Drouin West Primary School

Contractor Occupational Health and Safety (OHS) Induction Handbook

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Dear Contractor,

The Department of Education (the department) has implemented an OHS Management System (OHSMS) that requires all contractors engaged to provide maintenance, repair work, or services at Drouin West Primary School to 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 – you will be issued with a visitor's pass that is to be kept on your person 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 a company) or equivalent (i.e. income protection for sole traders)
- copy of trade licenses and bring original for sighting
- current Working with Children Check (where applicable)
- copy of Safe Work Method Statement for the high risk work to be undertaken or as mandated by the department.

Click here for the online Induction

This information is to be returned to us prior to any work taking place at the school.

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

If you have any questions please do not hesitate to contact **Drouin West Primary School.**

Phone: (03) 5625 1971

Email: drouin.west.ps@education.vic.gov.au

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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 (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 via reception and ensure their visitors pass it kept on their person at all times whilst on school site
- provide the following information every 12 months and as required:
    - licence numbers
    - Public Liability Insurance Certificate of Currency (minimum $10 million sum insured)
    - Workers Compensation Insurance Certificate of Currency (if not a sole trader)
- complete a Safe Work Method Statement (SWMS) for high-risk work (new SMWS required for each high-risk task due to change of work scope)
- complete a *Confined Space Entry Permit* in consultation with the principal or their delegate for confined space entry.

Required conduct/behaviour

All Contractors must take reasonable care for their health and safety and the safety of others who may be affected by their actions or omissions while at work, which includes when working on school sites. They must also abide by the school's Code of Conduct while on site.

Contractors must also report any problems, hazards or incidents to the principal or their delegate and dress appropriately including wearing any suitable personal protective equipment.

This includes:

- No smoking/vaping on school grounds of within four meters 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
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be schedules outside of school hours, where possible.
- Possessions, material and equipment should be secured and not left unattended
- Abide by the workplace 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 work site
- Report any problems, hazards, or incidents to the principal or their delegates
- Dress appropriately and wear the correct personal protective equipment suitable
- No pets are permitted on the premises

Security 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.

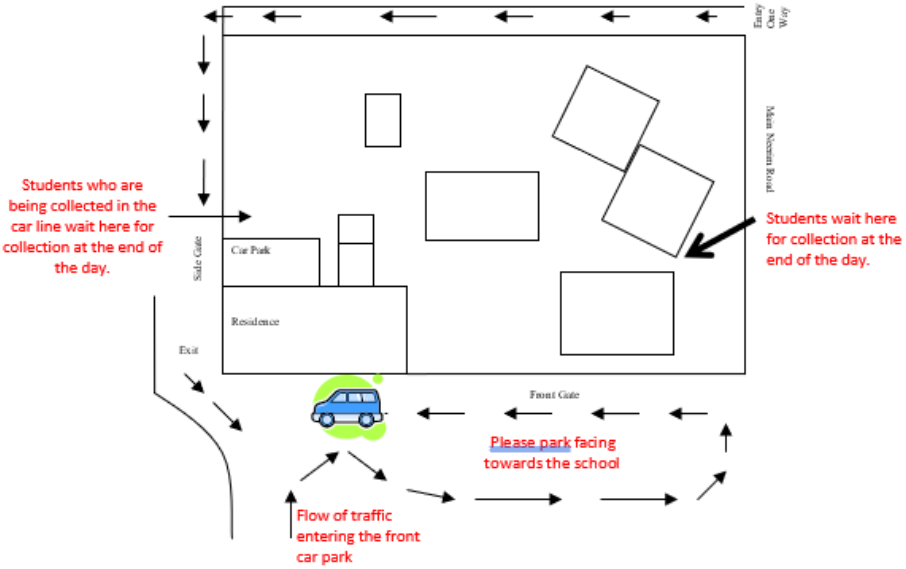
Traffic Management

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

- **Entry via Main Neerim Road via the school entrance OR the kinder entrance (one way carline)**
- **Exit via the Main Neerim Road school exit**

Designated pedestrian crossings are:

- N/A



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: **8:30-9:00am**
- Recess: **11:00-11:30am**
- Lunch: **1:45-2:15pm**
- Pick up: **3:15-3:45pm**

Please note that TheirCare Before and After School Care operates onsite from

- **7:00-9:00am**
- **3:30-6:00pm**

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.

Safe Work Method Statements (SWMS)

A contractor is expected to supply a *Safe Work Method Statement* (SWMS) 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:

- where there is a risk of a person falling more than two metres
- on or next to roadways or railways used by road or rail traffic
- in, over or next to water or liquids where there is a risk of drowning
- at workplaces where there is any movement of powered mobile plant
- where there are structural alterations that require temporary support to prevent collapse
- in an area where there are artificial extremes of temperature
- on or near energised electrical installations or services
- involving a trench or shaft more than 1.5m deep
- on or near pressurised gas distribution mains or piping
- involving demolition
- involving a confined space
- on or near chemical, fuel or refrigerant lines

- involving tilt-up or precast concrete
- on telecommunications towers
- involving diving
- involving removal or disturbance of asbestos
- in an area that may have a contaminated or flammable atmosphere
- involving the use of explosives
- involving a tunnel.

If the proposed work requires a SWMS, the works cannot proceed until the principal or their delegate has reviewed and signed the SWMS, to verify it has been sighted. A new SWMS is required for each high-risk task, as scope of works can 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. The asbestos management plan and Division 5 Audit Report will be provided as a separate document.

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 Emma Wiesenekker (5625 1971) must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licenced ‘Class A’ 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 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

A Safe Work Method Statement must be completed and supplied to the school 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).

This must be sighted and signed as understood by the school principal or their delegate.

Hot Work

If a hot work task is to be undertaken (e.g., welding, burning, soldering, grinding) a Safe Work Method Statement must be supplied to the school, demonstrating how you will manage the risks. This must be sighted and signed as understood by the school principal or their delegate.

Cables

Various underground service cables are present throughout the site. Adequate controls must be implemented and discussed with the principal 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 800 158 during normal business hours, or email ESV at 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:

- 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 for further escalation and management.
- not reach into any holes or gaps in the buildings without first checking to see if it is safe.

Emergency management

Workplace Codes

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

- **RED LOCKDOWN: Actual Threat**
- **AMBER LOCKDOWN Possible emergency, remain alert but stay where you are for now.**
- **BLUE TIMETABLE: Offsite evacuation to the Drouin West Fire Station**
- **GREEN TIMETABLE: Onsite evacuation to the Undercover Area.**

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 point is located at **Undercover Area** refer to Evacuation Map (Appendix A).

Emergency contacts

School contacts		
Principal	Andrew Holden (Acting)	5625 1971 **OR** Ext 1002
Assistant Principal	Loree Ambrose (Acting)	5625 1971 **OR** Ext 1003
Asbestos Coordinator	Emma Wiesenekker	5625 1971 **OR** Ext 1018
Business Manager	Emma Wiesenekker	5625 1971 **OR** Ext 1018
Administration	Ashleigh Van Soest	5625 1971 **OR** Ext 1001
School after hours contacts		
Principal:	0401 *** ***	
Business Manager:	0448 *** ***	
Emergency contacts		
Police:	000 (Drouin Police Station 5625 2003)	
Fire:	000 (Drouin West CFA 5624 1900)	
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

   Our location is 535 Main Neerim Road, Drouin West VIC 3818
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.

Amenities

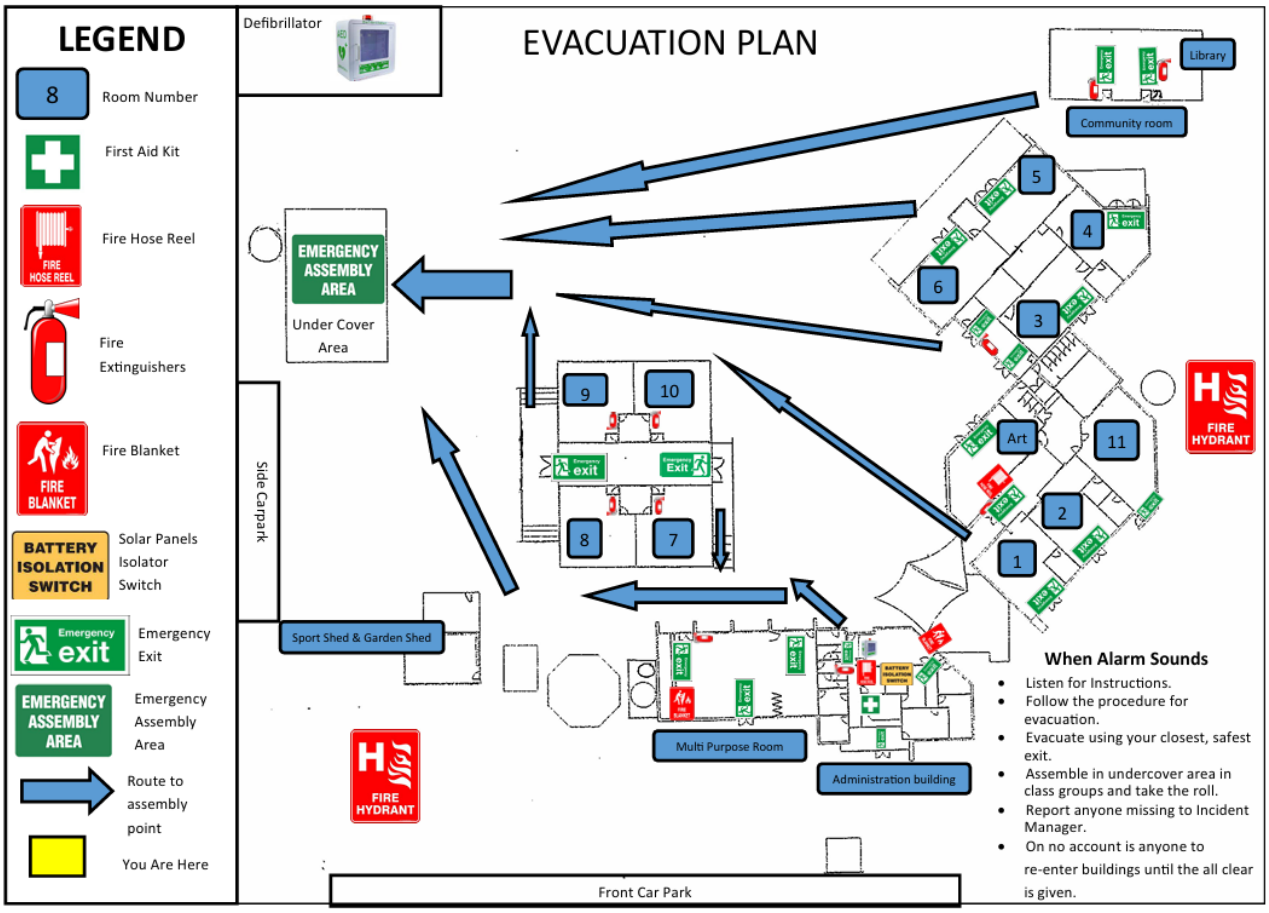
- Toilets: Please note adult visitors must not use or enter student toilets, toilets are located in the main administration building
- Staff room is located in the main administration building
- Parking as per the traffic management plan, please park in the staff carpark OR in the front carpark as close as possible to the front fence

Hazard and Incident reporting

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor or staff member 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 on behalf of the contractor.

Appendix A: Emergency Evacuation Map



Relevant Department of Education Policies

Asbestos Management Policy

Confined Spaces Policy

Contractor OHS Management

Health, Safety and Wellbeing Policy

Hot Work Policy

Outdoor Activities and Working Outdoors Policy

Plant and Equipment Management Policy

Prevention of Falls when Working at Heights Policy