

# CONTRACT MANAGEMENT

## Contract OHS Management Standard

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Owner: Manager OHS

All contractors and sub-contractors are required to follow University policies and procedures, and meet all relevant regulations, standards and codes of practice. They must not, through their acts or omissions, do anything that could put at risk their own health or safety or that of University staff, students, other contractors or visitors.

All aspects of contractor work on Deakin University sites are to be managed in accordance with this standard to ensure safe operation and compliance with legal requirements and Deakin University policies. The [Contract OHS Management System Guidelines](#) provides a framework for meeting the contractor management obligations in this document.

All engagement and management of contractors will go through the following steps:

- Carrying out a risk assessment of the proposed work
- Developing the contract specifications where there is a written contract
- Selecting the contractor
- Organising contract support
- Setting up or ensuring a safe system of work for the contract
- Inducting the contractor
- Monitoring the contractor
- Evaluating the contractor's performance

### Risk Assessment

All contracts must have an OHS risk assessment carried out beforehand. This will initially be done by the by the Contract Manager, but will jointly or wholly finalised by the contractor. This requirement should be included in the contract terms. The risk assessment should identify the hazards associated with the project and inform each step of the contract management process.

### Contract Documentation

University personnel involved in establishing a contract for work are to ensure the contract documentation includes:

- Induction for all workers
- Compliance with University and OHS legislative standards
- Identification of the hazards associated with the contract and a process for adopting the appropriate hazard controls
- Clearly defined scope of works that states what is included or specifically excluded
- Allocation of responsibilities
- Requirements for security and site access
- Any project hold points, for example, commencement of project, start daily work, work requiring permits or approvals
- Management of sub-contractors
- General safety rules for contractors and specific rules for the job
- Tasks requiring permits or approvals
- Supervision of work
- Management of the contract
- Refresher training requirements
- Retention of contract records

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### Tender Specifications

All Deakin University personnel involved in establishing contracts are to ensure the tender specifications include the OHS standards relevant for the project. Normally all contract specifications must include:

- Induction for all workers
- Compliance with University and OHS legislative standards
- Identification of the hazards associated with the contract and a process for adopting the appropriate hazard controls

### Contractor Selection

Regardless of whether a written contract exists, the selection of a contractor must include an evaluation of the contractor's ability to carry out the work safely. The extent of this evaluation will depend upon the hazards associated with the work and the size of the contract. In general minimum requirements are proof of insurance, referee check and proof of appropriate licences/certificates.

Where contractors are used only periodically, the selection of approved contractors (or a contractor panel) is the most efficient approach. This avoids having to go through the contractor selection process each time a contractor is engaged. Faculties, divisions and other areas, must maintain the List of Approved Contractors. If staff want to use a contractor not on the Approved Contractors List approval must be sought in writing from the Head of School or Director.

### Allocation of Responsibilities

Each contract must allocate clear responsibilities for supervision and management of the contract works including a University Contract Manager and a Contractor Supervisor nominated by the Contractor. All workers must be made aware of the contact details for the Contractor Supervisor and Contract Manager for the project.

Unless the contract specifies differently, the Contractor Supervisor is responsible for ensuring supervision of safe operations and the safety of the contractor's employees and subcontractors.

The University Contract Manager is responsible for:

- Ensuring the contractor understand the specific task(s)
- Ensuring the contractor has a safe system of work, safe work environment where that environment is under the control of the University and the necessary permits or certificates
- Ensuring the contractor has completed all the safety requirements specified by the University. This may include Job Safety Assessments (JSA's), Safe Working Method Statements (SWMS), project risk assessment, project OHS plan, Site Safety Plan or as relevant for the task(s)
- Providing clarification for any questions or concerns
- Being the main University contact for the supervisor and other University staff or managers involved or affected by the project of the service
- Providing an assessment at the end of each project (or annual) on the contractor's performance

### Contract Support

The Contract Manager is responsible for organising signs, access to the work site, entry controls including loading areas and sign in/out, and permit procedures

### Induction Training and Instructions

Each individual contract worker must complete a safety induction, as appropriate for the project, before being allowed to conduct any physical work. The type and extent of the induction is to be determined by the Contract Manager.

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### Safe Work Areas, Tools and Equipment

All work areas must be kept clean, tidy and safe at all times, for example: no unsafe tools or equipment or slipping or tripping hazards.

Contractor managers are responsible to ensure systems are in place to regularly inspect all work areas and tools and equipment. The contractor supervisor is to confirm that the daily, weekly, monthly and 6 monthly safety checks are completed on schedule and that records are maintained, as may be specified in the safety plan or contract.

Unsafe work areas are to be addressed immediately and unsafe tools and equipment tagged out of service and removed from site as soon as possible.

### Safe Working Methods

All work at the University that is classified as having a medium to high hazard requires a safe work method statement (SWMS) for routine tasks and job safety assessment (JSA) for non-routine tasks.

### Work Requiring a Permit or Approval

Designated high risk work requires a Permit to Work. Work requiring a Permit to Work includes:

- Hot work (outside of a designated welding bay)
- Removing or maintaining asbestos
- Trenches deeper than 1.5 metres
- Excavations
- Demolitions
- Mobile crane use on site
- Live electrical work
- Other work as advised by the University as a result of, for example, a project risk assessment.

In addition work in hazardous locations requires a Permit to Enter. Work requiring a Permit to Enter includes

- Confined space entry
- Work at heights (fall risk 2m or more)
- Any work within 7m of an overhead power line
- Other work as advised by the University

### Emergency Procedures

Each contract safety plan, where required by the contract, is to include the necessary emergency preparedness as identified in the project risk assessment. For example, this may require the contractor to provide their own first aiders or specialist first aid kits or spill kits if chemical spills are possible.

### Traffic Management and Parking

Contracts must include instructions for contractors on parking, site access and traffic rules on site. A specific Traffic Management Plan may be required, otherwise normal University parking and traffic management arrangements apply.

### Audits and Compliance

#### Contractor Internal Safety Audits

Each contract is to require contractor managers to arrange internal safety audits at specified intervals for ongoing projects. The contractor internal safety audit report is to be provided to the University contract manager, who is to use the information as part of the evaluation of the contractor's performance.

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### **University Safety Audits**

Contractor management will be included in the normal University safety audits. Any results are to be forwarded to the University contract manager for incorporation, as appropriate, into the individual contractor evaluations.

### **Post Contract Evaluation**

At completion of each contract, or annually if an ongoing contract, the University contract manager must document their evaluation of the performance of the contractor firm and forward the results to the responsible Senior Manager.

### **Maintain Evaluation records**

The Dean, Head of School or Director of the area responsible for the contract must record contractor evaluations on file for each respective contractor for at least 10 years.

### **Review Poor Performance**

Where apparent contractor poor performance occurs, review the contract with all University stakeholders to determine if corrective action is required. Any corrective action, for example counselling the contract firm or applying restrictions on their work, is to be documented and circulated to all affected University personnel.

### **Amend Approved Contractor Register**

If the evaluation suggests an existing contract firm should be removed from an Approved Contractor List then this intention must be circulated to all affected University stakeholders for their input.

Before the final decision is made to remove a contractor firm from the Approved Contractor List, the affected contractor firm is to be advised of the intention and given an opportunity to provide their explanation of the circumstances. Following this stage the responsible Dean, Head of School or Director is to amend or update the Approved Contractor List and advise all affected parties, so only approved contractors are appointed for future contracts.