

Procedure: OHS CONTRACTOR MANAGEMENT

1. Purpose

This procedure outlines the occupational health and safety (OHS) requirements for the management of contractors engaged to perform tasks or services for Greater Shepparton City Council (GSCC).

2. Actions Required

- Determine the OHS requirements for the task or service
- Request, receive and evaluate contractors OHS systems or processes
- Audit and monitor contractors OHS compliance.

3. Objective

- To ensure work sites and activities controlled by contractors are safe places of work
- Ensure effective record keeping of contractors OHS compliance.

4. Definitions

My Safety – Council’s Safety Management System

JSA-Job Safety Analysis

CONTRACTOR: - A company, person or an organisation, their employees and or a nominated representative engaged to supply goods or services

GSCC - Greater Shepparton City Council

IPROLIVE - Greater Shepparton City Council’s online contractor Preregistration program

PREREGISTERED - The status achieved by supplying all the information and documentation to satisfy a pre determined criteria

PSMP - Project Safety Management Plan (This is a “Contract Specific” Plan)

RESPONSIBLE OFFICER - A GSCC employee who is responsible, in part or completely, for the engaging and management of a contractor

WORKER - A person who carries out work in any capacity for GSCC.

5. Responsibility and Authority

Director

- Establish appropriate responsibilities and accountabilities for OHS compliance to all levels of management
- Ensure adequate consultation with workers regarding health and safety issues
- Ensure adequate budget resources are provided to implement effective contract management
- Ensure that effective systems and procedures are implemented to manage contractors.

Managers, Supervisors, Responsible Officers

- Identify risks associated with the engagement and use of contractors in areas of responsibility
- Establish appropriate responsibilities and accountabilities for OHS compliance
- Ensure that effective systems and procedures are implemented to manage contractors
- Comply with GSCC Procurement Guidelines

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- Evaluate the contractor's safety management system
- Ensure effective OHS planning, monitoring and reviewing of all work involving contractors from the tender process through to completion of the work
- Ensure breaches of OHS legislation are addressed immediately with the contractor or sub contractor
- Use only contractors and their employees that have successfully completed the Online General OHS induction or who have completed a General OHS induction provided by a GSCC employee
- Ensure that contractors adhere to OHS requirements and any non compliance issues are addressed
- Ensure contractors carry out their work in accordance to their OHS Management Plan or work under GSCC Safety Management System (My Safety) and compliance with all appropriate procedures
- Ensure effective communication with contractors.

Contractors and their Employees

- Supply GSCC with all required evidence of an effective safety management system or processes
- Work in a safe manner and not put themselves or others at risk
- Apply the safety management system as provided to and evaluated by GSCC responsible officers
- Comply with all relevant Federal and State legislation and GSCC My Safety Policies and Procedures requirements

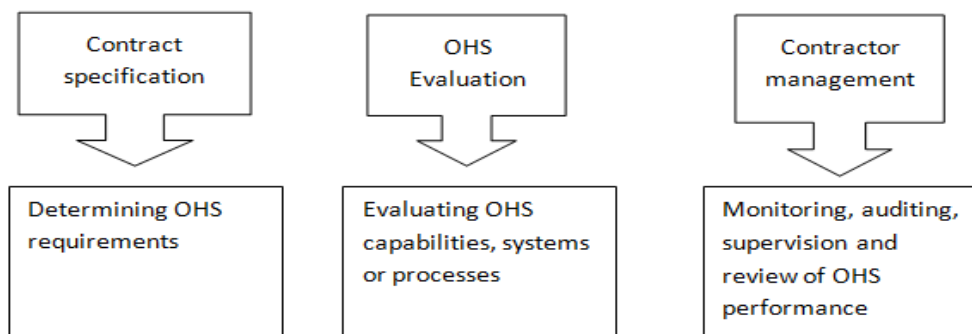
6. Procedure

Contractors engaged by GSCC are required to have a clear understanding and commitment to their OHS obligations and responsibilities when fulfilling a contract.

The GSCC Responsible Officer that engages a contractor is required to ensure OHS obligations are identified, monitored and reviewed:

- through the selection process
- prior to and during works and in
- Post project reviews.

There are three important stages for effective OHS management of contractors.



Determining OHS Requirements

The classification of works will determine GSCC's OHS requirements of a contractor's to perform the required works.

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Classification of Works

Considerations that affect the classification of the work include the value, required expertise, the type and quantity of hazardous activities, project timeframes, number of stakeholders and political implications.

The classifications of works are:

- Major - Works valued at \$200k (Inc. GST) and above or as determined by Prince 2 'Project Ready Reckoner'
- Medium - Works valued between \$50k-\$200k (Inc. GST) or as determined by Prince 2 'Project Ready Reckoner'
- Minor - Works valued at \$50k (Incl. GST) and below or as determined by Prince 2 'Project Ready Reckoner'
- Emergency (as defined by Section 186 Local Government Act 1989) - Works which may be urgent and usually of a short duration or one-off nature and may contain multiple hazardous activities.

Major and Medium Works

Contractors performing Major or Medium works must be successfully preregistered with IPROLive.

Refer: Flow Chart 1 as appended.

Although specific information on contractors OHS systems may be supplied through IPROLive, there will be still a requirement of the contractor to supply specific documentation as per schedules contained within contracts.

These must include items such as:

- Risk assessment of works to ensure all risks are identified and controlled
- Legislative compliance
- Safe work method statements (SWMS) of specific tasks with identified hazards
- SWMS for any hazardous activities to be supplied
- Site safety plans
- Site emergency plans.

Project Safety Management Plan (PSMP)

The Responsible Officer must ensure that all OHS requirements in relation to the works have been included in the PSMP.

The contractor's PSMP must include, as a minimum:

- OHS roles and responsibilities
- Compliance to appropriate Legislation, regulations, Codes of Practice, GSCC Safety Procedures and Industry Standards
- Contractor is licensed for the relevant activities and employees have appropriate competencies and licences required for the contract works
- Contract specific risk assessment, aligned with the scope of works
- SWMS for high risks tasks
- Information addressing contractor's approach to the management and or maintenance of:
 - Plant and equipment
 - Hazardous substances
 - Training and induction
 - Consultation

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- Accident / incident reporting
- Hazard identification and reporting
- First aid and emergency responses
- Work site OHS audits.

Preregistration

With regard to OHS, preregistration requires the contractor to provide information and documentation of a contractor's safety management systems. Preregistration is a checklist of a contractor's integrated management systems, technical resources, licences and competencies.

Contractors tendering for any major, medium or on site works for GSCC are required to be preregistered through IPROLive. Contractors are required to upload documents into the IPROLive site and when all set criteria are met the contractor will be deemed to qualify for Preregistration. Documents such as licenses or permits that must be annually renewed are required to be uploaded annually.

NB: IPROLive does not evaluate the contractor's competence or capabilities to execute the submitted safety management system.

Minor Works

For works to be considered minor works, the activities performed will be of low to medium risk only. Minor works may be performed by contractors that are not preregistered, however they must demonstrate effective safe practices and provide appropriate documentation for any occasional high risk activities that are performed.

Emergency Works

Emergency works may be performed by contractors that are not preregistered if they provide appropriate documented procedures on any high risks activities, for GSCC RO evaluation.

Refer

Flow Chart 2 as appended.

Consultants

Work performed by consultants engaged by GSCC would generally be considered low risk, however appropriate control measures for activities that may be considered hazardous must be in place.

The 'Contractor Site Induction and OHS Evaluation Form' is a useful tool for the evaluation of the OHS requirements and emergency works to determine:

- Relevant hazards associated with the works
- Risks have been appropriately assessed in terms of potential for injury and damage.

7. Evaluation of Provided Safety Systems Or Processes

Major and Medium Works

Requirements in this process include:

- Evaluation of completed tenderer's OHS System Questionnaires
- Examination of tenderer's PSMP's or OHS management system
- Clarification of particular issues with tenderer and areas where more information is required, so the GSCC RO can be satisfied that the tenderer can perform.

The GSCC RO is to determine that the tenderer is able to demonstrate the active implementation and operation of their OHS management system by reviewing tendered records including:

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- Health and safety audits: copies of completed audit reports, details of audits undertaken
- Hazard inspection records: copies of completed hazard inspection reports showing corrective actions to be undertaken
- Plant maintenance and inspection records: evidence of completed maintenance logs, prestart daily safety inspections, risk assessment reports
- Safety meetings: evidence of minutes of meetings, meeting schedules, personnel involved
- Accident investigation: evidence of completed accident investigation reports
- Training: records of health and safety training, competency certificates.

Minor Works and Emergency Works

Although minor works may be performed by contractors that are not preregistered or have a less formalised safety management system the evaluation of contractor's safety practices is required by the GSCC RO to identify:

- Relevant hazards associated with the works
- Risks have been appropriately assessed for likelihood and consequence of potential injury and damage
- Proposed control measures are adequate and can be supported by relevant documentation.

Contractors without their own safety management system are required to have knowledge of, and apply, relevant CoGSAFE OHS policies and procedures.

8. Contractor Management

Induction of Contractors

Contractors engaged by GSCC are required to have a clear understanding and commitment to their OHS obligations and responsibilities.

All contractors, contractor's employees and sub contractors must have completed a General OHS Induction and have been informed on the standard of safety required before performing any works/services for or on behalf of GSCC.

This induction can be completed either online or in person and must be provided:

- Prior to works for GSCC
- To all employees of a contractor that will perform works on a GSCC work site
- Any Sub-Contractors engaged that will perform works on a GSCC work site
- Annually by contractors.

Online Induction

A General OHS Induction must be completed online. On successful completion of the online induction, contractors and their employees will be issued with GSCC induction card, which must be carried and presented when requested in all GSCC worksites.

Instructions:

1. Open Web Browser to the website – www.inductme.com.au/necci
2. Enter the Course Code – **necci101**
3. Press the Start Course button and follow instructions

The GSCC can also provide contractors with the Contractor Handbook and 3 Fold Handout prior to works. (Not a required process for contractors who have completed the Online Induction)

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In Person Induction

The GSCC RO may complete a documented paper based Occupational Health and Safety induction with contractors engaged to perform works for GSCC, if an online induction is not possible before works.

Contractors are to be inducted and provided with the Contractor Handbook and 3 Fold Handout and the signed Induction Form Trimmed.

Refer:

- M12/50270: Contractor Induction / Job Safety Analysis
- Contractor Handbook Trim M11/48903
- 3-Fold Handout Trim M10/103600

As a paper based induction does not provide the contractor with an “induction card”, contractors will be required to complete the online induction, if any future works are to take place.

Work Site Induction and monitoring of Contractors

A General OHS Induction does not take the place of a site specific Induction.

A Site specific induction, hazard identification and monitoring of contractors, is still a fundamental requirement and must be appropriate to the scale and risk of the contractor’s activities.

Sites requiring an onsite induction will be identified by the GSCC RO ascertaining through use of a risk assessment, hazard Calculator or in the PSMP and taking into account:

- Scope and complexity of works
- Type of identified hazards
- Length of contract
- Interaction with all persons both in and around the works
- The level of monitoring and supervision required

Major and Medium Works

Guidelines for site induction, monitoring and supervision may be outlined at contract start up or handover. The GSCC RO shall ensure this includes:

- Suitable systems and procedures are in place and the worksite is appropriately established
- Evidence of:
 - Incident reporting and procedures
 - Plant maintenance and inspection records and pre start check lists.
 - Evidence of staff and sub contractor inductions or tool box meetings
 - Site OHS employee communication procedures.
- High risk or complex activities are monitored and appropriately documented
- Conformance with safe work procedures and risk assessment control measures
- OHS communication and reporting systems operate at the worksite
- Emergency procedures and personnel are documented and are in place
- Only activities specified in the scope of work take place.
- Any variation or additional work requires the scope to be updated or a new scope of works to be developed and risks to be reviewed.

Minor Works, Emergency Works and Regular Maintenance

Minor works, emergency works and regular maintenance works, may be of a short duration, making site induction and monitoring difficult.

GSCC RO’s that engage contractors to perform minor or regular maintenance works must ensure all activities have been assessed using the Job Specific Assessment (JSA) and that appropriate, acceptable control measures are in place for all hazardous activities. Documented control measures provided by contractors, are to be assessed and trimmed as evidence of agreed safe systems of work.

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Compliance to provided safe methods of work is to be monitored. This may not occur on a job by job basis, but documented evidence of regular monitoring must be trimmed.

Use of Remote Location Induction

Where works and work site are deemed to be low risk, the site induction process may be accomplished by providing contractors with a Remote Location induction Sheet. Developed by Branches for specific sites to advise contractors of any hazards or emergency procedures.

Refer: M12/1260494 Remote Location Induction.

Contractor Auditing

GSCC RO must conduct regular safety audits as necessary to ensure compliance to:

- Health and Safety legislation, Regulations and Codes of Practice
- Health and Safety requirements outlined in contract documents
- Contract specific health and safety requirements as detailed in the Risk assessment and Health and Safety Plan prepared by the Contractor.

Safety Non-Compliance by Contractors

GSCC employees have a responsibility not only to ensure work performed by them is carried out in a safe manner, but to ensure a safe work place for everyone, by reporting any unsafe acts by contractors that may have been sighted.

GSCC employees believing a contractor to be operating in an unsafe manner must:

- Report actions witnessed to the contractor’s GSCC RO and allow the contractor to appropriately address issues raised, and provide where required, appropriate corrective actions or responses.
- Directly report any actions if there are persons in **immediate danger** by:
 - Not placing themselves in danger and abiding by all access restrictions to work sites/construction zones.
 - Make any reports via the site office or site Manager and then to the contractor’s GSCC RO or where neither exists,
 - Verbally to the contractor involved, if safe to do so, and then to the contractor’s GSCC RO.

Issuing of Non Compliance

The GSCC Responsible Officer, sighting or receiving notification of a contractor operating in an un safe manner, must issue a non-compliance notification and is responsible for ensuring the contractor provides appropriate corrective actions where required.

Documented reports of non-compliance provides

- Evidence a Due Diligence process has occurred by GSCC RO and
- Reports for any post project reviews or contractor safety history

Refer:

- M10/103303 - Contractor OHS Inspection Report
- M12/50270 - Contractor Induction / Job Safety Analysis
- M10/103301 - Non-compliance notification form
- M12/44830 Job Safety Analysis (JSA)

Forms should be Trimmed within appropriate sub container 46/544/0025 and alternative containers within own Directorate.

Contractor Responsibilities

Contractors shall ensure that at all times:

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- Sufficient financial and physical resources are allocated to ensure the effective implementation of the contractor’s health and safety requirements
- Comply with all relevant state and federal laws, regulations, codes of practice and Australian Standards and GSCC Policies and Procedures.
- Appropriately qualified personnel are engaged to ensure the effective implementation of the contractor’s health and safety requirements
- Procedures are in place for the systematic identification of workplace hazards, evaluation of their risk and implementation of controls
- Emergency procedures are in place appropriate to the level of risk posed by the contractor’s activities
- Procedures are in place and implemented for health and safety information, training and induction procedures of all personnel
- Compliance with any reasonable direction given by the nominated GSCC RO
- Personnel are held accountable for their health and safety responsibilities
- All plant, equipment and tools are properly maintained and in good working order
- Procedures are in place for the reporting of hazards and incidents and for prompt response to investigate and rectify them.

An “OHS SUBBYPACK” for contractors is available from their GSCC RO to assist them to develop and implement their own safety management system if required.

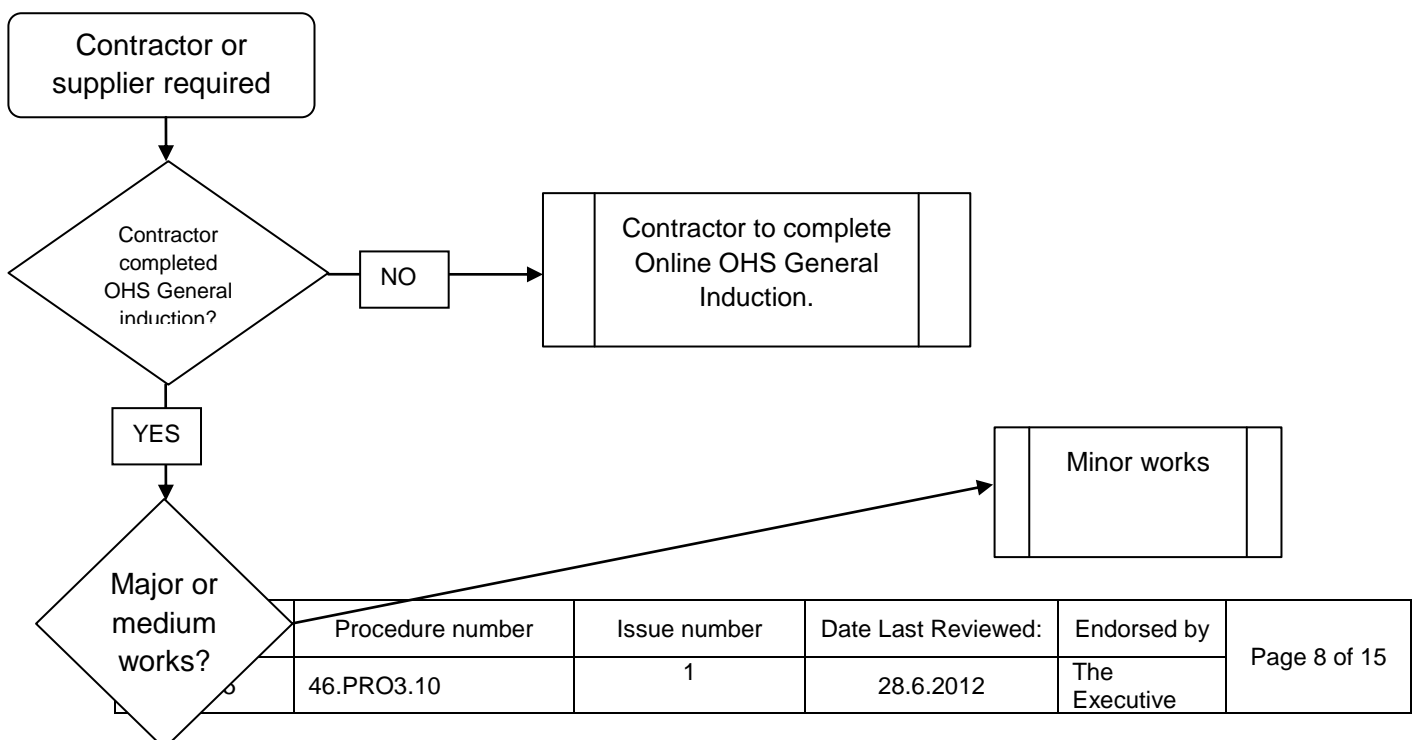
Completion of Works

Reports of contractor’s OHS compliance must be included in Post project review reports, completed audits or JSA (post works review section), together with any OHS non-compliance forms given to contractors during works must be **alternatively** trimmed in:

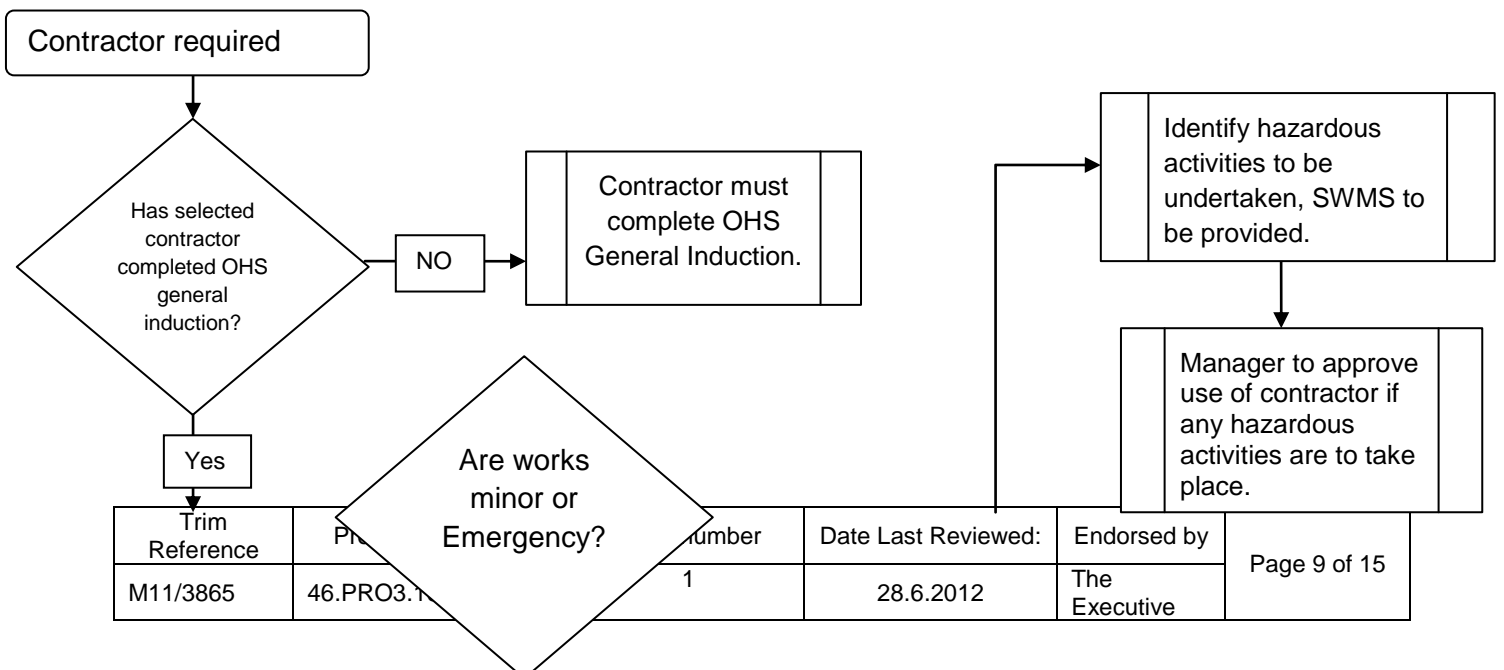
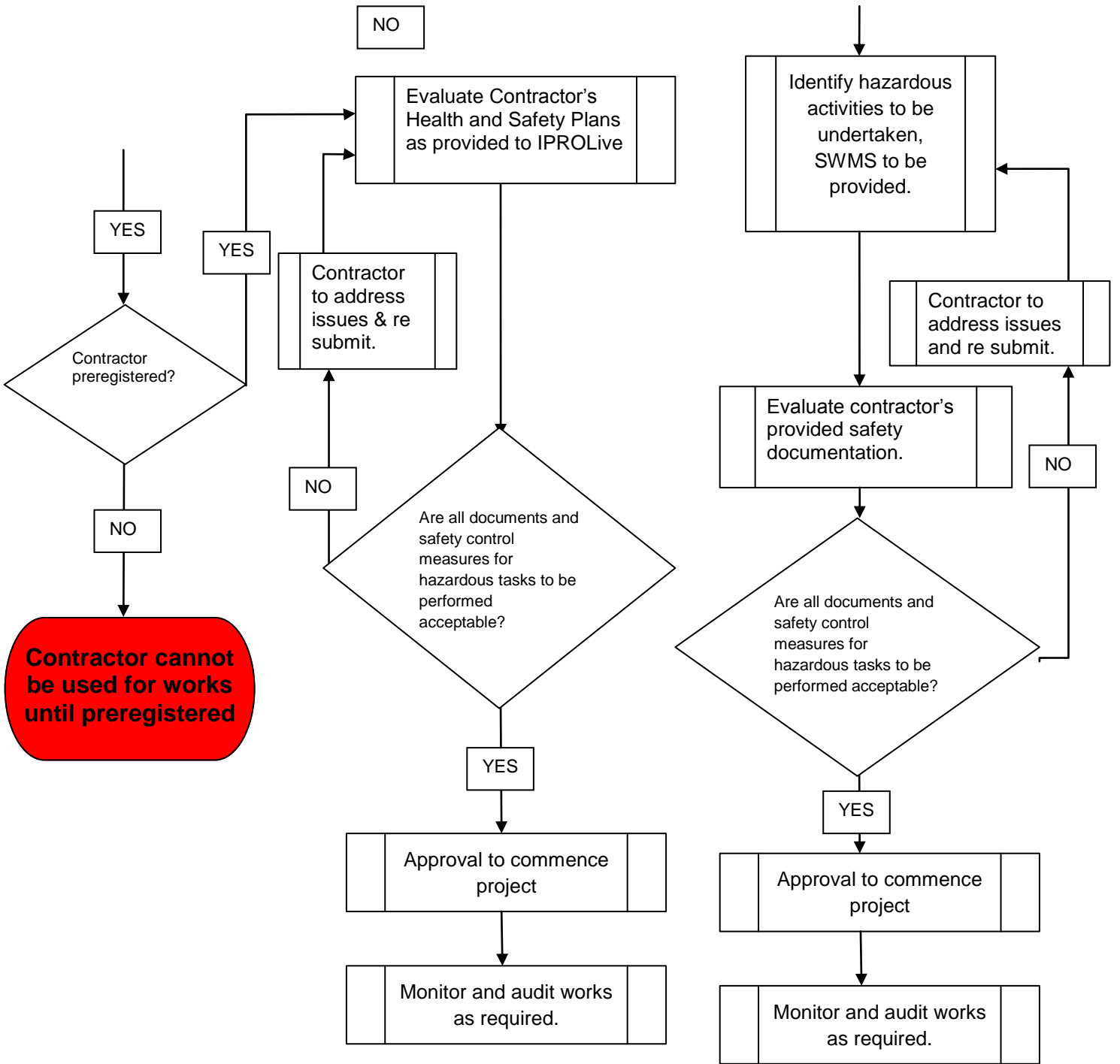
- 46/544/0025 Human Resources - Occupational Health & Safety (OH&S) - Contractor Management

Refer

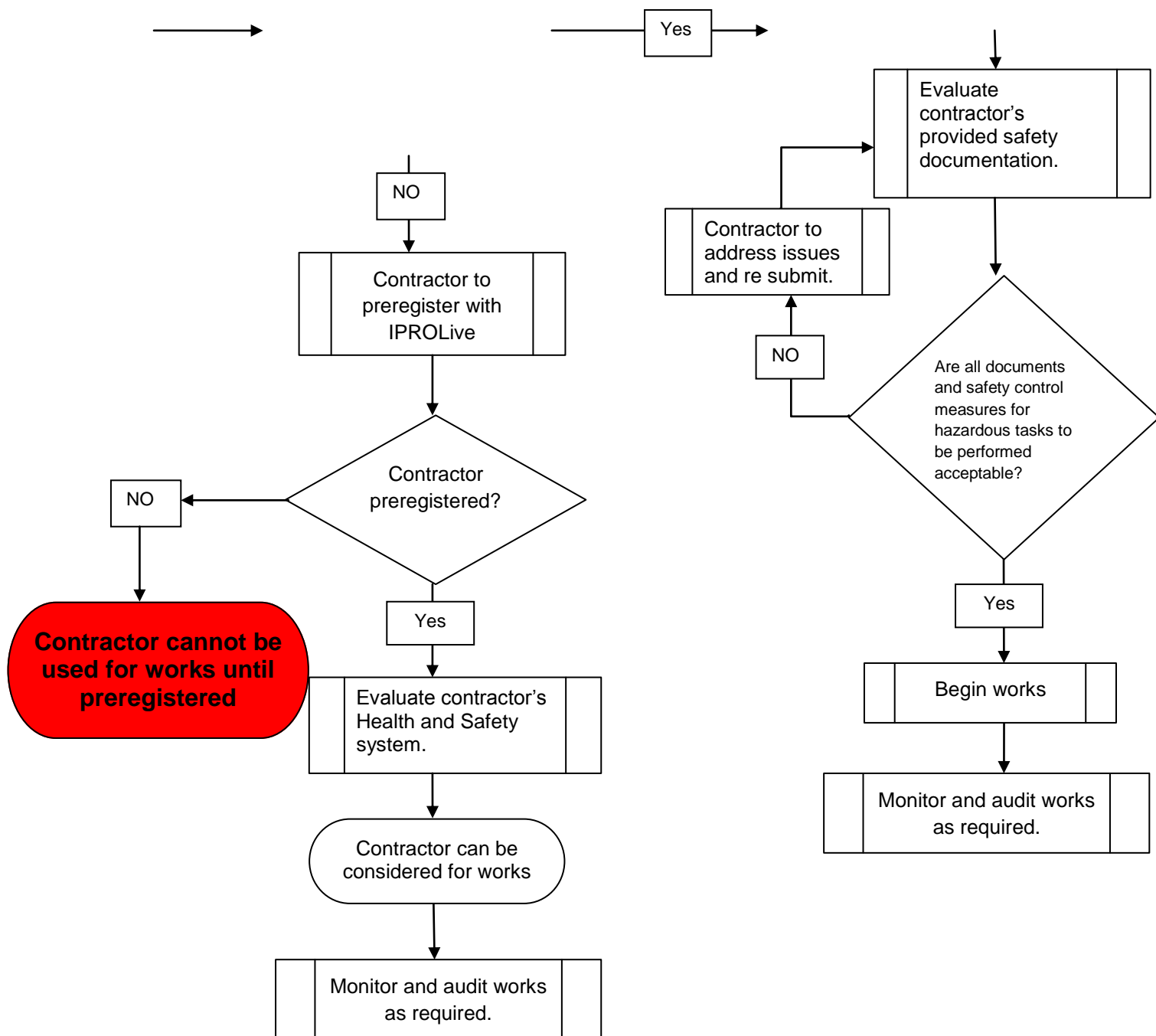
- Contractor OHS Audit – Trim: M10/103303
- Non Compliance Notification Form – Trim: M10/103301
- Contractor Induction / Job Safety Analysis-Trim:M12/50270



Engagement of preregistered contractors Appendix 1



Engagement of contractors not preregistered Appendix 2



9. References

- *Victorian Occupational Health and Safety Act 2004*
- *Managing Contractor Health and Safety Risks Guidelines for Local Government*

10. Related OHS Procedures And Documents

- M11/51220: OHS Subby Pack
- M10/103600: Induction Handout for Contractors 3 fold (Attachment 1)
- M11/48903 Contractor Handbook
- M10/103301: Non Compliance Notification Form (Attachment 2)
- M10/103303: Contractor OHS Audit (Attachment 3)
- M08/2583: Notifiable Incident Form WorkSafe
- M12/50270 Contractor Induction / Job Safety Analysis (Attachment 4)

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Attachment 1 (For complete form refer Trim)

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Induction Handout

The Greater Shepparton City Council Responsible Officer (G SCC RO) to contact for any issues is:

GSCC RO Name: _____

Contact phone number _____

Description of Works _____

FIXED PLANT WORKS

- Tag out procedures are to be in place before operating on any plant items.
- Appropriate manual handling aids used for heavy and awkward items
- Worksites are to have appropriately barricaded safe route areas for pedestrians

USE OF SUB CONTRACTORS

- All sub contractors must be inducted to work site
- All sub contractors must be provided with Induction Handout
- All sub contractors are to abide by all approved safe systems of work

HIGH RISK CONSTRUCTION WORK

- Any high risk construction work as per WorkSafe definitions may only take place when GSCC has been provided with appropriate Safe Work Method Statements

WorkSafe Notifiable Incidents

Notification is required as soon as you become aware of the incident that results in:

- Death or serious injury.
- They include, but are not limited to, incidents that result in a person requiring:
 - Medical treatment within 48 hours of exposure to a substance
 - Immediate treatment as an in-patient in a hospital
 - Immediate medical treatment for:
 - amputation- serious head injury- serious eye injury- separation of skin from underlying tissue- electric shock- spinal injury
- Loss of bodily function- serious lacerations

GSCC RO is to be notified

Telephone WorkSafe on 132 360

SLIP AND TRIP HAZARDS:

- Contractors are required to keep good housekeeping in worksites at all times.
- Worksites are to be kept free of rubbish and waste materials and trip hazards.
- All possible trip hazards caused due to use of plant or equipment must be appropriately addressed

ELECTRICAL SAFETY:

- All leads and tools used are to carry a current test and tag in accordance with industry standards.
- Damaged tools and electrical leads are to be "tagged out".
- Residual-current devices must be fitted to all Power boards, multiple plug boards
- Temporary construction switchboards must comply with all relevant regulations
- All electrical work is to be undertaken only by qualified personnel

CHEMICAL USE:

- Current MSDS for all chemicals used are to be retained on site and available at point of use
- Hazardous Substances are to be used, stored and disposed of in accordance with all relevant legislation

EMERGENCY PREPAREDNESS

- Emergency procedures and personnel are to be in place to manage all identified emergency situations
- An appropriately trained First Aid Officer and appropriate first aid kits are to be available on site
- Appropriate and effective emergency procedures must be in place for all workers performing tasks in isolation or without support systems

HAZARDOUS ACTIVITIES AND ASBESTOS DISCOVERY

- All manual handling activities are to be identified and appropriate control measures in place
- Appropriate risk assessments are to be conducted prior to works, to identify hazards.
- Identified hazardous activities are to have appropriate documented control measures in place
- Appropriate PPE to be worn when required at all times
- Does the asbestos register need to be checked? Are there going to be demolition that may expose asbestos?
- GSCC RO is to be notified of any asbestos discovery

NOISE AND VIBRATION

- Appropriate measures are to be in place to identify and reduce/control worker exposure to excessive noise and vibration
- Appropriate PPE to be worn when required at all times

Important Phone Numbers	
Fire/Police/Ambulance	000
Poisons Help Line (24hr)	131-126
Dial Before You Dig	1100
Powercor	132-412
G.V. Water	1800 454-500
Gas	1800 676-300
Telstra	132-203

Work Place Health & Safety is the responsibility of all workers and GSCC requires that all workers recognise their individual health & safety responsibilities.



Safety Procedures

Trim M10/103600 Issue date Jan 2011

(Attachment 2)

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Non Compliance Notification

Reference Number	←	Responsible Officer initials and DATE as a six digit number (ie BD120511)
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Issued by		Branch	
Issued to:		On date:	
Contractor Details		Contract / Ref. No.	
Site / job location			
Reference clause			
Contract/COGSAFE			

Details of Non Compliance
Action Required
Issuing of this form requires a Non conformance form / response letter from the contractor
Other Actions
Time Frame for corrective actions
Copies (fax, email) will be supplied to: (both upon issue and upon finalisation):
Site Foreman <input type="checkbox"/> Contractor <input type="checkbox"/> Trim <input type="checkbox"/>

Trim copies to alternative container 46/544/0025 Human Resources - Occupational Health & Safety (OH&S) - Contractor Management (appropriate Department sub folder)

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Contractor OHS Audit / Review

Audit		YES	NO	Post Project Review		YES	NO	Date
Contractor				Site location				
Project								
1	Health & Safety System	Yes	No	N/A	Comments			
	Contractor has an OH&S policy							
	Accident report book							
	Induction records- GSCC							
	Induction records- Site							
	Emergency procedures							
	Training records							
	Documented safe work procedures /SWMS/ JSA's							
	Material safety data sheets (MSDS) available							
	HSR representatives appointed							
	Contract risk assessment available							
	Contract health & safety plan available							
	Tool box meetings are conducted prior to works							
2	Housekeeping	Yes	No	N/A	Comments			
	Work areas free from rubbish & obstructions							
	Surfaces safe and suitable							
	Free from slip/trip hazards							
	Floor openings covered							
	Stock/material stored safely							
	Work areas are:							
	unobstructed and clearly defined							
	have adequate lighting							
	have vision at corners							
	wide enough							
3	Electrical	Yes	No	N/A	Comments			
	Tools and leads inspected and tagged							
	No frayed or defective leads							
	Power tools in good condition							
	No work near exposed live electrical equipment							
	No broken plugs, sockets, switches							

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Safety Form



CONTRACTOR INDUCTION / JOB SAFETY ANALYSIS

SECTION 1-STAKE HOLDERS DETAILS		
GSCC RO DETAILS <i>Greater Shepparton City Council Responsible Officer (GSCC RO): GSCC employee who has completed this form with the contractor as an induction of safety requirements or as a Job Safety Analysis (JSA) for work or services to be performed</i>		
Date:	Name:	Position:
GSCC Directorate:		GSCC Department:
CONTRACTOR DETAILS		
Company Name:		Company Representative:
Description and location of works		
Contact phone Numbers	Business Number	Mobile
SECTION 2 – GENERAL INDUCTION - JSA		<input checked="" type="checkbox"/> or <input type="checkbox"/>
GENERAL SAFETY INDUCTION <i>Use with Induction Handout (M10/103600)</i> Contractors and their employees need to know GSCC safety requirements. When completed, this document provides evidence the contractor and contractor's employees have completed a General OHS Induction and been informed by the GSCC RO on the standard of safety required before performing any works/services for or on behalf of GSCC. Go to Section 3		
JOB SAFETY ANALYSIS (JSA) or (SITE SPECIFIC INDUCTION) <i>Provide Induction Handout (M10/103600)</i> What are the risks with the tasks to be done? What is the safest method for them to be performed? The contractor and contractor's employees have completed a general induction or GSCC online induction and accept their responsibility to perform works in accordance with appropriate legislative and GSCC safety requirements and to participate in the site specific Job Safety Analysis (JSA). Contractor's and their employees will assist the GSCC RO to identify possible hazards associated with works, complete any permits required (Hot Works or Confined Spaces), provide any Safe work Method Statements or any other relevant information regarding safe methods of work to be performed. The GSCC RO and contractor will review the control measures and safe work methods to be implemented. If, to the best knowledge of the GSCC RO together with the provided expertise of the contractor, all identified hazards are safely addressed, works will be permitted to proceed. Go to section 4		

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