	<b>WHS Contractor Management Policy</b>	<b>Version No:</b>	6.1
		<b>Issued:</b>	16 March 2010
		<b>Reviewed:</b>	11 August 2022
		<b>Next Review:</b>	10 August 2025

## 1. Policy

The Wudinna District Council (**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 Council is dedicated to a contractor management system which provides for the selection of contractors with appropriate safety controls, the exchange of information between 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 Council.
- 1.2 Key elements of 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 Coordination process with Contractors.
  - 1.2.3 Appropriate monitoring by Council's employees of WHS systems/work practices undertaken by Contractors.

NOTE: This Policy and its application to 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.

## 2. Responsibilities


- 2.1 It is the responsibility of the Department Manager / Contract Superintendent / Project Manager 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 and relevant selection, induction and monitoring responsibilities as outline in the WHS Contractor Management Procedure and the documents referenced therein.
- 2.2 The Contractor undertaking a Council contract is responsible for:
  - 2.2.1 Complying with WHS Legislation
  - 2.2.2 Cooperating with any safety policies, procedures and information provided by the Council
  - 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 the Department Manager / Contract Superintendent / Project Manager to review and confirm any technical aspects of the work, to the extent that they have the relevant technical expertise, that need clarification including appropriateness of the risk assessment/JSA/SWMS and 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

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#### 4. References

[ReturntoWorkSA: Work Health and Safety standards for Self-Insured Employers, which includes the Performance Standards for Self-Insurers \(PSSI\)](#)

Australian/New Zealand AS/NZS Standard 45001: Occupational health and safety management systems – Requirements with guidance for use

LGA Procurement Handbook

#### 5. Related Documents

WHS Contractor Management Procedure (*Document number 12.3.25.1*)

WHS Contractor Management Procedure One Pager & Flow Chart (*Document number 12.3.25.2*)

WHS Contractor Management - Contractor Registration & Information Form (*Document number 12.3.25.3*)

WHS Contractor Management – Hazard Identification (*Document number 12.3.25.4*) or within Skytrust

WHS Contractor Management – Contractor Selection (*Document number 12.3.25.5*)

WHS Contractor Management – Contractor Site Induction (*Document number 12.3.25.6*) or within Skytrust

WHS Contractor Management - Contractor Monitoring and Evaluation (*Document number 12.3.25.7*) or within Skytrust

Contractor – Job Safety Analysis (*Document number 12.3.25.8*)

Contractor – Safe Work Method Statement (*Document number 12.3.25.9*)

WHS Contractor Management – WHS Management Plan Checklist (*Document number 12.3.25.10*)

WHS Contractor Management – Evaluation of Preferred Contractor (Document # 12.3.25.13) or within Skytrust

WHS Construction Activities Guidance Checklist (*Document number 12.3.35.13.1*)

#### 6. Review

This WHS Contractor Management Policy shall be reviewed by the Health and Safety Committee (HSC) in liaison with the Senior Management Team (SMT) and in consultation with workers or their representatives, within three (3) years of the Reviewed date or more frequently if legislation or Council needs change.

6.1 The review may include or be initiated by:


- 6.1.1 Feedback from managers, workers, HSRs or other stakeholders
- 6.1.2 Legislative compliance
- 6.1.3 Performance Standards for Self-Insurers
- 6.1.4 Internal or external audit findings
- 6.1.5 Incident and hazard reports, claims costs and trends related to hazardous work; and
- 6.1.6 Other relevant information.

SIGNED: .....  
Chief Executive Officer

.....  
Chairperson, Health and Safety Committee

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

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

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## 7. Document Review History

Version No:	Issue Date:	Description of Change:
1.0	March 2010	New Document
2.0	1/08/2011	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	4/05/2012	Terminology changes to reflect 2012 WHS act and Regulations. Examples include: OHS to WHS and employee to worker where appropriate
3.1	12/04/2013	Insert date for V3.0 in Document history section.
4.0	29/07/2015	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. Consistent structure/content to other OS Policies/Procedures. Added WHS to policy title and file name
6.0	30/01/2020	Minor wording and formatting changes. Updated version and review date in line with WHS Contractor Management Procedure. Organisation to Council. Addition of Related Document references.
6.1	11/08/2022	Updated references; minor grammatical changes