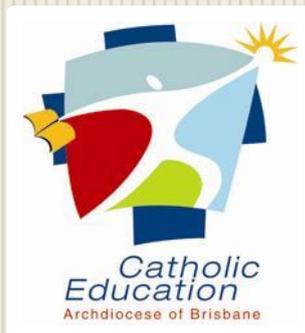




# Contractor Induction Manual

Contractor Management



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## 1. Introduction

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 school, college or Brisbane Catholic Education Office (BCEO). By reading and understanding this guide, everyone working within BCE sites will be able to play their role in maintaining a safe workplace.

The key purpose of this guide is to advise of:

- work health and safety obligations under the WHS Act 2011 and WHS Regulation 2011
- hazards and their associated controls relevant to schools and BCEO, and
- any relevant operational issues in the management of contractors.

## 2. Contractor Management Information

The following documents are available to accompany this manual.

Minor contracts

- Contractor Checklist - Site Specific Requirements

Major contracts (no principal contractor)

- Contractor Checklist - Site Specific Requirements
- Contractor Safety Plan

Major contracts (construction project over \$250,000 with principal contractor appointed)

- Contractor Checklist - Site Specific Requirements
- Construction Risk Management Checklist
- Notice of appointment of a principal contractor

## 3. Related BCEO Documents

- Occupational Health and Safety Policy Statement
- OHS Policy: WHS Management of Contractors
  - Contractor induction register
- OHS Policy: Asbestos
  - Asbestos safe work procedures
- Emergency Management Procedures
- OHS Fact Sheet: Risk Management
- OHS Policy: Incident Reporting and Investigation
- Student Protection Processes

## 4. Disclaimer

Brisbane Catholic Education has prepared this guide in order to assist contractors to work safely on BCE schools colleges or BCEO sites and abide by BCE's WHS requirements relating to people and property. It should be noted that these requirements are in no way an attempt to summarise legislative requirements. The contractor should be familiar with all relevant legislative requirements with current work health and safety legislation available from [www.whs.qld.gov.au](http://www.whs.qld.gov.au).

The contractor has full responsibility with regards to:

- identification and implementation of all applicable requirements from work health and safety legislation and the environment in relation to their work
- comprehension of the full extent of BCE's and the contractors legal obligations, and
- implementation of all necessary measures to ensure that the safety of all persons working on, or near the contractor's site of work.

Further information about legal requirements can be obtained from BCE's Organisational Health and Safety Services or the Regulator, Workplace Health and Safety Queensland.

## 5. On Arrival

All contractors arriving on school or office grounds must report to the reception to sign in and obtain a contractor's badge prior to accessing the nominated work site. Contractors, their employees and subcontractors will not be provided with access to the site unless the person has successfully completed BCE's Induction Program (this document).

Contractors must report daily to the reception to obtain a contractor's badge before accessing the nominated site. The contractor's badge must be worn at all times whilst on campus and similarly on leaving the site, the contractor shall return the contractor's badge to reception.

The Contractor is also responsible for ensuring that the site area is secure at the end of each day.

Before any work being carried out at a school, the school's Principal or authorised delegate must ensure that the Contractor is aware of all risks and hazards relevant to the worksite and associated tasks. The relevant documents are:

- Site specific requirements (for minor or major projects where no principal contractor is appointed)
- Risk management checklist for construction work (for major projects where a principal contractor is appointed)

This information is provided as part of the project documentation and is also incorporated into the induction process and or project start-up meeting.

## 6. Contractor Management

### INDUCTION

Before the commencement of work on BCE schools and offices, all contractors and their employees or subcontractors engaged by a school must make themselves aware of the general requirements outlined in this document. Awareness of this document and its contents is required as part of the contractor approval process and forms part of the overall contractor management process.

Contractors will still be required to participate in a range of other forums designed to provide further health and safety project specific information. This includes but is not restricted to WHS procedures e.g. asbestos management, prestart construction meeting, school specific safety requirements as part of the local induction process.

Where construction work is being performed, all contractors, their employees and any subcontractors will have successfully completed the general construction induction training; and if the worker completed the training more than 2 years previously—the worker has carried out construction work in the preceding 2 years.

### ACCESS/EGRESS

Other than agreed alternative and temporary arrangements arising from consultation with the school principal, access ways and paths of travel to exits must be kept clear at all times. Also, objects must not be placed or allowed to remain, and vehicles must not be parked or allowed to stand, in the path of travel from an exit leading out of a building.

### BINS AND SKIPS

The disposal of waste on school grounds is expressly forbidden.

The contractor is responsible for the supply and removal of bins/skips used specifically for the removal of debris and materials associated with all works. School rubbish bins cannot be used for the disposal of construction and demolition waste.

A suitable location for any bins/skips shall be coordinated with the school principal or their authorised delegate.

### CLEANING

The Contractor shall maintain a clean site throughout the contract period and ensure that the site is cleared of all rubbish, refuse and completed materials at the end of each day.

On completion of the contracted works, the Contractor is required to clean and clear away from the site all debris, rubbish, surplus building materials etc. to the satisfaction of the school principal and to leave the site in a condition suitable for occupation. Should the school need to arrange additional cleaning to satisfy the requirements of this clause, the Contractor will be invoiced.

## CONDUCT OF CONTRACTORS AND THEIR EMPLOYEES WHILST ON SITE

All adults have a responsibility to act appropriately around children and young people.

Brisbane Catholic Education has a duty of care and other legislative responsibilities regarding the protection of students in BCE schools.

Inappropriate language and harassing or sexual behaviour of any nature is unacceptable and will not be condoned on school grounds.

Contact with students is to be avoided at all times and use of student toilets is prohibited.

Any misconduct towards students will be dealt with by the school principal in the first instance and appropriate authorities, for example, the Queensland Police Service, will be contacted if necessary.

## CONTINUED OCCUPATION

The Contractor is advised that the school or office will continue to be in possession and occupation of the whole of the existing building and/or areas adjacent to the site. The Contractor shall allow for liaison with occupants and coordinate their activities in such a manner as to minimise disruption to normal operations of the building's occupants.

Work of a disruptive nature includes: work that generates excessive noise; disruption to essential services, and work that generates excessive dust, vapours or fumes. If a situation arises where work of a disruptive or noisy nature disturbs normal activities, this work will be stopped immediately at no cost to BCE.

Consideration shall be given to performing such work at a more suitable time and taking steps to minimise the effects of future noisy and/or disruptive activities.

## FIRST AID

The contractor is responsible for providing first aid equipment unless alternate arrangements have been agreed to by the contractor and the BCE site and have been noted in the site specific requirements.

## REPORTING INCIDENTS

Any concerns regarding suspected harm to students from any source are to be immediately reported to the principal.

Any health and safety incident which incurs medical treatment will be investigated to determine root causes and appropriate corrective actions. The school principal or WHSO shall be informed of the outcomes of such investigations.

At times, due to the circumstances surrounding the incident, BCE's Organisational Health and Safety Services may also initiate an investigation. It is expected that the contractor will fully cooperate with any reasonable instructions that form part of the investigation.

Where the regulator issues the contractor with a compliance notice such as an improvement or prohibition notice, the school will be advised of the notice and provided with a copy of the compliance notice.

### SAFETY INSPECTIONS / BREACHES

The Contractor as an employer has a duty of care to provide and maintain a safe workplace for their employees, BCE staff and students and consequently has a responsibility to conduct workplace inspections on a regular basis. The Contractor shall make available copies of health and safety inspection reports where requested by the school's Principal or WHSO.

The school Principal or their nominated representative may conduct random WHS observations of contractor conformance to contractor documentation provided during any start-up meeting. Non-conformances relating to WHS will be recorded and conveyed to the contractor for rectification and used as part of the review process for contractor performance.

BCE staff who identify that a Contractor or the contractor's employees are operating in an unsafe manner, are responsible for reporting the unsafe practice to the school's Principal or WHSO immediately advising them of the unsafe practice being undertaken. Contractors shall take immediate remedial action on any safety hazard, defect or any other issue associated with WHS matters identified during such inspections.

If repeat incidents are observed, the Contractor may be instructed to cease work until the situation has been rectified and the work site and/or operational procedures are deemed safe.

### SIGNAGE

Where a principal contractor has been appointed for a construction project, the PC must ensure that signs are installed, that—

- show the principal contractor's name and telephone contact numbers (including an after hours telephone number)
- show the location of the site office for the project, if any, and
- are clearly visible from outside the workplace, or the work area of the workplace, where the construction project is being undertaken.

### SMOKE-FREE WORK ENVIRONMENT

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 (eg. 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.

## SUPERVISION

The Contractor must provide adequate supervision to workers to the satisfaction of BCE. Directions and explanations given by the school's Principal, workplace health and safety officer or other appointed delegate to the Principal Contractor shall be deemed to have been given to sub-contractors and their personnel.

## TOILETS

Use of student toilets is prohibited. Excluding major contracts where a principal contractor has been appointed (where it is expected that the PC will provide toilet facilities), the Contractor shall have shared access to staff toilets at the school where the works are being undertaken. The Contractor shall note these toilets will continue to be used by the wider schooling community.

## VEHICLES

Vehicles shall be only be driven and parked in designated areas. Speed limit and other traffic signs (such as school zone drop off/pick up areas) must be observed. Any exceptions must be on agreement with the school principal or BCEO manager. When a vehicle is to be driven on inner school grounds that are not designated as roadways, vehicles must have their hazard lights on and should not exceed walking speed. The Contractor will discuss with the principal on the need to have a spotter accompany any mobile plant moving through school grounds.

Pedestrians have right of way at all times. Any permission given to park or drive in the school grounds may be revoked if unsafe driving is observed.

## 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.

In determining site boundaries every effort shall be made to minimise disruption to the normal activities in the area while ensuring the health and safety of the school community and contractor.

## **7. Safe Systems of Work**

### ELECTRICAL WORK

Electrical work must be undertaken in accordance with the requirements of the Electrical Safety Regulation 2002 and AS/NZS3000:2000. Electrical work must only be performed by an appropriately licensed electrical contractor.

Where the contractor is to perform work in contact with, or near to, electrical parts (ie. an exposed part or an overhead insulated electric line) the requirements of the Electrical Safety Regulation 2002 (Part 4) must be complied with.

## EMERGENCY EVACUATION AND LOCKDOWNS

In the event of an emergency, such as a fire or lockdown situation, contractors on school grounds are deemed to be visitors to the school. In the event of the fire alarm sounding, the Contractor and their representatives must evacuate the site, following exit signage and the directions of school staff to the assembly point nominated.

Contractors shall either be provided with school emergency plans or will be made aware of the assembly point at start up.

## HIGH RISK WORK

Contractors performing any work that is considered 'high risk' must ensure that they comply with Part 4.5 – High Risk Work or Part 13.1 Transitional provisions, and Schedule 5 of the WHS Regulation 2011. Any Contractor performing work of this nature will be required to provide proof of training, competency level and/or valid licence at any time during the project.

High risk work may consist of:

- Scaffolding
- Rigging
- Crane and hoist operation
- Forklift operation
- Pressure equipment operation

Where a principal contractor has been appointed, the principal contractor shall check that subcontractors have the necessary licenses to perform high risk work.

## HOT WORKS

The contractor is required to provide evidence to the school that they have a safe system for hot work. This system extends to tasks such as welding, brazing or removal of paint by heat gun or burner.

All welding operations should be performed in accordance with the guidance provided in the Welding Institute of Australia publication Technical Note on Health and Safety in Welding to prevent injury to members of the school community from hazards such as radiation from the welding arc and toxic fumes.

The contractor will be required to use their own permit for work for entry into confined spaces on BCE sites.

## INTERRUPTION OR ISOLATION OF SERVICES

To ensure minimal impact on the schooling community, the Contractor and School Principal (or authorised delegate) are required to confirm that isolations for services such as electricity, water,

gas, telephone or data have been arranged and that individuals affected have been advised within three (3) working days of intended works.

The contractor is required to provide to the Principal details of the nature of the work to be done, the time and the expected duration of the shutdown. All interruptions shall be kept to an absolute minimum and only at such times as has been agreed by the Principal or authorised delegate.

Should services be shut down accidentally, the Contractor must advise the Principal or delegate immediately.

#### ISOLATION OF FIRE & SECURITY ALARMS

It is the Contractors responsibility to contact the school's Principal to arrange for the isolation of fire and smoke detectors and security alarms to prevent false alarms.

No welding or other heat or dust producing work is to be carried out in any internal area before the fire alarm detectors are isolated.

Failure to comply with this requirement may result in a false alarm calling out the Queensland Fire and Rescue Service (QFRS) and the relevant Service Provider, the cost of which will be invoiced to the Contractor.

The school Principal shall be notified of modifications to the hydrant system requiring interruption to the fire water supply not less than three (3) working days before the modification work taking place.

#### SAFE WORK PROCEDURES

Contractors shall provide evidence to the school, college or BCEO that they have in place documented safe systems of work. These procedures are an example of an administrative control and are in place to ensure that a standardised approach is adopted to managing a task that has an identified level of risk. A contractor may be required to provide a copy of their safe work method statement(s).

For certain tasks such as high risk construction work, the WHS Regulation 2011 mandates that the contractor has in place documented safe systems of work in the form of safe work method statements (SWMS). High risk construction work means construction work that:

- involves a risk of a person falling more than 2m
- is carried out on a telecommunication tower
- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- is carried out in or near—
  - a shaft or trench with an excavated depth greater than 1.5m
  - a tunnel
- involves the use of explosives
- is carried out on or near pressurised gas distribution mains or piping
- is carried out on or near chemical, fuel or
- involves tilt-up or precast concrete
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- is carried out in an area at a workplace in which there is any movement of powered mobile plant
- is carried out in an area in

- involves, or is likely to involve, the disturbance of asbestos
  - involves structural alterations or repairs that require temporary support to prevent collapse
  - is carried out in or near a confined space
- refrigerant lines
  - is carried out on or near energised electrical installations or services
  - is carried out in an area that may have a contaminated or flammable atmosphere
- which there are artificial extremes of temperature
  - is carried out in or near water or other liquid that involves a risk of drowning
  - involves diving work.

It is also noted that where a school, college or BCEO reasonably believe that the activity could result in death or bodily harm to staff, students or visitors, then the contractor shall also provide documented evidence of how it will manage that activity.

Where a principal contractor has been appointed, the principal contractor shall obtain copies of subcontractor's SWMS before commencing the associated work.

## WORKING AT HEIGHTS

Contractors shall ensure that the National Code of Practice - Managing the Risk of Falls at Workplaces is adhered to when working at heights. Additionally any construction work undertaken at heights shall be in compliance with s306A-306Q of the WHS Regulation 2011.

Where work is carried out at heights other than off a ladder, consideration must be given to the following alternatives:

Level 1	<ul style="list-style-type: none"> <li>• Work on the ground</li> <li>• Work from a solid construction</li> </ul>
Level 2	<ul style="list-style-type: none"> <li>• Passive fall prevention device               <ul style="list-style-type: none"> <li>○ Perimeter protection</li> <li>○ Temporary work platforms</li> </ul> </li> </ul>
Level 3	<ul style="list-style-type: none"> <li>• Travel restraint systems (also known as a work positioning system)</li> </ul>
Level 4	<ul style="list-style-type: none"> <li>• Fall-arrest systems</li> </ul>
Level 5	<ul style="list-style-type: none"> <li>• Permit systems</li> <li>• Organising and sequencing of work</li> <li>• Safe work procedures</li> </ul>

The contractor will be required to use their own permit for work for access to areas where travel restraint systems or fall-arrest systems are to be used.

## WORKING IN CONFINED SPACES

The contractor is required to provide evidence to the school that they have a safe system for working in a confined space. This system extends to tasks such as entry into the confined space, inspection, maintenance and work. Particular emphasis will be placed on the following:

- risk assessment
- control of risks
- atmospheric monitoring
- entry permits
- rescue arrangements, and
- training and competency.

The contractor will be required to use their own permit for work for entry into confined spaces on BCE sites.

## 8. Safe Plant, Structures and Environment

### DUST, FUMES AND NOISE

Where work is arranged within existing buildings or in the vicinity of occupied buildings, the work shall be arranged to minimise nuisance to the staff and students and to ensure their safety at all times. This provision shall include protection against weather, noise, dust, water, fumes or other nuisances, by means of temporary screens, exhaust equipment or other measures, as may be deemed necessary and to the approval of the principal, WHSO or authorised delegate. Every effort shall be made to:

- Control the emission at the source; and/or
- Contain the emission within the work site; and/or
- Find a more appropriate work method and/or time of work.

Noise from equipment being used must not exceed prescribed levels for hearing conservation or recommended levels for areas of occupancy. Where high noise levels are expected to be produced by certain operations, consideration must be given to carrying out the process during a time outside of normal school hours.

Personal Protection Equipment should also be worn by contractors working above the prescribed recommended noise levels as appropriate.

### ELECTRICAL EQUIPMENT

Use of electrical equipment on BCE sites is subject to the following:

- All electrical equipment is to be connected to an approved Residual Current Device (RCD)
- Be tested and tagged in accordance with the Electrical Safety Act 2002
- The electrical cord is protected from damage. Compliance is achieved where the electrical cord is supported clear of floors or under protective covers, and connected to the nearest power outlet
- Be removed from the power outlet when not in use
- Not pass through doorways unprotected or use piggyback lead and double adaptors

Upon becoming aware of the situation, the contractor must not allow defective electrical equipment to be used on BCE sites and must be withdrawn immediately.

Safety switches belonging to the contractor must be tested in accordance with the Electrical Safety Regulation 2002.

### EXCAVATION WORK

Contractors shall ensure that the National Code of Practice - Managing the Risk of Falls at Workplaces is adhered to in so far as it relates to excavation and trenching work. Additionally such work shall be in compliance with s304-s306 of the WHS Regulation 2011.

The school or college may have plans to assist with identifying the location of school-based underground services, however the contractor will be required to conduct a survey in an around the

area to be excavated to confirm their presence before any excavation commences. Dial Before You Dig will assist in identifying major state-owned utilities however it cannot be relied upon to identify site-based utilities.

Any underground obstacles identified must be brought to the attention of the principal before proceeding with the work, to assess the necessary course of action.

The contractor shall ensure that controls that prevent access to an excavation or trench are put in place to minimise the risk of falling into it by members of the schooling community.

#### EXPLOSIVE POWER TOOLS

All explosive charges for explosive powered tools must be kept in an approved, locked box. All operators of explosive powered tools must be qualified as required by statutory authorities. A warning sign must be displayed at each location the tools are used. Suitable protection must be worn when using the tools.

#### FIRE

Any fire fighting appliance (including its associated signage) that is the property of the school must be kept in good order and condition, and must be accessible and ready for use at all times unless prior arrangements have been implemented on agreement with the school principal.

#### HAND TOOLS

Tools such as picks, shovels, axes, crowbars, hammers, wrenches, files, screwdrivers and similar must be checked regularly. Where damaged or defected tools are present, these items must be removed from site and repaired or disposed of in an appropriate manner.

#### LADDERS

For construction work that involves a single or extension ladder where a contractor may fall more than 2 metres, the worker using the ladder shall:

- have 3 points of contact
- be secured at either the top or bottom

Generally, ladders must:

- have a load rating of at least 120kg;
- be manufactured for industrial use; and
- be used only for the purpose for which it is designed
- be no longer than
  - for a single ladder–6.1m; or
  - for an extension ladder used to do electrical work–9.2m; or
  - for another extension ladder–7.5m.

## MACHINE GUARDING

All hand tools, machinery or other equipment must be operated with effective guards where fitted by the manufacturer. Non-guarded equipment must be removed from the work site and stored in a safe location.

## MAINTENANCE OF EQUIPMENT, PLANT AND TOOLS

Contractors shall conform to the WHS Regulations 2011, Chapter 5 Plant and structures and relevant Australian Standards for all plant, equipment and tools on school, college and BCEO sites.

The contractor shall ensure that registrable plant listed in Schedule 5 WHS Regulations 2011 is registered the regulator for the duration of the project work.

Random checks for all plant and equipment may be undertaken by the principal, WHSO or authorised school delegate as part of the random WHS observations of contractor conformance noted earlier.

## MATERIALS STORAGE

Materials and equipment must be stored safely within the work site boundary or another area subject to agreement by the school principal.

## NOISE

See reference to "Dust, Fumes and Noise".

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where hazards cannot be controlled by other means, the contractor must provide and wear adequate PPE.

If PPE has been identified as one of the control measures to minimise exposure to a risk, the contractor must make sure such equipment is provided to its workers. The contractor must also provide training and instruction in the use of the PPE.

## SCAFFOLDING AND HOARDINGS

Scaffolding is an example of a level 2 control listed in the National Code of Practice - Managing the Risk of Falls at Workplaces. Contractors shall ensure that all scaffolding on any school, college or BCEO site is erected and maintained in accordance with and comply to:

- WHS Regulations 2011, s 225
- AS1576 Scaffolding – General requirements (Approval Code of Practice)
- AS1577 Scaffold Planks (Approved Code of Practice)

## 9. Hazardous substances and dangerous goods

### ASBESTOS

An asbestos register is available for each building built before 1990. Copies of the asbestos register for each school can be accessed at the reception, with electronic copies of school registers available by contacting OHS Services.

Where contract work is to be done in proximity to any asbestos containing materials (“ACM”), or where it is likely that the asbestos may be disturbed, the contractor shall be given a copy of the school/college/BCEO Asbestos Register.

For contract work where a principal contractor is not appointed, a contractor must abide by BCE’s Asbestos Policy which details minimum safe work requirements and work area access procedures.

For contract work where a principal contractor is appointed, the contractor will require any employee or subcontractor to comply with the applicable National Code of Practice below:

- For work performed on ACM - the Management and Control of Asbestos in Workplaces: National Code of Practice;
- For removal of ACM - the Safe Removal of Asbestos: National Code of Practice.

### CONTAMINATED SOILS

Soils may become contaminated with asbestos, fire ants, heavy metals or other toxic material. In the event of such contamination occurring or discovered by a contractor, the contractor should inform the principal, WHSO or authorised delegate so that the services of a licensed disposal contractor may be engaged for its safe removal.

### HAZARDOUS CHEMICALS / HAZARDOUS SUBSTANCES

Prior to contract work commencing the contractor may be requested to provide a copy of material safety data sheets for chemicals to be used. All hazardous material brought onto school, college or BCEO grounds must be clearly labelled, and safe handling and storage instructions as outlined on the product labels must be complied with at all times.

Chemicals must be stored in reliable, tightly sealed containers and must be stored indoors on an impervious floor with enough bunding to contain any spill.

Clean-up materials must be provided in case of spillage. Liquid spills may be mopped up with rags, sawdust or commercially available absorbent products. DO NOT wash chemicals or other hazardous substances down the drain or pour chemicals onto the ground.

## REFRIGERANT GASES

It is the Contractor's responsibility to ensure that refrigerant gases are treated with appropriate caution to avoid contaminating the environment.

Refrigerant gases must not be released into the atmosphere; they should be collected in specially sealed cylinders by a licensed disposal operator.

Refer to the following Australian Standard and Code of Practice for further information:

- AS4211.3 Gas recovery or combined recovery and recycling equipment – Fluorocarbon refrigerants from commercial/domestic refrigeration and air-conditioning systems
- HB40.1 The Australian Refrigeration and Air-conditioning Code of Good Practice – Reduction of emissions of fluorocarbon refrigerants in commercial and industrial refrigeration and air-conditioning applications.