

# (Insert Organisation) Risk Management Plan for Contractor Management

Effective (insert date)

**Document owner:**

(Insert responsible position e.g. Operations Manager)

**Application:**

Internal Risk Management Practices

**Stakeholders:**

Executive, Management, Employees and Contractors

**Address and contact:**

(Insert organisation address and contact details)

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## SECTION 3: CONTRACTOR MANAGEMENT

The contractor management structure is intended to provide management and supervisory staff with a clear process for engaging, monitoring and managing contractors.

### 3.1 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.

### 3.2 CATEGORIES OF CONTRACT WORKS

The risk and compliance requirements will be dependent 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 risk 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.

#### **Major and High Risk Work**

This category involves major and high risk contracted work activities, these typically include:

- Maintenance and grounds keeping;
- Labour hire for forklifts, workshops, construction and industrial environments;
- High risk trades including electrical, building, engineering and roofing;
- Construction or structural work; and
- Construction and capital works projects exceeding \$250,000.