FATAL AND SEVERE RISK PROGRAM

LEADER SESSION

CONTRACTOR MANAGEMENT

ARTC

OUR COMMITMENT

LIFE SAVING BEHAVIOUR:

I WILL ACTIVELY MANAGE CONTRACTORS I AM RESPONSIBLE FOR TO SAFELY DELIVER WORK AND COMPLY WITH ARTC LIFE SAVING BEHAVIOURS

INTRODUCTION

ARTC is responsible for the management of contracts made with customers, vendors, partners and employees.

This booklet provides clear information about safely managing contractor obligations.

It is part of a series of booklets about the fatal and severe risks present when working for ARTC.

WHAT IS CONTRACTOR MANAGEMENT?

OUR PRINCIPLES

A systematic process to ensure the selection, approval, systems of work, reporting and completion of work outsourced to a contractor is performed:

- In accordance with ARTC safety management system requirements, unless otherwise agreed.
- Without risk to health and safety.
- By competent workers and fit for purpose plant and equipment.
- With adequate supervision.

SHARED RESPONSIBILITY

Good contract management is the process that ensures both parties in a contract fully meet their respective obligations as efficiently as possible, in order to deliver both business and operational objectives.

Successful contract management exists when:

- All parties know their obligations under the contract.
- The arrangements for service delivery continue to be satisfactory to both customer and supplier.
- Expected business benefits and value for money are being delivered and realised including safety and health performance.

EVERYONE'S RESPONSIBILITY

While at work, a contractor must take reasonable care of his or her own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of others.

Reference:
www.dmp.wa.gov.au/safety/what-is-contractor-management

'A PROCESS TO ENSURE WHAT CONTRACTORS DO IS AS AGREED AND SAFE'

KEY FACTS AND STATISTICS

It is critical that contractors performing rail activities are actively managed to ensure the safety of customers, workers, assets and the environment.

RAIL SAFETY REPORT 2014-2015, OFFICE OF THE NATIONAL RAIL REGULATOR (ONRSR) REMAINS CONCERNED WITH THE MANAGEMENT AND DELEGATION OF SAFETY RESPONSIBILITIES, INCLUDING HOW RAIL TRANSPORT OPERATORS MAINTAIN EFFECTIVE MANAGEMENT AND CONTROL OF RAILWAY OPERATIONS.

INCIDENTS INVOLVING CONTRACTORS

ARTC Hunter Valley Incidents 2015-2016:

6 SEVERITY LEVEL 1

40 SEVERITY LEVEL 2

WWW.ONRSR.COM.AU
ARTC/RAIL INDUSTRY

ARTC

CASE STUDY

CONTRACTOR BURN

On February 22nd 2017 at approximately 1640hrs, a weld crew using a rail saw was cutting rail in preparation for the installation of a free weld at 325.900km in the Hunter Valley corridor. Sparks from the rail saw ignited dry grass on both the up and down side of the track.

A 12 litre knapsack was used by the welding crew; however this was unable to extinguish the grass fire. There was no water cart available at the immediate work location at the time. The fire was not able to be contained within the rail corridor. The fire crossed Rosemount Rd and entered an adjoining property, continuing to burn out of control.

Both Police and RFS (Rural Fire Service) were contacted and rendered assistance requiring 2 air planes, 1 helicopter and 6 fire trucks at the scene to contain the fire.

RFS regained control of the fire at approximately 1900hrs.

LESSONS

3

Ensure adequate supervision is achievable to cover worksite and staff.

1

Ensure water cart is available and in correct working order including an efficient amount of water.

2

Supervisor to implement one team principles when managing change.

4

All staff to complete SWMS (Safe Work Method Statement) before hot works are performed.

5

All staff to be vigilant and responsible for carrying out works at all times.

STOP & THINK

OUR LAST LINE OF DEFENCE WHEN IT COMES TO MANAGING OUR RISKS

HAZARDOUS SITUATIONS

CONTRACTOR NO PPE

HAZARD NOT IDENTIFIED

INCOMPLETE SWMS

UNSUPERVISED WORK

STOP & THINK

OUR LAST LINE OF DEFENCE WHEN IT COMES TO MANAGING OUR RISKS

EFFECTIVE CONTROLS

REVIEW SWMS WITH CONTRACTOR

RIW CARD HELD BY CONTRACTOR

SUPERVISED WORK

COMPLETED WORK METHOD STATEMENT
FIELD CHECKLIST

ARTC

STOP & THINK

OUR LAST LINE OF DEFENCE WHEN IT COMES TO MANAGING OUR RISKS

MANAGING RISKS – WHAT CAN I DO?

- Contractors are always identified, selected and engaged to meet ARTC requirements.
- Ensure contractors are inducted and have the required competencies.
- Ensure adequate supervision is provided.

KEY ACTIONS

WORK METHOD AND PROCEDURES

Contractors are always **identified, selected and engaged** to meet ARTC requirements.

Always **consult with contractors** to manage the risks.

Review the **contractor SWMS** – identify **site specific** hazards and controls.

Ensure **contractors are inducted** and have the **required competencies**.

Ensure **adequate supervision** is provided.

Always **check contractor work** to ensure it meets ARTC requirements.

Manage **changes**.

Ensure contractors are aware of **ARTCs reporting requirements** for incidents, hazards and injuries.

TRAINING

- Current competency and **RIW card**.
- **Trained** in the **correct use of PPE**.
- **Competent** and **trained** for required task(s).
- **Site inducted**.

PLANT AND EQUIPMENT

- **Correct PPE** for the task.
- **Pre-start inspection** completed on plant.
- **Competent** and **trained to operate**.

REFERENCE DOCUMENTS

AVAILABLE ARTC PROCEDURES AND PROCESSES

FCO-PR-022 Contracts Management

EGP2001T-06 WHS Management Plan – ARTC Principal Contractor

EGP2001T-07 WHS Management Plan – ARTC Not Principal Contractor

Work Method Statement Review Checklist

Work Method Statement Field Check List

AUSTRALIAN STANDARDS, CODES OF PRACTICE AND INDUSTRY REQUIREMENTS

How to mange work health and safety risk code of practice December 2011.

Construction work code of practice July 2004.

Work health and safety consultation, cooperation and coordination code of practice December 2011.

NOTES

NOTES

ARTC

FURTHER INFORMATION

If you require any further information, discuss with your supervisor or contact the ARTC safety adviser for your location.

Information sources:

– https://www.onrsr.com.au/__data/assets/pdf_file/0011/10442/J004064-Annual-Safety-Report-2014_WEB.pdf

– http://www.comcare.gov.au/preventing/governance/contractor_management

– http://www.dmp.wa.gov.au/safety/what-is-contractor-management

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