

# (Insert Organisation) Contractor Management Standard

Effective (insert date)

**Document owner:**

(Insert responsible position e.g. Chief Executive Officer)

**Application:**

Internal Health and Safety Management Practices

**Stakeholders:**

Board, Executive, Management, Employees and Contractors

**Address and contact:**

(Insert organisation address and contact details)

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# CONTRACTOR MANAGEMENT

## 1.1 PURPOSE

The purpose of this standard is to outline the methods used to address the health and safety requirements and expectations when engaging, monitoring and managing contractors.

## 1.2 SCOPE

The scope of this standard applies to all board members, committee members, employees, contractors, volunteers and relevant stakeholders.

## 1.3 REQUIREMENTS

(Insert organisation) is committed to establishing, implementing and maintaining processes to:

- Identify work activities that will require the use of contractors;
- Ensure that contractors are appropriately qualified and competent to complete the works;
- Ensure that contractors assess the hazards and risks associated with their work activities, implement safe systems of work and address compliance requirements;
- Provide contractors with information and instruction on health and safety matters; and
- Monitor contractor work activities to assess compliance with safe systems of work.

## 1.4 IDENTIFICATION OF CONTRACTOR ACTIVITIES

The identification of contractor activities should be conducted on an annual basis to ensure that contracting needs are identified and the selection and engagement of contractors is planned.

Typical contractor activities include but are not limited to:

- General suppliers who attend the workplace;
- Consultants and labour hire for administration and trades;
- General maintenance such as building, repairs and grounds keeping;
- Trades including electrical, plumbing, carpentry and roofing;
- Onsite inspection and repairs for plant and equipment and vehicles; and
- Construction and capital works.

## 1.5 CATEGORIES OF CONTRACT WORKS

The health, safety and compliance requirements will be dependant on the nature and risk associated with the contracted work activities.

There are two categories used to assess the contract works which will determine the health, safety and compliance requirements:

### **Minor and General Work**

This category involves minor and general contracted work activities that are considered low risk, these typically include:

- General and administration including office staff, IT, consultants and cleaners;
- Office based goods and services suppliers who attend the workplace; and
- Delivery contractors who attend the workplace to regularly collect and deliver goods.