

Contractor Safety Engagement

Procedure and WHSMS Handbook Chapter 3.6 Revision

Facilitated by Safety and Wellbeing

From November 2025



Australian
National
University

Agenda

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Acknowledgement of Country

We acknowledge, celebrate and pay our respects to the Ngunnawal and Ngambri people of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.



Safety moment ... who wants to share?

What is the takeaway for you and your local area?

*(If you are not reviewing this PPT as part of a team or group presentation,
consider how you work safe in your role?
What are the key things you do to remain safe and healthy?)*



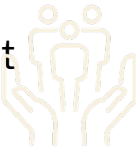
Revision summary – Key updates

- Aligned the procedure and handbook chapter (the Revision) to the University's obligations under the WHS Act and [Comcare guidance](#) on managing contractors.
- Redefined contractor types due to diversity in risk and work completed.
- Refocused the need for all contractors to have actual control of their work.
- Identified the need for the University to ensure contractors have and apply safe systems of work for the work to be undertaken.
- Highlighted WHS regulations which apply to work undertaken outside of Australia.



Revision intent ₁

- Ensure the University and its contractors comply with their concurrent WHS obligations.
- The University in relying on the expertise of contractors must:
 - ❖ verify a contractor has the expertise and safe systems of work to complete the work in a safe manner
 - ❖ verify the contractor completes the work safely according to their safe systems of work
 - ❖ provide appropriate instruction to a contractor about health and safety
 - ❖ continue to consult, coordinate and cooperate with contractors on safety matters.
- Acknowledge a fundamental safety and legal principle: The more control the University has over a contractor's work, the more practical steps the University must take to ensure health and safety of all workers and others (includes students).



[1 - Comcare - Contractor Management: Guidance for Commonwealth PCBUs](#)

Next steps

- Review the procedure and chapter (and appendices as required).
- Assess how current processes can be improved to meet the intent of the Revision.
- Incrementally update local processes to align to the intent of the Revision.
- Seek advice on legal issues, procurement activities and technical WHS information from key contacts.



Key contacts

Enquiry type	Contact
Procurement Contract management IT procurement and contracts Construction, repairs and maintenance	procurement.office@anu.edu.au contracts.office@anu.edu.au contracts.its@anu.edu.au fs.contracts@anu.edu.au
Legal issues and/or contract clauses/preparation	legal.office@anu.edu.au
WHS matters involving contractor safe systems of work, compliance and/or performance	whs@anu.edu.au

