



# CONTRACTOR SAFETY MANAGEMENT

## Management Practice

### 1.0 Management Practice

The Town acknowledges that it has the same Occupational Safety and Health obligations to contractors as it does to its own employees. As the “Principal” the Town understands that the duty of care to contractors cannot be contracted out and will reasonably ensure that all contractors are protected from risk of injury or ill health whilst on Council premises or when carrying out their duties on behalf of the Town.

The essential elements of contract management relating to safety comprise of the:

- selection of contractors;
- management of contractors; and
- evaluation of contractors.

#### 1.1 Major Contracts:

For major contracts, either valued at \$50,000 or above, or a contract of a lesser amount but the provision of the service, based on but not limited to, the type of service provided or the time involved on behalf of the Town, the Town will obtain comprehensive information from the contractor.

In the first instance the Contractors Questionnaire (see Appendix 1) is to be completed. While this is time consuming it is well worth the effort to identify the ‘right’ contractor or conversely show up contractors who are not willing or able to comply with the Town’s safety requirements.

**Minor Projects:** The Town acknowledges that there is neither the time or resources to undertake such a comprehensive process when a contractor is to be employed to undertake a relatively small project. However the following steps will be followed to ensure each person is engaged in a safe system of work:

- Wherever possible use approved contractors or those who you have been satisfied with in the past (if you need to wait it may be worth it – some contractors may be readily available because others know not to employ them).
- Try not to employ contractors who cannot provide references and ensure that at least some of the references are checked.
- Always contract in writing and have all parties sign the agreement. Only by having this sort of documentation can you prove that you exercised due diligence.
- Carry out required training (minimum requirement: workplace induction).
- Make provision for supervision of the work in progress.

## **2.0 Selection of Contractors**

When considering the selection of a contractor, the Town must ensure that occupational safety and health and quality and environmental standards observed by the contractor comply with those followed by the Town.

### **2.1 Ensuring Contractor Quality**

To ensure contractors are able to complete the work efficiently and effectively the Town must wherever practical:

- use contractors that are incorporated companies in preference to partnerships or sole traders;
- ensure that the contractors/sub contractors are appropriately qualified, licensed or authorised to carry out such work or service as required;
- develop a selection criteria for contractors designed to establish whether or not the contractor can perform the work safely and efficiently;
- check the contractor's references from previous jobs to evaluate past performance;
- arrange pre-contract discussions with contractors to ensure that everyone understands the requirements.

### **2.2 Assessing Contractor Safety**

When selecting a contractor the Town must ensure that the safety performance of the contractor meets the agreed standards of the Town. The Town must review contractors safety records and where applicable environmental records. Particular attention should be paid to the following:

- obtaining documented evidence of:
  - current Worker's Compensation and/or Personal Accident Insurance;
  - current Public Liability Insurance – Minimum \$10,000,000;
  - current Motor Vehicle/Machinery insurance as applicable;
  - Worker's Compensation Claims History.
- ensuring that contractors possess a good record regarding:
  - occupational safety and health;
  - personnel safety (ie fatalities, LTI's and similar);
  - operational safety (ie fires, explosions, accidents, product spillage, prosecutions and similar).
- in particular ensure the following meet required standards:
  - quality and experience of contractors personnel;
  - the contractors knowledge of environmental matters, safe work practices and statutory requirements, including Certificates of Currency and Competency.
- ensure that contractors possess suitable and good quality:
  - plant and certified machinery;
  - equipment (including all required personal protective equipment);
  - tools, with current appliance test tags on electrical equipment;
  - circuit boards with earth leakage equipment.

### **3.0 Contractor Management**

When managing contractors the Town undertakes to adopt a fully coordinated approach to reasonably safeguard the safety and health of all contractors and subcontractors while they are on Town premises or performing work for the Town.

This is achieved by ensuring that contractors:

- observe and comply with all relevant legislation including the *Occupational Safety and Health Act 1984* and *Regulations 1996*; *Worker's Compensation and Rehabilitation Act 1981*, Guidance Notes, Codes of Practice, Australian Standards, etc;
- have in place accident and incident reporting procedures. If such reporting mechanisms are not in place the relevant Management Practice and procedure of the Town is to be adopted by the contractor;
- have in place risk assessment and hazard management reporting procedures. If such reporting mechanisms are not in place the relevant Management Practice and procedure of the Town is to be adopted by the contractor;
- ensuring that where contractors personnel may be exposed to particular hazards, only those persons who have received adequate instruction and training are used to undertake this work and that correct personal protective clothing and equipment is used. If the contractor does not have a Management Practice in place relating to the wearing and use of personal protective clothing and equipment, or provides for standards which are lesser than those provided for in the Town's Management Practice, the Town's Management Practice must be followed where it provides for a higher standard;
- the Town has in place procedures to evaluate contractors as part of the tender and contractor assessment process and at the conclusion of any contract, project, etc.

### **4.0 Procedures**

The Town's procedure for outsourcing work to contractors is to ensure:

- the tender or contractual documentation contains appropriate indemnity, hold harmless and insurance clauses;
- prior to a contractor commencing any work for the Town, the Town has a system for ensuring that all tender and/or contractual documentation is properly documented and signed by the contractor;
- when tendering for a specific job, sufficient information regarding the Town's safety policies and procedures is given to the contractor to ensure and establish that there is a full understanding of the Town's requirements;
- the contractor is able to perform the required tasks safely and efficiently with minimal impact on the environment;
- arrangements are in place so that the contractor and any subcontractors receive appropriate induction training and assessment;
- provision is made for appropriate supervision, management and evaluation of the contractor.

### **5.0 Contractor Documentation**

Prior to commencing any work the contractor must complete all necessary documentation including those contained in the appendix of this document as well as complying with the Health & Safety requirements as defined in the Town's Request for Quotation or Tender.

## **6.0 Evaluation Process**

At the end of each contract the level of compliance will be assessed against performance indicators and the results documented. The Contractor Evaluation form is to be used for this purpose.

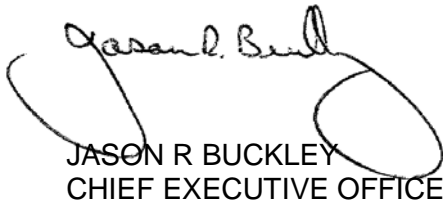
If ongoing use of contractors is anticipated the information acquired will be used to develop a list of Accredited Contractors. Accredited Contractors will be those who have demonstrated a satisfactory performance in occupational safety and health, quality and environmental protection. This list will be reviewed annually or at expiry of the contractors' insurance policies.

## **7.0 Compliance and Implementation.**

It is the responsibility of the manager or person assigned to this area to ensure that this contract is complied with.

## **8.0 Endorsement**

This Management Practice has been endorsed by the Chief Executive Officer on behalf of the Town of Cambridge.



JASON R BUCKLEY  
CHIEF EXECUTIVE OFFICER

**Implemented: February 2002**  
**Last Reviewed: February 2016**

## Appendix 1 – Major Contractor Questionnaire

<b>MAJOR CONTRACTOR QUESTIONNAIRE</b>		
<b>Tendering Company Information</b>		
1	What is the name of the tendering company?	
2	What is the nature of business the company conducts?	
3	Who is responsible for Safety & Health within the company? <i>(please give name and contact details)</i>	
4	List Insurance expiry dates for : Worker's Compensation or Personal Accident Insurance Public Liability Insurance Motor Vehicle/Machinery Insurance <i>(please attach Certificates of Currency)</i>	
<b>Safety and Health Record</b>		
5	What has been the company's accident record for past 3 years?	<i>Please attach details</i>
6	Has the company had any Worker's Compensation claims in the past 3 years? <i>(please attach details)</i>	<i>Please attach details</i>
7	Has the company ever been prosecuted or fined under the OSH Act or related legislation?	<b>YES/NO</b> if yes please attach details
<b>OSH Management Practice &amp; Management</b>		
8	Does the company have a written OSH Management Practice? <i>(please attach)</i>	<b>YES/NO</b> if yes please attach details
9	Does the company have an OSH Manual and and/or written safety procedures? <i>(please provide details)</i>	<b>YES/NO</b> if yes please attach details
10	Are OSH responsibilities for all levels of staff documented?	<b>YES/NO</b> if yes please attach details
<b>Safe Systems of Work</b>		
11	Can the company demonstrate familiarity with safe systems of work?	<i>Please provide details of referees from 3 clients)</i>
12	Can the company provide a documented plan detailing how the work it is tendering for will be carried out safely?)	<b>YES/NO</b> if yes please attach details
13	Will the company provide required work equipment and personal protective equipment suitable for the work being performed?	<b>YES/NO</b>

14	Does the company have written procedures for assessing and managing risks associated with manual handling?	<b>YES/NO if yes please attach details</b>
15	Does the company have an accident/incident reporting and investigation procedure	<b>YES/NO if yes please attach details</b>
16	Does your company anticipate using subcontractors on this contract?	<i>YES/NO If yes, give details of the procedures you will use to ensure that subcontractors are competent and managed correctly?</i>
17	Please provide details of OHS training provided to all managers and staff, and subcontractors where used. Please also include details of your company's plans for further training if it wins the contract?	
<b>Workplace Safety Inspections</b>		
18	How does the company ensure that plant, equipment and vehicles are kept in safe working order?	<i>Attach inspection checklists and preventative maintenance schedules</i>
19	Does your company undertake regular worksite OHS inspections?	<b>YES/NO if yes please attach details</b>
20	Are workplace inspection checklists used?	<b>YES/NO if yes please attach details</b>
<b>Safety &amp; Health Consultation</b>		
21	Does the company have a safety representative or safety & health committee at the workplace?	<b>YES/NO if yes please attach details</b>
23	How are employees involved in OSH decision making ?	<b>YES/NO if yes please attach details</b>
<b>OHS Performance Monitoring</b>		
24	Please enclose details of the criteria your company uses for assessing its OHS performance.	<i>Please attach details</i>
<b>Council use only</b>  Is approval recommended?		<b>Signed:</b> _____ <b>Date:</b> _____ <b>Town Representative</b> <b>Position:</b> _____ <b>Name:</b> _____

## Appendix 2 – Contractors Checklist

<b>CONTRACTOR'S CHECKLIST</b>			
<p>The Town of Cambridge requires you to comply with all relevant legislation including the Occupational Safety and Health Act 1984 and Regulations 1996; Worker's Compensation and Rehabilitation Act 1981, Guidance Notes, Codes of Practice, Australian Standards etc.</p> <p>In addition, you are required to comply with the Town's Occupational Safety and Health Policies and Management Practices, contractual requirements, and all items contained in this checklist. Before commencing any work, ensure you are able to tick yes to all of the following items.</p>			
<b>Safety is everyone's responsibility and for everyone's protection.</b>		<b>YES</b>	<b>NO</b>
1	Have you provided proof of adequate Worker's Compensation or Personal Accident, Motor Vehicle/Mobile Equipment and Public Liability Insurance?		
2	Have you been provided with a copy of the Town's Occupational Safety and Health Contractors Information kit (Appendix 3)?		
3	Have you ensured that any task requiring a qualification or licence has been allocated to a person or persons who can provide evidence of their qualifications?		
4	Have all of your workers been provided with suitable personal protective equipment for the work to be performed?		
5	Are there first aid kits in all of your vehicles and have your workers been instructed in the use of their contents (if appropriate)?		
6	Have your workers been trained in the use of available fire fighting equipment ie. extinguishers, hoses and blankets (if appropriate)?		
7	Do all electrical tools have current appliance test tags?		
8	If traffic management is required for the work being performed has this been allocated to a person or persons who are accredited as per the Code of Practice?		
9	Have you ensured that Material Safety Data Sheets are readily available for any chemicals that are to be used onsite?		
10	Are all of your workers aware of housekeeping requirements?		
11	Are all of your workers aware that they must report any accident or incident and any existing or potential hazards?		
12	<p>Are all of your workers aware of the following statement:</p> <p><b>ANY CONTRACTOR OR EMPLOYEE OR SUB-CONTRACTOR CONTRADICTING THE TOWN'S POLICIES AND/OR MANAGEMENT PRACTICES OR CONTRACTUAL AGREEMENTS MAY BE REQUIRED TO LEAVE THE PREMISES OR WORKSITE AND MAY BE REFUSED RE-ENTRY. THE SAID CONTRACT MAY BECOME NULL AND VOID</b></p>		

13	<p><b>I certify that the information provided in this checklist is true and correct.</b></p> <p><b>Signed:</b> _____ <b>Date:</b> _____</p> <p><b>Contractor Company Representative</b></p> <p><b>Position:</b> _____ <b>Name:</b> _____</p>
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