

A handbook for the public sector

Health and safety in construction procurement

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This guidance has been reviewed and updated for the sole purpose of amending year and regulation references relating to the Occupational Health and Safety Regulations, in line with amendments which came into effect on 18 June 2017.

Foreword

The Victorian Government has a leadership role in preventing work-related death, injury and disease in workplaces.

The inherent hazards in construction work mean safety must be a priority well before work commences on a site.

This handbook has been developed with industry to help government bodies that procure construction projects improve health and safety outcomes at every stage of a project. It outlines a best practice model for consistently incorporating safety into each phase: planning, design, tender, contract, construction and evaluation.

The information that follows will help you raise safety standards in existing procurement practices and meet your obligations under Victoria's health and safety laws.

I encourage every department, agency and authority to use the tools in this handbook to improve safety on every construction project you deliver for the Victorian community.

I also wish to thank those representatives across government, industry associations and unions who generously contributed their time and expertise to the development of this publication.



Greg Tweedly
Chief Executive

Introduction

'Governments have a leadership role in preventing work-related deaths and injuries in Victoria by ensuring construction projects are managed safely.'

Governments are major procurers of buildings, civil infrastructure and related construction services. They have a leadership role in preventing work-related deaths and injuries in Victoria by ensuring their construction projects are managed safely.

As procurers, governments can promote better health and safety by requiring projects to include a range of safety measures, such as specifying the safety budget, building layout or the use of certain construction materials.

The inclusion of health and safety principles in the procurement process also has a number of commercial advantages, including:

- improved productivity
- reduced costs
- better prediction and management of production and operational costs over the lifecycle of the project
- innovation in design and construction.

Introduction

The purpose of this guide

The *Health and safety in construction procurement* handbook provides practical guidance to practitioners in state government, local government, statutory authorities and other agencies who procure, commission, manage and maintain government building and civil construction projects.

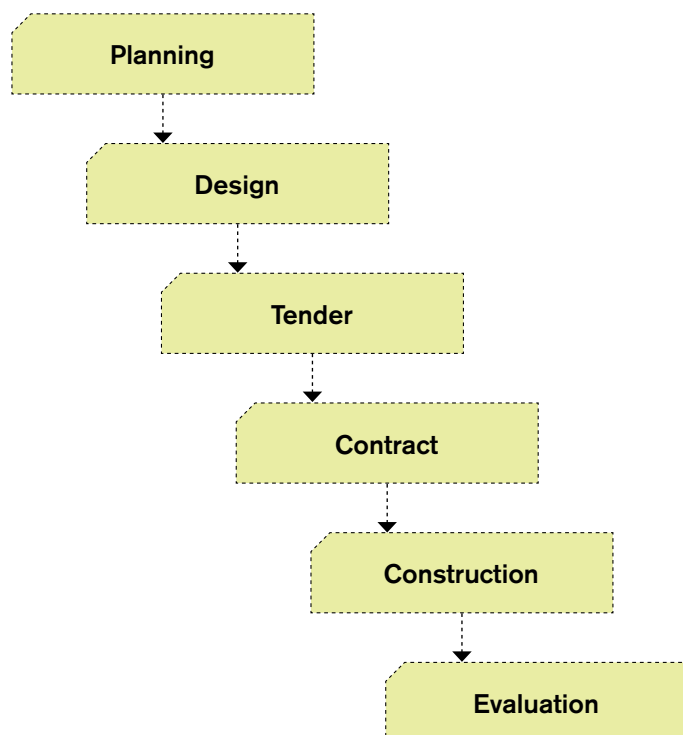
The guide includes advice about how to integrate health and safety into the main phases of the construction procurement process and is intended to assist government departments to fulfil their duties under the *Occupational Health and Safety Act 2004*.

While there is a range of different models that can be used for procurement,

a generic set of key stages are highlighted for the purposes of this document, including:

1. Planning
2. Design
3. Tender
4. Contract
5. Construction
6. Evaluation

Procurement phases



Requirements for different sized projects

The way health and safety should be incorporated into the procurement process depends on the size and complexity of the construction project.

For example, in cases where a single manager or small project team is established to manage and deliver the project and oversee those who manage the construction work, a designated person could be given the responsibility for health and safety issues as part of the process. They may be required to seek expert advice on an as-needs basis.

Where the size and complexity of the work requires the establishment of a dedicated team, the appointment of a trained OHS professional who has an appropriate level of knowledge, experience and competence (preferably in building and/or civil construction) should be considered. This will help prioritise health and safety throughout the project.

The role of the project OHS professional is to:

- advise on the project's safety requirements
- collaborate with the project team and where necessary with other stakeholders (eg with contractors during site audits)
- identify the need for technical safety specialists (eg ergonomists, hygienists, engineers)
- assist with developing safety requirements in contracts and tender documents
- contribute towards construction planning and decision making
- regularly report on the project OHS performance linked to project risks
- assist in monitoring contractor OHS performance.

For further guidance material and resources on OHS best practice in the public sector go to safeworkaustralia.gov.au.

Introduction

How to integrate health and safety into construction procurement

Procurement phase	Health and safety considerations	Tools
Phase 1: Planning <ul style="list-style-type: none"> Scope the project Develop a procurement plan/business case 	<ul style="list-style-type: none"> Identify general safety issues in the project Identify specific safety issues from prior experience Identify safety issues that could be designed out of the project 	
Phase 2: Design <ul style="list-style-type: none"> Design the project Include safety risks in project governance Identify key risks for response by tenderers 	<ul style="list-style-type: none"> Establish risk management practices Consider options to eliminate or reduce safety risks Prepare a final list of safety risks for response from tenderers 	
Phase 3: Tender <ul style="list-style-type: none"> Prepare tender documentation Evaluate tender submissions against safety criteria 	<ul style="list-style-type: none"> Identify general safety requirements for response Identify specific safety requirements for response Evaluate the tender submissions 	<ul style="list-style-type: none"> Checklist on page 15
Phase 4: Contract <ul style="list-style-type: none"> Draft and execute the contract 	<ul style="list-style-type: none"> Include an OHS general clause Develop a schedule of OHS matters 	<ul style="list-style-type: none"> Checklist on page 18
Phase 5: Construction <ul style="list-style-type: none"> Carry out construction work Monitor site safety 	<ul style="list-style-type: none"> Require regular safety reports Require regular meetings Carry out audits Develop a process for commissioning and final inspection 	<ul style="list-style-type: none"> Checklist on page 20
Phase 6: Evaluation <ul style="list-style-type: none"> Evaluate the project 	<ul style="list-style-type: none"> Develop a safety evaluation report 	<ul style="list-style-type: none"> Checklist on page 24

Phase 1: Planning

'Addressing safety in the planning stage of the project also allows risks to be identified and managed, or potentially designed out of the project.'

The first step in any construction procurement process is planning for the purposes of seeking funding. This usually involves defining the broad scope of the project and putting together a plan or business case that describes the purpose of the project and summarises in broad terms the work that will be undertaken.

It is important that health and safety issues are considered at this initial stage to ensure safety becomes an integral part of the entire construction procurement process.

This allows for the early identification of potential hazards and risks for the end-user or occupier as well as potential risks to be managed during the construction phase.

Addressing safety in the planning stage of the project also allows risks to be identified and managed, or potentially designed out of the project.

Identifying risks at this stage in the project can help prevent projects running significantly over budget. It is not uncommon for safety issues to become apparent during the construction project or even after it has been completed. By this time, rectifying the problems can be extremely difficult and involve considerable cost.

Health and safety considerations

Identify general safety issues in the project

Whether the asset is a building, roadworks, accommodation facilities, a community redevelopment or civil construction, it is important to identify the broad safety issues that may be involved in the project.

When considering safety during the construction phase, some useful questions may include:

- What are the key activities involved in the construction project, and are there any obvious associated risks (eg first of its type)?
- Does the project involve (or is it likely to involve) complex and high-risk procedures (eg tunnelling, confined spaces)?

- Does the project involve (or is it likely to involve) complex and high-risk working environments (eg live road or rail situations)?
- Does the project involve (or is it likely to involve) working with hazardous materials and dangerous goods (eg asbestos or chemical contamination)?
- Are there any risks associated with existing land use (eg reclaimed land), surrounding areas or planned future projects?

For larger construction projects, it may be useful to hold a risk management workshop to identify and document the safety risks that could arise as part of the project at this stage, or during the next (design) stage. This should also involve reviewing the outcomes from any relevant past projects.

When considering the asset's lifecycle, some useful questions may include:

- Are there any obvious risks associated with the intended use of the building (or other type of construct)?
- Are there any obvious risks associated with expected maintenance or repair requirements?
- Will there be problems if the building (or other type of construct) needs to be refurbished?
- Will there be problems if the building (or other type of construct) needs to be demolished?
- Are there any obvious risks presented by surrounding land use?
- Are there any obvious risks presented by future development?
- Who could provide useful information through consultation (such as workers/ health and safety representatives (HSRs), operators or occupiers of similar constructs)?

Identify specific safety issues from prior experience

For each of the steps above, it is important to consider the lessons provided by similar projects carried out in the past. It is highly recommended that any available information from previous projects be reviewed at this early stage.

Phase 1: Planning

Identify safety issues that could be designed out of the project

At the planning stage, it may be possible to identify hazards that could be eliminated from the project altogether by re-designing a part of the process.

For example, where a school is being designed, the design process should consider traffic management issues. By taking into account safe student drop-off/pick-up zones, traffic management issues relating to increased vehicle movements and poor separation of vehicles and pedestrians can be avoided.

Another example would be where elevated traffic information signage needs to be installed along a major freeway, which involves traffic flow and working at height issues. The design brief could provide a safe means of access as an integral part of the structure (such as hoop ladders and platform) rather than through mechanical aids (such as a cherry picker).

Identify safety issues for extensions or refurbishment of existing assets

During the planning stage, it is important to identify any hazards and risks from any interface with existing buildings or infrastructure and incorporate the control measures into the construction work. These risks and associated risk controls should be separately documented for designers and constructors of the project .

Also during planning, consultation with workers on the extension or refurbishment of their facilities is a useful way to identify interface risks and will also fulfil the employer's duty to consult.

For example, where a hospital is being refurbished or extended, alternative essential services may be required so critical equipment is not disrupted during the work.

This would be assessed during the design stage and instructions forwarded to the constructors.

Another example is in community services where an agency is servicing clients with physical and behavioural problems. These clients may pose a risk to themselves, the agency workers and the contractors on site. Any risk controls will need to address risks associated with any interaction between these groups.

Phase 2: Design

'Through careful design, certain risks involved in the work can be reduced or eliminated entirely.'

The design phase is critical to identifying health and safety risks in construction work. Through careful design, certain risks involved in the work can be reduced or eliminated entirely. This is also the most cost-effective way to incorporate safety into construction projects.

In this phase, safety issues identified during the planning phase should be reviewed to determine whether they can be eliminated or reduced through design. Processes should also be established to capture new hazards and associated risks as they are identified throughout the design stage.

Where risks cannot be reduced or eliminated, they should be included in tender documentation, requiring potential contractors to demonstrate how they will be managed.

If the design function is being outsourced, appropriate instructions should be provided to ensure that risks are identified and designed out wherever possible.

For example, design instructions can specify a particular layout or the use of certain building materials.

Health and safety considerations

Establish risk management practices

Risk management is an integral part of good project governance. OHS risks should be considered in the same way as other risks to a project, such as financial, resource and time risks. Clearly defined safety risk management practices should be established during the design phase, including:

- having processes to identify and assess risks at regular intervals – this may be as simple as having safety as a standing agenda item for all project team meetings, or may involve risk management workshops at key stages of the design development process
- establishing a means of recording hazards and risks as they are identified through any of the project activities – this could be a risk register to record significant safety risks within the asset lifecycle or could involve more sophisticated project management processes and tools
- implementing a design document control and formal change management process so that the most recent design and project information can be determined, and changes tracked
- ensuring that information relating to risk from the planning phase, previous projects or generated through the design process is available and regularly referred to
- considering the use of specialist safety advice from suitably qualified people where risks are felt to be beyond the scope of the knowledge of project personnel.

It is not anticipated that every safety risk can or will be identified during the design phase. It is, however, important to make reasonable efforts to identify risks at this point.

Phase 2: Design

Consider options to eliminate or reduce safety risks

During the design phase, safety risks that have been identified should be regularly reviewed to determine ways that risks can be designed out or significantly reduced. This may be done through regular meetings or dedicated sessions for more complex matters, which may include the assistance of specialist advice.

Safety risks should be clearly separated into those that may affect the end-user and those that may affect the construction contractor undertaking the work. There may be occasions where a risk may appear in both categories but it is likely the mitigation strategies will be different. For example, construction activities in areas affected by contaminated soil may be managed differently to the issues this would create for the end-user of the asset.

Consultation with end-users, HSRs and those who will be responsible for maintenance should be undertaken as part of this process, as they may be able to provide information about potential risks associated with the design of the project.

Consultation is critical for extension and refurbishment projects as the existing workers will be directly affected by the final design. For the construction of new buildings or infrastructure this may not be achievable. However all reasonable steps should be taken to consult with all relevant parties.

Prepare a final list of safety risks for response from tenderers

If risks cannot be eliminated through design, they should be included in tender documentation for a response from tenderers. The risks must be clearly stated to make this process effective.

For further guidance and information on safe design, go to safeworkaustralia.gov.au.

Phase 3: Tender

'Contractors undertaking the work on behalf of government are also discharging OHS duties on their behalf'

Occupational health and safety should be a fundamental part of the selection process when tendering for construction work. Contractors undertaking the work on behalf of government are also discharging OHS duties on their behalf. Government needs to take reasonable steps to be satisfied that both the general duties under the OHS Act – and the safety risks and requirements identified during the planning and design phases – can be adequately addressed by the company who is selected to do the work.

Tender documents provide an opportunity to assess all aspects of potential contractors' performance and it is essential all relevant information is provided to allow for a meaningful evaluation of each bid.

Health and safety considerations

Identify general safety requirements for response

Tender documents should not only specify that contractors are expected to comply with relevant OHS legislation but should also require them to demonstrate their safety capabilities with respect to the project. This should include:

- providing evidence of third party certified management systems
- a statement of their safety record, including incidents, notices and prosecutions
- details of safety qualifications of project personnel and resource levels
- details of key management practices, such as safety inductions, site meetings etc
- details of risk management practices, such as safe work method statements for high-risk work
- details of safety monitoring, including site inspection audits and schedules
- details of consultation and issue resolution processes
- details of client communication processes, such as incident notification, reporting etc.

Identify specific safety requirements for response

Tenderers should be provided with a list of any identified risks that could arise during the construction process and be required to provide responses, including:

- examples of past experience/expertise with similar risks
- examples of strategies employed to mitigate or manage such risks.

Evaluate the tender submissions

Once tenders have been received, the submissions need to be evaluated against the criteria specified in the tender documentation. Safety issues should be given appropriate weighting as part of this process. The weighting should be proportionate to the level of risk identified during the planning and design phases of the project.

For more detailed or technical aspects, such as specific procedures or methodologies, it is recommended the assessment be carried out by appropriately knowledgeable or qualified people who are able to determine the validity and quality of the responses.

Federally funded building and construction projects must comply with the Federal Safety Commissioner's safety requirements and potential tenderers must have specific OHS accreditation. For more information, go to fsc.gov.au.

See the checklist on page 15 for more information.

Phase 4: Contract

'The safety provisions should clearly articulate the roles and responsibilities of the two parties to the contract.'

Once the tender evaluation process is complete and a preferred supplier has been selected to carry out the construction work, the contract should be drawn up to include specific safety provisions. The safety provisions should clearly articulate the roles and responsibilities of the two parties to the contract.

Health and safety considerations

Include an OHS general clause

All tenders should include a general OHS clause that sets out all OHS obligations and duties and refers to any relevant safety guidelines and statutory requirements.

Develop a schedule of OHS matters

The OHS schedule should clearly state the responsibilities of all parties during the construction phase. It should include expectations and/or mandatory requirements including:

- OHS performance measures and reporting
- site inductions and other training requirements (eg Construction Induction Card)
- site safety meetings, consultation and dispute resolution
- inspection and audit regimes and corrective actions
- incident, near miss and significant hazard reporting
- reporting of WorkSafe notices, etc
- change reporting (including factors that may impact safety including time, cost etc)
- capturing and reporting of safety risks
- commissioning, final inspection and handover safety requirements.

Whether the agency wishes to undertake its own audits or inspections, or appoint an independent auditor, should be clearly stipulated in the contract.

Any penalties or variation arrangements should also be included where the agency requires the contractor to take any action on safety.

See the checklist on page 18 for more information.

Phase 5: Construction

'By this phase, the contractor's safety obligations will be clearly defined in the contract and reflected in the contractor's OHS management system.'

The construction phase includes all building or redeveloping work. It includes any preparatory work, access and delivery of materials to the worksite, as well as excavations and fencing.

By this phase, the contractor's safety obligations will be clearly defined in the contract and reflected in the contractor's OHS management system. The level of monitoring of the construction work by the government should be clearly defined in the contract.

At the completion of the construction phase, it is important that safety is considered in any commissioning and final handover processes. Any safety risks that may impact commissioning or end-use must be recorded and considered during the next phase of the work.

Health and safety considerations

Obtain regular safety reports

The amount of information and frequency of safety reports provided by the contractor should reflect the size, complexity and duration of the construction work. A proforma or template approach helps to ensure that the information is provided consistently and meets the obligations of the contract.

Based on the contractual requirements, the safety reports should cover:

- key performance indicators, such as injury frequency, inspection and audits completed, site meetings held etc
- details of significant incidents or near misses
- significant issues identified through inspections and audits
- corrective actions taken
- WorkSafe and other regulatory visits and notices
- important project changes, including time, workforce etc
- newly identified risks.

Require regular meetings

Regular meetings ensure all parties are kept informed of safety issues. To ensure their effectiveness, meetings should:

- include an agenda (a proforma should be used)
- be held monthly or quarterly depending on the duration and complexity of the project
- include employee representatives to ensure consultation occurs with site workers.

Carry-out audits

Depending on the size and complexity of the project, and the available level of expertise, it is recommended the government considers undertaking its own audits of the construction work. Where the expertise is not present in the government, the use of independent auditors or safety professionals may be required.

The audit should involve comparing the contractor's activities against its own documented procedures, rather than a general safety audit of the site.

Phase 5: Construction

Develop a process for commissioning and final inspection

Prior to the handover of the site, it is important to ensure appropriate processes are in place to allow for the transfer of relevant safety information. When commissioning a new facility, a range of safety aspects need to be taken into account, including:

- technical instruction (eg how to use and maintain plant safely)
- the safety of the end-user, including any required training (eg for those who maintain or operate plant)
- the safety of building maintenance personnel
- requirements for licensing, notifications, permits etc.

As commissioning may be a staged process, the contractor will need to ensure safety is not compromised for the construction or commissioning stages.

Prior to handover, a final inspection of the completed work should include:

- safety reports
- commissioning data
- a handover certification
- engineering sign-offs
- occupancy permits
- the risk register
- identification of any remaining safety risks.

See the checklist on page 20 for more information.

Phase 6: Evaluation

'At the conclusion of the construction project, a comprehensive review should be undertaken to evaluate how effectively health and safety was integrated into the key stages.'

At the conclusion of the construction project, a comprehensive review should be undertaken to evaluate how effectively health and safety was integrated into the key stages.

This should involve all the relevant people who were involved in the various phases of the project. Information collected during each phase should be analysed to assess what worked and what didn't, and how safety can be integrated into future projects more effectively.

Health and safety considerations

Develop a safety evaluation report

Evaluating the project involves a detailed review which should be documented in an evaluation report. The report should cover the project's OHS outcomes as well as safety issues to be considered for future projects.

The end-users of the building (or other type of construct) must be informed of any remaining risks identified as part of this process.

The evaluation report should be circulated internally to project managers responsible for safety and capital works. Results of the review should be discussed at corporate OHS/risk management committees. The information can also be shared among other government agencies and, if appropriate, added to the government's *Construction Supplier Register*.

See the checklist on page 24 for more information.

Further information

WorkSafe Advisory Service

Toll-free: **1800 136 089**

Email: **info@worksafe.vic.gov.au**

worksafe.vic.gov.au

Checklist: Preparing the tender

Government procurers should include safety considerations from the key areas listed below in their tenders. The number of points that should be included depends on the complexity of the project. This list provides examples and is not exhaustive.

Safety consideration	Included in the tender? ✓ / ✗	Comments/action to be taken
Governance		
<p>Provide evidence of being listed on the government's <i>Construction Supplier Register</i> or agency-specific supply register such as VicRoads' <i>Register of pre-qualified contractors & consultants</i>?</p> <p>If not, provide evidence of your OHS management capacity and capability, including:</p> <ul style="list-style-type: none"> ▪ OHS policy (the policy should include measurable objectives, be signed by CEO/owner and have been reviewed in the last 12 months) ▪ awareness of OHS legislation ▪ OHS resources ▪ WorkCover premium ▪ incident notification ▪ employee and supplier training and site induction ▪ sub-contractor management ▪ previous performance ▪ emergency response. 		
<p>Provide a current copy of a relevant project safety management plan.</p>		
<p>Provide a current copy of OHS certification to Australian Standard/ New Zealand Standard (AS/NZS) 4801:2001 or OHSAS 18001:1999, SafetyMAP or Civil Contractors Federation Management Code (certification should have been undertaken by a Joint Accreditation System of Australia and New Zealand (JAS- ANZ) or equivalent accredited certification body as Quality Assured to ISO9001/2).</p>		
<p>For relevant federally funded – or partially funded – projects only: Provide evidence of accreditation by the Federal Safety Commissioner in accordance with the Building and Construction Industry Improvement (Accreditation Scheme) Regulations 2005 (Commonwealth).</p>		

Checklist: Preparing the tender

Safety consideration	Included in the tender? ✓ / ✗	Comments/action to be taken
Risk management		
List the five most critical safety risks for this tender and the hazard controls included for high-risk construction work.		
Provide examples of innovative safety risk controls that have been used on other projects undertaken by your organisation, including risk controls for high-risk construction work.		
Provide an outline of the key aspects the project-specific safety management plan will address.		
Describe your procedure for incident notification (including near misses), reporting, investigating, monitoring site safety performance and the identification of non-compliance.		
Provide an outline of your auditing program used to evaluate the effectiveness of your OHS system. Will the system be audited completely at least once during the life of the contract?		
OHS resourcing		
Will an OHS professional be working on the project or be available for part of the project? If so, provide information about their qualifications and expertise.		
Provide an organisational chart, position descriptions and authorities for OHS professionals, including the project and construction managers.		
What is the OHS budget amount allocated to the project?		
Sub-contractor management		
Describe your OHS management systems for the management of contractors and sub-contractors and, where applicable, demonstrate the level of OHS systems certification held.		
Are the sub-contractors' workers treated the same as the principal contractor's workers (eg do they attend inductions, training, pre-start meetings, toolbox meetings and are copies of licences checked etc)?		
Provide an example of the contract clauses used in the engagement of sub-contractors.		
Do the contract clauses provide for auditing, accident investigation and removal of non-compliant workers?		
Provide evidence of the monitoring of contractors' and sub-contractors' safety performance and compliance with sub-contract conditions. Include any meeting schedules, relevant checklists, inspection schedules and audit records.		

Checklist: Preparing the tender

Safety consideration	Included in the tender? ✓ / ✗	Comments/action to be taken
Historical performance		
Provide your lost time injury frequency rate for the past five financial years (including all sub-contractors).		
Provide the total number of workers' compensation claims you have had over the past five financial years.		
Provide your workers' compensation premium rates for the past five financial years.		
Provide your industry classification premium rates for the past five financial years.		
Provide the total number of days lost to injury for the past five financial years.		
Provide a copy of your current workers' compensation insurance policy.		
Has your organisation (or any of the current or former directors or senior managers) been convicted of an offence or had fines or sanctions imposed under any OHS law (including common law) within the past five years? If so, provide details.		

Checklist: Preparing the contract

Government procurers should include safety considerations from the key areas listed below in their contracts. The number of points that should be included depends on the complexity of the project. This list provides examples and is not exhaustive.

Safety consideration	Included in the tender? ✓/✗	Comments/action to be taken
Occupational health and safety generic clauses		
Does the contract clarify: <ul style="list-style-type: none"> ▪ who the principal contractor is as defined by Occupational Health and Safety Regulations 2017 ▪ how contractors directly contracted to government are to interact with the principal contractor ▪ who has 'management and control' of the site ▪ contractors' OHS responsibilities (eg compliance with legislation and principal contractor's request etc)? 		
Does the contract require the provision of the project safety management plan prior to the commencement of work?		
Reporting requirements		
Does the contract's OHS reporting requirements include: <ul style="list-style-type: none"> ▪ project risk assessments at defined intervals ▪ minimum frequency of meetings (these can be part of project meetings if safety is on the agenda at every meeting) ▪ minimum frequency of safety audits to be conducted at defined intervals (these can be weekly site inspections, formal site compliance and safety system audits) ▪ reporting requirements for incidents (including near misses) and visits by WorkSafe inspectors ▪ reporting of incident statistics on a regular basis (set frequency content – work hours, number of incidents and types etc) ▪ corrective action processes (eg keeping a register, responsibilities, close-out, effectiveness etc)? 		

Checklist: Preparing the contract

Safety consideration	Included in the tender? ✓ / x	Comments/action to be taken
Safety incentives		
Is the structure of the contract appropriate for the setting of targets for the principal contractor?		
Is safety incorporated into the contract's objectives? The provision of critical information (eg project-specific safety management plan, project risk assessment and site emergency procedure) should be tied into progress payments.		
Are there models commonly used to motivate safety performance (eg bonuses or shares)? The requirement for bonuses usually includes a preset list of minimum requirements (eg reports completed etc) with a monthly/ quarterly amount of money attributed to the successful delivery of the requirement. These can include performing audits, reporting of incidents etc. Gain share is generally used in an alliance-type contract. This usually includes a list of predetermined safety targets (agreed by the alliance) the contractor must meet in order to receive the entire amount of gain share dollars that have been allocated for safety. If the contractor does not meet all the targets, the amount of gain share is reduced.		
Variations		
Without any cost to the project, does the contract allow the project team to: <ul style="list-style-type: none"> ▪ stop unsafe work ▪ conduct safety audits on any part of the project ▪ have the contractor rectify any unsafe situation? 		

Checklist: Monitoring the construction work

During construction work this checklist should help the project team identify, monitor and regularly audit OHS requirements outlined in the contract. The construction work covered here also includes commissioning and rectification of defects.

The number of points that should be included depends on the complexity of the project. This list provides examples and is not exhaustive.

Safety consideration	Included in the tender? ✓ / ✗	Comments/action to be taken
Reports		
Does the proforma for safety statistics include: <ul style="list-style-type: none"> ▪ lost time injury frequency rate, medical treatment injury frequency rate, total recordable injury frequency rate ▪ lead indicators (eg how many inspections conducted) ▪ number of visits from WorkSafe ▪ incident reports ▪ corrective actions register ▪ copies of audits conducted? 		
In the case of notifiable incidents, have the following been established: <ul style="list-style-type: none"> ▪ when to inform the relevant statutory authority within the prescribed period ▪ how to contact the project team (eg by phone or email) ▪ when to inform of any incident that has the potential to cause public interest (eg immediately or within 24 hours) ▪ when to provide a written investigation once it is completed ▪ how to provide documented evidence that corrective actions from the incidents have been implemented? 		
Has there been an agreement on how the project team wants to be included in an investigation team and if it has the ability to independently investigate more serious incidents?		
Regular meetings		
Has a standard safety agenda been agreed to at the beginning of the project between the principal contractor and governance group?		

Checklist: Monitoring the construction work

Safety consideration	Included in the tender? ✓ / x	Comments/action to be taken
Has the frequency of meetings been established (eg monthly/ quarterly)?		
Have the required stakeholders been determined for the meetings (eg the project manager, OHS professional, principal contractor, employee representative)?		
Does the governance group or its nominated representative need to attend the contractor's own toolbox, pre-start and safety committee meetings?		
Audits		
Has a safety system audit been scheduled in the first 12 months or before the contract is completed?		
Does the structure of the contract, size and risk profile of the work require the safety system audit to be split into smaller audits and spread over a 12-month period?		
If the audit is being split, are all the elements in the safety system audited within the 12-month period?		
Does the project involve high-risk construction work (as defined in the OHS Regulations)?		
Does the structure of the contract, size and risk of the work require quarterly compliance audits?		
Does the quarterly compliance audit focus on actual site conditions to determine if the safety system is implemented?		
Does the structure of the contract, size and risk of the work require weekly/fortnightly site inspections?		
Does the structure of the contract, size and risk of the work require separate governance site inspections or can the nominated project owner's representative attend the contractor's inspection?		
Does the site inspection focus on actual site conditions?		
Do the number and type of audits programmed demonstrate to the project team the documented safety system is implemented at the site and is effective?		

Checklist: Monitoring the construction work

Safety consideration	Included in the tender? ✓ / ✗	Comments/action to be taken
Does the project team require a copy of the results for audits conducted by the contractor?		
Does the project team require a formal response to audits and/or inspections with documented evidence showing the corrective actions have been implemented?		
Significant changes		
Is there a documented change management process?		
Does it include alterations to the design during the execution of the building works?		
Does it manage any changes to the safety of the workers on site or the end-users?		
Does the change management process include updating the project risk register?		
Does the change management process include the interaction of the existing work/structures with the changed design?		
Commissioning (where applicable)		
Does the commissioning stage of the project require separate risk management?		
Does the commissioning stage require a separate team in charge of this work?		
Does the commissioning stage require separate procedures for this process?		
Do the procedures developed incorporate systems for handling failures during commissioning?		
Do the procedures include all energy sources such as gas, water and electrical systems failing at initial start-up?		
Do the potential hazards that may occur during the initial commissioning require areas to be isolated from the rest of the workforce?		
Are only specially trained commissioning teams to access the commissioning areas?		

Checklist: Monitoring the construction work

Safety consideration	Included in the tender? ✓ / ✗	Comments/action to be taken
During the commissioning process, is there a need to train the end-user and maintenance personnel in either the use or maintenance of the new plant or equipment?		
Can this training be isolated from other work still occurring on-site?		
Does the training commence only when the plant and equipment is fully commissioned and all testing complete?		
If the training can commence prior to commissioning completion, does it need to be isolated?		
Final inspection		
Do the quality documents required for handover need to include training manuals?		
Do the quality documents required for handover need to include a special design features list (including items such as working at height anchor points)?		
Has the contractor included a specific safety system for the completion of the defect rectification in the operational areas?		
Has the contractor provided separate risk management and procedures for the completion of the defect rectification in the operational areas?		
Is the completion of the defect rectification in the operational areas to be completed by a crew of workers?		
Will the defect rectification crew be permanently on site or will they attend on an ad hoc basis?		
Does the defect rectification crew require additional training to complete the work and/or access the site?		

Checklist: Evaluating the project

This checklist should help the project team to evaluate safety outcomes. The information collected in the evaluation phase should be used to assist in the assessment of contractors for subsequent contracts.

The number of points that should be included depends on the complexity of the project. This list provides examples and is not exhaustive.

Safety consideration	Included in the tender? ✓ / ✗	Comments/action to be taken
Design		
Did the project team undertake an adequate risk management process that included consultation with appropriate stakeholders?		
Did the risk management process identify appropriate OHS risks?		
Did the designers undertake an adequate risk management process?		
Did the designers involve the right stakeholders?		
Did the designers have adequate change management processes?		
Were the change management processes applied appropriately?		
Did the design include the constructability, use and maintenance of the structures?		
Contract		
Did the contract correctly identify the contractor who has 'management and control' of the site?		
Did the sub-contractors appropriately interact with the principal contractor?		
Are there any contract requirements that should be included for the next project?		

Checklist: Evaluating the project

Safety consideration	Included in the tender? ✓ / ✗	Comments/action to be taken
Construction		
Did the contractors complete all reporting requirements in the required timeframe?		
Were safety meetings held on a regular basis?		
Were safety audits and inspections conducted as scheduled?		
Were incidents including near misses reported in a timely manner?		
Were corrective actions completed in a timely manner and closed out?		
Did the contractor obtain any bonuses or gain share payments?		
Were there any other OHS risks/issues identified during the construction works and were they appropriately controlled?		
Were the safety factors of commissioning conducted appropriately?		
Were there any unidentified OHS risks/issues associated with commissioning and were they appropriately controlled?		
Was the final inspection and handover conducted appropriately?		
Post-occupancy		
Were there any safety risks/issues identified after occupancy that were a result of design or construction? Have risk controls been put in place?		
Have the identified safety issues been documented for future reference?		

WorkSafe Victoria

WorkSafe Agents

Agent contact details are all available at
[worksafe.vic.gov.au/agents](https://www.worksafe.vic.gov.au/agents)

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English.....	1300 782 442
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