



WHS07 – CONTRACTOR WORK HEALTH AND SAFETY POLICY

OBJECTIVE

The safety and health of all people working for the Shire of Jerramungup is of primary concern and safe working practices must be observed at all times.

It is therefore required that contractors carrying out any work for the Shire comply with the Shire's WHS Policies and Procedures.

This will entail both a general induction, site-specific induction and the presentation of insurance cover notes and licenses.

POLICY

PROCEDURE IN THE ENGAGEMENT OF CONTRACTORS

All formal written contracts entered into with contractors shall contain the following clauses:

- The contractor warrants that whilst undertaking the contract, the requirements of the *Work Health and Safety Act 2020*, regulations, codes of practice and applicable Australian Standards shall be complied with.
- The contractor accepts the terms and conditions of the Shire of Jerramungup Contractor Work Health and Safety Policy, and/or shall provide a copy of their own policy before contract commencement.

Shire of Jerramungup officers responsible for awarding contracts shall ensure that the successful contractor holds adequate insurance cover for workers compensation, public liability and professional indemnity. The contractor is to comply with all relevant statutory requirements, Codes of Practice, Australian Standards and the Shire of Jerramungup Contractor Policy. Copies of relevant documentation shall be made available to the contractor.

When required, the contractor and/or employee(s) must be able to display that they are adequately qualified to perform the required duties. The contractor/employee shall:

- Hold an appropriate license (e.g. plumber, electrician)
- Hold a certificate of competency (e.g. crane driver, scaffolder)
- Be registered (e.g. builder)
- Hold relevant certificates (e.g. first aid)
- Hold relevant qualifications (e.g. engineer)

Nothing in the preceding clauses shall restrict the Shire of Jerramungup or its representative(s) from stopping dangerous work or practices, requiring the contractor to take remedial action to comply with safety requirements. Contracts shall be written in such a manner as to permit termination of the contract for failure to comply with safety requirements.

HAZARD IDENTIFICATION AND ACCIDENT/INCIDENT REPORTING

An integral component of occupational safety and health management is the identification of hazards. All employees, including contractors, as far as practicable are required to:

- Identify each hazard to which a person in the workplace is likely to be exposed.
- Assess the risk of injury or harm to a person resulting from each hazard.
- Consider how the risk may be reduced.

Employees must, as soon as practicable, report to the employer any situation believed to be hazardous, which the employee cannot remedy. All accidents, injuries and “near miss” incidents must be reported and documented in accordance with the Shire of Jerramungup Work Health and Safety Policy. Report forms are available from the Shire office or depot.

BREACH OF SAFETY REQUIREMENTS

If a contractor, or an employee of the contractor, is observed working in an unsafe manner, the safety breach shall be brought to the immediate notice of the contractor. The contractor must take immediate action to rectify any such breach of safety requirements.

If the breach is of a serious nature or is not able to be rectified immediately, the Chief Executive Officer shall instruct the contractor to cease work. Where there is a difference in opinion as to safety requirements, Worksafe Western Australia shall be requested to adjudicate.

NON-COMPLIANCE

Any contractor or their employee contravening the Shire of Jerramungup’s WHS Policies and Procedures can be asked to leave the premises or worksite and can be refused re-entry.

Workplace Information:

Contact Person: Admin: WHS Supervisor – Danielle Wisewould

 Works: Works Supervisor

 Telephone: 08 9835 1022

Copies of this Policy shall be made available to all employees, contractors, volunteers, and visitors, and displayed within the workplace.

| Document Control | | | |
|-------------------------|----------------|--------------------|---|
| Action | Date | Officer | Comment |
| Adopted | October 2009 | Brent Bailey | Adopted by Council at Ordinary Meeting |
| Review | April 2011 | Brent Bailey | Update and Incorporate Injury Management Procedure |
| Review | May 2014 | Janna Kleszewski | Restructured/upgraded OSH Manual Incorporated OSH Policies, reviewed and amended existing policies and procedures, included important contact details |
| Review | April 2016 | Lizzy Hyde | Review of entire document |
| Review | January 2019 | Danielle Wisewould | Restructured/upgraded OSH Policy, reviewed and amended existing policies and procedures, included important contact details |
| Adopted | August 2019 | Danielle Wisewould | Adopted by Council at Ordinary Meeting |
| Updated | September 2023 | Danielle Wisewould | Changed and updated to WHS compliance |

Chief Executive Officer

Martin Cuthbert 27/09/2023

Work, Health and Safety Supervisor

Danielle Wisewould 27/09/2023