**Contractor Management Policy**

POLICY STATEMENT

As part of our commitment to achieving the principles of health and safety in our workplace, we recognise our moral and legal responsibility to provide a safe and healthy work environment for workers, contractors, customers, and visitors. This commitment extends to ensuring that the operations and activities of contractors and subcontractors are carried out in a manner that does not place the health and safety of any person, property, or the environment at risk of injury, illness, or damage.

SCOPE

References in this policy to **[Club Name]** include references to all entities of **[Club Name].** This policy applies to all **[Club Name]** personnel including, Committee Members, Directors, Officers, Managers, Employees, Contractors, Consultants, Volunteers and Visitors who work for and/or visit the **[Club Name]** venue and facilities.

AIMS AND OBJECTIVES

**[Club Name]** will ensure that all contractors and subcontractors engaged by, or on behalf of, **[Club Name]** are competent and agree to fulfil their WHSE duties in compliance with any Act, Regulation, Code of Practice or Standard that may apply to the work or workplace, and to comply with the **[Club Name]** policies, procedures, standards and instructions at all times.

RESPONSIBILITIES

The **[Club Name]** will ensure that all contractors and subcontractors are provided with and instructed in any work health, safety, and environmental matters, and provide adequate supervision to ensure compliance with company rules.

Contractors and subcontractors must ensure the health and safety of all workers and others in areas under their control, by preventing or minimising exposure to risks associated with their operations or activities. The **[Club Name]** require that contractors and subcontractors will –

* Sign-in and sign-out upon each and every entry and exit from the **[Club Name]** premises.
* Are inducted into the **[Club Name]** WHS system, policies and procedures.
* Provide a compliant Safe Work Method Statement (SWMS) for any high-risk construction work.
* Maintain their workplace in a safe and healthy manner for themselves and others in the area.
* Ensure instruction and supervision from the **[Club Name]** is understood and complied with.
* Communicate regularly with the **[Club Name]** supervisors or project management.
* Adhere to methods of work which are agreed to, and which conform to the SWMS for the work.
* Use safe plant, tools, equipment, and systems of work.
* Ensure that electric power tools and equipment are regularly inspected and tagged in accordance with the relevant inspection standard.
* Ensure that a current Safety Data Sheet is provided and available for any chemicals used.
* Address all hazards, risks, and near-miss events immediately.
* Report any incidents, injuries, illnesses, or diseases to **[****Club Name]** personnel.
* Raise any health, safety or environmental issue concern to **[Club Name]** personnel.
* Ensure that all workers, visitors, and others do not enter a workplace unless properly inducted.

AUTHORISED BY:

**Signed:**  **Position:** CEO **Date:**