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PRESBYTERY OF ILLAWARRA

ABN: 74 041 246 188

*Focused on God’s Mission – Providing Leadership – Growing Discipleship*

# Information - Contractor Management System

## Introduction

When a congregation needs to employ the services of a contractor, an effective contract management procedure results in: tasks being planned better because duties are clear and understood; fewer incidents and delays; greater safety for both the contractor and the congregation.

A congregation has a legal obligation for the work health and safety of any contractors working at church properties or undertaking work for the congregation.

Safety responsibilities in relation to contractors includes:

1. The health and safety of any contractors or sub-contractors working on church properties, advising and managing their compliance with the requirements of the Uniting Church.
2. Employing a fully qualified and safety aware contractor to undertake work for the congregation.

Following the steps in the suggested Contractor Management Procedure will assist the congregation meet its responsibilities.

This document contains four documents to assist congregations:

* Contractor Management Procedure
* Property Committee – Six Monthly Contractor Management Procedure Checklist
* Contractor Information Form and Summary of Jobs Undertaken
* Contractor/Visitor Attendance Sheet

Fill the Contractor Information page out for contractors that will be engaged multiple times.   
Include the page at the front of an A4 Sheet Protector. File copies of certificates in the same Sheet Protector.   
Keep information on all contractors in the one folder.

Presbytery acknowledges the assistance given by congregations in creating this document and templates.

If your congregation has improvements to suggest, please email Presbytery Administrator, Vi Richardson Admin.ip@nswact.uca.org.au

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| Contractor Management Procedure |
| When a task that requires the services of a contractor is identified and approved by the church council or property committee, the following steps are to be followed. |
| 1. Scope of work is identified. |
| 1. As far as possible any specialised risks that may occur when undertaking the task are identified. (eg working at heights or in confined spaces, working with live electrical wiring etc.) (this should also be done in consultation with contractors at the time of quoting) |
| 1. Quote(s) are obtained for scope of work |
| 1. Prior to accepting a quote and engaging the contractor, where appropriate, the contractor provides the following for the scope of work:  * ABN/Certificate of registration of a business – ASIC, Department of Fair Trading * public liability insurance * Professional Indemnity insurance * trade licence, certificates, professional qualifications (for consultants and engineers) * high risk work licences, e.g. demolition license; asbestos work; working in confined spaces * Any Permits that are needed to undertake the work * Working with children (if applicable) * Police checks (if applicable) * The proper Safe Work Method Statements (SWMS) and processes * Workers Compensation * and awareness of the WHS Code of Practise that covers the scope of work   A list of WHS Codes of practise can be found at:  [List of codes of practice | SafeWork NSW](https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice) or  [www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice](http://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice)  It may be helpful to complete a Contractor Information form, particularly if the contractor will be engaged on more than one occasion. |
| 1. On accepting the quote, the Contractor is provided a copy of the hazardous materials register. Where the scope includes interacting with known hazardous substances, the Hazardous substances register should be provided at the time of quoting. |
| 1. A representative from the congregation inducts the contractor into the safe work processes of the property including emergency procedures and gives an orientation to the area where the work is to be done. |
| 1. On completion of work an inspection of the work to ensure that all has been completed satisfactorily (including working when appropriate) is to be conducted prior to payment being approved. |

## Contractors Checklist

This checklist should be conducted by the congregation’s property committee or church council on a six-monthly basis.

A congregation has a responsibility to ensure the health and safety of all workers on church properties, including contractors. Steps need to be taken to ensure the health and safety of contractors that are engaged to perform work.

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| Contractors Checklist | |
| Does the congregation have a contractor management procedure? | Yes ☐ No ☐ |
| Was the contractor management procedure followed for any contractors that have been on site in the last 6 months? | Yes ☐ No ☐ |
| Do you have certificates of currency for the insurances of contractors on your site? | Yes ☐ No ☐ |
| Have you completed an induction for all Contractors that have worked on site in the last 6 months? | Yes ☐ No ☐ |
| Did you talk to the Contractors about their safety and hazards at the church property? | Yes ☐ No ☐ |
| Do you have a list of preferred contractors which includes a summary of if they have completed their inductions and provided the required documentation? | Yes ☐ No ☐ |
| **Checklist Completed By** | **Date Completed** |

#### Did you answer NO to any points above?

If so, you need to take action to improve the safety at your church property.   
This can be improved by:

* Identify hazards at the church property and creating a risk register.
* Maintain list of approved contractors and commit to a process of reviewing this in line with your contractor management procedure.