

## OSH Contractor Management Information Sheet

### 1. Objective

The OSH Contractor Management framework exists to ensure when engaging a contractor to undertake work on behalf of the City of Albany (CoA), or on CoA property, the work is defined, assessed and conducted with all known risks and record keeping accounted for, in alignment with the CoA OSH Policy, Occupational Safety and Health Act and Regulations.

### 2. Scope

This Procedure applies to all CoA, managers, employees, volunteers, visitors, responsible officers, contractors and subcontractors at all of the CoA sites and centres.

### 3. Responsibility

3.1 The City of Albany expects that all contractors engaged by us work in a safe manner and in accordance with legislative requirements. The City of Albany expect all contractors to;

- a. So far as practicable, work with care for their own safety and that of our workers, other contractors, volunteers and general public who may be affected by their actions or omissions.
- b. Comply with this policy and any other of our policies and procedures that are considered relevant to the contracted works.
- c. Report all incident, hazards and near misses to us and any regulatory body as required.
- d. Ensure their employees and any subcontractors have the necessary training, qualifications, licenses, instruction and supervision to perform their work safely and effectively.
- e. Provide appropriate personal protective equipment to their workers.

### 4. Risk Classification

4.1 Responsible Officers will determine the risk classification, by using the Risk and Opportunity Management Framework and risk rating matrix to identify the risk level for each variable or hazard. When varying levels of risk are determined, the higher level of risk will be the classification.

4.2 Levels of risk are defined as;

- a. **Low risk** work is work undertaken by contractors that have a low to negligible risk of workplace injury or illness from the scope of work. The work is generally of short duration and not connected with construction work.
  - I. *Examples include:* Administration work, delivery and supply, service consultants, minor maintenance and repair of office equipment, testing and tagging fire extinguishers and electrical equipment.
- b. **Medium risk** work is if it involves service related work; it can be of short or long duration and is not connected with construction work.
  - II. *Examples include:* Outdoor work, installing and maintaining non-office based equipment such as gyms and pools, out of hours cleaning services, minor maintenance and repair of mobile plant and equipment, works of moderate value.

- c. **High risk** work is if it involves, or are in connection with construction work, or if significant risk is identified through the risk classification process.
- III. *Examples include:* Any construction work, using multiple contractors and/or subcontractors, significant maintenance work, confined space, asbestos and demolition, working above 2 metres, electrical work, use of subcontractors, works that pose a significant risk to the general public, works requiring a high risk work license, works of considerable value.
- d. If by using the Risk and Opportunity Management Framework the risk is classified as extreme the work should not proceed until the risk level can be reduced.

## 5. Abbreviated Process as Determined by Risk Classification

### 5.1 Abbreviated Processes;

a. **Low risk:**

- Tender/Quote/Contract/Application goes out/opens;
- Contractor submits documentation;
- Responsible Officer assesses supplied risk assessments, licences, qualifications and provided documentation;
- Contractor selected;
- Contractors inducted;
- Contractor reports incidents, hazards, investigations and completed corrective actions; and,
- Contractor is monitored for performance during contracted period.

b. **Medium risk:**

- Tender/Quote/Contract/Application goes out/opens;
- Contractor submits documentation;
- Responsible Officer assesses supplied risk assessments, licences, qualifications and provided documentation in line with Pre-Qualification Questionnaire;
- Contractor selected;
- Contractors inducted;
- Responsible Officer conducts Audit Assessments/Inspections.
- Contractor reports incidents, hazards, investigations and completed corrective actions;
- Contractor is monitored for performance during contracted period; and,
- Responsible Officer completes Post Contract Evaluation Form.

c. **High risk:**

- Tender/Quote/Contract/Application goes out/opens;
- Contractor submits documentation;
- Responsible Officer and HR Department assesses supplied risk assessments, licences, qualifications and provided documentation in line with Pre-Qualification Questionnaire;
- Contractor selected;
- Contractors inducted;
- Responsible Officer conducts Audit Assessments/Inspections.
- Contractor reports incidents, hazards, investigations and completed corrective actions;
- Contractor is monitored for performance during contracted period; and,
- Responsible Officer completes Post Contract Evaluation Form.