South West Community College

Contractors Policy

1. Purpose

Bunbury Regional Community College Inc trading as South West Community College (SWCC) is a 'Curriculum and Re-engagement in Education' (CARE) School that caters specifically to students who have disengaged from mainstream education. The College offers a full-time alternative education program under the *School Education Act 1999 (WA)*.

This Policy has been written:

- To ensure that all Contractors and their employees have been suitably trained and are competent to carry out the work required of them.
- To ensure the contracted work is carried out in compliance with relevant Federal and State Legislation.
- To ensure that all Contractors and/or their employees shall abide by the SWCC Work Health and Safety requirements and other relevant policies.

This policy is applicable to SWCC Contractors and service providers.

2. Related Documents

WHS Manual

Critical and Emergency Incidents Policy

3. Definitions

Contractors are people that are engaged by SWCC to undertake services at the College.

Duty of Care is a duty under common law to ensure that reasonable care is taken to minimise the risk of harm to students while they are on the College premises during the hours when the College is open, and during College-related off-site activities.

4. Policy

Requirements, Insurance & Policies

SWCC will provide the Contractor that is providing ongoing services a copy of the information we require and information on our policies and procedures either before commencing or within a reasonable time frame after.

The key requirements for contractors attending and working at SWCC are that:

- The Contractor shall ensure that all their employees have been suitably trained and are competent to carry out the work required of them.
- The Contractor must ensure that work is carried out in compliance with relevant Federal or State Legislation.
- The Contractor and/or their employees shall abide by the SWCC WHS Manual and associated polices and procedures.

In addition, where appropriate, the Contractor and/or employee/s shall:

- Hold relevant qualifications (e.g. engineer).
- Hold appropriate licence (e.g. plumber, electrician).

- Hold a certificate of competency (e.g. crane driver, scaffolder).
- Be registered (e.g. builder).
- Hold relevant certificates (e.g. Working With Children clearance if working directly or around children for a sustained period of time.)

The Contractor may be asked for the provision of insurances and additional information prior to work commencing or shortly thereafter. This may include:

- Workers' Compensation.
- Public Liability.
- Professional Indemnity.
- Other Insurance as is deemed necessary.
- Quality assurance accreditation.
- Job Safety Analysis (JSA's) or Safe Work Method Statement (SWMS) if works is considered higher risk at the discretion of SWCC.
- Safety records – include Lost Time Injury (LTJ) data, accompanying policies, manuals or system of work which provide evidence of commitment to safety.

Contact/Entering Work Site

Contractors WILL attend outside of school hours i.e. 8:30am – 2:30pm unless:

- Services provided directly relate to students;
- It is an emergency; or
- By prior arrangement and agreement with SWCC Principal or Campus Manager.

All Contractors and their employees must report to the SWCC Administration Office to sign in, after which they will be directed to a contact person for instruction to undertake the work.

Contractors and employees must ensure that their presence at the work site is acknowledged and noted.

The Contractor and/or their employees should report to and use the same point of entry and exit.

Planning and Design

Prior to any work being undertaken, the Contractor shall take appropriate steps to ensure adequate planning and design of the work and associated processes has been carried out to avoid any foreseeable safety and health issues.

The Contractor must also ensure adequate supervision of the work is provided and that all employees have been appropriately trained for the tasks which they are required to perform.

SWCC has the right to cease any work if non-compliance by a Contractor is noted.

Induction

SWCC requires Contractors to inform each of their employees of specific policies and information before they commence working on any work sites.

An Induction Checklist is attached to this document and shall be signed by the Contractor to indicate they have adequate understanding of the policies, procedures and information on potential hazards contained in this document.

SWCC shall ensure each Contractor has been suitably inducted to enable compliance with these procedures.

NOTE: A signed Contractor Induction Sheet and full induction is not required if:

- the Contractor attendance is likely to be a one off;
- it is less than two hours of work on site;
- the Contractor is supervised by an SWCC staff member if during school hours;
- the service is assessed as a low-risk activity and the Contractor is considered qualified and competent to complete the works safely;
- the same site entrance and exits are used including standard sign in procedures; and
- a SWCC staff members provides a high-level verbal induction including description of amenities and Evacuation Procedures.

Emergency Procedures

Contractors shall ensure each employee is aware of emergency procedures to be taken in the event of:

- A fire;
- An emergency evacuation (e.g. accident, bomb threat); and
- Other procedures as relevant.

First Aid

Contractors shall ensure that adequate first aid and medical facilities are available. If this is not the contractual arrangement, the Contractor shall ensure that each employee is aware of the location of the first aid boxes on the premises or site and the location and contact number of the trained first aid personnel should also be known.

Incidents and Reporting

Contractors shall ensure that they and their employees report any incidents directly to Key Personnel e.g. Principal, Campus Manager, Campus Officer or any other members of staff immediately.

Smoking and Vaping

Smoking or vaping is not permitted anywhere on the College grounds.

Information on Potential Hazards

Contractors and employees are required to carry out their work in a manner that does not expose themselves or others in the workplace to a hazard.

Plant, Equipment and Machinery

The Contractor shall ensure that all plant, equipment and machinery is of a suitable type and capacity to complete the task. It should also be in good order and condition.

The Contractor shall ensure that relevant certification and records of information are available and can be produced on request. The Contractor shall ensure that operators of plant, equipment and machinery are adequately trained and where necessary certified.

Environmental Considerations

The Contractor shall ensure that work does not impact on the environment and that relevant legislation regarding environmental protection is complied with.

Drugs and Alcohol

Consumption, use and possession of alcohol and drugs is not permitted at the College. No Contractor and/or their employees are to be permitted on the school under the influence of drugs and/or alcohol.

General Housekeeping

Contractors shall ensure that they maintain their work area in a clean and tidy manner. Rubbish is to be removed and access and exits kept clear and free from obstruction.

Work Permits

If work permits are required, for example where a confined space entry or hot work procedures are in place, they are to be adhered to.

5. Responsibilities

Campus Manager / Principial / Campus Officer: Induction of the site and ensuring contractor is complying with the guidelines set out in this policy.

Chief Operating Officer / Business Manager / Director: To oversee and / or advise on high-risk contractors such as building contractors that require JSA's or SWM's.

Staff: to supervise Contractors as necessary.

6. Policy Review Date

30 April 2027

This policy is due for review every three years.

Date	New, Material, Minor, Review	Approval
December 2021	New	Principal & Director
June 2023	Review	Executive
May 2024	Minor	Governing Council

7. Contact SWCC

Web http://www.swcc.wa.edu.au
Email principal@swcc.wa.edu.au
Phone 6724 6971
Bunbury Campus: 56 Wittenoom Street, Bunbury
Busselton Campus: 50 Albert St, Busselton

Contractors Induction Sheet

Business Name: **Phone:** **Email:**	**Description of Work:**
SWCC Campus:	**Date of Induction:** **Frequence of Service:**

QUESTION	YES	NO
The below should apply to all contractors / service providers.		
Licenses / Certificates: Provide evidence of clearance and competency to undertake the works (e.g. Working with Children, Licenses) and Insurances as required (e.g. Public liability, Workers' Compensation) ******note: a follow up email from our Corporate Services department will further outline what exactly is required at the discretion of the College ******		
Key Personnel: Provided with the name of the key contact/s for WHS whilst onsite. Normally this would be the person conducting the induction.		
Site Induction: Provided with a site-specific induction and access to amenities.		
Entrance and Exits: Access arrangements explained, including signing in/out and wearing identification during College hours.		
Evacuation Procedures / Lockdown: Advised of emergency exits and assembly area and where to go in the event of a Lockdown.		
Relevant Polices: Contractor to be provided with the relevant policies (e.g. Contractors Policy and WHS Manual). ******note: any information not provided at induction can be emailed through after site visit and additional information and policies are available upon request******		
First Aid: Informed of the Colleges first aid facilities and injury reporting to Key Personnel.		
Child Safety: Provided with relevant directions regarding Child Safety.		
Out of Bounds: Details provided around areas Contractor is not permitted.		
Incident Reporting: Advised to report any hazard, incident or near-miss to Key Personnel.		
Normally only applicable to building or maintenance. If N/A please strike out.		
JSA / SWMS: Job Safety Analysis (JSAs) and/or Safe Work Method Statement (SWMS) for high-risk tasks to be provided if required at the discretion of the Principal or COO.		
Hazardous Substances: Hazards associated with the proposed works identified and control measures implemented.		
Barriers: Appropriate isolation barriers put in place if required.		
Vehicles: Notified the College of vehicles, equipment, and materials to be used on the site.		
Traffic Management: Informed of traffic management/car parking and vehicle access to the College if required.		
Timing of Tasks: Informed of any restrictions of timing of tasks (i.e. vehicle access, use of heavy machinery, noise or dust on the campus).		
Signage: Appropriate safety signage is displayed if applicable.		
Rubbish: Contractor has procedures to dispose of rubbish and waste appropriately.		
Completion: Key Personnel inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person.		
Contractor Name and Signature:		
SWCC Name and Signature:		