

Health and Safety Management System (HSMS)

Element 6 Contractors and Suppliers

1. Intent and Scope

The University provides an overarching proactive framework and Procurement Policy for local and organisational business processes to ensure the effective procurement and management of contractors providing outsourced functions.

The University ensures processes for the engagement and performance monitoring of contractors and suppliers to minimise potential health and safety risks of the work undertaken on University campuses and to facilitate continual improvement of services.

This Element applies to all staff, students, visitors (including volunteers and contractors), Council members, and other persons interacting with the University of Newcastle (workers¹); the operations of staff of University aligned Research Centres and controlled entities; and all activities conducted by or on behalf of the University of Newcastle on and outside of the University's campuses.

2. Key Commitment and Actions

- Mechanisms are in place to clearly define relevant health and safety requirements for procurement of goods and/or services from contractors and suppliers, commensurate with the health and safety risks of the work to be undertaken. These mechanisms facilitate the selection and engagement of contractors and suppliers that are able to meet prescribed health and safety requirements and who have the capability to work safely and without harm.
- The University ensures the competency of its contractors to meet the minimum requirements of the HSMS Framework and legislative requirements. Appropriate induction and training is available to inform workers of specific health, safety and wellbeing risks and appropriate controls relevant to their contracted service of delivery of goods.
- Management supports procurement practices to ensure health, safety and wellbeing impacts are considered and risk assessed, and effective risk controls are implemented and monitored for continuous improvement in service delivery and purchase of goods.
- The University periodically monitors contractor and supplier compliance and ongoing health and safety performance against prescribed health and safety requirements.

¹ "A person is a *worker* if the person carries out work in any capacity for a person conducting a business or undertaking" Section 7 Meaning of "worker". Work Health Safety Act (2011)

3. Associated Guidelines and Related Documents

[HSG 6.1 Contractor Health and Safety Management](#)

[HSG 6.2 Health and Safety in Procurement](#)

[University of Newcastle Procurement Policy](#)

4. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
2	October 2016	Manager Health and Safety	All	Element 6 Contractors and Suppliers
3	June 2023	CPCO	All	1. Updated all content in Intent and Key Commitment and Actions, including feedback from staff consultation 2. Added new/renamed Associated Guidelines 3. Added Amendment History 4. Amended document control header and footer
4	July 2023	CPCO	Intent	Footnote describing worker from WHS Act 2011