

<b>Policy Document</b>		
<b>CONTRACTOR MANAGEMENT POLICY</b>		
Policy No: <b>DCSB HS 12.05</b>	Version No: <b>6.1</b>	Administered by: <b>Work Health Safety, Risk and Records Management Assistant</b>
Approved by: <b>Work Health and Safety Committee</b>	Approved on: <b>08/06/2022</b>	Agenda Item/Minute Book No or Approval Ref: <b>15/22</b>
Last Reviewed: <b>May 2022</b>	Review Date <b>May 2024</b>	Record No: <b>371036</b>
Classification: <b>Governance</b>		
Strategic Plan link: <b>Maintain workplace standards and procedures that ensure that the WH&amp;S of employees, contractors and the public is protected and enhanced.</b>		
<b>References and related Policies, Procedures and Forms:</b> <i>Local Government Act 1999</i> <i>South Australian Work Health and Safety Act 2012</i> <i>South Australian Work Health and Safety Regulations 2012</i> DCSB HS PROC 12.13 WHS Contractor Management Procedure DCSB F 07.05 Procurement Policy		

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This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site:

[www.streakbay.sa.gov.au](http://www.streakbay.sa.gov.au)  
District Council of Streaky Bay  
29 Alfred Tce  
Streaky Bay SA 5680

Copies will be provided to interested parties upon request. Email [dcstreaky@streakybay.sa.gov.au](mailto:dcstreaky@streakybay.sa.gov.au)

### 1. Policy

The District Council of Streaky Bay (Council) is committed to achieving a high level of pro-active Work Health and Safety (WHS) management during the application of contracts.

To facilitate this Council is dedicated to a contractor management system which provides for the selection of contractors with appropriate safety controls, the exchange of information between the Council and its contractors to facilitate the identification of hazards, risk management, and the appropriate monitoring of the contractors engaged by Council.

- 1.1. This policy specifically addresses these requirements by seeking to:
  - 1.1.1. Utilise only those Contractors who can demonstrate an appropriate WHS Management System capability that, at a minimum, meets the organisation's policy standards; and
  - 1.1.2. Achieve a specific WHS issues focus, which will optimise safety management for workers contracted by the District Council of Steaky Bay
- 1.2. Key elements of Council's WHS Contractor Management system are:
  - 1.2.1. A defined process for the selection of Contractors with appropriate WHS controls.
  - 1.2.2. Consultation, Communication, Co-operation and Coordination process with Contractors.
  - 1.2.3. Appropriate monitoring by the organisation's employees of WHS systems/work practices undertaken by Contractors.

NOTE: This policy and its application to the District Council of Streaky Bay contracts does not reduce in any way a Contractor's WHS legislative and statutory obligations nor infers the relationship of employer/employee, master/servant or partnership.

### 2. Responsibilities

- 2.1. It is the responsibility of Council's Contract Manager to identify and communicate foreseeable WHS risks relevant to the contract work, with the contractor. This includes any specific WHS requirements of the Contractor undertaking the contract and relevant selection, induction and

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monitoring responsibilities as outlined in the DCSB HS PROC 12.13 WHS Contractor Management Procedure.

- 2.2. The Contractor undertaking a Council contract is responsible for:
  - 2.2.1. Complying with WHS legislation
  - 2.2.2. Cooperating with any safety policies, procedures and information provided by the Council
  - 2.2.3. Identifying hazards associated with the work being undertaken and ensuring all identified hazards are managed in accordance with WHS legislation.
- 2.3. It is the responsibility of Council's Contract Manager to review and confirm any technical aspects of the work, to the extent that they have the relevant technical expertise, that need clarification including appropriateness of the risk assessment/JSA/SWMS.
- 2.4. It is the responsibility of Senior Managers to confirm the contractor management system is used for work that involves engaging a contractor.

### 3. Legislation

South Australian Work Health and Safety Act, 2012  
South Australian Work Health and Safety Regulations, 2012  
Local Government Act, 1999

### 4. References

Australian Standard 45001: Occupational health and safety management systems – Requirements with guidance for use.  
LGA Procurement Handbook

### 5. ReturntoWorkSA: Work Health and Safety standards for Self Insured Employers, which includes the Performance Standards for Self Insures (PSSI) **Related Documents**

DCSB HS PROC 12.13 WHS Contractor Management Procedure  
DCSB F 07.05 Procurement Policy

### 6. Review

This WHS Contractor Management Policy shall be reviewed by Council's Health and Safety Committee (HSC) at minimum within two (2) years of issued date or more frequently if legislation or organisational needs change.

The review may include or be initiated by:

- a. Feedback from managers, workers, HSRs or other stakeholders;
- b. Legislative compliance;
- c. Performance Standards for Self Insurers
- d. Internal or external audit findings
- e. Incident and hazard reports, claims costs and trends related to hazardous work; and
- f. Other relevant information.

### 7. Document History

Version No:	Issue Date:	Description of Change:	Date Endorsed	Review Date
1.0	Oct 2008	New Document, October 2008		
2.0	1.08.11	Change of wording in policy statement, modified format in line with One System model, including expanded footer. Changes to responsibilities section, update of legislation		

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		section and references. Inclusion of review history section.		
3.0	4/5/12	Terminology changes to reflect 2012 WHS act and Regulations. Examples include; OHS to WHS and employee to worker where appropriate		
3.1	12/4/13	Insert date for V3.0 in Document history section.		
4.0	29/07/15	Changes to formatting including header and highlighting of insertion points for Council information. Changes to reference section. Changed minimum review timeframe from 2 years to 3 years		
5.0	31/01/2018	Policy reviewed with minor grammatical changes, logo and numbering updates. Consistent structure/content to other OS policies/procedures.		
5.1	01/01/2018	Added WHS to policy title and file name		
6.0	17/01/2020	Minor wording and formatting changes. Updated version and review date in line with WHS contractor management procedure.		
6.1	20/05/2022	Updated references; minor grammatical changes. Internal review of document. Changed format of document as per Council's Design Guidelines		