



ST. MARY'S SCHOOL, ALTONA

CONTRACTOR SAFETY MANAGEMENT POLICY & PROCEDURE

Overview:

St. Mary's will, at some time, engage contractors to carry out work on our school site. We have a duty to provide a safe working environment for contractors just as we do for our employees. This Contractor Safety Management Policy and Procedure has been developed to ensure that contractors work safely when on our site and do not introduce unmanaged risks to the environment.

St. Mary's School maintains a 'culture of child safety' by actively implementing strategies in accordance with its moral & legal obligations and Victorian Government Ministerial Order 870.

Definitions:

A contractor is a person, organisation or business, other than an employee of the school, who is engaged to perform work at a workplace.

Common Contractors in schools:

- Cleaners
- Plumbers
- Electricians
- Maintenance
- Canteen staff
- Gardeners / lawn mowing
- Photocopy and other technicians
- Music teachers
- Any temporary staff from an agency

Contractor selection:

Before selecting a contractor for work, the school should ensure that the contractor has:

- Appropriate insurance cover, licenses, permits, registrations and Working with Children Check where required
- Any necessary licences, competencies or permits to undertake the work they will be performing, for example:
 - plumbers and electricians licences
 - council permits for certain activities
- Trained and qualified personnel for the work to be undertaken
- OHS policies and procedures in place in order to identify, assess and control risks

Occupational Health and Safety Act:

The school should consult with contractor(s) before work commences to ensure compliance with the Occupational Health and Safety Act 2004 (Vic).

It is important that good lines of communication and a good induction process between the school and the contractor are established before work commences to ensure that health and safety issues associated with the work are managed.

Process for Contractors arriving at the school:

- Report to administration building / school office
- Register in the “sign in” book (daily)
- Be provided with a “visitor ID badge (to be worn at all times)
- Complete the site specific OHS Induction or an OHS refresher on a regular basis
- Provide necessary documentation: licences, permits, registrations, Job Safety Analysis and Working with Children Check, etc
- Be shown a site map and evacuation points
- Advised to sign-out and remove pass when leaving (daily)

Contractor Induction:

Should include:

- The school layout / map
- Parking arrangements
- Emergency Management Procedures and Emergency Assembly Areas
- School amenities such as toilets and lunchrooms
- Sign in / sign out procedures
- Child Safety Code of Conduct
- Appropriate work areas and prohibited areas within the school
- School hours
- Liaison persons at the school
- Safety hazards at the school
- How to report safety hazards, injuries and incidents
- First Aid
- Housekeeping and waste disposal
- Policies regarding swearing, discrimination, bullying, smoking, drugs, alcohol , etc.

Process for Contractor Management:

- Ensure the contractor has provided documentary evidence of the appropriate insurance coverage, licenses, permits, registrations and Working with Children Check where required.
- The contractor should provide the school with a completed Job Safety Analysis (JSA) and/or SafeWork Method Statement (SWMS) for each new task to be undertaken at the school.
- Complete the Contractor Safety Management Checklist.
- Ensure that all contractors working on site have completed a site specific OHS induction.
- Notify school staff, students (and where relevant the school community) of any special arrangements during contractor works and kept informed of changes that may impact on the routine school operations.
- Contractors will be required to remove rubbish that has accumulated from the work task unless arrangements are made for disposal using the school’s rubbish disposal system.
- The Principal (or nominee) should inspect the work area upon completion of the work to ensure that the site is left free from hazards and presents no risk of injury to any person.

Resources:

- Contractor Safety Management Checklist.
- Job Safety Analysis Template.

Legislation:

- Occupational Health and Safety Act (Sections 21, 22, 23, 24, 31, 32, 35, 36)
- Working with Children Act 2005.