



WHS CONTRACTOR MANAGEMENT PROCEDURE

Version No	4.0
Issued	22 nd May 2014
Next Review	May 2017
GDS	12.63.1.1

1. OVERVIEW

The Flinders Ranges Council as part of its commitment under its WHS Contractor Management Policy, recognises its obligation to:

- Ensure, so far as is reasonably practicable, the health and safety of workers engaged, or caused to be engaged by Council while the workers are at work in Council's business or undertaking.
- Eliminate risks to health and safety, so far as is [reasonably practicable](#) and if it is not [reasonably practicable](#) to eliminate risks to health and safety, to minimise those risks so far as is [reasonably practicable](#).
- So far as is reasonably practicable, consult, co-operate and co-ordinate activities with other persons who have a duty in relation to the same matter.

This Procedure deals with contracted work, which may include construction work as defined in WHS legislation. Users of this Procedure are advised to ensure that all legal requirements for construction work are addressed. This may be assisted by reference to the LGAWCS Model WHS Construction Activities Guidance Checklist.

SIGNED
Chief Executive Officer

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Chairperson, WHS Committee

Date: 22 / 5 / 2014

Date: 22 / 5 / 2014

2. CORE COMPONENTS

The core components of this Procedure aim to make sure there is:

• Process for the selection of Contractors

A systematic approach to the management of contractors is in place so that risks to health and safety of contractors, workers and the general public arising from the conduct of Council's business or undertaking are eliminated, or where that is not reasonably practicable, minimised.

Engagement of Contractors who are competent providers of the goods and services they are contracted to provide and who can demonstrate compliance with minimum WHS standards.

• Identification of site / activity hazards

Documented information relating to reasonably foreseeable site specific hazards is provided to the potential Contractor for consideration in their submission.

• Provision of information by the Contractor

The Contractor must provide documented evidence and appropriate information to address procedures for legislative compliance and other expectations for the proposed work.

• Assessment of the information from the contractor/s

A documented assessment that evaluates the Contractor's submission to check the Contractor adequately addresses the Council's minimum WHS expectations for the proposed work.

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- **Communication, Consultation, Cooperation and Coordination between Duty Holders**

Communication and consultation processes between Council and Contractor/s are in place that also consider cooperation and coordination between shared duty holders, so far as is reasonably practicable.

- **Monitoring that takes place**

An appropriate risk based schedule is developed and implemented by the Council to monitor the Contractor's WHS compliance and systems are in place for addressing non-compliance.

- **Process for Contractor evaluation**

Systems are in place to evaluate the Contractor's performance from a WHS perspective which feeds back to preferred Contractor status.

3. DEFINITIONS

Construction project	A project that involves construction work where the cost of the construction work is \$250,000 or more [as defined by WHS Regulations, 2012 (292)]
Contract Manager	Person/s nominated by the organisation and appropriately trained to manage contracts on its behalf
High risk construction work	<ul style="list-style-type: none"> (a) Involves a risk of a person falling more than 3 metres; or (b) Is carried out on a telecommunication tower; or (c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or (d) Involves, or is likely to involve, the disturbance of asbestos; or (e) Involves structural alterations or repairs that require temporary support to prevent collapse; or (f) Is carried out in or near a confined space; or (g) Is carried out in or near— <ul style="list-style-type: none"> (i) A shaft or trench with an excavated depth greater than 1.5 metres; or (ii) A tunnel; or (h) Involves the use of explosives; or (i) Is carried out on or near pressurised gas distribution mains or piping; or (j) Is carried out on or near chemical, fuel or refrigerant lines; or (k) Is carried out on or near energised electrical installations or services; or (l) Is carried out in an area that may have a contaminated or flammable atmosphere; or (m) Involves tilt-up or precast concrete; or (n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or (o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or (p) Is carried out in an area in which there are artificial extremes of temperature; or (q) Is carried out in or near water or other liquid that involves a risk of drowning; or (r) Involves diving work. <p>[as defined by the Work Health and Safety Regulations 2012(291)]</p>
Job Safety Analysis (JSA)	A document which records the risks associated with an activity and the controls to be followed to complete the activity safely.
Monitoring	Process of reviewing the activities undertaken to ensure they are being conducted safely.

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Principal contractor	The PCBU that commissions a construction project is the principal contractor, unless the person appoints another person conducting a business or undertaking to be the principal contractor and authorises such person to have management or control of the workplace and discharges the duties of the principal contractor [as defined in the WHS Regulations, 2012 (293) p. 188 and explained in the COP: Construction Work, July 2012, p.11].
Safe Work Method Statement (SWMS)	A document that records; the steps in an activity, the hazards associated with the activity, the controls required to conduct the activity safely and the method for employing such controls.
WHS management plan	A document which records the significant (Prescribed) information relating to WHS for a construction project As required and prescribed under Chapter 6, Part 4 of the WHS Regulations 2012. Note: this regulation commenced on 1 January 2014
Worker	A person is a worker if the person carries out work in any capacity for a PCBU, including work as— <ul style="list-style-type: none"> (a) An employee; or (b) A contractor or subcontractor; or (c) An employee of a contractor or subcontractor; or (d) An employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) An outworker; or (f) An apprentice or trainee; or (g) A student gaining work experience; or (h) A volunteer; or (i) A person of a prescribed class. [As defined in the WHS Act, 2012 (7)].

4. PROCEDURE

4.1. Responsibility for managing contracts

4.1.1. The department manager should appoint contract manager/s with the responsibility to manage:

- a. The Preferred Contractor List.
- b. Contracts in their work area.

4.1.2. The contract manager will:

- a. Develop and maintain a Preferred Contractor List, to provide a pool of contractors, who can be engaged, and have the necessary experience and skill to perform the contract work safely.
- b. Make sure that Council procurement processes are complied with for the selection of contractors.
- c. Make sure that contractual documentation is in place and specifies:
 - Which party is the principal contractor (if relevant) when construction work is being undertaken.
 - Which party has control of the workplace.
 - The requirement to notify the contract manager as soon as practicable, if an incident occurs whilst contractors are undertaking contracted work.
 - Who is responsible for the statutory reporting and management of a notifiable incident.

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- d. When engaging contractors (refer to the LGAWCS Model WHS Construction Activities Guidance Checklist – Appendix 3) determine whether the work requires the completion of a:
 - risk assessment/JSA,
 - SWMS, or
 - WHS management plan.
- e. When engaging contractors, review the required work and provide any pertinent hazard information relating to circumstances of the proposed work that Council are aware of (such as the presence of hazardous substances at the worksite, difficulties in accessing the worksite etc) to the contractor.

4.2. Preferred Contractors List

4.2.1. Inclusion on the Preferred Contractor List should be contingent on the Contractor providing:

- a. Information, which includes, as a minimum, the following:
 - Proof of Public Liability Insurance Cover.
 - Proof of current WorkCover SA Authority registration (if applicable).
 - Identification of a person within the organisation responsible for WHS.
 - Copy of current relevant licences and certifications.
 - Statement of Agreement to work within the remit of any and all appropriate WHS requirements.
 - Evidence of WHS Policies and Procedures that comply with Council's minimum WHS standards; and
 - Job Safety Analysis(es), Risk Assessment(s) or Safe Work Method Statement(s) for the activities covered by the Contractor.
- b. Additional information that is required, based on the task / activity to be undertaken and may include:
 - Summary of WHS Procedures and instructions or processes e.g. WHS Management System.
 - Sample copy of Safe Operating Procedures / Safe Work Instructions relevant to the task.
 - Sample copy of Incident Report form.
 - Sample copy of Risk Assessment Report form.
 - Statement of how the required licences are obtained and kept current.
 - WHS Management Plan (where applicable).
- c. Evidence of meeting any other considerations that the Council management or contract management staff deems as appropriate.

4.2.2. Review and record each Contractor's WHS information to ascertain whether the Contractor's WHS systems meet Council's minimum standards:

- a. The WHS Coordinator should perform this review.
- b. Any detail of the technical aspects of the work that need clarification, including appropriateness of the risk assessment/JSA/Safe Work Method Statement is to be reviewed and confirmed by the WHS Coordinator and/or the appropriate Contract Manager, where the task is within Council's expertise.

4.2.3. In order to remain on the Preferred Contractor List:

- a. The contractor must confirm details prior to being re-engaged and advise Council of any changes to the information provided in compliance with Clause 4.2.1 above.
- b. The contractor must apply to remain on the Preferred Contractor List on an ongoing basis including the provision of updated information supplied by the Contractor.

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- c. Council contract management staff should review any evidence documenting the Contractor's performance while undertaking work in the previous year before approving the application.

4.3. Selection and Engagement of Contractors

- 4.3.1. Once the work and the need for a contractor have been identified, the Contract Manager is to be notified.
- 4.3.2. The Contract Manager will identify appropriate contractors from the list.
- 4.3.3. Wherever possible, a contractor from the Preferred Contractors List must be engaged (in line with the tendering process, where appropriate). Engagement of contractors is to be in line with Council's Procurement & Disposal Policy.
- 4.3.4. In selecting and engaging a contractor take into consideration, any specific hazard related WHS requirements including in:
 - a. Determining what further information might be required to be provided to the Contractor (for example see 4.1.2 (e) above) to assist with the provision of Risk Assessments, JSA's, SWMS, WHS Management Plan or any other aspect eg the tendering process.
 - b. Determining what further information might be required in order to evidence the Contractor's competency for the work, not provided as part of the Preferred Contractors processes.
 - c. Drafting of the Contract between Council and the contractor for the works.
- 4.3.5. Work that requires a contractor to be engaged should be managed on behalf of Council by a Contract Manager, including communicating, consulting, coordinating and cooperating in accordance with the Consultation and Communication Procedure.
- 4.3.6. Sub-Contractors
 - a. Contractors who use sub-contractors must ensure that those sub-contractors have and follow safe systems equivalent to those required by the Council and/or the contractor.
 - b. The Contract Manager should apply the same procedures for the management of sub-contractors as is applied to contractors, but should also make sure that the contractor is informed of any relevant communication and consultation provided directly to their sub-contractor and workers.

4.4. Use of Contractors not on the Preferred Contractors List

- 4.4.1. A Contractor **not** on the Preferred Contractors List may be engaged in a situation where:
 - a. There is an immediate requirement for the service or an immediate risk to the work health and safety of workers ; **and**
 - b. Contractors on the Preferred Contractors List, with the appropriate expertise are not available to perform the work within the time frames required;
 - or**
 - c. There are no preferred contractors for the type of work; **and**
 - d. Time does not permit the full completion of the approval process for the Contractor.
- 4.4.2. In these cases, the Contract Manager may engage a contractor not on the Preferred Contractor List, but must confirm that the contractor retained provides evidence of their ability to provide the required service safely and is made aware of the appropriate corporate WHS expectations and the engagement is authorised by the relevant Department Manager.

4.5. New Contractors

- 4.5.1. New contractors can be added to the Preferred Contractors List at any time by following the steps as outlined in 4.2.

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- 4.5.2. **If no documentation** - Council may assist the contractor in understanding the requirements for an appropriate WHS Management System, and refer the contractor to further sources of assistance such as SafeWork SA, or industry bodies. The contractor must not be used unless appropriate safety documentation is in place.
- 4.5.3. **If documentation is provided and is suitable** – Contractor is registered in Council's Preferred Contractor List, and undertakes a WHS contractor induction.
- 4.6. Engaging Contractors to conduct the work
- 4.6.1. Implement the WHS Contractor Management – Selection, Induction and Monitoring document (refer Appendix 2) as outlined in sections 4.6.2 – 4.6.5 or equivalent to all contracts.
- 4.6.2. Selection
On selection of an appropriate contractor to undertake contract work, The Flinders Ranges Council should complete Sections 1, 2 and 3 of the WHS Contractor Management - Selection, Induction and Monitoring document to record the details of the contract and the contractor.
- 4.6.3. Council General Induction
- At the commencement of the contract The Flinders Ranges Council should induct the contractor by:
 - Communicating any requirements as specified in the contract documentation.
 - Communicating any The Flinders Ranges Council WHS matters that may be relevant to this contract or relevant to carrying out this contract.
 - Complying with Council's induction policies and procedures.
 - Recording the induction by completing Section 6 of the WHS Contractor Management - Selection, Induction and Monitoring.
 - Recording the relevant WHS matters pertaining to the contract using Section 4 of the WH&S Contractor Management - Selection, Induction and Monitoring document.
 - Once inducted, the Contractor is required to:
 - Complete and provide to the Council a Job Safety Analysis or Safe Work Method Statement (see Section 5 of the WHS Contractor Management - Selection, Induction and Monitoring document) and
 - Be responsible for communicating the induction information as well as the Job Safety Analysis or Safe Work Method Statement details to any sub-contractors and affected workers.
 - Keep and maintain records of any inductions, induction information and Job Safety Analysis / Safe Work Method Statement information that have been provided to any subcontractors or employees of the contractor and must provide copies of these to the Council.
- 4.6.4. Site Induction
- Wherever reasonably practicable, a site induction should be undertaken to confirm the contractor and workers are aware of any site specific hazards identified by Council.
 - If it is not reasonably practicable to undertake a site induction, the Contract Manager must require the contractor to conduct and document a hazard identification and risk assessment, Job Safety Analysis or Safe Work Method Statement before work commences and take steps to check that this has been done.
 - Information communicated by The Flinders Ranges Council through the induction does not relieve the contractor from any legislative and statutory obligations for Work Health and Safety.

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4.6.5. Monitoring

- a. During the course of the contract, The Flinders Ranges Council Contract Managers may:
 - Monitor the contract.
 - Inspect the work.
 - Interrupt the work if the Council's approved safety standards are breached or the work is not being conducted in accordance with supplied Job Safety Analysis or Safe Work Method Statement or WHS management plan (where applicable).
- b. Monitoring should be undertaken in accordance with a monitoring / inspection regime identified from the initial Risk Assessment undertaken by the Contractor, in relation to the complexities and risks identified in the course of that assessment.
- c. The monitoring may be conducted:
 - Against the Job Safety Analysis / Risk Assessment or Safe Work Method Statement document provided by the Contractor.
 - By using Section 7 of the WHS Contractor Management – Selection, induction and monitoring document.
- d. The Contract Manager must verify that any corrective actions identified have been effectively closed out within the designated timeframes.
- e. Evaluation of the contract is to be undertaken and documented by the Contract Manager:
 - As per section 8 of the WH&S Contractor Management - Selection, Induction and Monitoring document (refer Appendix 1) and
 - Forwarded to the Council's WHS Coordinator.
- f. Corrective actions may be included in Council's Corrective and Preventative Action (CAPA) Register to provide data analysis capabilities with regard to contractor management issues and trends.

4.7. Incidents during contractor activities

- 4.7.1. If an accident or incident occurs during contracted work, the person/s involved should, if safe to do so, take whatever steps are necessary to control the hazard and seek any first aid or emergency assistance. This may include following the control measures documented in the Council or contractor emergency plan.
- 4.7.2. Where Council has control of the workplace:
 - a. The Council's Incident Reporting and Investigation Procedure should be complied with, including the requirement that the site where the incident occurred, is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.
 - b. The Contract Manager should contact the nominated person with WHS responsibility as soon as practicable after being notified of the incident, who will ascertain whether statutory reporting is required or for further direction and assistance.
 - c. If the contractual requirements specify that the Contractor is to notify the regulator of the incident (if notifiable), seek confirmation from the contractor of any confirmation of notification given by the Regulator.

4.8. Monitoring and evaluation

- 4.8.1. Department managers should regularly review:
 - a. The Preferred Contractors List to ensure it remains accurate and up-to-date and provide direction on necessary updates as required.
 - b. Contractor files to monitor and verify required information has been supplied and retained.
 - c. Contract Manager skills and knowledge to make sure legislative compliance and contractor compliance with contract obligations are being met.

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4.8.2. The Senior Leadership Team should:

- a. Review activities related to contractor management, incident data, audit results, legislative changes and other relevant information and direct action when required. Minutes should record outcomes of discussions and actions undertaken.
- b. Include the WHS contractor management procedure as part of the ongoing management review process and respond to findings of internal audit as relevant.
- c. Set, monitor and review objectives, targets and performance indicators for any program related to contractor activities, as relevant.

5. TRAINING

5.1. The Flinders Ranges Council training needs analysis should identify the training needs for those persons required to:

- 5.1.1. Undertake a Contract Manager role.
- 5.1.2. Use or interact with the contract management process, as per their job role.
- 5.1.3. Use or apply the Council procurement process.
- 5.1.4. Manage construction work including use of the LGAWCS model WHS Construction Activities Guidance Checklist or equivalent construction guidance tools.
- 5.1.5. Manage the Preferred Contractors List.
- 5.1.6. Undertake any other responsibilities related to contractor management.

5.2. Contractors should undertake a general and site induction.

6. RECORDS

Records relating to contracted work should be maintained. The list includes, but is not limited to:

- 6.1. Preferred Contractors List
- 6.2. Contractual arrangements including:
 - 6.2.1. Proof of Public Liability Insurance Cover
 - 6.2.2. Proof of current WorkCover Authority registration (if applicable)
 - 6.2.3. Identification of person within organisation responsible for Work Health and Safety
 - 6.2.4. Copy of current relevant licences and certifications
 - 6.2.5. Statement of Agreement to work within the remit of appropriate WHS requirements
 - 6.2.6. Job Safety Analysis(es), Risk Assessment(s) or Safe Work Method Statement(s) for the activities covered by the contractor.
 - 6.2.7. Additional information based on the task / activity to be undertaken may include:
 - a. Summary of Work Health and Safety procedures and instructions or processes eg WHS Management System
 - b. Sample copy of Safe Operating Procedures / Safe Work Instructions relevant to the task
 - c. Sample copy of Incident Report form
 - d. Sample copy of Risk Assessment Report form
 - e. Statement of how the required licences are obtained and kept current
 - f. WHS Management Plan (where applicable).
- 6.3. Training records
- 6.4. Communication, consultation, coordination and cooperation records between duty holders
- 6.5. Any other records relating to legislative compliance.
- 6.6. Statutory notifications.

Copies may be retained by other parties, but must be marked 'copy'. Records must be retained and disposed of in line with the current version of GDS20.

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7. RESPONSIBILITIES

7.1. The *Senior Leadership Team* is accountable for:

- 7.1.1. Monitoring compliance to the Council's legislative responsibilities for contractor management.
- 7.1.2. Budgetary expenditure for contractor management.
- 7.1.3. Setting objectives, targets and performance indicators for any contractor management program, as relevant.
- 7.1.4. Checking that managers and supervisors have been provided with training to ensure they understand and can
 - a. Apply the requirements of the contractor management procedure to the areas and activities under their control,
 - b. Apply the requirements of procurement procedures, as relevant,
 - c. Provide adequate training and supervision to the persons under their control.
- 7.1.5. Consulting with other PCBUs, so far as is reasonably practicable, if their duty of care overlaps.
- 7.1.6. Checking, so far as is reasonably practicable, that reasonably foreseeable hazards are identified, assessed and controlled when elimination is not practicable.
- 7.1.7. Monitoring the Hazard Register and enforcing close out of items when required.
- 7.1.8. Reviewing the effectiveness of contractor management processes.
- 7.1.9. Including contractor management within the management review process.

7.2. The *department manager* is accountable for:

- 7.2.1. Appointing a nominated person to manage the Preferred Contractors List and providing relevant training.
- 7.2.2. Appointing contract manager/s to manage contracted work.
- 7.2.3. Checking that contract managers have been trained.
- 7.2.4. Checking that contractor management procedures are being complied with.
- 7.2.5. Checking that the Preferred Contractors List is maintained.
- 7.2.6. Authorising contractors not on the Preferred Contractors List.

7.3. The *contract manager* is accountable for:

- 7.3.1. Complying with Council procurement processes.
- 7.3.2. Utilising the preferred contractor register where possible.
- 7.3.3. Implementing the WHS Contractor Management – Selection, Induction and Monitoring process.
- 7.3.4. Implementing, maintaining, and monitoring the WH&S Contractor Management process.
- 7.3.5. Supporting and assisting the development and maintenance of the Preferred Contractor List.
- 7.3.6. Communicating and consulting with shared duty holders and workers involved in the contract and documenting this.
- 7.3.7. Making sure PCBUs have been given any information Council has in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out as part of the selection and engagement process.
- 7.3.8. Reviewing and assessing the suitability of contractor WHS and hazard management systems (in consultation with Risk/WH&S expertise, where required).
- 7.3.9. Monitoring and assessing the performance of the contractor and confirming that any corrective actions identified are communicated and closed out within specified timeframes.
- 7.3.10. Obtaining and retaining WHS documentation related to the contract.
- 7.3.11. Making sure contractual documentation specifies which party is the principal contractor and has control of the workplace (where required).

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- 7.4. The *WHS Coordinator* is accountable for:
- 7.4.1. Manage the Preferred Contractor and currency of information.
 - 7.4.2. Making sure training for workers with responsibilities related to contractor management, is identified and delivered and the training register in relation to this training is kept up to date.
 - 7.4.3. Undertaking statutory reporting when required.
 - 7.4.4. Ensuring the LGAWCS has been notified when any statutory reporting has occurred.
 - 7.4.5. Maintaining legislative currency of procedures and systems in relation to contractor management.
 - 7.4.6. Initiating audit and review activities as required.
- 7.5. Any *worker* is accountable for:
- 7.5.1. Reporting work methods of contractors that place people and property at risk, to the Contract Manager or their Manager.
 - 7.5.2. Reporting incidents resulting from work carried out by contractors involving them in accordance with incident reporting & investigation procedures
 - 7.5.3. Seeking assistance to manage identified hazards when required.
- 7.6. The *WHS Committee* is accountable for:
- 7.6.1. Facilitating co-operation between management and workers in matters relating to contractor management.
 - 7.6.2. Referring issues to The Flinders Ranges Council Senior Leadership Team that require management direction or enforcement.
- 7.7. *Health and safety representatives* may:
- 7.7.1. Facilitate consultation between department managers and workers in relation to any contractor management that affect the workgroup they represent.
 - 7.7.2. Request and assist in the review and revision, where necessary, of risk control measures related to the management of contractors.

8. REVIEW

- 8.1. The WHS Contractor Management Procedure should be reviewed by WHS Committee, in consultation with workers or their representatives, every three (3) years or more frequently if legislation or Council needs change. The review may include a review of:
- 8.1.1. Legislative compliance issues
 - 8.1.2. Audit findings relating to contractor management.
 - 8.1.3. Changes in the products, operations or activities of the organization
 - 8.1.4. Incident and hazard reports, claims costs and trends related to contractor management
 - 8.1.5. Feedback from managers, workers or other stakeholders
 - 8.1.6. Other relevant information.
- 8.2. Results of reviews may result in preventative and/or corrective actions being implemented and revision of this document.

9. REFERENCES

Work Health and Safety Act 2012
 Work Health and Safety Regulations 2012
 General Disposal Schedule for Local Government
 WorkCoverSA Performance Standards for Self-Insurers
 Code of Practice: Construction Work, December 2011
 Code of Practice: How to Manage Work Health and Safety Risks, December 2011
 Code of Practice: Work Health & Safety Consultation, Cooperation & Coordination, December 2011

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10. RELATED DOCUMENTS

WHS Contractor Management Policy
 LGAWCS Model WHS Construction Activities Guidance Checklist
 Risk assessments / JSAs, SWMS, WHS management plan
 Emergency Management Plan
 WHS Hazard Management Procedure
 Incident Register

11. REVIEW HISTORY

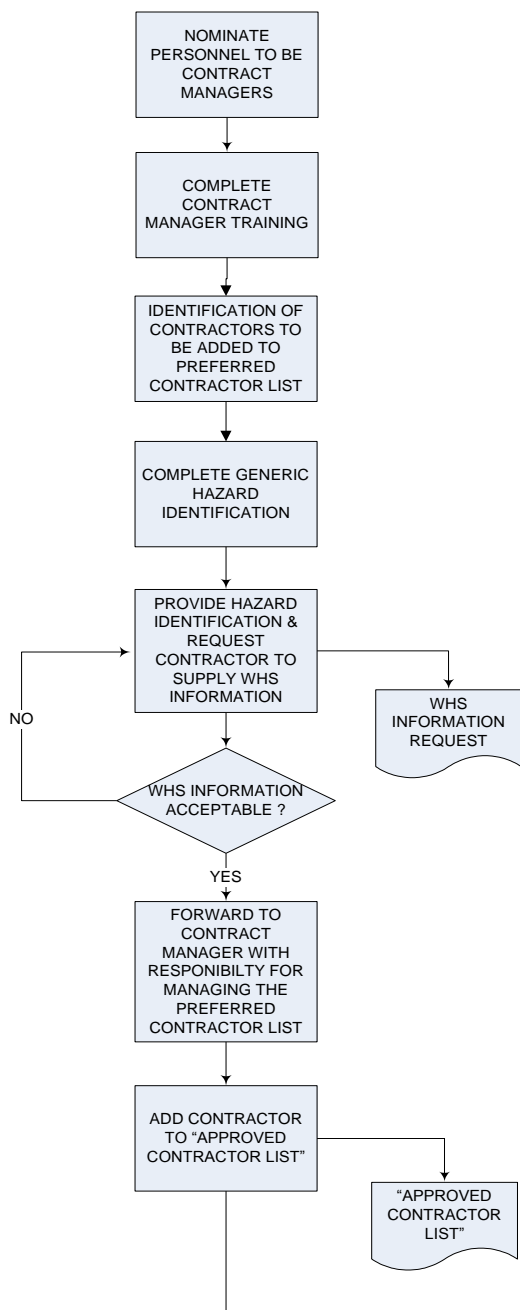
Version No:	Issue Date:	Description of Change:
1.0	17 August 2007	New Document
2.0	31 August 2010	Reformatted to One System
3.0	1 August 2011	Major change.; inclusion of Core Components; inclusion of flowchart, Reformat to One System template for Procedure Appendix 2 has minor changes to formatting; inclusion of modified instructions for section 4 regarding suggestions for controls.
4.0	22 May 2014	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate. New section on responsibility to manage contracts. Extension of the definitions section and information on engaging a contractor. Inclusion of processes and reference to the classification of construction work. Expansion of section 5 of the selection induction and monitoring tool to include SWMS example and more guidance around format and use

12. APPENDICES

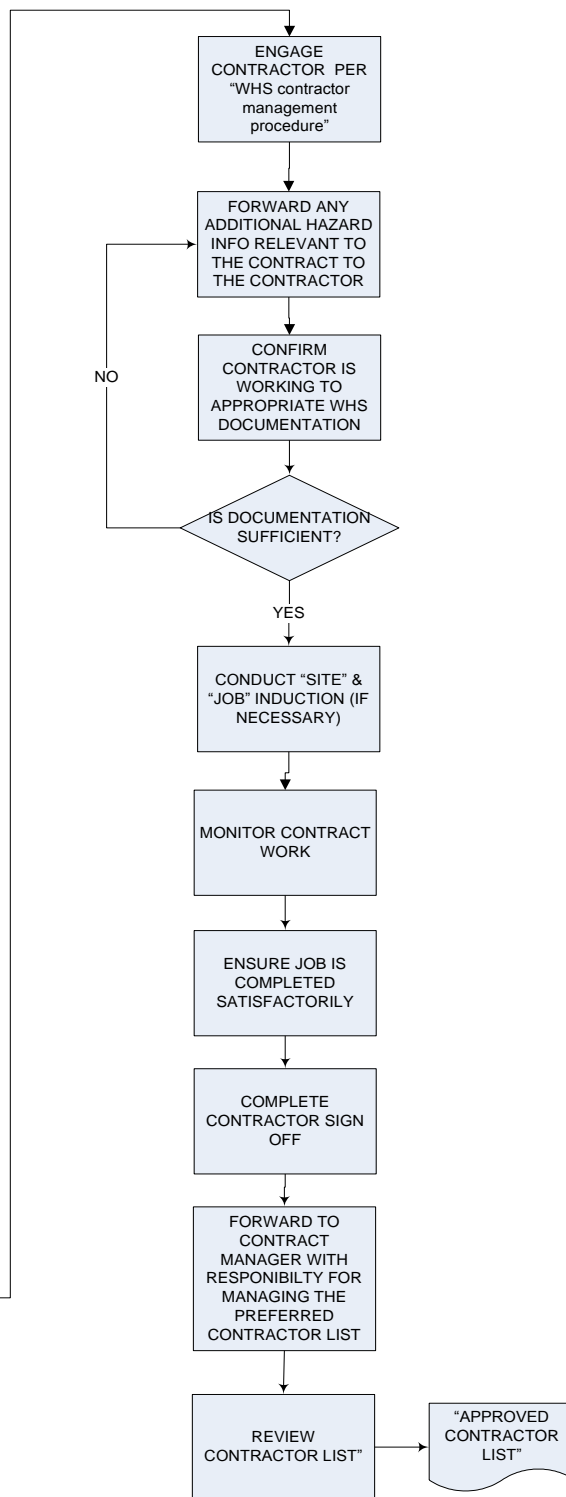
Appendix 1: Process for Adding and / or Engaging Contractor
 Appendix 2: Selection, Induction & Monitoring Documents
 Appendix 3: LGAWCS Model WHS Construction Activities Guidance Checklist

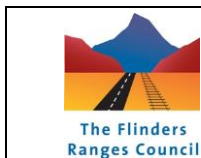
Appendix 1: Process for Adding and / or Engaging Contractor

Process for adding contractor to Preferred Contractors List



Process for engaging contractor to undertake work





WHS CONTRACTOR MANAGEMENT – SELECTION, INDUCTION & MONITORING

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Appendix 2: Selection, Induction & Monitoring Documents

1. Contractor Details

Company / Business name:					
ABN (Australian Business Number):					
Street Address:					
Postal Address:					
Contact Person:		Phone:		Fax:	
Mobile Phone:		E-mail:			
Brief description of contract:					
Period of contract:		Time - from:		to:	
Insurances / indemnity, etc.					
Public Liability:		WorkCover Registration:			

2. Contract Overview

Location of work:			
Details of contract work:			
Conditions the contractor has qualified for (circle answer)			
Construction work	High risk construction work	Construction project	Other: (describe)

3. Council Contact

Contact Person:		Phone:		Fax:	
Mobile Phone:		E-mail:			

Or in the absence of the above contact:

Contact Person:		Phone:		Fax:	
Mobile Phone:		E-mail:			

4. Hazard Identification relating to this Contract

Prior to engaging a contractor, conduct or request the contractor to conduct a hazard identification and risk assessment process in line with Council's procedures. Where there are hazardous components relating to the work or the work environment these should be identified and documented on the appropriate table regarding the relevant **Controls / Precautions**, as well as any **Licence / Permit Details**. The Contractor should be required to nominate how they will control any hazards identified by Council prior to commencing work. The Identification Table below is not all encompassing and any additional hazards identified should also be recorded with this document.

Contract manager has given contractor any information Council has in relation to hazards and risks at or in the vicinity of the workplace where the work is to be carried out

Date:

Prior to the commencement of work, the Contractor is required to confirm the **hazard/s identified**, **Controls / Precautions** and **Licence / Permit Details** as documented here.

Identification Table

HAZARDS IDENTIFIED RE THIS CONTRACT	✓	HAZARDS IDENTIFIED RE THIS CONTRACT	✓	HAZARDS IDENTIFIED RE THIS CONTRACT	✓	HAZARDS IDENTIFIED RE THIS CONTRACT	✓
Traffic / Pedestrians		Heat Source		Uneven Slippery Surface		Compressed air / Pressure / Vacuum	
Confined Space		Risk of fall		Asbestos / Lead		Soil contamination	
Remote or isolated work		Working over pit / hole		Sun, UV, Rain, Wind		Hazardous manual tasks / ergonomics	
Restricted Access		Services underground / overhead hazard		Poor Housekeeping		Plant	
Electrical		Falling Objects		Poor Lighting		Excavation/Trenching	
Fire / Explosion		Noise		Gas / Fumes		Chemical Exposure	
Mobile Plant		Welding		Hazardous atmospheres		Improper storage and use of flammables	
Lack of site security / signage for public risk		Untrained / unlicensed workers		Lack of first aid/ emergency plan			
Demolition		Diving		Working on or near live electricity			

CONTROLS / PRECAUTIONS RE THIS CONTRACT	✓	CONTROLS / PRECAUTIONS RE THIS CONTRACT	✓	CONTROLS / PRECAUTIONS RE THIS CONTRACT	✓
Physical Isolations:		Plant and Equipment:		PPE:	
Traffic Management		Scaffold		Head wear (sun hat/hard hat/welding helmet)	
Electrical		Ladder		Eye wear (sun glasses/safety glasses/ goggles / face shield)	
Gas		Forklift / forklift work box		Hearing Protection	
Water		SDS		Respirator / Mask	
Hydraulic		Elevated Work Platform		Wet weather gear	
Pneumatic				Gloves (safety/chemical /heavy duty/riggers)	
Barricading				Safety Harness	
				Spill Containment Kit	
				Safety Boots	
				Clothing (long sleeved shirt/trousers/overalls)	
				High Visibility Vest	

RECORD DETAILS OF LICENCES AND PERMITS IN THE TABLE BELOW

LICENCE / PERMIT DETAILS RE THIS CONTRACT	LICENCE / PERMIT DETAILS RE THIS CONTRACT
Work Zone Traffic Management:	Hot Work:
Confined Space:	Working at Heights:
Plant Registration and licensing :	Certificate of Competency and or White Card:
Electrician / Electrical fitter, line worker and cable joiner / Tradespeople with restricted electrical licence / Plumber and gas-fitter / Carpenter and joiner, bricklayer and builder / Refrigeration and air-conditioning mechanic / Auto-gas installer ----- Details:	Hazardous chemicals:
Other licenses or permits as required:	

5. Job Safety Analysis / Safe Work Method Statements / WHS Management Plan

Risk assessment documentation needs to be obtained from the contractor as per the following table:

Project value / type	Requirements
Less than \$250,000	Risk assessment / JSA
High risk construction work (less than \$250,000)	SWMS
\$250,000 or more (becomes a construction project)	WHS management plan (includes risk assessments/JSAs or SWMS)
High risk construction work (\$250,000 or more – is a construction project)	SWMS + WHS Management Plan

Reference the LGAWCS Model WHS Construction Activities Guidance Checklist if construction work is being undertaken, to check legislative requirements are met.

This document does not contain a WHS Management Plan template.

Job Safety Analysis (JSA)

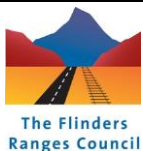
Contractors must complete a Job Safety Analysis (JSA) prior to commencing work if the contracted work does NOT involve high risk construction work and the value of the work is less than \$250,000, but involves:

- Confined Space work
- Demolition
- Diving work
- Electrical work
- Excavation
- Fall risks e.g. working in the vicinity of an edge, in or on an elevated workplace etc
- Falling objects
- Hazardous manual tasks
- Hot work
- Noise
- Remote or isolated work
- Working adjacent to moving traffic or pedestrians/public
- Working on or near live electricity
- Working over a pit/hole
- Working with hazardous chemicals, including asbestos or lead
- Working with plant

A JSA is the process of critically examining a work task and re-engineering that task to ensure that the necessary and relevant health and safety principles are followed. *(Please see the attached Job Safety Analysis (JSA) Worksheet).*

The following steps apply in a JSA:

- | | |
|---------------------------|---|
| Activity | List the tasks required to perform the activity in the sequence they are carried out |
| Hazards | Against each task list the hazards that could cause injury when the task is performed |
| Risk Control | List the control measures required to eliminate or minimise the risk of injury |
| Measures | <p>arising from the identified hazard</p> <p><i>The aim is to adopt the control measure most capable of either eliminating or minimising the risk at the source. The hierarchy of control should be applied ie elimination, substitution, isolation, engineering control, administrative (supervision, training, Safe Operating Procedure), Personal Protective Equipment (goggles, gloves, hard hat, overalls, boots).</i></p> |
| Who is responsible | Write the name of the person responsible (supervisor or above) to implement the control measure identified |



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Job Safety Analysis (JSA) Worksheet

Company name: Date: JSA No.:

Site Name: Permit to work requirement: ☐ YES ☐ NO

Contractor: Approved by:

Activity:

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed.	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.	Who is responsible? Write the name of the person responsible (supervisor or above) to implement the control measure identified.

SAFE WORK METHOD STATEMENT (SWMS)

Contractors must complete a SWMS prior to commencing the contract work if the contract work involves **high risk construction work**. Council staff should reference the WHS Construction Activities Guidance Checklist if high risk construction work is being undertaken, to check legislative requirements are met.

A SWMS sets out the work activities in a logical sequence and identifies hazards and describes control measures. The description of the process should not be so broad that it leaves out activities with the potential to cause accidents and prevents proper identification of the hazards, nor is it necessary to go into fine detail of the tasks.

The SWMS must be able to be easily read by those who need to know what has been planned to manage the risks, implement the control measures and ensure the work is being carried out in accordance with the SWMS. Relevant persons include:

- the supervisor of the high risk construction work
- the worker carrying out the high risk construction work
- the principal contractor (if it is a construction project) or the person who has management and control over the high risk construction work..

[as per COP: Construction Work, July 2012 part 4.1, p. 20]

SAFE WORK METHOD STATEMENT FOR HIGH RISK CONSTRUCTION WORK TEMPLATE

Code of Practice: Construction Work, July 2012

Recommended steps for filling out the SWMS template

1. Consult with relevant workers, contractors and health and safety representatives involved with the high risk construction work, the activities involved, and associated hazards, risks and controls.
2. In the 'What is the high risk construction work?' column, identify the high risk construction work for the construction work activity that will be undertaken.
3. In the 'What are the hazards and risks?' column, list the hazards and risks for each high risk construction work activity.
4. Identify the workplace circumstances that may affect the way in which the high risk construction work will be done.

Examples of workplace circumstances that may impact on the hazards and risks include:

- information relating to the design of the structure, the workplace (e.g. location, access, transport), and information contained in the WHS Management Plan
 - information on any 'essential services' located on or near the workplace
 - confirmation that the regulator has been advised of any 'notifiable work' (e.g. demolition work involving explosives)
 - safe work methods and plant to be used.
5. In the 'How will the hazards and risks be controlled?' column, select an appropriate control or combination of controls by working through the hierarchy of controls. It is important that you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

Selecting control measures

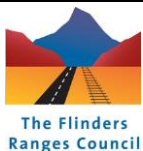
1. Eliminate the risks so far as is reasonable practicable
2. If this is not reasonably practicable, minimise them so far as reasonably practicable by applying the following hierarchy of control measures:
 - minimise the risk by doing one or more of the following:
 - substituting the hazard
 - isolating the hazard
 - implementing engineering controls
 - if the risk still remains, minimise the remaining risk by implementing administrative controls
 - if the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

SWMS compliance (information, monitoring and review)

1. Brief each team member on the SWMS before commencing work. Ensure each team member knows work is to stop if the SWMS is not followed.
2. Observe the work being carried out and monitor compliance with the SWMS. Review risk controls regularly, including:
 - before a change occurs to the work itself, the system of work or the work location
 - if a new hazard associated with the work is identified
 - when new or additional information about the hazard becomes available
 - when a notifiable incident occurs in relation to the work
 - when risk controls are inadequate or the SWMS is not being followed.

In all of the above situations stop the work, review the SWMS, adjust as required and re-brief the team.

Keep the SWMS in a readily available location for the duration of the high risk construction work and for at least 2 years after a notifiable incident occurs.



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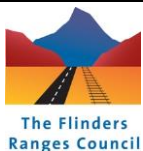
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SAFE WORK METHOD STATEMENT

[PCBU name, ABN, Office Address and Phone]		Principal Contractor (PC)	[Name, ABN, Office Address]
Work Activity:	[Job description]	Work Location:	
High Risk Construction Work:	• [list work from WHS Regulations]		
	•		
	•	Works Manager:	
	•	Contact Phone:	
	•		
	•		
Have workers been consulted about the SWMS?			

Person Responsible for ensuring compliance with SWMS		Date SWMS Provided to PC:	
Person(s) Responsible for reviewing the SWMS		Last SWMS Review Date:	
Date received:		Signature:	

Workers name		Date received:	
Workers signature			



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What are the tasks involved?	What are the hazards and risks? (What is the problem?)	What are the control measures? (Describe the control measures and how they will be used)
Think about the workplace and each stage of the work, including preparation and clean-up.		
	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?

6. Induction

Contractor: _____

**Date of
Induction:** _____

Contractor contact person: _____

Contact No.: _____

Council Superintendent: _____

Contact No.: _____

Location of Induction: _____

Location of Contract Work: _____

ITEM	DETAILS / COMMENTS	✓
How to access Council Contact person:		
Daily start and finish times:		
Access to building/s including safe entry and exit:		
Access to work area/s:		
Impact on public: (How should this be minimised?)		
Emergency plan:		
First aid:		
Reporting of incidents / accidents:		
Environmental requirements:		
Clean up of work site area: (During and at completion)		
Use of hazardous chemicals: (Safety Data Sheets)		
Noise: (Noise level readings)		
Waste disposal:		

7. Monitoring

7.1 Monitoring Hazards identified re this contract

The checklist below should be completed by transferring the identified hazards for this contract (as identified in Section 4 of this document) to the first column.

Monitoring of compliance with agreed terms of addressing these safety matters should be recorded by marking items not complying in the columns 1st Check, 2nd Check, 3rd Check and 4th Check (as determined in Item 3.3 of the WHS Contractor Management Procedure).

Corrective action to be taken should be managed in line with Council's Corrective and Preventative Action Procedure.

HAZARDS IDENTIFIED RE THIS CONTRACT	✓ Identified for this contract	X Action Requ'd 1 st Check	X Action Requ'd 2 nd Check	X Action Requ'd 3 rd Check	X Action Requ'd 4 th Check	CORRECTIVE ACTION TO BE TAKEN	Date completed
Traffic / Pedestrians							
Confined Space							
Remote or Isolated work							
Electrical							
Fire / Explosion							
Mobile Plant							
Site security / Signage							
Pressure / Vacuum							
Heat Source							
Risk of Fall							
Working Over Pit / Hole							
Services underground							
Overhead hazard							
Falling Objects							
Noise							
Welding							
Untrained/unlicensed workers							
Hazardous manual tasks							
Plant							
Uneven Slippery Surface							
Asbestos / Lead							
Sun, UV, Rain, Wind							
Poor Housekeeping							
Poor Lighting							
Gas / Fumes							
Hazardous atmospheres							
Lack of first aid / emergency plan							
Soil contamination							
Excavation / trenching							
Chemical Exposure							
Improper storage & use of flammables							
OTHER:							

7.2 Monitoring use of Controls / Precautions re this contract

The checklist below should be completed by transferring the identified hazards for this contract (as identified in Section 4 of this document) to the first column. Monitoring of compliance with agreed terms of addressing these safety matters should be recorded by marking items not complying in the columns 1st Check, 2nd Check, 3rd Check and 4th Check). Corrective action to be taken should be managed in line with Council's Corrective and Preventative Action Procedure

CONTROLS / PRECAUTIONS RE THIS CONTRACT	✓ Identified for this contract	X Action Requ'd 1 st Check	X Action Requ'd 2 nd Check	X Action Requ'd 3 rd Check	X Action Requ'd 4 th Check	CORRECTIVE ACTION TO BE TAKEN	Date completed
Physical Isolations:							
Traffic Management							
Electrical							
Gas							
Water							
Hydraulic							
Pneumatic							
Barricading							
Plant and Equipment:							
Scaffold							
Ladder							
Forklift / forklift work box							
SDS							
Elevated Work Platform							
PPE:							
Head wear (sun hat/hard hat/welding helmet)							
Eye wear (sun glasses/safety glasses/goggles/ face shield)							
Hearing Protection							
Respirator / Mask							
Wet weather gear							
Gloves (safety/chemical/heavy duty/ riggers)							
Safety Harness							
Spill Containment Kit							
Safety boots							
Clothing (long sleeved shirt / trousers / coveralls)							
High Visibility Vest							
OTHER:							

7.3 Monitoring of safety practices re this contract

Safety Practices Inspection

- 1.1 Is there evidence of risk assessment/s, SWMS or the WHS Management plan for the various project activities and tasks? ☐
- 1.2 Are there JSAs, SOPs, Work Instructions or other documented safe methods of work available? ☐
- 1.3 Have site inductions been completed and are records available? ☐
- 1.4 Have hazards to safety been identified and are they being controlled? ☐
- 1.5 Are incident / accident report forms available on site? ☐
- 1.6 Is housekeeping acceptable? (storage, safe access, slips & trips, trailing electrical cables) ☐
- 1.7 Is there a First Aid kit and /or emergency plan prepared on site appropriate to needs and someone trained where required ☐
- 1.8 Are workers licences /certificates of competency current? ☐

Safety Practices Corrective Actions:

Corrective Actions Sign Off

7.1 Monitoring Hazards identified re this contract

The corrective action indicated above has been completed.

Council Contract Superintendent: _____ Date: ____/____/____

Contractor Representative: _____ Date: ____/____/____

7.2 Monitoring use of Controls / Precautions re this contract

The corrective action indicated above has been satisfactorily completed.

Council Contract Superintendent: _____ Date: ____/____/____

Contractor Representative: _____ Date: ____/____/____

7.3 Monitoring of safety practices re this contract

The corrective action indicated above has been satisfactorily completed.

Council Contract Superintendent: _____ Date: ____/____/____

Contractor Representative: _____ Date: ____/____/____

8. Preferred Contractors

The Flinders Ranges Council has implemented a Preferred Contractors process that requires contractors to register with Council, provide Council with copies and details of any licence / permit / registration requirements, can demonstrate a commitment to Work Health and Safety and attend an annual Council Induction.

The Preferred Contractors process allows Contractors to remain on a Preferred Contractors list (*see attached Preferred Contractors Register example*) and therefore be allocated contract work on an ongoing basis.

Overall Rating for Future Contracts

In your observations is the Contractor meeting their obligations as assessed in this criteria? ☐ Yes ☐ No

Have identified Non-conformance(s) observations been discussed with the contractor? ☐ Yes ☐ No

Has the Contractor agreed to/or has rectified the non-conformance(s)? ☐ Yes ☐ No

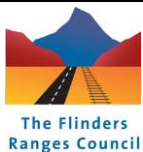
Additional Comments/Instructions:

Acceptable	CONTRACTOR RATING Opportunity for Improvement	Unacceptable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Opportunity provided for Contractor to implement / improve by addressing the WHS Management criteria, enabling the Contractors eligibility for the Preferred Contractor process to be maintained.

Allocated
Time to
rectify: _____ hours/days

Follow up
date and
time: _____ / _____ / _____ Time: _____




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Example Preferred Contractors Register Example Template

Contract Type	Company Name	Contact Person	Address Line 1	City	State	Post Code	Phone	Mobile	Fax	Email	WorkCover # OR Personal Sickness & Accident Insurance	ABN	Business Registration #	Required Licences	Drivers Licence Details & Expiry Dates	Induction Completed - Date	Own – WHS P&P or adopt FRC	Public Liability Expiry	Professional Indemnity Expiry	JSA Completed / Reviewed	Frequency of Monitoring	Permits / Licences Required

(The Preferred Contractors Register is contained within the OHS&W Master Control Register document)

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Appendix 3: LGAWCS Model WHS Construction Activities Guidance Checklist

OVERVIEW

The purpose of this checklist is to provide guidance and a tool, to confirm that the appropriate WHS legislative considerations relating specifically to construction, have been made for current and planned construction activities.

User notes

This Guidance Checklist is comprised of various parts and sub-checklists.

1. Complete **Part 'A'** first.
2. Complete **Part B only** after the checklists (1-3) have been completed. Part B is a tool for recording additional requirements and actions.
3. Complete **Checklist '1'** to determine if the current or planned construction activity **is, or is likely to be, construction work**:
 - If the activity is construction work, complete **Checklist '2'** to identify if the construction work is **high risk construction work**.
 - If the activity is construction work, but not high risk construction work, complete **Checklist '1a'** to confirm which parts of the WHS legislative framework apply to that activity.
 - If the activity is high risk construction work, complete **Checklist '2a'** to confirm which parts of the WHS legislative framework apply to that activity.
 - If the activity is a construction project with a value of more than \$250,000 complete **checklist 3** to confirm which parts of the WHS legislative framework apply to that activity (in conjunction with checklists 1, 1a, 2 and 2a as appropriate)

Principal contractors

When Council commissions a **construction project**, Council will be the *principal contractor* for the project unless:


1. Council appoints another person to be the principal contractor and
2. Authorises such person to have management or control of the workplace and discharges the duties of the principal contractor.

Principal contractors should have regard to the WHS Management Plan Guidance at **Part 'C'**.

A construction project has only one principal contractor at any specific time.


NOTE:

This guidance checklist is provided as a template support tool. As an example method for Council to confirm that appropriate considerations regarding the proposed activities and their status as construction work have been made. Council may already do this through other processes, and as such this template is provided for guidance only, and it remains Councils obligation to ensure all WHS considerations have been identified and addressed.

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DEFINITIONS

Competent Person	<p>Competent person means –</p> <ul style="list-style-type: none"> (a) For electrical work on energised electrical equipment or energised electrical installations (other than testing (R150 and 165) – a person registered to undertake work under the <i>Plumbers, Gas Fitters and Electricians Act 1995</i>; (b) For general diving work – (R174 and 177) (c) For a major inspection and testing of mobile cranes and tower cranes (R235) (d) For inspection of amusement devices and passenger ropeways (R241) (e) For design verification – a person who has the skills, qualifications, competence and experience to design the plant or verify the design (R252) (f) For a clearance inspection (R473) – a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds <ul style="list-style-type: none"> (i) A certification in relation to the specified VET course for asbestos assessor work; or (ii) A tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health (g) For any other case – a person who has acquired through training, qualification or experience, the knowledge and skills to carry out the task
Construction work	<p>Means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure [as defined by the WHS Regulations 2012 (289)(1)]</p> <p>But does not include the following:</p> <ul style="list-style-type: none"> (a) The manufacture of plant; (b) The prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work; (c) The construction or assembly of a structure that once constructed or assembled is intended to be transported to another place; (d) Testing, maintenance or repair work of a minor nature carried out in connection with a structure; (e) Mining or the exploration for or extraction of minerals. <p>[as defined by the WHS Regulations 2012 (289(3))]</p> <p>‘In connection with’ means related to or associated with construction. Contracts covering a project are a good guide to what activities are done in connection with construction.</p> <p>Examples may include:</p> <ul style="list-style-type: none"> • Work by architects or engineers in on-site offices or conducting on-site inspections, but not architects or engineers working in offices away from the construction site. • Work by a mechanic on an excavator on-site and not in an isolated service area. • Delivering building materials to different points on the site, but not making deliveries to a single designated delivery area. • Excavating for a basement garage. • Testing fire equipment on the construction site. • Supervisors and manager moving around the site to monitor work. • Surveying a site after construction has started, but not surveying a Greenfield site before construction has started. • Traffic control on a construction site. <p>Source: COP: Construction Work July 2012, p 6</p>


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Construction project	Is a project that involves construction work where the cost of the construction work is \$250,000 or more [as defined by WHS Regulations, 2012 (292), p.188]
Designers	Means a PCBU that designs a structure that is to be used as, or could reasonably be expected to be used as or at, a workplace. There may be multiple designers who are involved in the design of a structure and have the same duties, for example architects, civil engineers, electrical engineers, mechanical engineers, structural engineers and hydraulic engineers. A builder could also be considered to be a designer if they are involved in altering the design for a building, even after construction work has commenced [as defined by WHS Act 2012 (22) and explained in the COP: Construction Work July 2012, p.10]
General construction induction training	Means training delivered in Australia by an RTO for the specified VET course for general induction training.
General construction induction training card	<p>(a) In Division 2 of Chapter 6 Part 5 – a general construction induction training card issued under that Division;</p> <p>(b) In any other case – a general construction induction training card issued-</p> <p>(i) under Division 2 of Chapter 6 part 5 or under a corresponding WHS law; or</p> <p>(ii) by an RTO under an agreement between the regulator and an RTO or a corresponding regulator and an RTO.</p> <p>Note: The SA Construction Industry Occupational Health and Safety Committee and the Construction Industry have expressed a strong view that online training for this course is not acceptable to the industry in South Australia. The Code states that the course <i>has a nominal duration of 6 hours face-to-face delivery and it is expected that the construction industry will comply with the Code</i>. Construction site managers in South Australia may choose to refuse entry to a person, or require a person to be re-trained if they decide that there is a need for re-training.</p>
High risk construction work	<p>Means construction work that:</p> <p>(a) Involves a risk of a person falling more than 3 metres; or</p> <p>(b) Is carried out on a telecommunication tower; or</p> <p>(c) Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or</p> <p>(d) Involves, or is likely to involve, the disturbance of asbestos; or</p> <p>(e) Involves structural alterations or repairs that require temporary support to prevent collapse; or</p> <p>(f) Is carried out in or near a confined space; or</p> <p>(g) Is carried out in or near:</p> <p>(i) A shaft or trench with an excavated depth greater than 1.5 metres; or</p> <p>(ii) A tunnel; or</p> <p>(h) Involves the use of explosives; or</p> <p>(i) Is carried out on or near pressurised gas distribution mains or piping; or</p> <p>(j) Is carried out on or near chemical, fuel or refrigerant lines; or</p> <p>(k) Is carried out on or near energised electrical installations or services; or</p> <p>(l) Is carried out in an area that may have a contaminated or flammable atmosphere; or</p> <p>(m) Involves tilt-up or precast concrete; or</p> <p>(n) Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or</p> <p>(o) Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or</p> <p>(p) Is carried out in an area in which there are artificial extremes of temperature; or</p> <p>(q) Is carried out in or near water or other liquid that involves a risk of drowning; or</p> <p>(r) Involves diving work.</p> <p>[as defined by the Work Health and Safety Regulations 2012(291)]</p>

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Principal contractor	A PCBU that commissions a construction project is the principal contractor for the project [as defined in the WHS Regulations, 2012 (293) p. 188]. The person conducting a business or undertaking that commissions a construction project is the principal contractor, unless that PCBU engages another PCBU to be the principal contractor and authorises such person to have management or control of the workplace and discharge the duties of the principal contractor the person so engaged [as explained in the COP: Construction Work, July 2012, p.11].
Safe Work Method Statement (SWMS)	A document that records; the steps in an activity, the hazards associated with the activity, the controls required to conduct the activity safely and the method for employing such controls. (See Council's Contractor Management Procedure for an example template SWMS) In relation to high risk construction work - a safe work method statement as referred to in Regulation 299 (as revised under regulation 302)
Structure	means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes— (a) Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels); and (b) Any component of a structure; and (c) Part of a structure. [as defined in the WHS Act, 2012 –s4.] Examples of structures include: – A roadway or pathway. – A ship or submarine. – Foundations, earth retention works and other earthworks, including river works and sea defence works. – Formwork, falsework or any other structure designed or used to provide support, access or containment during construction work. – An airfield. – A dock, harbour, channel, bridge, viaduct, lagoon or dam. – A sewer or sewerage or drainage works.
WHS management plan	A document which records the significant (Prescribed) information relating to WHS for a construction project. (See part C of this document for guidance on a WHS management plan) As required and prescribed under Chapter 6, Part 4 of the WHS Regulations 2012 Note: this regulation commences on 1 January 2014

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Part A

Council Name	
Department initiating activity	
Person/s responsible for activity	
Internal:	
External (This may be the nominated principal contractor):	
Descriptor of activity being reviewed (Include project name if applicable)	Location of activity
Value of activity (or project)	Proposed dates for activity
Person completing this review	Date of review
Location of reference documents (Insert file name and path or physical locations of any documents (Such as project files etc) that are used as reference in completing this checklist)	

Part B

Complete **Part B** only after the checklists (1-3) have been completed

Outcome of review (Provide the key information here that has come out of the review i.e. whether the activity is construction work, high risk construction work or construction project)		
Identify the major safety risks & corresponding control measures		
Identify additional training needs, licences & competent training personnel		
Summary of next steps and person responsible. (Document here the actions identified from completion of the appropriate checklists in this document that need to be completed in order to safely manage the activity, who is responsible for the action and when it needs to be completed by). (Actions may be included in the organisations corrective and preventative action registers).		
Action required	Person responsible	Completion date

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PART C: WHS Management Plan

All construction projects must have a written WHS Management Plan prepared by the principal contractor.

The WHS Management Plan must include:

- The names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the construction project.
- The arrangements in place between any persons conducting a business or undertaking at the workplace for consultation, cooperation and coordination of activities in relation to compliance with their duties under the WHS Act and Regulations.
- The arrangements in place for managing any work health and safety incidents that occur.
- Any site-specific health and safety rules and the arrangements for ensuring that all persons at the workplace are informed of these rules, and
- The arrangements to collect and assess, monitor and review the SWMS.


The WHS Management Plan may include the following information:

- Details of the person commissioning the construction work, for example their name, ABN (if available) and address.
- Details of the principal contractor.
- Details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the WHS management plan will cover.
- Details on how contractors and subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the WHS management plan such as checking on the performance of contractors and subcontractors and how non-compliance will be handled.
- Details on how the risks associated with falls, falling objects and any high risk construction work that will take place on a construction project will be managed.

It may also include information on:

- The provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage.
- The safe use and storage of plant.
- The development of a construction project traffic management plan.
- Obtaining and providing essential services information
- Workplace security and public safety.
- Ensuring workers have appropriate licences and training to undertake the construction work.

Source: COP: Construction Work July 2012, pp.24-25

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CHECKLIST 1: CONSTRUCTION WORK

Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.

Is there any installation or testing carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure?	<input type="checkbox"/>
(Insert detail of intended activity that meets above requirement)	
Will there be removal from the workplace of any product or waste resulting from demolition?	<input type="checkbox"/>
(Insert details of waste from demolition)	
Will the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work, be done? (Note this only applies if, as part of your project, an area has been set up to prefabricate or test elements to be used in the project)	<input type="checkbox"/>
(insert details)	
Is there the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure?	<input type="checkbox"/>
(insert details)	
Is there installation, testing or maintenance of an essential service in relation to a structure?	<input type="checkbox"/>
(insert details)	
Is there any work connected with an excavation? (See excavation and trenching procedure for specifics on managing this type of work)	<input type="checkbox"/>
(insert details)	
Is there any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure?	<input type="checkbox"/>
(insert details)	
Will any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure be carried out on, under or near water, including work on buoys and obstructions to navigation?	<input type="checkbox"/>
(insert details)	
Is there any other activity being undertaken in connection with any construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure that has not been covered by the above?	<input type="checkbox"/>
(Insert Details)	

If any box has been checked, the work is construction work and you should assess if it is high risk construction work by completing checklist 2.

If the activity is not high risk construction work, confirm that all appropriate considerations for construction work have been made by completing checklist 1a


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CHECKLIST 2: HIGH RISK CONSTRUCTION WORK

Do any of the following apply to this activity? Check box if undertaking any of the activities listed below and complete details.

Does the work involve a risk of a person falling more than 3 metres? (See Prevention of falls procedure for specifics on managing this type of work)	<input type="checkbox"/>
Is the work carried out on a telecommunication tower?	<input type="checkbox"/>
Does it involve demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure?	<input type="checkbox"/>
Does it involve, or is it likely to involve, the disturbance of asbestos?	<input type="checkbox"/>
Does it involve structural alterations or repairs that require temporary support to prevent collapse?	<input type="checkbox"/>
Is it carried out in or near a confined space? (See Confined Space procedure for specifics on managing this type of work)	<input type="checkbox"/>
Is it carried out in or near— (i) a shaft or trench with an excavated depth greater than 1.5 metres; or (ii) a tunnel? (See Excavation and Trenching procedure for specifics on managing this type of work)	<input type="checkbox"/>
Does it involve the use of explosives?	<input type="checkbox"/>
Is it carried out on or near pressurised gas distribution mains or piping?	<input type="checkbox"/>
Is it carried out on or near chemical, fuel or refrigerant lines?	<input type="checkbox"/>
Is it carried out on or near energised electrical installations or services? (See Electrical Safety procedure for specifics on managing this type of work)	<input type="checkbox"/>
Is it carried out in an area that may have a contaminated or flammable atmosphere?	<input type="checkbox"/>
Does it involve tilt-up or precast concrete?	<input type="checkbox"/>
Is it carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians? (See Work Zone Traffic Management procedure for specifics on managing this type of work)	<input type="checkbox"/>
Is it carried out in an area at a workplace in which there is any movement of powered mobile plant? (See Plant procedure for specifics on managing plant)	<input type="checkbox"/>
Is it carried out in an area in which there are artificial extremes of temperature?	<input type="checkbox"/>
Is it carried out in or near water or other liquid that involves a risk of drowning?	<input type="checkbox"/>
Does it involve diving work?	<input type="checkbox"/>


If any box has been checked, the work is High risk construction work and you should confirm that all appropriate considerations have been made by completing checklist 2a

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CHECKLIST 1a: CONSTRUCTION WORK

Considerations and controls where there is no high risk construction work

Who has management control of the workplace? Council project manager or contract manager External PCBU	<input type="checkbox"/> <input type="checkbox"/>		
Who is the designer for this project? (insert name and details – this could be internal or external) Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).	<input type="checkbox"/>		
Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out? (insert name and details) (Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure. If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design. Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the principal contractor). Designers safety report received _____ Date _____	<input type="checkbox"/>		
Competent workers selected	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Licences current and available including general construction induction training card (white card)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments /JSAs completed, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments /JSAs obtained from contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessments /JSAs obtained have been checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid provisions in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan developed and tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation, cooperation and coordinating of activities with other duty holders is in place and agreed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation with workers and their representatives in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site secured from unauthorised access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work zone traffic management requirements determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A

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CHECKLIST 1a: CONSTRUCTION WORK

Considerations and controls where there is no high risk construction work

Public safety issues managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services and provided to workers, principal contractor and subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services available for inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written reports from geotechnical engineers or other competent persons obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits for work required? (List permits here) Responsibility for obtaining permits (insert name and details)	Yes <input type="checkbox"/>	No <input type="checkbox"/> <input type="checkbox"/>	
Electrical equipment and installations comply with Australian Standard AS/NZS 3012:2010 <i>Electrical installations - Construction and demolition sites.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Relevant signage is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes in place for monitoring and review of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other free text insertion	<input type="checkbox"/>		

If any of the above considerations have not been addressed or documented appropriately, insert an action in part B




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CHECKLIST 2a: HIGH RISK CONSTRUCTION WORK

Considerations and controls where there is High risk construction work

<p>What aspect of this construction work poses a high risk?</p> <p>What control measures are in place in respect of this risk?</p>							
<p>Who has management control of the workplace?</p> <p>Council project manager or contract manager</p> <p>External PCBU</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>						
<p>Who is the designer for this project?</p> <p>(insert name and details – this could be internal or external)</p> <p>(Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).</p>	<p><input type="checkbox"/></p>						
<p>Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out?</p> <p>(insert name and details)</p> <p>(Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure.</p> <p>If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design.</p> <p>Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the principal contractor).</p> <p>Designers safety report received _____ Date _____</p>	<p><input type="checkbox"/></p>						
<p>Competent workers selected</p>	<table border="1"> <tr> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	N/A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<p>Licences current and available including general construction induction training card (white card)</p>	<table border="1"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					


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	Yes	No	N/A
SWMS prepared, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS obtained from contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for making sure all SWMS' for high risk construction work developed by contractors are consistent with each other and appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Workers trained in SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS available to all persons carrying out high risk construction work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the SWMS is revised:			
Responsibility allocated to make sure all previous versions are retained	<input type="checkbox"/>		
All person advised that revision made to SWMS and how they can access the revised SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy given to principal contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All workers provided with relevant information and instruction to enable them to understand and implement SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWMS easily accessible at workplace where work is being carried out or able to be promptly delivered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First aid provisions in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency plan developed and tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation, cooperation and coordinating of activities with other duty holders in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes for consultation with workers and their representatives in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site secured from unauthorised access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work zone traffic management requirements determined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public safety issues managed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services and provided to workers, principal contractor and subcontractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information available re underground essential services available for inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written reports from geotechnical engineers or other competent persons obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permits for work required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(List permits here)			
Responsibility for obtaining permits assigned	<input type="checkbox"/>		
(insert name and details)			

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	Yes	No	N/A
When excavation work is being undertaken, the frequency of inspections of soil condition and the state of shoring, battering and trench walls have been determined and documented as part of the risk assessment process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment and installations comply with Australian Standard AS/NZS 3012:2010 <i>Electrical installations - Construction and demolition sites</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relevant signage is in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Processes in place for monitoring and review of work including making sure SWMS is complied with	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other free text insertion	<input type="checkbox"/>		

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CHECKLIST 3: CONSTRUCTION PROJECT:

Value \$250,000 or more , may or may not include high risk construction work

Does anything in this project qualify as high risk construction work? YES / NO (if no, ensure Checklist 1a has been completed. If yes, include details and ensure checklist 2a has been completed)	1a <input type="checkbox"/> 2a <input type="checkbox"/>		
Who is the principal contractor? Council project manager or contract manager (insert name)	<input type="checkbox"/>		
External PCBU (insert name and details)	<input type="checkbox"/>		
If external PCBU – contract specifies who is principal contractor	<input type="checkbox"/>		
Information has been given to principal contractor in relation to hazards and risks at or in the vicinity of the workplace?	<input type="checkbox"/>		
Who has management control of the workplace? Council project manager or contract manager External PCBU	<input type="checkbox"/> <input type="checkbox"/>		
Who is the designer for this project? (insert name and details – this could be internal or external) (Regulation 294 of the SA WHS Regulations 2012 requires the person who commissions construction work to consult with the designer about how to ensure that risks to health and safety arising from the design, during construction work are eliminated so far as is reasonably practicable or if that is not reasonably practicable, to minimise the risks so far as is reasonably practicable).	<input type="checkbox"/>		
Who is responsible to consult with designer and provide any information Council has in relation to the hazards and risk where the construction work is to be carried out? (insert name and details) (Regulation 295 of the SA WHS Regulations 2012 requires the designer of the structure or any part of a structure that is to be constructed to provide the PCBU who commissioned the design, a written (safety) report that specifies the hazards relating to the design of the structure. If the PCBU who commissions a construction project did not commission the design of the construction project, the person must take all reasonable steps to obtain the written (safety) report in relation to that design. Regulation 296 of the SA WHS Regulations 2012 also requires any information the person who commissions the project has in relation to hazards and risks at or in the vicinity of the workplace where the construction work is being undertaken to be provided to the principal contractor).	<input type="checkbox"/>		
Designers Safety report received _____ Date _____	<input type="checkbox"/>		
WHS Management plan prepared, or (see page 6 for details of what is required within a WHS management plan)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WHS Management plan prepared and/or obtained from contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility allocated for checking that all persons have returned from their tasks at the end of the day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other free text insertion	<input type="checkbox"/>		

If any of the above considerations have not been addressed or documented appropriately, insert an action in part B.