

**Policy Document**

# **CONTRACTOR MANAGEMENT POLICY**

Policy No: <b>DCSB-HS-12.05</b>	Version No: <b>5.2</b>	Administered by: <b>Work Health Safety &amp; Risk Coordinator</b>
Approved by: <b>Finance &amp; Risk Committee</b>	Approved on: <b>May 2019</b>	Agenda Item/Minute Book No or Approval Ref: <b>168/19</b>
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Classification: <b>Governance</b>		
Strategic Plan link: <b>Strategy 1.6 Maintain workplace standards &amp; procedures that ensure that the WH&amp;S of employees, contractors and the public is protected and enhanced.</b>		
<b>Legislation:</b> South Australian Work Health and Safety Act, 2012 South Australian Work Health and Safety Regulations, 2012 Local Government Act, 1999		

## **1. POLICY**

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

To facilitate this the Council is dedicated to a contractor management system which provides for the selection of contractors with appropriate safety controls, the exchange of information between the Council and its contractors to facilitate the identification of hazards, risk management, and the appropriate monitoring of the contractors engaged by Council.

1.1. This policy specifically addresses these requirements by seeking to:

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

1.2. Key elements of the Council's WHS Contractor Management system are:

- 1.2.1. a defined process for the selection of Contractors with appropriate WHS controls;
- 1.2.2. consultation, communication, co-operation and co-ordination process with Contractors; and
- 1.2.3. appropriate monitoring by Council's employees of WHS systems/work practices undertaken by Contractors.

**NOTE:** This policy and its application to the District Council of Streaky Bay contracts does not reduce in any way a Contractor's WHS legislative and statutory obligations nor infers the relationship of employer/employee, master/servant or partnership.

## 2. RESPONSIBILITIES

- 2.1 It is the responsibility of Council's Contract Manager/Superintendent to identify and communicate foreseeable WHS risks relevant to the contract work, with the Contractor. This includes any specific WHS requirements of the Contractor undertaking the contract. Reference is made to the WHS Contracting – Selection, Induction and Monitoring section of the DCSB HS PROC 12.13 WHS Contractor Management Procedure
- 2.2 The Contractor undertaking a Council contract is responsible for:
  - 2.2.1 complying with WHS legislation;
  - 2.2.2 co-operating with any safety policies, procedures and information provided by the Council; and
  - 2.2.3 identifying hazards associated with the work being undertaken and ensuring all identified hazards are managed in accordance with WHS legislation.
- 2.3 It is the responsibility of Council's Contract Manager/Superintendent to review and confirm any technical aspects of the work, to the extent they have the relevant technical expertise, that needs clarification including appropriateness of the risk assessment/safe operating procedure/safe work method statement.
- 2.4 It is the responsibility of Senior Managers to confirm the Contractor management system is used for work that involves engaging a contractor.

## 3. LEGISLATION

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

## 4. REFERENCES

Australian Standard 4801

LGA Procurement Handbook

Return to Work SA Performance Standards for Self Insurers (PSSI)

## 5. RELATED DOCUMENTS

DCSB HS PROC 12.13 WHS Contractor Management Procedure

DCSB F 07.05 Procurement Policy

## 6. REVIEW

This District Council of Streaky Bay Contractor Management Policy shall be reviewed by the Council's WHS Committee at minimum within two (2) years of issued date or more frequently if legislation or organisational needs change.

The review may include or be initiated by:

- a. Feedback from managers, workers, HSRs or other stakeholders;
- b. Legislative compliance;

- c. Performance Standards for Self Insurers
- d. Internal or external audit findings
- e. Incident and hazard reports, claims costs and trends related to hazardous work; and
- f. Other relevant information.

## Review History

Document History:	LGAWCS Version No:	Issue Date:	Description of Change:
	1.0	Oct 2008	New Document, October 2008
	2.0	1.08.11	Change of wording in policy statement, modified format in line with One System model, including expanded footer. Changes to responsibilities section, update of legislation section and references. Inclusion of review history section.
	3.0	4/5/12	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
	3.1	12/4/13	Insert date for V3.0 in Document history section.
	4.0	29/07/15	Changes to formatting including header and highlighting of insertion points for Council information. Changes to reference section. Changed minimum review timeframe from 2 years to 3 years
	5.0	31/01/2018	Policy reviewed with minor grammatical changes, logo and numbering updates. Consistent structure/content to other OS policies/procedures.
	5.1	01/02/2018	Added WHS to policy title and file name