

GUIDANCE DOCUMENT

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CONTRACTOR WHS MANAGEMENT GUIDANCE DOCUMENT

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1. PURPOSE

This Guidance Document provides Queensland Urban Utilities (QUU) workers with information on how to effectively manage contractors to minimise the risk of injury or harm to QUU workers, contractors and the public and to reduce liability to the organisation.

2. SCOPE

This Guidance Document provides practical instruction on how to effectively manage contractors and appraise associated WHS Management Systems. This information applies to all QUU staff, contractors and other persons within QUU-controlled worksites. The approval of a contractor's WHS Management System and risk management processes is the responsibility of the business unit or representative who has engaged the specific contract service.

3. CONTRACTOR WHS MANAGEMENT GUIDELINES

1. All contractors must comply with Queensland's WHS Act (2011), Queensland's WHS Regulations (2011), QLD Codes of Practice and any other relevant legislation and industry standards.
2. All contractors must have participated in QUU approved prequalification and procurement processes.
3. All contractors must have a safe system of work to manage and control risk before and during proposed activities.
4. All contractors must utilise their **own** organisational WHS Management System and documentation and must not operate under QUU's WHS Management System (unless contractually specified and trained in QUU's WHSMS). WHS documentation must be current and readily presented to a QUU representative upon request and information must be relevant to the environment and specific activities before commencing work (For example, but not limited to: Safety Management Plan, Hierarchal Task Analysis- Risk Assessments, SWMS's, medical information, permits, licences and training / competency records).
5. All contractor risk documentation must have undergone the desk-top review process by a competent person prior to being issued a work access permit and commencing any work.
6. All Principle Contractors (PC's, must ensure full delineation of the site in which they have management control.
7. Contractors must not enter QUU sites without appropriate authorisation or knowledge regarding associated risks. QUU workers must not enter a PC site without the appropriate authorisation. All contractors new to QUU worksites must be provided site-specific induction and documented evidence of this induction must be readily available.
8. The induction is to include: emergency evacuation and response procedures, details regarding essential services, reporting procedures and any foreseen risks likely to be encountered on QUU sites.
9. All workers under management control of the contractor (i.e. subcontractors and QUU visitors) must be inducted into the relevant contractor's safe system of work and are informed of any hazards and risks.
10. All approved contractors working under QUU's PICOW (Person In Control of Worksite) process are to receive specific induction and training on the relevant QUU WHS documented procedures and worksite risks. This is to occur prior to conducting activities under the direct supervision of a QUU worker or approved representative.

For further details please speak with your relevant QUU management representative.