

Section 6 Contractor & Project Health & Safety Management

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6.2 Introduction

This procedure establishes a framework for the systematic management of the health and safety of Council's contractors and construction projects ensuring processes to identify, assess and control risks arising from these activities are in place and remain effective.

The intent of the procedure is to ensure processes that provide for the health and safety of workers and other interested parties who may be affected by Council contractor and construction project activities are established, implemented, and maintained, meet WHS legislative requirements placed upon Council as the Person Conducting the Business or Undertaking (PCBU), and to ensure that all services provided to Council by contractors meet both external and internal health and safety requirements.

Reference should also be made to Council's procurement procedures and Vendor Panel when engaging contractors.

6.2.1 Purpose

This procedure is to be used by relevant Council staff for the management of health and safety of all contractors (types of contractors are described in Section 6.6 of this procedure) who are engaged by Cabonne Council and of construction projects where Cabonne Council is the Principal Contractor.

6.2.2 Objectives

The objectives of this procedure are to ensure that:

- Council contractors continually demonstrate the health and safety standard expected by Council.
- Council construction projects comply with WHS legislative requirements and are managed to the same health and safety standard expected of its contractors.
- A framework to effectively manage the health and safety of Council contractors and Council construction projects is established and maintained.

6.2.3 Performance Targets

To measure conformance with the objectives of this procedure and strive for continued improvement in contractor and construction project health and safety management the following performance targets will be measured at least annually as part of review and audit processes described in Section 6.5 of this document.

1. 100% annual conformance with audit criteria for Contractor and Construction Project Safety Management.
2. Implementation and close out of 100% of actions from monitoring and audit activities by the due dates.

Continued conformance to Council health and safety standards by all Council contractors and Council Construction Projects.

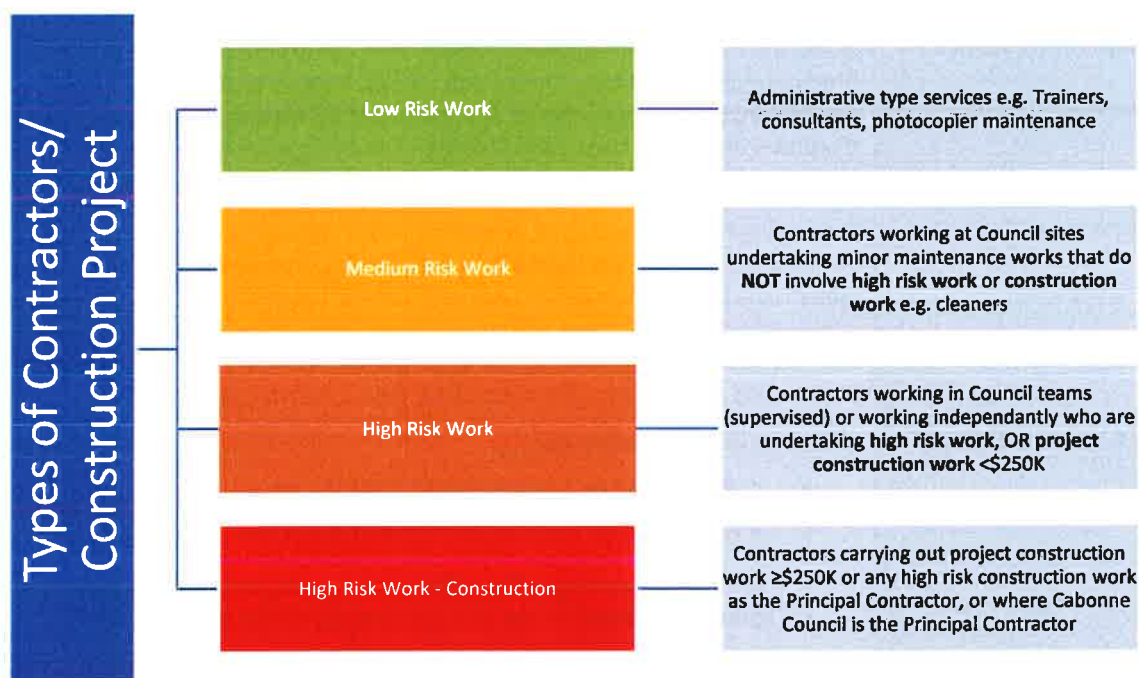
6.2.4 Definitions

Term	Definition
High Risk Work	Is any work that involves hazardous work as described in Chapter 4 of the WHS Regulation 2017. This includes: <ul style="list-style-type: none">• Falls• Excavations• Confined spaces• Hazardous chemicals• Noise

	<ul style="list-style-type: none"> • Hazardous Manual Tasks • Electrical work • Asbestos • Construction Work <p>OR, any class of high risk work requiring regulatory licencing (Chapter 4, Part 4.5 WHS Regulation 2017), including:</p> <ul style="list-style-type: none"> • Scaffolding • Crane & Hoist Operation • Dogging & Rigging • Forklift Operation • Pressure equipment operation • Boom type elevated work platforms • Reach stackers
Construction Work	Is any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure . (WHS Regulation 2017, Chapter 6, Part 6.1, Clause 289). This includes civil construction works undertaken by Council under any RMCC contract.
A Structure	Is anything that is constructed, whether fixed or moveable, temporary or permanent, and includes buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels) including any component or part of a structure. (Does not include plant unless it involves outage work or overhaul work of fixed plant where there will be 5 or more PCBU's carrying out this work at any point in time (WHS Act 2011, Part 1, division 3, Clause 290).
High Risk Construction Work	<p>Means construction work that:</p> <ul style="list-style-type: none"> • Involves a risk of a person falling 2 metres, or • Is carried out on a telecommunication tower, or • Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure, or • Involves or is likely to involve the disturbance of asbestos, or • Involves structural alterations or repairs that require temporary support to prevent collapse, or • Is carried out in energised electrical installations or services, or • is carried out in an area that may have a contaminated or flammable atmosphere, or • involves tilt-up or precast concrete, or • is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, or • is carried out in an area at a workplace in which there is any movement of powered mobile plant, or • is carried out in an area in which there are artificial extremes of temperature, or

	<ul style="list-style-type: none"> is carried out in or near water or other liquid that involves a risk of drowning, or involves diving work, or is carried out in an area in which there are artificial extremes of temperature. <p>(WHS Regulation 2017, Chapter 6, Part 6.1, Clause 291)</p>
Principal Contractor	Is the person conducting a business or undertaking (PCBU) that commissions construction work (or project) unless this person engages another PCBU as principal contractor for the work and authorises the person to have management or control of the workplace and discharge the duties of a principal contractor under Chapter 6 of the WHS Regulation 2017. (WHS Regulation 2017, Chapter 6, Part 6.1, Clause 293).
Contractor	An organisation or individual who supplies a service to Council through tender or quotation and is remunerated for the service.

6.3 Contractor/Construction Project Categories

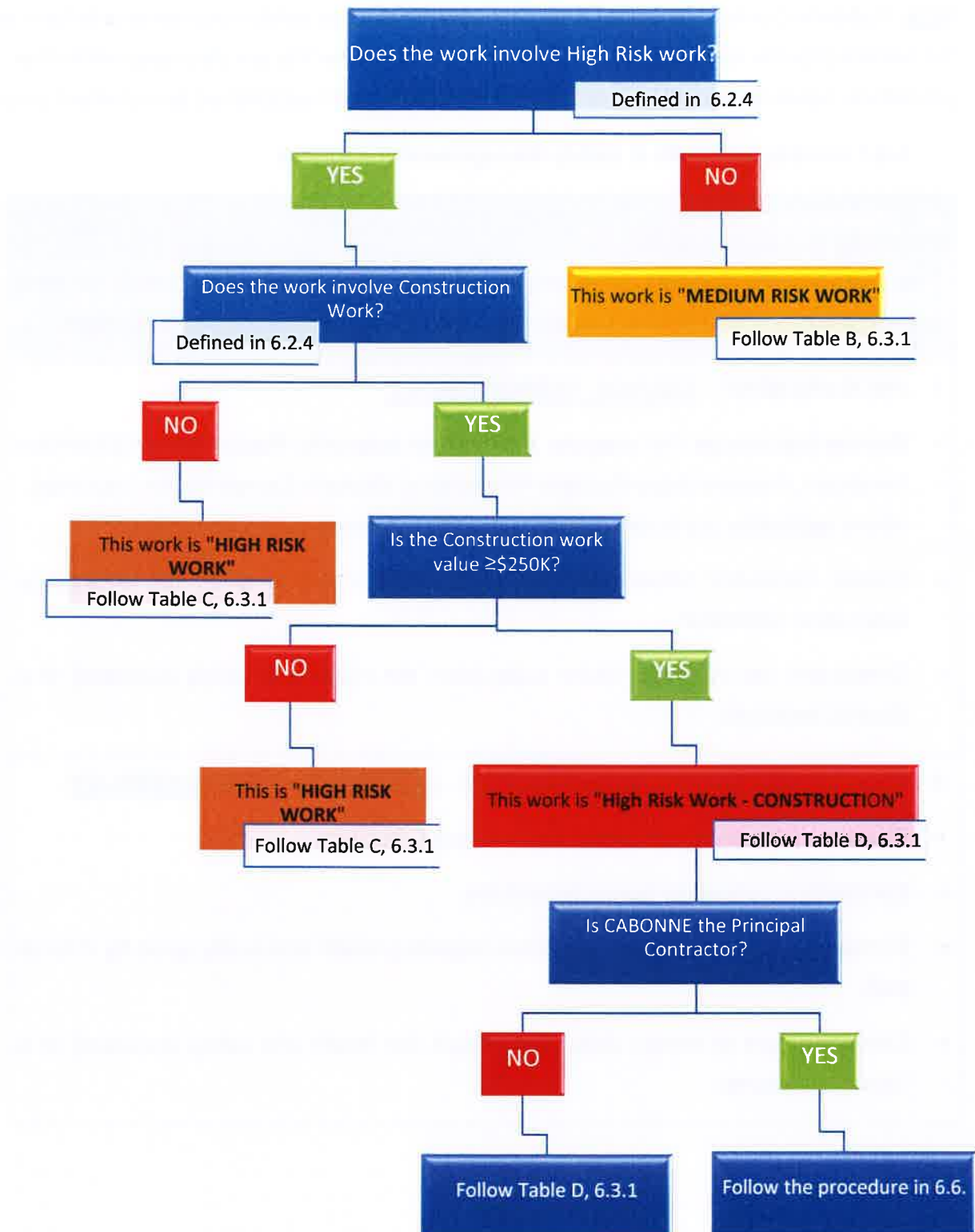


To assist in the determination of which risk category applies to a service provider (contractor) or construction project a decision tree has been provided below (6.6).

The decision tree is to be used where the work to be undertaken is **not LOW RISK** work as described above (6.5).

Vendor Panel also contains this decision tree in its Policy area.

6.4 Risk Category Decision Tree



6.5 Health and Safety Management of Contractors

Note: Cabonne Council has established contractor health and safety requirements to form part of the service provider selection process. General guidelines for this are discussed within this procedure, however, should be referred to in conjunction with established procurement processes.

6.5.1 Contractor Health & Safety Management Guidelines

A. LOW RISK WORK

This work usually involves the provision of low-risk services, for example trainers or consultants, where low risk equipment is used in a stable work environment.

1. PROCUREMENT – COUNCIL RESPONSIBILITY

- **Review Insurances:** For example: Professional Indemnity, Public Liability (\$20million minimum), Personal Injury/Accident Insurance or Worker's Compensation Insurance, where applicable, are to be reviewed by the Risk Management Coordinator.
- Ensure Contractor follows site sign-in procedures and is given the emergency evacuation orientation.
- Contractors are to remain under supervision (for health and safety purposes) of a Council employee.

2. HEALTH AND SAFETY REQUIREMENTS - CONTRACTOR RESPONSIBILITY

- Contractor to provide equipment that is in good condition.
- Contractor to follow site sign-in procedures.
- Contractors are to follow all instructions regarding health and safety given by Council staff.
- Contractors are to remain under supervision (for health and safety purposes) of a Council employee.

B. MEDIUM RISK WORK

Medium risk work is work that does NOT fit into the construction work or high-risk work classifications. It usually involves the provision of maintenance services (e.g., cleaners, test and tag contractors) in low-risk environments.

1. PROCUREMENT – COUNCIL RESPONSIBILITY

- In addition to the requirements of Council's Procurement Procedures, WHS 041B Contractor and Safety Requirements – B. Medium Risk Work (Addendum to tender/RFQ documents) is to be issued as part of the tender/request for quotation process.
- WHS 042B Contractor Health and Safety Requirements Assessment Criteria – B. Medium Risk Work is to be used to evaluate the Contractor's submission of requirements requested in WHS 041B as part of the tender/RFQ review process.
- **Review Insurances:** For example: Professional Indemnity, Public Liability (\$20million minimum), Personal Injury/Accident Insurance or Worker's Compensation Insurance where applicable, are to be reviewed by the Risk Management Coordinator.
- **Contractor Induction:** Ensure contractor (all contractor's staff) are enrolled on the Contractor on boarding portal and have completed the required tasks prior to commencement of work.

2. HEALTH AND SAFETY REQUIREMENTS - CONTRACTOR RESPONSIBILITY

- Contractor to provide equipment that is in good condition.
- Contractor to follow site sign-in procedures.
- Contractors are to the required induction tasks on the Contractor on boarding portal.
- Contractors are to follow all instructions regarding health and safety given by Council staff.
- Contractors are to complete or be party to the completion of a Site-Specific Risk Assessment where applicable.
- Contractors are to notify of all incidents using Council's incident reporting process.

3. HEALTH & SAFETY MONITORING - COUNCIL RESPONSIBILITY

Council staff ***supervising*** the ***work*** is to:

- Ensure the contractor has been enrolled in the Contractor on boarding Portal and completed the required on boarding tasks. (The Contractor WHS Induction is renewed at least every three years (for long term/repeat contractors).
- Ensure contractor follows site sign-in procedures and is given emergency evacuation orientation.
- Conduct a pre-start meeting with the contractor prior to commencement of any work.
- Ensure the completion of a Site-Specific Risk Assessment at an agreed frequency (either Council's CAP or the Contractor's daily risk assessment process can be used.)
- Provide periodic supervision of the contractor. For long term contracts, e.g. cleaning, the contract manager is to hold a safety meeting, at least, every quarter.
- For long term contracts, a quarterly, documented, WHS observation should be undertaken by the contract supervisor using WHS A12 "Go See" app.
- WHS performance review to be conducted at the conclusion of contracted work, or annually, using WHS 050 Contractor/Construction Project WHS Performance Report.

4. HEALTH AND SAFETY PERFORMANCE MANAGEMENT – (COUNCIL RESPONSIBILITY)

- WHS legislative breaches or non-conformance with Council's expected health and safety standards requires a formal documented meeting with the service provider and a review and possible termination of their contract depending on the non-conformance issue. This will be the responsibility of the relevant Department Leader.

C. HIGH RISK WORK

High risk work includes types of work as described in Section 6.2.4 of this procedure OR Construction work <\$250K. These contractors might work as part of a Council team or independently. For example, a contractor providing plant and plant operating services (Wet Hire).

1. PROCUREMENT – COUNCIL RESPONSIBILITY

- In addition to the requirements of Council's Procurement Procedures, WHS 041C Contractor Health and Safety Requirements - C. High Risk Work (Addendum to tender/RFQ documents) is to be issued for response as part of the tender/RFQ process.
- WHS 042C Contractor Health and Safety Requirements Assessment Criteria – C. High Risk Work is to be used to evaluate the Contractor's submission of requirements stated in WHS 041C as part of the tender/RFQ review process.
- Assist **local** contractors with meeting Council's WHS standards by providing WHS templates and support where required.
- **Review Insurances:** For example: Professional Indemnity, Public Liability (\$20million minimum), Personal Injury/Accident Insurance or Worker's Compensation Insurance where applicable, are to be reviewed by the Risk Management Coordinator.
- **Contractor induction:** Ensure the contractor (all staff) is enrolled in the Contractor on boarding portal.

2. HEALTH AND SAFETY REQUIREMENTS - CONTRACTOR RESPONSIBILITY

- Plant/equipment and hazardous chemical risk register.
- SWMSs for all high-risk work and evidence of worker training in these is to be provided.
- Contractor to follow site sign-in procedures and be given emergency evacuation orientation.
- Contractors are to have completed the Contractor Induction prior to the commencement of any work.

- Contractors are to follow all instructions regarding health and safety given by Council staff when working in Council's work teams.
- Notify of all incidents using Council's incident reporting process.
- Contractors are to **participate** in daily CAPs (when working in Council teams) or complete their own site-specific risk assessment as applicable.
- Contractors are to adhere to all notified Cabonne Council WHS policies and procedures.
- Contractors are to adhere to the work site WHS rules or site safety management plans (where applicable).

3. CONTRACTOR WHS MONITORING - COUNCIL RESPONSIBILITY

The Council staff member in charge of the work is to:

- Ensure the contractor has completed the assigned tasks on the Contractor on boarding portal prior to commencement of work and that this is renewed at least every three years where applicable.
- Conduct a site induction with the Contractor and their workers.
- Include the contractor in pre-start talks and other pre-start WHS procedures (where applicable) e.g., daily CAP completion.
- Provide periodic supervision of the contractor including monitoring their adherence to site specific safety rules and notified WHS policies and procedures.
- For work exceeding one week, a documented WHS observation should be undertaken by the contractor's supervisor once per week using WHS A12 "Go See" app.
- WHS performance review to be conducted at the conclusion of contracted work, or annually, using WHS 050 Contractor/Construction Project WHS Performance Report.

4. HEALTH AND SAFETY PERFORMANCE MANAGEMENT - COUNCIL RESPONSIBILITY

- Notify of all contractor incidents using Cabonne Council's incident reporting process.
- WHS legislative breaches or non-conformance with Council's expected health and safety standards requires a formal documented meeting with the service provider

and a review and possible termination of their contract depending on the non-conformance issue. This will be the responsibility of the relevant Department Leader.

D. HIGH RISK WORK - CONSTRUCTION

This is high-risk work that IS classed as construction work \geq \$250K OR high-risk construction work; where the contractor is the Principal Contractor of the work OR they will work as part of a construction project where Cabonne Council is the Principal Contractor.

1. PROCUREMENT - COUNCIL RESPONSIBILITY

- A (sample*) Project Safety Management Plan (PSMP), and associated documentation, is required to be prepared and submitted by the Contractor (refer WHS 041D - High Risk Work – Construction) and assessed (refer WHS 042D High Risk Work - Construction) by Council as part of the tender process.

* A complete PSMP that is specific to the project will be required from the successful contractor after the tender has been awarded.

- Council will assist **local** contractors in meeting Council's WHS standards by providing WHS templates and support where/as required.
- **Review Insurances:** For example: Professional Indemnity, Public Liability (\$20 million minimum), Personal Injury/Accident Insurance or Worker's Compensation Insurance where applicable, are to be reviewed by the Risk Management Coordinator.
- **Contractor induction:** Ensure the successful contractor (all staff) is enrolled in the Contractor on boarding portal.

2. HEALTH AND SAFETY REQUIREMENTS - PROJECT LEAD RESPONSIBILITIES

- Contractors are to be enrolled in the Contractor on boarding portal and complete all assigned tasks.
- Contractors are to establish the site and manage WHS as per the submitted Project Safety Management Plan, **OR**

Be inducted in and abide by Cabonne Council's Project Safety Management Plan where Council is the Principal Contractor (Refer Section 3).

3. CONTRACTOR WHS MONITORING - COUNCIL PROJECT LEAD RESPONSIBILITY

The Council Project Lead is to:

- Establish and document actual monitoring dates and activities for the project.
- Monitor health & safety management of the Contractor against the established Project Safety Management Plan and consult by conducting weekly site observations using WHS A12 “Go See” app.
- Conduct monthly site safety inspections using WHS A23 Project Site Safety Inspection app, where the project work exceeds 1-month duration.
- WHS performance review to be conducted at the conclusion of contracted work, or annually, whichever is the earliest, and a safety performance report completed using WHS 050 Contractor/Construction Project WHS Performance Report.

4. HEALTH AND SAFETY PERFORMANCE MANAGEMENT - COUNCIL RESPONSIBILITY

- Notify of all incidents using Cabonne Council's incident reporting process.
- WHS legislative breaches or non-conformance with Council's expected health and safety standards requires a formal documented meeting with the service provider and a review and possible termination of their contract depending on the non-conformance issue. This will be the responsibility of the relevant Department Leader.

6.5.2 Contractor On-Boarding

The Council staff member who engages the contractor is responsible for ensuring the contractor has been enrolled in the Contractor on boarding portal with SP&C (if they have not already received this induction within the past three years) and has completed the required on boarding tasks **prior to their commencement with work for Council**. They are also to ensure the provision any site specific/project specific inductions as required.

Contractors working on a site in conjunction with Council workers or on a construction site managed by a Project Safety Management Plan (PSMP) will be required to undergo a site-specific safety induction that will include familiarisation with site safety rules, risks, and controls.

6.5.3 Approved Contractors

The Vendor Panel software is used to keep records of contractors and their approval status. These contractor's health and safety management processes/systems have been deemed adequate, they have completed the contractor WHS on boarding and their status has been approved by the General Manager.

These lists can then be used to source suppliers for minor contract or emergency works without the need to conduct another evaluation of health and safety management requirements.

These contractors shall be subject to annual reviews of their health and safety systems and actual health and safety performance (refer to the health and safety monitoring and performance procedures in 6.5 under the appropriate risk category) and the list amended as required.

No contractor should remain on an Approved List if their health and safety systems have not been subjected to an annual reviewed and deemed appropriate for the risk level of the service they provide.

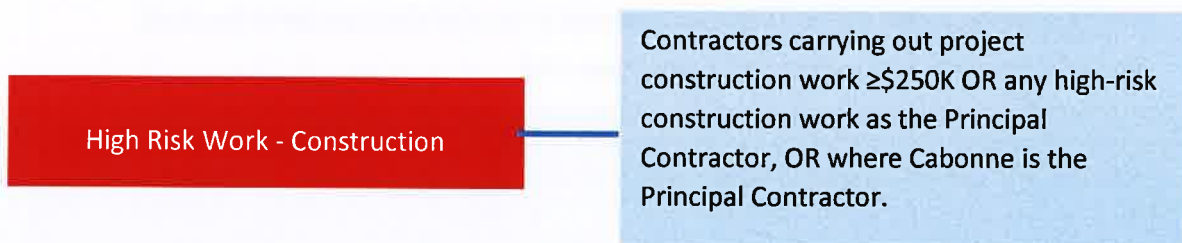
6.5.4 Contractor Records

All health and safety records, including those submitted by the contractor, Council's health and safety evaluation, monitoring, and reporting of the contractor, shall be kept in Council's contractor records management system (Vendor Panel).

All records should be accurate, easily identified, and available for audit at any time.

6.6 Construction Projects – Cabonne Council is Principal Contractor

This applies to all Council construction projects where Cabonne Council is the Principal Contractor, and the work is determined to be HIGH RISK WORK - CONSTRUCTION as defined with Section 6.2.4 of this procedure.



NOTE: (In addition, RMS guidelines are to be followed for all RMS contract work).

- The following table outlines the responsibilities of Council, as the Principal Contractor, for the WHS management of construction project including documentation to be prepared and implemented.

Planning (Pre-Commencement)	
Step	Resources
1. Complete a whole of Project Risk Assessment:	<ul style="list-style-type: none"> Pulse Project Management & Control
2. Compile the following WHS documents	<ul style="list-style-type: none"> WHS A21 Project Site Safety Management Plan RA WHS 040 Project Site Safety Management Plan (PSMP) – NOTE: a draft will automatically be prepared when WHS A21 has been submitted. WHS 043 Project Site Safety Rules WHS 046 Project Site Emergency & Incident Notification Procedures WHS 049 Project Evacuation Drill Schedule WHS 020 Project specific SWMS (as needed/identified) WHS 047 Project SWMSs/SOPs Register WHS 048 Project Plant/Equipment/Hazardous Chemical Register WHS 044 Project Site Specific Induction Register WHS 045 Project Site Attendance Register Template Project Site Evacuation Diagram Vehicle/Pedestrian Movement Plans and Traffic Guidance Schemes as required.
3. Save all records in Council's records management system within the Project's document storage area.	
4. Create a physical folder containing the prepared documents. The SSMP folder is to be available at the work/project site.	
Implementation	
Step	
<ol style="list-style-type: none"> Site establishment as per PSMP. Site induction for all workers using WHS A22 Project site induction checklist. CAP is conducted for each day of work in consultation with all workers (WHS A06 Appenante). Ensure access to SWMSs and SOPs (Appenante). Ensure daily plant pre-start checks are completed and submitted (Appenante). Ensure access to current SDS for hazardous chemicals on the site (QR Codes [WHS Monitor]). Record all incidents, near misses and hazards (Appenante). 	
Monitoring	
Step	
<ol style="list-style-type: none"> Daily observation by site supervisor for conformance with site safety rules, PPE, PSMP etc, using WHS A12 "Go See" app. WHS A23 Project Site Inspection Checklist monthly inspection by site supervisor (must be done at least once for projects shorter than one-month duration). Project Lead to follow up on actions from the monthly inspection and weekly observation. Project Lead to conduct weekly safety talk recorded on the daily CAP. 	

5. **Project Lead** to conduct **weekly** Site Observations using WHS A12 "Go See" app.
6. Issues of non-conformance to be discussed and documented.
7. **Project Lead** to review and re-issue new versions of the PSMP as per review schedule or at least monthly for the life of the project.
8. **Project Lead** to conduct incident investigations and review non-conformance reports and take corrective action. (To be recorded in Pulse Risk Management).

Project Health and Safety Performance Review and Reporting

Step

1. All Project WHS forms and documents, and their previous versions, are to be registered in Council's records management system under the project name.
2. Project Lead to complete a WHS performance report (WHS 050) at completion of the project to inform reporting to project control group.

6.7 Management Review

6.5.1 Procedure Conformance

To ensure conformance with this procedure and continuous improvement of contractor and construction project safety management throughout Cabonne Council's operations the implementation of this procedure will be monitored periodically using the processes outlined below.

1. **Go See Observations:** All levels of leadership will be required to undertake Go See observations at least once per month using WHS A12 Go See form for a work area under their supervision. Workplace Go Sees are intended to capture safety behaviours at one point in time by comparing what is seen, to what is expected as described in SWMSs or other guidelines that the work group may be working to.
Corrective actions from Workplace Go Sees are to be discussed at the time with the work groups and actions agreed, implemented, and documented on the Workplace Go See app.
2. **Internal audit:** These are annual audits conducted by Safety, People & Culture against the requirements of this procedure, ISO 45001, current health and safety legislation and guidelines (refer to WHSMS procedure Section 12).

Corrective actions from audits are presented to ELT and actions recorded in Pulse Risk Management.

6.5.2 Procedure Review

Based on the results of the annual audit this procedure will be reviewed for effectiveness and currency at least every two years.

The review will be coordinated by Safety, People & Culture in consultation with relevant stakeholders across the organisation. All reviews will be documented and will result in a procedure version increment and release.

All changes will be communicated through information provision via toolbox meetings and staff meetings.

In addition, this procedure will be reviewed if:

- It becomes apparent that the processes are not adequate to protect workers.
- There are legislative changes that affect these processes; or
- Additional information becomes available that is relevant to Council's operations.

6.8 Related Documents

- WHS 008 Incident Notification & Investigation Flowchart
- WHS A04 Incident Notification App
- WHS A05 Incident Investigation App
- WHS A12 Go See App
- WHS A06 Cabonne Activity Permit (CAP) App
- WHS A21 Project WHS Risk Assessment
- WHS A22 Project Site Induction Checklist
- WHS A23 Project Site WHS Inspection Checklist
- WHS 040 Project Safety Management Plan (PSMP) Template
- WHS 041B-D Contractor H&S Requirements Addendum to Tender/RQF.
- WHS 042B-D Contractor H&S Requirements Adequacy Assessment.
- WHS 043 Project Site Safety Rules Template
- WHS 044 Project Site WHS Induction Register Template
- WHS 045 Project Site Attendance Register
- WHS 046 Project Site Emergency Evacuation Procedure Template
- WHS 047 Project SWMSs/SOPs Register Template
- WHS 048 Project Plant Equipment/Hazardous Chemicals Register Template
- WHS 049 Project Evacuation Drill Schedule Template.
- WHS 050 Contractor/Project WHS Performance Report Template

6.9 ISO 45001 Conformance

ISO 45001: SECTION 8 OPERATION

8.1 OPERATIONAL PLANNING AND CONTROL (8.1.4, 8.1.5 & 8.1.6)

ISO 45001: SECTION 7 SUPPPORT

7.4 COMMUNICATION

