



NMHS POLICY

Contractor Safety Policy

Scope (Staff):	All North Metropolitan Health Service (NMHS) staff members
Scope (Area):	All NMHS sites and services

1. Aim

To outline the responsibilities of the North Metropolitan Health Service (NMHS) and those contracted by NMHS with regard to Occupational Safety and Health (OSH) obligations including, but not limited to, the provision of a safe workplace for persons who work under contract for service.

2. Risk

Complying with this policy will assist NMHS to provide a safe workplace for staff and others and minimise the risk of injury, damage to equipment or infrastructure and operational disruption. There are legislative obligations related to this Policy and non-compliance may result in penalties being applied. Non-compliance may also result in failure to meet operational requirements, damage to organisational reputation, incidents/injury and increased financial costs to NMHS.

3. Principles

NMHS, as the Principal, has a duty of care for the safety and health of Contractors/ Sub-contractors, as if the Contractor/Sub-contractor was their own employee. However, this responsibility is limited to matters over which NMHS has capacity to, or it is reasonably practicable to exercise control, as per OSH Act, s23D.

Contractors form part of the system of work for which the Principal is directly responsible. In order to comply with its duty under the OSH Act the Principal has to put in place a system of monitoring the work to ensure safety and health of contractors, sub-contractors and everyone at the workplace.

The [Contractor Work Permit Standard Operating Procedure \(Facilities Management\)](#) includes additional requirements in the event that contractors are potentially exposed to hazards and risks associated with performing tasks on behalf of the Principal. This includes additional permitting and risk assessment requirements, determined by the potential hazard exposures.

Contractors / sub-contractors must also ensure the safety and health of themselves and others at all times and act as if they were an employee of the Principal in accordance with section 20 of the *Occupational Safety and Health Act 1984*.

NMHS acknowledges the multitude of contractors who may attend sites / services for a variety of reasons.

Contractor Type	Anticipated Level of Risk	Action
White collar contractor i.e. training services or professional services	Low	Ensure duty of care is met by providing a local area induction and appropriate supervision
Trades, construction, biomedical, cleaning, waste management and others	Med-high	Ensure duty of care is met by following this policy and the Facilities Management Contractor Work Permit Standard Operating Procedure

4. Roles and Responsibilities

Responsibilities of Managers who hire Contractors, including Facilities Managers and NMHS Works Management

- Select and implement a suitable induction process for contractors
- Select and implement a suitable system to record contractor information such as induction, qualification, certification or other relevant documentation
- Select and implement a suitable sign in/out system including appropriate site access management protocols
- Retain collected information in accordance with the [NMHS Record Keeping Plan](#)
- Provide access and/or advice to approved persons regarding contractor suitability (e.g. currency of qualifications/induction or scope of qualified works)
- Implement and maintain procedures for contractor management such as Contractor Work Permit and the [Permit to Work System](#), and other hazard specific procedures
- Ensure appropriate approval processes for any risk assessments completed by contractors. Risk Assessments must be signed off by a competent person (from NMHS) with relevant technical expertise and records kept.
- Provide resources to implement, communicate, maintain and review the above systems and procedures

Responsibilities of the Principal or NMHS Authorised Person

- Ensure that the Principal and NMHS Authorised Person are clearly identified and recorded on the permit to work form (WP10)
- Ensure that a safe workplace is provided for the Contractor/Sub-contractor as far as reasonably practicable.



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- Ensure that procurement processes are compliant with this Policy and the [Department of Health Procurement and Contract Management Policy MP 0003/16](#).
 - Ensure that the contractor/sub-contractor is qualified to do the work that they are being engaged to do, including current induction or orientation.
 - Ensure that all contractors have appropriate site contact in event of concerns relating to OSH, Emergency Management, Infection Control and Prevention.
 - Ensure that all contractor insurances, licences and qualifications (including those of sub-contractors) are verified and recorded by the Principal or NMHS Authorised Person in the NMHS Facilities Management (FM) online repository in line with the [NMHS Record Keeping Plan](#).
 - Complete a risk assessment with advice from relevant technical expertise in compliance with the requirements of the NMHS FM Contractor Permit system:
 - Ensure that the risk assessment is undertaken in consultation with the contractor and that impact to surrounding areas/environment is considered
 - Notify Contractors/Sub-contractors of any known or potential hazards associated with the location or use of the area where the work is to be carried out (including but not limited to hazardous substances, asbestos, essential services, and any relevant clinical hazards).
 - Ensure further and continuous risk assessments are undertaken as required
 - Ensure that Contractors/Sub-contractors are provided information and access to relevant NMHS and site specific induction manuals, procedures, site rules, sign in and out requirements, forms for site access, incident and hazard reporting, registers (i.e. Asbestos), permits to work and emergency procedures.
 - Monitor and supervise Contractors/Sub-contractors as far as reasonably practicable, including potential risks to nearby staff, patients or visitors of the NMHS site, and put adequate controls in place in the surrounding areas/environment. This may include appropriate barriers, warning signs and any other required steps to minimise risks to the health and safety of all persons in the vicinity of the works.
 - Complete the NMHS Contractor/Sub-contractor Pre-start Checklist and conduct a pre-start meeting (depending on the level of risk relevant stakeholders may need to be invited i.e. Facilities Management, OSH, Emergency Management, Infection Control and Prevention) prior to the commencement of contracted works or service delivery.
 - Manage all hazards/incidents reported, and investigation and implement risk controls in consultation with the Contractor (as per [NMHS OSH Incidents/Hazard Reporting and Investigation Policy](#)).
 - Ensure contractors are fit for work being undertaken, as per [NMHS Fitness for Work – Contractors Policy](#)

Responsibilities of NMHS OSH Department

- Review and endorse any changes to the induction or orientation system.
- Provide advice upon request on safety and health risk management and incident investigation

Responsibilities of the Contractor/Sub-contractor

- Comply with all NMHS policies, procedures and guidelines, and permit to work process and applicable Legislation, Regulations, Codes of Practice and Standards.

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- Ensure that all of the contractor's employees and agents shall register by signing in at the designated point of entry prior to commencement of work and sign out prior to leaving site. By signing in the contractor/sub-contractor agrees to abide by the NMHS FM Terms and Condition of entry.
 - Actively participate in any risk management methodologies including but not limited to induction, prestart, risk assessment, permitting and other risk management initiatives requested by the Principal or NMHS Authorised Person.
 - Comply with reasonable instructions and information in regards to safety provided by the Principal or NMHS Authorised Person or their delegate.
 - Perform or participate in risk assessments, including assessing risks of all tasks before commencement and documenting these risks on an appropriate risk assessment form (i.e. Take 5, Job Safety Analysis)
 - Cease work if the scope of work or the level of risk changes. The Principal or NMHS Authorised Person must be informed immediately to authorise the change. This includes changes to the risk assessment originally submitted, as per the Contractor Permit system, for example using different tools or methods.
 - Report all hazards/incidents to Principal or NMHS Authorised Person and cooperate with any investigations and implementation of risk controls (as per [NMHS OSH Incidents/Hazard Reporting and Investigation Policy](#)).
 - Possess and provide to the Principal or NMHS Authorised Person, when requested, current evidence of all necessary licences, work permits, risk assessment forms, registrations and insurance required to perform the works safely and in compliance with appropriate legislation, regulations and standards, and as per the permit to work process.
 - Ensure all Contractors and Agents are wearing ID badges, and/or clearly identifiable company uniforms
 - Be authorised and competent to perform the planned tasks.
 - Ensure Apprentices are fully supervised at all times.
 - Ensure any equipment (including but not limited to ladders, fire extinguishers, power tools etc.) bought onto site are maintained, fit for purpose and appropriately tagged.
 - Ensure that any hazardous substances have been approved by the Principal or NMHS Authorised Person prior to being brought onto site and that the use of hazardous substances complies with the Safety Data Sheet (SDS) and [NMHS Hazardous Substances and Dangerous Goods Policy](#). Copies of the SDS must be stored at Works Control as well as located at the point of use.
 - Ensure that Agents are aware of and comply with all responsibilities as specified above.

5. Procedure

All queries regarding Facilities Management / Development Contractor's safety should be referred to the department or person engaging the Contractor in the first instance, who will liaise with the NMHS OSH Department as appropriate.

Staff engaging other contractors may contact the NMHS OSH Department or NMHS Works Control for advice in regards to this policy.

Refer to the [NMHS Facilities Management – Standard Operating Procedure Contractor Management Work Permit](#).

6. Compliance and Evaluation

The NMHS Chief Executive and NMHS Site or Service Executive Director are responsible for compliance with this Policy by ensuring that the Principal or NMHS Authorised Person are aware of the requirements to manage Contractor safety in accordance with this Policy.

Compliance monitoring methods may include auditing conducted by NMHS Facilities Management with oversight by NMHS OSH.

7. Definitions

Principal	The person/entity engaging a contractor to carry out work or services under a contract agreement. NMHS is the Principal for all NMHS contracts. Any person acting on behalf of NMHS are classified as NMHS Authorised Persons.
Contractor	A person or company who works under a contract for service and is engaged by the Principal to do work, provide a service or labour for remuneration (e.g. construction, waste management, linen and food services, window cleaner, medical equipment servicing). Note: For the purposes of this policy clinical contractors are excluded from this policy (i.e. agency nurses, medical and allied health locums).
Agent	The Contractor’s employees, any Sub-Contractor engaged by the Contractor and or their employees, or any other person/s engaged by the Contractor to perform Work at NMHS Sites.
NMHS Authorised Person	A competent person who has the authority either by role or delegation to: <ul style="list-style-type: none"> • Take command of a situation, or • Lead a team of people and to issue reasonable instructions or directions to those persons or • Manage work and to issue reasonable instructions or directions relating to that work. • Manage NMHS Site Maintenance either as a single skillset or multiple disciplines <p><i>Including but not limited to a Facilities Management Supervisor engaging a plumber to complete a job, Facilities Development/Department of Finance engaging a contractor to complete a capital works project, a manager engaging a specialist technician to service medical equipment, a manager engaging a private cleaner, a department engaging a contract trainer.</i></p>



Related internal policies, procedures and guidelines

[NMHS OSH Incident/Hazard Reporting and Investigation Policy](#)

[NMHS Record Keeping Plan](#)

[Department of Health Procurement and Contract Management Policy MP 0003/16](#)

References

[*Occupational Safety and Health Act 1984*](#)


[*Occupational Safety and Health Regulations 1996*](#)

[National Standard for Construction Work \[NOHCS:1016\(2005\)\]](#)

Useful resources (including related forms)

[NMHS Facilities Management SOP Contractor Induction Process](#)

[DMIRS WorkSafe Information - Engaging independent contractors](#)

Sponsor	Executive Director Business and Performance				
Policy	Director Work Health and Safety				
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NSQHS Standards Applicable:	✓  Std 1: Clinical Governance				
National Standards for Mental Health Services	Std 8: Governance, leadership and management				
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The health impact upon Aboriginal people have been considered, and where relevant incorporated and appropriately addressed in the development of this health initiative (IS58P0818).

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