

CONTRACTORS' INDUCTION GUIDE

Please read all files below that make up part of this Induction Guide prior to attending School to complete the work that you have been contracted to carry out.

This guide is designed to give contractors information on Brisbane Catholic Education's (BCE) Workplace Health and Safety (WHS) Contractor Management System and provide specific requirements when working at a BCE School.

The key purpose of this guide is to advise of:

- work health & safety obligations - WHS Act 2011 & WHS Regulation 2011
- hazards and their associated controls relevant to schools and BCEO, and
- any relevant operational issues in the management of contractors.

INSTRUCTIONS:

1. Read [Contractor Induction Manual](#)
2. Determine whether a Minor Contract or Major Contract by reading [Contractor Classification Checklist](#)
3. *If Minor Contract, read [Contractor Checklist - Site Specific Requirements](#).*
4. *If Major Contract (but no Principal Contractor), read [Contractor Checklist - Site Specific Requirements](#) and [Contractor Safety Plan](#)*
5. Complete [Contractor Induction Register](#)
6. Bring completed Contractor Induction Register to the School Office on the day you are completing the work

[1. Contractor Induction Manual](#)

2. Minor Contract or Major Contract?

Are you considered a Minor Contract or a Major Contract? Please click link "Contractor Classification Checklist" below to determine whether a Minor Contract or a Major Contract

[Contractor Classification Checklist](#)

3. MINOR CONTRACTS

[Contractor Checklist - Site Specific Requirements](#)

4. MAJOR CONTRACTS

[Contractor Checklist - Site Specific Requirements](#)

[Contractor Safety Plan](#)

According to [s299](#) WHS Regulation 2011, a Safe Work Method Statement (SWMS) is required for high risk construction work. [s291](#) WHS Regulation 2011, shows what is defined as high risk construction work. [s303](#) requires the contractor to keep a SWMS until the high risk construction work is completed.

[5. Contractor Induction Register](#)

6. Bring signed "Contractor Induction Register" with you to the School Office on the day you are completing the work you have been contracted to do

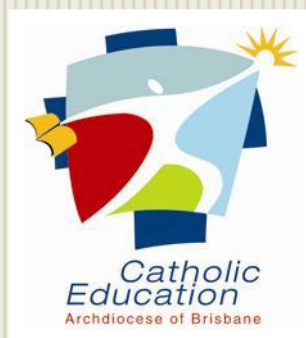
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Contractor Induction Manual

Contractor Management



March, 2012
Authored by: OHS Services
Version 1.0

Contractor Induction Manual

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1. Introduction

This guide is designed to give contractors information on Brisbane Catholic Education's (BCE) Workplace Health and Safety (WHS) Contractor Management System and provide specific requirements when working at a school, college or Brisbane Catholic Education Office (BCEO). By reading and understanding this guide, everyone working within BCE sites will be able to play their role in maintaining a safe workplace.

The key purpose of this guide is to advise of:

- work health and safety obligations under the WHS Act 2011 and WHS Regulation 2011
- hazards and their associated controls relevant to schools and BCEO, and
- any relevant operational issues in the management of contractors.

2. Contractor Management Information

The following documents are available to accompany this manual.

Minor contracts

- Contractor Checklist - Site Specific Requirements

Major contracts (no principal contractor)

- Contractor Checklist - Site Specific Requirements
- Contractor Safety Plan

Major contracts (construction project over \$250,000 with principal contractor appointed)

- Contractor Checklist - Site Specific Requirements
- Construction Risk Management Checklist
- Notice of appointment of a principal contractor

3. Related BCEO Documents

- Occupational Health and Safety Policy Statement
- OHS Policy: WHS Management of Contractors
 - Contractor induction register
- OHS Policy: Asbestos
 - Asbestos safe work procedures
- Emergency Management Procedures
- OHS Fact Sheet: Risk Management
- OHS Policy: Incident Reporting and Investigation

4. Disclaimer

Brisbane Catholic Education has prepared this guide in order to assist contractors to work safely on BCE schools colleges or BCEO sites and abide by BCE's WHS requirements relating to people and property. It should be noted that these requirements are in no way an attempt to summarise legislative requirements. The contractor should be familiar with all relevant legislative requirements with current work health and safety legislation available from www.whs.qld.gov.au.

The contractor has full responsibility with regards to:

- identification and implementation of all applicable requirements from work health and safety legislation and the environment in relation to their work
- comprehension of the full extent of BCE's and the contractors legal obligations, and
- implementation of all necessary measures to ensure that the safety of all persons working on, or near the contractor's site of work.

Further information about legal requirements can be obtained from BCE's Organisational Health and Safety Services or the Regulator, Workplace Health and Safety Queensland.

5. On Arrival

All contractors arriving on school or office grounds must report to the reception to sign in and obtain a contractor's badge prior to accessing the nominated work site. Contractors, their employees and subcontractors will not be provided with access to the site unless the person has successfully completed BCE's Induction Program (this document).

Contractors must report daily to the reception to obtain a contractor's badge before accessing the nominated site. The contractor's badge must be worn at all times whilst on campus and similarly on leaving the site, the contractor shall return the contractor's badge to reception.

The Contractor is also responsible for ensuring that the site area is secure at the end of each day.

Before any work being carried out at a school, the school's Principal or authorised delegate must ensure that the Contractor is aware of all risks and hazards relevant to the worksite and associated tasks. The relevant documents are:

- Site specific requirements (for minor or major projects where no principal contractor is appointed)
- Risk management checklist for construction work (for major projects where a principal contractor is appointed)

This information is provided as part of the project documentation and is also incorporated into the induction process and or project start-up meeting.

6. Contractor Management

INDUCTION

Before the commencement of work on BCE schools and offices, all contractors and their employees or subcontractors engaged by a school must make themselves aware of the general requirements outlined in this document. Awareness of this document and its contents is required as part of the contractor approval process and forms part of the overall contractor management process.

Contractors will still be required to participate in a range of other forums designed to provide further health and safety project specific information. This includes but is not restricted to WHS procedures e.g. asbestos management, prestart construction meeting, school specific safety requirements as part of the local induction process.

Where construction work is being performed, all contractors, their employees and any subcontractors will have successfully completed the general construction induction training; and if the worker completed the training more than 2 years previously—the worker has carried out construction work in the preceding 2 years.

ACCESS/EGRESS

Other than agreed alternative and temporary arrangements arising from consultation with the school principal, access ways and paths of travel to exits must be kept clear at all times. Also, objects must not be placed or allowed to remain, and vehicles must not be parked or allowed to stand, in the path of travel from an exit leading out of a building.

BINS AND SKIPS

The disposal of waste on school grounds is expressly forbidden.

The contractor is responsible for the supply and removal of bins/skips used specifically for the removal of debris and materials associated with all works. School rubbish bins cannot be used for the disposal of construction and demolition waste.

A suitable location for any bins/skips shall be coordinated with the school principal or their authorised delegate.

CLEANING

The Contractor shall maintain a clean site throughout the contract period and ensure that the site is cleared of all rubbish, refuse and completed materials at the end of each day.

On completion of the contracted works, the Contractor is required to clean and clear away from the site all debris, rubbish, surplus building materials etc to the satisfaction of the school principal and to leave the site in a condition suitable for occupation. Should the school need to arrange additional cleaning to satisfy the requirements of this clause, the Contractor will be invoiced.

CONTINUED OCCUPATION

The Contractor is advised that the school or office will continue to be in possession and occupation of the whole of the existing building and/or areas adjacent to the site. The Contractor shall allow for liaison with occupants and coordinate their activities in such a manner as to minimise disruption to normal operations of the building's occupants.

Work of a disruptive nature includes: work that generates excessive noise; disruption to essential services, and work that generates excessive dust, vapours or fumes. If a situation arises where work of a disruptive or noisy nature disturbs normal activities, this work will be stopped immediately at no cost to BCE.

Consideration shall be given to performing such work at a more suitable time and taking steps to minimise the effects of future noisy and/or disruptive activities.

FIRST AID

The contractor is responsible for providing first aid equipment unless alternate arrangements have been agreed to by the contractor and the BCE site and have been noted in the site specific requirements.

INAPPROPRIATE LANGUAGE AND HARASSING BEHAVIOUR

Inappropriate language and harassing behaviour of any nature is unacceptable and will not be condoned on school grounds.

REPORTING INCIDENTS

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

At times, due to the circumstances surrounding the incident, BCE's Organisational Health and Safety Services may also initiate an investigation. It is expected that the contractor will fully cooperate with any reasonable instructions that form part of the investigation.

Where the regulator issues the contractor with a compliance notice such as an improvement or prohibition notice, the school will be advised of the notice and provided with a copy of the compliance notice.

SAFETY INSPECTIONS / BREACHES

The Contractor as an employer has a duty of care to provide and maintain a safe workplace for their employees, BCE staff and students and consequently has a responsibility to conduct workplace

inspections on a regular basis. The Contractor shall make available copies of health and safety inspection reports where requested by the school's Principal or WHSO.

The school Principal or their nominated representative may conduct random WHS observations of contractor conformance to contractor documentation provided during any start-up meeting. Non-conformances relating to WHS will be recorded and conveyed to the contractor for rectification and used as part of the review process for contractor performance.

BCE staff who identify that a Contractor or the contractor's employees are operating in an unsafe manner, are responsible for reporting the unsafe practice to the school's Principal or WHSO immediately advising them of the unsafe practice being undertaken. Contractors shall take immediate remedial action on any safety hazard, defect or any other issue associated with WHS matters identified during such inspections.

If repeat incidents are observed, the Contractor may be instructed to cease work until the situation has been rectified and the work site and/or operational procedures are deemed safe.

SIGNAGE

Where a principal contractor has been appointed for a construction project, the PC must ensure that signs are installed, that—

- show the principal contractor's name and telephone contact numbers (including an after hours telephone number)
- show the location of the site office for the project, if any, and
- are clearly visible from outside the workplace, or the work area of the workplace, where the construction project is being undertaken.

SMOKE-FREE WORK ENVIRONMENT

Smoking is banned by legislation in enclosed areas, within 4 metres of any part of an entrance to a building while general access to the building is available and within 10 metres of any part of children's playground equipment. Smoking in other areas must be consistent with local school policy.

SUPERVISION

The Contractor must provide adequate supervision to workers to the satisfaction of BCE. Directions and explanations given by the school's Principal, workplace health and safety officer or other appointed delegate to the Principal Contractor shall be deemed to have been given to sub-contractors and their personnel.

TOILETS

Use of student toilets is prohibited. Excluding major contracts where a principal contractor has been appointed (where it is expected that the PC will provide toilet facilities), the Contractor shall have shared access to staff toilets at the school where the works are being undertaken. The Contractor shall note these toilets will continue to be used by the wider schooling community.

VEHICLES

Vehicles shall only be driven and parked in designated areas. Speed limit and other traffic signs (such as school zone drop off/pick up areas) must be observed. Any exceptions must be on agreement with the school principal or BCEO manager. When a vehicle is to be driven on inner school grounds that are not designated as roadways, vehicles must have their hazard lights on and should not exceed walking speed. The Contractor will discuss with the principal on the need to have a spotter accompany any mobile plant moving through school grounds.

Pedestrians have right of way at all times. Any permission given to park or drive in the school grounds may be revoked if unsafe driving is observed.

WORK-SITE BOUNDARIES

All places where contractors perform work are to be delineated by an agreed site boundary. The boundaries shall be constructed according to the circumstances and the nature of work taking place and may include welded mesh fences, barricades, warning signs, locked doors/gates, "witches hats", total enclosure and/or other agreed methods.

In determining site boundaries every effort shall be made to minimise disruption to the normal activities in the area while ensuring the health and safety of the school community and contractor.

7. Safe Systems of Work

ELECTRICAL WORK

Electrical work must be undertaken in accordance with the requirements of the Electrical Safety Regulation 2002 and AS/NZS3000:2000. Electrical work must only be performed by an appropriately licensed electrical contractor.

Where the contractor is to perform work in contact with, or near to, electrical parts (ie. an exposed part or an overhead insulated electric line) the requirements of the Electrical Safety Regulation 2002 (Part 4) must be complied with.

EMERGENCY EVACUATION AND LOCKDOWNS

In the event of an emergency, such as a fire or lockdown situation, contractors on school grounds are deemed to be visitors to the school. In the event of the fire alarm sounding, the Contractor and their representatives must evacuate the site, following exit signage and the directions of school staff to the assembly point nominated.

Contractors shall either be provided with school emergency plans or will be made aware of the assembly point at start up.

HIGH RISK WORK

Contractors performing any work that is considered 'high risk' must ensure that they comply with Part 4.5 – High Risk Work or Part 13.1 Transitional provisions, and Schedule 5 of the WHS Regulation

2011. Any Contractor performing work of this nature will be required to provide proof of training, competency level and/or valid licence at any time during the project.

High risk work may consist of:

- Scaffolding
- Rigging
- Crane and hoist operation
- Forklift operation
- Pressure equipment operation

Where a principal contractor has been appointed, the principal contractor shall check that subcontractors have the necessary licenses to perform high risk work.

HOT WORKS

The contractor is required to provide evidence to the school that they have a safe system for hot work. This system extends to tasks such as welding, brazing or removal of paint by heat gun or burner.

All welding operations should be performed in accordance with the guidance provided in the Welding Institute of Australia publication Technical Note on Health and Safety in Welding to prevent injury to members of the school community from hazards such as radiation from the welding arc and toxic fumes.

The contractor will be required to use their own permit for work for entry into confined spaces on BCE sites.

INTERRUPTION OR ISOLATION OF SERVICES

To ensure minimal impact on the schooling community, the Contractor and School Principal (or authorised delegate) are required to confirm that isolations for services such as electricity, water, gas, telephone or data have been arranged and that individuals affected have been advised within three (3) working days of intended works.

The contractor is required to provide to the Principal details of the nature of the work to be done, the time and the expected duration of the shutdown. All interruptions shall be kept to an absolute minimum and only at such times as has been agreed by the Principal or authorised delegate.

Should services be shut down accidentally, the Contractor must advise the Principal or delegate immediately.

ISOLATION OF FIRE & SECURITY ALARMS

It is the Contractors responsibility to contact the school's Principal to arrange for the isolation of fire and smoke detectors and security alarms to prevent false alarms.

No welding or other heat or dust producing work is to be carried out in any internal area before the fire alarm detectors are isolated.

Failure to comply with this requirement may result in a false alarm calling out the Queensland Fire and Rescue Service (QFRS) and the relevant Service Provider, the cost of which will be invoiced to the Contractor.

The school Principal shall be notified of modifications to the hydrant system requiring interruption to the fire water supply not less than three (3) working days before the modification work taking place.

SAFE WORK PROCEDURES

Contractors shall provide evidence to the school, college or BCEO that they have in place documented safe systems of work. These procedures are an example of an administrative control and are in place to ensure that a standardised approach is adopted to managing a task that has and identified level of risk. A contractor may be required to provide a copy of their safe work method statement(s).

For certain tasks such as high risk construction work, the WHS Regulation 2011 mandates that the contractor has in place documented safe systems of work in the form of safe work method statements (SWMS). 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.

It is also noted that where a school, college or BCEO reasonably believe that the activity could result in death or bodily harm to staff, students or visitors, then the contractor shall also provide documented evidence of how it will manage that activity.

Where a principal contractor has been appointed, the principal contractor shall obtain copies of subcontractor's SWMS before commencing the associated work.

WORKING AT HEIGHTS

Contractors shall ensure that the National Code of Practice - Managing the Risk of Falls at Workplaces is adhered to when working at heights. Additionally any construction work undertaken at heights shall be in compliance with s306A-306Q of the WHS Regulation 2011.

Where work is carried out at heights other than off a ladder, consideration must be given to the following alternatives:

Level 1	<ul style="list-style-type: none">• Work on the ground• Work from a solid construction
Level 2	<ul style="list-style-type: none">• Passive fall prevention device<ul style="list-style-type: none">○ Perimeter protection○ Temporary work platforms
Level 3	<ul style="list-style-type: none">• Travel restraint systems (also known as a work positioning system)
Level 4	<ul style="list-style-type: none">• Fall-arrest systems
Level 5	<ul style="list-style-type: none">• Permit systems• Organising and sequencing of work• Safe work procedures

The contractor will be required to use their own permit for work for access to areas where travel restraint systems or fall-arrest systems are to be used.

WORKING IN CONFINED SPACES

The contractor is required to provide evidence to the school that they have a safe system for working in a confined space. This system extends to tasks such as entry into the confined space, inspection, maintenance and work. Particular emphasis will be placed on the following:

- risk assessment
- control of risks
- atmospheric monitoring
- entry permits
- rescue arrangements, and
- training and competency.

The contractor will be required to use their own permit for work for entry into confined spaces on BCE sites.

8. Safe Plant, Structures and Environment

DUST, FUMES AND NOISE

Where work is arranged within existing buildings or in the vicinity of occupied buildings, the work shall be arranged to minimise nuisance to the staff and students and to ensure their safety at all times. This provision shall include protection against weather, noise, dust, water, fumes or other nuisances, by means of temporary screens, exhaust equipment or other measures, as may be deemed necessary and to the approval of the principal, WHSO or authorised delegate. Every effort shall be made to:

- Control the emission at the source; and/or
- Contain the emission within the work site; and/or
- Find a more appropriate work method and/or time of work.

Noise from equipment being used must not exceed prescribed levels for hearing conservation or recommended levels for areas of occupancy. Where high noise levels are expected to be produced by certain operations, consideration must be given to carrying out the process during a time outside of normal school hours.

Personal Protection Equipment should also be worn by contractors working above the prescribed recommended noise levels as appropriate.

ELECTRICAL EQUIPMENT

Use of electrical equipment on BCE sites is subject to the following:

- All electrical equipment is to be connected to an approved Residual Current Device (RCD)
- Be tested and tagged in accordance with the Electrical Safety Act 2002
- The electrical cord is protected from damage. Compliance is achieved where the electrical cord is supported clear of floors or under protective covers, and connected to the nearest power outlet
- Be removed from the power outlet when not in use
- Not pass through doorways unprotected or use piggyback lead and double adaptors

Upon becoming aware of the situation, the contractor must not allow defective electrical equipment to be used on BCE sites and must be withdrawn immediately.

Safety switches belonging to the contractor must be tested in accordance with the Electrical Safety Regulation 2002.

EXCAVATION WORK

Contractors shall ensure that the National Code of Practice - Managing the Risk of Falls at Workplaces is adhered to in so far as it relates to excavation and trenching work. Additionally such work shall be in compliance with s304-s306 of the WHS Regulation 2011.

The school or college may have plans to assist with identifying the location of school-based underground services, however the contractor will be required to conduct a survey in an around the area to be excavated to confirm their presence before any excavation commences. Dial Before You Dig will assist in identifying major state-owned utilities however it cannot be relied upon to identify site-based utilities.

Any underground obstacles identified must be brought to the attention of the principal before proceeding with the work, to assess the necessary course of action.

The contractor shall ensure that controls that prevent access to an excavation or trench are put in place to minimise the risk of falling into it by members of the schooling community.

EXPLOSIVE POWER TOOLS

All explosive charges for explosive powered tools must be kept in an approved, locked box. All operators of explosive powered tools must be qualified as required by statutory authorities. A warning sign must be displayed at each location the tools are used. Suitable protection must be worn when using the tools.

FIRE

Any fire fighting appliance (including its associated signage) that is the property of the school must be kept in good order and condition, and must be accessible and ready for use at all times unless prior arrangements have been implemented on agreement with the school principal.

HAND TOOLS

Tools such as picks, shovels, axes, crowbars, hammers, wrenches, files, screwdrivers and similar must be checked regularly. Where damaged or defected tools are present, these items must be removed from site and repaired or disposed of in an appropriate manner.

LADDERS

For construction work that involves a single or extension ladder where a contractor may fall more than 2 metres, the worker using the ladder shall:

- have 3 points of contact
- be secured at either the top or bottom

Generally, ladders must:

- have a load rating of at least 120kg;
- be manufactured for industrial use; and
- be used only for the purpose for which it is designed
- be no longer than
 - for a single ladder–6.1m; or
 - for an extension ladder used to do electrical work–9.2m; or
 - for another extension ladder–7.5m.

MACHINE GUARDING

All hand tools, machinery or other equipment must be operated with effective guards where fitted by the manufacturer. Non-guarded equipment must be removed from the work site and stored in a safe location.

MAINTENANCE OF EQUIPMENT, PLANT AND TOOLS

Contractors shall conform to the WHS Regulations 2011, Chapter 5 Plant and structures and relevant Australian Standards for all plant, equipment and tools on school, college and BCEO sites.

The contractor shall ensure that registrable plant listed in Schedule 5 WHS Regulations 2011 is registered the regulator for the duration of the project work.

Random checks for all plant and equipment may be undertaken by the principal, WHSO or authorised school delegate as part of the random WHS observations of contractor conformance noted earlier.

MATERIALS STORAGE

Materials and equipment must be stored safely within the work site boundary or another area subject to agreement by the school principal.

NOISE

See reference to "Dust, Fumes and Noise".

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where hazards cannot be controlled by other means, the contractor must provide and wear adequate PPE.

If PPE has been identified as one of the control measures to minimise exposure to a risk, the contractor must make sure such equipment is provided to its workers. The contractor must also provide training and instruction in the use of the PPE.

SCAFFOLDING AND HOARDINGS

Scaffolding is an example of a level 2 control listed in the National Code of Practice - Managing the Risk of Falls at Workplaces. Contractors shall ensure that all scaffolding on any school, college or BCEO site is erected and maintained in accordance with and comply to:

- WHS Regulations 2011, s 225
- AS1576 Scaffolding – General requirements (Approval Code of Practice)
- AS1577 Scaffold Planks (Approved Code of Practice)

9. Hazardous substances and dangerous goods

ASBESTOS

An asbestos register is available for each building built before 1990. Copies of the asbestos register for each school can be accessed at the reception, with electronic copies of school registers available by contacting OHS Services.

Where contract work is to be done in proximity to any asbestos containing materials (“ACM”), or where it is likely that the asbestos may be disturbed, the contractor shall be given a copy of the school/college/BCEO Asbestos Register.

For contract work where a principal contractor is not appointed, a contractor must abide by BCE’s Asbestos Policy which details minimum safe work requirements and work area access procedures.

For contract work where a principal contractor is appointed, the contractor will require any employee or subcontractor to comply with the applicable National Code of Practice below:

- For work performed on ACM - the Management and Control of Asbestos in Workplaces: National Code of Practice;
- For removal of ACM - the Safe Removal of Asbestos: National Code of Practice.

As at 1 January 2012, BCE is committed to complying with the WHS Act 2011 and will progressively audit schools and colleges built between 1990 and 2004 to identify the presence of asbestos at these locations as well.

CONTAMINATED SOILS

Soils may become contaminated with asbestos, fire ants, heavy metals or other toxic material. In the event of such contamination occurring or discovered by a contractor, the contractor should inform the principal, WHSO or authorised delegate so that the services of a licensed disposal contractor may be engaged for its safe removal.

HAZARDOUS CHEMICALS / HAZARDOUS SUBSTANCES

Prior to contract work commencing the contractor may be requested to provide a copy of material safety data sheets for chemicals to be used. All hazardous material brought onto school, college or BCEO grounds must be clearly labelled, and safe handling and storage instructions as outlined on the product labels must be complied with at all times.

Chemicals must be stored in reliable, tightly sealed containers and must be stored indoors on an impervious floor with enough bunding to contain any spill.

Clean-up materials must be provided in case of spillage. Liquid spills may be mopped up with rags, sawdust or commercially available absorbent products. DO NOT wash chemicals or other hazardous substances down the drain or pour chemicals onto the ground.

REFRIGERANT GASES

It is the Contractor's responsibility to ensure that refrigerant gases are treated with appropriate caution to avoid contaminating the environment.

Refrigerant gases must not be released into the atmosphere; they should be collected in specially sealed cylinders by a licensed disposal operator.

Refer to the following Australian Standard and Code of Practice for further information:

- AS4211.3 Gas recovery or combined recovery and recycling equipment – Fluorocarbon refrigerants from commercial/domestic refrigeration and air-conditioning systems
- HB40.1 The Australian Refrigeration and Air-conditioning Code of Good Practice – Reduction of emissions of fluorocarbon refrigerants in commercial and industrial refrigeration and air-conditioning applications.

Contractor Classification Checklist

Section A: Defining the contract classification.

This question is about identifying the kind of risks that are part of the project work.

Question 1. Does the work consist of any of the following activities, or a contract/agreement is in place for the provision of services over a specified period of time (eg. cleaning, grounds maintenance, tuckshop)?

- Construction work (including high risk construction work) or maintenance work
- Working in confined spaces
- Working at a height greater than 2 metres
- Working with gas or electrical work
- Excavation work
- Use of hazardous substances
- Any activity likely to disturb asbestos containing material (ACM), such as data cabling, installation of smart boards, etc.
- Any activity the BCE site reasonably believes could result in death or bodily harm to staff, students or visitors
- Use of subcontractors in any of the above.

NO, Read right.

YES. Go to question 2.

If the answer is NO, then the contract is classified as MINOR. Proceed to Section B (i).

This question is about whether the project work would require the appointment of a principal contractor.

Question 2. Does the work consist of any of the following?

- Construction work with a value greater than \$250K

NO. Read right (in orange).

YES. Read right (in red).

If the answer is NO the contract is classified as Major and no principal contractor is required. Proceed to Section B (ii)

If the answer is YES the contract is classified as Major and a Principal Contractor is required to be appointed to the contract. Proceed to Section B (iii)

Section B: Minimum OHS requirements prior to work commencing.

(i) – Minor Contract

- BCE site completes the contractor induction process with the contractor:
 - Contractor Induction Manual issued to contractor
 - Site Specific Requirements are covered for the BCE Site
 - Contractor to sign Contractor Induction Register.

(ii) – Major Contract

- BCE site completes the contractor induction process with the contractor:
 - Contractor Induction Manual issued to contractor
 - Site Specific Requirements are covered for the BCE Site
 - Contractor to sign Contractor Induction Register.
- Contractor Safety Plan completed by contractor.
- Obtain licences and workers comp details.
- Contractor safe work method statements sighted.

(iii) – Major Contract (with Principal Contractor)

- BCE site completes the contractor induction process with contractor:
 - Contractor Induction Manual issued to contractor
 - Site Specific Requirements are covered for the BCE Site
 - Contractor to sign Contractor Induction Register.
- Notice of Appointment of a Principal Contractor completed and forwarded to OHS Services
- Construction Risk Management Checklist Completed
- WHS Management Plan completed (as per s309 WHS Regulation 2011) and copy forwarded to the BCE site.
- Safe work method statements sighted and updated in WHS Management Plan as required.

Section C: Contract monitoring requirements.

(i) – Minor Contract

- General monitoring throughout the course of the contract.

(ii) – Major Contract

- On site monitoring of contract to ensure that OHS requirements are met. Frequency and nature will depend on the risk associated with the activities undertaken.
- Scheduled meetings with contractor as required.
- Incident management follow up as required.

(iii) – Major Contract (with Principal Contractor)

- Meetings with contractor(s) as required.
- Incident management follow up as required.
- WHS Management Plan updated as required.

Contractor Checklist Site Specific Requirements

INSTRUCTIONS

FOR SCHOOLS:

1. Customise this cover page and the Site Specific Requirements section (ie. areas shaded yellow). Then save the document and use it as a master to make copies. A site map should also be attached to each copy.
2. Give the customised document and the contractor induction manual to each contractor. Give these documents every 12 months for long-term contracts (eg. cleaners) and regular contractors (eg. electrician).
3. Ensure contractors sign the Contractor Induction Register each time they are given this pack.

Major contracts - additional requirements

- For long term contracts and regular contractors seek evidence of a health and safety management system by requiring them to complete the form: Contractor Safety Plan.
- Require contractors for major contracts less than \$250,000 to also complete the form: Contractor Safety Plan.
- For construction projects over the value of \$250,000 where a principal contractor has been appointed, outline BCE's requirements for managing construction specific hazards by completing with them the Construction Risk Management Checklist.

Need assistance?

Contact the Brisbane Catholic Education Organisational Health and Safety Services on tel: 3033 7574.

FOR CONTRACTORS:

1. Read and understand all applicable information contained in this document and the Contractor Induction Manual.
2. Sign the school's Contractor Induction Register.
3. Inform all workers and subcontractors of the conditions and requirements of this document, the induction manual and any other relevant document mentioned below. Copies of documents may be made for this purpose.

Notes:

- The requirements discussed as part of the contractor approval process relate specifically to situations where a contractor or subcontractor is required to share the work area with BCE staff, students and visitors.
- For major contracts less than \$250,000 where no principal contractor has been appointed, or for on-going long term contracts, evidence of a health and safety management system must be provided to the BCE site by completing the form: Contractor Safety Plan.
- For construction projects over the value of \$250,000 where a principal contractor has been appointed additional requirements apply and are covered when completing the Construction Risk Management Checklist. A copy of the WHS management plan for the construction project (as per s309 WHS Regulation 2011) shall be provided by the principal contractor to the BCE site as evidence that a health and safety management system is in place for the project.

BCE SITE DETAILS

School/College/Office:	St Martin's School, Carina
Address:	66 Mayfield Road, Carina
Name of the site's contractor liaison person:	Mike Armstrong
Phone	3900 9100
Fax	3843 0065
Email	pcarina@bne.catholic.edu.au

Site Specific Requirements

Schools are busy and constantly changing environments. Children are by their nature inquisitive and they do not always evaluate the consequences of their actions. It is therefore critical that risks arising from contract work are managed to ensure children, as well as other members of the school community, are protected from harm. This will require action from both the contractor and the school to adequately plan contract work, to communicate effectively during the work and to remain ever vigilant in assessing and managing risks. Specifically, the following areas have been identified as being exposing schools to specific risks.

ACCESS PROCEDURES

Below outlines the site's requirements for accessing the site to gain entry to the contractor's work area. Information here may include but is not limited to:

- Times that the schools grounds/site can be accessed
- Procedure for contractors and subcontractors signing in and out
- How contractors and subcontractors are identified whilst on site
- Times when deliveries can be made
- How delivery trucks gain access to the contractor's work area (extending also to the use of spotters)
- Relevant school zones including school pick up/drop zones

When working on the school site, contractors shall report to the office and sign in prior to commencing work each day. A badge will be issued which must be worn at all times. Contractors shall return the badge and sign out before leaving the site each day. Contractors shall not park in school drop off/pick up zones and abide by relevant street parking signs.

FIRST AID

It is expected that the contractor will provide their own first aid equipment. Information provided below details the extent to which the school may assist a contractor in dealing with incidents requiring first aid. This may include:

First aid is available from the office.

EMERGENCY EVACUATION

In the event of an emergency, such as a fire or lockdown situation, contractors are deemed to be visitors to the school. Below are the procedures that the contractor must adhere to in the event of a fire, evacuation or lockdown.

The emergency evacuation signal is the continual sounding of the school bell. The designated emergency assembly area is the Sports Field where you must report to the school contractor liaison person.

SITE PLAN

To assist a contractor to orientate themselves around school grounds, details of relevant amenities and essential services are listed below.

A general site plan is attached to this document. Plans showing specific detail may be available on agreement by the School Principal.

SMOKING

Smoking is banned by legislation in enclosed areas, within 4 metres of any part of an entrance to a building while general access to the building is available and within 10 metres of any part of children's playground equipment. Smoking in other areas must be consistent with local school policy of which the relevant parts are detailed below.

There are no designated smoking areas for contractors onsite. Contractors may only smoke within the confines of their vehicle and not in view of, or in close proximity to, students.

TOILETS

Use of student toilets is prohibited. Access to other toilets is subject to the details below.

Use of student toilets is prohibited. Staff toilets may be used and are located in the staff room.

WORK-SITE BOUNDARIES

All places where contractors perform work are to be delineated by an agreed site boundary. The boundaries shall be constructed according to the circumstances and the nature of work taking place and may include welded mesh fences, barricades, warning signs, locked doors/gates, "witches hats", total enclosure and/or other agreed methods. Such boundaries shall be maintained to the satisfaction of BCE's Contractor Liaison Person.

In defining the work area to be delineated by the site boundary, consideration should be given to access routes, the space required to undertake the work safely and to store materials, minimising disruption to the normal activities, and a buffer zone to ensure the safety of any site staff, students and visitors.

Provision of site boundary equipment eg. safety fencing, "witches' hats" etc is the responsibility of the contractor..

OTHER

Other specific site requirements unique to the school are provided below. This may include, but not limited to:

- Asbestos procedures including work area access permits
- Procedure for dealing with disruption to services
- Impact of after hour access by school community groups such as
 - Out of school hours care/vacation care
 - Weekend users of facilities

Asbestos register is available at the school office.



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):	St Martin's School
Address:	66 Broadway Street, Carina Q 4152

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

Location of works	66 Broadway Street, Carina	
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

/ /



Contractor Induction Register

I have read and understand the online Contractor Induction Manual and relevant documentation and certify that I/we:

- Understand the general workplace health and safety requirements outlined in the online Contractor Induction Manual.
- Have determined whether the required work fits within a Minor Contract or a Major Contract.
- Understand the site-specific requirements.
- Have in place a system for managing workplace health and safety (for major contracts with no PC)
- Have current workers' compensation and public liability insurance policies; and
- Agree to abide by your site-specific and general workplace health and safety requirements and conditions, the *Work Health and Safety Act 2011* and associated regulations and codes of practice, other relevant legislation and any workplace health and safety standards, administrative regulations, procedures and guidelines adopted by The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane, Brisbane Catholic Education.

Name	Date	Company	Contact Number	Licence No (eg. BSA)	I have read and understand the content of the online Contractor Induction Manual and relevant documentation		Signature
					YES <input checked="" type="checkbox"/>	NO	
						You are not permitted to complete the contracted work until you fully understand the content of the Contractor Induction Manual and relevant documentation	

Please complete the Contractor Induction Register, sign and print and bring with you on the day you are completing the work you have been contracted to do