

# SESLHD HANDBOOK COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

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<b>KEY TERMS</b>	Contractor induction, contractor training, contractor card, permits to work; contractor management, Rapid Global, contract administrator
<b>SUMMARY</b>	This document provides managers and workers with information on how to manage, oversight and administer their contracted service providers, working at SESLHD facilities and sites.

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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### 1. BACKGROUND

The aim of this handbook is to provide contractors with information about the Work Health and Safety Systems within the South Eastern Sydney Local Health District (SESLHD) along with information relating to known risks in the work environment.

This handbook complements SESLHDPR/333 Work Health and Safety - Contractor Management Procedure and Induction training provided to all contractors.

This document outlines the responsibility of contractors, including induction / training, site access, work permits and the ongoing processes related to consultation on safety issues.

### 2. SCOPE

The scope of the procedure applies to any contractor / sub-contractor conducting contracted work or services at SESLHD sites including:

- Installation, servicing, maintenance and / or repair of plant/ equipment including clinical and telecommunications equipment
- Construction work
- Consultancy
- Training / education of staff

### 3. DEFINITIONS

Refer to [Appendix 1](#) - Definitions

### 4. RESPONSIBILITIES

#### 4.1. SESLHD Management Responsibilities:

Before engaging contractors responsible managers / contract owners in the SESLHD shall ensure that the contractors have achieved “*current contractor status*” for work on SESLHD controlled premises. Appendix B lists the requirements contractors must meet to obtain current contractor status.

The SESLHD manager responsible for engaging a contractor / contract owner, must ensure the contractor has been given an appropriate localised orientation SESLHD Form [F249 SESLHD Contractor Orientation Checklist](#) provides a minimum orientation checklist and can be added to as required, this includes information such as:

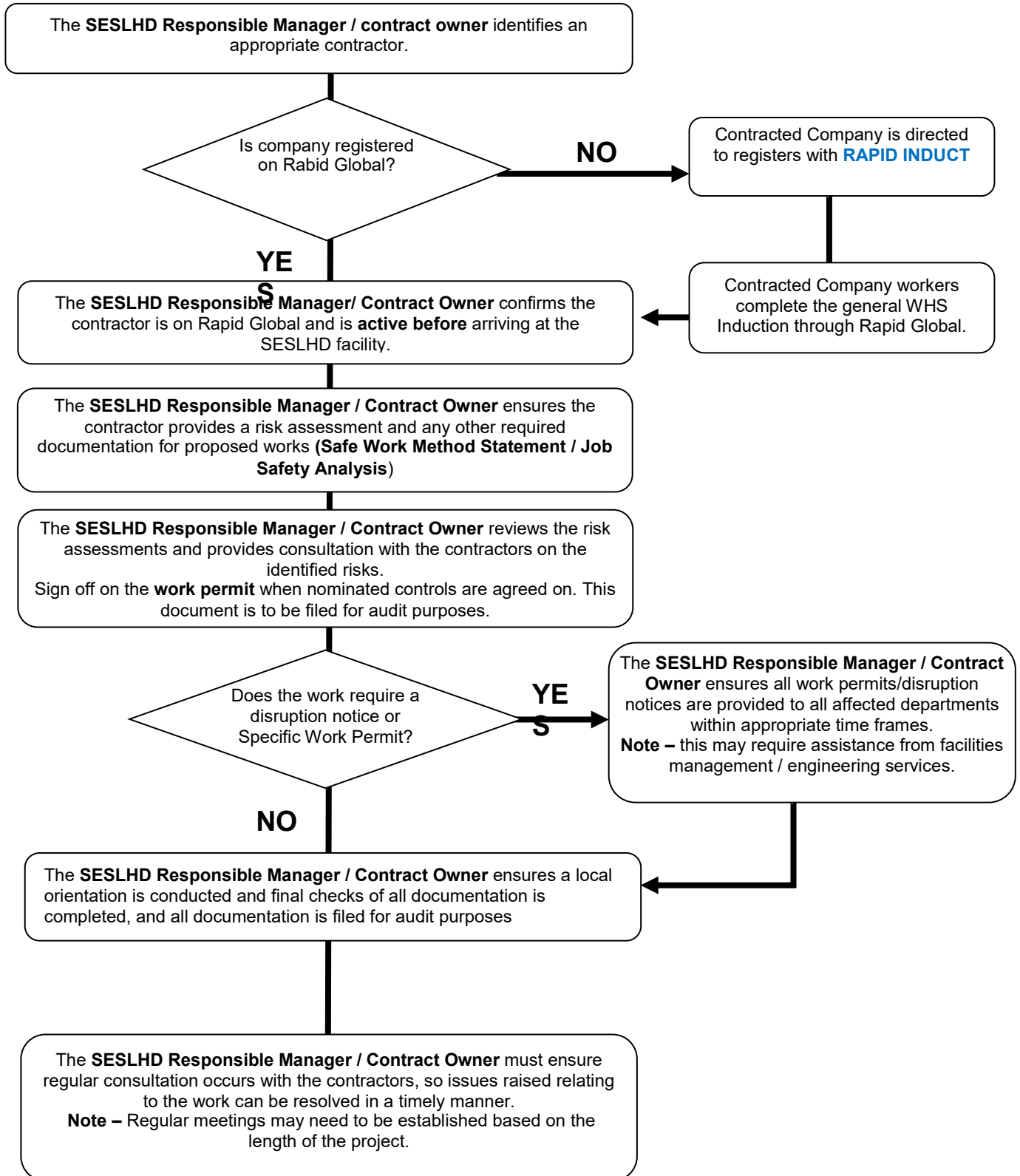
- Details of building layout and emergency exit points
- Local positions of fire extinguishers with explanations on how to use the equipment
- Identification of specific hazards and controls measures for the area
- Explanation of emergency evacuation procedures
- Location of first aid kits
- Location of amenities
- Requirement for good housekeeping principles
- Lock out danger tag procedures
- Incident Reporting

- Completion of “Permit to Work” documentation

The responsible manager for engaging a contractor / contract owner will ensure that:

- Engineering services / Facilities Management are notified prior to the contractors commencing work so appropriate work permits can be arranged if required.
- All departments that may be affected by contractor activities are consulted to consider potential hazards.
- Contractors conduct a risk assessment of work to be undertaken and supply documented evidence of such risk assessments. Risk assessments may be supplied in the form of **Safe Work Method Statements (SWMS)** or **Job Safety Analysis (JSA)**, which must be specific to the job at the SESLHD and not a generic “one size fits all” document.
- Site specific hazard controls and special precautions are explained to the contractor and must be recorded on **Permit to Work** documentation, which must be completed before beginning work on site. Refer to local facility work permit arrangements (normally through engineering services).
- Regular communication between the responsible managers at the SESLHD / contract owners and contractors is required. Issues raised at these meetings and appropriate actions for resolution must be documented.

**Local Health District Contractor Management Flowchart**



#### **4.2. Contractor Responsibilities**

Principal Contractor must provide their details to Rapid Induct so they can be registered and activated in Rapid Induct before undertaking any work. Appendix A lists the requisite information contractors will be expected to provide.

All contractors and subcontractors are required to complete SESLHD general induction training through Rapid Induct.

Contractors must attend a local orientation in which the responsible manager / contract owner from the SESLHD will provide site-specific training.

Principal contractor must ensure their workers and subcontractors are aware of specific site requirements and act within the established systems and procedures developed by the SESLHD and the principal contractor's management.

Contractors must risk assess the work to be undertaken and supply documented evidence of this, e.g. SWMS/JSA. This documentation must identify hazards to SESLHD workers, patients, clients, general public and contractors. It must also identify the appropriate control measures to eliminate or minimise the risk from those hazards. The SWMS/JSA must be specific to the job at the SESLHD and not a generic "one size fits all" document.

Contractors must ensure hazard control measures are regularly monitored and reviewed. Contractors must be able to provide documented evidence of risk monitoring (i.e. site checklists, toolbox meeting minutes, etc.) at appropriate forums and as requested by SESLHD responsible managers / contract owners.

Contractors must ensure regular communication occurs between themselves and the responsible managers / contract owners. Contractors must attend meetings planned by SESLHD responsible managers / contract owners and act upon issues as appropriate.

Contractors must ensure they have consulted with facility management / engineering services at the site before commencing any works so relevant SESLHD Work Permits, isolations and disruption notifications are documented.

Principal contractors must ensure their staff and subcontractors have appropriate training for the works being undertaken. Information relating to contractors training must be recorded on Safe Work Method Statements and in Rapid Induct. If construction or building maintenance is being undertaken all contractors must hold a certificate in WHS General Construction Induction Training (White Card) as per SafeWork NSW requirements.

Contractors are responsible for providing all tools and equipment required to complete the job. The local Facilities Management / Engineering department cannot supply deficiencies. This includes equipment such as: barriers, woggles hats and ladders.

## Contractor Management Handbook

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Contractors using plant and equipment must ensure equipment is registered if required, and that it has appropriate log books as per SafeWork NSW requirements.

Contractors must ensure all equipment has correct guarding and such guarding is regularly checked and maintained.

Contractors must ensure that appropriate Personal Protective Equipment (PPE) is used in conjunction with engineered plant and equipment safeguards. PPE should be well maintained and appropriate for the task.

Contractors must carry out work relating to the contract in a sequence and at times which will cause minimum disruption to SESLHD business activities.

Contractors undertaking work that has the potential to disrupt services to SESLHD or adjacent properties (digging near underground cables for example) must ensure appropriate checks are undertaken before work commences (for example calling “dial before you dig”). Contractors must also consult with site facilities management / engineering staff if applicable.

Contractors must obtain and complete a disruption notice from SESLHD responsible manager / contract owner for any work which may disrupt SESLHD activities such as:

- noisy work
- work which may affect pedestrian or vehicular traffic flow.
- work which may generate dust, fumes or smells
- work which may interfere with SESLHD services such as plumbing, electrical or fire alarms
- movement of suspended ceiling tiles
- work which may block exit doors or ways.

Contractors must obtain and complete a Permit to Work form for the following activities:

- Hot work
- Confined spaces
- Electrical work
- High Voltage Works
- Asbestos Works
- Working at Heights
- Working on Roofs.

Contractors must ensure that environmental issues are considered in all site risk assessments and that EPA guidelines are followed when environmental controls are implemented.

Contractors must control their waste products whilst on all SESLHD sites, dispose of waste according to EPA/Local Authority guidelines and maintain work areas in a clean and tidy manner.

Contractors bringing chemicals on site are required to have in date Safety Data Sheets (SDS) and to carry appropriate spill kits and be competent in their use.

In the event of a spill from an accidental release of substance to the environment, the contractor must notify the SESLHD responsible manager / contract owner, the EPA and any other relevant bodies as per legislative requirements.

The Principal contractor will ensure it maintains current workers compensation and general liability insurance, through Rapid Induct.

The principal contractor will ensure subcontractors also maintain current insurance, through Rapid Induct.

All access passes, swipe cards, key and other equipment that are signed out to contractors must be returned before leaving site or the contract company will be charged the replacement cost.

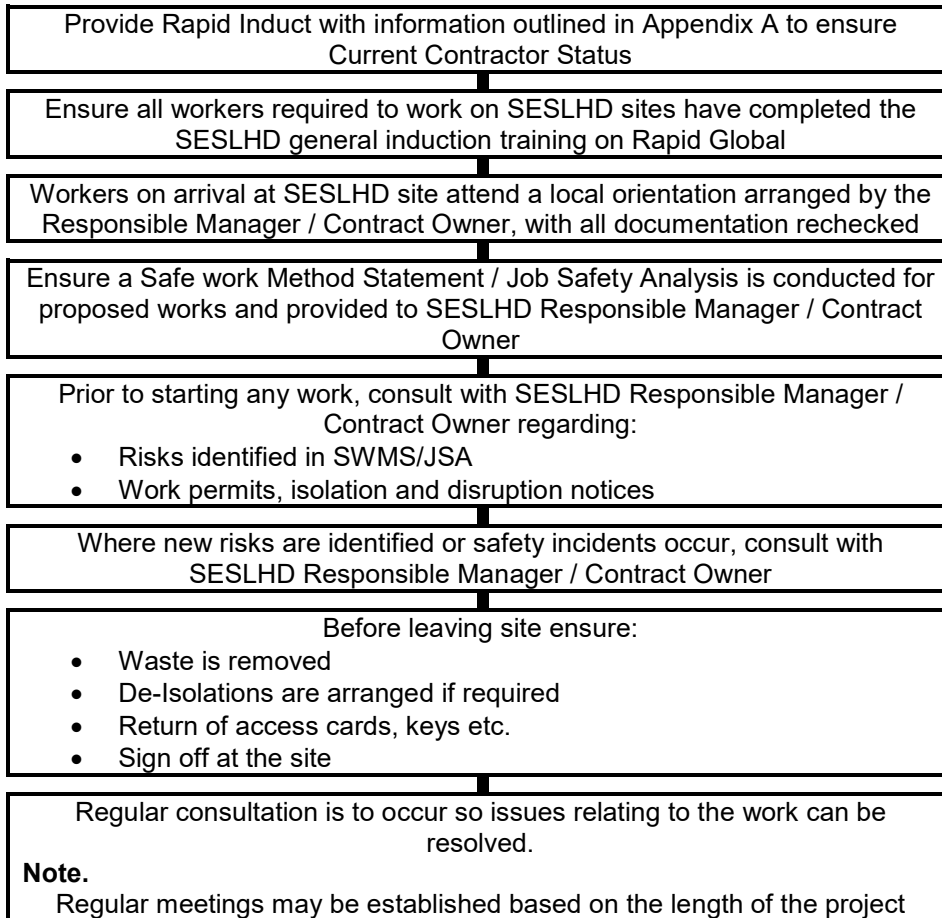
Contractors must provide completed criminal record and Working with Children Checks if requested to do so before commencing any contracted works.

Contractors must report all accidents, incidents and near misses to the SESLHD responsible manager / contract owner, including the following:

- Personnel injuries
- Fires
- Suspicious acts or items (including suspected asbestos)
- SESLHD building, equipment or plant damage
- Notifiable incidents as outlined by SafeWork NSW.



**Contractor Flowchart**



**5. CONTRACTOR SITE SAFETY REQUIREMENTS**

**5.1. Accidents and Incidents**

All injuries, illnesses, incidents, risks and dangerous events involving health, safety and environmental issues must be reported, no matter how small to the SESLHD responsible manager / contract owner. An incident form is to be completed by the responsible manager if any incident occurs involving a contractor, student, staff member or visitor as soon as possible and before the end of the working day

Some types of incidents and injuries must also be reported to SafeWork NSW according to the current SafeWork NSW notification protocols. The SESLHD Head of Health, Safety and Wellbeing Manager or their delegate will be responsible for determining if such a report is required and for making the report.

**5.2. Infection Control**

Hand hygiene is to be performed before and after entering any patient care/treatment areas. Contractors are to discuss with nursing staff for any infection control precautions required before entering any patient occupied area and will be instructed on where to dispose of liquid/cleaning waste.

All contractors must be fully vaccinated and meet all NSW Health vaccination requirements. Any contractors who do not meet NSW Health requirements will be refused entry onto and into any SESLHD facilities. Refer to [SESLHDPR/347 Infection Prevention and Control during Construction, Renovation or Management](#)

Reference: [NSW Health PD2017 013 NSW Health Infection Prevention and Control Policy](#)

### 5.3. Equipment

**Compressed Air/Water Equipment** – this includes water/air jets, impact wrenches, grinding tools and scabblers. Always take care when working with compressed air tools. Compressed air entering the blood stream through a break in the skin can be fatal.

**Electrical Welding** – Hot Work Permits must be obtained from SESLHD manger. Aprons, leather sleeves, gauntlet gloves, eye protections welding spats (or flame proof overalls) must be worn by welders and assistants where there is danger of injury from hot metal. Welding screens should be used to prevent sparks and welding flash from flying into adjacent areas and nearby workers. All welding cables should be inspected weekly and maintained in good condition

**Hand tools** – All non-electrical tools must be checked regularly. The tool must not be used if damaged or in the event of a known defect. Use an appropriate wrist stop or lanyard to secure the tool if there is a risk of it falling and injuring people below

**Lasers** – may only be used by persons who have completed a recognised course and must be used with the following precautions:

- Up to class 3A only on the construction site
- Positioned so as to NOT be at eye level
- Warning signs to be erected

**Machine Guarding** – all hand tools, machinery or other equipment must be operated with effective guards.

**Mobile mechanical Plant** – all mobile plant such as frontend loaders, dozers, backhoes, forklifts etc. must be maintained in a condition that ensures it is safe to use. When not in use, mobile plant must have keys removed, blades and buckets lowered onto the ground and must be chock/blocked.

**PPE** – Contractors shall supply their employees with all appropriate personal protective equipment and ensure it is used correctly (e.g. hard hats, safety boots, gloves, safety glasses and clothing) as required by applicable legislation, codes of practice and safe work practices.

The contractor shall ensure safety equipment (including guarding and Personal Protective Equipment) is worn and maintained in accordance with risk assessments and controls stipulated on Work Method Statements.

**5.4. Safe Access**

Pedestrian access must not be impeded without prior approval of the appropriate SESLHD responsible manager / contract owner. Safe access to the work site and surrounding areas shall be maintained. Fire stairs and corridors are to be left clear at all times. Contractors and SESLHD responsible managers / contract owners should review this situation regularly and rectify any non-compliance issues.

**5.5. Workplace Inspections**

Workplace inspections will be undertaken periodically by SESLHD responsible managers / contract owners or their representatives. Issues of contractor's conformance to documented risk assessments and controls will be assessed and non-conformances must be rectified through a consultative process. Contractors must ensure they also undertake regular inspections of the workplace.

**5.6. Animals**

The contractor shall not be permitted to bring animals onto any SESLHD sites. Clearance can be obtained for animals used in some circumstances i.e. guide dogs.

**5.7. Electrical Appliances**

Work on or near live electrical circuits or live distribution boards is prohibited unless a risk assessment has been undertaken in accordance with Code of Practice for Managing Electrical Risks in the Workplace.

Unless double insulated, all equipment and appliances that are plugged or direct-wired are to be connected to an approved Earth Leakage Circuit Breaker or Residual Current Device.

Electrical leads must be connected to the nearest power outlet and removed from the outlet when not in use. Protective coverings are required when leads are laid in traffic ways.

All leads and power tools must be tested and tagged in accordance with statutory requirements. All electrical plant/machinery, appliances, power tools and extension cords shall comply with the Code of Practice for construction work. Up to date testing and tagging of electrical equipment must be monitored by principal contractor. All contractors' electrical tools and plant shall be supplied through Residual Current Devices.

**5.8. Drugs and Alcohol**

Persons affected by alcohol, other drugs or non-prescribed medications which impair function are not permitted to carry out work on SESLHD facilities / sites. The consumption of non-prescribed drugs and alcohol is prohibited on all SESLHD facilities / sites.

Contractors must not perform any duties whilst under the influence of drugs and alcohol.

### 5.9. Suspicious or Hazardous Material

If contractors discover the presence of material which they are unsure about (for example suspicions of asbestos or hazardous chemicals) the material should not be disturbed and the SESLHD responsible manager / contract owner informed immediately. Investigation and remedial actions must then be taken before work in the area begins again.

### 5.10. Smoking

Smoking in or around buildings, vehicles and grounds within the SESLHD sites is prohibited, except for designated smoking areas (where applicable). There can be no smoking within 4 metres of a pedestrian access point to a public building.

### 5.11. Cleaning and Waste

The worksite and surrounds should be kept clean and tidy and any safety or fire hazard removed promptly (e.g. oily rags, flammable materials and garbage).

Other safety actions such as replacing lids and caps on containers, wiping up spills, removing or bending over nails or bolts and removing dangerous protruding objects progressively.

Rubbish must be managed in accordance with Environmental Protection Act and Local Council by-Laws.

Disposal and washing out of excess concrete from trucks is not permitted on site. Hand hygiene and kitchen sinks are not to be used for disposal of liquid or cleaning waste.

Sharp items must be disposed of in accordance with SESLHD procedures. This means contractors will have to **source appropriate sharps disposal systems in areas adjacent to where they are working.**

All construction and demolition waste must be disposed of either in a contractor provided skip or removed from the site. Rubbish and debris is to be removed from site daily unless otherwise agreed to by the SESLHD responsible manager / contract owner.

Any asbestos containing materials (ACM) must be removed in accordance with SafeWork NSW requirements, and all receipts for disposal copied and handed to the SESLHD responsible manager / contract owner for record keeping purposes.

At the completion of the works the site is to be left in a safe, clean and tidy condition with all excess material and rubbish appropriately removed.

### 5.12. Manual Handling

Contractors must ensure basic manual handling techniques are implemented whilst they are working on any SESLHD site. The techniques to be followed include:

- The use of mechanical lifting equipment where possible
- Assess and plan the lift or other manual task by estimating the load and knowing exactly where it is to be placed

- Ensuring that access to the area is clear
- Avoid lifting excessively heavy loads – get help
- Avoid bending backs to pick up a loads – bend knees and keep back straight
- Hold load as close as possible to body
- Avoid twisting while lifting or carrying, pushing or pulling
- Avoid long periods in awkward positions
- Take care to reduce likelihood of slips and falls which can jar the spine

**5.13. First Aid**

Principal contractors must ensure adequate first aid provision is available for all contract workers and sub-contractors. First aid kits should be stocked in accordance with the Code of Practice First Aid in The Workplace.

Should emergency treatment be required an ambulance should be called.

The internal emergency number is 2222 at SESLHD Hospitals for other community based services you will need to confirm the emergency number with the responsible manager. If using an internal hospital phone to call emergency 000 number, you will need to dial 0 for an external line. Responsible manager and Security Services may be available to assist in directing the emergency response.

**5.14. Fire and Emergency Evacuation Procedures**

Many areas are covered by automated fire detectors and alarm systems linked to the NSW Fire and Rescue. If works involve dust, vibration, moisture, aerosol sprays, fumes, or mechanical damage to detection equipment, contractors shall ensure temporary isolation of fire alarms. This is to be arranged through the responsible site manager or project manager, the fire officer or relevant person.

The contractor is responsible for ensuring that appropriate arrangements are in place for the duration of the isolation of any alarm. If a contractor triggers the automated alarm, the NSW Fire and Rescue will attend the building and you will be liable for the cost for incurring a false alarm (in 2021 this is \$1600 per false alarm).

Contractors must cooperate with emergency evacuation procedures developed by the NSW Health organisation. Fire emergency control equipment should not be interfered with and only used in appropriate circumstances

**5.15. Air Pollution**

Dust can cause health problems for workers and others, especially patients whose breathing may be compromised. If the work is generating dust, additional measures may be required to ensure a safe work site as per infection control guidelines. These must be determined in consultation with the SESLHD responsible manager / contract owner and relevant staff. Loose materials must be covered if stock piles generate dust. The dust must be contained within the work area.

**5.16. Working at heights – Ladders**

Ladders used must comply with the AS 1892.1 Portable ladders Part 1: Performance and geometric requirements and must be regularly inspected and maintained.

When ladders are being used in a corridor or around pedestrian flows the risk assessment must reflect adequate controls to reduce the risk to others. The tops of ladders must be secured when in use on a SESLHD site.

When using a ladder a worker must ensure they have three points of contact with the ladder at all times e.g. both feet and one hand or both feet and their torso.

**5.17. Working at heights – Rooftops and Harness use**

When working at heights it is preferred that a fall protection barrier be erected. When this is not practicable a full safety harness conforming to Australian standards must be worn and secured to approved fixed devices at all times.

Scaffolding and working platforms must conform to statutory and Australian Standard requirements and be erected by a qualified individual with approved certificate of competency.

Once the job is completed the roof is to be inspected to ensure that it is left in a clean and safe condition with all barricades in place and rubbish removed.

**5.18. Safety Signs**

Safety signs are placed to protect health and safety. Hospital sites have safety signs and these must be adhered to. Contractors must erect appropriate safety signs to protect others.

**5.19. Barricades and Fencing**

To ensure the safety of all persons on or passing by the work site, contractors must supply and erect any necessary barricades and fencing appropriate to the work they are doing. Such barricades and fencing must be compliant to Australian Standards.

All materials and equipment, plant and tools must be also safely stored within the barricade and fencing as required.

Care must be taken to check and secure the barricades and fences whenever contract staff leave the work area. This may include temporary lighting on the site, if deemed necessary by the contractor or the SESLHD Responsible Manager / Contract Owner, or their representative.

Pedestrian access must not be impeded without prior approval and emergency paths must be maintained free of all obstructions. Exit must not be blocked without prior submission of a disruption notice and the agreement of the SESLHD responsible manager / contract owner.

### 6. REFERENCES

#### External

AS/NZS 1891 Industrial Fall-Arrest Systems and Devices  
 AS 1892.1 Portable ladders Part 1: Performance and geometric requirements  
 AS/NZS 4576 Guidelines for Scaffolding  
[SafeWork NSW Code of Practice Construction Work](#)  
[SafeWork NSW Code of Practice First Aid in the Workplace](#)  
[SafeWork NSW Code of Practice Managing Electrical Risks in the Workplace](#)  
[SafeWork NSW Code of Practice Managing the Risk of falls at Workplaces](#)  
[Work Health and Safety Act 2011 No 10](#)  
[Work Health and Safety Regulation 2017](#)  
[NSW Health Policy Directive PD2017 013 Infection Prevention and Control Policy](#)  
[NSW Health Policy Directive PD2018 013 Work Health and Safety: Better Practice Procedures](#)

#### Internal

[SESLHD Form F249 SESLHD Contractor Orientation Checklist](#)  
[SESLHDPR/208 Work Health and Safety - Hazardous Chemical Management Procedure](#)  
[SESLHDPD/265 Emergency Management](#)  
[SESLHDPR/268 Managing Electrical Risks in the Workplace](#)  
[SESLHDPR/271 Work Health, Safety and Wellbeing Policy / Statement of Commitment](#)  
[SESLHDPR/274 Confined Spaces Risk Management](#)  
[SESLHDPR/276 Injury Management – Recovery at Work Procedure](#)  
[SESLHDPR/333 Work Health and Safety - Contractor Management Procedure](#)  
[SESLHDPR/347 Infection Prevention and Control during Construction, Renovation or Management](#)

### 7. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
Feb 2014		
Aug 2018	2	Desktop review - Peter Kuszelyk, WHS Strategy Consultant Endorsed by Executive Sponsor
June 2020	3	Risk rating reduced to medium Risk. Review date amended to August 2021 to align with Medium Risk rating. Executive Sponsor updated from Director Workforce Services to Director People and Culture. Approved by Executive Sponsor.
February 2022	4	Minor review: Addition of Rapid Induct requirements and re link references. Ian Beard
March 2022	4	Endorsed by Executive Sponsor

APPENDIX A - Definitions

Key Term	Definition
<b>Construction work:</b>	Means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, and renovation, repair, maintenance, and refurbishment, demolition, decommissioning or dismantling of a structure. For full definition refer to clause 289 WHS Regulation 2017.
<b>Contractor:</b>	Is an individual, or an organisation or legal entity engaged under a contract to perform any work, provide any service, or supply any goods at an agreed price or rate? Under the WHS Act 2011, contractors are considered to be workers and there is a shared responsibility between themselves, their employer and SESLHD to consult on safety risks.
<b><u>Contractor Card:</u></b>	A card issued to contractors on completion other their induction, that when held allows contractors to work on site.
<b><u>Contractor Database:</u></b>	Database held by the SESLHD that contains records of current companies approved to work at SESLHD sites.
<b>Due Diligence:</b>	The use of all reasonable foresight and care in the planning and conduct of activities to protect the health, safety and welfare of everybody in the workplace.
<b><u>Database Administrator:</u></b>	Refers to Health Safety and Wellbeing who can be contacted on <a href="mailto:SESLHD-Contractors@health.nsw.gov.au">SESLHD-Contractors@health.nsw.gov.au</a>
<b>General Construction Induction Training Card:</b>	Is issued by SafeWork NSW once a person has successfully completed the specified course for general construction induction training through a Registered Training Organisation (RTO).
<b>Hazardous work:</b>	Any work that has the potential to harm the health and safety of a person.
<b>Rapid Global</b>	A real-time centralised induction & training database to facilitate contractor on boarding and compliance steps. It contains records of current companies approved to work at SESLHD facilities / sites. The database also allows contractor cards to be verified.
<b>Rapid Induct</b>	This is part of the Rapid Global software package that allows contractors to complete inductions for the SESLHD facilities / sites.
<b>Risk Assessment:</b>	The process of gathering details on the hazard to see: how it could cause harm, who could be harmed, how likely it is that the hazard will cause harm and how severe that harm could be given any existing risk control measures
<b>Job Safety Analysis (JSA)/Safe Work Method Statement (SWMS):</b>	A written statement, based on a risk assessment, clearly stating the safest way to the do the task; to be prepared for all hazardous work.
<b>South East Sydney Local Health District (SESLHD):</b>	Refers to South East Sydney Local Health District (SESLHD).
<b>Responsible Managers / Contract Owners</b>	The facility or services Manager responsible for engaging the contracted service provider, or who has control of the specific



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	workplace / site / facilities where contactors are engaged and who has direct control of contractors at the workplace.
<b>Sub-Contractor:</b>	A person who may be sub-contracted by the principal contractor. Under the WHS act a sub-contractor is considered to be a worker and as such there is a shared responsibility between themselves, their employer and the SESLHD to consult on safety risks.

### APPENDIX B: Current Contractor Status

To achieve current status a contractor must:

1. Provide the following information for the database:
  - Company Name
  - Administrator Name (persons who will be responsible for uploading insurance, other documents and issuing passwords for their workers)
  - Contact email address
  - Contact phone number
2. Provide a certificate of currency of insurance that complies with Section 175B of the Workers Compensation Act 1987.
  - The certificate is to cover the period of, the contract and all workers that will be on SESLHD sites.
  - Where the contractor engage subcontractors to work on SESLHD sites, the contractor is responsible for supplying the SESLHD with a copy of sub contractor's certificate of currency of insurance (as detailed above).
3. Provide a copy of a certificate of currency for public liability insurance to a minimum value of \$ 20,000,000.
4. Provide a copy of a certificate of Professional Indemnity Insurance where providing consultancy services or professional advice based on legislative requirements i.e. legal advice, building codes, security, fire systems, and architectural services. The minimum coverage is \$10million or \$20million for security consultancy and needs to specify it covers Professional Indemnity Insurance.
5. Provide a copy of the relevant contracting licenses applicable to the proposed scope of works.
6. Where requested, provide a copy of National Criminal Record Check and Working with Children Check for workers.
7. Provide evidence of **General Construction Induction Training Card** if undertaking construction or building maintenance must (termed in Industry as "White Card").
8. Maintain a high level of WHS awareness and training within their organizations including compliance with all relevant statutory requirements.

Note – Failure to comply with these requirements or two negative reports regarding contractor performance within 12 months will result in the loss of approved contractor status and will necessitate documented changes within an organization to assess areas of deficiency before the contractor may be re-evaluated.

### APPENDIX C: Standard WHS clause for contracts

SESLHD managers / contract owners should attempt as far as is reasonably practicable to ensure written contracts / agreements are implemented for all works or services provided to the organisation. The type and scope of written contracts will vary according to type and nature of service being provided. The following is a standard clause that should be included in all written contracts / agreement for SESLHD.

**WHS Clause:** South Eastern Sydney Local Health District (SESLHD) is subject to the provisions of the NSW Work Health and Safety Act and Regulation which imposes a duty on the SESLHD to provide and maintain as far as is reasonable practicable, a working environment which is safe and does not present risks to workers, staff, visitors or others.

Contractors engaged to carry out work in workplaces under the control of the SESLHD responsible manager / contract owner are expected to adopt safe working practices, comply with internal SESLHD safety procedures, relevant WHS legislation and statutory provisions, Australian Standards and to cooperate with other workers in the interest of reducing the risk of injury and maintaining a safe working environment.

Incidents which result in, or could give rise to injury or damage to SESIAHS staff, patients, clients, public and plant / equipment must be reported to the SESLHD responsible manager / contract owner.

The Contractor must complete a **PERMIT TO WORK** before beginning work on SESLHD premises

The contractor must provide evidence of relevant insurance certificates and dangerous equipment licenses.

To facilitate an effective WHS management system, the Contractor shall:

- Undertake a risk assessment of the work and workplace (Identify hazards) in accordance with **ISO 31000:2018 Risk management - Guidelines**.
- Provide the **SESLHD Responsible Manager / Contract Owner** with suitable **Safe Work Method Statements** which identify hazards and means of controlling those hazards.
- Provide an undertaking that information on **Safe Work Method Statements** is checked and continual monitoring of hazard control is undertaken.
- Supply information and details of training their staff have in relation to the tasks they are performing. (This information can also be supplied on **Safe Work Method Statements**).
- Consult with the **SESLHD Responsible Manager / Contract Owner** on management of ongoing and new identified risks.