

# Contractor Management Guide

*This applies to all District Council of Grant service providers and contractors working / engaged on the District Council of Grant premises and / or external work sites.*





# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	1 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHSPOL5 Contractor Management Policy

## Contents

Principles .....	3
Scope .....	3
Induction Responsibility – Council and the Contractor .....	4
Contractor Responsibilities.....	4
Work Health and Safety (WHS) Management System .....	5
Work Health and Safety Procedures .....	5
Contractor Compliance – General .....	6
Hazard Management .....	10
Training .....	11
Inspection & Monitoring .....	11
Reporting .....	11
APPENDIX A – <i>SAMPLE</i> INDUCTION CHECKLIST.....	13
APPENDIX B - <i>SAMPLE</i> JOB SAFETY ANALYSIS .....	14
APPENDIX C - <i>SAMPLE</i> SAFE WORK PROCEDURE .....	15
APPENDIX D - <i>SAMPLE</i> RISK ASSESSMENT FORM.....	17
APPENDIX E - <i>SAMPLE</i> RISK ASSESSMENT TOOLS.....	18
CONTRACTOR MANAGEMENT GUIDE ACKNOWLEDGEMENT.....	19



# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	2 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHSPOL5 Contractor Management Policy

This Guide has been developed to ensure all contractors engaged by the District Council of Grant are aware of their obligations under Council's Contractor Management Policy and Procedures. This guide will assist contractors to be aware of their WHS obligations and are able to perform their work in a safe and efficient manner.

This applies to all District Council of Grant service providers and contractors working / engaged on the District Council of Grant premises and / or external work sites.

The term "**Contractor**" means any principal contractor, any worker of a principal contractor, a sub contractor and any worker of a subcontractor.

Under the WHS Act and Regulations 2012 a "Contractor" is defined as a Person Conducting Business or Undertaking (PCBU).

For further information, or clarification regarding any of the content, please contact your Council Representative.

**Trevor Smart**  
Chief Executive Officer  
May 2017



# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	3 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHSPOL5 Contractor Management Policy

## Principles

The District Council of Grant aims to achieve a high level of Work Health and Safety (WHS) Management within Local Government. The fundamental principle of effective WHS Management is that such issues must be identified, assessed and managed during all phases of the contract.

The District Council of Grant has in place a Contractor Management Policy and Procedure; these documents specifically address the requirements by seeking to:

Contract only with those contractors who can demonstrate a Work Health and Safety Management System capability, and;

Achieve a discrete WHS issues focus which will optimise safety management for the workforce employed on the District Council of Grant project, work and or service.

## Scope

This Contractor Management Guide applies to all contractors, including self-employed persons, engaged and supervised by the District Council of Grant and hereinafter referred to as the "Contractor".

"Contractor" means any principal contractor, any employee of a principal contractor, a sub-contractor and any worker of a subcontractor.

This document is intended as a reminder to contractors of basic health and safety considerations applicable at Council and supplements information provided at Regional Induction sessions and on-site specific inductions.

This document does not cover all situations or WHS requirements, but attempts to cover the most common and routine concerns. Contractors must contact the Council Representative whenever there is a safety issue that they cannot manage by themselves.

### IMPORTANT NOTE:

**All Contractors and their employees must read and abide by the requirements as outlined in this Management Guide**

## Induction Responsibility – Council and the Contractor

The District Council of Grant is responsible for conducting an induction for the Principal Contractor prior to the start of work. It is then the Principal Contractors responsibility for ensuring that their workers and subcontractors and their workers are inducted into the work site. Where required, the Contractor may arrange with the Council Representative for Council to undertake an induction of their workers and subcontractors and their workers.

### *APPENDIX A – SAMPLE INDUCTION CHECKLIST*

NOTE: Where the Council Representative deems a site induction is not reasonably practicable due to the location, duration or frequency of the task to be undertaken, the Council Representative may arrange to advise the contractor of known hazards through a different method, by telephone or in writing.

## Contractor Responsibilities

Contractors working at any Council site must place health and safety at the utmost importance while carrying out work and ensure that they do not create risks for themselves, their workers, sub-contractors or their workers or Council workers. They must meet all requirements of relevant Health and Safety Legislation, codes of practice and standards and must include the process of hazard identification, risk assessment and control in their work planning.

The District Council of Grant will ensure that all contractors operate in a safe manner and not jeopardize the safety of themselves, any Council employee or member of the public.

All Contractors engaged by the District Council of Grant are responsible for:

- Ensuring, that in their capacity as responsible persons conducting a business or undertaking, that they and their workers, comply with the provisions of the Work Health and Safety Act and Regulations 2012, Codes of Practice and referenced Standards;
- Providing all relevant legislative documentation as requested by the District Council of Grant;
- Notifying the District Council of Grant within 24 hours of any accidents or incidents occurring within the scope of this contract;
- Notifying the District Council of Grant if visited by Safe Work SA or if they have been issued with any improvement or prohibition notices;
- Notifying Safe Work SA of any Notifiable incidents as prescribed in Division 5 Part 3, Section 35, 36,37 and 38 of the Work Health and Safety Act 2012;
- Ensuring compliance with the advice and / or directives issued by the District Council of Grant;
- Ensure that they are not under the influence or by the consumption of alcohol and drugs, in such a state to endanger their own safety or that of others;
- Abiding by the terms of the contract, including compliance with these WHS Responsibilities;
- Providing, for themselves and their workers, all necessary protective equipment and enforcing correct usage and maintenance of any such equipment;
- Exercising skills, care and expertise in the performance of the contract;
- Ensuring that all licences, permits are current;
- Providing the required instruction, training and supervision to all workers and the workers of subcontractors;

## Work Health and Safety (WHS) Management System

A Work Health and Safety Management System of a Contractor is the organisational structure, resources, responsibilities, procedures and practices of the organisation for managing WHS issues.

The District Council of Grant requires all contractors to provide a WHS Management System that outlines specific WHS resources, responsibilities and procedures or practices to the particular contract.

Some of the requirements of the Contractors WHS system may not be specified by the Council in the contract documentation, such specification will not relieve the contractor from any legislative or statutory obligations for WHS.

The WHS document shall include the effective implementation of the documented WHS system procedures and instructions.

In preparing the document consideration should, at least be given to the following:

- The preparation of WHS Plans and a WHS Manual in accordance with specified requirements;
- The identification and acquisition of any controls, processes, inspection equipment, fixtures, total production resources and skills that may be needed to achieve the required WHS;
- The updating, as necessary, of WHS control, inspection and testing techniques;
- The clarification of standards of acceptability for all features and requirement, including those which contain a subjective element;
- The compatibility of the process, installation, inspection and test procedures and applicable documentation
- The identification and preparation of WHS records.

When a contract is awarded, the successful contractor will be required to submit their WHS Management System prepared specifically for the works or services for approval by the Council.

The agreement may allow:

- The particulars of the WHS Management System to be submitted after the award of the contract, before the work starts or progressively during the course of the Agreement
- That where a contractor fails to implement any part of the contract WHS Management System, the Council Representative and / or Chief Executive Officer may invoke powers under the contract or institute such additional site inspections and surveillance that the Council Representative and / or Chief Executive Officer determines are needed to ensure WHS Compliance.

## Work Health and Safety Procedures

The Contractor must establish and maintain procedures for the following:

- Incident / Accident/ Near Miss / Hazard reporting;
- Corrective Action needed to prevent recurrence of accidents, incidents and hazards;
- Initiating preventative actions to deal with problems to a level corresponding to risks/ hazards encountered;
- Applying controls to ensure that corrective actions are taken and that they are effective;
- Implementing and recording changes in procedures resulting from corrective action;
- Rehabilitation and;
- Claims management.



# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	6 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHSPOL5 Contractor Management Policy

## Contractor Compliance – General

As a contractor for the District Council of Grant, you will be expected to adhere to the following requirements:

### Code of Conduct

The District Council of Grant will not tolerate practical jokes, fighting or any other irresponsible or unprofessional behaviour.

### Fair Treatment

Bullying and harassment is unacceptable behaviour and will not be tolerated in the workplace. Bullying and harassment is against the law and appropriate action will be taken against individuals engaging in such conduct.

### UV Policy

Contractors must comply with, at a minimum, the District Council of Grant UV Policy;

For effective protection against UV radiation, workers engaged in outdoor work are to adopt the following, as a minimum requirement while at work:

- A broad brimmed hat or legionnaires style cap;
- Long sleeve shirts and long trousers
- Water resistant sunscreen, with a 30+ Sun Protection factor, to be applied at least two hourly on exposed parts of the body, paying particular attention to the lips, ears, nose and neck;
- Sun glasses with UV absorbing lenses.

Contractors are responsible for ensuring that each of their workers who work outdoors are provided with:

- Large wide brimmed hat (8cm) or legionnaires style hat (with neck cover)
- Long sleeve high visibility shirt
- Long trousers
- 250ml container of water resistant 30+ SPF sunscreen;
- Pair of safety glasses, fitted with anti UV lenses.

Contractors and subcontractors are responsible for organising the issue of the above equipment for all workers under their employ and ensuring that the above minimum requirements are strictly adhered to.

### Personal Protective Equipment

Contractors are responsible for issuing appropriate personal protective equipment for their workers, subcontractors, their workers and site visitors and must ensure that it is used correctly.

### Construction Induction Card - CPCCOHS1001A Work safely in the construction industry (White Card).

All "outdoor" contractors must have completed CPCCOHS1001A – Work Safely in the Construction Industry or equivalent base level WHS accreditation.

### First Aid

It is the Contractor's responsibility to ensure that it has adequate first aid facilities available to their workers.



# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	7 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHSPOL5 Contractor Management Policy

## Plant Safety

The Contractor must ensure that all Plant is appropriately licensed or registered and that systems are in place for the maintenance and inspection. Contractors and their workers must not operate plant and equipment with safety devices removed. If it is necessary to remove guards from machinery as a part of service or the repair process, contractors are responsible for ensuring that adequate lockout steps are taken to prevent the untimely start up of plant. Contractors are expected to refer to the risk assessment for the item of plant for risk control measures.

Contractors operating plant for which specific training is required are to ensure that all operators are properly trained and hold the current certification. Copies of Plant licences for the contract should be made available to Council upon application to be placed on Council's Approved Contractor Register.

## Portable Electrical Equipment

All portable electrical equipment must be tested and tagged in accordance with AS/NZS 3760:2010 prior to being brought onto or used on any Council worksites. Contractors using portable electrical equipment on Council worksites must do so in conjunction with Portable Current Device (RCD), tested and tagged in accordance with AS/NZS 3760:2010.

## Chemicals and Substances

Contractors who bring chemicals or substances onto Council premises must comply with all relevant legislative requirements.

- All Chemicals must be stored and handled in appropriately marked containers with all appropriate documentation,
- Current Safety Datasheets (SDS) and appropriate documented Risk Assessments must be held for all chemicals used on site, and made available if requested by the Council Representative
- The contractor must supply any required first aid material and personal protective equipment,
- All chemicals must be transported in accordance with applicable requirements,
- The contractor must supply a SDS to the Council Representative and brief them on the hazards associated with the chemicals to be used,
- Chemicals must not be left on site without the approval of the Council Representative.

Contractors are responsible for clean up and disposal of any chemical spills and contaminated materials in accordance with EPA regulations. All spills or accidents involving chemicals must be reported immediately to the Council Representative.

## Working at Heights

Where there is a requirement to work at heights, Contractors must comply with the Work Health and Safety Regulations Part 4, Regulation 78 Management of Risk of fall. **Fall** means a fall by a person from one level to another.

**Risk of fall** means a circumstance that exposes a worker while at work, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the worker or other person. This includes circumstances in which the worker or other person is:

- In or on an elevated workplace from which a person could fall; or
- In the vicinity of an opening through which a person could fall; or
- In the vicinity of an edge over which a person could fall; or
- On a surface through which a person could fall; or
- In any other place from which a person could fall.

In order to manage the risk under the WHS Regulations, the Contractor must:

- Identify all reasonably foreseeable hazards that could give risk
- Eliminate the risk so far as is reasonable practicable
- If it is not reasonably practicable to eliminate the risk – minimise the risk so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of control
- Maintain the implemented control measures so that it remains effective
- Review, and if necessary revise, risk control measures so as to maintain, so far as reasonable practicable, a work environment that is without risks to health and safety.

The use of ladders, scaffolding, and elevated work platforms must be done in accordance with legislative requirements and the appropriate High Risk Licences obtained and copies provided to the Council Representative.

## Confined Spaces

The District Council of Grant maintains a Confined Spaces Register and has in place a Confined Spaces Management Procedure. All Confined Space work must be undertaken in accordance with the WHS Regulations 2012, Code of Practice and Council's Procedures.

If Confined Space work is to be undertaken the Council Representative will ensure the Contractor sights the District Council of Grant Confined Space Register. The Council Representative will request to see the Contractors licences, training records, Risk Assessments and Safe Work Procedures. Contractors will be required to issue their own Entry Permits and copies must be provided to the Council Representative at the conclusion of the work for which the permit relates. Entry into Confined Spaces is **strictly prohibited**, unless a confined Spaces Entry Permit has been issued.



# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	9 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHSPOL5 Contractor Management Policy

## Asbestos

The District Council of Grant maintains an Asbestos Register for all Council owned buildings. If work relates to an area identified as having asbestos, the Council Representative will advise the contractor and make the information in the Asbestos Register available. If a contractor accidentally encounters asbestos on site, they must cease work immediately and advise the Council Representative, this information will be logged on Council's Asbestos Exposure Register.

## Excavation and Trenching

For all excavation, trenches, digging, post driving, drilling etc, the Contractor must telephone "Dial Before You Dig" (1100).

## Hot Work

Hot work is defined as any grinding, welding, thermal or oxygen cutting or heating, and other related heat or spark producing operations. Management of the person (s) performing any hot work must ensure that a Risk Assessment is performed prior to the work being undertaken at the worksite and appropriate permits in place.

## Site Housekeeping

Contractors must remove all rubbish and ensure the area is clean and safe during the conduct of their work and before leaving. Rubbish is not to be placed in Council wheelie bins. Any difficulty regarding rubbish removal must be discussed with the Council Representative.

## Security

Contractors are responsible for security arrangements in relation to plant, tools, equipment and materials required on site during the works.

## Site Access

Contractors are only granted access to Council worksites on the condition they observe all Work Health and Safety requirements. All Contractors are required to report to the Council Representative upon arrival at a Council Administration building. All Contractors performing work in any of the Administration buildings are to sign in using the Visitor Register and be issued with a Visitor Badge. Contractor controlled sites are to ensure access is restricted, as appropriate, and permitted access recorded. Council employees requiring access to a Contractor's worksite shall report to the Contract Supervisor.

## Emergency Management

In the event of an emergency at a Council Building, Contractors will be required to comply with Councils Emergency Response Procedures. Upon signing in and induction to the work site, the Council Representative will explain Council's procedures. Contractors will be expected to follow the direction of Fire Wardens during an emergency.

Where a contractor is working in a location that does not have a Council Administration Building, Contractors will be required to have their own Emergency Plan specific to the location.

## Hazard Management

The District Council of Grant is committed to eliminating or minimising hazards in the workplace in so far as reasonably practicable. Council's hazard management system is to identify, assess, control and monitor risks to the health and safety to ensure that the workplace is as safe as possible. All contractors engaged by the District Council of Grant must effectively control all hazards which are identified and / or arise in the course of their work.

### Safe Systems of Work

All contractors must ensure that safe systems of work are determined and followed. In a contract for work, whilst the work can be contracted to another party, the WHS responsibilities cannot.

### Hazard Identification

In addition to the hazards identified by Council prior to the commencement of work, all hazards associated with the job will need to be identified / re-confirmed by the Contractor.

### Job Safety Analysis (JSA) / Safe Work Method Statement (SWMS)

A Job Safety Analysis / Safe Work Method Statement must be completed for all contract work that involves:

- Working adjacent to moving traffic
- Working from a height
- Working over a pit / hole
- Working with plant
- Working with hazardous substances
- Working on or near live electricity
- Demolition
- Excavation
- Manual handling
- Confined space
- Restricted areas ie. tunnels

A JSA / SWMS is a document that outlines the process of critically examining a work task and re-engineering that task to ensure that the necessary and relevant health and safety principals are followed. A JSA / SWMS should be undertaken at the time of the job being undertaken and should address any hazards identified by the Council prior to the commencement of work. The Information contained in the JSA / SWMS must be communicated to all workers and signed off accordingly.

[APPENDIX B – SAMPLE JOB SAFETY ANALYSIS](#)

### Safe Work Procedures

Contractors will need to have documented Safe Work Procedures for their routine activities, these should address the hazards / risks associated with the activity. It is the Contractors Responsibility to ensure that their workers, or sub-contractors and their workers are working to these Safe Work Procedures. Safe Work Procedures need to be available for review when requested by the Council Representative.

[APPENDIX C – SAMPLE SAFE WORK PROCEDURE](#)



# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	11 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHSPOL5 Contractor Management Policy

## Risk Assessment Process

Risk Assessments should be undertaken for non-routine tasks, where there are no existing Safe Work Procedures for workers to follow.

- Document hazards and potential causes of incidents / injuries or accidents that may occur during the execution of the job;
- Determine appropriate equipment and controls to eliminate or reduce the risk.

[APPENDIX D – SAMPLE RISK ASSESSMENT FORM](#)

[APPENDIX E – SAMPLE RISK ASSESSMENT TOOLS](#)

## Training

The Contractor must establish and maintain procedures for identifying the training needs and provide for the training of all personnel activities affecting Work Health and Safety during the provisions of the service. Personnel performing specific assigned tasks shall be qualified on the basis of appropriate education, training and/or experience as required. Appropriate records must be maintained and made available to the Council Representative upon request.

## Inspection & Monitoring

During the course of the contract, the Council Representative will monitor the contract and retains the right to inspect safety measures and if necessary to interrupt work if safety standards are insufficient. The frequency of the inspections will be determined by, but not limited to the level of risk, complexity and duration of the contract.

This will be documented using a checklist and will include the hazards identified, compliance with Hazard Management and other works or work location related issues. Issues requiring corrective action will need to be addressed by the contractor and signed off by the contract Council Representative.

The District Council of Grant reserves the right to reject the work systems proposed by contractors in their Risk Assessment or Safe Work Procedures if the hazards are not eliminated or adequately controlled.

## Reporting

Any work-related injury incurred by any Contractor and / or their workers must be reported immediately to the Council Representative. All PCBU's (including Contractors) are also legally required to report any **notifiable incidents** as described in the Work Health and Safety Act 2012, Part 2, Division 5, Part 3. Notifiable incidents are to be reported to Safe Work SA on **1800 777 209 (24 hour Emergency Number)**. There are offences and penalties outlined for person conducting business or undertaking failing to notify.

(35) A notifiable incident means-

- a) A death of a person; or
- b) A serious injury or illness of a person; or
- c) A dangerous incident.

- (36) A serious injury or illness of a person means an injury or illness requiring the person to have –
- a) Immediate treatment as an in-patient in a hospital; or
  - b) Immediate treatment for-
    - i. the amputation of any part of his or her body; or
    - ii. a serious head injury; or
    - iii. a serious eye injury; or
    - iv. a serious burn; or
    - v. the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
    - vi. a spinal injury; or
    - vii. the loss of bodily function; or
    - viii. serious lacerations; or
  - c) medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.
- (37) A dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to-
- a) an uncontrolled escape, spillage or leakage of a substance; or
  - b) an uncontrolled implosion, explosion or fire; or
  - c) an uncontrolled escape of gas or steam; or
  - d) an uncontrolled escape of a pressurised substance; or
  - e) electric shock; or
  - f) the fall or release from a height of any plant, substance or thing; or
  - g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
  - h) the collapse or partial collapse of a structure; or
  - i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
  - j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
  - k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
  - l) any other relevant event prescribed by the regulations,
- but does not include an incident of a prescribed kind.



# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	13 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHSPOL5 Contractor Management Policy

## APPENDIX A – SAMPLE INDUCTION CHECKLIST

CONTRACTOR DETAILS			
Contractor			
Contractor Contact Name		Contact Number	
WORK OVERVIEW DETAILS			
Location of Work			
Description of Work			
Council Contact Name		Contact Number	
INDUCTION CHECKLIST			
Induction Date			
Induction Method	<input type="checkbox"/> In person – on site [preferred] <input type="checkbox"/> Email/Mail <input type="checkbox"/> Phone <input type="checkbox"/> Other: _____		
<b>Contractor Documentation Review</b> <small>Documents to be reviewed to ensure that they are current/valid for the work to be undertaken and to be retained on site for the duration of the work            Documents notated with an asterix are not required if Contractor is a current Approved Contractor.</small>	Yes ✓	No ✓	n/a ✓
* Public liability insurance			
* Professional indemnity insurance			
* Return to Work SA certification			
Licences and permits			
JSA, risk assessment, safe work method statement			
Safety data sheets for all hazardous chemicals to be used			
Workzone/traffic/environmental/site management plans/ Dial before you dig			
Items for Discussion	Discussed ✓		
Site Rules <i>(mandatory PPE, drugs, alcohol, smoking etc)</i>			
Site emergency evaluation procedures			
Site first aid/medical emergency procedures			
Daily start and finish times			
Incident reporting and investigation process			
Overview of general access and restricted access areas			
Overview of site hazards			
Risk control requirements <i>(hazardous chemicals, plant, equipment, excavation, confined space work etc)</i>			
Plant/equipment certificate/registration			
Impact on public/noise restrictions <i>(how will this be minimised if required)</i>			
Clean up of work site area <i>(during and at completion – including disposal of waste)</i>			
INDUCTION SIGN OFF			
Contractor	Name	Role	Signature
Council Representative	Name	Role	Signature



## APPENDIX C - SAMPLE SAFE WORK PROCEDURE

Contractors should have Safe Work Procedures for all routine tasks

<b>Purpose</b>	<p>This Safe Work Procedure (SWP) is developed to fulfill the requirements of the Workplace Health and Safety Act 1986 and all relevant Code of Practice and Australian Standards. This SWP forms part of the District Council of Grant One System Work Health and Safety Plan.</p>	<b>Scope</b>	<p>This SWP applies to all employees, contractors and representatives of the District Council of Grant. This procedure shall be read in association with the Job Safety Analysis and any relevant Plant / Equipment Standard Operating Procedures.</p>
<b>Related Documents</b>	<p><i>Insert relevant Policy</i> <i>Insert Relevant Procedure</i> <i>Insert relevant JSA</i> <i>Insert relevant SOP</i></p>	<b>Location of Task</b>	<p><i>Insert location</i></p>
<b>Description of Task</b>			
<b>Skill / Training Requirement</b>	<p>All employees will be trained (or supervised under training) to all operate all plant and equipment required to carry out the task.            All persons employed by the District Council of Grant will undertake the training ( including on the job) in order to safely perform this activity, training may include:</p> <ul style="list-style-type: none"> <li>• <i>Insert relevant training required</i></li> <li>•</li> <li>•</li> <li>•</li> </ul>		
<b>Minimum Number of People required to undertake task</b>	<b>Equipment Requirements:</b>		
<b>Environmental, Cleanup, Waste Disposal Methods</b>	<b>Special Conditions:</b>		
<b>Records</b>	<p>Electronic copies of each Safe Work Procedure are available on Council's intranet. Printed documents are also available for each relevant Council Department.</p>		

# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	16 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHSPOL5 Contractor Management Policy

## APPENDIX C - SAMPLE SAFE WORK PROCEDURE page 2....

PPE	<i>Insert PPE symbols</i>			
WHAT TO DO	HAZARDS	RISK LEVEL	CONTROLS	HOW TO DO IT
<i>Steps in order of performance</i>	<i>Applicable to each step</i>	<i>E / H / M / L</i>		<i>Identify equipment, safety, safety quality and performance measures.</i>

<b>Safe Work Procedure Completed by :</b> <i>(Print names):</i>	Date:
<b>Reviewed by:</b>	Review Date:
<b>Reviewed by:</b>	Review Date:
<b>DEPARTMENTAL MANAGER APPROVAL</b>	
<b>Name:</b>	OHS REPRESENTATIVE (HSR)
<b>Signed:</b>	<b>Name:</b>
<b>Date:</b>	<b>Signed:</b>
	<b>Date:</b>



# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	17 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHS POL5 Contractor Management Policy

## APPENDIX D - SAMPLE RISK ASSESSMENT FORM

A Task Risk Assessment form must be completed in consultation with the worker(s) or others who will undertake the work. All those involved in the work should be advised of any requirements which are identified during the analysis.

### Step 1- Assessment Summary

Job Title:		Date:	
Responsible Department:		Responsible Manager:	
Description of Activity:			
Site Location			
Contractor Details			
References (eg. Council Policies, Procedures, SWP's & SOP's): Hazard Management Policy			

Risk Assessment Team			
Name	Position	Signature	Date
DEPARTMENT MANAGER		WHS REPRESENTATIVE (HSR)	
Name:		Name:	
Signed:		Signed:	
Date:		Date:	

Step 2	Step 3	Step 4	Step 5			Step 6	Step 7		Step 8
Basic Job Steps	Potential Hazards	Risk Level	Recommended Control <i>What could be done to eliminate or minimise the hazards?</i>			New risk level	Responsible		Verify
		<i>Initial</i>	<i>Hierarchy of Controls</i>	<i>Existing Control</i>	<i>Additional Controls</i>	<i>With controls in place</i>	<i>Who is responsible to action this control?</i>	<i>By when</i>	<i>Date for Verification</i>
<i>Break the job down into Major Task steps.</i>	<i>Identify any hazards associated with each step.</i>		Eliminate Substitute Isolate Engineer Administration PPE						
			Eliminate Substitute Isolate Engineer Administration PPE						
			Eliminate Substitute Isolate Engineer Administration PPE						

**Additional Comments**

---



---

## APPENDIX E - SAMPLE RISK ASSESSMENT TOOLS

TOOLS											
Risk Assessment Matrix											
Likelihood		Consequence					Hierarchy of Controls				
Level	Descriptor	Description	Level	Descriptor	Description	1. Eliminate	2. Substitute	3. Isolate	4. Engineer	5. Administrative	6. PPE
A	Almost Certain	Is expected to occur in most circumstances	1	Insignificant	No injuries, low financial loss						
B	Likely	Will probably occur in most circumstances	2	Minor	First aid treatment, on-site release immediately contained, medium financial loss				Redesign	Training, information, Safe Work Procedures	Gloves, Goggles, etc
C	Possible	Might occur at some time	3	Moderate	Medical treatment required, on site release contained with outside assistance, high financial loss						
D	Unlikely	Could occur at some time	4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss						
E	Rare	May occur only in exceptional circumstance	5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss						

  

Risk Assessment									
Likelihood		Consequence							
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5			
A (almost certain)		H	H	E	E	E			
B (likely)		M	H	H	E	E			
C (possible)		L	M	H	E	E			
D (unlikely)		L	L	M	H	E			
E (rare)		L	L	M	H	H			

  

**ALARP: As Low as Reasonably Practicable**

**E: Extreme risk:** Operation of item or activity should not be allowed to continue until the risk level has been reduced. Will commonly be an unacceptable level of risk. May include both short term and long term control measures.

**H: High risk:** Reduce the risk rating ALARP (if possible). Should only be an acceptable level of risk for "Major or Catastrophic" consequences.

**M: Moderate risk:** Reduce the risk rating ALARP (if possible). May be an acceptable level of risk.

**L: Low risk:** Reduce the risk rating ALARP (if possible). Commonly is an acceptable level of Risk.



# CONTRACTOR MANAGEMENT GUIDE

Document No:	PROC001D
Page No:	19 of 20
Last Updated:	1 <sup>st</sup> May 2017
Form Ownership:	HR /Risk Officer
Relevant Policy/Act:	WHSPOL5 Contractor Management Policy

## CONTRACTOR MANAGEMENT GUIDE ACKNOWLEDGEMENT

I/we \_\_\_\_\_  
*print name(s)*

of \_\_\_\_\_  
*print name of company*

\_\_\_\_\_  
*print address*

acknowledge that I/we have read the District Council of Grant Contractor Management Guide and agree that I, my employees and sub-contractors will comply with the requirements of the Council as detailed in the Guide.

### SIGNED:

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Position: \_\_\_\_\_ Position: \_\_\_\_\_

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