



# CONTRACTOR MANAGEMENT

## FEBRUARY 2017

### 1. **PURPOSE**

This policy aims to provide guidance in the selection, management and monitoring of contractors engaged by St Patrick's Primary School.

### 2. **POLICY STATEMENT**

Under the Work Health and Safety Act 2011 (WHS Act), a contractor is a worker and is owed duties by the person conducting a business or undertaking (PCBU). Where PCBUs engage contractors to perform work, effective contractor procurement and management is essential to make sure that WHS responsibilities are met both to the contractors and to third parties.

### 3. **SCOPE**

This policy applies to St Patrick's Primary School Swansea, and it covers the selection, management and monitoring of contractors associated with maintenance and repair work, or other such paid contractors (e.g. dance instructor, music tutor, sports coach, etc). This policy is not intended to apply to capital works involving a tender or formal contract process.

### 4. **GUIDING PRINCIPLES**

- i. Integrating health and safety requirements into contractor procurement and management prevents injury and helps to fulfil health and safety obligations. PCBUs must ensure the health and safety of all workers:
  - a. Who are engaged or are caused to be engaged by the PCBU, or:
  - b. Whose activities in carrying out work are influenced or directed by the PCBU.
- ii. Contractors also have a duty as workers under the WHS Act. While at work, a contractor must take reasonable care for his or her own health and safety and take reasonable care that their acts or omissions do not adversely affect the health or safety of others.

### 5. **RESPONSIBILITIES**

#### **i. Principal or delegated person:**

- a. Maintain a register of approved contractors and make the register available to all employees.
- b. Review workers compensation and public liability insurances of contractors prior to working on site.
- c. Induct contractors into the school's relevant WHS management procedures, requirements and behavioural expectations while on site.
- d. Familiarise contractors with their work environment and initiate discussion on the specific hazards associated with the scope of work and the environment.
- e. Sight the Safe Work Method Statement (SWMS).
- f. Investigate any hazards identified by all contractor employees.
- g. Act on identified non-compliance of contractors.

#### **ii. Employees:**

- a. Utilise only approved contractors.
- b. Make sure that all approved contractors have a valid induction (12 months validity period).
- c. Report any hazards and non-conformances identified as a result of work being performed by contractors.

### **iii. Contractors:**

- a. Ensure compliance with school requirements and expectation.
- b. Ensure they have the required qualifications, training, experience and certificates of competency required for the job.
- c. Ensure SWMS has been completed for tasks identified as high risk.
- d. Maintain the school work site in a safe and healthy manner for themselves, sub-contractors and other staff and visitors.
- e. Supervise sub-contractors.
- f. Communicate with the school principal or their delegate on any matters of concern or changes to the work.
- g. Raise any issue that is or may become a WHS concern.

### **6. BUDGET**

The school will make provision each year in its annual budget for professional development opportunities for the staff in regard to this area.

### **7. NEXT REVIEW DATE**

This policy will be reviewed in 2020 in consultation with relevant staff.

### **8. DEFINITIONS**

- i. Contractor: Contractors include any service providers/individuals who are not direct employees of the CSO and are providing services/works in relation to maintenance and repair or regular delivery of goods, or providing a service to the school. This includes contractor employees, sub-contractors and sub contractor's employees. Services can be of a long or short term nature.
- ii. Minor Contract: Any school works and services project which are not organised by CSO Facilities Unit. Generally do not have a tender process attached.
- iii. Maintenance and Repair: Works considered necessary to ensure that existing facilities continue to function at a satisfactory level and for the purpose for which they are designed.
- iv. Safe Work Method Statement: A document which describes the high risk work being performed, the health and safety risks associated with the work and the risk control measures that will be applied to ensure the work is carried out in a safe manner. All high risk and medium to high risk tasks need to have a documented Safe Work Method Statement Provided by the minor contractor.
- v. Consultation on WHS issues: Discussion and communication on identified risks associated with the work to be carried out and determination and agreement on how the work will be carried out safely.

### **9. LEGISLATIVE / PROFESSIONAL GUIDELINES**

- i. Catholic Schools Office, WHS Management System: Resource sheet 6 – Contractor management.
- ii. Work Health and Safety Act 2011 (WHS Act).

### **APPENDIX 1: REQUESTING A CONTRACTOR**

When a service need is identified that cannot be completed by a school employee, the person requiring this service must contact the principal or their delegate to gain permission to engage an approved minor contractor. Prior to their engagement, the contractor must undergo a Contractor Induction Checklist (Appendix 4). The checklist requires that the contractor provide verification of insurances (current workers compensation and public liability) and specific SWMS that are relevant to the work being undertaken. If these can not be provided, the contractor must not be engaged to perform work.

### **APPENDIX 2: CONTRACTOR INDUCTION CHECKLIST**

Contractor inductions are valid for 12 months. When a contractor is required, but it has been longer than 12 months since they were inducted, they are to undergo the approval process again. Topics covered in the induction must include but are not limited to:

- i. Contractor code of conduct at St Patrick's
- ii. Emergency procedures
- iii. Hazard and incident reporting procedures
- iv. First aid, personnel and facilities
- v. Use of Personal Protective Equipment (PPE)
- vi. Security and access arrangements
- vii. Hazardous substances on site
- viii. Safe work procedures provided by contractor

### **APPENDIX 3: SIGN IN**

After the above steps have been completed, the principal or delegate engaging the approved contractor is responsible for ensuring that the contractor signs in. The principal or delegate must check that the contractor possesses the relevant SWMS for the work to be undertaken. If the SWMS are satisfactory, the contractor should then be issued with a visitor's badge by the person who signs them in. The visitor's badge must be worn at all times while on the school premises.

### **APPENDIX 4: NON-CONFORMANCE**

If the contractor fails to comply with the school requirements, the contractor is to be issued with a written report by the person who is responsible for supervising the contractor. Sources of non-conformance may be:

- i. Working in an unsafe manner.
- ii. Not wearing the visitor's badge or PPE.
- iii. Poor workmanship or inappropriate behaviour in the workplace.

A copy of the non-conformance report must be given to the principal and a copy placed on file.



## APPENDIX 4 CONTRACTOR INDUCTION CHECKLIST ST PATRICK'S PRIMARY SCHOOL, SWANSEA

This form is to be completed by the Principal or principal's nominee at an interview with the contractor before work commences. In the case of approved contractors who are regularly used by the school, a full site induction is only necessary once (the first time the contractor is employed) or when changes have taken place to the school site that may affect the contractor's work. **Note that item 8 below (safe work procedures) must be completed for all contractors every time they do work at the school.**

<b>Site</b>	St Patrick's Primary School, Swansea
<b>Name of company (if applicable)</b>	
<b>Contractor's name</b>	
<b>Brief description of works</b>	
<b>Date</b>	

	Completed
1. Contractor code of conduct at St Patrick's	<input type="checkbox"/> Yes
2. Emergency procedures	<input type="checkbox"/> Yes
3. Hazard and incident reporting procedures	<input type="checkbox"/> Yes
4. First aid, personnel and facilities	<input type="checkbox"/> Yes
5. Use of Personal Protective Equipment (PPE)	<input type="checkbox"/> Yes
6. Security and access arrangements	<input type="checkbox"/> Yes
7. Hazardous substances on site	<input type="checkbox"/> Yes
8. Safe Work Procedures provided by contractor	Yes <input type="checkbox"/> No <input type="checkbox"/>

	Name:
Contractor being inducted	Signature:
	Name:
Principal and/or Nominee	Signature:
Date Approved:	In force until:

*The Principal is to maintain completed records.*