



Operational Policies

7.13 Contractor Management Policy

Classification: Health and Safety
Applies to: All Employees
Approved by: General Manager

Date: November 2021
Review Date: November 2023

Purpose:

To provide clear guidelines for the management of all contractors that engage in business with the Association.

References:

- Education (Early Childhood Centres) Regulations 2008
- Licensing Criteria for ECE Centres 2008
- Health and Safety at Work Act, 2015

Definition:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – PPL
- Kindergartens and Early Learning Centres – are referred to as services

Policy

The Association has a commitment to consult and cooperate with all contractors in the health and safety of contractors, subcontractors and their employees who work with the Association’s services.

The desired outcome is that there is no harm caused to the Association’s employees, and the contractor’s workers and others at a place of work.

Procedures

1. Association Responsibilities

The Association will ensure that:

- Consideration is given to past health and safety performance when selecting the Contractor, including carrying out reference checks if required.
- The Contractor provides copies of relevant qualifications, certificates and licenses for themselves, their employees and subcontractors to ensure that they have the knowledge and skills to undertake the contracted work.



Kaitiaki Kindergartens

- The Contractor's nominated representative undergoes a health and safety induction that covers the hazards they will be exposed to at the Association worksite and that the Contractor ensures that their employees and/or sub-contractors are inducted.
- Health and safety inductions are documented and signed by both parties.
- Contractors may be requested to submit site safety plans and/or job safety analyses for specific jobs or pieces of work.
- The health and safety performance of the Contractor is monitored at regular intervals for the duration of the contract and the Contractor is made aware if there is a breach of performance.

2. Contractor Selection

The following Health and Safety documentation must be completed **prior** to a Contractor commencing work on a work site, using the following forms on GOSH:

- a) Contractor's Pre Selection Checklist
- b) Contractor's Acknowledgement of Health and Safety Obligations

3. Contractor Induction

The Service Leader must complete a health and safety induction with the Contractor **prior** to the Contractor commencing work at their service, using the following form on GOSH:

- a) Contractor Induction Checklist

4. Performance Monitoring

The Property Manager and Service Leader will monitor the Contractor's health and safety performance at regular intervals during the contract, not less than quarterly for long-term contracts, using the following form on GOSH:

- a) Contractor's Health and Safety Audit Checklist

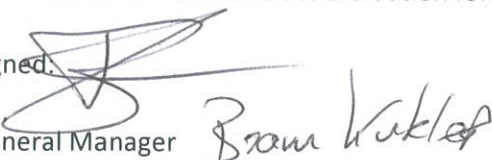
5. Review and Evaluation

The Property Manager will carry out annual evaluations for all ongoing contractors and post contract evaluations must be carried out after the completion of contracts using the following Health and Safety form on GOSH:

- a) Annual or Post Contract Evaluation form

Signed:

General Manager




Date: 5-4-22

Endorsed by

Signed:

President of the Board


PAUL GLEDHILL

Date: 5-4-22