|--|------------|--|
| Are you bringing plant items onto the site? |  | <b>Nil</b> | Please list items (use separate sheet if necessary): <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul> |
|---|--|------------|--|



| Question   | Answer<br>(Yes/No) | Action if 'No'   | Action if 'Yes'  |
|--|--------------------|--|--|
| Are all plant items regularly:<br>• serviced .....<br>and checked for:<br>• safe operation .....<br>• safety equipment .....<br>• noise/ exhaust emissions ..... |                    | Please arrange for these to occur.<br>(Plant Safety Checklist is<br>available for use if required) | Please provide details of relevant<br>systems to Project Engineer.     |
| Are you bringing power tools or electrical leads onto the site?  |                    | Nil  | Please list items (use separate<br>sheet if necessary):<br>•<br>•<br>• |
| Are your electrical tools and leads inspected and tagged?  |                    | If no, equipment is not to be<br>brought on site until inspected and<br>tagged.                    | Nil  |

|   |  |   |   |
|---|--|---|---|
| Are you bringing lifting slings or chains onto the site?  |  | Nil   | Please list items (use separate sheet if necessary):<br>•<br>•<br>• |
| Are your slings and chains tagged and rated, and are they checked by a qualified dogger/rigger/crane chaser before using? |  | If no, equipment is not to be brought on site until requirements are met. | <b>Nil</b>  |

| Question   | Answer (Yes/No) | Action if 'No'                                     | Action if 'Yes'  |
|--|-----------------|--|--|
| Are you bringing <b>ANY</b> hazardous substances or dangerous goods onto the site?               |                 | Nil  | Please list items and quantities (use separate sheet if necessary):<br>•<br>•<br>• |
| Do you have Material Data Safety Sheets (MSDS) for all chemicals and other hazardous substances? |                 | If no, please provide them prior to starting work. | Please provide a copy to the Project Engineer.                                     |

|  |  |  |   |
|--|--|--|---|
| Do you work under a system in which regular OHS Inspections are done for each of your work areas?  |  | Please use our weekly inspection reports which will be provided.                             | Please provide a copy to the Project Engineer.                  |
| Do you work under a system in which regular OHS Inspections are done for each of your plant items? |  | Please use our weekly inspection reports which will be provided.                             | Please provide a copy to the Project Engineer.                  |
| Are incoming goods and materials inspected regarding OHS issues upon arrival to the site?          |  | Please commence inspections of incoming goods and materials.<br>(Form available if required) | Please provide details of relevant systems to Project Engineer. |

**Contractors Name:** .....

**Contractor's Signature:** ..... **Date:** .....