

UON Health and Safety Guideline: HSG 6.1

Contractor Health and Safety Management



1. Purpose

This document provides guidance for the effective integration of health and safety requirements into contract management activities.

2. Scope

This document applies to the Executive Committee, the Health and Safety Team, and Contract Managers within Faculties, Divisions and organisational units of the University.

3. Definitions

In the context of the Health and Safety Management System Framework:

- (a) **Contract Manager** means the University employee or conjoint responsible for arranging and managing a specific contract for services on behalf of the University.
- (b) **Hazard** means a situation in a University workplace that has the potential to harm the health and safety of Workers or to damage buildings, plant or equipment.
- (c) **Incident** means an unplanned event that caused, or could have caused, illness or injury to a Worker. This includes **near miss** events where no injury or illness occurred.
- (d) An **induction** includes providing information in relation to applicable health and safety policies and procedures, emergency procedures, incident reporting, hazard reporting and other health and safety issues relevant to the areas where the Worker will be working, and includes an **Online induction** and **Onsite induction**.
- (e) **Executive Committee** means the Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer and the Chief Financial Officer.

4. Responsibilities

4.1 Executive Committee

The Executive Committee should ensure appropriate processes are implemented for managing any health and safety implications of engaging contractors to undertake work on behalf of the University.

4.2 Contract Managers

Contract managers should:

- (a) Determine the risk classification for the proposed contract works. See the table in Attachment 1;
- (b) Ensure that health and safety considerations are part of the selection process for the contractor to undertake the work of the contract;
- (c) Determine and ensure appropriate health and safety monitoring of the manner in which the contractor conducts the work is carried out;
- (d) Ensure appropriate health and safety inductions are carried out by the contractor; and
- (e) Ensure details of any incidents and near misses are reported which involve a contractor's worker while carrying out work on behalf of the University.

4.3 Contractor's Company

The contractor's company should:

- (a) Take all reasonable steps to ensure the health and safety of workers who are conducting work for the contract;
- (b) Ensure the provision and maintenance of safe systems of work, safe plant and the safety of any workplace under the contractor's management or control;
- (c) Provide such information, instruction, training and supervision to its workers as are necessary to ensure that the services are provided in a manner that is safe and without risks to health;
- (d) Take all reasonable steps to ensure that any sub-contractors engaged by the Contractor's Company to conduct work on its behalf, comply with the agreed health and safety requirements for the work; and
- (e) Notify the UON Contract Manager of any accident, incident, injury, property or environmental damage which occurs during or associated with the provision of the services.

4.4 Health and Safety Team

The Health and Safety Team should:

- (f) Provide advice and support to Contract Managers where required to determine the health and safety risk controls to be implemented for the contract work; and
- (g) Assist with monitoring contractor compliance with agreed health and safety risk controls through review of incidents and on-site inspections and audits.

5. Guidelines

5.1 Contract Classification

When planned work requires the services of a contractor, the Contract Manager is responsible for classifying the risk associated with the works to be undertaken as High, Medium or Low using the Table in Attachment 1.

This may assist to determine the risk controls that should be implemented and the level of health and safety management competency required from the contractor.

5.2 Contractor Selection

- (a) The Contract Manager should review the capability of the contractor to undertake the work with regard to any health and safety requirements that have been determined based on the nature of the work.
- (b) The selection criteria for contractors will take into account the following:
 - (i) Currency of any licences or registration required for the work to be performed;
 - (ii) Currency of relevant insurances, e.g. evidence of workers compensation and public liability insurance;
 - (iii) The contractor's history of health and safety performance;
 - (iv) Submission of a site specific health and safety plan for major contracts and / or WHS Management Plan for Principal Contractors that includes how health and safety will be administrated and how the hazards of the job will be managed which includes copies of the relevant documents e.g. Job Safety Analyses (JSA), Standard Operating Procedures (SOP) and Safe Work Method Statements (SWMS);
 - (v) The ability of the contractor to have the work conducted by trained and competent employees.

- (c) Contract Managers should provide information to potential contractors on UON specific health and safety procedures which they would be required to comply with during the contract;
- (d) A list of approved contractors should be maintained by IFS and by other areas where contractors are engaged for specific work relevant to their area.

5.3 Contractor Induction

- (a) Inductions should be provided by the Contract Manager to the contractor before the commencement of any work. The classification of the contract and the areas where work will be undertaken will determine the level of Induction to be provided. See the Table in Attachment 1.
- (b) Induction should include as a minimum:
 - (i) Completion of the online induction module for contractors;
 - (ii) A specific onsite induction which includes all of the areas on the University campus where work will be conducted. This induction should include:
 - (A) Relevant known hazards in the work area;
 - (B) Applicable site procedures which must be followed e.g. Standard Operating Procedures (SOP), Safe Work Method Statement (SWMS) and permits to work;
 - (C) Hazard and incident reporting procedures;
 - (D) Emergency procedures and fire protection; and
 - (E) First aid arrangements;
- (c) All induction attendance and training should be documented by the Contract Manager and records kept in the contract file.

5.4 Monitoring Contactor Health and Safety On Site

It is the responsibility of the Contract Manager to determine the appropriate level of oversight required for the contract work being undertaken with reference to the Contract Classification Table in Attachment 1.

For ongoing contract work e.g. electrical and plumbing services, periodic inspection e.g. quarterly is appropriate to monitor whether the contractor continues to meet the expected safety requirements.

For high risk work and major construction projects, regular monitoring of the contractor's health and safety performance should be conducted by the Contract Manager. Health and safety performance monitoring can include:

- (a) Conducting inspections to observe compliance with health and safety procedures;
- (b) Reviewing health and safety documentation (e.g. inspection and Incident reports);
- (c) Contract review meetings with minutes maintained to record health and safety discussions; and
- (d) Discussing any non-compliance with health and safety procedures to identify the reason for the lapse, and review and confirm that corrective action has been implemented.

6. References

[UON Health and Safety Management System Framework](#)

[UON HSG 2.2. Roles and Responsibilities](#)

[UON HSG 4.1 H&S Risk Management](#)

[UON HSG 5.2 Inductions](#)

[UON HSG 7.1 Incident Notification and Investigation](#)

7. Attachments

1. Contract Classification Table
2. Contractor General Pre-Selection Checklist

Attachment 1. Contract Classification Table

CONTRACTOR CLASSIFICATION TABLE		
Section A: Contract Works Risk Classification – What class if risk is involved with the contract work?		
High Risk	Medium Risk	Low Risk
<p>Applies to high risk work such as, but not limited to, activities listed below:</p> <ul style="list-style-type: none"> Hot work (e.g. oxy, grinding, etc.) Working in confined spaces/restricted areas.. Working at height. Working with gas or electrical work (excluding normal use). Use of hazardous substances (excluding UON use). Excavation work. Grounds/gardening work. Use of load shifting equipment and other mobile plant e.g. tractor, mower. Work with boilers and/or pressure vessels. Use of scaffolding, dogging, or rigging. Mechanical repair/servicing of machinery, vehicles. Construction or refurbishment. Demolition work or removal of asbestos. <p>If the answer is 'no' the contract is <u>not</u> HIGH RISK – proceed to Medium Risk section.</p>	<p>Applies to medium risk work such as, but not limited to, activities listed below:</p> <ul style="list-style-type: none"> On site admin support > 2 weeks. IT technicians involved in cabling works. Small maintenance or refurbishment job with hand held power tools. Entertainers with equipment (e.g. bands). Cleaners. Caterers. <p>If the answer is 'no' the contract is <u>not</u> MEDIUM RISK proceed to Low Risk section.</p>	<p>Applies to low risk work such as, but not limited to, activities listed below:</p> <ul style="list-style-type: none"> On site admin support of 2 weeks or less. Photocopy repair. IT technicians providing desk side support. External Consultant on site. External auditor(s) on site. Single task with supervision and no power tools. Presenters for seminars/meetings. Basic delivery persons (e.g. equipment, stationary). <p>If the answer is 'yes' the contract is classified as <u>LOW RISK</u> proceed to Section B.</p>
Section B: Minimum H&S Requirements <u>prior</u> to work commencing (Objective evidence to be maintained)		
High Risk Requirements	Medium Risk Requirements	Low Risk Requirements
<p>UON controlled sites:</p> <ul style="list-style-type: none"> Tender & Contract docs completed where appropriate JSAs or safe work method statements received from contractor. Licence and qualification details provided. Contractor insurance details provided. Contractor evaluation completed. On line and area specific induction completed. Sign in and/or receive relevant pass. <p>Contractor controlled sites:</p> <ul style="list-style-type: none"> Tender & Contract docs completed where appropriate Evidence of adequate safety management system received from contractor. Contractor insurance details provided. Contractor evaluation completed. 	<p>UON controlled sites:</p> <ul style="list-style-type: none"> Tender & Contract docs completed where appropriate. Sign in and/or receive relevant pass. Online and specific area induction completed. Complete/provide Job Safety Analysis (JSA) or safe work method statements for contractor controlled work where required. <p>Contractor controlled sites:</p> <ul style="list-style-type: none"> Tender & Contract docs completed where appropriate. Evidence of adequate safety management system received from contractor where appropriate. Contractor insurance details provided. Contractor evaluation completed. 	<p>UON controlled site:</p> <ul style="list-style-type: none"> Tender & Contract docs completed where appropriate. Visitor induction (e.g. signs in and receive site visitor pass and instruction). Attend area specific induction if going to be a repeat visitor and low levels of supervision apply. <p>Contractor controlled sites:</p> <ul style="list-style-type: none"> Tender & Contract docs completed where appropriate. Evidence of adequate safety management system received from contractor where appropriate. Contractor evaluation completed.
Section C: Contractor Supervision Requirements (Objective evidence to be maintained)		
High Risk Requirements	Medium Risk Requirements	Low Risk Requirements
<p>UON controlled sites:</p> <ul style="list-style-type: none"> Monitoring of contractor to ensure H&S requirements are met. 'Permit to Work' requirements maintained. Scheduled meetings with contractor(s) as required. Incident management follow up as required. Retain relevant records. <p>Contractor controlled sites:</p> <ul style="list-style-type: none"> Scheduled meetings with contractor(s) as required. Site check or audit of contractor to ensure H&S requirements are met Incident management follow up as required. 	<p>UON controlled site):</p> <ul style="list-style-type: none"> On site monitoring of contractor to ensure that H&S requirements are met. General monitoring as required throughout the course of contract works. Incident management follow up as required. Retain relevant records. <p>Contractor controlled sites:</p> <ul style="list-style-type: none"> Scheduled meetings with contractor(s) as required. Site check of contractor to ensure H&S requirements are met. Incident management follow up as required. 	<p>UON controlled site):</p> <ul style="list-style-type: none"> Appropriate visitor supervision provided. Incident management follow up as required. Retain relevant records.

Attachment 2. Contractor General Pre-Selection Checklist

CONTRACTOR DETAILS:	
Company Name:	ABN No:
Address:	Phone Contacts:
Description of Contract:	
Period of Contract From:	To:
HEALTH & SAFETY (H&S) REQUIREMENTS	What evidence is there to demonstrate conformance and where is it located in the attached documentation
1 H&S Policy & Management Commitment	
1.1 Do you have a current H&S Policy?	
1.2 Does the policy include commitment to comply with H&S legislation?	
1.3 Is the policy signed by senior management?	
2 Duties & Responsibilities	
2.1 Who will be in the Site Management Team?	
2.2 What are their duties and responsibilities in regards to H&S?	
3 Legislation	
3.1 Provide a list of the H&S Legislation relevant to this project	
4 Hazard Identification & Assessment	
4.1 Provide a list of the hazards relevant to this project	
4.2 What are the risks associated with these hazards?	
4.3 How will the risks be controlled?	
5 Incident Reporting & Investigation	
5.1 What are the procedures for reporting and investigating incidents? Provide details of H&S incidents over the past 3 years.	
5.2 Provide details of any prosecutions that have occurred in relation to Health & Safety	
6 Emergency Procedures	
6.1 What are the procedures for emergency preparedness?	
6.2 How have employees been made aware of the emergency procedures?	

7 EHS Induction & Training	
7.1 What is the procedure for induction of new and transferring employees?	
7.2 What are the induction procedures for sub- contractors?	
8 Consultation	
8.1 How are employees consulted on H&S?	
9 Safety Inspections	
9.2 What is the procedure for conducting site safety inspections?	
10 Sub-Contractors	
10.1 Will sub-contractors be used on this project?	
10.2 What procedures are in place to manage & supervise Sub Contractors?	
11 Insurance & Licenses	
11.1 Provide details of insurances	
11.2 Provide details of licenses, certificates and tickets required the work	
12. Completed By (For Contractor):	Date:
13. Approved By (For UON):	Date: