

CONTRACTOR MANAGEMENT POLICY

1. Purpose

The purpose of this Contractor Management Policy is to establish guidelines and procedures for the effective management of contractors engaged by Johnson Burke and Co Ltd to ensure the health, safety, and well-being of all individuals on buildings under our managements. This policy outlines the responsibilities and expectations of Johnson Burke in overseeing contractor activities.

2. Scope

This policy applies to all Johnson Burke employees responsible for engaging and supervising contractors on behalf of our clients. It also extends to contractors and their employees, ensuring their compliance with the specified guidelines.

3. Responsibilities

3.1 Johnson Burke:

- a. Identify qualified contractors based on established criteria.
- b. Ensure that contractors comply with relevant legal and safety standards.
- c. Conduct a thorough risk assessment for each contractor and their proposed activities.
- d. Provide contractors with a copy of our health and safety policies and require their adherence.
- e. Regularly monitor contractor performance and address any concerns promptly.
- f. Facilitate communication between contractors and relevant leaseholders.
- g. Maintain a centralized record of all engaged contractors, including contact information and project details.

3.2 Contractors:

- a. Comply with all applicable laws, regulations, and industry standards.
- b. Submit all required documentation, such as insurance certificates and safety plans, before commencing work.
- c. Follow health and safety protocols established by Johnson Burke.
- d. Inform Johnson Burke promptly of any changes to the scope of work, schedule, or personnel.
- e. Cooperate with Johnson Burke in conducting safety inspections and audits.

4. Risk Management

4.1 Risk Assessment:

- a. Conduct a thorough risk assessment for each contractor and project.
- b. Identify potential hazards and implement control measures to mitigate risks.

4.2 Insurance:

- a. Ensure that contractors provide proof of adequate insurance coverage before commencing work.
- b. Verify that insurance policies meet Johnson Burke's requirements.

5. Communication

5.1 Information Sharing:

- a. Facilitate clear communication channels between managing agents, contractors, and relevant leaseholders.
- b. Ensure that all parties are aware of project timelines, milestones, and potential disruptions.

6. Compliance and Performance Monitoring

6.1 Compliance:

- a. Regularly audit contractors' compliance with safety and contractual obligations.
- b. Address non-compliance issues promptly, including issuing corrective actions if necessary.

6.2 Performance Evaluation:

- a. Conduct periodic evaluations of contractor performance.

7. Document Control

7.1 Recordkeeping:

- a. Maintain comprehensive records of contractor engagements, including contracts, insurance certificates, and safety documentation.
- b. Archive documentation for a minimum of 5 years.

8. Review and Revision

This policy will be reviewed annually to ensure its relevance and effectiveness. Any necessary updates will be communicated to all employees of Johnson Burke

9. Approval

This Contractor Management Policy is approved by Johnson Burke and Co Ltd and is effective as of January 2024.



Vedia Johnson
Director
Johnson Burke and Co Ltd