





Contract Management Policy

Checklist or Form	 Go to  Form G – Preferred Contractor Register
Effective date	17 June 2008
Date reviewed	N/A
Review date	February 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011 How to Manage Work Health and Safety Risks Code of Practice Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice
Pages	2

Policy

Under the Work Health and Safety Regulation 2011, the Parish has a duty to identify hazards which could lead to risks to health and safety for all workers, including contractors and sub-contractors. In addition, the Parish has a shared duty with the contractor organisation for the health and safety of these workers. The Parish will consult with contractors to ensure their health and safety. In addition, the Parish has developed Contractor Management procedures and tools to minimise risks to workers and to all at the Parish while the contractor is engaged in their activities.

Types of contractors the Parish may engage include:

- plumbers;
- painters;
- electricians;
- builders / carpenters; etc.

1.1 Procedures

When engaging a contractor, the Parish will:

- request evidence of contractor's licences and insurances and keep a record of that evidence;
- provide a Contractor Handbook to the contractor;
- consult with the contractor as to the risks involved in the work to be undertaken and prepare a formal risk assessment if applicable;
- request Safe Work Method Statements from the contractor for the work to be undertaken if applicable;
- require Safe Work Method Statements be tailored to the Parish work if applicable;



- provide induction to the Parish, amenities, emergency and safety procedures for all contractors working on the site;
- require contractors to sign in and out on a daily basis;
- require contractors to wear identification / a visitor's badge if requested.

1.2 Record Keeping

The Parish will document the contractor management process and retain records to demonstrate:

- licences and insurances have been checked;
- risks have been assessed;
- what control measures were implemented and when;
- Safe Work Method Statements developed;
- who was involved in consultation;
- training and instruction provided and to whom.

Records will be retained for at least 5 years.