



Australian Government

AFTRS

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AFTRS Contractor Safety Management Policy and Procedure

Responsible Officer	Director, Corporate Services
Contact Officer	Facilities and Services Manager
Authorisation	Chief Executive Officer on recommendation from the Health and Safety Committee
Effective Date	8 th December 2010 Reviewed 1 st January 2012
Associated Documents	<i>Work Health and Safety Act 2011</i> AFTRS Health and Safety Management Arrangements AFTRS Employee and Contractor Access (Sydney) Policy and Procedure AFTRS Health and Safety Risk Management Procedure AFTRS Production Guidelines AFTRS Enterprise Agreement 2011

1. Policy Name

The AFTRS Contractor Safety Management Policy and Procedure.

2. Preamble – Background

The *Work Health and Safety Act 2011* requires AFTRS to take all reasonably practical steps to protect health and safety at work. This policy and procedure aims to establish an effective contractor safety management process that minimises the health and safety risks associated with contractor related activities and to meet the requirements of legislation.

3. Policy Scope

This policy and procedure applies to:

- AFTRS staff who engage organisations and/or individuals under Contracts for Service, and
- the contractors who are engaged.

4. Definitions

Contractor is an individual or company that provides goods or services to a business under the terms set out in a contract for service. It does not include an employee as defined in the AFTRS Enterprise Agreement 2011.

Contract for Service means a contract or agreement (other than a contract of employment) under which a party provides work or service to or for AFTRS. This excludes volunteers.

Hazard means something that has, or has the potential to, cause injury, ill-health or disease, to anyone at or near a workplace.

Incident means an event which does or could have resulted in death, injury, illness or property damage.

Monitor means to check, supervise, observe critically or measure the progress of an activity, action or system on a regular basis in order to identify change from the performance level required or expected.

Risk means the probability or likelihood and consequences of a hazard causing injury or illness.

Safe Work Methods means systems and organisations of work to ensure the safety and absence of risk to health of all persons involved in doing the work.

Safety Management Plan defines the contractor's management systems to implement, control and verify safety, emergency preparedness, working environment and environmental care through all phases of the contract.

5. Policy Statement

AFTRS is committed to providing a safe and health working environment for all employees, students, members of the public and contractors. To ensure this all activities on AFTRS premises will be carried out safely and in full compliance with relevant legislation and AFTRS policies. Any breaches of safety will be viewed very seriously and all employees are required to advise appropriate senior staff of any instances.

6. Procedures

In order to ensure the safety of contractors, employees, students and visitors when contractors are engaged to perform stipulated tasks contractors need to:

- be suitably experienced to perform the tasks;
- possess all necessary licences, permits, registrations and insurances required to perform the works safely and in compliance with appropriate regulations;
- be notified of any potential hazards associated with the location or use of the area where the works are to be carried out;
- be made aware of the AFTRS Emergency procedures, and

- be briefed on the necessity to perform all work in a safe manner and in accordance with regulations, codes of practice and the Australian Standards.
- a) When contractors arrive on AFTRS premises they are to report to the Information Desk or other identified area where they will sign in and, if they have not completed one within the last 2 years, will participate in a site specific induction appropriate to the contract they are engaged to complete. They will also be issued with a “Contractor” identification badge which will contain emergency information.
- b) If not already recorded contractors will be required to provide evidence of necessary permits, licenses etc.
- c) Contractors will be responsible for the safekeeping and return of any keys or other items or equipment they are issued with.
- d) Whilst on the premises contractors will be required to adhere to AFTRS policies and procedures and to behave appropriately.
- e) Contractors are required to ensure the least amount of disruption possible for students, staff and visitors.
- f) At the completion of the work the AFTRS Representative will sign that the work has been completed.

7. Implementation

Roles and Responsibilities

Contract Delegate is responsible for ensuring the tender specifications, selection and contracts reflect health and safety requirements.

AFTRS Representative is responsible for ensuring the contractor: clearly understands and agrees to all conditions required of them; has the appropriate permits etc; undertakes the relevant induction; undertakes the work as required by the contract; maintains a safe environment for others, and returns the work area to an appropriate standard following the conclusion of the contracted work.

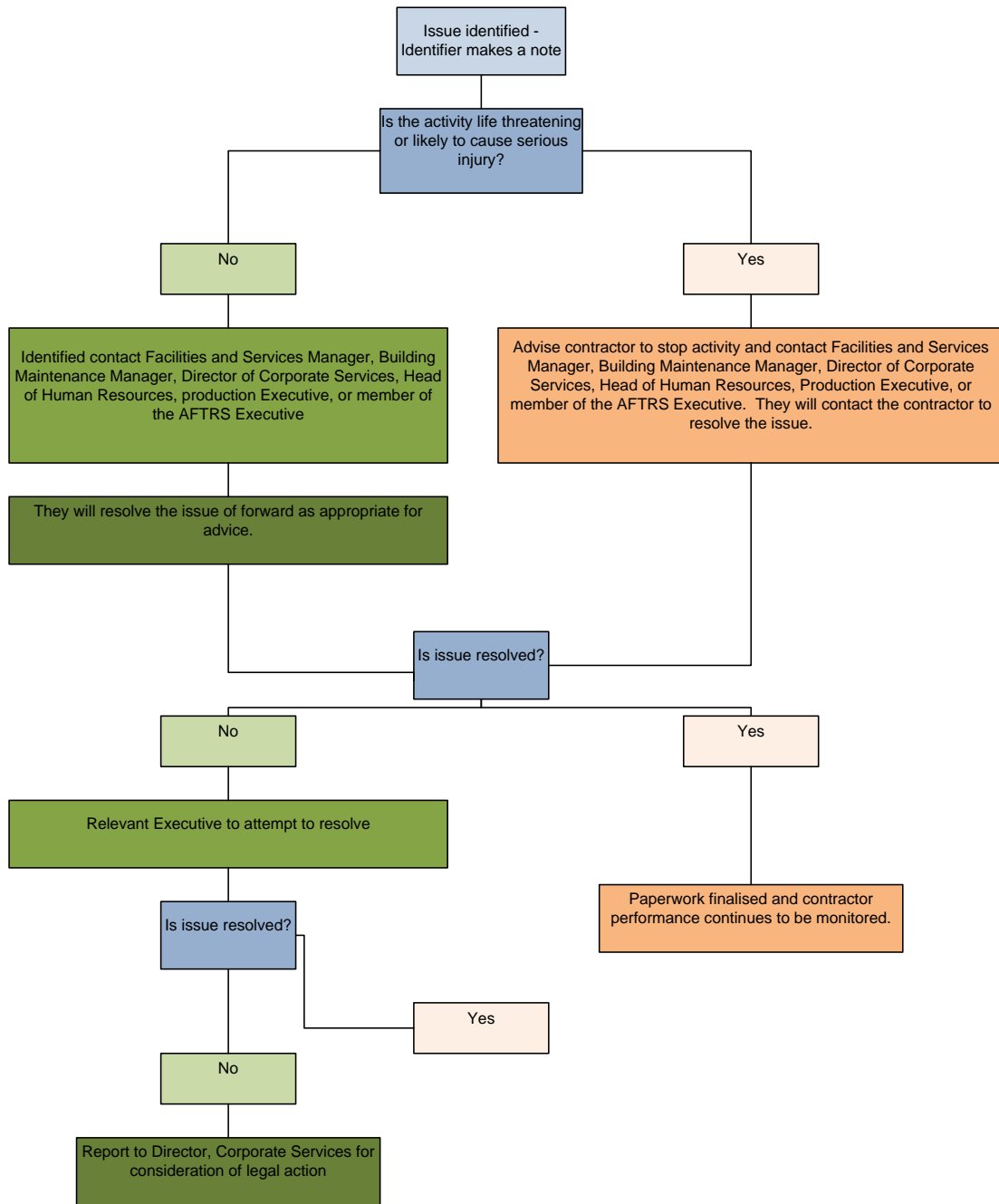
Contractor is responsible for: adhering to the requirements of the contract; providing proof of necessary permits etc; ensure egress is not unreasonably restricted; restrict access to areas as appropriate; maintain cleanliness and order at the work site; store hazardous materials, tools and equipment safely; ensure all equipment meets certification and safety requirements and is operated only by appropriately qualified people; complying with safe work practices; supplying and ensuring the use of personal protective equipment that meets the current statutory or standard specifications, and records and reports any accident, injury or incident that occurs on the work site and either investigates or cooperates with related investigations. The contractor remains responsible for fully complying with all statutory obligations and is not released from this requirement by the provision by AFTRS of any information to the contractor.

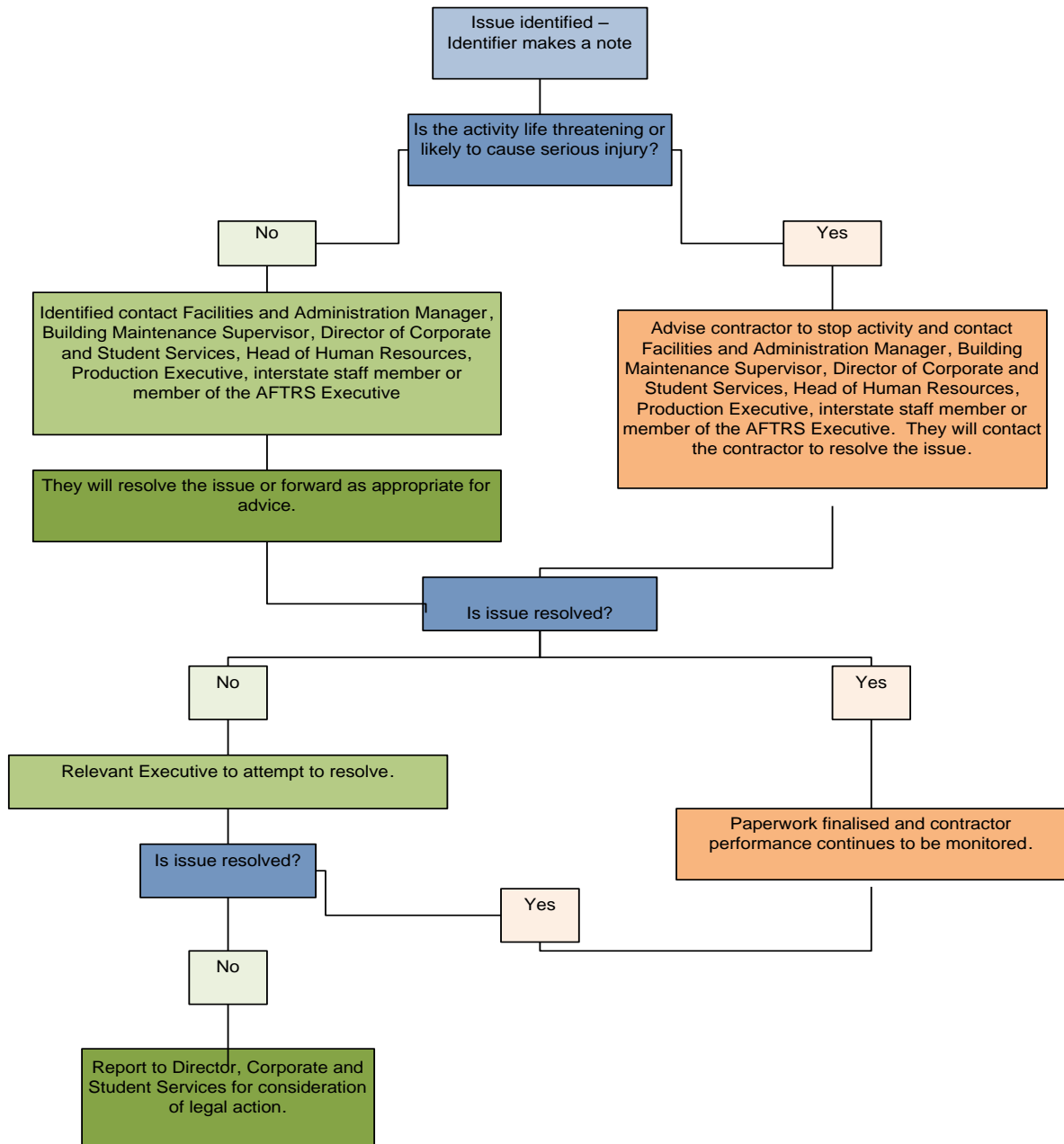
Facilities and Services Manager is responsible for coordinating contractor management and records, for disseminating information in relation to contractor management as appropriate, and for reviewing this policy and procedure and related documentation.

All employees/contractors are responsible for taking reasonable steps to ensure their own health and safety; avoid risking the health and safety of others; assist new personnel in recognising hazards and following safety procedures; ensure sharing of information and training; practice good housekeeping to minimise avoidable accidents; notify incidents, accidents and injuries, and immediately take action to eliminate hazards and advise appropriate staff.

Issue Resolution with Contractors

Unless specifically overridden by the contract provisions the following process will apply.





Forms and associated documents

- AFTRS Accident, Incident and Injury Notification Form
- Hazard Identification Form
- Contractor Induction Checklist – Teaching and Administration
- Contractor H&S Induction Checklist – Building Contractors and Sub-Contractors
- Facility Induction Information
- Site Specific HS Induction Handbook for AFTRS Technical, Maintenance and Construction Contractors

8. Performance Measurement

AFTRS will use the following performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives of this process. The level of compliance will be determined during the internal audit process.

<i>Measurement</i>	<i>Evidence</i>
As appropriate tender specifications include the requirement for health and safety management plans and monitoring.	Tender documents
As appropriate all contract agreements include health and safety requirements for low or high risk activities (as applicable) and safety management plans are monitored as necessary.	Contract documents/management files
Records of inductions signed by all contractors are retained.	Signed induction records
Job Safety/Risk Analysis is held for all high risk activities.	Completed Job Safety/Risk Analysis
Records of permits, licenses, and registrations are retained where required	Records of permits
Contractor monitoring is being conducted in accordance with the contract	Records of monitoring

9. Review

This policy and procedure will be reviewed every 5 years or as required by changes to legislation, regulations, codes of practice, government policy or changes within AFTRS.