

# Skye Primary School

## Contractor Occupational Health and Safety (OHS) Induction Handbook



<b>Prepared by:</b>	Belinda Schodde
<b>Date Prepared:</b>	8/03/2024
<b>Review Date:</b>	8/03/2025

8/03/2024

"[Recipient name]"

"[Position] "

"[Company name]"

"[Street address]"

"[City, ST, ZIP code]"

Dear Contractor,

The Department of Education and Training (the Department) 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 Department 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)<sup>1</sup>.
- 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 work to be undertaken or as mandated by the Department.

This information is to be returned to us by **Click here to enter a date**.

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 "[contact name]" on "[telephone number]" or "[email address.]"

Yours Sincerely,

---

<sup>1</sup> 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 ----- School/College.

## Table of Contents

<b>Table of Contents .....</b>	<b>2</b>
<b>Introduction .....</b>	<b>3</b>
<b>Department Health, Safety and Wellbeing (HSW) Policy .....</b>	<b>4</b>
<b>Required conduct/behaviour.....</b>	<b>5</b>
<b>Access arrangements .....</b>	<b>6</b>
Access .....	6
Traffic Management .....	6
<b>OHS Induction .....</b>	<b>7</b>
<b>Safe Work Method Statements (SWMS) .....</b>	<b>8</b>
<b>Confined Space Entry Permit.....</b>	<b>Error! Bookmark not defined.</b>
<b>Site specific hazards.....</b>	<b>9</b>
Asbestos.....	9
Hazardous Substances and Dangerous Goods .....	9
Potential to fall two metres or more.....	9
Hot Work .....	10
Cables .....	10
Animals / Wildlife .....	10
<b>Emergency management.....</b>	<b>11</b>
Workplace Codes.....	11
Emergency Procedures.....	11
Leaving Site in an Emergency .....	11
Evacuation Point.....	11
<b>Emergency contacts .....</b>	<b>12</b>
<b>First aid and amenities .....</b>	<b>13</b>
First Aid.....	13
Amenities.....	<b>Error! Bookmark not defined.</b>
<b>Hazard and Incident reporting .....</b>	<b>14</b>
<b>Appendix A: Emergency Evacuation Map.....</b>	<b>15</b>

## Introduction

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2017 the Department of Education and Training (the Department) 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 Department 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 principal and/or their delegate for confined space entry.

# Department Health, Safety and Wellbeing (HSW) Policy






The Department has the *Health, Safety and Wellbeing Policy*, which has been endorsed by the Department Secretary and can be seen below:

## Health, Safety and Wellbeing Policy




Education and Training

**Scope:** This Policy applies to all employees, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite. The Department commits, so far as reasonably practicable, to:

 <b>Management Commitment</b>	<p><b>Support and value its people and recognise a legal and moral commitment to building a positive workplace culture, ensuring healthy and safe working and learning environments by:</b></p> <ul style="list-style-type: none"> <li>providing and integrating a robust and credible, Occupational Health and Safety (OHS) Management System that aligns with legislative requirements and the Department's strategic direction and operations</li> <li>providing and maintaining inclusive workplaces that mitigate risks to physical and psychological health and safety</li> <li>outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining healthy and safe workplaces</li> <li>embedding and promoting a culture of shared responsiveness, willingness, and ownership, relating to reporting, and addressing health, safety and wellbeing risks</li> <li>providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.</li> </ul>
 <b>Consultation Commitment</b>	<p><b>Consult, collaborate, and communicate with employees including health and safety representatives on:</b></p> <ul style="list-style-type: none"> <li>identifying hazards, assessing risks, and making decisions about the measures to control risks to health and safety and proposed changes to the workplace that may affect the health, safety, and wellbeing of persons</li> <li>health, safety, and wellbeing issue resolution</li> <li>provision of health, safety and wellbeing information, training, instruction, and supervision</li> <li>the importance of giving employees a reasonable timeframe to express their views and concerns and that these are taken into account when making decisions that may affect their health, safety and wellbeing</li> <li>flexible work arrangements and family friendly work practices to support and maintain an inclusive, diverse, respectful adaptive workforce.</li> </ul>
 <b>Drive Continuous HSW Improvement Commitment</b>	<p><b>Support continual health, safety and wellbeing improvement by:</b></p> <ul style="list-style-type: none"> <li>improving the suitability and effectiveness of the OHS Management System through regular monitoring and review of policies and procedures</li> <li>establishing and monitoring progress towards measurable objectives and targets aimed at reducing work-related injury and ill health and improving safety performance</li> <li>using data to provide an evidence-based approach for setting the Department's strategic direction and identifying measurable objectives and targets</li> <li>allocating adequate resources to efficiently integrate and maintain the OHS Management System to comply with relevant legal and compliance obligations.</li> </ul>
 <b>Building Capability Commitment</b>	<p><b>Support building capability by:</b></p> <ul style="list-style-type: none"> <li>embedding individual health, safety, and wellbeing accountabilities for all employees across the Department</li> <li>embedding legislative and Department health and safety requirements in all policies and procedures</li> <li>increasing awareness and improving utilisation of the safety supports and resources available</li> <li>providing access to transparent and robust health, safety and wellbeing information, training, instruction, and documentation</li> <li>strengthening leadership capability by improving understanding of applying and implementing health, safety and wellbeing supports and resources available.</li> </ul>
 <b>Risk Management Commitment</b>	<p><b>Support the prevention of workplace injuries and ill health by:</b></p> <ul style="list-style-type: none"> <li>strengthening systems of work for identifying, assessing, controlling, monitoring, and reviewing hazards and associated risks arising from task / workplace activities</li> <li>proactively aiming to identify hazards and eliminate (if not possible, minimise) risks, in the workplace by implementing controls in a timely manner</li> <li>promoting and improving the reporting of incidents, near misses, injuries and hazards and investigating where appropriate, to prevent recurrence</li> <li>providing an OHS Management System that is flexible and adaptable to the risk profile of Department workplaces</li> <li>implementing risk controls to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace.</li> </ul>

**The Department employees, visitors, volunteers and contractors** are required to take reasonable care for their own health, safety and wellbeing and others that may be affected by their actions or omissions. These parties will cooperate with the Department in adhering to health and safety requirements including following the Department's policies, procedures and/or instructions and participating in consultation and training.

The Department's OHS Management System sets out how this policy is to be implemented.



**Jenny Atta**  
Secretary  
19/01/2022

## 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 Department workplaces.
- No alcohol or drugs are to be consumed on any Department premises. Any contractor under the influence will be dismissed.
- No offensive language is permitted on any Department 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 Department workplaces 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 principal or their delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.

## 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:

- **Enter** staff car park via Ballarto Rd
- **Exit** staff car park via same entrance via Ballarto Rd

Designated pedestrian crossings are:

- Out the front of school, lights – Ballarto Rd

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: **8.20am – 9.05am**
- Recess: **10.55am – 11.25am**
- Lunch: **1.25pm – 1.35pm**
- Pick up: **3.15pm – 3.30pm**
- **Work site speed limits are set at 5km/hr signed on entrance to staff car park and in the parent car park.**

## 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 Chapters 3 and 4 of the [Contractor OHS Management Procedure](#)).**

	
<h3>Contractor OHS Induction Checklist</h3> <p><i>The Contractor OHS Induction Handbook can be used to assist in conducting an OHS induction.</i></p>	
<b>Workplace:</b>	
<b>Company Name:</b>	
<b>Contractor's Name:</b>	
<b>Brief Description of Work:</b>	
<b>Section 1</b>	
<b>General Induction</b>	
The workplace is to ensure that the above named contractor(s) have been provided with following information and/or instructions:	
Department Health, Safety and Wellbeing (HSW) Policy	Yes <input type="checkbox"/>
Required conduct/behaviour	Yes <input type="checkbox"/>
High or extreme risk as identified in the OHS Risk Register related to the works to be undertaken	Yes <input type="checkbox"/>
Security access arrangements / Traffic Management Plan	Yes <input type="checkbox"/>
Emergency management	Yes <input type="checkbox"/>
First aid and amenities	Yes <input type="checkbox"/>
Hazardous Substances and Dangerous Goods stored on site	Yes <input type="checkbox"/>
Hazard and incident reporting	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Current Asbestos Management Plan and Division 5 Audit Report	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Introduction to Asbestos Coordinator	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Confined Space Entry Permit	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Information to be provided by the Contractor</b>	
Licence details	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
A copy of the current contractors Public Liability Insurance Certificate of Currency ( <b>minimum ten million sum insured</b> )	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
A copy of the current Workers Compensation Insurance Certificate of Currency	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Current Working with Children Check	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Safe Work Method Statements (SWMS)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
Personal Protective Equipment (PPE)	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
<b>Sign off</b>	<b>Name</b> <b>Signature</b> <b>Date</b>
I have been provided with and understand the information (as indicated above) and will comply with the safety instructions listed in the Safe Work Method Statement (or equivalent).	
Contractor:	
I have provided the contractor with the relevant Department and site-specific information related to the works to be conducted.	
Workplace Representative:	
<p><i>Principal or their delegate are to file copies of all completed Contractor OHS Induction Checklists.</i></p> <p style="text-align: right;"><small>Last Updated: 30 November 2022</small></p>	



## Safe Work Method Statements (SWMS)

A contractor is expected to supply a *Safe Work Method Statement* (SWMS) or equivalent template, prior to the commencement of works, based on the level of risk or **as mandated by the Department** 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 nearby:
  - 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 principal and/or their delegate has reviewed and signed the SWMS, to verify it has been sighted. A new SWMS will be required if scope of works change.

## Site specific hazards

### 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:

- 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 **Belinda Schodde - Asbestos Coordinator ext 224** 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 principal or their delegate 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 Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of personal protective equipment (PPE).

### 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 manage the risks.

## Cables

Various underground service cables are present throughout the site. Adequate controls must be implemented and discussed with the principal and/or their delegate or other Department site contact prior to performing works that could disrupt Department services.

Prior to conducting works, please contact 'Dial Before You Dig' on ph. 1100 (toll Free) between 8am and 5pm. For further information access the [Dial Before you Dig Vic/Tas Service Guidelines](#).

You can also call Energy Safe Victoria on (03) 9203 9700 or 1800 652 563 during normal business hours, or email ESV at [info@energysafe.vic.gov.au](mailto:info@energysafe.vic.gov.au).

## 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 principal or their delegate.
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

# Emergency management

## Workplace Codes

**[Insert appropriate code colours to situations or delete section if not applicable]**

In the event that a code is called, please obey the following instructions:

- Code **Red** - Fire, proceed to evacuation point.
- Code **Yellow** - Internal Lockdown, follow instructions
- Code **Black** – personal threat follow instructions
- Code **Purple** – bomb threat, follow instructions
- Code **Blue** – medical emergency, follow instructions

## 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 principal.

## Evacuation Point

The evacuation points are located at **#1 School Oval, #2 staff car park near the dumpster #3 offsite, cnr McCormicks & Ballarto Rd** refer to Evacuation Map (Appendix A).

## Emergency contacts

### School contacts

<b>Principal</b>	<b>Tim Bernau</b>	<b>03 9786 1555</b>
------------------	-------------------	---------------------

<b>Acting Assistant Principal</b>	<b>Kim Weissenburger</b>	<b>03 9786 1555</b>
-----------------------------------	--------------------------	---------------------

<b>Asbestos Coordinator</b>	<b>Belinda Schodde</b>	<b>03 9786 1555</b>
-----------------------------	------------------------	---------------------

<b>Business Manager</b>	<b>Michelle Drew</b>	<b>03 9786 1555</b>
-------------------------	----------------------	---------------------

<b>First Aid</b>	<b>Belinda Schodde</b>	<b>03 9786 1555</b>
------------------	------------------------	---------------------

<b>General Office Number</b>	<b>Wendy Jones Sheree Jones</b>	<b>03 9786 1555</b>
------------------------------	-------------------------------------	---------------------

### School after hours contacts

<b>Principal:</b>	<b>03 9786 1555</b>
-------------------	---------------------

### Emergency contacts

<b>Police:</b>	<b>000</b>
----------------	------------

<b>Fire:</b>	<b>000</b>
--------------	------------

<b>Ambulance:</b>	<b>000</b>
-------------------	------------

<b>Poisons:</b>	<b>13 11 26</b>
-----------------	-----------------

## 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).
- Principal or their delegate is to report the incident on eduSafe Plus.

# Appendix A: Emergency Evacuation Map

