



**uniting  
church**  
in Australia,  
Synod of NSW & ACT

# Contractor Management

<b>Title</b>	Contractor Management
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<b>Approved by</b>	Rachel Watson
<b>Approval date</b>	July 2016

## 1. PURPOSE

This procedure applies to all work carried out under contract by Contractors on workplace premises which are leased or controlled by the Uniting Church. The procedure aims to ensure that WHS risks are controlled, competent Contractors are selected and monitored as well as appropriate information obtained before work is commenced.

## 2. SCOPE

This procedure applies to lower risk, short term or minor work undertaken on premises as it is the most common Contractor arrangement at a Uniting Church premises. Minor works on-site of low risk include; routine building maintenance, grounds maintenance, gardening or light cleaning, equipment servicing or maintenance and repairs and minor modifications. This procedure also includes work which may include high risk tasks for short term periods.

If more significant work is to be undertaken or the risk levels are determined to be greater than can be controlled by implementing this, guidance can be obtained from Uniting Resources Property Services or Workplace Safety Services and additional Contractor management strategies will be implemented upon request.

## 3. DEFINITIONS

### **Nominated Workplace Manager**

Management appointed person operating and controlling premises (as the employer), with overall operational responsibility for work activity within a workplace on premises owned, leased or controlled by the Synod.

### **Manager/Supervisor**

A person who employees report to on a daily basis, and/or who employees are accountable to.

### **Contractor**

A person engaged to undertake or carry out work under contract for, or conduct business on behalf of a Synod entity. Contractors are not engaged under a contract of employment and are not on the payroll of any entity of the Uniting Church. Contractor refers to the Company, Principal Contractor or Contractor and their employees, agents, consultants, sub-contractors and their employees. This does not include volunteers.

### **The Work**

Refers to the scope of work specified to be carried out under Contract.

## 4. PROCEDURE

The general application and implementation of this procedure is underpinned by the fundamental principles of Risk Management.

Contractors should be selected on the basis of their qualification, competence, experience and suitability relating to the work to be carried out.

WHS risk is assessed and performance monitored and controlled by the three main elements detailed below:

**1. Safety Plan & Work Method Statement**

Prepared and implemented by Contractor, based on Contractor's site/workplace specific risk analysis of the work to be undertaken. Compliance monitored by Nominated Workplace Manager.

**2. Safety Induction**

For low risk work described in this procedure all Contractors must be provided with the Safety Information Handout as a means of induction to site and explanation of expectations when working on the specific Uniting Church site.

**3. Work Permit Clearance Procedure**

On-site arrangements to safely carry out work requiring special clearance to proceed

All Contractors must provide evidence of all required insurance cover and licenses prior to commencing work on the Synod premises. This is maintained on the Approved Contractor List.

The Uniting Church will perform the following:

- establishing and maintaining an approved Contractor list and conducting periodic license and certification checks;
- requesting generic Safety Plans and and/or Work Method Statements for the type of routine work tasks the contractors are likely to be engaged to undertake;
- provide a Safety Information Handout as an induction to the site and allocating clear responsibilities for contractors;
- displaying clear signage and instructions at the site/workplace;
- provide supervision as appropriate for the circumstances.

Contractors need to be approved contractors prior to commencing work on site. This involved that they have provided all relevant information and completed the induction. In addition to the approved Contractor list, the Nominated Manager at the specific Uniting Church will confirm the following prior to work beginning.

- Review the Safety Plan/Work Method Statement and Clearance requirements (as applicable) with the contractor, clarifying points and addressing any concerns as necessary.
- Ensure that Contractors and their employees have received the appropriate level of induction, in accordance with the level of risk of their works.
- Ensure that Contractors and their employees have ready access to Safety Data Sheets (SDS) for chemicals used on the site/workplace.

## Work Permit Clearance Procedure

The need for special Clearance and/or authorisation for hazardous tasks will have been identified when reviewing the scope for work. Special clearances normally apply to the type of work listed below (but may also involve other work not specified here):

Work involving gas, electrical or mechanical energy, requiring Isolation/lock out	Work at a height above 2 meters, on roofs, scaffolding or ladders
Hot work involving welding, grinding, cutting or the introduction of ignition sources	Excavation or breaking into walls, floors or ceilings
Confined space entry including entry into vessels, silos, pits, trenches, pipes, etc	Work involving the use of cranes and/or lifting equipment
Work in the vicinity of underground or overhead power lines	Asbestos removal or the use of hazardous substances/chemicals
Work with the potential to adversely impact on normal operational activities	Civil works and earthmoving

If the work to be done involves any of the above, the Nominated/Workplace Manager shall ensure that:

- The contractor is aware of site Clearance Procedures and agrees to follow all directions specified in a Work Permit/Clearance Certificate.
- Clearance Certification is requested and provided in a timely manner to allow work to progress according to schedule and in accordance with safe work practice.
- The Contractor is aware of the need to give adequate written notice when requesting any other special written authorisation and that (if appropriate) written authorisation is provided in a timely manner, before work is allowed to commence.
- The contractor returns all original Certificates/written authorisations at the end of each work period.

## 5. REFERENCES & LINKS

WHS Act 2011 (NSW)

<http://www.legislation.nsw.gov.au/#/view/act/2011/10>

The following documents are available at

- WHS Safety Information Handout
- WHS Approved Contractor List
- WHS Safety Plan/Work Method Statement
- WHS Work Permit/Clearance Certificate

## **SAFETY INFORMATION HANDOUT**

### **CONDITIONS OF ENTRY ONTO [NAME] UNITING CHURCH FOR VISITORS AND CONTRACTORS**

At the Uniting Church, Synod of NSW and the ACT, the health, safety and wellbeing of our people is a priority. We do not want employees, volunteers, Ministers or contractors being injured in the course of their work with the Uniting Church.

Please familiarise yourself with the requirements detailed below. If, at any time, it is deemed by the [INSERT NAME] Uniting Church Contact determines that you are in breach of any requirement, you may be required to leave the premises.

#### **SECURITY**

All Visitors and Contractors must complete and sign the Visitors Book at reception on arrival and departure. You must wear and display the Visitors Badge provided. Unless otherwise authorised, you must be accompanied or remain in designated areas at all times. You must not open or interfere with entry doors at any time.

#### **SAFETY**

Unless specific approval is given, children or animals are not permitted on the premises. You must wear clothing and footwear that is safe and appropriate for the purpose of your entry to the premises. All persons must behave and conduct themselves in a manner which does not threaten safety.

#### **CONTRACT WORK**

All work activity must be performed safely and with due consideration for the safety of others within the workplace. Hazards must be identified, assessed and controlled and all work practices implemented consistent with the requirements of relevant WHS Legislation, Regulation and Codes of Practice and to recognised trade standards.

#### **VEHICLES ON SITE**

You must comply with designated speed limits and you may only park in designated areas and spaces.

#### **SMOKING, ALCOHOL & DRUGS**

Smoking, alcohol or use of non-prescription drugs is prohibited. Any worker believed to be under the influence of alcohol or drugs will not be permitted to enter the premises.

## **UNACCEPTABLE BEHAVIOUR**

The [NAME] Uniting Church strives to create a safe, non-threatening and non-intimidating work environment. Therefore, all persons are required to behave and conduct themselves in a manner which others do not find offensive, abusive, violent or unacceptable.

## **INJURY & INCIDENT REPORTING**

You must report all injuries, incidents, hazardous situations or conditions immediately.

## **EMERGENCIES**

If you hear the evacuation alarm, you must leave the premises immediately via the nearest emergency exit and wait in the designated assembly area, as noted on emergency diagrams.

Emergency Contact Details: Dial '000' - Advise <i>(name)</i> <i>(address)</i> <i>(description of facility)</i>
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First Aid Provider Details:
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Nearest Medical Centre/Treatment Provider is:
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## WORK PERMIT / CLEARANCE CERTIFICATE

SITE/WORKPLACE LOCATION			
AREA OF SITE/WORKPLACE LOCATION			
DESCRIPTION OF WORK INTENDED			

TIME & DATE WORK TO COMMENCE		ISSUE TIME & DATE	
REQUESTED BY		REQUEST DATE	

*To be completed by Contractor carrying out work and approved by Nominated/Workplace Manager*

POTENTIAL HAZARDS/RISKS INVOLVED	✓	DETAIL CONTROL MEASURES REQUIRED
Electrical or Mechanical Energy <i>eg., electrical or motive power</i>  <b>Note:</b> Live electrical work is prohibited, other than for the purpose of (specifically approved) essential testing or fault finding.	✓	<i>eg: isolation, lockout and tagging</i>
At Height (above 2m), on Roofs, Scaffolding or Ladders <i>eg. weather, isolated worker, height, condition of roof</i>	✓	<i>eg: bracing, footwear, harness, crawl boards, roof meshing</i>
Hot Work Involving any Ignition Sources <i>eg, welding; grinding; cutting; interfacing with explosive/flammable material/gas/liquid</i>	✓	<i>eg: fire fighting; extinguishers standby person; housekeeping;</i>
Excavation, Breaking into Walls, Floors, Ceilings <i>eg, plant/equipment to be used, structural issues, unexposed services/electricity/gas</i>	✓	<i>eg: site plans; isolation of power supply; shoring/temporary support</i>
Confined Space Entry <i>eg. flammable, toxic, oxygen deficient atmosphere; or the presence electrical/motive power</i>	✓	<i>eg: rescue equipment; procedures; atmosphere testing; isolating hazards; stand by person; breathing apparatus</i>
Overhead or Underground Power Lines <i>eg, height restrictions, unexposed power lines</i>	✓	
Cranes or Lifting Equipment	✓	

Interface with Asbestos, Chemicals, Gas		
Civil Works and Earthmoving		
Other Work with Adverse Operational Impact Potential		
Special Precautions Required:		

**DECLARATION**

I have discussed the above work, hazards and control measures with the person specified below and authorise the work to proceed on condition that the control measures specified are implemented.

Name – Nominated Workplace Manager		
Date and Time		
Signature		
Valid until	Time:	Date:

**Person Taking Control of Work (CONTRACTOR)**

I believe that the above control measures will enable the work to be carried out safely and undertake to ensure that the control measures are implemented.

Name		
Date and Time		
Signature		

**Persons Handing Back Completed Work (CONTRACTOR):**

I certify that the above work is / is not complete and that the area is / is not safe to operate normally within the scope of its former intended service /function.

Name		
Date and Time		
Signature		





## WORKED EXAMPLE – SAFETY PLAN AND WORK METHOD STATEMENT

### WORKED EXAMPLE - WORK METHOD STATEMENT

Date:	Contractor/Company:
Principal Contractor:	Prepared by:
Project/Site/Workplace:	Signature:
Work Activity: Brick laying at ....	Date Risk Analysis Completed:

JOB / STEP Break job down into steps	HAZARD What's the potential for harm	RISK RATING Likelihood/ Consequence	CONTROLS What are you going to do to make the job safe	WHO WILL CONFIRM THAT CONTROLS ARE IMPLEMENTED
1. Arrive on site, commence set up of tools and equipment	(a) Inadequate preparation work, planning and communication.	1	(a) Prep work - visit site to discuss and understand Scope of Work, plan/quote job and conduct Risk Analysis. Identify and document hazards of job, level of risk and adequate controls. Review and discuss Principal Contractors procedural requirements for working on site	
	(b) Lack of competence	1	(b) Prior to commencing work, confirm all workers are trained and competent to undertake work	
	(c) Exposure to unsafe conditions/acts/substances	1	(c) Undertake site induction prior to commencing work	
	(d) Potentially changed circumstances/situation on site.	1	(d) Prior to commencing work, review Risk Analysis - hazards of job, level of risk and adequacy of controls.	
2. Erection of scaffold (if required)	(a) Bending, lifting and carrying heavy and awkward shaped equipment		(a) Training all workers in Manual handling techniques. Team lift for all items over 16kg	
	(b) Falling from heights	1	(b) Guard rail to be in place for all platforms above 1.8m.	
	(c) Scaffold Collapse	1	(c) Scaffolding over 4m to be erected by certified persons. Deck requires AS planks x 5 wide. Maximum safe working load to be observed at all times	
3. Locate mixer and saw	(a) Bending, lifting and carrying mixer and saw.	1	(a) At least 2 persons to jointly move mixer. Locate mixer close to area that bricks are to be laid.	
	(b) Excessive noise	1	(b) Hearing protection to be worn whilst operating saw. Saw to be located away from work area.	

<b>JOB / STEP</b> Break job down into steps	<b>HAZARD</b> What's the potential for harm	<b>RISK RATING</b> Likelihood/ Consequence	<b>CONTROLS</b> What are you going to do to make the job safe	<b>WHO WILL CONFIRM THAT CONTROLS ARE IMPLEMENTED</b>
4. Locate bricks and other materials.	(a) Bending, lifting and carrying bricks and materials	1	(a) Certified forklift or crane operator to be used to remove brick pallets from delivery truck. Bricks to be located as close as possible to work site. All workers to be trained in Manual Handling techniques. Wheelbarrow and hoist to be used to move bricks around site. 20 kg bags to be used where possible and all bags to be lifted by 2 people and moved by wheelbarrow.	
	(b) Falling bricks	1	(b) If crane is to be used to move bricks, a competent person is to check the quality of the pallets prior to craning. Brickguards to be in place on all working platforms. Gap between building and scaffold to be no greater than 225mm.	
	(c) Structural collapse of scaffold	1	(c) Working deck requires AS planks x 5 wide. Maximum safe working load to be observed at all times. Handover certificate to be obtained from scaffolder.	
	(d) Hoist failure	1	(d) Hoist handover certificate to be issued following erection. Only ticketed/log book operators to use hoist. The hoists SWL is to be clearly displayed at all times. Hoist to be maintained and operated as per manufacturer's instructions.	
5. Mixing cement	Inhaling dust	2	Dust masks to be worn whilst opening cement bags and mixing cement.	
6. Cutting bricks	(a) Contact with saw blade.	1	(a) Only trained persons to operate saw. Saw to inspected at least weekly. Guard to be in place at all times.	
	(b) Foreign body projected into eyes	1	(b) Goggles to be worn by operators using saw.	
	(c) Inhaling dust	2	(c) Dust masks to be worn by operators using saw.	
	(d) Excessive noise.	1	(d) Hearing protection to be worn by operators using saw. Saw to be located away from work area.	
7. Laying bricks	(a) Bricks falling from above	1	(a) Brick guards to be in place on all working platforms. Overhead protection to be in place for all edge work bordering public thoroughfares.	
	(b) Wall collapse	1	(b) Green walls are not to exceed 1.5m or 6 times its thickness (whichever is greater). A risk analysis will be undertaken on all green walls that may be exposed to inclement weather.	
	(c) Falling from heights	1	(c) Guard rail to be in place for all platforms above 1.8m in height. Overhand work is not to take place unless adequate scaffolding is erected on both sides of wall.	
8. Using power tools	(a) Direct or indirect bodily contact with live electrical conductors.	1	(a) All power tool leads to be checked and tagged monthly. Power leads to be suspended in the air to prevent damage..	

JOB / STEP Break job down into steps	HAZARD What's the potential for harm	RISK RATING Likelihood/ Consequence	CONTROLS What are you going to do to make the job safe	WHO WILL CONFIRM THAT CONTROLS ARE IMPLEMENTED
	(b) Foreign body projected into eyes.	1	(b) Goggles to be worn when operating power tools	
9. Using explosive power tools	Bodily contact with high velocity missiles	1	Only certified persons to operate power tools, with working area to be barricaded and signed appropriately.	
10. Working with hazardous substances	Direct bodily contact with hazardous substances.	1	All workers to have access to and be familiar with MSDS information. Appropriate PPE to be worn when hazardous substances in use.	
11. Cleaning brickwork	Bodily contact with hydrochloric acid.	2	Area of work activity will be isolated, barricaded and signed. All cleaning will incorporate hydrochloric acid and water at appropriate proportions. Appropriate PPE will be worn by operators during cleaning activities.	
12. Housekeeping	Slips, trips and falls	2	Site cleanup to be undertaken daily to prevent build up of debris and clutter. A wheelbarrow will be used to remove debris.	

<b>Reviewed By:</b>	<b>Date:</b>
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**Risk Rating Legend:**  
 High Risk – does the hazard have the potential to kill or permanently disable ?  
 Medium Risk – does the hazard have the potential to cause injury which may temporarily disable ?  
 Low Risk = does the hazard have the potential to cause a minor injury, but will not disable ?

TO BE COMPLETED PRIOR TO SITE/WORKPLACE INDUCTION

The following people have been made aware of and understand the hazards, controls and safe working requirements outlined in this Safety Plan and Work Method Statement:

Name and Company	Trade	Signature and Date
	Bricklayer Supervisor	

	Bricklayer	
	Bricklayer	
	Labourer	
	Labourer	