

Policy Title	CONTRACTOR SAFETY MANAGEMENT POLICY AND PROCEDURES
Approved by	Principal: Mr Robert Emery
Review Date	August 2015

DEFINITION

A contractor is a person, other than an employee, who is engaged to perform work at a workplace (e.g. a plumber, a carpenter, an electrician, etc).

RATIONALE

Contractor management

Under the WHS Act 2011 a contractor will be a worker and will now owe the same duties as any other worker if they are carrying out work in any capacity for a PCBU.

Health and safety obligations imposed on a PCBU in relation to the way contractors are managed have not changed under the new laws except that the duty now has a wider application. This means a PCBU will owe duties to ensure the health and safety of all workers at work in the business or undertaking:

- a) who are engaged, or caused to be engaged by the PCBU
- b) whose activities in carrying out work are influenced or directed by the PCBU.

POLICY

St Pius X High School, Adamstown, is committed to ensuring that all contractors engaged to perform work at the school comply with the necessary health and safety requirements while the work is being performed.

The 'Contractor Safety Management' policy is available in the following location/s:

LOCATION:
Reception at Main Office
From the Principal
In the Policies folder on R-Drive
On the School Website in both the WHS section & the Policies section

PROCEDURES

The school will consult with the contractor(s) to ensure compliance with the Work Health and Safety Act 2011. The Principal or the Principal's delegate will undertake this consultation.

The school will consult with the contractor(s) to ensure that the workplace remains a healthy and safe place for all staff, students and others. Issues to be discussed prior to commencement of work include:

- How the work will affect school activities (e.g. machinery, noise, dust)
- Safety arrangements the contractor will have in place
- Timing of certain activities
- Areas of the school that will be affected
- Vehicle and equipment movement in the school grounds
- Maintenance of essential utility services
- Managing excessive noise, dust or fumes
- Protocols for communicating between the school and the contractor
- Hand-over process at the completion of the work
- The need for the contractor and any employees of the Contractor to complete the online Site Induction Survey prior to commencing work at St Pius for the first time. If considered necessary by either the Principal or the Contractor a formal Site Induction Interview/Briefing may be conducted instead of using the online survey. Such an interview/briefing will be run by the Principal or the Principal's Delegate.

Contractors arriving at the school are required to:

- Report to administration building/office
- Be signed in as a visitor (daily)
- Be provided with a 'visitor' ID badge (to be worn at all times)
- Complete the site-specific Contractor Induction Checklist if the online survey has not previously been completed
- Provide necessary documentation (licenses, permits, registrations, insurances, Job Safety Analysis, Working With Children Check) to the Principal or the Principal's Delegate, if these have not previously been provided
- Be shown a site map and evacuation points or be physically taken on a tour and shown evacuation points
- Be advised to sign-out when leaving (daily)

All school staff and students need to be fully informed of any special arrangements during contractor works and kept informed of changes that may impact on the routine school operations.

Contractors are required to remove rubbish that has accumulated from the work task unless arrangements are made for disposal using the school's rubbish disposal system.

SAFE WORK PROCEDURES (or JOB SAFETY) ANALYSIS

The contractor must provide the school with a completed **Safe Work Procedures Statement** or a **Job Safety Analysis (JSA) Worksheet** for each new task to be undertaken at the school. This statement or worksheet must be signed by both the contractor and the Principal or the Principal's Delegate.

The Safe Work Procedures Statement or Job Safety Analysis Worksheet must:

1. Document the activity – write down the steps that make up the activity, step by step
2. Identify the hazards – identify what part of each task may cause injury to those doing the work or to anyone else nearby
3. Document the control measures – for each identified hazard, list the measures that need to be put in place to eliminate or minimise any likely risk of injury to those involved
4. Identify who is responsible – document the name of the person responsible for implementing the control measure

The Safe Work Procedures Statement or Job Safety Analysis Worksheet should be reviewed whenever a documented activity changes, when there is a change of personnel or after an appropriate length of time.

Upon completion of work at the school, the Principal (or nominee) must inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person.

Forms/Additional Information (available on School Website – Under the School tab, WHS page):

- Link to Site Induction Survey – see Element 6 Contractor Management on WHS page
- Contractor Code of Conduct at St Pius
- Contractor Induction Checklist
- Safe Work Procedures Worksheet
- Approved Contractor List