

# **Contractor Engagement & WHS Compliance Guidelines**

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## Overview

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

Whittles Contractor Engagement & WHS Compliance Guidelines should be used in conjunction with all relevant state or territory WHS 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 Body Corporates 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 contractors will be surveyed to access Whittles criteria is met related to the type of services to be offered.

Supporting evidence will be requested in the survey such as insurances, WHS policy, WHS processes and procedures, licences etc and provided with the completed survey form.

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.

Sample of Evaluation survey page 8 appendix A.

## | **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 workplace ensuring that they and subcontractors engaged by them have the required WHS system, accreditations, competence, licences and permits prior to starting work on site 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 have a risk assessment procedure in place that identifies, analyses controls hazards and risk in the workplace.

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.

Sample JSA located page 12 appendix C.

## | 2.12 Safe Work Method Statements (SWMS) High Risk Works

Contractors carrying out high risk work must, prior to commencing high risk work, complete a site-specific safe work method statement and provide a copy to Whittles.

SWMS must be upload for each work order via the link embedded in the work order delivery email. Link is located under the heading JOB SAFETY UPLOAD INSTRUCTIONS. Do not attach to invoices.

SWMS must be identified as a company procedure with the following information noted in the SWMS, Company name, ABN number, Contact details.

### | 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 is 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 Works

High risk work means the following:

- 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.

## | 2.20 Asbestos


Asbestos was still in use up to the early 1990's and was banned in 2003. Asbestos can be found in multiple products such as roofing, eaves, wall cladding, stormwater pipes, meter/electrical enclosure mounting boards and fencing.

When ever there is uncertainty of presence of asbestos in materials that are to be remove or disturbed contractors are to consider alternative methods that will avoid asbestos disturbance.

If alternative methods are not available samples must be taken to establish if the material contains asbestos. If confirmed safe work procedures must be in accordance with State and Territory legislation and codes of practice to eliminate or minimize risk to people and the environment.

## Appendix A

### Sample Accredited Contractor Evaluation Form



**Whittles**  
Strata and Community Title Services

### Contractor Evaluation for Accredited Registration

For consideration to register as a Whittles Accredited Contractor complete this form and provide copies of requested documents. Minimum supporting evidence required refer to Whittles Contractor Engagement & Compliance Guidelines - Pre-qualification Requirements for Registration.

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	
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 <b>PLEASE PROVIDE DATED AND SIGNED POLICY</b>
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 <b>PLEASE PROVIDE SAMPLE OF RISK ASSESSMENT</b>
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

### Sample High Risk Construction Work Contractor Checklist



### 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.

<b>Contractor business name:</b>			
<b>ABN:</b>			
<b>Location of work:</b>			
<b>Summary of contractor work to be undertaken:</b>			
<b>General</b>			
	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?			
<b>Work Equipment</b>			
	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			

<b>Hazardous Substances</b>	<b>Yes</b>	<b>No</b>	<b>Control measures and/or comments</b>
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			
<b>Personal Protective Equipment</b>	<b>Yes</b>	<b>No</b>	<b>Control measures and/or comments</b>
Has/will all relevant PPE been provided?			
Have workers using the PPE been trained to use it correctly?			
Other, please specify			
<b>High Risk Construction Work</b>	<b>Yes</b>	<b>No</b>	<b>Control measures and/or comments</b>
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?			
<b>Additional</b>	<b>Yes</b>	<b>No</b>	<b>Control measures and/or comments</b>
List or detail any additional considerations (such as):			
Site or company policies			
Risk assessments			
Emergency procedures			
Communicable diseases			
Record keeping requirements			
Notification requirements			

<b>Principle Contractor Representative Name</b>		<b>Position</b>	
<b>Phone</b>		<b>Email</b>	
<b>Signature</b>		<b>Date/time</b>	

<b>Whittles representative name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date/time</b>	

# Appendix C

## Sample Safety Analysis Form

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

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

Prepared by: ..... Signature ..... Date ...../...../.....  
 Print Name

## Appendix D

### 7.1 Sample Work Health Safety Policy.

#### Work health and safety policy

**Company:** \_\_\_\_\_

**As the Person Conducting a Business or Undertaking (PCBU)**

Provide and maintaining a safe and healthy workplace for all workers, clients, visitors and members of the public. Hazards and risks to health and safety will be eliminated or minimised, as far as is reasonably practicable. |

The responsibility for managing health and safety ultimately rests with the person in control of the business or undertaking (PCBU), directors and management. Workers also have important responsibilities for health and safety in the workplace.

We are committed to complying with the Work Health and Safety Act 2012 (SA) and Work Health and Safety Regulation 2012 codes of practice in order strive for the highest level of safety.

**Management will:**

- Ensure compliance with all legislation relating to health and safety
- Eliminate or minimise all workplace hazards and risks as far as is reasonably practicable
- Provide information, instruction and training to enable all workers to work safely
- Supervise workers to ensure work activities are performed safely
- Consult with and involve workers on matters relating to health, safety and wellbeing
- Provide appropriate safety equipment and personal protective equipment
- Provide a suitable injury management and return to work program

**Workers will:**

- Take reasonable care for their own health and safety
- Follow safe work procedures, instructions and rules
- Participate in safety training
- Report health and safety hazards
- Report all injuries and incidents
- Use safety equipment and personal protective equipment as instructed
- Have necessary qualifications and skills to complete required task in a safe and efficient manner.

**Goal**

Provide a safe and healthy work environment that is free from workplace injury and illness.

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Review date: \_\_\_\_\_

## Appendix E

### Links to Work Health & Safety Authorities.

<b>SafeWork SA</b>	<a href="https://www.safework.sa.gov.au/">https://www.safework.sa.gov.au/</a>
<b>NT WorkSafe</b>	<a href="https://worksafe.nt.gov.au/">https://worksafe.nt.gov.au/</a>
<b>SafeWork NSW</b>	<a href="http://www.safework.nsw.gov.au/">http://www.safework.nsw.gov.au/</a>
<b>WorkSafe Victoria</b>	<a href="https://www.worksafe.vic.gov.au/">https://www.worksafe.vic.gov.au/</a>
<b>Workplace Health and Safety Queensland</b>	<a href="https://www.worksafe.qld.gov.au/">https://www.worksafe.qld.gov.au/</a>
<b>WorkSafe ACT</b>	<a href="https://www.accesscanberra.act.gov.au/app/home">https://www.accesscanberra.act.gov.au/app/home</a>
<b>COMCARE</b>	<a href="https://www.comcare.gov.au/">https://www.comcare.gov.au/</a>