	<b>WHS Contractor Management Policy</b>  <b>Policy No. 02</b>	Version No:	2.0
		Issued:	January 2013
		Next Review:	January 2016

## Policy

The Light Regional Council is committed to achieving a high level of pro-active Work Health and Safety (WHS) management during the application of contracts.

To facilitate this the Light Regional Council is dedicated to a contractor management system which provides for the selection of contractors with appropriate safety controls, the exchange of information between the Light Regional Council and its contractors to identify and control hazards, and the appropriate monitoring of the contractors to ensure they conduct their work safely.

This policy specifically addresses these requirements by seeking to:

- utilise only those Contractors who can demonstrate an appropriate WHS Management System capability; and
- achieve a specific WHS issues focus, which will optimise safety management for the work force contracted by the Light Regional Council.

Key elements of the Light Regional Council WHS Contractor Management system are:

- a) A defined process for the selection of Contractors with appropriate WHS controls;
- b) Communication process with Contractors to ensure hazards are identified and controlled;
- c) Appropriate monitoring by Council employees of WHS systems / work practices undertaken by Contractors to confirm safe systems are followed.

## Responsibilities

It is the responsibility of the Contract Manager to identify and communicate to the Contractor any foreseeable Occupational Health Safety and Welfare issues relevant to the contract. Reference is made to the WHS Contracting – Selection, Induction and Monitoring section of the Light Regional Council's WHS Contractor Management Procedure 02A.


The Contractor undertaking a Light Regional Council contract is responsible for considering any safety information provided by the Council, identifying any additional hazards and ensuring all identified hazards are assessed and controlled appropriately.

The existence of this policy and its application to the Light Regional Council contracts does not reduce in any way a Contractor's WHS legislative and statutory obligations nor infers the relationship of employer / employee, master / servant or partnership.

It is the responsibility of the appropriate Contract Manager to review and confirm any detail of the technical aspects of the work that need clarification including appropriateness of the risk assessment/JSA.

It is the responsibility of the General Managers to confirm the Contractor management system is used for work that involves engaging a contractor.

<i>Light Regional Council WHS Contractor Management Policy          Issued on January 2013          Review Date; January 2016</i>	<i>Electronic version on the Intranet is the controlled version.          Printed copies are considered uncontrolled.          Before using a printed copy, verify that it is the current version.</i>	Page 1 of 3
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## Legislation

Work Health and Safety Act 2012 (SA)  
 Work Health and Safety Regulations 2012  
 Local Government Act, 1999


## References

Performance Standards for Self Insurers (The PSSI)  
 Australian Standard 4801 – Occupational Health & Safety Management Systems  
 The Fundamentals of Local Government Procurement  
 Light Regional Council – Policies, Procedures & By-Laws, Section 1, Procedure 1.5: Procurement Procedures – Expenditure  
 Light Regional Council – Policies, Procedures & By-Laws, Section 1, Procedure 1.9: Procurement Procedures – Tenders and Quotations  
 Light Regional Council – Policies, Procedures & By-Laws, Section 1, Procedure 1.15: Procurement Procedures – Contract Management  
 WHS Contractor Management Procedure (incorporating WHS Contractor Selection, Induction and Monitoring) 02A

## Review

This WHS Contractor Management Policy shall be reviewed by the Light Regional Council WHS Committee at minimum within (3) three years of Issued Date (or on significant change to legislation or aspects included in this policy that could affect the Health and Safety of employees).

SIGNED:		
	Responsible Officer	Chairperson, WHS Committee
	Date: ___/___/___	Date: <u>6</u> / <u>5</u> / <u>2013</u>

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		<b>Next Review:</b>	January 2016

### Review History

Document History:	Version No:	Issue Date:	Description of Change:
	1.0	Feb 2009	New Document, Feb 2009
	1.0	July 2010	Documents reviewed during LGAWCS Lighthouse Pilot Project by General Managers and specialists
	2.0	January 2013	Change of wording in policy statement, modified format in line with One System model, including expanded footer. Changes to responsibilities section, update of legislation section and references. Inclusion of review history section.

Adopted