

## Contractor Health and Safety Management Guide

Using contractors involves health and safety risks that require management. This guide outlines risk controls to assist with achieving reasonably practicable AND auditable safety risk management with contractors.

### 1. Pre-engagement Actions

- 1.1. Determine insurances, qualifications, licenses and/or training that the contractor will require to undertake the work.
- 1.2. Request industry standard proof of currency of the relevant insurances, qualifications, licenses and/or training certificates prior to/as a condition of contractor engagement.
- 1.3. Request evidence of risk assessment (e.g. safe work procedures) for the work to be conducted that meet the requirements of relevant WHS legislation prior to/as a condition of contractor engagement.
- 1.4. In circumstances where contractors are being engaged to perform services that are a statutory function of your organization and/or you have industry standard expertise in-house you may provide expertise and/or guidance to assist the contractor in the development of safe work procedures/safety management plans.
- 1.5. For substantial/high risk contractor engagements:
  - require contractors to submit a copy of a recent assessment of their occupational safety and health management system-plan completed by a qualified and independent assessor using a standardized audit tool e.g. the *WorkSafe Plan*, *AS/NZS 4801:2001*, etc.
  - require contractors to submit copies of their safety management systems/plans.



### 2. Initial Engagement Actions

- 2.1. Complete a documented induction process with contractors. As a minimum the induction should include:
  - your Health and Safety Policy;
  - incident/ reporting processes (you need to know about incidents involving the contractor);
  - arrangements to be used for ad-hoc and scheduled communication between you and the contractor for the duration of the engagement; AND
- 2.2. If the contractor will be working at your workplace or on a site under your control:
  - evacuation/emergency procedures;
  - exchange of information about hazards and their associated controls from work under the control of the contractor, and vice versa. OR

2.3. If the contractor will be working at a workplace/site under another entity's control:

- The contractor must complete the site induction and comply with site safety requirements.

2.4. For contractors who are engaged by your business regularly and perform similar services on each occasion, the induction does not need to be repeated on each occasion, but on a time schedule that you feel ensures the contractor remains aware of current induction information.

### 3. During Engagement Actions

3.1. Ensure documented processes are in place to verify that work is being undertaken in accordance with safe work procedures/safety management plans, these may include:

- contractor to provide regular self-reports that verify safe work procedure conformance;
- ad-hoc/regular work observations to verify actual processes against documented safe work procedures/safety management systems-plans.

3.2. Ensure contractors advise of changes to safe work procedures/safety management systems-plans.

3.3. Ensure incidents involving contractors are investigated and corrective actions implemented.

3.4. For long duration/high risk contractor engagements implement scheduled documented reporting on WHS performance, requested information may include:

Lead Indicators (actions independent of incidents):

- number of site hazard inspections completed;
- number of WHS committee/tool box meetings completed;
- number of risk assessments completed;
- safe work procedure reviews;
- safety improvement initiatives completed.

Lag Indicators (actions/information related to incidents):

- Number/rate of incidents;
- Number/rate of lost time injuries;
- Summary of incident investigation findings and corrective actions.

### 4. References

*WorkSafe Plan Assessment – key section - Indicator 2.5 Policies and procedures for engaging and managing contractors are in place*

*ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with guidance for use - key section - 8.1.4.2 and A.8.1.4.2 Contractors*