

WHS-PRO-025 Contractor Safety Management Procedure

Appendix 1: Contractor Categories – WHS Requirements



	Deliveries	Consultants and Contract Workers	Contracted Suppliers	Maintenance & Construction Work	Principal Contractor
Example of application	Mail, couriers, suppliers.	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 event entertainers, vendors, and stall operators.	Refer to JCU Contractor Supplier list (have a formally established working relationship with JCU) e.g., cleaning, security, waste collection, printers, and multi-function device management	Includes both minor and major construction, maintenance and repairs that do not have a nominated Principal Contractor. Can includes low and high-risk work. This section also captures furniture assembly conducted on-site and technical equipment servicing contractors.	<ul style="list-style-type: none"> Principal Contractor for a construction project (>\$250,000); or Principal Contractor nominated by written contract (the contractor must have the ability to assume control of the site)
Company Registration	Not required.	Required if works is to be conducted in a restricted area.	Required (may form part of the tender process or Contractor Portal)	Required	Required
Induction	Not required.	JCU employee induction (where relevant). Area specific induction if work is to be conducted in a restricted area. Entertainers, vendors and stall operators can be inducted using the Events Contractor Safety Induction.	JCU requirements can be embedded into the Contract Company induction. JCU can develop specific induction for this group – case by case basis. Area specific induction if work is to be conducted in restricted areas.	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.

	Deliveries	Consultants and Contract Workers	Contracted Suppliers	Maintenance & Construction Work	Principal Contractor
Identification	Uniform and/or company ID.	JCU identification card. Company ID / Uniform	Contractors must wear company ID or be readily identifiable.	Contractor identification card for construction and maintenance contractors. All other contractors must wear company ID or be readily identifiable when outside the work site.	Must wear company ID or be readily identifiable when outside the construction site.
Sign In	Nil (unless entering hazardous or controlled area).	Only when required to enter a restricted area.	Not required (unless company has an individual arrangement with JCU)	Rapid Access	As required by the Principal Contractor.
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. • Security officers monitor the main campuses 24 hours per day and will advise contractors of campus safety rules where required. • 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 contract stage / Completion of E-form via Contractor Portal.</p>	<p>Completion of E-form via Contractor Portal.</p> <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; • Licenses and qualifications. <p>Additional requirements based on risk:</p> <ul style="list-style-type: none"> • Safe work method statements; • Traffic management plans; Permits. 	<p>Completion of E-form via Contractor Portal.</p> <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.
Pre-contract meeting	Not required	Not required	Yes	Yes	Yes