

	<h1>District Council of Cleve</h1>	Version No:	6
		Issued:	12/5/20
		Next Review:	May 2023

Policy Name: **WHS Contractor Management Policy - E**

1. POLICY

The District Council of Cleve (**the organisation**) is committed to achieving a high level of proactive Work Health and Safety (WHS) management during the application of contracts.

To facilitate this, the organisation is dedicated to a contractor management system which provides for the selection of contractors with appropriate safety controls, the exchange of information between the organisation and its contractors to facilitate the identification of hazards, risk management and the appropriate monitoring of the contractors engaged by the organisation.

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 organisation.

1.2. Key elements of the organisation's 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, cooperation 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 District Council of Cleve 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 the Works Manager 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 section, induction and monitoring responsibilities as outlined in the WHS Contractor Management Procedure. Reference is made to the WHS Contractor Management Procedure.

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- 2.2 The contractor undertaking a District Council of Cleve 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; and
 - 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 Works Manager or Assistant Works Manager 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 / Job Safety Analysis (JSA) / Safe Work Method Statement (SWMS).
- 2.4 It is the responsibility of the 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

Local Government Act, 1999

4. REFERENCES

AS/NZS 4801-2001: Occupational Health and Safety Management Systems

AS/NZS ISO 45001:2018: Occupational health and safety management systems – Requirements with guidance for use

AS/NZS ISO 31000-2018: Risk management guidelines

ReturntoWorkSA: Work Health and Safety standards for Self Insured Employers, which includes the Performance Standards for Self Insurers (PSSI)

5. RELATED DOCUMENTS

Procurement (inc. Contracts & Tenders) Policy

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WHS Contractor Management Procedure

6. REVIEW

This WHS Contractor Management Policy shall be reviewed by the District Council of Cleve's Health and Safety Committee within (3) three years of Issued Date [or alternative interval] 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; and
- f. Other relevant information.

SIGNED:



 Chief Executive Officer

Date: 12/5/2020



 Chairperson, Health and Safety
 Committee (HSC)

Date: 12/5/2020



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7. REVIEW HISTORY

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Dec 2008	New Document, December 2008
	2.0	16/10/12	Change of wording in policy statement. Modified format in line with One System model, including expanded footer. Changes to Responsibilities section. Update of Legislation and Reference sections. Inclusion of Document History section.
	3.0	16/05/2013	Terminology changes to reflect 2012 WHS Act and Regulations. Updated key elements. Changes to Responsibilities section. Addition of a Review section.
	4.0	8/09/2015	Updated WorkCover references to Return to Work SA.
	5.1	11/12/2018	Minor grammatical changes and numbering included. Formatting consistent with other OS documentation. Inclusion of Related Documents section. A reference added. Review section expanded.
	6.0	12/05/2020	Minor wording, responsibility and reference changes. Hyperlinks added.