

Coburg North Primary School

Contractor Occupational Health and Safety (OHS) Induction Handbook



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| Prepared by: | Helen Zull |
| Date Prepared: | 19/04/2016 |
| Review Date: | 19/04/2017 |

Dear

The Department of Education and Training has implemented an OHS Management System (OHSMS) in that requires all contractors engaged to provide maintenance, repair work, or services in [workplace] be approved prior to the commencement of any works.

Please read the attached Contractor OHS Induction Handbook and familiarise yourself with its contents. Upon arrival to the site, please report to the general office to sign in and be issued with a visitor's pass that is to be worn at all times whilst on DET premises. You will also be required to undergo a site specific OHS induction.

The following information is to be provided:

- copy of current public liability insurance certificate (Note: \$10 million minimum cover required)
- copy of current workers compensation insurance certificate (if company)¹.
- copy of trade licenses and bring original for sighting
- current Working with Children Check (where applicable)
- copy of Safe Work Method Statement /Job Safety Analysis for the high risk tasks to be undertaken or as mandated by DET.

This information is to be returned to us by 9/05/2016

Note: If you are assessed as non-compliant you will be advised to submit further evidence.

If you any questions please do not hesitate to contact Helen Zull on 93541660or zull.helen.h@edumail.vic.gov.au

Yours Sincerely,

¹ If the contractor is a sole trader they will not have Workers Compensation Insurance, but may have income protection. Ensure that details are supplied to Coburg North Primary School

TABLE OF CONTENTS

| | |
|--|-------------------------------------|
| Introduction | 1 |
| DET Occupational Health and Safety (OHS) Policies | 2 |
| Required conduct/behaviour | 4 |
| Access arrangements | 5 |
| Access | 5 |
| Traffic management..... | 5 |
| OHS induction | 6 |
| Safe Work Method Statements | 7 |
| Confined Space Entry Permit | 8 |
| Site specific hazards | 8 |
| Asbestos..... | 9 |
| Hazardous Substances and Dangerous Goods | 9 |
| Potential to fall two metres or more | 9 |
| Hot-work..... | 9 |
| Cables..... | Error! Bookmark not defined. |
| Animals/wildlife..... | 10 |
| Emergency management..... | 10 |
| Workplace codes | Error! Bookmark not defined. |
| Emergency procedures..... | 10 |
| Leaving site in an emergency | 10 |
| Evacuation point..... | 10 |
| Emergency contacts..... | 11 |
| First aid and amenities | 12 |
| First aid..... | 12 |
| Amenities..... | Error! Bookmark not defined. |
| Hazard and incident reporting..... | 12 |
| Appendix A | 13 |

Introduction

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2007 the Department of Education and Training (DET) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all engaged contractors and sub-contractors to:

- report to the general office upon arrival at site
- complete an OHS induction using the **Contractor OHS Induction Checklist**
- sign in/out and ensure their visitors pass is worn at all times whilst on DET premises
- provide the following information:
 - licence numbers and/or qualification details
 - Public Liability Insurance Certificate of Currency (minimum \$10 million sum insured)
 - Workers Compensation Insurance Certificate of Currency (if not a sole trader)
 - Safe Work Method Statement (SWMS) or Job Safety Analysis (where applicable, see page 7).
- complete a **Confined Space Entry Permit** in consultation with the Workplace Manager or Management OHS Nominee for confined space entry.

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DET Occupational Health and Safety (OHS) Policies

DET has two health and safety policies, the [OHS Policy](#) and the [OHS Consultation and Communication Policy](#). Both policies have been endorsed by the DET Secretary and can be seen below:



Occupational Health and Safety Policy

Scope:

This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces.

DET Occupational Health and Safety (OHS) Commitment and Principles:

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

Policy Objectives:

DET is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- complying with relevant legislation, DET procedures and guidelines relating to OHS
- provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- strengthening leadership capability and accountability for OHS across DET
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.

DET employees, visitors, volunteers and contractors are required to:

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.

Gill Callister
Secretary

5/5/2015

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Occupational Health and Safety Consultation and Communication Policy

Scope:

This policy applies to all **employees, students, visitors, volunteers and contractors** in the Department of Education and Training (DET). This policy builds on Part 4 of the Victorian *Occupational Health and Safety (OHS) Act 2004* which outlines the legal duties of employers to consult.

DET OHS Commitment and Principles:

DET is committed to providing DET workplaces with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety.

DET will communicate matters affecting state-wide OHS information to internal and external stakeholders.

Consultation will not delay the implementation of a policy or procedure to address an immediate health and safety risk.

Policy Objectives:

DET is committed to:

- consulting with employees, so far as reasonably practicable on OHS issues and changes that affect their workplace including:
 - o identification of workplace hazards
 - o assessment of the risks associated with workplace activities and hazards
 - o decisions made to eliminate or control workplace risks
 - o review of workplace risk assessments
 - o introduction of, or alteration to, procedures for monitoring workplace risks
 - o decisions made in relation the adequacy of workplace facilities
 - o proposed changes to the work premises, systems of work, plant or substances used at the workplace
 - o decisions about changes in job role
 - o decisions about consultation procedures, and any legislative requirements.
- providing access to specialist health and safety advice and services to DET employees, where health and safety issues cannot be resolved directly as a result of using the local/established health and safety issue resolution procedure.

DET employees, visitors, volunteers and contractors are required to:

- consult and cooperate with DET on OHS related matters
- openly communicate any instances of hazards or incidents in the workplace
- provide feedback to DET on the effectiveness of established consultation and communication arrangements.



Gill Callister
Secretary

5/5/2015

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Required conduct/behaviour

All contractors are expected to abide by the workplaces code of conduct while on site. This includes:

- No smoking on school grounds or within four metres of an entrance to all DET workplaces.
- No alcohol or drugs are to be consumed on any DET premises. Any contractor under the influence will be dismissed.
- No offensive language is permitted on any DET premises.
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of school hours, where possible.
- Possessions, materials, and equipment should be secured and not be left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of the DET workplace aside from the work area is prohibited, unless otherwise agreed to.
- Remove all litter and debris from the workplace.
- Report any problems, hazards, or incidents to the Workplace Manager or relevant delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on DET premises.

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|--------------------------------|----------------------------------|-------------------------------------|-----------------------------------|
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Access arrangements

Access

All contractors must report to the general office and sign in upon arrival at the workplace. This requirement is indicated on signage located at all entrances to the school, see below:



Contractors are to restrict their movements and activities within the school to those areas and times approved/agreed to.

Traffic management

Contractor vehicles are to enter and exit the school grounds via the following locations:

- O’Hea St carpark]
- Bishop St carpark

Designated pedestrian crossings are:

- O’Hea St and Bishop St

Vehicles entering school grounds must adhere to all traffic signage. Where there is no signage, vehicles are to move at walking pace at all times. If a vehicle has limited visibility or mobility, a spotter should be used when the vehicle is in motion.

Contractors are not to operate vehicles on, or around, school grounds during designated drop off/pick up times or during break times:

- Drop off: 9:00am
- Recess: 1:00am – 11:30am
- Lunch: 1:40pm – 2:30pm
- Pick up: 3:30pm

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|--------------------------------|----------------------------------|-------------------------------------|-----------------------------------|
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OHS induction

Upon arrival at the site you will be required to complete an OHS Induction covering the site specific risks.

Contractor inductions are valid for 12 months, except where the provision of a SWMS is mandated for high risk work. In this instance, the contractor must be re-inducted (see section 3.5 of this procedure).



Contractor OHS Induction Checklist

| | | | |
|--|-------------|------------------|---|
| Workplace | | | |
| Company Name | | | |
| Contractor's Name | | | |
| Brief Description of Works | | | |
| General Induction The workplace is to ensure that the above named contractor(s) have been provided with following information and/or instructions: | | | Provided |
| DET Occupational Health and Safety Policy | | | <input type="checkbox"/> Yes |
| Required conduct/behaviour | | | <input type="checkbox"/> Yes |
| Security access arrangements / Traffic Management Plan | | | <input type="checkbox"/> Yes |
| Emergency Management | | | <input type="checkbox"/> Yes |
| First Aid and Amenities | | | <input type="checkbox"/> Yes |
| Hazardous Substances and Dangerous Goods stored on site | | | <input type="checkbox"/> Yes |
| Hazard and Incident Reporting | | | <input type="checkbox"/> Yes |
| Current Asbestos Management Plan and Division 5 Audit Report | | | <input type="checkbox"/> Yes |
| Permits to work (<i>confined space entry</i>) | | | <input type="checkbox"/> Yes |
| Information to be provided by the Contractor | | | Provided |
| Licence Details | | | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| A copy of the current contractors Public Liability insurance Certificate of Currency (minimum \$10 million sum insured) | | | <input type="checkbox"/> Yes |
| A copy of the current workers compensation insurance (if only sighted then the policy number and expiry date must be obtained): | | | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| Current Working with Children Check | | | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| Safe Work Method Statements | | | <input type="checkbox"/> Yes <input type="checkbox"/> N/A |
| Sign off | Name | Signature | Date |
| I have been provided with and understand the information (as indicated above) and will comply with the safety instructions listed in the SWMS (or equivalent). | | | |
| Contractor: | | | |
| I have provided the contractor with the relevant DET and site specific information related to the works to be conducted. | | | |
| Workplace Representative: | | | |

Workplace Manager / Management OHS Nominee are to file copies of all completed Contractor OHS Induction Checklists.

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|--------------------------------|----------------------------------|-------------------------------------|-----------------------------------|
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Safe Work Method Statements

A contractor is expected to supply a Safe Work Method Statements (SWMS) or equivalent template, prior to the commencement of works, based on the level of risk or **as mandated by DET** for the following high risk work:

- confined space entry
- demolition works
- hazardous manual handling
- hot works (e.g. welding)
- powered mobile plant (e.g. forklift)
- removal or disturbance of asbestos
- temporary supports for structural alterations
- tilt-up or precast concrete.
- trenches or shafts deeper than one and half metres
- use of explosives
- use of Hazardous Substances and Dangerous Goods
- working at height (two metres or more)
- works in tunnels
- Work that is in, on or near:
 - artificial temperature extremes (e.g. work in an operating cool room or freezer)
 - chemical, fuel or refrigerant lines
 - contaminated or flammable atmospheres
 - electrical installations or services
 - pressurised gas distribution mains or piping
 - roads
 - telecommunications towers
 - water/liquids that pose a drowning risk

If the proposed work requires a SWMS, the works cannot proceed until the Workplace Manager and/or Management OHS Nominee has reviewed and signed the SWMS, to verify it has been sighted. A new SWMS will be required if scope of works change.

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|--------------------------------|----------------------------------|-------------------------------------|-----------------------------------|
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Confined Space Entry Permit

For works to be completed in a confined space, a contractor is to obtain and complete a **Confined Space Entry Permit** in consultation with the Workplace Manager as per the following procedure:

- report to the general office to sign in upon arrival
- ensure that your SWMS is complete
- obtain and complete a permit to work in consultation with the Workplace Manager or Management OHS Nominee
- prominently display the permit to work
- return the permit to work to the office, to be signed off, at the completion of task or end of the day
- if the task is not completed, repeat the process on successive days until the task is complete
- if the scope of works change the permit to work must be re-issued.

Site specific hazards

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|--------------------------------|----------------------------------|------------------------------|-----------------------------------|
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Asbestos

All schools are expected to have a Schools Asbestos Management Plan in the event of the discovery of suspected asbestos containing material (ACM) or the accidental disturbance of existing ACM.

If ACM has been identified in the school, the following process must be followed prior to the commencement of works:

- the Asbestos Register **MUST** be checked at the time of sign-in when the proposed work involves drilling, scraping, sanding, sawing or any other destructive process.
- if work is to be carried out in the vicinity of Asbestos Containing Material the Asbestos Coordinator Helen Zull 93541660 must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licensed removalist.

Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the Workplace Manager/ Management OHS Nominee must be informed. You must complete a Safe Work Method Statement or equivalent to outline the controls methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed.

Such controls may include, but are not limited to:

- the provision of Material Safety Data Sheets (MSDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of Personal Protective Equipment.

Potential to fall two metres or more

Where there is the potential to fall two metres or more including:

- work at a height of two metres or above (measured from the ground to foot position on ladder rung/work platform); or
- undertake excavation work (depth of one and a half metres or more)

A Safe Work Method Statement or equivalent e.g. Job Safety Analysis must be supplied to the school demonstrating how you will manage the risks.

Hot-work

If a hot work task is to be undertaken (e.g. welding, burning, soldering, grinding) a Safe Work Method Statement or equivalent, must be supplied to the school, demonstrating how you will

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|--------------------------------|----------------------------------|-------------------------------------|-----------------------------------|
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Animals/wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Should this occur you must:

- do not approach any domestic animals (e.g. dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the Workplace Manager, the Management OHS Nominee.
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

Emergency management

Emergency procedures

On hearing the alarm:

- switch off all equipment
- proceed to the advised assembly area
- report to one of the wardens
- do not leave the assembly area until advised.

Leaving site in an emergency

All contractors are required to proceed to the evacuation point and remain there until given clearance to leave by the Incident Controller or Workplace Manager.

Evacuation point

The evacuation point is located at Harmony Park refer to Evacuation Map (Appendix A).

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Emergency contacts

| School contacts | | |
|------------------------------|-------------|----------|
| Workplace Manager | Helen Zull | 93541660 |
| Assistant Principal | Kyla Mamic | 93541660 |
| Asbestos Co-ordinator | Helen Zull | 93541660 |
| Business Manager | Debra Davis | 93541660 |
| Office Manager | Debra Davis | 93541660 |
| General Office Number | 93541660 | n/a |

| School after hours contacts | |
|------------------------------------|------------|
| Workplace Manager: | 0417796972 |
| Business Manager: | 0432682182 |

| Emergency contacts | |
|---------------------------|----------|
| Police: | 000 |
| Fire: | 000 |
| Ambulance: | 000 |
| Poisons: | 13 11 26 |

First aid and amenities

First aid

In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the administration office for assistance
2. if the injury is serious ring 000, do not wait for first aid officer
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one else is available, ring the school number and inform the office that someone is injured at your location
5. if trained, apply first aid to the injured party
6. once incident is over, fill in an incident report at the office.

Hazard and incident reporting

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor or employee must be reported.

- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services: :
 - police for crime, injury that may not be accidental, or assault
 - ambulance for injury and medical assistance
 - fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.
- Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list (page 11).
- Workplace Manager is to report the incident on eduSafe.

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|--------------------------------|----------------------------------|------------------------------|-----------------------------------|
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Appendix A Emergency Evacuation Map



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