



**CROWN
SECURITY**

WORKING WITH CONTRACTORS
POLICY AND PROCEDURE

CROWN SECURITY CONTRACTORS & OSH

(i) Preface

Contract work is becoming increasingly common in the modern workplace management culture, and has been a feature of the security industry employment method for some years.

Businesses have the same legal obligation, to ensure the safety and health of contractors, as they do to their own employees.

This policy, supporting documentation and best practice procedures, has been developed to assist Crown Security to not only fulfil its internal conformance to its operational OSH policy document, but demonstrate its OSH obligations towards contractors, additionally, to conversely evidence its overall assurance towards Crown Security's clients (current and prospective), staff and others who may be affected by its business activities.

(ii) Document Management

The policy and procedure should be regularly reviewed and updated.
After the documents are officially 'adopted', staff and management need to be suitably trained in their use.

Crown Security needs to designate 'someone' with the responsibility and authority to make amendments and issue revised versions.

The currency of the information needs to be clearly noted in the documentation, so staff can be sure they are using the latest authorised version.

(iii) Record Keeping

Arrangements also need to be made for appropriate recording, and keeping of original documentation.

Crown Security needs to have in place a procedure for keeping originals of all OSH contractor documentation, which should be kept by the member of staff responsible for managing the contract.

The arrangements made for document management and record keeping should be formalised and documented in Crown Security's policy and procedures for OSH and Contractors.

Contents

Page

(i)	PREFACE	2
(ii)	Document Management	3
(iii)	Record Keeping	3
	Contents	4
1:	Policy Statement	5
	Outline of the company commitment to ensuring 'Contractors' Safety and health	
2:	Definitions	6
	Who Is A Contractor? What are Minor and Major Contracts?	
3:	Responsibilities	7
4:	A Checklist of Actions	8
5:	Informing Contractors of Crown Security 's OSH Expectations & Requirements	10
6:	Checking the Contractors' Approach to OSH, Prior to Awarding Contracts	15
7:	Signing the Contractor Up to OSH	21
	Contractor OSH Agreements	
8:	Briefing the Contractor about the OSH Requirements of the Job	24
9:	Checking the Contractors Approach to OSH, on the Job	25
	Regular inspections, checks and supervision	
10:	What to Do When the Contractor Works Unsafely	26
	Notice of Non conformance	

POLICY STATEMENT

The following policy statement should be prominently displayed in an appropriate place and disseminated to existing and new staff, contractors and other relevant persons.

**CROWN SECURITY’S OCCUPATIONAL SAFETY AND HEALTH
'CONTROL OF CONTRACTORS' POLICY STATEMENT**

Crown Security will ensure that contractors are able to work in an environment that is, as far as is practicable, safe and without risk to health in accordance with the obligations imposed by the Occupational Safety and Health Act 1984 and supporting legislation.

Crown Security will:

- a) Take reasonable care in the employment of independent contractors to ensure that, they are competent to control their own safe system of work.
- b) Consider a contractor's capacity and willingness to comply with *Crown Security's* OSH policy and standards when assessing tenders and awarding contracts.
- c) Only engage contractors who:
 - Are competent to perform the duties specified in the contract in a safe manner
 - Have current (relevant) insurance policy cover
 - Agree to sign a Contractor Occupational Safety and Health Agreement.
- d) Define *Crown Security* and the contractor's respective areas of responsibility, particularly where there are employees engaged by the contractor.
- e) Retain a general supervisory role over the work, where practicable.
- f) Ensure staff engaging or supervising contractors have their responsibilities and authorities clearly defined, and receive the appropriate training, so they can effectively implement this policy appropriately.

Signature: _____

Position: _____

Date: _____

This policy and accompanying procedures were brought into effect by Crown Security on _____ (date).

It is due for revision on _____ (date), by _____ (Responsible person).

This version is number _____

Suggestions and improvements are welcomed, and should be directed to _____ (responsible person)."

DEFINITIONS

Contractor

Any company, agency, or individual, contracted to provide goods, services or carry out works of any type, for Crown Security

Contractors may include (but are not restricted to):

Security technicians / Installers, builders, cleaners, electricians, plumbers, general handymen, painters, fire equipment specialists, phone technicians, utilities (energy) providers, locksmiths etc.

Minor Contract Works

Contract work, with a value of \$5,000 or less. Usually undertaken by a sole trader/single person contractor/s or small companies.

Major Contract Works

Contract work with a value of more than \$5,000. Usually undertaken by small to medium companies.

Competent Person

A member/s of Crown Security staff, who has acquired through training, qualification, or experience, or a combination of these, the knowledge and skills, including OSH knowledge and skills, qualifying that person to perform the responsibilities required.

RESPONSIBILITIES

Senior Management

Senior Management has the overall responsibility for ensuring that Crown Security's statutory obligations to the contractor's OSH obligations are met.

Management / Supervisory Staff

Crown Security will ensure the 'Contractor Safety Policy and Procedure', is adhered to and that staff designated with responsibility for contract management, have their responsibilities and authorities clearly defined, and receive the appropriate training, so they can effectively implement this policy.

Staff Responsible for Contract Management

Carry out the authorised procedures as described, for the Contractor's safety and health.

A CHECKLIST OF ACTIONS - engaging a contractor

On the following page you will find a checklist of actions for completion when engaging a contractor. The checklist includes actions that 'may' determine if a contractor has 'safe work systems' in place.

It also covers some of the obligations C has towards the contractor, such as briefing him / her about relevant policies and procedures, site hazards etc.

The checklist should be completed by the 'competent person', who has responsibility for overseeing the contract, and should be kept with other records pertaining to the contract.

All information and actions required in the checklist should be completed before a contractor commences work.

In the case of contractors who are used on an ongoing basis, it is advisable to regularly review the contractors' OSH arrangements and their knowledge of the business's OSH procedures. It is suggested to do this at least annually, or more often as required, for instance when procedures or personnel change.

OSH CHECKLIST FOR CONTRACT WORKS

To be completed by the Contract Manager prior to the awarding of a contact, then a yearly check thereafter.

- ★ No contracts are to be awarded prior to all items being adequately completed.

CONTRACT NAME/DESCRIPTION:

CONTRACTOR'S BUSINESS NAME:

CONTRACTORS' CONTACT PERSON:

	YES / NO
1. The Contractor has been informed in writing that they are required to abide by Crown Security's' OSH requirements.	
2. The Contractor has provided a copy of their current applicable insurance Policy Cover.	
3. An inspection of the contractor's plant and equipment has been completed.	
4. The Contractor has been provided with copies of Crown Security OSH procedures/policies in relation to the work they will be providing.	
5. The Contractor has signed an OSH Agreement.	
6. Hazards associated with the works have been discussed with the contractor and appropriate control methods identified and organised. (<i>See attached selection guide</i>).	
7. The contractor has been given a copy of the procedure for notification and rectification of non-conformances.	
8. The contractor has been informed they are required to report to Crown Security for an OSH briefing before they proceed to premises to commence work.	

COMMENTS

CONTRACT MANAGERS NAME _____ Job Title _____

CONTRACT MANAGERS SIGNATURE _____ Date _____

INFORMING CONTRACTORS of CROWN SECURITY'S OSH EXPECTATIONS AND REQUIREMENTS

Before engaging contractors for major or minor works, they should be informed of the expectations and requirements that Crown Security has, in relation to OSH.

In this section you will find a proforma statement of OSH requirements for minor contracts and more detailed specifications of OSH requirements for major contracts.

The proforma statement of OSH requirements for minor contracts can be used in a number of ways, for example;

- ⇒ it can be sent in a letter to existing or potential contractors, or
- ⇒ it could be used in an advertisement calling for contractors or
- ⇒ it could be given to the contractor and discussed at an induction meeting.

Either way, the contractor needs to be informed in writing that Crown Security expects these requirements to be met before proceeding with any works.

The specifications for OSH requirements for major contract works can be included in or attached to tender specification documents.

Procedure for this is as follows:

Crown Security will inform contractors that they are required to meet the requirements of the State/s - Federal OSH Act and the business's requirements, in relation to OSH.

The OSH requirements for Contractors will be included in Contract Specifications, Contracts and Letters of Engagement, citing any known hazards in relation to the works to be undertaken.

Prior to commencing works the Crown Security staff member responsible for managing the contract, will inform the Contractor about any relevant OSH policies and procedures, for instance;

- ⇒ emergency and first aid procedures,
- ⇒ where to report problems,
- ⇒ information about hazards etc.

This may include giving the contractor copies of any relevant occupational safety and health policies and procedures.

Crown Security will also advise contractors of any known risks (should they arise) that the contractor should be made aware of before proceeding with works. Crown Security will advise the contractor/s of these risks at an induction session or when briefing the contractor/s about the requirements of a specific task. See the Section on 'Briefing the Contractor' for OSH Requirements of the Job."

PROFORMA STATEMENT OF OSH REQUIREMENTS – FOR MINOR CONTRACTS

This model clause should be used when advertising for minor contractors or for inclusion in letters to prospective minor contractors.

Crown Security is required to provide and maintain, so far as is practicable, a working environment for its employees, sub contractors and members of the public, that is safe and as far as is reasonably practicable, without risk to health.

As a condition of this contract Crown Security requires that any contractors, that may be engaged to perform a service on its behalf, will at all times exercise all necessary safety measures for the safety and health of all persons, including contractor employees, Crown Security employees and members of the public, who may be affected by the services.

Crown Security will only engage contractors who:

1. Are competent and qualified to perform the duties specified in the contract in a safe manner
2. Have relevant and current approved insurance policy cover.
3. Agree to sign a Contractor Occupational Safety and Health Agreement.
4. Attend a meeting with Crown Security's 'Contracts Manager' to provide information concerning the types of procedures they have for managing the safety and health risks associated with the work they perform.
5. Report to Crown Security prior to commencing each job, to be briefed about the job specifications and any relevant OSH issues.

“Crown Security will provide you with OSH information, arrangements and requirements, as necessary.”

MODEL CLAUSES RELATING TO OSH REQUIREMENTS FOR MAJOR CONTRACTS

The following are 'model clauses' relating to OSH requirements of contractors, which should be incorporated in Contract Specifications, Contracts and Letters of Engagement.

General OSH Requirements

Crown Security is required to provide and maintain, so far as is practicable, a working environment for its employees and members of the public, that is safe and without risk to health.

As a condition of this contract Crown Security requires that any contractors, that may be engaged to perform a service on its behalf, will at all times exercise all necessary precautions for the safety and health of all persons, including contractor employees, Crown Security employees and members of the public, who may be affected by the services.

The Contractor will be provided with information concerning Crown Security's OSH policies, procedures and any measures implemented at, or within the premises that the Contractor will be required to perform works under this contract. The Contractor will comply with all such procedures or measures, and in the event of any inconsistency, will comply with such procedures or measures, to maintain the highest possible level of Occupational safety and health performance achievable.

The Contractor will forthwith comply with any and all directions by Crown Security relating to occupational safety and health.

Legal Compliance

The Contractor must comply with and ensure that its employees, subcontractors and agents comply with any Acts, regulations, local laws and by-laws, Codes of Practice, Australian Standards and OSH policy and procedures developed by Crown Security that are in any way applicable to this contract or the performance of the services under this contract.

Contractor OSH Management Systems

The OSH management system of the Contractor must, as a minimum requirement, demonstrate compliance with all duties of an employer, as specified in the Occupational Safety and Health Act 1984 and supporting legislation.

The Contractor must, when requested by Crown Security submit a copy of their company OSH management system documentation (see Tenderers OSH Management System Questionnaire).

Tenderers

Tenderers shall complete the 'Tenderers OSH Management System Questionnaire' and incorporate the completed document with their tender submission. Tenderers who do not complete the questionnaire shall be ineligible for selection. Tenderers will be required to verify their responses, noted in the questionnaire, by providing evidence of their ability and capacity in relevant matters. By submission of the tender and questionnaire, the Tenderer acknowledges and confirms as accurate, all details contained in the questionnaire and any verifying documents.

Risk Assessment

The Contractor shall prepare and submit a 'Risk Assessment' prior to commencing the works under the contract. The Risk Assessment Form shall be used to record the risk assessment and risk control methods, to be employed by the Contractor.

The completed Risk Assessment shall be submitted to Crown Security for review and approval prior, to commencement of works under the contract.

OSH Plan

Prior to commencing the works under the contract, the Contractor shall submit to Crown Security a Safety and health plan, specific to the Contract and works. The Safety and health plan shall consider and respond to the specific OSH hazards and issues relevant to the contract works and shall document the systems and any control methods to be implemented' for the term of the contract. The Safety and health plan shall be reviewed by Crown Security (or their nominated representative) and formal approval to commence the contract shall be provided, subject to acceptance of the OSH Plan.

OSH Performance Reporting

The Contractor must, when requested by Crown Security provide evidence of ongoing performance of the Contractor's OSH management system. Without limiting the requirements of this obligation, the Contractor shall provide the following information on a regular basis:

- ⇒ Number of lost time injuries
- ⇒ Working days lost due to injury
- ⇒ Current status of any injured personnel, damaged property or environmental damage or pollution
- ⇒ Status of the implementation and outcomes of corrective action undertaken as a result of OSH inspections and risk assessments
- ⇒ Status of OSH management system audits undertaken

The Contractor shall, when requested by Crown Security provide reports on OSH inspections, audits or assessments undertaken during the course of the contract.

Incident Notification

If the Contractor is required by the OSH Regulations 1996 or by any other directive, to give any notice of an accident occurring during the performance by the 'Contractor of works' under the contract. The Contractor shall, at the same time, or as soon thereafter, as possible, in the circumstances, give a copy of the notice to Crown Security.

The Contractor must notify Crown Security of any accident, injury, property or environmental damage that occurs during the carrying out of the contract works. All lost time incidents shall be immediately notified to Crown Security. The Contractor must within 3 days of any such incident provide a report giving complete details of the incident, including results of investigations into its cause, and any recommendations or strategies for prevention in the future.

Non Compliance

If during the performance of works, under the contract Crown Security informs the Contractor that it is the opinion of Crown Security that the Contractor is:

- ⇒ Not conducting the work in compliance with the Contractor's safety and health plan, safety and health management procedures, relevant legislation or safety and health procedures provided by Crown Security , or
- ⇒ Conducting the work in such a way as to endanger the safety and health of employees, the Contractor's employees or the public or plant, equipment and materials

The Contractor shall promptly remedy that breach of OSH.

Crown Security may direct the Contractor to suspend work until such time as the Contractor satisfies Crown Security that the work will be resumed in conformity with the applicable safety and health provisions. During periods of suspension, Crown Security shall not be required to make any payment whatsoever to the Contractor.

If the Contractor fails to rectify any breach of safety and health for which the work has been suspended, or if the Contractor's performance has involved recurring breaches of safety and health, Crown Security may, as its option, terminate the work forthwith, without further obligation to the Contractor. In this event, Crown Security liability shall be limited to payment for the work performed and costs incurred by the Contractor, up to the time of termination, or an earlier suspension of works.

CHECKING THE CONTRACTOR'S APPROACH TO OSH PRIOR TO AWARDING CONTRACTS

Before engaging a contractor for either minor or major works, Crown Security needs to determine whether they take reasonably practicable steps to apply safe systems of work and abide by the requirements of the OSH Act 1984.

On the following pages you will find a screening guide for minor contracts, and an extensive OSH questionnaire for major contracts.

The screening guide should be completed at a meeting between the contract manager and the contractor, before the contractor commences work, as part of an induction process.

The OSH Questionnaire for Major Contract works can be appended to tender specification documents.

In either case, if there is an ongoing relationship between the parties, there should be a yearly check of the contractors OSH arrangements.

Wording for the Procedures

The following procedures are as a means of carrying out the check on the contractor's OSH arrangements:

'Documentation'

The person responsible for administering the contract will ensure that the following information is obtained from the contractor, prior to the commencement of any works.

1. ***Information regarding their OSH arrangements*** – this information is to be provided by completing either the relevant screening guide in the case of minor contracts, or the OSH Arrangements Questionnaire in the case of major contracts.
2. A copy of **their** current relevant insurance policies cover.

Inspection

The staff member supervising the contract will, where appropriate, inspect any plant, equipment, mobile machinery, tools or substances, systems of work, staff selection, training, or induction procedures to be used, prior to the contractor commencing work.

Notifying the Contractor about Non-conformances

Identified risks will be documented on the OSH Non-conformance Form, and a copy will be given to the contractor. The contractor will then be required to rectify the hazard, by an agreed date, prior to commencement of works, or prior to the contract being continued. If the hazards are of an immediate serious danger to any persons, see the section on 'What to Do When the Contractor Works Unsafely'.

Yearly Contractor Assessments

The Contract Work Assessment Checklist and associated documentation are to be provided / completed yearly.”



SELECTION GUIDE FOR BUILDING, MAINTENANCE & GENERAL CONTRACTORS (MINOR CONTRACT WORKS)

This document provides guidance for selecting contractors for security, electrical, plumbing and small building and general maintenance works etc. It highlights the major hazards associated with the works and the range of control measures, a contractor would be expected to have in place to minimise risk.

	Yes/No - N/A	Comments/Action
MANUAL HANDLING		
Does the contractor provide employees with instruction/training, in techniques for lifting and moving large, heavy or awkward objects?		
Is mechanical assistance available for moving heavy or bulky loads, eg, trolleys, barrows, conveyors, wheelie bins or material handlers etc?		
Does the contractor provide 2 or more persons where large, heavy or awkward objects need to be manually handled?		
Does the contractor assess difficult tasks and reduce the load where possible?		
Are regular breaks and rest periods, provided for?		
ELECTRICAL WORK		
Does the contractor provide a 'Certificate of Electrical Safety' when the job is completed?		
Does the contractor have a 'lockout, tag out' system for electrical work?		
PLUMBING WORK		
What class or classes of plumbing work is the contractor licensed to perform?		
Does the contractor provide 'Compliance Certificates' for jobs over \$500?		
If licensed to do gas fitting, does the contractor provide 'Compliance Certificates' for all jobs?		
HAZARDOUS SUBSTANCES		
Does the contractor keep a list of all chemicals used in the course of their work?		
Do they have a material safety data sheet (MSDS) for each chemical used?		
Are employees encouraged to read MSDS's to familiarise themselves with the chemical content of substances used?		
Does the contractor provide personal protective equipment such as gloves and masks for handling substances?		
Does the contractor store and label substances in accordance with the requirements of MSDS's?		
PLANT AND EQUIPMENT		

	Yes/No - N/A	Comments/Action
Does the contractor keep a checklist to regularly check and maintain their plant and equipment?		
HAZARDOUS WORKS		
Do they have safe operating instructions/procedures for 'hazardous work' such as: Construction, demolition, excavation, spray painting, abrasive blasting, compressed air work, explosive powered tools, working on conveyors or hoists, operating hoists, installing or working on scaffolding, working on elevated work platforms? If yes, you will be required to provide evidence of those safe work systems?		
OPERATIONS INVOLVING 'IGNITION SYSTEMS'		
Do they obtain a "Hot Work" permit if they are welding, cutting or performing any other operation involving 'ignition sources'?		
PERSONAL PROTECTIVE EQUIPMENT		
Does the contractor provide and maintain personal protective equipment such as steel-capped boots and gloves?		
Do they ensure that their employees observe their obligation to wear personal protective equipment provided to them? If yes, how is this done?		
WORKING AT HEIGHTS		
Does the contractor have ladders and/or scaffolding for working at heights, if yes are safe systems employed?		
SUPERVISION		
Does the contractor have mechanisms in place to ensure that employees perform tasks safely and according to instructions?		
UV RADIATION		
Does the contractor provide and use protective clothing, eg, hats and sunscreen protection to guard against the dangers of UV radiation when doing outdoor work?		
TRAINING		
Does the contractor train employees to perform their tasks in a safe and healthy manner?		
FIRST AID		
Does the contractor keep a 'first aid kit' available and maintained in a readily accessible location?		
WASTE REMOVAL		
Does the contractor provide waste containers for the storage and removal of sharps? Such containers should be closable, puncture resistant and leak proof.		
Does the contractor transport and dispose of waste according to council regulations and requirements?		
LONE WORKING		
Does the contractor have procedures in place to safe guard staff that may work alone or are working in isolation?		

Date:

Contract Managers Name:

Contract Managers Signature:

Date:

Contractors Name:

Contractors Signature:

**TENDERER'S OSH MANAGEMENT SYSTEM QUESTIONNAIRE
(MAJOR CONTRACT WORKS)**

This questionnaire could form part of Crown Security's tender evaluation process. It would be completed by tenderers and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the contractors' safety and health management system. Tenderers may be required to verify their responses by providing evidence of their ability and capacity in relevant matters.

CERTIFICATION	
The information provided in this questionnaire, is an accurate summary of the company's OSH management systems.	
Company Name:	
Company Representative's Name (please print)	
Signature:	Date:
Contract Name:	Contract No.

	YES/NO - N/A	
<p>1. OSH Policy and Management</p> <p>Is there a written company OSH policy? If yes, provide a copy of policy.</p> <p>Does the company have an OSH Management System, certified by a recognised independent authority (Worksafe)? If yes, provide details.</p> <p>Is there a company OSH Management System manual or plan? If yes provide a copy of contents page(s).</p> <p>Are safety and health responsibilities clearly identified for all levels of staff? If yes, provide details of where this is located:</p>		
<p>2. Safe Work Practices and Procedures</p> <p>Has the company prepared safe operating procedures or specific safety instructions relevant to its operations? If yes, provide a summary listing of procedures or instructions.</p> <p>Does the company have any permit to work systems? If yes, provide a summary listing or permits.</p> <p>Is there a documented incident investigation procedure? If yes provide a copy of a standard incident report form.</p>		

<p>Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company? If yes, provide details:</p> <p>Are there procedures for storing and handling hazardous substances? If yes, provide details:</p> <p>Are there procedures for identifying, assessing and controlling risks associated with manual handling?</p>		
<p>3. OSH Training</p> <p>Describe how safety and health training is conducted in your Company:</p> <p>Is a record maintained of all training and induction programs undertaken for employees in your company?</p>		
<p>4.Safety and Health Workplace Inspection</p> <p>Are regular safety and health inspections at worksites undertaken? If yes, provide details:</p> <p>Is standard workplace inspection checklists used to conduct safety and health inspections? If yes, provide examples.</p> <p>Is there a procedure by which employees can report hazards at workplaces? If yes, provide details:</p>		

5. Safety and Health Consultation

How are employees involved in decision making over OSH matters, eg, is there an OSH committee.

6. OSH Performance Monitoring

Is there a system for recording and analysing safety and health performance statistics? If yes, provide details:

Are employees regularly provided with information on Company safety and health performance? If yes, provide details:

Has the company ever been convicted of an occupational safety and health offence? If yes, provide details:

7. Company References

Please provide the following information for the three most recent contracts completed by the company.

Contract 1

Contract Description _____

Client _____

Contact person _____ Phone No _____

Number of lost time injuries _____ Number of person days on contract _____

Total days lost due to injuries _____

Contract 2

Contract Description _____

Client _____

Contact person _____ Phone No _____

Number of lost time injuries _____ Number of person days on contract _____

Total days lost due to injuries _____

Contract 3

Contract Description _____

Client _____

Contact person _____ Phone No _____

Number of lost time injuries _____ Number of person days on contract _____

Total days lost due to injuries _____

Part 7

SIGNING THE CONTRACTOR UP TO OSH

Prior to the contractor commencing work, they should be asked to agree to abide by the OSH requirements imposed on them by the OSH Act 1984 and Crown Security's' specific OSH arrangements.

This agreement must be in writing.

The following are two suggested agreement forms one for minor contracts, the other for major contracts.

The agreement may be signed at an induction session where the contractor is informed of any particular OSH requirements, is briefed about the job and is given the opportunity to ask further questions.

Suggested wording for the procedure:

"Prior to commencing works the contractor must sign an OSH Agreement. The Crown Security staff member responsible for managing the contract will:

1. Verbally reiterate the clauses of the 'Contractor Occupational Safety and Health Agreement' before it is signed by the contractor.
2. Allow the contractor to ask for any further information or explanation in regard to Crown Security 's occupational safety and health policies and procedures
3. Provide the contractor with a copy of the signed Contractor Occupational Safety and Health Agreement."



OCCUPATIONAL SAFETY AND HEALTH AGREEMENT FOR MINOR CONTRACTS

This Agreement is made between Crown Security and _____ (**Contractor name**)

Crown Security will endeavour to provide a safe workplace for all contractors engaged, and will advise of any known hazards/risks (should they arise) that the contractor should be made aware of.

The Contractor _____ (contractor name) agrees to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risk to health for the contractor's staff, Crown Security's employees and the Public.

This includes:

- Using safe systems of work.
- Using a job safety analysis to assess hazards and associated risks.
- Providing appropriate handling, storage and transport of plant and substances, such as chemicals.
- Maintaining and inspecting equipment on a regular basis.
- Being licensed and/or registered for the relevant activities.
- Making sure any employees or subcontractors have appropriate training licenses and/or qualifications for the work.
- Reporting to Crown Security to be briefed about the job's requirements and any OSH issues, before proceeding to the location to undertake the work.
- Reporting to Crown Security immediately any incident or accident occurs.

The Contractor acknowledges that a breach of the above conditions may result in the cancellation of the contract, if they ignore directions as may reasonably be given by Crown Security to rectify the breach/es. The procedures for notification of breaches are attached.

Name of Contractor or Contractor representative:

Position: _____

Signature: _____

Date: _____

Name of Crown Security's representative:

Position: _____

Signature: _____

Date: _____



OCCUPATIONAL SAFETY AND HEALTH AGREEMENT FOR MAJOR CONTRACT WORKS

★ Contractor representative to initial each clause and sub clause

Clause 1

The Contractor, _____ agrees to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risk to health for the contractor's staff, Crown Security staff and the Public.

The latter includes:

- provision of, and maintenance of, plant and systems of work that are safe;
- provision of appropriate handling, storage and transport of plant and substances;
- provision of adequate facilities for the welfare of employees;
- provision of information, instruction, training and supervision of employees to enable their employees to perform their work in a safe manner.

Clause 2

Specifically the contractor, _____ agrees to:

- 2.1 Make its Management and Supervisors available for a yearly information session on the Crown Security Contractor Safety Policy and Procedure including any new Managers or Supervisors.
- 2.2 Comply with any directions by the Crown Security Contract Manager in relation to OSH issues.
- 2.3 Provide Crown Security with information relating to licenses, training of staff, maintenance of plant or equipment or any records the Contract Manager requires to ensure compliance with safety standards.
- 2.4 Ensure all staff are equipped with appropriate personal protective equipment (PPE) and have a good understanding of when and how PPE must be worn.
- 2.5 Take all practicable steps to ensure that alcohol or illegal drugs are not permitted on the work site. The Crown Security Contract Manager will direct that, any employee suspected of being under the influence of alcohol and drugs, be removed from the work site.
- 2.6 In consultation with the Contract Manager, identify and control workplace hazards
- 2.7 Advise its employees of any identified hazards
- 2.8 Clean up work areas and have the work site safe and clean on a daily basis
- 2.9 Allow the Crown Security Contract Manager or delegate to enter the contractor's premises for the purpose of making regular unscheduled occupational safety and health inspections.
- 2.10 Co-operate with the collection of occupational safety and health information required as part of any occupational safety and health inspection carried out.

I, _____ hereby acknowledge the following:

- That by signing this document I agree to the above, on behalf of the contractor, _____
- That this is in relation to any contract made between _____ and Crown Security.
- That I am authorised by the contractor _____ to do so.
- That failure to abide by the above 'agreed to' conditions may result in the cancellation of the contract.
- Crown Security's OSH non-conformance procedures have been explained to me and I have received a written copy of the required documents.

Name:	Position:
Signature:	Date:

BRIEFING THE CONTRACTOR ABOUT THE OSH REQUIREMENTS OF THE JOB

Prior to the contractor undertaking any works, they should be briefed about OSH hazards and arrangements that are specific to the particular job, by the person responsible for the administering of the contract.

For example, if the contractor is going to work at premises where the tenant is known to be aggressive, the contractor should be advised of this fact and any procedures or policies that Crown Security adopts for dealing with aggressive clients.

Or,

If the contractor is undertaking general maintenance works at a site where electrical works are going on, he/she needs to be advised of that before they proceed to the premises.

This OSH briefing should be completed each time the contractor is called in to do a specific job.

Procedure

The person responsible for administering or managing the contract will brief the contractor regarding any known OSH hazards and risk minimisation arrangements, which are specific to a particular job.

SUPERVISING THE CONTRACTORS' WORK IN PROGRESS

Once the job has commenced Crown Security has an obligation under the OSH Act 1984, to supervise the work of the contractor. The requirement is for the supervision to be reasonable and practicable to the situation. For instance, regular visits to inspect the job in progress. Crown Security needs to be clear about who is to do the supervision and the form the supervision will take. The procedures for supervision should be documented and made known to all relevant persons.

Procedure

The person given responsibility for administering the contract will make the appropriate arrangements to supervise the contractors' work in progress, as reasonably deemed necessary.

WHEN THE CONTRACTOR WORKS UNSAFELY

The following procedures outline the processes when an OSH 'non-conformity' arises in relation to a contractor's work.

The 'non-conformity' may be discovered prior to the contractor undertaking work, when their OSH arrangements are being checked, or after they have commenced works. Crown Security's procedure will give the contractor a reasonable opportunity to rectify the non-conformity. The procedure will be made known to the contractor before they commence work. The consequences of not rectifying any 'non-conformity' will also be made known to the contractor.

Procedures for dealing with OSH non-conformity:

A copy of these procedures is to be given to the contractor, before they commence work when they are being advised of Crown Security's OSH requirements, policies and procedures.

Cessation of work

The Crown Security staff member responsible for managing the contract will order that the contractor to cease work if there is a risk of injury to the public, Crown Security staff, or Contractor staff, due to unsafe work practices.

Rectification of hazards

Where a contractor fails to rectify identified hazards, the Crown Security staff member responsible for managing the contract, will meet with the contractor and explain why the hazard is to be rectified and request that necessary improvements be carried out.

The contractor will be provided with a 'Contractor OSH Non conformance Report', which must be signed by both the contractor and the person responsible for managing the contract. It should be explained that failure to comply with the request is likely to result in cancellation of the contract.

Multiple non-conformances & cancellation of the contract

If the contractor fails to comply with the action required to rectify the hazard noted in the 'Non conformance Report' they will be given a second notification of non-conformance. Failure to comply with the second notice may result in the cancellation of the contract.

