

# 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 Catholic Primary School, Carina
Address:	66 Broadway Street, Carina
Name of the site's contractor liaison person:	Kylie Anderson, APA
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 oval 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 (including tobacco and electronic cigarettes) is banned by legislation on school land and for an additional 5 metres beyond the boundary of school land. This includes all structures in this area such as bus shelters and carparks. Smoking laws relating to school land apply at all times – during and after school hours, on weekends and during school holidays. Land where other educational facilities, instruction or activities occur (eg. sporting fields) is designated as school land. On premises that are not designated as school land, smoking is banned 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.

**There are no designated smoking areas for contractors. There is no smoking on school land or within a 5 metre boundary of school land. There is no smoking outside of this area within sight of 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.**

# BROADWAY STREET

