

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>		Version No:	7.0
			Issued:	June 2014
			Reviewed	January 2021
			Next Review:	January 2024

## 1. Overview

Port Augusta City Council (PACC) recognises its obligation to:

- Ensure the health and safety of all workers engaged, or caused to be engaged by the organisation while the workers are at work in the organisation'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; and
- Consult, co-operate and co-ordinate activities with other persons conducting a business or 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 organisation 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 LGAWCS Model WHS Construction Activities Guidance Checklist may assist.

It is also a requirement that when engaging worker/workers under this procedure that all documentation is correctly completed and returned to the Contract Administrator.

This procedure must be read in conjunction with Port Augusta City Council's Procurement Policy and related procedures.



SIGNED: .....

CEO

Date: \_16/\_03\_/2021



.....  
Chairperson, Safety First  
Committee

Date: \_16/\_03\_/2021

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## 2. Core Components

The core components of Port Augusta City Council Contractor Management Procedure aim to:

- (a) Implement a selection process that:
  - i. Requires potential contractors to provide core information relating to their ability to work during and out of hours, relevant qualifications/certificates within legislative requirements and any additional information requested by the Port Augusta City Council, based on the hazards associated with the task or activity to be undertaken; and
  - ii. Provides documented information relating to reasonably foreseeable site-specific activities and hazards to potential contractors for consideration in their submission; and
  - iii. Documents an assessment of the information contained in the potential contractor's submission against legislative requirements and the organisation's minimum WHS expectations for the proposed work;
- (b) Engage contractors in the hazard identification, control process and auditing process;
- (c) Require appropriate communication processes between Port Augusta City Council and its contractors to be in place that demonstrate that consultation, cooperation and coordination between shared duty holders occurs, so far as is reasonably practicable;
- (d) Require an appropriate risk-based schedule to be developed and implemented by the Contract Manager/Superintendent to monitor each contractor's WHS compliance (and that there are systems in place for addressing non-compliance); and
- (e) Maintain currency and relevance of the organisation'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 the WHS Regulations, Regulation 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> </ul>

 <b>Port Augusta</b> CITY COUNCIL	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	<b>Version No:</b>	7.0
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		<b>Next Review:</b>	January 2024
	<ul style="list-style-type: none"><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 (<b>COP: Construction Work</b>), 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> <ul style="list-style-type: none"><li>i. An offer that specifically details exactly what will be provided</li><li>ii. Acceptance, which is the agreement by the other party to the offer presented</li><li>iii. Consideration, money or something of interest being exchanged between the parties</li><li>iv. Capacity of the parties in terms of age and mental ability</li><li>v. The intent of both parties to carry out their promise</li><li>vi. Legally enforceable terms and conditions, also called object of the contract</li></ul> <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><li>• An insurance contract for any organisation owned asset or for Public Liability.</li></ul>		
Contract Administrator	A person nominated by the organisation and appropriately trained to manage contracts on its behalf		
Procurement Administrator	A person nominated by the organisation and appropriately trained to manage the procurement during contract engagement on its behalf.		
High risk construction work	<p>Construction work that:</p> <ul style="list-style-type: none"><li>(a) Involves a risk of a person falling more than 3 metres; or</li><li>(b) Is carried out on a telecommunication tower; or</li><li>(c) 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>(d) Involves, or is likely to involve, the disturbance of asbestos; or</li><li>(e) Involves structural alterations or repairs that require temporary support to prevent collapse; or</li><li>(f) Is carried out in or near a confined space; or</li><li>(g) Is carried out in or near—<ul style="list-style-type: none"><li>i. A shaft or trench with an excavated depth greater than 1.5 metres; or</li></ul></li></ul>		

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
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	<p>ii. A tunnel; or</p> <p>(h) Involves the use of explosives; or</p> <p>(i) Is carried out on or near pressurised gas distribution mains or piping; or</p> <p>(j) Is carried out on or near chemical, fuel or refrigerant lines; or</p> <p>(k) Is carried out on or near energised electrical installations or services; or</p> <p>(l) Is carried out in an area that may have a contaminated or flammable atmosphere; or</p> <p>(m) Involves tilt-up or precast concrete; or</p> <p>(n) 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</p> <p>(o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or</p> <p>(p) Is carried out in an area in which there are artificial extremes of temperature; or</p> <p>(q) Is carried out in or near water or other liquid that involves a risk of drowning; or</p> <p>(r) Involves diving work.</p> <p>[as defined by the WHS Regulations, Regulation 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
Person with management or control of a workplace	<p>(1) Means a person conducting a business or undertaking to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace but does not include—</p> <p>(a) the occupier of a residence, unless the residence is occupied for the purposes of, or as part of, the conduct of a business or undertaking; or</p> <p>(b) a prescribed person.</p> <p>(2) The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risks to the health and safety of any person.</p> <p>[as defined by the WHS Act, Section 20]</p>
Preferred/Approved Contractor Register	<p>A list of contractors who have:</p> <p>(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</p> <p>(b) been assessed as having the necessary experience and skill to perform the contract work safely.</p>
Principal contractor	<p>The PCBU that commissions a construction project is the principal contractor, unless the person appoints another PCBU to be the principal contractor and authorises such person to have management or control of the workplace and discharge the duties of the principal contractor</p> <p>[as defined in the WHS Regulations, Regulation 293 and explained in the COP: Construction Work]</p>
Safe Work Method Statement (SWMS)	<p>A document required for high risk construction work that will:</p> <p>(a) Identify the work that is high risk construction work;</p> <p>(b) Specify hazards relating to the high-risk construction work and risks to health and safety associated with those hazards;</p> <p>(c) Describe the measures to be implemented to control the risks; and</p> <p>(d) Describe how the control measures are to be implemented, monitored and reviewed</p>

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	<b>Version No:</b>	7.0
		<b>Issued:</b>	June 2014
		<b>Reviewed</b>	January 2021
		<b>Next Review:</b>	January 2024

	[as defined in the WHS Regulations, Regulation 299]
WHS Management Plan	<p>A document which records the significant prescribed information relating to WHS for a construction project</p> <p>[as required and prescribed by the WHS Regulations, Chapter 6, Part 4] Refer to Appendix 11 for a checklist of the required contents of a WHS Management Plan</p>
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 subcontractor; or</li> <li>(c) An employee of a contractor or subcontractor; 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, Section 7].</p>

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## 4. Procedure

### 4.1. Managing contracts

- 4.1.1. The Department Manager will appoint persons with the responsibility to:
- Manage contracts (in line with the organisation's contract management procedure) (e.g. Contract Manager) and/or
  - Maintain Port Augusta City Council Preferred/Approved Contractor Register; and
  - Oversee contracts in their work area e.g. Contract Superintendent/PACC rep engaging the work.
- 4.1.2. The Contract Administrator will:
- Liaise with the Procurement Administrator to ensure that the organisation's Preferred/Approved Contractor Register is current and maintained;
  - Prior to engaging contractors, review the required work with the PACC rep engaging the work and provide any pertinent hazard information relating to circumstances of the proposed work that the organisation is aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite, etc.) to the contractor for consideration in their submission (refer template at Appendix 3);
  - Integrate the WHS contractor management requirements into the organisation's procurement processes for the selection and engagement of contractors;
  - Make sure that contractual documentation is in place and specifies:
    - Which party is the principal contractor (if relevant) when construction work is being undertaken;
    - Which party has management or control of the workplace;
    - The requirement to notify the relevant Manager or other nominated PACC person as soon as practicable if an incident occurs whilst contractors are undertaking contracted work; and
    - The person/role responsible for the statutory reporting and management of a notifiable incident.
  - 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, dependent 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

[Note: Refer to the LGAWCS Model WHS Construction Activities Guidance Checklist if construction work is being undertaken, to complete an assessment to determine which category the work fits into and what the specific requirements for each category are.]

### 4.2. Preferred/Approved Contractor Register

- 4.2.1. Inclusion on the Preferred/Approved Contractor Register will be contingent on the contractor providing the following information together with a Preferred/Approved Contractor Register registration form (refer Appendix 1):
- Core information, which includes, as a minimum, the following:
    - A Certificate of Currency for Public Liability Insurance;
    - Evidence of current ReturnToWork SA registration (if applicable);
    - Identification of a person within the organisation responsible for WHS;

	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

- iv. Copy of current relevant licences/qualifications and certifications;
  - v. Statement of agreement to work within the remit of any and all appropriate WHS requirements;
  - vi. Evidence of WHS policies and procedures that comply with legislative requirements and the organisation's minimum WHS standards; and
  - vii. Appropriate documentation that demonstrates that the hazards relating to the activities covered by the contractor have been identified, assessed and controlled (refer 4.1.2(e) ) and that any other specific legislative requirements are being met for the work being undertaken e.g. SWMS for high risk construction work, WHS Management Plan, confined space risk assessments, white card, asbestos removal documentation, etc.
- (b) Additional information that is required based on the level of risk and the task or activity to be undertaken, which may include:
- i. Summary of WHS policies, procedures and instructions e.g. WHS Management System;
  - ii. Sample(s) Safe Operating Procedures/Safe Work Instructions/JSA, relevant to the task;
  - iii. Incident reporting and investigation process, including a sample of an incident report form;
  - iv. Licence and training records, including an explanation of how the required licences are obtained and kept current;
  - v. Emergency response procedures and management plans; and
  - vi. Evidence of meeting any other reasonable requirements that the organisation deems appropriate.
- 4.2.2. Once the contractor has submitted the information (in accordance with 4.2.1 above) the Contract Administrator will review and assess their WHS information to ascertain whether the contractor meets the organisation's minimum standards, consultation with the Procurement Administrator shall occur to ensure;
- (a) 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 a member of the WHS team, PACC representative overseeing the work and the contract administrator, where the task is within the organisation's expertise.
  - (b) The assessment will be documented and authorised and an entry made in the Preferred/Approved Contractor Register. The relevant Departmental Representative and Procurement Administrator will be notified of the addition.
  - (c) Should additional information or clarification be required, the contractor will be advised of such and that they cannot be added to the Preferred/Approved Contractor Register until it has been provided.
  - (d) Should the contractor not have appropriate systems or documentation in place, the organisation 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.



 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

4.2.3. Maintenance of the Preferred/Approved Contractor Register:

The Procurement Administrator will regularly review the Preferred/Approved Contractor Register to confirm that:

- (a) Any changes to the information provided by contractors in accordance with paragraph 4.2.1 above is communicated to the organisation and updated in the organisation's records;
- (b) Contractors who want to remain on the Preferred/Approved Contractor Register are invited to re-apply on an ongoing/annual or other basis and agree to provide current insurance, registration and licences annually, or more frequently, as otherwise requested by Port Augusta City Council; and
- (c) The contractor's performance is monitored and recorded e.g. in the Contractor Monitoring of Hazards & Controls template (Appendix 9), noted in the CAR, hazards entered into Skytrust and taken into consideration prior to renewal of their registration. Performance issues should be formally communicated to the contractor. A contractor whose performance consistently fails to meet the organisation's minimum WHS standards and does not satisfactorily address any issues will be removed from the Preferred/Approved Contractor Register.

4.3. Selection & Contractor engagement

4.3.1. If the organisation identifies the need for a contractor to be engaged, the Contract Administrator will identify appropriate contractors from the Preferred/Approved Contractor Register.

4.3.2. Wherever possible, a contractor from the Preferred/Approved Contractor Register will be engaged in line with the organisation's Procurement policy.

4.3.3. Prior to engaging a contractor, the Contract Administrator will:

- (a) Check that all insurances, registrations and licences are current;
- (b) Determine what further information might be required to be provided to the contractor (for example see 4.1.2(b) above) to assist with the provision of risk assessments, JSA's, SWMS, WHS Management Plan or any other aspect e.g. the tendering process;
- (c) Determine what further information might be required in order to demonstrate the contractor's competency for the work, which was not provided or assessed as part of the Preferred/Approved Contractor Register registration process.
- (d) Determine whether additional (non-standard) contract provisions are required when drafting the contract between the organisation and the contractor for the works.
- (e) Identify any shared duties and who the duty holders are and agree the communication process to be applied in relation to these.
- (f) Liaise with Procurement Administrator.

4.3.4. Sub-Contractors

- (a) Contractors who use sub-contractors will ensure that those sub-contractors have and follow safe systems equivalent to those required by the organisation (as a minimum) and/or the contractor (where their standards are higher than the organisation's).
- (b) In agreeing to the use of sub-contractors, the Contract Administrator will confirm that the contractor has adequate processes in place to select, induct and supervise their sub-contractors.
- (c) The Contract Administrator will apply the same standards to the management of sub-contractors as is applied to contractors, but will also make sure that the contractor is informed of any relevant communication and consultation provided directly to their sub-contractor(s) and workers.



 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>		Version No:	7.0
			Issued:	June 2014
			Reviewed	January 2021
			Next Review:	January 2024

#### 4.4. Use of contractors not on the Preferred/Approved Contractor Register

- 4.4.1. A contractor not on the Preferred/Approved Contractor Register may only be engaged in a situation where:
- (a) There is an immediate requirement for the service or an immediate risk to the work health and safety of workers; and
  - (b) Contractors on the Preferred/Approved Contractor Register with the appropriate expertise are not available to perform the work within the time frames required; or
  - (c) There are no contractors on the Preferred/Approved Contractor Register for the type of work; and
  - (d) Time does not permit the full completion of the approval process for the contractor.
- 4.4.2. In these cases, the Contract Administrator may engage a contractor not on the Preferred/Approved Contractor Register but will:
- (a) Confirm that the contractor provides evidence of current insurances, registrations and relevant licences, training and experience;
  - (b) Make sure the contractor is made aware of the organisation's WHS expectations; and
  - (c) Obtain authorisation from the relevant Department Manager.

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

- 4.5.1. The Contract Administrator and the PACC representative requesting the work shall complete the documentation as outlined in sections 4.5.2– 4.6.1 for all contracts.
- 4.5.2. Selection
- (a) On selection of an appropriate contractor to undertake contract work the Contractor Pre – Commencement form, will be completed to record the details of the contract and the contractor
  - (b) The Contract Administrator will manage the contracted work on behalf of the organisation, including documenting all planning and communications in relation to consultation, cooperation and coordination of work activities, in accordance with the Communication and Consultation Procedure.
- 4.5.3. PACC General Induction
- (a) At the commencement of the contract, the Contract Administrator will induct the contractor by:
    - i. Communicating any requirements as specified in the contract documentation;
    - ii. Communicating the organisation's WHS policies and procedures that may be relevant to the contract or relevant to carrying out the works;
    - iii. Recording the induction by completing the induction checklist (refer Appendix 8 ; and
    - iv. Recording and communicating the known hazards pertaining to the contract using the Hazard Identification form (refer Appendix 3)
  - (b) Once inducted, the contractor is required to:
    - i. Complete and provide any work/site specific hazard management documentation e.g. risk assessment, [JSA](#), and where relevant, a [SWMS](#) and [WHS Management Plan](#) (Refer 4.1.2(e));
    - ii. Communicate the induction information as well as the details of any risk assessments, JSAs, SWMS or WHS Management Plan to its employees, sub-contractors and other affected workers.

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

- iii. Keep and maintain records of inductions, training, risk assessments, JSAs, SWMS and the WHS Management Plan provided to its employees, subcontractors or other workers, and provide copies of these to the organisation as required.

#### 4.5.4. Site Induction

- (a) Wherever reasonably practicable, a site induction will be undertaken to confirm the contractor and workers are aware of any site-specific hazards identified by the organisation.
- (b) If it is not reasonably practicable to undertake a site induction, the Contract Administrator will require the contractor to conduct and document a hazard identification and risk assessment, JSA and, where relevant, a SWMS and WHS Management Plan, before work commences and take steps to check that this has been done.
- (c) Information communicated by the organisation through the induction does not relieve the contractor from any legislative and statutory obligations for WHS or any other matter.

#### 4.6. Contractor monitoring and evaluation

##### 4.6.1. During the course of the contract, based on the level of risk of the activities being undertaken by the contractor, the organisation's Contract Administrator will:

- (a) Develop a monitoring/inspection regime, based on the complexities and risks identified in the course of the initial risk assessment;
- (b) Monitor the contractor's performance:
  - i. In line with the developed monitoring/inspection regime; and
  - ii. Against the risk assessment, JSA, SWMS and/or WHS Management Plan provided by the contractor; or
  - iii. By using the Contractor Monitoring Checklist (refer Appendix 9) to monitor identified hazards, check that agreed controls are being implemented and corrective actions identified, documented, communicated and closed out;
- (c) Interrupt the work if the organisation's approved health and safety standards are breached or the work is not being conducted in accordance with the supplied risk assessment, JSA, SWMS or WHS Management Plan (where applicable);
- (d) Verify that corrective actions identified have been effectively closed out within the designated timeframes;
- (e) Evaluate and document the contractor's performance:
  - i. Using the Contractor Monitoring Checklist (refer Appendix 9);
  - ii. Then forward it to the Procurement Administrator for noting in the Preferred/Approved Contractor Register and entry into the organisation's records management system.
- (f) Corrective actions may be included in the organisation's corrective action register and Skytrust to provide data analysis capabilities with regard to contractor management issues and trends.

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

#### 4.7. Incidents during contractor activities

- 4.7.1. If an injury or incident occurs during contracted work, the person/s involved should, if safe to do so, take whatever steps are necessary to control the hazard and seek first aid or emergency assistance. This may include following the control measures documented in the organisations' or contractors' emergency plan.
- 4.7.2. Where the organisation has management or control of the workplace:
  - (a) The Incident Reporting and Investigation procedure will be complied with, including the requirement that the site where any notifiable incident occurred is not disturbed until the Regulator arrives at the site or any earlier time that the Regulator directs;
  - (b) The Contract Administrator will contact a member of the WHS team as soon as practicable after being notified of the incident, who will ascertain whether statutory reporting is required, or provide further direction and assistance; and
  - (c) If the contractual requirements specify that the contractor is to report notifiable incidents to the Regulator(s), the Contract Administrator will seek evidence from the contractor of the confirmation of notification given by the Regulator, this will also be passed onto a member of the WHS team.
- 4.7.3. The incident will be managed in accordance with the organisation's Incident Reporting and Investigation Procedure.
- 4.7.4. Where a principal contractor (or other PCBU) has management or control of the workplace:
  - (a) The principal contractor (or other PCBU) will notify the Contract Administrator of the injury or incident and the immediate control measures put in place by the principal contractor (or other PCBU) to prevent further harm or damage as soon as reasonably practicable;
  - (b) If the injury is notifiable, the Contract Administrator will seek evidence from the contractor of the confirmation of notification given by the Regulator and ensure the evidence is also passed onto a member of the WHS team.

#### 4.8. System monitoring and evaluation

- 4.8.1. Department Managers will regularly review:
  - (a) The Preferred/Approved Contractor Register to ensure it remains accurate and up-to-date and provide direction on necessary updates, as required;
  - (b) Contractor files to monitor and verify that required information has been supplied and retained; and
  - (c) The Contract/Procurement Administrators skills and knowledge to make sure that the organisation and its contractors are meeting legislative compliance and contractual obligations.
- 4.8.2. The Management Group will:
  - (a) Review hazard incident statistics, audit results, legislative changes and other information relating to the contractor management process and direct action when required. Minutes should record outcomes of discussions and any actions undertaken or to be undertaken;
  - (b) Include the WHS Contractor Management procedure as part of the ongoing management review process and respond to findings of internal audit, as relevant;
  - (c) Set, monitor and review objectives, targets and performance indicators for any program related to contractor activities, as relevant.

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>		Version No:	7.0
			Issued:	June 2014
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			Next Review:	January 2024

## 5. Training

- 5.1. The organisation's Training Needs Analysis (**TNA**) will identify the training needs for those persons required to:
  - 5.1.1. Undertake a Contract Administrators role;
  - 5.1.2. Use or interact with the contract management process, as per their job role;
  - 5.1.3. Use or apply the organisation's 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 Preferred/Approved Contractor Register; or
  - 5.1.6. Undertake any other responsibilities related to contractor management.
- 5.2. The training identified on the organisation's TNA should be planned and delivered in accordance with the WHS Induction and Training Procedure.
- 5.3. Contractors will undertake a general induction and, where reasonably practicable, a site induction.

## 6. Records

- 6.1. Records relating to contracted work should be maintained.  
The list includes, but is not limited to
- 6.2. Preferred/Approved Contractor Register;
- 6.3. Contractual arrangements including:
  - 6.3.1. Proof of appropriate Public Liability Insurance Cover;
  - 6.3.2. Proof of current ReturnToWork SA registration (if applicable);
  - 6.3.3. Identification of contractor personnel responsible for work health and safety;
  - 6.3.4. Copy of current relevant licences and certifications; and
  - 6.3.5. Statement of agreement to work within the remit of appropriate WHS requirements or provision of evidence as part of the work tendering process to meet compliance with relevant legislative requirements for the work being undertaken.
- 6.4. JSA(s), risk assessment(s), SWMS(s) and WHS Management Plan (where relevant) for the activities covered by the contractor;
- 6.5. Any additional information requested at 4.2.1(b);
- 6.6. Training records;
- 6.7. Identified hazards and actions from auditing;
- 6.8. Communication, consultation, coordination and cooperation records between duty holders;
- 6.9. Any other records relating to legislative compliance; and
- 6.10. Statutory notifications.

Copies may be retained by other parties, but must be marked "copy". All original records will be managed in line with the current version of General Disposal Schedule for Local Government.

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>		Version No:	7.0
			Issued:	June 2014
			Reviewed	January 2021
			Next Review:	January 2024

## 7. Accountabilities & Responsibilities

### 7.1. The Management Group is accountable for:

- 7.1.1. Monitoring compliance to the organisation's legislative responsibilities for contractor management;
- 7.1.2. Budgetary expenditure for contractor management;
- 7.1.3. Setting objectives, targets and performance indicators for any contractor management program, as relevant;
- 7.1.4. Checking that there is a system for providing managers and supervisors with training, which enables them to:
  - (a) Apply the requirements of the Contractor Management Procedure to the areas and activities under their control;
  - (b) Apply the requirements of the PACC Procurement Procedure and related procedures, as relevant;
  - (c) Provide adequate training and supervision to the persons under their control;
- 7.1.5. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps;
- 7.1.6. Checking, so far as is reasonably practicable, that reasonably foreseeable hazards are identified, assessed and controlled when elimination is not practicable;
- 7.1.7. Monitoring the Hazard/ Risk/ Corrective Action Register/Skytrust and enforcing close out of items as required;
- 7.1.8. Reviewing the effectiveness of contractor management processes; and
- 7.1.9. Including contractor management within the management review process.

### 7.2. The Departmental Manager is accountable for:

- 7.2.1. Appointing a nominated person to manage the Preferred/Approved Contractor Register;
- 7.2.2. Appointing Contract Administrator/PACC representative to manage or oversee contracted work;
- 7.2.3. Providing the Contract Administrator/PACC representative and other workers involved with the contractor management process with necessary information, instruction, training and supervision to apply the organisation's Contractor Management Procedure;
- 7.2.4. Checking that contractor management procedures are being complied with and, if not, taking necessary corrective action;
- 7.2.5. Audit and ensure that the Preferred/Approved Contractor Register is maintained and, if not, taking necessary corrective action;
- 7.2.6. Reviewing contractor files to monitor and verify that required information has been supplied and retained; and
- 7.2.7. Authorising contractors not on the Preferred/Approved Contractor Register.

### 7.3. The Contract Administrator is accountable for:

- 7.3.1. Complying with the organisation's contractor management and procurement processes;
- 7.3.2. Utilising the Preferred/Approved Contractor Register, where possible, and checking that all information is current and relevant to the contracted work;
- 7.3.3. Implementing the WHS Contractor Management – Selection, Induction and Monitoring process (or equivalent);

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

- 7.3.4. Implementing, maintaining and monitoring the WHS Contractor Management Procedure;
- 7.3.5. Supporting and assisting in the development and maintenance of the Preferred/Approved Contractor Register;
- 7.3.6. Communicating and consulting with shared duty holders and workers involved in the contract and documenting this;
- 7.3.7. Making sure PCBU's have been given any 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 as part of the selection and engagement process;
- 7.3.8. Reviewing and assessing the suitability of contractor WHS and hazard management systems (in consultation with the Procurement Administrator] and members of the WHS team, as required);
- 7.3.9. Developing a documented monitoring and inspection regime to assess contractor performance and confirm that any corrective actions identified are communicated and closed out within specified timeframes;
- 7.3.10. Obtaining and retaining required WHS documentation relating to the contract;
- 7.3.11. Making sure contractual documentation specifies which party is the principal contractor and has control or management of the workplace (as required);
- 7.3.12. Providing contractors with a general induction and, where reasonably practicable, a site induction; and
- 7.3.13. Making sure incidents that occur during contracted works are reported and investigated appropriately (including verifying that mandatory notifications have occurred, if applicable).
- 7.4. The Procurement Administrator is accountable for:
  - 1.1.1. Maintaining the Preferred/Approved Contractor Register and currency of information;
  - 1.1.2. Documenting the organisation's procurement processes and contractual requirements; and
  - 1.1.3. Reviewing and assessing contractor WHS information (in consultation with the Contract Administrator and WHS team, as required) to ascertain whether the contractor meets the organisation's minimum WHS standards.
- 7.5. The WHS team is accountable for:
  - 7.5.1. Participating in reviewing and assessing contractor WHS information (in consultation with the Contract Administrator and Procurement Administrator, as required) to ascertain whether the contractor meets the organisation's minimum WHS standards
  - 7.5.2. Making sure training for workers with responsibilities related to contractor management is identified and delivered and the Training Register is kept up to date;
  - 7.5.3. Undertaking statutory reporting, when required;
  - 7.5.4. Making sure the LGAWCS has been notified when any statutory reporting has occurred;
  - 7.5.5. Maintaining legislative currency of procedures and systems in relation to contractor management; and
  - 7.5.6. Initiating audit and review activities, as required.



 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

7.6. Workers are accountable for:

- 7.6.1. Reporting work methods of contractors that place people or property at risk to the Contract Administrator or their line manager;
- 7.6.2. Reporting incidents resulting from work carried out by contractors (involving the contractor) in accordance with the Incident Reporting & Investigation Procedure;
- 7.6.3. Seeking assistance to manage identified hazards, as required.

7.7. The Safety First Committee is accountable for:

- 7.7.1. Facilitating consultation between relevant workers and the management team in matters relating to contractor management; and
- 7.7.2. Monitoring the Hazard/ Risk/ Corrective Action Register/Skytrust and referring issues that require management direction or enforcement to the management team.

7.8. HSRs may:

- 7.8.1. Facilitate consultation between management and workers in relation to any contractor management issue that affects the workgroup they represent; and
- 7.8.2. Request and assist in the review and revision, where necessary, of risk control measures related to the management of contractors.

## 8. Review

8.1. The Contractor Management procedure will be reviewed by the management team, in consultation with workers or their representatives, every Thirty Six (36) months or more frequently if legislation or organisational needs change. This may include a review of:

- 8.1.1. Feedback from managers, workers, HSRs, Safety First Committee, contractors or other relevant stakeholders;
- 8.1.2. Legislative compliance;
- 8.1.3. Performance Standards for Self-Insurers;
- 8.1.4. Internal or external audit findings;
- 8.1.5. Incident and hazard reports, claims costs and trends ; and
- 8.1.6. Other relevant information.

8.2. Results of reviews may result in preventative and/or corrective actions being implemented or revision of this document.

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## 9. References

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[State Records Act 1997](#)

[General Disposal Schedule for Local Government](#)

[Heavy Vehicle National Law \(South Australia\) Act 2013](#)

[ReturnToWorkSA Work Health and Safety Standards for self-insured employers](#)

[ReturnToWorkSA Self-insured workplace health and safety evaluation guidelines](#)

[Code of Practice: How to Manage Work Health and Safety Risks](#)

[Code of Practice: Work Health & Safety Consultation, Cooperation & Coordination](#)

[Model Code of Practice: Construction Work May 2018](#)


## 10. Related documents

- Incident Reporting and Investigation Procedure
- WHS Contractor Management Policy
- LGAWCS Model WHS Construction Activities Guidance Checklist
- Risk Assessments, SWMS, WHS Management Plan
- Emergency Management Plan
- WHS Hazard Management Procedure
- Hazard Register

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>		Version No:	7.0
			Issued:	June 2014
			Reviewed	January 2021
			Next Review:	January 2024

## 11. Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Oct 2008	New Document, October 2008
	2.0	01/08/11	Major change.; inclusion of Core Components; inclusion of flowchart, Reformat to One System template for Procedure
			Attachment 1 has minor changes to formatting; inclusion of modified instructions for section 4 regarding suggestions for controls.
	3.0	02/08/2013	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate.  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.  Expansion of section 5 of the selection induction and monitoring tool to include SWMS example and more guidance around format and use
	4.0	02/05/2016	Review of Sections 1 & 2 to differentiate between objectives & core components; addition of definitions for construction work and Preferred/Approved Contractor Register, (& amendments to other definitions, for clarity); old attachment 5 deleted & table inserted in 4.1.2 for ease of reading; updated construction project definition (& related references) to reflect \$450K monetary value; modifications to Section 4 to better reflect Core Components & incident reporting requirements; additions of accountabilities to better reflect contents of Section 4; addition of Preferred/Approved Contractor Registration checklist & WHS Management Plan checklist; review of attachments to improve usability and reduce number, (renumbered as appendices); language & formatting.
	5.0	4/01/2019	Updated logo, header an footer; updated hyperlinks, minor grammatical changes; 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)vii; removed "Risk Assessments" from 4.2.1(b)ii as already covered in 4.1.2(e); added "procedures" to 4.2.1(b)v; deleted reference to 4.2.2 in 4.2.2; Examples of how contractor's performance performance is monitored added "e.g. in the Contractor Monitoring of Hazards &

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>		Version No:	7.0
			Issued:	June 2014
			Reviewed	January 2021
			Next Review:	January 2024
			Controls template (Appendix 9), 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)i 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)iii; added "management " to 4.7.2; added 4.7.2(a); added "management or" to 4.7.3; added 5.2; added additional documents to 10; aligned documentation required in Appendix 1 to procedural requirements in 4.2.1(a) and (b); added requirements for risk assessment and SWMS in Appendix 2; Added hazards "falls from one level to another" and "high risk construction work" to Appendix 3; updated Source reference, Updated information in "recommended steps for filling out SWMS" to align with updated template; added requirement to keep SWMS if notifiable incident occurs, changed 2 metres to 3 metres for risk of person falling and provided 2 <sup>nd</sup> page as per SafeWork Australia SWMS Information Sheet in Appendix 7. Minor grammatical changes from legal review.	
	5.1	17/01/2020	4.7.3 separated into 4.7.3 and 4.7.4.	
	7.0	08/12/2020	Review for use at PACC	

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## Appendix 1: Preferred/Approved Contractor Registration

Contractor Details					
Company / Business name:					
ABN (Australian Business Number):					
Street Address:					
Postal Address:					
Principal Contact Person					
Name:				Phone	
Mobile Phone:				E-mail:	
Site Supervisor					
Name:				Phone	
Mobile Phone:				E-mail:	
Work Health and Safety Contact					
Name:				Phone	
Mobile Phone:				E-mail:	
Industry/Trade					
Air-conditioning/Refrig		Gas		Pest Control	
Asbestos ID/Removal		General Building		Plant Hire	
Automotive Air Cond		General Electrician		Plumbing	
Bitumen Works		Kerbing		Professional Services	
Building Maintenance		Landscaping		Road Construction	
Concreting		Line Marking		Tree Trimming	
Confined Space		Major Electrical		Waste Management	
EWP		Minor Civil Works		Weed Control	
Excavation/Trenching		Mowing/Slashing		Welding	
Fencing		Painting		Other:	
Footpath					

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## CONTRACTOR CHECKLIST AND DECLARATION

Contractors must provide the following documentation listed as mandatory. The documentation listed as additional must be provided if relevant to the works or requested by the organisation.

### Mandatory Documents Requested

- ☐ Proof of Public Liability Insurance Cover (i.e. copy of your Certificate of Currency of Insurance - a tax invoice or renewal notice will not suffice. Please request a Certificate of Currency from your insurer.)
- ☐ Evidence of current ReturnToWork SA registration (sole traders exempt)
- ☐ Copy of worker licences, competencies and certifications relevant to the works (e.g. White Card, Work Zone Traffic Management, drivers licences, machinery licences, trade licences)
- ☐ Identification of person within your organisation responsible for work health and safety
- ☐ Copies of work health and safety policies and/or procedures relevant to the work to be performed
- ☐ Evidence that hazards relating to work activities are identified, assessed and controlled (e.g. hazard identification list or other documentation: risk assessments, JSAs and, where relevant, SWMS and WHS Management Plan)

### Additional Documents (if relevant to the works/company or requested by the organisation)

- ☐ Work Health Safety Policy and summary of WHS procedures and instructions or processes relevant to the works to be provided (e.g. WHS management system)
- ☐ Sample copies of Safe Operating Procedures/Safe Work Instructions for the works to be provided
- ☐ Proof of Professional Liability Insurance Cover (i.e. copy of your Certificate of Currency of Insurance - a tax invoice or renewal notice will not suffice. Please request a Certificate of Currency from your insurer.)
- ☐ Incident reporting and investigation process, including a sample incident report form
- ☐ Copy of plant registration e.g. cranes, elevated work platform
- ☐ Training or skills matrix of personnel to be engaged to perform the work (and an explanation of how this is maintained)
- ☐ Emergency response procedures and/or management plan

This is to certify that I have provided the above information as indicated.

\_\_\_\_\_ (Company/business name) agrees to perform the work within the remit of the Work Health and Safety legislation, relevant model Codes of Practice, industry standards and in accordance with reasonable requests by the organisation.

**Authorised officer:** \_\_\_\_\_


**Signature** \_\_\_\_\_

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



 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>		<b>Version No:</b>	7.0
			<b>Issued:</b>	June 2014
			<b>Reviewed</b>	January 2021
			<b>Next Review:</b>	January 2024

## Appendix 2: 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>							

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## Appendix 3: 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</b> (add to monitoring checklist):                  |
| <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"/> _____                               |

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<h1 style="margin: 0;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	<b>Version No:</b>	7.0
		<b>Issued:</b>	June 2014
		<b>Reviewed</b>	January 2021
		<b>Next Review:</b>	January 2024

**Controls or precautions in relation to this contract**

<b>Physical isolations</b> <input type="checkbox"/> Barricading  <input type="checkbox"/> Electrical  <input type="checkbox"/> Gas  <input type="checkbox"/> Hydraulic  <input type="checkbox"/> Traffic <input type="checkbox"/> Pneumatic <input type="checkbox"/> Water Other: <input type="checkbox"/> <hr/> <input type="checkbox"/> <hr/> <input type="checkbox"/>	<b>Plant &amp; Equipment</b> <input type="checkbox"/> Elevating work platform  <input type="checkbox"/> Forklift  <input type="checkbox"/> Ladder  <input type="checkbox"/> Safety data sheet  <b>Permits to Work:</b> <input type="checkbox"/> Confined space <input type="checkbox"/> Hot work <input type="checkbox"/> Working at heights Other: <input type="checkbox"/> <hr/> <input type="checkbox"/>	<b>Personal Protective Equipment</b> <input type="checkbox"/> Clothing ( <i>long sleeved shirt, trousers, overalls</i> ) <input type="checkbox"/> Eye wear ( <i>sunglasses, safety glasses, goggles, face shield</i> ) <input type="checkbox"/> Gloves ( <i>safety, chemical, heavy duty, riggers</i> ) <input type="checkbox"/> Head wear ( <i>broad brimmed hat, hard hat, welding helmet</i> ) <input type="checkbox"/> Hearing protection <input type="checkbox"/> High visibility vest or clothing <input type="checkbox"/> Respirator/mask <input type="checkbox"/> Safety boots <input type="checkbox"/> Safety harness <input type="checkbox"/> Spill containment kit <input type="checkbox"/> 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 Administrator 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 Administrator name: \_\_\_\_\_

Contract Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office use only**

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

 <b>PortAugusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## Appendix 4: 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

	<h1>WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## Appendix 5: Job Safety Analysis Template

Company name:	<input type="text"/>	Date:	<input type="text"/>	JSA No.:	<input type="text"/>
Site Name:	<input type="text"/>	Permit to work requirement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Contractor:	<input type="text"/>	Approved by:	<input type="text"/>		
Activity:	<input type="text"/>				

Activity	Hazards	Risk Control Measures	Who is responsible?
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed.	List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.	Write the name of the person responsible (supervisor or above) to implement the control measure identified.

 <b>PortAugusta</b> <small>CITY COUNCIL</small>	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## Appendix 6: 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.



# WHS CONTRACTOR MANAGEMENT PROCEDURE

Version No:	7.0
Issued:	June 2014
Reviewed	January 2021
Next Review:	January 2024

## **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.


# WHS CONTRACTOR MANAGEMENT PROCEDURE

Version No:	7.0
Issued:	June 2014
Reviewed	January 2021
Next Review:	January 2024

## Appendix 7: 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. 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>			
<b>[PCBU Name, contact details]</b>		<b>Principal Contractor (PC)</b>	<b>[Name, contact details]</b>
<b>Works Manager:</b>		<b>Date SWMS provided to PC:</b>	
<b>Contact phone:</b>			
<b>Work activity:</b>	<b>[Job description]</b>	<b>Workplace location:</b>	
<b>High risk construction work:</b>	<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
<b>Person responsible for ensuring compliance with SWMS:</b>		<b>Date SWMS received:</b>	
<b>What measures are in place to ensure compliance with the SWMS?</b>			
<b>Person responsible for reviewing SWMS control measures:</b>		<b>Date SWMS received by reviewer:</b>	
<b>How will the SWMS control measures be reviewed?</b>			
<b>Review date:</b>		<b>Reviewer's signature:</b>	



 <b>PortAugusta</b> <small>CITY COUNCIL</small>	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## Appendix 8: 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:		

 <b>PortAugusta</b> CITY COUNCIL	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## Appendix 9: 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?				

 <b>PortAugusta</b> <small>CITY COUNCIL</small>	<h1 style="text-align: center;">WHS CONTRACTOR MANAGEMENT PROCEDURE</h1>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

Hazard	ID No	Controls / Precautions	Compliant Yes No NA			Comments
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					



# WHS CONTRACTOR MANAGEMENT PROCEDURE

Version No:	7.0
Issued:	June 2014
Reviewed	January 2021
Next Review:	January 2024

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 Sign Date

To be signed off when corrective action completed by:

Contractor:

\_\_\_\_\_  
Name Sign Date

Contract Administrator (or delegate) signature:

\_\_\_\_\_  
Name Sign Date

Overall rating for future contracts			
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
Contractor rating			
<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)			

	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## Appendix 10: 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

 <b>Port Augusta</b> <small>CITY COUNCIL</small>	<b>WHS CONTRACTOR MANAGEMENT PROCEDURE</b>	Version No:	7.0
		Issued:	June 2014
		Reviewed	January 2021
		Next Review:	January 2024

## Appendix 11 – 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			