

# CONTRACTOR OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT PROCEDURE



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## 1 PURPOSE

- 1.1 CQUniversity has an obligation to provide a work environment without risks to health and safety, so far as is reasonably practicable, including eliminating or minimising risks to people contracted by CQUniversity to perform specified duties for CQUniversity. The intention of this procedure is to meet or exceed obligations under current legislation.
- 1.2 This procedure has been developed to provide a safe system of work incorporating a risk management approach to ensure that potential risks to health, safety and the environment are identified, assessed and controlled, allowing contractors to work safely while on CQUniversity worksites.

## 2 SCOPE

- 2.1 This procedure applies to all CQUniversity employees who engage contractors to undertake specified duties for CQUniversity, and contractors and their employees who provide the specified duties whilst at CQUniversity worksites including individuals participating in work activities that are conducted off-site.
- 2.2 Any work conducted by contractors will comply with respective current legislation. However, extenuating circumstances may apply where CQUniversity employees may be required to adopt other safe systems of work or processes to ensure task completion. For example, conducting emergency repairs to critical CQUniversity services after a natural disaster.

## 3 PROCEDURE

### Contractor engagement

- 3.1 To assist with the management of contractors appointed by the University, and to ensure that relevant duties under the [Work Health and Safety Act 2011](#) (Qld) are met, the [Contractor Health and Safety Management Checklist](#) must be completed. This checklist has been developed to ensure the process of selecting, assessing and engaging contractors is completed in accordance with these procedures.

- 3.2 There are four important states of the contracting process which must be considered when engaging contractors. These include:
- health, safety and environment
  - contract specification
  - tender evaluation, and
  - contract management.

### **Health, safety and environment**

- 3.3 Regardless of the contracted works risk rating, clear identification of health, safety and environment requirements is an essential component of the specification documents. Their inclusion supports the commitment of the University in considering health, safety and environment to be a priority in its engagement with contractors. It verifies the University's recognition of its duty to health, safety and environment and provides evidence of an appropriate and practical contractor management system.

### **Risk management**

- 3.4 Risk management starts with a commitment by management and employees to manage its business or undertaking in a healthy and safe manner. Refer to the [Enterprise Risk Management Framework](#) and [Risk Management Policy](#).

### **Compliance with environmental protection act legislation**

- 3.5 The University and its contractors are bound by the [Environmental Protection Act 1994](#) (Qld) and related legislation. Individuals will meet their environmental responsibilities by compliance with the family of standards ISO 14000 – Environmental Management.
- 3.6 All individuals involved in projects at the University have responsibilities under the *Environmental Protection Act* for ensuring protection of environmental values. Any person with a supervisory role has a responsibility to ensure their company and its employees and contractors do not cause environmental harm and should:
- be familiar with the environmental effects of their activities
  - identify who has a responsibility for environmental management
  - be familiar with and ensure procedures exist to minimise environmental impacts that meet legislation, industry standards and risk assessments
  - demonstrate environmental responsibility to other stakeholders
  - exercise control over environmental performance of individual contractors, and
  - keep records to show compliance with environmental requirements.
- 3.7 Procedures and/or systems are required for preventing potential incidents, conducting ongoing audits, provision of training for employees and defined authority for reacting to unplanned events.
- 3.8 All individuals must take reasonable steps to minimise environmental harm associated with all activities they undertake. To determine what measures should be taken, a person should consider:
- the nature of any potential pollution
  - the sensitivity of the environment where the pollution may end up
  - financial implications of the actions
  - the current technology available, and
  - the likelihood of success of the implemented actions.

- 3.9 If an individual believes processes or procedures are inadequate, they must inform their supervisor and not undertake the activity until suitable measures are in place. An individual must also notify of any activity they believe may be causing environmental harm. If an individual becomes aware of an incident where actual or potential environmental harm is or may be caused, they must immediately notify their supervisor who will notify either the University's Responsible Person (if one has been appointed), the Safety and Wellbeing Unit and the Environmental Protection Agency (where applicable). This is a requirement regardless of whether the individual has been involved in the incident or if they have observed others causing it. If an individual cannot contact their supervisor, then the next person in command must be notified.
- 3.10 The University Responsible Person (if appointed) and the Safety and Wellbeing Unit representative will attend the site and investigate the incident and determine further actions.
- 3.11 The contractor must provide all information requested by the University Responsible Person and/or Safety and Wellbeing Unit representative and will ensure that an incident report is submitted through the designated safety reporting system via the University's Responsible Person. Refer to the [Incident and Hazard Reporting and Investigation Procedure](#).
- 3.12 The [Occupational Health and Safety Policy](#) also applies to all contractors, their subcontractors and subordinate employees.

### **Compliance with health and safety legislation**

- 3.13 As a minimum requirement, tenders must comply with the principle pieces of legislation, namely the Queensland Work Health and Safety Legislation and applicable Codes of Practice and any Australian Standards which may be relevant to the works involved.
- 3.14 All contracts of works undertaken by contractors should include a general statement of occupational health and safety requirements. The following statement is suggested as a minimum requirement:

*The Contractor acknowledges that CQUniversity is committed to fulfilling its Duty of Care under the Queensland Work Health and Safety Act to provide a safe and healthy working environment for employees, students and visitors (including contractors). Accordingly, the Contractor (and its subcontractor/s where applicable) shall at all times work in a safe manner and not put themselves, CQUniversity employees, students or others at risk. The Contractor (and its subcontractor/s where applicable) shall comply with CQUniversity's reasonable directions in relation to compliance with CQUniversity Contractor OHS Management Procedure, including completion of a CQUniversity Contractors Health and Safety Induction, WHS Management Plans, Safe Work Method Statements, and other requirements as determined by the site specific risk/s. Contractors should also familiarise themselves with the work area and any potential hazards prior to commencing work.*

### **Compliance with a workers compensation scheme**

- 3.15 When using a Principal Contractor, a copy of the workers compensation certificate of currency will be obtained by the University's Responsible Person to determine if the contractor's incident/accident insurance policy is current for the period.
- 3.16 When the University is the Principal Contractor and a contractor is employed to undertake specific duties, the University's Responsible Person will use the [WorkCover Worker Determination Tests](#) as a guide to determine if the University is required to cover the contractor for workers compensation insurance.
- 3.17 Sole-traders without workers compensation insurance to cover injuries that they may personally sustain while working for the University, are required to notify the University's Responsible Person. If uncertainty exists or help is required, contact WorkCover on 1300 362 128. The outcome of any discussions concerning this issue will be kept with the project file until completion of the project.

### **Contract specification**

- 3.18 The University engages in many different types of contracts that have varying degrees of risk. The contract specification stage is an important step as the scope of contracted works is determined. From this, the level of risk associated with the contract can be assessed and managed accordingly.

## Contract classification

- 3.19 As there are many different types of work which can be performed by contractors, it is important to classify a contract according to the work health and safety associated risk/s. Utilising a risk management approach, contracts involving work which may pose a risk to health and safety must be appropriately identified, assessed and controlled. For the purposes of these procedures, contracts will be classified as 'minor' or 'major' depending upon the level of workplace risk of injury or illness of the work being conducted.
- 3.20 **Minor risk contracts** are those where there is a low or negligible risk of workplace injury or illness as a result of the scope of operations. That is, it is unlikely that a significant injury or illness is likely to result during the work (e.g. administration, labour hire, auditors etc).
- 3.21 **Major risk contracts** are those where there is a significant risk of serious workplace injury or illness as a result of the scope of operations. This may involve, but not limited to, prescribed high risk construction activities or high risk tasks such as:
- construction work
  - maintenance work
  - working in confined spaces
  - working at a height greater than two metres
  - demolition work
  - working with asbestos
  - working with gas
  - electrical work
  - use of hazardous substances
  - excavation work
  - working on or near pressurised gas distribution mains or piping, or
  - work carried out on, in or adjacent to a road.
- 3.22 Other contracted works may also be classified as 'major' if significant risk is identified at the conclusion of a risk assessment. For example, the installation of new equipment.
- 3.23 Operations where hazards are controlled to minimise risk to a low or negligible risk are not reclassified as minor because although the likelihood or consequence is reduced, the hazard remains unchanged.

## Tender evaluation

- 3.24 The University will measure and assess the capacity of contractors to comply with health and safety specifications and requirements as required by legislation. This evaluation will be incorporated into the selection of contractors prior to appointment.
- 3.25 Works requiring a Principal Contractor, as identified by the completion of the Contractors Health and Safety Management Checklist, will undergo a formal tender evaluation process.
- 3.26 The University's Responsible Person will assess the health and safety management system of the tender as submitted by the Principal Contractor.
- 3.27 The health and safety management system must meet the minimum requirements of the [Contractor Health and Safety Tender Evaluation Checklist](#) and demonstrate that the organisation can address risk/s associated with the contracted works. Additionally, this will be verified by the inclusion of examples of health and safety policies, procedures, safe work method statements and risk assessments, relevant to the works.

- 3.28 At this stage, these may be generic documents not necessarily specific to the tender. However specific documents that verify systems and procedures to manage risk/s must be supplied to the University's Responsible Person prior to the commencement of the works who will retain a copy of the tender submission and supporting documentation.

## **Contract management**

### **Appointment of a principal contractor**

- 3.29 It is a requirement of the Queensland Work Health and Safety Legislation that the University, as the person conducting the business or undertaking that commissions the work, is the Principal Contractor for the construction project/work. However, the person conducting the business or undertaking can appoint another person or organisation to undertake the Principal Contractor's duties and have management or control of the construction project/work. The Principal Contractor for the work is formally appointed by the University at the time when a contract of works is awarded to the contractor.
- 3.30 The Principal Contractor will be formally appointed by the University when the contract is awarded for a project that involves:
- construction work where the cost of the construction work is \$250,000 or more, or
  - high risk construction work.

### **Work health and safety management plan**

- 3.31 For construction work exceeding the value of \$250,000 or high risk construction work, the appointed Principal Contractor will prepare a written Work Health and Safety Management Plan that must include the following, as stated in legislation:
- signed and dated by the Principal Contractor prior to commencement of construction work
  - contain the names and positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project
  - describe the arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, cooperation and the coordination of activities in relation to compliance with their duties under legislation
  - explain the arrangements in place for managing any work health and safety incidents that occur
  - any site-specific health and safety rules and arrangements for ensuring that all persons at the workplace are informed of these rules, and
  - the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace.
- 3.32 The Principal Contractor's Work Health and Safety Management Plan will be reviewed for compliance with all health and safety requirements by the University's Responsible Person prior to work commencing.
- 3.33 The Principal Contractor will ensure that the Work Health and Safety Management Plan and any safe work method statements, including all revisions, is available for inspection before and during the course of the work. Any changes made to these documents during the course of the work will be made known to all individuals involved with the project.

### **Safe work method statement**

- 3.34 A Safe Work Method Statement is a written statement required for high risk construction work, prepared by the appointed Principal Contractor (or previously prepared by another person) required to carry out high risk construction work.
- 3.35 The Statement must:
- identify the work that is high risk construction work
  - state hazards relating to the high risk construction work and risks to health and safety associated with those hazards

- describe the measures to be implemented to control the risks
  - describe how the control measures are to be implemented, monitored and reviewed, and
  - take into account all circumstances at the workplace that may affect the way in which the high risk construction work is carried out ([Work Health and Safety Regulation 2011](#) (Qld), section 299).
- 3.36 A copy of the Safe Work Method Statement/s must be provided by the sub-contractor to the Principal Contractor prior to work commencing. Safe Work Method Statement process must be monitored by the Principal Contractor to ensure the work is conducted in a safe manner and compliance with Work Health and Safety Legislation. The Principal Contractor must also ensure that when changes are made to the Safe Work Method Statement during the course of the work, each person carrying out work in connection with the project is made aware of the change.
- 3.37 Safe Work Method Statements must comply with the Work Health and Safety Regulation 2011. It is acceptable for contractors to use their own format so long as it complies with the Queensland Work Health and Safety Regulation 2011.

### **Contractors induction**

- 3.38 The University's [Online Contractors Induction](#) covers the basic information required by contractors to ensure they are aware of their responsibilities under Work Health and Safety Legislation and the University specific policy documents. The induction also addresses specific site safety rules for working on any of the University's campuses. Information covered in the online induction includes:
- the University's Occupational Health and Safety Policy
  - contractor responsibilities
  - fire and emergency evacuation procedures, and
  - information pertaining to University campus rules.
- 3.39 When the University appoints a Principal Contractor to conduct work on its behalf, the University appointed Responsible Person will ensure the Principal Contractor is provided direction to the Online Contractors Induction. It is the responsibility of the Principal Contractor to instruct each of their employees and contractors about this information found in this induction prior to commencement of any work.
- 3.40 Where the University is acting as the Principal Contractor, all contractors will complete the Online Contractors Induction.

### **Site specific induction process**

- 3.41 Principal Contractors must ensure that each contractor and employee has appropriate information and knowledge to work safely within the University. It is the responsibility of the Principal Contractor to provide job site specific inductions for all contractors and employees prior to the commencement of any major work. Minor work contracts may require job site specific inductions when contract employees are entering restricted areas, for example laboratories or workshops. Records of job site specific inductions conducted by the Principal Contractor must be retained and be made available to the Responsible Person upon request.
- 3.42 When the University is employing contractors to conduct minor work contracts and contract employees are entering restricted areas, for example laboratories or workshops, the Responsible Person will conduct the job site specific induction prior to commencement of work. The University Contractor Health and Safety Management Checklist will be used by the Responsible Person to record the job site specific induction. The individual induction checklist must be completed by attendees, signed off by the Responsible Person and kept with the contract/project information file until completion of project.
- 3.43 The following list is the minimum information requirement for all job site specific inductions:
- confirm relevant items included in the Online Contractors Induction
  - incident reporting, including security contact information
  - emergency evacuation information and explanation of evacuation procedures
  - permit to work system where required

- identification of specific hazards, restricted access areas and site controls
- occupational signage and traffic rules
- notification of the requirements of good housekeeping principles and keeping egress routes clear of obstacles.

### **Contractor incident management**

#### **Notification of a notifiable incident (death of a person, serious injury or illness or a dangerous incident)**

- 3.44 Where a notifiable incident (death of a person, serious injury or illness or a dangerous incident) occurs on a worksite controlled by a Principal Contractor appointed by the University, the Principal Contractor must give the Regulator, (e.g. Workplace Health and Safety Queensland, or other relevant regulator for other states) notice of the workplace incident. This will occur immediately after the Principal Contractor becomes aware of the workplace incident occurring and by the fastest means possible, i.e. telephone or in writing. The options for notifying are outlined below. The University Project Officer responsible for the project will be informed of the incident at this time and given a copy of the [Form 3 Incident Notification Form](#). The Safety and Wellbeing Manager will be informed who will notify the relevant University Management Team. The Project Officer and the Safety and Wellbeing Unit may also be required to participate in or be kept informed of the progress of subsequent investigations and a copy of the incident report and subsequent investigation report is to be provided to him/her as the appointed Project Officer for the project.
- 3.45 Where a notifiable incident occurs on a worksite controlled by the University, the Responsible Person responsible for the project and the Safety and Wellbeing Manager will be informed immediately of the workplace incident occurring. The Safety and Wellbeing Manager must give the Regulator notice of the workplace incident immediately after becoming aware of the incident occurring and by the fastest means possible. The Responsible Person and the Safety and Wellbeing Manager will conduct the subsequent investigation into the incident and complete the approved Form 3 within 24 hours of the incident occurring. This information is to be reported through the designated safety reporting system to the Safety and Wellbeing Unit and the Safety and Wellbeing Manager.
- 3.46 For relevant Regulator contact information, contact the Safety and Wellbeing Unit.

#### **Serious incident**

- 3.47 In the instance of a serious incident as described above, first contact the relevant emergency service by dialling the national call number of 000 (0-000 from internal phone) and inform them of the service required. Then use SafeZone or call CQUniversity Security or the Campus Facilities Coordinator to provide any assistance to emergency service deemed necessary. These services could include, directing the emergency services to the specific site of the incident, provision of additional minor first aid assistance, traffic control and site security.
- 3.48 Notification of the serious incident and corrective actions will then be reported to the Responsible Person supervising the contract and forwarded to the Safety and Wellbeing Manager using the designated safety reporting system. The Responsible Person, Safety and Wellbeing Manager and the contractor representative will conduct a joint investigation of the causes of the incident.
- 3.49 Any Regulator inspection or correspondence relating to a University contract will be reported to the Responsible Person managing the contract and the Safety and Wellbeing Unit immediately. Corrective actions resulting from these inspections will be reported by the contractor to the Responsible Person managing the contract through the designated safety reporting system.

#### **Monitoring contractors**

- 3.50 Monitoring contractor safety performance is a critical requirement in contractor management. It sends a clear message to contractors that safety issues are a priority and compliance with Work Health and Safety Legislation.

- 3.51 During the implementation of the contract the Responsible Person managing the contract will monitor health and safety performance by the following means where applicable:
- monitoring the work of contractors to ensure that all legal requirements are met, i.e. spot checks of roofing contractors using fall protection
  - reviewing site inspections conducted by the contractor
  - advising the contractor on newly identified hazards and risks
  - monitoring and following up on corrective actions where non-conformances are identified
  - reviewing incident reports or third party reports (i.e. complaints), and
  - conducting regular meetings with the contractor and recording any health and safety performance issues.
- 3.52 Frequency of monitoring contractors will be determined by the risk of the work involved. For example, major contracts will need to be monitored more frequently than minor contracts. Evidence of monitoring contractors may consist of diary notations, meeting minutes or hazard/incident reports.

#### **Contractor non-compliance**

- 3.53 If during the execution of a contract, a contractor or sub-contractor is in breach of any health and safety requirements, all work with regards to that activity may be suspended by the Responsible Person. The contractor will be alerted to the matter in writing by the Responsible Person. Work cannot recommence until the Responsible Person is satisfied that adequate risk controls are in place to avoid risk of injury.
- 3.54 Examples of health and safety breaches may include non-compliance with the *Work Health and Safety Act 2011* or Regulation or not observing controls as stipulated in a Safe Work Method Statement/Work Method Statement. Poor health and safety performance, including one-off instances or continuous breaches of health and safety requirements, can lead to the termination of a contract and failure of not being awarded any further contract work.

## **4 RESPONSIBILITIES**

### **Compliance, monitoring and review**

- 4.1 Management, employees, students, contractors and visitors at CQUniversity worksites have a duty to take reasonable care for their own health and safety and must not adversely affect the health and safety of other person. They must comply with relevant instruction and cooperate with any reasonable legislation or policy document relating to health and safety at the workplace. For further information on an individual's roles and responsibilities for safety and health, refer to the [Work Health and Safety Roles and Responsibilities Procedure](#).

#### **University management**

- 4.2 University management will ensure the particulars contained within this procedure are implemented when engaging the services of contractors and are specifically responsible for the implementation of systems to:
- allow employees and contractors to work safely while ensuring that procedures do not contravene existing legislation, or other relevant University policy documents
  - assess the competency of contractors to meet health and safety specifications
  - ensure that contractors engaged by the University are aware of any health and safety hazards that may exist in the area in which they are working
  - ensure that contractors work safely and complete the work as specified in the contract and safe work method statement
  - monitor the progress of the contracted work, and should the contractor not be carrying out the work as per the contract, take steps to remedy the situation
  - ensure contractors have current workers compensation insurance and have appropriate public liability insurance and that certificates of currency are provided by the contractor prior to commencing work

- provide Responsible Person/s with training, information and awareness to ensure they possess the necessary skills to allow them to undertake their appointed role
- appoint relevant Responsible Person to oversee contractor projects
- provide appropriate resources to enable the appointed Responsible Person to fulfil their Work Health and Safety Duty of Care, and
- review reports of any incidents that occur within their area of responsibility and implement control measures to eliminate or reduce the hazard.

### **Responsible person**

#### 4.3 The Responsible Person will:

- have a complete understanding of the Contractor's Work Health and Safety (WHS) Management Plan/Safe Work Method Statements and ensure that the documents are relevant to the contract to be undertaken
- ensure that contractors undertake formal risk assessments or Safe Work Method Statements of the work to be conducted prior to commencement of work
- ensure that the contracted work is performed in accordance with the Contractor's WHS Management Plan/Safe Work Method Statement as well as health and safety requirements
- ensure the contractor prepares, implements, updates and makes WHS Management Plan/Safe Work Method Statement
- ensure the contractor instructs any associated sub-contractor to undertake risk assessments of the work to be carried out and provide written Safe Work Method Statements before commencing work
- ensure the Principal Contractor checks to ensure that all contractors and their employees hold a General Construction Industry Induction Training Card and have undertaken the University General Contractors Induction and have undertaken a job site specific induction prior to commencement of contract work
- ensure the contractor keeps a register of, and other records in relation to, all hazardous substances and common plant on the site
- ensure that the contractor communicates all major health and safety issues as they arise, including the death of a person, serious injury or illness or a dangerous incident as defined under Queensland's Work Health and Safety Legislation
- review reports of any incidents that occur within their area of responsibility and recommend appropriate control measures
- complete the Contractor Health and Safety Evaluation Checklist at the end of the contract and submit to the Safety and Wellbeing Unit, and
- ensure that the tender being evaluated demonstrates that a health and safety system is in place to address the risk/s associated with the contracted works.

### **Principle contractor**

#### 4.4 A Principal Contractor is required to be appointed for certain construction work and is responsible for the contracted work at all times until the work is completed. Under the Work Health and Safety Regulation 2011 the Principal Contractor must:

- prepare, implement, and make available WHS Management Plans to all sub-contractors and employees prior to commencement of contracted work
- update WHS Management Plans when appropriate and make available to all sub-contractors and employees
- ensure that each sub-contractor undertakes a risk assessment of the work to be carried out and provides written Safe Work Method Statements before commencing work
- direct and monitor compliance with applicable legislation and any Safe Work Method Statement or procedures

- ensure that all contractors and their employees hold a General Construction Industry Induction Training Card and have undertaken the University General Contractors Induction and have undertaken a job site specific induction prior to commencement of contract work
- keep a register of, and other records in relation to, all hazardous and other substances on site
- communicate all major health and safety issues as they arise, including the death of a person, serious injury or illness or a dangerous incident as defined under relevant Work Health and Safety Legislation for each state
- ensure that all contractors and employees are advised if any change is made to the WHS Management Plan and Safe Work Method Statements during the course of the construction work, and provide a copy of the document that has been changed to the relevant contractor/employee as soon as practicable after the change is made. Each person carrying out work in connection with the project is made aware of the change, and
- in instances where the University acts as the Principal Contractor, also refer to Contract Management section of this procedure.

### **Contractors (including sub-contractors)**

- 4.5 Contractors will ensure the health and safety of their employees and University employees, students and visitors. Contractors will also observe these procedures and information contained in Online Contractors Induction and any other requirements which may be identified in the job site specific induction process.
- 4.6 For types of work where there is a risk to the health and safety of contractor employees, University employees, students or visitors, a risk assessment or Safe Work Method Statement must be produced and supplied to the Responsible Person managing the contract.
- 4.7 Specifically, under the Work Health and Safety Regulation 2011, contractors must not commence construction or demolition work unless they:
- have been provided with a copy of the relevant parts of the Contractors Health and Safety Management Plan, where applicable
  - have undertaken a risk assessment of the work to be carried out and provided a written Safe Work Method Statement or Risk Assessment to the Principal Contractor
  - ensured that the contractor and their employees hold a General Construction Industry Induction Training Card and undertaken the Online Contractors Induction and has undertaken a job site specific induction prior to commencement of contract work
  - maintain and keep up-to-date Safe Work Method Statements
  - provide the Principal Contractor with updated Safe Work Method Statement and other information in relation to hazardous substances and common use plant and equipment, and
  - ensure that when changes are made to the Safe Work Method Statement during the course of the work, each person carrying out work in connection with the project is made aware of the change.

### **The Safety and Wellbeing Unit and Facilities Management Directorate**

- 4.8 The Safety and Wellbeing Manager and Safety and Wellbeing Unit are responsible for implementing, monitoring, reviewing and ensuring with this procedure.
- 4.9 The Safety and Wellbeing Unit will provide training and guidance with the implementation of these guidelines and will also monitor implementation through internal and external audits of University organisational units.
- 4.10 The Facilities Management Directorate are responsible for assisting with the development, maintenance and review of this procedure in consultation with other key stakeholders.

### **Reporting**

- 4.11 Non-compliances with this procedure are to be reported and investigated as an incident under the [Incident and Hazard Reporting and Investigation Procedure](#).

## Records management

- 4.12 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.13 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#) or related legislation.

### Terms and definitions

**Responsible person:** the nominated University employee who shall be responsible for the management and coordination of the contract on behalf of the University and who has, through a combination of training, education and experience, acquired knowledge and skills enabling that person to suitably perform the associated duties.

## 6 RELATED LEGISLATION AND DOCUMENTS

[Contractor Health and Safety Management Checklist](#)

[Contractor Health and Safety Tender Evaluation Checklist](#)

[Enterprise Risk Management Framework](#)

[Environmental Protection Act 1994](#) (Qld)

[Environmental Protection Regulation 2019](#) (Qld)

[How to Manage Work Health and Safety Risks Code of Practice](#)

[Incident and Hazard Reporting and Investigation Procedure](#)

[Occupational Health and Safety Policy](#)

[Online Contractors Induction](#)

[Risk Management Policy](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

## 7 FEEDBACK

- 7.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	N/A
Administrator	Director People and Culture
Next Review Date	05/02/2023

Approval and Amendment History	Details
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Notes	This document was formerly known as the Safety Health Environment WorkCover Sustainability (SHEWS) Contractor Management Procedure (29/01/2015).