



## Contractor Management

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### Purpose

This procedure outlines the requirements for management of health and safety in relation to contractors working at University workplaces.

The purpose of the procedure is to ensure a systematic approach to the management of contractors so that the risks to health and safety of contractors, staff, students and the general public are minimized.

To do this, the University and contractors must ensure that risk from potential contractor hazards is controlled. This includes:

- the design and implementation of systems of work that are safe;
- undertaking hazard identification and risk control activities;
- providing proper and safe equipment and substances; and
- providing adequate instruction, training and supervision.

In the case of minor works not all steps in the procedure may be relevant and the contract supervisor must ensure that the intent of the procedure is met.

### Definitions

**Contractor** – a person, organisation, their employees or a nominated representative engaged to carry out work for the University in a contract for service arrangement. For definition of levels of contractor see ([hyperlink](#)) contractor & consultant.

**Contract for Service** – is likely to apply where the nature of the engagement involves a profession or trade, the contractor has the power to recruit and dismiss their employees, the contractor provides plant, equipment and materials to complete the work, the contractor has the right to have another person perform the work, the University does not have direct supervision over the person performing the work, the University does not have responsibility for deducting income tax from any payments.

**Contract Supervisor** – the person nominated to administer and supervise the contract (University staff, usually line manager).

### Roles and Responsibilities

**Contract Supervisors are responsible for:**

- having some knowledge of occupational health and safety as it applies to the work being undertaken and have appropriate training for this procedure.
- the implementation of this procedure in their area of responsibility and accountability



- ensuring the induction of the contractor or the contractor's nominated representative(s) in accordance with the [OHSW Induction procedure](#) informing contractors of site specific hazards and ensuring the contractor implements measures to minimise risk to University staff and students.
- the conduct of site observations using form OHSW77 - Contractor Site Observation Checklist for the purpose of ensuring conformance to health and safety requirements and the site safety management plan.
- communicating with relevant Line Managers when the work may impact the health and safety of staff or students.
- reviewing the risk assessments and health and safety plan developed by the Contractor prior to work commencing and ensuring that appropriate risk control measures are implemented on commencement of the contract works.
- working with the Contractor to ensure that specified safety systems and risk control measures are implemented for the duration of the contract works.
- verification that a contractors electrical items have been tested (contractors may not necessarily tag their electrical equipment).

**University staff are responsible for:**

- not placing themselves or others at risk of injury.
- reporting work methods of contractors that place University staff at risk to the relevant contract supervisor or Campus Facilities Manager.

**Contractors are responsible for:**

- not placing themselves or others at risk of injury.
- working in accordance with relevant University OHSW procedures.
- providing OHSW information upon the University's request that is relevant to the contract.
- developing site safety management plans or site-specific procedures relevant to site hazards and work activities at the site.
- conformance to project risk assessments and health and safety plans.
- completing the Contractor Permit to Work in accordance with this procedure.
- ensuring all of the Contractors employees and subcontractors who will be directly involved in the contract works have received induction prior to the commencement of any work.

**Procedure**

**1. Registration Briefs**

Contractor selection shall be in accordance with the selection criteria required by the Facilities Management Unit at [Contractor and Consultant](#) for the relevant contract category.

For contract Categories 1-4, contractor registration briefs must include a copy of the contractors OHSW Policy, evidence of the contractors OHSW management system.

For contract Categories 5 & 6, contractor registration briefs must include evidence of an OHSW Policy and evidence of specialist licences required for certain work (builders' licence, electrical, gas plumbers, asbestos removal).

Form [OHSW76 - Contractor OHSW Evaluation Checklist](#) is to be used for assessing and documenting the contractors OHSW evidence submitted with tender submissions or registration brief.

**2. Register**

The University Facilities Management Unit shall maintain a register of approved contractors. Contractors shall meet the requirements of the selection criteria, as outlined in form [OHSW76 - Contractor OHSW Evaluation Checklist](#) and the on site management criteria outlined in this procedure to be deemed Approved Contractors.

**3. Induction**

Prior to the commencement of work contractors must attend Induction Information Session provided by the University of South Australia. Contractors are required to provide evidence of the Contractors Induction Information Session provided by the University of



South Australia and acknowledgement of the University OHSW induction information and requirements. For further information on contractor induction please see [Contractor & Consultant](#).

The Contract Supervisor shall ensure that the Contractor or the Contractor's nominated representative is inducted in accordance with the [OHSW Procedure – OHSW Induction](#) and form [OHSW28 – Contractor OHSW Induction Checklist](#) is to be completed before work commences.

#### 4. **Onsite Management**

At all times contractors are required to conform to the requirements of SA Occupational Health Safety and Welfare Act 1986 and all policy and procedures of the University of South Australia.

Contractors shall be provided with this procedure and specific information relevant to worksite hazards prior to commencing work on site and will be required to acknowledge in writing that this procedure has been read and understood and agreed to as a condition of contract.

Contractors arriving on a University site to attend any project work(s) must report daily to Security and obtain a Contractors Badge and access to the site. The Contractors Badge must be worn at all times whilst on campus. Similarly on leaving the site, the Contractor and their representatives shall report to the University Security Office and return the Contractors Badge.

#### 5. **Contractor's Inspections**

The Contractor as an employer has a duty of care to provide and maintain a safe workplace for their employees, University staff and students and consequently has a responsibility to conduct workplace inspections on a regular basis.

The Contractor shall make available copies of health and safety inspection reports when requested by the Contract Manager.

#### 6. **Hazard Management Approach**

UniSA takes a hazard management approach to the management of identified hazards. It is an expectation that all contractors use the same approach for all work carried out in accordance with the scope of a project.

An initial hazard identification and risk assessment must be completed for all proposed contract works prior to the commencement of those works.

Contractors are required to provide evidence that they have assessed the hazards and risks involved with the Contract Works and have given due consideration to how those risks will be controlled.

The contractor shall complete form [OHSW27- Contractor's Permit to Work](#) and develop safe work methods for the work to be undertaken. The Permit to Work is to be reviewed and authorised by the relevant Contract Supervisor prior to the commencement of work.

For categories 1-4 contracts the contractor is to develop a Site Safety Management Plan for the site that includes the measures to be taken to protect the health and safety of University staff and students during the project.

#### 7. **Contractor Monitoring**

Contract Supervisors/Project Managers shall conduct random OHSW observations of contractor conformance to OHSW site safety plans or permit to work conditions using form [OHSW77 - Contractor Site Observation Checklist](#). Non-conformance with OHSW site safety management plans or permit to work conditions are to be documented, conveyed to the contractor and used for contractor performance reviews.

Staff who identify that a Contractor or the contractor's employees are operating in an unsafe manner, are responsible for reporting the unsafe practice to the relevant contract



supervisor or Campus Facilities Manager immediately advising them of the unsafe practice being undertaken.

## 8. Record Maintenance

Effective Contractor Management involves adoption of a systematic approach to record keeping during the period of the contract.

Health and safety records that should be retained by UniSA on the Contractor Registration file or relevant Project Contractor file include:

- Copy of the tender specifications.
- Completed Risk Assessments.
- Contractor Site Safety Management Plan.
- Minutes of site meetings between Contractor and Contract Manager.
- Incident investigation reports.
- Completed OHS Performance Reports.
- Where non-conformances are observed involving repeated safety breaches, the safety breaches are photographed.
- Other notes relating to the contract works, works location, discussions about OHSW and the contract works.

For the duration of the contract, all health and safety documents should be retained in the contract file.

At the completion of the contract works, the contract file is to be reviewed by the Contract Supervisor to ensure performance is in accordance [OHSW76 - Contractor OHSW Evaluation Checklist](#).

The file must accurately record all communications, inspections, safety breaches and follow up action of the Contractor undertaking the contract works.

## Performance Measures

- All contractors have been inducted.
- Contractor Safety Management Plans (where relevant) address site specific and relevant hazards associated with contract works and have been approved by the contractor supervisor.
- The scheduling of site observations has been developed relevant to the risks associated with the contract works. Site observations have been conducted; documentation of conformance to OHSW requirements is noted and where there is non-conformance corrective action is taken.

## Documents/Forms

[Contractor Management Flowchart \(PDF 17kb\)](#)

[OHSW 27 – Contractor’s Permit to Work](#)

[OHSW 28 – Contractor OHSW Induction Checklist](#)

[OHSW 76 – Contractor OHSW Evaluation Checklist](#)

[OHSW 77 – Contractor Site Observation Checklist](#)

[Contractor and consultant](#)

## References

[Occupational Health Safety and Welfare Act 1986](#)

[Occupational Health, Safety & Welfare Regulations, 2010](#)

[AS/NZS 4804:2001 Occupational health and safety management systems-general guidelines on principles, systems and supporting techniques](#)

[WorkCover Corporation – Performance Standards for Self Insurers](#)