



## Contractor Safety Management PROCEDURE

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### Aim of this Procedure

To outline the safety requirements in regards to contractors working at Resurrection Catholic Primary School.

### Definitions

Contractor	A contractor is a person, organisation or business, other than an employee, who is engaged to perform work at a workplace. At Resurrection Catholic Primary School a contractor can include, but is not limited to plumbers, electricians, builders, cleaners, instrumental music tutors, canteen staff, sports coaches, gardeners, maintenance workers, IT consultants and allied health professionals such as psychologists, occupational therapists, speech pathologists etc.
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### Responsibilities

Resurrection Catholic Primary School leadership team is responsible for:

- Ensuring that all contractors that perform work on the school premises hold current versions of any relevant licences, registrations, permits and / or insurances. This applies also to health practitioners.
- Ensuring that all contractors that perform work on the school premises hold a current Working with Children Check.
- Taking all contractors through an OHS Induction, including regular refreshers for ongoing contractors. The induction is for each individual, not each business.
- Performing an inspection of the area where contractors perform works upon completion, and regular inspections of any storage on-site kept by regular contractors.

Employees and Health and Safety Representatives (HSR's) are responsible for:

- Reporting any hazards associated with contractor actions to a member of the school leadership team.

Contractors are responsible for:

- Conforming to this procedure.

### Procedure

#### ***Prior to Commencement***

Prior to any contractor commencing work on the school premises, Resurrection Catholic Primary School will ensure compliance with the relevant Occupational Health and Safety legislation by requesting all contractors provide evidence of relevant insurances, Working with Children Checks and licences, permits and / or registrations (e.g. registration with [AHPRA](#) or relevant professional body for allied health professionals, relevant [trade qualification](#) for plumbers, electricians etc.).

## **Commencement of Work**

When a contractor arrives at Resurrection Catholic Primary School to begin work they must:

- Report to the administration building / front office and sign in.
- Show their Working with Children Check.
- Provide any relevant [risk assessments](#); [Job Safety Analysis](#) (JSA) and / or [Safe Work Method Statements](#) (SWMS) that are needed to undertake the work being performed (e.g. SWMS for work over 2 metres).
- Undertake a site-specific OHS Induction (regular refresher for regular contractors).
- Be advised of, and issued with, any relevant child safety documentation.
- Be provided with, where relevant the asbestos register to read prior to any work being conducted.
- Be informed that they must sign out whenever leaving the school premises.

## **Induction**

Prior to any work being undertaken, all contractors regardless of the type of work being performed or the length of time spent on the school premises must be taken through an OHS induction. A member of the school leadership team or delegate will take the contractor through the OHS induction using the [CECV OHS Induction Checklist](#), and records will be retained. Regular contractors will be taken through a refresher induction regularly, particularly where there have been changes to relevant information.

## **Completion of Work**

Upon completion of work, contractors are required to remove all rubbish that has accumulated from the work they have performed, unless arrangements have been made for disposal using the schools rubbish disposal system.

A member of the school leadership team or delegate will ensure they inspect the area where the works took place to ensure that the area is left free from hazards. In the case of an ongoing contract such as a contract cleaner, a member of the school leadership team or delegate will ensure they perform regular [inspections](#) of any storage areas that the cleaners have control over.

All contractors will be required to sign out prior to leaving the school premises.

Authorised by: Mrs Jessica Davis  
(Acting Principal)

Signature:



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Next review: 24<sup>th</sup> July 2024

### **Relevant Legislation and Guidance**

[Occupational Health and Safety Act 2004](#)  
[Guidelines on the Engagement of Contractors in Catholic Schools - CECV](#)  
[Workplace Inspections](#)  
[Safe Work Method Statements \(SWMS\)](#)  
[Job Safety Analysis \(JSA\)](#)  
[Contractor OHS Induction Checklist](#)