

# OSH Contractor Management Policy

## 1. Policy Statement

The City of Albany recognises that OSH legislation provides a duty on us when we engage and manage contractors, to ensure both the health and safety of our workers, the contractor and their employees and others who could be affected by the contractor's actions.

## 2. Objective

2.1 The City of Albany will take all reasonable steps to;

- a. So far as practicable, provide and maintain a safe working environment.
- b. Inform our contractors of any hazards we are aware of.
- c. Upon notification, investigate all incidents, hazards and near misses to minimise the risk of risk re-occurrence.
- d. Advise our contractors of our expectations and continually monitor contractor management performance.

2.2 The City of Albany expect 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.

## 3. Scope

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

## 4. Legislative and Strategic Context

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- AS/NZS 4801:2001 Occupational Health and Safety Management Systems

## 5. Review Position and Date

The City of Albany will take reasonable steps to so far as practicable implement and maintain these systems, inclusive of standards, policies and procedures. These standards will be monitored regularly to ensure their integrity and effectiveness in the aim of continuous improvement.

This Policy was adopted on 24/11/2016 and is to be reviewed annually.

## 6. Associated Documents

- Occupational Safety and Health Manual
- City Guideline: Responsibilities of Contractors
- City Procedure: Contract
- Occupational Safety and Health Policy

## 7. Definitions

OSH Responsible Officer	Occupational Safety & Health The person and/or team that manages an awarded contract
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