



CONTRACTOR WHS MANAGEMENT POLICY

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Responsible Officer: General Manager

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1. Purpose

The purpose of this procedure is to ensure a systematic approach for engaging and managing contractors to *Castlereagh Macquarie County Council* sites so that all activities undertaken by contractors are done so in a safe manner and without causing risk to themselves or others.

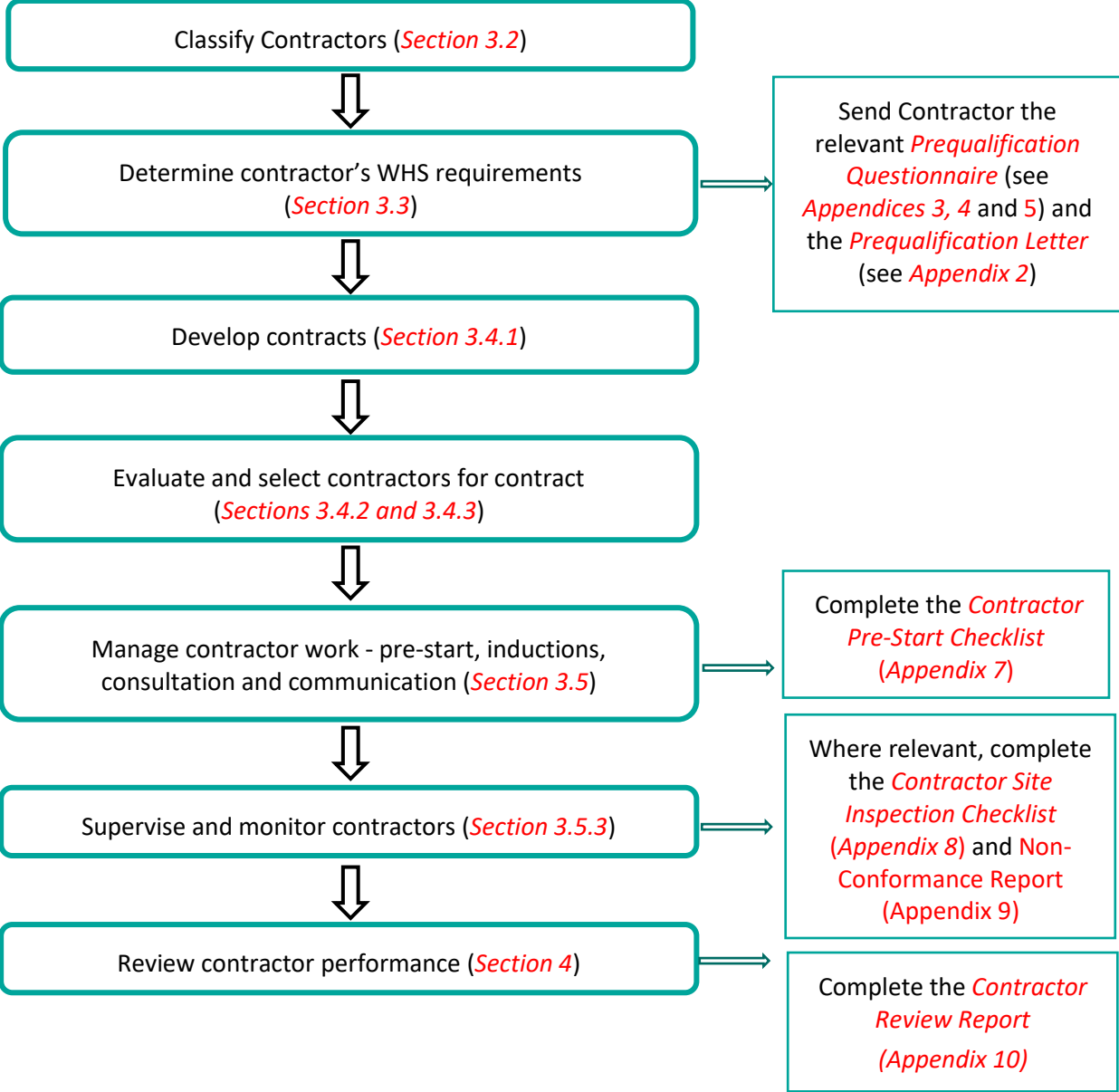
2. Scope

All Council managers and workers must comply with this procedure. The procedure applies to any work done by employees of another company or entity carried out at workplaces and public areas under Council's control or management and or as part of Councils business or undertakings. It does not apply to the purchasing and supply of goods by or to Council, which is covered in the *WHS Purchasing Procedure*.

3. Contract Management Process

A flowchart providing an overview of the process is provided in Section 3.1 below:

3.1. Overview of the Contractor Management Process



3.2. Contractor's WHS Requirements

Prior to the selection and engagement of contractors, a pre-approval process will be initiated. This is to ensure the level of risk created by contractors' tasks/activities is identified and managed as per council's procedures and WHS legislative requirements.

In general, all contractors are required to:

- Have suitable experience and be fully competent to perform the planned tasks,
- Possess all the necessary licenses, permits, registrations and insurances required to perform the work safely and in compliance with appropriate regulations, and
- Understand the health and safety requirements and manage any risks arising from their own work.

In addition, all new contractors must satisfy the specific WHS requirements relevant to the contract classification.

3.3. Classification of Contract

Council will classify contracts (and likely contracts) to assist in determining the appropriate arrangements for managing each contractor, including the requirements for WHS documentation, supervision, and monitoring. Contracts will be classified as Construction Projects (Principal Contractors), Major Contracts or Minor Contracts as described below.

3.3.1. Category 1 – Construction Projects / Principal Contractors

Construction work over the value of \$250,000 (excluding GST), is considered a Construction Project that requires a Principal Contractor to manage the project.

3.3.2. Category 2 – Major Contracts

Construction, trades, and maintenance Contracts

Contracts for construction works will be classified as major contracts when the value of the work is less than \$250,000 (excluding GST).

Contract works involving one or more high-risk construction activities as defined by the *WHS Regulation 2017* will also be classified as major contracts.

Non-Construction Contracts

Other contracts will also be classified as major based on an assessment of the following:

- Value of the contract – e.g. a value of **\$50,000 and above** may be considered as a guide for Major Contracts,
- The level of complexity and nature of the work – e.g. contracts involving multiple work activities performed by the contractor, co-ordination across multiple sites, the use of subcontractors, and the use of hazardous chemicals, e.g. cleaning contractors or pest control contractors
- Duration of the project – e.g. contracts that extend beyond **six (6) months**

3.3.3. Category 3 – Minor Contracts

Other service providers (including consultants and suppliers) who provide an ongoing or one-off low risk service will generally be classified as minor contracts due to the low-risk nature of their work. Delivery contractors will be classified as minor contractors provided that their work does not involve high-risk tasks (such as unloading a truck with a large crane).

These contractor categories are summarised below:

Category 1 - Construction Projects / Principal Contractors:	Projects/contracts where the cost of works is equal to or more than \$250,000 (excluding GST) and an external organisation is appointed as the Principal Contractor (<i>WHS Regulation 2017, s.293</i>)	
Category 2 - Major Contracts:	Construction works and high-risk construction activities	All construction works under \$250,000 (excluding GST) including high-risk construction activities as defined by the <i>WHS Regulation 2017</i> .
	Non-Construction	<p>Assessed based on:</p> <ul style="list-style-type: none"> • Cost (e.g. over \$50k) • Level of complexity & nature of work (e.g. use of subcontractors or likely use of subcontractors) • Duration (e.g. contract extends greater than 6 months) <p>Examples are cleaners, pest control, passenger transport, event management, waste management, facility management.</p>
Category 3 - Minor Contracts:	Other Service Providers	Consultants or suppliers who provide an on-going or one-off low-risk service, e.g. professional consultants, providers of temporary workers and labour hire.

3.3.4. WHS Requirements for Contract Classifications

As described in **Sections 3.3 to 3.3.3**, contracts are classified depending on their value, complexity and level of risk. There are differing WHS requirements for different categories of contractors. These are summarised below:

Requirements for Category 1 Contracts (Construction Projects / Principal Contractors)

The engagement of Principal Contractors for Construction Projects will be undertaken using a tender process.

As a minimum, all Construction Projects must satisfy the requirements for Major Contracts, including the completion of the **Prequalification Questionnaire – Full Version**. In their tender, Principal Contractors must demonstrate how they will meet the specific legislative requirements for the management of construction projects including:

- Producing a written **WHS Management Plan** prior to the commencement of work,
- Posting clearly visible signage identifying the Principal Contractor's name, contact details and the location of the site office (if present),
- Providing Safe Work Method Statements (SWMS) for any high-risk construction works undertaken as part of the project prior to the commencement of work,
- Complying with general duties prescribed in Chapters 3 and 4 of the *WHS Regulation 2017*, and
- Audit and inspection records to demonstrate compliance with WHS Legislation, Codes of Practice and relevant Australian/New Zealand Standards.

Where practicable in the tender process, *Castlereagh Macquarie County Council* will provide the Principal Contractor with any information relating to known hazards and risks at, or near the workplace where the construction works are to be carried out e.g. known or suspected asbestos-containing materials (ACM).

Requirements for Category 2 Contracts (Major Contracts)

The following requirements must be met for Major Contracts:

- *Completion of the Prequalification Questionnaire – Full Version*

Note that the names and details of any subcontractors must also be provided to council and Prequalification Questionnaire(s) completed for all subcontractors prior to the subcontractor acceptance (See *Appendices 2* and *4*)

- *Project Risk Assessment*

Contractors engaged to undertake works classified as Major Contracts will be required to complete a Project Risk Assessment prior to commencing any works. Contractors are required to identify the specific WHS hazards associated with the works they will undertake and the methods they will adopt to adequately control any WHS risks

Major Contractors may be required to provide other evidence of documentation, including:

- Plant / equipment risk assessments and maintenance records,
- Other site assessments (e.g. Dial Before You Dig plans, geotechnical reports),
- Traffic management and worker on foot plans,
- SWMS for high-risk construction works,
- Work permits,
- Evidence of their worker's licences and verification of competency,
- Consultation records with workers and *Castlereagh Macquarie County Council* on relevant WHS matters, and
- Audit and inspection records to demonstrate compliance with WHS Legislation, Codes of Practice, and relevant Australian/New Zealand Standards.

Requirements for Category 3 Contracts (Minor Contracts)

Construction contractors undertaking works classified as a Minor Contract are required to complete the *Prequalification Questionnaire – Short Version* (See *Appendices 2* and *3*) and may be asked to provide evidence of the following, at any time:

- SWMS / work procedures for the tasks / activities to be undertaken,
- Any licences and/or qualifications required to perform the work activities and provide evidence if requested,
- Consultation records with workers and *Castlereagh Macquarie County Council* on relevant WHS matters,
- Maintenance records for plant and equipment to an appropriate standard, and
- Audit and inspection records to demonstrate compliance with the NSW WHS Legislation, Codes of Practice, and relevant Australian/New Zealand Standards.

Council recognises that in some cases, Major and Minor Contractors may not have adequate / documented safety management systems in place. Where this is the case, council may assist the contractor to develop their own systems by providing the contractor with blank templates and advice on where to access the relevant WHS laws, Codes of Practice, and Australian/New Zealand Standards to use when developing their own systems. *Castlereagh Macquarie County Council* is not obliged to do this and would only do this where resourcing permits and where this will benefit Council's management of WHS risks. Council would refuse the contract until the Contractor has their safety management systems in place.

Minor Contracts with Other Service Providers

Due to the low risk associated with Minor Contracts provided by other service providers (e.g. consultants and delivery personnel) these service providers are not required to complete the Prequalification Questionnaire. All service providers will be made aware of, and must comply with, any council safety procedures that are relevant to the service being provided.

3.3.5. Chain of Responsibility Requirements

When engaging a contractor who is a transport provider or will be operating heavy vehicles on behalf of council (e.g. waste removal contractor), *Castlereagh Macquarie County Council* must ensure they are aware of their chain of responsibility (COR) safety obligations under the National Heavy Vehicle Law and have systems in place to manage the relevant risks. Contractors of this nature are required to fulfil additional assurances for council by completing the *Contractor Prequalification Questionnaire - Heavy Vehicle / COR* in *Appendix 5*. The *Contractor Prequalification Letter* in *Appendix 2* must also be sent with the Questionnaire.

3.3.6. Emergency Works

Emergency works are works to be undertaken due to an urgent situation such as an unplanned disruption to utilities where immediate repair works are necessary or where there is an immediate risk to the health and safety of workers.

Emergency works are to be undertaken by prequalified contractors where practicable. Non-prequalified contractors can only be engaged if prequalified contractors are unavailable or do not have the expertise to carry out the work at the time.

Contractors engaged to undertake emergency works that have not been previously approved are required to:

- Produce any current licences and/or qualifications required,
- Provide relevant insurance documents including public liability and workers compensation,
- Complete a site-specific risk assessment for the work to be undertaken prior to commencement of work, and
- Provide SWMS for the tasks/activities to be undertaken.

3.3.7. Summary of Contractor WHS Requirements

The minimum WHS requirements for contractors are summarised below:

Minimum Requirements	Category 1 Construction Projects / Principal Contractor	Category 2 Major Contract	Category 3 Minor Contract
Scope of Works	Required	Required	Required
Evidence of a WHSMS	Required	As Required	Not Required
Project/Site Specific WHS Plan	Required	As Required	Not Required
Site specific risk assessments	Required	Required	As Required
Safe Work Method Statements	Required	As Required	N/A

Minimum Requirements	Category 1 Construction Projects / Principal Contractor	Category 2 Major Contract	Category 3 Minor Contract
Insurances <ul style="list-style-type: none"> Workers compensation Public liability (\$20 Million) Others as defined 	Required	Required	Required ** Labour Hire covered through provider
<ul style="list-style-type: none"> Professional Indemnity 	As Required	As Required	As Required
Specific Risk Control Plans <ul style="list-style-type: none"> Asbestos, Demolition, Traffic, Control, Other 	As Required	As Required	N/A
Licences, permits, certificates of competency, authorities	Required	Required	Required
Council Induction	As Required (e.g. construction project adjoining council building)	Required	Required
Contractor supplied Induction	Required	Not Required	Not Required
*As Required means that the WHS requirements listed may or may not be required dependant on the type of work, location etc.			
Arrangements for the following are to be agreed to between council and the contractor, based on the nature of the work, how much control council has over the contractor's work, the level of competency council has in relation to the contractors work, the type of contractor and duration of the work:			
<ul style="list-style-type: none"> Consultation Incident Reporting Monitoring and Supervision: <ul style="list-style-type: none"> Council Audits and Inspections Contractor-supplied Audits and Inspections Contract Performance Reports 			

3.4. Contractor Selection and Contract Development

3.4.1. Issuing Invitations to Tender and Requests for Service/ Requests for Pricing

When issuing invitations for tenders, pricing or services to potential suppliers, the **General Manager** must ensure that the WHS requirements included in the request are in line with the minimum requirements described for different categories of contractors in **Section 3.3**. Additional or specialised WHS requirements may be specified for some projects if required.

The **Administration Officer** will assist the **General Manager** to evaluate WHS aspects of the tender process as required.

Note: For additional information about tender evaluation and contract management related to procurement, refer to NSW Local Government tendering guidelines indicated under References.

3.4.2. Contractor Selection

When selecting contractors, the submitted WHS documentation will be reviewed against the contractor requirements outlined in [Section 3.3.3](#). Factors to be considered include:

- The responses provided in the Prequalification Questionnaire,
- Hazards and control measures identified in tender or contract documentation,
- Submitted Project Risk Assessment, and
- Contractor WHS documentation.

Contractors will be notified of any deficiencies identified through the evaluation process and provided with a reasonable timeframe to rectify them. Where these deficiencies cannot be rectified at the first request, the nominated [Castlereagh Macquarie County Council](#) representative will discuss the required information / evidence with the contractor and provide a final opportunity to supply evidence that they satisfy the requirements.

Where a contractor cannot provide adequate information, they will not be approved and are not permitted to carry out work for [Castlereagh Macquarie County Council](#).

Where a contractor has met the requirements for a Major Contract, they will also be approved for Minor Contracts of a similar nature. Approval for Minor Contracts does not automatically provide approval for Major Contracts.

3.4.3. Approved Contractors Register

Council's [General Manager](#) will develop and maintain an [Approved Contractor Register](#) that lists the details of contractors that have satisfied council's pre-approval process outlined in [Section 3.3](#). This includes:

- Specifying up-to-date details of the contractor name, type of service, type of contract (major or minor), induction date, expiry of pre-qualification and details of any non-conformance,
- Registering new contractors that have successfully completed the evaluation process, and
- Suspending previously approved contractors that no longer meet requirements.

All [managers](#) and [supervisors](#) will ensure that only approved contractors are utilised.

Contractor's pre-qualification status on the [Approved Contractor Register](#) will be valid for [twelve \(12\) months](#), or the duration of the contract, whichever is greater. This is conditional on the contractor sustaining a satisfactory level of WHS performance during the prescribed timeframe.

Approved contractors may still be required to provide current insurances, project/site risk assessments, SWMS, permits to work and / or other records council deems necessary to ensure safe management of the contracted works. This documentation must be produced upon reasonable request by council at any time during the contract.

3.4.4. Contract Development

All contractor agreements will clearly define the WHS responsibilities for all parties involved to ensure clarity of responsibilities for the scope of works performed. This includes requirements for compliance with all relevant sections of the WHS legislation, the [Heavy Vehicle National Law](#), relevant Codes of Practice and Australian/New Zealand Standards and [Castlereagh Macquarie County Council](#) WHS Policies and Procedures. It will also identify specific responsibilities for supervision, monitoring and corrective actions for each party.

Please refer to Council's [Procurement Procedure](#) for further information on legal requirements in contract development.

3.4.5. Suspension of Approved Contractors

An approved contractor may be suspended, and be considered for removal from the *Approved Contractor Register* for the following reasons:

- Breaches of *Castlereagh Macquarie County Council* WHS requirements or site rules,
- Breaches of WHS and environmental legislative requirements,
- Breaches of their own WHS procedures and rules,
- Failure to provide updated documentation upon reasonable request,
- Major non-conformances, and
- Other performance reasons.

Contractors will be prevented from tendering or undertaking any future work until evidence can be provided which shows that the breach or other specified performance issue has been rectified.

3.5. Managing Contractor Work

If a contract has been granted and approved, the following actions will be implemented to ensure adequate communication, consultation, and monitoring for contracted work.

3.5.1. Pre-Start Meeting

A pre-start meeting will be arranged between the *Contract Manager* and the Contractor Representative prior to any contractor commencing work. The objective of the meeting is to review the requirements outlined in the *Contractor Pre-Start Checklist* (see *Appendix 7*) and to make any final arrangements regarding the implementation of WHS Management Plans, SWMS and other requirements.

3.5.2. Contractor Induction and Induction Records

All contractors (including subcontractors) engaged by *Castlereagh Macquarie County Council* must complete council's Contractor Induction by reading Council's *Contractor Induction Manual* and completing the relevant documentation (*Castlereagh Macquarie County Councils specific contractor induction documentation reference*). The Contractor Induction is valid for a period of *twelve (12) months* following which a contractor must be re-inducted.

Castlereagh Macquarie County Council's induction will inform the contractor of the risks posed to contractors by Council's operations (such as particular hazards and risks arising from council works or work environments, specific safety instructions to respond to those risks, and site-specific emergency arrangements).

3.5.3. Consultation and Communication with Contractors

The *Contract Manager* will arrange for consultation, and the communication of relevant WHS information with contractors through appropriate means such as:

- WHS training and induction processes,
- WHS noticeboards which provide WHS information including meeting minutes, emergency procedures, WHS contacts, WHS alerts and other relevant information,
- Council's website,
- Emails, and
- Start-up meetings or other arranged site meetings, toolbox talks or review meetings.

The *Contract Manager* is responsible for determining the specific consultation arrangements for the contract and for keeping any records of consultation.

3.5.4. Contractor Incident Management

All incidents (including near misses) and hazards are to be reported to the relevant *Site Supervisor* using the *Incident Report Form*.

Contractors must understand that notifiable incidents shall be reported to the *Contract Manager* immediately (or as soon as possible after the incident) due to the serious nature of these incidents and the reporting requirements to SafeWork NSW.

Incidents are to be documented, reviewed, and investigated in line with council's *Incident Reporting and Investigation Procedure*.

3.5.5. Sub-Contractors

Contractors who intend to use sub-contractors must notify *Castlereagh Macquarie County Council* and ensure that those sub-contractors have, and follow, safe systems of work equivalent to those required by *Castlereagh Macquarie County Council*.

The *Contract Manager* will confirm that the contractor has adequate processes in place to select, induct and supervise their sub-contractors. This is particularly important where the contractor has been appointed by *Castlereagh Macquarie County Council* as a Principal Contractor.

4. Monitoring and Reviewing Contractor WHS Performance

The *Contract Manager* will supervise and monitor contractors (including subcontractors where appropriate) to ensure:

- Compliance with *Castlereagh Macquarie County Council's* site safety rules and other requirements outlined in Councils WHS induction,
- Conformance with the SWMS, risk assessments and permits to work (if applicable),
- Compliance with the *WHS Act and Regulation 2017*, relevant Codes of Practice and Australian/New Zealand Standards.

The extent of supervision and monitoring, including the type (e.g. formal meeting, site inspections, etc.) and frequency will depend on factors associated with the works including:

- Nature of hazards/risks,
- Whether council has the competence internally to monitor the specific risk controls,
- Level of interaction with other parties, and
- Type and duration of the contract.

Council's *Contract Manager* will determine the supervision requirements for each contract and ensure there is appropriate monitoring of contractors' WHS performance by:

- Undertaking regular and documented inspections of contractor work tasks/activities (where competent to do so),
- Reviewing WHS documentation (including inspection and incident reports),
- Reviewing WHS performance at any contract review meetings, and
- Maintaining records on supervisory visits and discussions with the contractor.

4.1. WHS Inspections

Using the *Contractor Site Inspection Checklist* (see *Appendix 8*), monitoring of contractors will be conducted at least:

- *Weekly/fortnightly* at construction sites,
- *Monthly* at council owned and crownland managed premises, and private properties

- *Quarterly/Biannually* at other premises (e.g. council assets managed by contractors such as sporting grounds and swimming pools).

Other inspection checklists may be used if relevant/appropriate and should be conducted at intervals commensurate with the risk and/or based on the contractual arrangements in place.

Contractors may be given notice of inspections, or inspections may occur at random times. Contractors may also be requested to provide evidence of their own monitoring of tasks/activities for their workers and subcontractors.

4.2. Contractor Non-Conformance

If a breach of WHS is identified through a Contractor Site Inspection or any other general observation, the *Contract Manager* will notify the contractor. If there is a serious breach; such as a significant injury, damage, or loss, and the issue is not rectified immediately, the *Contract Manager* may suspend the work until the issue is adequately resolved, or consider termination of the contract.

Non-conformances will be recorded on the *Contractor Non-Conformance Report* and a copy provided to the Contractor (see *Appendix 9*). A copy of any *Contractor Non-Conformance Report* will also be sent to the *Administration Officer*. The contractor will be required to determine the corrective actions they will use to address the non-conformance issue. These corrective actions must be in line with the hierarchy of controls, WHS regulation and best practice. When the contractor rectifies the issue, the *Contract Manager* will verify that it has been satisfactorily resolved, and close-out the issue.

Contractor Non-Conformance Reports must be added to the contractor's file.

4.3. Monitoring WHS performance

For long duration contracts, and wherever else it may be applicable, contractors are required to complete and submit *monthly* reports using the *Contractor Review Report* (see *Appendix 10*). These reports will be used to document WHS key performance indicators as well as non-conformance and corrective action status. They can also be used to record any incidents including injuries, damage to property or environment and near misses.

4.4. Contract Finalisation

Within (2) weeks of the completion of work, the contractor will complete a final *Contractor Review Report* and submit it to the *Contract Manager*. The *Contract Manager* will then conduct a close out meeting with the contractor to discuss WHS performance and provide an opportunity to exchange feedback. The *Contractor Review Report* will be used to inform future engagement of the contractor.

5. Training and Implementation

All *managers/supervisors* who have any involvement in engaging, assessing, and monitoring contractors must have the skills and knowledge to understand the risk relationship. The *Administration Officer* will arrange training in this procedure and its associated forms and processes for the relevant *managers/supervisors*.

All training requirements and records must be documented as per the *WHS Training and Competency Procedure*, using the *WHS Training Matrix*.

Implementation of this procedure can be monitored using the *Self-Assessment- Contractor WHS Management* provided in *Appendix 1*.

6. Record Keeping

Castlereagh Macquarie County Council will maintain the following records relating to Contractor WHS Management in accordance with Council's *Record Keeping Procedure (number)* and the *WHS Records Matrix*:

(OR)

Castlereagh Macquarie County Council will maintain the following records relating to Contractor Management in accordance with Council's *Record Keeping Procedure (number)*:

Record Name	Storage Location	Who has responsibility for Storage
<i>Contractor Prequalification Questionnaire (Full Version)</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Prequalification Questionnaire (Short Version)</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Prequalification Questionnaire (Heavy Vehicle / COR)</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Prequalification Letter</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Pre-Start Checklist</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Review Report</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Non-Conformance Report</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Site Inspection Checklist</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>WHS Management Plans</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Risk Assessments and SWMS</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contract Documents</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Contractor Induction Records</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Prequalification Record</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Project Risk Assessment</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>
<i>Final Contract Review Checklist</i>	<i>C;Drive/records</i>	<i>Administration Officer</i>

The privacy and confidentiality of all parties must be considered and respected at all times, especially regarding the availability of records and the inclusion of personal details.

7. References

7.1. Appendices

- 1. Self-Assessment Checklist – Contractor WHS Management (CL023)*
- 2. Contractor Prequalification Letter (FM048)*
- 3. Contractor Prequalification Questionnaire - Short Version (FM049)*
- 4. Contractor Prequalification Questionnaire - Full Version (FM050)*
- 5. Contractor Prequalification Questionnaire - Heavy Vehicle / COR (FM051)*

6. *Approved Contractor Register Template (RG022)*
7. *Contractor Pre-Start Checklist (CL079)*
8. *Contractor Site Inspection Checklist (CL080)*
9. *Contractor Non-Conformance Report (FM052)*
10. *Contractor Review Report (FM053)*

7.2. Internal references

- *WHS Policy (number)*
- *Record Management Procedure (number)*
- *Procurement Procedure (number)*
- *Incident Reporting and Investigation Procedure (PR002)*
- *Incident Report Form (FM005)*
- *Contractor Induction Manual (number)*
- *WHS Training and Competency Procedure (PR007)*
- *WHS Training Matrix (RG010)*
- *WHS Purchasing Procedure (PR011)*
- *Council Record Keeping Procedure*

7.3. External References

- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulation 2017 (NSW)*
- AS/NZS ISO 45001:2018, Occupational health and safety management systems
- Code of Practice: Work Health and Safety Consultation, Cooperation and Coordination 2019 (SafeWork NSW)
- Code of Practice: How to Manage Work Health and Safety Risks 2019 (SafeWork NSW)
- Code of Practice: Construction Work 2019 (SafeWork NSW)
- Tendering Guidelines for NSW Local Government 2009 (NSW Department of Premier and Cabinet Division of Local Government)
- *Heavy Vehicle National Law 2018 (NSW)*

8. Definitions

Term	Definition
Construction Project	A project that involves construction work where the cost of the construction work is \$250,000 or more.
Construction Work	Any work carried out in connection to the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.
High Risk Construction Work	High risk construction work includes specific types of construction work as defined in Regulation 291 of the WHS Regulation 2017 (NSW) e.g. <ul style="list-style-type: none"> • Work that involves a risk of a person falling more than 2 metres • Work that involves the risk of disturbing asbestos • Work that involves work near powered mobile plant

Term	Definition
Major Contract	<p>A contract that involves a cost <i>in excess of \$50,000</i>, or is of high risk or is of a complex nature, or exceeds two weeks duration, i.e.</p> <ul style="list-style-type: none"> • Project value of more than \$50,000 but less than \$250,000, or • Project value is less than \$50,000, but is more than two weeks in duration, and / or includes more than (one/two) tasks classified as high-risk construction work.
Minor Contract	<p>A contract for:</p> <ul style="list-style-type: none"> • Minor construction contracts involve works <i>less than \$50K</i> that does not involve hazardous or high-risk work • Other service providers (non-construction), including Consultants and Suppliers who provide an ongoing or one-off low risk service • Delivery of goods or materials, provided that the work does not involve high risk tasks (such as unloading a truck with a large crane)
PCBU	<p>A Person Conducting a Business or Undertaking, where a person may be an organisation or individual. Council is a PCBU. Other organisations or individuals may hold shared responsibilities as a PCBU depending on the arrangement with Council.</p>
Principal Contractor	<p>The PCBU that commissions a construction project is the principal contractor, unless the person appoints another person conducting a business or undertaking to be the principal contractor and authorises such person to have management or control of the workplace and discharges the duties of the principal contractor.</p>
Subcontractor	<p>A PCBU that enters into a contract with a builder or principal contractor to undertake specified construction work. They are also 'workers'.</p>
WHS Management Plan	<p>A written plan that sets out the arrangements to manage work health and safety on a construction project, and to ensure the required processes are in place to manage the risks associated with the project.</p>
Worker	<p>A person who carries out work in any capacity for Council. This includes an employee, contractor, subcontractor or volunteer.</p>

9. Responsibilities

Responsibilities for managing health and safety risks and applicable to this procedure are summarised below:

Role	Responsibilities
General Manager and Supervisors	<ul style="list-style-type: none"> • Ensure processes and procedures are in place to enable compliance with contractor management requirements within NSW WHS legislation, Codes of Practice and Australian/New Zealand Standards • Ensure adequate resources are provided to enable the effective management of contractors providing services to the Council

Role	Responsibilities
	<ul style="list-style-type: none"> • Ensure that persons reviewing and authorising tenders, contracts and other contractor pre-qualification WHS information have the necessary experience, skills and expertise to properly evaluate WHS documents and capabilities • Ensure the provision of adequate training for Council's Managers and other relevant stakeholders involved in contractor management • Ensure that processes are in place for the review of this procedure and the processes for contractor management <i>every two years.</i>
Supervisors	<ul style="list-style-type: none"> • Define the scope of works to be conducted by the contractor, including any specific WHS requirements • Ensure that WHS criteria are identified and included in tender specification documents, contracts and other contractor pre-qualification documentation including requirements for compliance with the NSW WHS Legislation • Ensure contractors are correctly classified • Ensure that only approved contractors are utilised • Ensure a <i>WHS Management Plan</i> is prepared and implemented by Principal Contractors for construction projects, where required • Ensure compliance with the requirements of the <i>Contractor WHS Management Procedure</i> • Ensure records are maintained for each contractor to demonstrate compliance with this procedure.
General Manager	<ul style="list-style-type: none"> • Ensure Council's <i>Approved Contractor Register</i> is prepared and maintained • Ensure that WHS requirements are included in invitations for tenders, pricing or services • Ensure compliance with the contractor selection process in the <i>Contractor WHS Management Procedure.</i>
Supervisors	<ul style="list-style-type: none"> • Assist in defining the scope of works to be conducted by the contractor, including any specific WHS requirements • Assist in identifying WHS criteria to be included in tender specification documents, contracts and other contractor pre-qualification documentation including requirements for compliance with WHS legislation • Assist in the review of the contractors' WHS management systems, procedures and capabilities against WHS specifications (where competent to do so) • Ensure that only approved contractors are utilised • Ensure contractors prepare, maintain and implement Safe Work Method Statements (SWMS) specific to the works undertaken • Ensure adequate information is provided to contractors on any known health and safety risks relevant to the work being undertaken

Role	Responsibilities
	<ul style="list-style-type: none"> • Ensure the Council WHS induction is completed for all contractors • Consult and monitor contractor activities to ensure compliance with Council's and the contractor's own WHS procedures by conducting WHS inspections (where competent to do so) • Maintain records for each contractor order to demonstrate compliance with this procedure.
<i>Administration Officer</i>	<ul style="list-style-type: none"> • Support the WHS management system and processes for the identification, assessment, control and monitoring of contractors • Provide assistance to contract managers to evaluate WHS aspects of the tender process • Provide assistance and feedback to Supervisors and Managers regarding the monitoring and review of contractors WHS performance by assisting with WHS inspections, where required • Coordinate appropriate training in accordance with section 5 of this Procedure.

10. Document Control and Review

Owner	<i>General Manager</i>
Approval	<i>General Manager</i>
Approval date	<i>Xx/xx/2020</i>

Council will review this procedure when there are legislative changes, a change in workplace arrangements or at least every *2 years* to ensure it continues to be effective and relevant. Review and revision must be done in consultation with relevant workers.

Revision No.	Prepared/Revised by and Date	Amended Section(s)	Action/Amendment Description	Approved by and Date
1	StateCover 2017	New Document	NA	
2	StateCover April 2020	All	<ul style="list-style-type: none"> • Updated: format • Updated: Contractor pre-qualification questionnaire – full version • Updated: Contractor site inspection to include excavation and electrical • New: Section on sub-contractors • New: Section on contract development • New: Chain of responsibility requirements and 	

Revision No.	Prepared/Revised by and Date	Amended Section(s)	Action/Amendment Description	Approved by and Date
			prequalification questionnaire <ul style="list-style-type: none"> • Relocated and updated: Monitoring and review of contractors WHS performance to section 4 	

Appendix 1

Self-Assessment Checklist – Contractor WHS Management

Implementation of this procedure can be monitored by checking the following:

Self-Assessment	Yes	No
1. Minimum WHS requirements are set for each contract classification		
2. Contractors WHS performance history and WHS systems are considered as part of the tender and selection process		
3. All contractors complete a <i>Contractor Pre-Qualification Questionnaire</i> before being accepted as an approved contractor		
4. Council has and maintains an <i>Approved Contractors Register</i>		
5. Council has a process in place to manage contractors' inductions and communication and consultation with contractors		
6. A <i>Contractor Pre-start Checklist</i> is completed by Council at a pre-start meeting with each contractor, prior to them commencing work.		
7. Contractor WHS incidents are notified to Council and where required, Council investigates the incident using the <i>Incident Reporting and Investigation Process</i>		
8. Monitoring and reviewing Contractor WHS Performance is conducted through regular and documented WHS inspections		
9. Non-conformances are documented and the contractor notified immediately and supplied with the <i>Contractor Non-Conformance Report</i> to implement corrective actions		
10. The <i>Contractor Review Report</i> is completed for all long duration contracts on the finalisation of the contract works		
11. Council's <i>managers/supervisors</i> receive training in relation to this procedure and their obligations		
12. Council keeps and maintains records of contractor WHS management		

Appendix 2

Contractor Prequalification Letter

Sample Letter to Contractors

<Insert Date>

< Insert Contractor Name>
< Insert Contractor Address>

Dear <Insert Name>,

Re: Contractor Work Health & Safety (WHS) Requirements

It is a requirement of *Castlereagh Macquarie County Council* WHS Management System to ensure all services supplied to our organisation by contractors and suppliers meet both internal and external requirements regarding WHS and environmental legislations and standards. To assist us with placing you on our *Contractor Register*, please complete the attached questionnaire and forward copies of the following documentation:

1. Certificate of Business Registration,
2. Current Public Liability Insurance,
3. Current Professional Indemnity Insurance (if applicable),
4. Current Workers Compensation Insurance / Personal Injury Insurance (if self-employed with no additional employees),
5. Government Licence or Permit where required (e.g. electrical work, plumbing work, etc.),
6. WHS Management Plan (or an outline of safe work practices and WHS Policies and Procedures relevant to the work to be performed), and
7. Any other documents requested in the questionnaire.

If you intend to subcontract all or any part of the works to a third party, it is your responsibility to notify *Castlereagh Macquarie County Council* of this intention and ensure that the subcontractor has been evaluated as conforming to stated requirements.

Please contact the undersigned if you have any queries regarding any of the above requirements. Thank you for your assistance and cooperation.

Yours faithfully,

(Council contact)

Appendix 3

Contractor Prequalification Questionnaire – Short Version

Contractor Prequalification Questionnaire			
This questionnaire forms part of the mandatory evaluation process for Contractors. Contractors may be required to verify their responses noted in their questionnaire by providing additional evidence upon request by Council.			
Contact Details			
Contractor Business Name:			
Address:			
Phone:		Fax:	
		Mobile:	
Please provide details of the nominated person within your company who can be contacted regarding WHS issues		Name:	
		Phone:	
		Mobile:	
Insurance Certificates – Please attach a copy of each Policy / Certificate of Currency			
Type	Expiry Date	Insurer	Amount
Workers Compensation			
Public Liability			
Professional Indemnity Insurance			
Other:			
Licence / permit details – please attach copies of relevant licences / permits			
Name	Type	Expiry Date	Issued by
	<i>(e.g. builder /plumber licence)</i>		
No.	Item		
1.1	Please provide copies of the SWMS/job safety procedures for the work to be performed		
1.2	<i>(List other information to be supplied here)</i>		
Contractor Sign-off			
<i>Name of Contractor</i> confirms we have systems in place to manage WHS risks in accordance with the hierarchy of controls, WHS legislation, Australian Standards, and Codes of Practice. All work will be performed in accordance with <i>Name of Contractor</i> SWMS or procedures, and any necessary additional controls identified during the work will be implemented. All workers performing the work will be trained, competent and licenced			

Contractor Sign-off

(if required) to do the work. All sub-contractors engaged by the company will be held to these same standards.

Name of authorised Contractor Representative:		Position:	
Signature:		Date Submitted:	

The section below to be completed by **(Castlereagh Macquarie County Council)**:

Outstanding / Additional Documentation Required:			
Council's Reviewer of Contractor Prequalification Questionnaire			
Comments:			
Manager Name:		Position:	
Signature:		Date:	
WHS Reviewer Name:		Position:	
Signature:		Date:	

Appendix 4

Contractor Prequalification Questionnaire – Full Version

Contractor Prequalification Questionnaire			
This questionnaire forms part of the mandatory evaluation process and the objective of the questionnaire is to provide an overview of the status of the contractors' WHS Management System. Contractors will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.			
Contact Details			
Contractor Business Name:			
Address:			
Phone:		Fax:	
		Mobile:	
Please provide details of the nominated person within your company who can be contacted regarding WHS issues		Name:	
		Phone:	
		Mobile:	
Insurance Certificates – Please attach a copy of each Policy / Certificate of Currency			
Type	Expiry Date	Insurer	Amount
Workers Compensation			
Public Liability			
Professional Indemnity Insurance			
Other:			

No.	Item
1	WHS Policy and Management
1.1	Does your company have a written company WHS Policy? If yes, please provide a copy of the Policy
1.2	Does your company have a WHS Management System? If yes, please provide relevant details or attach the relevant documentation
1.3	Has your company's WHS Management System been certified by a recognised independent authority (e.g. AS4801 or ISO45001)? If yes, please provide a copy of certification or accreditation
1.4	Are WHS responsibilities clearly identified for all levels of management and staff? If yes, please provide details or attach the relevant documentation
2	Safe Work Practices and Procedures
2.1	Does your company have a documented risk management process to identify WHS and manage hazards for activities within your operations? If yes, please provide details or attach the relevant documentation

No.	Item
2.2	Does your company have a process to ensure the hierarchy of controls is followed, and that the highest level of controls is used where practicable? If yes, please provide details or attach the relevant documentation
2.3	Has your company prepared Safe Work Method Statements (SWMS) or specific WHS instructions relevant to its operations? If yes, please provide a summary list of SWMS or instructions Note: SWMS for the work your company will be doing for Council must be provided for review.
2.4	Does your company complete incident reports and investigations for WHS incidents? If yes, please provide a copy of this and of a standard incident report and investigation form
2.5	Does your company have specific procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company? If yes, please provide details or attach the relevant documentation
2.6	Does your company have specific procedures for storing and handling hazardous chemicals/materials? If yes, please provide details or attach the relevant documentation
2.7	Does your company have specific procedures for identifying, assessing and controlling risks associated with hazardous manual tasks? If yes, please provide details or attach the relevant documentation
2.8	Does your company have permit to work systems? If yes, please provide a summary list of permits and examples of permits.
3	WHS Training
3.1	Does your company have a process to train workers and verify competency in WHS procedures, SWMS and plant operation for the services to be provided? If yes, please describe how WHS training and competency verification is conducted in your company or provide relevant documentation.
3.2	Are records maintained of all training, competency verification and induction programs undertaken for workers? If yes, please provide a training register/evidence of training for the services to be provided
4	WHS Inspections
4.1	Does your company have a process to ensure workplaces/worksites are regularly inspected for WHS hazards and issues? If yes, please provide details or attach the relevant documentation
4.2	Does your company have a procedure by which workers can report hazards within workplaces or at worksites? If yes, please provide details or attach the relevant documentation

No.	Item
5	WHS Consultation
5.1	<p>Does your company have formal, documented consultation arrangements in place, such as any of the following?</p> <ul style="list-style-type: none"> • A health and safety committee, • Worker-elected Health and Safety Representatives, • Other agreed arrangements (including regular meetings with workers to communicate and consult on WHS matters)? <p>Please provide details of the arrangements in place or attach the relevant documentation</p>
5.2	<p>Does your company have a process for escalating and resolving WHS issues? If yes, provide details or attach the relevant documentation</p>
5.3	<p>Has your company identified how they plan to consult and communicate information with other duty-holders and their workers – e.g. with Council and other contractors? If yes, provide details of planned arrangements</p>
6	WHS Performance
6.1	<p>Does your Company's senior management regularly review WHS performance? If yes, provide details of how this occurs.</p>
6.2	<p>Does your company have a formal process for setting WHS key performance indicators and measuring performance against these - including number and type of injuries and incidents? If yes, provide a summary of WHS performance indicators for the last 6 months</p>
6.3	<p>Does your company have an assurance process to ensure WHS risks are identified and effectively managed (e.g. internal audits, review of control measures)? If yes, provide details or attach the relevant documentation</p>
6.4	<p>Has your company had any notifiable incidents in the past 5 years? If yes, provide details, including outcomes such as notices from the Regulator.</p>
6.5	<p>Has your company been issued any improvement, prohibition or penalty notices by a safety regulator, been convicted of a WHS offence or been the subject of other enforcement action in the last 5 years? If yes, provide details, including the outcome of notices or enforcement actions.</p>

7	References
	<p>Provide contact details of referees for three (3) recent contracts completed by your company.</p> <p>Contract 1: Referee name: Ph: Email:</p> <p>Contract 2: Referee name: Ph: Email:</p> <p>Contract 3: Name: Ph: Email:</p>

Contractor Sign-off

Name of Contractor confirms we have systems in place to manage WHS risks in accordance with the hierarchy of controls, WHS legislation, Australian Standards, and Codes of Practice. All work will be performed in accordance with *Name of Contractor* SWMS or procedures, and any necessary additional controls identified during the work will be implemented. All workers performing the work will be trained, competent and licenced (if required) to do the work. All sub-contractors engaged by the company will be held to these same standards.

Name of authorised Contractor Representative:		Position:	
Signature:		Date Submitted:	

The section below to be completed by **Castlereagh Macquarie County Council**:

Outstanding / Additional Documentation Required:			
Council’s Reviewer of Contractor Prequalification Questionnaire			
Comments:			
Manager Name:		Position:	
Signature:		Date:	
WHS Reviewer Name:		Position:	
Signature:		Date:	

Appendix 5

Contractor Prequalification Questionnaire - Heavy Vehicle / Chain of Responsibility

Contractor Prequalification Questionnaire			
This questionnaire forms part of the mandatory evaluation process and the objective of the questionnaire is to provide an overview of the status of the contractors' WHS Management System. Contractors will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.			
Contact Details			
Contractor Business Name:			
Address:			
Phone:		Fax:	
		Mobile:	
Please provide details of the nominated person within your company who can be contacted regarding WHS and COR issues		Name:	
		Phone:	
		Mobile:	
Insurance Certificates – Please attach a copy of each Policy / Certificate of Currency			
Type	Expiry Date	Insurer	Amount
Workers Compensation			
Public Liability			
Professional Indemnity Insurance			
Other:			
No.	Item		
1	WHS Policy and Management		
1.1	Does your company have a written policy for managing heavy vehicle compliance (HVC)/chain of responsibility (COR)? If yes, please provide a copy		
1.2	Are roles and responsibilities for HVC/COR clearly identified within your Company? If yes, please provide details of key roles or attach the relevant documentation		
1.3	Does your company have external accreditation (e.g. NHVAS, Trucksafe)? If yes, please provide a copy of certification or accreditation. (You may be requested to provide a copy of the most recent accreditation audit report.)		
1.4	Does your company have a process for monitoring/auditing compliance with COR requirements? If yes, provide details of process (You may be requested to provide a copy of the most recent audit.)		
1.5	Does your company intend on using subcontractors for all or part of the work?		

No.	Item
	(If yes, your company must be able to produce evidence to show you have adequate processes in place to select, induct and supervise subcontractor's compliance with COR requirements, when requested)
2	Drivers
2.1	Does your company have a process to ensure drivers hold current licences for the appropriate vehicle classes? If yes, please provide a register of drivers and licences
2.2	Does your company have a process to manage fatigue for drivers, including scheduling/rostering, journey planning and record keeping? If yes, provide details of how fatigue is managed or attach the relevant documentation
2.3	Does your company have a process to ensure compliance with requirements for driving hours and breaks? If yes, provide details of how compliance is managed or attach the relevant documentation
2.4	Does your company have a process to ensure drivers are fit for work? If yes, provide brief details of how fitness for work is managed or attach the relevant documentation
2.5	Has your company provided training to drivers on elements of the safety management system for COR? If yes, provide brief details of training or attach the relevant documentation
3	Vehicles and Loads
3.1	Does your company have a process to ensure current registration is maintained for all heavy vehicles to be used for the proposed work? If yes, provide a register of vehicles and registration expiry dates.
3.2	Does your company have a process to ensure heavy vehicles are maintained and roadworthy, including prestart checks? If yes, provide a copy of the maintenance procedure and a sample of your completed prestart checklist(s)
3.3	Does your company have processes and controls in place to ensure compliance with mass and dimension limits of heavy vehicles? If yes, provide a brief description of how this is managed or attach the relevant documentation
3.4	Does your company have a process in place to ensure compliance with speed limits (including both speed limiters and controls for ensuring compliance with limits under 100km/h)? If yes, provide a brief description of how speed compliance is managed or attach the relevant documentation
3.5	Does your company have a process in place to ensure all loads are adequately secured/restrained, in compliance with the Load Restraint Guide? If yes, provide a brief description of how load restraint is managed or attach the relevant documentation
4	Permits and Route Planning
4.1	Does your company have a process to ensure compliance with notices, permits and exemptions?

The section below to be completed by **Castlereagh Macquarie County Council**:

Outstanding / Additional Documentation Required:			
Council's Reviewer of Contractor Prequalification Questionnaire			
Comments:			
Manager Name:		Position:	
Signature:		Date:	
WHS Reviewer Name:		Position:	
Signature:		Date:	

Appendix 6

Approved Contractor Register Template

Site:					Completed by (Name & Position):				
Date Last Reviewed:					Date Next Review due:				
Supplier/Contractor Details (Company name, address, etc.)	Type of Services Provided	Category of Contractor	Licence/ Certificate No. (Where required)	Public Liability Insurance Policy No. & expiry date	Workers Comp Insurance Policy No. & expiry date	Professional Indemnity (where required)	Contractors Prequalification Questionnaire completed (date)	Reviewed and Signed- Off by:	Review Date

Appendix 7

Contractor Pre-Start Checklist

The following documentation must be submitted and reviewed by Council's **Contract Manager** prior to commencement of work. This may be conducted as part of the Start-up Meeting.

Steps	✓	Requirements of the Project	When
1	<input type="checkbox"/>	A detailed scope of works to be undertaken has been provided.	Prior to arriving on site. (Contractors cannot commence if this information has not been submitted)
	<input type="checkbox"/>	WHS Management Plan provided (if construction project is over the value of \$250K).	
	<input type="checkbox"/>	Site specific risk assessment (if applicable).	
	<input type="checkbox"/>	SWMS are provided for all high-risk activities.	
	<input type="checkbox"/>	SWMS: <ul style="list-style-type: none"> • are signed off by the nominated responsible person • clearly identify responsibilities • identify the related provisions of WHS legislation, Codes of Practice and Standards • include evidence that workers have been consulted, inducted and signed off on the SWMS • include contact details and a backup person who can respond to emergencies • have been reviewed within the last 1-2 years 	
	<input type="checkbox"/>	A register of workers (employees, labour hire or subcontractors) who are likely to be sent to site has been provided, with their skills and competencies noted and any additional training required to carry out the SWMS.	
	<input type="checkbox"/>	Council has been notified beforehand of any subcontractors to be engaged.	
	<input type="checkbox"/>	The methods to be used to monitor and manage subcontractor WHS on the project have been identified.	
	<input type="checkbox"/>	The methods to be used to conduct and record regular WHS consultation with workers has been identified.	
	<input type="checkbox"/>	Plant registers for electrical equipment, static or mobile plant to be used and details of inspection and testing have been provided	
2	<input type="checkbox"/>	A register of hazardous chemicals to be used on site and corresponding Safety Data Sheets <i>have been provided N.B.: SDS must be less than 5 years old from issue date.</i>	
	<input type="checkbox"/>	Details of emergency control measures have been provided.	
2	<input type="checkbox"/>	Certificates of currency have been provided for: <ul style="list-style-type: none"> <input type="checkbox"/> Public Liability 	

The following documentation must be submitted and reviewed by Council's **Contract Manager** prior to commencement of work. This may be conducted as part of the Start-up Meeting.

Steps	✓	Requirements of the Project	When
		<input type="checkbox"/> Workers Compensation	
3	<input type="checkbox"/>	Register of all workers to be used on project, including subcontractors and their skills, competencies and licenses provided.	Prior to the Site Induction
4	<input type="checkbox"/>	Evidence of SDS for all hazardous chemicals that will be brought to and used, handled and/or stored on site. <i>N.B.: SDS must be less than 5 years old from issue date.</i>	
5	<input type="checkbox"/>	Register of plant with logs and pre-commencement checklist completed and signed off <i>N.B.: this is to include risk assessments of plant and on-site maintenance scheduling.</i>	
6	<input type="checkbox"/>	Verification that workers have been inducted into the specific SWMS for this project.	Must be presented at the Site Induction
7	<input type="checkbox"/>	Verification that workers have been issued with Personal Protective Equipment (PPE) where applicable e.g. hard hats, hearing protection, eye protection, respirator/mask, gloves, foot protection, high visibility clothing, etc.	
8	<input type="checkbox"/>	Verification that workers have General Construction Induction Cards (white cards) and any relevant National Certificates of Competency for Plant and Equipment.	

Sign Off

Nominated <i>Castlereagh Macquarie County Council</i> Manager's Name and Signature:					
Contractor Company Name:					
Contractor Name:		Signature:		Date:	

Appendix 8

Contractor Site Inspection Checklist

Date of Inspection:		Time of Inspection:	
Site Location:			
Type of Work:			
Contractor:			
Contractor Address:			
Contractor Name/Signature:			
Inspected by (Name/Position/Signature):			

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
1. General Risk Management					
Site Specific Risk Assessment completed prior to work commencing and controls implemented i.e. public access, weather and identified hazards.					
Safe Work Method Statements (SWMS) relevant for work sighted.					
SWMS have appropriate controls documented and implemented. <i>(This is only to be assessed where the person conducting the inspection is competent to review the controls)</i>					
Work tasks/activities conducted in accordance with the requirements of the SWMS. <i>(This is only to be assessed where the person conducting the inspection is competent to review the controls)</i>					
Permit to work procedures are available and completed for confined space entry, work at heights/roof access, hot work,					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
excavation, asbestos removal, etc.					
Isolation / tagging systems are used for unsafe or defective equipment.					
2. Training and Induction					
Relevant operation licenses sighted i.e. riggers, climbers, plant and equipment.					
Site specific site induction required and completed.					
Contractors are following all site rules					
Contractor trained in the SWMS and SWMS signed by the contractor undertaking the work.					
Permit to work competency / licence sighted for confined space entry, work at heights/roof access, hot work, excavation, asbestos removal, etc.					
3. Work Environment					
Adequate lighting for tasks/activities performed.					
Work site clean and free of rubbish - bins available and used.					
Passageways, stairways, pathways and work areas defined and clear of obstructions.					
Exclusion zones / prohibited areas have barricades and warning signs.					
Work site external boundaries defined, and public access restricted e.g. fencing.					
Access / exit in safe condition.					
Storage of materials on site in designated areas.					
Overhead protection at head strike areas is provided (i.e. areas barricaded or fenced, to prohibit entry).					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
4. Emergency Response					
Emergency plan / procedure including contacts available on site.					
Adequate first aid facilities provided e.g. first aid kit in vehicle and workers trained.					
Contractor's vehicle fitted with a fire extinguisher on-board and workers trained in its use.					
Incident/near miss reporting form available on site.					
5. Electrical Risks					
Electrical equipment inspected, tested and tagged in accordance with AS/NZS 3760:2010.					
Power boards and power leads in safe operating condition.					
Electrical leads positioned to avoid tripping and damage e.g. off ground.					
Low hanging overhead power wires have tiger tails attached.					
Signage is installed to warn of overhead powerlines and/or cross sticks installed underneath					
6. Excavation work					
Dial before you dig, and other relevant service provider plans are available					
Cable locator technology used to identify service locations					
Potholing has been carried out to determine the location of underground services					
Where underground services have been located, they are protected from damage					
7. Plant and Equipment					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
Maintenance of equipment and expiry dates sighted (e.g. lifting equipment).					
Contractor has all relevant operator licences / verification of competency.					
Registration for vehicles and plant sighted.					
Plant, equipment and tools in good condition.					
Machine guards in place.					
SWMS for activity on site and followed.					
Plant and equipment risk assessments available on-site.					
8. Working at Heights					
Working at heights / roof access permit sighted.					
Working at heights training has been provided to all workers involved and verified.					
Tool lanyards are being used to prevent tools from falling.					
Emergency and rescue procedures has been prepared for working at heights (in case a fall arrest system is used).					
Fall restraint/arrest system is being used.					
Fall arrest equipment has two hooks to ensure that the worker is attached to the structure / tower.					
Fall arrest equipment has been inspected in the last 6 months.					
Entry to work areas where work at heights is being undertaken is restricted i.e. fencings and barricades.					
Handrails/protective rails are in place					
SWMS sighted and followed.					
9. Confined Space					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
Confined space entry permit sighted.					
Spotter on site.					
Confined space training has been provided to all workers involved and verified.					
SWMS sighted and followed.					
Emergency procedures for confined spaces are in place, e.g. First Aid and Rescue Procedures.					
10. Hazardous Manual Tasks					
SWMS to identify hazardous manual tasks and appropriate controls are implemented e.g. use of manual aids and workers trained.					
Manual Aids e.g. trollies and pulleys are available on site and used.					
Workers have been trained in the safe performance of relevant hazardous manual tasks. Training has been verified.					
11. Hazardous Chemicals					
An up-to-date hazardous chemicals register is available.					
SWMS list precautions to be used when working with hazardous chemicals.					
Safety Data Sheets (SDS) sighted for hazardous chemicals used on site (no older than 5 years).					
Flammable/combustible materials, gas cylinders and other hazardous materials are stored safely on-site.					
Hazardous chemicals safely stored and containers clearly identified.					
Workers are trained in hazardous chemical safety, and training has been verified.					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
12. Hazardous Materials					
Asbestos Registers available from <i>Castlereagh Macquarie County Council</i> which identifies asbestos locations and asbestos-containing materials (ACM) labelled.					
13. Radio Frequency Radiation (RFR)					
RFR exposure tags worn when working around RFR.					
SWMS sighted and followed.					
PPE documented in SWMS worn.					
14. Use of Elevating Work Platforms (EWP)					
Contractor licensed to operate EWP and sighted.					
Working at heights permit sighted and controls listed implemented					
Working at heights training has been provided to all workers involved and verified.					
15. Use of Ladders					
Ladders inspected and in good condition.					
Ladders have non-slip feet fitted and properly secured at top and bottom.					
Working from ladders avoided in favour of higher-level controls for work at heights Inc., scaffold, scissor lifts etc.					
16. Personnel Protective Equipment (PPE)					
SWMS or site rules establish required PPE for work activities.					
PPE is available, worn and maintained in good working order.					
UV protection (e.g. sunscreen, hat, sunglasses, etc.) available and used.					
PPE signage in place.					
17. Environmental					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
Dust suppression, such as using wet techniques is in place.					
Stockpiles are protected from wind.					
Plant and equipment are maintained to minimise emissions.					
Site hours of operation of plant, equipment and power tools are observed.					
Works emitting excessive noise are identified.					
PPE hearing protection is used in noisy environments.					
SWMS for the work activity documents noise hazards and any PPE requirements.					
Storm water and run off controls are in place.					
Soil on roadways controls are in place.					
Discharge is contained and controlled on site e.g. pump out, contaminated soil, chemicals and other.					
Waste contractor records are available.					
Waste reduction plan is in place.					

Issue	Y	N	N/A	Action(s) to be Taken	Date Completed
1. Other Identified Hazards and Risks during Inspection:					

Appendix 9

Contractor Non-Conformance Report

Protocol for Non-Conformance Issues

1. On completion of the Contractor Site Inspection Checklist, the *nominated Castlereagh Macquarie County Council* Representative will complete the attached Contractor Non-Conformance Report for the areas of non-conformance that have been identified.
2. Details of non-conformance (i.e. involving plant or equipment, hazardous chemicals, procedures, SWMS, site risk assessments and/or other hazards/risks) are to be identified.
3. Prior to issuing a Contractor Non-Conformance Report, the Contractor/Sub-contractor is required to determine corrective actions and a timeframe for the actioning of the identified non-conformances. Risk control measures are to consider WHS Regulations, Codes of Practice, Australian Standards, best practice and the Hierarchy of Controls.
4. A copy of the completed report will be sent to Council's *Administration Officer*.

Non-Conformance Report			
Site Location:		Inspection Date:	
Project Number and Description:			
Contractor Details		Council Details	
Contractor/Subcontractor:		Council Department:	
Contractor Address:		Nominated Council Representative:	
Contractor Representative:		Council Telephone:	
Contractor Telephone:		Council Email:	
Contractor Email:		Council Signature & Date (upon issue):	
Contractor Signature & Date (upon completion):		Council Signature & Date (upon completion):	
Non-Conformance Details	Contractor's intended corrective actions:	Agreed Completion Date	Verification of Completion (Date & Signature)
Additional Comments:			

Appendix 10

Contractor Review Report

Contractor WHS Report		
Monthly:	Date:	
Contractor/Subcontractor:	Council's Contractor No.:	
Address:	Contact Person:	
Telephone:	Email:	
Performance Indicators		
Performance Measure	Current Month	Annual Total
No. of hours worked on Council's sites		
No. of SWMS reviewed		
No. of Site Risk Assessments completed		
No. of hazards identified and reported on Council's sites		
No. of hazards rectified		
No. of WHS audits/inspections completed		
No. of Incident/Near Miss Reports occurring from Council's sites		
No. of lost time injuries from Council's sites		
No. of Working days lost		
No. of first aid treatments on Council's sites		
No. of task observations completed		
No. of toolbox talks or other safety meetings held		
Corrective Actions		
Performance Measure	Current Month	Annual Total
No. of Non-Conformance Reports received from <i>Castlereagh Macquarie County Council</i>		
No. of WHS corrective actions implemented		
Corrective action status:		

Injured Workers					
Name Person Injured	PCBU (Contractor/ Subcontractor)	Type of Injury	No. Work Days Lost	Return Work Date	Full Duty Y/N

Council Property/Environment Damages or Issues		
Item Damaged	Date of Damage	Describe Damage/Issue

SafeWork NSW inspections/actions on *Castlereagh Macquarie County Council* sites, and outcomes:

Additional Comments:

Contractor Signature: _____ Date: _____

Policy Adoption			
Version	Adopted Date	Minute No	Details of Review