



# Work Safe Policies

## Contractor Management Policy and Procedures

## Related Forms and Documents

## Introduction

We are committed to complying with our Work Safe requirements.

## Purpose and Objectives

On occasion it may be necessary for the School to engage outside independent contractors to perform specific tasks. Independent contractors are not employees of the School. They in fact run their own businesses and invoice the School for the services they provide. Independent contractors are PCBUs. Contractors present special problems with respect to workplace safety and are statistically more likely to be injured at work than employees. This appears, at least in part, to be because they are not generally subject to the same levels of site-specific training and are less familiar with workplace procedures because of the short-term nature of their engagement.

## Scope

This Policy and its Procedures apply to all staff and contractors at the school.

# Responsibilities

There are no specific roles or responsibilities associated with this Policy.

# Policy

Sunshine Christian School is committed to providing a safe workplace for all workers, including independent contractors.

It is our policy that:

- all independent contractors execute agreements that specify mutual obligations with respect to Occupational Health and Safety and Workers Compensation insurance
- tasks to be performed by the contractor be reviewed and the contractor be provided with any workplace safety information that relates to the specific tasks the contractor is likely to undertake.

# Procedures

## Contractor Documentation

The School should obtain the following documentation before the commencement of work by a contractor:

- an executed agreement that specifies mutual obligations with respect to Occupational Health and Safety and Workers Compensation insurance
- copies of any relevant licences/qualifications, including trade and asbestos removal licences
- copies of any safe work method statements where relevant
- copies of workers compensation insurances.

## Information for Contractors

The School should also provide to the contractor information relating to:

- identification of any known risks and hazards and their treatment or control (e.g. emergency evacuation and first aid procedures)
- any standards of behaviour or requirements such as confidentiality
- name/s of relevant contact people
- site induction.

## Implementation

This Policy is implemented through a combination of:

- staff and contractor training
- effective consultation and notification procedures
- effective record keeping
- initiation of corrective actions where necessary.

## Breach of this Policy and Procedures

Where a staff member breaches this Policy, Sunshine Christian School may take disciplinary action. If a Contractor breaches this Policy, the School may discontinue the engagement of the Contractor.

## Definitions

Term	Definition
Independent contractors	Independent contractors are not employees of Sunshine Christian School. They in fact run their own businesses and invoice Sunshine Christian School for the services they provide.

## Source of Obligation

This section is not applicable.

## Related Policies and Procedures

There are no related policies applicable to this Policy.

## Related Forms and Documents

- [Contractor's Safety Information Guide](#)

## References

There are no applicable references for this Policy.

## Policy History and Schedule

Insert Policy Control/Administration Information