

## OSH Contract Management Audit Matrix

The below matrix complements the Contract Definition and Risk Classification Form.

Dependant on the scope of works (risk rating and timeframes), the contractor and/or site could be subject to an assessment to ensure safety requirements are maintained.

Responsible Officers will be required to undertake Contractor OSH Audit Assessments to monitor contractor management performance, the below matrix does not limit assessments nor site visits.

| <i>Audit Matrix</i>      | <b>Risk Rating of Prescribed Work</b> |                          |                          |
|--------------------------|---------------------------------------|--------------------------|--------------------------|
| <b>Timeframes</b>        | <b>Low</b>                            | <b>Medium</b>            | <b>High</b>              |
| 1 week                   | Nil                                   | Yes                      | Yes                      |
| 3 months                 | Nil                                   | Nil                      | Yes                      |
| 6 months                 | Nil                                   | Yes                      | Yes                      |
| 1 year                   | Nil                                   | Nil                      | Yes                      |
| 1.5 years                | Nil                                   | Yes                      | Yes                      |
| 2< years                 | Nil                                   | One per year ongoing     | Every 6 months ongoing   |
| Changes to Scope of Work | Within 1 week                         | Within 1 week            | Within 1 week            |
| Completion of Works      | Nil                                   | Post Contract Evaluation | Post Contract Evaluation |

Where actions are recoded, Responsible Officers shall ensure actions are followed up within specified timeframes, and ensure documentation is synergised in line with the Contract Management Procedure.