

Implementation Guide OHS Contractor Management Procedure

Background



The purpose of the OHS contractor management procedure is to describe the processes and management accountabilities to ensure that all contractors, engaged by the City of Greater Dandenong (CGD) have health and safety systems and processes in place that are appropriate to the type of work and the level of risk.

Responsibilities



- Managers
- Coordinators
- Supervisors
- Team Leaders

Actions



- Ensure contractors and sub-contractors are assessed by contractor superintendents and responsible officers in accordance with the OHS contractor management procedure
- Ensure the selection of a contractor, with appropriate OHS systems, is in compliance with OHS legislation.
- Communicate OHS contractor management procedure to all employees in your local area

Evidence / Records



- Records of health and safety induction for contractors
- Records of contractor assessments conducted by the organisation
- Minutes of meetings that record discussion of contractor health and safety management
- Minutes of contract review meetings that record discussion of health and safety issues
- Audit reports of contractor safety performance

Questions



- Can the relevant contract manager/purchasing officer describe how the purchasing specifications are determined?
- Can the contract manager explain the process for selection of contractors?
- Have the contractors completed necessary approvals to work on site?

If you require further information or assistance, please contact a member of the OHS Team:

Mark Perrett (Team Leader Risk Management and OHS) – 8571 5177

Anthony Jurkov (Health and Safety Consultant) – 8571 5276