



Contractor Safety Procedure

1. Purpose

This procedure sets out how the Catholic Diocese of Ballarat will manage health and safety obligations relating to contractors so that work is planned, coordinated and carried out safely, and so that contractors understand the standards expected of them under work safety laws to ensure a safe site.

2. Scope

This procedure applies to all contractors engaged in, or assisting with, Diocesan work, activities or events, and to the leaders and managers responsible for planning, induction, supervision and review of completed contractor work.

Outsourcing work to contractors does not remove an employer's workplace health & safety obligations for the health and safety of contractors.

3. Definitions (for this procedure)

Term	Meaning
Contractor	means a person or business engaged by the Diocese to provide services, undertake work or perform tasks, including subcontractors where relevant.
Authorised person	Means a suitably qualified member of staff appointed to oversee all areas of the contractor management process including safety, security and due diligence.
Induction	means the process of providing information and instruction before work or service begins.
Safe work arrangements	means the controls, instructions, supervision and expectations that apply to the work being undertaken including but not restricted to risks associated with works being undertaken.
Scope of Works (SOW)	Document outlines the deliverables in a project agreement, including tasks and how they will be accomplished, the required resources and timeline. Lists details of methodologies, technologies, materials, and job descriptions, responsibilities and technical requirements. It clarifies what each party should expect from each other.
Job Safety Analysis (JSA)	Mandatory. Undertaken before work begins in consultation with the contractor and relevant workers. Involves assessing the likelihood and potential consequences of harm, selecting controls that eliminate the risk or, where elimination is not reasonably practicable, reduce it so far as reasonably practicable. Safe work method statements must be recorded and communicated to everyone involved.
Safe Work Method Statement (SWMS)	Legal requirement for high-risk construction work where a risk to health or safety arises (i.e. risk of falling more than 2 metres).

	Adherence to relevant legislation, codes, standards must be followed. Contractor/s and subcontractor/s must have the appropriate high risk work licence/s, competencies, permits and training to satisfactorily complete the work. The contractor or other duty holder responsible for the work must prepare the SWMS before the work begins, consult affected workers, ensure the work is performed in accordance with it, and review it when the work or risks change or controls are not effective.
Contractor Management Checklist	Checklist to assist the Authorised Person in verifying compliance requirements before, during and after the completion of the work, in a logical and systematic manner.

4. Our approach

The Diocese is committed to ensuring the health and safety of contractors, sub-contractors, staff, volunteers and visitors for the duration of works.

To ensure that contractors are not exposed to unmanaged risks and do not create unnecessary risks for others, the Diocese will take a risk management approach to contractor management.

A suitably qualified member of staff (the authorised person) should be appointed to oversee all areas of the contractor management process including safety, security and due diligence.

Before the work or service begins, the Diocese should consider the nature of the activity, the hazards involved, the level of supervision required, and what information, induction, documentation or controls are needed. This includes ensuring verification of current competency of the contractor (licenses for use of specific machinery, accreditations / qualifications (electrical work etc), specialised tickets such as working from heights, confined spaces and spotter).

Risks associated with works being undertaken by the contractor/s should be identified and analysed to determine the likelihood and consequence of an identified risk occurring. Conclusions drawn can then be used to determine the level of risk and treatments required. For higher risk work, safe work method statements are required. These ensure safe work practices and controls are clear when undertaking the work.

The Diocese shall, as far as is reasonably practicable, ensure that contractors, subcontractors and their employees:

- Carry out their work in safe premises using proper and safe plant and equipment with the relevant competencies.
- Employ systems of work, including work method statements, that are safe and in relation to which there has been adequate instruction, training and supervision.



Catholic Diocese of Ballarat's Contractor Safety Procedure

For the purposes of this policy, contractors engaged to do work also have to follow their occupational health and safety obligations, ensure safe work practices and comply with the contractual arrangements.

Contractors and their sub-contractors have a responsibility to ensure that their employees engaged by them are familiar with the parish's environment.

5. Roles and Responsibilities

Diocesan leadership / delegates	Ensure there are systems for contractor safety, support higher-risk decisions and provide oversight where needed.
Authorised Person or his/her nominee	Before works begin, information exchange with contractor for shared risks and coordination of activities including the Job Safety and Environment Analysis, Safe Work Method statements. Planning to ensure adequate controls for risk mitigation and reviewing completed contractor works.
Parish Priest / local leader / manager	Ensure contractors are appropriately selected, inducted, supervised where required, informed of risks, and monitored for safe compliance.
Contractors	Undertake work safely, comply with agreed controls and site requirements, report hazards and incidents, and provide information required for safe engagement. Obtain all necessary permits required to undertake the work. Ensure that all licenses, accreditations and relevant tickets are current and verified for the types of work to be undertaken. Ensure relevant Personal Protective Equipment required for the work is available and worn.

6. Contractor responsibilities in greater detail

Where contractors are engaged, the Diocese should ensure the work is appropriately planned, risks are identified, and relevant information is exchanged before the work begins.

Communication channels, hazard reporting, and safe work method statements must be maintained across all operational areas for higher risk work.

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works.



Catholic Diocese of Ballarat's Contractor Safety Procedure

The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site.

Contractors may be defined as employers if they engage other contractors to carry out some of their work. Contractors need to be:

- Suitably experienced to satisfactorily perform the work
- In possession of all necessary and current qualifications, licenses, permits, registrations and insurance to perform the work safely, and in compliance with the appropriate regulations
- Notified of any potential hazards associated with the location or use of the area where the works are to be carried out, emergency arrangements and any restrictions that apply.

Before commencement of works, the contractor and if appropriate, subcontractor/s, must complete the Contractor Compliance Form and submit a current copy of currency of Workers Compensation Certificate and public liability.

[Link to Contractor Compliance Form – Appendix 1](#)

[Link to Contractor Management Checklist - Appendix 2](#)

7. Job Safety Analysis – Shared responsibility

Proposed scope of works will be reviewed by the authorised person or his/her nominee and the contractor before completion of the Job Safety Analysis Form.

A Job Safety Analysis (JSA) must be completed before work begins in consultation with the contractor and relevant workers.

The process involves breaking the proposed work into logical steps, identifying the hazards associated with each step, assessing the likelihood and potential consequences of harm, and selecting controls that eliminate the risk or, where elimination is not reasonably practicable, reduce it so far as reasonably practicable.

The agreed controls, responsible persons and any required permits, competencies, personal protective equipment or safe work method statements must be recorded and communicated to everyone involved.

The JSA must be reviewed whenever the scope, site conditions, personnel or equipment change, after an incident or near miss, or if a control is found to be ineffective, and work must not commence or continue until the identified controls are in place.

Contractor activities that involve higher risk work should not proceed without appropriate permits (such as hot work permit), safe work method statements, controls and local authorisation.

[Link to Job Safety Analysis Form – Appendix 3](#)



[Link to Safe Work Method Statement Form – Appendix 4](#)

8. Induction, training and supervision

Contractors must receive induction and any task-specific information necessary for safe participation.

The authorised person must provide an onsite induction for all contractors prior to the commencement of works or services. The level of induction and supervision should reflect the level of risk, the complexity of the task, the experience of the person, and the nature of the setting.

Compulsory OHS induction for Contractors is used to ensure the contractor is being provided all required information and OHS requirements they need to be aware of prior to commencing work or services, as part of the OHS induction process. This includes, but is not limited to the requirement to sign in and out of the site via reception, visitor protocols including ID.

[Link to Contractor OHS induction checklist - Appendix 5](#)

These inductions are valid for 12 months, but it is best practice to re-induct or provide relevant updated information if there are any significant changes. Records of completed contractor inductions must be kept. Contractor inductions will be stored in Parish Record Management system.

9. Reporting and review

Contractors must report hazards, incidents and safety concerns promptly.

Local leaders should respond in a timely way, review any risks that arise, and update controls where needed. Unsafe work must be stopped or modified until safety can be assured.

A potentially notifiable incident must be escalated immediately under the Incident Reporting and Investigation Procedure so that WorkSafe Victoria notification and preservation of the incident site can occur as required. The site may be disturbed only to protect a person, provide aid, make the site safe or comply with an authorised direction.

Monitor and review risk controls at regular intervals to ascertain effectiveness and amend controls if they are not working.

Upon the completion of work the authorised person or his/her nominee will inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

[Link Incident Reporting and Investigation Procedure](#)

10. Procedures for Cancellation of work due to safety concerns

If a contractor does not comply with mandatory legislative requirements, regulatory guidelines and Diocesan codes of practice, the authorised person can stop their work if they have formed a



reasonable belief that safe working practices are not being carried out (such as refusing to wear personal protective equipment). If this occurs, the authorised person is to contact their Parish local leader / manager for support and advice.

10. Related documents

- Catholic Diocese of Ballarat Workplace Health and Safety Policy (one page)
- Catholic Diocese of Ballarat Workplace Health and Safety Policy – Principle Based
- Safeguarding Policy and Incident Reporting and Investigation Procedures.
- Staff Consultation and Communication Procedure
- Hazard Identification, Risk Assessment and Risk Control Procedure
- Incident Reporting and Investigation Procedure
- Emergency Management Procedure (site specific)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- OHS Health and Safety (Psychological Health) Regulations 2025

11. Review

This procedure should be reviewed every two years and earlier where contractor activities change, incidents occur, or local experience shows that induction, supervision or controls need to be strengthened.

Document owner	[Insert Diocesan role]	Version	1
Approval date	[Insert]	Next review date	[Insert]



Catholic Diocese of Ballarat's Contractor Safety Procedure

Appendix 1 CONTRACTOR COMPLIANCE STATEMENT

Name of Contractor

Business Name

ABN / ACN (please circle)..... Phone Number.....

Address.....

Contact Name

Registered for GST? ☐ Yes ☐ No

Please attach the following certificates of currency. Please note: these will be required annually if providing ongoing services to the Parish.

Public Liability Insurer.....

Public Liability Insurance Policy No.

Workers Compensation Insurer (if applicable)

Workers Compensation Insurance Policy No.

Other relevant insurance details (such as Professional Indemnity)

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Vehicle and Trade Licences - list relevant licences required to perform this contract. Please attach photocopies of relevant licences and note originals will need to be sighted prior to commencement of work.

Driver's Licence No.

Other licence types / permits trade tickets and nos.

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Trade Licence No. (if required)

I am fully aware of the legislation and its regulations, advisory standards and industry codes of practice and my responsibility with regard to safe working practices and my duty of care. I will take reasonable precautions and exercise proper diligence in managing exposure to risk. I will also abide by the Diocese's Safeguarding Code of Conduct.

I acknowledge, that I have read and understood the Diocese's Safeguarding Code of Conduct.

Signed: Print Name..... Date:



Appendix 2 – Contractor Management Checklist

The Authorised Person is to complete this checklist for each contractor engagement. Tick each item when verified; mark N/A where an item does not apply and record any required action or evidence.

Parish / site:	
Contractor / business	
Contractor contact	
Scope and location of works	
Planned start / completion	Start: Completion:
Authorised person / nominee	

1. Before Contractor Works Begin		
Tick	Authorised person check	Evidence / action / N/A
☐	Contractor is suitably experienced and competent for the agreed scope of works.	
☐	Scope, work location, timing, site interfaces, shared risks and required coordination have been reviewed with the contractor.	
☐	Appendix 1 Contractor Compliance Statement is complete.	
☐	Current public liability and, where applicable, workers compensation and other relevant insurance certificates have been received and checked.	
☐	Required qualifications, trade licences, registrations, plant or machinery licences, permits, accreditations and specialist tickets have been sighted, checked for currency and copied where required.	
☐	All proposed subcontractors are identified and subject to the same competency, compliance and safety requirements.	
☐	Site hazards, restrictions and interactions have been identified, including traffic, slips and falls, working alone, hazardous substances, asbestos, environmental hazards and contact with parishioners or the public.	
☐	A Job Safety Analysis has been completed with the contractor, covering work steps, hazards, risk levels, controls, responsible persons and review triggers.	



Catholic Diocese of Ballarat's Contractor Safety Procedure

☐	Safe Work Method Statements are provided and reviewed for higher-risk work.	
☐	Required permits and local authorisations are identified and approved, including hot work or other task-specific permits where applicable.	
☐	Plant, equipment and proposed systems of work are suitable and safe; required PPE is available and fit for purpose.	
☐	On-site induction is completed, including sign-in/out, visitor identification, site access, security, privacy, safeguarding, first aid, emergency exits, assembly points and relevant policies and procedures.	
☐	Hazard, incident, injury and potentially notifiable incident reporting requirements have been explained, including the need to preserve an incident site where required.	
☐	The required level of supervision and communication arrangements have been set, and affected staff, volunteers, visitors or occupants have been informed.	
☐	All agreed controls are in place, and the authorised person approves work to commence.	

2. During the Contracted Works

Tick	Authorised person check	Evidence / action / N/A
☐	Contractor and subcontractors sign in and out, display required identification and comply with access, security, safeguarding, privacy and site restrictions.	
☐	Work is undertaken within the agreed scope and in accordance with the JSA, Safe Work Method Statements (SWMS), permits, local directions and safe systems of work.	
☐	Required PPE is worn and plant, equipment, tools and work areas remain safe and appropriately controlled.	
☐	Exclusion zones, barriers, signage, housekeeping, access routes and vehicle or pedestrian controls are maintained.	
☐	The agreed level of monitoring and supervision is provided, with regular communication between the authorised person and contractor.	
☐	Changes to scope, conditions, personnel, equipment or hazards are reported before work continues.	

☐	The JSA, SWMS, permits and controls are reviewed and updated when circumstances change, after an incident or near miss, or if a control is ineffective.	
☐	Hazards, incidents, injuries, near misses and safety concerns are reported promptly and actions are recorded.	
☐	Potentially notifiable incidents are escalated immediately, and the site is preserved except where disturbance is necessary to protect a person, provide aid, make the site safe or comply with an authorised direction.	
☐	Unsafe work or non-compliance is stopped or modified until safety is assured; the local leader or manager is contacted for support where required.	
☐	Risk controls are monitored for effectiveness and amended where they are not working.	

3. Contractor Works Completed

Tick	Authorised person check	Evidence / action / N/A
☐	Contractor has advised that the work is complete and has signed out and returned any keys, passes or access devices.	
☐	The completed work has been inspected against the agreed scope, and any defects, incomplete items or unauthorised variations are recorded for rectification.	
☐	The work area is clean and secure; waste, surplus materials, equipment, temporary barriers and trip hazards have been removed or appropriately managed.	
☐	The site has been left free from hazards and presents no risk of injury to staff, volunteers, visitors, parishioners or other persons.	
☐	Services, alarms, fire systems, access routes and affected facilities have been safely reinstated and are operational where applicable.	
☐	Outstanding hazards or residual risks are documented, controlled and communicated to affected persons.	
☐	Required handover documents have been received, including test results, certificates, permits, warranties, manuals, as-built information or disposal records where applicable.	



Catholic Diocese of Ballarat's Contractor Safety Procedure

☐	Any incident, hazard, near miss, non-compliance or corrective action arising from the work has been closed out or assigned to a responsible person with a due date.	
☐	The contractor's safety performance and the effectiveness of controls have been reviewed, and lessons or required procedural improvements have been recorded.	
☐	Contractor compliance, induction, JSA, SWMS, permits, monitoring, incident and completion records have been filed in the Parish Record Management system.	

Authorised Person Completion Sign-off	
Outstanding actions / comments	
Works accepted as complete and site safe	☐ Yes ☐ No ☐ Subject to actions above
Authorised person name	
Signature	Date:
Contractor acknowledgement	Name: Signature: Date:

Appendix 3 – Job Safety Analysis (JSA) Template

The Authorised person, in consultation with the contractor and relevant workers, must complete this form before work begins. This completed form needs to be reviewed whenever the scope, site conditions, personnel, equipment or hazards change, after an incident or near miss, or if a control is ineffective.

Work must not commence or continue until agreed controls are in place.

Work and Contractor Details		
Parish / site	JSA number / version	
Contractor / business	Authorised person	
Work activity / scope		
Exact work location		
Planned date and time	Expected duration	
Persons consulted		
Plant, equipment and substances		
Required licences, competencies, permits or SWMS		
Required PPE		
Emergency and first aid arrangements		

Risk Rating Guide			
Likelihood	1 Rare 2 Unlikely 3 Possible 4 Likely 5 Almost certain	Consequence	1 Insignificant 2 Minor 3 Moderate 4 Major 5 Severe
Risk score	Likelihood × Consequence. Suggested level: 1–4 Low; 5–9 Medium; 10–16 High; 17–25 Extreme. High or Extreme risks require escalation and must not proceed until reduced and authorised.		
Control priority	Eliminate the hazard first. If elimination is not reasonably practicable, reduce the risk using substitution, isolation, engineering controls, administrative controls and PPE, using the highest-level controls reasonably practicable.		



Catholic Diocese of Ballarat's Contractor Safety Procedure

Job Steps, Hazards and Controls							
No.	Job step / sequence	Hazards and possible harm	Initial risk $L \times C =$ score	Controls required	Person responsible	Residual risk $L \times C =$ score	Control verified / date
1							
2							
3							
4							
5							
6							

JSA Authorisation and Worker Acknowledgement			
Outstanding actions / restrictions			
Contractor representative	Name:	Authorised person approval	Name:
	Signature:		Signature:
	Date:		Date:
Worker acknowledgement: I have been consulted on this JSA, understand the job steps, hazards, controls, emergency arrangements and reporting requirements, and agree to stop work and notify the supervisor if conditions change or controls cannot be followed.			
Worker name	Signature	Date	Employer / role
Review Record			
Date / time	Reason for review or change	Changes to hazards or controls	Reviewed and approved by

Appendix 4 – Safe Work Method Statement (SWMS) Form

This Template is to be used for high-risk construction work where a risk to health or safety arises. The contractor or other duty holder responsible for the work must prepare the SWMS before the work begins, consult affected workers, ensure the work is performed in accordance with it, and review it when the work or risks change or controls are not effective. The employer must retain a copy of the SWMS for the duration of the high-risk construction work (HRCW).

SWMS Details		
Principal contractor / Diocese entity	SWMS number / version	
Contractor / employer / self-employed person	ABN	
Person responsible for preparing SWMS	Position / contact	
Person responsible for ensuring compliance of SWMS	Position / contact	
Date SWMS received:		
High-risk construction work activity		
Project / scope of work		
Workplace and exact location		
Planned start / completion	Review date	
Persons and HSRs consulted		
Relevant legislation, codes, standards, plans and manufacturer instructions		
Required licences, competencies, permits and training		
Plant, equipment, substances and PPE		

High-Risk Construction Work Categories (HRCW)		
☐ Risk of a fall more than 2 metres	☐ Work on telecommunications tower	☐ Demolition
☐ Likely disturbance or removal of asbestos	☐ Structural alteration requiring temporary support	☐ Confined space
☐ Trench or shaft deeper than 1.5 metres	☐ Tunnel	☐ Explosives
☐ Work on or near pressurised gas mains or piping	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services
☐ Area with contaminated or flammable atmosphere	☐ Tilt-up or precast concrete	☐ Roadway or railway used by traffic
☐ Powered mobile plant movement	☐ Artificial extremes of temperature	☐ In, over or near water with drowning risk



Catholic Diocese of Ballarat's Contractor Safety Procedure

☐ Diving work ☐ Other applicable prescribed category / details:

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Work Activities, Hazards and Mandatory Controls

No.	HRCW activity / work step	Hazards and risks	Control measures and work method	Responsible person	Monitoring / verification	Relevant permit, plan or reference
1						
2						
3						
4						
5						
6						

Implementation, Monitoring and Review

How the SWMS will be communicated	
How compliance will be monitored	
Stop-work and escalation arrangements	



Catholic Diocese of Ballarat's Contractor Safety Procedure

Emergency, first aid and rescue arrangements			
SWMS location and availability on site			
Review triggers	Change to scope, work method, site conditions, personnel, plant or hazards; incident or near miss; control failure; worker or authorised-person concern; or work not being performed in accordance with this SWMS.		
Prepared by	Name: Signature: Date:	Contractor approval	Name: Signature: Date:
Diocese authorised-person review	Name: Signature: Date:		
Worker Consultation and Sign-on			
I confirm that I have been consulted on this SWMS, understand the HRCW, hazards, controls and emergency arrangements, and will follow the stated work method. I will stop work and notify the supervisor if the SWMS cannot be followed or conditions change.			
Worker name	Signature	Date	Employer / role
Revision Record			
Version / date	Reason for revision	Changes made	Approved by



Appendix 5 – Diocese Contractor On-site Induction Record Template

Catholic Diocese authorised person to complete with contractor before work commences

Work location	
Date of Induction	
Authorised Person	
Contractor Details: Full Name: Company / Organisation: Phone Number: Email Address: Emergency Contact: Emergency Contact Phone:	
Contractor On-Site Induction Checklist	The Following topics have been discussed and explained (authorised person to tick those that were discussed and explained)
	Site Overview
	Scope of works to be performed
	Consultation and reporting processes
	Workplace policies and procedures relevant to their work
	Safeguarding Code of Conduct
	Hazard and incident reporting procedures – including notifiable incidents
	Risk management process – Job Safety Analysis
	Injury reporting requirements
	First aid arrangements – do you have your own first aid kit with you Yes No If no, authorised person is to advise the contractor where the Parish first aid kit is located
	Emergency procedures
	Emergency Exits and assembly points
Site Specific Risks and Hazards	Vehicle and traffic management for site (car parking etc)
	Slips, trips and falls
	Working alone requirements
	Hazardous substances - chemicals
	Asbestos – asbestos register
	Environmental hazards
	Public or parishioner interaction risks (such as prayer group meetings)
	Site specific risks and hazards explained
Personal Protective Equipment (PPE)	PPE Requirements explained Contractor has provided their own PPE Yes No
Systems and Procedures	OHS Policy Provided
	Contractor Safety Procedure provided and explained
	Permit systems explained (if applicable)



Catholic Diocese of Ballarat's Contractor Safety Procedure

	Security and access requirements
	Privacy and confidentiality requirements
Qualifications / Licences / Tickets Verified	Licence / Qualification Number: Expiry Date: Sighter: Yes No
	Copies Attached Yes No (please circle)
Additional Comments	
Contractor Declaration	I confirm that I have received the above induction understand my workplace health and safety responsibilities, and agree to follow all workplace policies, procedures, directions and the Diocese's safeguarding code of conduct. Person's Name: Signature:
Induction Conducted By:	Name: Position: Date: Signature: