

Section 3.10

Contractor Management

1. Purpose

The purpose of this procedure is to ensure all work undertaken by contractors engaged by the Council complies with all relevant statutory health and safety obligations and the Council's Occupational Health and Safety Policy and Procedures.

2. Scope

This procedure covers the requirements for selecting and supervising contractors engaged by the Council.

3. References

1. Occupational Health and Safety Act 2004
2. Managing Contractor Health and Safety Risks - Guidelines for Local Government.
3. Council's Occupational Health & Safety Policies and Procedures.
4. Council's Risk Management Policy 2004

4. Responsibilities

Manager/Supervisor/Nominated Officer

The relevant Manager/Supervisor or other Nominated Officer must ensure that all relevant health and safety requirements are incorporated into the Tender documents and specifications, and any Tender and/or contractor selection process undertaken by the Council.

Contract Assessment Panel

The Contract Assessment Panel must ensure that all relevant health and safety requirements are considered and evaluated in the assessment of all tenders.

Responsible Officer

The Responsible Officer must supervise contractors in accordance with the tender specification and approved procedures, and ensure that appropriate safety requirements are implemented.

The Responsible Officer must set up a programmed pro-active schedule of audits to be undertaken in accordance with the risks associated with the contract, the duration of the contract, specifying timelines and dates of inspections and documentation kept of audits compliance.



5. Definitions

Manager/Supervisor/Nominated Officer

The relevant Manager/Supervisor or the Nominated Officer is the Council employee responsible for managing the contract.

Responsible Officer

The Responsible Officer is the Council employee who supervises a contractor.

Contractor

The Contractor is the organisation or person contracted to provide works, goods or services.

6. Method

6.1. General

The Council recognises its obligations under the *Occupational Health and Safety Act 2004* in relation to the health and safety practices of contractors engaged by the Council.

This Procedure reflects Council's commitment to effectively manage the health and safety issues related to contractor activities.

6.2. Specification Requirements

The Manager/Supervisor or Nominated Officer, and the Assessment Panel, must ensure that all Tender Specifications developed by or for the Council must have appropriate and relevant health and safety requirements applicable to the contract and/or the work to be undertaken, including a requirement for Contractors to demonstrate that they have health and safety procedures relevant to the contract.

Relevant Council staff, including the Responsible Officer and other relevant staff, shall be consulted in the preparation of the specific health and safety clauses for inclusion in the specification.

Reference shall be made to the standard Health and Safety Specification clauses outlined in "*Managing Contractor Health and Safety Risks - Guidelines for Local Government*" [a copy of which is available from the Human Resources **Manager(HRM)**].

6.3. Documentation Requirements

All contractors must have, and present to the Responsible Officer, appropriate documentation of relevant health and safety requirements applicable to their contract and/or the work being undertaken.

The following requirements shall be incorporated into the specification and relevant documentation:



6.4. Health and Safety Management Requirements

All Contractors **must complete** a **Health and Safety Management System Questionnaire** (see Attachment 1) as part of the tendering and/or selection process for contracts.

The Questionnaire examines the status of contractors' health and safety systems and their ability to meet the Council's health and safety requirements.

Project Risk Assessment

Contractors engaged by the Council shall be required to complete a **Project Risk Assessment** (see Attachment 2) prior to commencing any works for or on behalf of the Council.

Contractors are required to identify specific health and safety hazards associated with the contract works and the methods they will adopt and/or apply to adequately control any health and safety risks.

Project Health and Safety Plan

Contractors must prepare a **Health and Safety Plan** specific to the contract works or services if required by the Responsible Officer in conjunction with the HRC.

6.5. Assessment of Contractors

Health and safety issues shall be given appropriate consideration, relevant to the specific tasks to be undertaken or activities performed, as part of the selection process for contractors.

The contractor's capability to perform the specific works or services in a safe manner shall be evaluated and the evaluation process will involve a review of:

- the **Health and Safety Management System Questionnaire**;
- **Project Risk Assessment(s)**;
- Project Health and Safety Plans (if required);
- Contract health and safety documentation, if applicable.

6.6. Induction

All contractors who are engaged by the Council shall complete an **Induction** in relation to health and safety.

The extent of **Induction** shall be determined for each contract and may include:

1. The Council's health and safety program and relevant policies and procedures;
2. Risk assessment control measures (Attachment 2).



Contractors will be required to provide original copies of all relevant licenses, permits etc for the work to be undertaken to the satisfaction of the Responsible Officer.

This Induction will be organized and co-ordinate by the Responsible Officer, in conjunction with the HRM

6.7. Contractor Supervision

The Council recognises its obligation to monitor and supervise the activities of contractors with respect to health and safety.

Supervision of contractors shall be undertaken to ensure:

- compliance with the Council's Health and Safety Policies and Procedures;
- conformance with **Project Risk Assessment** (see Attachment 2) and **Health and Safety Plans**; and
- compliance with all relevant health and safety legislation.

The extent of supervision will depend on a number of factors associated with the works including:

- Nature and extent of hazards/risks; and
- Level of interaction with other parties, including members of the public;

The Responsible Officer shall determine the supervision requirements for each contract or the works being undertaken, and ensure appropriate monitoring of contractors' safety performance by:

- Undertaking workplace inspections/safety audits using the **Contractor Inspection and General Health and Safety Checklists**, as a minimum (see Attachments 3 and 4);
- Reviewing contractor health and safety documentation and inspection reports and checklists;
- **OH&S Performance Review** meetings ie using the **OH&S Performance Report** (see Attachment 6).

Where a breach of health and safety is identified, the Responsible Officer shall immediately notify the contractor. Where such a breach is considered to be significant, the Responsible Officer in conjunction with the HRM, may suspend the work until the issue is properly resolved.

The Responsible Officer shall record details of health and safety issues or incidents on a **Non-Conformance Report** (see Attachment 5).

7. Related Documents

1. Section 3.06, *Hazard Identification*
2. Section 3.07, – *Accident/Incident Reporting and Investigation*
3. Section 3.11, *Purchasing*.
4. Section 4.21, *Working at Heights*



8. Attachments

1. Health and Safety Management System Questionnaire.
2. Project Risk Assessment Form.
3. Contractor Inspection Checklist.
4. General Health and Safety Checklist.
5. Non-Conformance Report.
6. Contractor OH&S Performance Report.

Attachment 1

Health and Safety Management System Questionnaire

HEALTH AND SAFETY MANAGEMENT SYSTEM QUESTIONNAIRE

Contractors must complete the following questionnaire when tendering for work or when being considered for inclusion on the register of preferred contractors or when selected to undertake any work for or on behalf of the Council.

It is a requirement for Contractors to demonstrate competence and commitment to health and safety in accordance with the Council's requirements.

Name of Company/Contractor:

Work Being Tendered/Undertaken:

| 1 | Health and Safety Policy and Management | Yes | No |
|-----|---|--------------------------|--------------------------|
| 1.1 | Is there a documented Company Health and Safety Policy? <i>If Yes, provide a copy of policy. Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3 | Is the Health and Safety Management System certified by a recognised independent authority (eg: SafetyMAP)? <i>If Yes, provide details:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2 | Is there a Company Health and Safety Management System manual or plan? <i>If Yes, provide a copy of contents page(s). Comments:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4 | Are health and safety responsibilities clearly identified for all levels of staff? <i>If Yes, provide details:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Safe Work Practices and Procedures | Yes | No |
| 2.1 | Has the Company prepared safe operating procedures or specific safety instructions relevant to its operations? <i>If Yes, provide a summary listing of procedures or instructions. Comments: ...</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 | Does the Company have any permit to work systems? (eg. hot work, electrical isolation, working at height etc) <i>If Yes, provide a summary listing or permits:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 | Is there a documented incident investigation procedure? <i>If Yes, provide a copy of a standard incident report form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 | Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the Company? <i>If Yes, provide details:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5 | Are plant risk assessments undertaken for hired plant/equipment? | <input type="checkbox"/> | <input type="checkbox"/> |



| | | | |
|----------|---|--------------------------|--------------------------|
| 2.6 | Does the Company have procedures for storing and handling hazardous substances? <i>If Yes, provide details:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.7 | Does the Company have procedures for identifying, assessing and controlling risks associated with manual handling? <i>If Yes, provide details:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Health and Safety Training | Yes | No |
| 3.1 | Describe how health and safety training is conducted in your Company: | | |
| 3.2 | Is a record maintained of all training and induction programs undertaken for employees in the Company? <i>If Yes, provide examples of safety training records:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.3 | Do employees have appropriate licenses, permits etc in relation to required safety competencies (eg plant, equipment)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Health and Safety Workplace Inspection | Yes | No |
| 4.1 | Are regular health and safety inspections at worksites undertaken? <i>If Yes, provide details:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 | Are standard workplace inspection checklists used to conduct health and safety inspections? <i>If Yes, provide details or examples:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.3 | Is there a procedure by which employees can report hazards at workplaces? <i>If Yes, provide details:</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Health and Safety Consultation | Yes | No |
| 5.1 | Is there a workplace Health and Safety Committee? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5.2 | Are employees involved in decision making over health and safety matters? <i>If Yes, please provide details:</i> | <input type="checkbox"/> | <input type="checkbox"/> |

NAME OF CONTRACTOR REPRESENTATIVE:

Signature:

Position/Title:

Date: / /

Attachment 2

Project Risk Assessment

Contractors must complete the following questionnaire when tendering for work or when being considered for inclusion on the register of preferred contractors or when selected to undertake any work for or on behalf of the Council. It is a requirement for Contractors to demonstrate competence and commitment to health and safety in accordance with the Council's Contract Specifications.

Name of Company/Contractor:

Work Being Tendered/Undertaken:

| Item | Category of Hazard | Will the proposed work involve the hazard? <i>Yes ✓ or No ✗</i> | Methods of Controlling the Hazard |
|------|----------------------------|--|-----------------------------------|
| 1 | Traffic Hazards | | |
| 2 | Manual Handling | | |
| 3 | Contact with Heat | | |
| 4 | Contact with Electricity | | |
| 5 | Exposure to Noise | | |
| 6 | Contact with High Pressure | | |
| 7 | Contact with Chemicals | | |
| 8 | Contact with Radiation | | |
| 9 | Struck Against Object | | |
| 10 | Struck by Object | | |
| 11 | Fall from Height | | |
| 12 | Slips and Falls | | |
| 13 | Caught Between Objects | | |



| Item | Category of Hazard | Will the proposed work involve the hazard? Yes ✓ or No ✗ | Methods of Controlling the Hazard |
|-------------|--|---|--|
| 14 | Over-stress | | |
| 15 | Ergonomic Hazards | | |
| 16 | Asbestos Hazards | | |
| 17 | Biological Hazards | | |
| 18 | Excavation/Trenching | | |
| 19 | Plant Overturn | | |
| 20 | Working with electrical, gas or water service | | |
| 21 | Working on platforms, scaffolds, ladder | | |
| 22 | Elevating work platforms | | |
| 23 | Work in confined space | | |
| 24 | Restricted access/egress | | |
| 25 | Working at night | | |
| 26 | Flooding or water entrapment in work area | | |
| 27 | Structural failure | | |
| 28 | Fire, explosion, sparks | | |
| 29 | Welding, cutting hazards | | |
| 30 | Security/Boundary restrictions | | |
| 31 | Handling/storing gas cylinders | | |
| 32 | Hot work or steam | | |
| 33 | Access requirements by other contractors, public | | |
| 34 | Ultra violet (UV) exposure | | |
| 35 | Use of lasers | | |
| 36 | Microwave/radiation | | |
| 37 | Plant audit | | |



| Item | Category of Hazard | Will the proposed work involve the hazard? Yes ✓ or No ✗ | Methods of Controlling the Hazard |
|-------------|---------------------------|---|--|
| 38 | Work in isolated areas | | |
| 39 | Work in isolation | | |
| 40 | Other - please add: | | |

NAME OF REPRESENTATIVE:

Signature:

Position/Title:

Date:/...../.....



Contractor Inspection Checklist

An important element of the contract management process is undertaking inspections of the work and documenting the status of OH&S performance. Section 3.06 - *Hazard Identification* – sets out the frequency of inspections required.

The Checklist is developed from the **Project Risk Assessment** and involves a review of the relevant control measures developed by the Contractor.

If remedial action is required this should be noted against the particular item and notes can be made to identify the necessary action.

Example: Contractor Inspection Checklist

One of the control measures identified in the **Project Risk Assessment** was to ensure there were reverse lights and alarms on all mobile plant to minimize the risk of collisions with site personnel. The control measure shall be recorded on the **Contractor Inspection Checklist** as follows:

EXAMPLE ONLY

| CONTRACTOR INSPECTION CHECKLIST | | | |
|--|---|------------------|-----------------------|
| Item No. | Control Measure | Compliance (Y/N) | Action Required (Y/N) |
| A1 | All mobile plant has reverse alarms and lights fitted and are operational | Yes | No |
| | | | |



| GENERAL HEALTH AND SAFETY CHECKLIST | |
|--|--|
| Contract Name:..... | |
| Contractor:..... | |
| Worksite Location: | Date:..... |
| Persons completing inspection:..... | |
| Indicate in the following manner: | |
| ✓ Acceptable | ✗ Not Acceptable |
| N/A Not Applicable | |
| 1. Health and Safety Systems: | |
| 1.1 | OH&S policy displayed |
| 1.2 | Accident report book |
| 1.3 | Induction records |
| 1.4 | Rehabilitation policy |
| 1.5 | Workplace inspection records |
| 1.6 | Emergency procedures |
| 1.7 | Training records |
| 1.8 | Documented safe work procedures |
| 1.9 | Protective clothing & equipment records |
| 1.10 | Material safety data sheets (MSDS) available |
| 1.11 | Health & safety systems manual |
| 1.12 | H&S representatives appointed |
| 1.13 | Management safety representative appointed |
| 1.14 | Contract risk assessment available |
| 1.15 | Contract health & safety plan available |
| 2. Housekeeping | |
| 2.1 | Work areas free from rubbish & obstructions |
| 2.2 | Surfaces safe and suitable |
| 2.3 | Free from slip/trip hazards |
| 2.4 | Floor openings covered |
| 2.5 | Stock/material stored safely |
| 2.6 | Aisles: |
| 2.6.1 | unobstructed and clearly defined |
| 2.6.2 | have adequate lighting |
| 2.6.3 | have vision at corners |
| 2.6.4 | wide enough |



| | |
|--------------------------------------|---|
| 3. Electrical | |
| 3.1 | No broken plugs, sockets, switches |
| 3.2 | No frayed or defective leads |
| 3.3 | Power tools in good condition |
| 3.4 | No work near exposed live electrical equipment |
| 3.5 | Tools and leads inspected and tagged |
| 3.6 | No strained leads |
| 3.7 | No cable-trip hazards |
| 3.8 | Switches/circuits identified |
| 3.9 | Lock-out procedures/danger tags in place |
| 3.10 | Earth leakage systems used |
| 3.11 | Start/stop switches clearly identified |
| 3.12 | Switchboards secured |
| 3.13 | Appropriate fire fighting equipment |
| 4. Mobile Plant and Equipment | |
| 4.1 | Plant and equipment in good condition |
| 4.2 | Daily safety inspection procedures/checklists |
| 4.3 | Fault reporting/rectification system used |
| 4.4 | Operators trained and licensed |
| 4.5 | Warning and instructions displayed |
| 4.6 | Warning lights operational |
| 4.7 | Reversing alarm operational |
| 4.8 | Satisfactory operating practices |
| 4.9 | Fire extinguisher |
| 4.10 | Tyres satisfactory |
| 4.11 | SWL of lifting or carrying equipment displayed |
| 5. Machinery and Workbenches | |
| 5.1 | Adequate work space |
| 5.2 | Clean and tidy |
| 5.3 | Free from excess oil and grease |
| 5.4 | Adequately guarded |
| 5.5 | Warnings or instructions displayed |
| 5.6 | Emergency stops appropriately placed and clearly identifiable |
| 5.7 | Operated safely and correctly |
| 5.8 | Workbenches: |
| 5.8.1 | clear of rubbish |
| 5.8.2 | have tools in proper place |
| 5.8.3 | have duck-boards or floor mats provided |



| | |
|---------------------------------------|---|
| 6. Hazardous Substances | |
| 6.1 | Stored appropriately |
| 6.2 | Containers labelled correctly |
| 6.3 | Adequate ventilation/exhaust systems |
| 6.4 | Protective clothing/equipment available/used |
| 6.5 | Personal hygiene - dermatitis control |
| 6.6 | Waste disposal procedures |
| 6.7 | Material safety data sheets (MSDS) available |
| 6.8 | Chemical handling procedures followed |
| 6.9 | Chemical register developed |
| 6.10 | Appropriate emergency/first aid equipment - shower, eye bath, extinguishers |
| 6.11 | Hazchem signing displayed |
| 7. Welding | |
| 7.1 | Gas bottles securely fixed to trolley |
| 7.2 | Welding fumes well ventilated |
| 7.3 | Fire extinguisher near work area |
| 7.4 | Only flint guns used to light torch |
| 7.5 | Flash back spark-arresters fitted |
| 7.6 | Vision screens used for electric welding |
| 7.7 | LPG bottles within 10 year stamp |
| 7.8 | PPE provided and worn |
| 7.9 | Hot Work permit system used |
| 8. Excavations | |
| 8.1 | Shoring in place and in sound condition |
| 8.2 | Excavation well secured |
| 8.3 | Signage displayed |
| 8.4 | Banks battered correctly and spoil away from edge |
| 8.5 | Clear and safe access around excavation |
| 8.6 | Separate access and egress points from excavation |
| 8.7 | Safe work procedure in place |
| 9. Prevention of Falls | |
| 9.1 | All work platforms have secure handrails, guarding or fence panels |
| 9.2 | Harness and lanyard or belts provided |
| 9.3 | All floor penetrations covered or barricaded |
| 9.4 | Unsafe areas sign-posted and fenced |
| 9.5 | Safe work procedure in place |
| 10. Stairs, steps and landings | |
| 10.1 | No worn or broken steps |



| | | |
|---------------------------------|---|--|
| 10.2 | Handrails in good repair | |
| 10.3 | Clear of obstructions | |
| 10.4 | Adequate lighting | |
| 10.5 | Emergency lighting | |
| 10.6 | Non-slip treatments/treads in good condition | |
| 10.7 | Kick plates where required | |
| 10.8 | Clear of debris and spills | |
| 10.9 | Used correctly | |
| 11. Ladders | | |
| 11.1 | Ladders in good condition | |
| 11.2 | Ladders not used to support planks for working platforms | |
| 11.3 | Correct angle to structure 1:4 | |
| 11.4 | Extended 1.0 metre above top landing | |
| 11.5 | Straight or extension ladders securely fixed at top | |
| 11.6 | Metal ladders not used near live exposed electrical equipment | |
| 12. Personal Protection | | |
| 12.1 | Employees provided with Personal Protective Equipment (PPE) | |
| 12.2 | PPE being worn by employees | |
| 12.3 | Sun screen and sunglasses provided | |
| 12.4 | Correct signage at access points | |
| 13. Manual Handling | | |
| 13.1 | Mechanical aids provided and used | |
| 13.2 | Safe work procedures in place | |
| 13.3 | Manual handling risk assessment performed | |
| 13.4 | Manual handling controls implemented | |
| 14. Workplace Ergonomics | | |
| 14.1 | Workstation and seating design acceptable | |
| 14.2 | Ergonomic factors considered in work layout and task design | |
| 14.3 | Use of excessive force and repetitive movements minimized | |
| 14.4 | Appropriate training provided | |
| 15. Material Storage | | |
| 15.1 | Stacks stable | |
| 15.2 | Heights correct | |
| 15.3 | Sufficient space for moving stock | |
| 15.4 | Material stored in racks/bins | |
| 15.5 | Shelves free of rubbish | |
| 15.6 | Floors around stacks and racks clear | |



| | | |
|------------------------------|---|--|
| 15.7 | Drums checked | |
| 15.8 | Pallets in good repair | |
| 15.9 | Heavier items stored low | |
| 15.10 | No danger of falling objects | |
| 15.11 | No sharp edges | |
| 15.12 | Safe means of accessing high shelves | |
| 15.13 | Racks clear of lights/sprinklers | |
| 16. Confined Spaces | | |
| 16.1 | Risk assessment undertaken | |
| 16.2 | Communication and rescue plan in place | |
| 16.3 | Safety equipment in good working condition | |
| 16.4 | Suitable training provided to employees | |
| 16.5 | Confined Space permit used | |
| 17. Lasers | | |
| 17.1 | Operator has laser operator licence | |
| 17.2 | Signage displayed | |
| 17.3 | Laser not used in a manner to endanger other persons | |
| 18. Demolition | | |
| 18.1 | Risk assessment undertaken in advance | |
| 18.2 | Access prevented to demolition area | |
| 18.3 | Overhead protection in place | |
| 18.4 | Protection of general public | |
| 18.5 | Safe work procedure in place | |
| 19. Public Protection | | |
| 19.1 | Appropriate barricades, fencing, hoarding, gantry secure and in place | |
| 19.2 | Signage in place | |
| 19.3 | Suitable lighting for public access | |
| 19.4 | Footpaths clean and free from debris | |
| 19.5 | Dust and noise controls in place | |
| 19.6 | Site access controlled | |
| 19.7 | Traffic control procedures in place | |
| 19.8 | Public complaints actioned | |
| 20. Amenities | | |
| 20.1 | Washrooms clean | |
| 20.2 | Toilets clean | |
| 20.3 | Lockers clean | |
| 20.4 | Meal rooms clean and tidy | |
| 20.5 | Rubbish bins available - covered | |



| | |
|--|--|
| 21. First Aid | |
| 21.1 Cabinets and contents clean and orderly | |
| 21.2 Stocks meet requirements | |
| 21.3 First aid Officers names displayed | |
| 21.4 First aid Officers location and phone numbers | |
| 21.5 Qualified first aid Officer(s) | |
| 21.6 Record of treatment and of supplies dispensed | |
| 22. Lighting | |
| 22.1 Adequate and free from glare | |
| 22.2 Lighting clean and efficient | |
| 22.3 Windows clean | |
| 22.4 No flickering or inoperable lights | |
| 22.5 Emergency lighting system | |
| 23. Fire Control | |
| 23.1 Extinguishers in place | |
| 23.2 Fire fighting equipment serviced/tagged | |
| 23.3 Appropriate signing of extinguishers | |
| 23.4 Extinguishers appropriate to hazard | |
| 23.5 Emergency exit signage | |
| 23.6 Exit doors easily opened from inside | |
| 23.7 Exit path ways clear of obstruction | |
| 23.8 Alarm/communication system - adequate | |
| 23.9 Smoking/naked flame restrictions observed | |
| 23.10 Minimum quantities of flammable materials at workstation | |
| 23.11 Flammable storage procedures | |
| 23.12 Emergency personnel identified and trained | |
| 23.13 Emergency procedures documented - issued | |
| 23.14 Emergency telephone numbers displayed | |
| 23.15 Alarms tested | |
| 23.16 Trial evacuations conducted | |
| 23.17 Personnel trained in use of fire fighting equipment | |



Non-Conformance Report Form

The attached **Non-Conformance Report** shall be completed by the Responsible or Nominated Officer where areas of non-conformance are identified or high level risks are noted as a result of inspections (see Section 3.06 – *Hazard Identification*) of the Contractor's operations undertaken by the Responsible or Nominated Officer.

The report should be issued following consultation with the Contractor's Representative and an agreed time frame should be documented on this report for the rectification of issues.

The report shall signed by the Responsible or Nominated Officer and the Contractor's Representative and actioned within the agreed timeframe. Where the Contractor does not rectify the issue within the agreed timeframe a second **Non-Conformance Report** may be issued and/or the Responsible or Nominated Officer, in conjunction with the HRC, may consider suspension or termination of the contract if the issue is of sufficient significance.

The following information should be recorded on the **Non-Conformance Report**.

1. Details of Non-Conformance

Specific details of non-conformance which may include:

- any plant or equipment involved
- any chemicals or hazardous substances involved
- work procedures not followed
- any other physical aspects
- the nature of the risk
- the levels of severity of the Risk (see Section 3.06 – *Hazard Identification*)

2. Actions Required

Actions to rectify the non-conformance should be developed by the Responsible or Nominated Officer in consultation with the contractor. This may take the form of specific control measures and should take into account the hierarchy of controls (see Section 3.07 – *Accident/Incident Reporting and Investigation*).

3. Completion Date

The Completion Date is the agreed timeframe by which the Contractor should have implemented the actions documented in the Non-Conformance Report.

4. Verification of Completion



The Responsible or Nominated Officer shall verify that the agreed actions have taken place on or soon after the agreed Completion Date. Where the actions are complete the Responsible or Nominated Officer and Contractor Representative shall sign the **Non Conformance Report** and file with Contract documentation.

Attachment 6

Contractor OH&S Performance Report

To be completed by Responsible or Nominated Officer

| Contractor OH&S Performance Report | | | | | | |
|--|----------------------------------|-------------------------|--------------------------------|-----------------|-----------------------|---------------|
| Contract Name:..... | | | Report for the period of:..... | | | |
| Contract Number:..... | | | Prepared by:..... | | | |
| Contractor:..... | | | Date:..... | | | |
| Performance Indicators | | | | | | |
| <i>Indicator</i> | <i>Current Period</i> | <i>Period Average</i> | <i>Total</i> | | | |
| Number of lost time injuries | | | | | | |
| Working days lost due to injury | | | | | | |
| Number of hazard inspections conducted | | | | | | |
| Status of Injured Personnel and Property Damage | | | | | | |
| <i>Name/Item</i> | <i>Injury/Damage</i> | <i>Date of Incident</i> | <i>Days Lost</i> | | <i>Return to Work</i> | |
| | | | <i>Current Period</i> | <i>Total</i> | <i>Forecast</i> | <i>Actual</i> |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| OH&S Corrective Actions | | | | | | |
| <i>Nature of Corrective Action and Completion Date</i> | <i>Level of Severity of Risk</i> | <i>Status</i> | | <i>Comments</i> | | |
| | | <i>Open</i> | <i>Closed</i> | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Outcomes of OH&S audits /inspections | | | | | | |
| Comments/Outcomes:..... | | | | | | |
| Comments on OH&S Performance | | | | | | |
| Contract Manager:..... | | | | | | |
| Contractor Representative:..... | | | | | | |

Responsible or Nominated Officer:

Signed: