

Contractor Management Procedure (6)



Catholic
Safety & Injury
Management
South Australia



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1. PURPOSE

To provide guidance in the management of risks associated with the engagement of contractors / service providers.

2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

3. DEFINITIONS

Definitions can be found on the [Catholic Safety & Injury Management Website](#).

3.1. Information

Where works or services are identified that cannot be completed by a worker at the workplace, a contractor may be engaged.

For any information regarding who does or doesn't require a Working with Children Check (WWCC) please contact the Screening and Verification Authority Archdiocese of Adelaide.

4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES, have been allocated to position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers, and others in the workplace.

Responsibility, authority, and accountability processes have been defined in [Responsibility, Authority & Accountability Procedure \(12\)](#), and summarised in:

- [Responsibility, Authority & Accountability Matrix – Workers \(025G\)](#);
- [Responsibility, Authority & Accountability Matrix – Managers & Supervisors \(023G\)](#);
- [Responsibility, Authority & Accountability Matrix – Officers \(024G\)](#); and
- [Work Health & Safety and Injury Management Policy](#).

You are required to familiarise yourself with this procedure to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

5. PROCEDURE

5.1. Engaging Contractors

The person responsible for engaging the contractor/s, are required to obtain copies of the documentation below, this documentation needs to be kept and reviewed annually:

- Public Liability Insurance.
- Professional Indemnity Insurance (where required).



- Workers Compensation Insurance.
- Appropriate Trade Licence (e.g., electrical, plumber, gardener).
- High Risk Work Licence (e.g., scaffolding, forklift).
- Competency Certificates (e.g., chain saw, asbestos removal, testing & tagging, work zone traffic management etc).

If information requested is not forwarded by the contractor, documentation is to be sighted and copied prior to commencement of work.

The [Contractor Letter \(024F\)](#) or equivalent may be used when requesting information from the contractor.

5.2. Contractor Register

The [Contractor Register \(025F\)](#) or equivalent must be reviewed and updated at least once every twelve (12) months to ensure currency of contractor licences / registration and insurance.

5.3. Consultation, Cooperation and Coordination

Communication is essential to effective contractor management. Prior to commencement of work all duty holders are to:

- determine the specific risks over which the duty holders have control.
- ensure appropriate controls are in place for those risks over which the worksite has control (e.g., documented risk assessment for impact to site).
- consult with workers about the proposed work.
- meet with stakeholders and evidence of meetings retained (e.g., prohibited areas, fencing, asbestos management, access, egress, identified walkways, dust and noise control, emergency procedures).
- ensure further briefings and consultation occurs should there be any changes in the work schedule that result in any alterations to previously agreed arrangements.

5.3.1. Impact to site Risk Assessment

Prior to works commencing, including new builds and renovations, sites must ensure that an impact to site risk assessment is completed and communicated to the principal contractor.

Major building works (greater than \$450,000) risk assessment can be completed using [Contractor – Major Building \(018RA\)](#) or equivalent.

Minor Works risk assessment can be completed using [Contractor – Minor Works \(025RA\)](#) or equivalent.



5.4. Induction

Prior to the commencement of work, all contractors must be inducted to the site using the [Contractor Induction Checklist \(028F\)](#) or equivalent. It is the responsibility of the contractor to induct any workers they engage.

For low-risk work, the [Service Providers Health and Safety Induction Checklist \(026F\)](#) can be used (e.g., allied health staff, educational services, photocopier service personnel).

Contractors should be re-inducted every five (5) years, or earlier if significant changes have occurred to the workplace.

5.5. Asbestos

The Asbestos Register must be made available to the contractor.

5.6. Construction Work

In addition to the above requirements, construction work requires:

- a Site Safety Management Plan (above \$450,000 contract).
- regular site meetings with the contractor.
- appropriate barricading.
- appropriate warning signs displayed – Personal Protective Equipment (PPE), hazardous chemicals.
- access / egress, especially vehicle movement.
- consultation with workers.
- Emergency Response Plans.
- consultation with Catholic Safety & Injury Management Safety Business Partner prior to commencement (where required).

5.7. Sign In / Out

Contractors to be informed prior to the commencement of any works or services that they must report to the nominated area upon arrival at the worksite (e.g., front reception / administration, facilities / business manager's office). Contractors must sign in / out, and a visitors / contractor's pass is to be issued and always worn while remaining on site. Refer [Sign In / Out Form \(030F\)](#) or equivalent.

5.8. Incident Reporting

5.8.1. Hazard / Incident Reporting

CCES requires reporting of hazards and incidents (near misses and injury / illness) within 24 hours of occurrence so that every opportunity can be taken to prevent or minimise injury. This timeframe also ensures timely reporting of dangerous incidents or serious injuries to the relevant Regulator. The Project Manager / Contractor must immediately report, in the first instance, details of any identified hazard that cannot be easily fixed or incident / injury that occurs on site to the site Officer or the WHS Co-



ordinator. Details of the hazard or incident must be logged in the Hazard / Incident Reporting and Investigation Database to ensure every opportunity can be taken to prevent or minimise injury. The Project Manager / Contractor or their nominated representative shall lead an investigation into the circumstances of the incident in consultation with the CCES Worksite Officer (or their nominated representative) and ensure any corrective action is taken to prevent a recurrence.

5.8.2. Notifiable Incidents

In the event of a serious incident, the Project Manager / Contractor must ensure, so far as is reasonably practicable, that the site where the incident occurred is not disturbed until further advice is received from the regulator. The Project Manager / Contractor must contact the site CCES Worksite Officer or WHS Co-ordinator to discuss the incident and any assistance required. The site will also contact CSaIM to coordinate a notification to the relevant authorities where applicable. Both the site and the contractor have a responsibility to ensure notifiable incidents are reported to the regulators immediately when they become aware. Both duty holders do not need to report the details however, it should be agreed between both parties who will fulfil this role as part of the contract agreement. On approval from the SafeWork SA Inspector that the site of a serious incident can be accessed, the Project Manager / Contractor may commence an investigation in consultation with their nominated representative. A written investigation report must also be sought from the contractor outlining corrective action taken or planned. The Project Manager / Contractor must ensure corrective actions to control risk are adequate and implemented by the contractor and/or the site accordingly. Where a serious incident occurs that involves a staff member, student or other person, a joint investigation by the site and contractor should be conducted. The [Incident Reporting & Investigation Procedure \(2\)](#) provides further detail for managing an incident or hazard identified.

5.9. Monitoring

Regular monitoring of contractors is required to ensure compliance to defined requirements and to assist in ensuring that workers and others are not put at risk by contractor activity. Monitoring activity is to occur at two distinct levels.

Major Project (over \$450,000 value):

- Monthly inspections using [Contractor Observation Checklist – Major Projects \(071F\)](#) until project completion or equivalent.

General Contract Work:

- Yearly review of the work / compliance when requesting renewal of engagement documentation refer section [5.1 Engaging Contractors](#).



5.10. Records

Documents used to manage contractors as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in [Document Control Procedure \(22\)](#).

5.11. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outline in [Document Control Procedure \(22\)](#).

Other methods for reviewing and evaluating the performance of this procedure will include:

- audit activity.
- investigations.
- performance reports.

6. RELATED SYSTEM DOCUMENTS

6.1. Policies & Procedures

Document Control (22)

Incident Reporting & Investigation (2)

Responsibility, Authority & Accountability Procedure (12)

WHS & Injury Management Policy

6.2. Forms & Tools

Contractor Induction Checklist (028F)

Contractor Letter (024F)

Contractor Observation Checklist – Major Project (071F)

Contractor Register (025F)

Group Legal Register (010T)

Service Provider Health & Safety Induction Checklist (026F)

Sign In / Out Form (030F)

Contractor Management Process Flow Chart (024T)



7. REFERENCES

Legislation and other requirements related to this procedure are defined in [Group Legal Register \(010T\)](#) which can be accessed via the Catholic Safety & Injury Management internet.

7.1. Internal Resources

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Workers (024G)

Responsibility, Authority & Accountability Matrix – Officers (025G)

7.2. External Resources

Nil

8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Risk Assessment (Impact to Site)
- Contractor Register
- Contractor Example Letter
- Contractor Monitoring Checklist
- Contractor Induction Checklist
- Service Provider Health & Safety Induction Checklist
- Sign In / Out Register



9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V5	Sector Forum	25/03/2014	Legislation – New WHS Act	2017
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHWSA	24/04/2015	Procedure Consolidation	2018
V2	Executive Manager CSHWSA	10/11/2016	Procedure Review	2019
V3	Executive Manager CSHWSA	05/01/2017	Procedure Review	2020
V4	Executive Manager CSHWSA	22/01/2021	Reviewed content. Updated template	2022
V5	Executive Manager CSHWSA	26/02/2021	Updated SWMS section removed reference to three (3) metres.	2022
V5.1	Executive Manager CSHWSA	12/03/2021	Impact to site risk assessment aspects given own section	2022
V6	Executive Manager CSHWSA	05/07/2022	Removed sections 5.7 SWMS & 5.8 Permit to Work Added section on requirement to report Incidents and Hazards section 5.8. Removed reference to Contractor Safety Handbook (021G) and added relevant content to induction checklist	2025
6.1	Executive Manager CSHWSA	02/05/2023	Removed reference to Contractor Observation Checklist - General Contractor (073F). Requirement to be done yearly with renewal of documentation. Added Contractor Management Process Flow Chart (024T)	2025
6.2	Director CSaIM	24/07/2024	Updated procedure numbers	2025

Approved for Publication:

DNation

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