

DISTRICT COUNCIL OF LOWER EYRE PENINSULA

WHS Contractor Management Policy



“Working with our Rural & Coastal Communities”

	WHS-POL-02 - WHS CONTRACTOR MANAGEMENT POLICY	Version No:	4.0
		Issued:	03/12/2018
		Next Review:	Sept 2020

Responsibility:	Corporate Services
Minutes Reference:	
Applicable Legislation:	Local Government Act 1999, SA Work Health & Safety Act 2012 SA Work Health & Safety Regulations 2012 Australian Standard 4801 LGA Procurement Handbook: http://www.lga.sa.gov.au/webdata/resources/files/LGA_Procurement_Handbook_final_Oct2012.pdf Return to Work SA Performance Standards for Self Insurers (PSSI)
Related Policies/Procedures/Codes:	WHS-POL-01 – WHS & RTW Policy WHS-PRO-02.01 - WHS Contractor Management Procedure
Review Frequency	Within 3 years of date of issue

1. OVERVIEW

The District Council of Lower Eyre Peninsula 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 District Council of Lower Eyre Peninsula 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.

2. POLICY

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 Council's policy standard; and,
- Achieve a specific WHS issues focus, which will optimise safety management for workers contracted by the District Council of Lower Eyre Peninsula.

Key elements of Council's WHS Contractor Management Policy are:

- a) A defined process for the selection of Contractors with appropriate WHS controls.
- b) Consultation, Communication and Coordination process with Contractors.
- c) Appropriate monitoring by the organisation's employees of WHS systems / work practices undertaken by Contractors.

NOTE: This policy and its application to the District Council of Lower Eyre Peninsula 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.

P:\Offline Records (TL)\Work Health & Safety Policies - WORK HEALTH AND SAFETY - Policy\Policy - WHS-POL-02 - Work Health Safety Contractor Management Policy.DOCX	<i>Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.</i>	Page 2 of 4 This copy printed on: 24/04/2019
--	--	---



WHS-POL-02 - WHS CONTRACTOR MANAGEMENT POLICY

Version No:	4.0
Issued:	March 2019
Next Review:	Sept 2021

3. RESPONSIBILITIES

3.1 Contract Manager

- It is the responsibility of Council’s Contract Manager for each contract, 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 (WHS-PRO-02.01 – Contractor Management Procedure).
- It is the responsibility of the Contract Manager for each contract, 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.

3.2 Contractor

The Contractor undertaking a District Council of Lower Eyre Peninsula contract 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.

3.3 Executive Management Team

It is the responsibility of the Executive Management Team to confirm the Contractor management system is used for work that involves engaging a contractor.

4. RECORDS

- 4.1 All records relating to Contractor Management must be forwarded to the Contractor Records Officer (Corporate Services Assistant).
- 4.2 Copies may be retained by other parties, but must be marked “copy”.
- 4.3 All records will be maintained as outlined in the supporting procedures.



WHS-POL-02 - WHS CONTRACTOR MANAGEMENT POLICY

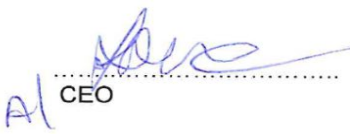


Version No:	4.0
Issued:	March 2019
Next Review:	Sept 2021

5. REVIEW

This WHS Contractor Management Policy shall be reviewed by the District Council of Lower Eyre Peninsula WHS Committee 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).

The review may include or be initiated by:

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

Signed:  CEO
 Mayor
 Chairperson, WHS Committee

Date: 15 / 03 / 2019 Date: 15 / 03 / 2019 Date: 15 / 03 / 2019

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
3.0	18/09/2015	Adopted by Council
4.0	03/12/2018	Formatting, addition of items under Section 5 Review and change from Senior Management Team to Executive Management Team.
	15/03/2019	Adopted by Council (following Council election)