

Information Handbook

Contractor Safety



Acknowledgement of Country



We acknowledge the traditional owners and custodians of this country and their continuing connection to the land through culture and community. We pay our respects to Elders past, present and future.

Contents

Statement of Commitment	05
Summary of the Contractor Management System	06
Contractors Responsibility	07
WHS Legislation Compliance	08
Specific Requirements of Contractors	10
WHS Requirements for Emergency Work	12
Contractor Induction	12
General Site Safety Rules	13
Access/Egress	13
Air Quality	13
Barricades and hoardings	13
Chain of Responsibility	13
Drugs and Alcohol	13
Electrical Testing & Tagging	13
Electrical Distribution Panels	14
Existing Services	14
Hazard Reporting	14
Incident Notification to the Regulator	14
Hazardous Substances	14
Housekeeping	14
Isolation of Energy Sources	14
Mobile Phone Usage	15
Plant & Machinery – Authority to Operate	15
Personal Protective Equipment	15
Permits to Work	15
Signs	15
Smoking	15
What to Expect of Council when working on a Council Site/Project	16
Site Specific Risk Assessment	16
Safe Work Method Statements	17
Notification of Injuries, Incidents & Near Misses	18
Definitions	20
Resources	21
References	21
Other forms/information available on the intranet	21
Notes	21



Statement of **commitment**

This guide is designed to give information to the key stakeholders in the management of contractors within Shoalhaven City Council (SCC). By reading and understanding this guide, everyone working within Council's workplace and facilities can meet legislative requirements and maintain safe workplace.

The key purpose of this guide is to:

- WHS obligations under the NSW WHS Act 2011 and NSW WHS Regulation 2017
- Identification, assessment and control of hazards relevant to Shoalhaven City Council
- Any relevant operational issues with the safety of contractors.

TAKE 3 FOR SAFETY



STOP
the hazard



ASSESS
the risk



MAKE
the change



**SAFETY
ALWAYS
MATTERS**

shoalhaven
City Council

Contractor management system

Contractors are expected to have their own Safety Management System however if they do not have their own they shall work under Shoalhaven City Council's Safety Management System. Council's Safety policies and procedures can be found in the WHS Manual available on the Shoalhaven City Council website:

Additional Corporate Policies and Procedures relating to Contractors are available on the Contractors page of the Shoalhaven City Council website:

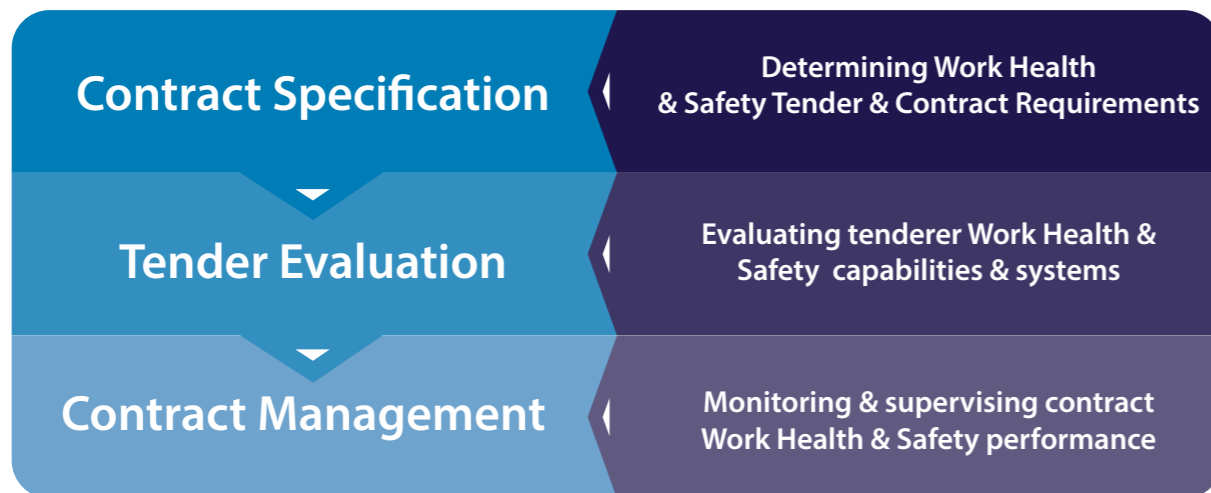


[WHS Manual](#)



[Contractor Requirements](#)

There are three important stages of the contracting process in which health and safety issues must be considered when engaging contractors



Contractors responsibility



Contractors working on Council sites are responsible for:

- Complying with applicable WHS and other legislative requirements for the work being undertaken.
- Complying with Shoalhaven City Council policies and procedures when undertaking works.
- Ensuring the provision of all Work Permits and maintaining any licenses required for the work being undertaken.
- Ensuring all relevant safety documentation is provided to Shoalhaven City Council as requested, including Project Safety Plan, Safe Work Method Statements, Worksite Risk Assessment Forms, Induction Records etc.
- Ensuring that all of their workers and sub-contractors, who attend Shoalhaven City Council premises are consulted in the Site Risk Assessment process, the project safety plan, safe work method statements etc.
- Ensuring that all of their workers and sub-contractors, who attend Shoalhaven City Council premises complete the applicable Site-Specific Induction.
- Ensuring all their workers on Shoalhaven City Council construction sites hold a valid SafeWork NSW White Card (General Construction White Card).
- Actioning any issues raised as requiring attention by the Project Manager.
- Ensuring the completion of any other legislated or industry-specific training.
- Participating in Pre-works Meetings, WHSMS Audits, Contractor Safety Review meetings and any other specified monitoring and review process.



WHS legislation compliance

All contractors and subcontractors are to maintain a safe workplace whilst on Council worksites and premises by complying with the Work Health Safety Act 2011 and the Work Health Safety Regulation 2017. Everyone working for or on behalf of Shoalhaven City Council is obligated to:

- (a) Ensure their own health and safety;
- (b) Not place at risk any other person;
- (c) Not interfere with or misuse anything provided for health and safety in the workplace;
- (d) Use necessary personal protective equipment, and;
- (e) Comply with instructions given for health and safety in the workplace.

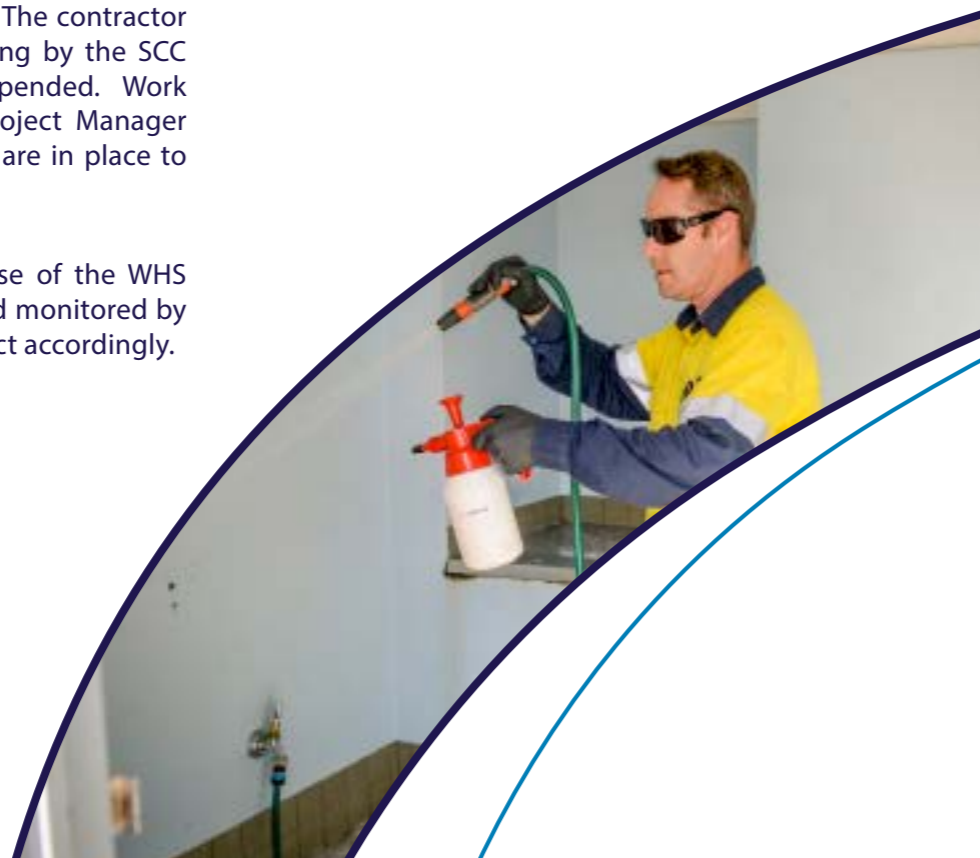
If during the execution of a contract, a contractor or subcontractor is in breach of any WHS requirements; all work with regards to that activity shall be suspended at the discretion of the Project Manager. The contractor shall be alerted to the matter in writing by the SCC Project Manager only if work was suspended. Work cannot recommence until the SCC Project Manager is satisfied that adequate risk controls are in place to avoid risk of injury.

The issue is to be recorded by the use of the WHS Performance report for Contractors and monitored by the SCC Project Manager for the contract accordingly.

Examples of WHS breaches may include non-compliance with the Work Health Safety Act 2011 or the Work Health Safety Regulation 2017, or not observing controls as stipulated in the safe work method statement. Poor WHS performance, including one-off instances or continuous breaches of WHS requirements, can lead to the termination of the contract and failure of not being awarded any further contract work.

Principal Contractor

A principal contractor is required to be identified for certain construction work and is responsible for the contracted work at all times until the work is completed. In some instances the Council may act as the principal contractor. Under the NSW WHS Regulation 2017 the principal contractor must:



- (a) Ensure WHS induction training is undertaken by employees, agents and contractors of the contractor entering the Council's premises;
- (b) Prepare, implement, update and make available, site specific WHS management plans;
- (c) Ensure that each subcontractor provides written safe work method statements before commencing work;
- (d) Direct and monitor compliance with applicable legislation and any safe work method statements of procedures;
- (e) Keep a register of, and other records in relation to, all hazardous and other substances on site;
- (f) Communicate any major WHS issues as they arise, including all SafeWork NSW notifiable events;
- (g) Ensuring all contractors, subcontractors and other engaged persons hold current and appropriate qualifications for the work or plant they will be utilising.

Contractors (including subcontractors)

Contractors have the responsibility to ensure the health and safety of their staff and Council personnel, other workers and visitors. Contractors are also required to observe these guidelines and any other requirements which may be identified in the local induction process.

For types of work where there is a risk to the health and safety of contractor staff, Council staff, other workers or visitors to the Council, a risk assessment (or safe work method statement) must be provided to the Shoalhaven City Council Contract Supervisor.

Specifically, NSW WHS Regulation 2017, contractors must not commence construction or demolition work unless they:

- (a) Have been provided with a copy of the relevant parts of the WHS management plan where applicable;
- (b) Have undertaken a risk assessment of the work to be carried out and provided a written safe work method statement to the principal contractor, including the risk assessment;
- (c) Have ensured that the contractor and their employees have undertaken WHS induction training as required, and a local Council induction;
- (d) Maintain and keep up-to-date safe work method statements;
- (e) Provide the principal contractor with updated safe work method statements and other information in relation to hazardous substances
- (f) Ensuring all contractors, subcontractors and other engaged persons hold current and appropriate qualifications for the work or plant they will be utilising.

Specific requirements of contractors

Contractors - Validation Criteria Requirements

Shoalhaven City Council engages contractors to undertake various projects, works or services for a diverse range of facilities, activities and functions.

When a contractor has been evaluated and selected to perform a task for Council, the contractor is required to meet the Work Health Safety Policy (WHS) requirements set by the Work Health Safety Act 2011 and Work Health and Safety Regulation 2017.

To assist both the contractor and Council in achieving compliance, contractors are required to register and achieve pre-accreditation for some elements of their Work Health Safety Management System (WHSMS) with Council's online contractor management system, Conserve™, prior to commencing at Council. Conserve™ is online web-based software, developed and maintained by BNG Consulting.

There is an annual fee payable by contractors to BNG Consulting.

- Visit the Conserve website.



[Conserve](#)

Validation Criteria Requirements

BNG Validation	Documents uploaded	Comments
Incorporated company name or ABN	Certificate of registration of a business - ASIC ABN registration - ATO	This information must be entered into the system.
Public Liability Insurance	Certificate of Currency	Contractor's potential liabilities under the Contract, minimum \$20 million for any one occurrence and unlimited in aggregate
Professional Indemnity Insurance	Certificate of Currency	This cover applies to all third parties who provide professional services and advice to Shoalhaven City Council. The requirements will be client specified limit, per request for Quotation, EOI or Tender. Limit based on Risk of engagement but will in all cases exceed \$1 million.
Workers Compensation Insurance	Certificate of Currency	In accordance with statutory requirements
WHS Documents	Safe Work Method Statements; Safe Work Procedures; WHS Policy	Required by contractors involved in High Risk or Construction activities

BNG Validation	Documents uploaded	Comments
Personal Accident and Illness Insurance or Salary Continuance	Certificate of Currency or policy document or proof of payment of insurance premium.	If the Contractor is a sole trader or partnership and doesn't hold Worker's Compensation insurance: Either Personal Accident and Illness Insurance or Salary Continuance Insurance for the contractor. If contractor is unable to secure cover acceptance is required by Shoalhaven City Council Senior Management
Other Insurances	Certificate of Currency or equivalent	Property Loss or Damage Cover for loss or damage to property or machinery of, the Contractor.
Company licenses, registrations, permits, certificates etc.	Relevant documentation	As relevant for the services that the contractor provides Shoalhaven City Council
SafeWork NSW – White Card (General Construction White Card)	Copy of the induction certificate	Mandatory for all contractors engaged in building / repair activities
Employee qualifications certificates; licenses etc.	Trade qualifications Security Licences Tertiary qualifications Apprenticeship or traineeship papers Drivers Licence High risk licences Plant Operator competency	As relevant for the services that the contractor provides to Shoalhaven City Council. Where the contractor indicates that they do not have any formal qualifications e.g. for cleaners or labourers - a Competency Letter is requested noting employee's duties training and experience from the CEO/ Managing Director.
Contractor Services	No documentation requested	The type (s) of services that the contractor provides Shoalhaven City Council will be selected from a comprehensive list of services in BNG Conserve. This information will be used to gather all company licenses and registrations as well as employee qualifications
Sites	No documentation requested	Contractor can enter specific sites OR 'Shoalhaven City Council sites' This is for general information only.
WHSMS Self Evaluation	Self evaluation results recorded in BNG Conserve	Contractors are encouraged to complete this self-evaluation using the tool contained within BNG Conserve. A similar Audit Tool is used by Shoalhaven City Council to conduct Contractor Compliance Audits on an ongoing basis.

WHS requirements for emergency works

Contractor induction

The Council Representatives shall ensure that Emergency Contractors that are not on BNG Conserve or the Council Preferred Tenders List, or that are on the Council Preferred Tenders List but have not been reviewed within the past 24 months, provide the following;

- Relevant insurance documents;
- Provide Safe Work Method Statements for the tasks to be undertaken;
- Hold all current licences and/or qualifications as required;
- Perform work on site in a safe manner; and
- Perform works in accordance with appropriate legislation and standards.

Aside from the generic information about working at Shoalhaven City Council contained in this guide, all contractors are required to attend a site induction involving the workplaces of Council which they will be working at. Site inductions are arranged and delivered by either the Principal Contractor, or where appropriate the Project Manager shall arrange and deliver the site induction. Special Inductions may be required for high risk areas within Council.

Other contractor employees or subcontractors which are employed after the initial site induction are to be inducted by the principal contractor. Records of this training are to be kept using the contractors own induction form. Records are to be forwarded to the SCC Project Manager at the end of each month.

Council's contractor induction and Depot site specific induction is located on the BNG Conserve website.



General site safety rules



These General Site Safety Rules are to be followed at all times:

Access/Egress

Access to all firefighting equipment such as fire extinguishers and fire hose reels must be kept clear. All passageways to emergency exits must be kept clear of stored material, rubbish etc. Nothing is to be stored in any area marked by painting on the floor.

Air Quality

Contractors must take all practicable precautions to minimise changes to indoor air quality. Air quality can be affected for example by dust or paint fumes and should be limited to after hours or weekend operations with approval from the SCC Project Manager and liaison with the user representative.

Barricades and Hoardings

All construction and maintenance work is to be isolated from other activities, staff and visitors to the Shoalhaven City Council. Where this cannot be controlled by closing off area of workplaces / worksites, or using a warning sign to stop access temporarily to an area, then barricades or more substantial hoardings are required to be used. If at any stage during construction or maintenance work or from past experience, a chosen method of isolation is found not to be successful, then a more appropriate control is to be implemented.

Drugs and Alcohol

Workers and others are not permitted to be under the influence of drugs or alcohol whilst conducting work on Council premises. Council has a drug and alcohol procedure to address the need for testing.

Any person who is required temporarily to take medicinal drugs that may affect their ability to work safely should inform their supervisor so that suitable duties can be found for them.

Chain of Responsibility

Legislation requires all parties in the supply chain to take a proactive approach to risk management and aligns more closely with WHS laws.

Ultimately it aims to decrease or eliminate breaches of this law by sharing the responsibility for safety to all parties involved in the supply chain and removing pressure off drivers. For information visit – <https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility>

To meet the obligations of this legislation, Council have instructed BNG Conserve to review the compliance of all Contractors. This component will now form part of your mandatory compliance as a Council Contractor.

A signed statement of compliance must be completed and uploaded to BNG Conserve.

Please click [here](#) for Statement of Compliance form.

Any Contractor not able to meet the requirements of the legislation will not be considered for work with Council.



General site safety rules cont...



Electrical Testing and Tagging

All contractors must ensure that electrical items are tested and tagged in accordance with the WHS Regulation 2017 and associated SafeWork NSW Codes of Practice and Australian Standards.

Electrical equipment that is not tagged will not be permitted on Council worksites.

Electrical Distribution Panels

Only persons authorised by the company in their job description or approved electrical contractors are to access the interior of electrical distribution panels where there are exposed electrical connections.

Existing Services

When a contractor's scope of works requires any form of interference (eg temporary disconnection, cut in, modifications etc.) of any existing building services (including, but not limited to, fire, electrical, lifts, hydraulics, etc.) these works are not to be commenced until co-ordinated and approved by the nominated SCC Project Manager supervising the contract.

Existing services (such as drains, watercourses, public utility and other services) if encountered, obstructed, or damaged in the course of performing the work under the contract, shall be dealt with as follows:

- If the service is to be continued: repair, divert, relocate as required;
- If the service is to be abandoned: cut and seal or disconnect, and make safe.

Hazard Reporting

Any person who identifies a potential danger or hazard in the workplace is to correct the situation IF IT IS SAFE TO DO SO, or warn nearby persons of the danger, highlighting the danger in some way or isolating it.

The hazard is then to be reported to the supervisor and/or Project Manager who will then contact Councils WHS Team.

Contractors are also required to notify SafeWork NSW or EPA of notifiable events.

Incident Notification to the regulator (SafeWork NSW)

Under the Work Health and Safety Act 2011 (Part 3 Incident notification) a notifiable incident means:

- (a) the death of a person
- (b) a serious injury or illness of a person, or
- (c) a dangerous incident

To notify a 'notifiable incident' contact SafeWork NSW – 13 10 50

Hazardous Substances

Any person, including contractors or sub-contractors, who bring any hazardous substance on site is to provide in advance an SDS for that substance to site management and seek approval for its use. Any person using or storing a hazardous substance on site is to do so in accordance with all information supplied in the relevant SDS for that substance.

Housekeeping

All work areas are to be kept clear of accumulated scrap or rubbish at all times. Oil and water leaks are to be reported and absorbent material used to remove the leaked fluid. No unreasonable collection of combustible material should be allowed to accumulate.

Isolation of Energy Sources

When any work is being performed on any plant or equipment, or if plant is unsafe to turn on or operate, SCC Lock out and tag out process is required to be followed for any isolation of an energy source.

The danger tag is to be completely filled in and signed and dated. The reason for the isolation and the person who placed the tag are to be clearly identified.

Danger tags can only be removed by an authorised competent person after the item has been serviced/maintained/repaired and is being returned to service.

Mobile Phone Usage

Mobile Phones are not to be used whilst operating any machinery or working in traffic conditions.

Plant and Machinery – Authority to Operate

Any contractor or sub contractor operating plant on any SCC work site must be trained and competent and hold relevant licenses. These are required to be provided by the contractor upon request.

It is the contractors responsibility to ensure that all daily pre start checklists are available to be provided on request. Contractors are responsible to ensure plant and equipment is maintained and in safe working condition.

Personal Protective Equipment

Contractors and sub-contractors are to comply with SCC Personal Protection Equipment Procedure PRD21/68. SCC has a long and long policy which applies to all workers, contractors and sub-contractors and must be adhered to.

Procedure

1.1.1 Long sleeve shirts and long pants must be worn by workers that are required to work outside as part of their normal duties.

Workers must wear the required PPE, minimum requirements are steel capped boots, high visibility vest or clothing, and long trousers and long sleeves (additional PPE may be specified for a task)

Permits to Work/Risk Assessment Checklist

Council uses a Permit to Work/Risk Assessment Checklist System for certain tasks as listed below. The permit/risk assessment checklist is a written document which authorises certain people to carry out specific work, at certain times and dates. These written documents set out the main precautions required to complete the job safely. The actual permits/risk assessment checklist for higher risk activities are attached to the relevant individual WHS Procedures.

Permits to Work/Risk Assessment Checklist shall be applied to the following planned work, see definitions for further information.

- Working at Heights
- Confined Spaces
- Asbestos Management
- Working near overhead powerlines
- Hot work

For more information on the Council's Permits to Work/Risk Assessment Checklists, please contact the WHS Team on 4429 3542.

Where the contractor is appointed as Principal Contractor they shall obtain the relevant Permit to Work and make it available to the Project Manager or Inspector and adhere to the relevant WHS procedure.

For more information on the council's Permits to Work Program please contact the WHS Team on 4429 3542.

Signs

All persons must comply with the requirements of any safety signs on site

Smoking

There will be no smoking, vaping or e-cigarettes in all council buildings, outbuildings, roofed enclosures and vehicles.

What to expect when working on a council project/site

Site specific risk assessment

Council's number one priority is to ensure the health and safety of all workers. This includes contractors and sub-contractors. Council representatives will conduct due diligence checks at any work site/projects to ensure compliance. You may be asked to provide evidence of your licences or qualifications, equipment servicing, inductions etc. Council will also ask to review any Safe Work Method Statements/procedures and your work will be monitored.

All Contractors and Sub Contractors engaged by Shoalhaven City Council shall be required to complete or participate in completing a site specific risk assessment. If the work is identified as high risk construction work a site specific safe work method statement must be completed.



Safe Work Method statements

SWMS are required for the 18 high risk construction work activities.

- Work on or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
- Is carried out in an area at a workplace in which there is any movement of powered mobile plant.
- Involving the risk of a person falling more than two meters
- Is carried out on a telecommunication tower.
- Involves the demolition of an element of a structure, that is load bearing, or otherwise related to the physical integrity of the structure.
- Involves or is likely to involve, the disturbance of asbestos.
- Involves structural alterations or repairs that require temporary support to prevent collapse.
- Is carried out in or near a confined space.
- Is carried out in or near a shaft or trench with an excavated depth of 1.5 m or a tunnel.
- Involves the use of explosives.
- Is carried out on or near pressurized gas distribution mains or piping.
- Is carried out on or near chemical, fuel or refrigerated lines.
- Is carried out on or near energized electrical installations or services.
- Is carried out in an area that may have a contaminated or flammable atmosphere.
- Involves tilt-up or precast concrete.
- Is carried out in an area in which there are artificial extremes of temperature.
- Is carried out in or near water or other liquid that involves a risk of drowning.
- Involves diving work.

Safe Work Method Statements must:

- identify the work that is high risk construction work
- Specify hazards relating to the high-risk construction work and the risks to health and safety
- Describe the measures to be implemented to control the risks, and
- Describe how the control measures are to be implemented, monitored and reviewed.

A principal contractor must also obtain the SWMS before high risk construction work on a construction project starts.

Contractors and sub-contractors must supply Safe Work Method Statements in relation to all activities on Council Worksites. These must be kept on site and all workers on site must participate in the completion of the SWMS process, and sign off that they know and understand their content.

If work is not being carried out in accordance with the SWMS then it must stop immediately or as soon as it is safe to do so. In these cases, the SWMS should be reviewed and if necessary revised to reflect the safest way to carry out the work that is reasonably practicable. Work must not resume until the work can be carried out in accordance with the SWMS.

A PCBU must also ensure a SWMS is reviewed and as necessary revised if the measures put in place to control risks to health and safety are revised.

Notification of injuries, incidents and near misses

All contractors are required to notify Council of all incidents, injuries and events that result in a breakdown of health and safety processes.

Council's Incident Reporting and Investigation Procedure includes a requirement for notifying Injuries, Incidents and near misses. This requirement applies to all persons in the workplace including workers, contractors, sub-contractors, visitors, and members of the public.

It is the contractor's responsibility to notify the Project Manager of any injury, incident or near miss immediately. If your company has their own incident/injury reporting form you can complete this and forward to your project manager. The WHS team requires the injury/incident report to be submitted to the Project Manager within 24hrs.

Contractors are also required to notify SafeWork NSW or EPA of notifiable events.

Contact details for regulators

To notify a 'notifiable incident' contact the regulator in the relevant jurisdiction (see table below).

Jurisdiction	Regulator	Telephone	Website
NSW	SafeWork NSW	13 10 50	Not applicable for notifications

Information that will be requested

A clear description of the incident with as much detail as possible will help the regulator assess whether or not the incident is notifiable and the need for a follow-up investigation by the regulator.

Where insufficient details are provided in a telephone notification, the regulator may contact the notifier if further information is required. All WHS regulators have agreed that the following (see table below) information should be collected as a minimum at the point of incident notification.

What happened: an overview	Provide an overview of what happened.
	Nominate the type of notifiable incident—was it death, serious injury or illness, or 'dangerous incident' (as defined above)?

When did it happen	Date and time
Where did it happen	<ul style="list-style-type: none"> Incident address. Details that describe the specific location of the notifiable incident—for example section of the warehouse or the particular piece of equipment that the incident involved—to assist instructions about site disturbance.
What happened: detailed description	Detailed description of the notifiable incident.
Who did it happen to	<ul style="list-style-type: none"> Injured person's name, salutation, date of birth, address and contact number. Injured person's occupation. Relationship of the injured person to the entity notifying.
How and where are they being treated (if applicable)	<ul style="list-style-type: none"> Description of serious injury or illness—i.e. nature of injury Initial treatment of serious injury or illness. Where the patient has been taken for treatment.
Who is the person conducting the business or undertaking (there may be more than one)	<ul style="list-style-type: none"> Legal and trading name. Business address (if different from incident address), ABN/ACN and contact details including phone number and email.
What has/is being done	Action taken or intended to be taken to prevent recurrence (if any).
Who is notifying	<ul style="list-style-type: none"> Notifier's name, salutation, contact phone number and position at workplace. Name, phone number and position of person to contact for further information (if different from above).

Although all of this information may not be available at the time of notification, PCBUs must still notify the regulator immediately of the incident and provide the information they have. The rest of the information will be collected by the regulator at a later time.

Contractors are advised that the information provided on this form is collected for including WHS and Risk Management purposes. Access is limited to authorised Council officers and authorised persons employed by Council's insurers. The information you provide can be accessed and/or amended by you in writing at any time. Should you choose to not complete the details requested you may be asked to cease work and it may implicate future works carried out by contractor with Shoalhaven City Council. The information will be stored securely, kept no longer than necessary and will be disposed of securely, and in accordance with the Council's obligations under the State Records Act 1998 and any other requirements for the retention and disposal of personal information. Your personal information is protected from unauthorised access, use or disclosure.

Definitions

Contractor means the organisation or person, contracted to provide work, goods or services to Shoalhaven City Council.

Construction work means any construction work performed in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, refurbishment, decommissioning or demolition of any building, structure or similar activity. It does not include routine or minor testing, maintenance or repair work performed in connection with a building or structure.

Emergency work means a contract for which the tendering/quotation process cannot be undertaken due to the emergency of the situation (i.e. immediate works necessary).

Hazard means something with the potential to cause injury or damage

Risk means the chance of something happening that will have an impact on the achievement of Council's objectives. Risk is measured in terms of consequence and likelihood.

Risk Assessment means the overall process of risk identification, risk analysis and risk evaluation.

Risk control measures means a process, policy, device or practice or other action that acts to minimise negative risk or enhance positive opportunities

Safe Work Method Statements (SWMS) means a document that lists the types of high-risk work being performed identifies the health and safety hazards, describes how those hazards will be controlled and who is responsible for implementing the risk controls. Although specifically required for high risk construction work, SWMS's must also be prepared for any work activity involving significant health and safety risks.

Service Providers (including Consultants and Suppliers) means persons who provide an ongoing or one-off low risk service which may include a person who provides a delivery service to Council.

Sub-Contractor means an organisation or person, contracted to provide work, goods or services to a contractor.

Project Manager means a person who has charge of a contract or who has authority over a contractor. A Project Manager is someone who has knowledge, training, and experience to organize work and determine performance criteria; is familiar with the application of contractor management and has some knowledge of potential or actual risks in regard to health and safety in relation to the work being performed.

Supervision means under observation or under the direction of a Project Manager or representative; management by overseeing the performance or operation of a person or group. Supervision is a process to guide, support and assist contractors to carry out their duties and assigned tasks so as to achieve planned organisational goals and directives.

Resources

Work Health and Safety Act 2011

Work Health and Safety Regulation 2017

SCC WHS Policy POL20/12

Other forms/ information available on the intranet

Notes:

Further information and guidance can be obtained from: Council's Work Health & Safety Team

Shoalhaven City Council
✉ whs@shoalhaven.nsw.gov.au



Address all correspondence to:
The Chief Executive Officer
PO Box 42, Nowra NSW 2541
shoalhaven.nsw.gov.au/contact
1300 293 111

shoalhaven.nsw.gov.au     

