

A GUIDE TO SELECTING AND ENGAGING CONTRACTORS FOR ONSITE WORKS

AIM: To provide and sustain a safe and compliant workplace through:

- 1. Preventing and minimising potential health and safety risks*
- 2. Accepting responsibility on behalf of the University for works engaged*
- 3. Prohibiting any work to be undertaken on University buildings or infrastructure without FMU involvement*
- 4. Accepting responsibility for the contractor's conduct whilst on site.*

Instructions for Use:

This guide underpins the [WHS Procedure – Contractor Management](#). It is intended for use by Academic and/or Central Units and Research Institutes prior to selecting and engaging a contractor. The following **FIVE (5)** steps will assist Managers meet their WHS responsibilities when engaging contractors in a **Contract for Service* arrangement to ensure health and safety risk is eliminated where possible or minimised.

**Contract for Service:* is likely to apply where the nature of the engagement involves a profession or trade, the contractor has the power to recruit and dismiss their employees, the contractor provides plant, equipment and materials to complete the work and has the right to have another person perform the work. The University does not have direct supervision over the person performing the work and does not have responsibility for deducting income tax from any payments.

Guide to Selecting and Engaging Contractors for Onsite Works

Step 1: Prior to Selecting the Contractor

Please contact FMAssist if you answer 'Yes' to any of the questions in Step 1 below.

	Yes/No
Are there any changes expected to the building fabric (e.g. walls, ceilings) or utilities (e.g. power points, plumbing) as a result of the planned works?	Choose an item.
Are works planned to be carried out in or around public areas where staff, students or others may be present?	Choose an item.
Do the planned works involve potentially hazardous activities e.g. hot work, work in restricted areas, work at heights, electrical work, working with hazardous chemicals or any other activities posing risk?	Choose an item.

Step 2: Engaging the Contractor (Tick off when complete)

Ensure the responsible manager has been notified of the planned works.	<input type="checkbox"/>
Designate a local staff member responsible for engaging, coordinating and managing the planned works.	<input type="checkbox"/>
Contact FMAssist to discuss details of the type of services required for the planned works.	<input type="checkbox"/>
Refer to the checklist ' Risk Management for Contractors Engaged Locally ' to view recommended controls to minimise risk.	<input type="checkbox"/>
Complete the ' Contractor Safety Evaluation Checklist WHS76 ' to ensure the contractor meets University requirements (inc. current insurances, licences) to undertake the planned works.	<input type="checkbox"/>

Step 3: Before the Contractor arrives on site (Tick off when complete)

Contact FMAssist to notify when the Contractor (including any contract staff and subcontractors) will be on site so that arrangements can be made for access to the work zone. Access to any restricted areas must be approved by the Campus Facilities Manager prior to any work commencing.	<input type="checkbox"/>
Advise the Contractor that any staff attending site will need to complete the online 'Working Safely at UniSA' course prior to any work commencing for the first time. Provide a link to the contractor ahead of time.	<input type="checkbox"/>

Step 4: On the day works will commence (Tick off when complete)

Organise a date and time to meet with the Contractor at the campus FMAssist Office and support the Contractor in gaining the correct access to the required work zone.	<input type="checkbox"/>
Accompany the contractor to the work zone and complete the WHS28 Contractor Safety Induction Checklist prior to any work commencing for the first time.	<input type="checkbox"/>
Remind the Contractor of the requirement for all contract staff to electronically badge in and out at FMAssist when attending or leaving campus (this includes satellite buildings off of the main campus e.g. EV House, Hangar 55).	<input type="checkbox"/>

Step 5: Onsite management (Tick off when complete)

Organise site observations to monitor contractor work practices where hazardous work is involved and record findings on form WHS77 Contractor Site Observation Checklist . Request copies of contractor risk assessments or safe work procedures where necessary to monitor adherence.	<input type="checkbox"/>
Remind the Contractor of their responsibility to report hazards or incidents immediately to Security on 88888 or 1800 500 911 . Details must be logged in the Online Hazard/Incident Reporting system by the first or most relevant University representative on site.	<input type="checkbox"/>
Remind the Contractor that on completion of contract works, the site is left in a neat, tidy and safe condition. A Certificate of Compliance and/or other service record is received for the work and maintained locally.	<input type="checkbox"/>