

	<b>CONTRACTOR MANAGEMENT POLICY</b>		Version No:	4.0
			Issued:	12/08/2015
			Next Review:	12/08/2018

## POLICY

The Port Augusta City 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 Port Augusta City Council and its contractors ensures that the identification of hazards, risk management, and the appropriate monitoring of the contractors engaged by Council is completed and evidence is available within the Council's TRIM system.

This policy specifically addresses these requirements by seeking to:

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

Key elements of the Port Augusta City Council WHS Contractor Management system are:

- a defined process for the selection of Contractors with appropriate WHS controls;
- consultation, communication and coordination process with Contractors; and
- appropriate monitoring by the Council's relevant worker/s of WHS systems/work practices undertaken by Contractors.

This policy and its application to the Port Augusta City Council 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.

## RESPONSIBILITIES

It is the responsibility of the Council's relevant Contract/Project Manager for each specific project to identify and communicate foreseeable WHS risks relevant to the contract work, including any specific WHS requirements of the Contractor undertaking the contract with the Contractor. Reference is made to the WHS Contracting – Selection, Induction and Monitoring section of the WHS Contractor Management Procedure (refer Clause 4.6 and 4.8 of the procedure).

The Contractor undertaking a contract for the Port Augusta City Council is responsible for:

- complying with WHS legislation;
- cooperating with any safety policies, procedures and information provided by the Council;
- identifying hazards associated with the work being undertaken and ensuring all identified hazards are managed in accordance with WHS legislation.

It is the responsibility of the appropriate Contract/Project Manager to review and confirm any technical aspects of the work, to the extent that they have the relevant technical expertise that needs clarification including appropriateness of the Safe Work Method Statements/Risk Assessment/Safe Work Instructions. The Risk & WHS Co-ordinator can assist in providing advice to the relevant Contract/Project Manager on the relevant information required by Council from the contractors to fulfil its WHS obligations in regard to contracts.

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It is the responsibility of Management Group (MG) to confirm the Contractor management system is used for work that involves engaging a contractor.

## LEGISLATION

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

## REFERENCES

Australian Standard 4801

WHS Contractor Management Procedure

Purchasing, Contracts and Tendering Policy 1.1.09

Contractors Register

## REVIEW

This WHS Contractor Management Policy shall be reviewed by the Safety First Committee at minimum within three (3) years of Issued Date (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

### Signed:



Chief Executive Officer  
**Date:** 12 August 2015



Chairperson, Safety First Committee  
**Date:** 12 August 2015

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## Review History

Document History:	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