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| Unifulllogo-wht2011_03r[1] | **risk Management FOR CONTRACTORS ENGAGED LOCALLY**  (Contract for Service Arrangement - likely to apply where the nature of the engagement involves a profession or trade) | **FORM WHS26** |

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **INSTRUCTIONS FOR USE:**  This checklist is designed to assist the local nominated Contract Supervisor (University staff member) prior to engaging a contractor for the first time, to ensure they are managed in accordance with the University WHS Contractor Management Procedure and protocols to minimise risk to themselves, or others in the university environment are followed. Examples of hazard types, level of risk and recommended control measures are outlined below and must be applied where applicable prior to engaging a Contractor and during planned works. The completed checklist indicating applicable control measures selected should be retained locally on SharePoint or a shared drive and made accessible for audit purposes. **Refer to** [***Appendix 1 Risk Assessment Matrix***](#_Risk_Assessment_Matrix) **for explanation on risk ratings.** | | | | | | | **Name of Nominated Contract Supervisor:**  Click here to enter text. | **Workplace & Campus:**  Click here to enter text. | **Name of Contract Company:**  Click here to enter text. | **Type of Contract Arrangement/Services:**  Click here to enter text. | **Name of Responsible Manager:**  Click here to enter text. | **Date checklist**  **completed:**  Click here to enter a date. | | | | | | | | | | |
| ***Item*** | ***Hazard description*** | ***How exposed to hazard*** | ***Risk Rating – before controls***  ***(High/Medium/ Low)*** | ***Recommended risk control measures – (when implemented these controls are designed to reduce risk to as low as reasonably achievable)*** | ***Select controls to be incorporated*** |
| 1 | **Unknown person on campus** | * **Work activities undertaken by unknown person** | M | * The Guide to Selecting and Engaging Contractors for Onsite Works is completed prior to selecting a contractor. |  |
| * UniSA [Independent Contractor Checklist t](https://i.unisa.edu.au/siteassets/staff/finance/forms/fs28.doc) is completed and provided to Finance for assessment. |  |
| * Contractor attends FM Assist office to receive contractor personal identification badge and informed of the requirement to wear contractor identification at all times when on campus and the daily electronic sign in/out requirements. |  |
| * Local area is informed in advance of the intended contract works and any restrictions applied during the work period. |  |
| * Add other controls here that may be relevant to minimising risk to the contractor and others. |  |
| 2 | **Unintended consequences of contractors work** | * **Contractor not qualified** * **Contractor not insured** * **Substandard quality of work.** * **Works fail to meet standards and/or local area brief** * **UniSA staff member engaging contractor is inexperienced** | M | * UniSA Contractor Services Agreement is in place and signed. |  |
| * [Contractor Safety Evaluation Checklist WHS76](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs76.docx) is used to ensure health and safety management is a key criterion in the selection of the non-FMU contractor (i.e. licence/s, certification, registration, insurances – personal indemnity, workers compensation). |  |
| * Contractor completes the online [Contractor Induction – ‘Working Safely at UniSA’](http://i.unisa.edu.au/staff/facilities/contractors-and-consultants/contractor-induction/) prior to commencing work for the first time. |  |
| * Contractor is inducted to the worksite using [Contractor Safety Induction Checklist WHS28](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs28.docx) and informed of UniSA procedures. |  |
| * A process is established to conduct periodic safety observations of contractor work practices using [Contractor Site Observation Checklist WHS77](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs77.docx). Non-conformances identified are reported to the contractor and remedial action is agreed and taken. |  |
| * Nominated staff member responsible for engaging a contractor seeks information or instruction from specialist personnel i.e. FMU. |  |
| * Add other controls here that may be relevant to minimising risk to the contractor and others. |  |
| 3 | **Contractor unfamiliar with local area and work being undertaken** | * **New or young worker** * **Lack of knowledge of university requirements** * **Lack of knowledge of any inherent hazards or new hazards that may be introduced** | M | * The Guide to Selecting and Engaging Contractors for Onsite Works is completed prior to selecting a contractor. |  |
| * Contractor completes the online Contractor Induction – ‘Working Safely at UniSA’ prior to commencing work for the first time. |  |
| * Contractor attends FM Assist office to receive identification badge and informed of daily electronic sign in/out requirements. |  |
| * Contractor is inducted to the worksite using Contractor Safety Induction Checklist WHS28 that incorporates communication of UniSA procedures, campus access/egress requirements, FM Assist locations, any inherent hazards associated with the work location and environment and approval process for accessing restricted areas. |  |
| * Consideration is given to whether any disturbance to normal business will result from contractor activities e.g. shutting down plant or equipment or restricted access while work is undertaken – consult with campus FM Coordinator. |  |  |
| * Contract communication protocols are established and agreed for day to day operations, where works are to occur for a set period. |  |
| * Periodic safety observations are performed using the Contractor Site observation Checklist WHS77 as part of on-site monitoring of contractor works. Non-conformances are reported to the contractor and remedial action taken by the Contractor. |  |
| * Add other controls here that may be relevant to minimising risk to the contractor and others. |  |
| 4 | **Staff exposed to hazardous substances, noise, fumes, trip hazards etc.** | * **Variety of hazardous substances** * **Plant or equipment** * **Poor housekeeping** * **Unsafe ground surfaces** | M | * Contractor reminded of [permit to work requirements](https://i.unisa.edu.au/staff/facilities/contractors-and-consultants/permit-to-work/) for hazardous tasks covered in induction. Risk assessments and safe operating procedures addressing identified hazards relating to plant or substances are provided by the Contractor prior to commencing work. |  |
| * Refer to [Chemwatch](https://jr.chemwatch.net/chemwatch.web/home) (software program) for safety data information on specific chemicals where unsure of the risk. |  |
| * Contractor work is undertaken outside of core hours where possible. |  |
| * Staff are advised in advance of hazards associated with work to be undertaken and provided with alternative locations or times to work (depending on priority). |  |
| * Worksite entry is restricted and signed accordingly. |  |
| * Add other controls here that may be relevant to minimising risk to the contractor and others. |  |
| 5 | **Interference with University infrastructure** | * **Fire walls breached** * **Electrical installations tampered with** | M | * The Guide to Selecting and Engaging Contractors for Onsite Works is completed prior to selecting a contractor. |  |
| * Contractor completes the online Contractor Induction – ‘Working Safely at UniSA’ prior to commencing work for the first time – UniSA policies and procedures are communicated including hazard management and restricted areas. |  |
| * FM Assist is notified and Campus Manager approval is sought prior commencement of any hazardous work to ensure contract works is not in contravention with any facilities management responsibilities. |  |
| * Consideration is given to whether any disturbance to normal business will result from contractor activities e.g. shutting down plant or equipment or restricted access while work is undertaken – consult with campus FM Coordinator. |  |
| * Add other controls here that may be relevant to minimising risk to the contractor and others. |  |

**APPENDIX 1**

# Risk Assessment Matrix – The risk matrix below is used to determine the level of risk for each hazard.

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|  | **RISK SEVERITY/CONSEQUENCE** | | | |
| **LIKELIHOOD** | **CRITICAL**  *(may cause severe injury or fatality - more than two weeks lost time)* | **MAJOR**  *(injury resulting in at least one day lost time)* | **MINOR**  *(medical treatment injury - back to work)* | **NEGLIGIBLE**  *(first aid treatment - no lost time)* |
| **VERY LIKELY**  *(exposure happens frequently)* | **High** | **High** | **Medium** | **Medium** |
| **LIKELY**  *(exposure but not frequently)* | **High** | **Medium** | **Medium** | **Low** |
| **UNLIKELY**  *(exposure could happen but only rarely)* | **Medium** | **Medium** | **Low** | **Very low** |
| **VERY UNLIKELY**  *(Exposure can happen but probably never will)* | **Medium** | **Low** | **Very low** | **Very low** |
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Based on SafeWork SA risk assessment matrix April 2015

**Risk Priority Table**

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| --- | --- | --- |
| **Risk priority** | **Definitions of priority** | **Time frame** |
| **High** | Situation critical, stop work immediately or consider cessation of work process.  Must be fixed today, consider short term and/or long term actions. | **Now** |
| **Medium** | Is very important, must be fixed urgently, consider short term and/or long term actions. | **1 – 3 weeks** |
| **Low** | Is still important but can be dealt with through scheduled maintenance or similar type programming. However, if solution is quick and easy then fix it today. | **1 - 3 Months** |
| **Very low** | Review and/or manage by routine processes | **Not applicable** |