***SECTION 3*** *Framework for Health and Safety Management*

CONTRACTOR MANAGEMENT ATTACHMENT 1

CONTRACT CLASSIFICATION & AUDIT FREQUENCY GUIDANCE

***ATTACHMENT***

Proposed service/contactor representitive:............................................................................. Date:...............................................................

Checklist completed by:...............................................................................................................................................................................................

|  |
| --- |
| **CONTRACT RISK LEVEL & AUDIT FREQUENCY** |
| Risk Rating | Contract Value (guide only) | HS Risk | Audit / Inspection Frequency |
| Low | $2,500 - $25,000 | Short duration, low complexity, no high risk activity | Site inspection every 2 weeks |
| High | >$25,000 | Longer duration, involves sub-contractors, known high risk tasks | Weekly site inspections, full review of management plans every 6 months |

If any of the below activities occur as part of the service then the contract is automatically deemed high risk:

|  |  |  |
| --- | --- | --- |
| Confined spaces or underground activity | Yes | No |
| Working at heights | Yes | No |
| Electrical work | Yes | No |
| Trenching/excavation work | Yes | No |
| Working over water | Yes | No |
| Construction/Demolition work | Yes | No |
| Asbestos | Yes | No |
| Hazardous chemicals/ Dangerous goods | Yes | No |
| Exposure to biological hazards | Yes | No |
| Hot Work | Yes | No |
| Use of cranes, EWP’s or other registered plant | Yes | No |
| Use, repair or installation of major plant & equipment | Yes | No |
| Hazardous manual handling | Yes | No |
| Working on roads or other transport routes | Yes | No |
| Contractor hiring subcontractors | Yes | No |
| Work involving other significant hazards to the public/staff/contractors | Yes | No |

If ‘Yes’ is circled to any of the above, then the service is classified as a high-risk service. The contracting company will be required to complete the Contractor High Risk Questionnaire to assess their level of HSE compliance.

If you have selected ‘No’ to all of the above then the service is deemed low risk. The Contractor Low Risk Questionnaire should be used to assess HS compliance.

This contract has been assessed as: High Risk  Low Risk 