

OPERATIONS PROCEDURE		
OHS05	MANAGEMENT OF CONTRACTORS	D-20-0011917

1 INTRODUCTION

The Mindarie Regional Council (MRC) recognises the importance of safety in the workplace and protection of the environment, and to that end the following procedure sets out to ensure that all employees, contractors and visitors are protected, as far as is reasonably practicable, whilst working for, or on behalf of, the MRC. All contractors undertaking works on any MRC site shall comply with this procedure.

It is the responsibility of the Contractor to make themselves aware of the MRC's Occupational Health and Safety systems and requirements, and to obtain a copy of the relevant policies and procedures applicable to the task to be performed prior to commencing work.

2 PURPOSE

The purpose of this procedure is to ensure that the MRC adheres to its legislative requirements, duty of care to all persons on site and environment obligations, as well as general health and safety obligations by;

- Ensuring the health and safety of Contractors and their workers, and
- Managing the risks and hazards posed by Contractors to the MRC or to any other person, employee, client or visitor.

3 SCOPE

This procedure applies to all Contractors and service providers who provide services to the MRC whether on a long term or short term basis and in any capacity.

4 DEFINITIONS

For the purpose of this procedure the following definitions apply:

Contractor:

A Contractor (sometimes called an independent or service Contractor) is a person or company that provides goods or services to the MRC under the terms set out in a Contract/agreement or other formal request for work.

Contractors could be on any of the MRC's sites performing roles described below:

- Short term Contractor – is a Contractor who carries out a specific task in a short period of time, e.g. forklift repairs, electrical repairs; plumbing repairs completed in a period of hours or a day.

- Long term Contractor – is a Contractor who is engaged on a full time or regular part time basis to carry out tasks which are integrated with the business, e.g. works commonly completed in a period of greater than one day.

Authorised Inducting Staff Member:

Any member of staff that has been formally inducted into the process to be undertaken. Principally Occupational Health and Safety (OHS) staff are expected to fulfill this role.

Weekend and Public Holidays Work:

Weekend work means any work that is conducted on a Saturday or Sunday, including all public holidays.

5 ROLES AND RESPONSIBILITIES

The MRC’s Managers/Supervisors/ MRC representative are responsible for:

- The enforcement of this procedure in their area of responsibility or where they have engaged a Contractor.
- The inclusion of OHS compliance clauses in any request for tender or quotation packages.
- The collection of information from potential Contractors, in the course of any request for tender or quotation exercise, which demonstrates an ability to comply with these provisions.
- Arranging with induction staff for the completion of Contractor’s inductions and documentation review.
- The management of the Contractor’s works in relation to site specific hazards and ensuring the Contractor’s proposed work methods do not place themselves and/or others at risk.
- Periodically checking and monitoring the Contractor’s performance whilst on site.
- Ensuring that the Contractor has a clear understanding of what is expected of them whilst onsite.
- The collection of specified documents prior and after the completion of works eg fuel usage, weed and hygienic inspection certificates.
- Completion of Annex E Pre-qualification Form where applicable.
- Reviewing relevant Contractor safety documentation prior to the commencement of works.
- Recording of Contractor documentation within MRC systems for compliance tracking and management.
- Raising any concerns with both the Contractor and the relevant MRC representative prior to the commencement of works.

Environmental Supervisor are responsible for:

- Providing specialist advice when and where required on the environmental impact of works being undertaken.
- Supporting Managers and Supervisors in document control of environmental licenses, documentation prior, during and at the conclusion of works.
- Where required, collaborate with Contractors and site staff to reduce the potential of environmental impact of works.
- Reviewing relevant Contractor documentation prior to the commencement of works.
- Raising any environmental concerns with both the Contractor and the relevant Manager/Supervisor prior and during works.

- Where appropriate a final environmental inspection will be carried out on the Contractor's work sites to deem the area clean of contamination.

The MRC's employees are responsible for:

- Not placing themselves or Contractors at the risk of injury.
- Assisting Contractors where required to develop, implement and support safe work practices.
- Reporting non-complying work methods of contractors to the relevant Manager/Supervisor.
- Exercising their Stop Work authority if required in the interest of personal safety.

Contractors are responsible for:

- Complying with the MRC's Contractor procedure and all associated site requirements at all times.
- Providing OHS information to the MRC that is relevant to the works being conducted.
- Developing site-specific procedures relevant to site hazards and work activities.
- The provision of certificates of currency for appropriate insurances, including public liability, professional indemnity, motor vehicle and workers compensation, and others, as appropriate.
- The maintenance of appropriate indemnity against the MRC, from and against any loss and against all claims, demands, proceedings, charges and expenses, whatsoever, arising out of any act or omission of the Contractor or any default by the Contractor, irrespective of any negligence, or default or breach of statutory duty on the part of the MRC.
- Successfully completing, and comply with, the MRC's site specific induction.
- Recording their presence on site by way of signing in and out in the visitor's log daily.
- Not placing themselves or others at risk of injury.
- Reporting any incidents, injuries or non-compliances to their site contact immediately.
- Ensuring that all equipment used is serviceable and meets minimum requirements as set by relevant regulatory authorities.
- Reviewing and adhering to any relevant Safety Data Sheets for hazardous chemicals prior to use.
- Ensuring they have a clear understanding of the scope of work and for ceasing work whenever doubt exists.
- Ensuring that the Contractor and the Contractor's employees hold the appropriate licences, registrations and qualifications required in respect of the work to be undertaken and are properly trained to undertake the required tasks.

6 RISK ASSESSMENT

Prior to a Contractor commencing work onsite, a risk assessment must be conducted by the Contractor.

It is recognised that Contractors will operate different risk assessment and recording methodologies, however all risk assessment processes are to meet the following requirements:

- Assessments must be completed prior to work commencing,
- Assessments must be reviewed and revised as regularly as necessary, in light of changing conditions (including those specific to a site), to ensure the controls remain effective,
- Contractors are responsible for ensuring cooperation and coordination of risk assessments, controls and communication between Contractors and subcontractors on site, such as ensuring that all subcontractors have Job Safety Assessments (JSAs) for all high risk construction work they conduct,
- Contractors must undertake effective monitoring, review and audit of risk assessments and Standard Operating Procedures (SOPs).

Where necessary, the MRC may review and make recommendations regarding the suitability of Contractor risk assessments and SOPs. The MRC does not 'approve' SOPs or other Contractor risk management documents and the responsibility to eliminate or reduce risks to as low as reasonably practicable is the Contractor's responsibility.

7 DOCUMENTATION EXCHANGE

The MRC representative engaging the Contractor is to ensure that copies of the following documents are made available to the contractor prior to any commencement of work. Primary documents as follows;

- a. OHS05 – Management of Customers and Contractors,
- b. OHS02 – Safework Practices
- c. HRM06 - Fitness for Work

Additional requirements specific to contractors are contained within Annex D – Additional Requirements of this Procedure and Annex E – Pre- qualification occupational safety and health questionnaire

Annex E is only applicable to Contractors conducting high risk activities for the MRC and this form must be issued as part of the tender documentation. For the purpose of this procedure the definition 'high risk work' includes any of the following:

- a risk of a person falling more than 2 m;
- work carried out on a telecommunication tower;
- demolition of an element of a structure that is load-bearing;
- demolition of an element of a structure that is related to the physical integrity of the structure;
- disturbing asbestos;
- structural alteration or repair that requires temporary support to prevent collapse;
- works in or near a confined space;
- shaft or trench deeper than 1.5 m or a tunnel;
- involves the use of explosives;
- carried out on or near pressurised gas mains or piping;
- carried out on or near chemical, fuel or refrigerant lines;
- on or near energised electrical installations or services;
- in an area that may have a contaminated or flammable atmosphere;
- involves tilt-up or precast concrete;
- works carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians;
- a workplace where there is any movement of powered mobile plant;
- areas with artificial extremes of temperature;
- near water or other liquid that involves a risk of drowning; and diving work.

This form must be reviewed by the MRC representative and Safety Department prior to a contract or purchase order being awarded. The intent of this form is to ensure that the contractor being considered for selection has the capability and systems in place to complete the project safely.

8 SUB-CONTRACTORS

The management of sub-contractors is the responsibility of the principal Contractor, as appointed by the MRC, or as a result of commercial arrangements between Contractors.

9 SHORT TERM WORK ON SITE

Short term workers are not exempt from this procedure. In the interests of ensuring timely and effective support to the business, preference should be given to forewarning Contractors of these requirements in addition to the reoccurring use of already inducted persons.

Annex A contains an example induction notice that has been designed to be forwarded to the relevant Contractor prior to attending site in order to establish clear expectations.

10 SUBSTANCE ABUSE TESTING

Whilst on site all staff, visitors and contractors remain subject to drug and alcohol testing in accordance with the MRC Fitness for Work Procedure. Failure to comply will result in the removal of the individual and/or Contractor from site.

11 SITE INDUCTION

Each individual person conducting works on site must complete the site specific induction prior to commencing work. Site inductions are valid for 2 years from the date of induction unless otherwise directed. Inducted persons are to be provided a copy of the 'Traffic Management and Site Information for Contractors' information pamphlet (Annex B) prior to the completion of the induction for future reference and to promote site familiarization.

It is an MRC preference that where possible those Contractor personnel already inducted into site continue to be deployed by the Contractor in the interests of maintaining site familiarity and compliance.

12 INDUCTION PROCEDURE

The following items must be addressed prior to a Contractor commencing works on site. The Inducting staff member must ensure that;

- a) **Documented OHS Requirements.** The written contract, or in short term cases, by signing and accepting the sites induction requirements, both must include commitment to meet the Contractor's own OHS management standards and a reference to meeting the MRC's OHS standards. In the case of a Contractor not having their own OHS standards, a commitment to apply and meet the MRC's OHS standards is satisfactory.
- b) **Insurances.** The Contractor holds Public Liability Insurance, Workers Compensation Insurance for all its employees and Comprehensive Motor Vehicle Insurance for all vehicles brought onsite. Evidence of such must be provided and copies retained prior to commencement of works.

Note: Single owner operators are not currently required to hold Workers Compensation Insurance in WA providing they have no employees on their payroll, as stipulated by the Workers' Compensation and Injury Management Act 1981 (WA).

- c) **Licenses, Registrations & Certificates.** The Contractor and its employees must possess licenses, registrations and certificates required by Federal and State legislation as well as any local site requirements for the specific equipment in use. Contractors will be asked to present their license/s to the Inducting Staff Member who is performing the induction and copies retained. See Annex C for an Induction Checklist.
- d) **Pre-Work OHS Induction.** Contractors are not permitted to commence work until the MRC site specific induction has been successfully completed. The MRC site induction is a document based presentation followed by a site familiarisation for the specific area in use.
- e) **Safe Work Procedures.** Where required, copies of the MRC's SOP may be provided to Contractors for specific tasks, provided they are reviewed and endorsed by the Contractor prior to commencing work. Copies of the Contractor's written safe work procedures are to be reviewed prior to any work being undertaken.

13 PERFORMANCE REVIEW

As a means of verifying an individual Contractor's safety compliance, a Behavioral Based Safety Observation should be completed by the person responsible for engaging the contractor or their delegated representative at least once every 12 months. Observations are to focus principally upon observed safety performance. In addition, Supervisor and Manager may conduct periodic audits on Contractors that perform high risk activities for the MRC using Annex F.

14 WEEKEND WORK/AFTER HOURS

Contractors and their employees will be required to prearrange onsite inductions between Monday and Friday for any works to be performed over the weekend or outside of regular working hours.

Work will not be permitted to commence until this induction and relevant compliance check has been completed. A designated site representative from the MRC must be identified during the weekend for any contract work to be conducted.

Contractors and their employees are not permitted to work alone without prior approval from MRC staff. Refer to the MRC Lone Worker procedure for further guidance on this requirement.

15 THIRD PARTY WORKS

By resolution of Council, the area depicted by the chain-link fence immediately surrounding the onsite communications tower is a leased area to third parties Contractors and is not controlled by the MRC. Therefore, the MRC does not have direct control over the works conducted by the Asset Owner or Contractor. However, as the third party Contractors require access to the MRC facility the Contractor must complete a MRC site induction. By providing a site induction the MRC ensure that the third party Contractor is familiar with the site operations and emergency management processes.

It is a requirement of the Asset Owner to ensure the Contractor has the sufficient resources and competencies to complete the job safely.

16 SITE SECURITY

When working on MRC premises, Contractors must have processes in place to identify hazards and apply appropriate risk controls to prevent injury or harm to the workforce, visitors and the public. Essential controls include but are not limited to:

- Ensuring that MRC assets and materials such as plant and physical infrastructure are secured by appropriate fences or barricades to prevent a risk to the public and vehicles from unauthorised and inadvertent access,
- Appropriate signage to inform workers, visitors and the public of potential hazards, including traffic management,
- Ensuring vehicles, plant and equipment are stored securely,
- Controlling site access by ensuring site inductions and signing onto the daily JSA as required, for all personnel, new arrivals and visitors, and;
- Ensuring site security through positive gate/entry controls.

17 COMPLETION OF WORKS

Upon completion the Contractor is to report to and inform the relevant Supervisor/site contact that the work has been completed. All health and safety issues are to be reported at this opportunity if not already done so.

Contractors retain the responsibility of ensuring the safety of their work area prior to departing site, as well as the responsibility for cleanup upon completion of works. Appropriate signage and/or warning devices are to remain in place in the immediate vicinity of the work area should works span over rest breaks or multiple days.

18 EMERGENCY SERVICES

Emergency services are exempt from this procedure when responding in an emergency capacity. Where appropriate, and without placing themselves in harm's way, Managers and Supervisors should take reasonable steps to make emergency services aware of relevant site specific hazards in the interest of first responder safety.

19 RECORDS

All records presented by the contractor are to be copied and retained on site along with all other relevant induction documentation. Induction records and supporting documentation are to be recorded in the MRC's records management system following induction.

20 EQUIPMENT

All equipment brought onsite by the Contractor must be tested, tagged and approved for use in addition to meeting relevant Australian Standards. Pre-start checks **MUST** be performed by the Contractor prior to commencing works on site. Such equipment is subject to inspection by site staff.

21 REVIEW

This procedure is to be reviewed every 12 months for ongoing continuous improvement. It will be the responsibility of the MRC Operations Manager to ensure this procedure is reviewed and maintained.

Legislation	
Reference/s	
Attachment/s	Service Contractor Checklist
Responsible Officer	Operations Manager
Review History	Nil.
Next Review Date	30/06/2021
Revision History	Initial release – 17/11/2016 31/05/2018 – Minor changes throughout document. 27/07/2020

Contractor Induction Advice

OCTOBER 2019



Thank you for your support to the Mindarie Regional Council and Tamala Park Waste Management Facility. In order to ensure a safe working environment for all persons, contractors accessing this facility are required to attend a site induction prior to the commencement of works.

In support of this induction we ask that you note the following details:

- Where:** Training Room, ADMINISTRATION BUILDING, 1700 Marmion Ave, TAMALA PARK WA 6030
- When:** By appointment only.
- What to Bring:** Long sleeve pants/shirt, high-vis vest (or high-vis long/long clothing), steel capped boots, gloves safety glasses, all relevant licenses and tickets and photo ID.
- How Long:** Please allow 30 minutes for this induction.
- Validity:** Inductions are valid for two years unless otherwise advised.
- Documentation:** A risk assessment (JSA/Safe Work Method Statement (SWMS)) for all medium - high risk activities .

Tamala Park business hours are 8.00am to 4.45pm, Monday to Friday, access to site or works outside of these hours are by Management approval only.

Contractors are not permitted to work alone outside of public access areas. If your work requires access to areas outside of this zone please ensure you arrange additional personnel to assist you prior to commencing work.

For further details please contact your site representative or alternative you can contact the Administration Office on (08) 9306 6303.

ANNEX B - 'TRAFFIC MANAGEMENT AND SITE INFORMATION FOR CONTRACTORS' INFORMATION PAMPHLET



Legend:

- Muster Point
- First Aid Post
- Toilets
- Designated Smoking Area

D/2016/3560

Operations

- Report to Administration unless otherwise instructed.
- Radio communication shall be established prior to entering landfill via UHF channel 28 unless otherwise instructed.
- Adhere to posted speed limits, max 20km/h on site.
- No overtaking at any time.
- MRC plant and equipment have right of way at all times.
- Mobile phone use is not permitted whilst operating mobile plant.
- All persons must wear Seatbelts at all times whilst in vehicles and vehicle beacons active if fitted.
- Under no circumstances, shall vehicles move with an unrestrained / unsecured load.
- Spotter to be used where required.
- Wash bay is available; keep the area clean and rubbish free.

Environmental

- No unauthorised dumping of rubbish at any time.
- Remain on designated tracks, no unauthorised entry into bushland.
- Aboriginal heritage areas present on site, stay within designated areas.
- Snakes and ticks prevalent on site, exercise CAUTION at all times. Be alert! Tick kits are available for use on site.
- Dieback disease present on site, help protect the environment and do not spread this disease. Remain within designated areas.

D/2016/3560

After Hours Access

- Only authorised persons to enter site after hours.
- Contractors to ensure front gate is closed prior to proceeding onto and off site to ensure access control.

Safety

- All incidents/hazards to be reported immediately to site staff.
- First aid facilities area available, if required.
- Tamala Park is a drug and alcohol free workplace.
- Smoking in designated areas only. Landfill area is a smoke free zone.
- Contractors are not permitted to work alone outside of public access areas.

Mandatory PPE Requirements



Emergency

- In the event of an emergency or medical situation, follow instructions from your site point of contact.
- If in doubt proceed to the closest muster point.
- Emergency Number 0421 380 458



**Tamala Park
Waste Management Facility**

**Traffic Management and Site Information
for Contractors**

Site Details:

UHF Channel: 28
Mobile: 0438 038 677 (Operations Manager)
After Hours Contact: 0421 380 458

1700 Marmion Avenue, TAMALA PARK WA 6030
Ph: (08) 9306 6303
Email: admin@mrc.wa.gov.au

Business opening hours: 8.00am to 4.45pm
(Mon-Fri)



ANNEX C – INDUCTION CHECKLIST

#	Item	Comment
1	ABN or Registered Business Details	
2	Public Liability Insurance Certificate	
3	Workers Compensation Insurance Certificate	
4	All relevant licenses and/or certificates for the plant or equipment in use.	
5	Copies of any relevant safety documentation, JSA/SWMS.	
6	Annex E Pre-qualification Form completed	

22 ANNEX D – ADDITIONAL REQUIREMENTS

22.1 QUALIFICATIONS/LICENCE OF PERSONNEL

Where a task requires a qualification, certificate of competency or a certificate of registration, the Contractor must ensure that the relevant Contractor, employee or sub-contractor is able to produce the required documentation on request. Only competent persons must carry out tasks requiring specific knowledge.

22.2 FIRE PROTECTION AND EMERGENCY MANAGEMENT

Contractors conducting works that carry a fire risk must have on hand a suitable fire suppressant, E.G fire extinguisher.

For the effective management of emergencies, all Contractors must sign in and out in the visitor book located at the front of the main Administration building.

22.3 VEHICLES

The Contractor must ensure that where vehicles are required to be licensed by law that the said vehicles are licensed accordingly. All relevant operating procedures and road rules must be adhered to at all times.

Contractor vehicles must be in good working order and carry a minimum of third party insurances. All Heavy Machinery should be fitted with a suitable first aid kit, tested fire fighting equipment, flashing beacon and UHF radio.

All light vehicles should be fitted with a suitable first aid kit and tested fire fighting equipment, flashing beacon and UHF radio.

The Contractor must ensure the movement and speed of vehicles and plant at the workplace minimises the risk of injury to pedestrians and employees in accordance with Regulation 3.22 of the OHS Regulations 1996, as well as specific site regulations.

The Contractor is also responsible for inspecting and maintaining the vehicle in accordance with the manufactures instructions.

22.4 PLANT, TOOLS AND EQUIPMENT

Contractors will provide the necessary plant, tools and equipment required to perform their contract obligations. Contractors must ensure all relevant items of plant are registered in accordance with law, and all plant, tools and equipment is maintained in good working order. Items of plant subject to licence or certificates of competency must not be operated without the appropriate endorsements.

Safety mechanisms on plant items must be operational and relevant guards in place in accordance with the relevant legislation and manufacturer's specifications.

All plant must be used as determined by the OHS Regulations 1996 and compliant with the Australian Standards specifications (if relevant), for example portable ladders must be used in accordance with regulation 3.26 and the relevant Australian Standard(s).

The Contractor shall ensure all work requiring the use of welding equipment and allied processes must comply with the OHS Regulations 1996 (Part 3, division 9, sub-division 3 (Welding and Allied Processes)).

Gas cylinders must be stored safely and in the upright position. In addition, Regulation 3.27 of the OHS Regulations 1996 must be observed.

Contractors are not permitted to operate MRC equipment without first being instructed in the correct use of the equipment by MRC Staff.

22.5 ELECTRICAL ISSUES

All Electrical work carried out by Contractors must comply with the OHS Regulations 1996 (Part 3 – Workplace Safety Requirements and Division 6 (Electrical)).

Contractors must ensure electrical equipment used is in safe working order and tested in accordance with the relevant Australia Standards. A Residual Current Device must be used on all portable equipment.

22.6 WORK SITES

The Contractor is to provide site protection for danger areas such as working at heights, working in confined spaces, working in trenches etc. Further guidance on the site specific requirements for high risk activities are contained within the MRC SOP, OHS02 – Safework Practices.

22.7 PRACTICAL JOKES, HORSEPLAY AND SKYLARKING

Practical jokes, horseplay, and skylarking are forbidden. Contractors must ensure the proper conduct of their staff and sub-contractors at all times whilst on the work site.

Annex E



Pre-qualification occupational safety and health questionnaire

This form is used to assess a contractor’s ability to work in a safe manner when undertaking contracted works for Mindarie Regional Council.

Instructions: This form is completed by the Contractor and then submitted to MRC with supporting evidence for review and assessment. The person responsible for engaging the Contractor, in consultation with the Operations Department, must review the submission to determine if the documentation is acceptable or not. All contractors performing high risk works must complete this form prior to a contract or purchase order being issued.

Contract Details						
Date of evaluation:		Duration of works:				
Business name:		Contract scope of works:				
Contractor name:		Contact number:				
Current position:		Contract manager:				
Contractor requirement			Evidence submitted		MRC response	
			Yes	No	Accepted	Rejected
1. Do you have a Safety Policy that demonstrates a commitment to safety? <ul style="list-style-type: none"> Is it subject to regular reviews? Encourage cooperation at all levels 						
Contractor response:						
2. Do you have a Safety Plan? <ul style="list-style-type: none"> Are roles and responsibilities outlined? Does it demonstrate how you manage OSH and ensure compliance with the legislation? 						
Contractor response:						
3. Do you have public liability insurance? <ul style="list-style-type: none"> Is it current and relevant to the scope of work? 						

Contractor response:					
Contractor requirement	Evidence submitted		MRC response		
	Yes	No	Accepted	Rejected	
4. Do you have workers compensation insurance? (Note: Sole traders require Personal Accident Illness or Income Protection Insurance) <ul style="list-style-type: none"> Is it current and relevant to the scope of work? 					
Contractor response:					
5. Have all training qualifications been submitted? <ul style="list-style-type: none"> Are all qualifications current and relevant to the scope of work? Is there a formal Induction training program in place that outlines OSH responsibilities? 					
Contractor response:					
6. Do you have relevant experience to undertake the scope of works? <ul style="list-style-type: none"> How long have you worked in the industry? 					
Contractor response:					
7. What is your previous 12 month work history? <ul style="list-style-type: none"> Were there any workplace injuries / workers compensation claims? How many workplace incidents occurred? Were any incidents required to be reported to WorkSafe? 					
Contractor response:					
8. Do you have systems in place to identify and manage workplace hazards? <ul style="list-style-type: none"> A workplace inspection program? A safety management system that tracks hazard management? 					
Contractor response:					
9. Do you have safe work procedures / JSA's ? SWMS to manage potential workplace hazards and risks? <ul style="list-style-type: none"> Manual tasks, fatigue, work at height, plant movements etc.? 					
Contractor response:					
10. Is there a formalised process in reference to the reporting of incidents and injuries?' <ul style="list-style-type: none"> An incident and injury management form? An incident and injury management procedure? 					

Contractor response:	
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Contractor requirement	Evidence submitted		MRC response	
	Yes	No	Accepted	Rejected
11. Do you have trained first aiders and adequate first aid kits? <ul style="list-style-type: none"> All first aid kit products present and in date? Current first aid competency? 				
Contractor response:				
12. Do you have an emergency response plan and procedure? <ul style="list-style-type: none"> Are procedures specific to the scope of works? Is the emergency response plan current, inclusive of contact details and identified area wardens? 				
Contractor response:				
13. Do you have a traffic management plan? <ul style="list-style-type: none"> Does it outline required speed limits? Is there adequate signage to manage traffic flow? (Stop and give way signs etc.) Is mandatory signage clearly visible? (Personal Protective Equipment (PPE) requirements etc.) Is there dedicated pedestrian zones to segregate traffic, plant and people etc. 				
Contractor response:				

Contractor evaluation outcome	
Contractor safety plan and other submitted documentation approved? Yes / No	
Evaluators comments	
Date:	Evaluator signature:



Annex F

Contractor occupational safety and health assessment tool

Date of assessment:	
Site location:	
Contractor:	
Auditor:	

Audit Assessment		Verification of Compliance	Yes	No	Observations / Action Comments
1	Have all personnel been inducted to the site?	Sighted induction records.			
2	Are there safe work procedure / JSA / SWMS for the task/s being conducted?	Sighted safe work procedure / JSA / SWMS reflect the task/s conducted.			
3	Have all hazards been identified, assessed and controlled?	All associated hazards are identified within the safe work procedure / JSA.			
4	Are emergency procedures in place and communicated?	Emergency procedures on display that consider all potential emergency situations.			
5	Are Plant Hazard Assessments (PHAs) available for all items of plant?	Each item of plant has a plant hazard assessment that identifies associated hazards and controls.			
6	Are plant Inspections conducted on a regular basis?	Each plant has a completed plant Inspection.			
7	Is plant regularly maintained?	Plant maintenance records available.			
8	Is there adequate segregation between plant and people?	Communication methods and plant movements observed on site.			

9	Are lifting chains/slings inspected and tagged within date?	Lifting chains/slings are tagged within date.			
10	Are electrical cords and equipment inspected and tagged within date?	Electrical cords and equipment are tagged within date.			
11	Are incidents, near misses and hazard's being reported?	Documented incident, near misses and hazard reports.			
12	Are corrective actions being closed out within the specified timeframe?	Documented action closeout within the specified time.			
13	Are regular meetings held with Contractors?	Documented regular meetings conducted.			
14	Are site inspections being undertaken by the Contractor?	Documented evidence of completed site inspections.			
15	Are Safety Data Sheets (SDSs) available for all hazardous substances?	Sighted SDSs coincide with kept hazardous substances.			
16	Are PPE requirements being adhered to?	Required PPE being worn by site personnel / visitors.			
17	Is housekeeping on site of a high standard?	Work site clean and tidy.			
18	Are first aid kits available onsite?	Sighted first aid kits.			
19	Are first aid kits adequately stocked? Items within date?	All first aid kit items within date and available if required.			
20	Are all personnel trained in the tasks conducted?	Sighted tickets / qualifications.			
Auditors comments					
Signature:		Time:	Date		

Legislation	OHS Regulations 1996 Regulation (as described in Annexure A) Australian Standards Regulation (as described in Annexure A) Main Roads Code of Practice
Attachment/s	Nil
Responsible Officer	Operations Manager
Review History	December 1999, 29/05/2013, 16/10/2014; 04/06/2015; 03/02/2016, 17/11/2016
Next Review Date	30/06/2021
Revision History	29/05/2013. 16/10/2014 – complete revision of procedure. 03/02/2016 – changes to Annexure A Fire Protection 17/11/2016 – Major review, updates to responsibilities, due diligence checks of documentation and insurances, risk assessment requirements, etc. 31/05/2018 – Minor changes throughout. Document simplification. 11/03/2019 – Review level 3 – no changes to document 28/10/19 – Amendment to document exchange and inclusion of Annex E and F. 27/07/2020 – Minor Amendment