

	<h1 style="text-align: center;">CONTRACTOR MANAGEMENT POLICY</h1>	Version No	5.1
		Issued	30/04/2019
		Next Review	April 2024
		GDS	12.63.1.1

POLICY

The District Council of Orroroo Carrieton 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 Orroroo Carrieton 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 Orroroo Carrieton and its contractors to facilitate the identification of hazards, management of risk, 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 Council's Contractor Policy standards; and
- Achieve a specific WHS issues focus, which will optimise safety management for workers contracted by the District Council of Orroroo Carrieton.

Key elements of the District Council of Orroroo Carrieton WHS Contractor Management system are:

- A defined process for the selection of Contractors with appropriate WHS controls;
- Consultation, Communication Cooperation and Coordination processes with Contractors;
- Appropriate monitoring by the Council's employees of the WHS systems/work practices undertaken by Contractors.

This Policy and its application to the District Council of Orroroo Carrieton 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 Supervisor to identify and communicate to the Contractor any foreseeable WHS risks relevant to the contract work. Reference is made to the WHS Contracting – Selection, Induction and Monitoring section of the Contractor Management Procedure.

The Contractor engaged by the District Council of Orroroo Carrieton 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 Works Supervisor and the Manager of Corporate & Community Services 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/ job safety analysis (JSA)/ safe work method statement (SWMS).

It is the responsibility of the Works Supervisor and the Manager of Corporate & Community Services to confirm the Contractor management system is used for work that involves engaging a contractor.

LEGISLATION

South Australian Work Health and Safety Act, 2012

South Australian Work Health and Safety Regulations, 2012

Local Government Act, 1999

	<h1 style="text-align: center;">CONTRACTOR MANAGEMENT POLICY</h1>	Version No	5.1
		Issued	30/04/2019
		Next Review	April 2024
		GDS	12.63.1.1

REFERENCES

AS/ NZS 4801 : 2001 Occupational Health and Safety Management Systems – guidance
The LGA Procurement Handbook
Contractor Management Procedure

REVIEW

This Contractor Management Policy shall be reviewed by the District Council of Orroroo Carrieton WHS Committee at minimum within five (5) 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).

<p>SIGNED</p> <p>Chief Executive Officer</p> <p>Date: 30 / 04 / 2019</p>	<p>.....</p> <p>Chairperson, WHS Committee</p> <p>Date: 30 / 04 / 2019</p>
--	--

REVIEW HISTORY

Document History:	Version No:	Issue Date:	Description of Change:
LGAWCS	1.0	Oct. 2008	New Document
	2.0	1/08/2011	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	4/5/2012	Terminology changes to reflect 2012 WHS act and Regulations. e.g. include; OHS to WHS, employee to worker
	3.1	12/04/2013	Insert date for V3.0 in Document history section.
	4.0	29/07/15	Changes to formatting. Changes to reference section. Changed minimum review timeframe from 2 years to 3 years
	5.0	31/01/2018	Minor grammatical changes, logo and numbering updates. Consistent structure/content to other OS policies/procedures.
	5.1	01/02/2018	Added WHS to policy title and file name
DCOC	1.0	10/02/2009	New Document
	2.0	29/6/2010	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	28/8/2012	Terminology changes to reflect 2012 WHS Act and Regulations. e.g. OHS to WHS and employee to worker.
	3.1	29/10/2013	Insert date for V3.0 in Document history section.
	4.0	16/2/2016	Changes to formatting including header. Changes to reference section. Changed minimum review timeframe from 2 years to 3 years
	5.0	30/04/2019	Minor grammar changes. Changed minimum review timeframe from 3 years to 5 years Deputy Chairperson HSC changed to Chairperson HSC Policy title to remain as Contractor Management Policy (<i>not WHS</i>)