

## LAWSON PUBLIC SCHOOL



### Contractor Management Policy 2022

#### **RATIONALE**

Lawson Public School is committed to ensuring that all contractors engaged to perform work at the school comply with the necessary health and safety requirements and school policy and procedures while the work is being performed.

#### **WHS**

Contractors must show that they have a satisfactory Health & Safety system currently in place and be familiar with and adhere to the terms of the School WHS Policy, including being shown a site map and evacuation points. The Contractor engagement WHS questionnaire must be completed prior to works commencing. Before any contractor commences work at Lawson PS for the first time, they are to be inducted using the Contractor Induction checklist. The checklist must be signed by both the contractor and the person conducting the induction and records retained. Contractors, their employees and subcontractors will not be provided with access to the site unless the person has successfully completed the Contractor Induction checklist. The Contractor is also responsible for ensuring that the site area is secure at the end of each day. Contractors must contact School Administration on 024759 1196 to report any WHS hazards or any injury that occurs on site.

#### **WWCC**

All contractors and tradespersons working during school hours must provide Lawson PS with a valid WWCC number. This must be validated by the School Administration before any work commences on site. A Trades-Based Contractor Declaration Form is to be used by trades-based contractors who do not have a WWCC. Contractors are to submit the completed form to the School Administration. The Office of Children's Guardian (OCG) has stated that trades-based contractors are excluded from being considered as being engaged in child-related work on the basis of subsection 6(2), Child Protection (Working with Children) Act 2012; i.e. trades-based contractors who provide services in our schools only have contact with children (our students) as an incidental part of their provision of work.

#### **SIGNING IN**

Lawson PS will have at the entrance a sign clearly indicating the location of the School Administration area. All visitors coming onto the site need to follow the Induction process which involves a minimum routine that all visitors sign in the Visitors Book at the School Administration, and are given a Visitors Badge before continuing to their destination and sign out and return the badge as they leave. Contractors must report daily to obtain a contractor's badge before accessing the nominated site. If this is outside of School Administration hours they will need to sign in as soon as the Administration office opens. The badge will

include the school logo and the word "VISITOR". If a visitor is seen not wearing a badge, it is the duty of all staff to politely remind them of our protocol and request that they return to the School Administration to obtain a badge. This requirement is to ensure that school security and student safety is maintained. All visitors, whether well known to staff, parents, volunteers etc. are required to sign in and wear a visitor's badge. School Administration staff are trained in the visitor induction programme including Safety & Health and emergency procedures. All visitors must comply with other safety signs and notices displayed throughout the school site.

## **DOCUMENTATION**

Contractors and their employees must provide necessary documentation (licenses, permits, registrations, insurances, Job Safety Analysis, Working with Children Check, Contractor induction checklist) to the Principal or the Principal's Delegate before work commences.

## **PROCEDURES**

Issues to be discussed and documented prior to commencement of work include:

- How the work will affect school activities (e.g. machinery, noise, dust)
- Timing of certain activities
- Areas of the school that will be affected
- Maintenance of essential utility services
- Managing excessive noise, dust or fumes
- Protocols for communicating between the school and the contractor
- Rubbish removal
- Hand-over process at the completion of the work

## **CONDUCT OF CONTRACTORS AND THEIR EMPLOYEES WHILST ON SITE**

All adults have a responsibility to act appropriately around children and young people. Lawson PS has a duty of care and other legislative responsibilities regarding the protection of students in schools. Inappropriate language and harassing or sexual behaviour of any nature is unacceptable and will not be condoned on school grounds. Contact with students is to be avoided at all times. If photographs of works or aspects of the site are required care must be taken to ensure no student is included in the photographs. Schools are designated Non-smoking zones and . Alcohol must not be brought onto or consumed on site. Any misconduct towards students will be dealt with by the school principal in the first instance and appropriate authorities, for example, the NSW Police Service, will be contacted if necessary.

## **TOILETS**

Use of student toilets is prohibited. Excluding major contracts where a principal contractor has been appointed (where it is expected that the PC will provide toilet facilities), the Contractor shall have shared access to staff toilets at the school where the works are being undertaken. The Contractor shall note these toilets will continue to be used by the wider schooling community.

## **VEHICLES**

Vehicles shall be only be driven and parked in designated areas. Speed limit and other traffic signs (such as school zone drop off/pick up areas) must be observed. Any exceptions must be on agreement with the School Principal. When a vehicle is to be driven on inner school grounds that are not designated as roadways, vehicles must have their hazard lights on and should not exceed walking speed. The Contractor will discuss with the principal on the need to have a spotter accompany any mobile plant moving through school grounds. Pedestrians have right of way at all times. Any permission given to park or drive in the school grounds may be revoked if unsafe driving is observed.

## **WORK-SITE BOUNDARIES**

All places where contractors perform work are to be delineated by an agreed site boundary. The boundaries shall be constructed according to the circumstances and the nature of work taking place and may include welded mesh fences, barricades, warning signs, locked doors/gates, “witches hats”, total enclosure and/or other agreed methods. In determining site boundaries every effort shall be made to minimise disruption to the normal activities in the area while ensuring the health and safety of the school community and contractor.