



Contractor Management

Introduction

The Church recognises that whilst work can be contracted to others, the process for managing hazards and risks associated with the work performed by contractors and other duty holders is a shared responsibility.

Purpose

The Church aims to outline the health and safety requirements and expectations of contractors engaged to perform work at any Church site.

The Church is committed, so far as is as reasonable practicable, to implementing a formal system when:

- Tendering and implementing contracts for services at the Church
- Assessing the level of risk involved in the work for which the contractor is engaged
- Managing risks associated with high risk, construction and structural work
- Reviewing the performance of contractors during and following contractual engagement with the Church and actively managing any non-conformance behaviour

The Church will also, so far as is reasonably practicable, ensure:

- Relevant information, instruction, training and supervision are provided to protect all persons from risks to their health and safety arising from work carried out.
- Active consultation, cooperation and coordination with contractors and other duty holders' where their work activities overlap with that of the Church.

Legislative Requirements

WHS Act 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

WHS Regulations 2011 (QLD) <http://www.deir.qld.gov.au/workplace/law/whslaws/index.htm>

Work Health and Safety Consultation, Cooperation & Coordination Code of Practice 2011
<http://www.deir.qld.gov.au/workplace/law/codes/index.htm>

Procedure

The need for a contractor is identified

The Committee of Management may determine the type of work to be conducted at Church sites that requires the engagement of qualified specialist contractors. If a worker identifies the need for contracted work, the issue must be escalated to the Site manager or Work Coordinator who will consult with the Committee of Management.

The Site Manager/Work Coordinator must be informed of the requirement for contracted work.

Subject to the scope of work to be undertaken, the decision to engage a contractor will be made by the Church Assembly or Committee of Management. Minor works may be decided at Site level, subject to delegated authorisation.

Determination of requirement for contracted work

If the contracted work is required, the Committee of Management will ensure that an assessment of the level of risk associated with the work is conducted by an appropriate person.



Contractors may be engaged to perform:

- General or routine work
- High risk work
- Construction or structural work
- High risk construction work
- Construction projects

The Assembly/Committee of Management is responsible for oversight of major project and construction work. WHS requirements must be addressed as part of the tender/engagement process.

General work

The Committee of Management may arrange for paid contractors to undertake various repair and maintenance work across Church sites. Prior to engaging any contractor to undertake 'minor' works, the Committee of management must ensure that the contractor is appropriately competent, licenced and insured. Contractors shall be assessed on:

- General experience and ability to perform work
- Past performance when performing contractual work for the Church
- Evidence of the currency of insurances and licenses
- For general high risk work: Evidence of safe systems via safe work method statements, risk assessments or job safety analysis

Where possible, the Church will establish a 'pre-qualified' list of contractors to be used across Church sites. The Approved Contractor Register should be maintained centrally and be made available to all Church sites.

Contractor to be inducted and perform work

The Site Manager/Work Coordinator must ensure the contractor undergoes the General Site Induction and is periodically monitored for the duration of the work. The Site Manager/Work Coordinator should maintain open communication and consultation with contractors regarding health and safety issues, as required, throughout the duration of contracted services.

Contractor Non-conformance

Contractors should be subject to an ongoing review process whilst performing work with the Church. Contractors will be issued non-conformance reports if unsafe work is observed on site. Repeat non-conformance may result in termination of the contract and removal from the Church approved contractors' register.

The Site Manager/Work Coordinator must advise the Committee of Management/General Manager of any identified non-conformance.

Major Works

Approval of major projects is the responsibility of the General Manager through the Assembly. The process for approval is also subject to, but not limited to:

- Evidence of their WHS Management Systems
- Past performance when performing contractual work for the Church
- Evidence of safe systems of work via safe work method statements, risk assessments or job safety analysis
- Evidence of any relevant and in-date insurance, license, certificate of competency and registration (copies to be retained) required for the work
- Evidence of training and supervisory for all workers, including any sub-contractors
- Price alone will not be the only determining factor when assessing a contractor's suitability.

Prior to commencement of any construction or structural contractual work, the contractor is required to provide documentation showing the contractor's minimum compliance and ability to comply with contractual, licensing and legislative requirements.



The level of detail to be provided by contractors in relation to their WHS Management System will be relative to the risk of the work the contracted PCBU has been contractually engaged to complete.

Contractors will be required to provide evidence of their own WHS Management System complying with the minimum legislative requirements. Additional requirements for construction project work may include appointment of a Principal Contractor or development a WHS Management Plan.

Induction

The Site Manager/Work Coordinator or relevant Church representative will ensure the contractor undergoes the Contractor Site Induction.

As far as reasonably practicable, adequate supervision of contractual work will be facilitated or coordinated by the Church with the contractor.

Contractors must demonstrate that adequate supervision will be provided, where applicable, by persons in management or supervisory roles for the duration of the work.

The minimum requirements for management of contractors on site are:

- Maintenance of the Site Contractor Register
- Induction records
- Completion of the Contractors Log as record of site attendance

Consultation, Cooperation and Coordination

Engagement of contractors to undertake work at Church sites does not absolve the Church or its 'officers' of their primary 'duty of care'. A 'duty of care' under the WHS Act cannot be assigned.

To ensure compliance with the WHS legislation, the Church representative (e.g. Site Manager/Work Coordinator or other person in control of the workplace) must consult with other duty holder(s).



Information to be shared between the Church and contractor(s) (other duty holders) may include, but is not limited to:

- what each will be doing, how, when and where and what plant or substances may be used;
- who has control or influence over aspects of the work or the environment in which the work is being undertaken;
- ways in which the activities of each duty holder may affect the work environment;
- ways in which the activities of each duty holder may affect what others do;
- identifying the workers that are or will be involved in the activity and who else may be affected by the activity;
- what procedures or arrangements may be in place for the consultation and representation of workers, and for issue resolution;
- what information may be needed by another duty holder for health and safety purposes;
- what each knows about the hazards and risks associated with their activity;
- whether the activities of others may introduce or increase hazards or risks;
- what each will be providing for health and safety, particularly for controlling risks; and
- what further consultation or communication may be required to monitor health and safety or to identify any changes in the work or environment.

Methods for consultation, cooperation and coordination with contractors may include, but are not limited to:

- Toolbox talks;
- Site induction programs/checklists;
- Daily/weekly meetings.

Management of non-conformance

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The Site Manager/Work Coordinator or relevant Church representative should advise the Committee of Management of any non-conformance.