



# CONTRACTORS WORKPLACE HEALTH & SAFETY INDUCTION PACK

January 2006

## THIS PACK DOES NOT APPLY:

- To contracted teaching and administrative staff; contracted curriculum program specialists (eg. sports coaches) and providers of specialist professional services (eg. IT consultants, accountants.)
- To professional drivers eg. tuckshop deliveries; couriers; bus drivers; waste removalists.
- Within construction sites in schools where a principal contractor has been appointed.

## DETAILS OF SCHOOL

School name: St. Luke's Catholic Parish School

Address: 45 Degen Road, Capalaba Q 4157

Name of school contractor liaison person: Mr Tim Devlin (Principal)

Tel: 07 3245 9595

Fax: 07 3823 2222

Email: pcapalaba@bne.catholic.edu.au

## INSTRUCTIONS

### FOR SCHOOLS:

- Give this WH&S Pack to each contractor in addition to any other contract documentation. Give it every 12 months for long-term contracts (eg. cleaners) and regular contractors (eg. electrician).
- Ensure the contractor signs the *Contractor Induction Register* each time they are given this pack.

### Remember:

- School principals are also responsible for identifying and implementing applicable "safe contract work procedures" in conjunction with the contractor.

### Construction, refurbishment and building demolition projects:

- Additional requirements apply to these projects where a principal contractor must be appointed. (Refer to *Fact Sheet: Workplace Health & Safety Requirements for Construction, Refurbishment and Demolition Projects*).

### Need assistance?

- Contact the Brisbane Catholic Education Occupational Health and Safety section on tel: 3840 0574; or
- Refer to the Health & Safety eLibrary on the Brisbane Catholic Education Intranet.

### FOR CONTRACTORS:

- Read and understand all applicable information contained in this document.
- Sign the school's *Contractor Induction Register*.
- Inform all workers and subcontractors of the conditions and requirements of this document. Copies of this document may be made for this purpose.

### Notes:

- You may be requested to participate in identifying and implementing applicable "safe contract work procedures" in conjunction with the school principal.



## 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.

CATEGORY	INSTRUCTIONS & REQUIREMENTS
Access procedures	When working on the school site, contractors are required to report to the office and sign in prior to commencing work each day. A badge will be issued which must be worn at all times. Contractors are required to return the badge and sign out before leaving the site each day.
First aid (in addition to general requirements for 'First Aid' on page 5)	First aid is available from the school office.
Emergency evacuation	The Emergency Evacuation signal is the sounding of a siren. The emergency assembly area is the school oval where contractors are to immediately report to the Principal or his/her nominated delegate. The emergency signal for a Lock Down is the playing of music across the intercom system outside the usual times. In the case of lock down, contractors are to remain inside the room they are working in if working indoors, or to report to the nearest classroom if working outdoors. Doors and windows are to be closed and locked, and contractors are to crouch down in a location away from windows and doors. No one will leave either an assembly point or a locked down building until so instructed by the safety officer in charge.
Site plan	A general site plan is attached to this document. More detailed plans may be available by agreement with the principal.
Smoking (in addition to general requirements for 'Smoking' on page 5)	Our school is a "Smoke Free Zone". No smoking is allowed in school buildings, within the school grounds, or within 4 metres of any school property boundary.
Toilets	The use of student toilets is prohibited at all times. Staff toilets may be used and are located in the staff room in the administration building.
Work site boundaries (in addition to general requirements for 'Boundaries' on page 4)	Provision of site safety equipment e.g. safety fencing, witches hats etc. is the responsibility of the contractor. However, the school has a limited supply of plastic safety fencing and witches hats which may be borrowed by the contractor on agreement by the school principal.

## General Workplace Health & Safety Conditions

Persons appointed for contract work by schools of The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane, Brisbane Catholic Education ("BCE") shall adhere to all relevant provisions of the current *Workplace Health and Safety* legislation and will not compromise existing provisions for health and safety within the Brisbane Catholic Education system. All site-specific requirements, *safe contract work practices* (see below), and general requirements (see summary on page 4) for workplace health and safety shall be complied with. Before the commencement of any work by the contractor, any forms which the school principal provides to the contractor to complete must be returned fully completed, subject to the exception provided under 'Emergency/High Priority Contract Work' below.

**Emergency/High Priority Contract Work:** If the contractor has been engaged in response to a situation requiring high priority/emergency action, it may not be possible for relevant forms to be fully completed prior to work commencing. In this instance however, the school principal may allow work to commence if satisfied that the contractor has completed instructions 1 and 3 under 'Instructions: for Contractors' on the cover page of this document ie. "*read and understand all applicable information contained in this document*" and "*inform all workers and subcontractors of the conditions and requirements of this document*". Relevant forms should be completed as soon as possible thereafter.

In the absence of prescriptive legislation or specific guidance from the workplace health and safety statutory authority, the contractor must implement the risk management process (refer to the *Workplace Health and Safety Risk Management Advisory Standard* (Queensland Government) for further information.)

The contractor must ensure the workplace health and safety of the contractor, each of the contractor's workers and any other persons is not affected by the conduct of contract work. BCE reserves the right to stop work being undertaken at its schools where it is believed that workplace health and safety regulations or organisational safety requirements are being breached by the contractor or where members of the school community are exposed to an unacceptable level of risk, until any such breach or condition is satisfactorily rectified.

With regard to construction work, high risk construction activities and other activities prescribed under a workplace health and safety regulation to be undertaken at BCE schools, BCE reserves the right to inspect construction safety plans, work method statements and induction evidence accordingly.

### Please note:

- Any reference to "school principal" also refers to that person's authorised delegate.
- Any reference to "contractor" also refers to "principal contractor" where applicable and that person's authorised delegate.

## Safe Contract Work Practices

*Safe contract work practices* are:

- Clearly defining the contractor's **work area**, taking into account:
  - Access routes
  - The space required to undertake the work and to safely store materials
  - An appropriate distance required between the work area and adjoining areas to ensure the health and safety of students, staff and visitors is not affected by the work (i.e. a "buffer zone").
- Ensuring that means of **access** to and from buildings and facilities for staff, students and visitors are kept safe and clear (temporary changes to normal and emergency routes may need to be made during contract work).
- Ensuring adequate safety **barriers** are erected and kept in good condition.
- Ensuring minor work involving **asbestos** is undertaken, as a minimum, in accordance with Brisbane Catholic Education Asbestos Safe Work Procedures.
- Ensuring **hazardous substances, plant and materials** to be used in the work are stored safely.
- Ensuring that the use of **hazardous substances** does not affect the health and safety of students, staff and visitors.
- Ensuring adequate arrangements are made to prevent or minimise the impact of **dust, fumes and noise** on students, staff and visitors.
- Ensuring arrangements are made to coordinate and control risks arising from the **interruption of utility services** (eg. water electricity).

## General Workplace Health and Safety Requirements

### DISCLAIMER

*These requirements are in no way an attempt to summarise legislative requirements. The contractor should be familiar with all relative legislative requirements. Workplace health and safety legislation is available from [www.whs.qld.gov.au](http://www.whs.qld.gov.au)*

*The workplace health and safety legislation shall take precedence where a lower standard is provided below.*

### 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.

### ASBESTOS

Where contract work is to be done in proximity to asbestos containing materials ("ACM"), the contractor must view the school's Asbestos Materials/Products Register.

Work on ACM must be undertaken in accordance with the minimum requirements of the applicable Brisbane Catholic Education Asbestos Safe Work Procedures, otherwise it must be conducted in accordance 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.

### 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 chain wire 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.

### CHEMICAL/HAZARDOUS SUBSTANCES

See: Queensland Government *Hazardous Substances Code of Practice*.

Prior to contract work commencing the contractor may be requested to provide a copy of material safety data sheets for chemicals to be used. Manufacturers' instructions for use must be followed at all times.

### CONSTRUCTION SAFETY REGULATIONS

Contractors must comply with the requirements for the following as provided in the *Workplace Health and Safety Regulation 1997*:

- work method statements for high risk construction activities;
- general induction evidence to be held by the contractor and its workers;
- safe housekeeping practices;
- risk from contact with underground services
- risk from excavations
- risk of a person falling
- ladders
- platforms supported by trestle ladders
- scaffolding
- falling objects
- first aid.

### DUST, FUMES AND NOISE

See: Queensland Government *Noise Code of Practice*

Exposure levels to noise must comply with legislative requirements as provided in the *Workplace Health and Safety Regulation 1997*. Dust and fumes that may constitute a health and safety hazard must not breach relevant legislative and Worksafe Australia standards.

Where there is a possibility that dust, fumes, noise or other emissions from the work site will

impinge on the health, safety and comfort of the school community or other contractor, 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.

Appropriate arrangements must be made in consultation with the school principal accordingly.

### ELECTRICAL EQUIPMENT

See: *Electrical Safety Regulation 2002 (Part 5, Division 5)*.

Any cord extension set or flexible cable at the workplace must be located where it is not likely to suffer any damage, and protected against damage ("damage" includes damage by a liquid.)

Double adaptors and piggyback plugs must not be used.

All electrical tools are required:

- to be tested and tagged by a competent person in accordance with the *Electrical Safety regulation 2002 (section 90)*; and
- protected by a Type 1 or Type 2 safety switch.

Safety switches belonging to the contractor must be tested in accordance with the *Electrical Safety Regulation 2002 (section 91)*.

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.

### 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.

### FALLS FROM HEIGHT

For construction work where there is a risk a person could fall, see: *Workplace Health and Safety Regulation 1997 (Division 3 Subdivision 10)*.

Generally, particular control measures that may be implemented to prevent or minimise the risk of falling include: edge protection, elevated work platforms, scaffolding (including temporary scaffolding), travel restraint systems, fall arrest harness systems and the safe use of ladders.

#### 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 time unless prior arrangements have been implemented on agreement with the school principal.

#### FIRST AID

See: Queensland Government *First Aid Code of Practice*.

The contractor is responsible for providing first aid equipment.

#### GENERAL CONDUCT

Workers have an obligation under the *Workplace Health and Safety Act 1995* not to wilfully place at risk any person at the workplace.

#### INCIDENT REPORTING

See: *Workplace Health and Safety Regulation 1997 (Part 7)*.

The contractor is responsible for complying with the requirements of the Regulation with respect to recording and reporting work injuries, serious bodily injuries and dangerous events. However, the contractor must inform the school contractor liaison person immediately if these events present a risk to the health or safety of the school community.

The BCE Occupational Health and Safety section may initiate an investigation in which case the contractor is expected to fully cooperate.

#### LADDERS

For requirements for construction-type work that involves a single or extension ladder, see: *Workplace Health and Safety Regulation 1997 (Division 3 Subdivision 10)*.

Generally, ladders must:

- Have a load rating of at least 120kg;
- Be manufactured for industrial use; and
- 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.

#### MANUAL HANDLING

See: *Queensland Government Manual Tasks Code of Practice*.

#### 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)

See: *Queensland Government Risk Management Advisory Standard Supplement No. 1 – Personal Protective Equipment*.

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

See: *Queensland Government Scaffolding Code of Practice*.

#### SIGNAGE

BCE may require the contractor to set up warning signs.

#### SMOKING

Smoking is banned by legislation 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. Smoking in other areas must be consistent with the local school policy.

#### TOOLS, MACHINERY & EQUIPMENT

See: *Workplace Health and Safety Regulation 1997 (Part 3)*.

Equipment subject to the statutory certification of operators (ie. those in occupations prescribed in the *Workplace Health and Safety Regulation 1997*) shall only be operated by persons who hold current certification. Prescribed occupations include operation of cranes and hoists, demolishing equipment and load-shifting equipment eg, "bobcat"; and scaffolding.

All tools, machinery and equipment must be designed and maintained to, and operated within, all relevant legislative requirements and standards.

#### VEHICLES

Vehicles shall only be driven and parked in designated areas. Speed limit and other traffic signs must be observed. Any exceptions must be on agreement with the school principal. 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.

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.

#### WELDING

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.

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