Procedure Name: WHS Contractor Management Procedure

1. Overview

The District Council of Cleve (the organisation) recognises its obligation to:

a. Ensure the health and safety of workers engaged, or caused to be engaged by the organisation while the workers are at work in the organisation's business or undertaking, so far as is reasonably practicable;

b. Eliminate risks to health and safety, so far as is reasonably practicable and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable; and

c. Consult, cooperate and coordinate activities with other persons conducting a business or undertaking (PCBU) who have a duty in relation to the same matter, so far as is reasonably practicable.

This procedure aims to:

a. Ensure that the organisation adopts a systematic approach to the selection, engagement, induction, monitoring and evaluation of contractors, so that it only engages:

   i. Competent providers of the goods and services they are contracted to provide; and

   ii. Contractors who are able to demonstrate their ability to work within the requirements of the Work Health and Safety Act and Regulations, Approved Codes of Practice and relevant legislation and industry standards.

b. Develop communication processes that demonstrate consultation, cooperation and coordination between shared duty holders, so far as is reasonably practicable.

This procedure deals with contracted work, which may include construction work as defined in the Work Health and Safety Act and Regulations 2012. Users of this procedure are advised to ensure that all legal requirements for construction work are addressed. This may be assisted by reference to the LGAWCS Model WHS Construction Activities Guidance Checklist (included at Appendix L).

This procedure must be read in conjunction with the organisation's Procurement Policy.

2. Core Components

The core components of the organisation's WHS Contractor Management Procedure aim to:

a. Implement a selection process that:

   i. Requires potential contractors to provide core information relating to their ability to work within legislative requirements and any additional information requested by the organisation, based on the hazards associated with the task or activity to be

undertaken; and

ii. Provides documented information relating to reasonably foreseeable site specific activities and hazards to potential contractors for consideration in their submission; and

iii. Documents an assessment of the information contained in the potential contractor's submission against legislative requirements and the organisation's minimum WHS expectations for the proposed work;

b. Engage contractors in the hazard identification and control process;

c. Require appropriate communication processes between the organisation and its contractors to be in place that demonstrate that consultation, cooperation and coordination between shared duty holders occurs, so far as is reasonably practicable;

d. Require an appropriate risk based schedule to be developed and implemented by the Contract Manager to monitor each contractor's work health and safety (WHS) compliance (and that there are systems in place for addressing non-compliance); and

e. Maintain currency and relevance of the organisation's contractor management systems through a process of monitoring and review.

3. Definitions

Construction project	A project that involves construction work where the cost of the construction work is $450,000 or more. [as defined by Work Health and Safety Regulations 2012, Regulation 292].
Contract Manager	Person(s) nominated by the organisation and appropriately trained to manage contracts on its behalf.
Construction work	Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. [as defined in the Work Health and Safety Regulations 2012, Regulation 289]
High risk construction work	Construction work that: (a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require

	temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near— (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work. [as defined by the Work Health and Safety Regulations 2012, Regulation 291].
Health and Safety Committee ("HSC") known as the District Council of Cleve Safety Committee	The functions of a Health and Safety Committee are: (a) to facilitate co-operation between Council and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work; (b) to assist in developing standards, rules and procedures relating to health and safety that are to be followed at the workplace; and (c) any other functions prescribed by the regulations or agreed between Council and the HSC.

	[Work Health and Safety Act 2012, Section 77] (Refer to WHS Communication and Consultation and Procedure for more information.)
Job Safety Analysis (JSA)	A document which records the risks associated with an activity and the controls to be followed to complete the activity safely.
Monitoring	Process of reviewing the activities undertaken to ensure they are being conducted safely.
PCBU	Person Conducting a Business or Undertaking.
Preferred Contractor Register	A list of contractors who have: (a) demonstrated their ability to work within the requirements of the Work Health and Safety Act and Regulations, Approved Codes of Practice and relevant legislation and industry standards; and (b) been assessed as having the necessary experience and skill to perform the contract work safely.
Principal Contractor	The PCBU that commissions a construction project is the principal contractor, unless the person appoints another person conducting a business or undertaking to be the principal contractor and authorises such person to have management or control of the workplace and discharges the duties of the principal contractor. [as defined in the Work Health and Safety Regulations 2012, Regulation 293 and explained in the Code of Practice: Construction Work.
ReturntoWorkSA	Previously known as WorkCover SA.
Safe Work Method Statement (SWMS)	A document required for high risk construction work that will: (a) Identify the work that is high risk construction work; (b) Specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards; (c) Describe the measures to be implemented to control the risks; and (d) Describe how the control measures are to be implemented, monitored and reviewed. [As defined in the Work Health and Safety Regulations 2012, Regulation 299]
WHS Management Plan	A document which records the significant prescribed information relating to WHS for a construction project [As required and prescribed by the Work Health and Safety Regulations 2012, Chapter 6, Part 4] [Refer to the WHS Management Plant Checklist for the required

	contents of a WHS Management Plan (Appendix J]
Worker	A person is a worker if the person carries out work in any capacity for a PCBU, including work as— (a) An employee; or (b) A contractor or subcontractor; or (c) An employee of a contractor or subcontractor; or (d) An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) An outworker; or (f) An apprentice or trainee; or (g) A student gaining work experience; or (h) A volunteer; or (i) A person of a prescribed class. [As defined in the Work Health and Safety Act 2012, Section 7].

4. Procedure

4.1 Managing Contracts

4.1.1 The department manager will appoint person(s) with the responsibility to:

a. Manage contracts (in line with the organisation's WHS Contractor Management Procedure);

b. Maintain the organisation's Preferred Contractor Register e.g., Administration Officer-Compliance and Governance; and

c. Oversee contracts in their work area, e.g., Assistant Works Manager.

4.1.2 The Contract Manager/Administration Officer-Compliance and Governance for the organisation will:

a. Develop and maintain the organisation's Preferred Contractor Register;

b. Prior to engaging contractors, review the required work with the Assistant Works Manger and provide any pertinent hazard information relating to circumstances of the proposed work that the organisation is aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite, etc.) to the contractor for consideration in their submission (refer to the Contract Hazard Identification Report form at Appendix D);

c. Integrate the WHS contractor management requirements into the organisation's procurement processes for the selection and engagement of contractors;

d. Make sure that contractual documentation is in place and specifies:

i. Which party is the principal contractor (if relevant) when construction work is being undertaken;

ii. Which party has control of the workplace;

iii. The requirement to notify the Assistant Works Manager as soon as practicable if an incident occurs whilst contractors are undertaking contracted work; and

iv. The person/role responsible for the statutory reporting and management of a notifiable incident.

e. When engaging contractors, obtain the following documentation, dependent on project value and type:

Project value / type	Requirements
Less than $450,000	Risk assessment & JSA
High risk construction work (less than $450,000)	SWMS & Risk Assessment
$450,000 or more (becomes a construction project)	WHS management plan (includes risk assessments & SWMS)
High risk construction work ($450,000 or more – is a construction project)	SWMS + WHS management plan

Note: Refer to the LGAWCS Model WHS Construction Activities Guidance Checklist if construction work is being undertaken, to complete an assessment to determine which category the work fits into and what the specific requirements for each category are.

4.2 Preferred Contractor Register

4.2.1 Inclusion on the Preferred Contractor Register will be contingent on the contractor providing the following information together with a Contractor Registration form (refer to Appendix C):

a. Core information, which includes, as a minimum, the following:

i. A Certificate of Currency for Public Liability Insurance;

ii. Evidence of current ReturntoWork SA registration (if applicable);

iii. Identification of a person within the organisation responsible for WHS;

iv. Copy of current relevant licences and certifications;

v. Statement of agreement to work within the remit of any and all appropriate WHS requirements;

vi. Evidence of WHS policies and procedures that comply with legislative requirements and the organisation's minimum WHS standards; and

vii. Appropriate documentation that demonstrates that the hazards relating to the activities covered by the contractor have been identified, assessed and controlled (refer to 4.1.2e) and that any other specific legislative requirements are being met for the work being undertaken

e.g., SWMS for high risk construction work, confined space risk assessments, asbestos removal documentation, etc.

b. Additional information that is required based on the level of risk and the task or activity to be undertaken, which may include:

i. Summary of WHS policies, procedures and instructions e.g. WHS Management System;

ii. Sample(s) of Risk Assessments, Safe Operating Procedures/Safe Work Instructions relevant to the task;

iii. Incident reporting and investigation process, including a sample of an incident report form;

iv. Licence and training records, including an explanation of how the required licences are obtained and kept current;

v. Emergency response and/or management plans; and

vi. Evidence of meeting any other reasonable requirements that the organisation deems appropriate.

4.2.2 Once the contractor has submitted the information (in accordance with 4.2.1 and 4.2.2) the Administration Officer-Compliance and Governance will review and assess their WHS information to ascertain whether the contractor meets the organisation's minimum standards.

a. Any detail of the technical aspects of the work that need clarification, including appropriateness of the risk assessment, JSA, SWMS or WHS Management Plan will be reviewed and confirmed by the Administration Officer-Compliance and Governance and the Contract Manager or Assistant Works Manager, where the task is within the organisation's expertise.

b. The assessment will be documented and authorised and an entry made in the Preferred Contractor Register. The Contract Manager and Assistant Works Manager will be notified of the addition.

c. Should additional information or clarification be required, the contractor will be advised of such and that they cannot be added to the Preferred Contractor Register until it has been provided.

d. Should the contractor not have appropriate systems or documentation in place, the organisation may assist them in understanding the requirements for an appropriate WHS Management System, and refer the contractor to further sources of assistance such as SafeWork SA or industry bodies. The contractor will not be used or begin work until appropriate safety documentation is in place.

4.2.3 Maintenance of the Preferred Contractor Register:

The Administration Officer-Compliance and Governance will regularly review the Preferred Contractor Register to confirm that:

a. Any changes to the information provided by contractors in accordance with Clause 4.2.1 is communicated to the organisation and updated in the

organisation's records;

b. Contractors who want to remain on the Preferred Contractor Register agree to provide current insurance, registration and licences annually, or more frequently, as otherwise requested by the organisation; and

c. The contractor's performance is monitored and recorded and taken into consideration prior to renewal of their contract. A contractor whose performance consistently fails to meet the organisation's minimum WHS standards and does not satisfactorily address any issues will be removed from the Preferred Contractor Register.

4.3 Contractor Engagement

4.3.1 If the organisation identifies the need for a contractor to be engaged, the Contract Manager will identify appropriate contractors from the Preferred Contractor Register.

4.3.2 Wherever possible, a contractor from the Preferred Contractor Register will be engaged in line with the organisation's Procurement Policy.

4.3.3 Prior to engaging a contractor, the Contract Manager/Assistant Works Manager will:

a. Check that all insurances, registrations and licences are current;

b. Determine what further information might be required to be provided to the contractor (for example see 4.1.2b) to assist with the provision of risk assessments, JSAs, SWMS, WHS Management Plan or any other aspect e.g., the tendering process;

c. Determine what further information might be required in order to demonstrate the contractor's competency for the work, which was not provided or assessed as part of the Preferred Contractor Register registration process; and

d. Determine whether additional (non-standard) contract provisions are required when drafting the agreement between the organisation and the contractor for the works.

4.3.4 Sub-Contractors

a. Contractors who use sub-contractors will ensure that those sub-contractors have, and follow, safe systems equivalent to those required by the organisation (as a minimum) and/or the contractor (where their standards are higher than the organisation's);

b. In agreeing to the use of sub-contractors, the Contract Manager will confirm that the contractor has adequate processes in place to select, induct and supervise their sub-contractors; and

b. The Contract Manager will apply the same standards to the management of sub-contractors as is applied to contractors, but will also make sure that the contractor is informed of any relevant communication and consultation provided directly to their sub-contractor(s) and workers.

4.4 Use of Contractors Not on the Preferred Contractor Register

4.4.1 A contractor not on the Preferred Contractor Register may be engaged in a situation where:

a. There is an immediate requirement for the service or an immediate risk to the work health and safety of workers; and

b. Contractors on the Preferred Contractor Register, with the appropriate expertise, are unavailable to perform the work within the time frames required; or

c. There are no contractors on the Preferred Contractor Register for the type of work; and

d. Time does not permit the full completion of the approval process for the contractor.

4.4.2 In these cases, the Contract Manager/Assistant Works Manager may engage a contractor not on the Preferred Contractor Register, but will:

a. Confirm that the contractor provides evidence of current insurances, registrations and relevant licences, training or experience;

b. Make sure the contractor is made aware of the organisation's WHS expectations; and

c. Obtain authorisation from the department manager.

4.5 Engaging Contractors to Conduct the Work

4.5.1 The Administration Officer-Compliance and Governance and Contract Manager/Assistant Works Manager will complete the documentation as outlined in sections 4.5.2 – 4.6.1 for all contracts.

4.5.2 Selection

a. On selection of an appropriate contractor to undertake contract work, the Contractor Registration form (at Appendix C) will be completed to record the details of the contract and the contractor;

b. The Contract Manager will manage the contracted work on behalf of the organisation, including documenting all planning and communications in relation to consultation, cooperation and coordination of work activities, in accordance with the WHS Communication and Consultation Procedure.

4.5.3 General Induction

a. At the commencement of the contract, the Contract Manager will induct the contractor by:

i. Communicating any requirements as specified in the contract documentation;

ii. Communicating the organisation's WHS policies and procedures that may be relevant to the contract or relevant to carrying out the works;

iii. Recording the induction by completing Site Specific Induction form (refer

to Appendix E); and

iv. Recording and communicating the known hazards pertaining to the contract using the Contract Hazard Identification Report form (refer to Appendix D);

b. Once inducted, the contractor is required to:

i. Complete and provide any work/site specific hazard management documentation e.g., risk assessment, JSA, SWMS or WHS Management Plan (refer to 4.1.2e);

ii. Communicate the induction information as well as the details of risk assessments, JSA, SWMS or WHS Management Plan to its employees, sub-contractors and other affected workers; and

iii. Keep and maintain records of inductions, training, risk assessments, JSA, SWMS and WHS Management Plan provided to its employees, sub-contractors or other workers, and will provide copies of these to the organisation as required.

4.5.4 Site Induction

a. Wherever reasonably practicable, a site induction will be undertaken to confirm the contractor and workers are aware of any site-specific hazards identified by the organisation;

b. If it is not reasonably practicable to undertake a site induction, the Contract Manager will require the contractor to conduct and document a hazard identification and risk assessment, JSA or SWMS before work commences and take steps to check that this has been done; and

c. Information communicated by the organisation through the induction does not relieve the contractor from any legislative and statutory obligations for WHS or any other matter.

4.6 Contractor Monitoring and Evaluation

4.6.1 During the course of the contract, based on the level of risk, the organisation's Contract Manager will:

a. Develop a monitoring/inspection regime, based on the complexities and risks identified in the course of the initial risk assessment;

b. Monitor the contractor's performance:

i. In line with the developed monitoring/inspection regime;

ii. Against the risk assessment, JSA, SWMS or WHS Management Plan provided by the contractor; or

iii. By using the WHS Contractor Monitoring Report form (refer to Appendix F), to monitor identified hazards, check that agreed controls are being implemented and corrective actions identified, communicated and closed out;

c. Interrupt the work if the organisation's approved safety standards are breached or the work is not being conducted in accordance with the

supplied JSA, SWMS or WHS Management Plan (where applicable);

d. Verify that corrective actions identified have been effectively closed out within the designated timeframes;

e. Evaluate and document the contractor's performance:

   i. Using the Contractor Evaluation form (refer to Appendix G);

   ii. Then forward it to the Administration Officer-Compliance and Governance for noting in the Preferred Contractor Register and entry into the organisation's records management system.

f. Corrective actions may be included in the organisation's Corrective and Preventative Action (CAPA) Register to provide data analysis capabilities with regard to contractor management issues and trends.

4.7 Incidents During Contractor Activities

4.7.1 If an accident or incident occurs during contracted work, the person(s) involved should, if safe to do so, take whatever steps are necessary to control the hazard and seek first aid or emergency assistance. This may include following the control measures documented in the organisation's or contractor's emergency plan.

4.7.2 Where the organisation has control of the workplace:

a. The Incident Reporting and Investigation Procedure will be complied with, including the requirement that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs;

b. The Contract Manager will contact the Manager Corporate Services as soon as practicable after being notified of the incident, who will ascertain whether statutory reporting is required, or for further direction and assistance; and

c. If the contractual requirements specify that the contractor is to report notifiable incidents to the regulator(s), the Contract Manger will seek confirmation from the contractor of any confirmation of notification given by the regulator.

4.7.3 Where a principal contractor (or other PCBU) has control of the workplace:

a. The principal contractor (or other PCBU) will notify the Contract Manager of the injury or incident and the immediate control measures put in place by the principal contractor (or other PCBU) to prevent further harm or damage as soon as reasonably practicable;

b. If the injury is notifiable, the Contract Manager will seek evidence from the contractor of the confirmation of notification given by the regulator.

4.8 System Monitoring and Evaluation

4.8.1 Department managers will regularly review:

a. The Preferred Contractor Register to ensure it remains accurate and up-to-date and provide direction on necessary updates as required;

b. Contractor files to monitor and verify required information has been supplied and retained; and

c. Contract Manager skills and knowledge to make sure that the organisation and its contractors are meeting legislative compliance and contractual obligations.

4.8.2 The management team will:

a. Review hazard incident statistics, audit results, legislative changes and other information relating to the contractor management process, and direct action when required. Minutes should record outcomes of discussions and actions undertaken;

b. Include the WHS Contractor Management Procedure as part of the ongoing management review process and respond to findings of internal audit as relevant; and

c. Set, monitor and review objectives, targets and performance indicators for any program related to contractor activities, as relevant.

5. Training

5.1 The organisation's Training Needs Analysis will identify the training needs for those persons required to:

5.1.1. Undertake a Contract Manager role;

5.1.2. Use or interact with the contract management process, as per their job role;

5.1.3. Use or apply the organisation's procurement process;

5.1.4. Manage construction work including use of the LGAWCS Model WHS Construction Activities Guidance Checklist;

5.1.5. Manage the Preferred Contractor Register;

5.1.6. Undertake any other responsibilities related to contractor management.

5.2 Contractors will undertake a general and where reasonably practicable, a site induction.

6. Records

The following records will be maintained. The list includes, but is not limited to:

6.1 Preferred Contractor Register;

6.2 Contractual arrangements including:

6.2.1 Proof of Public Liability Insurance Cover;

6.2.2 Proof of current ReturntoWork SA registration (if applicable);

6.2.3 Identification of contractor personnel responsible for WHS;

6.2.4 Copy of current relevant licences and certifications; and

6.2.5 Statement of agreement to work within the remit of appropriate WHS requirements or provision of evidence as part of the work tendering process to meet compliance with relevant legislative requirements for the work being undertaken.

6.3 JSA(s), risk assessment(s), SWMS(s) and WHS Management Plan (where relevant) for the activities covered by the contractor; and

6.4 Any additional information requested at 4.2.1b;

6.5 Training records;

6.6 Communication, consultation, coordination and cooperation records between duty holders;

6.7 Any other records relating to legislative compliance; and

6.8 Statutory notifications.

Copies may be retained by other parties, but must be marked "copy". All original records will be managed in line with the current version of General Disposal Schedule 20 for Local Government.

7. Accountabilities and Responsibilities

7.1 The management team is accountable for:

7.1.1 Monitoring compliance to the Council's legislative responsibilities for contractor management.

7.1.2 Budgetary expenditure for contractor management.

7.1.3 Setting objectives, targets and performance indicators for any contractor management program, as relevant.

7.1.4 Checking that there is a system for providing managers and supervisors with training which enables them to:

a. Apply the requirements of the contractor management procedure to the areas and activities under their control,

b. Apply the requirements of the organisation's Procurement Policy and related procedures, as relevant, and

c. Provide adequate training and supervision to the persons under their control.

7.1.5 Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.

7.1.6 Checking, so far as is reasonably practicable, that reasonably foreseeable hazards are identified, assessed and controlled when elimination is not practicable.

7.1.7 Monitoring the Hazard Profile Register and CAPA Register and enforcing close out of items when required.

7.1.8 Reviewing the effectiveness of contractor management processes.

7.1.9 Including contractor management within the management review process.

7.2 The department manager is accountable for:

7.2.1 Appointing a nominated person to manage the Preferred Contractor Register.

7.2.2 Appointing contract manager(s) to manage contracted work.

7.2.3 Providing the contract manager(s), Assistant Works Manager and other workers involved with the contract management process with the necessary information, instruction, training and supervision to apply the organisation's WHS Contractor Management Procedure.

7.2.4 Checking that contractor management procedures are being complied with and, if not, taking necessary corrective action.

7.2.5 Checking that the Preferred Contractor Register is maintained and, if not, taking necessary corrective action.

7.2.6 Reviewing contractor files to monitor and verify that required information has been supplied and retained;

7.2.7 Authorising contractors not on the Preferred Contractor Register.

7.3 The contract manager is accountable for:

7.3.1 Complying with the organisation's contractor management and procurement processes.

7.3.2 Utilising the Preferred Contractor Register, where possible, and checking that all information is current and relevant to the contracted work.

7.3.3 Implementing the WHS Contractor Management selection, induction, monitoring and evaluation processes.

7.3.4 Implementing, maintaining, and monitoring the WHS Contractor Management process.

7.3.5 Supporting and assisting in the development and maintenance of the Preferred Contractor Register.

7.3.6 Communicating and consulting with shared duty holders and workers involved in the contract and documenting this.

7.3.7 Making sure PCBUs have been given any information the organisation has in relation to hazards and risks at, or in the vicinity of, the workplace where the work is to be carried out as part of the selection and engagement process.

7.3.8 Reviewing and assessing the suitability of contractor WHS and hazard management systems (in consultation with the Administration Officer-Compliance and Governance and Risk/WHS expertise, as required).

7.3.9 Developing a documented monitoring and inspection regime to assess a contractor's performance and confirming that any corrective actions identified are communicated and closed out within specified time frames.

7.3.10 Obtaining and retaining WHS documentation relating to the contract.

7.3.11 Making sure contractual documentation specifies which party is the principal contractor and has control of the workplace (as required).

7.3.12 Providing contractors with a general induction and, where reasonably practicable, a site induction;

7.3.13 Making sure incidents that occur during contracted works are reported and investigated appropriately (including verifying that mandatory notifications have occurred, if applicable).

7.3.14 Documenting the organisation's procurement processes and contractual requirements.

7.3.15 Initiating audit and review activities as required.

7.4 The Administration Officer-Compliance and Governance is accountable for:

7.4.1 Maintaining the Preferred Contractor Register and currency of information.

7.4.2 Reviewing and assessing a contractor's WHS information (in consultation with the Contract Manager/Assistant Works Manager as required) to ascertain whether the contractor meets the organisation's minimum standards.

7.4.3 Making sure training for workers with responsibilities related to contractor management is identified and delivered and the Training Needs Analysis and Training Register is kept up to date.

7.4.4 Maintaining legislative currency of procedures and systems in relation to contractor management.

7.5 The Manager Corporate Services is accountable for:

7.5.1 Undertaking statutory reporting when required.

7.5.2 Ensuring the LGAWCS has been notified when any statutory reporting has occurred.

7.6 Workers are accountable for:

7.6.1 Reporting work methods of contractors who place people and property at risk to the Contract Manager, Assistant Works Manager or their supervisor.

7.6.2 Reporting incidents resulting from work carried out by contractors involving them in accordance with the Incident Reporting and Investigation Procedure.

7.6.3 Seeking assistance to manage identified hazards as required.

7.7 The Health and Safety Committee (HSC) is accountable for:

7.7.1 Facilitating consultation between relevant workers and the management team in matters relating to contractor management.

7.7.2 Monitoring the Hazard Profile Register and/or CAPA Register and referring issues that require management direction or enforcement to the management team.

7.8 Health and Safety Representatives (HSRs) may:

7.8.1 Facilitate consultation between department managers and workers in relation to any contractor management issue that affects the workgroup they represent.

7.8.2 Request and assist in the review and revision, where necessary, of risk control measures related to the management of contractors.

8. Review

8.1 The WHS Contractor Management Procedure will be reviewed by the management team, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or organisational needs change. The review may include a review of:

8.1.1 Feedback from managers, workers, HSRs, HSC, contractors or other relevant stakeholders.

8.1.2 Legislative compliance.

8.1.3 Performance Standards for Self-Insurers.

8.1.4 Internal or externa audit findings.

8.1.5 Incident and hazard reports, claims costs and trends.

8.1.6 Other relevant information.

8.2 Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

9. References

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

General Disposal Schedule 20 for Local Government

ReturnToWorkSA's Performance Standards for Self-Insurers

Code of Practice: How to Manage Work Health and Safety Risks

Code of Practice: Work Health & Safety Consultation, Cooperation & Coordination

Code of Practice: Construction Work

10. Related Documents

WHS Contractor Management Policy

Procurement Policy

Contract Instructions

Contract Registration Form

Contract Hazard Identification Report Form

WHS Contractor Monitoring Report Form

Site Specific Induction Form

Contractor Evaluation Form

Certificate of Final Completion Form

Job Safety Analysis Instructions

Safe Work Method Statement Instructions

WHS Management Plan Checklist

Hazard Management Procedure

LGAWCS Model WHS Construction Activities Guidance Checklist

Preferred Contractor Register

Hazard Profile Register

CAPA Register

Training Needs Analysis/Training Register

Risk Assessments/JSAs/SWMS

WHS Management Plan

SIGNED: .....

Chief Executive Officer

Date: 12/12/2016

.....

Chairperson, Health and Safety Committee

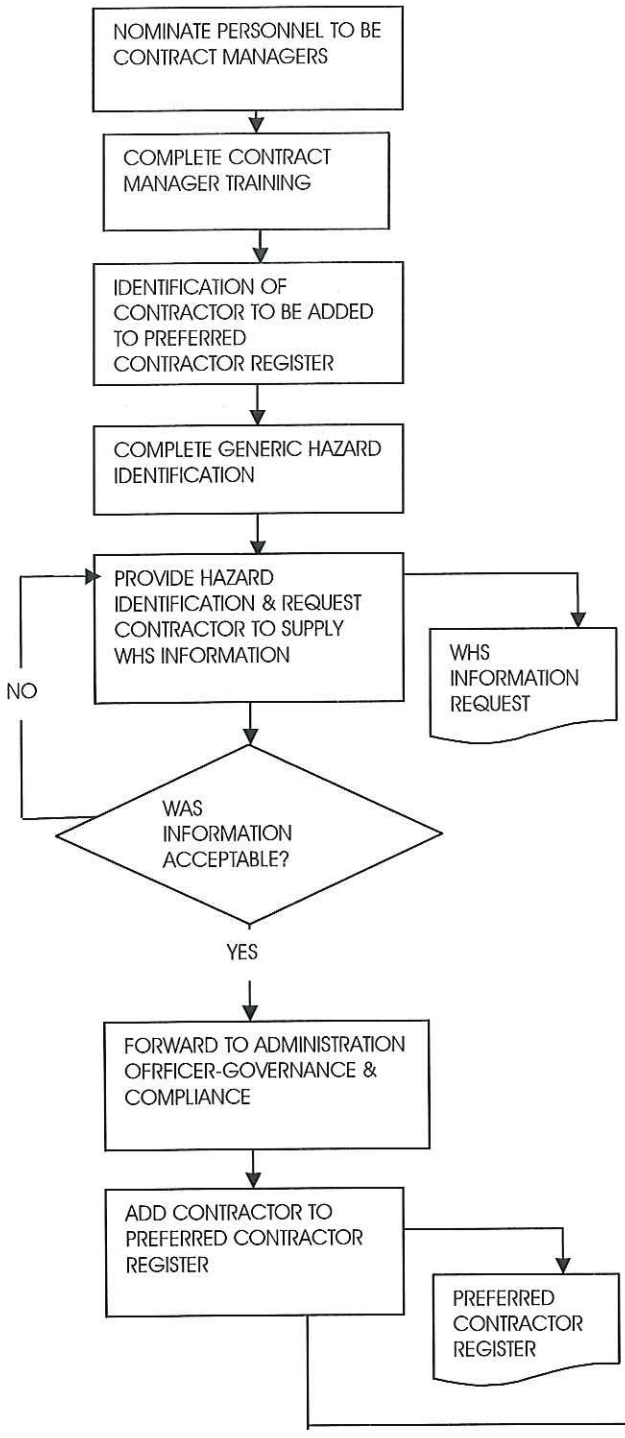
Date: 12/12/2016

11. Review History

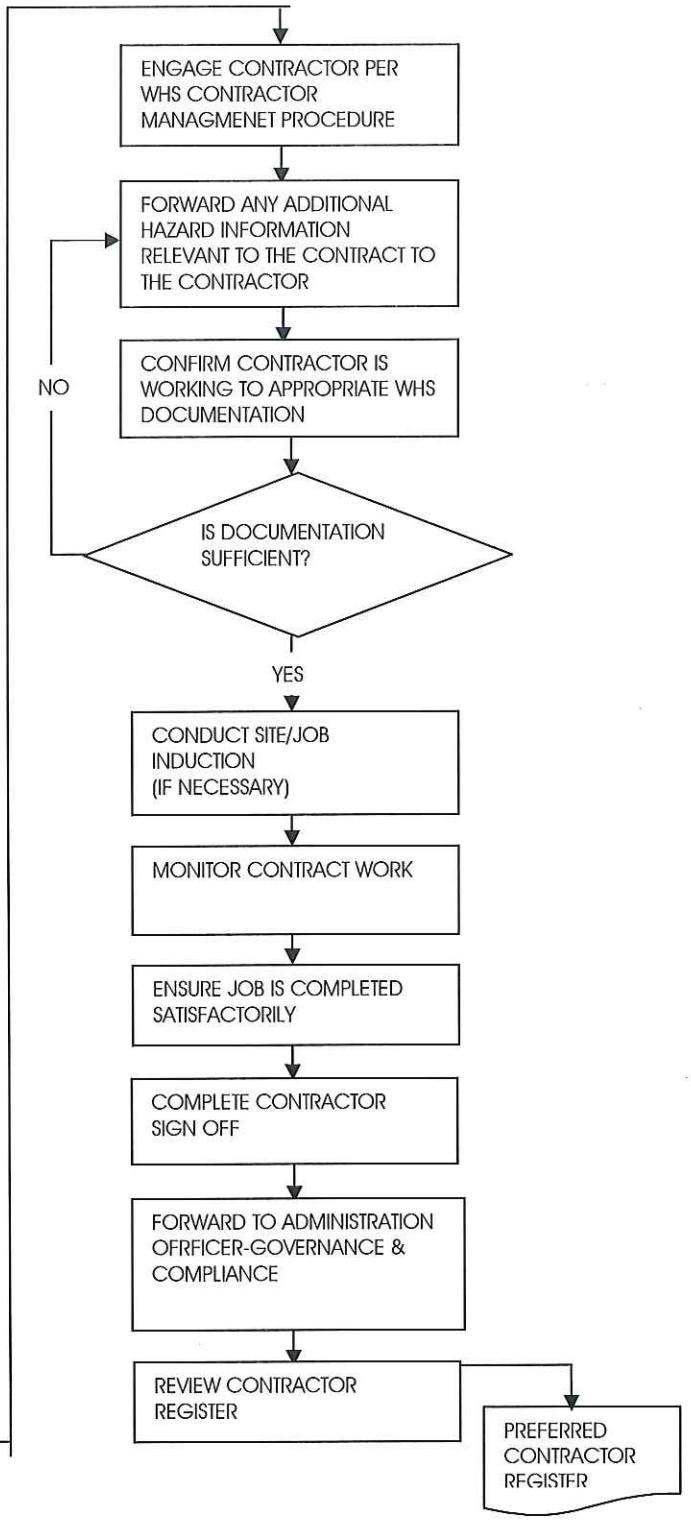
Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Jan 2009	New Document, January 2009
	2.0	16/10/12	Content change. Inclusion of Core Components and Review History section. Modified format in line with One System model, including expanded footer.
	3.0	4/2/14	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include OHS to WHS, employee to worker. New section on responsibility to manage contracts. Extension of the definitions section and information on engaging a contractor. Inclusion of processes and reference to the classification of construction work. Expansion of Section 5 of the selection, induction and monitoring tool to include SWMS example and more guidance around format and use.
	3.1	21/8/14	Changes to Appendix A – WHS Contractor Management – Selection, Induction and Monitoring.
	3.2	19/5/15	Added text to definition of 'High Risk Construction Work'.
	4.0	29/11/16	Review of Sections 1 & 2 to differentiate between objectives & core components; amendments to definitions (for clarity); old attachment 5 deleted and table inserted in 4.1.2 for ease of reading; updated construction project definition (and related references) to reflect $450K monetary value; modifications to Section 4 to better reflect Core Components and incident reporting requirements; additions of accountabilities to better reflect contents of Section 4; addition of WHS Management Plan checklist; review of appendixes to improve usability and reduce number, updated language & formatting.

APPENDIX A CONTRACTOR MANAGEMENT FLOWCHART

Process for Adding Contractor to Preferred Contractor Register



Process for Engaging Contractor to Undertake work



APPENDIX B CONTRACT INSTRUCTIONS

Form Name: Contract Instructions

Contract Hazard Identification Report Form

- To be conducted prior to engaging a Contractor to identify any hazards involved in the project to ensure appropriate controls will be in place prior to starting the project and also determine the amount of monitoring required throughout the project

Responsibility: Contract Manager & Administration Officer – Compliance & Governance

Contractor Registration Form

- To be completed by the Contractor in conjunction with Council

Responsibility: Administration Officer – Compliance & Governance

WHS Management Plan Checklist

- To be completed at beginning of the project to determine if the project requires a WHS Management Plan

Responsibility: Contract Manager & Administration Officer – Compliance & Governance

Template Construction WHS management Plan

- To be referred to and completed if a WHS Management Plan Is required

Responsibility: Contract Manager & Administration Officer – Compliance & Governance

Site Specific Induction Form

- To be conducted onsite to everyone working on site prior to commencement of any work conducted by the contractor and their workers

Responsibility: Contract Manager & Assistant Works Manager

WHS Contractor Monitoring Report Form

- To be conducted when scheduled as per determination in the hazard identification process or ad-hoc where determined

Responsibility: Contract Manager & Assistant Works Manager/Administration Officer-Compliance & Governance

Contractor Evaluation Form

- To be completed at the end of the project to determine the quality of the contractor's work and if the contractor met Council's requirement including Work Health & Safety.
- This will also determine if the contractor will remain on the Preferred Contractor register

Responsibility: Contract Manager & Administration Officer – Compliance & Governance

Certificate of Final Completion Form

- To be completed to confirm handover of the project

Responsibility: Contract Manager

JSA Instructions

- To assist with requirements for Job safety Analysis

Safe Work Method Statement Instructions

- To assist with requirements for Safe Work Method Statements

APPENDIX C CONTRACTOR REGISTRATION

Form Name: Contractor Registration Form

1. Contractor Details												
Company/business name:												
Australian Business Number (ABN):												
Street address:												
Postal address:												
Contact person:		Phone:		Fax:								
	Mobile:		Email:									
Insurance/indemnity, etc.	Public Liability			Expiry date								
	Professional Indemnity			Required:	Yes		No		Expiry date			
	Workers Compensation											
	Other:											

2. Contract Overview												
Brief description of work:												
Location of work:												
Period of contract:	Date	From:		To:								
	Time	From		To:								
Nature of work:	Construction work	Yes		No		If yes, risk assessment/JSA received?	Yes		No			
	High risk construction work	Yes		No		If yes, SWMS received?	Yes		No			
	Construction project	Yes		No		If yes, WHS Management Plan received?	Yes		No			
	Other											

3. Council Contact					
Contact person:		Phone:		Fax:	
	Mobile:		Email:		
Or, in the absence of the above:					
Contact person:		Phone:		Fax:	

	Mobile:		Email:	

4. Industry/Trade					
Air-conditioning/Refrigeration		Gas		Pest Control	
Asbestos ID/Removal		General Building		Plant Hire	
Automotive Air-conditioning		General Electrician		Plumbing	
Bitumen Works		Kerbing		Professional Services	
Building Maintenance		Landscaping		Road Construction	
Concreting		Line Marking		Tree Trimming	
Confined Space		Major Electrical		Waste Management	
EWP		Minor Civil Works		Weed Control	
Excavation/Trenching		Mowing/Slashing		Welding	
Fencing		Painting		Other:	
Footpath		Other:		Other:	

5.	CONTRACTOR CHECKLIST AND DECLARATION
Contractors must provide the following documentation listed as mandatory. The documentation listed as additional must be provided if relevant to the works or requested by the organisation.	
√	Mandatory Documents Requested
	Proof of Public Liability Insurance Cover (i.e. copy of your Certificate of Currency of Insurance, a tax invoice or renewal notice will not suffice. Please request a Certificate of Currency from your insurer.)
	Proof of Professional Indemnity Insurance Cover (i.e. copy of your Certificate of Currency of Insurance, a tax invoice or renewal notice will not suffice. Please request a Certificate of Currency from your insurer.)
	Evidence of current ReturntoWork SA registration (sole traders exempt)
	Copy of employee licences, competencies and certifications relevant to the works (e.g. White Card, Workzone Traffic Management, driver's licence(s), machinery licence(s), trade licence(s))
	Identification of person within your organisation responsible for Work Health and Safety
	Copies of Work Health and Safety policies and/or procedures relevant to the work to be performed
	Evidence that hazards relating to your work activities are identified, assessed and controlled (e.g., hazard identification list or other documentation)
√	Additional Documents (if relevant to the works or requested by the organisation)
	Work Health Safety policy and summary of WHS procedures and instruction or processes relevant to the works your organisation is providing (e.g. WHS Management System)
	Sample copies of JSAs/risk assessments, safe work instructions or SWMS for the works provided by your organisation

	Incident reporting and investigation process, including a sample incident report form
	Copy of plant registration e.g. cranes, elevating work platform
	Training or skills matrix of personnel to be engaged in the work (and an explanation of how this is maintained)
	Emergency response procedures and/or management plan

RECORD DETAILS OF LICENCES AND PERMITS IN THE TABLE BELOW

6. LICENCE/PERMIT DETAILS RE THIS CONTRACT								
Workzone Traffic Management (WZTM):								
NAME:		EXPIRY:		NAME:		EXPIRY:		
NAME:		EXPIRY:		NAME:		EXPIRY:		
COPIES OF LICENCES SUPPLIED:	YES		N/A					
WZTM PLAN RECEIVED AND CHECKED	YES		N/A					
WZTM SAFE WORK METHOD STATEMENT COMPLETED	YES		N/A					
Hot Work: (Welding & Grinding)	*(NOTE: HAVE ALTERNATIVES TO ELIMINATE HOT WORK BEEN REVIEWED)*							
Is Hot Work required?	YES		No					
Hot Work Permit been issued	YES		N/A					
Hot Work SAFE WORK METHOD STATEMENT COMPLETED	YES		N/A					
COPY OF THE EMERGENCY RESPONSE PLAN TO BE RETAINED								
Confined Spaces:								
Is confined space entry required?	YES		No					
Confined Space Permit Issued	YES		N/A					
Confined Space SAFE WORK METHOD STATEMENT COMPLETED	YES		N/A					
COPY OF THE EMERGENCY RESPONSE PLAN TO BE RETAINED								
Working at Heights:								
Is working at heights required	YES		No					
Working at Heights Permit Issued	YES		N/A					
Working at Heights SAFE WORK METHOD STATEMENT COMPLETED	YES		N/A					
COPY OF THE EMERGENCY RESPONSE PLAN TO BE RETAINED								
Plant Registration and Licencing :								
REGISTRATION NUMBER:				EXPIRY DATE:				
REGISTRATION NUMBER:				EXPIRY DATE:				
REGISTRATION NUMBER:				EXPIRY DATE:				
REGISTRATION NUMBER:				EXPIRY DATE:				
REGISTRATION NUMBER:				EXPIRY DATE:				

REGISTRATION NUMBER:		EXPIRY DATE:					
REGISTRATION NUMBER:		EXPIRY DATE:					
REGISTRATION NUMBER:		EXPIRY DATE:					
Certificate of Competency and or White Card:							
Copies of white card/work safely in the construction industry certificate of competency supplied or on contractor file.	YES		N/A				
Trades Certificates and Licences:	TRADESPEOPLE WITH ELECTRICAL LICENCE, PLUMBER AND GAS-FITTER, CARPENTER AND JOINER, BRICKLAYER, BUILDER, REFRIGERATION AND AIR-CONDITIONING MECHANIC, AUTO-GAS INSTALLER.						
Current certificates verified by Contract Manager	YES		N/A				
Builder/Contractor Licence from Consumer and Business Services verified by Contract Manager	YES		N/A				
Hazardous Chemicals							
CONTRACT MANAGER TO SIGHT ANY SDS AND ASSOCIATED RISK ASSESSMENTS FOR ANY HAZARDOUS CHEMICALS TO BE USED ONSITE FOR THIS CONTRACT AND ENSURE THE CONTRACTOR MAKES THEM AVAILABLE TO ALL WORKERS ONSITE.	YES		N/A				
High Risk Licences							
WP BOOM LIFT		LL-F E LOADER		LF-FORKLIFT		LB-BACKHOE		LR-ROLLER	
LZ-BULLDOZER		LG-GRADER		LS-SKID STEER					
ALL RELEVANT LICENCES SUPPLIED/ON FILE	YES		N/A						
Construction/High Risk Construction Work:							
IF THE WORK IS CONSTRUCTION OR HIGH RISK CONSTRUCTION WORK, HAS A SAFE WORK METHOD STATEMENT BEEN COMPLETED?	YES		NO				
IF THE WORK IS CONSTRUCTION WORK VALUED AT $450,000 OR OVER, HAS A WHS MANAGEMENT PLAN BEEN COMPLETED?	YES		N/A				
Contract Employee(s):							
Name:							
Name:							
Name:							
Name:							
Name:							
Licence Classes							
C-CAR		MR- MEDIUM RIGID		HC-HEAVY COMBO		LR-LIGHT RIGID		HR-HEAVY RIGID	
MC-MULTI COMB		R-MOTORCYCLE					
ALL RELEVANT LICENCES SUPPLIED/ON FILE	YES		N/A				

COPIES OF LICENCES ARE TO BE RETAINED IN CONTRACTOR FILES

This is to certify that I have provided the above information as indicated.			
Company/business name:			
Agrees to perform the work within the remit of the Work Health and Safety legislation, relevant model Codes of Practice, industry standards and in accordance with reasonable requests by the organisation.			
Authorised Officer Name & Title:			
Signature:		Date:	

APPENDIX D CONTRACTOR HAZARD IDENTIFICATION REPORT

Form Name: **Contract Hazard Identification Report Form**

Prior to engaging a contractor, conduct (or request the contractor to conduct) a hazard identification and risk assessment process in line with the organisation's procedures. Where there are hazardous components relating to the work or the work environment these should be identified and documented on the appropriate table regarding the relevant controls or precautions, as well as any licence or permit details required. The contractor is required to nominate how they will control any hazards identified by the organisation prior to commencing work. The identification table below is not all encompassing and any additional hazards identified should also be recorded with this document.

Contract details:	
Type of work:	
Location of work:	

✓	Hazard Identification	✓	Hazard Identification
	Asbestos/lead		Remote/isolated work
	Chemical exposure		Restricted access
	Compressed air/pressure/vacuum		Site access/security
	Confined Space/hazardous atmosphere		Soil contamination
	Demolition		Traffic/pedestrians
	Diving		Trenching/excavation
	Electrical		Underground/overhead services
	Excavation/trenching		Uneven/slippery surfaces
	Falling objects		Untrained/unlicensed workers
	Fire/explosion		UV exposure
	Gas/fumes		Welding
	Heat sources		Working at heights
	Inclement weather		Working on or near live electricity
	Lack of first aid/emergency plan		Working over a pit hole
	Lighting	Other (add to monitoring checklist):	
	Manual handling/ergonomics		
	Noise		
	Open bodies of water		
	Others working in the vicinity		
	Plant/equipment/machinery		
	Powered mobile plant		

Controls or precautions in relation to this contract					
Physical isolations		Plant & Equipment		Personal Protective Equipment (PPE)	
	Barricading		Elevating work platform		Clothing *(long sleeved shirt, trousers, overalls)*
	Electrical		Forklift		Eye wear *(sunglasses, safety glasses, goggles, face shield)*
	Gas		Ladder		Gloves *(safety, chemical, heavy duty, riggers)*
	Hydraulic		Safety data sheet		Head wear *(broad brimmed hat, hard hat, welding helmet)*
	Traffic	Permits to Work:			Hearing protection
	Pneumatic		Confined space		High visibility vest or clothing
	Water		Hot work		Respirator/mask
Other:			Working at heights		Safety boots
		Other:			Safety harness
					Spill containment kit
					Wet weather gear

Is the work high risk construction work?	Yes		No	
If yes, a Safe Work Method Statement is required prior to the commencement of work				
Is the work construction work valued at $450,000 or over?	Yes		No	
If yes, a WHS Management Plan is required prior to the commencement of work				

Hazard Rating for this project															
High	Y		N		Medium	Y		N		Low	Y		N		
Approximate time required for this project			Start Date:			Completion Date:									
Frequency of scheduled monitoring required:			Is ad - hoc monitoring required			Yes		No							
Scheduled inspection dates for this project:	/ /		/ /		/ /		/ /								
Scheduled & ad-hoc monitoring must be documented on the WHS Contractor Monitoring Report Form															

The Contract Manager has given the contractor a copy of this, along with any additional information the Council has in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out	Yes		No	
Prior to the commencement of work, the contractor is required to confirm the hazard(s) identified and document the controls or precautions as outlined here and provide all required licences and/or permit details				
Contract Manager Name:				
Signature:		Date:		
Office Use Only:	A copy of this form (along with any other Information) has been forwarded to the contractor			

APPENDIX E SITE SPECIFIC INDUCTION

Form Name: **Site Specific Induction**

Contractor:		Date of Induction:	
Contractor Contact Person:		Contact No.:	
Contract Manager:		Contact No.:	
Location of Induction:			
Location of Contract Work:			

ITEM	DETAILS / COMMENTS	✓
How to access contact person(s)		
Daily start and finish times		
Access to building(s) including safe entry and exit		
Access to work area(s)		
Impact on public: (How should this be minimised?)		
Emergency plan		
First aid		
Reporting of incidents/accidents		
Environmental requirements • Flora & Fauna • Dust suppression • Noise suppression		
Clean up of work site area (During and at completion)		
Use of hazardous chemicals (Safety Data Sheets)		
Noise: (Noise level readings)		
Traffic management		
Waste disposal		
Location of asbestos & asbestos register (if applicable)		
Licences required		
Relevant Risk Assessments/JSAs, SWMS, SWIs		
Access to toilets/washing facilities		

Other:		

APPENDIX F WHS CONTRACTOR MONITORING REPORT

Form Name: WHS Contractor Monitoring Report Form

1.	Details		
Company/Business Name		Date of Review	
Contractor Contact Person		Contact Number	
Contract Manager		Contact Number	
Description of Contract Work:			

2.	Hazard Rating for this project & Frequency Determination (Information from Contract Hazard Identification Report form)													
High	Y		N		Medium	Y		N		Low	Y		N	
Frequency of scheduled monitoring required:			Is ad - hoc monitoring required		Yes		No							
Scheduled inspection dates for this project:	/ /	/ /	/ /	/ /	/ /									

Inspection dates:	Inspection Time:	Undertaken by:	Acceptable	Not Acceptable	Comments

3. General				
Monitoring for compliance	Compliant			Comments
	Yes	No	N/A	
Is there evidence of risk assessment(s)/JSA(s), SWMS(s) or WHS Management Plan for the various project activities and tasks?				
Are there SWMS(s), Risk Assessment(s)/JSA(s), and SOPs/Safe Work Instructions or other documented safe methods of work available?				
Have site inductions been completed and are records available?				
Formal agreement in place and current?				
Public Liability and Return to Work certification in place and current?				
Other				

4. Hazards/Specific Controls in relation to the Contract					
Hazards Identified (regarding this contract)	Controls/Precautions	Compliant			Comments
		Yes	No	N/A	
Asbestos/Lead	Asbestos register accessed prior to work commencing?				
Chemical Exposure	Are hazardous chemicals/substances on site stored and labelled appropriately, with SDS available?				
Compaction	'Dial Before You Dig' plans accessed				
Confined Space	Confined Space Permit in place. Observer present. Safety Equipment present.				
Electrical	Are electrical hazards and risks controlled (RCD usage, equipment tested and tagged)? Electrical register?				
Environmental	Flora & Fauna Dust suppression Noise suppression				
Falling Objects	Controls in place (e.g., barriers, tools secured). Safety helmets worn if required.				
Fire/Explosion	Appropriate fire extinguishers available and inspected for currency. Ignition sources removed to a safe distance? Flammable substances stored & labelled appropriately. Hot Work Permit in place where required.				
First Aid/Emergency Plan	Is there a First Aid Kit on site appropriate to needs? Is there an appropriately trained First Aider on site? Is there an Emergency Response plan in place and accessible where relevant?				
Gas/Fumes	Appropriate ventilation in place and respiratory protection worn?				

Hazards Identified (regarding this contract)	Controls/Precautions	Compliant			Comments
		Yes	No	N/A	
Hazardous Manual Tasks (20kg max)	Mechanical team lifts & other measures (e.g., job rotation) utilized where practical?				
Hazardous Substances Safety Data Sheets (SDS)	Are SDSs available and are chemicals being used appropriately?				
Ladders	Ladders have appropriate checks for safety and are being used appropriately.				
Mobile Plant	Is all plant operated according to Instructions/SWIs? Is all plant in good order with safety features (e.g., rotating lights, guards) operational? Have pre-starts been conducted?				
Overhead Work	Appropriate body contacted where work is near powerlines. Is a spotter present?				
Poor Housekeeping	Is housekeeping acceptable (storage, safe access, slips & trips, trailing electrical equipment)?				
Personal Protective Equipment (PPE)	Are these devices used where required and in good order? Head wear (sun hat/ hard hat/welding helmet) hearing protection? Eye wear (rated sunglasses/rated safety glasses/rated goggles/face shield)? Appropriate respirator/ mask? Wet weather gear. Gloves (safety/chemical/heavy duty/riggers)? Safety harness? Spill containment kit? Safety boots? Clothing (long sleeved shirt/ trousers/overalls)? High Visibility vest?				
Remote or Isolated Work	Communication systems with remote and isolated workers are in place and tested?				
Site Security	Worksite secure from unauthorised access. Appropriate signage is in place?				
Traffic Management	Traffic control signage in accordance with appropriate field guide. Traffic management plan in place and being followed? Pedestrian access in place? Speed restrictions in place 25kph/40kph/ other…kph. Other signage. WZTM managed appropriately.				

Hazards Identified (regarding this contract)	Controls/Precautions	Compliant			Comments
		Yes	No	N/A	
Trenching/Excavation	'Dial Before You Dig' plans accessed. Are measures in place to prevent collapse? Is a spotter being used?				
Welding	Welding shield in place & appropriate PPE utilized. Is a Hot Work Permit in place?				
Work Activity	Are risk assessment(s) in place for any risk activity, including SWMS(s)/WHS Management Plan for activities and tasks for High Risk Construction Work/Construction Projects? Are JSA(s)/risk assessment(s) or other documented safe methods of work available? Have reasonably foreseeable hazards been identified and are they being controlled?				
Working at Heights	Worker(s) appropriately licensed? Controls in place e.g., harnesses.				
Other					

5.	Monitoring Licence/Permit Requirements in relation to the contract				
Licence/Permit Requirements	Details/Comments/Corrective Action	Compliant			Comments
		Yes	No	N/A	
Builder/Carpenter/Joiner					
Chainsaw					
Chippers and Shredders					
Confined Space					
Electrical					
Fire Extinguisher					
First Aid					
Hazardous Chemical/Dangerous Goods					
High Risk Licences					
Hot Work					
Plumbing/Gas					
Refrigeration/Air-conditioning					
Semi-Truck					
Truck Driving/Tip Truck					
Welding					
White Card					
WZTM					
Working at Heights					

6.	Safety Practices Inspection				
		Details/Comments/Corrective Action	Compliant		Comments
			Yes	No	N/A
Is there evidence of risk assessment(s) for the various project activities and tasks?					
Are there JSA(s)/SOPs/Safe Work Instructions/Safe Work Method Statement(s) or other documented methods of work available?					
Have site inductions been completed and records available?					
Have all hazards been identified and controls implemented?					
Is there an effective incident/accident procedure put in place?					
Is housekeeping acceptable (storage/safe access & egress/slips & trips/ railing electrical cables)?					
Is there a First Aid kit on site appropriate to the needs and someone trained where required?					

7.	Corrective Action.		
ID No	Corrective Action Required If actions are required following monitoring, site supervisor is to be notified immediately following inspection	By Whom	Completion Date
			/ /
			/ /
			/ /
			/ /

8.	Sign Off		
Contract Manager/Assistant Works Manger/Administration Officer-Compliance & Governance:			
Name:			
Signature:		Date:	
Comments:			
Contractor:			
Name:			
Signature:		Date:	
Comments:			

9.	Rating			
Contract works completion date:				
Overall rating for future contracts:		Compliant		
		Yes	No	N/A
Is the contractor meeting their obligations as assessed in these criteria?				
Have identified non-conformance(s)/observation(s) been discussed with the contractor?				
Has the contractor agreed to/has rectified the non-conformance(s)?				
Contractor to be listed as a preferred contractor of Council?				
Contractor rating:				
Acceptable:	Rectified corrective actions in satisfactory time, fair and equitable dispute resolution re variations or alike, satisfactory customer service, etc.			
Outstanding	Rectified corrective actions immediately, low/no variations (demonstrating more thorough quote), outstanding customer service, etc.			
Unacceptable:	Failed to rectify corrective actions, frequent dispute regarding variations, poor customer service/interaction with residents, etc.			
Note: Any contractors rated at acceptable or outstanding will be added to the Preferred Contractor Register. Those marked at unacceptable will be removed from the register.				

APPENDIX G CONTRACTOR EVALUATION

Form Name: Contractor Evaluation Form

This report is to summarise a contractor's performance in their service delivery for the duration of the contract and, if applicable, assist in decision making for extensions and/or project works under the terms of the agreement. The report may also assist tender evaluation panels in scoring previous experience and capability for future projects (for similar works). This report is for internal purposes only. Please consult with internal stakeholders for assistance completing this report.

To assist others in decision making, please ensure to complete the comment box to support this process.

Contractor:	
Contract No. & Title:	
Date completed/expired:	
Project details (in brief):	
Contract Manager:	

RATING SCALE

1 = Poor	2 = Below average	3 = Average
4 = Above average	5 = Excellent	N/A = Not applicable

Overview	Rating	Comment
Overall rating and general comments :		
Any outstanding issues:		
• Contract renewal recommendation (if applicable):		
• Comments:		

Workplace Health & Safety	Rating	Comment
Level of consultation with all duty holders		
Standard of initial project risk assessment and contractor's implementation/monitoring of controls		
Timely supply of WHS Management Plan/policy/system and updates (if applicable)		
Overall standard of WHS Management Plan/policy/system		
Compliance with safety issues according to legislation and Management Plan/policy system		
Worksite Safety Audits		

Workzone Traffic Management		
Personal Protective Equipment/sun protection		
Hazards/incidents/number of infringement notices		
Ability to manage employees/subcontractors to ensure same compliance		

Environmental Management	Rating	Comment
Ability to take proper measures to control any damage, harm or threats to the environment		
Timely supply of Environmental Management Plan/policy/system and updates (if applicable)		
Overall standard of Environmental Management Plan/policy/system		
Level of compliance with environmental issues according to legislation and performance in: - Environmental Management Plan/policy/system, if applicable. - Worksite Environmental Audits - Hazards/incidents		

Other	Rating	Comment
Time Management Ability to keep project on time and overcome delays from unanticipated events or external sources		
Claims for Variations, Disputes Number, frequency, validity – outside of those requested by Council. Ability to submit claims with correct supporting evidence		
Value Adding Areas Extent to which contractor identified and delivered on value-add areas		

Opportunities for Improvement	Rating	Comment
Specifications/brief/drawings		
Work Health & Safety		

Contract terms & conditions		
Contractor		
Other		

APPENDIX H JOB SAFETY ANALYSIS INSTRUCTIONS

Form Name: **Job Safety Analysis Instructions**

Contractors must complete a Job Safety Analysis (JSA) (or a Risk Assessment) prior to commencing work if the contracted work does NOT involve high risk construction work and the value of the work is less than $450,000, but involves:

- Confined Space work
- Demolition
- Diving work
- Electrical work
- Excavation
- Fall risks e.g. working in the vicinity of an edge, in or on an elevated workplace etc.
- Falling objects
- Hazardous manual tasks
- Hot work
- Noise
- Remote or isolated work
- Working adjacent to moving traffic or pedestrians/public
- Working on or near live electricity
- Working over a pit/hole
- Working with hazardous chemicals, including asbestos or lead
- Working with plant.

A JSA is the process of critically examining a work task and re-engineering that task to ensure that the necessary and relevant health and safety principles are followed. *(A blank JSA Worksheet is available if required.)*

The following steps apply in a JSA:

Activity	List the tasks required to perform the activity in the sequence they are carried out
Hazards	Against each task list the hazards that could cause injury when the task is performed
Risk Control Measures	List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard *The aim is to adopt the control measure most capable of either eliminating or minimising the risk at the source. The hierarchy of control should be applied i.e. elimination, substitution, isolation, engineering control, administrative (supervision, training, Safe Operating Procedure/Safe Work Instruction), Personal Protective Equipment (goggles, gloves, hard hat, overalls, boots).*
Who is responsible	Write the name of the person responsible (supervisor or manager) to implement the control measure identified.

APPENDIX I SAFE WORK METHOD STATEMENT INSTRUCTIONS

Form Name: Safe Work Method Statement Instructions

Contractors must complete a Safe Work Method Statement (SWMS) prior to commencing the contract work if the contract work involves **high risk construction work**. Council staff should reference the WHS Construction Activities Guidance Checklist if high risk construction work is being undertaken, to check legislative requirements are met.

A SWMS sets out the work activities in a logical sequence and identifies hazards and describes control measures. The description of the process should not be so broad that it leaves out activities with the potential to cause accidents and prevents proper identification of the hazards; nor is it necessary to go into fine detail of the tasks.

The SWMS must be able to be easily read by those who need to know what has been planned to manage the risks, implement the control measures and ensure the work is being carried out in accordance with the SWMS. Relevant persons include:

- The supervisor of the high risk construction work
- The worker carrying out the high risk construction work
- The principal contractor (if it is a construction project) or the person who has management and control over the high risk construction work.

[as per Code Of Practice: Construction Work, July 2012 part 4.1, p. 20]

Recommended steps for completing the SWMS template:

1. Consult with relevant workers, contractors, and Health and Safety Representatives involved with the high risk construction work, the activities involved, and associated hazards, risks and controls.
2. In the 'High risk construction work' column, identify the high risk construction work for the construction work activity that will be undertaken.
3. In the 'What are the hazards and risks?' column, list the hazards and risks for each high risk construction work activity.
4. Identify the workplace circumstances that may affect the way in which the high risk construction work will be done.

Examples of workplace circumstances that may impact on the hazards and risks include:

- Information relating to the design of the structure, the workplace (e.g., location, access, transport), and information contained in the WHS Management Plan
- Information on any 'essential services' located on or near the workplace
- Confirmation that the regulator has been advised of any 'notifiable work' (e.g., demolition work involving explosives)
- Safe work methods and plant to be used.

5. In the 'What are the control measures?' column, select an appropriate control (or combination of controls) by working through the hierarchy of controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

Selecting control measures

1. Eliminate the risks so far as is reasonable practicable
2. If this is not reasonably practicable, minimise them so far as reasonably practicable by applying the following hierarchy of control measures:

- Minimise the risk by doing one or more of the following:
  - Substituting the hazard
  - Isolating the hazard
  - Implementing engineering controls
- if the risk still remains, minimise the remaining risk by implementing administrative controls
- if the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

SWMS compliance (information, monitoring and review)

1. Brief each team member on the SWMS before commencing work. Ensure each team member knows work is to stop if the SWMS is not followed.
2. Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:
   - Before a change occurs to the work itself, the system of work or the work location
   - If a new hazard associated with the work is identified
   - When new or additional information about the hazard becomes available
   - When a notifiable incident occurs in relation to the work
   - When risk controls are inadequate or the SWMS is not being followed.

In all of the above situations stop the work, review the SWMS, adjust as required and re-brief the team.

Keep the SWMS in a readily available location for the duration of the high risk construction work and for at least 2 years after a notifiable incident occurs.

(A blank SWMS form is available if required.)

APPENDIX J WHS MANAGEMENT PLAN CHECKLIST

Form Name: WHS Management Plan Checklist

A WHS Management Plan must be developed by the contractor for any High Risk Construction Work valued over $450,000 and must address the following minimum requirements. *(A WHS Management Plan template is available if required)*

Principal Contractor:			
Project Description:			
WHS Management Plan Reviewer :		Date of review:	
WHS Management Plan Requirements	✓ / ×	Corrective Action/Comments	
The principal contractor is identified correctly *(refer WHS Regulation 293)*			
Specific to this construction project *(i.e. not a generic project management plan or work health and safety manual)*			
Contains names, positions and WHS responsibilities of all persons whose positions or roles involve specific WHS responsibilities in connection with the project *(e.g., site supervisor, project manager, HSR, first aid officer)*			
Arrangements for consultation, cooperation and coordination of activities between the principal contractor and any shared duty holder(s)			
Arrangements for handling any WHS incidents that may occur *(e.g., reporting, investigation, non-disturbance of site)*			
Site-specific health and safety rules and how people will be informed of the rules *(e.g. induction, signage, meetings)*			
Arrangements for collection, assessment, monitoring and review of Safe Work Method Statements throughout the project			
Arrangements for each person who is to carry out construction work to be made aware of the content of the WHS Management Plan prior to commencement of work and following any revision			
How people will be made aware of their right to inspect the WHS Management Plan			
Arrangements relating to hazardous chemicals to be stored or used at the workplace *(e.g., Safety Data Sheets, bunding, security, licencing if required)*			
Arrangements for storage, movement and disposal of construction materials and waste at the workplace			
Arrangements for safe storage and use of plant at the workplace			
Arrangements for traffic in, or in the vicinity of, the workplace *(e.g., Workzone Traffic Management, traffic management plan)*			
Obtaining and providing essential services information			
Arrangements for checking and maintaining currency of licences and training for workers			

APPENDIX K CERTIFICATE OF FINAL COMPLETION

Form Name: Certificate of Final Completion

Contract Information:	
Contract Number and Name:	
Contract Manager:	
Contractor:	
Work Commenced:	
Annual Contract Value:	
Final Contract Sum:	
Final Completion:	
Date for the end of defects liability period:	

Is there a balance of retention or balance of security?	
Balance Amount:	
Defects/Omission Reference:	
Distribution:	
Date:	
Comments:	

I hereby certify that the above contract works carried out by the contractor have been completed in accordance with the terms of the contract:

Further Comments:	
Contract Manager Name & Title:	
Contract Manager Signature:	
Date:	

APPENDIX L LGAWCS MODEL WHS CONSTRUCTION ACTIVITIES GUIDANCE CHECKLIST

Overview

The purpose of this checklist is to provide guidance and a tool, to confirm that the appropriate WHS legislative considerations relating specifically to construction have been made for current and planned construction activities.

User notes

This Guidance Checklist is comprised of various parts and sub-checklists.

Complete Part "A" first.

Complete Part B only after the checklists (1-3) have been completed. Part B is a tool for recording additional requirements and actions.

Complete "Checklist "1" to determine if the current or planned construction activity **is, or is likely to be, construction work.**

If the activity is construction work, complete Checklist "2" to identify if the construction work is high risk construction work.

If the activity is construction work, but not high risk construction work, complete Checklist "1a" to confirm which parts of the WHS legislative framework apply to that activity.

If the activity is high risk construction work, complete Checklist "2a" to confirm which parts of the WHS legislative framework apply to that activity.

If the activity is a construction project with a value of more than $250,000 complete checklist 3 to confirm which parts of the WHS legislative framework apply to that activity.(in conjunction with checklists 1, 1a, 2 and 2a as appropriate)

Principal contractors

When Council commissions a **construction project** Council will be the *principal contractor* for the project unless:

1. Council appoints another person to be the principal contractor and

2. Authorises such person to have management or control of the workplace and discharges the duties of the principal contractor.

Principal contractors should have regard to the WHS Management Plan Guidance at **Part "C".**

A construction project has only one principal contractor at any specific time.

NOTE:
This guidance checklist is provided as a template support tool. As an example method for Council to confirm that appropriate considerations regarding the proposed activities and their status as construction work have been made. Council may already do this through other processes, and as such this template is provided for guidance only, and it remains Councils obligation to ensure all WHS considerations have been identified and addressed.

DEFINITIONS

Competent Person	*Competent person* means – (a) For electrical work on energised electrical equipment or energised electrical installations (other than testing (R150 and 165) – a person registered to undertake work under the *Plumbers, Gas Fitters and Electricians Act 1995;* (b) For general diving work – (R174 and 177) (c) For a major inspection and testing of mobile cranes and tower cranes (R235) (d) For inspection of amusement devices and passenger ropeways (R241) (e) For design verification – a person who has the skills, qualifications, competence and experience to design the plant or verify the design (R252) (f) For a clearance inspection (R473) – a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds (i) A certification in relation to the specified VET course for asbestos assessor work; or (ii) A tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health (g) For any other case – a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task
Construction work	Means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure [as defined by the WHS Regulations 2012 (289)(1)] But does not include the following: (a) The manufacture of plant; (b) The prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work; (c) The construction or assembly of a structure that once constructed or assembled is intended to be transported to another place; (d) Testing, maintenance or repair work of a minor nature carried out in connection with a structure; (e) Mining or the exploration for or extraction of minerals. [as defined by the WHS Regulations 2012 (289(3)]

	'In connection with' means related to or associated with construction. Contracts covering a project are a good guide to what activities are done in connection with construction. Examples may include: • Work by architects or engineers in on-site offices or conducting on-site inspections, but not architects or engineers working in offices away from the construction site. • Work by a mechanic on an excavator on-site and not in an isolated service area. • Delivering building materials to different points on the site, but not making deliveries to a single designated delivery area. • Excavating for a basement garage. • Testing fire equipment on the construction site. • Supervisors and manager moving around the site to monitor work. • Surveying a site after construction has started, but not surveying a Greenfield site before construction has started. • Traffic control on a construction site. Source: COP: Construction Work July 2012, p 6
Construction project	Is a project that involves construction work where the cost of the construction work is $250,000 or more [as defined by WHS Regulations, 2012 (292), p.188]
Designers	Means a PCBU that designs a structure that is to be used as, or could reasonably be expected to be used as or at, a workplace. There may be multiple designers who are involved in the design of a structure and have the same duties, for example architects, civil engineers, electrical engineers, mechanical engineers, structural engineers and hydraulic engineers. A builder could also be considered to be a designer if they are involved in altering the design for a building, even after construction work has commenced [as defined by WHS Act 2012 (22) and explained in the COP: Construction Work July 2012, p.10]
General construction induction training	Means training delivered in Australia by an RTO for the specified VET course for general induction training.
General construction induction training card	(a) In Division 2 of Chapter 6 Part 5 – a general construction induction training card issued under that Division; (b) In any other case – a general construction induction training card issued- (i) under Division 2 of Chapter 6 part 5 or under a corresponding WHS law; or (ii) by an RTO under an agreement between the regulator and an RTO or a corresponding regulator and an RTO

	Note: The SA Construction Industry Occupational Health and Safety Committee and the Construction Industry have expressed a strong view that online training for this course is not acceptable to the industry in South Australia. The Code states that the course *has a nominal duration of 6 hours face-to-face delivery and it is expected that the construction industry will comply with the Code.* Construction site managers in South Australia may choose to refuse entry to a person, or require a person to be re-trained if they decide that there is a need for re-training.
High risk construction work	Means construction work that: (a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near: (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work. [as defined by the Work Health and Safety Regulations 2012(291]
Principal contractor	A PCBU that commissions a construction project is the principal contractor for the project [as defined in the WHS Regulations, 2012 (293) p. 188]. The person conducting a business or undertaking that commissions a construction project is the principal contractor, unless that PCBU engages another PCBU to be the principal contractor and authorises such person to have management or control of the workplace and discharge the duties of the principal contractor the person so engaged

	[as explained in the COP: Construction Work, July 2012, p.11].
Safe Work Method Statement (SWMS)	A document that records; the steps in an activity, the hazards associated with the activity, the controls required to conduct the activity safely and the method for employing such controls. (See One system model Contractor Management Procedure V3.0 for an example template SWMS) In relation to high risk construction work - a safe work method statement as referred to in Regulation 299 (as revised under regulation 302)
Structure	means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes— (a) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and (b) Any component of a structure; and (c) Part of a structure. [as defined in the WHS Act, 2012 –s4.] Examples of structures include: – A roadway or pathway. – A ship or submarine. – Foundations, earth retention works and other earthworks, including river works and sea defence works. – Formwork, falsework or any other structure designed or used to provide support, access or containment during construction work. – An airfield. – A dock, harbour, channel, bridge, viaduct, lagoon or dam. – A sewer or sewerage or drainage works.
WHS Management Plan	A document which records the significant (Prescribed) information relating to WHS for a construction project. (See part C of this document for guidance on a WHS management plan) As required and prescribed under Chapter 6, Part 4 of the WHS Regulations 2012 Note: this regulation commences on 1 January 2014

Part A	
Council Name	
Department initiating activity	
Person/s responsible for activity Internal: External (This may be the nominated principal contractor):	
Descriptor of activity being reviewed (Include project name if applicable)	Location of activity
Value of activity (or project)	Proposed dates for activity
Person completing this review	Date of review
Location of reference documents (Insert file name and path or physical locations of any documents (Such as project files, etc.) that are used as reference in completing this checklist)	

Part B
Outcome of review (Provide the key information here that has come out of the review i.e. whether the activity is construction work, high risk construction work or construction project)
Identify the major safety risks & corresponding control measures
Identify additional training needs, licences & competent training personnel
Summary of next steps and person responsible. (Document here the actions identified from completion of the appropriate checklists in this document that need to be completed in order to safely manage the activity, who is responsible for the action and when it needs to be completed by). (Actions may be included in the organisations corrective and preventative action registers).

Action required	Person responsible	Completion date

PART C: WHS Management Plan

All construction projects must have a written WHS Management Plan prepared by the principal contractor.

The WHS Management Plan must include:

- The names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the construction project.
- The arrangements in place between any persons conducting a business or undertaking at the workplace for consultation, cooperation and coordination of activities in relation to compliance with their duties under the Work Health and Safety Act and Regulations.
- The arrangements in place for managing any work health and safety incidents that occur.
- Any site-specific health and safety rules and the arrangements for ensuring that all persons at the workplace are informed of these rules, and
- The arrangements to collect and assess, monitor and review the SWMS.

The WHS Management Plan may include the following information:

- Details of the person commissioning the construction work, for example their name, ABN (if available) and address.
- Details of the principal contractor.
- Details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the WHS Management Plan will cover.
- Details on how contractors and subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the WHS management plan such as checking on the performance of contractors and subcontractors and how non-compliance will be handled.
- Details on how the risks associated with falls, falling objects and any high risk construction work that will take place on a construction project will be managed.

It may also include information on:

- The provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage.
- The safe use and storage of plant.
- The development of a construction project traffic management plan.

- Obtaining and providing essential services information
- Workplace security and public safety.
- Ensuring workers have appropriate licences and training to undertake the construction work.

Source: COP: Construction Work July 2012, pp.24-25

CHECKLIST 1: CONSTRUCTION WORK

Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.

Is there any installation or testing carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure?	☐
(Insert detail of intended activity that meets above requirement)	
Will there be removal from the workplace of any product or waste resulting from demolition?	☐
(Insert details of waste from demolition)	
Will the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work, be done? (Note this only applies if, as part of your project, an area has been set up to prefabricate or test elements to be used in the project)	☐
(insert details)	
Is there the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure?	☐
(insert details)	
Is there installation, testing or maintenance of an essential service in relation to a structure?	☐
(insert details)	
Is there any work connected with an excavation? (See excavation and trenching procedure for specifics on managing this type of work)	☐
(insert details)	
Is there any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure?	☐
(insert details)	
Will any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure be carried out on, under or near water, including work on buoys and obstructions to navigation?	☐
(insert details)	
Is there any other activity being undertaken in connection with any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment,	☐

demolition, decommissioning or dismantling of a structure that has not been covered by the above?	
(Insert Details)	

If any box has been checked, the work is construction work and you should assess if it is high risk construction work by completing checklist 2
If the activity is not high risk construction work, confirm that all appropriate considerations for construction work have been made by completing checklist 1a

CHECKLIST 2: HIGH RISK CONSTRUCTION WORK

Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.

Does the work involve a risk of a person falling more than 3 metres? (See Prevention of falls procedure for specifics on managing this type of work)	☐
Is the work carried out on a telecommunication tower?	☐
Does it involve demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure?	☐
Does it involve, or is it likely to involve, the disturbance of asbestos?	☐
Does it involve structural alterations or repairs that require temporary support to prevent collapse?	☐
Is it carried out in or near a confined space? (See Confined Space procedure for specifics on managing this type of work)	☐
Is it carried out in or near— (i) a shaft or trench with an excavated depth greater than 1.5 metres; or (ii) a tunnel? (See Excavation and Trenching procedure for specifics on managing this type of work)	☐
Does it involve the use of explosives?	☐
Is it carried out on or near pressurised gas distribution mains or piping?	☐
Is it carried out on or near chemical, fuel or refrigerant lines?	☐
Is it carried out on or near energised electrical installations or services? (See Electrical Safety procedure for specifics on managing this type of work)	☐
Is it carried out in an area that may have a contaminated or flammable atmosphere?	☐
Does it involve tilt-up or precast concrete?	☐
Is it carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians? (See Work Zone Traffic Management procedure for specifics on managing this type of work)	☐
Is it carried out in an area at a workplace in which there is any movement of powered mobile plant? (See Plant procedure for specifics on managing plant)	☐
Is it carried out in an area in which there are artificial extremes of temperature?	☐
Is it carried out in or near water or other liquid that involves a risk of drowning?	☐

Does it involve diving work?	☐

If any box has been checked, the work is High risk construction work and you should confirm that all appropriate considerations have been made by completing checklist 2a

CHECKLIST 1a: CONSTRUCTION WORK Considerations and controls where there is no high risk construction work			
Who has management control of the workplace? Council project manager or contract manager External PCBU	☐ ☐		
Who is the designer for this project? (insert name and details – this could be internal or external) Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).	☐		
Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out? (insert name and details) (Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure. If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design. Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the principal contractor). Designers safety report received Date	☐ ☐		
	Yes	No	N/A
Competent workers selected	☐	☐	☐
Licences current and available including general construction induction training card (white card)	☐	☐	☐
Risk assessments /JSAs completed, or	☐	☐	☐

CHECKLIST 1a: CONSTRUCTION WORK

Considerations and controls where there is no high risk construction work

Risk assessments /JSAs obtained from contractor	☐	☐	☐
Risk assessments /JSAs obtained have been checked	☐	☐	☐
First aid provisions in place	☐	☐	☐
Emergency plan developed and tested	☐	☐	☐
Processes for consultation, cooperation and coordinating of activities with other duty holders is in place and agreed	☐	☐	☐
Processes for consultation with workers and their representatives in place	☐	☐	☐
Site secured from unauthorised access	☐	☐	☐
Work zone traffic management requirements determined	☐	☐	☐
	Yes	No	N/A
Public safety issues managed	☐	☐	☐
Information available re underground essential services and provided to workers, principal contractor and subcontractors	☐	☐	☐
Information available re underground essential services available for inspection	☐	☐	☐
Written reports from geotechnical engineers or other competent persons obtained	☐	☐	☐

Permits for work required?	Yes	No
	☐	☐
(List permits here)		
Responsibility for obtaining permits	☐	
(insert name and details)		

Electrical equipment and installations comply with Australian Standard AS/NZS 3012:2010 *Electrical installations - Construction and demolition sites.*	Yes	No	N/A
	☐	☐	☐
Relevant signage is in place	☐	☐	☐
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	☐	☐	☐
Processes in place for monitoring and review of work	☐	☐	☐

CHECKLIST 1a: CONSTRUCTION WORK

Considerations and controls where there is no high risk construction work

Other free text insertion	☐

If any of the above considerations have not been addressed or documented appropriately, insert an action in part B

CHECKLIST 2a: HIGH RISK CONSTRUCTION WORK

Considerations and controls where there is High risk construction work

What aspect of this construction work poses a high risk? What control measures are in place in respect of this risk?	
Who has management control of the workplace? Council project manager or contract manager External PCBU	☐ ☐
Who is the designer for this project? (insert name and details – this could be internal or external) (Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).	☐
Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out? (insert name and details) (Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure. If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design. Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the principal contractor). Designers safety report received Date	☐ ☐

	Yes	No	N/A
Competent workers selected	☐	☐	☐
Licences current and available including general construction induction training card (white card)	☐	☐	☐

	Yes	No	N/A
SWMS prepared, or SWMS obtained from contractor	☐ ☐	☐ ☐	☐ ☐
Responsibility allocated for making sure all SWMS' for high risk construction work developed by contractors are consistent with each other and appropriate	☐	☐	☐
Workers trained in SWMS	☐	☐	☐
SWMS available to all persons carrying out high risk construction work	☐	☐	☐
If the SWMS is revised:			
Responsibility allocated to make sure all previous versions are retained	☐		
All person advised that revision made to SWMS and how they can access the revised SWMS	☐	☐	☐
Copy given to principal contractor	☐	☐	☐
All workers provided with relevant information and instruction to enable them to understand and implement SWMS	☐	☐	☐
SWMS easily accessible at workplace where work is being carried out or able to be promptly delivered	☐	☐	☐
First aid provisions in place	☐	☐	☐
Emergency plan developed and tested	☐	☐	☐
Processes for consultation, cooperation and coordinating of activities with other duty holders in place	☐	☐	☐
Processes for consultation with workers and their representatives in place	☐	☐	☐
Site secured from unauthorised access	☐	☐	☐
Work zone traffic management requirements determined	☐	☐	☐
Public safety issues managed	☐	☐	☐
Information available re underground essential services and provided to workers, principal contractor and subcontractors	☐	☐	☐
Information available re underground essential services available for inspection	☐	☐	☐
Written reports from geotechnical engineers or other competent persons obtained	☐	☐	☐
Permits for work required? (List permits here) Responsibility for obtaining permits assigned (insert name and details)	☐ ☐	☐	☐

	Yes	No	N/A
When excavation work is being undertaken, the frequency of inspections of soil condition and the state of shoring, battering and trench walls have been determined and documented as part of the risk assessment process	☐	☐	☐
Electrical equipment and installations comply with Australian Standard AS/NZS 3012:2010 *Electrical installations - Construction and demolition sites*.	☐	☐	☐
Relevant signage is in place	☐	☐	☐
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	☐	☐	☐
Processes in place for monitoring and review of work including making sure SWMS is complied with	☐	☐	☐
Other free text insertion	☐		

If any of the above considerations have not been addressed or documented appropriately, insert an action in part B.

CHECKLIST 3: CONSTRUCTION PROJECT:

Value $250,000 or more , may or may not include high risk construction work

Does anything in this project qualify as high risk construction work? YES / NO (if no, ensure Checklist 1a has been completed. If yes, include details and ensure checklist 2a has been completed)	1a ☐ 2a ☐
Who is the principal contractor? Council project manager or contract manager (insert name) External PCBU (insert name and details) If external PCBU – contract specifies who is principal contractor Information has been given to principal contractor in relation to hazards and risks at or in the vicinity of the workplace?	 ☐ ☐ ☐ ☐
Who has management control of the workplace? Council project manager or contract manager External PCBU	 ☐ ☐
Who is the designer for this project? (insert name and details – this could be internal or external) (Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).	☐
Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out? (insert name and details) (Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure. If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design. Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the principal contractor).	☐

CHECKLIST 3: CONSTRUCTION PROJECT:

Value $250,000 or more , may or may not include high risk construction work

Designers Safety report received Date	☐		
WHS Management plan prepared, or (see page 6 for details of what is required within a WHS management plan)	☐	☐	☐
WHS Management plan prepared and/or obtained from contractor	☐	☐	☐
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	☐	☐	☐
Other free text insertion	☐		

If any of the above considerations have not been addressed or documented appropriately, insert an action in part B.