

WORKING WITH CONTRACTORS

Overview

You will likely engage contractors (and their sub-contractors) at some point during a project. Anyone who is paid via an ABN as a sole trader or incorporated entity (such as a company or unit trust) is deemed a contractor. This can include sole-trader staff such as crew or designers, supplier companies such as lighting or audio hire companies – pretty much anyone who is paid via invoice as opposed to via PAYG (employees).

As such, you need to take steps to ensure that your company/organization is protected as regards the actions of your contractors. You must insist that a contractor supply a certificate of currency for public liability insurance (at least \$10 million cover), to ensure that, in the extremely unlikely circumstance that a claim is made against your organization, the liability can be shared amongst all relevant parties, which may include contractors.

Relevant contractors should also supply a Risk Assessment or JSA (Job Safety Analysis) if the works they are undertaking for you involve hazardous scenarios. This is a legislated requirement and you can insist upon the supply of these documents.

SAMPLE CONTROLS

HAZARD	Working with Contractors				
INHERENT RISKS	Exposure to Liability through engagement of Contractors; Service Interruption due to substandard supply of Contractor Services				
INHERENT RISK RATING	4D	TOLERATION LEVEL	MEDIUM	ACCEPTABLE RISK?	NO
CONTROLS TO BE IMPLEMENTED TO REDUCE RISKS	<ul style="list-style-type: none"> Ensure that contractors can supply a copy of their Public Liability Insurance covernote, with cover to or above \$10 million Ensure that contractors can provide references relating to safe work practice Ensure that contractors complete and provide a JSA, if and when requested Ensure that contractor's employees have the necessary skills and training to complete the tasks required of them under the service provision Ensure that contractor's employees have the requisite certification to operate machinery, plant or equipment as required under the service provision Contractors, sub-contractors and employees to attend an Event and Safety Briefing/Induction upon arrival onsite, if requested 				
RESIDUAL RISK RATING	3D	TOLERATION LEVEL	MEDIUM	ACCEPTABLE RISK?	YES
RESPONSIBILITY	<ul style="list-style-type: none"> The Event Team Contractors 				

This document is current as at June 2019 and provides a summary of information from planning experts, along with relevant government and statutory bodies.

For further information and to ensure you are working to the most relevant and recent legislation and/or guidelines, visit:

- [City of Maribyrnong](#)
- [Worksafe](#)
- [Victorian Department of Health](#)