



Contractors on Premises Procedures

Documentation

WHS Policy

Introduction

The Hut has a commitment to a safe working environment for its workers, clients, visitors and others who enter or are working on Hut-managed workplaces.

Contractors working on Hut-managed workplaces are 'workers' under the WHS legislation and must comply with WHS legislation, Codes of Practice, Australian Standards and relevant Hut health and safety policies and procedures.

Procedure

The Executive Officer (or delegate) will provide the contractor, prior to commencing work, information on the work site, copies of workplace health and safety policies/procedures which may be relevant to the work to be undertaken and a copy of the Contractor's Safety Agreement.

The Executive Officer (or delegate) is required to complete the "Safe Work Assessment Permit" (SWAP) before commencement of any work. This assessment is normally for "A" type contractors. For further details on "A" type contractors refer to the document "Hut Preferred Contractors Working on Hut-managed Premises".

A "Contractors Safety Agreement" must be completed prior to work commencing at The Hut and a signed copy will be kept on file.

All contractors and their subcontractors, agents and employees MUST adhere strictly to all Safe Work Practices, Safety Regulations in the "Contractors Safety Agreement" and those stipulated in the Safe Work Assessment Permit for the work to be undertaken.

Failure to comply with the provisions of the Workplace Health, & Safety Act 2012 (WHS Act) and Regulations could result in work ceasing until the matter has been rectified. Any stoppage due to non-compliance with the WHSA by the contractor will be at the expense of the contractor. Work will only be allowed to recommence upon compliance.

Contractors are expected to supply their own machinery, equipment and protective clothing in order to maintain safe systems of work. All plant and protective equipment must be in sound working order. The contractor (subcontractors, agents and employees) are expected to have a high degree of knowledge of workplace health and safety and safe systems of work to ensure that risks of injury, either to the occupants of the work-site, the public or to themselves are avoided.

Prior to commencement of work on Hut workplaces, contractors are required to report to the EO or delegate at the workplace.

All employees of the contractor who will be working at the site will be inducted by the contractor who will provide the EO or delegate with a list of all who are inducted for Hut files.

Related Documents

1. WHS Contractors-on Premises Policy
2. Contractors Safety Agreement
3. Contractor Induction Check-list
4. Contractor Work Method Statement
5. Contractor Safe Work Assessment Permits
6. Hut-Preferred Contractors Working On Hut-managed Premises
7. Contractors On Premises Document Guide

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