

Contractor Health, Safety and Wellbeing Management

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1.0 Purpose

This standard sets out the minimum requirements for Griffith University in the health, safety and wellbeing (HSW) management of contractors undertaking work on Griffith University premises.

2.0 Scope

The scope of these requirements includes Principal Contractors with a project value >\$250,000, On site service contracts, minor works contractors and vendors, individual contractors or consultants, sole traders and service contracts.

Agency-supplied contractors (e.g. labour hire for temporary roles or backfills) are treated as a full direct employees of Griffith University, undertaking training and supervised under the Griffith University Health, Safety and Wellbeing (HSW) Management System. They are not considered a contractor for the purposes of this Standard.

3.0 Standard Requirements

The following requirements must be undertaken, based on the contractor type:

Contractor Type	Minimum Requirements for the Contractor to Undertake	Minimum Requirements for Griffith University to Undertake
All Contractors (including Principal Contractors, Onsite Service Contractors, Minor Works Contractors, Vendors, Individual Contracts (Consultants) and Sole Traders)	<ul style="list-style-type: none"> ▪ Provide Griffith University with information on hazards associated with their plant/equipment/ processes. ▪ Have Safe Work Method Statements (SWMSs) for high-risk construction work and work in accordance with their SWMSs. ▪ Meet periodically with Griffith University to discuss agreed KPIs. 	<ul style="list-style-type: none"> ▪ Provide the contractor with appropriate campus/facility hazard information through the Griffith University Contractor Induction. ▪ Provide the contractor with Griffith University policies and procedures that are relevant to their work activities. ▪ Provide the contractor with Griffith University emergency arrangements information and/or ensure the contractor integrates their emergency arrangements with Griffith University. ▪ Verify the contractor has a HSW Management System (if applicable).

- Verify the contractor has current insurance, licences, and qualifications.
- Verify the contractor has Safe Work Method Statements (SWMS) for high-risk construction works.
- Communicate to those who the contractors' activities may impact the HSW arrangements that will be put in place by the contractor.
- Facilitate periodic HSW meetings with the contractor to discuss agreed Key Performance Indicators (KPIs) and matters that require consultation, collaboration, and cooperation.
- Verify periodically that the contractor is working in accordance with its HSW documents/formal arrangements (including HSW management system, WHS plan, PTW, SWMS etc). Determine frequency of verification by Griffith University risk assessment.

Additional requirements as per the contractor type:

Principal Contractor
(project value >\$250 000)

Contractor is in possession of clearly delineated campus and or facility location.

- Have a HSW Management System and WHS management plan as per the legislative requirements (i.e., including establishing and working to Permit to Work system, Safe Work Method Statements [SWMS] and emergency arrangements).
- Undertake safety checks, inspections and audits and communicate outcomes to Griffith University.

- Verify the contractor has a WHS management plan.

On site services contracts and contracts delivered to site.

Contractor is in possession and is not in possession of clearly delineated campus and or facility location.

- Have a HSW Management System.
- Undertake safety checks, inspections and audits and communicate outcomes to Griffith University.
- Work under Permits to Work issued by Griffith University.

- Comply with Griffith University /Facility health and safety requirements.

<p>Individual Contracts (Consultants), Vendors, Sole Traders</p> <p>Contractors are not in possession of clearly delineated campus and or facility location.</p>	<ul style="list-style-type: none"> ▪ Be qualified to with respect to the type of work undertaken / Have current licences, insurance, and qualifications relevant to their work. ▪ Adequately maintain their mobile plants, tools and equipment. ▪ Work under Permits to Work issued by Griffith University. ▪ Comply with Griffith University /Facility health and safety requirements.
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The Contractor Health Safety and Wellbeing Management Procedure provides further information on the process for meeting the above requirements.

4.0 Definitions

Health, Safety and Wellbeing (HSW) Management System refers to a set of policies, procedures and plans that systematically manages health and safety at work and can help to minimise the risk of injury and illness from workplace operations.

KPIs refers to Key Performance Indicators.

PTW refers to **Permit to Work**, task specific documents that authorise certain people to undertake specific work at the stated times, dates and locations.

SWMS refers to **Safe Work Method Statements**, prepared in accordance with Section 299 of the Work Health and Safety Regulation 2011.

WHS management plan, in relation to a construction project, means a management plan prepared or revised under part 6.4 of the Work Health and Safety Regulation 2011.

INFORMATION Printable version (PDF) Downloadable version (Word)

Title	Contractor Health, Safety and Wellbeing Management Standard
Document number	2023/0001037
Purpose	This standard sets out the minimum requirements for Griffith University in the health, safety and wellbeing (HSW) management of contractors undertaking work on Griffith University premises.
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Category	Operational
Subcategory	Safety
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Policy advisor	Senior Health and Safety Manager
Approving authority	Director, Health Safety and Wellbeing

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	<i>Work Health and Safety Act 2011 (Qld)</i> <i>Work Health and Safety Regulation 2011 (Qld)</i> <i>Contractor Management: Guidance for Commonwealth PCBU's (Cth)</i>
Policy	<u>Health, Safety and Wellbeing Policy</u>
Procedures	N/A
Local protocols	N/A
Forms	N/A