



Responsibility, Authority & Accountability Statement

POSITION	RESPONSIBILITY & AUTHORITY	ACCOUNTABILITY
<p>Contractor / Service Provider / Consultant (working on Council worksites)</p>	<ul style="list-style-type: none"> Those who provide a service to Council under a contractual arrangement are responsible for ensuring the standards of health and safety are upheld, in compliance with relevant legislation and must meet Council’s WHS requirements. Contractors are responsible for ensuring the health and safety of their employees, Council employees, volunteers and visitors and ensure that any person visiting the worksite is not exposed to risks to their health and safety from the contract work activity. Contractors are responsible to the Principal Contractor and carry the same responsibilities. <p>Contractors must not commence work unless they have;</p> <ul style="list-style-type: none"> Undertaken hazard identification and assessment of the work to be carried out and provide the Principal Contractor with a copy of the assessment (if applicable) and in addition provide documented systems of work detailing control measures. Implemented necessary measures to eliminate or control the identified hazard/s including reporting of hazards that have impact on Councils’ operations to the Contract Manager. Implemented site safety requirements, for both their own work sites and work sites controlled by others. Ensured that the contractor and its employees have undertaken all WHS training as required. Ensured appropriate insurances and/or licences to carry out the work are maintained. Ensured plant and equipment meet legislative requirements. <p>Facilitated consultation in relation to health and safety, as far as reasonably practical, with all relevant stakeholders.</p>	<ul style="list-style-type: none"> Pre engagement assessment. At all times cooperate and remain open and honest with the CCC Contract Manager, CCC Management and CCC Safety Team during inspections, enquires or investigations. Ensure documentation is held on site and made available to the Contract Manager or CCC Safety Team as requested, including site inductions, SWMS, specific risk assessment for risks not covered by SWMS, toolbox talks, chemical registers, SDS, licences and authorities or any other safety related documentation. Report as soon as safe to do so to the Contract Manager any occurrence, including near hits, that relate to work health and safety at the workplace. Adhere to Council’s Smoke Free Workplace policy and the Alcohol and Other Drugs procedure. Ensure personal protective equipment is worn at all times including long pants, long sleeve collared shirts and high visibility vest.

Company/Trading Name	Name of Signatory	Signature (Contractor)
Name of CCC Representative	Signature (CCC Representative)	Date

This is a controlled document. Always check the currency of this document on the Intranet before use.