

### 3.14 Work Health and Safety (WHS) – Contractor Management Procedure

#### Objective:

Ensure that when engaging a contractor to work on behalf of the City of Albany (the City), the scope of work is clearly defined, risks are identified, and proper record-keeping is maintained in alignment with the City's WHS Policy and relevant legislation.

#### Scope:

This procedure applies to all City managers, employees, volunteers, visitors, responsible officers, contractors, and subcontractors at all City sites and centres.

#### Responsibilities:

##### Managers:

- Implement the Contractor Management Policy and Procedures when engaging contractors.

##### Responsible Officers:

- Define the contract work and classify the risk level.
- Inform potential contractors of WHS requirements.
- Verify all documentation before selecting a contractor.
- Ensure contractors are inducted and aware of WHS hazards.
- Conduct regular meetings with contractors.
- Respond to issues raised by contractors.
- Conduct a Post-Contract Evaluation.

##### Employees:

- Collaborate with contractors in accordance with WHS policies and contract conditions.

##### Contractors:

- Ensure the health and safety of their workers and others.
- Comply with contract conditions and WHS policies.
- Ensure all employees complete a WHS induction.
- Report hazards, incidents, and near misses.
- Provide necessary resources to meet WHS obligations.
- Comply with PPE requirements.

## PROCEDURES

### Step 1: Define the Contract Works and Classify Risk

#### Contract Definition:

- Identify the work to be undertaken, contract work type, cost, duration, who is the contract manager (superintendent), and hazards.
- Consider other factors, not limited to location, and license requirements.

#### Risk Classification:

- Use the Risk and Opportunity Management Framework to classify risk levels.
- Select the higher risk level if varying levels are identified.

### Step 2: Select the Appropriate Procedure Based on Risk Level

#### Low Risk:

- Communicate WHS requirements to prospective contractors.
- Verify risk assessments conducted by the contractor, insurance coverage, and qualifications/licensing.
- Ensure contractors and employees complete an induction.
- Monitor work to ensure adherence to control measures.
- Ensure contractors review and update risk assessments if conditions change.

#### Medium Risk:

- Follow the same steps as **Low Risk**, consult with the City's WHS Team for advice if required.
- The completion of a Contract Evaluation is discretionary.

#### High Risk:

- A Pre-qualification WHS Questionnaire and WHS Management Plan are required.
- Follow the same steps as **Medium Risk**, with additional monitoring and assessments.
- The completion of Post-Contract Evaluation is mandatory.

### Step 3: Record Keeping

- Maintain documentation generated by the City and submitted by contractors.
- Save all relevant forms and assessments in the specific contract file.
- Record documentation to demonstrate accountability and manage risks.