



# CONTRACTOR MANAGEMENT POLICY

Policy Number:	WHSPOL5
Version Number:	3.0
Issued:	7 May 2018
Next Review:	7 May 2020
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## Policy

The District Council of Grant (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.

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 standards; and,
- achieve a specific WHS issues focus, which will optimise safety management for workers contracted by Council.

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

- a defined process for the selection of contractors with appropriate WHS controls;
- consultation, communication, cooperation and coordination process with contractors: and,
- appropriate monitoring by Council of WHS systems/work practices undertaken by contractors.

Council will regularly review, in consultation with workers and their representatives, subject area experts and other duty holders (as necessary):

- the effectiveness of this policy and supporting procedures to identify opportunities for continuous improvement; and,
- adherence to this policy and supporting procedures and take appropriate action where non-compliances are found.

*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.*

## Responsibilities

The **Management Team** are accountable for fulfilling the due diligence obligation for officers as outlined in the WHS Act (SA) 2012 section 27, a key aspect which includes checking that adequate resources are identified and provided to enact this policy and supporting procedures effectively.

**Managers/Supervisors** are accountable for:

- bringing this policy and supporting procedures to the attention of workers in their area;
- monitoring, through their supervisory activities, that the policy and procedures are adhered to; and
- checking that workers have had appropriate training to undertake the activities identified within this policy and supporting procedures.

**Workers** are accountable for adhering to the requirements of this policy and supporting procedures, or report any inability to do so to management at the earliest opportunity.

**Contractor** undertaking a Council contract is responsible for:

- complying with WHS legislation;
- cooperating with any safety policies, procedures and information provided by Council; and,
- identifying and appropriately controlling hazards associated with the work being undertaken.



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## Legislation

- Work Health and Safety Act (SA) 2012
- Work Health and Safety Regulations (SA) 2012
- Local Government Act (SA) 1999

## References

- AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- LGA Procurement Handbook
- ReturnToWorkSA Performance Standards for Self Insurers (PSSI)
- WHSPR5.1 Contractor Management Procedure

## Review

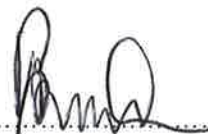
This Contractor Management Policy will be reviewed by the Management Team and WHS Committee within two (2) years of issued date or more frequently if legislation or Council's needs change.

The review may include or be initiated by:

- feedback from managers, workers, HSRs or other stakeholders
- legislative compliance or PSSI;
- internal or external audit findings;
- incident/hazard reports, claims costs and trends related to hazardous work; and/or,
- any other relevant information.

Signed:   
 Chief Executive Officer

Date: 6 / 6 / 18

  
 Chairperson, WHS Committee

Date: 30 / 5 / 2018

## Review History

Version	Action	Date	Minute Reference
1.0	Adopted by Council	15 March 2010	10039.5
1.1	Reviewed & Adopted by Council	18 June 2012	12144.2
1.2	Amended	3 December 2012	12257.2
1.3	Amended	16 September 2013	13107.5
2.0	Amended	7 October 2015	15127.6
3.0	Amended	7 May 2018	18065.1