

**Black Diamond Drilling Services**

**Contractor Management Standard**

**BDD-WHS-STD-004**

## Contents

1	Introduction.....	3
1.1	Purpose.....	3
1.2	Scope.....	3
2	Contractor .....	3
2.1	Pre-Qualification.....	3
2.2	Induction .....	4
2.3	Consultation .....	4
2.4	Incident Management.....	5
2.5	Evaluation and Monitoring .....	5
3	Attachments .....	6
4	References.....	6

## 1 Introduction

### 1.1 Purpose

The purpose of this Standard is to define the process for engaging and managing contractors.

### 1.2 Scope

This Standard applies to pre-qualification, engagement, and management of contractors at Black Diamond Drilling Services.

## 2 Contractor

### 2.1 Pre-Qualification

Managers will assess a contractor's capability and suitability prior to engagement, which includes ensuring that the contractor meets the pre-qualification requirements to enable the contractor to be included in the approved contractor database.

Pre-Qualification requires the contractors to provide details on the following:

- Company Name
- Australian Company Number (ACN)
- Australian Business Number (ABN)
- Contact Names
- Company Phone Details
- Company Address
- Description of typical types of work undertaken by the Contractor

- Licence as a Labour Hire Provider (as appropriate)
- Insurance details for:
  - Public Liability
  - Worker Compensation
  - Professional Indemnity
- Relevant Risk Management documentation specific to the contractors scope of work

## 2.2 Induction

The relevant manager will direct all contractors to complete an induction training prior to starting work on site.

All workers employed by the contractor to work must complete the induction. The induction should include general BDD information and specific information relevant to the work to be carried out by the contractor.

Once a contractor has completed their induction training, their details are to be added to the Contractor Induction Register.

Contractors are to coordinate with the relevant manager to confirm that they are inducted and are ready to proceed with the agreed works.

## 2.3 Consultation

Relevant managers or delegates are to ensure that regular consultation occurs and issues relating to contractors can be discussed. Regular meetings may need to be established based on the length of the project.

The relevant department, manager or delegate should consult with workers about possible hazards that may arise from the presence of the contractor on site.

All parties are to take appropriate action when hazards in the workplace are reported or when unsafe working conditions are observed, acting promptly to resolve any WHS issues or disputes concerning contractors at the facility.

The relevant manager or delegate should communicate with the relevant HSR or the members of the HSC as necessary.

## **2.4 Incident Management**

Contractors must follow Black Diamond Drilling Services incident reporting procedures.

Contractors must report any incident, accident or near misses that occur during work at the premises. Contractors must report problems or incidents and actions taken according to site specific instructions.

The outcomes of correct action taken must be assessed and signed off by the contractor/contractor representative and the relevant manager of BDD responsible for the contract.

## **2.5 Evaluation and Monitoring**

On-going monitoring of the contractor's performance against contractual and WHS requirements should be undertaken by the relevant department, manager, or delegate.

Contractor evaluation is conducted against pre-determined criteria indicated in the contract and may include key performance indicators (KPIs) such as:

- Completion of project on time
- Completion to budget
- Adherence to WHS/OHS requirements

Any WHS/OHS non-compliances should be emailed to the relevant State's WHS/OHS Manager. If a worker of the contractor is found to have non-compliances, the Contractor shall also be informed and arrangements made to address non-compliances.

If agreement cannot be made between the BDD representative and the Contractor on changes to operations and practices to meet KPIs and WHS/OHS requirements, or if the non-compliances continue, the relevant State's WHS/OHS Manager will be notified via email and will take over management of the contractor's performance.

### 3 Attachments

- Nil

### 4 References

- State and Territory industry sector legislation
- Code of Practice – How to manage work health and safety risks (2011)
- Code of Practice – Work health and safety consultation, co-operation and co-ordination (2011)
- Consultation: A guide for Victorian workplaces
- Western Australia Guidance Note Formal Consultative Processes at The Workplace
- BDD-WHS-STD-001 Consultation and Communication Standard
- BDD-WHS-STD-003 Incident Management Standard