



Introduction

Work health and safety legislation places responsibility on persons who conduct a business or undertaking (PCBU) to protect the health and safety of contractors, subcontractors and their workers in relation to matters over which the PCBU has control. T&M Tree Services commits to reducing the risks associated with contractor activities for both contractors and/ or their workers so far as is reasonably practicable and in a collaborative way between PCBUs within the intent and context of the WHS Act.

Without limiting the above, T&M Tree Services also recognises that Contractors and Sub-Contractors are PCBUs *in their own right* and as such must also meet *their* duty of care for ensuring health and safety as defined under section 19 of the WHS Act 2011.

Scope

This procedure covers contractors and/ or their sub-contractors employed on both a casual and regular basis to perform work for or on behalf of T&M Tree Services.

References

s19 - Work Health and Safety Act 2011

Responsibilities

Business Owner:

- Ensure that health and safety issues are incorporated into any contractual arrangements.
- Ensure that compliance with Contractors/ Sub-Contractors WHS duties and their Safe Work Method Statement is regularly reviewed.
- Ensure all contractors are appropriately briefed on all health and safety issues before they commence work.
- Randomly check that Contractors/ Sub-Contractors are complying with the requirements of their Safe Work Method Statements.

Procedure

1. Contractors are required to produce evidence that they are appropriately trained, competent, qualified and/ or registered for the tasks they are required to undertake e.g. Certificate for Working at Height, General Construction Induction Card (White or Blue Card or equivalent)
2. The **Contractors Health and Safety Management System Checklist** is to be used to determine if the contractor is meeting their duty of care under the WHS Act and WHS Regulations. Once evidence has been determined as sufficient, a copy of the signed checklist and the documents submitted for review are to be filed under the Contractor's Name/ Company Name.
3. Contractors/ Sub-Contractors are required to provide evidence of holding a minimum of \$1,000,000 Public Liability Insurance and Workers Compensation Insurance (*Workers Compensation not required if the contractor or sub-contractor is self-employed, however an Income Protection Insurance Policy might suffice*)



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4. Contractors are required to provide a copy of their Safe Work Method Statement (SWMS) for the tasks they perform. If they cannot provide such evidence, they will be required to comply with a relevant SWMS as provided by T&M Tree Services. Further they will be required to ensure that they and any of their workers comply with the procedures outlined in the SWMS.
5. Contractor will notify T&M Tree Services of any hazards which the contractor may generate, or any incidents, near hits or dangerous incidents experienced during the course of the contractor's work.
6. Contractor will comply with the safety requirements in the Contractor WHS Agreement and all applicable local, state and federal laws pertaining to the work along with accepted industry safe practices, and any relevant legislative standards on equipment, work practices and personal protective equipment (PPE)
7. Contractors will be required to provide the following details prior to commencement of work:
 - A copy of all work health & safety practices and procedures that will be followed whilst on site (including SWMS, MSDS for any hazardous chemicals used on site, risk assessments for hazardous work).
 - Name, address and contact phone number for the contractor and the person in control of the work site.
8. Contractors will be engaged under a written service agreement.
9. Contractors who do not comply with these requirements or comply with their SWMS may be held in breach of the contract and may have the contract terminated.

Related Documents

Forms / Templates

Contractor Service Agreement

Contractors Health and Safety Management System Checklist