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 Work Health and Safety 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
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.

Review

This Policy/Code of Practice will be reviewed every two (2) years. It may be reviewed and updated as necessary when legislation or policy requires it; or Council's functions, structure or activities change; or when technological advances or new systems change the way that Council manages Internal Appointments.

Document Control			
Action	Date	Officer	Comments
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	December 2018	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

Changed	September 2023	Danielle Wisewould	Changed to WHS legislation
Review	September 2025	Martin Cuthbert	Review of document
Rebrand	September 2026	Danielle Wisewould	Updated with rebrand template

Document Review			
Action	Date	Officer	Comments
Review	September 2026	Danielle Wisewould	Document Review

Chief Executive Officer
Martin Cuthbert

_____ 1/10/2026

Work Health and Safety Supervisor
Danielle Wisewould

_____ 1/10/2026