



Cavendish Primary School

Contractor Occupational Health and Safety (OHS) Induction Handbook

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Dear

The Department of Education and Training (the Department) has implemented an OHS Management System (OHSMS) in that requires all contractors engaged to provide maintenance, repair work, or services in [workplace] be approved prior to the commencement of any works.

Please read the attached Contractor OHS Induction Handbook and familiarise yourself with its contents. Upon arrival to the site, please report to the general office to sign in and be issued with a visitor's pass that is to be worn at all times whilst on Department premises. You will also be required to undergo a site-specific OHS induction.

The following information is to be provided:

- copy of current public liability insurance certificate (Note: \$10 million minimum cover required)
- copy of current workers compensation insurance certificate (if company)¹.
- copy of trade licenses and bring original for sighting
- current Working with Children Check (where applicable)
- copy of Safe Work Method Statement /Job Safety Analysis for the high risk tasks to be undertaken or as mandated by the Department.

This information is to be provided to us prior to work being undertaken at the school.

Note: If you are assessed as non-compliant you will be advised to submit further evidence.

If you have any questions please do not hesitate to contact **Anthony Hill** on **(03) 55742282** or **cavendish.ps@edumail.vic.gov.au**

Yours sincerely,



¹ If the contractor is a sole trader they will not have Workers Compensation Insurance, but may have income protection. Ensure that details are supplied to ----- School/College.

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Introduction

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2017 the Department of Education and Training (the Department) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all engaged contractors and sub-contractors to:

- report to the general office upon arrival at site
- complete an OHS induction using the [Contractor OHS Induction Checklist](#)
- sign in/out and ensure their visitors pass is worn at all times whilst on Department premises
- provide the following information:
 - licence numbers and/or qualification details
 - Public Liability Insurance Certificate of Currency (minimum \$10 million sum insured)
 - Workers Compensation Insurance Certificate of Currency (if not a sole trader)
 - Safe Work Method Statement (SWMS) or Job Safety Analysis (where applicable, see page 7).
- complete a [Confined Space Entry Permit](#) in consultation with the Workplace Manager or Management OHS Nominee for confined space entry.

Department Health, Safety and Wellbeing (HSW) Policy

The Department has the [Health, Safety and Wellbeing Policy](#), which has been endorsed by the Department Secretary and can be seen below:



Human Resources

Health, Safety and Wellbeing Policy

Scope: This Policy applies to all employees, students, visitors, volunteer workers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite.

Commitment and Principles: DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable to:

Prevent workplace injuries and illnesses: <ul style="list-style-type: none">• by identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertakings conducted by DET• by promoting the reporting of incidents and hazards and investigating where appropriate, to prevent re-occurrence• by providing and maintaining workplaces that are safe and healthy without risks to mental health.	Enhance workplace culture: <ul style="list-style-type: none">• by actively demonstrating and promoting a positive, inclusive and supportive working environment• promoting an HSW reporting and learning culture• by recognising the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce.	Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET: <ul style="list-style-type: none">• on identified hazards and proposed decisions and changes that may affect the health and safety of persons, including: job role, systems of work, plant and substances and workplace facilities• on issue resolution processes• on provision of information, instruction, supervision and training• by providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation.
Allocate adequate resources: <ul style="list-style-type: none">• by providing an Occupational Health and Safety Management System that is sustainable and consistent with the risk profile of DET operations• by promoting access to support services, information and training• by providing and maintaining physically safe and healthy workplaces.	Provide transparent and robust information, training, instruction and documentation: <ul style="list-style-type: none">• on individual health and safety accountabilities for all employees across DET• on legislative and DET HSW requirements.	Drive continuous HSW improvement: <ul style="list-style-type: none">• by using evidenced based data to inform DET strategic direction and measurable objectives• by monitoring and reporting on HSW performance outcomes• by strengthening leadership capability• by maintaining, monitoring and reviewing the OHS Management System

DET employees, visitors, students, volunteer workers and contractors are required to take reasonable care for their own and others' health and safety and will co-operate with DET in adhering to health and safety requirements including following DET policies, procedures or instructions and participating in consultation and training.

DET's OHS Management System sets out how this policy is to be implemented.

Katy Haire
Acting Secretary
19/01/18

Katy Haire

Last Updated: June 2018

Required conduct/behaviour

All contractors are expected to abide by the workplaces code of conduct while on site. This includes:

- No smoking on school grounds or within four metres of an entrance to all Department workplaces.
- No alcohol or drugs are to be consumed on any Department premises. Any contractor under the influence will be dismissed.
- No offensive language is permitted on any Department premises.
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of school hours, where possible.
- Possessions, materials, and equipment should be secured and not be left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of Department workplaces aside from the work area is prohibited, unless otherwise agreed to.
- Remove all litter and debris from the workplace.
- Report any problems, hazards, or incidents to the Workplace Manager or relevant delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.

Access arrangements

Access

All contractors must report to the general office and sign in upon arrival at the workplace. This requirement is indicated on signage located at all entrances to the school, see below:



Contractors are to restrict their movements and activities within the school to those areas and times approved/agreed to.

Traffic Management

Contractor vehicles are to enter and exit the school grounds via the following locations:

- **Staff car park**
- **Rear entrance gate (except during designated drop-off and pick up times)**

Designated pedestrian crossings are:

- [Insert locations or delete section if not applicable]

Vehicles entering school grounds must adhere to all traffic signage. Where there is no signage, vehicles are to move at walking pace at all times. If a vehicle has limited visibility or mobility, a spotter should be used when the vehicle is in motion.

Contractors are not to operate vehicles on, or around, school grounds during designated drop off/pick up times or during break times:

- Drop off: **from 8.10am to 9.00am**
- Recess: **11.00-11.30am**
- Lunch: **1.00-2.00pm**
- Pick up: **3.25pm**

OHS Induction

Upon arrival at the site you will be required to complete an OHS Induction covering the site specific risks.

Contractor inductions are valid for 12 months, except where the provision of a SWMS is mandated for high risk work. In this instance, the contractor must be re-induced (see Sections 3.3 and 3.5 of the Contractor OHS Management Procedure).

	Human Resources		
Contractor OHS Induction Checklist			
The Contractor OHS Induction Handbook can be used to assist in conducting an OHS induction.			
Workplace:			
Company Name:			
Contractor's Name:			
Brief Description of Work:			
Section 1			
General Induction			
The workplace is to ensure that the above named contractor(s) have been provided with following information and/or instructions:			
Department Health, Safety and Wellbeing (HSW) Policy	Yes <input type="checkbox"/>		
Required conduct/behaviour	Yes <input type="checkbox"/>		
High or extreme risk as identified in the OHS Risk Register related to the works to be undertaken	Yes <input type="checkbox"/>		
Security access arrangements / Traffic Management Plan	Yes <input type="checkbox"/>		
Emergency management	Yes <input type="checkbox"/>		
First aid and amenities	Yes <input type="checkbox"/>		
Hazardous Substances and Dangerous Goods stored on site	Yes <input type="checkbox"/>		
Hazard and incident reporting	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		
Current Asbestos Management Plan and Division 5 Audit Report	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		
Confined Space Entry Permit	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		
Information to be provided by the Contractor			
Licence details	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		
A copy of the current contractors Public Liability Insurance Certificate of Currency (minimum ten million sum insured)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		
A copy of the current Workers Compensation Insurance Certificate of Currency	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		
Current Working with Children Check	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		
Safe Work Method Statements (SWMS)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		
Personal Protective Equipment (PPE)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>		
Sign off	Name	Signature	Date
I have been provided with and understand the information (as indicated above) and will comply with the safety instructions listed in the Safe Work Method Statement (or equivalent).			
Contractor:			
I have provided the contractor with the relevant Department and site-specific information related to the works to be conducted.			
Workplace Representative:			
Workplace Manager / Management OHS Nominee are to file copies of all completed Contractor OHS Induction Checklists.			

Last Updated: 26 June 2016

Safe Work Method Statements

A contractor is expected to supply a [Safe Work Method Statement](#) (SWMS) or equivalent template, prior to the commencement of works, based on the level of risk or **as mandated by the Department** for the following high risk work:

- confined space entry
- demolition works
- hazardous manual handling
- hot works (e.g. welding)
- powered mobile plant (e.g. forklift)
- removal or disturbance of asbestos
- temporary supports for structural alterations
- tilt-up or precast concrete.
- trenches or shafts deeper than one and half metres
- use of explosives
- use of Hazardous Substances and Dangerous Goods
- working at height (two metres or more)
- works in tunnels
- Work that is in, on or near:
 - artificial temperature extremes (e.g. work in an operating cool room or freezer)
 - chemical, fuel or refrigerant lines
 - contaminated or flammable atmospheres
 - electrical installations or services
 - pressurised gas distribution mains or piping
 - roads
 - telecommunications towers
 - water/liquids that pose a drowning risk

If the proposed work requires a SWMS, the works cannot proceed until the Workplace Manager and/or Management OHS Nominee has reviewed and signed the SWMS, to verify it has been sighted. A new SWMS will be required if scope of works change.

Confined Space Entry Permit

[Delete section if the workplace does not have a confined space]

For works to be completed in a confined space, a contractor is to obtain and complete a Confined Space Entry Permit in consultation with the Workplace Manager as per the following procedure:

- report to the general office to sign in upon arrival
- ensure that your SWMS is complete
- obtain and complete a permit to work in consultation with the Workplace Manager or Management OHS Nominee
- prominently display the permit to work
- return the permit to work to the office, to be signed off, at the completion of task or end of the day
- if the task is not completed, repeat the process on successive days until the task is complete
- if the scope of works change the permit to work must be re-issued.

Site specific hazards

[Insert details of any other site specific hazards below]

Asbestos

All schools are expected to have a Schools Asbestos Management Plan in the event of the discovery of suspected asbestos containing material (ACM) or the accidental disturbance of existing ACM.

If ACM has been identified in the school, the following process must be followed prior to the commencement of works:

- Asbestos Register MUST be checked at the time of sign-in when the proposed work involves drilling, scraping, sanding, sawing or any other destructive process.
- if work is to be carried out in the vicinity of Asbestos Containing Material the Asbestos Coordinator (**Anthony Hill (03) 55742282**) must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licensed removalist.

Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the Workplace Manager/ Management OHS Nominee must be informed. You must complete a Safe Work Method Statement or equivalent to outline the controls methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed.

Such controls may include, but are not limited to:

- the provision of Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of Personal Protective Equipment (PPE).

Potential to fall two metres or more

Where there is the potential to fall two metres or more including:

- work at a height of two metres or above (measured from the ground to foot position on ladder rung/work platform) or
- undertake excavation work (depth of one and a half metres or more)

A Safe Work Method Statement or equivalent e.g. Job Safety Analysis must be supplied to the school demonstrating how you will manage the risks.

Hot Work

If a hot work task is to be undertaken (e.g. welding, burning, soldering, grinding) a Safe Work Method Statement or equivalent, must be supplied to the school, demonstrating how you will manage the risks.

Cables

[Edit this section to suit workplace or delete section if not applicable]

There are overhead power lines **[insert location]**. Work in this area must be approved by the workplace manager.

Various underground service cables are present throughout the site. Adequate controls must be implemented and discussed with the Workplace Manager, the Management OHS Nominee or other Department site contact prior to performing works that could disrupt Department services.

Prior to conducting works please contact 'Dial Before You Dig' on ph.1100 (toll Free) between 8am and 5pm.

You can also call Energy Safe Victoria on (03) 9203 9700 or 1800 652 563 during normal business hours, or email ESV at info@energysafe.vic.gov.au.

Animals / Wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Should this occur you must:

- do not approach any domestic animals (e.g. dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the Workplace Manager, the Management OHS Nominee.
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

Emergency management

Emergency Procedures

On hearing the alarm:

- switch off all equipment
- proceed to the advised assembly area
- report to one of the wardens
- do not leave the assembly area until advised.

Leaving Site in an Emergency

All contractors are required to proceed to the evacuation point and remain there until given clearance to leave by the Incident Controller or Workplace Manager.

Evacuation Point

The evacuation point is located at **[School Oval (on-site) or Cavendish Soldiers' Memorial Hall (off-site)]**; refer to Evacuation Map (Appendix A).

Emergency contacts

School contacts

Workplace Manager	Anthony Hill	03 55742282
Asbestos Co-ordinator	Anthony Hill	03 55742282
Business Manager	Tammy Crawford	03 55742282

School after hours contacts

Workplace Manager:	0402526258
Business Manager:	0417391787

Emergency contacts

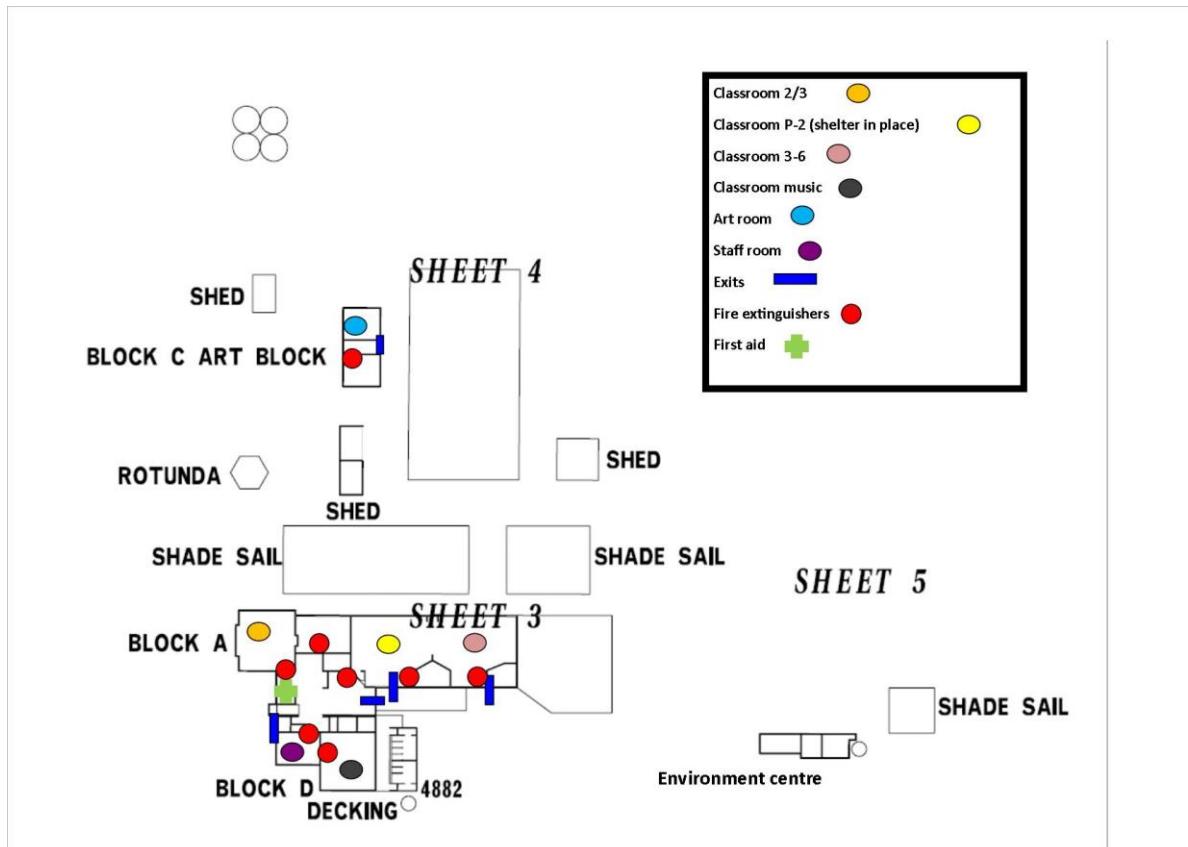
Police:	000
Fire:	000
Ambulance:	000
Poisons:	13 11 26

First aid and amenities

First Aid

In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the administration office for assistance
2. if the injury is serious ring 000, do not wait for first aid officer
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one else is available, ring the school number and inform the office that someone is injured at your location
5. if trained, apply first aid to the injured party
6. once incident is over, fill in an incident report at the office.



Hazard and Incident reporting

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor or employee must be reported.

- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:
 - police for crime, injury that may not be accidental, or assault
 - ambulance for injury and medical assistance
 - fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.
- Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list (page 11).
- Workplace Manager is to report the incident on eduSafe.

Appendix A

Emergency Evacuation Map

