**Contractor Management Procedure**

PURPOSE:

Provision of a safe and healthy working environment for all involved at the **[Club Name]**, including contractors and staff.

SCOPE:

This procedure applies to all **[Club Name]** contractors and suppliers that carry out works for the **[Club Name]**, and includes (but not limited to) the provision of the following services:

* Service and maintenance.
* Commissioning.
* Refurbishment.
* Supply of parts.
* Security.
* Repair work.
* Catering and event management.

DEFINITIONS:

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| Contractor | Person(s) or companies working on a service / task for or on behalf of any part of another company, but whose employment is not directly with any part of the business. |
| Worker | A person is a worker if the person carries out work in any capacity for a person’s conducting a business or undertaken. |
| Employee | A contractor or subcontractor; or  An employee of a contractor or subcontractor; or  An employee of labour hire company who has been assigned to work in the person’s business or undertaking; or  An outworker; or  An apprentice or trainee; or  A student gaining work experience; or  A volunteer. |
| HSE | Refers to Health, Safety, and the Environment. |

WHO DOES THIS PROCEDURE APPLY TO:

All suppliers, contractors, labour hire working on the sites or premises of the **[Club Name].**

STATEMENT:

Workplace Health and Safety is both an individual and shared responsibility of all workers, contractors, subcontractors, and visitors to ensure a safe and healthy working environment, so far as is reasonably practicable.

This procedure is for the benefit of all persons working on site at the **[Club Name]** including Employees, Contractors, Visitors and Service Providers involved in any operational or other related activities undertaken at the **[Club Name]**.

In conjunction with this procedure, a series of safe working rules and safe work method statements (SWMS) on specific individual safety and health matters have been established and issued.

PROCEDURE:

This procedure covers the requirements associated with the management and control of contractors, sub-contractors at venues, facilities and racetracks operated by the **[Club Name]**. It addresses the selection and approval of contractors, engagement sub-contractors, conditions of work, inspection of equipment, monitoring of activities and reporting requirements.

**Objectives**

To ensure that all work carried out by contractors and their workers, is controlled to prevent:

* harm to workers arising from the contractor’s activities.
* harm to other people from the contractor’s activities or operations.
* harm to the environment.

CONTRACTOR SELECTION:

As a minimum, all contractors engaged **MUST** submit the following:

* Public Liability insurance of not less than $20 million.
* Relevant licences and certification held by the company for the work being performed.
* Licences and certificates held by workers who will be conducting work, as required.
* Suitable Risk Assessment(s) for the tasks or operations being undertaken.
* Other insurances such as workers’ compensation, professional indemnity and others as requested.

All contractors should be reviewed and approved using the following checklist for competency and due diligence before any works commence:

An approved **[Club Name]** contractors register will be kept and maintained to ensure that all contractors carrying out any works on behalf of the **[Club Name]** have met the minimum requirements, including up-to-date insurances, licenses and training as required.

**Pre-Qualification**

Prior to contracts or work orders being awarded, the responsible worker who is engaging the work must supply the contractor with a copy of the *Contractor Pre-Qualification Checklist*.

The checklist is to be completed by the contractor and returned to the **[Club Name]** employee who is engaging the work for review and approval. It is the **[Club Name]** employees’ responsibility to ensure the selected contractor has submitted all their required documents as per the contractor checklist.

The **[Club Name]** Approved Contractors Register will be updated once the contractor has been reviewed and approved. Once the checklist and required attachments have been reviewed and approved the work can commence.

The Contractor Pre-Qualification Checklist (the checklist) is to be supplied to the contractor by the **[Club Name]** employee engaging the work. The checklist is an effective tool which allows suitable due diligence against obligations under the WHS Act.

The contractor must provide the following information as required on the checklist:

* Company details.
* The nature of the work to be conducted.
* Details of any prosecutions resulting from WHS breaches.
* Details of any high-risk work to be performed.
* Copies of appropriate current licenses / qualifications required of their employees to complete the work.
* Copies of SWMS’ or risk assessments for the work to be performed.
* Copies of current workers compensation insurance; and
* Copies of current public liability and professional indemnity insurances.

Once approval has been obtained, the **[Club Name]** employee engaging the work shall notify the contractor of their acceptance.

Copies of contractor supplied documentation is to be retained on file for record keeping purposes and all approved contractors / suppliers will be added to the approved contractors register. This register will be reviewed and updated on a regular basis to ensure that all approved contractor records are up to date such as insurances etc.

Each approved contractor / suppler will undergo a review and update of their pre-qualification checklist every 12 months.

EQUIPMENT AND MATERIALS:

Contractors who provide their own equipment including plant, shall ensure that the equipment used by their workers is inspected, tested, and calibrated (as required for testing equipment). This includes electrical equipment testing and tagging.

* All portable electrical equipment must have an in-date test and tag sticker clearly displayed on it.
* All calibrated equipment must have an in-date calibration certificate or test record available.
* All plant must comply to the current Australian Standards and have undergone a thorough examination / service within the last 6 months. (Including a suitable plant risk assessment)
* Safety Data Sheet’s (SDS) must be available and current for any chemicals or substances a contractor will be using on site.

All equipment supplied to sub-contractors for use in the undertaking of services shall be maintained in a good condition. Any equipment that is found to be in non-operable condition shall not be used under any circumstances.

INSTRUCTIONS AND TRAINING:

**Contractor Inductions**

Upon arrival contractors are to be met by an appropriate staff member on site (or at the sign in location for the business or tenant the contractor is conducting work). The contractor is to receive a contractor induction, a hard copy of which shall be maintained at each sign in location.

During the induction, contractors are to be supplied with the key information required to allow them to carry out their scope of works safely.

The contractor induction shall include information to cover:

* Emergency management.
* Incident / hazard reporting.
* Electrical safety.
* PPE requirements.
* Permit systems for the site.
* Plant safety and rules including pre-start inspections.
* Site amenities such as toilets, lunchroom etc.
* Hazardous substances (SDS).
* Site potential hazards such as overhead power lines etc.
* General obligations prescribed under the WHS Act.
* Signing In & Out process.
* Generic site safety rules.

Signed contractor inductions are to be retained by **[Club Name]** for a minimum of seven years.

**Note:**

In some circumstances the Principal Contractor on site will conduct site inductions. In this case **[Club Name]** must ensure that all their staff and contractors have undergone and received induction training provided by the Principal Contract.

MONITORING ACTIVITIES:

The Manager responsible for the contractors shall conduct regular monitoring of contractor’s activities to ensure HSE standards are being maintained.

All incidents involving contractors’ personnel shall be reported in accordance with current Health and Safety legislation and **[Club Name]** incident reporting and investigation procedures.

SITE RULES - GENERIC:

* Comply with reasonable direction from the Principal Contractor on site.
* Comply with the site WH&S Management Plan.
* All workers and contractors must complete a site safety induction prior to starting work.
* Do not walk-through barricaded areas or exclusion zones.
* Always keep work areas clean and tidy.
* No smoking on site, unless in designated and signed areas.
* Use personal protective equipment (PPE) as required or instructed to.
* All Staff and Visitors to sign in & out of site.
* No illegal drugs or other substances are permitted on site or are to be consumed on site.
* Report all incident no matter how minor, including Injuries, Hazards, and Near Misses.
* Maintain all site amenities in a clean, tidy, and hygienic state.
* Always follow safe systems of work – such as Risk Assessments / SWMS.
* Place all rubbish in bins provided. Good housekeeping always.

RECORD KEEPING:

**[Club Name]** will ensure that all information generated in relation to the management of Contractors will be recorded and maintained in an appropriate manner:

* Emails will be stored and sorted under the job file.
* Electronic records e.g., will be stored, sorted under the job file.
* Hard copy documents e.g., will be stored in the filing cabinet, under the job file number.
* All induction and training records will be recorded for a minimum of 7 years from job completion date.

DOCUMENT AMENDMENT TABLE:

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PRE-QUALIFICATION CHECKLIST

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| **1. Contractor WHS Questionnaire** | | | | | | | | | | | | | |
| **Company Name:** | |  | | | | | **ABN:** | | | |  | | |
| **Contact Person:** | |  | | | | | **Contact No:** | | | |  | | |
| **Nature of Service / Scope of Work:** | | | | | | | | | | | | | |
| **WHS Prosecutions** | | | | | | **Yes** | | **No** | **N/A** | | **Comments** | | |
| Has your organisation been prosecuted for breaches under the WHS Act 2011?  If yes, does the issue still pose a risk to safety in your organisation? | | | | | |  | |  |  | |  | | |
| **High Risk Activities** | | | | | | **Yes** | | **No** | **N/A** | | **Comments** | | |
| Does your scope of work include any high-risk activities?   * Forklift operation * Asbestos removal * Operation of cranes and hoists * Rigging and dogging * Scaffolding * Working at heights   If yes provide copies of licences / qualifications. | | | | | |  | |  |  | |  | | |
| **SWMS / Risk Assessment** | | | | | | **Yes** | | **No** | **N/A** | | **Comments** | | |
| Have you attached a copy of the SWMS / Risk Assessment for your task? | | | | | |  | |  |  | |  | | |
| **Insurances** | | | | | | **Yes** | | **No** | **N/A** | | **Comments** | | |
| Do you have the following insurances?   * Public liability * Professional indemnity * Workers’ compensation * Work / Vehicle CTP   If yes, please provide copies. | | | | | |  | |  |  | |  | | |
| **2. Contractor Responsibilities** | | | | | | | | | | | | | |
| \*\* Review the responsibilities below and communicate to the relevant employees and sub-contractors | | | | | | | | | | | | | |
| General WHS responsibilities while conducting work on sites & premises:   * If a hazard exists which poses an immediate risk to any person, item of equipment or the environment, work is to cease and report it to your **[Club Name]** contact. * All work conducted by you or one of your employees is to follow the requirements set out within WHS Act 2011 and the WHS Reg 2011. * You are to ensure that your employees are competent and hold the relevant qualifications for the work being undertaken. * Safety devices are not to be interfered with or bypassed. * Report all incidents to your **[Club Name]**contact. * All employees are to present to work in a fit and proper state free from the effects of drugs and alcohol. * Ensure work locations remain in a clean and safe condition throughout the duration of the task. * Your work area is to be clean and free of construction material/waste upon completion of the task.   Plant and equipment are to:   * Be fit for purpose and free from damage or defects which could result in injury, property damage or environmental incident. * Be maintained in accordance with the manufacturer requirements. * All protective guarding is to be in place and not interfered with. * Electrical equipment is to be inspected and tagged and be in a suitable condition for use.   Hazardous substances:   * Safety Data Sheets are to be available for all the chemicals brought onto the site / premises. * Storage containers for chemicals are to be of a suitable nature and capable of properly storing the substance. * Provisions must be in place for spill control. | | | | | | | | | | | | | |
| **3. Declaration** | | | | | | | | | | | | | |
| I hereby declare that the information provided above is accurate and correct.  I agree to ensure that the work to be undertaken is in accordance with my organisations Workplace Health and Safety Management System and in compliance with the direction issued by the Principal Contractor. | | | | | | | | | | | | | |
| Name of person completing this form: | | | |  | | | | | | | | | |
| Signature: | | | |  | | | | | | Date: | | |  |
| Position within company: | | | |  | | | | | | | | | |
| Company: | | | |  | | | | | | | | | |
| **4. [Club Name] Review** | | | | | | | | | | | | | |
| Suitable Contractor: Yes / No  I have reviewed all the information supplied by the contractor and deem them suitable to commence work. | | | | | | | | | | | | | |
| **Name:** |  | | **Signature:** | |  | | | | | | | **Date:** |  |