

## CONTRACTOR MANAGEMENT PROCEDURE

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Policy Area	Work Health and Safety
Document type	Procedure
Applicable to	Centacare
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Governing Policy	Archdiocesan Work Health and Safety Policy Statement
Related documents	Archdiocesan Managing Work Health and Safety Risks Policy Centacare Financial Delegations Policy Centacare Property Policy Centacare Property Procedure
Related legislation	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011

### PURPOSE

The purpose of this procedure is to ensure the engagement of contractors is appropriately assessed, controlled, managed and reviewed in accordance with Centacare's legislative obligations. This procedure provides practical application of the requirements when needing to engage a contractor.

### SCOPE

This procedure applies to all Centacare Services where trade contractors are required to perform work on Centacare owned and/or controlled properties. Centacare properties are:

- owner-occupied by Centacare Services;
- owned by Centacare Services and tenanted to a third party;
- occupied by Centacare Services under a lease or negotiated agreement; or
- to be acquired or disposed of by Centacare Services;
- including vacant sites.

This procedure also applies to all trade contractors who are engaged by Housing Operations to provide services to third parties external to Centacare, whose properties are not owned or controlled by Centacare.

Finally, this procedure applies to all trade contractors who may provide their services in the capacity of a volunteer and who may not receive a fee for service.

## 1. AUTHORISATIONS

Where a Centacare property requires maintenance/repair/renovations and/or building works, appropriate authorisation must be sought prior to works commencing.

- 1.1. All requests less than \$2,000 (apart from those relating to Catholic Early EdCare) must be authorised in alignment with Centacare Financial Delegations Policy.
- 1.2. All requests over \$2,000 (apart from those relating to Catholic Early EdCare) must be submitted via CAPIS in accordance with the Centacare Property Policy.
- 1.3. The permit to work system is required when high risk activities are performed by contractors. The following permits are required for relevant works: asbestos, hot works, confined space entry, working at heights, excavations.

## 2. PRE-COMMENCEMENT REQUIREMENTS

2.1. The Manager and/or delegate or Housing Operations representative (for CCS and CFRS) must ensure all pre-commencement checks are completed prior to a contractor commencing work at the site.

2.2 Initially the Contractor Classification Checklist must be completed to determine whether it is a *Minor*, *Moderate* or *Major* contract. The classification of the contractor will determine who will be the responsible party for ensuring the WHS requirements are met by the contractor prior to commencement, and also for the monitoring of the contractor's WHS issues for the duration of the works.

- For all contracts classified as *Minor*, the Manager, and/or delegate or Housing Operations (for CCS and CFRS), is responsible for ensuring the Contractor completes the requirements of the Pre-Commencement Checklist and are satisfied that all necessary requirements are met.
- For all contracts classified as *Moderate*, the Manager, and/or delegate, must ensure the relevant representative from the WHS Team or Housing Operations (for CCS and CFRS) is engaged to review the completed documentation from the Contractor, to determine if they are satisfied that all necessary requirements of the Pre-Commencement Checklist are met.
- For all contracts classified as *Major*, the Manager must ensure the relevant representatives from both the Property and Building Group and the WHS Team are engaged to ensure the Contractor completes the requirements of the Pre-Commencement Checklist and are satisfied that all necessary requirements are met.

2.3 Where a Centacare preferred contractor is utilised and their details are current on CM3, section G will not need to be provided as these will already be recorded on file.

2.4 Where possible, Centacare preferred contractors should be engaged.

2.4.1 Where a preferred contractor list is maintained locally, the Manager and/or delegate or Housing Operations is responsible for ensuring all contractors licenses (if applicable) and insurance certificates are current.

### **3. TRAINING AND INDUCTIONS**

Centacare will ensure all Managers and/or delegates or Housing Operations, responsible for inducting and monitoring contractors receive appropriate training.

3.1 All Managers and/or delegates and Housing Operations must receive training in the Centacare Contractor Management Procedure. Where an individual other than the Manager or Housing Operations is delegated the responsibility of managing contractors for a site, this individual must also receive training in the Centacare Contractor Management Procedure.

3.2 All Managers and/or delegates or Housing Operations must ensure that Contractors performing minor contracts must undertake a site induction prior to the commencement of work. The Site Specific Induction Checklist is a suitable resource for this purpose. For moderate contracts the relevant representative from the WHS Team or Housing Operations should be involved in the induction of contractors to the site. While for Major Works where there is a Principal Contractor (PC) appointed, the suitable representative from the PC will be responsible for the site induction.

3.3 Inductions will expire 12 months after completion of the induction, at which point a contractor will need to complete another induction before engaging in any further work.

### **4. COMPLIANCE**

4.1 The Manager and/or delegate or Housing Operations must ensure that all work conducted by the Contractor is performed safely and in accordance with the Centacare work, health and safety requirements, through site inspections. Any minor non-compliance (low to medium risk) which is identified by the Manager and/or delegate or Housing Operations should be communicated to the Contractor who is responsible for immediate rectification, and a record should be made of the actions taken by the Manager and/or delegate.

4.2 If there are any major non-compliances which may present an immediate risk of serious injury as defined under the Work Health and Safety Act 2011, or fatality to any person, the Manager and/or delegate or Housing Operations should report to the Contractor and ensure that all works are immediately ceased, and the matter must be reported immediately to the relevant Director and representative of WHS Team as well as a representative of the Archdiocesan Services Property and Building Services Group who will determine the appropriate course of action.

4.3 It is the responsibility of the Manager and/or delegate or Housing Operations to ensure that deliberate breaches of this procedure will be dealt with under Centacare's misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

## **5. RECORDS**

The Manager and/or delegate must ensure that all documentation in relation to contractor safety management is recorded and stored in accordance with their area procedures for record management. This must be on an appropriate server and not on the desktop of a laptop or mobile device.

## **6. IMPLEMENTATION**

The Directors, Coordinators, Area General Managers, Business Managers, Operations Managers and Service Delivery Managers are responsible for implementing and monitoring compliance with this procedure.

## **SUPPORTING DOCUMENTS**

Related processes and procedures include:

- Contractor Classification Checklist
- Pre-Commencement Checklist for Contractors
- Risk Assessment Training Package
- Chemical and Plant Registers
- Contractor Induction Manual
- Contractor Induction Register
- Site Specific Induction Checklist

## DEFINITIONS

Term	Definition
Contractor	<p>Under the <i>Work Health and Safety Act 2011</i> (WHS Act), a contractor is a worker and is owed duties by the person conducting a business or undertaking (PCBU). Where PCBUs engage contractors to perform work, effective contractor procurement and management is essential to make sure WHS duties both to the trade contractors as workers, and third parties, are met.</p> <p>Integrating health and safety requirements into contractor procurement and management prevents injury and helps fulfill health and safety obligations. PCBUs must ensure the health and safety of all workers at work in the business or undertaking:</p> <ul style="list-style-type: none"> <li>• who are engaged or are caused to be engaged by the PCBU;</li> <li>• whose activities in carrying out work are influenced or directed by the PCBU.</li> </ul> <p>Contractors also have a duty as workers under the WHS Act. While at work, a contractor must take reasonable care for his or her own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of others.</p> <p>(Source: Australian Government - Comcare, 2015).</p>
Manager	<p>For the purposes of this procedure, Manager may refers to various roles across Centacare Directorates which may include but is not limited to:</p> <ul style="list-style-type: none"> <li>- CCS - Service Delivery Manager, Business Manager or Operations Manager</li> <li>- Catholic Early EdCare – Director or Coordinator, Area Manager</li> <li>- CFRS – Operations Manager, Regional Coordinator</li> </ul>