



# Contractor Safety Plan

## INSTRUCTIONS

### Scope

This form is to be completed by the contractor that has been identified as a major contract.

This Plan expires at the completion of the contract work or 12 months after the Agreement is signed – whichever is the lesser amount of time. If the contract work is to continue after 12 months, a new plan with updated information must be completed.

Need assistance? Contact the Brisbane Catholic Education Occupational Health and Safety section on tel:3033 7574.

### Duty of care

The contractor shall agree to abide by the Work Health and Safety Act 2011 and Regulations and guidelines within the Codes of Practice and any other relevant legislation, codes of practice, standards and administrative regulations, procedures and guidelines adopted by The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane, Brisbane Catholic Education (BCE). BCE reserves the right to exclude contractors that do not have adequate insurance coverage.

### Suspension of contract works

BCE reserves the right to direct the contractor to suspend work where it is believed that workplace health and safety legislation is being breached by the contractor, or where the Contractor Liaison Person or authorised delegate believes the broader community may be exposed to an unacceptable level of risk, until any such breach or condition is considered to be satisfactorily rectified by the person who issued the suspension of works. The Contractor Liaison Person or authorised delegate reserves the right to view the contractor's work method statement/s as required under the Work Health and Safety Regulation 2011.

## PROJECT DETAILS

Project Name:	
BCE site (school, college or office name):	
Address:	

Contractor	
Business phone number	
Email	
Licence Number (eg electrical, BSA, plumbing. Leave blank if not applicable)	

Location of works		
Timing of works (approximate):	Start date:	End date::

## CONTRACTOR OHS RESPONSIBILITIES

Name	Position	OHS Responsibilities	Contact number

## EMERGENCY CONTACT DETAILS

Contact	Name	Position	Contact number (direct)
First contact			
Second contact			
Third contact			
Fourth contact			

## SCOPE AND ACTIVITY DETAILS

Outline the activities to be undertaken as part of the project work.

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## SAFE WORK METHOD STATEMENTS

Does the project work require the contractor to perform high risk construction work\*?

Yes

No

Does the BCE site that has commissioned the contract work reasonably believe that the activity could result in death or bodily harm to staff, students or visitors?

Yes

No

If YES is marked for either of the questions above, list the safe work method statements associated with the project work that will be implemented to minimise the risk of injury.

\*high risk construction work means construction work that:—

- involves a risk of a person falling more than 2m
- is carried out on a telecommunication tower
- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- involves, or is likely to involve, the disturbance of asbestos
- involves structural alterations or repairs that require temporary support to prevent collapse
- is carried out in or near a confined space
- is carried out in or near—
  - a shaft or trench with an excavated depth greater than 1.5m
  - a tunnel
- involves the use of explosives
- is carried out on or near pressurised gas distribution mains or piping
- is carried out on or near chemical, fuel or refrigerant lines
- is carried out on or near energised electrical installations or services
- is carried out in an area that may have a contaminated or flammable atmosphere
- involves tilt-up or precast concrete
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- is carried out in an area at a workplace in which there is any movement of powered mobile plant
- is carried out in an area in which there are artificial extremes of temperature
- is carried out in or near water or other liquid that involves a risk of drowning
- involves diving work.

## EMERGENCY PROCEDURES

In the event of an emergency, such as a fire or lockdown situation, contractors are deemed to be visitors to the BCE site. Thus the site has outlined its procedures that contractors are required to adhere to in its site specific requirements.

Additional emergency procedures for this project include:

## FIRST AID AND INJURY MANAGEMENT

Do you have a documented procedure for first aid and injury management?

Yes

No

If NO, outline below how first aid and injury management will be managed for the duration of this project.

## INCIDENT REPORTING AND INVESTIGATION

Any incident which incurs medical treatment will be investigated to determine root causes and appropriate corrective actions. The BCE site shall be informed of the outcomes of such investigations.

Where a regulator issues the contractor with a compliance notice such as an improvement or prohibition notice, the BCE site office/reception will be advised of the details of the compliance notice.

## INSURANCE

All contractors undertaking work on BCE sites do so at their own risk. As such valid certificates of insurance must be in place before commencing work and throughout the duration of the contract.

WorkCover Details (covering all contractor staff on school grounds or in BCE offices):

Policy number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Insurance company: \_\_\_\_\_

Public Liability Details:

Policy number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Insurance company: \_\_\_\_\_ Limit of indemnity \$ \_\_\_\_\_

Vehicle and Powered Mobile Plant Details (for mobile plant used on BCE sites):

Policy number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Insurance company: \_\_\_\_\_

Professional Indemnity Details#:

Policy number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Insurance company: \_\_\_\_\_ Limit of indemnity \$ \_\_\_\_\_

# Note: BCE site office to determine whether such coverage is necessary taking into consideration the nature of the work.

## SPECIALISED WORK OR LICENSING

List any special licences required for the contract.

## TRAINING AND INDUCTIONS

Do you have a documented induction and training procedure that covers the safety requirements of the project?

Yes

No

If NO, outline below how staff and sub-contractors will be inducted and trained with regards to the project (for example specific training programs, weekly toolbox meetings).

## SAFETY MONITORING

List any ongoing inspections or other measures that will be used to monitor the health and safety performance of contractor staff and subcontractors during the project works, if relevant.

## PLANT AND EQUIPMENT REGISTER

Will plant and equipment be brought on site for the project works?

Yes

No

If YES, complete the attached Plant and Equipment Register and list all items of plant and equipment likely to be used (do not list non-powered hand tools such as hammer, screwdriver, shovel, etc).

## CHEMICAL MANAGEMENT

Will any chemicals be brought on site for the project works?

Yes

No

If YES, complete the attached Chemical Register and list all hazardous chemicals likely to be used.

## SUBCONTRACTOR MANAGEMENT

Will subcontractors be used for the project works?

Yes

No

If YES, complete the attached Subcontractor Register and list all subcontractors likely to be used.

## CONTRACTOR ACKNOWLEDGEMENT

I acknowledge that the details outlined in this Health and Safety Management Plan are accurate and that this plan will be implemented in the delivery of the contract works.

Name

Position

Signature

Date

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# Subcontractor Register

Activity/Work to be subcontracted	Name and contact number of subcontracting company	Method and frequency of monitoring the subcontractor	Contractor representative responsible for monitoring the subcontractor

## Contractor Chemical Register

Product name	Hazard	Control	Location Stored	Quantity

Material safety data sheets (MSDSs) must be readily available for inspection by the contractor for all chemicals listed.  
If chemical(s) are to be stored on site, the contractor must provide a chemical register and copies of the MSDSs for retention on site.



**Contractor Plant Register**

Item of plant or equipment	Registration or plant Identification	Plant owner	Plant, Risk assessment available (Yes/No)	Plant maintenance records available (Yes/No)