

Contractor Engagement & WHS Compliance Guidelines

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Overview

The guidelines set out the requirements for engaging contractors (On behalf of Bodies Corporate) and Work Health & Safety that apply whilst carrying out works on Strata, Community & Owners Corporation sites.

Whittles Contractor Engagement & WHS/OHS Compliance Guidelines should be used in conjunction with all relevant state or territory WHS/OHS legislation, Codes of Practice, Standards & any other relevant Governing Body Publications.

As an accredited contractor, we regard you as a professional/competent company/person in your trade or area of expertise and that you will ensure health and safety accordingly.

Contractor Engagement

1.1 Principal Contractor

Contractors engaged by Whittles on behalf of Bodies Corporate to carry out works authorises the contractor to have management or control of the workplace and to discharge the duties of a principal contractor as per state and territory legislation.

1.2 Pre-Qualification Requirements for Registration

Prior to registration and/or commencing works contractors will provide Whittles with supporting evidence of.

- Copies of company WHS/OHS, Quality and Environmental policies.
- Documentation utilized to eliminate and minimize risk for the workplace and activities.
- Where appropriate copy of WHS/OHS Management Plan
- Copies of Public Liability and, where applicable, Indemnity insurance.
- Copies of applicable licenses, qualifications and certificates.
- Copies of Workers Compensation.

Note: Workers compensations may be subject to minimum remuneration requiring registration. Cross border arrangements are applicable to workers compensation, therefore multiple state or territory insurance may be required.

Work Health & Safety

2.1 Person Conducting a Business or Undertaking (PCBU)

Business entity conducting the activities of the business or undertaking. It can be a company or organisation, an association, the partners (collectively) in a partnership, a government department or authority, an independent school or university, a builder (including principal contractors and sub-contractors) or a sole trader.

2.2 Principal Contractor

A principal contractor is also a PCBU and must be aware of the WHS duties that apply to all PCBUs. The person with management or control of a workplace must ensure, so far as is reasonably practicable, that the workplace, the means of entering and exiting the workplace and anything arising from the workplace are without risk to the health and safety of any person

2.3 Management of risks to health and safety

Contractor must manage risks associated with the work place in accordance with state and territory legislation.

2.4 Security of Workplace

Contractors in control of a workplace must ensure, so far as is reasonably practicable, that the workplace is secured from unauthorised access.

Contractors shall utilise signs, barriers and warning systems or other means where work is likely to present potential hazards.

2.5 Incident Notification

Contractors shall immediately report all notifiable incidents to the relevant state or territory governing authority and Whittles.

Contractors shall use their own reporting procedures for WHS compliance.

2.6 Electrical

A qualified and licenced electrician using appropriate PPE will do all electrical works in accordance with the current Codes, Standards and regulations. Equipment shall be de-energized and lockout/tag out company procedures implemented prior to working on equipment.

2.7 Skills and Competencies

Contractor's employees shall be appropriately qualified, trained, instructed and supervised in all task and duties relevant to the contract works.

2.8 Personal Protective Equipment (PPE)

Contractors shall ensure that all necessary PPE relevant to the contract works is provided, maintained and used correctly.

Contractors shall ensure their employees are trained in the correct use of the PPE.

2.9 Sub-Contractors

Principal Contractors shall be responsible for

- Site induction of sub-contractors
- Sub-Contractors have a WHS system in place in accordance with state and territory WHS legislation
- Sub-Contractors are suitably qualified/trained for the work to be performed.
- Monitor sub-contractors work in a safe manner.

2.10 Plant and Equipment

Contractors shall keep a register of all plant and equipment inspections carried out during the contracted works and users are appropriately licenced and trained in the use of plant and equipment.

2.11 Risk Assessments and hazards

Contractors shall conduct Job Safety Analysis (JSA) or Safe Work Method Statements (SWMS) of the workplace and activities prior to commencing works.

Contractors shall ensure all workers know the hazards and control measures associated with the workplace and activities, and that other people are adequately warned of potential hazards through signage, barriers or other means as appropriate in accordance with relevant legislation and codes of work.

JSA's and SWMS's are to be provided to Whittles on completion of works, payment of invoice conditional to the receipt of JSA's or SWMS's.

2.12 Safe Work Method Statements

Principal contractors carrying out high risk construction work must, before the high risk construction work commences, complete a site specific safe work method statement and provide a copy to Whittles.

2.13 Hazardous Substances

Contractors who bring hazardous chemicals or dangerous goods onto site are required to have the following.

- Work procedures for the safe storage, use and disposal
- All workers to be trained in the use of the hazardous chemicals or dangerous goods.
- A copy of current safety data sheet (less than 5 years old) and risk assessment for the use of the hazardous chemicals or dangerous goods

2.14 Working at Heights

All work at heights or on roofs to be performed in accordance with the relevant state or territory legislation and codes of practice for working at height in a safe manner.

Contractors must ensure they have undergone appropriate training for the use, selection and maintenance of fall arrest and prevention devices.

Contractors are responsible for the training and instruction for their employees and ensuring sub-contractors are also trained and suitably qualified.

2.15 Emergency procedures

Contractors shall have emergency procedures in place and all employees, subcontractors and visitors are made aware and trained if necessary prior to entering site.

2.16 Housekeeping

Contractor are to maintain a high standard of housekeeping on site and remove all debris and waste resulting from contractor activity on site.

Stairways, passages and safety egress paths are to be kept clear of obstructions at all times and work areas barricaded and signed warning of hazards and access by authorised persons only.

2.17 Construction Works

Construction work 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.

The term 'demolition' includes 'deconstruction'.

Construction work does not include testing, maintenance or repair work of a minor nature carried out in connection with a structure.

2.18 High Risk Construction Works

High risk construction work means construction work that:

- Involves a risk of a person falling more than 2 m; or
- Is carried out on a telecommunication tower; or
- Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure; or
- Involves, or is likely to involve, the disturbance of asbestos; or
- Involves structural alterations or repairs that require temporary support to prevent collapse; or
- Is carried out in or near a confined space; or
- Is carried out in or near: A shaft or trench with an excavated depth greater than 1.5 m or a tunnel; or
- involves the use of explosives; or
- Is carried out on or near pressurized gas distribution mains or piping; or
- Is carried out on or near chemical, fuel or refrigerant lines; or

- Is carried out on or near energized electrical installations or services; or
- Is carried out in an area that may have a contaminated or flammable atmosphere; or
- Involves tilt up or precast concrete; or
- 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
- Is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- Is carried out in an area in which there are artificial extremes of temperature; or
- Is carried out in or near water or other liquid that involves a risk of drowning; or
- Involves diving work.

| **2.19 Construction Project**

A construction project is a project that involves construction work where the cost of the construction work is equal to or greater than the trigger value set by the relevant state or territory legislation.

Appendix A

Accredited Contractor Evaluation Form

Company Details			
Company Name			
Director			
Email		Phone	
Brief discretion of service your company can provide			
No of Employees		Years Company Established	
Does your company use sub-contractors or labour hire workers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has your company any convictions under state or territory WHS Act and Regulations. If Yes provide details	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
DRAFT USE			
Do you have Public Liability Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	PLEASE PROVIDE CURRENT CERTIFICATE OF CURRENCY
Do you have Indemnity Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	PLEASE PROVIDE CURRENT CERTIFICATE OF CURRENCY
Do you have Worker Compensation Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	PLEASE PROVIDE CURRENT CERTIFICATE OF CURRENCY
(SOLE TRADERS) Do you have Personal Accident Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	PLEASE PROVIDE CURRENT CERTIFICATE OF CURRENCY
Certificate, licenses, qualifications applicable to the services your company provides	PLEASE PROVIDE COPIES		



WHS	
Your company has a WHS policy statement	<input type="checkbox"/> Yes <input type="checkbox"/> No PLEASE PROVIDE DATED AND SIGNED POLICY
Your company has a process to risk assess the workplace and activities for hazards to eliminate or reduce risk	<input type="checkbox"/> Yes <input type="checkbox"/> No PLEASE PROVIDE SAMPLE OF RISK ASSESSMENT
Does your company carry out high risk work activities as defined in WHS legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company carry out construction works as defined in state and territory WHS legislation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your company has a process in place to train, induct, instruct and consult with employees and sub-contractors or labour hire and maintain records.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unless otherwise advised your company accepts the role of principal contractor for the workplace for the period of contract works.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

1. I understand my responsibilities to maintain a safe work environment for workers and public.
2. Abide by the relevant State or Territory Work Health & Safety Acts/Regulations, Codes of practice.
3. Have read Whittles Contractor Engagement & WHS Compliance Guidelines.
4. All contract works comply with the current Codes, Standards and local governing body requirements.

Name _____

Position _____

Signature _____

Date _____


Note: Declaration must be signed by the company Director. Easier

Office Only:-

Reviewed <input type="checkbox"/>	Date: _____	Approved <input type="checkbox"/>	Date: _____
Review comments			

Appendix B

High Risk Construction Work Contractor Checklist



Whittles
Strata and Community Title Services

High Risk Construction Project Contractor Checklist

Under State & Territory *Work Health and Safety Acts & Regulations*, contractors have a duty to take reasonable care for their own health and safety at the workplace. Contractors must also ensure their activities do not negatively affect the health and safety of others.

As a contractor attending Strata & Community sites, we regard you as a professional/ competent company/person in your trade or area of expertise and that you will ensure health and safety accordingly.

Contractor business name:			
ABN:			
Location of work:			
Summary of contractor work to be undertaken:			
General	Yes	No	Comments
Do you have workers compensation insurance for all workers?			
Are you and/or your workers appropriately trained, licensed, qualified to conduct the work activities?			
Have you made provisions for first aid training and equipment on site?			
Have you and your workers conducted a site risk assessment or site induction?			
Have relevant workers read and understood all specific site policies or procedures?			
Have arrangements been made for site access and site security?			
Have/will you ensure consultation with other contractors on site? (if applicable)			
Have/will you ensure that appropriate PPE is provided to all persons who may be exposed to a hazard?			
Do you and your workers understand site emergency plans and procedures?			
Work Equipment	Yes	No	Control measures and/or comments
Has all your work equipment undergone and passed all relevant inspection and maintenance requirements?			
Are all tools and equipment that you bring to site 'fit for purpose'?			
Has all electrical equipment be appropriately tested by a competent person and results recorded?			
Is all your machinery and equipment registered by the appropriate authority (if applicable)			
Other, please specify			

Hazardous Substances	Yes	No	Control measures and/or comments
Will you be introducing any hazardous chemicals or substances to the work site?			
Have all workers using, handling or storing hazardous chemicals or substances appropriately trained?			
Do you have safety data sheets (SDS)?			
Other, please specify			
Personal Protective Equipment	Yes	No	Control measures and/or comments
Has/will all relevant PPE been provided?			
Have workers using the PPE been trained to use it correctly?			
Other, please specify			
High Risk Construction Work	Yes	No	Control measures and/or comments
Have all legislated requirements been met to undertake high risk construction activities?			
Are all workers appropriately trained to undertake High Risk Construction Work?			
Do all workers undertaking High Risk Construction Work understand and agree to comply with relevant Safe Work Method Statements?			
Additional	Yes	No	Control measures and/or comments
List or detail any additional considerations (such as):			
Site or company policies			
Risk assessments			
Emergency procedures			
Communicable diseases			
Record keeping requirements			
Notification requirements			

Principle Contractor Representative Name		Position	
Phone		Email	
Signature		Date/time	

Whittles representative name		Position	
Signature		Date/time	

Appendix C

Sample Job Safety Analysis Form

Date / /		Job Safety Analysis		Page 1
Contractor		Site:		
Supervisor Name & Phone Number:		Job/Task		
Work Order		Corporation		
EQUIPMENT DETAILS				
Personal Protective Equipment		Static Plant and Equipment		
Safety/Emergency Equipment		Mobile Plant and Equipment		
JOBS/TASKS/PROCESSES	IDENTIFY HAZARDS/RISKS		CONTROL MEASURES FOR IDENTIFIED HAZARD/RISK	
<ul style="list-style-type: none"> Basic steps in logical sequence - what is to be done, not how Break the job down into steps. Each step should accomplish some major task and be in a logical sequence. e.g. Emergency procedures, make the area safe, identify each step of the job, induction. 	(Identify the hazards and risks associated with each step). <ul style="list-style-type: none"> Hazards are unsafe conditions and unsafe acts. A Hazard may be intrinsic or inherent, actually existing or potential. Examine each to find possibilities that could lead to an accident. Are there risk to others e.g. public or clients Are there any Environmental risks associated with the works Emergency procedures in the event of an incident. 		(Safety measures/Safe Work Practices/PPE to minimise or eliminate risk associated with each step) <ul style="list-style-type: none"> Specify what practices/procedures will be implemented and what action will be taken to eliminate or minimise the hazards, and/or potential severity factors, and the risk of serious injury/damage. How are the Environmental risks to be managed? Include the measures to be taken to ensure continuity and effectiveness of the proposed controls so they can be and will be maintained 	

		Job Safety Analysis		Page 2
Contractor		Site:		
Work order		Corporation		
JOBS/TASKS/PROCESSES	IDENTIFY HAZARDS/RISKS		CONTROL MEASURES FOR IDENTIFIED HAZARD/RISK	

Prepared by: Signature Date
 Print Name

Appendix D

Links to relevant state or territory Work Health & Safety Authorities.

[SafeWork SA](#)

[NT WorkSafe](#)

[SafeWork NWS](#)

[WorkSafe Victoria](#)

[Workplace Health and Safety Queensland](#)

[WorkSafe ACT](#)

[COMCARE](#)