


	WHS CONTRACTOR MANAGEMENT	Policy #	7.2 / 5
		Issued:	25 July 2018
POLICY		Next review	August 2021

Classification	7. Risk & Safety	Classification:	Administration
First Issued:	11/8/15	Review Frequency:	36 Months
Legislation:	South Australian Work Health and Safety Act, 2012, South Australian Work Health and Safety Regulations, 2012, Local Government Act, 1999		
Relevant Policies:	WHS Policy		
Related Procedures:	WHS Contractor Management Procedure		
Manager Governance	CEO	Signed:	
Adopted by SMT :	20/7/18		

GENERAL STATEMENT

The District Council of Ceduna is committed to achieving a high level of pro-active Work Health and Safety (WHS) management during the application of contracts.

Rationale

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

Policy Detail

This policy specifically addresses these requirements by seeking to:

- Utilise only those Contractors who can demonstrate an appropriate WHS Management System capability that at a minimum meets the Council's policy standards and
- Achieve a specific WHS issues focus, which will optimise safety management for workers contracted by the District Council of Ceduna.

Key elements of the Council's WHS Contractor Management system are:

- (a) A defined process for the selection of Contractors with appropriate WHS controls.
- (b) Consultation, Communication and Coordination process with Contractors.
- (c) Appropriate monitoring by the organisation's employees of WHS systems / work practices undertaken by Contractors.

This policy and its application to Council's contracts does not reduce in any way a Contractor's WHS legislative and statutory obligations nor infers the relationship of employer / employee, master / servant or partnership.

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1 Responsibilities

It is the responsibility of all Council's supervisors and managers to identify and communicate foreseeable WHS risks relevant to the contract work, including any specific WHS requirements of the Contractor undertaking the contract with the Contractor. Reference is made to the WHS Contracting – Selection, Induction and Monitoring section of the WHS Contractor Management Procedure

The Contractor undertaking a District Council of Ceduna contract is responsible for:

- Complying with WHS legislation.
- Cooperating with any safety policies, procedures and information provided by the Council.
- Identifying hazards associated with the work being undertaken and ensuring all identified hazards are managed in accordance with WHS legislation.

It is the responsibility of the WHS & Risk Management Officer and/or the appropriate Supervisor or Manager to review and confirm any technical aspects of the work, to the extent that they have the relevant technical expertise, that need clarification including appropriateness of the risk assessment/JSA/SWMS.

It is the responsibility of Senior Management Team to confirm the Contractor management system is used for work that involves engaging a contractor.

2 Review

This WHS Contractor Management Policy shall be reviewed by the District Council of Ceduna WHS Committee at minimum within Three (3) years of Issued Date (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

3 Review History

Document History		
Version No.	Issue Date	Description of Change
1.0	Oct 2008	New Document, October 2008
2.0	01/08/11	Change of wording in policy statement, modified format in line with One System model, including expanded footer. Changes to responsibilities section, update of legislation section and references. Inclusion of review history section.
3.0	04/05/12	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate
3.1	12/04/13	Insert date for V3.0 in Document history section.
4.0	29/07/15	Changed Minimum time frame from 2 years to 3 years
5.0	31/1/2018	No change