

# SUB CONTRACTOR MANAGEMENT POLICY WHS116

## 1. INTRODUCTION

Charles Sturt Campus Services Limited has developed this policy to provide a healthy and safe workplace for workers and others. It is important the subcontractors and their workers work practices do not pose a risk to health, safety and the environment, and our workplace and workforce does not pose a risk to the subcontractor or their workers. This policy outlines the rules, responsibilities and procedures for subcontractor management.

## 2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and all workplaces under our control.

## 3. RULES

All subcontractors engaged by Charles Sturt Campus Services Limited are to adhere to the following requirements:

- Complete the *Subcontractor Safety Checklist* (WHS.117) and provide any supporting documents required;
- Provide a Risk Assessment for the site and Safe Work Method Statements (SWMS) for the tasks for which they are contracted;
- Make sure their or their workers actions do not endanger the health and safety of other workers and visitors in or near the workplace; and
- Report incidents, near misses and hazards to the officer/supervisor;

## 4. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers and subcontractors about this policy;
- Make sure subcontractors are provided with the *Subcontractor Safety Checklist* WHS117 and it is completed and any supporting documentation is provided by the subcontractor prior to them commencing work;
- Make sure all subcontractors understand Charles Sturt Campus Services Limited policies, safety rules and their roles and responsibilities;
- Make sure any subcontractor is not put at risk by the activities of other workers; and
- Provide a safe and healthy workplace for all subcontractors;

Workers must:

- Work in a manner that does not endanger the health and safety of subcontractors in the workplace.



**5. PROCEDURES**


Censure or Termination of Contract:

Subcontractors who do not comply with this policy will be subject to the following procedures:

- When an officer/supervisor becomes aware of an alleged breach of Charles Sturt Campus Services Limited policies and/or site rules, they will initially speak with the subcontractor as soon as possible after the alleged breach has been reported;
- The subcontractor will have the opportunity within a reasonable time to explain their actions;
- The proceedings will be conducted honestly, fairly and without bias; and
- If the subcontractor does not give reasonable cause for their actions or does not rectify the reason for the grievance/complaint, the Contract will be terminated, and the subcontractor removed from the workplace.

**6. SIGN OFF**

**Company Representative:**

**Signed:**  **Date:** 01-05-22

**Name:** Martin Dooner **Position:** General Manager