



# CONTRACTOR OHS MANAGEMENT POLICY

## Policy & Guidance

- The [Occupational Health and Safety \(OHS\) Act 2004 \(Vic\)](#) requires schools, so far as is reasonably practicable, to provide and maintain a working environment that is safe and without risks to health, including when work is undertaken by contractors.
- The Principal or delegate must manage OHS risks associated with engaging contractors and ensure that contractors are provided with relevant OHS induction, training and information.
- The Principal or delegate are responsible for ensuring that all contractors meet the requirements mentioned in this policy and that any OHS risks associated with the contractors' activities are eliminated or reduced.
- Under the OHS Act 2004, employees while at work must take reasonable care for their own health and safety and the safety of others who may be affected by their actions or omissions.
- Central and Regional Offices provide a range of supports and services to assist Principals and employees to be safe and well, including access to the OHS Advisory Service and local regional officers who can provide free advice on managing risks related to contractors.
- Central office is vetting and pre-approving specialist OHS providers that can be engaged by schools for tasks or works, including:
  - arborists — tree inspection and maintenance specialists
  - electricians
  - first aid kit supply and inspection
  - hazardous chemical waste removalists
  - height safety specialists
  - management of beehives and swarms' specialists
  - OHS consultants
  - plant and equipment inspection and maintenance specialists
  - playground equipment inspection and maintenance specialists
  - structural engineers
  - shade sail specialists
  - testing and tagging specialists
  - wildlife handlers — snake specialists

## Purpose

- This policy sets out to minimise health, safety and wellbeing risks at Footscray North Primary School associated with the selection, management and monitoring of contractors and the works they undertake.

## Definitions

**Confined Space** is defined as:

- having an enclosed or partially enclosed space with restricted entry and exit
- containing an oxygen concentration outside the safe oxygen range
- containing a concentration of airborne contaminants that may cause impairment, loss of consciousness or asphyxiation
- containing a concentration of flammable airborne contaminant that may cause injury from fire or explosion
- risk of engulfment in any stored substance (for example, grain, sand or saw dust) except liquids

Examples of confined spaces include storage tanks, silos, ducts, chimneys, underground sewers, wells, or any shaft or trench.

### **Contractors**

Include any service providers or individuals who are not direct employees of the Department who are providing services or works in relation to maintenance and repair work and other contracted services engaged by schools such as cooking demonstrations, sports coaching and other activities including workshops and excursions.

### **eduSafe**

The Department's online hazard and incident reporting and management application accessible on the intranet. Employees log on using their employee number and password.

**Safe Work Method Statement (SWMS)** is a document that describes the high-risk work being performed, the health and safety risks associated with the work and the risk control measures that will be applied to ensure the work is carried out in a safe manner.

A Job Safety Analysis (JSA) or equivalent may be used instead of a SWMS if it contains the same information.

### **Implementation**

- The safety and wellbeing of children, staff and visitors is a high priority for this school.
- Where works or services are identified that cannot be completed by a school employee, a contractor may be engaged. Examples include:
  - air conditioning maintenance
  - plumbing and electrical repairs
  - painting
  - roof plumbing
  - window cleaning and repairs
  - pest control
  - cooking demonstrations
  - music lessons
  - physical education coaching
  - workshops and incursions
- For all contractors, the Principal and/or delegate will ensure that:
  - contractors who are engaged by the school are approved by verifying relevant details (as per the Contractor OHS Management Procedure) prior to the commencement of works
  - once contractors are approved, their details are added to the [Contractor Register](#) or equivalent template
  - all contractors and sub-contractors are inducted using the [Contractor OHS Induction Checklist](#) or equivalent template
- For contractors who work with children (for example, music lessons or sports coaching) the Principal or delegate will ensure that they follow the Department's policy on [Working with Children and other Suitability Checks for Volunteers and Visitors](#) which includes information on all suitability checks including Working with Children (WWC) Checks.
- For contractors who undertake work in confined spaces, the Principal or delegate will ensure that the requirements outlined in the Confined Space Policy are followed.
- For contractors who undertake high-risk works (for example, working at heights, demolition work, asbestos removal work, use of mobile plant such as forklifts) the Principal or delegate will ensure that:
  - in relation to high risk works, contractors provide a [Safe Work Method Statement \(SWMS\)](#) or equivalent, prior to the commencement of high-risk works (see Contractor OHS Management Procedure for further instruction)
  - the contractor's SWMS is reviewed and signed to verify it has been sighted, prior to any works commencing and is retained on file
- To manage the ongoing work of contractors, the Principal or delegate will ensure that:
  - general supervisory power is retained over general work undertaken by a contractor

- if the contractor fails to comply with OHS requirements or is working in an unsafe manner, work with them to rectify the non-conformance with the contractor in question
- if the contractor fails to comply after consultation, communicate to the contractor to cease work immediately. A contractor can then be issued with a [Contractor OHS Non-Conformance Report](#) if deemed required and the works be terminated
- employees, volunteers, students, parents and visitors are informed of any risks, or any special arrangements that are put in place during contractor works
- all incidents involving contractors are reported on eduSafe and investigated as per the [Reporting and Managing School Incidents \(including Emergencies\)](#)
- The Principal or their delegate (for example, facilities manager) will induct all contractors and sub-contractors using the [Contractor OHS Induction Checklist](#) or equivalent template.
- Contractor inductions are valid for 12 months, except where the provision of a SWMS is mandated for high-risk work (see chapter 4). In this instance, the contractor must be re-inducted.
- If an equivalent template to the Contractor OHS Induction Checklist is utilised, it must include the following details:
  - Health, Safety and Wellbeing Policy
  - OHS procedures and requirements
  - emergency procedures
  - asbestos management processes
  - hazardous substance or dangerous goods management processes
  - hazard and incident reporting
  - first aid and infection control procedures
  - Personal Protective Equipment (PPE)
  - security and access
  - contractor behaviour or conduct while on site or school premises
- The [Contractor OHS Induction Handbook](#) can be used to assist in providing guidance on school-specific and Department OHS requirements to contractors.

### **Sign in or sign out**

As part of the contractor's OHS induction process, the Principal or delegate is to inform all contractors and sub-contractors that prior to the commencement of any works or services, they are to report to the general office upon arrival at the school.

This requirement generally is indicated on signage located at all entrances to the school. Contractors and sub-contractors must sign in or sign out and a visitor's pass will be issued and worn by the contractor at all times while remaining on school premises.

The Principal or delegate will retain a general supervisory power over general work undertaken by a contractor.

### **Working with Children Checks**

A Working with Children Check (WWC Check) is not mandatory for all contractors working at schools. A WWC Check may be required based on the nature of the work, and the type of contact the contractor will have with children. For further information, refer to the Department's policy on [Working with Children and other Suitability Checks for School Volunteers and Visitors](#).

A WWC Check may be required if the contracted work is child-related and involves, or is likely to involve, regular and direct contact with a child, whether or not the contact is not directly supervised by another employee (for example, music lessons or sports coaching). The school will follow the local policies and the Department's Working with Children and Other Suitability Checks for School volunteers and Visitors Policy to determine what checks are required for contractors depending on the work they are performing.

### **Contractor OHS non-conformance**

The Principal or delegate can request the contractor to cease work if the contractor fails to comply with OHS requirements and/or is working in an unsafe manner. The Principal or delegate can then, in consultation with the contractor in question, work with them to rectify the non-conformance

If the contractor fails to comply after consultation, the Principal or delegate are to communicate to the contractor to cease work immediately. A contractor can then be issued with a [Contractor OHS Non-conformance Report](#), if deemed required and the works be terminated. This also applies to contractors engaged by Region.

- The school will utilise some or all of the following resources:

#### **Templates and checklists**

[Confined space entry permit](#) — for contractors engaged to work in confined spaces

[Contractor register](#) — provides a way to record and manage the induction details of the contractor companies, their employees including any sub-contractors who are providing services or undertaking works at the workplace

[Contractor OHS induction checklist](#) — used to assist in conducting an OHS induction.

[Contractor OHS non-conformance report](#) — to be used where a contractor fails to comply with OHS requirements, after consultation

[Safe work method statement \(SWMS\)](#) — for completion where high risk work is being undertaken

#### **Guides and handbooks**

[Contractor hazard identification and control guide](#) — can be used to aid in assessing the quality of a SWMS submitted as part of a contractor approval process.

[Contractor OHS induction handbook](#) — used to assist in providing guidance on school specific and Department OHS requirements to contractors.

- Please refer to the Child Safe Standards, the *Visitors to the School Policy*, *Working with Children Checks – Volunteers & Visitors Policy* and the *Emergency & Critical Incident Management Policy*.

#### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest DET update mid-August 2020).

School Council Approval No Longer Required  
The Principal will ensure Council is aware of the contents

Reference:

<https://www2.education.vic.gov.au/pal/contractor-ohs-management>