

	WHS Contractor Management Policy	Version No:	6.0
		Issued:	1/12/2022
		Next Review:	Dec 2025

1. POLICY

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

The Council is dedicated to facilitating 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, and
- Facilitating the identification of hazards, risk management, and the appropriate monitoring of the contractors engaged by Council.

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 Council.

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

- A defined process for the selection of Contractors with appropriate WHS controls.
- Consultation, Communication, Co-operation and Coordination process with Contractors.
- Appropriate monitoring by Council's Infrastructure and Operations Manager (and nominated Contract manager/s) of WHS systems/ work practices undertaken by Contractors.

NOTE: This policy and its application to the District Council of Peterborough 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.

2. RESPONSIBILITIES

Council's Infrastructure and Operations Manager (and nominated Contract manager/s) are responsible for communicating with contractor/s regarding foreseeable WHS risks relevant to the contract work. This includes:

- Any specific WHS requirements of the Contractor undertaking the contract.
- WHS and site induction, and
- Monitoring the contractor's work.

The Contractor undertaking work for the Council is responsible for:

- Complying with WHS legislation.

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- Cooperating with any relevant Council safety Policies, Procedures and information provided by the Council, and
- 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 relevant Contract Manager/ Superintendent 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 provided by the contractor.

It is the responsibility of Department Managers to confirm that Council's Contractor management system is used for work that involves engaging a contractor.

3. LEGISLATION

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

4. REFERENCES

ISO 45001:2018 Occupational Health and Safety (OH&S) Management System

LGA Procurement Handbook

DCP Procurement Policy and Procedure

Return to Work SA Performance Standards for Self Insurers (PSSI)

5. RELATED DOCUMENTS

WHS Contractor Management Procedure

Procurement Policy

Procurement Procedure

6. REVIEW

This WHS Contractor Management Policy shall be reviewed by the Council HSC at minimum within three (3) years of issued date or more frequently if legislation or organisational needs change.

The review may include or be initiated by:

- Feedback from managers, workers, HSRs or other stakeholders;
- Legislative compliance;

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- Performance Standards for Self Insurers
- Internal or external audit findings
- Incident and hazard reports, claims costs and trends related to hazardous work; and
- Other relevant information including risk assessments, and SWMS.

Signed:

CEO

Date:

27/3/2023

Chairperson, HSC

Date:

27/3/2023

Document History

Version No:	Issue Date:	Description of Change:
1.0	Oct 2008	New Document, October 2008
2.0	1.08.11	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	4/5/12	Terminology changes to reflect 2012 WHS act and Regulations. e.g. OHS to WHS and employee to worker where appropriate
3.1	12/4/13	Insert date for V3.0 in Document history section.
4.0	29/07/15	Changes to formatting. Changes to reference section. Changed minimum review timeframe from 2 years to 3 years
5.0	31/01/2018	Policy reviewed with minor grammatical changes, logo and numbering updates. Consistent structure/content to other OS policies/procedures.
5.1	01/01/2018	Added WHS to policy title and file name
5.2	19/01/2019	Amended review date
6.0	1/12/2022	Minor formatting and word changes. Job title Works Manager changed to Infrastructure and Operations Manager REFERENCES: Updated Australian Standard 4801 to ISO 45001:2018 Occupational Health and Safety (OH&S) Management System. Added DCP Procurement Policy and Procedure REVIEW : added - including risk assessments, and SWMS