

DOB ENTERPRISES PTY LTD

DOB Contractor Management
Policy
IMS-514-00-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.19	0	Sunette Opperman	Creation	S Rupert	S Rupert



DOB ENTERPRISES PTY LTD
 ABN 20112 866001
 Level 1 49 Horton Street
 Port Macquarie NSW 2444
 Ph: 1 300 854 622
 Fax: 02 6583 8468

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Contractors and sub-contractors carrying out work on DOB's premises or DOB's clients premises will follow DOB's Work Health & Safety (WHS) policies in addition to complying with applicable Legislation, Standards and Codes of Practice pertaining to their industry in order to maintain current public liability and workers compensation insurance.

DOB aims to ensure that all contractors and sub-contractors comply with these policies by assigning the following responsibilities:

DOB Contract Managers accept the following responsibilities

- Determine whether there is any risk to WHS or welfare involved in the work which is to be carried out.
- Engage contractors and sub-contractors with the proven ability to follow WHS processes.
- Incorporate WHS into the selection, approval and engagement of contractors and sub-contractors.
- Respond to any WHS concerns or risks raised by contractors and sub-contractors in line with WHS procedures.
- Review the contract to ensure that all WHS policies, guidelines & legislative responsibilities have been met.

DOB Management Team accepts the following responsibilities:

- Provide WHS Policies and induction for contractors and sub-contractors carrying out work on DOB premises.
- Ensure that contractors hold relevant permits to carry out the work intended & hold required licences, competencies to carry out work.
- As required, carry out risk assessments & share information with contractors and sub-contractors.
- Supervise contractors.

When offering work for tender, DOB will only accept tenders from contractors and sub-contractors who can demonstrate the following:

- Proven experience in adhering to set WHS Management guidelines.
- Evidence of WHS & Working Systems in place or be able to demonstrate the capability to put systems in place before work commences.
- Provide DOB with relevant licences, tickets, training & competency to complete work. Copies to be kept on file for the duration of work to be carried out.
- Comply with WHS guidelines, site rules, legislation & government inspections.
- Identify any foreseeable WHS or welfare risks and include these in their contract.
- Participate in WHS Toolbox meetings.
- Carry out their own risk assessment of the site and inform DOB management of any actual or suspected WHS risks.
- Alert DOB management to any WHS risks on site immediately.

This policy in no way reduces the contractor's & sub-contractors legislative or statutory liability and does not imply a PCBU / worker



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