



Contractor Management

The Issue – Independent Contractors

On occasion it may be necessary for St. Joseph's to engage outside independent contractors to perform specific tasks.

Independent contractors are not employees of St. Joseph's. They in fact run their own businesses and invoice St. Joseph's for the services they provide.

Contractors present special problems with respect to workplace safety and are statistically more likely to be injured at work than employees. This appears, at least in part, to be because they are not generally subject to the same levels of site-specific training and are less familiar with workplace procedures because of the short-term nature of their engagement.

St. Joseph's Policy

St. Joseph's is committed to providing a safe workplace for all workers, including independent contractors.

It is our policy that:

All independent contractors execute agreements that specify mutual obligations with respect to Occupational Health and Safety and Workers Compensation insurance; and

Tasks to be performed by the contractor be reviewed and the contractor be provided with any workplace safety information that relates to the specific tasks the contractor is likely to undertake.

Contractor Documentation

St. Joseph's should obtain the following documentation before the commencement of work by a contractor:

- An executed agreement that specifies mutual obligations with respect to Occupational Health and Safety and Workers Compensation insurance;
- Copies of any relevant licences/qualifications, which may include labour hire, trade and asbestos removal licences;
- Copies of any safe work method statements where relevant; and
- Copies of workers compensation insurances.



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Information for Contractors

St. Joseph's should also provide to the contractor information relating to:

Identification of any known risks and hazards and their treatment or control (e.g. emergency evacuation and first aid procedures);

Any standards of behaviour or requirements such as confidentiality;

Name/s of relevant contact people; and

Site induction.

To assist with this process we have developed a Contractors' Safety Information Guide which should be provided to relevant contractors.

Procedures

The Catholic Education Office will maintain a list of contractors who regularly undertake maintenance or improvements at St. Joseph's. These contractors will be advised in writing of the requirements of all relevant St. Joseph's requirements, including the following policies:

Contract Management Policy

Electrical Use Policy

Working at Heights Policy

Contractors' Responsibility

Contractors are responsible for carrying out their duties in a safe manner and must:

Confirm with the Director's nominee that they are in receipt of all necessary information regarding the task;

Provide a copy of their Safety Management plan and complete a Job Safety Analysis if applicable;

Provide copies of licences & permits;

Provide a copy of currency of WorkCover Certificate and public liability; and

Perform a risk assessment to ensure the work place is free of hazards.

During the work the Director's nominee will ensure (as far as is practicable) that the work is being completed safely in accordance with this policy. On completion of work, the Director's nominee will inspect it to ensure it has been completed satisfactorily (as far as can be determined), and the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

Implementation

This policy is implemented through a combination of:

Staff and contractor training;

Effective consultation and notification procedures;

Effective record keeping; and

Initiation of corrective actions where necessary.

Related Policies

Emergency Response Policy

Evacuation Procedures

First Aid Policy