Contractor Management

Todays workforce is diverse, UNSW has multiple different stakeholders carrying out work including employees, visitors, labour hire staff and contractors.

The UNSW HS801 Contractor Safety Management Guideline outlines how this is managed.

What is a contractor?

A contractor is a person or company not directly employed by UNSW but engaged to perform work, carry out a service or provide labour hire. It may be an independent contractor working as a sole-trader, or a staff member of another business, or a person hired through a recruitment firm. It is a common misconception that contractors are always building or maintenance workers, in fact a contractor can be any person employed by another organisation to do work for UNSW.

What is the legal responsibility towards contractors?

A contractor is considered a “worker” of UNSW under the Work Health and Safety Act 2011 definition. Therefore UNSW owes the same duty of care toward contractors as towards it’s employees.

What obligations does a contractor have at UNSW?

Contractors must take reasonable care of their health and safety, comply with UNSW policies and procedures, comply with reasonable instruction and take reasonable care their acts and omissions don’t affect the health and safety of others.

What do I have to do if I engage a contractor?

1. Before engaging a contractor they must be evaluated and selected based on competence, expertise and health and safety performance. If you engage the contractor directly complete either HS803 Contractor Evaluation Checklist or, if it’s a supplier of services, HS040 Supplier Health and Safety Declaration. If building-related contractors are engaged through Facilities Management (FM) then it is FM’s responsibility to carry this out. Otherwise it is the local area manager’s responsibility. Part of this process is receiving and reviewing the contractor’s safety documents such as:
   - Evidence of insurances
   - Health and safety policy and procedures
   - Risk Management Forms, Safe Work Procedures or Safe Work Method Statements—you can use HS811 SWMS Checklist to help assess these.

2. Before the contractor starts work you must inform them of any health or safety hazards you are aware of that may impact the work they will be carrying out or relating to the location of the work. This allows them to plan accordingly. For example, you may need to let them know of research with hazardous substances in the area.

3. Once the contractor is engaged they must be inducted into the area where they will be working (in the same way as you would staff). You can use HS805 Contractor induction checklist to do this.

4. Regularly monitor the contractors to ensure they are working safely (HS813 Site safety walk template may be used for this.) Maintain regular communication e.g. through meetings.

5. Review performance of the contractor. HS809 HS Performance report for contractors may be used for this.