

## D-39 Contractor Management

### NQS

QA. 2.2.3	Child protection.
QA. 4.2.1	Professional collaboration.
QA. 4.2.2	Professional standards.
QA. 7.1.1	Service philosophy.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.3	Development of professionals.

### National Regulations

Reg. 145	Staff record
Reg. 147	Staff members
Reg. 168	Education and care service must have policies and procedures
Reg. 171	Policies and procedures to be kept available

### Policy Statement

We are to ensure that all contractors, relief educators and service providers that visit the Centre conduct themselves in a safe and responsible manner and the Centre fulfills its duties to provide a safe workplace for them. This procedure covers all the safety aspects of tasks undertaken by contractors at the Centre including, but not limited to tradespersons and regular service suppliers.

### Related Policies

- CONCORD OSHC Policy A-3: Philosophy
- CONCORD OSHC Policy A-12: Policy Development and Review
- CONCORD OSHC Policy A-15: Role of Management Committee
- CONCORD OSHC Policy A-17: Privacy and Confidentiality
- CONCORD OSHC Policy C-2: Conditions of Employment
- CONCORD OSHC Policy C-3: Staff Orientation and Induction
- CONCORD OSHC Policy C-4: Staff Professionalism
- CONCORD OSHC Policy C-5: Professional Development
- CONCORD OSHC Policy C-7: Grievance Procedures
- CONCORD OSHC Policy C-8: Disciplinary Action
- CONCORD OSHC Policy C-9: Relief Staff
- CONCORD OSHC Policy C-10: Volunteers / Students / Visitors

- CONCORD OSHC Policy C-12: Communication
- CONCORD OSHC Policy C-13: Interactions with Children
- CONCORD OSHC Policy C-14: Reportable Conduct
- CONCORD OSHC Policy D-1: Dealing with Medical Conditions
- CONCORD OSHC Policy D-9: Emergency Procedures
- CONCORD OSHC Policy D-22: Child Protection - Mandatory reporting
- CONCORD OSHC Policy D-23: Child Management / Behaviour Guidance
- CONCORD OSHC Policy D-28: Workplace Health, Safety and Environment
- CONCORD OSHC Policy D-29: Manual Handling
- CONCORD OSHC Policy D-33: Legal Responsibilities and WHS Information
- CONCORD OSHC Policy E-1: Daily Routines

## **Procedure**

## **Responsibilities**

Management has the responsibility to:

- Request relevant qualifications, safe work method statements or equivalent and insurance certificates from all contractors before they undertake any work on site. Check the documents and store all of these records securely.
- Consult with contractors regarding specific issues relating to the work being undertaken. Where contractors are regularly used, consultation should be part of the contractual requirements. They may also be included as invitees or members of the WHS Committee if applicable (for those contractors that support the Centre's primary function on a regular basis)
- Ensure the correct documentation is requested and received, and that the information is recorded
- Provide, explain, and document individual contractor site induction. Explain site specific safety issues clearly to each contractor
- Obtain contractor sign off after induction training
- Provide assistance and if necessary, set up restrictive barriers around the area that work is to be undertaken so that entry to other persons is impossible. Ensure warning signage is used where necessary
- Ensure contractors sign in and out when on site
- Ensure staff are trained in the implementation of this procedure

Staff have the responsibility to:

- Observe all safety related direction they receive from both Management and the contractor relating to the contractor's work, including staying well clear of the area of work

Contractors have the responsibility to:

- Upon request, provide Management with certificates showing qualifications and insurance coverage and currency
- Where the work falls under the category of High Risk Construction Work as per the Work Health and Safety Regulation 2017, either provide the Centre with a signed Safe Work Method Statement and/or site-specific risk assessment relating to each task they undertake within the workplace or sign the Safe Work Statement provided by the workplace
- Conduct themselves in a safe and responsible manner in accordance with the safe work method statement or other contract specifications. Where regular contract work is carried out e.g., equipment maintenance, window cleaning etc. any specific requirements relating to the work should be included in the contract
- Report an incident to Management and carry out an investigation. Documents should be retained in case of future legal issues

In a situation where a 'head' or 'principal' contractor is for Centre renovations the contract will clearly specify the responsibilities between the Centre and the Head contractor

## Sources

- Education and Care Services National Regulations 2011
- National Quality Standard
- Children's Services Award 2010
- Work Health and Safety Regulation 2017
- Work Health and Safety Act 2011
  - pt. 1 Div.3 Subdiv.2 s.7(meaning of worker)

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