



ACT Health

Contractor Safety Management Procedure

For managers, employees and contractors

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Contents

Purpose	1
Scope	1
This procedure applies to:	1
Background	1
Objectives.....	2
Roles and responsibilities	3
Procedure.....	6
Procurement – contract implementation.....	6
Risk management	7
Contractor safety induction	7
Workplace control	8
Contractor monitoring.....	8
Responsibilities to report incidents or issues	10
Permits.....	10
Records management.....	11
Implementation	12
References and related documents.....	12
References	13
Definitions.....	13
Search terms	15
Version control.....	15
Attachment A - Scenarios	16

Purpose

The purpose of this document is to inform ACT Health Directorate (ACTHD) managers, workers and contractors about the requirements for the safe management of contractors:

- engaged by the ACTHD
- who work at ACTHD controlled workplaces.

Scope

This procedure applies to:

- managers
- employees
- contractors engaged by ACTHD, wherever they work
- contractors engaged by other ACTPS administrative units to work at an ACTHD controlled workplace
- contractors engaged by the property owner or property service providers to work at an ACTHD controlled workplace.

Background

Contracted work can include:

- construction and maintenance work (such as building construction, refurbishment and maintenance)
- equipment and services installation and maintenance (such as information technology equipment, data cabling, laboratory equipment, and load shifting equipment)
- office support services (such as cleaning and fire safety services)
- waste and chemical disposal services
- labour hire services
- consultancy services.

This procedure is based on, and uses, material from relevant WHS codes of practice accessed from the [ACT Legislation Register](https://www.legislation.act.gov.au/). For the latest information on ACT legislation see <https://www.legislation.act.gov.au/>. These codes of practice are designed to be used by duty holders to implement WHS legislation.

This procedure should be read in conjunction the ACTHD WHS guidelines and procedures, including the:

- WHS Guideline Section 2 - Communication, Cooperation and Consultation
- WHS Guideline Section 9 – Incorporating WHS into Procurement
- WHS Guideline Section 24 – Electrical Safety
- [Hazardous Chemicals Procedure](#)
- [WHS Requirements for Plant and Equipment Procedure](#).

Objectives

Effective contract management involves managing the relationship between ACTHD, other ACTPS administrative units and other persons conducting a business or undertaking (PSCBU)¹.

The relationship needs to demonstrate the same principles of a positive safety culture that ACTHD expects of itself, including transparency and accurate and mature communication about WHS risk (Section 1 – Safety Foundations).

The objectives of contractor safety management are to:

- facilitate consultation, coordination and co-operation between ACTHD and contractors (so that all parties have an understanding of the potential hazards and to allow co-ordinated control of risks)
- enable effective WHS risk management, including managing any risk to workers and visitors that contractors may bring to ACTHD controlled workplaces
- ensure that ACTHD provides WHS information to, and receives relevant WHS information from, contractors
- do what is reasonably practicable to ensure workers and others are protected from hazards (to the extent that ACTHD has control over that activity)
- ensure that every worker receives appropriate workplace safety induction information.

¹ Refer to the definitions.

Roles and responsibilities

Position	Responsibility
<p>Director-General and Deputy Director-General (who are officers in accordance with the WHS Act)</p>	<ul style="list-style-type: none"> • Ensure that ACTHD applies appropriate resources to: <ul style="list-style-type: none"> ○ eliminate or minimise WHS risks ○ respond promptly to information about incidents, hazards and risks ○ comply with the WHS Act and WHS Regulation.
<p>People Strategy and Culture Branch</p>	<ul style="list-style-type: none"> • Develop and review the ACTHD WHS management system and provide information about WHS requirements. • Provide advice about development and implementation contractor safety management processes. • Undertake safety investigations into serious contractor safety incidents.
<p>Manager or employee who arranges the engagement of contractor services, including a procurement officer, contract manager, financial delegate.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Services may be engaged under a contract, work order, quote, email or verbal communication. • Where an external agency such as a lessor or property service provider engages a contractor the ACT Public Service officer or employee, who is the liaison point for that contracted work, has these responsibilities. 	<ul style="list-style-type: none"> • Include WHS requirements in procurement/engagement processes for a contracted service. • Consult with other PCBUs who provide or propose to provide contracted services. • Ensure that procurement processes consider WHS requirements, including: <ul style="list-style-type: none"> ○ evaluating the design and the expected WHS performance ○ developing implementation plans. • Undertake a risk assessment of the hazards associated with a contracted service. • Ensure that employees who monitor contractor activities have a sound understanding of WHS and know the performance standard expected of the contractor. • Develop and implement contract management plans, which incorporate: <ul style="list-style-type: none"> ○ communication with workplace managers and safety contact officers, where engaged ○ safety induction requirements ○ procedures for determining which PCBU has control at a workplace at each stage of the work ○ verification arrangements for licences and qualifications ○ actions to monitor WHS performance ○ consultation and co-operation arrangements.

Position	Responsibility
<p>Manager or employee who arranges the engagement of contractor services, including a procurement officer, contract manager, financial delegate (continued).</p>	<ul style="list-style-type: none"> • Ensure that a Disturbance or Interference with Services, Safety, or Traffic (DISST) form is completed and approved for any construction and maintenance work at ACTHD controlled premises. • Support incident reporting and corrective action procedures. • Retain records of contractor management arrangements.
<p>Workplace safety contact officer (SCO).</p> <p>Notes:</p> <ul style="list-style-type: none"> • The SCO will be identified as part of the planning for the contracted work and will usually be a manager or employee at the workplace where the work will take place. • The SOC may also be the manager or employee who arranges the engagement of the contractor. 	<ul style="list-style-type: none"> • Consult with other PCBUs who provide contracted services. • Provide workplace information to contractors. • Participate in risk assessments of hazards associated with contracted services. • Support the implementation of contract management plans, which incorporate: <ul style="list-style-type: none"> ○ safety induction requirements ○ procedures for determining which PCBU has control at a workplace at each stage of the work ○ viewing safety documents, such as: <ul style="list-style-type: none"> ▪ standard operating procedures ▪ safe work method statements ▪ job safety assessments ▪ safety inspection reports ▪ work permits (including DISST forms) ▪ licences, qualifications and competency records ○ actions to monitor WHS performance ○ consultation and co-operation arrangements. • Liaise with contract managers, workplace managers or employees who arrange the engagement of contractor services. • Support incident reporting and corrective action procedures. • Retain records of contractor safety performance.

Position	Responsibility
Workplace manager	<ul style="list-style-type: none"> • Consult with other PCBUs who provide contracted services. • Provide workplace information to contractors. • Participate in risk assessments of hazards associated with contracted services. • Support the implementation of contract management plans, which incorporate: <ul style="list-style-type: none"> ○ safety induction requirements ○ procedures for determining which PCBU has control at a workplace at each stage of the work ○ actions to monitor WHS performance ○ consultation and co-operation arrangements. • Support incident reporting and corrective action procedures. • Retain records of contractor safety performance.
Chief warden	<ul style="list-style-type: none"> • Receive information about WHS risks that may affect the workplace emergency system and procedures, including: <ul style="list-style-type: none"> ○ hot work/permits ○ fire system impairment notices ○ emergency incidents.
<p>Contractor PCBU (e.g. agencies, companies or businesses) that provided contracted services</p> <p>Note:</p> <p>Where a business is a sole trader or partnership the contractor PCBU and the contractor are the same person</p>	<ul style="list-style-type: none"> • Participate in risk assessments of hazards associated with contracted services. • Provide information about their WHSMS, where included in the procurement process. • Participate in contract management plans. • Provide safety documentation, including: <ul style="list-style-type: none"> ○ induction records ○ procedures ○ job safety assessments ○ safe work method statements ○ training records and licenses ○ inspection and audit records. • Report WHS incidents associated with the contracted work (especially if these occur at an ACTHD workplace). • Support incident reporting and corrective action procedures. • Cooperate with ACT Government or ACTHD safety audits and investigations, where required.

Position	Responsibility
Worker	<ul style="list-style-type: none"> • Follow safety procedures (even when no one is looking). • Follow the guidance and procedures specified in safety procedures. • Hold current competencies and licences, where required. • Complete relevant WHS training. • Work within their areas of WHS competency. • Care about their workplace and keep the workplace well organised. • Look out for other workers and address any workplace hazards immediately. • Report hazards and incidents. • Raise WHS concerns with their manager or a health and safety representative. • Participate in consultation processes.

Procedure

Procurement – contract implementation

The aim of contract management is to ensure that all parties meet their WHS obligations, Effective contractor safety management starts with an effective procurement process. The WHS Guideline, at Section 9 - Incorporating WHS into Procurement provides information about how to include WHS in procurement, including in determining the statement of requirement and the safety or performance standards that are to be met by the contracted PCBU.

This Contractor Safety Management Procedure provides information about the safety procedures that need to be followed when the procurement process has concluded and the contract² implementation stage has commenced. This includes a requirement for the hazards to be identified and risks to be assessed, documented and risk controls specified.

The Strategic Procurement team provides a [Contract Management Plan](#), which needs to be completed to record how the contact will be managed. The Contract Management Plan will need to include any safety requirements associated with the contract implementation. Where ACTHD is the principal contractor for a construction project, valued at \$250,000 or more, ACTHD must develop a separate WHS Management Plan, in accordance with the Work Health and Safety Regulation 2011 (ACT) Reg 309.

Where a procurement is for plant and equipment, either through a direct purchase or a leasing arrangement, the procurement and project planning need to take a whole of like cycle approach to the management of plant and equipment and the contracted services that

² Refer to the definitions.

may be required. The [WHS Requirements for Plant and Equipment Procedure](#) includes information about the safety requirements for plant and equipment.

Risk management

The risk management processes for a contract must be reviewed before contract implementation. The risk assessment is the foundation for determining:

- the WHS requirements to be included in the contract management plan (or WHS management plan for construction and maintenance work)
- the monitoring arrangements that are required.

More information about undertaking a WHS risk assessment is available in Section 3 of the WHS Guideline.

Generally, WHS risks are more significant where the contract involves the delivery of services. ACTHD must undertake appropriate risk management in sourcing goods and services, including those delivered away from ACTHD controlled workplaces.

Contractor safety induction

The manager or employee who arranges the engagement of the contractor services must take action to ensure that all contractors receive a workplace specific safety induction if the work is:

- at an ACTHD controlled workplace (such as Bowes Street or Holder)
- commissioned by ACTHD and it involves working at a site not under the control of the contractor PCBU (such as QEII).

To achieve this requirement the manager or employee who arranges the engagement of the contractor services must either:

- undertake the safety induction at the workplace for the contractor
- identify a safety contact officer (SCO) at the workplace and ensure that the SCO undertakes the safety induction
- include safety induction information and requirements in the WHS management plan and ensure that the contractor's site supervisor or manager has the information and tools to complete and record the site safety induction.

Contractors and visitors do not require a WHS induction if they meet all of the following criteria:

- have an ACTHD employee escorting them at all times
- are not doing construction and maintenance work
- are not doing work that has WHS hazards, such as installing electrical equipment.

Where a contractor is working at an ACTHD controlled workplace safety induction checklists and information sheets are available on the [WHS page on HealthHQ](#).

Workplace control

ACTHD and the contracted PCBU must determine, at every point in a contracted process, which PCBU (duty holder) has control of a workplace or a specific activity.

Control may be determined based on:

- the terms of the contract that make specific provision for the handover of control of a workplace to an agency, and the return to ACTHD control
- who is providing the emergency control organisation at the workplace
- who is able to direct workers on site and have those directions followed.

The three scenarios at [Attachment A](#) illustrate how contractor safety management can be implemented and can be used as a guide to applying contractor safety management to other contracted services.

Where ACTHD requests a copy of the contractor's WHS procedures and consults with a contractor with respect to these, it is not be taken as an endorsement or approval of those procedures. However, ACTHD reserves the right to direct a contractor to cease work if it is not satisfied with the WHS arrangements at an ACTHD controlled workplace or in accordance with the terms of a contract, contract management plan or WHS Management Plan. HSRs also have specific powers with respect to the workplace, including to stop work in certain situations.

Contractor monitoring

The extent to which ACTHD will actively monitor the WHS performance of a contractor or supplier depends on the WHS risks and the extent to which ACTHD can, or should be able to, exercise control over the work and the risks.

Generally, WHS risks are more significant where the contract involves the delivery of services away from a workplace controlled by the contractor.

Monitoring can be undertaken by the:

- manager or employee who arranges the engagement of the contractor services
- safety contact officer
- workplace manager.

The extent to which ACTHD will monitor and supervise suppliers will be influenced by factors, such as the:

- type of hazards and the level of WHS risk
- nature and complexity of the work to be carried out
- level of control that each party has or is expected to have
- duration of the contract

- size and maturity of the WHSMS of ACTHD and the supplier
- number of workplaces at which the contract will be performed
- number of subcontractors involved
- consultative and reporting mechanisms.

The requirement for active supervision of WHS aspects by ACTHD will need to be higher in some circumstances, including for key events, such as:

- contract start up - ensuring that suitable systems and procedures are in place
- monitoring conformance with safe work procedures and risk control measures with high risk or complex activities
- reviewing coordination and notification systems where there is a high level of interaction with other entities
- when introducing new plant, equipment or systems of work
- after WHS incidents
- when issues are identified by safety inspections or audits.

Monitoring activities

Effective monitoring activities may include:

- induction and training of suppliers and their workers on commencement, with refreshers for long-term contracts and project or site-specific training
- inspecting licences, permits and certification records
- inspecting plant and equipment associated with the services
- regular internal and/or external audits of the supplier's WHSMS
- site inspections to monitor the supplier's compliance with WHS procedures
- providing advice to suppliers on unusual or unexpected risks and providing feedback on any non-compliance issues (such as from ACTHD experience or inspections)
- suppliers attending project management/contract review meetings (WHS should be a standing agenda item) and at supplier meetings (to improve project WHS coordination and problem solving)
- reviewing the supplier's WHS performance, including incident and accident records and regular reports (such as monthly reports)
- enforcing non-compliance in accordance with the contract terms
- periodic review and updating of the supplier's WHS plan and targets
- providing regular reports to senior managers on WHS performance of suppliers.

The WHS performance of a contractor can be recorded in the ACTHD Contract Management Plan or in a report that is prepared specifically for the contracted work.

Specialist contractors

ACTHD, by engaging a specialist contractor, such as an occupational hygienist, to undertake asbestos testing, can rely on the contractor's expertise, as specialists in these activities, to undertake the work. ACTHD:

- will still have influence over how the work is undertaken
- will need to consult, co-operate and co-ordinate with that contractor to ensure their work does not put each other at risk of harm
- must also take appropriate steps to ensure that the correct specialist is engaged
- apply its own expertise where the ACTHD has capability in that area
- undertake appropriate due diligence in the engagement/procurement process.

Responsibilities to report incidents or issues

Workers can report any safety problem involving a contractor to their:

- manager
- manager or employee who arranged the engagement of the contractor services (if known)
- SCO (if known)
- person with management control of the workplace (site manager)
- HSR.

Where a contractor is involved in a safety incident or is injured at an ACTHD controlled workplace the site manager or SCO incident must report the event in a WHS (Riskman) incident report form. Section 6 of the WHS Guideline provides details about the ACTHD incident reporting procedures.

Permits

Contracted work may have an impact on building services, including:

- electrical supply
- water and plumbing
- air conditioning
- fire and emergency systems.

Disturbance or Interference with Services, Safety, or Traffic (DISST) Form

Strategic Infrastructure Branch requires that a Disturbance or Interference with Services, Safety, or Traffic (DISST) form is completed and approved for any construction and maintenance work at ACTHD controlled premises. A copy of the form must be provided to the Strategic Infrastructure Branch by e-mail to ACTHealth.AssetManagement@act.gov.au.

Fire Protection System Impairment Permit

Where construction work undertaken by contractors could impact any of the building fire and emergency systems, including alarms, sprinklers and fire hoses a [Fire Protection System Impairment Permit](#) must be completed and the procedures specified in the permit followed. The Chief Warden must be briefed about the impact of the impairment and its potential consequences. The project planning must allow sufficient time for the Chief Warden to establish additional fire safety controls during a period where the fire and emergency system is disrupted.

The [Fire Protection System Impairment Permit](#) must be completed by the ACTHD project manager and approved by an authorised person before the work is undertaken. The authorised officer will usually be the manager responsible for a specific workplace or the relevant manager responsible for facilities in the workplace.

If the work involves the impairment of any fire protection system(s) for eight (8) hours or more the Fire Protection System Impairment Permit must be provided to the [ACT Insurance Agency](#) (ACTIA) to notify that a fire protection system(s) will be shut off. In this circumstance, it is necessary under ACTIA's insurance policies, to notify its insurers when an impairment is planned for works. The completed form must be e-mailed to actinsuranceandriskmanagement@act.gov.au. A copy of the form should be provided to the Strategic Infrastructure Branch by e-mail to ACTHealth.AssetManagement@act.gov.au.

The project manager for a construction project must also check whether or not ACT Fire and Rescue must also be notified of any fire system impairment.

The chief warden must be notified when the fire and emergency system has been returned to normal operation.

In addition to the potential impact on fire and emergency systems, service interruptions can have a significant impact on business continuity, including information technology systems. The planning process for construction projects must also include the potential impact on business continuity.

Records management

Managers should refer to the WHS Regulation and the Territory Records (Records Disposal Schedule – Territory Administrative Records Disposal Schedules – Occupational Health & Safety (OH&S) Records Approval 2009 (No.1) when making decisions about the retention and destruction of WHS records. WHS documents relevant to contractor safety management must be retained in accordance with the relevant [retention and disposal schedule](#).

For example:

- records of risk assessments must be retained for 30 years
- records of workplace inspections must be retained for 10 years
- work permits must be retained until the work in which it relates is completed, but for two years if a Notifiable Incident occurs during the work
- generally other WHS records, including contract management plans, WHS management plans, induction records and audits, must be retained for 5 years.

Implementation

People Strategy and Culture Branch will provide information about the requirements of this procedure to business units, managers and stakeholders through:

- HealthHQ
- E-mail
- virtual and face to face meetings.

References and related documents

References

- [ACTPS Managing Work Health and Safety Obligations with Contractors Policy.pdf](#)
- WHS Policy
- WHS Guideline
- [Asbestos Management Policy](#)
- [Asbestos Management Plan](#)
- [Hazardous Chemicals Procedure](#)
- [WHS Requirements for Plant and Equipment Procedure](#)
- [Radiation Safety Management Procedure](#)
- [Procurement Policy](#)
- [Procurement Procedure.](#)

Legislation

Acts

- [Public Sector Management Act 2004](#)
- [Territory Records Act 2002](#)
- [Work Health and Safety Act 2011.](#)

Regulations

- [Work Health and Safety Regulation 2011.](#)

Codes of Practice

- [Work Health and Safety \(How to Manage Work Health and Safety Risks\) Code of Practice Approval 2020](#)
- [Work Health and Safety \(Work Health and Safety Consultation, Cooperation and Coordination Code of Practice\) Approval 2018](#)
- [Work Health and Safety \(Construction Work Code of Practice\) Approval 2018.](#)

Supporting Documents

[Including WHS in Labour Hire Contractor Management Information Sheet.](#)

References

[Austrade Electrical Contractor Safety Program Guide.](#)

Definitions

Term	Definition
A person conducting a business or undertaking	<p>Means a person conducting a business or undertaking, in accordance with section 5 of the WHS Act:</p> <p>(1) For the purposes of this Act, a person conducts a business or undertaking:</p> <ul style="list-style-type: none">(a) whether the person conducts the business or undertaking alone or with others; and(b) whether or not the business or undertaking is conducted for profit or gain. <p>(2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.</p> <p>(3) If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in this Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership.</p> <p>(4) A person does not conduct a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, that business or undertaking.</p> <p>(5) A regulation may specify the circumstances in which a person may be taken not to be a person who conducts a business or undertaking for the purposes of this Act or any provision of this Act.</p> <p>(6) A volunteer association does not conduct a business or undertaking for the purposes of this Act.</p> <p>(7) In this section, volunteer association means a group of volunteers working together for 1 or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.</p>

Term	Definition
Contractor	A worker engaged by a contracted PCBU.
Contracted PCBU	A PCBU that undertakes work under a contract (including any form of written or verbal agreement) with the ACT Government.
Job safety analysis	<p>A documented process to identify the dangers of specific job tasks that:</p> <ul style="list-style-type: none"> • breaks down the steps of performing a job • identifies the hazards at each step, and • creates risk controls for performing that specific task.
Person conducting a business or undertaking (PCBU)	<p>Means a person conducting a business or undertaking, in accordance with section 5 of the WHS Act:</p> <p>(1) For the purposes of this Act, a person conducts a business or undertaking:</p> <p style="padding-left: 40px;">(a) whether the person conducts the business or undertaking alone or with others; and</p> <p style="padding-left: 40px;">(b) whether or not the business or undertaking is conducted for profit or gain.</p> <p>(2) A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association.</p> <p>(3) If a business or undertaking is conducted by a partnership (other than an incorporated partnership), a reference in this Act to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership.</p> <p>(4) A person does not conduct a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, that business or undertaking.</p> <p>(5) A regulation may specify the circumstances in which a person may be taken not to be a person who conducts a business or undertaking for the purposes of this Act or any provision of this Act.</p> <p>(6) A volunteer association does not conduct a business or undertaking for the purposes of this Act.</p> <p>(7) In this section, volunteer association means a group of volunteers working together for 1 or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.</p>
Person with management control of a workplace	Means a PCBU to the extent that the business or undertaking involves the management or control, in whole or in part, of the workplace.
Standard operating procedure	<p>A documented process to undertake a task, use a hazardous chemical or operate an item of plant.</p> <p>Also sometimes referred to as a safe operating procedure. These terms may be used interchangeably in industry practice.</p>
Work Health and Safety Incident	An unplanned event that results in, or has the potential to result in, injury, adverse health effects, damage or other loss.

Term	Definition
Safe work method statement	<p>A documented process to identify the dangers of specified high risk construction work that lists the hazards and risks for activity; identifies the workplace circumstances that may affect the way in which work will be done, including:</p> <ul style="list-style-type: none"> • information about the design of the structure, the workplace and information contained in a Safety Management Plan • information on any essential services located on or near the workplace • information about any notifiable work (to a WHS regulator) • safe work methods and plant to be used, and • the appropriate risk controls or combination of controls to be used.
Worker	<p>A person is a worker in accordance with the WHS Act, if the person carries out work in any capacity for a person conducting a business or undertaking, including work as:</p> <ol style="list-style-type: none"> (a) an employee (b) a contractor or subcontractor (c) an employee of a contractor or subcontractor (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking (e) an outworker (f) an apprentice or trainee (g) a student gaining work experience (h) a volunteer, or (i) a person of a prescribed class.
Workplace	<p>Is a place where work is carried out for an entity and includes any place where a worker goes, or is likely to be, while at work. It includes:</p> <ol style="list-style-type: none"> (a) a vehicle, vessel, aircraft or other mobile structure, and (b) any waters and any installation on land, on the bed of any waters or floating on any waters.

Search terms

Contractor Safety/WHS Management Plan.

Version control

Version	Date	Comments
1.0	1 August 2023	First Version

Disclaimer: *This document has been developed by the ACT Health Directorate specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and the ACT Health Directorate assumes no responsibility whatsoever.*

Attachment A - Scenarios

Scenario 1 - Labour hire workers working in ACTHD controlled workplaces.

Labour hire workers should:

- receive the same WHS induction as ACTHD employees
- comply with ACTHD WHS procedures, including reporting hazards
- be supervised by ACTHD managers
- complete a work injury report in the event of an injury.

The labour hire company should be advised of any injury and be consulted about any investigation and corrective actions. In addition, the labour hire company may also specify its requirements for placing its workers with ACTHD, for example inspecting the workplace and obtaining copies of ACTHD WHS documents. More information is available in the [Including WHS in Labour Hire Contractor Management Information Sheet](#).

Scenario 2 - Contractor working in ACTHD controlled workplace (for example undertaking facilities work - including contractors engaged by a lessor).

The managers or workers who engage contractors must ensure that:

- a Contract Management Plan is established for contractors engaged by ACTHD
- a Disturbance or Interference with Services, Safety, or Traffic (DISST) Form is completed and approved for any construction and maintenance work at ACTHD controlled premises
- the construction and maintenance activities are planned, including any approvals for high risk work
- the workplace is adequately briefed about the work that is to be undertaken and its potential impact
- the contractor receives a workplace specific WHS induction
- the ACTHD managers, who monitor contractor performance, have a sound understanding of WHS and know the performance standard expected of the contractor
- the contractor receives information about ACTHD contractor safety management requirements
- all parties understand who has control of the workplace at any point in time

- there are clear contact instructions for identifying WHS issues and procedures for their effective resolution.

Where a lessor engages a contractor to undertake construction and maintenance work inside the leasehold occupied by ACTHD, the lessor (or their property manager) is required to consult and co-operate with ACTHD to meet the requirements listed above.

Contractors must:

- complete the WHS induction specified in the [Contractor Safety Induction Checklist](#)
- not commence work until a Disturbance or Interference with Services, Safety, or Traffic (DISST) Form is completed and approved for any construction and maintenance work at ACTHD controlled premises
- work in accordance with a safe work method statement (SWMS) for any high risk construction and maintenance work
- provide WHS procedure documents to ACTHD, on request
- produce any licences or registration documents, on request
- comply with ACTHD WHS procedures, including reporting hazards, incidents and injuries
- maintain the security of the workplace (including keeping keys and passes secure, reporting any losses; keeping access points secure)
- not store any plant, equipment or supplies on site, unless pre-approval is given
- co-ordinate any deliveries to the workplace with ACTHD
- comply with ACTHD smoke free arrangements
- be aware of the requirement for contractor and other workers to treat each other with respect and courtesy in the workplace
- be aware that ACTHD may investigate safety incidents and consult with other duty holders
- be aware that WorkSafe ACT may investigate some incidents as the safety regulator and that the ACT Insurance Agency, as the public liability insurer, may also investigate.

The WHS induction should cover:

- emergency procedures
- WHS contacts, including first aid officers and HSRs
- WHS procedures
- the asbestos register, where applicable
- the safe use of any ACTHD equipment.

Site control

It is essential that, at each stage of construction work, ACTHD and any contractor engaged to undertake construction work are clear about who has management control of the workplace or part of the workplace.

Where a contractor is engaged for construction work at an ACTHD controlled workplace (such as at 2-6 Bowes Street) ACTHD remains in control of the overall emergency management arrangements. The contractor should be given control of specific areas of the building, so that they can work safely and establish specific site control, for example, controlling access to the location by ACTHD workers while hazardous work is being undertaken.

Contractors can introduce hazards to a workplace. Both the ACTHD and the contractor have responsibilities to communicate, co-operate and consult about any hazards and create specific risk controls. These arrangements must be documented.

Impact on fire and building emergency systems

Contractor work may have an impact on building services, including:

- electrical supply
- water and plumbing
- air conditioning
- fire and emergency systems.

Where construction work undertaken by contractors could impact any of the building fire and emergency systems, including alarms, sprinklers and fire hoses a [Fire Protection System Impairment Permit](#) must be completed and the procedures specified in the permit followed. The Chief Warden must be briefed about the impact of the impairment and its potential consequences. The project planning must allow sufficient time for the Chief Warden to establish additional fire safety controls during a period where the fire and emergency system is disrupted.

The [Fire Protection System Impairment Permit](#) must be completed by the ACTHD project manager and approved by an authorised person before the work is undertaken. The authorised officer will usually be the manager responsible for a specific workplace or the relevant manager responsible for facilities in the workplace.

If the work involves the impairment of any fire protection system(s) for eight (8) hours or more the Fire Protection System Impairment Permit must be provided to the [ACT Insurance Agency](#) (ACTIA) to notify that a fire protection system(s) will be shut off. In this circumstance, it is necessary under ACTIA's insurance policies, to notify its insurers when an impairment is planned for works. The completed form should be e-mailed to actinsuranceandriskmanagement@act.gov.au. A copy of the form should be provided to the Strategic Infrastructure Branch by e-mail to ACTHealth.AssetManagement@act.gov.au.

The project manager for a construction project must also check whether or not ACT Fire and Rescue must also be notified of any fire system impairment.

The Chief Warden must be notified when the fire and emergency system has been returned to normal operation.

In addition to the potential impact on fire and emergency systems, service interruptions can have a significant impact on business continuity, including information technology systems. The planning process for construction projects must also include the potential impact on business continuity.

Scenario 3 - Contractor working in a workplace controlled by another agency (for example a health facility).

The contract manager/s should establish a specific contractor WHS monitoring arrangements for the activities, in accordance with the terms of the contract and [Section 9 - Incorporating WHS into Procurement](#). The specific contractor safety management arrangements should be designed around the risks to ACTHD, the level of control that ACTHD could reasonably be expected to exercise and the risk to workers and members of the public.

The contractor safety management procedures for these arrangements may include:

- ensuring that ACTHD managers and workers, who monitor contractor performance, have a sound understanding of WHS and know the performance standard expected of the contractor
- ensuring that a Contract Management Plan is established for contractors engaged by ACTHD
- ensuring that:
 - the contractor has information about ACTHD contractor safety management requirements
 - all parties understand who has control of an activity or workplace at any point in time
 - the supplier and workers have received appropriate induction and training
 - inspections are undertaken of licences, permits, certification records, vessels, plant and equipment used as part of contract implementation
 - decisions are made about when internal and/or external inspections and audits of the supplier's WHSMS, and workplaces or operations will be undertaken
 - the communication arrangements with the supplier/s are established to:
 - regularly meet
 - report WHS performance
 - review unusual or unexpected risks
 - monitor the impact of any changes in key personnel and resources
 - consult with suppliers on any barriers to achieving WHS standards
 - provide feedback on any non-compliance issues (such as from ACTHD experience or inspections)

- decisions are made about how the supplier's WHS performance, including incident and accident records and regular reports (such as monthly reports) will be reviewed
- arrangements are in place for the periodic review and updating of the contractor's plans and targets
- the contact arrangements for WHS issues and the procedures for their effective resolution are established
- decisions are made about when to provide regular reports to ACTHD senior managers on the WHS performance of suppliers.

Contractors must:

- comply with any WHS requirements (including permits and approvals) of the agency that has management control of the workplace
- provide WHS procedure documents to ACTHD, on request
- produce any licences or registration documents on request
- comply with ACTHD WHS procedures (where this requirement was included in the agree, including reporting hazards
- work in accordance the contractor's WHS procedures, including SWMS for high risk construction work
- maintain the security of ACTHD assets
- be aware of the requirement for contractor and workers to treat each other with respect and courtesy in the workplace
- be aware that ACTHD may consult with other duty holders
- be aware that WorkSafe ACT may investigate some incidents as the safety regulator and that ACT Insurance Agency, as the public liability insurer, may also investigate.