

CONTRACTOR SAFETY HANDBOOK



**ST MARK'S
COLLEGE**

Important Contacts

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INTRODUCTION

Welcome to the Catholic Church Endowment Society (CCES) Contractor Safety, Health and Welfare Induction Handbook. This handbook is designed to provide contractors and their workers with information on health, safety, emergency management, appropriate conduct and their responsibilities whilst working at a CCES site. This is in addition to the terms and conditions listed in their formal contract.

Contractors will be required to undertake an induction to the relevant site and in certain circumstances specific inductions to certain areas.

An induction must be completed by all workers of all contractors of any tier and consultants prior to commencement of any work for or on CCES sites. Contractors will provide their workers and subcontractors with this Induction.

All contractors must comply with these instructions and procedures. Contractors failing to comply may be subject to a stop work order and liability for any costs incurred as a result of such action. These instructions are set out to protect contractors, workers, staff, students, visitors, volunteers and the community in general.



DOCUMENTATION REQUIREMENTS

Contractors will be required to provide certain documentation, these documents are:

- Public Liability Insurance;
- Professional Indemnity Insurance (where required);
- Workers Compensation Insurance;
- Business Certificate / ABN;
- Appropriate Trade Licence (e.g. electrical, plumber, gardener);
- High Risk Work Licence (e.g. scaffolding, forklift,);
- Competency Certificates (e.g. chain saw, asbestos removal, testing & tagging, work zone traffic management etc.).

CONSULTATION

Contractors must consult on health and safety matters as far as is reasonably practicable with workers who are (or are likely to be) directly affected by the works to be conducted. This includes subcontractors, other contractors and their workers in relation to matters over which the principal employer or the contractor has control or should have control.

JOB SAFETY ANALYSIS (JSA) and SAFE WORK PROCEDURES (SWP)

Before any work commences, the contractor, as far as is practicable, must have identified all hazards associated with the work, assessed the risks and developed appropriate risk controls. Suitable, sufficient and work specific JSAs and/or SWPs must be undertaken. The contractor must have a system in place to monitor compliance with the JSA or SWP. If work is not being carried out in accordance with the JSA, the work must stop immediately or when it is safe to do so. Work must not resume until the work can be carried out in accordance with the JSA or the revised JSA. These documents MUST be kept onsite and produced upon request by a CCES representative.

Where these are not available for verification or the works are not being undertaken in strict compliance with the documents, the contractor will be required to immediately cease work, make the area safe and leave the worksite and discuss this with their Contact/Representative.

SAFETY MANAGEMENT PLANS (SMP)

If the contract is related to construction work, and at a value of \$450,000 and greater, the Principal Contractor must, in accordance with the requirements of South Australian WHS Legislation, prepare a Safety Management Plan prior to work starting on site. This plan must be reviewed, maintained and updated during the course of the contract, as required. A copy of this plan must be provided to the Site Manager. The SMP must detail any CCES specific health and safety rules that workers are required to comply with and the arrangements for ensuring that all persons at the workplace are informed of these rules.

HAZARDOUS MANUAL TASKS

The contractor is required to identify any hazards from manual handling and assess the risks associated with each activity to either eliminate or reduce the risk as far as reasonably practicable. The contractor is to provide manual handling aids, such as trolleys, as necessary. Correct manual handling techniques are expected to be seen while undertaking the works.

ELECTRICAL WORKS

All electrical work must be performed in accordance with statutory requirements for electrical work.

Not all power points can be guaranteed to be Residual Current Device (RCD) protected, therefore contractors using any form of electrical device on CCES Sites must provide and use portable RCD devices. All electrical equipment including extension leads must have an electrical inspection tag and be within the current date as per the Australian Standard AS/NZS3760.

Any electrical shocks / incidents must be reported immediately to the worksite officer or WHS coordinator.

Contractors are to be aware of hazards such as concealed electrical services when penetrations are required. Penetrations into walls/ floors / ground / soffits are only to be made after a risk assessment for the presence of concealed services, electric, gas water etc. Although there is no sure way to confirm this, recommendations are to use location and detection equipment, inspection points, dial before you dig and telescopic viewing aids to identify such services.

INTERRUPTION OF SERVICES

Where a contractor's work involves a requirement to isolate services then the site officer must be informed. Services can involve water, gas, communications, and electricity. Should services be accidentally shut down they must notify the site officer immediately, so measures can be taken, depending on the time involved.

TOOLS, MACHINERY AND EQUIPMENT

Tools, machinery and equipment to be used for contracted work are to be supplied by the contractor. Such tools, equipment and machinery shall be adequately designed for the task to be undertaken and maintained in good condition and inspected/licensed in accordance with appropriate statutory requirements or standards. Where required the operator must hold an appropriate current license or certificate of competency.

HIGH RISK WORK LICENCES

All contractors undertaking any type of High-Risk Work, confined space, hot work, working at heights, asbestos, will be required to hold a valid High Risk Work Licence.

MOBILE PLANT

All mobile plant brought on to a CCES site by contractors must meet the requirements of the Work Health and Safety Regulations 2012. Seat belts & plant rollover protection devices, when installed, must be used at all times as per manufacturer's specifications. Reversing beepers and revolving lights must be in working condition and used where fitted.

Any plant brought onto a CCES site by the Contractor requires a risk assessment to be completed and be available for review by a CCES Representative, if needed.

HAZARD/INCIDENT/INJURY REPORTING

Whilst working at a CCES site, all contractors are required to report all hazards or incidents.

Contractors can report an incident or hazard to the Site Manager or representative.

As stipulated in the Work Health and Safety Act 2012, CCES and the contractor must report notifiable incidents. These include:

- The death of a person; or
- A serious injury or illness of a person; or
- A dangerous incident.

Benefits of reporting all accidents, incidents, near-misses and hazards:

- Investigations (where appropriate) can be performed, and action taken to prevent a recurrence of the incident
- Trend analyses of the collected information can be performed, allowing the organisation to focus preventative efforts on areas of most concern.
- Legal requirements connected with reporting of injury and workers' compensation are adhered to

EMERGENCY MANAGEMENT

In the event of an emergency (ambulance, police or fire service) dial 000. Prior to the commencement of work, contractors are responsible for determining where emergency exits are, and determine the appropriate muster point location. If unsure contact the worksite officer or WHS coordinator. (Emergency Evacuation Plans should be displayed throughout each building.)

Contractors must familiarise themselves with the position of nearest available fire extinguishers prior to commencing work; or if carrying out hot works, provide their own.

EMERGENCY EVACUATION PROCEDURES

In the event of an evacuation alarm, all workers must make safe their equipment, evacuate the area immediately and follow the directions of the appointed wardens. Contractors must not re-enter the evacuated building until advised it is safe to do so by either the Metropolitan Fire Service (MFS), Country Fire Service (CFS) or the Chief Warden or representative. All sites must display their emergency contact details.

Contractors commencing works at CCES sites have a responsibility to:

- Comply with the established CCES site emergency procedure.
- Identify the location of the nearest emergency exits in the area where they will be working.
- Identify the nearest assembly area – building evacuation instructions can be found adjacent to most main building exits.
- Follow all instructions by the CCES chief warden or deputy wardens.
- Respond to the alarm and leave the building immediately. Electrical/gas appliances/tools etc. must be switched off, but not removed.

Contractors must report immediately all matters which may affect the health and safety of people who may be involved in or affected by an emergency situation.

Note: building emergency exits must not be used for routine access to and exit from the building. Emergency exits and routes leading to them and away from them must be kept clear of materials and free of obstructions at all times.

FIRST AID

Contractors shall be responsible for supplying their own first aid equipment and an appropriately stocked first aid kit. In an emergency, worksite First Aid Officers may assist where necessary.

All injuries must be reported to the Site Manager or representative as soon as practicable.

AUTOMATED DEFIBRILLATORS

Available across Site – Benedict Staffroom, Bosco Administration, Bosco Sports Centre, Ag Centre & Salesian House

ASBESTOS MANAGEMENT

All CCES sites have an Asbestos Register and Asbestos Management Plan (AMP). The worksite officer or WHS coordinator will provide the contractor a copy of the Asbestos Register which confirms the location of any known asbestos containing material (ACM) at the worksite in relation to the works.

When working near asbestos or when removing ACM, contractors must comply with the legislative requirements. If the contractor comes across any material that is suspected of containing asbestos they must report it immediately.

Asbestos removal must only be carried out by a licensed asbestos removalist. An Asbestos Removal Permit must be submitted and approval received prior to commencing removal work.

HAZARDOUS CHEMICALS

All hazardous chemicals must be referenced on a job safety analysis. The JSA must reflect what the chemical will be used for and the appropriate controls in place to manage the use of the chemical. A SDS for the chemical shall be attached to the JSA and kept on site while the chemical is in use. All SDS and labels must be compliant.

Small quantities of flammable liquid, e.g. solvent based paints and enamels, may be kept near the point of use, provided that:

- Suitably sealed containers are used
- No open flames or non-intrinsically safe equipment are in the vicinity.
- Adequate fire protection equipment is at hand.

The storage of larger quantities of flammable liquids at the worksite must be avoided.

Cylinders of flammable and non-flammable compressed gases may be taken on-site for use. All cylinders must be transported and stored in accordance with legislative requirements.

SAFETY DATA SHEETS

A Safety Data Sheet (SDS) is a document that describes the chemical and physical properties of a material and provides advice on safe handling and use of the material. Copies of SDS's shall be kept either with or nearby to where the chemical is being used or stored.

AMENITIES

The worksite will advise what amenities the contractors can use.

STUDENT TOILETS ARE NOT TO BE USED

PARKING

Vehicles must be parked in a designated area as appropriate. Vehicles are not permitted to park on verges, grassed areas, roads, pathways or any other non-designated parking areas at any time, unless directed to do so by an authorised officer.

When parking, care must be taken to ensure pedestrian/disabled access, fire exit doors, fire hydrants etc., are not obstructed at any time.

Vehicles and tools are to be locked and secured when not in use.

Contractors must comply with speed limits, and seatbelts must be worn at all times while driving on a CCES site.

When driving in pedestrian zones or shared zones, extra care must be taken, and the designated speed limit shall be observed. Pedestrians always have right of way in these areas. It is recommended that when vehicles are reversing, they be fitted with sensors and or cameras and have a spotter present.

FITNESS FOR WORK

No person shall be permitted to work on CCES sites while his / her ability or alertness is impaired by fatigue, illness, medication, alcohol or other drugs that might subject them or others to potential risk of injury or harm.

SMOKING

Smoking has been prohibited on a majority of CCES sites. This means that all staff, students, contractors and visitors are banned from smoking within the property, premises and grounds. This includes the use of electronic cigarettes.

DRESS CODE

Contractors are required to maintain a neat and tidy appearance. Singlets and T-shirts with offensive wording or designs are not appropriate.

HARRASSMENT

CCES is committed to maintaining a work environment that is free from sexual, racial or disability harassment. Sexual harassment covers a range of behaviours that constitute a verbal, visual or physical affront of a sexual nature to a person. The distinguishing characteristics of sexual harassment are that it is conducted with a sexual component and are unwelcome, unsolicited and unreciprocated.

Racial harassment includes threat, abuse, insults, taunts and other forms of hostility that is directed towards someone because of their race, nationality, skin colour or ethnicity. A person can also experience harassment because of the race of a relative or associate. Other forms of harassment may take similar forms to that described in sexual and racial harassment.

NOISE – Radios & Mobile Ring Tones

If radios are used, then they must be played at a low volume. Mobile phone ring tones shall be appropriate and at a reasonable sound level.

OFFENSIVE LANGUAGE

Offensive language is not tolerated at CCES Sites.

PERSONAL PROTECTIVE EQUIPMENT (PPE) and SUN PROTECTION

Contractors and subcontractors must ensure that personal protective equipment is provided to their workers, in accordance with the legislation and complies with the relevant Australian Standards.

When working outside in the sun, it is recommended that contractors wear wide brimmed hats or neck covers under hard hats, and sunscreen. Contractors must wear specific protective equipment in certain sign-posted areas.

PEDESTRIAN SAFETY

Slips, trips and falls are one of the most common type of injury. If a tripping hazard is introduced such as equipment left on the ground, a hole in the ground, electrical cords, ladders, working at heights, a risk assessment is required and appropriate action to be taken to remove exposure to the hazard. Ensure the area is appropriately cordoned off from pedestrians by using portable barriers, barrier tape and appropriate signage to alert pedestrians of potential hazards.

CLEANING UP AND REMOVAL OF DEBRIS

Contractors are to responsibly remove or dispose of debris, rubbish and any leftover materials from the worksite unless otherwise specified.

The contractor must provide suitable containers for removal of rubbish or surplus materials and the containers must be removed from the site as soon as they are full or work has been completed. Any waste materials being removed from an upper floor must be disposed of via waste chute – at no time items may be dropped from windows, balconies or walkways.

The contractor should seek to segregate wastes to reduce costs and improve recycling.

Rubbish containers/skips are to be covered, if litter and dust are likely to be blown around.

At the completion of each working day, all areas where the contractor has been working must be left in a clean and tidy state and free of any fire or safety hazards. Where the contractor is directed to remove debris and rubbish from the site, this shall be done immediately.

All waste including chemical and paint containers must be disposed of off-site unless authorisation to the contrary has been given

ENVIRONMENTAL MANAGEMENT

Contractors shall seek to avoid, minimise and control any impacts on the sites natural and built environment, as well as its people, and the environment outside the worksite. Contractors should take all reasonable steps to prevent pollution and protect the environment. All necessary pollution control measures must be in place, regularly checked and maintained, to minimise the risk of an environmental incident. Contractors must:

- Comply with the conditions of all environmental licences, approvals and statutory requirements.
- Report all environmental hazards to the worksite officer or WHS coordinator such as spills, damage to vegetation, and potential or actual contamination to storm water drainage and waterways
- Not clear, damage or prune trees, branches, root system, or large shrubs without approval.
- Will not be harm or displace animals, in particular native animals, by force unless necessary for their own safety.

BREACHES OF SAFETY / NON - COMPLIANCE

In the event that a contractor is observed or reported to be operating in an unsafe manner, the matter will be referred to the Site Manager or representative for investigation. The contractor will be warned about the situation and required to take immediate action. The Site Manager or representative may instruct the contractor to cease work until the situation has been rectified and the work area and/or procedures are considered safe.

Any visits by a SafeWork SA Inspector or Representative must immediately be reported to the worksite officer or WHS coordinator.

GENERAL

The contractor must, so far as is reasonably practicable:

- Take reasonable care of the health and safety of others not being their employees.
- Cooperate with the site in their efforts to comply with WHS requirements.
- Provide and maintain a working environment in which people are not exposed to hazards.
- Ensure all instructions and procedures contained within this Handbook are complied with.
- Ensure all statutory law, regulations, standards, and Building Codes which are enforceable in South Australia are complied with at all times.
- Ensure appropriate training for the tasks to be undertaken and, if working on construction sites, the construction induction training (white card) has been completed.
- Identify all hazards associated with the work as far as is reasonably practicable, assess the risks and develop appropriate controls, JSAs (site & task specific not generic) and/or a SWP. All works conducted on site must be carried out according to the relevant JSAs or SWPs.
- Communicate WSH issues to the Site Manager or representative and other contractors when multiple contractors are working on one site.
- Complete all permits to work e.g. Hot Works, Confined Space Entry, Working at Heights etc.
- Be aware of all SDSs for materials their requirements and get them implemented and kept on site.
- Provide PPE to workers and to wear them in accordance the Work, Health and Safety Regulations 2012.
- Erect and maintain appropriate barriers and signage when working on or near a thoroughfare (pedestrian or vehicle) or as required to prevent unauthorised access / entry to potentially hazardous work areas, during the duration of the work.
- When leaving the site, the area must be left in a safe condition. All doors must be relocked, gates and barriers repositioned, hazards covered, barricaded or identified with cones and signage.
- Never leave tools / plant and materials unattended. Secure all tools during their usage to avoid tools falling from height.
- Leave work areas clean, tidy and ensure that all rubbish and redundant materials are removed from site.
- Report all incidents and injuries immediately to the Site Manager or representative.





Contractor Collection Notice

- In order to assess your application to provide services to the school, and to administer our ongoing relationship with you, St Mark's College collects your personal information. If we cannot collect some of your personal information, we may be limited in our ability to assess your application or to permit you to continue providing services to us.
- We collect your personal information directly from you (including from your resume), as well as from other sources (such as your referees and the results of criminal background and working with children checks).
- We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law.
- We may disclose your personal information to support vendors that provide services around administration systems. These third parties may be located outside Australia.
- The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of an online or 'cloud' services provider is contained in the school's Privacy Policy.
- The school's Privacy Policy, accessible on the school's website, contains details of how you may seek access to, and correction of your personal information which the school holds, as well as how you can make a privacy complaint and how we will handle the complaint.
- If you provide us with the personal information of others (e.g. referees), we encourage you to inform them that you are disclosing that information to the school and why.