



Contractor Management Guide

This guide applies to all contractors and service providers undertaking work on a City of Mount Gambier premise and/or work site.

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Document Review

This Contractor Management Guide will be reviewed every three years, or as required to reflect changes to legislation and Council policy and procedures.

Introduction

This Guide has been developed to ensure all contractors engaged by the City of Mount Gambier are aware of their obligations under Council's Contractor Management Principle and Procedure. This guide will assist contractors to be aware of their Work Health and Safety (WHS) obligations in order to provide works and services in a safe and efficient manner.

This applies to all City of Mount Gambier service providers and contractors working / engaged on the City of Mount Gambier premises and / or external work sites.

The term “**Contractor**” means any principal contractor, any employee of a principal contractor, a sub-contractor and any employee of a sub-contractor.

Under the WHS Act and Regulations 2012 a “Contractor” is defined as a Person Conducting a Business or Undertaking (PCBU).

For further information, or clarification regarding any of the content, please contact your Contract Representative.

IMPORTANT NOTE:

All Contractors and their employees must read and abide by the requirements as outlined in this Contractor Management Guide.

Principles

The City of Mount Gambier aims to achieve a high level of Work Health and Safety (WHS) Management within Local Government. The fundamental principle of effective WHS Management is that such issues must be identified, assessed and managed during all phases of the contract.

The City of Mount Gambier has in place a Contractor Management Principle and Procedure; these documents specifically address the requirements by seeking to:

- Contract only with those contractors who can demonstrate a Work Health and Safety Management System capability; and
- Achieve a discrete WHS issues focus which will optimise safety management for the workforce employed on the City of Mount Gambier project, work and or service.

Scope

This Contractor Management Guide applies to all contractors, including self-employed persons, engaged and supervised by the City of Mount Gambier and hereinafter referred to as the “Contractor”.

“Contractor” means any principal contractor, any employee of a principal contractor, a sub-contractor and any employee of a sub-contractor.

This document is intended as a reminder to contractors of basic health and safety considerations applicable at Council and supplements information provided in both the corporate induction and on-site specific inductions.

This document does not cover all situations or WHS requirements but attempts to cover the most common and routine concerns. Contractors must contact the Project Manager whenever there is a safety issue that they cannot manage by themselves.

Induction Responsibility – City of Mount Gambier and the Contractor

The City of Mount Gambier is responsible for conducting a Corporate Induction and a Site Induction for the principal contractor prior to the start of work. It is then the Principal Contractors responsibility for ensuring that their employees and sub-contractors and their employees are inducted into the work site. Where required, the Contractor may arrange with the Project Manager for the City of Mount Gambier to undertake an induction of their workers and sub-contractors and their employees.

Refer Appendix A – Sample Site Induction Checklist

NOTE: Where the Project Manager deems a site induction is not reasonably practicable due to the location, duration or frequency of the task to be undertaken, the Project Manager may arrange to advise the contractor of known hazards though a different method, by telephone or in writing.

Contractor Responsibilities

Contractors working at any City of Mount Gambier site must place health and safety at the utmost importance while carrying out work and ensure that they do not create risks for themselves, their employees, sub-contractors or their employees or Council employees or any members of the public. They must meet all requirements of relevant Health and Safety Legislation, codes of practice and standards and must include the process of hazard identification, risk assessment and control in their work planning.

The City of Mount Gambier will ensure that all contractors operate in a safe manner and not jeopardize the safety of themselves, any Council employee or member of the public.

All Contractors engaged by the City of Mount Gambier are responsible for:

- ensuring, that in their capacity as responsible persons conducting a business or undertaking, that they and their employees, comply with the provisions of the Work Health and Safety Act and Regulations 2012, Codes of Practice and referenced Standards;
- providing all relevant legislative documentation as requested by the City of Mount Gambier;
- notifying the City of Mount Gambier within 24 hours of any accidents or incidents occurring within the scope of this contract;
- notifying the City of Mount Gambier if visited by Safe Work SA or if they have been issued with any improvement or prohibition notices;
- notifying Safe Work SA of any Notifiable incidents as prescribed in Division 5 Part 3, Section 35, 36,37 and 38 of the Work Health and Safety Act 2012;
- ensuring compliance with the advice and / or directives issued by the City of Mount Gambier;
- ensuring that they are not under the influence or by the consumption of alcohol and drugs, in such a state to endanger their own safety or that of others;
- abiding by the terms of the contract, including compliance with these WHS responsibilities;
- providing, for themselves and their employees, all necessary protective equipment and enforcing correct usage and maintenance of any such equipment;
- exercising skills, care and expertise in the performance of the contract;
- ensuring that all licences, permits are current; and
- providing the required instruction, training and supervision to all workers and the workers of sub-contractors.

Work Health and Safety (WHS) Management System

A Work Health and Safety Management System of a Contractor is the organisational structure, resources, responsibilities, procedures and practices of the organisation for managing WHS issues.

The City of Mount Gambier requires all contractors to have an established WHS Management System which is appropriate to the contract works being undertaken. The

City of Mount Gambier may request evidence which demonstrates effective implementation and understanding of the WHS Management System.

Some of the requirements of the Contractors WHS system may not be specified by the City of Mount Gambier in the contract documentation, such specification will not relieve the contractor from any legislative or statutory obligations for WHS.

In preparing the document consideration should at least be given to the following:

- the preparation of WHS Plans and a WHS Manual in accordance with specified requirements;
- the identification and acquisition of any controls, processes, inspection equipment, fixtures, total production resources and skills that may be needed to achieve the required WHS;
- the updating, as necessary, of WHS control, inspection and testing techniques;
- the clarification of standards of acceptability for all features and requirement, including those which contain a subjective element;
- the compatibility of the process, installation, inspection and test procedures and applicable documentation; and
- the identification and preparation of WHS records.

Where a formal contract is awarded, the successful contractor will be required to submit their WHS Management System prepared specifically for the works or services for approval by the Council. In certain circumstances, the City of Mount Gambier may allow:

- the particulars of the WHS Management System to be submitted after the award of the contract, before the work starts or progressively during the course of the Agreement; and
- that where a contractor fails to implement any part of the contract WHS Management System, the Project Manager and / or Chief Executive Officer may invoke powers under the contract or institute such additional site inspections and surveillance that the Project Manager and / or Chief Executive Officer determines are needed to ensure WHS Compliance.

Work Health and Safety Procedures

The Contractor must establish and maintain procedures for the following:

- incident / accident / near miss / hazard reporting;
- corrective action needed to prevent recurrence of accidents, incidents and hazards;
- initiating preventative actions to deal with problems to a level corresponding to risks/ hazards encountered;
- applying controls to ensure that corrective actions are taken and that they are effective;
- implementing and recording changes in procedures resulting from corrective action;
- rehabilitation; and
- claims management.

Contractor Compliance – General

As a contractor for the City of Mount Gambier, you will be expected to adhere to the following requirements:

Code of Conduct

Contractors of the City of Mount Gambier have a responsibility to comply with and ensure they are not in breach of the City of Mount Gambier Code of Conduct.

A copy of Council's Code of Conduct is available upon request.

Fair Treatment

Bullying and Harassment is unacceptable behaviour and will not be tolerated in the workplace. Bullying and harassment is against the law and appropriate action will be taken against individuals engaging in such conduct.

UVR Policy

Contractors must comply with the City of Mount Gambier UVR and Inclement Weather Procedure which requires that when UV index level reaches 3 or above, workers engaged in outdoor work are to adopt the following as a minimum requirement:

- a broad brimmed hat which should have a brim of at least 7.5cm, a legionnaire's style cap which protects the neck and ears, (most suitable when work involves a lot of bending,) or a bucket hat which has a deep crown, sits low on the head and has an angled brim of at least 6cm; long trousers and a long-sleeved collared shirt, which permit bodily evaporative cooling;
- sunscreen with minimum 30+ Sun Protection Factor (SPF) - applied at least 15 minutes prior to exposure to the sun and every 2 hours thereafter to skin which remains exposed after taking the above precautions, paying particular attention to the lips, ears, nose and neck; and
- approved safety glasses with tinted lens.

A full copy of Council's UVR and Inclement Weather Procedure is available upon request.

Personal Protective Equipment (PPE)

Contractors are responsible for issuing appropriate personal protective equipment for their employees, sub-contractors, their employees and site visitors and must ensure that it is used correctly.

At a minimum, the following is expected:

- Safety Footwear
- High Visibility Vest
- Long pants/long sleeved top
- Hard Hat – where overhead works are undertaken
- Safety gloves, glasses, hearing protection, fall prevention/arrest systems where required.

Contractors and sub-contractors are responsible for organising the issue of the above equipment for all workers under their employ and ensuring that the above minimum requirements are strictly adhered to.

Construction Induction Card - CPCCOHS1001A Work Safely in the Construction Industry (White Card)

Contractors and sub-contractors (including their employees) undertaking works on a construction site must have completed CPCCOHS1001A – Work Safely in the Construction Industry or equivalent base level WHS accreditation.

First Aid

It is the Contractor's responsibility to ensure that it has adequate first aid facilities available to their workers.

Plant Safety

The Contractor must ensure that all Plant is appropriately licensed or registered and that systems are in place for the maintenance and inspection. Contractors and their workers must not operate plant and equipment with safety devices removed. If it is necessary to remove guards from machinery as a part of service or the repair process, contractors are responsible for ensuring that adequate lockout steps are taken to prevent the untimely start up of plant. Contractors are expected to refer to the risk assessment for the item of plant for risk control measures.

Contractors operating plant for which specific training is required are to ensure that all operators are properly trained and hold the current certification. Evidence of licences/accreditations must be made available to Council upon request by the Project Manager.

Portable Electrical Equipment

All portable electrical equipment must be tested and tagged in accordance with AS/NZS 3760:2010 prior to being brought onto or used on any Council worksites. Contractors using portable electrical equipment on Council worksites must do so in conjunction with Portable Current Device (RCD), tested and tagged in accordance with AS/NZS 3760:2010.

Chemicals and Substances

Contractors who bring chemicals or substances onto Council premises must comply with all relevant legislative requirements including:

- all chemicals must be stored and handled in appropriately marked containers with all appropriate documentation;
- current Safety Data Sheets (SDS) and appropriate documented risk assessments must be held for all chemicals used on site, and made available if requested by the Project Manager;
- the Contractor must supply any required first aid material and personal protective equipment;

- all chemicals must be transported in accordance with applicable requirements;
- the Contractor must supply a SDS to the Project Manager and brief them on the hazards associated with the chemicals to be used; and
- chemicals must not be left on site without the approval of the Project Manager.

Contractors are responsible for clean up and disposal of any chemical spills and contaminated materials in accordance with EPA regulations. All spills or accidents involving chemicals must be reported immediately to the Project Manager.

Working at Heights

Where there is a requirement to work at heights, Contractors must comply with the Work Health and Safety Regulations Chapter 4, Part 4, Regulation 78 Management of Risk of fall. **Fall** means a fall by a person from one level to another.

Risk of fall means a circumstance that exposes a worker while at work, or other person while at or in the vicinity of a workplace, to a risk of a fall that is reasonably likely to cause injury to the worker or other person. This includes circumstances in which the worker or other person is:

- in or on an elevated workplace from which a person could fall; or
- in the vicinity of an opening through which a person could fall; or
- in the vicinity of an edge over which a person could fall; or
- on a surface through which a person could fall; or
- in any other place from which a person could fall.

In order to manage the risk under the WHS Regulations, the Contractor must:

- identify all reasonably foreseeable hazards that could give risk;
- eliminate the risk so far as is reasonable practicable;
- if it is not reasonably practicable to eliminate the risk – minimise the risk so far as is reasonably practicable by implementing control measures in accordance with the hierarchy of control;
- maintain the implemented control measures so that it remains effective; and
- review, and if necessary revise, risk control measures so as to maintain, so far as reasonable practicable, a work environment that is without risks to health and safety.

The use of ladders, scaffolding, and elevated work platforms must be done in accordance with legislative requirements and the appropriate high risk licences must be made available upon request by the Project Manager.

Confined Spaces

The City of Mount Gambier maintains a Confined Spaces Register and has in place a Confined Spaces Management Procedure. All Confined Space work must be undertaken in accordance with the WHS Regulations 2012, Code of Practice and organisational procedures.

If Confined Space work is to be undertaken the Project Manager will ensure the Contractor sights the City of Mount Gambier Confined Space Register. The Project Manager will request to see the Contractors training records, Risk Assessments and Safe Work Procedures. Contractors will be required to issue their own Entry Permits and copies must be provided to the Project Manager at the conclusion of the work for which the permit relates. Entry into Confined Spaces is **strictly prohibited**, unless a confined Spaces Entry Permit has been issued.

Asbestos

The City of Mount Gambier maintains an Asbestos Register for all City of Mount Gambier owned buildings. If work relates to an area identified as having asbestos, the Project Manager will advise the contractor and make the information in the Asbestos Register available. If a contractor accidentally encounters asbestos on site, they must cease work immediately and advise the Project Manager, this information will be logged on the organisations Asbestos Exposure Register.

Excavation and Trenching

For all excavation, trenches, digging, post driving, drilling etc., the Contractor must lodge a “Dial Before You Dig” application prior to commencing the work (phone 1100 or www.byda.com.au).

Hot Work

Hot work is defined as any grinding, welding, thermal or oxygen cutting or heating, and other related heat or spark producing operations. Management of the person(s) performing any hot work must ensure that a Risk Assessment is performed prior to the work being undertaken at the worksite and appropriate permits in place.

Explosive Powered Tools

Written authorisation must be obtained to the use of any explosive powered tools, such as powder-actuated fastening tools.

Site Housekeeping

Contractors must remove all rubbish and ensure the area is clean and safe during the conduct of their work and before leaving. Rubbish is not to be placed in the City of Mount Gambier wheelie bins. Any difficulty regarding rubbish removal must be discussed with the Project Manager.

Security

Contractors are responsible for security arrangements in relation to plant, tools, equipment and materials required on site during the works.

Working Alone

If any sub-contractor or employee of a Contractor works alone, the contractor’s supervisor is responsible for ensuring that appropriate precautions are included in the risk assessment/JSA/SWMS and are implemented. In particular, suitable communication procedures and equipment should be provided.

Site Access

Contractors are only granted access to the City of Mount Gambier worksites on the condition they observe all Work Health and Safety requirements. All Contractors are required to report to the Project Manager upon arrival at a City of Mount Gambier administration building. All Contractors performing work in any of the administration buildings are to sign in using the Visitor Register. Contractor controlled sites are to ensure access is restricted, as appropriate, and permitted access recorded. City of Mount Gambier employees requiring access to a Contractor's worksite shall report to the Project Manager.

Access Considerations

Contractors are required to consider the needs of people with disabilities, impairments or prams.

For example:

- A warning sign may not be sufficient to protect people with sight impairments against a danger (fencing or barricades may be necessary).
- Parking across a path or other access route, even for a few minutes, could cause difficulties for people in wheelchairs or scooters.

Work Zone Traffic Management

All workers applying Work Zone Traffic Management (WZTM) must be trained and hold a valid WZTM card.

Prior to commencing any works involving WZTM a Risk Assessment must be undertaken and recorded on an appropriate form.

WZTM control implemented must be in accordance and using at least the minimum requirements under the guidelines.

Emergency Management

In the event of an emergency at a City of Mount Gambier Building, Contractors will be required to comply with the organisations Emergency Response Procedures. Upon signing in and induction to the work site, the Project Manager will explain the City of Mount Gambier procedures. Contractors will be expected to follow the direction of Emergency Wardens during an emergency.

For Contractor controlled sites, Contractors will be required to have their own Emergency Plan specific to the location.

Hazard Management

The City of Mount Gambier is committed to eliminating or minimising hazards in the workplace in so far as reasonably practicable. The City of Mount Gambier's hazard management system is to identify, assess, control and monitor risks to the health and safety to ensure that the workplace is as safe as possible. All contractors engaged by the City of Mount Gambier must effectively control all hazards which are identified and/or arise in the course of their work.

Safe Systems of Work

All contractors must ensure that safe systems of work are determined and followed. In a contract for work, whilst the work can be contracted to another party, the WHS responsibilities cannot.

Hazard Identification

In addition to the hazards identified by the City of Mount Gambier prior to the commencement of work, all hazards associated with the job will need to be identified/re-confirmed by the Contractor.

Job Safety Analysis (JSA) / Task Risk Assessment (TRA)

A Job Safety Analysis/Task Risk Assessment must be completed for any hazardous work including:

- Working adjacent to moving traffic
- Working from a height
- Working over a pit / hole
- Working with plant
- Working with hazardous substances
- Working on or near live electricity
- Demolition
- Excavation
- Manual handling
- Confined space
- Restricted areas, i.e. tunnels

A JSA/TRA is a document that outlines the process of critically examining a work task and re-engineering that task to ensure that the necessary and relevant health and safety principals are followed. A JSA/TRA should be undertaken at the time of the job being undertaken and should address any hazards identified by the Council prior to the commencement of work. The Information contained in the JSA/TRA must be communicated to all workers and signed off accordingly.

Refer Appendix B – Sample Job Safety Analysis

Safe Work Method Statement (SWMS)

A SWMS must be completed for any high risk construction work (WHS Regulation 299).

‘Construction work’ is defined (WHS Regulation 289) as any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, and refurbishment, demolition, decommissioning or dismantling of a structure.

WHS Regulation 291 identifies 18 activities that are classed as high risk construction work due to the significant potential for serious harm that is often associated with those activities.

A SWMS is a document that sets out the high risk construction work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.

Safe Work Procedure

Contractors will need to have documented Safe Work Procedures for their routine activities; these should address the hazards/risks associated with the activity. It is the Contractors Responsibility to ensure that their employees, or sub-contractors and their employees are working to these Safe Work Procedures. Safe Work Procedures need to be available for review when requested by the Project Manager.

Refer Appendix C – Sample Safe Work Procedure

Risk Assessment Process

Risk Assessments should be undertaken for non-routine tasks, where there are no existing Safe Work Procedures for workers to follow:

- Document hazards and potential causes of incidents/injuries or accidents that may occur during the execution of the job;
- Determine appropriate equipment and controls to eliminate or reduce the risk.

Refer Appendix D – Sample Risk Assessment Form

Appendix E – Sample Risk Assessment Tools

Training

The Contractor must establish and maintain procedures for identifying the training needs and provide for the training of all personnel activities affecting Work Health and Safety during the provisions of the service. Personnel performing specific assigned tasks shall be competent on the basis of appropriate education, training and/or experience as required. Appropriate records must be maintained and made available to the Project Manager upon request.

Consultation and Communication

Council recognises its obligation to consult and communicate with Contractors on matters relating to WHS. Contractors are expected also to communicate and consult with Council on matters relating to WHS. Contractors must establish effective consultation and communication mechanisms between key stakeholders and their workers.

Inspection and Monitoring

During the course of the contract, the Project Manager will monitor the contract and retains the right to inspect safety measures and if necessary to interrupt work if safety standards are insufficient. The frequency of the inspections will be determined by, but not limited to the level of risk, complexity and duration of the contract.

This will be documented using a checklist and will include the hazards identified, compliance with Hazard Management and other works or work location related issues. Issues requiring corrective action will need to be addressed by the Contractor and signed off by the Project Manager.

The City of Mount Gambier reserves the right to reject the work systems proposed by contractors in their Risk Assessment or Safe Work Procedures if the hazards are not eliminated or adequately controlled.

Reporting

Any work-related injury incurred by any Contractor and/or their workers must be reported immediately to the Project Manager. All PCBU's (including Contractors) are also legally required to report any **notifiable incidents** as described in the Work Health and Safety Act 2012, Part 2, Division 5, Part 3.

Notifiable incidents are to be reported to Safe Work SA on **1800 777 209 (24 hour Emergency Number)**. There are offences and penalties outlined for person conducting business or undertaking failing to notify.

(35) A notifiable incident means-

- a) A death of a person; or*
- b) A serious injury or illness of a person; or*
- c) A dangerous incident.*

(36) A serious injury or illness of a person means an injury or illness requiring the person to have –

- a) Immediate treatment as an in-patient in a hospital; or*
- b) Immediate treatment for-*
 - i. the amputation of any part of his or her body; or*
 - ii. a serious head injury; or*
 - iii. a serious eye injury; or*
 - iv. a serious burn; or*
 - v. the separation of his or her skin from an underlying tissue (such as degloving or scalping); or*
 - vi. a spinal injury; or*
 - vii. the loss of bodily function; or*
 - viii. serious lacerations; or*
- c) Medical treatment within 48 hours of exposure to a substance, and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.*

(37) A dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to-

- a) an uncontrolled escape, spillage or leakage of a substance; or*
- b) an uncontrolled implosion, explosion or fire; or*
- c) an uncontrolled escape of gas or steam; or*
- d) an uncontrolled escape of a pressurised substance; or*
- e) electric shock; or*
- f) the fall or release from a height of any plant, substance or thing; or*

- g) *the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or*
- h) *the collapse or partial collapse of a structure; or*
- i) *the collapse or failure of an excavation or of any shoring supporting an excavation; or*
- j) *the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or*
- k) *the interruption of the main system of ventilation in an underground excavation or tunnel; or*
- l) *any other relevant event prescribed by the regulations, but does not include an incident of a prescribed kind.*

Confidentiality

Any information acquired by the Contractor in the course of performing of the Contractor's services about the Council, its affairs or its clients must be treated by the Contractor as confidential information and must not:

- a) be used or disclosed by the Contractor to any other person, entity or company;
- b) be discussed with any other Contractor; or
- c) be discussed with the Client.

ICAC – The Independent Commissioner Against Corruption Act 2012

Under Section 20 of the Act (ICAC Act), there are mandatory reporting obligations for all inquiry agencies, public authorities and public officers. The Independent Commissioner Against Corruption subsequently issued a set of Directions and Guidelines under Section 20 of the Act. This document creates mandatory reporting obligations for all inquiry agencies, public authorities and public officers.

The definition of "public officers" as defined in Schedule 1 of the Act includes:

... a person performing contract work for a public authority or the crown.

Contract work is defined in the Act as:

....work performed by a person as a contractor or as an employee of a contractor or otherwise directly or indirectly on behalf of a contractor.

As a contractor engaged by the City of Mount Gambier, you may be considered a public officer for the purposes of the ICAC Act. This means that as a contractor or employee of a contractor or a sub-contractor or employee of a sub-contractor any conduct that you reasonably suspect raises an issue of corruption, or serious or systemic misconduct or maladministration, in public administration must be reported to the Office for Public Integrity (OPI). As a public officer the contractor's conduct could also be the subject of a report to the OPI and as a result, could be investigated for corruption.

Corruption includes offences such as bribery, threats against public officers, abuse of public office, theft, demanding benefit on the basis of public office and offences relating to appointment to public office. It also includes any other offence committed by a public officer whilst acting in his or her official capacity.

Misconduct includes a breach of a code of conduct by a public officer whilst acting in his or her capacity as a public officer.

Maladministration includes conduct and practices that result in irregular and unauthorised use of public money or substantial mismanagement of official resources.

Contractor Performance Evaluation

Performance assessment will be undertaken and based on the information collected during Council's monitoring process of the Contract works.

Scoring Methodology will be based on the acceptable standard of performance by the Contractor in meeting the requirements of the contract. The performance evaluation criteria may include: Time Management; Standard of Work; Quality Management; Management and Suitability of a Contractor's Personnel; Management of Sub-contractors, Consultants and Suppliers; Contract Administration; Co-operative Relationships; Work Health and Safety; Management of Industrial Relations; Environmental Management; Training Management; Contractor's Design Documents.

*Refer Appendix F – Contractor Monitoring – Spot Check
Appendix G – Contractor Performance Evaluation (CPE)*

Appendix A – Sample Site Induction Checklist



WHS CONTRACTOR MANAGEMENT Contractor Site Induction Checklist

Contractor: _____ Date of Induction: _____

Contractor contact person: _____ Contact Number: _____

Council Supervisor: _____ Contact Number: _____

Location of Work Site: _____

ITEM	DETAILS/COMMENTS	✓
Sign In/Out Register:		
Council Contact person:		
Daily start and finish times:		
Access to building's/areas:		
Amenities:		
Impact on Public: (How will this be minimised?)		
Emergency/Evacuation:		
First Aid:		
Incidents/Injury Reporting:		
Environmental:		
Clean up of work site area: (during and at completion)		
Use of Chemicals: (Safety Data Sheets)		
Noise: (Noise level readings)		
Waste Disposal:		
Working at Heights:		
Task Risk Assessments/SWMS:		
PPE:		

The following employees/sub-contractors have been present for the City of Mount Gambier Contractor Induction and understand their responsibility to comply with all WHS issues, identified by Council and Incorporated as part of the Contract.

NAME (PLEASE PRINT)	VISUAL CHECK OF LICENCES (PLEASE TICK)	SIGNATURE
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	_____

Appendix B – Sample Job Safety Analysis

Contractors should undertake a JSA/ SWMS for all “high risk” tasks prior to commencement

<p>Company name: <input style="width: 100%;" type="text"/></p> <p>Site Name: <input style="width: 100%;" type="text"/></p> <p>Contractor: <input style="width: 100%;" type="text"/></p> <p>Activity: <input style="width: 100%;" type="text"/></p>	<p>Date: <input style="width: 100%;" type="text"/></p> <p>Permit to work requirement: <input style="width: 100%;" type="text"/></p> <p>Approved by: <input style="width: 100%;" type="text"/></p>	<p>JSA No.: <input style="width: 100%;" type="text"/></p> <p>YES <input style="width: 100%;" type="checkbox"/></p> <p>NO <input style="width: 100%;" type="checkbox"/></p>	<p>This JSA must be site specific and include all workers undertaking the task in its development</p>				
Activity	Hazards	Risk Rating Initial	Risk Control Measures	Risk Rating Residual	Who is responsible?		
List the tasks required to perform the activity in the sequence they are carried out.	Against each task list the hazards that could cause injury when the task is performed.		List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.		Write the name of the person responsible (supervisor or above) to implement the control measure identified.		

To be signed by all employees who are undertaking the task / activity as described:			
Name:	Signature:	Date:	
Name:	Signature:	Date:	
Name:	Signature:	Date:	

Appendix C – Sample Safe Work Procedure

Contractors should have Safe Work Procedures for all routine tasks

Purpose		Scope	
Related Documents		Location of Task	<i>Insert location</i>
Description of Task			
Skill / Training Requirement	All employees will be trained (or supervised under training) to all operate all plant and equipment required to carry out the task. All persons employed by the XXXXXX will undertake the training (including on the job) in order to safely perform this activity. training may include: • •		
Minimum Number of People required to undertake task		Equipment Requirements:	
Environmental, Cleanup, Waste Disposal Methods		Special Conditions:	
Records			

WHAT TO DO	HAZARDS	HOW TO DO IT	PPE
<i>Steps in order of performance</i>	<i>Applicable to each step</i>	<i>Applicable to each step</i>	<i>What is required</i>

Safe Work Procedure Completed by : <i>(Print names)</i> :		Date:
Reviewed by:		Review Date:
Reviewed by:		Review Date:
DEPARTMENTAL MANAGER APPROVAL		WHS REPRESENTATIVE (HSR)
Name:		Name:
Signed:		Signed:
Date:		Date:

Appendix D – Sample Risk Assessment Form

A Task Risk Assessment form must be completed in consultation with the worker(s) or others who will undertake the work. All those involved in the work should be advised of any requirements which are identified during the analysis.

Step 1- Assessment Summary

Job Title:		Date:		Job Commencement Date:			
Responsible Section		Supervisor / Contract Manager:		Job Completion Date:			
Description of Work:							
Site Location							
Sub Contractor Details							
PPE							
References (eg. Policies, Procedures, SWP's & SOP's):							
Risk Assessment Completed by: (Print names)							
DEPARTMENT MANAGER				WHS REPRESENTATIVE (HSR)			
Name:				Name:			
Signed:				Signed:			
Date:				Date:			

Step 2	Step 3	Step 4	Step 5			Step 6	Step 7		Step 8
Basic Job Steps	Potential Hazards	Risk Level	Recommended Control <i>What could be done to eliminate or minimise the hazards?</i>			New risk level	Responsible		Verify
Break the job down into Major Task steps.	Identify any hazards associated with each step.	Initial	Hierarchy of Controls	Existing Control	Additional Controls	With controls in place	Who is responsible to action this control?	By when	Date for Verification
			Eliminate Substitute Isolate Engineer Administration PPE						
			Eliminate Substitute Isolate Engineer Administration PPE						
			Eliminate Substitute Isolate Engineer Administration PPE						

TOOLS									
Risk Assessment Matrix					Hierarchy of Controls				
Likelihood		Consequence							
Level	Descriptor	Description	Level	Descriptor	Description	1. Eliminate	2. Substitute	3. Isolate	4. Engineer
A	Almost Certain	Is expected to occur in most circumstances	1	Insignificant	No injuries, low financial loss	Remove the hazard	Substitute the hazard	Use guards or barriers	Redesign
B	Likely	Will probably occur in most circumstances	2	Minor	First aid treatment, on-site release immediately contained, medium financial loss				Training, information, Safe Work Procedures
C	Possible	Might occur at some time	3	Moderate	Medical treatment required, on site release contained with outside assistance, high financial loss				Gloves, Goggles, etc
D	Unlikely	Could occur at some time	4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss				
E	Rare	May occur only in exceptional circumstance	5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss				
Risk Assessment									
Likelihood		Consequence							
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5			
A (almost certain)		H	H	E	E	E			
B (likely)		M	H	H	E	E			
C (possible)		L	M	H	E	E			
D (unlikely)		L	L	M	H	E			
E (rare)		L	L	M	H	H			

ALARP: As Low as Reasonably Practicable

E: Extreme risk: Operation of item or activity should not be allowed to continue until the risk level has been reduced. Will commonly be an unacceptable level of risk. May include both short term and long term control measures.

H: High risk: Reduce the risk rating ALARP (if possible). Should only be an acceptable level of risk for "Major" or "Catastrophic" consequences.

M: Moderate risk: Reduce the risk rating ALARP (if possible). May be an acceptable level of risk.

L: Low risk: Reduce the risk rating ALARP (if possible). Commonly is an acceptable level of Risk.


Appendix F – Contractor Monitoring – Spot Check



Contractor Monitoring – Spot Check

Details:					
Address/Site		Contractor Company		Contractor Representative	
Council Representative		Position of Council Representative		Date	
TASK(S) UNDERTAKEN ONSITE:					
1)					
2)					
3)					
4)					
Item		Compliance			
		Y	N	N/A	
QUESTIONS				EVIDENCE/RECOMMENDATION	
1. Permits for work required? e.g. Confined Space, EPA, Hot Works, Working at Heights.					
2. Site specific JSA, TAKE 5, SWMS or Risk assessment completed for task(s) undertaken and available onsite.					
3. Staff/subcontractors onsite inducted.					
4. Appropriate PPE provided for task(s).					
5. First aid kit available onsite.					
6. Entry and exit appropriate to site.					
7. Work area isolated from the general public.					
8. Housekeeping acceptable.					
9. Environmental controls e.g. dust, noise					
10. Tripping hazards.					
Is a full WHS Audit required? Yes / No (If yes, notify Procurement Officer)					
PREVIOUS/OUTSTANDING ACTIONS REVIEW:					
PROGRESS UPDATE:					
ACTIONS ARISING:					
Council Representative Signature:					
Contractor Representative Signature:					

Appendix G – Contractor Performance Evaluation (CPE)

 <div style="display: inline-block; vertical-align: middle;"> City of Mount Gambier </div>	Contractor Performance Evaluation				DATE: _____						
CONTRACTOR: _____											
PROJECT NAME: _____											
DESCRIPTION: _____				Rating							
CONTRACT NO.: _____				(For definitions refer below)							
CONTRACT VALUE: _____				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">START DATE: _____</td> <td style="width: 20%;">COMPLETION DATE: _____</td> <td style="width: 20%;">N/A 0</td> <td style="width: 20%;">1 3</td> <td style="width: 20%;">ME 5</td> <td style="width: 20%;">EE 7</td> </tr> </table>		START DATE: _____	COMPLETION DATE: _____	N/A 0	1 3	ME 5	EE 7
START DATE: _____	COMPLETION DATE: _____	N/A 0	1 3	ME 5	EE 7						
A. SAFETY & COMPLIANCE - Laws & Standards											
1. Did the contractor comply with WHS requirements?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
2. Did the contractor adhere to environmental safety requirements, and other laws & policies?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
3. Did the contractor take adequate precautions with any hazardous materials and designated substances?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
4. Did the contractor have an environmental management plan?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
5. Did the contractor adequately address disputes, damages and claims with third parties to City's knowledge?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
RATING POINTS TOTAL / MAXIMUM AVAILABLE POINTS TOTAL (deduct 7 points from maximum points for every question marked N/A): /											
B. QUALITY - Compliance with Contract Standards & Specifications											
1. Did the contractor comply with standards and specifications in the contract?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
2. Was the quality and workmanship in compliance with the contract documents?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
3. Did the contractor promptly & effectively correct defective work as the project progressed?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
4. Did the contractor adequately staff and resource the project in compliance with the contract?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
5. Did the contractor provide effective quality control?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
RATING POINTS TOTAL / MAXIMUM AVAILABLE POINTS TOTAL (deduct 7 points from maximum points for every question marked N/A): /											
C. ORGANISATION - Work Plan and Management											
1. Did the contractor submit a satisfactory schedule and submit updates in compliance with the contract?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
2. Did the contractor commence the work on time?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
3. Did the contractor provide adequate & competent site supervision?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
4. Did the contractor effectively coordinate and manage the work of its subcontractors?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
5. Did the contractor submit timely, relevant requests for information as needed?				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Comments/Backup: _____											
RATING POINTS TOTAL / MAXIMUM AVAILABLE POINTS TOTAL (deduct 7 points from maximum points for every question marked N/A): /											
EE - EXCEEDS EXPECTATIONS (7 Points) - Consistently exceeded expectations in all essential areas of responsibility and quality of performance and work overall excellent. ME - MEETS EXPECTATIONS (5 Points) - Consistently met expectations in all essential areas of responsibility with few if any issues. I - IMPROVEMENT NEEDED (3 Points) - Performance failed to meet expectations in one or more essential areas of responsibility. Usually requires some additional staff time and resources. N/A - NOT APPLICABLE (0 Points) - Not relevant to contract.											

Contractor Performance Evaluation		N/A 0	1 3	ME 5	EE 7
D. EXECUTION - Work Performance					
1. Did the contractor complete the project fully?					
Comments/Backup:					
2. Did the contractor follow the approved schedule and meet milestones? (i.e. completed on time)					
Comments/Backup:					
3. Did the contractor keep the site clean and free of rubbish and debris in compliance with the contract?					
Comments/Backup:					
4. Did the contractor promptly comply with change directives and site instructions by Council?					
Comments/Backup:					
5. Did the contractor seek authorisation to perform extra or additional work?					
Comments/Backup:					
RATING POINTS TOTAL / MAXIMUM AVAILABLE POINTS TOTAL (deduct 7 points from maximum points for every question marked N/A): /					
E. ADMINISTRATION - Contractor Performance and Diligence					
1. Did the contractor communicate, cooperate, and collaborate with the contract administrator, project team & stakeholders?					
Comments/Backup:					
2. Did the contractor participate in resolving project problems and display initiative to implement solutions?					
Comments/Backup:					
3. Did the contractor demonstrate accountability for problems for which they were responsible?					
Comments/Backup:					
4. Did the contractor accept responsibility for the full scope and extent of the contract?					
Comments/Backup:					
5. Did the contractor coordinate to minimise disruption to the public and City operations?					
Comments/Backup:					
RATING POINTS TOTAL / MAXIMUM AVAILABLE POINTS TOTAL (deduct 7 points from maximum points for every question marked N/A): /					
TOTAL POINTS SCORING FOR ALL SECTIONS: /					
CONTRACTOR PERFORMANCE RATING METHODOLOGY					
<p style="text-align: center;">100 x CONTRACTOR RATING POINTS TOTAL ÷ TOTAL MAXIMUM AVAILABLE POINTS = % (do not count questions marked N/A)</p> <p>CPR Score:</p> <p style="text-align: center;">100 x _____ ÷ _____ = _____ %</p>					
OVERALL PERFORMANCE RATING					
<p>Grade the above assessment in according with the following:</p> <p>Over 85% - Excellent (A)</p> <p>Over 63% - Good (B)</p> <p>Over 50% - Acceptable (C)</p> <p>Below 50% - Unsatisfactory (D)</p> <p style="text-align: right;">CONTRACTOR PERFORMANCE RATING =</p>					
	Name (Print)	Signature		Date	
Project Manager:					
<small>NOTE: If the contractor disagrees with this evaluation, it is to submit its objections in writing with supporting evidence within five (5) business days to the Project Manager</small>					

Once completed please return to Procurement Officer for processing.
AF15/608

Contractor Acknowledgement Form

Contractor Name:	
Address:	
Phone Number:	
Email:	

I acknowledge that I have read the City of Mount Gambier Contractor Management Guide and agree that my workers and engaged sub-contractors will comply with the requirements of the Council as detailed in this guide.

Signature	
Name	
Position	
Date	