



# St. Joseph's Primary School Numurkah

## Contractor Health and Safety Policy 2013

- **Note**

*Outsourcing work to contractors does not remove an Employers OHS obligations / responsibilities.*

### Aims and Objectives:

- **St Joseph's School will ensure as far as practicable that a contractor employed by the school will –**
  - carry out their work in safe premises using proper and safe plant / equipment.
  - employ systems of work that are safe and inform their staff, providing training and supervision if necessary.
  - Contractors need to be qualified and experienced to perform the allocated work
  - be in possession of relevant paperwork – such as licences, permits, registrations and insurance.
  - Contractors need to be notified of any hazards in the area where they will be working.
  - complete their work to an accepted professional standard and work in the safest manner possible.
  - \*\*Contractors will take the role of an employer if they sub contract the designated work. *The sub contractors will work under the same provisos as the contractor.***
- **St Joseph's School is committed to appropriate and responsible contractual management practices and its policy aims to**
  - ensure contractor's problems are fully assessed
  - provide effective contractor controls when necessary
  - ensure that these controls do not place anyone in the school community at risk.
  - mimimise environmental damage from the contractors practices

- **The Principal / Vice Principal will:**
  - comply with legislative requirements
  - make sure there is good safety hygiene and sanitation practices observed by all contractors
  - ensure effective contractor controls are chosen without risk to the health and safety of the school community and the environment / school grounds.
  - time table contractor times when possible so they are scheduled around the school day / practices to limit the effect on staff and students.
  - employ only licensed and registered contractors.
  - take suitable precaution in preparation and on completion of contractual work.
  - ensure all contractors are compliant with Work Cover standards.
  - check that the work being carried out is done so in a safe manner.
  - make a final inspection of the work (on completion of the contract) checking the standard of work and that the site is left free from hazards or potential risks.
  - supervise the entry of contractors vehicles to the school grounds.
- **Staff will**
  - report any breaches of this policy to the Principal/ Vice Principal or the OHS Committee leader.
  - notify the Principal/ Vice Principal or the OHS Committee leader of any hazard / injury/ accident that occurs.

**Organisation:**

- 1.Keep a list of names and contact details of any contractors who work at the school on a regular basis.
- 2.When employed by the school, a contractor will be informed of the standards / OHS requirements.

**Ratified by St. Joseph's School Board – September 2013**

**For review 2015**