



CONTRACTORS POLICY

RATIONALE

- A contractor is a person or organisation that provides a service to our school for a fee but is not a direct employee of the school or the Education Department. Employers have the same health and safety duty of care towards contractors as they do to their own employees.

AIMS

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To ensure risks associated with the work of contractors is eliminated or properly managed.
- To prevent accident, injuries and disease in the workplace.

IMPLEMENTATION

- An Occupational Health and Safety (OHS) committee will be established and it will meet at least monthly consistent with an OHS committee Charter that it develops. An OHS Representative (OHSR) will be elected by staff. The OHSR and the principal (or delegate) will be key members of the OHS committee.
- The OHS committee in consultation with staff will create a work place appropriate OHS Risk Register which will identify, locate and describe potential workplace hazards and rate the inherent risks associated with each hazard.
- In doing so, the OHS committee will identify all tasks in the workplace that require a Permit to Work (ie: working at height, hot work, confined space entry, repair or maintenance on plant or equipment, and excavation) and include them on the OHS Risk Register.
- The OHS committee will refer to the hierarchy of controls (eliminate, substitute, engineering, isolate, administration, personal protective equipment) and establish a series of controls that eliminate or effectively minimise and manage the risk associated with each potential hazard detailed on the OHS Risk Register.
- The OHS Risk Register will detail the controls that are to be implemented as well as a schedule indicating implementation timelines for each proposed control.
- The principal in consultation with School Council and the OHS committee will identify services that require the employment of contractors.
- The school will develop an Approved Contractor List detailing reliable and accessible contractors who provide evidence of a minimum \$10m public liability insurance and Workers Compensation insurance, Working With Children Checks if required, provide appropriate registrations and certificates, provide documented safe systems of work including Safe Work Method Statements when necessary, provide evidence they have successfully completed the online OHS induction course, as well as providing a completed Contractor Induction Checklist appropriate to the work being undertaken.
- All contractors must provide to the principal completed Safe Work Method Statements (SWMS) prior to commencing any work with an inherent high or extreme risk as indicated on the OHS Risk Register. The principal will refer to the Contractor Hazard Identification and Control Table to assess the quality of the submitted SWMS as part of the approval process. Contractors undertaking tasks requiring a Permit to Work must also produce the completed permit and have it approved (signed) by the principal before commencing work.
- Contractors to provide the school with a copy of WWW cards prior to commencing work.
- The principal or OHSR will ensure each contractor is inducted before commencing work.
- Once all of the above steps are completed, the contractor will have to sign in and sign out using a Contractors Register provided at the school's main reception office, and must wear a visitor's pass at all times.
- Once work is completed, the principal will inspect the works, discuss any concerns, issue a Contractor Non-Conformance Report if necessary, sign off any Permit to Work certificate as appropriate, and retain the original. The contractor will then sign out and leave the school.
- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

EVALUATION

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.

- This policy will be reviewed to reflect new regulations and bet practice.

REVIEW CYCLE

- This policy was last updated in **March 2018** and is scheduled for review in **March 2021**.

Endorsed by School Council in March 2018.