



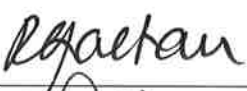

**MOUNT BARKER**  
DISTRICT COUNCIL

## **Work Health and Safety Procedure**

**TITLE:** WHS Contractor Management Procedure

**NUMBER:** WHS: 41

**TRIM Ref:** DOC/15/108386

	<b>Signature</b>	<b>Date</b>
<b>Adopted by WHS Committee</b>		8/07/19
<b>Endorsed by CGG</b>		27/8/19
<b>Issued</b>	August 2019	
<b>Next Review</b>	August 2023	
<b>Responsible Position</b>	Chief Financial Officer	
<b>Key Stakeholders</b>	<ul style="list-style-type: none"><li>• Corporate Governance Group (CGG)</li><li>• Manager People &amp; Culture</li><li>• Manager Infrastructure Maintenance and Operations</li><li>• Manager Infrastructure Delivery</li><li>• Procurement Co-ordinator</li><li>• WHS Committee</li></ul>	

	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	5.0
		TRIM No:	DOC/15/108386
		Issued:	August 2019
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## 1. Overview

Mount Barker District Council as part of its commitment under its WHS Contractor Management policy recognises its obligation to:

- Ensure the health and safety of workers engaged, or caused to be engaged by the Council while the workers are at work in the Council's business or undertaking, so far as is reasonably practicable.
- Eliminate risks to health and safety, so far as is reasonably practicable and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
- Consult, co-operate and co-ordinate activities with other persons conducting a business of undertaking (PCBU) who have a duty in relation to the same matter, so far as is reasonably practicable.

This procedure aims to:

- a) Ensure that the Council adopts a systematic approach to the selection, engagement, induction, monitoring and evaluation of Contractors, so that it only engages:
  - i. Competent providers of the goods and services they are contracted to provide: and
  - ii. Contractors who are able to demonstrate their ability to work within the requirements of the Work Health and Safety Act 2012 (SA) (WHS Act), Work Health and Safety Regulations 2012 (SA) (WHS Regulations), Approved Codes of Practice and any other relevant legislation and industry standards
- b) Develop communication processes that demonstrate consultation, cooperation and coordination between shared duty holders occurs, so far as is reasonably practicable.

This procedure deals with contracted work, which may include construction work as defined in the WHS Regulations. Users of this procedure are advised to ensure that all legal requirements for construction work are addressed. The LGAWSC Model WHS Construction Activities Guidance Checklist may assist.

This procedure must be read in conjunction with the Council's procurement policy and related procedures

## 2. Core Components

The core components of the Council's Contractor Management Procedure aims to

- 1) Implement a selection process that:
  - a) Requires potential Contractors to provide core information relating to their ability to work within legislative requirements and any additional information requested by the Council, based on the hazards associated with the task or activity to be undertaken; and
  - b) Provide documented information relating to reasonably foreseeable site specific activities and hazards to potential Contractors for consideration in their submission; and
  - c) Requires potential Contractors to provide documents and assessments of the information contained legislative requirements and the Council's minimum WHS expectations for the proposed work; and.
- 2) Engage Contractors in the hazard identification and control process and
- 3) Require appropriate communication processes between the Council's and its Contractors to be in place that demonstrate the consultation, cooperation and coordination between shared duty holders occurs, so far as is reasonably practicable; and

- 4) Require an appropriate risk based schedule to be developed and implement by the Contractor Manager to monitor each Contractor's WHS compliance ( and that there are systems are in place for addressing non-compliance); and
- 5) Maintain currency and relevance of the Council's Contractor management systems through a process of monitoring and review.

## 3. Definitions

Construction project	<p>A project that involves construction work where the cost of the construction work is \$450,000 or more</p> <p>[as defined by WHS Regulations, 2012 (292)]</p>
Construction work	<p>Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure</p> <p>[as defined in the WHS Regulations, Regulation 289]</p> <p>But does not include the following:</p> <ol style="list-style-type: none"> <li>(a) The manufacture of plant;</li> <li>(b) The prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work;</li> <li>(c) The construction or assembly of a structure that once constructed or assembled is intended to be transported to another place;</li> <li>(d) Testing, maintenance or repair work of a minor nature carried out in connection with a structure;</li> <li>(e) Mining or the exploration for or extraction of minerals.</li> </ol> <p>[as defined by the WHS Regulations, Regulation 2012 (289(3))]</p> <p>'In connection with' means related to or associated with construction. Contracts covering a project are a good guide to what activities are done in connection with construction.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> <li>• Work by architects or engineers in on-site offices or conducting on-site inspections, but not architects or engineers working in offices away from the construction site.</li> <li>• Work by a mechanic on an excavator on-site and not in an isolated service area.</li> <li>• Delivering building materials to different points on the site, but not making deliveries to a single designated delivery area.</li> <li>• Excavating for a basement garage.</li> <li>• Testing fire equipment on the construction site.</li> <li>• Supervisors and manager moving around the site to monitor work.</li> <li>• Surveying a site after construction has started, but not surveying a Greenfield site before construction has started.</li> <li>• Traffic control on a construction site.</li> </ul> <p>Source: COP: Construction Work, May 2018 (COP: Construction Work), p.6</p>

Contract	<p>A contract is a written or expressed agreement between two parties to provide a product or service.</p> <p>There are essentially six elements of a contract that make it a legal and binding document. In order for a contract to be enforceable, it must contain:</p> <ol style="list-style-type: none"> <li>An offer that specifically details exactly what will be provided</li> <li>Acceptance, which is the agreement by the other party to the offer presented</li> <li>Consideration, money or something of interest being exchanged between the parties</li> <li>Capacity of the parties in terms of age and mental ability</li> <li>The intent of both parties to carry out their promise</li> <li>Legally enforceable terms and conditions, also called object of the contract</li> </ol> <p>In other words, a contract is enforceable when both parties agree to something, back the promise up with money or something of value, both are in sound mind and intend to carry out their promise and what they promise to do is within the law.</p> <p>Most commonly, a contract is written and signed by the parties.</p> <p>Examples of typical Local Government contracts can include, but are not limited to:</p> <ul style="list-style-type: none"> <li>An employment contract between an organisation and its employees.</li> <li>A service contract with a Contractor to undertake works or a specific role.</li> <li>A purchase agreement or purchase order for the supply of goods and services.</li> <li>A lease or tenancy agreement for premises or land.</li> <li>A license to occupy or undertake an activity on Council land/premises.</li> <li>A rental or hire agreement in relation to vehicles or equipment.</li> </ul> <p>An insurance contract for any organisation owned asset or for Public Liability</p>
Contract Manager	Person/s nominated by the organisation and appropriately trained to manage contracts on its behalf
High risk construction work	<ol style="list-style-type: none"> <li>Involves a risk of a person falling more than 3 metres; or</li> <li>Is carried out on a telecommunication tower; or</li> <li>Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or</li> <li>Involves, or is likely to involve, the disturbance of asbestos; or</li> <li>Involves structural alterations or repairs that require temporary support to prevent collapse; or</li> <li>Is carried out in or near a confined space; or</li> <li>Is carried out in or near— <ol style="list-style-type: none"> <li>A shaft or trench with an excavated depth greater than 1.5 metres; or</li> <li>A tunnel; or</li> </ol> </li> <li>Involves the use of explosives; or</li> <li>Is carried out on or near pressurised gas distribution mains or piping; or</li> <li>Is carried out on or near chemical, fuel or refrigerant lines; or</li> <li>Is carried out on or near energised electrical installations or services; or</li> <li>Is carried out in an area that may have a contaminated or flammable atmosphere; or</li> <li>Involves tilt-up or precast concrete; or</li> <li>Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or</li> </ol>

## WHS CONTRACTOR MANAGEMENT PROCEDURE

Version No:	5.0
TRIM No:	DOC/15/108386
Issued:	August 2019
Next Review:	August 2023

	<ul style="list-style-type: none"> <li>(o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or</li> <li>(p) Is carried out in an area in which there are artificial extremes of temperature; or</li> <li>(q) Is carried out in or near water or other liquid that involves a risk of drowning; or</li> <li>(r) Involves diving work.</li> </ul> <p>[as defined by the Work Health and Safety Regulations 2012(291)]</p>
Job Safety Analysis (JSA)	A document which records the risks associated with an activity and the controls to be followed to complete the activity safely.
Monitoring	Process of reviewing the activities undertaken to ensure they are being conducted safely and in accordance with documented requirements...
Prequalified Contractor register	<p>A list of Contractors who have:</p> <ul style="list-style-type: none"> <li>(a) demonstrated their ability to work within the requirements of the WHS Act and Regulations, Approved Codes of Practice and relevant legislation and industry standards; and</li> <li>(b) been assessed as having the necessary experience and skill to perform the contract work safely.</li> </ul>
Principal Contractor	The Person Conducting Business or Undertaking (PCBU) that commissions a construction project is the principal Contractor, unless the person appoints another person conducting a business or undertaking to be the principal Contractor and authorises such person to have management or control of the workplace and discharges the duties of the principal Contractor [as defined in the WHS Regulations, 2012 (293) p. 188 and explained in the COP: Construction Work,].
Safe Work Method Statement (SWMS)	<p>A document required for high risk construction work that will:</p> <ul style="list-style-type: none"> <li>(a) Identify the work that is high risk construction work;</li> <li>(b) Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards;</li> <li>(c) Describe the measures to be implemented to control the risks; and</li> <li>(d) Describe how the control measures are to be implemented, monitored and reviewed</li> </ul> <p>[as defined in the WHS Regulations, Regulation 299]</p>
WHS management plan	A document which records the significant (Prescribed) information relating to WHS for a construction project as required and prescribed under Chapter 6, Part 4 of the WHS Regulations 2012.
Worker	<p>A person is a worker if the person carries out work in any capacity for a PCBU, including work as—</p> <ul style="list-style-type: none"> <li>(a) An employee; or</li> <li>(b) A Contractor or sub-contractor; or</li> <li>(c) An employee of a Contractor or sub-contractor; or</li> <li>(d) An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or</li> <li>(e) An outworker; or</li> <li>(f) An apprentice or trainee; or</li> <li>(g) A student gaining work experience; or</li> <li>(h) A volunteer; or</li> <li>(i) A person of a prescribed class.</li> </ul> <p>[As defined in the WHS Act, 2012 (7)].</p>

## 4. Procedure

### 4.1. Managing contracts

4.1.1 The department manager should appoint Contract Manager/s with the responsibility to manage contracts in their work area.

4.1.2 The Procurement Coordinator will:

- (a) Develop and maintain a Prequalified Contractor Register to provide a pool of Contractors who have the necessary skill and experience and can be engaged to perform the contract work safely.
- (b) Integrate the WHS Contractor management requirement into the organisation's procurement processes for the selection and engagement of Contractors;
- (c) Make sure that contractual documentation is in place and specifies:
  - a) Which party is the principal Contractor (if relevant) when construction work is being undertaken,
  - b) Which party has management or control of the workplace,
  - c) The requirement to notify the Contract Manager as soon as practicable, if an incident occurs whilst Contractors are undertaking contracted work, and
  - d) Who is responsible for the statutory reporting and management of a notifiable incident.

4.1.3 Contract Managers will:

When engaging Contractors determine, whether the work requires the completion of a:

Risk assessment / JSA, SWMS, or WHS Management Plan

- (a) Prior to the commencement of the work, review the required work and provide any pertinent hazard information relating to circumstances of the proposed work that Council are aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite, etc.) to the Contractor.
- (b) When engaging Contractors, obtain a risk assessment for the task(s) or activities being undertaken. In addition, when the work involves construction work, obtain the following documentation, depended on project value and type:

Project value / type	Requirements
High risk construction work (less than \$450,000)	SWMS
High risk construction work (\$450,000 or more – is a construction project )	SWMS + WHS Management Plan

### 4.2. Prequalified Contractor Register

4.2.1 Inclusion on the Prequalified Contractor Register should be contingent on the Contractor providing the following information

- a) Core information, which includes as a minimum the following:
  - i. A certificate of currency for Public Liability insurance cover;
  - ii. Proof of current ReturnToWorkSA registration (if applicable);
  - iii. Evidence that the Contractor has in place a system to ensure that their licences and certification maintained currency
  - iv. Statement of Agreement to work within the remit of any and all appropriate WHS requirements;



 MOUNT BARKER DISTRICT COUNCIL	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	5.0
		TRIM No:	DOC/15/108386
		Issued:	August 2019
		Next Review:	August 2023

- v. Evidence of WHS Policies and Procedures that comply with Council's minimum WHS standards; and
- b) Additional information that is required, based on the complexity and risk associated with the task/activity to be undertaken by the Contractor and may include:
  - i. Summary of WHS Procedures and instructions or processes e.g. WHS Management System;
  - ii. Sample copy of Safe Operating Procedures/Safe Work Instructions that they are prequalified for;
  - iii. Incident reporting and investigation process, including a sample of an incident report form;
  - iv. Emergency response procedures and management plans; and
  - v. Evidence of meetings and any other considerations that the Council management or the Contractor Manager deems appropriate.
- 4.2.2 Once the Contractor has submitted the information (in accordance with 4.2.1 above) the Procurement Coordinator will review and assess their WHS information to ascertain whether the Contractor meets with the Council's minimum standards.
  - i. Any detail of the technical aspects of the work that need clarification, including appropriateness of risk assessments, JSAs, SWMS and WHS Management Plan, will be reviewed and confirmed by the WHS Coordinator and/or the appropriate Contract Manager, where the task is within the organisation's expertise.
  - ii. Should additional information or clarification be required, the Contractor will be advised of such and that they cannot be added to the Pre-qualified Contractor Register until it has been provided.
  - iii. Should the Contractor not have appropriate systems or documentation in place, the Council may assist them in understanding the requirements for an appropriate WHS management system, and refer the Contractor to further sources of assistance such as SafeWork SA or industry bodies. The Contractor will not be used unless appropriate safety processes and documentation is in place.
- 4.2.3 In order to remain on the Prequalified Contractor Register:
  - i. The Contractor must confirm details prior to being re-engaged and advise Council of any changes to the information provided in compliance with Clause 4.2.1 above.
  - ii. The Contractor must apply to remain on the Prequalified Contractor Register on a periodic basis, including the provision of updated information supplied by the Contractor. Contractors who want to remain on the preferred prequalifying contract register are invited to re-apply on an periodical bases and agree to provide evidence/assurance on how the required licences are kept current and provide any expired insurance, or registration, requirements
  - iii. Council contract/procurement management staff should review any evidence documenting the Contractor's performance while undertaking work in the previous year before approving the application.
- 4.3. Engagement of Contractors
  - 4.3.1 Once the work and the need for a Contractor have been identified, the Contract Manager is to be nominated.
  - 4.3.2 The Contract Manager will identify appropriate Contractors from the Prequalifying Contractor Register.

 MOUNT BARKER DISTRICT COUNCIL	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	5.0
		TRIM No:	DOC/15/108386
		Issued:	August 2019
		Next Review:	August 2023

4.3.3 Where possible, Contractors from the Prequalified Contractors Register will be engaged (in line with the tendering process, where appropriate).

4.3.4 Engagement of Contractors is to be in line with the procurement policies.

4.3.5 Prior to engaging a Contractor the Contract Manager will:

- i. Check that all insurances, registration and license are current.
- ii. Determine what further information might be required to be provided to the Contractor (e.g.: 4.1.2 ) to assist with the provision of Risk Assessments, JSA's, SWMS, WHS Management Plan or any other aspect.
- iii. Determine what further information might be required to provide evidence of the Contractor's competency for the work, not provided as part of the Prequalified Contractors processes.
- iv. Determine whether additional ( non-standard) contract provision are required when drafting the contract between the Council and a the Contractor for the works
- v. Identify any shared duties and who the duty holders are and agree the communication process to be applied in relation to these.

4.3.6 Sub-Contractors

- i. Contractors who use sub-Contractors must ensure that those sub-Contractors have and follow safe systems equivalent to those required by the Council and/or the Contractor.
- ii. In agreeing to the use of sub-Contractors, the Contract Manager, will confirm that the Contractor has adequate processes in place to select, induct and supervise their sub-Contractors.
- iii. The Contract Manager should apply the same procedures for the management of sub-Contractors as is applied to Contractors, but should also make sure that the Contractor is informed of any relevant communication and consultation provided directly to their sub-contractor and workers.

4.4. Use of Contractors not on the Prequalified Contractors Register

4.4.1 A Contractor **not** on the Prequalified Contractors Register may be engaged in a situation where:

- i. There is an immediate requirement for the service or an immediate risk to the work health and safety of workers ; **and**
- ii. Contractors on the Prequalified Contractors Register, with the appropriate expertise are not available to perform the work within the time frames required;  
**or**
- iii. There are no Prequalified Contractors for the type of work; **and**
- iv. Time does not permit the full completion of the approval process for the Contractor.

4.4.2 In these cases, the Contract Manager may engage a Contractor not on the Prequalified Contractor register, but will

- i. Confirm that the Contractor engaged provides evidence of current insurances, registrations and relevant licences, training and experience or provide evidence there is a system in place to ensure licences and experience is maintained
- ii. Make sure the Contractor is made aware of the Council's WHS expectations; e.g. Contractor Induction Manual



	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	5.0
		TRIM No:	DOC/15/108386
		Issued:	August 2019
		Next Review:	August 2023

#### 4.5. Engaging Contractors to conduct the work

4.5.1 Use the Contractor WHS Induction Checklist as per sections 4.5.4. for all contracts.

##### 4.5.2 Selection

- i. On selection of an appropriate Contractor to undertake contract work, the Contract Overview document will be completed to record the details of the contract and the Contractor.
- ii. The Contract Manager will manage the contracted work on behalf of the Council including documenting all planning and communications in relation to the consultation, cooperation and ordination of work activities, in accordance with the WHS Communication and Consultation Procedure

##### 4.5.3 Council General Induction

- i. Prior to the commencement of the contract the Contractor Manager should induct the Contractor by:
  - Communicating any requirements as specified in the contract documentation.
  - Communicating any Council WHS matters that may be relevant to this contract or relevant to carrying out this contract.
  - Recording the induction by obtaining the Contractor Induction Acknowledgement in Council's Contractor Induction manual
  - Recording the relevant WHS matters pertaining to the contract as per the Contractor Induction Checklist.
- ii. Before commencing works the Contractor is required to:
  - Provide to the Council Job Safety Analysis (JSA), Safe Work Method Statement(s) or a WHS Management Plan according to the requirements listed in Attachment 1.
  - Be responsible for communicating the induction information as well as the WHS requirements for the job to any sub-Contractors and affected workers.
  - Keep and maintain records of any inductions, induction information and Job Safety Analysis/Safe Work Method Statement information that have been provided to any sub-contractors or employees of the Contractor and must provide copies of these to the Council.

##### 4.5.4 Site Induction

- i. Wherever reasonably practicable, a site induction should be undertaken to confirm the Contractor and workers are aware of any site specific hazards identified by Council.
- ii. If it is not reasonably practicable to undertake a site induction, the Contract Manager will require the Contractor to conduct and document a hazard identification and risk assessment, Job Safety Analysis and where relevant a Safe Work Method Statement before work commences and take steps to check that this has been done.
- iii. Information communicated by Council through the induction does not relieve the Contractor from any legislative and statutory obligations for Work Health and Safety or any other matter.

#### 4.6. Monitoring

During the course of the contract, based on the level of risk of the activities being undertaken by the Contractor, the Council's Contract Managers will

- Develop a monitoring/inspection regime based on the complexities and risks identified in the course of the initial risk assessment. As a minimum :

Type of Work	Frequency
High risk construction work – 1 week project	Minimum 1 Evaluation
High risk construction work – more than 1 week project	Minimum 1 Evaluation per week
Non high risk construction work - 1 week project	Minimum 1 Evaluation
Non High risk construction work – more than 1 week project	Minimum 1 Evaluation per fortnight

- Monitor the Contractor's performance :
  - In line with the developed monitoring/inspection regime; and
  - Against the risk assessment, JSA, SWMS and /or WHS Management Plan provided by the Contractor; or.
  - By using the Contractor Monitoring Checklist to monitor identified hazards, check that agreed controls are being implemented and corrective actions identified, documented, communicated and closed out:
- Interrupt the work if the Council's approved safety standards are breached or the work is not being conducted in accordance with supplied Job Safety Analysis or Safe Work Method Statement or WHS management plan (where applicable).
- Verify that corrective actions identified have been effectively closed out within the designated timeframes;
- Evaluate and document the Contractor's performance:
  - Using the Contractors Monitoring Checklist via paper based form or electronic platform, complete evaluation and corrective actions are captured against the Contractor.
  - Copies of evaluation forms that require corrective action and close out timelines are sent to the Contractor for actioning
- i. The Contract Manager must verify that any corrective actions identified have been effectively closed out within the designated timeframes.
- ii. Evaluation of the contract is to be undertaken and documented by the Contract Manager.
- iii. Corrective actions may be included in Council's corrective and preventative action systems to provide data analysis capabilities with regard to Contractor management issues and trends.

#### 4.7. Incidents during Contractor activities

- If an incident occurs during contracted work, the person/s involved should, if safe to do so, take whatever steps are necessary to control the hazard(s) and seek any first aid or emergency assistance. This may include following the control measures documented in the Council or Contractor emergency plan.
- Where the organisation has management or control of the workplace:

	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	5.0
		TRIM No:	DOC/15/108386
		Issued:	August 2019
		Next Review:	August 2023

- The Council Incident Reporting and Investigation procedure should be complied with, including the requirement that the site where the incident occurred, is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.
- The Contract Manager should contact the nominated person with WHS responsibility as soon as practicable after being notified of the incident, who will ascertain whether statutory reporting is required, or for further direction and assistance.
- If the contractual requirements specify that the Contractor is to notify the regulator of the incident (if notifiable), the Contract Manager seek confirmation from the Contractor of any confirmation of notification given by the Regulator.

III. The incident will be managed in accordance with the Council's Incident Reporting and Investigation Procedure. Where a principal Contractor (or other PCBU) has management or control of the workplace:

- The principal Contractor (or other PCBU) will notify the Contract Manager of the injury or incident and the immediate control measures put in place by the principle Contractor (or other PCBU) to prevent further harm or damage as soon as reasonably practicable:
- If the injury is notifiable, the Contract Manager will seek evidence from the Contractor of the confirmation of notification given by the Regulator

#### 4.8 Systems Monitoring and evaluation

Department managers will regularly review:

- Contract Manager's skills and knowledge to make sure that the Council and its Contractors are meeting legislative compliance contractual obligations.

The Corporate Governance Group should:

- Review activities related to Contractor management, incident data, audit results, legislative changes and other relevant information and direct action when required. Minutes should record outcomes of discussions and actions undertaken.
- Include the WHS Contractor management procedure as part of the ongoing management review process and respond to findings of internal audit as relevant.
- Set, monitor and review objectives, targets and performance indicators for any program related to Contractor activities, as relevant.

## 5. Training

5.1. The Mount Barker District Council's training needs analysis will identify the training needs for those persons required to:

- 5.1.1. Undertake a Contract Manager/Procurement Staff role.
- 5.1.2. Use or interact with the contract management process, as per their job role.
- 5.1.3. Use or apply the Council procurement process.
- 5.1.4. Manage construction work including use of the LGAWCS model WHS Construction Activities Guidance Checklist or equivalent construction guidance tools.
- 5.1.5. Manage the Prequalified Contractors Register.

 MOUNT BARKER DISTRICT COUNCIL	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	5.0
		TRIM No:	DOC/15/108386
		Issued:	August 2019
		Next Review:	August 2023

5.1.6. Undertake any other responsibilities related to Contractor management.

5.1.7. Use and application of SkyTrust for effective management of Contractors

5.2. The training identified on the Council's TNA should be planned and delivered in accordance with the WHS Induction and Training Procedure.

## 6. Records

Records relating to contracted work should be maintained. The Register includes, but is not limited to:

5.3. Prequalified Contractors Register.

5.4. Contractual arrangements including:

5.4.1. Proof of Public Liability Insurance Cover

5.4.2. Proof of current WorkCover Authority registration (if applicable)

5.4.3. Identification of person within organisation responsible for Work Health and Safety

5.4.4. Evidence of the Contractor's system for recording and maintaining currency of staff's relevant licences and certifications

5.4.5. Statement of Agreement to work within the remit of appropriate WHS requirements or provisions of evidence as part of the work tendering process to meet compliance with relevant legislative requirements for the work being undertaken.

5.4.6. Job Safety Analysis, Risk Assessment(s) or Safe Work Method Statement(s) for the activities covered by the Contractor.

5.4.7. Additional information requested at 4.2.1

5.5. Training records.

5.6. Communication, consultation, coordination and cooperation records between duty holders.

5.7. Any other records relating to legislative compliance.

5.8. Statutory notifications.

Copies may be retained by other parties, but must be marked "copy". Records must be retained and disposed of in line with the current version of GDS20.

## 7. Responsibilities

5.9. The **Corporate Governance Group** (CGG) is accountable for:

5.9.1. Monitoring compliance to the Council's legislative responsibilities for Contractor management.

5.9.2. Budgetary expenditure for Contractor management.

5.9.3. Setting objectives, targets and performance indicators for any Contractor management program, as relevant.

5.9.4. Checking that managers and supervisors have been provided with training to ensure they understand and can:

- Apply the requirements of the Contractor management procedure to the areas and activities under their control,
- Apply the requirements of procurement procedures, as relevant,
- Provide adequate training and supervision to the persons under their control.

5.9.5. Consulting with other PCBU's, so far as is reasonably practicable, if their duty of care overlaps.

	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	5.0
		TRIM No:	DOC/15/108386
		Issued:	August 2019
		Next Review:	August 2023

- 5.9.6. Checking, so far as is reasonably practicable, that reasonably foreseeable hazards are identified, assessed and controlled when elimination is not practicable.
- 5.9.7. Monitoring the Hazard Register and enforcing close out of items when required.
- 5.9.8. Reviewing the effectiveness of Contractor management processes.
- 5.9.9. Including Contractor management within the management review process.
- 5.10. The **Department Manager** is accountable for:
  - 5.10.1. Appointing Contract Manager/s to manage contracted work.
  - 5.10.2. Providing the Contract Manager/Procurement Coordinator and other workers involved with the Contractor management process with necessary information, instruction, training and supervisor to apply the Councils Contractor Management procedure.
  - 5.10.3. Checking that Contractor management procedures are being complied with and if not, taking necessary corrective actions.
  - 5.10.4. Reviewing Contractor files to monitor and verify that required information has been supplied and retained.
  - 5.10.5. Authorising Contractors not on the preferred Contractor registers.
  - 5.10.6. Ensuring compliance to this procedure within their respective departments.
- 5.11. The **Procurement Coordinator** is accountable for:
  - 5.11.1. Complying with Council procurement processes.
  - 5.11.2. Maintaining the Prequalified Contractor Register with currency of information.
  - 5.11.3. Utilising the Prequalified Contractor Register where possible.
  - 5.11.4. Making sure contractual documentation specifies which party is the principal Contractor and has control of the workplace (where required).
  - 5.11.5. Ensuring compliance to this procedure.
- 5.12. The **Contract Manager** is accountable for:
  - 5.12.1. Complying with the Councils Contractor management and procurement processes.
  - 5.12.2. Utilising the Prequalified Contractor Register where possible and checking that all information is current and relevant to the contracted work.
  - 5.12.3. Implementing the Contractor WHS Induction & Checklist and Contractor WHS Monitoring Checklist.
  - 5.12.4. Implementing, maintaining, and monitoring the WH&S Contractor Management process.
  - 5.12.5. Supporting and assisting the development and maintenance of the Prequalified Contractor Register.
  - 5.12.6. Communicating and consulting with shared duty holders and workers involved in the contract and documenting this.
  - 5.12.7. Making sure PCBUs have been given any information Council has in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out as part of the selection and engagement process.
  - 5.12.8. Reviewing and assessing the suitability of Contractor WHS and hazard management systems (in consultation with Risk/WH&S expertise, where required).
  - 5.12.9. Developing a documented monitoring and inspection regime to assess Contractor performance and confirming that any corrective actions identified are communicated and closed out within specified timeframes.



	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	5.0
		TRIM No:	DOC/15/108386
		Issued:	August 2019
		Next Review:	August 2023

- 5.12.10. Obtaining and retaining WHS documentation related to the contract.
- 5.12.11. Making sure contractual documentation specifies which part is the principal Contractor and has control or management of the workplace(as required)
- 5.12.12. Providing Contractors with a general induction and, where reasonably practicable, a site induction.
- 5.12.13. Making sure incidents that occur during contracted works are reported and investigated appropriately (including verifying that mandatory notifications have occurred, if applicable).
- 5.12.14. Ensuing compliance with this procedure.
  
- 5.13. The **WHS Coordinator** is accountable for:
  - 5.13.1. Participating in reviewing and assessing Contractors WHS information (in consultation with the Contract Manager as required) to ascertain whether the Contractor meets the Council's minimum WHS standards.
  
- 5.14. The **Manager People and Culture** is accountable for:
  - 5.14.1. Making sure training for workers with responsibilities related to Contractor management, is identified and delivered and the training register in relation to this training is kept up to date.
  - 5.14.2. Undertaking statutory reporting when required.
  - 5.14.3. Ensuring the LGAWCS has been notified when any statutory reporting has occurred.
  - 5.14.4. Maintaining legislative currency of procedures and systems in relation to Contractor management.
  - 5.14.5. Initiating audit and review activities as required.
  
- 5.15. Any **worker** is accountable for:
  - 5.15.1. Reporting work methods of Contractors that place people and property at risk to the Contract Manager or their Manager.
  - 5.15.2. Reporting incidents resulting from work carried out by Contractors involving them in accordance with incident reporting & investigation procedures.
  - 5.15.3. Seeking assistance to manage identified hazards when required.
  
- 5.16. The **WHS Committee** is accountable for:
  - 5.16.1. Facilitating co-operation between management and workers in matters relating to Contractor management.
  - 5.16.2. Referring issues to the CGG management team that require management direction or enforcement.
  
- 5.17. **Health and safety representatives** may:
  - 5.17.1. Facilitate consultation between department managers and workers in relation to any Contractor management that affect the workgroup they represent.
  - 5.17.2. Request and assist in the review and revision, where necessary, of risk control measures related to the management of Contractors.

## 8. Review

- 5.18. The WHS Contractor Management Procedure should be reviewed by CGG, in consultation with workers or their representatives as appropriate, at a minimum every 4 years or more frequently if legislation or Council's needs change. The review may include a review of:
  - 5.18.1. Legislative compliance issues.

 MOUNT BARKER DISTRICT COUNCIL	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	5.0
		TRIM No:	DOC/15/108386
		Issued:	August 2019
		Next Review:	August 2023

- 5.18.2. Audit findings relating to Contractor management.
- 5.18.3. Changes in the products, operations or activities of the organisation.
- 5.18.4. Incident and hazard reports, claims costs and trends related to Contractor management.
- 5.18.5. Feedback from managers, workers or other stakeholders.
- 5.18.6. Other relevant information.
- 5.19. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

## 9. References

Work Health and Safety Act 2012  
 Work Health and Safety Regulations 2012  
 State Records Act 1997  
 General Disposal Schedule 20 for Local Government  
 Heavy Vehicle National Law (South Australia) Act 2013 and regulations  
 ReturnToWorkSA Work Health and Safety Standards for self-insured employees  
 ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines  
 Code of Practice: How to Manage Work Health and Safety Risks, December 2011  
 Code of Practice: Work Health & Safety Consultation, Cooperation & Coordination, December 2011  
 Model Code of Practices: Construction Work May 2018 (for guidance only – not approved in SA)

## 10. Related documents

WHS Contractor Management Policy	TRIM Ref: DOC/15/87306
WHS:30 Emergency Management Procedure	TRIM Ref: DOC/16/19640
WHS:52 Hazard Management Procedure	TRIM Ref: DOC/16/000791
Hazard Identification Register	TRIM Ref: 12/099477
WHS Risk Assessment Register	TRIM Ref: 11/133053
Induction Manual – Contractor	TRIM Ref: 14/042098
Contractor WHS Induction & Checklist	TRIM Ref: 14/040718
Contractor WHS Monitoring Checklist	TRIM Ref: 14/042096
Procurement Policy	TRIM Ref: DOC/16/048288

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Aug 2009	New Endorsed Document

## WHS CONTRACTOR MANAGEMENT PROCEDURE

Version No:	5.0
TRIM No:	DOC/15/108386
Issued:	August 2019
Next Review:	August 2023


	2.0	Dec 2010	Updated template and minor changes.
	3.0	Dec 2013	<p>Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice.</p> <p>Examples of changes include; OHS to WHS and employee to worker where appropriate.</p> <p>New section on responsibility to manage contracts. Extension of the definitions section and information on engaging a Contractor. Inclusion of processes and reference to the classification of construction work.</p> <p>Expansion of section 5 of the selection induction and monitoring tool to include SWMS example and more guidance around format and use</p>
	4.0	May2014	<p>Section 7 to include contracts coordinator and Contract Manager, and reference these responsibilities appropriately throughout the document.</p> <p>Removed supporting documentation, and referenced DCMB documentation in related documents.</p>
	5.0	November 2015	<p>Amended Council name to Mount Barker District Council</p> <p>Inserted new logo</p> <p>Amended project value in attachment 1 from \$250,000 to \$450,000</p>
	6.0	August 2019	<p>updated hyperlinks, minor grammatical changes;</p> <p>Definitions section 3: expanded definition of Construction Work, added explanation of Contract, added definition of Person with Management or Control of a Workplace, deleted reference to ReturnToWorkSA; added "management or" to 4.1.2 (d) ii to align with legislation; added risk assessment requirements to 4.1.2(e) and revised table to align with legislative requirements for construction work; added "WHS Management Plan" to 4.2.1(a) ; removed "Risk Assessments" from 4.2.1(b) as already covered in 4.1.2(e) added "procedures" to 4.2.1(b); deleted reference to 4.2.2 in 4.2.2; Examples of how Contractor's performance is monitored added "e.g. in the Contractor Monitoring of Hazards &amp; Controls template (, noted in the CAR" and addition of requirement for performance issues to be formally communicated to the Contractor in 4.2.3(c);. Added 4.3.3 (e) in relation to shared duty holders; deleted reference to sections in 4.5.2(a) : expanded 4.5.3(b) to include reference to JSA, SWMS and WHS Management plan; expanded 4.5.4(b) to include reference to SWMS and WHS Management plan; added "of the activities being undertaken by the Contractor" to 4.6.1 ; added "health and " and " 'risk assessment" to 4.6.1.(c) ; added "documented" to 4.6.1(b) ; added "management " to 4.7.2; added 4.7.2(a) ; added "management or" to 4.7.3; added 5.2; added</p>

## WHS CONTRACTOR MANAGEMENT PROCEDURE

Version No:	5.0
TRIM No:	DOC/15/108386
Issued:	August 2019
Next Review:	August 2023

			additional documents to 10; aligned documentation required in
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## APPENDIX 1: CONTRACT OVERVIEW

<b>Contractor Details</b>					
<b>Company/business name:</b>					
<b>Australian business number (ABN):</b>					
<b>Street address:</b>					
<b>Postal address:</b>					
<b>Contact person:</b>		<b>Phone:</b>		<b>Fax:</b>	
		<b>Mobile:</b>		<b>Email:</b>	
<b>Insurance/ indemnity, etc.</b>	<b>Public liability</b>				
	<b>Professional indemnity</b>				
	<b>Workers compensation</b>				
	<b>Other:</b>				
<b>Contract Overview</b>					
<b>Brief description of work:</b>					
<b>Location of work:</b>					
<b>Period of contract:</b>	<b>Date</b>	<b>From:</b>		<b>To:</b>	
	<b>Time</b>	<b>From</b>		<b>To:</b>	
<b>Nature of work:</b>  LGAWCS Model WHS Construction Activities	<b>Construction work</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, risk assessment received?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>High risk construction work</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, risk assessment & SWMS received?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Construction project</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, risk assessment & SWMS & WHS Management Plan received?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>Other</b>				
<b>Council Contact</b>					
<b>Contact person:</b>		<b>Phone:</b>		<b>Fax:</b>	
		<b>Mobile:</b>		<b>Email:</b>	
Or, in the absence of the above:					
<b>Contact person:</b>		<b>Phone:</b>		<b>Fax:</b>	
		<b>Mobile:</b>		<b>Email:</b>	



## APPENDIX 2: HAZARD IDENTIFICATION

Prior to engaging a Contractor, conduct (or request the Contractor conduct) a hazard identification and risk assessment process in line with the organisation's procedures. Where there are hazardous components relating to the work or the work environment these should be identified and documented on the appropriate table regarding the relevant controls or precautions, as well as any licence or permit details required. The Contractor is required to nominate how they will control any hazards identified by the organisation prior to commencing work. The identification table below is not all encompassing and any additional hazards identified should also be recorded with this document.

### Contract details

Type of work: \_\_\_\_\_

Location of work: \_\_\_\_\_

### Hazard Identification

- |  |  |
|--|--|
| <input type="checkbox"/> Asbestos / Lead                                   | <input type="checkbox"/> Powered mobile plant                |
| <input type="checkbox"/> Chemical exposure                                 | <input type="checkbox"/> Remote / isolated work              |
| <input type="checkbox"/> Compressed air / pressure / vacuum                | <input type="checkbox"/> Restricted access                   |
| <input type="checkbox"/> Confined space / hazardous atmosphere             | <input type="checkbox"/> Site access / security              |
| <input type="checkbox"/> Demolition  | <input type="checkbox"/> Soil contamination                  |
| <input type="checkbox"/> Diving  | <input type="checkbox"/> Traffic / pedestrians               |
| <input type="checkbox"/> Electrical  | <input type="checkbox"/> Trenching / excavation              |
| <input type="checkbox"/> Excavation / trenching                            | <input type="checkbox"/> Underground / overhead services     |
| <input type="checkbox"/> Falling objects / falls from one level to another | <input type="checkbox"/> Uneven / slippery surfaces          |
| <input type="checkbox"/> Fire / explosion                                  | <input type="checkbox"/> UV exposure                         |
| <input type="checkbox"/> Gas / fumes                                       | <input type="checkbox"/> Welding                             |
| <input type="checkbox"/> Heat sources                                      | <input type="checkbox"/> Working at heights                  |
| <input type="checkbox"/> High risk construction work                       | <input type="checkbox"/> Working on or near live electricity |
| <input type="checkbox"/> Inclement weather                                 | <input type="checkbox"/> Working over a pit hole             |
| <input type="checkbox"/> Lack of first aid / emergency plan                | <b>Other (add to monitoring checklist):</b>                  |
| <input type="checkbox"/> Lighting  | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Manual handling / ergonomics                      | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Noise   | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Open bodies of water                              | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Others working in the vicinity                    | <input type="checkbox"/> _____                               |
| <input type="checkbox"/> Plant / equipment / machinery                     | <input type="checkbox"/> _____                               |

### Controls or precautions in relation to this contract

#### Physical isolations

- ☐ Barricading
- ☐ Electrical
- ☐ Gas
- ☐ Hydraulic
- ☐ Traffic
- ☐ Pneumatic
- ☐ Water
- Other:
  - ☐
  - ☐
  - ☐

#### Plant & Equipment

- ☐ Elevating work platform
  - ☐ Forklift
  - ☐ Ladder
  - ☐ Safety data sheet
- #### Permits to Work:
- ☐ Confined space
  - ☐ Hot work
  - ☐ Working at heights
  - Other:
    - ☐
    - ☐
    - ☐

#### Personal Protective Equipment

- ☐ Clothing (*long sleeved shirt, trousers, overalls*)
- ☐ Eye wear (*sunglasses, safety glasses, goggles, face shield*)
- ☐ Gloves (*safety, chemical, heavy duty, riggers*)
- ☐ Head wear (*broad brimmed hat, hard hat, welding helmet*)
- ☐ Hearing protection
- ☐ High visibility vest or clothing
- ☐ Respirator/mask
- ☐ Safety boots
- ☐ Safety harness
- ☐ Spill containment kit
- ☐ Wet weather gear

Is the work high risk construction work? ☐ Yes ☐ No

If yes, a Safe Work Method Statement is required prior to the commencement of work.

Is the work construction work valued at \$450,000 or over? ☐ Yes ☐ No

If yes, a WHS Management Plan is required prior to the commencement of work.

- ☐ **[Contract Manager/Superintendent]** has given Contractor any additional information the organisation has in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out

Prior to the commencement of work, the Contractor is required to confirm the hazard(s) identified and document the controls or precautions as outlined here and provide all required licences and/or permit details.

**[Contract Manager/Superintendent]** name: \_\_\_\_\_

**[Contract Manager/Superintendent]** signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Office use only

- ☐ A copy of this form, (along with any additional information,) has been sent to the Contractor

### APPENDIX 3: JOB SAFETY ANALYSIS (JSA) OVERVIEW

Contractors must complete a JSA prior to commencing work if the contracted work does NOT involve high risk construction work and the value of the work is less than \$450,000, but involves:

- (a) Confined Space work
- (b) Demolition
- (c) Diving work
- (d) Electrical work
- (e) Excavation
- (f) Fall risks e.g. working in the vicinity of an edge, in or on an elevated workplace etc.
- (g) Falling objects
- (h) Hazardous manual tasks
- (i) Hot work
- (j) Noise
- (k) Remote or isolated work
- (l) Working adjacent to moving traffic or pedestrians/public
- (m) Working on or near live electricity
- (n) Working over a pit/hole
- (o) Working with hazardous chemicals, including asbestos or lead, or
- (p) Working with plant

A JSA is the process of critically examining a work task and re-engineering that task to ensure that the necessary and relevant health and safety principles are followed (please see the attached JSA Worksheet).

The following steps apply in a JSA:

<b>Activity</b>	List the tasks required to perform the activity in the sequence they are to be carried out
<b>Hazards</b>	Against each task list the hazards that could cause injury when the task is performed
<b>Risk control measures</b>	<p>List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard</p> <p><i>The aim is to adopt the control measure most capable of either eliminating or minimising the risk at the source. The hierarchy of control should be applied i.e. elimination, substitution, isolation, engineering control, administrative (supervision, training, Safe Operating Procedure), Personal Protective Equipment (goggles, gloves, hard hat, overalls, boots).</i></p>
<b>Who is responsible</b>	Write the name of the person responsible (supervisor or above) to implement the control measure(s) identified



## WHS CONTRACTOR MANAGEMENT PROCEDURE

Version No:	5.0
TRIM No:	DOC/15/108386
Issued:	August 2019
Next Review:	August 2023

### APPENDIX 4: JOB SAFETY ANALYSIS TEMPLATE

Company

name:

Date:

JSA No.:

Site Name:

Permit to work requirement:

☐

Yes

☐

No

Contractor:

Approved by:

Activity:

**Activity**

List the tasks required to perform the activity in the sequence they are carried out.

**Hazards**

Against each task list the hazards that could cause injury when the task is performed.

**Risk Control Measures**

List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.

**Who is responsible?**

Write the name of the person responsible (supervisor or above) to implement the control measure identified.


## APPENDIX 5: SAFE WORK METHOD STATEMENT (SWMS) OVERVIEW

Contractors must complete a SWMS prior to commencing the contract work if it involves **high risk construction work** (refer to the WHS Construction Activities Guidance Checklist if high risk construction work is being undertaken to check legislative requirements are met).

A SWMS sets out the work activities in a logical sequence and identifies hazards and describes control measures. The description of the process should not be so broad that it leaves out activities with the potential to cause accidents and prevents proper identification of the hazards but it is not necessary to go into fine detail of the tasks.

The SWMS must be able to be easily read by those who need to know what has been planned to manage the risks, implement the control measures and ensure the work is being carried out in accordance with the SWMS. Relevant persons include the:

- (a) Supervisor of the high risk construction work;
- (b) Worker(s) carrying out the high risk construction work; and
- (c) The principal Contractor (if it is a construction project) or the person who has management and control over the high risk construction work.

### A6.1. Recommended steps for filling out the SWMS template

- A6.1.1 Consult with relevant workers, Contractors and health and safety representatives involved with the high risk construction work, the activities involved and associated hazards, risks and controls.
- A6.1.2 In the 'High risk construction work' column, identify the high risk construction work for the construction work activity that will be undertaken.
- A6.1.3 In the 'What are the tasks involved?' column, list the work tasks in a logical order.
- A6.1.4 In the 'What are the hazards and risks?' column, identify the hazards and risks that may cause harm to workers or the public.
- A6.1.5 Identify the workplace circumstances that may affect the way in which the high risk construction work will be done.

Examples of workplace circumstances that may impact on the hazards and risks include:

- (a) information relating to the design of the structure, the workplace (e.g. location, access, transport), and information contained in the WHS Management Plan;
  - (b) information on any 'essential services' located on or near the workplace;
  - (c) confirmation that the Regulator has been advised of any 'notifiable work' (e.g. demolition work involving explosives); and
  - (d) safe work methods and plant to be used.
- A6.1.6 In the 'What are the control measures?' column, select an appropriate control or combination of controls by working through the hierarchy of controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.



 MOUNT BARKER DISTRICT COUNCIL	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	5.0
		TRIM No:	DOC/15/108386
		Issued:	August 2019
		Next Review:	August 2023

## **A6.2. Selecting control measures**

- A6.2.1 Eliminate the risks so far as is reasonable practicable
- A6.2.2 If this is not reasonably practicable, minimise them so far as reasonably practicable by applying the following hierarchy of control measures:
- (a) Minimise the risk by doing one or more of the following:
    - i. substituting the hazard;
    - ii. isolating the hazard; and/or
    - iii. implementing engineering controls;
  - (b) If the risk still remains, minimise the remaining risk by implementing administrative controls;
  - (c) If the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

## **A6.3. SWMS compliance (information, monitoring and review)**

- A6.3.1 Brief each worker on the SWMS before commencing work. Ensure each worker knows work is to stop if the SWMS is not followed.
- A6.3.2 Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:
- (a) Before a change occurs to the work itself, the system of work or the work location
  - (b) If a new hazard associated with the work is identified
  - (c) When new or additional information about the hazard becomes available
  - (d) When a notifiable incident occurs in relation to the work
  - (e) When risk controls are inadequate or the SWMS is not being followed
- In all of the above situations, stop the work, review the SWMS, adjust as required and re-brief workers.
- A6.3.3 Keep the SWMS in a readily available location for the duration of the high risk construction work.

 <b>MOUNT BARKER DISTRICT COUNCIL</b>	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>		
	Version No:	5.0	
	TRIM No:	DOC/15/108386	
	Issued:	August 2019	
	Next Review:	August 2023	

**APPENDIX 6: SAFE WORK METHOD STATEMENT TEMPLATE** (SOURCE: SAFEWORK AUSTRALIA: SAFE WORK METHOD STATEMENT FOR HIGH RISK CONSTRUCTION WORK INFORMATION SHEET)

<p><b>NOTE:</b> Work must be performed in accordance with this SWMS.</p> <p>This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.</p>			
[PCBU Name, contact details]		Principal Contractor (PC) [Name, contact details]	
Works Manager: Contact phone:		Date SWMS provided to PC:	
Work activity:	[Job description]	Workplace location:	
High risk construction work:	<input type="checkbox"/> Risk of a person falling more than 3 metres	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near a confined space
	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel	<input type="checkbox"/> Use of explosives	<input type="checkbox"/> Work on or near pressurised gas mains or piping
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere
	<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Diving work
Person responsible for ensuring compliance with SWMS:		Date SWMS received:	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?			
Review date:		Reviewer's signature:	



<b>Version No:</b>	5.0
<b>TRIM No:</b>	DOC/15/108386
<b>Issued:</b>	August 2019
<b>Next Review:</b>	August 2023

[illegible]

## APPENDIX 7: SITE INDUCTION CHECKLIST

**Contractor:** \_\_\_\_\_ **Date of Induction:** \_\_\_\_\_  
**Contractor contact person:** \_\_\_\_\_ **Contact No.:** \_\_\_\_\_  
**Contract Manager /Superintendent:** \_\_\_\_\_ **Contact No.:** \_\_\_\_\_  
**Location of Induction:** \_\_\_\_\_  
**Location of Contract Work:** \_\_\_\_\_

ITEM	DETAILS / COMMENTS	✓
How to access contact person:		
Daily start and finish times:		
Access to building/s including safe entry and exit:		
Access to work area/s:		
Impact on public: (How should this be minimised?)		
Emergency plan:		
First aid:		
Reporting of incidents / accidents:		
Environmental requirements:		
Clean up of work site area: (During and at completion)		
Use of hazardous chemicals: (Safety Data Sheets)		
Noise: (Noise level readings)		
Waste disposal:		
Location of asbestos (if applicable)		
Other:		

## APPENDIX 8: CONTRACTOR MONITORING

Contractor Monitoring of Hazards & Controls						
Description of Works:						
Location:				Contract/ Purchase No.		
Date of Inspection:				Inspection No.		
Identified non-conformances (N/C) or new hazards at monitoring visit should be ticked in column 2 & corrective action recorded overleaf						
Hazard	ID No	Controls / Precautions	Compliant Yes No NA			Comments
Asbestos	1	Asbestos register accessed prior to work commencing?				
Chemical Exposure	2	Are hazardous chemicals / substances on site stored & labelled appropriately, with SDS available?				
Confined Space	3	Confined Space Permit issued?				
	4	Are observers in place?				
Electrical	5	Are Electrical hazards and risks controlled (RCD usage, equipment tested and tagged)?				
Excavation	6	Are measures in place to prevent collapse?				
Falling Objects	7	Controls in place (e.g. barriers, tools secured)				
	8	Safety helmets worn if required?				
Fire / Explosion	9	Appropriate Fire Extinguishers Available and inspected?				
	10	Ignition sources removed to safe distance?				
	11	Flammables substances stored and labelled appropriately?				
First Aid / Emergency Plan	12	Is there a First Aid kit on site appropriate to needs?				
	13	Is someone trained to give first aid where required?				
	14	Emergency Response Plan in place and accessible where relevant?				
Gas / Fumes	15	Appropriate ventilation in place and respiratory protection worn?				
Hazardous Manual Tasks	16	Mechanical, team lifts & other measures (e.g. job rotation) utilised where practical?				
Housekeeping	17	Is housekeeping acceptable? (storage, safe access, slips & trips, trailing electrical cables etc.)				
Mobile Plant	18	Are plant and equipment operated according to instructions, SWIs?				
	19	Plant in good order with safety features (e.g. rotating lights, guards) operational?				
PPE	20	Appropriate PPE being utilised? Head wear / eye wear / hearing protection / respirator-mask / wet weather gear /				
Remote or Isolated	21	Communication systems with remote and isolated workers are in place and tested?				
Site Security	22	Worksite secure from unauthorised access?				



## WHS CONTRACTOR MANAGEMENT PROCEDURE

Version No:	5.0
TRIM No:	DOC/15/108386
Issued:	August 2019
Next Review:	August 2023

Hazard	ID No	Controls / Precautions	Compliant			Comments
			Yes	No	NA	
Traffic / Pedestrians	23	Traffic Control Signage and Work Zone Traffic Management Plan in place?				
	24	Pedestrian Access given?				
	25	Barrier mesh / bollards / cones installed?				
	26	Speed restriction in place - 25kph    40 kph    Other .....kph				
	27	Other Signage?				
Underground/ Overhead Services	28	Dial before you dig plans accessed?				
	29	Spotters utilised where required?				
Welding	30	Welding shield in place and appropriate PPE utilised?				
Work Activity	31	Is there evidence of risk assessment/s, SWMS or the WHS Management plan for the various activities and tasks? (High risk construction work/construction projects)				
	32	Are JSAs or other documented safe methods of work available?				
	33	Have reasonably foreseeable hazards been identified and are they being controlled?				
Work at Heights	34	Workers are appropriately licenced?				
	35	Controls in place to prevent falls (e.g. Harness, barrier)				
Workers	36	Are workers licences /certificates of competency current?				
	37	Have site inductions been completed and are records available?				
Environmental	38	Access to and on site				
	39	Varied contaminants				
	40	Waste				
	41	Vermin, Snakes & Spiders				
	42	Native/Significant Vegetation				
	43	Fire load				
	44	Erosion control				
	45	Work areas are free from excessive rubbish?				
Other	46	Are incident / accident report forms available on site?				
	47					
	48					
	49					
	50					

 MOUNT BARKER DISTRICT COUNCIL	<h2 style="margin: 0;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h2>	Version No: 5.0
		TRIM No: DOC/15/108386
		Issued: August 2019
		Next Review: August 2023

ID No	Corrective Action Required If actions are required following monitoring, Site Supervisor is to be notified immediately following inspection	By Whom	Completion Date
			/ /
			/ /
			/ /
			/ /
			/ /

Comments: \_\_\_\_\_

Inspection Undertaken by:

	/ /
Name	Date

To be signed off when corrective action completed by:

Contractor:

	/ /
Name	Date

Contract Manager/Superintendent (or delegate) signature:

	/ /
Name	Date

<b>Overall rating for future contracts</b>			
Is the Contractor meeting their obligations as assessed in these criteria?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have identified non-conformance(s) observations been discussed with the Contractor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the Contractor agreed to/or rectified the non-conformance(s)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Contractor rating</b>			
<input type="checkbox"/> Acceptable <input type="checkbox"/> Opportunity for improvement <input type="checkbox"/> Unacceptable			
Opportunity provided for Contractor to implement / improve by addressing the WHS management criteria, enabling the Contractors eligibility for the Preferred Contractor process to be maintained			
Allocated time to rectify:		Follow up date and time:	
Sign off once rectified (Contract Manager/Superintendent)			

 MOUNT BARKER DISTRICT COUNCIL	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>		
	Version No:	5.0	
	TRIM No:	DOC/15/108386	
	Issued:	August 2019	
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### APPENDIX 9: PREFERRED/APPROVED CONTRACTOR REGISTER TEMPLATE

(Please note that the following example has been provided to assist with the identification of fields that may be tracked via a preferred/approved Contractors register. It is assumed that the majority of Councils/Prescribed Bodies would choose to do this via an electronic database of their own choosing, hence the width of the columns in this example may not be appropriate for use as they are currently represented here.)

#	Contract Manager Name	Core Business description	Business Name (legal)	Date of last system update	Induction completed by (name)	Induction completed on (date)	Expiry of Induction (date)	Email address	JSAs/Risk Assessment/ SWMS/ Received (date)	JSAs/Risk Assessment Checked by (name)	JSAs/Risk Assessment Checked by (date)	Type of Insurance Received (eg vehicle, PI, public liability, etc)	Amount of insurance coverage	Insurance expiry (date)	RTW SA Registration number	Licences or qualifications received (type)	Received for (name, location, etc)	Notes or restrictions applying to licences or qualifications	Contractor Performance Rating

## APPENDIX 10 – WHS MANAGEMENT PLAN CHECKLIST

<b>Principal Contractor:</b>			
<b>Project Description:</b>			
<b>WHS Management Plan Reviewer:</b>		<b>Date of review:</b>	
<b>WHS Management Plan Requirements</b>		<b>✓ / ✕</b>	<b>Corrective action/comments</b>
The principal Contractor is identified correctly ( <i>refer WHS Regulation 293</i> )			
Specific to this construction project ( <i>i.e. not a generic project management plan or work health and safety manual</i> )			
Contains names, positions and WHS responsibilities of all persons whose positions or roles involve specific WHS responsibilities in connection with the project ( <i>e.g. site supervisor, project manager, HSR, first aid officer</i> )			
Arrangements for consultation, cooperation and coordination of activities between the principal Contractor and any shared duty holder(s)			
Arrangements for handling any WHS incidents that may occur ( <i>e.g. reporting, investigation, non-disturbance of site</i> )			
Site-specific health and safety rules and how people will be informed of the rules ( <i>e.g. induction, signage, meetings</i> )			
Arrangements for collection, assessment, monitoring and review of safe work method statements throughout the project			
Arrangements for each person who is to carry out construction work to be made aware of the content of the WHS Management Plan prior to commencement of work and following any revision			
How people will be made aware of their right to inspect the WHS Management Plan			
Arrangements relating to hazardous chemicals to be stored or used at the workplace ( <i>e.g. safety data sheets, bunding, security, licencing if required</i> )			
Arrangements for storage, movement and disposal of construction materials and waste at the workplace			
Arrangements for safe storage and use of plant at the workplace			
Arrangements for traffic in, or in the vicinity of, the workplace ( <i>e.g. WZTM, traffic management plan</i> )			
Obtaining and providing essential services information			
Arrangements for checking and maintaining currency of licences and training for workers			