

## WHS CONTRACTOR MANAGEMENT POLICY

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| Date and Reference of FRAC Authority Resolution | 16 December 2016 FRACA000046  |
| Review Frequency                                | Biennial Review   |
| Review Date                                     |   |
| Next Review Due                                 | 16 December 2018  |
| Policy/File Number                              | CO.197.1  |
| Related Documents                               | Work Health Safety & Return To Work Management System (incorporating a Contractor Management System) (to be developed)<br>Work Health Safety & Return To Work Policy<br>WHS Contractor Management Procedure   |
| Applicable Legislation                          | South Australia Work Health and Safety Act 2012<br>South Australia Work Health and Safety Regulations 2012<br>Code for the Conduct of Self Insured Employers under the Return to Work Scheme which includes the Performance Standards.<br>AS/NZS 4801:2001: Occupational Health and Safety Management Systems |

### OVERVIEW

The Fleurieu Regional Aquatic Centre Authority ('Authority') is committed to achieving a high level of pro-active Work Health Safety (WHS) management.

To facilitate this we are dedicated to the provision of a contractor management system that allows for the provision of:

- A defined process for the selection of contractors who have an appropriate WHS management system.
- Consultation, communication and coordination processes with contractors.
- Appropriate monitoring by the organisation of its WHS systems/work practices undertaken by contractors.

The key element of the WHS Contractor Management system is the Contractor Management Procedure.

We will regularly review this in consultation with workers, their representatives, subject area experts and relevant others to ensure:

- The effectiveness of this policy and supporting procedures to identify opportunities for continuous improvement.
- Adherence to this policy and the supporting procedures and appropriate action taken where non-compliances are found.

## WHS Contractor Management Policy

### RESPONSIBILITIES

The Authority Executive Officer is responsible for identifying and communicating foreseeable WHS risks relevant to the contract work, including any specific WHS requirements of the contractor undertaking the contract.

The contractor undertaking a contract is responsible for:

- Complying with WHS legislation.
- Cooperating with our safety policies, procedures and information.
- Identifying hazards associated with the work being undertaken and ensuring all identified hazards are managed in accordance with WHS legislation.

It is the responsibility of the Authority Executive Officer to review and confirm any technical aspects of the work, to the extent that they have the relevant technical expertise; that need clarification including appropriateness of the risk assessment/ Job Safety Analysis process.

It is the responsibility of the Authority Executive Officer and/or the appropriate contract manager to ensure the contractor management system is used for work that involves engaging a contractor.

### DELEGATIONS

The Authority Executive Officer has the authority to implement this policy.

### AVAILABILITY OF POLICY

This Policy will be available on the [Fleurieu Aquatic Centre Website](#).

### REVIEW

This WHS Contractor Management Policy shall be reviewed by the Authority at a minimum within two (2) years of issued date, (or on significant change to legislation or aspects included in this policy that could affect health and safety).

**SIGNED:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Non-English translations of this policy can be made available if required.

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#### Document History

| VERSION | DOCUMENT         | ACTION                     | DATE             |
|---------|------------------|----------------------------|------------------|
| 1.0     | Approved version | FRAC Authority endorsement | 16 December 2016 |
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