

Transition – Revised Handbook Chapter 3.6 – Contractor Safety Engagement

The following information is a guide to transition contractor engagement processes and practices to align with the revised Handbook Chapter (HB).

NOTE: Transition guidance information lists key points for consideration, ensure the whole HB Chapter is reviewed and seek advice or assistance from Safety and Wellbeing, University Legal Office or Procurement and Contracts as required.

Past Document	What is the revised equivalent?	Transition guidance
HB Chapter 3.6 version 1.0	<p>HB Chapter 3.6 version 2.0 – Key points:</p> <ul style="list-style-type: none"> - Contractor types based on category or location of work undertaken - University must verify the contractor has the capability and capacity to perform the work in a safe and compliant manner - Contractors and their workers are inducted to the workplace - Contractor control of work must be identified through agreement or contract. 	<ul style="list-style-type: none"> - Review the Procedure and HB 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 procedure and chapter revision. - Seek advice on legal issues or technical WHS information from key contacts. - Procurement contacts here.
Appendix A -Flowchart Contractor Engagement and WHS Management Process	<ul style="list-style-type: none"> - A specific process exists for procurement of contractors. Reference the HB Chapter for WHS requirements and Appendix based on contractor type in preparing tender information. - Appendices 7, 8 and 10 provide guidance on inspecting or auditing contractor work or safety performance or safety management systems. - Incident reporting requirements must be covered in agreements/contracts and WHS inductions. 	<ul style="list-style-type: none"> - Procurement contacts here. - Seek advice from whs@anu.edu.au for technical WHS information for inclusion in tenders and review of tender submissions. - Make use of CE's contractor induction portal or seek advice from whs@anu.edu.au about contractor induction requirements.
Appendix B -Tendering Schedule on WHS Requirements for C1 Contractors –Construction Contractors	<p>The Procedure, HB Chapter and Appendices provide guidance on engaging (through tender) various contractor types.</p>	<ul style="list-style-type: none"> - Review the HB Chapter and Appendices applicable to the contractor type and identify areas to align the local area's engagement of contractors with the intent of the Procedure and HB Chapter revision. - Procurement contacts here. - Seek advice from whs@anu.edu.au for technical WHS information for inclusion in tenders and review of tender submissions.
Appendix C -Tendering Schedule on WHS Requirements for C2 Contractors		
Appendix D -Tendering Schedule on WHS Requirements for NC1 Contractors		

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Appendix E - Tendering Schedule on WHS Requirements for NC2 Contractors		<ul style="list-style-type: none"> - Contact the University Legal Office for advice on contractual issues. - Make use of CE's contractor induction portal for contractor registration and induction.
Appendix F - Sample Terms of Work Health Safety for Contract or Agreement	Contractual terms are defined by the University Legal Office (ULO) and established in precedents (standard contracts or agreements).	Consult with ULO about any contractual issue involving a contractor.
Appendix G - WHS Management Plan Template for Construction Project	<ul style="list-style-type: none"> - The Principal Contractor (PC) for a construction project is responsible for completion of a WHS Management Plan in accordance with Part 6.4 of the WHS Regulations. - The University should not consider being a PC for any construction project. Consult with Safety and Wellbeing via whs@anu.edu.au for technical WHS issues and the University Legal Office for contractual issues. 	Review the HB Chapter and Appendix applicable to construction work and identify areas to align the University's engagement of contractors with the intent of the Procedure and HB Chapter revision.
Appendix H - High Risk Contractor Area Induction	All contractors engaged in construction work and repairs and maintenance which involves construction activities, must complete CE's contractor induction process.	Liaise with CE about contractor completion of CE's contractor induction process.
Appendix I - Construction Site Monitoring C1 Contractors	Appendices 7, 8 and 10 provide guidance on inspecting or auditing contractor work or safety performance or safety management systems.	Review the HB Chapter and Appendices applicable to the contractor type and identify areas to align the local area's engagement of contractors with the intent of the Procedure and HB Chapter revision.
Appendix J - Site Monitoring C2 and NC1 Contractors		
Appendix K - Work Performance Monitoring NC2 Contractors		
Appendix L - Authority to Control an ANU Worksite Permit	The control of work or site by a contractor should be set out in an agreement or contract. See WHS Act s16(3)(b) .	Ensure contractual arrangements or agreements identify the extent of a contractor's control of the work and/or site. Seek advice from whs@anu.edu.au for technical WHS issues and the University Legal Office for contractual issues.

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Appendix M -Contractor WHS Management System Checklist	<ul style="list-style-type: none"> - Appendices 1 to 6 provide guidance on WHS requirements for each contractor type. - Appendix 9 provides guidance for contractors to prepare appropriate evidence for submission to the University about their safety management system. - Appendix 10 provides guidance to University employees in verifying a contractor’s safety management system. 	Review the HB Chapter and Appendices applicable to the contractor type and identify areas to align the local area’s engagement of contractors with the intent of the Procedure and HB Chapter revision.
Appendix N -Notifiable Incident Procedure	<ul style="list-style-type: none"> - Agreements or contracts must identify a contractor’s obligation to report all hazards and incidents to the University as soon as practical, and in the case of notifiable incidents, immediately. - The old appendix is an extract from the WHS Act and serves no direct operational purpose. 	<ul style="list-style-type: none"> - No action required other than to report all hazards and incidents as soon as practical. - In the case of potential notifiable incidents, ensure the Senior WHS Manager – S&W is advised via mobile 0406 403 025, immediately after the incident occurs.
Appendix O –Contractor Register	<ul style="list-style-type: none"> - Local areas have flexibility on how to register contractors engaged directly. - All contractors engaged in construction, repairs and maintenance, and provision of goods and services (and not escorted in the workplace) should complete CE’s contractor induction process. - University wide contracts for delivery of goods and services are managed by Procurement and Contracts. 	Local areas have flexibility on how to register contractors engaged directly, but must comply with University procurement processes and ensure these key points are addressed: <ul style="list-style-type: none"> - Verify the contractor has the capability and capacity to perform the work in a safe and compliant manner - Contractors and their workers are inducted to the workplace - Contractor control of work is identified through agreement or contract.