



# **Contractors & OH&S**

## **Category: Risk Management & OH&S**

### **Policy and Procedure**

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#### **POLICY**

BCH requires and will ensure that all contractors are qualified, trained and registered to work in the area they will be working on at BCH sites.

BCH will endeavour to ensure all contractors comply with OH&S regulations.

Under OH&S and Common Law legislation Ballarat Community Health has the same responsibility for contractors as it has for its employees "in relation to matters over which the employer has control or would have had control but for any agreement between the employer and the independent contractor to the contrary". This responsibility cannot be removed or minimised by any contractual agreement.

#### **RATIONALE**

The purpose of this policy and procedures is to outline Ballarat Community Health's requirements of contractors and their sub-contractors whilst engaged on Ballarat Community Health work sites.

#### **SCOPE**

This policy is applicable to all persons, organisations or agencies whose services are contracted to Ballarat Community Health.

#### **RESPONSIBILITY**

The Chief Executive Officer, or delegate, is responsible for ensuring that contractors who provide services on Ballarat Community Health work sites have safe working systems in place.

The Chief Executive Officer or delegate is responsible to conduct reference checks prior to engaging a contractor and to conduct regular contractor inspections during the length of the contract.

#### **PROCEDURES**

##### Prior to Contract

- An external service provider must be selected based on clearly defined needs, OH&S and quality standards specified in a contract or service agreement. They should be approved suppliers of their services.
- Prior to contracting the services of the contractor, the CEO or delegate should sight the qualification and/or registration of all persons used on any project on a Ballarat Community Health work site and be satisfied that the contractors are qualified, registered and trained to carry out that project.
- The CEO or delegate is also required to ensure that all relevant insurances and registrations are in place. This includes workcover, public liability insurance, and professional indemnity insurance.



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- Previous OH&S performance of the contractor and how the contractor handles its OH&S responsibilities should also be requested of the contractor. The contractor must be provided with information regarding Ballarat Community Health's OH&S policy and be informed that the contractor's OH&S performance will be regularly reviewed.
  - If relevant the CEO or delegate should verify past recommendation or reference.

#### During the contract

- Contractors must undergo an OH&S induction into the work site prior to commencing their project and be informed of any known hazards on the work site.
- Similarly, contractors must inform the work site of any hazards the contracted work is likely to produce such that additional safety precautions can be put in place. Arrangements should be made to exclude Ballarat Community Health personnel, visitors and clients to the work site from the contractor's work area.
- The Contractor must advise of any hazardous substances that are to be used and gain approval from Ballarat Community Health management prior to bringing it on site. A Material Safety Data Sheet (MSDS) should be available for any hazardous substance before it is brought onto a Ballarat Community Health work site.
- Contractors must notify Ballarat Community Health of any accidents or incidents occurring on Ballarat Community Health work sites during the contract period.
- The contractor is responsible for the disposal of waste created by their work.
- Contractors must ensure all staff and sub-contractors also fulfil Ballarat Community Health requirements.
- The Contractor's OH&S performance must regularly be monitored, against the contract and the Ballarat Community Health standards, by the CEO or delegate. Any non-compliance should be identified, documented and reviewed by the relevant manager in conjunction with the Contractor and any corrective actions implemented within given time frames.

#### On Completion of Contract

- The contractor is required to leave the work site areas safe at the completion of their services.
- Safety inspections of the work area should be completed by the CEO or delegate and OH&S representative at the completion of the contractor's work.
- Any areas left unsafe must be rectified by the contractor.



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## **POLICY HISTORY**

Adapted From	BCH Policy Manual
Distribution:	All Staff
Authorised by:	Chief Executive Officer
Policy Legislative Base	OH&S and Common Law legislation
Related Policies	
First Approved Date	07/01/2005
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Responsibility for Review:	Chief Executive Officer