



Procedure

Procedures for Managing External Contractors

Policy Supported:	Maintenance		
Audience:	Staff		
Approval Authority:	Director, Office of Commercial Services		
Responsible Officer(s):	Maintenance Supervisor, Maintenance Department team		
Related Procedures:	<ul style="list-style-type: none">  <i>Procedures for Conducting Building and Ground Condition Audits</i>  <i>Procedures for Procuring Maintenance Services</i> 		
Supporting Documents:	<ul style="list-style-type: none"> <i>Maintenance Policy</i> <i>Maintenance Guide</i> 		
Contact Officer:		Phone:	

Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ 5.0 [the Electronic Policy Management System (EPMS)] to ensure you are referring to the latest version.

Objectives:

1. Manage external contractors to comply with the University's insurance policy and risk management strategy.
2. Protect external contractors attending site.
3. Register all external contractors through OCS Helpdesk if external contractors will be using power tools or are undertaking installation work. Contractors delivering supplies are not required to register through OCS Helpdesk.

Implementation Steps:

External contractors and their employees must do all of the following:

- 1.1. Before starting work:
 - 1.1.1. Submit current Certificates of Insurance (Public Liability, Professional Indemnity, Workers' Compensation).
 - 1.1.2. Complete a site induction (includes PowerPoint presentation, and supplementary written documentation).
 - 1.1.3. Submit JSA's and/or safety management plans to the responsible officer as directed by the responsible officer.
 - 1.1.3.1. Safety management plans are a legal requirement when 5 or more workers and or trades will be simultaneously onsite at any given time.
 - 1.1.4. Register at the FM Helpdesk (includes reading the Asbestos Material Register, and receiving an authorisation badge).
 - 1.1.5. Complete Work Permits as required (eg Working at Heights) as directed by the responsible officer and/or as the external contractor requests in the course of their work.
- 1.2. Request access and isolations as required by their work.

- 1.3. Sign out at the OCS Helpdesk before leaving site each day.
- 1.4. Submit the required documentation (eg As Constructed Drawings, electrical log books) as instructed by the responsible officer and as required by the Office of Commercial Services for their records at the conclusion of the work.
2. Other University personnel can recommend or request external contractors to the Maintenance or Projects Departments, but OCS must co-ordinate:
 - 2.1. quote requests to ensure consistency of scope when evaluating quotes, and
 - 2.2. other required documents and processes, including insurances and As Con drawings.
3. Alternative arrangements for maintaining a separate site register that does not require signing-in at the OCS Helpdesk can only be authorised by the Manager Projects, and prior to any work commencing on site. The external contractor must:
 - 3.1. document the proposed signing-in processes.
 - 3.2. obtain written approval from the Manager Projects for the alternative signing-in procedures.
 - 3.3. Keep the separate site register on site at all times.
 - 3.4. Make available the site register to any OCS or OSH Responsible Officer at any time, without notice.
4. Alternative arrangements will only apply to large capital project works that have clearly identified construction site boundaries.

Key Terms:

Related Documents:

Murdoch University Site Induction

Murdoch University Asbestos Material Register

References:

Revision History: [Most recent approval should appear at the top of the table]

Version	Date Approved	Effective Date (if later than 'Date Approved')	Next Review Date	Resolution No. (if applicable)
1	06/07/2009	06/07/2009	06/07/2010	
	[DD/MM/YY]	[DD/MM/YY]	[DD/MM/YY]	[AAA/xx/YYYY]
	[DD/MM/YY]	[DD/MM/YY]	[DD/MM/YY]	[AAA/xx/YYYY]