

CONTRACTOR HEALTH AND SAFETY POLICY

Policy Statement

Quintis (Australia) Pty Ltd (Quintis) is committed to, so far as is reasonably practicable, providing a working environment that is safe and without risk to the health and safety of its employees, contractors, labour hire workers and others, including the risks to health and safety arising from the engagement of contractors and labour hire workers.

Scope

This policy applies to all Quintis operations and includes all contractors of Quintis that provide services or perform work on Quintis premises / plantations. For the purposes of this policy, the term contractors is to be read as also referring to labour hire workers.

Responsibilities

Quintis responsibilities

Under safety legislation, Quintis has a duty to ensure the safety and health of the contractors it engages in relation to the matters over which Quintis has control, or the capacity to exercise control.

Generally speaking, it is not Quintis' responsibility to instruct contractors on how to undertake the work, or to provide training or supervision on the activities for which the contractor has been engaged.

In order to meet its obligations Quintis will take reasonably practicable steps to:

- ensure that the contractors it engages are suitably experienced to perform the work they are engaged to do;
- ensure that contractors hold all required licenses, permits, registrations, and qualifications;
- require contractors to comply with relevant Quintis safety procedures including emergency procedures; and
- establish contractor safety procedures.

Contractor responsibilities

All contractors of Quintis must:

- comply with their obligations to ensure their own safety, the safety of their workers and the safety of any other persons at the workplace under all relevant health and safety legislation, regulations, standards and codes of practice;
- comply with Quintis contractor safety procedure and all other Quintis safety procedures that Quintis notifies the contractor of from time to time;
- comply with any contract specific work health and safety requirements;
- undertake, and ensure its workers undertake, applicable Quintis induction training;
- provide Quintis with copies of all licenses, registrations, qualifications and any other information requested by Quintis to allow it to monitor compliance;

- ensure the contractor's workers are provided with adequate training, instruction, information and supervision; and
- complete the "Contractor/Visitor" book with the date, name, work to be done, times and in and out and a signature.

Contractors have the authority and responsibility to stop work if the contractor has concerns related to health or safety.

Consequences of breach by contractor

In the event that the contractor or the contractor's workers are observed or reported to be operating in an unsafe manner, the matter should be referred to the relevant Regional Manager for investigation. The contractor will be advised and required to take immediate action.

The relevant Regional Manager may instruct the Contractor to cease work until the situation has been rectified and the work area and/or procedures are considered safe.

Non-compliance with the relevant Regional Manager's instructions or failure to comply with Quintis' health and safety policies or procedures may result in:

- termination of the contractor's services; and/or
- reporting to the relevant safety authority.

Contact

For further information or if you have any questions regarding this policy or the issue of contractor safety please contact the relevant Regional Manager.

Relevant documents

[IND-NAT-0003 Induction Procedure Contractors](#)

Relevant Legislation

Occupational Safety and Health Act 1984 (WA)

Work Health and Safety Act 2011 (QLD)

Work Health and Safety (National Uniform Legislation) Act 2011 (NT)

Occupational Safety and Health Regulations 1996 (WA)

Work Health and Safety Regulation 2011 (QLD)

Work Health and Safety (National Uniform Legislation) Regulations (NT)