

# Work Health and Safety Policy

**TITLE:** WHS Contractor Management Policy

**NUMBER:**            **WHS: 40**

**TRIM Ref:** DOC/15/87306

**Signature**

Date \_\_\_\_\_

**Adopted by WHS Committee**

Refraction

08/07/19

**Endorsed by CGG**

27/8/19

**Issued**

August 2019

### Next Review

August 2023

### Responsible Position

Chief Financial Officer

## Key Stakeholders

- Corporate Governance Group (CGG)
- Manager People & Culture
- Manager Infrastructure Maintenance and Operations
- Procurement Coordinator
- WHS Committee

	<b>WHS CONTRACTOR MANAGEMENT POLICY</b>	Version No:	5.0
		TRIM No:	DOC/15/87306
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## 1. Policy

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

To facilitate this Mount Barker District 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.

This policy specifically addresses these requirements by seeking to:

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

Key elements of Mount Barker District Council's WHS Contractor Management system are:

- a) A defined process for the selection of Contractors with appropriate WHS controls.
- b) Consultation, Communication and Coordination process with Contractors.
- c) Appropriate monitoring by the organisation's employees of WHS systems / work practices undertaken by Contractors.

This policy and its application to Mount Barker District Council's 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 the relevant Manager or Supervisor responsible for the contract/ors to identify and communicate foreseeable WHS risks relevant to the contract work, including any specific WHS requirements of the Contractor undertaking the contract with the Contractor. Reference is made to the WHS Contracting – Selection, Induction and Monitoring section of the WHS Contractor Management Procedure (HPRM DOC/15/108386).

The Contractor undertaking a Mount Barker District 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.

It is the responsibility of the relevant Project Officer and/or the appropriate 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 General Managers to confirm the Contractor management system is used for work that involves engaging a contractor.

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### 3. Review

The WHS Contractor Management Policy shall be reviewed by Council's WHS Committee within four (4) years of Issued Date, or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers.

### 4. Access to The Policy

The Policy is available for public inspection at the Customer Service counter, at the Local Government Centre, 6 Dutton Road, Mount Barker, South Australia, and on the Council's website [www.dcmtbarker.sa.gov.au](http://www.dcmtbarker.sa.gov.au).

### 5. References

Work Health and Safety Act (SA) 2012  
 Work Health and Safety Regulations (SA) 2012  
 General Disposal Schedule 21 for Local Government  
 Local Government Act, 1999  
 Australian Standard 4801

### 6. Related documents

WHS: 41 Contractor Management Procedure	HPRM: DOC/15/108386:
/	
Induction Manual - Contractor	TRIM Ref: 14/042098

### 7. Further Information

For further information on this Policy, please contact:

Title: Procurement Coordinator  
 The Mount Barker District Council  
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Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Aug 2009	New Document
	2.0	Dec 2010	Reviewed Aug 2010, issued December 2010 – updated template, change of wording in policy statement, modified format in line with One System model.
	3.0	Dec 2013	Terminology changes to reflect 2012 WHS Act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate.
	4.0	Aug 2015	Changed council name, minimum review timeframe from 3 years to four years, GDS updated from 20 to 21.
	5.0	Feb 2019	Policy reviewed with minor grammatical changes. Consistent structure/content to other OS policies/procedures