

## Contractor Management Policy

### Purpose

**Skillset Limited** ('Skillset') acknowledges its legal duty to ensure, so far as is reasonably practicable, that Workers and other persons at the workplace are not exposed to risks arising from the business or undertaking. Skillset aims to eliminate the risks, or if that is not reasonably practicable, minimise the risks so far as is reasonably practicable.

Workers also have responsibilities in connection with managing risks. Workers must comply with this policy as amended from time to time and any relevant Code of Practice, relevant regulation and/or State or Territory Codes of Practice, as amended from time to time.

With these duties in mind, this policy endeavours to outline appropriate risk control measures that must be implemented at work by both Skillset and, where appropriate, Workers.

### Commencement of Policy

This Policy will commence from 01/05/2017. It replaces all other Contractor Management policies of Skillset (whether written or not).

### Application of Policy

This Policy applies to workers (employees, agents, contractors (including temporary contractors as otherwise defined under WHS legislation) of Skillset, collectively referred to in this policy as workers.

This Policy is not limited to the workplace or work hours. This Policy extends to all functions and places that are work related. For example, work lunches, conferences, Christmas parties and client functions.

### DEFINITION

A contractor is a person, other than an employee, who is engaged to perform work at a workplace (e.g. a plumber, a carpenter, an electrician, etc).

### CONTRACTOR MANAGEMENT

Under the WHS Act 2011, a contractor will be a worker and will now owe the same duties as any other worker if they are carrying out work in any capacity for a Person Conducting a Business or Undertaking (PCBU).

A PCBU will owe duties to ensure the health and safety of all workers at work in the business or undertaking:

- a) who are engaged, or caused to be engaged by the PCBU
- b) whose activities in carrying out work are influenced or directed by the PCBU.

CONTROLLED DOCUMENT – Printed copies uncontrolled		Page 1 of 2
Version #01	Release Date: 1 <sup>st</sup> May 2017	Review Date: 1 <sup>st</sup> May 2018
Authorised by: Craig Randazzo	Position: Chief Executive Officer – Skillset	



Through implementation of the Contractor Pre-qualification procedure, Skillset is committed to ensuring that all contractors engaged to perform work at any site will meet the necessary health and safety requirements while the work is being performed.

**Breach of this Policy**

All Workers must comply with this Policy at all times. If a Workers breaches this Policy, they may be subjected to disciplinary action including termination of employment. Agents and contractors (including sub-contractors and temporary contractors) may have their contracts with Skillset terminated or not renewed.

**Variations**

Skillset reserves the right to vary, replace or terminate this policy from time to time.

**Associated documents:**

- Contractor Management Procedure
- Workplace WHS Inspection Procedure

CONTROLLED DOCUMENT – Printed copies uncontrolled		Page 2 of 2
Version #01	Release Date: 1 <sup>st</sup> May 2017	Review Date: 1 <sup>st</sup> May 2018
Authorised by: Craig Randazzo	Position: Chief Executive Officer – Skillset	

