

<b>NAME OF DOCUMENT</b>	WHS Contractor Management
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<b>EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR</b>	Executive Director Strategic Improvement Programs
<b>AUTHOR</b>	Safety Coordinator
<b>KEY TERMS</b>	Contractor Induction Contractor Training Contractor Cards Permits to Work
<b>FUNCTIONAL GROUP OR HUB</b>	Work Health and Safety Management
<b>NSQHS STANDARD</b>	One
<b>SUMMARY</b>	To provide ISLHD Officers/Managers with the operational framework of the WHS requirements of the Contractor Management System

**COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

Feedback about this document can be sent to [ISLHD-CorporateGovernance@health.nsw.gov.au](mailto:ISLHD-CorporateGovernance@health.nsw.gov.au)

## 1. POLICY STATEMENT

The Illawarra Shoalhaven Local Health District (ISLHD) has a legal obligation to comply with the WHS Act and the WHS Regulations 2011 to exercise due diligence to ensure (where practicable), risk management practices are undertaken to eliminate or mitigate risks to workers' health, safety and well-being.

ISLHD will, as far as is reasonably practicable, ensure the health and safety of all who may be affected by work undertaken by contractors (and, if applicable, their workers and/or subcontractors) at ISLHD sites.

## 2. BACKGROUND

Contractor Management defines who is responsible for contractor management on ISLHD sites. The aim is to ensure all contractor works are carried out to ensure that health and safety risks are minimised on ISLHD sites.

This procedure will provide details of contractor WHS management requirements for ISLHD managers.

This procedure applies to any contract/sub-contract work including:

- Installation, servicing, maintenance and/or repair of plant or equipment
- Installation, Servicing, maintenance and /or repair of Biomedical equipment
- Installation, servicing, maintenance and or repair of telecommunications equipment.
- Construction work.
- Consultancy
- Training and education of staff.

**NOTE:** Workers of clinical agency staff and appointment of Visiting Medical Officers are outside the scope of this procedure.

## 3. RESPONSIBILITIES

### 3.1. Chief Executive and Tier 2 Directors will:

- Ensure the implementation of a contractor management procedure within ISLHD that is consistent with the objectives of NSW Health and is compliant with WHS legislation.

### 3.2. Engineering and Asset Management (EAM) will:

- Ensure that all contractors performing work on ISLHD sites are registered with the SMARTEK contractor management system and all employees have completed required inductions.

- Review the currency of contractors who have reportedly or allegedly breached WHS legislation, or other operational standards, to determine the contractor's ongoing inclusion as a compliant contractor.

**3.3. Safety Advisors will:**

- Participate in and provide induction training for contractors and their employees if authorised to do so outside the SMARTEK process (see *InfoSheet - Engaging a Contractor Outside of Smartek*).
- Supply EAM with relevant contractor induction documentation.
- Support responsible managers and supervisors in implementing the requirements of the Contractor Management process.
- Respond to WHS issues raised by ISLHD Responsible Managers, HSRs or other workers relating to the practices and/or works conducted by contractors.
- Assist EAM in their review of contractors who have reportedly or allegedly breached WHS legislation.

**3.4. Site Engineering and Maintenance Departments will:**

- Ensure that all contractors and subcontractors are inducted to the site on SMARTEK prior to commencement of work.
- Ensure work permits with risk controls are completed when entering high risk areas such as plant rooms, confined space or hazardous area.
- Ensure that Disruption Notices are disseminated to all departments that may be affected by contractor activities.
- Ensure all contractors complete SMARTEK sign-in and sign-out when undertaking site works.

**3.5. Facility and Department Managers will:**

- Ensure that contractors under their control are managed according to the requirements of this procedure.
- Ensure that the contractor is an approved contractor within SMARTEK.
- Ensure contractors obtain a Permit to Work when entering high risk areas or undertaking high risk work.
- Ensure all contractors complete the SMARTEK sign-in and sign-out process when undertaking works in their department.
- Ensure works conducted by contractors is compliant with WHS legislation and business standards. Contraventions of the WHS Act 2011 and/or of organisational standards must be addressed immediately and/or escalated to Site Senior Management and Workforce Health and Safety (WHS) where required.

### 3.6. Contractors will:

- Ensure that they have satisfied all requirements as per the SMARTEK contractor management system.
- Be responsible for the health and safety of those connected with the worksite (sub-contractors, staff, volunteers, patients, visitors).
- Ensure they are not exposed to workplace risks.
- Comply with WHS legislation and relevant ISLHD procedures at all times while on an ISLHD site.

## 4. PROCEDURE

### 4.1. Contractor engagement

- Only those contractors authorised for the work on the SMARTEK contractor management system can be engaged to carry out work on ISLHD sites.
- If a specific contractor is required to carry out the work due to the specific skill set needed and they are not authorised for the work on SMARTEK and/or there are no contractors currently on SMARTEK who can carry out the particular type of work required, please contact EAM to discuss access to the required service via [ISLHD-AssetManagement@health.nsw.gov.au](mailto:ISLHD-AssetManagement@health.nsw.gov.au).

### 4.2. Contractor Inductions

- All contractors must undertake ISLHD WHS Contractor Induction training via SMARTEK prior to commencing contracted works
- Contractors will be issued a SMARTEK access card following the completion of this training.
- Contractors are informed of their WHS responsibilities during the WHS Contractor Induction training.

### 4.3. SMARTEK Access Card

- The SMARTEK access card is renewed annually, and contractors must carry the card whilst on ISLHD site at all times.
- Contractors cannot perform works on behalf of ISLHD without a valid SMARTEK access card.
- Information on SMARTEK access cards can be found on the EAM intranet page.

### 4.4. Contractor Management on site

- All Contractor induction training will be completed via SMARTEK, unless authorised to work outside the SMARTEK system (see *InfoSheet - Engaging a Contractor Outside of Smartek*)

- Contractors will undertake a risk assessment of proposed works and provide Safe Work Method Statements (SWMS) or Job Safety Analysis (JSA) to the responsible manager depending on the required work.
- Contractors are required to sign-in using SMARTEK onsite, and must complete the required work permit/s prior to commencement of work. A copy of work permits will be issued to the contractor and a copy is held by the ISLHD Responsible Manager.
- ISLHD Contractor Orientation Checklist (ISLDH OPS F271) is to be completed by the relevant on-site Manager.
- Disruption Notices are to be disseminated to any department that may be affected by contracted works.
- Contractor and relevant site manager are to ensure that there is regular consultation during any contracted works to ensure that risks / hazards are identified and controlled.
- Contractors must regularly review their stipulated risk control measures. ISLHD managers and any site-elected Health and Safety Representatives (HSR's) should also monitor contractors' risk controls and report to Workforce Health and Safety on non-compliant issues.
- When contractors have completed all works, the ISLHD manager must inspect the work area, ensure work has been completed appropriately, that the area is clean and safe and the contractor has signed out.

#### **4.5. Chemical Hazards**

Contractors must declare the intended use of hazardous substances to the Responsible Manager on ISLHD sites. Contractors must ensure a current Safety Data Sheet (SDS) is available for all substances used and that the Safe Work Procedures on the SDSs are followed at all times.

#### **4.6. Infection Control**

Contractor activities that generate dust, smells and fumes must be appropriately controlled as per the directions of the Infection Control Policy. Contractors will be required to provide an 'Infection Control Risk Mitigation Plan' as required in these circumstances.

#### **4.7. Fire Safety**

Contractors must adhere to the ISLHD Fire Safety Management Policy and be aware of Emergency Response Procedures. Contractors should be familiar with the operation of firefighting equipment and evacuation procedures. These issues will be covered by the local site induction processes.

Responsible Managers must ensure contractors are instructed not to chock open fire doors. Contractors must comply with evacuation procedures and/or instructions

advising the need to evacuate. Contractors are to ensure that their work areas are maintained in a safe condition at all times.

#### **4.8. Access control**

Access to secure areas of ISLHD sites may be granted to contractors. However, contractors given access to secure areas (e.g. plant rooms, voids and locked areas) must be instructed by the Responsible Manager to not leave the access area open and/or unattended.

Contractors must sign-in using SMARTEK upon arrival (before commencing work) and sign-out prior to departure from the ISLHD site.

#### **4.9. Licences and Certificates**

Contractors must hold the necessary licences, certificates and/or approved evidence of competency for all plant and equipment they operate on site. Contractors are to ensure that their equipment is current for inspection purposes and inspected prior to use to ensure that it is fit for purpose.

These records are documented within the SMARTEK contractor management system.

#### **4.10. Plant, Equipment, and Personal Protective Equipment (PPE)**

Contractors are to ensure that the materials they use comply with all necessary standards. ISLHD, at its discretion, may conduct regular spot checks on contractor equipment and materials to ensure that they are WHS compliant. Contractors are required to supply to their workers Personal Protective Equipment (PPE) appropriate to the work being undertaken. Contractors must ensure sub-contractors comply with this provision.

#### **4.11. Consultation, Cooperation and Coordination**

Contractors are to hold documented toolbox talks with relevant staff, and other contractors or subcontractors prior to the commencement of each shift in order to discuss WHS topics, awareness, and the day's activities. Contractors must consult with the ISLHD Responsible Manager regarding identified hazards and perceived levels of risk associated to works undertaken or those imposed by the work environment.

#### **4.12. Sub-contractors**

A contractor must ensure that any sub-contractor it engages has met all requirements under SMARTEK prior to works being undertaken. Sub-contractors must also comply with this procedure document.

#### **4.13. Notifiable Work Activities to SafeWork NSW**

SafeWork NSW must be notified of the following activities:

- asbestos removal
- demolition work



- lead risk work
- storage of dangerous goods
- using carcinogenic substances at a place of work.

#### **4.14. Accidents and Incidents**

All injuries, illnesses, incidents and dangerous events and environment issues must be reported to the site responsible manager. An IIMS report must be completed by the Responsible Manager as soon as possible, and before the end of the working day.

Notifiable Incidents are to be reported to SafeWork NSW as soon as possible. The ISLHD Responsible Manager is to report any notifiable incidents in accordance with local processes (Notifiable Incident Flow Chart DT16/109562)

## **5. DOCUMENTATION**

- Safe Work Method Statements/Job Safety Analysis
- Contractor Orientation Checklist
- InfoSheet - Engaging a Contractor Outside of Smartek

### **Work Permits**

- General Work Permit
- Hot Work Permit
- Confined Space Permit
- Electrical Work Permit
- Disruption Notice

## **6. REFERENCES**

### **External references**

- NSW Health Policy Directive Work Health and Safety: Better Practice Procedures PD2013\_050
- Work Health and Safety Act 2011 No 10
- Work Health and Safety Regulation 2017
- Code of Practice – How to Manage Work Health and Safety Risks  
NSW Health Guideline Work Health and Safety – Other Workers Engagement  
GL2013\_011
- NSW Health Policy Directive Infection Control Policy PD 2007\_036
- Australian Healthcare Facility Guidelines

**7. REVISION AND APPROVAL HISTORY**

<b>Date</b>	<b>Revision No.</b>	<b>Author and Approval</b>
August 2004	0	Author: Barry Horton, WHS Coordinator, in consultation with Ralph Stevenson, WHS Safety Manager. Approved for release by the Area Policy and Procedure Committee 26 August 2004
April-October 2006	1	Merging of former IAHS Policy and SESAHS WHS Document 05: WHS Induction for Construction Work by Manager Systems Integration, Area Policy in consultation with Barry Horton, WHS Coordinator, Managers Shared Services, Facility Improvement, Engineers Northern, Central and Southern Sectors and SIMB.
2015	2	Developed from the dissolution of Policy PD – 76 into a Contractor Management Policy and separate Procedure document in consultation with Engineering, Facilities Services, Energy and Environment Approved by Executive Management Committee April 2015
2017	3	Safety Coordinator Review of Procedure as part of Safety Management System review.
2022	4	<b>Author:</b> Safety Coordinator <b>Approval/Date:</b> Director Corporate Governance & Risk / October 2022