

ISLHD PROCEDURE**WHS Contractor Management****ISLHD CORP PROC 76**

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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Executive Director Strategic Improvement Programs
AUTHOR	ISLHD Safety Coordinator
KEY TERMS	Contractor Induction Contractor Training Contractor Cards Permits to Work
FUNCTIONAL GROUP OR HUB	Work Health and Safety Management
NSQHS STANDARD	Standard One
SUMMARY	To provide ISLHD Officers/Managers with the operational framework of the WHS requirements of the Contractor Management System

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to ISLHD-CorporateGovernance@health.nsw.gov.au

1. POLICY STATEMENT

The Illawarra Shoalhaven Local Health District (ISLHD) has a legal obligation to comply with the WHS Act and the WHS Regulations 2011 to exercise due diligence to ensure (where practicable), risk management practices are undertaken to eliminate or mitigate risks to workers' health, safety and well-being.

ISLHD will, as far as is reasonably practicable, ensure the health and safety of all who may be affected by work undertaken by contractors (and, if applicable, their workers and/or subcontractors) at ISLHD sites.

2. BACKGROUND

WHS Contractor Management defines who is responsible for WHS aspects of contractor management on ISLHD sites. The aim is to ensure all contractor works are carried out to ensure that health and safety risks are minimised on ISLHD sites.

This procedure will provide details of contractor WHS management requirements for ISLHD managers.

This procedure applies to any contract/sub-contract work including:

- Installation, servicing, maintenance and/or repair of plant or equipment
- Installation, Servicing, maintenance and /or repair of Biomedical equipment
- Installation, servicing, maintenance and or repair of telecommunications equipment.
- Construction work.
- Consultancy
- Training and education of staff.

NOTE: Workers of clinical agency staff and appointment of Visiting Medical Officers are outside the scope of this procedure.

3. RESPONSIBILITIES

3.1. Chief Executive and Tier 2 Directors will:

- Ensure the implementation of a contractor management procedure within ISLHD that is consistent with the objectives of NSW Health and is compliant with WHS legislation.

3.2. Assets, Infrastructure, Engineering, and Maintenance Services (AIEMS) will:

- Ensure that Contractors are provided with a Contractor Card following completion of the WHS Contractor Induction training to allow them to commence work within ISLHD sites.

- Review the currency of contractors who have reportedly or allegedly breached WHS legislation, or other operational standards, to determine the contractor's ongoing inclusion as a compliant contractor.

3.3. Safety Advisors will:

- Participate in and provide ISLHD WHS Contractor Induction training for contractors and their employees as required.
- Supply AIEMS with relevant contractor induction documentation.
- Support responsible managers and supervisors in implementing the requirements of the Contractor Management procedure.
- Respond to WHS issues raised by ISLHD Responsible Managers, HSRs or other workers relating to the practices and/or works conducted by contractors.
- Assist AIEMS in their review of contractors who have reportedly or allegedly breached WHS legislation.

3.4. Site Engineering and Maintenance Departments will:

- Ensure that all contractors and subcontractors are inducted to the site prior to commencement of work.
- Ensure work permits with risk controls are completed when entering a risk areas such as plant rooms, confined space or hazardous area.
- Ensure that Disruption Notices are disseminated to all departments that may be affected by contractor activities.
- Ensure all contractors complete sign-in and sign-out when undertaking site works.

3.5. Facility and Department Managers will:

- Ensure that contractors under their control are managed according to the requirements of this procedure.
- Ensure that the contractor is an approved contractor as per ISLHD processes.
- Ensure the contractor has undergone ISLHD's WHS Contractor Induction training (has Current Contractor Card) and receives a local site orientation.
- Ensure contractors obtain a Permit to Work
- Ensure all contractors complete the sign-in and sign-out log when undertaking works in their department.
- Ensure works conducted by contractors is compliant with WHS legislation and business standards. Contraventions of the WHS Act 2011 and/or of organisational standards must be addressed immediately and/or escalated to Site Senior Management and Workforce Health and Safety (WHS) where required.

3.6. Contractors will:

- Ensure that they have attended the WHS Contractor Induction training.
- Be responsible for the health and safety of those connected with the worksite (sub-contractors, staff, volunteers, patients, visitors)
- Ensure they are not exposed to workplace risks.
- Comply with WHS legislation and relevant ISLHD procedures at all times while on an ISLHD site.

4. PROCEDURE

4.1. Contractor Inductions

- All contractors must undertake ISLHD WHS Contractor Induction training prior to commencing contracted works
- Contractors will be issued an ISLHD Contractor Card following the completion of this training
- Contractors are informed of their WHS responsibilities during the WHS Contractor Induction training.

4.2. ISLHD Current Contractor Card

The Current Contractor Card is renewed annually and contractors must wear the card whilst on ISLHD site at all times.

Contractors cannot perform works on behalf of ISLHD without a valid contractor card.

The ‘Current Contractor Card’ contains the following information:

Contractor Card Approval Number	This number is maintained by AIEMS
Valid to Date	The date until which the Current Contractor Card is valid.
Surname/Given Names	The name of the individual, worker, or contractor undertaking the works.
Company	The trading or business name of the entity to which the contract for works was awarded.

Image: Current Contractor Card – the colour of the contractor card is changed each year.

4.3. Contractor Management on site

- AIEMS will coordinate the ISLHD WHS Contractor Induction training for approved Contractors.
- Contractors will undertake a risk assessment of proposed works and provide Work Method Statements or Job Safety Analysis to the responsible manager.
- Contractors are required to sign-in on site and complete required work permit/s prior to commencement of work. A copy of work permits will be issued to the contractor and a copy is held by the ISLHD Responsible Manager.
- ISLHD Contractor Orientation Checklist (ISLDH OPS F271) is to be completed by the relevant on-site Manager.
- Disruption Notice is to be disseminated to any department that may be affected by contracted works.
- Contractor and relevant site manager are to ensure that there is regular consultation during any contracted works to ensure that risks / hazards can be identified and controlled.
- Contractors must regularly review their stipulated risk control measures. ISLHD managers and any site-elected Health and Safety Representatives (HSR's) should also monitor contractors' risk controls and report to Workforce Health and Safety on non-compliant issues.
- When contractors have completed all works, the ISLHD manager must inspect the work area, ensure work has been completed appropriately, that the area is clean and safe and the contractor has signed out.

4.4. Chemical Hazards

Contractors must declare the intended use of hazardous substances to the Responsible Manager on ISLHD sites. Contractors must ensure a current Safety Data Sheet (SDS) is available for all substances used and that the Safe Work Procedures on the SDSs are followed at all times.

4.5. Infection Control

Contractor activities that generate dust, smells and fumes must be appropriately controlled as per the directions of the Infection Control Policy. Contractors will be required to provide an 'Infection Control Risk Mitigation Plan' as required in these circumstances.

4.6. Fire Safety

Contractors must adhere to the ISLHD Fire Safety Management Policy and be aware of Emergency Response Procedures. Contractors should be familiar with the operation of firefighting equipment and evacuation procedures. These issues will be covered by the local site induction processes.

Responsible Managers must ensure contractors are instructed not to chock open fire doors. Contractors must comply with evacuation procedures and/or instructions

advising the need to evacuate. Contractors are to ensure that their work areas are maintained in a safe condition at all times.

4.7. Access control

Access to secure areas of ISLHD sites may be granted to contractors. However, contractors given access to secure areas (e.g. plant rooms, voids and locked areas) must be instructed by the Responsible Manager to not leave the access area open and/or unattended.

Contractors must sign-in upon arrival (before commencing work) and sign-out prior to departure from the ISLHD site.

4.8. Licences and Certificates

Contractors must hold the necessary licences, certificates and/or approved evidence of competency for all plant and equipment they operate on site. Contractors are to ensure that their equipment is current for inspection purposes and inspected prior to use to ensure that it is fit for purpose.

4.9. Plant, Equipment, and Personal Protective Equipment (PPE)

Contractors are to ensure that the materials they use comply with all necessary standards. ISLHD, at its discretion, may conduct regular spot checks on contractor equipment and materials to ensure that they are WHS compliant. Contractors are required to supply to their workers Personal Protective Equipment (PPE) appropriate to the work being undertaken. Contractors must ensure sub-contractors comply with this provision.

4.10. Consultation, Cooperation and Coordination

Contractors are to hold documented toolbox talks with relevant staff, and other contractors or subcontractors prior to the commencement of each shift in order to discuss WHS topics, awareness, and the day's activities. Contractors must consult with the ISLHD Responsible Manager regarding identified hazards and perceived levels of risk associated to works undertaken or those imposed by the work environment.

4.11. Sub-contractors

A contractor must ensure that any sub-contractor it engages has completed ISLHD's WHS Contractor Induction training and relevant site orientation prior to works being undertaken. Sub-contractors must also comply with this procedure document.

4.12. Notifiable Work Activities to SafeWork NSW

SafeWork NSW must be notified of the following activities:

- asbestos removal
- demolition work
- lead risk work
- storage of dangerous goods

- using carcinogenic substances at a place of work.

4.13. Accidents and Incidents

All injuries, illnesses, incidents and dangerous events and environment issues must be reported to the site responsible manager. An IIMS report must be completed by the Responsible Manager as soon as possible, and before the end of the working day.

Notifiable Incidents are to be reported to SafeWork NSW as soon as possible. The ISLHD Responsible Manager is to report any notifiable incidents in accordance with local processes (Notifiable Incident Flow Chart DT16/109562)

5. DOCUMENTATION

- ISLHD Contractor Safety Handbook
- Safe Work Method Statements/Job Safety Analysis
- Contractor Induction Acknowledgement
- Contractor Orientation Checklist

Work Permits

- General Work Permit
- Hot Work Permit
- Confined Space Permit
- Electrical Work Permit
- Disruption Notice

6. REFERENCES

External references

- NSW Health Policy Directive Work Health and Safety: Better Practice Procedures PD2013_050
- Work Health and Safety Act 2011 No 10
- Work Health and Safety Regulation 2011
- Code of Practice – How to Manage Work Health and Safety Risks
NSW Health Guideline Work Health and Safety - Other Workers Engagement
GL2013_011
- NSW Health Policy Directive Infection Control Policy PD 2007_036
- Australian Healthcare Facility Guidelines

7. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
August 2004	0	Author: WHS Coordinator, in consultation with WHS Safety Manager. Approved for release by the Area Policy and Procedure Committee 26 August 2004
April- October 2006	1	Merging of former IAHS Policy and SESAHS WHS Document 05: WHS Induction for Construction Work by Manager Systems Integration, Area Policy in consultation with WHS Coordinator, Managers Shared Services, Facility Improvement, Engineers Northern, Central and Southern Sectors and SIMB.
2015	2	Developed from the dissolution of Policy PD – 76 into a Contractor Management Policy and separate Procedure document in consultation with Engineering, Facilities Services, Energy and Environment Approved by Executive Management Committee April 2015
August 2017	3	Safety Coordinator Review of Procedure as part of Safety Management System review.