

	WHS Contractor Management Policy	Version No:	3.1
		Issued:	14 August 2013
		Next Review:	August 2015

Policy

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

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

This policy specifically addresses these requirements by seeking to:

- Utilise only those Contractors who can demonstrate an appropriate WHS Management System capability that at a minimum meets the organisation's policy standards and
- Achieve a specific WHS issues focus, which will optimise safety management for workers contracted by the District Council of Franklin Harbour.

Key elements of the District Council of Franklin Harbour WHS Contractor Management system are:

- a) A defined process for the selection of Contractors with appropriate WHS controls.
- b) Consultation, Communication and Coordination process with Contractors.
- c) Appropriate monitoring by the organisation's employees of WHS systems / work practices undertaken by Contractors.

This policy and its application to the District Council of Franklin Harbour 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.

Responsibilities.

It is the responsibility of the Works Manager to identify and communicate foreseeable WHS risks relevant to the contract work, including any specific WHS requirements of the Contractor undertaking the contract with the Contractor. Reference is made to the WHS Contracting – Selection, Induction and Monitoring section of the WHS Contractor Management Procedure

The Contractor undertaking a District Council of Franklin Harbour contract is responsible for:

- Complying with WHS legislation.
- Cooperating with any safety policies, procedures and information provided by the Council.
- Identifying hazards associated with the work being undertaken and ensuring all identified hazards are managed in accordance with WHS legislation.

It is the responsibility of the Risk Management Officer and/or the appropriate 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.

It is the responsibility of **(General Managers)** to confirm the Contractor management system is used for work that involves engaging a contractor.

Legislation

Z:\Work, Health Safety\Policies\WHS Contractor Management Policy v3.1.doc	Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.	Page 1 of 2
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South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

References.

Australian Standard 4801

The Fundamentals of Local Government Procurement

WHS Contractor Management Procedure V3

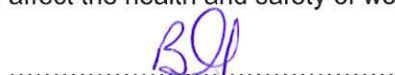
Review.

This WHS Contractor Management Policy shall be reviewed by the District Council of Franklin Harbour WHS Committee at minimum within two (2) years of Issued Date (or on significant change to legislation or aspects included in this policy that could affect the health and safety of workers).

SIGNED:



CEO



Chairperson, WHS Committee

Date: 20/9/13

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Review History

Document History:	Version No:	Issue Date:	Description of Change:
	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 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.