

## SITE STANDARD (S-005)

# Contractor Management

**All persons working at The Yard Brisbane (TYB) are responsible for meeting their WHS and environmental compliance obligations and the Site Standards laid down by TYB. When compliance obligations and Site Standards cannot be met, work must STOP until action has been taken to meet obligations and standards.**

### About

Contractors engaged to conduct activities within TYB and by tenants within the TYB facility must be screened for insurance, qualifications, licenses, skills and experience before engagement. Contractors must provide written information that outlines the activities they are engaged to conduct, the hazards and risks associated with those activities and the controls that will be used to ensure no incident occurs. These documents may be in any format provided the risk minimisation controls are effective. Controls may be provided by the tenant such as a spray booth, the use of a mobile plant, and the use of a scaffold.

The following standards **MUST BE MET** for contractor management:

- Contractors must have adequate public and property liability, workers compensation and/or professional indemnity insurance.
- Contractors must have appropriate trade licenses, high risk work licenses, prescribed occupation licenses, training, competence and experience.
- Safe Work Method Statements (SWMS), Job Safety Analysis (JSA), Standard Operating Procedures and other equivalent documents are available in order to commence work activities at TYB.
- Contractors inducted to tenant's specific induction and TYB emergency evacuation procedures.
- Where required implement a permit to work process. (Refer to S-026 Permits to Work).
- The contractor's activities are supervised and unsafe activities are stopped. Ad-hoc inspections will be completed.
- All non-conformance reports and improvement requests will be actioned.
- In the event of an incident, property or environmental damage; submit an incident report to TYB as soon as possible but within 24 hours.

The following activities **ARE NOT PERMITTED** onsite:

- Engaging contractors with no public liability insurance.
- Permitting contractors to conduct activities outside the tenancy without approval from TYB.

### ASSOCIATED SITE STANDARDS

- S-002 Hazard and Risk Management
- S-018 Incident Management and Reporting
- S-026 Permits to Work

### FURTHER INFORMATION

For further information on Site Standards, contact Paul Welsh, QHSE Officer, t: 07 3348 5600 or e: [paul.welsh@theyardbrisbane.com](mailto:paul.welsh@theyardbrisbane.com)



• **Assessment**

I \_\_\_\_\_ have received and read a copy of the Contractor Management Site Standard and understand what is required to work safely on site.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Competency questions</b>		<b>✓/✗</b>
What insurance is required for all contractors working at TYB?		
<input type="checkbox"/> Public and property liability	<input type="checkbox"/> Workers compensation	
<input type="checkbox"/> Professional indemnity insurance	<input type="checkbox"/> All above	
Contractors must complete necessary risk assessments and Safe Work Method Statements (SWMS), Job Safety Analysis (JSA) in order to commence work activities at TYB.		
<input type="checkbox"/> True	<input type="checkbox"/> False	
Contractors can work at TYB and Tenants shed without completing inductions?		
<input type="checkbox"/> True	<input type="checkbox"/> False	
All incident reports must be completed and shared with TYB within?		
<input type="checkbox"/> 8 hours	<input type="checkbox"/> 5 days	
<input type="checkbox"/> 7 days	<input type="checkbox"/> 24 hours	

**To be filled out by trainer or site manager/supervisor:**

The employee has been judged to be: **Competent**  **Not Yet Competent**  (please tick)

<b>Trainer's Name</b>			
<b>Signature</b>		<b>Date</b>	
<b>Review Date</b>			