



**City Administrative Centre**  
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra  
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

**Southern District Office**  
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

Website: [www.shoalhaven.nsw.gov.au](http://www.shoalhaven.nsw.gov.au)

**For more information contact the Human Resources**

---

## Contractor Safety Management Policy

**Policy Number:** POL13/97 • **Adopted:** 10/06/2010 • **Amended:** 22/09/2010, 22/8/2013 • **Minute Number:** N/A •  
**File:** 6841E • **Produced By:** Human Resources • **Review Date:** 22/8/2016

### 1. PURPOSE

To ensure that procedures that account for legislative requirements and give due consideration to Australian Standards and Codes of Practice are established and maintained to ensure that contractors have safety systems in place for themselves, their employees and sub-contractors to carry out work safely.

To effectively manage contractor safety, Council will develop and continuously improve procedures for the effective and consistent identification, evaluation, selection, monitoring and surveillance of its contractors.

### 2. STATEMENT

This policy applies to all Council employees and contractors. A contractor is anyone who is paid a fee to work for Council.

This policy should be read in conjunction with Council's Contractor Safety Management Guidelines intended to support Council and its contractors in integrating work health and safety requirements into contractor management.

### 3. REFERENCES & ASSOCIATED DOCUMENTS

- Shoalhaven City Council Contractor Safety Management Guidelines;
- Shoalhaven City Council Work Health Safety & Rehabilitation Manual;
- Shoalhaven City Council Purchasing Policy;
- NSW Work Health Safety Act 2011;
- NSW Work Health Safety Regulation 2011;
- Shoalhaven City Council Internal Work Health Safety Audit Procedure;
- Shoalhaven City Council Contractors Safety Induction Handbook.

## **4. PROVISIONS**

### **4.1. Preliminary Hazard Identification**

Prior to the engagement of any contractor a preliminary assessment of the likely hazards involved in the work is to be undertaken to allow preliminary assessment of likely hazards and selection of the appropriate category of Contractor for the work.

### **4.2. Appointment of a Principal Contractor**

A Principal Contractor is to be appointed as defined in the Regulations and Council's Contractor Safety Management Guidelines.

### **4.3. Contractor Evaluation and Appointment**

Council is required to measure and assess the capacity of contractors to comply with WHS Work Health Safety (WHS) specifications and requirements as required by WHS legislation, standards or codes of practice and shall seek sufficient information from contractors when seeking submissions for the work. This evaluation is to be incorporated into the selection of contractors prior to appointment. Council uses an online Contractor Safety Registration system that requires contractors to register their Work Health Safety Management Systems and complete Council's Contractor Safety Induction in order to be on Council's pre accredited list of contractors, in regards to safety systems.

### **4.4. Pre-commencement**

Council will ensure suitable WHS management requirements are implemented by the contractor before work on site commences, which may include:

- Contractor Safety Induction and Site Specific Contractor Safety Induction
- Site Specific Safety Management Plans (SSSMP)
- Safe Work Method Statements (SWMS)
- Licences
- Permits as required.

### **4.5. Contractor WHS Monitoring, Inspection and Reporting**

Council staff managing contractors shall have a procedure in place for the regular monitoring, inspection and reporting of WHS performance of the contract.

### **4.6. Contractor Incident Management**

Any injury received or incident identified by a contractor whilst undertaking work for Council is to be reported to the Council's nominated Contract Manager and then forwarded to the WHS Unit using the WHS Incident Report Hotline number 4429 3542. Reportable incidents to WorkCover are defined in the Regulation and the Contractor Safety Management Guidelines.

### **4.7. Responsibilities**

Council shall ensure that for every contract it enters into there is a responsible Council Contract Manager who shall comply with this policy. The responsibilities of supervisors/managers, SCC Contract Managers, Contractors, Principal Contractors and the WHS Unit is detailed in the Contractor Safety Management Guidelines.

**5. IMPLEMENTATION**

This Policy will be communicated to all staff through team briefs and will be available on Council's Intranet

**6. REVIEW**

Council reserves the right to vary or revoke this Policy and associated guidelines as required, in consultation with the Committee of Safety Review.

**7. APPLICATION OF ESD PRINCIPLES**

Not Applicable.