

### P256-1 : Contractor Management

**This DOCUMENT and any linked FORMS have been created to provide specific requirements under the Amalgamated Operating System. For additional information and guidance, please refer to the associated HELP pages**

### **Aim/Justification**

It is the Amalgamated Pest Control's intent to provide a safe working environment and safe systems of work for all employees, persons, including visitors, contractors, licensees, and sub-licensees, regardless of location of work.

Subcontractors employed by Amalgamated Pest Control will comply with the company's **Health, Safety, Security and Environment (HSSE)** systems and relevant Government legislation.

### **POLICY**

Refer to V256 Contractor Management Policy

### **Distribution**

This procedure is intended to be used by:

- APC Management
- APC Subcontractors

### **Contract Management**

#### **1.0 Prequalification, Selection and Retention**

##### 1.1 Prequalification

- All prospective subcontractors must complete a Contractor Evaluation Checklist.
- The checklist must be evaluated by Amalgamated Pest Control management in charge of Contractors and OHS systems.
- Checklists shall include all required accreditations and trade licences and commitments by the subcontractor to comply with all requirements of Amalgamated Pest Control and its clients. This shall include necessary reporting systems, insurances, inductions and so forth.

##### 1.2 Selection

- Once selected, the subcontractor is added to the preferred contractor list.

##### 1.3 Retention

- Annual checks on accreditation will be undertaken by Amalgamated Pest Control licensees and senior management where appropriate to ensure currency is maintained,

### 2.0 Management

- 2.1 **The subcontractor agrees to operate under the OHS/HSSE policies and procedures of Amalgamated Pest Control** including the following:
- OHS/HSSE
  - Drug & Alcohol
  - Fatigue Management
  - Hazard/ Incident Reporting
  - Personal Protection Equipment
  - Maintenance of Tools, Equipment and Vehicle
  - Safe Work Method Statements
- 2.2 **The subcontractor agrees NOT to subcontract out work orders from Amalgamated Pest Control.** If the subcontractor cannot perform the work as requested, they must immediately advise Amalgamated Pest Control who will seek alternative subcontractors.
- 2.3 **The subcontractor agrees to operate under the OHS/HSSE policies and procedures of the clients** of Amalgamated Pest Control including the following:
- Accreditation/Documentation Forms and systems
  - Site Induction Processes
  - Client Safe Working Procedures
  - Client Incident Reporting procedures
  - Periodic site meetings and/or safety meetings as required by the Client and contract performance requirements
- 2.4 All subcontractors shall provide acceptance via a signed acknowledgement of the above – **See F256-3 Contractor Acknowledgement.**
- 2.5 All process and documentation shall be distributed and receipt acknowledged via an appropriate checklist.

### 3.0 Control

- 3.1 Hazard / Incident Reporting  
The Request for Action (P008) Procedure shall be used for all hazard and incident reporting.
- 3.2 Risk Management  
All subcontracts shall supply to Amalgamated Pest Control copies of all mandatory documentation as required by the Client (e.g. WPC forms for the petroleum industry, specific Client reports etc) generated by the subcontractor.  
All subcontractors shall follow the Safe Work Method Statements provided by Amalgamated Pest Control.  
All subcontractors shall supply to Amalgamated Pest Control, copies of all Safe Work Method Statements or Job Safety Analysis Forms generated by the subcontractor.
- 3.3 Safety Review  
Post job safety reviews will be conducted by Amalgamated Pest Control on all subcontractors. All subcontractors will be advised in writing of the outcomes of the audit. Any non-conformance items will be raised using the Request of Action Procedure (P008) and include an action plan and expected completion date. Subcontractors must provide evidence of completion/rectification.

## End of Procedure