

WHS-PRO-025 Contractor Safety Management Procedure

Appendix 1: Contractor Categories – WHS Requirements

	Light Deliveries	Heavy Deliveries	Consultants and Contract Workers	Minor Contracted Works	Major Contracted Works
Example of application	Mail, couriers, small suppliers	Usually involves handling equipment such as forklifts, cranes or multi person lifts.	Contracts for office based work and work of an administrative nature. For example labour hire personnel, consultant auditors, guest or contracted lecturers. This category also includes vendors and stall operators.	Contracts for cleaning and security. Minor maintenance and repairs that do not involve high-risk work or construction work involving high risk construction activities.	High-risk work. Construction work involving high-risk construction activities. Construction projects (Principal Contractor appointed sites).
Company Registration	Not required	Not required	Required if works is to be conducted in a restricted area.	Required	Required
Induction	Not required	Not Required	JCU employee induction. Area specific induction if work is to be conducted in a restricted area. Vendors and stall operators are to use the Contractor Safety Induction.	JCU contractor health and safety induction. Area specific induction if work is to be conducted in a restricted area.	JCU contractor health and safety induction. Area specific induction if work is to be conducted in a restricted area. Principal Contractor – induction requirements.
Identification	Uniform and/or company ID	Uniform and/or company ID	JCU identification card.	Contractor identification card for construction and maintenance contractors. All other contractors must wear company ID or be readily identifiable when outside the work site.	Contractor identification card for construction and maintenance contractors. Principal Contractor (Construction Project sites) - Must wear company ID or be readily identifiable when outside the construction site.
Sign In	Nil (unless entering hazardous or controlled area).	Nil (unless entering hazardous or controlled area).	Only when required to enter a restricted area.	Sign in register.	Sign in register. As required by the Principal Contractor.

WHS-PRO-025 Contractor Safety Management Procedure

Appendix 1: Contractor Categories – WHS Requirements

	Light Deliveries	Heavy Deliveries	Consultants and Contract Workers	Minor Contracted Works	Major Contracted Works
Risk Management Controls	<ul style="list-style-type: none"> Clear signage e.g. 'All deliveries and couriers must report to reception...'; Limited entry points, to extent possible; Clear travel route to approved delivery point; If there is a need to proceed past reception unattended, issue short relevant instructions e.g. site safety rules or specific route to take and key 'do's and don'ts' for delivery activities; Security officers monitor the main campuses 24 hours per day and will advise contractors of campus safety rules where required. 	<ul style="list-style-type: none"> Site safety rules for truck drivers; Issuing rules for truck drivers to trucking companies and request all drivers be briefed on rules; Display rules at each entry point e.g. large sign; Prominently display rules at each truck loading or unloading area Ensure system for appropriate level of supervision for delivery activities. 	<p>Varies due to the varied nature of the work in this category, may include:</p> <ul style="list-style-type: none"> Amusement device risk assessments, registrations, insurance documentation; Food vendors Food Business Licences and risk management plans; Labour hire agreement documentation; Risk assessment plans and insurance documentation; JCU test and tag requirements for electrical equipment brought to site. 	<p>Risk Management documentation as determined during the planning risk assessment.</p> <p>Minimum WHS documentation includes:</p> <ul style="list-style-type: none"> Job specific risk assessment; Insurances; Licenses and qualifications. 	<p>To be determined as part of the planning risk assessment.</p> <p>High risk work:</p> <ul style="list-style-type: none"> High risk work licenses; SWMS. <p>High risk construction work</p> <ul style="list-style-type: none"> SWMS. <p>Principal Contractor for jobs over \$250,000:</p> <ul style="list-style-type: none"> WHS Management Plan; Signage identifying PC; SWMS for high risk construction work; Traffic management plans. <p>Nominated Principal Contractor jobs under \$250,000:</p> <ul style="list-style-type: none"> WHS Management Plan; SWMS for high risk construction work; Other documentation will be determine during the planning phase. <p>Refer to WHS-PRO-GUI-025a Construction Guideline.</p>
Pre-contract meeting	Not required	Not required	Not required	Yes	Yes