



BUNBURY REGIONAL COMMUNITY COLLEGE

Contractors Policy



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1. Purpose

Bunbury Regional Community College (BRCC) 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 BRCC Occupational Safety and Health Policy and other relevant policies including, child safety, bullying, conduct / behaviour, and requirements in relation to no smoking, drugs, or alcohol covered in BRCC polices.

2. Scope

This policy is applicable to Bunbury Regional Community College Contractors.

3. Definitions

CARE School A Curriculum and Re-engagement in Education school, established and registered solely for the education of students at educational risk.

Contractors are people that are engaged by BRCC 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

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

- The Contractor shall ensure that all 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 BRCC Occupational Safety and Health Policy and other relevant policies.

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.: Police Clearance; WWCC; COVID Vaccination certificate if mandated by the State Government)

Copy/s shall be provided prior to work commencing.

The Contractor shall also have provision for insurance such as:

- Workers' Compensation
- Public Liability
- Professional Indemnity
- Other Insurance as is deemed necessary

Copy/s shall be provided prior to work commencing if requested by BRCC.

If relevant and required:

- Quality assurance accreditation
- Safety records – include Lost Time Injury (LTJ) data, accompanying policies, manuals or system of work which provide evidence of commitment to safety.

PROCESS

Contact/Entering Work Site

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

Contractors and/or their employees must ensure that their presence at the work site is acknowledged and noted. This is important, for example in the event of an emergency evacuation procedure being undertaken.

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

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

Induction

BRCC 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 and any employees to indicate they have adequate understanding of the policies,



procedures and information on potential hazards contained in this document.

This should be given to the School Administration Officer before work commences and the School Occupational Safety and Health Officer if one has been elected.

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

Reporting

Contractors shall ensure that they and their employees are aware of the BRCC procedures for reporting accidents, “near miss” incidents and hazards.

Smoking

Contractors shall ensure that their employees are aware of the BRCC policy that smoking is not permitted 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 also ensure that any plant, equipment and machinery is used properly so that persons are not exposed to hazards.

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. Applicable Legislation

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

School Education Act 1999

School Education Regulations 2000

School Curriculum and Standards Authority Act 1997

6. Policy Review Date

This policy is due for review annually.

7. Contact BRCC

Web <http://www.brcc.org.au/contact/>

Email principal@brcc.org.au

Phone 6724 6971

Bunbury Campus: Level 1/16 Victoria Street, Bunbury

Busselton Campus: 50 Albert Street, Busselton WA 6280

Approval Process	New Policy or Amendment	Minor Amendment or Review
<i>First Approved</i>	December 2021	
<i>Endorsed by Principal</i>	December 2021	
<i>Approved by Director</i>	December 2021	
<i>Governing Council Reading and Endorsement</i>		
<i>Next Review</i>	December 2022	



Appendix 1 Contractors Induction Sheet

Name of Contractor and Company Name:	Brief description of task:
BRCC Campus:	Date

This checklist has been developed to assist in the identification of risks when managing contractors at a BRCC campus. If hazards have been identified, please ensure appropriate control measures are implemented.

QUESTION	YES	NO
Has the contractor provided evidence of their competency to undertake the works (i.e. licences and/or certificates as well as public liability and Workers' Compensation insurance, Working With Children Check)?		
Has the contractor provided the school with a current Job Safety Analysis (JSAs) and/or Safe Work Method Statement (SWMS) for tasks to be performed?		
Has the contractor identified the hazards associated with the proposed works and implemented control measures (from setting up the work area to completion of the job)?		
Have access arrangements been confirmed, including signing in/out and wearing identification?		
Has the contractor notified the College of vehicles, equipment and materials to be used on the site?		
Has the contractor been provided with a site-specific induction and site tour, including amenities?		
Has the contractor been provided with the relevant policies (e.g. OHS, child safety, bullying, smoking, conduct / behaviour, drugs, alcohol)?		
Has the contractor been provided with the names of the personnel responsible for OHS and child safety?		
Has the contractor been provided with directions regarding child safety precautions with which he or she is required to comply (if applicable)?		
Has the contractor been briefed about known hazards at the school which may affect their work, including Hazardous Substances and Dangerous Goods stored on site?		
Has the contractor been informed of hazard, incident and near-miss reporting?		
Has the contractor been provided with a copy of a current Asbestos Register or clearance certificates (if applicable)?		
Has the contractor been informed of the Colleges first aid facilities and the injury reporting procedures, including the location of the injury register?		
Has the contractor been informed of traffic management/car parking and vehicle access on the campus (if applicable)?		
Has the contractor been informed of any restrictions of timing of tasks (i.e. vehicle access, use of heavy machinery, noise or dust on the campus)?		
Has the contractor put in place appropriate isolation barriers (if required)?		
Has the contractor displayed appropriate safety signage (if applicable)?		
Has the contractor been provided with details about areas of the school in which the contractor is permitted/is not permitted?		
Does the contractor have procedures to dispose of rubbish and waste appropriately and without risk?		
Upon completion of work at the College, will the Principal (or nominee) inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person		
Contractor signature:		
Principal/nominee Name and Signature:		



