

CONTRACTOR MANAGEMENT POLICY

Policy Approved	Sign: 	Date: 27/6/25
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POLICY:

The purpose of this policy is to ensure all contractors who are engaged to work at any location at Greystanes Disability Services ('Greystanes') work in a safe environment and conduct themselves in a safe and responsible manner.

SCOPE:

This policy applies to all contractors, contractor employees and sub- contractors who provide work, goods or services to Greystanes.

PROCEDURES:

1. RESPONSIBILITIES

1.1 MANAGEMENT

Management is responsible for ensuring the safety and safe work practices of contractors to the workplace: The following are the key responsibilities of management:-

- Ensure management is fully aware of the scope of the contractor's work to ensure the correct documentation is requested and received.
- Request relevant qualification, safe work method statements or equivalent and insurance certificates from all contractors before they undertake any work onsite. Check the documents and store the records in a secure area.
- Consult with contractors regarding specific issues relating to the work being undertaken. Where labour hire companies are used, consultation will be part of the contractual requirements.
- When the contractors' insurances are set to expire, a request will be sent to the contractor for a copy of the renewed Certificate of Currency.
- Provide individual contractor site induction and explain site specific safety issues.

1.2 RESPONSIBLE OFFICER

- Assess if the activities are of a major (high risk) or minor (low risk) nature.
- Send a Contractor WHS pack to contractors with higher risk activities e.g. working with electricity, power tools, and machinery.
- Contractors with low risk activities e.g. massage or music therapists, trainers, will be required to supply a NDIS Workers Check and Certificate or Diploma or in the absence of any Certificate they must supply two references. The Manager will forward the details of a new therapist as soon as practicable.

- The Team Leaders or Managers to inform Business Operations Manager to update CareMaster Contacts if any new therapists have been engaged.
- Where no approved contractor is available, the relevant Manager will make the decision regarding process.
- Provide an induction including provision of information on any site specific hazards e.g. people in wheelchairs, asbestos, fragile roofs, utilities, etc. Communicate with relevant Managers when the work may impact on the health and safety of employees and people we support. Develop and maintain a register of preferred contractors keeping details of licenses, insurances, workers compensation registration, etc.
- Ensure that any breach of WHS legislation is addressed immediately with the contractor or sub contractor.
- Retain all relevant documentation in a contractor's file. Hot work permits shall be retained for 2 years.
- Ensure electrical equipment is tested and tagged as required.

1.3 CONTRACTORS

Contractors:

- Must conduct themselves in a safe and responsible manner.
- Contractors likely to have unsupervised contact with clients are required to have a NDIS Workers Check or NSW Police Check prior to commencing work with Greystanes.
- Must wear personal protective equipment (PPE) as required.
- Provide Safe Work Method statements for work they are completing.
- Apply for a PERMIT TO WORK for any high risk work such as hot work, confined spaces, gas work, working at heights, excavation, and high risk electrical work.
- Any regular contractor or contractor performing high risk work must complete the WHS statement and induction.
- Must be suitably experienced to perform the tasks, and have all necessary licenses, permits, registrations and insurance required to perform works safely.
- Provide evidence of current Public Liability and Workers Compensation Insurance where applicable.

2. CONTRACTOR SUPERVISION

- 2.1 Contractors arriving at the worksite must report to Reception at 2 Grose St. Leura sign in and out in the Contractors/Visitors Book and wear a badge identifying they are contractors/visitors. When working at other Greystanes' sites, they are required to inform the site Manager and sign the Visitors Book
- 2.2 Contractors who arrive and depart in 15 minutes are not required to sign in.
- 2.3 Any contractor found to be working in contravention of legislation or not in accordance with their safe work method statement shall be notified immediately of the non-conformance. Any significant breach where injury may result from activities undertaken by the contractor shall require an immediate suspension of work until the issue is resolved or termination of the contract.
- 2.4 Non-conformances shall be documented and retained along with all other correspondence on the contractor file and recorded on the Contractor non-conformance report.

DEFINITIONS:

Contractor: anyone engaged to work for the organisation to carry out a particular task/s and who supplies their own tools and materials, and who is not an employee of the organisation. Contractors may also sub-contract work to others. Contractors carry out an independent business in their own name or a business name

Low Risk Contractor: a Contractor whose work represents low risk e.g. Massage Therapist, Music therapist, Trainer

Permit to Work: A risk assessment based approval for work involving hot work, confined spaces, gas, working at heights and electrical work issued by Greystanes

Hot Work: Work involving electric or gas welding, thermal or oxygen cutting, heating and other fire producing or spark producing operations

Electrical work: any work that involves electricity including (but not limited to) work that requires isolation of electrical services or installation of new services

Hazard: something that has the potential to cause injury or harm to any person or property.

Induction: instruction on the safety and health requirements of the workplace.

Risk: the probability that a hazard will result in an injury to a person or damage to property.

Safe Work Method Statement (SWMS): provides instruction for how to do a specific job safely

Responsible Officer: the person nominated to administer and supervise the contract.

Worksite: the place(s) as defined in the contract where the contractor, sub-contractor and their employees are required to perform the task(s) specified in the contract.

LEGISLATIVE FRAMEWORK:

Work Health and Safety Act 2011

Work Health and Safety Act Amendment 2023

Commonwealth Work Health Safety Act 2011

Commonwealth Work Health and Safety Act Amendment 2022

Work Health and Safety Regulation NSW 2011

Work Health and Safety Regulation Amendment 2024

REFERENCES AND LINKS:

SafeWork NSW

Website: <https://www.safework.nsw.gov.au/>

Call: 13 10 50

Locked Bag 2906 Lisarow NSW 2252

State Insurance Regulatory Authority (SIRA)

Workers Compensation Assist

Phone 13 74 72

Email: contact@sira.nsw.gov.au