

	Work Health and Safety CONTRACTOR MANAGEMENT POLICY	Procedure	WHSPOL5
		Version	4.0
		Issued:	12 February 2024
		Next Review:	12 February 2027

1. POLICY

The District Council of Grant 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 Grant is dedicated to a contractor management system which provides for the selection of contractors with appropriate safety controls, the exchange of information between the District Council of Grant 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 the organisation's policy standards; and
- 1.1.2. Achieve a specific WHS issues focus, which will optimise safety management for workers contracted by the District Council of Grant.

1.2. Key elements of the District Council of Grant 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 the organisation's employees of WHS systems/work practices undertaken by Contractors.

NOTE: This policy and its application to the District Council of Grant 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 Department Manager or Project Manager/Coordinator 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 outlined in the WHSPR5.1 WHS Contractor Management Procedure

2.2 The Contractor undertaking a District Council of Grant 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 or Project Manager/Coordinator 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.

2.4 It is the responsibility of Senior Management Team 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

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Local Government Act, 1999

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

5. RELATED DOCUMENTS

WHSPR5.1 WHS Contractor Management Procedure

FINPOL04 Procurement Policy

6. REVIEW

This WHS Contractor Management Policy shall be reviewed by the District Council of Grant Work Health and Safety Committee (WHSC) at minimum within thirty six (36) months of issued date, or more frequently if legislation or organisational needs change.

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

Date: 15 / 2 / 24



Chairperson, Work Health and Safety Committee ("WHSC")

Date: 19 / 2 / 24

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7. DOCUMENT 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
4.0	Adopted	14 March 2023	Management Team

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Oct 2008	New Document, October 2008
	2.0	1.08.11	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	4/5/12	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
	3.1	12/4/13	Insert date for V3.0 in Document history section.
	4.0	29/07/15	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 updates. Consistent structure/content to other OS policies/procedures.
	5.1	01/01/2018	Added WHS to policy title and file name
	6.0	17/01/2020	Minor wording and formatting changes. Updated version and review date in line with WHS contractor management procedure.
	6.1	20/05/2022	Updated references; minor grammatical changes