

# Contractor Management Plan

SAMPLE

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## Purpose and Scope

This Contractor Management Plan sets out how [Company Name] will manage work health and safety (WHS) risks associated with engaging and managing contractors. It provides a systematic approach to planning, selecting, inducting, supervising and reviewing contractors to ensure that all contracted work is performed safely and in accordance with WHS legislation, relevant codes of practice and [Company Name] policies.

This plan applies to:

- All contractors and subcontractors engaged by [Company Name]
- All workers of [Company Name] who engage, manage or work alongside contractors
- All locations under the management or control of [Company Name], including client sites where [Company Name] has WHS duties in relation to contracted work

The plan covers:

- Pre-engagement planning and risk assessment
- Contractor selection and evaluation
- WHS requirements in contracts
- Induction and consultation arrangements
- Supervision, monitoring and performance management
- Incident management and emergency arrangements
- Review and continuous improvement of contractor management

## WHS Legislative Framework

[Company Name] recognises its primary duty of care under relevant Work Health and Safety Acts and Regulations in each state and territory in which it operates. As a person conducting a business or undertaking (PCBU), [Company Name] must ensure, so far as is reasonably practicable, the health and safety of workers and others who may be affected by contracted work.

Key legislative concepts relevant to contractor management include:

- **PCBU:** Both [Company Name] and contracting entities may be PCBUs with concurrent duties.
- **Officers:** Company officers must exercise due diligence to ensure the PCBU complies with its WHS duties, including in relation to contractor management.
- **Workers:** Contractors and subcontractors engaged by [Company Name] are considered workers for WHS purposes when carrying out work for [Company Name].

- **Consultation, cooperation and coordination:** PCBUs with shared duties must consult, cooperate and coordinate activities to ensure WHS risks are managed effectively.

[Company Name] will ensure this Contractor Management Plan aligns with:

- Applicable Work Health and Safety Acts and Regulations in the relevant jurisdiction/s
- Relevant Safe Work Australia Codes of Practice (e.g. Managing the Risk of Falls, Confined Spaces, Hazardous Manual Tasks, Construction Work)
- Australian Standards and industry guidelines relevant to the work being contracted

## Roles and Responsibilities

### Officers

Officers of [Company Name] must exercise due diligence to ensure that appropriate contractor management systems are in place and effectively implemented. This includes:

- Ensuring resources and processes are available to manage WHS risks associated with contractors
- Ensuring there are effective processes to receive, consider and respond to information about contractor WHS performance
- Verifying that the Contractor Management Plan is implemented, monitored and reviewed

### Senior Management

Senior managers are responsible for ensuring that this Contractor Management Plan is implemented within their area of control. Responsibilities include:

- Ensuring all managers and supervisors understand and apply this plan
- Approving contractor engagement where significant WHS risks are present
- Ensuring adequate supervision and resources for contractor oversight
- Addressing non-conformance by contractors, including suspension or termination of contracts where necessary

### Managers and Supervisors

Managers and supervisors who engage or oversee contractors must:

- Apply the pre-engagement planning and risk assessment process
- Ensure appropriate WHS criteria are included in tender and selection processes
- Confirm contractor WHS documentation is obtained, assessed and approved before work commences
- Conduct or arrange site-specific inductions for contractors

- Monitor contractor work to verify compliance with agreed WHS requirements
- Stop work where unsafe conditions or behaviours are observed
- Participate in incident investigations involving contractors

## WHS Personnel

WHS personnel (where appointed) will support contractor management by:

- Assisting with WHS risk assessments for contracted work
- Reviewing contractor WHS documentation for adequacy
- Providing advice on appropriate controls and safe work methods
- Supporting the development and delivery of contractor inductions
- Conducting WHS inspections and audits involving contractors
- Analysing contractor WHS performance data and recommending improvements

## Procurement / Contracts Personnel

Personnel involved in procurement and contract management must:

- Incorporate WHS requirements into tender documents and contracts
- Ensure WHS criteria are used in contractor selection and evaluation
- Ensure contractual arrangements support effective WHS management (e.g. access for audits, reporting requirements, right to suspend work)
- Maintain records of contractor WHS documentation and performance

## Contractors and Subcontractors

Contractors and subcontractors engaged by [Company Name] must:

- Comply with WHS legislation, relevant codes of practice and [Company Name] policies and procedures
- Provide requested WHS documentation prior to commencing work
- Ensure all workers are competent, licenced (where required) and trained for the tasks they perform
- Develop and implement safe work method statements (SWMS), job safety analyses (JSAs) or equivalent for high-risk work
- Participate in [Company Name] inductions, consultation processes and toolbox talks
- Report hazards, incidents, near misses and injuries promptly
- Cooperate with WHS inspections, audits and incident investigations

## Workers of [Company Name]

Workers of [Company Name] who interact with contractors must: