



Laggner Constructions

Contractor Management and Safety Procedure

Purpose

This procedure establishes the effective pathway of health and safety requirements into contractor management activities.

The intention of this Contractor Procedure is to:

- provide a practical system for Laggner Constructions workers and subcontractors to operate in a safe environment that fulfills our Work Health and Safety obligations:
- ensure the implementation and compliance of work health and safety practices:
- provide a system that reinforces a risk management approach:
- ensure legislation compliance in all operating jurisdictions.

Steps to successful contractor management:

Contractor Selection

Laggner Constructions will only choose contractors that are experienced, knowledgeable, and can demonstrate a commitment to workplace health and safety.

Contractor Information Collection

Laggner Constructions will obtain all relevant contractor health and safety documentation, including competencies (General Induction White Card, Asbestos Awareness, Silica Awareness, high-risk work licences, insurances (Public Liability and Workers Compensation) and safe work method statements (where applicable).

Laggner Constructions will retain a copy of each contractor's documentation on our centralised system.

An Excel Spreadsheet is also utilised in conjunction with the centralised system to record compliance, insurance, or training issues. This system assists compliance processes by managing expirations and re-certifications.

Certificates of Currency

All Subcontractors must verify that they have current workers compensation insurance and public liability insurance prior to commencing work

Contractor Induction

Laggner Constructions will ensure that all subcontractors on its sites are Inducted. Our Induction outlines the specific workplace expectations including:

- Site Specific WHS Management Plan (Including Evacuation Procedure)
- Site Hazards
- Amenities
- High-Risk Construction Work / Safe Work Method Statements
- Housekeeping
- Testing/Tagging



- Safety Data Sheets
- Personal Protective Equipment

Safe Work Method Statements

A Safe Work Method Statement (SWMS) must be completed on all Laggner Construction sites where High Risk activities are identified. SWMS must be prepared, complied with, reviewed and subsequently stored until the work to which it relates is completed.

Contractor Responsibilities

The contractor must:

A Contractor must take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of others, Specifically, a contractor must:

- Identify hazards and possible risks before, during, and after work;
- Comply, so far as reasonably able, with any reasonable instructions given by the (Person Conducting Business Undertakings (PCBU) to help to comply with WHS Act and/or Work Health and Safety Regulations;
- If you are involved in or witness a health or safety incident in the workplace, you should ensure it is reported through the appropriate channels as soon as possible after it occurs. Early reporting will assist your PCBU to meet their notification obligations as required under the WHS Act.
- Maintain a safe and clean working environment

Completion of Works

At the completion of work the Site Supervisor will (where relevant):


Conduct an inspection of the area where the work was carried out to confirm work has been completed to the required standard and the site is clear of any hazards.

Confirm all documentation relating to any training or installation is provided on works carried out.

This procedure should be read in conjunction with:

WHS P001 Work Health and Safety Policy

WHS TG021 Workplace Specific Site Induction

Steve Laggner		17 June 2024
Director	Signature	Date