

 Department of Education and Early Childhood Development		Procedure No. DEE EHU 24-1-2 Authorised By: Manager EHU
Title: Contractor Management		
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1. Purpose:

The purpose of this procedure is to provide guidance in the selection, management and monitoring of contractors engaged by the Department of Education and Early Childhood Development (DEECD).

2. Scope:

This procedure applies to all DEECD workplaces including schools and central and regional offices and covers the selection, management and monitoring of contractors associated with maintenance and repair work. This procedure is not intended to apply to capital works involving a tender or formal contract process (see definitions below).

3. References:

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- *Victorian Government Schools Reference Guide*, Sect 6.9.1.3 Legal responsibilities of schools with regard to contractors
- VWA, Duties of Contractors, May 2005
- VWA, New Safety Rules for Construction Work
- <https://www.eduweb.vic.gov.au/infrastru/key/key.htm>

4. Definitions

- Contractor:** Contractors include any service providers/individuals who are not direct employees of DEECD and are providing services/works in relation to maintenance and repair work. This includes contractor employees, sub contractors and sub contractor's employees. Services can be of a long or short term nature.
- Capital Works:** Any school works and services project which involve the demolition or modification of existing and/or construction of new fixed assets and structures. Contractors completing Capital Works can either be engaged through a tender or preferred contractor process.
- Deputy Health and Safety Representative:** An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to Occupational Health and Safety (OHS) in the absence of the HSR.
- Health and Safety Representative (HSR):** An elected employee responsible for representing employees within a DWG on matters relating to OHS.
- Hot Work:** An operation involving open flame, abrasive grinding and cutting, welding, thermal or oxygen cutting or heating and other related heat-producing or spark-producing operations.
- Maintenance and Repair:** Works considered necessary to ensure that existing facilities continue to function at a satisfactory level and for the purpose for which they were designed.
- Management OHS Nominee:** A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

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Safe Work Method Statement (SWMS)

A document which describes the high risk work being performed, the health and safety risks associated with the work and the risk control measures that will be applied to ensure the work is carried out in a safe manner.

A Job Safety Analysis (JSA) or equivalent may be used instead of a SWMS if it contains the same information.

Workplace Manager:

The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

5. Responsibility:

Workplace Manager and/or Management OHS Nominee is responsible for:

- Maintaining a register of approved contractors and making the register available to all employees;
- Reviewing workers compensation and public liability insurances of contractors prior to working on site;
- Inducting contractors in DEECD OHS specifications and requirements and behavioural expectations while on site;
- Familiarising contractors with their work environment and the specific hazards they may be potentially exposed to;
- Sighting SWMS;
- Investigating any hazards identified by all contractor employees; and
- Acting on identified non-compliance of contractors to DEECD OHS procedures.

Employees are responsible for:

- Only utilising approved contractors;
- Making sure that all approved contractors have a valid induction (12 month validity period); and
- Reporting any hazards and non-conformances identified as a result of work being performed by contractors.

Contractors are responsible for:

- Ensuring compliance to DEECD specifications, requirements and expectations;
- Ensuring they have the required qualifications, training, experience and certificates of competency required for the job;
- Ensuring a Safe Work Method Statement (SWMS) has been completed for tasks identified as high risk;
- Maintaining the DEECD workplace in a safe and healthy manner for themselves, sub-contractors and other staff and visitors of DEECD
- Supervision of sub-contractors;
- Communication on a regular basis with the DEECD Workplace Manager and/or Management OHS Nominee; and
- Raising any issue that is or may become an OHS concern.

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6. Procedure:

6.1 Requesting a Contractor

When a service need is identified that cannot be completed by a DEECD employee the person requiring this service must contact the **Workplace Manager and/or Management OHS Nominee** for a copy of the current **Approved Contractor List**. DEECD employees may only engage a contractor who is on this list.

Examples of services that may be required include:

- Air conditioning maintenance;
- Plumbing and electrical repairs;
- Painting;
- Roof plumbing;
- Window cleaning and repairs; and
- Pest control.

6.2 Approving Contractors

For non-approved contractors, the **employee** must notify the **Workplace Manager and/or Management OHS Nominee**, prior to their engagement. The contractor will then be required to undergo a **Contractor Induction Checklist**. The checklist requires that the contractor provide verification of insurances (workers compensation and public liability) and specific SWMS that are relevant to the work being undertaken.

Note: Please note DEECDs stipulated minimum cover to be accepted from contractors for public liability is \$10 million.

The completed checklist and copies of the requested documents are then reviewed by the **Workplace Manager and/or Management OHS Nominee**. Based on the review, the **Workplace Manager and/or Management OHS Nominee** is to evaluate whether or not the contractor can comply with DEECD OHS requirements. The **Workplace Manager and/or Management OHS Nominee** can use the **Contractor Hazard Identification and Control Table** to assess the quality of SWMS submitted as part of the approval process.

Contractors that are subsequently approved are to be added to the **Approved Contractor List** by the **Workplace Manager and/or Management OHS Nominee** and the employee informed that the contractor is now approved.

If the contractor is assessed as non compliant, the contractor may be asked to submit further evidence. Otherwise the contractor is not to be used.

6.3 Contractor Induction Checklist

Contractor inductions are valid for 12 months. The **Workplace Manager and/or Management OHS Nominee** must include the date of the induction on the **Approved Contractor List**. Where a contractor is required, but it has been longer than 12 months since they were inducted, they are to undergo the approval process again.

Where a contractor has completed the induction within the previous 12 months, and records are maintained verifying this, the contractor will not be subject to the induction.

Topics covered in the induction must include:

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- OHS policies, procedures and requirements;
- Emergency procedures;
- Hazard and incident reporting;
- First aid;
- Personal Protective Equipment (PPE);
- Security and access; and
- Contractor behaviour/conduct while on site.

6.4 Contractor Permit to Work

The **Workplace Manager and/or Management OHS Nominee** is responsible for ensuring the specific OHS Procedure and associated **Permit to Work** system is followed for the work to be completed if it includes any of the following:

- Hot work;
- Working at height; and
- Confined space entry.

All associated **Permit to Work** must be signed by the **Workplace Manager and/or Management OHS Nominee**. The original is to be maintained by the contractor completing the work and a copy maintained by the **Workplace Manager and/or Management OHS Nominee**. The original is returned at the completion of work and signed off by both the **Workplace Manager and/or Management OHS Nominee** and the contractor. The original copy of the permit is to be filed by the **Workplace Manager and/or Management OHS Nominee**.

6.5 Sign in

After the above steps have been completed, the **employee** engaging the approved contractor is responsible for ensuring the contractor signs in. The **employee** must check that the contractor possesses relevant SWMS for the work to be undertaken. The quality of these SWMS can be compared against the **Contractor Hazard Identification and Control Table**. If the SWMS are satisfactory the contractor should then be issued with a visitors pass by the person who signs them in. This visitor's pass must be worn at all times while remaining on DEECD premises.

The **employee** is then responsible for escorting the contractor to the work site in order to familiarise them with the work environment and the specific hazards they may face.

6.6 Sign out

On completion of work the contractor is to be escorted off the site by the **Workplace Manager, Management OHS Nominee** or their authorised DEECD contact. The contractor must also sign out of the visitor book prior to leaving the site.

6.7 Non conformance

If the contractor fails to comply with DEECD OHS requirements, the contractor is to be issued with a **Non Conformance Report** by the person who is responsible for supervising the contractor. Sources of non conformances may be:

- Working in an unsafe manner;
- Not wearing the visitors badge or PPE; and
- Non conformances generated as a result of poor workmanship or inappropriate behaviour in the workplace.

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A copy of the non conformance report is to be given to the **Workplace Manager and/or Management OHS Nominee** immediately who is then responsible for managing the resolution of the issue with the contractor.

*Please note that failure of the contractor to comply with DEECD OHS requirements can lead to termination of their approval status. Terminating contractors may only be done by the **Workplace Manager and/or Management OHS Nominee**.*

7. Related Documentation:

Approved Contractor List

Contractor Hazard Identification and Control Table

Contractor Induction Checklist

Permit to Work

Non Conformance Report

Contractor Safe Work Method Statement

8. Version Control

Version	Section Amended	Amendment	Date Created	Author
2	All	Updated to include SWMS	July 2011	EHU