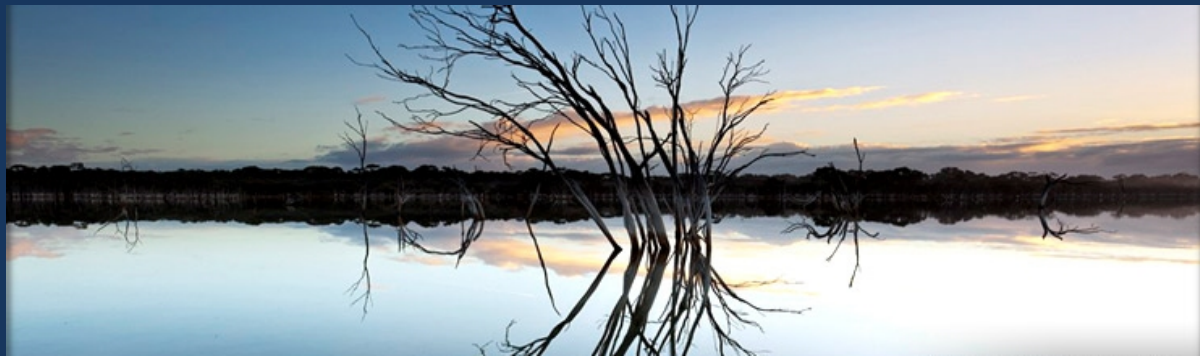


Policy - WHS Contractor Management



“Working with our Rural & Coastal Communities”

	WHS-POL-02 – CONTRACTOR MANAGEMENT POLICY	Version No:	6.1
		Issued:	February 2023
		Next Review:	February 2025

Responsible Department:	Corporate Services
Policy Adopted:	15/02/2023
Minutes Reference:	30.1(3b)
Applicable Legislation:	Local Government Act 1999 SA Work Health & Safety Act 2012 SA Work Health & Safety Regulations 2012 Australian Standard 4801 LGA Procurement Handbook 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 2 years of date of issue

1. OVERVIEW

Lower Eyre 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 Lower Eyre 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.

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
- Achieve a specific WHS issues focus, which will optimise safety management for workers contracted by the Lower Eyre Council

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, Cooperation 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 Lower Eyre 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.



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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 / SWMS.

3.2 Contractor

The Contractor undertaking a Lower Eyre Council contract is responsible for:

- Complying with current 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 saved into the Records Management system and forwarded to the Contractor Records Officer (Work Health and Safety Administration Officer) for completion of key dates and information in the contract register.
- 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.

5. REVIEW

This Contractor Management Policy shall be reviewed by the Lower Eyre Council WHS Committee 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
- f. Other relevant information

DOCUMENT HISTORY

Version:	Issue Date:	Description of Change:
3.0	September 2015	Adopted by Council
4.0	December 2018	Formatting, addition of items under Section 5 Review and change from Senior Management Team to Executive Management Team.
	March 2019	Adopted by Council (following Council election)
4.1	March 2020	One System Update - Minor wording and formatting changes. Updated version.
6.0	May 2020	Updated version number and review date in line with One System. Minor wording and formatting changes.
6.1	February 2023	Updated Council name and logo, minor wording, and formatting changes. Removed signatory requirement. Adopted by Council (following election).