

Contractor & Visitor Safety Policy

For Australian Small & Medium Enterprises

Template Version 1.0 | December 2024

Important Notice

This template is provided as a general guide only and should be customised to your specific workplace. We recommend having this policy reviewed by a WHS professional or legal advisor before implementation to ensure compliance with your state or territory legislation.

1. Purpose

This policy establishes the safety requirements for all contractors, subcontractors, and visitors entering [Company Name] premises to ensure their health and safety and that of our employees.

2. Scope

This policy applies to:

- All contractors and subcontractors performing work on our premises
- Service providers and maintenance personnel
- Delivery drivers and couriers
- Visitors, including clients, customers, and guests
- Any other non-employees accessing our workplace

3. Legal Framework

Under the Work Health and Safety Act, [Company Name] has a duty of care to ensure the health and safety of all persons at our workplace, including contractors and visitors. This includes:

- Providing a safe working environment
- Ensuring safe systems of work
- Providing adequate facilities
- Communicating relevant safety information

4. Contractor Requirements

4.1 Pre-Engagement

Before commencing work, all contractors must:

- Provide evidence of appropriate licences and qualifications
- Submit current public liability insurance certificate (minimum \$10 million)

- Provide workers compensation insurance details
- Submit Safe Work Method Statements (SWMS) for high-risk work
- Complete contractor pre-qualification assessment if required

4.2 Site Induction

All contractors must complete a site safety induction before starting work, which covers:

- Emergency procedures and evacuation routes
- First aid facilities and personnel
- Hazard reporting procedures
- PPE requirements
- Site-specific hazards and controls
- Prohibited areas and activities
- Sign-in and sign-out procedures

4.3 While on Site

Contractors must:

- Sign in and out using the visitor/contractor register
- Wear appropriate PPE at all times
- Display contractor identification
- Follow all safety signs, procedures, and instructions
- Report all incidents, hazards, and near misses
- Maintain their work area in a safe and tidy condition
- Only access authorised areas
- Not interfere with safety equipment or signage

5. High-Risk Work

Contractors performing high-risk work must provide Safe Work Method Statements (SWMS) before commencing. High-risk work includes:

- Work at heights (over 2 metres)
- Electrical work
- Confined space entry
- Hot work (welding, cutting, grinding)
- Work involving hazardous substances
- Work near live traffic
- Demolition work
- Work involving asbestos

6. Permit to Work

Certain activities require a permit to work before commencing. These include:

- Hot work
- Confined space entry
- Isolation of plant and equipment
- Excavation and ground penetration
- Work on or near electrical systems

Permits must be obtained from the Site Manager or WHS Coordinator before work begins.

7. Visitor Requirements

7.1 General Visitors

All visitors must:

- Sign in at reception upon arrival
- Provide identification if requested
- Wear a visitor badge at all times
- Be escorted by a staff member in operational areas
- Follow all safety instructions from staff
- Sign out upon departure

7.2 Safety Briefing

Visitors accessing operational areas will receive a brief safety orientation covering:

- Emergency procedures and muster points
- PPE requirements (if applicable)
- Restricted areas
- Hazards to be aware of

8. PPE Requirements

Contractors and visitors must wear PPE as required for specific areas:

- Safety footwear in warehouse and production areas
- High-visibility clothing in traffic management areas
- Hard hats in construction zones
- Hearing protection in designated high-noise areas
- Safety glasses where eye hazards exist

Contractors are responsible for providing their own PPE. Visitors will be provided with necessary PPE where required.

9. Emergency Procedures

Contractors and visitors must:

- Familiarise themselves with emergency exit locations
- Know the location of the nearest muster point
- Follow instructions from fire wardens during emergencies
- Not re-enter the building until authorised
- Report any emergency situations immediately

10. Incident Reporting

All incidents involving contractors or visitors must be reported, including:

- Injuries (no matter how minor)
- Near misses
- Property damage
- Hazardous occurrences

Contractors must report incidents to their host or the Site Manager immediately and complete an incident report form.

11. Non-Compliance

Non-compliance with this policy may result in:

- Immediate removal from site
- Suspension of access privileges
- Termination of contractor agreement
- Prohibition from future work

[Company Name] reserves the right to stop work at any time if safety requirements are not being met.

12. Responsibilities

12.1 Management

- Ensure contractor and visitor safety procedures are implemented
- Provide adequate resources for inductions and supervision
- Review contractor safety performance
- Maintain contractor and visitor records

12.2 Supervisors

- Ensure contractors and visitors are inducted
- Monitor compliance with safety requirements
- Take action on observed unsafe behaviours

- Report incidents and non-compliance

12.3 Employees

- Report concerns about contractor or visitor safety
- Assist visitors in emergencies
- Challenge unfamiliar persons not wearing identification

13. Review

This policy will be reviewed annually or following significant incidents, changes to legislation, or changes to work activities.

Acknowledgement

I confirm that I have read, understood, and agree to comply with [Company Name]'s Contractor & Visitor Safety Policy. I understand that failure to comply may result in removal from site.

Name: _____

Company: _____

Signature: _____

Date: _____