



POLICY DOCUMENT – WHS

12.16.4

Policy Name	WHS CONTRACTOR MANAGEMENT
Policy No.	12.16.4
Version:	6
Responsible Department:	Executive Services
Last Review Date:	28 November 2022
Next Review Date:	28 November 2025
Applicable Legislation:	Local Government Act 1999 South Australian Work Health & Safety Act 2012 South Australian Work Health & Safety Regulations 2012
Related Documents:	WHS Contractor Management Procedure - OSPRO23;
Reference:	AS/NZS ISO 45001:2018 - Occupational health and safety management systems – Requirements with guidance for use LGA Procurement Handbook Return to Work SA Performance Standards for Self Insurers (PSSI)

1. POLICY

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

To facilitate this, Council is dedicated to a contractor management system which provides for the selection of contractors with appropriate safety controls, the exchange of information between Council and its contractors to facilitate 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 Council's policy standards; and
- achieve a specific WHS issues focus, which will optimise safety management for workers contracted by 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 workers of WHS systems and work practices undertaken by Contractors.

This policy and its application to the City of Port Lincoln 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**

It is the responsibility of the appropriate Contract Manager (or delegate) to identify and communicate foreseeable WHS risks relevant to the contract work, with the contractor. This includes any specific WHS requirements of the Contractor undertaking the contract and relevant selection, induction and monitoring responsibilities as outlined in the WHS Contractor Management Procedure.

The Contractor undertaking a Council 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 appropriate Contract 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/Job Safety Analysis/Safe Work Method Statement.

It is the responsibility of all Business Managers to confirm the Contractor Management System is used for work that involves engaging a contractor.

3. **REVIEW**

This WHS Contractor Management Policy shall be reviewed by the City of Port Lincoln WHS Committee at minimum within three (3) years of last review date or more frequently if legislation or organisational needs change.

SIGNED:

Chief Executive Officer

Chairperson, WHS Committee

Date:

Date: