

Contractor and Visitor Safety Management - Roles & Responsibilities

	Task	Contractor Supervisor (person who engaged Contractor)	Manager, of Contractor Supervisor	Campus Manager/ Executive Director	Health Safety Wellbeing Officer	Manager, Health Safety and Wellbeing
1	Contacto Supervisor is appointed	I	R	A	I	I
2	Contractor Company and Worker prequalification status is verified	R	R	A	I	I
3	Contractor company completes Company and Worker registrations, including General Induction	R	R	A	I	I
4	Contractor insurances, licences, and competencies are verified	R	R	A	R	I
5	Contractor company WHS documentation is reviewed	R	R	A	R	I
6	New contractor companies are assessed and approved as pre-qualified	R	I	I	R	A
7	Contractors and Visitors are inducted to the local area/location	R	R	A		
8	Health and Safety plans, SWMS or risk assessments specific to the work to be completed are reviewed	R	R	A		C
9	Contractor Work Permits issued	R	R	A		
10	Contractor supervised and monitored	R	R	A		
11	Review meetings conducted with Contractor Contact Persons	R	R	A		
12	Supervisors of contractors are trained in contractor management and supervision	R	R	A	R	R

<p>Responsible</p> <ul style="list-style-type: none"> Person that performs all or part of the standard tasks Can be more than one segmented task or procedure 	<p>Consulted</p> <ul style="list-style-type: none"> Person or persons that need to be consulted as part of completing the task
<p>Accountable</p> <ul style="list-style-type: none"> Person that will be held accountable for performance Only ONE person allowed Normally the most senior appropriate person 	<p>Informed</p> <ul style="list-style-type: none"> Person(s) that need to be informed

