

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 4 – Contractor Safety Management

1. PURPOSE

This procedure defines requirements to ensure that all work performed by Contractors and Sub-Contractors on QSCU sites / branches, is carried out in a manner which does not present an unacceptable safety or health risk.

2. MANDATORY REQUIREMENTS

1. Evidence of past OHS&R performance and commitment to management of OHS&R shall be included in the selection criteria for Contractors, commensurate with the risk associated with the work to be performed, the hazards present in the work area and the degree of supervision to be provided.
2. The OHS&R implications of all aspects of the work to be performed by contractors and sub-contractors shall be considered (ie. Via a permit to work and or a hazard control plan) and relevant matters relating to the management of OHS&R issues shall be specifically included in any contract, and sub-contracts where applicable
3. Contractors and Sub-Contractors shall be checked to ensure they are appropriately insured, licensed, authorised and technically competent to carry out the work to be performed.
4. Contractors shall be required to provide all relevant information regarding the OHS&R implications of the work they will perform.
5. Contractors and Sub-Contractors shall receive appropriate induction training or site OHS&R information prior to commencement of work.
6. Contractors and Sub-Contractors shall demonstrate that relevant equipment i.e. portable electrical equipment has been appropriately inspected and tested prior to starting work.
7. Contractors shall, where applicable, sign a permit to work prior to beginning work and shall be periodically reviewed throughout the work.
8. All OHS&R incidents arising from Contractors and Sub-Contractors activities shall be reported and investigated by the contractor and the Company.
9. OHS&R training records shall be retained indefinitely.
10. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with this procedure

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4. REFERENCE DOCUMENTATION

- A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

5. FORMS

- A. CONTRACTOR PRE-SELECTION CHECKLIST
- B. HAZARD CONTROL PLAN

UNCONTROLLED DOCUMENT