

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

Adobe Reader is required to view and print the above documents. Click the "Get Adobe Reader" button to download the free Adobe Reader.

