

Management of Contractors Procedure

PURPOSE:

This Procurement and Contractor Management Procedure outlines the steps and guidelines for procuring goods, services, and managing contractors within the framework of the WHS management system.

SCOPE:

This procedure applies to all procurement activities and contractor engagements related to construction and maintenance work within the REED organisation.

TERMS AND DEFINITIONS:

WHS	Work Health and Safety
Contractor	An individual who works for themselves or a company and provides services to another business rather than being an employee.

WORK HEALTH AND SAFETY LEGISLATION, REGULATIONS OR CODES OF PRACTICE (WA)

Work Health and Safety Act 2020	Health and Safety Duties – Part 2. Primary duty of care, section 19. Incident Notification – Part 3.
Work Health and Safety Regulations 2022	Construction Work – Chapter 6. General Risk and Workplace Management – Chapter 3. Hazardous Work – Chapter 4. Asbestos – Chapter 8.
Hazardous Manual Tasks Code of Practice (WA)	All Sections
Fair Work Act 2009	All Sections

ASSIGNING A CONTRACTOR:

The specific requirements for suppliers and subcontractors are determined based on organisational or project requirements. This procedure applies to all contractors or tradespeople performing construction or maintenance work across all sites. Contractors who hold a valid WWCC provide an added benefit and may be considered a suitable provider for regular work.

Evaluation criteria are established that align with the organisation or project's needs, client specifications as well as any legal compliance requirements. These criteria may include factors such as:

- Safety record (including incidents and infringements).
- Compliance with legal requirements.
- Financial stability.
- Experience.
- Reputation.
- Capacity.

In relation to contractor engagement, contractors should as a minimum demonstrate the following:

- Comprehensive knowledge of hazards and risks pertaining to the project's scope.
- Valid licenses, certificates, and relevant trade qualifications (where applicable).
- A liability Insurance Certificate of Currency.
- Maintenance of records and registrations for plant and equipment.
- Up-to-date insurance coverage for Workers Compensation, Public Liability, and Professional Indemnity.
- Contractor, employees, and subcontractors have undergone suitable training for the work or activities involved.
- Compliance with legislative requirements, such as safe work method statements for high-risk tasks.

RESPONSIBILITIES:

It is the responsibility of the contractor to complete induction documents as required by REED. The induction document details standards contractors are expected to uphold when carrying out work for REED:

- Contractors will be expected to conduct themselves professionally being mindful that we are a child safe organisation. This reflects the Child Safe Code of Conduct, a fundamental element of REED's core values.

CHILD SAFE CODE OF CONDUCT RESPONSIBILITIES:

All REED employees, students, volunteers, visitors, contractors, board members, partners and associates will, at all times, maintain the following ethical conduct ideologies, and demonstrate positive interactions within the Service and the local community by ensuring:

- All children attending or visiting REED ECEC services, events or premises have the right to be safe from harm and abuse. The wellbeing of children and their right to feel safe, heard and understood is our priority.
- REED has a zero tolerance to child abuse and is committed to maintaining and embedding child safeguarding practices to create and maintain an environment where children feel valued, protected, and safe.
- REED is committed to promoting cultural safety for Aboriginal and Torres Strait Islander children, as well as children from other culturally and/or linguistically diverse backgrounds, and to providing safe, inclusive and respectful environments for LGBTQIA+ children and children with disability.
- REED take any concerns for child safety, abuse and harm seriously and responds to all allegations consistently in line with REED policies and procedures.

All REED employees, students, volunteers, visitors, contractors, board members, partners and associates will NOT engage in any of the following:

- Any unlawful activity or any activity that is likely to physically, sexually or emotionally harm a child.
- Inappropriately disciplining a child including, but not limited to; unnecessarily restraining, verbal or physical threats, physically dragging or pushing, excluding or isolating, negative labelling or shaming, using physical force or negative language and yelling.

- Unlawfully discriminating against any child or their family members, carers and/or guardians.
- Taking images of children on personal devices or sharing images of children outside of the service or on any unauthorised online platform.
- Providing or giving access to any inappropriate images or material to children.
- Using inappropriate language in the presence of children.
- Working with children while under the influence of alcohol or prohibited drugs.
- Ignoring or disregarding any suspected or disclosed child harm or abuse.

CONSIDERATIONS:

Some sites contain asbestos. There is an asbestos register in place for these sites, where practical considerations need to be made prior to work commencing. The sites that have buildings containing asbestos must make contractors aware of the presence of asbestos before carrying out work that may cause a risk.

Contactors need to consider:

- Using appropriate PPE when working in buildings containing asbestos.
- Use non powered tools where possible and understand that high speed power tools are prohibited as they can release asbestos fibers into the air.
- After using tools that can't be decontaminated double bag and seal them for disposal at an authorised asbestos disposal facility.
- To view the asbestos register and associated documentation before starting works in the building.
- workers must understand that the following activities are prohibited: high-pressure water spraying of ACM (unless for firefighting activities), using compressed air on ACM and use of high-speed abrasive power and pneumatic tools (including angle grinders, sanders, saws and high-speed drills that are uncontrolled – i.e. without dust suppression that ensures the dust is captured).

RELATED DOCUMENTS

RESOURCES	POLICIES	PROCEDURES
Contractor Induction PowerPoint. Risk Assessment for Contract Workers. Visitor Log. QR Code and Link to Form.	Work Health and Safety Policy. Code Of Conduct. Child Safety Code Of Conduct.	

REVIEW

PROCEDURE REVIEWED	MODIFICATIONS	NEXT PLANNED REVIEW DATE
08/04/2026		08/04/2027