



## CONTRACTOR MANAGEMENT POLICY

Australasian Transport Risk Solutions (ATRS) is committed to eliminating or controlling the risks associated with managing consultants and contractors in a multi disciplined workforce. ATRS will provide appropriate and safe management of its consultants and contractors through compliance to its Contractor Management Policy and, where applicable, relevant Government safety legislation.

The business operations of ATRS regularly require consultants and contractors to be engaged in order to provide specific professional services. Consultant and contractor activities may have the potential to result in adverse safety, health and environmental impacts if not managed appropriately.

### Contractor Minimum Standards

ATRS is committed to ensuring that it engages consultants and contractors who:

- Are able to work in a safe, healthy and productive work environment;
- Do not compromise the health or safety of ATRS staff, the staff of client organisations, or any other persons within the work environment;
- Assist it in providing a safe, high quality transport industry consultancy service to clients and the general community;
- Take all necessary action to protect the environment and ATRS assets; and
- Fulfil their safety, health and environmental obligations and do not compromise the safety of staff or others in order to minimise cost.

### Contractor Safety Risk Management

ATRS minimises the risks to safety arising from the presence and performance of services by consultants and contractors by:

- Engaging contractors in accordance with detailed pre-selection processes;
- Ensuring all that appropriate licenses, competency certification, insurance and indemnities are provided by the consultant or contractor prior to commencement of work;
- Providing appropriate levels of induction and awareness training for consultants and contractors;
- Ensuring that an appropriate level risk assessment / task safety analysis is conducted where required, by the consultant or contractor, prior to the commencement of tasks and that identified risks are eliminated or mitigated as far as is reasonably practicable;
- Providing appropriate levels of supervision of consultants and contractors; and

- Assessing and monitoring contractors' performance in accordance with this Contractor Management Policy.

### **Responsibility**

Each ATRS consultant or contractor is responsible for ensuring that they comply with ATRS policies when performing work for ATRS or any client organisation, or when attending an ATRS site or any client organisation site when providing professional services.

The ATRS Directors are responsible for ensuring that each consultant or contractor is aware of this Contractor Management Policy (in so far as it is practicable to do so) and for promoting a workplace culture that embraces the engagement and use of consultants and contractors in support of the ATRS business objectives.

### **Rail Safety Legislative Obligations**

ATRS operates across all Australian State and Territory jurisdictions providing various rail safety consulting, investigation, auditing and project management services. As a consequence, ATRS consultants and contractors are bound by various Australian State and Territory Rail Safety Acts and regulations pertaining to contractor safety management when on client or host rail organisation sites, and when performing duties that may be defined as "rail safety work".

### **OH&S Legislative Obligations**

ATRS consultants and contractors are under an obligation to comply with the various Australian State and Territory Occupational, Health and Safety Acts and similar Acts when working in other countries, to ensure the health and safety of all company representatives and other persons when on company or client sites.

### **Compliance to Client Policies**

All ATRS consultants and/or contractors are required to comply with client or host organisation contractor management policies and guidelines when working on client or host organisation sites.

### **Document Review**

This ATRS Contractor Management Policy will be reviewed annually as a minimum document review standard or on a needs basis if required prior to the annual review.



**Mel Saunders**  
Managing Director

1 January 2011



**David Edwards**  
Executive Director

1 January 2011