

**Contractor Safety Permit – Minor Works**

ECM NUMBER: # 1286824

DEPARTMENT: Office of CEO

EFFECTIVE DATE: 28/03/2019

UNIT: Safety and Wellness

*This permit must be completed by all contractors engaged to perform work for Central Highlands Regional Council (CHRC), excluding major works where a principal contractor is appointed; labour hire; or contractors performing administrative duties. This permit must be completed and signed by an authorised CHRC representative prior to the commencement of work.*

**Part A – Contract Responsibilities and Lines of Communication**

Responsibilities and lines of communication must be identified and defined to manage the safety of the contractor and their workers. Establish suitable contract communication.

Name of CHRC Job Owner: <i>(Means a Contract Manager or Project Manager or other person who has charge or authority over a contractor.)</i>		
	Contact Number:	
Name of CHRC Representative: <i>(The contractor's point of contact at the work site and is responsible for issuing the Contractor Safety Permit. The CHRC representative may also be the contract owner)</i>		
	Contact Number:	
Name of Contractor Company:		
Name of Contractor Company Supervisor:		
	Contact Number:	

**Part B – General Details**

Permit validation will remain in place for the duration of the contracted time frame.

Permit Duration:	FROM ____/____/____ TO ____/____/____		
Agreed Working Hours		Contract / PO No.	
Location of Work (Address):			
Description of Work Area:	<i>(e.g. Building, park, depot etc.)</i>		
Brief Description of Work: <i>(Clearly define the scope of works that this permit is to cover and ensure that the scoping checklist is used to assess the full scope of the project).</i>			

**Task Creep** – means the task is set, but to achieve the agreed outcome, more work is required than what the CHRC Job owner and contractor assessed and scoped. Should task creep be identified, then another scoping checklist is to be completed for the additional work, and if necessary, the Contractor Safety Permit is to be reissued.

### Part C – Risk Management

There must be a documented process for identifying, assessing and controlling health and safety risks prior to commencing work. **The contractor must be made aware of the hazards identified in the scoping checklist** to assist them in completing a work hazard assessment.

Is CHRC WHS Scoping Checklist attached?	Mandatory	CHRC have an obligation to scope the contractor's Work and WHS requirements. WHS issues associated with the task and level of Supervision required must be considered
Will the Contractor be providing Supervision for the task?	Mandatory	Direct supervision will be required for all activities that are considered High risk i.e. Permits Required.
Will CHRC Authority to Work Documents be used?	Yes No	A contractor may use their own process and documents or the CHRC Authority to Work process and documentation can be used.
Are Safe Work Method Statements (SWMS) Required?	Yes No N/A	In the event the contractor does not have their own SWMS and/or Permits, they must review and amend CHRC's documentation to be specific to the task
Will there be a requirement for Permits and Rescue Plans to be issued for high risk activities?	Yes No N/A	e.g. Working at Heights, Confined Space, Excavation, Tree Felling, Asbestos, <b>Note: All Asbestos Permits must be approved by CHRC Coordinator Safety</b>
Will there be a requirement for a Lift Plan to be developed?	Yes No	A lift plan is to be developed for lifts conducted using cranes, vehicle loading cranes or any other mechanical lifting activity other than standard forklift operations. <b>Note: All lift Plans are to be signed off by a licensed Dogger.</b>

### Part D – Compliance Monitoring

The level of compliance monitoring may vary depending on the scope, location and level of risk associated with the task. Effective compliance monitoring may include site inspections, operational meetings with the contractor and subcontractors, review of contractor safety reports or recording the outcomes of verbal safety conversations.

Does the contractor safety permit exceed 14 days in duration?	Yes	If you answered Yes, the CHRC Job Owner is responsible for ensuring targeted WHS monitoring is conducted by using the WHS Contractor Spot Check Form. (Recommended Frequency is 80 project hours or fortnightly)
	No	
If Yes to above, please indicate agreed monitoring method, frequency and a responsible person.	Agreed monitoring frequency	Responsible person
Contractor spot-check inspections		
Safety meetings (may be a standing agenda item in operational meetings)		
Review of safety reports		
Verbal safety conversations (e.g. telephone conversations)		

**Responsible person does not need be the person conducting inspection but is the person responsible for ensuring that the inspection/monitoring process is carried out.**

## Part E – Declaration by Permit Recipient (on behalf of the Contractor)

I ..... of ..... declare that I:

Contractor Name – please print

Company Name

- a) understand the obligations under the Work Health Safety Act 2011, Regulations, Codes of Practice and Australian Standards that are applicable to the work being undertaken and to the circumstances in which the contract will be affected.
- b) ensure all workers and sub-contractors have been made aware of council’s safety requirements and have completed a CHRC Safety Induction within the last 2 years.
- c) ensure all workers and sub-contractors will be familiarised with the work and area prior to commencing task.
- d) will provide adequate supervision to monitor and control health and safety risks throughout the duration of the contract.

confirm all contractors, workers and sub-contractors hold the certifications, licenses, tickets, qualifications required by legislation and are competent to perform the task safely.

- e) ensure all plant and machinery is maintained in accordance with legislation and manufacturer’s specifications and where applicable safety inspections are current.
- f) will report all incidents (actual and near miss) immediately to the CHRC job owner.
- g) adhere to all required council health and safety policies and procedures.

Name of permit recipient:		Signature:	
Date:		Contact number:	
CHRC Permit Representative:		Signature:	

## Part F – Permit close

I confirm that all work associated with this permit is complete and that the space has been reinstated correctly and safely

Name of permit recipient			
Signature:		Date:	
CHRC Permit Representative:			
Signature:		Date:	

***When completed permit is to be returned to the CHRC Job Owner who then required to evaluate the contractor’s performance using CHRC form “Contractor performance review”.***

***CHRC Job Owner is to then submit copies of all documentation to the CHRC Contractor Management Systems Coordinator for close out and auditing purpose.***