



CONTRACTOR MANAGEMENT

Contractor Management for all Contractors

Version 1

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Introduction

This guide is designed to give contractors information on the Bunbury Harvey Regional Councils (BHRC) Contractor Management System and provide specific rules when working on a site operated by BHRC.

By reading and understanding this guide, everyone working within a BHRC sites will be able to play their role in maintaining a safe workplace.

The key purpose of this guide is to advise:

- Occupational Safety and Health obligations under the Occupational Safety & Health Act 1984 and Occupational Safety and Health Regulations 1996.
- Identification, assessment and control of hazards relevant to the BHRC site.
- Any relevant operational issues in the management of contractors.

All contractors will be required to complete a Contractor Evaluation form as attached.

Disclaimer

BHRC has prepared this guide in order to assist contractors to work safely on one of our sites and abide by our requirements relating to people and property.

Contractors, sub-contractors and self-employed persons are defined as 'workers' under the *OSH Act*. If they carry out work in any capacity for BHRC they are required to:

- Comply with the requirements of the OSH Legislation and Regulations.
- Have in place any occupational health and safety policies and programs required under State safety legislation.
- Consult with BHRC about safety matters and comply with policies and procedures.
- Work safely and to include the safety of staff and visitors in their safety plans.
- Maintain and keep up-to-date safe work method statements.

BHRC Representative

A Representative from BHRC will be responsible for coordinating and managing contract work and is to implement the requirements of this guide as appropriate.

At a minimum, the Representative is to:

- Assess the competence of contractors to meet any identified OSH requirements or specifications.
- Ensure contractors receive an induction in accordance with the Section 6 of this guide so that they are aware of their expectations in regards to OSH.
- Inform contractors of any OSH hazards that may exist in the area in which they are working.
- Monitor the performance of the contracted work with regards to working safely, and initiate corrective action to remedy any deficiencies.
- Verifying that contractors have current workers compensation insurance and public liability insurance of no less than \$10 million and that Certificates of Currency are provided by the contractor prior to commencing work.

For types of work where there is a risk to the health and safety of contractors, BHRC staff, or visitors to the site, a risk assessment (or safe work method statement) must be produced to the BHRC Representative.

OSH Policy

BHRC Occupational Safety and Health Policy for Contractor Management are as attached at Appendix 1.

Contractor's Risk and Insurance

The contractor shall be responsible for the services and shall bear the sole risk for any loss or damage whether to any person or property caused by or resulting from, directly or indirectly, any act or omission of the contractor or any default or negligence by the contractor irrespective of any negligence, default or breach of statutory duty on the part of the council.

The contractor shall indemnify and keep indemnified BHRC from and against any loss or damage and against all claims, demands, proceedings, costs, charges and expenses whatsoever arising out of any act or omission of the contractor or any default by the contractor irrespective of any negligence, default or breach of statutory duty on the part of the council.

The contractor shall, at its or their own expense, procure and maintain and shall ensure that all sub-contractors procure and maintain the following insurances, such insurance shall be specifically endorsed so that it is deemed primary to any insurance effected by or on behalf of the council and shall contain a cross liability clause which shall treat each of the insured parties as if a separate policy had been issued to each of them;

- Public liability insurance for an amount of not less than \$10 million for any one accident or occurrence in the name of the contractor.
- Third party property damage insurance of not less than \$10 million in respect of any motor vehicles, plant or equipment used in the performance of the contracted services.
- If the contractor or any sub-contractor employs any person or persons to perform the services or any part thereof, documentation certifying current workers' compensation insurance, public liability insurance and third party property damage insurance to the specifications and criteria required by the contractor must be provided to the council before commencement of services.
- If the contractor or any sub-contractor employs any person or persons to perform the services or any part thereof, awareness and compliance of council occupational safety and health guidelines and policy must be provided and acknowledged.
- Any other insurance that is required by the laws of the Commonwealth of Australia and state of Western Australia and as amended by these guidelines following its review.

The implementation and maintaining of all insurances as required under these guidelines shall in no way limit the obligations or responsibilities of the contractor under these guidelines.

OSH Responsibilities

OSH responsibilities are outlined in the Roles and Responsibilities for OSH in the Safety Management System as below.

Contractors

All contractors and subcontractors have a duty of care to manage risks to the health and safety in accordance with legislation. They need to manage any risk to the health and safety of their workers and any other people who could be exposed, to the work they have control over. This means complying with any instruction given for the purpose of protecting health and safety such as using necessary personal protective equipment (PPE).

The contractor also has full responsibility with regards to:

- Identification and implementation of all applicable requirements from OSH legislation in relation to their work.
- Environmental considerations in relation to their work.
- Implementation of all necessary measures to fully protect and ensure the safety of all persons working on, or near the contractor's site of work.

Work on major projects over the value of \$250,000 must not commence unless the contractor:

- Has undertaken a risk assessment of the work to be carried out and provided a written safe work method statement to BHRC, including the risk assessment.
- Taken necessary measures to eliminate and/or control the identified hazard.
- Have ensured that a job specific OSH Management Plan is written prior to the commencement of the project.

If any staff member believes that a contractor may be engaging in an unsafe work practice, they are required to report this issue to their supervisor.

Contractor Induction

BHRC recognises that effective induction is critical to ensuring that staff and contractors are able to contribute to BHRC and follow the relevant policies and procedures while undertaking their duties at a BHRC site.

BHRC is committed to ensuring the safety and health of management, workers, contractors and visitors to our sites.

It is a Condition of Entry that prior to commencing work duties, all contractors must:

- Report to the Weighbridge attendant upon arrival to site.
- Read the *OSH Induction Checklist – Contractor/Visitor* Form QMS F-014 which covers safety management and requirements for contractors while on site. (This will need to be filled out every two (2) years) Attached at Appendix 2. Supervisor to go through Page 2 of the form and once completed, sign along with the contractor.

Completed forms are to be forwarded to the Safety Advisor to add to the Induction Register. Supervisor will then confirm location the contractor needs to be.

Failure to abide by these conditions may result in refusal of entry

Emergency Management

Emergency Response Priorities

First Priority: Protection of Life

The first priority is to ensure that all people who may be in danger are warned, and that action is taken to ensure their safety, before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard.

Second Priority: Prevent Spread of Hazard

The second priority aims to control the extent of the hazard within the workplace and minimising its impact.

Third Priority: Save Assets in the Affected Area

The third priority is to prevent personal, Bunbury Harvey Regional Council and The Wellington Group of Council assets from being damaged in the event of an emergency.

Fourth Priority: Eliminate the Hazard

The final priority is to eliminate the fire or emergency by extinguishment or other practical means.

Emergency Procedures

BHRC has Emergency Response Procedures which contain information on how to deal with a number of emergencies, including the following:

- Fire
- Chemical spill
- Explosion
- Bomb threat
- Medical emergency

- Armed robbery
- Other incident considered to be an emergency.

In an emergency, follow instructions given by BHRC employees.

If required, evacuate to the Emergency Muster Point if requested and remain in the evacuation area until advised otherwise.

If you are requested, by a building warden or a member of staff, to evacuate a building you must:

- Leave the building immediately by the nearest exit
- Proceed to the assembly area indicated on the evacuation map
- Remain in the assembly area until advised the emergency is over

Do not re-enter the building until advised it is safe to do so by a BHRC Supervisor.

Emergency Contact Phone Numbers

Stanley Road Waste Management Facility (SRWMF)		
IN AN EMERGENCY – DIAL 000		
ADDRESS	LOT 45 STANLEY ROAD WELLESLEY WA 6233	
NEAREST CROSSROAD	FORREST HIGHWAY WELLESLEY WA 6233	
DISTANCE TO CROSSROAD	550 metres	
NAME	CONTACT	
Police	000	
Fire Brigade	000	
St John Ambulance	000	
Bunbury Regional Hospital	9722 1000	
SITE SPECIFIC CONTACT INFORMATION		
Tony Battersby	BHRC CEO	0407 990 659
Jai Pearce	BHRC Supervisor	0400 808 488
Jack Stidworthy	SRWMF Site Supervisor	0400 779 444
Banksia Road Organics Processing Facility (BROPF)		
IN AN EMERGENCY – DIAL 000		
ADDRESS	LOT 81 MARGINATA CLOSE CROOKED BROOK WA 6236	
NEAREST CROSSROAD	BANKSIA ROAD CROOKED BROOK WA 6236	
DISTANCE TO CROSSROAD	900 metres	
NAME	CONTACT	
Police	000	
Fire Brigade	000	
St John Ambulance	000	
Bunbury Regional Hospital	9722 1000	
SITE SPECIFIC CONTACT INFORMATION		
Tony Battersby	BHRC CEO	0407 990 659
Jai Pearce	BHRC Supervisor	0400 808 488
Russell Adams	BROPF Site Supervisor	0400 982 944

Injury, Illness and Incidents

Any injury, illness or incident occurring from work performed by a contractor shall be reported immediately to the Site Supervisor.

Contractor Performance Monitoring

During the execution of the contract the BHRC Representative shall monitor OSH performance by:

- Monitoring the work of contractors to ensure that all legal requirements are met.
- Ensuring regular site inspections are conducted with the contractor.
- Advising the contractor on newly identified hazards and risks.
- Monitoring and following up on corrective actions where non-conformances are identified.
- The review of accident and incident reports, third party reports and complaints.
- Regular meetings with the contractor and record any OSH performance issues.

Non-Compliance

If during the execution of a contract, a contractor or subcontractor is in breach of any OSH requirements; all work with regards to that activity shall be suspended until the matter can be resolved. The contractor shall be alerted to the matter by the BHRC Representative. Work cannot recommence until the BHRC Representative is satisfied that adequate risk controls are in place to avoid risk of injury.

Communication

Communications from the contractor should be directed to the BHRC Representative or relevant site supervisor. Where a contractor may want to advise of an OSH issue they should contact the Representative in the first instance, alternatively they may provide feedback to the BHRC Safety Advisor.

Alcohol and Other Drugs

BHRC recognises that the inappropriate use of drugs and/or alcohol can affect a workers performance and can jeopardise their own health, safety and wellbeing, as well as that of others around them.

BHRC is committed to meeting its obligations in accordance with the *Occupational Safety & Health Act 1984* and accepts responsibility for providing a safe working environment in which the employee is not exposed to hazards.

The purpose of this policy is to ensure a safe workplace free from the effects of drugs and alcohol and is directed towards the welfare of the individual and the safety and health of other people in the workplace.

All contractors/labour hire personnel required to enter a BHRC operated site are bound by the same principles in this policy as any BHRC employee. A contract may be cancelled at any time as the CEO sees fit if the contractor is found to be in breach of this policy. There is a requirement for all contractors to participate in an alcohol and other drug testing program and the same consequences will apply in the event of a positive test result.

Contractors who take or sell illegal drugs or are involved in the use of illegal drugs on a BHRC operated site or in a BHRC vehicle, will be removed from the premises immediately and their employer will be notified.

If a contractor is suspected to be under the influence of alcohol or other drugs during working hours, the BHRC CEO will be informed and the contractor's employer will be notified that the contractor is to undergo a drug and alcohol screening test.

BHRC will arrange for the contractors employer to arrange for the safe transport to the testing facility. The contractor will not be permitted to return to work until a negative result from a BHRC authorised agency has been submitted. Costs involved in testing will be the responsibility of the contractor's employer.

In the event that the contractor refuses to comply with the request to submit to drug and alcohol screening test, the BHRC CEO will be notified and the consequences of failing to provide a sample will be explained to the contractor. Further refusal to undergo testing will be deemed as a failed screening result and the consequences as stated above will apply.

BHRC reserves the right to terminate the contract at any time after the initial breach.

Isolating Work Areas

Work areas should be temporarily isolated using appropriate controls to prevent unauthorised access. Control methods that should be considered include:

- Barricades
- Signage
- Other markers.

Where a method of isolation is ineffective, an alternate control must be implemented. Please note that 'danger tape' is not a means of physical barricading, it is only a form of warning.

Certificates of Competency

All contractors and their employees must have relevant Certificates of Competency and/or licences for the equipment being used or tasks being performed. Certificates or licences must be kept on site by the contractor for presentation if requested. Where certificate or licensed are not required the contractor should ensure persons are competent.

Electrical Work

Prior to the commencement of any electrical work on a BHRC worksite, all electrical contractors are to provide documentary evidence of a current Electrical Contractors licence as well as licences held by contractor employees to the BHRC Representative.

All contractors carrying out electrical work must comply strictly with Division 6 — Electricity, of the OSH Regulations 1996.

Equipment, Plant and Tools

Electrical

All contractors must ensure that electrical equipment that is stored or handled in a hostile working environment are inspected and tested by a competent person in accordance with Regulation 3.63 - Portable Electrical Equipment Brought to Workplace of the OSH Regulations 1996.

Safe use of electrical equipment includes:

- Items are tested and tagged by a competent person.
- Leads are always supported clear off the ground or floors.
- Leads or equipment is only connected to the nearest power outlet.
- Leads are removed from the power outlet when not in use.
- Leads are protected if passing under doors or through doorways.

Machine Guarding

All tools, machinery or other equipment must be operated with effective guards in accordance with the relevant Australian Standard.

Hand Tools

Picks, shovels, axes, crowbars, hammers, spanners, screwdrivers, etc. must be checked regularly. Use an approved wrist-stop or lanyard to secure the tool if there is a risk of it falling and injuring people below. Where damage or defects are present, the tool shall not be used.

Lasers

Lasers used must conform to Australian Standards. Lasers shall only be used with the following precautions:

- Operators must have completed a recognised course in laser safety
- Up to 3A class lasers only are to be used on any construction site
- Positioned so as not to be at eye level of persons passing by
- Warning signs are erected indicating the use of a laser in the area.

Mobile Mechanical Plant

All mobile equipment (e.g. front-end loaders, dozers, backhoes, forklifts etc.), must have keys removed, blades and buckets lowered onto the ground when not in use. All operators are to provide an appropriate operators certificate for the plant being operated on request to the BHRC Representative

Mobile equipment or vehicles are to be left parked in designated area as instructed by BHRC.

Compressed Air Equipment

This refers to equipment such as scabblers, water/air jets, impact wrenches, grinding tools, etc.

- All compressors shall have a current pressure vessel certificate. Care must be taken when working with compressed air. Remember if compressed air enters the blood stream through a break in the skin it can be fatal.
- Contractors should wear the appropriate personal protective equipment when using compressed air equipment.

Existing Services

If a contractor's work requires any form of interference to any existing building services, you must not commence work until it has been coordinated and approved by the BHRC Representative.

Interference includes temporary disconnection, cut-in or modification to existing services, which include fire, electrical, lifts and hydraulics. In either case the rectification work must satisfy the authorities concerned.

Hazardous Chemicals

There are a large range of hazardous chemicals, stored and used on BHRC sites. Contractors should be aware of this and check with relevant staff in the various departments to ensure that the workplace is safe and, if necessary are removed or made safe before work commences.

Contractors who bring hazardous chemicals or dangerous goods onto the premises are required to have the following:

- A copy of the current Material Safety Data Sheet.
- A copy of the risk assessment relating to use(s) of the hazardous chemical.
- Work procedures required for safe storage, use and disposal.
- Training details of those required to use the chemical.

Traffic Management

Any work that presents a risk to health and safety associated with the interaction of vehicular or powered plant with pedestrians at a BHRC worksite must be managed in accordance with the Traffic Management Guidelines.

Speed limits apply to all BHRC operated sites. These limits must be carefully observed remembering that you may be driving in a shared pedestrian area. Contractors must ensure that their employees operate vehicles with caution and at all times vehicles are required to:

- Observe posted speed limits.
- Operate the vehicle hazard lights, to alert staff of the moving vehicle.
- Give way to pedestrians.

Where necessary, particularly when a vehicle is reversing, if a second employee is present, they should alight from the vehicle and act as an observer aiding the driver to avoid a collision.

Personal Protective Equipment

Contractors shall supply their employees with all appropriate personal protective equipment (PPE) (e.g. hard hats, safety boots, gloves, glasses and clothing) and shall ensure that their employees use it correctly, as required by applicable legislation and codes of practice.

Smoking in the Workplace

To minimise the risks associated with smoking and exposure to passive smoking in the workplace all BHRC sites are smoke free. BHRC aims to provide an environment that is free of all harmful effects of Environmental Tobacco Smoke (ETS) for all BHRC employees, contractors and visitors. Smoking is only permitted in the designated smoking area as sign posted.

Waste

Contractors are to recycle where possible and dispose of all waste correctly.

Contaminated waste, including hazardous, is to be disposed of in accordance with statutory requirements.

REFERENCES

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Quality Management System

FURTHER INFORMATION

- *Occupational Safety and Health Policy – Contractor Management*
- *QMS F-014 Induction Checklist – Contractor Visitor*

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