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| POLICY TITLE: | CONTRACTOR WORK HEALTH SAFETY COMPLIANCE POLICY |
| POLICY NUMBER: | LC40 |
| CATEGORY: | ORGANISATIONAL DIRECTIVE |
| CLASSIFICATION: | CORPORATE SERVICES/WHS |
| STRATEGIC PLAN REFERENCE: | |
| CORPORATE GOVERNANCE AND PERFORMANCE: Provide systems of council governance and service delivery that are safe, financially sustainable, accountable, equitable and efficient. | |
| STATUS: Approved by CEO | |

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| Date Approved: | 24/09/2013 | Approved By: | CEO | Date for review: | 2016 |
| Date Approved: | | Approved By: | | Date for review: | |
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1.0 PURPOSE:

- 1.1 To document Litchfield Council's commitment, intentions and principles in relation to its overall Work Health and Safety performance which provides a frame work for action and for the setting of its occupational health and safety objectives and targets.

2.0 ORGANISATIONAL SCOPE:

- 2.1 The Policy applies to all work sites that have an employee of Litchfield Council in attendance and where adopted WHS system of work and work processes are being implemented. It applies to all persons engaged by Council including contractors, sub contractors, casual labour hire and is applicable to volunteers who work at these work sites with Council employees.

3.0 DESCRIPTION

- 3.1 Litchfield Council is committed to providing for the Work Health and Safety of all persons employed or engaged by Council in any capacity including Contractors and all site Visitors.
3. Providing a safe workplace is one of Council's key objectives and resources will be allocated to ensure compliance with the (WHS) Act and Regulation and any relevant Codes of Practice and/or Standards.
- 3.3 Consultation on safety matters shall be undertaken.
- 3.4 Council is committed to maintaining a Work Health and Safety Management System (WHSMS) consistent with the requirements of (WHS) Act and Regulation and any relevant Codes of Practice and/or Standards.

4.0 CONTRACTOR/SUBCONTRACTOR EMPLOYED BY LITCHFIELD COUNCIL:

4.1 WHS Compliance with maintaining and keeping current the following information (and more) on our contractors /sub contractors to ensure contractor compliance:

- Public liability insurance
- Professional indemnity insurance
- WorkCover insurance
- Licences
- Contractor Registrations and ABN/ACN
- Risk Assessment and safe work procedure records

WHS Acts and Regulations throughout Australia are enforceable law No company, regardless of size is exempt from the law. Contractors having received a work order/purchase order/verbal order, are deemed (by law) to be employees of the owner/employer or controller of the workplace for the period of time that they are employed by the owner/employer or controller of the workplace.

REFERENCES AND ASSOCIATED DOCUMENTS

Work Health and Safety (National Uniform Legislation) Act 2011 as of 1 January 2012

Work Health and Safety (National uniform legislation) regulations as in force at 1 March 2012

WHS Strategy: The planning process including the documentation of the targets for achievement of the WHS Objectives.

Work site or Work Place (premises): A work site or work place is the location where work is undertaken. The employer must ensure safety by not exposing those who work to a health risk. Duty of care is applicable for volunteers who work at Council sites under the control of Council employees.

PERIOD COVERED BY THE POLICY

This policy is to be reviewed within four months after the next Local Government Elections in 2016

REFERENCES:

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|-----------------------|---------------------------|
| Policy Number: | LC40 |
| Policy Owner: | Corporate Services |
| Endorsed by: | CEO |
| Final Approval: | CEO |
| Date Approved: | 24/09/2013 |
| Revision Date: | 2016 |
| Amendments: | |
| Related Policies: | |
| Related Publications: | |

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