

CONVOY

T R A N S P O R T

CONVOY TRANSPORT PTY LTD

Occupational Health and Safety



Amendment Record Contractor Management Policy Issue #: 1 Revision #: 0

Reviewed by: Jason Haywood Managing Director
Approved by: Jason Haywood Managing Director

Contractor Management Policy

Purpose:

To incorporate OHS requirements into every stage of contractor selection, approval, work processes and completion.

Policy:

All contractors and sub-contractors engaged to perform work on Convoy Transport Pty Ltd premises or other nominated locations, are required to comply with relevant Legislation, Standards, Codes of Practice and Convoy Transport Pty Ltd's OHS policies and procedures. All aspects of contractor work for Convoy Transport Pty Ltd is to be managed in accordance with this manual to ensure safe operation and compliance with legal requirements and our policies.

All management of contractors will contain the following steps:

- Inducting the contractor;
- Carrying out a risk assessment of the contractors proposed work;
- Developing the contract specifications;
- Ensuring a safe system of work for the contract; and
- Monitoring and evaluating the contractors' performance.



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Contractor Management Procedure

Contractor Selection:

The selection of a contractor must include an evaluation of the contractor's ability to carry out the work safely. The contractor evaluation will depend upon the hazards associated with the work and the size of the contract. (*Contractor Evaluation Form.*)

Where contractors are used only periodically, the evaluation and selection of approved contractors can be undertaken and placed on file. All approved contractors on file must have their evaluated systems reviewed anew if not contracted by Convoy Transport Pty Ltd for over 12 months. (*Workplace Contractor Register.*)

Prior to the allocation of contracts, prospective Contractors must supply:

- Copies of relevant permits, licenses, certificates;
- Public liability insurance information and other insurances as relevant;
- Safe Work Method Statements or documented safety instructions for intended tasks; and
- Evidence of an adequate OHSMS in place and job ready.

During project work all Contractors, Subcontractors and their workers must:

- Follow workplace safety rules;
- Follow traffic management plans for workplace;
- Follow site-specific documented safety instructions;
- Ensure all activities performed are in line with OHS legislation;
- Conduct their work in a manner that does not put others at risk from their action or inactions;
- Participate in consultative arrangements and inform others of potential OHS hazards that may arise from their activities;
- Cooperate with spot checks and internal or external inspections and/or investigations;
- Report any near-miss, injury or illness that occurs as part of the project;
- Not bring any items onto the workplace that are not maintained adequately or are unsafe in any way;
- Complete all documentation as and when required;
- Treat all shared amenities with respect; and
- Behave in an appropriate manner at all times when on the workplace, being aware that Convoy Transport Pty Ltd has a ZERO tolerance policy for workplace bullying, harassment and discrimination.

Convoy Transport Pty Ltd will allocate responsibilities as follows:

- Convoy Transport Pty Ltd Contract Managers:
 - Review OHS impacts for job; and
 - Review contract to ensure hazards are controlled.
- Convoy Transport Pty Ltd Site Management:
 - Induction for contractors;

- Permits to work;
 - Licenses, competencies;
 - Risk assessment and site management implementation; and
 - Supervision.
- Contractor:
 - Evidence of site management in place or signs off on Principals Site Management Plan;
 - OHS performance records and other OHS documents are satisfactory;
 - Evidence of licenses, qualifications, training and competency to perform work;
 - Development and implementation of risk assessments, risk controls and Site Management Plan;
 - Compliance resources, equipment and work preparations are adequate and ready for the work to proceed;
 - Compliance with OHS legislation, workplace rules and participate internal or external inspections and investigations where required (*Contractor Spot Inspection Form*);
 - Participates in site meetings and site consultative arrangements.

Induction Training and Instructions

Each individual contract worker must complete a safety induction before being allowed to conduct any work. The type and extent of the induction will be determined by the Contract Manager or other nominee.

Reference	Title and Description
Document #: OHSM300001	OHSMS Manual
Document #: OHSF300012	Contractor Evaluation Form (<i>OHSMS Recording Forms</i>)
Document #: OHSF300025	Contractor Spot Inspection Form (<i>OHSMS Recording Forms</i>)
Document #: OHSF300113	Workplace Contractors Register (<i>OHSMS Recording Forms</i>)
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