



CONTRACTOR
INDUCTION
HANDBOOK

POLICY

The health and safety of all school employees and contractor employees is a vital concern at the school. Contract personnel will be treated in a manner consistent with ***Sunbury College*** safety philosophy to protect people, control losses and comply with applicable law.

Sunbury College will comply with all applicable laws and regulations; promote waste reduction, resource and property conservation and environment protection, and train employees to be knowledgeable about all matters relevant to their work.

PROCEDURES

Prior to each job contractors must complete and sign the attached checklist (see **Attachment A**). Regular contractors carrying out similar work on each visit to the site, eg electricians plumbers and glaziers, should complete and sign when they take on the contract, when there are changes to school procedures or work requirements or when there is a change of personnel.

If necessary specific requirements for each job (eg. access arrangements) must be discussed, agreed to, added into, or documented and attached to, the handbook prior to the commencement of work.

The safety rules outlined in this handbook are to be strictly observed by all contractors or employees of contractors.

It is the responsibility of contractors to pass on to their employees the information contained in this handbook.

Failure to observe the safety rules may result in the contractor being required to leave the campus, thereby resulting in their organization being removed from ***Sunbury College*** list of approved contractors.

All work must be discussed with school management or their representative prior to commencement each day unless otherwise agreed.

Contractors are to sign the school visitors/contractors book each day.

REGULATORY COMPLIANCE

The contractor is expected to comply with the requirements of all relevant Acts and Regulations

SCHOOL SPECIFIC REQUIREMENTS

Smoking and alcohol consumption is strictly prohibited on school grounds, including the office, amenities and car park areas. No dogs or loud radios are permitted during school hours.

SAFETY EQUIPMENT

Sunbury College requires personnel to wear the following in signed areas and as required for job specific tasks

- Approved Hard Hats
- Eye protection
- Hearing protection
- Approved Safety shoes

All equipment must be in good repair or access to the college will be denied. The contractor must provide all equipment unless otherwise agreed by college management.

Additional equipment that must be supplied by the contractor includes; face shields, welding and grinding masks, goggles, gloves, aprons etc.

TOOLS AND EQUIPMENT INSPECTION

All tools and equipment used by the contractors must be available for inspection at any time as requested by school management or their representative.

All electrical equipment brought onto site by a contractor must have a valid electrical test tag as per AS/NZS 3760-2001.

SCHOOL ACCESS

Contractors shall restrict their movements and activities within the school to those areas, and times agreed to, required by the project or job. Management or their representative must approve entry into other areas of the school.

WHEN ACCIDENTS HAPPEN

All accidents must be reported to School Responsible Officer – Principal, Management Nominee or OHS Staff Representative.

Although the school has a first-aid room and first-aid kits are available in various areas around the school, it is expected that the contractor will provide a basic first-aid kit.

Any spills of fuel, oil, paint, solvent, chemical or pollutant must be reported to school management immediately. The contractor will be required to participate in completing the environmental investigation and the physical clean up.

ALARMS, EVACUATION, EXITS AND FIRE EQUIPMENT

The contractors should familiarise themselves with the schools emergency procedures attached to this handbook, as well as observing instructions given by the school via the Public Address (PA) system.

Should an emergency arise resulting in part or total school evacuation, the contractor's most senior representative on site is to advise management that all personnel under their control are accounted for and safe.

If necessary contractors will be informed of evacuation drills prior to the event.

Fire equipment is not to be used for cleaning or construction purposes. If any of the equipment is used, notify school management so it can be documented and replaced if necessary.

WORKING WITH CHEMICALS AND MATERIAL WASTE

No products classified as Hazardous Substances and/or Dangerous Goods may be brought onto the site without consent of the school management.

All Hazardous Substances and Dangerous Goods brought onto the site by contractors (eg cleaners) must be listed and have a Material Safety Data Sheet (MSDS) provided by the contractor. All containers for these products must be correctly labelled and stored while on the site. This would include such things as oxy acetylene sets brought on site by contractors.

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.

In addition, no one is allowed to contaminate the sewer system. Be sure to discuss the correct method to dispose of hazardous waste with school management or their representative.

FALL PROTECTION POLICY AND PROCEDURE

All work that is required to be carried out at a height greater than 2 metres above a level surface and/or within 2 metres of an edge is classified as working at height under the Falls Prevention Regulations and fall protection must be provided.

1. The contractor should have a safe work at heights procedure and follow any school rules (fixed ladder points etc) in regard to compliance with the Regulations.
2. Where possible, the preferred fall protection system for working at height is an elevated work platform, temporary guardrails or scaffolding erected by a competent person.

REQUIREMENTS SPECIFIC TO CLEANING CONTRACTORS

The contractor must provide information regarding the identified hazards associated with their work and any implemented risk controls. This may take the form of a register of chemicals, Material Safety Data Sheets (MSDS) and documented control measures. Identified hazards, other than chemical hazards, may relate to Manual Handling. In which case documented controls as a result of a risk assessment process should be provided.

JOB SPECIFIC INFORMATION & REQUIREMENTS

Are any of the following involved in the job

Confined Space Entry – Requires documented procedure and permit system from contractor.

Hot Work - Requires documented procedure and permit system from contractor.

Lock Out System (Electrical & Gas work etc) - Requires documented procedure from contractor.

Other Requirements

Contractor Management Checklist – Minor Works & Maintenance

Maintenance and upgrade work can pose risks to the health and safety of staff and students unless work is carefully planned. Under the 1985 Occupational Health and Safety (OHS) Act, the school owes a duty of care to contractors carrying out the work. This duty of care cannot be removed, even by agreement.

This checklist is to be completed prior to commencement of work.

School Responsible Officer (SRO):		Date:
Contractor:	Job:	
Signature:		

		Yes ✓	No ✓
1.	Has the contractor been briefed about known hazards at the school which may affect their work?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Has the contractor identified the hazards associated with the proposed works from setting up the work area to completion of the job?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the contractor documented control strategies to eliminate or reduce the risks associated with these hazards?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Has the contractor provided evidence of their competency to undertake the works such as licences & certificates (see Attachment A) as well as public liability and workcover insurance?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Has the contractor provided evidence that all equipment to be used is safe, properly maintained and appropriate to the task?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has the contractor been advised about informing the SRO about their location while working at the school?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Have access arrangements been confirmed?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Have appropriate isolation barriers been put in place?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Has the contractor been briefed about relevant school policies such as smoking and alcohol as well as emergency procedures and people to contact in the event of an accident or injury?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Has the contractor inducted their employees and sub contractors about the safety plan for this job?	<input type="checkbox"/>	<input type="checkbox"/>

More information can be obtained from the **Victorian Schools Reference Guide** section 6.16.15. For further advice on your specific situation contact Noel Arnold & Associates, Department of Education & Training OHS team on (03) 9890 8811.

Contractor Licences/Qualifications

Plumbing Trades

- A **Licensed Plumber** can hold a licence in some or all of the categories below. **Can** sign Certificates of Compliance.
- A **Registered Plumber** can hold a licence in some or all of the categories below and perform that work as an employee of a licence holder. **Cannot** sign Certificates of Compliance.

Duct-Fixing

Gasfitting

Mechanical Services [Does not include Plumbing (Gasfitting) work]

Roofing

Sanitary

Water Supply

Draining

FOR FURTHER INFORMATION SEE THE PLUMBING INDUSTRY COMMISSION WEBSITE:

<http://www.pic.vic.gov.au/>

Electrical

- A contractor carrying out or offering to carry out electrical installation work must be a **Registered Electrical Contractor**. For a person to be registered they must hold an **Electrician's Licence**.
- An **Electrician's Licence** entitles the holder to carry out all electrical installation work without supervision.
- A **Supervised Worker's Licence** entitles the holder to carry out all electrical installation work under the effective supervision of a **Licensed Electrician**.
- A **Disconnect/Reconnect Workers Licence** is held by a person employed in an occupation where there is a need to be able to disconnect and reconnect fixed wired electrical appliances or components of appliances. Occupations such as plumbers, mechanical fitters, refrigeration and air-conditioning mechanics, etc.

Holders of all categories of electrical licences must issue a certificate of electrical safety for all electrical installation work undertaken.

FOR FURTHER INFORMATION SEE THE OFFICE OF THE CHIEF ELECTRICAL INSPECTOR (OCEI) WEBSITE:

http://www.ocei.vic.gov.au/tradespeople/laroworkers_ei.html

Network Cabling

Network Cabling installers must be **Registered** with one of the **Australian Communications Authority (ACA) approved Registrars**. However some tradesmen may still have a current AUSTEL or ACA Licence. This type of licence is being phased out. The cabler must provide a TCA1 form (Telecommunications Advice), similar to the Certificate of Electrical Safety, at the end of a job. An Electrical Licence alone, **DOES NOT** cover network cabling installations.

FOR FURTHER INFORMATION SEE THE AUSTRALIAN COMMUNICATIONS AUTHORITY'S (ACA) WEBSITE:

http://www.aca.gov.au/telcomm/cabling/registration_licensing/registration_licensing.htm

Building Industry

- Use only building practitioners registered with the **Building Practitioners Board (BPB)** or **Architect Registration Board of Victoria** to design, document and construct your building project. (membership or registration with the Housing Industry Association (HIA) or Housing Guarantee Fund Ltd (HGFL) is *not* relevant in this context).

The following categories and classes of building practitioners are currently required to be registered with the BPB:

- • Building surveyor
- • Building inspector (Unlimited/Limited)
- • Quantity surveyor
- • Engineer (Civil/Mechanical/Electrical/Fire Safety)
- • Draftsperson (Building design – architectural, interior, services)
- • Builder (Commercial builder – unlimited/limited)
- • Builder (Domestic builder – unlimited/limited/manager)
- • Builder (Demolisher – low rise buildings/medium rise buildings/unlimited)
- • Erector or supervisor (temporary structures – Class 1 and 2).

FOR FURTHER INFORMATION SEE THE BUILDING COMMISSION WEBSITE:

<http://www.buildingcommission.com.au/www/default.asp?casid=2860>

<http://www.buildingcommission.com.au/asset/1/upload/BCRoleBPB1.pdf>

- **Architects** may be referred to as building practitioners if they are registered with the Architects Registration Board: <http://www.arbv.vic.gov.au/register.html>

WorkSafe Victoria issues Certificates of Competency (licences) for 28 regulated classes of plant or types of work. It is a legal requirement that people who carry out any work associated with the operation of this plant or that type of work hold the relevant Certificate of Competency.

- The classes of certificate most likely to be held by workers on school projects are **Scaffolding & Rigging (7 types)** and **Cranes & Hoists (14 types)**.

For details of each certificate type see:

[http://www.workcover.vic.gov.au/dir090/vwa/home.nsf/pages/so_plant_certification/\\$file/Certificate_Classes.pdf](http://www.workcover.vic.gov.au/dir090/vwa/home.nsf/pages/so_plant_certification/$file/Certificate_Classes.pdf)

Occupational Hygienists

- **Asbestos Analysts.** The Occupational Health & Safety (Asbestos) Regulations 2003 requires the analysis of an asbestos sample to be undertaken by an approved analyst. The term approved means "Approved by the National Association of Testing Authorities" (NATA).
- **Asbestos Removalists** must be licensed by the Victorian WorkCover Authority. DE&T policy is to use only **Class A Removalists** for all removal jobs. (No removal to be undertaken with staff or students on the premises).
- Any analysis of samples gathered by an **Occupational Hygienist** (dust, noise, fume etc.) should occur in a NATA endorsed laboratory.

See the WorkSafe service directory at:

<http://www.workcover.vic.gov.au/dir090/vwa/ServiceProviderDirec.nsf/list?ReadForm>