

Contractor Checklist

Site Specific Requirements

Instructions for Schools

1. Customise this cover page and the Site Specific Requirements section (. i.e. areas shaded pale purple). 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 (e.g. cleaners) and regular contractors (e.g. 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.

Instructions 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.

Need assistance?

Contact the Brisbane Catholic Education Occupational Health and Safety section on 3033 7574.

Date:	
School/ College/Office:	Our Lady of Lourdes Primary School
Name of the site's contractor liaison person:	Monica Gascoine
Phone:	3345 0700
Fax:	
Email:	Gascoines5@hotmail.com

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, contractor are required to report to the office or Groundsperson (if in holiday time) and sign in prior to commencing work each day. During school hours contractor are required to wear a printed badge showing the name and company they represent. Contractors can only enter the school during hours agreed to by the Principal/ groundsperson. Contractors are not able to park in school drop off pick up zones.

Before commencing work, all documentation as requested by the school must be provided ie insurances, licences, blue cards, signed Contractor's induction register (The manual for perusal can be found on the school website

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 school 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 repeated hooting from loud horn. The designated emergency assembly is on the school green (oval). The contractor must report to the Warden. During school holidays, contractors are required to continue using the designated meeting point and follow directions of the school groundsperson or staff member on the premises.

The Emergency Lockdown signal is the repeated playing of “The Lion Sleeps Tonight” over the PA System. Should the school go into lockdown, all contractors are to follow the directions of school staff. Contractors are required to remain in lockdown until the appropriate authority has cancelled the lockdown. Cancellation will be relayed via a repeated message “Lockdown is now cancelled”

SITE PLAN

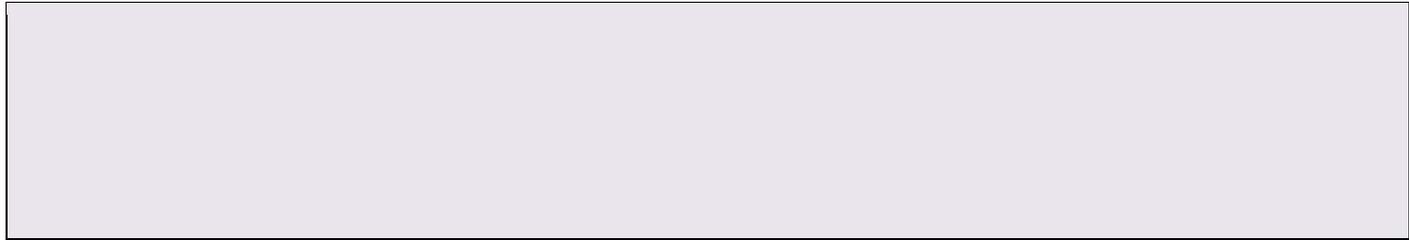
To assist a contractor to orientate themselves around school grounds, details of relevant amenities and essential services are listed below.

A site plan is available from the office if required

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 (e.g. 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.



TOILETS

Use of student toilets is prohibited. Access to other toilets is subject to the details below.

Contractors are prohibited from using student toilet facilities. Staff toilets are available in the office or on the first level of Block D. This require a key that can be collected from the groundsperson.

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, 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

Our Lady of Lourdes runs an after school and vacation care program. Contractors must ensure they do not enter the premises of the OHSC (situated in a house at the back of the oval). Ensure all equipment is kept well away from any children and safety barriers must be erected where required. Vehicles may only enter the grounds under the direction of the Groundsperson or designated staff member. Exiting the school grounds must be done via the same route. OLOL also has outside groups using the school on weekends. The same rules as for the OSHC applies to outside groups