OCCUPATIONAL HEALTH AND SAFETY:  
Contractor Management

Rationale:
Schools must provide and maintain, as far as practical, a working environment that is safe and without risks to health for all employees and visitors. Responsibilities include ensuring that contractors are competent and able to control their own systems of work. However Williamstown High School retains a general supervisory power over any work undertaken by a contractor and must define the contractor’s respective areas of responsibility and ensure that the activities undertaken do not put staff, students or the contractors at risk.

Purpose:
To ensure the School meets its legal obligations to provide a safe working environment for employees and contractors.
To ensure Williamstown High School complies with DET guidelines and the provisions of the Occupational Health and Safety Act 2004 - Section 21

Definitions:
Contractor: Contractors include any service providers/individuals who are not direct employees of DET and are providing services such as cooking demonstrations, sports coaching and other activities including workshops and incursions or works in relation to maintenance. This includes contractor employees, sub contractors and sub contractor’s employees.

Procedure:
When a service is required, the person requiring this service must contact the facilities manager for a copy of the current Approved Contractor List. Employees are responsible for only utilising approved contractors.
The Workplace Manager and/or Management OHS Nominee is responsible for maintaining a register of approved contractors and making the register available to all employees. Contractors engaged by the school will be selected from this list. Approved contractors have been inducted into the site using the DET Contractor Induction Checklist.

Examples of services that may be required include:
- Maintenance work such as plumbing, electrical and heating/cooling work
- Cleaning
- Cooking demonstrations
- Music lessons
- Physical education coaching
- Workshops and incursions

For non-approved contractors, the employee must notify the Facilities Manager prior to their engagement.
The contractor will then be required to complete an induction using the DET Contractor Induction Checklist. The checklist requires that the contractor provide verification of workers compensation and public liability insurance (minimum cover is $10 Million). Working with Children Check and Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) that are relevant to the work being undertaken must also be provided.
The completed checklist and copies of the requested documents are then reviewed by the Facilities Manager and evaluated whether or not the contractor can comply with DET OHS requirements. The Hazard Identification and Control Table can be used to assess the quality of SWMS submitted as part of the approval process. Contractors that are subsequently approved will then be added to the Approved Contractor List. If the contractor is assessed as non-compliant, the contractor may be asked to submit further evidence, otherwise the contractor is not to be used.

Contractor inductions are valid for 12 months. Where a contractor is required, but it has been longer than 12 months since they were inducted, they are to undergo the approval process again. Contractors must provide updated insurance certificates annually as they are renewed.

The employee engaging the approved contractor is responsible for ensuring the contractor signs in as outlined in the Visitors in School policy. The employee is then responsible for escorting the contractor to the work site in order to familiarise them with the work environment and the specific hazards they may face. On completion of work the contractor is to be escorted off the site and must also sign out of the visitor book prior to leaving the site.

If the contractor fails to comply with DET OHS requirements, the contractor is to be issued with a Non Conformance Report by the person who is responsible for supervising the contractor. Sources of non conformances may be:

- Working in an unsafe manner
- Not wearing the visitors pass
- Non conformances generated as a result of poor workmanship or inappropriate behaviour in the workplace

A copy of the non-conformance report is to be given to the Workplace Manager and/or Management OHS Nominee immediately who is then responsible for managing the resolution of the issue with the contractor. Failure of the contractor to comply with DET OHS requirements can lead to termination of their approval status. Terminating contractors may only be done by the Workplace Manager and/or Management OHS Nominee.

**Evaluation:**

- This policy will be reviewed as part of the school’s three-year review cycle or if guidelines change.

This policy was last ratified by School Council on 17th March 2015.