

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

<b>NAME OF DOCUMENT</b>	Contractor Management Procedure
<b>TYPE OF DOCUMENT</b>	Procedure
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<b>EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR</b>	Director People and Culture
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<b>FUNCTIONAL GROUP(S)</b>	Workplace Health and Safety
<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. POLICY STATEMENT

SESLHD is committed to the health, safety and wellbeing of all people in the workplace. This procedure supports the contractor management framework to manage procurement and delivery processes for supply of services across SESLHD. SESLHD Management and contract owners must ensure that risks are effectively managed in relation to Contractors' activities and operations that impact on the organization and its workers, including contractors and other interested parties in the workplace.

Contract owners across all SESLHD facilities shall ensure that the SESLHD safety management system requirements are met by all contracted providers and their workers who work onsite.

This procedure details information for SESLHD managers and contract owners, for overseeing and managing contractors, in meeting work health and safety obligations, when working at SESLHD facilities. Requirements include:

- NSW Ministry of Health Policy Directive PD2018\_013 – Work Health and Safety: Better Practice Procedures
- NSW Work Health and Safety Act 2011 and NSW Work Health and Safety Regulation 2017
- ISO 45001:2018 Work Health and Safety Management Systems
- Rapid Global Contractor Management System.

### 2. BACKGROUND

Contract owners / managers are required to provide contractors with a workplace induction, prior to any contractor commencing work in SESLHD facilities. Contractors will receive a Contractor Handbook and Site Resource that informs them of relevant area policies, work permits and methods of communication.

This procedure informs managers and/or contract owners on how to minimise the health and safety risk to contractors that they engage to provide services in SESLHD facilities.

This procedure applies to any contracted or sub-contracted service provider including for:

- Installation, service, maintenance or repairs to plant, equipment, products, buildings, infrastructure or machinery, including clinical and telecommunications equipment
- Construction related work
- Consultancy services
- Training / education of staff
- Any other contracted service provision.

**NOTE:** Employment of clinical agency staff and appointment of Visiting Medical Officers is not included in the scope of this procedure.

### 3. DEFINITIONS

Refer to [Appendix 1 - Definitions](#)

**4. RESPONSIBILITIES****4.1 Workers will:**

- Comply with Health Safety and Wellbeing procedures; including notifying their manager of the contractor being in the workplace and verifying that the contractor has a current contractor card.
- Follow safety instructions provided by the contractor.

**4.2 Managers/Supervisors will:**

- Implement and comply with Health Safety and Wellbeing procedures including only using approved contractors listed on the Rapid Global Induction contractor database. Managers and/or Contract Owners are to ensure all contractors working on site or at facilities are appropriately inducted, and that ongoing consultation and monitoring occurs.
- Reporting all safety incidents, hazards, risks, or concerns in the iMS+ safety reporting system.

**4.3 Engineers and Maintenance Service/Department will:**

- Ensure all contractors/subcontractors are inducted through the Rapid Global Induction contractor system. They are to ensure that the contracted organisation is active and approved in the Rapid Global system, and the workers they are providing to any SESLHD site or facility are inducted and active within the Rapid Global system. This will ensure their safety when entering specific hazardous work areas including plant rooms, ceilings and confined spaces.
- Issue work permits to contractors once appropriate Safe Work Method Statements have been provided for the works that are being conducted.
- Reporting all safety incidents, hazards, risks, or concerns in the iMS+ safety reporting system.

**4.4 Facility/Service Managers will:**

- Implement and comply with Health Safety and Wellbeing procedures including assisting managers responsible for the contractors / contract owners, with consultation on contractor related safety issues, risk assessments and WHS Management Plans where they impact the facility.
- Monitor contractor performance as per [Section 5.9](#) (Contractor Evaluation).
- Provide feedback to Corporate Services Facilities management, on contractor performance and serious safety breaches.
- Reporting all safety incidents, hazards, risks, or concerns in the iMS+ safety reporting system.

**4.5 Chief Executive will:**

- Ensure there is a system, namely Rapid Global System, is being used for the effective management and maintenance of the currency of all contracted service providers when working in SESLHD facilities.

**4.6 Other Persons Conducting a Business or Undertaking (PCBUs) located in SESLHD facilities will:**

- Comply with the requirements of this procedure when engaging contractors
- Consult with SESLHD and other relevant PCBUs regarding shared health and safety risks.

**4.7 Health and Safety team will:**

- Liaise with Corporate Services Facilities management and other managers / supervisors to confirm their requirements to check and validate the credential of contractors in the Rapid Global system.
- Provide advice and support to managers, supervisors and contract owners, in understanding and implementing this procedure.

**4.8 Contractors will:**

Contractors have the responsibility to ensure the health and safety of their workers and that their work activities do not affect the health and safety of SESLHD workers and other persons.

Contractors being supervised by a SESLHD contractor owner / representative are required to follow these procedures and SESLHD policies as detailed within the Service Provider Agreement and Contractor Handbook, including any other requirements which are identified in the local induction process. SESLHD expects contractors to manage any health and safety risks associated with undertaking their work, in accordance with the NSW WHS Act and Regulation and SESLHD Risk Management Procedures.

The SESLHD contract owner / representative organising the work is required to determine the ability of the contractor to systematically manage health and safety risks. When the contractor does not have a WHS management system in place the SESLHD contract owner / representative will provide a copy of [SESLHDPR/212 Risk Management Procedure](#) and inform the contractor that they will need to manage risks in accordance with the procedure.

As a minimum, for types of work where there is a potential health or safety risk, a risk assessment (or safe work method statement) must be produced and a copy provided to the responsible SESLHD contract owner / representative organising the work. Contractors are required to comply with contractor specific requirements outlined in [Section 5.8](#) (Contractors' specific requirements).

**4.9 Principal Contractors:**

SESLHD will be the Principal Contractor for a construction project that it commissions unless it engages another PCBU and authorises it to have management or control of the workplace, and discharges the duties of a Principal Contractor to them. Under the NSW WHS Regulation 2017, the Principal Contractor has the duties of the PCBU and must:

- manage risks to health and safety
- ensure security of the workplace and prevent unauthorised access

- ensure that safe work method statements for any proposed high risk construction work is prepared, is complied with, is reviewed, and stored in accordance with Part 6.3 Division 2 of the NSW WHS Regulation 2017.
- have a written WHS management plan in place, comply with duty to inform principles, and review the plan in accordance with section 309-311 of the NSW WHS Regulation 2017
- have signage in place that identifies the Principal Contractor
- provide general construction induction training to a worker they engage to carry out construction work
- ensure workers have completed and hold a general induction in Rapid Global Induction system
- work in accordance with NSW health and safety legislation.
- ensure sub-contractors they engage meet the requirements of contractors as outlined in this procedure.
- develop and implement WHS Management Plans for work to be carried out on SESLHD sites for construction work exceeding \$250,000 and/or undertaking demolition or asbestos work for which a license is required.
- maintain a copy of the WHS Management Plan on site
- ensure the WHS Management Plan conforms to the WHS Act 2011 and WHS Regulation 2017 and that compliance is monitored and enforced.

## 5. PROCEDURE

This procedure outlines the responsibility of facilities and managers / contract owners when engaging contractors, including induction / training, site access, work permits and the ongoing processes related to contractor management and evaluation.

See Appendix 2 - Local Health District Contractor Management Flowchart, which has been provided as a quick reference guide to this procedure.

### 5.1. Contractor registration

A contracted organisation not registered through Rapid Global Induction system and/or not active, is not to commence any work within SESLHD premises until they have provided the following and it is recorded and loaded into the Rapid Global System:

- Certificate of Currency for workers compensation insurance policy for the period of the contract.
- Where the contractor will sub-contract, the contractor is responsible for the sub-contractor being registered and active in Rapid Global system.
- A current copy of Public Liability Insurance to the minimum value of \$20,000,000.
- A copy of ABN and full address/contact details.
- Details of the relevant contracting licenses applicable to the scope of the works proposed, recorded in the Rapid Global system
- Evidence of General Construction Induction Training Card for each individual contractor undertaking construction or building maintenance. This can be accessed through the Service NSW App or by presenting the card in person.

- Agree to conditions set out in the Contractor Induction Acknowledgement.

### 5.2. Minimum Contractor Requirements

The minimum requirements by the contractor for each works classification include:

#### a) **Minor Works:**

- Attend a local induction
- Complete the Contractor WHS Management Checklist

#### b) **Low Risk Works:**

- Contractor is to be registered and active in Rapid Induct System
- Contract employees to be registered in Rapid Induct System
- Contract employees to complete a General Induction

#### c) **Medium Works:**

- Contractor is to be registered and active in Rapid Induct System
- Contract employees to be registered in Rapid Induct System
- Contract employees to complete a General Induction
- Contractor receives a copy of SESLHD Contractor Safety Handbook

#### d) **High Works Without a Principal Contractor:**

- Contractor is to be registered and active in Rapid Induct System
- Contract employees to be registered in Rapid Induct System
- Contract employees to complete a General Induction
- Contractor receives a copy of SESLHD Contractor Safety Handbook

#### e) **High Works with a Principal Contractor:**

- Contractor is to be registered and active in Rapid Induct System
- Contractor to provide a copy of WHS Management Plan
- Contractor receives a copy of SESLHD Contractor Safety Handbook

Where indicated, assessment of the WHS Management Plan is conducted by the SESLHD Contract Owner / Representative supervising the contract. Assistance can be provided by the respective SESLHD Health and Safety Partners to help in assessing a WHS Management Plan.

Examples of WHS policies, procedures, safe work method statements and risk assessments relevant to the contract are included in the assessment as verification of the WHS Management Plan. Previous WHS performance and records of prosecutions are also used to assist in assessing the capability of an organisation to meet WHS obligations.

### 5.3. Contractor engagement

- Managers responsible for the contractor / contract owners will assess the contractor's capability and suitability prior to engagement. This includes ensuring they are registered and active in Rapid Global System
- Where the contractor is not registered in Rapid Global, the responsible managers for the contractor / contract owners will set up the contractor in Rapid Induct System.
- Responsible managers for the contractor / contract owner shall ensure that the WHS requirements are clearly communicated and documented prior to engaging contractors.

### 5.4. Contractor general induction

- Corporate Services Facilities will direct all contractors to complete the online general induction training program through Rapid Induct System, prior to any contractor starting work on site. All workers employed by the contractor to work on SESLHD sites must complete the induction through Rapid Induct System.
- The induction is designed to provide contractors with information that enables them to understand SESLHD WHS Procedures and must be completed by all contractors, subcontractors and everyone who works for them.
- Once a contractor has completed their induction training, they will receive a paper certificate which they will be able to use until they receive their SESLHD contractor card (this will take approximately two weeks).
- Contractors will receive via the online training portal a Contractor Safety Handbook and Site Resource that informs them of relevant area policies, work permits and methods of communication.

### 5.5. Contractors commencing works on SESLHD sites

- Contractors are to liaise with the responsible manager for the contractor / contract owner, to confirm their identity and represent the organization engaged as the contracted service provider; that they are registered and active in the Rapid Global System, and have been inducted and ready to proceed with the agreed contracted works.
- Contractors are required to sign in and out of SESLHD sites as per instructions outlined in the Site Resource; see [Appendix 3](#) - Site Resource - Facility Name (Sample)

**Contractor general induction will be verified at sign on at the site and the contractor is provided with a Site Safety Brief, see [Appendix 4](#) - Site Safety Brief (sample).**

- Before contractors can commence work they must provide the responsible manager for the contractor / contract owner, with a risk assessment and Safe Work Method Statement (SWMS) specific to the task and location of the work being undertaken.

### 5.6. Contractor orientation checklist

- Responsible managers for the contract / contract owners, must implement local orientation for contractors using [F249 - SESLHD Contractor Orientation Checklist](#).
- This is to be completed prior to the contractors commencing work for the first time in a respective work area. Verbal updates to contractors are appropriate for any new hazards / risks that the contractor may not be aware of since their last visit.

### 5.7. Work Permits and Disruption Notices

- Work Permits and Disruption Notices are normally arranged through Corporate Services - Engineering and Maintenance department at each site. The SESLHD responsible manager for the contract / contract owner is required to assist contractors in accessing work permits.
- Contractors must obtain relevant Work Permits before commencing any work. These are to be displayed at the work site where practical. A range of work permits are used at SESLHD sites, including Hot Works, Confined Spaces and Electrical Work.
- Disruption Notices must be provided to the relevant SESLHD Corporate Services - Engineering and Maintenance department at least seven days prior to any disruptive work.
- Once issued, the disruption notice and any alternate service arrangements or further safety instructions must be communicated to all that may be affected by disruptive works.

### 5.8. Contractor work and ongoing consultation

- All parties are to ensure regular consultation occurs and issues relating to contracts are discussed. Regular meetings may need to be established based on the length of the project.
- On-going monitoring of the contractor's performance against contractual and WHS requirements should be undertaken by the responsible manager for the contract / contract owner. This includes reporting to Corporate Service Facilities Management, and the relevant manager for their services.
- The responsible manager for the contract / contract owner, should consult with workers about possible hazards what may arise from the presence of the contractor on site, including for example, the likelihood of environmental risks, chemical spills, noise and dust.
- All parties are to take appropriate action when hazards in the workplace are reported or unsafe working conditions are observed, acting promptly to resolve any WHS issues or disputes concerning contractors at the facility.
- The responsible manager for the contract / contract owner should communicate with the respective Health and Safety Partners for advice as needed, and in the event of any incident involving a contractor which may be reportable to SafeWork NSW.

### 5.9. Contractors' specific requirements

This section outlines some of the specific requirements contractors and sub-contractors are required to adhere to while working on SESLHD sites.



**5.9.1. Safe Work Method Statements/Job Safety Analysis (JSA)**

All contractors are to provide a SWMS or JSA that is specific to the task, project and local environment. These statements will provide a description of how the work is to be carried out and identify the safety controls/ measures required to be implemented to control the risks.

The contractor must train all their workers in the requirements of the SWMSs or JSAs.

**5.9.2. Job safety briefings**

A Safety brief or toolbox meeting is to be conducted and recorded at the start of every work day.

**5.9.3. Workers compensation insurance**

All contractors are required to have current workers compensation insurance coverage for all workers undertaking work on a project. This evidence is recorded in Rapid Induct System and can be viewed at any time during the contracted works period.

**5.9.4. Public liability insurance**

All contractors are required to have public liability insurance coverage commensurate with the undertakings of the project (minimum value of \$20 million). This must be placed into Rapid Induct System.

**5.9.5. Criminal record and working with children checks**

For short term or one-off delivery/repair work, no criminal record or working with children check is required.

If a contractor is required to enter hospital wards or premises for the delivery or repair of equipment, the contractor is to be supervised and informed of the areas they are permitted to enter.

Under the circumstances outlined in Table 1 a contractor will require the appropriate checks to be completed and provided to the SESLHD Responsible Manager for the contract / Contract Owner, prior to undertaking any work on SESLHD sites. The responsible manager for the contractor / contract owner will be able to verify these documents through the links provided.

**Table 1**

<b>Work involving</b>	<b>Check required</b>	<b>Verification</b>
Providing health services in wards of hospitals with patients under the age of 18. <a href="#">Fact sheets and resources</a>	<a href="#">Working With Children Check</a>	<a href="#">WCC Verify</a>
Access to confidential information about NSW Health patients, clients or staff, or high level access to finances.	<a href="#">National Criminal Record Check</a>	Certificate

Access to or provision of health services to aged care recipients.	<a href="#">National Criminal Record Check</a>	Certificate
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Reference – [NSW Health PD2019\\_003 Working with Children Checks and Other Police Checks](#)

**5.9.6. Chemical management and Safety Data Sheets (SDS)**

Contractors must provide a current SDS for all chemicals used on site or bought into a SESLHD facility and stored on-site. SDSs are valid for five years from the date of issue. Contractors must store chemicals in a manner and location that is:

- Secure where unauthorised persons cannot access.
- Labelled correctly.
- Free from the risk of falling over.
- Away from food.
- In line with the requirements of storage of dangerous goods and hazardous substances.

**5.9.7. Electrical safety**

All power leads, portable electrical tools and Residual Current Devices (RCDs) used within SESLHD must be tested and tagged in accordance with Australian Standard 3760 In-service safety inspection and testing of electrical equipment and SafeWork NSW Information - Electrical Inspection and Testing.

The following safety rules apply to the use of electrical equipment:

- Electrical leads are to be positioned to ensure they will not be damaged or exposed to wet areas.
- Electrical leads must be concealed to avoid trip hazards.
- Double adaptors are not to be used within SESLHD facilities.
- Prior to electrical works, an electrical works permit must be obtained and isolated areas are to be tagged and locked out at the switchboard prior to commencing work.

**5.9.8. Incident management**

Contractors must report to the SESLHD Responsible Manager for the contractor / contract owner, any incident / accident, risks or near miss that occur on SESLHD premises.

To report problems/incidents/risks and actions taken, contractors will refer to the site specific instructions for the emergency contact details.

The outcomes of corrective action taken must be assessed and signed off by the contractor/contractor representative and SESLHD manager responsible for the contractor / contract owner.

**5.10. Contractor evaluation**

Contractor evaluation is conducted against the pre-determined criteria in the contract and may include evaluation Key Performance Indicators (KPIs).

Feedback sessions should be on-going during the course of the contractors work and problems / incidents addressed as they occur. The results of contractor evaluation should be communicated to the principal contractor.

Issues relating to contractor performance are to be reported by the SESLHD responsible manager for the contractor / contract owner, to Corporate Services - Facilities Management. Safety breaches are reported to the respective Health and Safety Partner for further evaluation and review if required.

Two negative reports within 12 months may result in the loss of an approved contractor status and will necessitate documented changes within an organisation to assess areas of deficiency before the contractor may be re-evaluated.

**6. DOCUMENTATION**

<b>Form</b>	<b>Retention Time-Frame</b>	<b>Retained by:</b>
SESLHD Service Provider Agreements	3 years	Responsible manager
Contractor Induction Acknowledgement	3 years	Responsible manager
Attendance at Generic WHS Induction training	3 years	Facilities Services Department
Safe Work Method Statement	3 years	Site Manager
Permit to work + specific permits for hot work, confined spaces and electrical work	3 years	Site Manager

**7. AUDIT**

Implementation will be assessed through the WHS&IM Profile every two years.

**8. REFERENCES**

**External**

- [NSW Health Policy Directive PD2018\\_013 Work Health and Safety: Better Practice Procedures](#)
- [NSW Health Policy Directive PD2019\\_003 Working with Children Checks and Other Police Checks](#)
- Australian Standard 3760 In-Service Safety Inspection and Testing of Electrical Equipment
- [Rapid Global Contractor Management System Processes](#)
- [SafeWork NSW Information - Electrical Inspection and Testing.](#)
- [NSW Work Health and Safety Act 2011 No 10](#)
- [NSW Work Health and Safety Regulation 2017](#)

**Internal**

- [Appendix 1 - Definitions](#)
- [Appendix 2 - Local Health District Contractor Management Flowchart](#)
- [Appendix 3 - Site Resource - Facility Name \(Sample\)](#)

- [Appendix 4 - Site Safety Brief \(sample\)](#)
- [F126 - WHS Record keeping matrix](#)
- [F249 - SESLHD Contractor Orientation Checklist](#)
- [SESLHDHB/021 Work Health Safety - Contractor Safety Handbook](#)
- [SESLHDPR/208 Work Health and Safety - Hazardous Chemical Management Procedure](#)
- [SESLHDPR/212 Risk Management Procedure](#)
- [SESLHPD/265 Emergency Management Policy](#)
- [SESLHDPR/268 Work Health and Safety – Managing Electrical Risk in the Workplace](#)
- [SESLHDPR/271 Work Health and Safety – Statement of Commitment](#)
- [SESLHDPR/274 Confined Spaces Risk Management](#)
- [SESLHDPR/276 Injury Management - Recovery at Work Procedure](#)
- [WHS Definitions Dictionary](#)

**9. REVISION AND APPROVAL HISTORY**

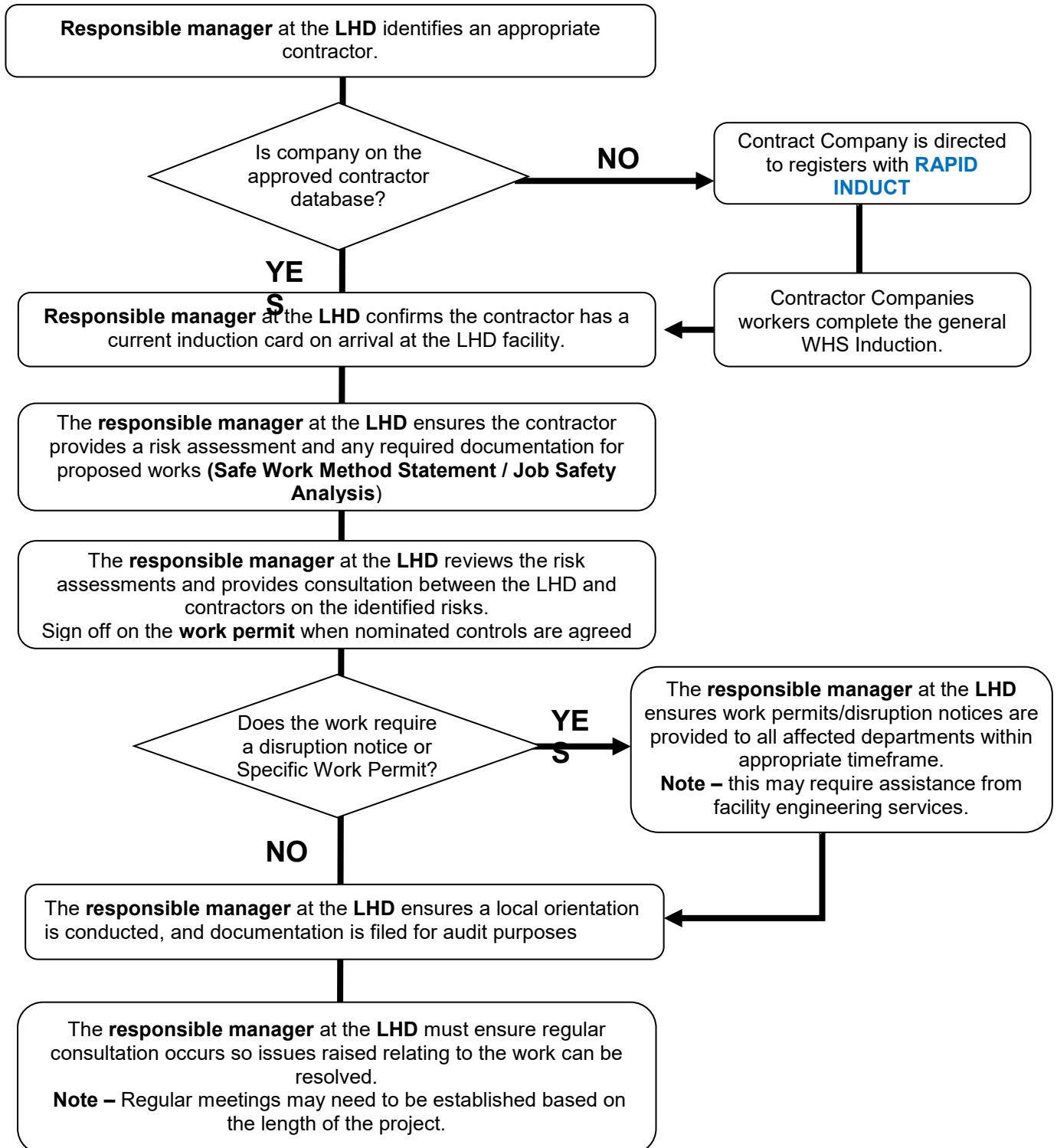
<b>Date</b>	<b>Revision No.</b>	<b>Author and Approval</b>
Feb 2014	1	Revised by Peter Kuszelyk, WHS Officer, Health Safety & Wellbeing
Feb 2014	2	Re-formatted by Scarlett Acevedo, District Policy Officer
August 2017	3	Desktop Revision and Links Update - John Parkinson, WHS Consultant
October 2017	4	Updates endorsed by Executive Sponsor
June 2020	5	Risk rating reduced to Medium Risk. Review date amended to November 2020 to align with Medium Risk rating. Executive Sponsor updated from Director Workforce Services to Director People and Culture. Approved by Executive Sponsor.
February 2022	6	Review and addition of Rapid Induct to Document and linking of references. Ian Beard, Senior Health and Safety Partner
March 2022	6	Approved by Executive Sponsor. Processed and published by SESLHD Policy.

## Appendix 1 - 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 a full definition, refer to the NSW Work Health and Safety Regulation 2017, Clause 289.
<b>Contractor or Principal Contractor</b>	Refers to an individual, an organisation or legal entity engaged under a contract for services to perform any work, provide any service, or supply any goods at an agreed price or rate. Under the NSW Work Health and Safety Act 2011 Section 7, and WHS Regulation 2017 Clause 293, a contractor is considered a worker and as such there is a shared responsibility between themselves, their employer and SESLHD to consult on safety risks.
<b>Contractor Card</b>	An annual card issued to contractors by Facilities Services which must be carried and when held, allows contractors to work on SESLHD sites.
<b>Disruptive work</b>	Any work which may be disruptive to the activities of the hospital such as: <ul style="list-style-type: none"> <li>• work which is noisy</li> <li>• work that generates dust, fumes or smells</li> <li>• work that interferes with the supply of water, electricity, gas or any other essential service</li> <li>• asbestos removal</li> <li>• work that may trigger fire alarms</li> <li>• disruptions to traffic flows (cars and pedestrian)</li> <li>• blocking of egress or exits.</li> </ul>
<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>General Construction Induction Training Card</b>	A card issued by SafeWork NSW once a person has successfully completed the specified course for general construction induction training through a RTO.
<b>Hazardous Work</b>	Any work that has the potential to harm the health and safety of a person.
<b>Persons Conducting a Business or Undertaking (PCBU)</b>	All employer-type organisations including corporations, associations, partnerships, labour hire companies, franchisees, self-employed persons, sole traders and contractors. SESLHD is defined as a PCBU.
<b>Rapid Global</b>	A real-time centralised induction and training database to facilitate contractor on boarding and compliance steps. It contains records

	of current companies approved to work at SESLHD sites. The database also allows contractor cards to be verified.
<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>Responsible Managers / Contract Owner</b>	A SESLHD manager who engages the contractor and/or has control of the specific work place where contractor is engaged, and therefore has direct responsibility for the contractor in the workplace as the contract owner.
<b>Safe Work Method Statement SWMS or Job Safety Analysis – JSA or JSEA)</b>	A written statement using risk management principles clearly stating the safest way to do the task. These are to be prepared by a contractor for all work and must be specific for each job.
<b>Sub-Contractor</b>	A person who may be sub-contracted by the principal contractor. Under the NSW Work Health and Safety Act 2011 Section 7, a subcontractor is considered a worker and as such there is a shared responsibility between themselves, their employer and SESLHD to consult on safety risks.
<b>Urgent works</b>	Include but not limited to works listed in the Service Continuity Contingency - Hospital Utilities (SCCHU) plans; works required to ensure the continuity of critical patient services and major system failures to critical business operations. Generally, urgent works require same day service.
<b>WHS Management Plan</b>	This is a plan that must be implemented by the principal contractor for construction work exceeding \$3600.00 (Reference: NSW WHS Regulation 2017 Part 6.4)

**Appendix 2 - Local Health District Contractor Management Flowchart**



# SESLHD PROCEDURE

## Contractor Management Procedure

SESLHDPR/333

### Appendix 3 - Site Resource - Facility Name (sample)

#### Essential contact numbers and availability

- Switchboard
- Engineering
- Security
- Internal emergency

#### Process for signing on and off site

##### Site based inducted

- who/how

##### Work permits

- who/how

##### Access to work areas

- Restricted areas
- Keys/swipe cards

##### Local emergency procedures

- First aid and medical
- Evacuation
- Warning systems

##### Parking arrangements

##### Vehicle access

##### Known risks

Asbestos, confined spaces, electrical systems

##### Site Map on reverse



**Appendix 4 - Site Safety Brief (sample)**

<b>Facility Name</b>	
<b>1. Current restricted work areas</b>	
	Areas that are being isolated or restricted for access, i.e. roadway closures
<b>2. Major construction works</b>	
	Construction areas that have restricted access
<b>3. Planned isolations or shut downs</b>	
	Disruption notices
	Fire isolations
<b>4. Safety Monitoring</b>	
	List any ongoing inspections, hazard management reports
<b>5. Site and emergency contacts</b>	
	List site contacts i.e. – engineering, emergency number