

SAFETY PROCEDURE

HEALTH AND SAFETY MANAGEMENT PROCEDURE FOR CONTRACTOR RISK MANAGEMENT

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2. PURPOSE

The purpose of this procedure is to describe the requirements and processes associated with contractor management, to ensure risks associated with contracted activities are identified and effectively managed, and to ensure contractors are assessed and selected to perform work based on their capabilities and competencies, in accordance with legislative obligations.

3. SCOPE

This procedure applies to all **Insert Your Company** work and activities, and contractors and sub-contractors engaged for work, who shall be performing under a 'contract for service' arrangement.

This procedure is not intended to apply to individuals engaged to provide consultancy services in an office environment, or to contractors of contingent workers (for example, labour hire and casual workers) where the employment relationship is covered under other approved procedures of the company.

4. TERMS AND DEFINITIONS

| Term | Definition |
|-----------------------------|---|
| Contractor | shall mean the vendor to which the order or contract has been placed for the performance of the works, plus all levels of subcontractors, consultants as engaged by the contractor for the contract in conjunction with the contract order. |
| Contract for Service | means the relationship between the Contractor and the Company which: <ul style="list-style-type: none"> • Nature of engagement involves a profession or trade. • Contractor has the power to recruit/dismiss their employees. • Contractor provides plant, equipment and material to complete their work. • Contractor has the right to engage another person to undertake the work but must ensure that they are appropriately trained and instructed on workplace tasks. • Company may not have direct control/supervision of the persons performing the work. |
| Process | A set of interrelated or interacting activities which uses inputs to deliver outputs. |
| Risk | The likelihood of a negative effect. |
| Risk Assessment | The overall process of risk identification, risk analysis and risk evaluation. |
| Risk Based Thinking | Planning Insert Your Company objectives and actions with consideration to the known risks and their potential effects. |