

Professional Development

Contractor Management

Outline

Stage 1: Contract Specification

- legislative obligations
- specification of OHS requirements to contractors
- clear understanding of contractor OHS management obligations and processes
- processes that consider the types of contracts, range of work settings and risks
- incorporation of case studies

Stage 2: Tender Evaluation

- verification of what has been presented on paper verses what can be practically demonstrated
- use of simple tools to evaluate contractor suitability and competency to perform works
- gaps and improvement opportunities

Stage 3: Contract Establishment and Performance Monitoring

- processes to ensure that contractor agreements are addressed
- contractor induction programs
- assessment and monitoring of contractor activities
- processes to address non-compliance
- effective management of contractor OHS risks
- practical systems for managing contractors

Length: 1 day