

Safe-T-Works Management System

Contractor Management - OHS Considerations

Source policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP Purchasing, Contractor Management and Workplace Design – OHS Considerations
- Occupational Health and Safety Act 2004

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and guidelines

1. Background

1.1 General

Victoria Police is committed to ensuring, so far as is reasonably practicable, that when contractors enter and/or work in Victoria Police workplaces, they do not pose a risk to themselves, Victoria Police employees or members of the public.

1.2 Definitions

- Contract Manager – a person nominated by Victoria Police to manage a particular contract (e.g. Regional Properties Office (RPO)).
- Contractor - a company or an individual who is engaged:

- to provide goods, works or services which implement a decision;
 - to perform all or part of a new or existing ongoing function in order to assist Victoria Police carrying out its defined activities and operational functions; and
 - to perform a function involving skills which would normally be expected to reside within the organisation, but which Victoria Police has decided to outsource.
- Regional / Departmental Facilities / Services / Property Manager - designated Victoria Police employee who is responsible for establishing and maintaining the physical assets of a Region/Department.

2. Instructions

As stated in **VPMP Purchasing, Contractor Management and Design, OHS Considerations**, where goods, equipment or services are to be purchased and acquired through contractual arrangements, the Manager responsible for the contract must comply with the process in the following table:

What	Who	When
Selecting a Safety Competent Contractor		
All potential contractors will be assessed and if deemed suitable, considered for inclusion on the VP Preferred Contractor List, either at Property Services, or within the relevant Department / Region.	Property Services/ Contract Managers	
Arrange for contractor to complete a Preferred Contractor Eligibility Form .	Property Services/ Contract Managers	Prior to contract commencing
Review the completed Preferred Contractor Eligibility Form to determine the qualifications and experience of the contractor, the contractor's commitment to their OHS obligations and safe work practices, together with all relevant insurances.	Property Services / Contract Manager	Prior to contract commencing
When a preferred contractor has been determined, undertake the appropriate security checks, prior to their appointment and commencement of any works.	Managers/ Property Services.	Prior to contract commencing
For statewide contracts, contracts for construction or high risk works (e.g. construction related activities and certain pressure equipment as defined in Sch. 3, OHS Regulations) or those with a value >\$250,000 in value, arrange for the contractor to complete a Contractor Pre-Qualification Questionnaire .	Property Services/ Contract Managers	Prior to contract commencing
Review the completed Contractor Pre-Qualification Questionnaire and determine if the contractor qualifies.	Managers Property Services / Contract Manager	Prior to contract commencing
Arrange for the contractor to complete a Service Delivery, Availability & Rates, Terms & Conditions and Acceptance Form . (or parallel documentation applicable in your Department)	Managers Property Services / Contract Manager	Prior to contract commencing

What	Who	When
Determine the contractor's suitability for inclusion on the VP Preferred Contractor List and arrange for the Contractor to complete a Vendor Creation / Update Form if proceeding, (or parallel documentation applicable in your Department)	Property Services/ Contract Managers	Prior to contract commencing
Managing the Contractor's Safety Prior to Work Commencing		
Provide the Contractor with the VP Contractor OHS Obligations Document. If engaging a company to undertake works, arrange for the Contractor to complete a Health and Safety Management Plan including • Work Method Statements • Plant and Equipment Register • Chemical Register Note: These templates are examples and the contractor can supply their own format if desired.	Managers Manager, Contract Manager (RPO)	At commencement of contract but before commencement of works.
Review the completed Health and Safety Management Plan and attachments and ensure suitability in relation to the nature of the works to be completed including hazards and risks.	Managers Contract Manager	At commencement of contract but before commencement of works.
Advise the Contractor (and his employees and sub-contractors) to complete the Victoria Police Contractor Induction Program and send copies of the "Acknowledgement Page" for review and filing.	Managers Contract Manager	At commencement of contract but before commencement of works.
Communicate to the Contractor and relevant Victoria Police sites explaining: • Nature and Scope of Works • Times and dates of works • Known hazards in the workplace (if applicable) • Contact names and numbers at the workplace • Importance of adherence to the contractor's Health and Safety Management Plan including work method statements and any plant, equipment or chemicals to be used on site. • Requirement for site orientation, sign in, sign out and permits to work.	Managers Contract Manager	At commencement of contract but before commencement of works.
At Commencement of Works		
• Meet the contractor on site • Discuss the works and arrange for completion of any relevant permits (Hazardous Work Permit, Confined Spaces Entry Permit, Hot Work Permit).	Managers/ Contract Manager	At commencement of works

What	Who	When
Ensure consultation occurs with all relevant parties, including O.I.Cs. / Supervisors/ Workplace Managers, HSRs, employees, and the contractor and its employees, during the life of the contract, or service /works on matters related to the services provided.		
During the Works		
- Monitor the contractor and their employees / sub-contractors. - Ensure the contractor complies with all agreed Work Method Statements. - Ensure the contractor uses only plant and equipment documented on their Plant and Equipment Register and uses only VP Plant or Equipment if authorised in writing by a VP representative. - Ensure the contractor complies with the relevant and current Material Safety Data Sheet (MSDS's) in their possession when bringing Hazardous Substances/Dangerous goods (HS/DGs) onto the site. - Should there be an imminent risk of injury to anyone at the workplace, direct that work cease immediately. - Maintain records on HR Assist of all contract provision non-compliances. I.e. Unsafe practices/divergence from Work Method Statement specifications, incidents/injuries, near misses, damage to property, and any remedial actions taken to control the risks that generated the respective incidents/issues. - In the event the Contractor advises of a Notifiable Incident, verify the details and ensure WorkSafe Victoria has been notified. If they have not been notified, advise immediately and complete the relevant Notification Form and record relevant details on HR Assist.	Managers/ Contract Manager	During the works
At completion of the works		
Ensure that all agreed OHS aspects of the contract service / works have been met, as part of the commissioning/ sign off process. I.e. Any certificates of installation/ completion have been provided, and works are complete.	Managers Contract Manager	Upon completion
Review of Contractor Performance and End of Contract		
Using page 2 of the Contractor Eligibility Form , review the Contractors performance.	Managers	At completion of the contract.
Determine if the Contractor will be used again by assessing their performance and any non-compliance.	Property Services	
Specific Contract Requirements (See References for link to appropriate Form/Tool)		
Hazardous Works Permit (Work Method Statement required)		

What	Who	When
A Hazardous Works Permit is to be completed if the proposed work includes any of the following: • Trenching or excavation work • Crane operations If any of the above work is to be undertaken, seek a Work Method Statement from the Contractor.	Managers or Contractor Managers	As required
Working at Heights (Work Method Statement required)		
Successful management of work where there is a risk of a fall of more than 2 metres requires the adoption of specific control measures (as required by OHS Regulations 2007). • All contractors and their employees required to access or work on roofs should be suitably trained in the risks associated with working at heights, the use of fall prevention equipment and emergency procedures. • Assess the risks associated with the work by completing a Prevention of Falls from Height Risk Assessment using Checklist in References section. • Control measures as identified by the risk assessment must be actioned. • Works should be completed at ground level or on a solid work platform wherever possible. • If roof access is required, the roof must be determined to be structurally sound and able to hold the weight of employees and required equipment. • No access is permitted to fragile roofs. These roofs are to be secured and warning signs placed. • Where a ladder is used to access or egress the roof, it must be of a suitable type and set up in a safe manner, secured at top and bottom as required. • Anyone working on a roof should wear suitable non-slip footwear. • Emergency rescue procedures are in place. • If an unsafe situation arises whilst working at heights, the contractor/maintenance personnel must advise the Officer in Charge	Managers and/or Contractor Managers	As required, prior to commencement of works
Lock Out - Tag Out or Isolation Process (Work Method Statement required)		
An Isolation process indicates a set of predetermined steps that should be followed to keep plant and equipment from being activated, or to prevent the release of stored energy during inspection, repair, maintenance or cleaning activities.	Managers and/or Contractor Managers	As required

What	Who	When
The Isolation process should identify common lock out points to ensure energy cannot be restored whilst works are ongoing by differing contractors/maintenance personnel. Ensure the Contractor has a lock out/Tag out process. The contractor, as appropriate will: 1. Shut the plant/equipment down 2. Identify all energy sources and other hazards 3. Identify all isolation points 4. Isolate all energy sources 5. De-energise all stored energies 6. Lockout all isolation points 7. Tag all controls, energy sources and other hazards 8. Safely test the deactivated plant to ensure the plant will not reactivate. Contractors must use their own locks and tags. If more than one person is working on the same plant, each person is to attach a lock and tag to each lockout point. If works are to continue over differing contractor shifts, a 'handover' briefing will occur which will include work status, removal and/or replacement of locks and tags. Contractors are not to remove another contractor's tags or isolation devices. When works are complete and prior to recommissioning, the relevant Contractor shall remove their own tags only. At commissioning, the Contractor/shall ensure that all plant and equipment is safe and fully operational prior to handover.		
Hot Work Permits (Work Method Statement required)		
Hot Works include welding, metal/steel grinding and cutting works using various gas cylinders. Such works are not to commence prior to completion Hot Work Permit documentation. For the purpose of this Permit, the Officer in Charge (OIC)/Regional Property Manager is the authorised Victoria Police representative. Ensure: • Hot work will only be carried out during the period stated on the Permit • All combustible materials are removed or made safe within the hot work area • Flammable liquids, vapours, gases or dusts are not present • A suitable fire extinguisher is present at the hot work area • Knowledge in how to use portable fire fighting equipment	Managers and/or Contractor Managers	Prior to works commencing

What	Who	When
- Knowledge of the location of fire alarm system and telephones - The area is properly ventilated - Persons conducting hot work do not work in isolation - The area is isolated within a radius of 15 metres and secured if applicable - At completion of hot works, an inspection of the hot work area be conducted and a 30 minute fire watch must be maintained of the works location and immediate area. - Return the signed permit to the Regional Property Manager for inclusion on the Contractor File.		On completion Prior to Sign Out
Confined Space Entry (Work Method Statement required)		
Confined space is defined by the r.1.1.5, OHS Regulations 2007. - Contractors are not to enter any Confined Spaces without a completed and authorised Confined Space Entry Permit. - For the purpose of this Permit, the OIC, Regional Property Manager, or Contract Manager can authorise the Confined Space Entry Permit. - Ensure Parts A-D of the permit are completed. - At completion of works in a confined space complete Part E of the permit to close out the work. - Return the signed permit to the OIC/Regional Property Manager/Contract Manager for inclusion on the Contract File.	Managers and/or Contractor Managers	Prior to works commencing On completion On completion

Related Forms, Tools and Links

- VPMG Plant and Equipment
- VPMG Hazardous Substances and Dangerous Goods

Form / Tool Name	Description of Use
1. Contractor Information Sheet and Checklist	Provides answers to questions frequently asked by contractors
2. Preferred Contractor Eligibility Form - all Prospective Contractors	Requests basic details from prospective contractor to determine their eligibility to tender for work
3. Contractor Pre-Qualification Questionnaire - State wide, large/long term contractors	More detailed questionnaire to be completed by the contractor – assists VP to determine the safety competence of contractors
4. Contractor OHS Obligations document	Detailed information for the contractor regarding minimum OHS obligations when engaging to provide work to VP
5. Health & Safety Management Plan template	Completed by the contractor to provide VP with information relating the contractors Health and Safety Management system. To be completed after completion of the Contractor Pre-Qualification Questionnaire and before commencement of works
6. Work Method Statement (WMS) template	Describes the contract works to be completed. It outlines the steps involved, any hazards associated, and the controls measures be implemented by the Contractor
7. Contractor Plant & Equipment Register	Documents the plant and equipment to be used by the contractor outlining details about type, registration, purpose, inspections and safe work practices.
8. Contractor Chemical Register (HS/DGs)	Documents the chemicals to be used by the contractor whilst on site. Details any HS/DGs, hazards associated, risk controls, storage locations and quantities to be held.
9. Hazardous Works Permit (roof or ceiling work, trenching or excavation work, crane operations or energy isolation)	Completed by contractor in conjunction with VP site representative prior to commencement of hazardous works.
10. Confined Space Entry Permit	Completed by contractor in conjunction with VP site representative prior to commencement of works in a confined space
11. Hot Work Permit	Completed by contractor in conjunction with VP site representative prior to commencement of hot work
12. Fall Prevention Height Risk Assessment Checklist	Assists employees and contractors to assess the risks associated with working at height.
13. Fire Protection Equipment Impairment Notice	Completed by contractor in conjunction with VP site representative prior to isolation and impairment of fire protection equipment
14. Contractor Induction Handbook	Provides general safety information and competency assessment for all contractors prior to commencement of the contract.
15. Contractor Induction Program - Station / Site Specific	Provides site-specific safety information and competency assessment for all contractors prior to commencement of the works.

Further advice and information

For further advice and assistance regarding these Procedures and Guidelines, contact the OHS and Strategy Branch, Health, Safety and Wellbeing Division.

Update history

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