

# Health and Safety for congregations Contractor management plan

## Introduction

A contractor is anyone you get to work for you who is not an employee or volunteer who performs work under a contract of service providing materials or labour. It is important, when we engage contractors to ensure that our employees (and others who may be using our premises) remain safe whilst the contractor completes their work. This template has been developed to help manage contractors in your congregation.

## Planning for the engagement of contractors

Description of work to be carried out:

Have you included health and safety precautions that need to be met by the contractor?

Yes                  No

Have these been included in the contract of service?

Yes                  No

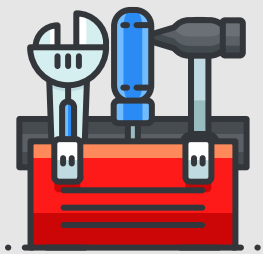
## Selection of contractors (this section should be completed by the contractor)

Before a contractor commences work, you must be satisfied that the work will be completed safely and without risks to health and safety. Documented evidence should also be provided:

Qualifications, skills and experience they have for completing the work:

Relevant trades qualifications:





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## Selection of contractors continued (this section is to be completed by the contractor) ...

Licences relevant to the task:

Identified risks associated with the contracted work and controls in place to manage these risks:

Arrangements in place for supervising work, providing training and instruction:

Name of workers' compensation insurer, policy number and expiry date:

Name of public liability insurer, policy number, expiry date and amount of cover:

Have copies of all documents been provided?

Yes

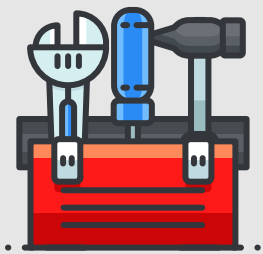
No

Has a copy of safe work method statement been provided?

Yes

No





## Health and Safety for congregations

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### Contractor arrangements:

Arrangements are in place for supervision:

Yes      No

Equipment and personal protective equipment to be used has been agreed upon:

Yes      No

The arrangements for stopping work if there are serious health and safety concerns:

Yes      No

There are arrangements for reporting and managing health and safety hazards, incidents, injuries and near misses:

Yes      No

### Contractor agreement

The contractor acknowledges and agrees that:

- The contractor has been advised of relevant hazards and risks associated with the work location
- The contracted work will be carried out in accordance with this contractor management plan and safe work method statements provided (if applicable)
- The contractor and each of the contractor's staff have been inducted and provided information about emergency procedures, the location of any fire exits, first aid arrangements at the location work is to be carried
- Where applicable, the contractor has sighted the asbestos register

Signatures:

Date:

