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## **CONTRACTOR MANAGEMENT POLICY**

### **Rationale**

Maintenance and upgrade work can pose risks to the health and safety of staff, students and visitors unless work is carefully planned. Under the 2004 *Occupational Health and Safety (OHS) Act*, the school owes a duty of care to contractors carrying out the work.

***This duty of care cannot be removed, even by agreement.***

### **Guidelines**

Minor and major maintenance work at the school should be carried out in a safe and responsible manner using credible and registered contractors. At Essex Heights Primary School we will adhere to the Guidelines relating to risk management which can be found in the Victorian Government Schools Reference Guide.

The Principal or their nominee will:

- Check that contractors are suitably qualified, insured and have appropriate work cover (e.g. licensed plumbers for roof work).
- Provide the contractor with all relevant information about the school and emergency procedures and discusses safety requirements prior to the commencement of work via the induction process, eg asbestos audits and evacuation plans.
- Comply with OH&S requirements and ensure inductions are reviewed annually for existing contractors or prior to the commencement of works.
- Before work commences each day, ensure that they are advised by the contractors of where they will be working.
- If there is more than one contractor on site, ensure there is an understanding as to which contractor is responsible for which work (e.g. who is authorised to isolate and reconnect the power supply).
- Consider access requirements for vehicles. We may restrict access at certain times (e.g. start and end of school) and nominate areas where vehicles may not enter without reasonable notice. Ensure that deliverers of materials are also aware of restrictions.
- Check that contractors are aware of smoking, drug and alcohol policies.
- Ensure that visitors and contractors comply with the EHPS Visitors, Volunteers and Working with Children Check Policy.
- Determine how contractor activities and school activities are to be separated:
  - o If possible, isolate the work area completely.
  - o Check that the contractor places barriers and/or warning devices around the work site.
  - o Carry out all (or the most hazardous) of the work in school holidays, or on weekends or after 4.00 p.m. on school days where possible.

- Determine where and how material will be stored. Consider chemicals and paints (contractor to provide Material Safety Data Sheets [MSDS] for hazardous materials), pieces of equipment, sharp materials such as guttering, reinforcing mesh, nails and rubbish.
- Ensure school staff, students and parents are aware of, and comply with, safety arrangements.
- Consider how work could impact on Emergency Management arrangements (e.g. Are corridors blocked, can all the school access the assembly points, do contractors know of school arrangements?).
- Once work is completed, ensure all refuse is removed and that equipment such as fire extinguishers, evacuation plans and safety signs are reinstated.

Andrew Crossett

Trevor Sharrock

Principal

School Council President