OHS Provider List

Application and assessment guide

**CONTENTS**

Introduction 3

Enquiries 3

Application process 3

General requirements 3

Good standing 4

Qualifications and Licences 5

Insurances 5

High risk work – Safe Work Method Statements (SWMS) / Job Safety Analysis (JSA) 5

Working with Children Check 6

Indicative Pricing 6

Assessment process 6

Successful Application and Maintaining Approved Status 7

Incomplete Application 8

Unsuccessful Application 8

Grounds for Removal and Re-application 8

Review of outcome process 8

Privacy 8

Consent 9

Use of information and exchange of information between government agencies 10

Appendix A – Requirements for Specialist OHS Providers 12

Appendix B – Schools Procurement sourcing flowchart 18

Appendix C - References 19

**Introduction**

The health, safety and wellbeing of our staff and students is a key priority of the Department Education and Training (the Department).

‘*OHS Provider List’* initiative invites specialist Occupational Health and Safety (OHS) providers to apply and become pre-approved for work in a Victorian Government school.

Schools currently spend a lot of time searching for qualified service providers to help them meet safety obligations. Schools are required to manage documentation such as licences, qualifications and insurances. Providers also need to give this documentation to each school for each job.

By pre-approving OHS providers on behalf of schools, the Department will simplify this process. Schools will then be confident in engaging suitably qualified providers for identified activities with an aim to reduce administrative burden.

The OHS Provider List likely to become the first place that Victorian Government schools will look for specialist OHS providers.

This guide will assist with:

* the application process and the information requested
* understanding the assessment criteria and requirements
* ongoing requirements once approved
* explaining the engagement with schools.

Please note that your application as a pre-approved provider is not a tender process and does not guarantee you any work from a Victorian Government school. We complete an initial assessment of your compliance against the Department of Education and Trainings’ values, Health Safety and Wellbeing policy, applicable licences and Safe Work Method Statements. We do not assess your levels of service performance, or service history (e.g. checking referees).

You will still need **to provide a quote to schools**, as part of a process known as a Request for Quote (RFQ), which is detailed in the [Schools Procurement Policy](https://www.education.vic.gov.au/school/principals/spag/finance/Pages/purchasing.aspx). A school will decide whether or not to accept your quote and procure your services. For more information refer to the [Appendix B Schools Sourcing Procurement Flowchart](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.education.vic.gov.au%2FDocuments%2Fschool%2Fteachers%2Fmanagement%2Finfrastructure%2FEngagement-Specialist-OHS-Providers-Application-Assessment-Guide.docx) in the OHS supplier user guide.

# enquiries

If you have any questions or if you require any assistance with your OHS Provider List contact [employee.wellbeing.reforms@edumail.vic.gov.au](mailto:employee.wellbeing.reforms@edumail.vic.gov.au) or 03 7022 1204.

# Application process

## General requirements

The *OHS Provider List* is an opt-in initiative. To participate, providers must complete the Application Form and attach all required evidence for consideration.

The information provided in the application will be assessed according to the Department’s requirements. Some of this information will then be presented to schools to assist them in selecting a suitable provider. We will ask you to confirm these details and make them available to schools.

By submitting an application, each provider confirms they have read and understood the guidelines in this document.

You will be asked to provide information on behalf of your employees and more details can be found within the [**Privacy**](#_Privacy) and [**Consent**](#_Consent) sections of this document.

## Good standing

In order to be pre-approved, providers must agree to comply with the Department policies, procedures or instructions as per the [Department’s Health, Safety and Wellbeing Policy](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/hswpolicy.aspx)

**Declaration of OHS compliance matters**, specifically, whether you or any director or officer of the Entity to which the application relates, either currently or previously has been a director or officer of any body corporate, partnership or trust (Entity) at the date (or within 12 months prior to the date) that Entity (including the Entity applying to provide OHS Specialist Services) was charged or convicted with an offence and/or subject to the imposition of a fine under any occupational health and safety legislation or regulations. This encompasses any convictions, charges or fines imposed on directors and officers in their personal capacity and includes but is not limited to the following acts and regulations:

* Occupational Health and Safety Act 2004 (OHS Act)
* Occupational Health and Safety Regulations 2017 (OHS Regulations)
* Dangerous Goods Act 1985
* Dangerous Goods (Storage and Handling) Regulations 2012
* Equipment (Public Safety) Act 1994
* Electricity Safety Act 1998.

## Qualifications and Licences

Applicants must enter information regarding applicable qualifications and licences within the application form (and for their all employees). In addition, a copy of each qualification and license per individual noted on the Application Form must be supplied.

Refer to [Appendix A: Requirements for Specialist OHS Providers](https://eduvic-my.sharepoint.com/personal/09811850_education_vic_gov_au/Documents/Desktop/SEPS-WHE%20engagement%20Specialist%20OHS%20Providers/Engagement-Specialist-OHS-Providers-Application-Assessment-Guide.docx#_Appendix_A_–). The Department may accept a comparable qualification or licence to those listed in Appendix A where an applicant submits in writing reasons why it is reasonable for the Department to accept a qualification or licence as being comparable to the applicable qualification or licence listed in Appendix A. Such acceptance by the Department will be in its sole discretion.  Email a scanned copy of your qualifications and licences with your application.

## Insurances

Applicants must detail insurance information (refer to [Appendix A: Requirements for Specialist OHS Providers](#_Appendix_A_–)) within the application form, and provide a copy of their relevant insurance details:

* public Liability (minimum $10 million)
* professional indemnity (minimum $2 million where applicable see [Appendix A: Requirements for Specialist OHS Providers](#_Appendix_A_–))
* WorkCover insurance (where applicable see below)
* Applicants are required to register for WorkCover insurance when they engage workers (or themselves in a company) including apprentices or trainees and expect to pay over $7,500 annually in rateable remuneration.

Note for sole traders:

* 1. sole traders do not require WorkCover insurance
  2. may consider obtaining income protection insurance (optional)
  3. public and professional indemnity insurances where appropriate (as noted above).

Email a scanned copy of your insurance certificates with your application.

The information above relates to an applicant’s rights and obligations and constitutes general guidance only. An applicant is responsible for making their own enquiries and determining their own obligations in accordance with applicable legislation.

The Department accepts no responsibility for any mistake or omission in the information outlined above.

## High risk work – Safe Work Method Statements (SWMS) / Job Safety Analysis (JSA)

There are legislative requirements around high risk work. As part of the application process you must provide a generic copy of a [SWMS](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkmethodstatementtemp.docx)/JSA if this applies to the type of work you will be providing in schools.

As per the Department’s [Contractor OHS Management Procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractormgtprocedure.docx), schools must sight, sign and keep a copy of the SWMS/JSA for high risk works. The Department **mandates** the provision of a SWMS/JSA prior to the commencement of works for all 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 of two metres or more
* works in tunnels
* work that is in, on or near:
* 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/JSA, the works cannot proceed until the **school** has reviewed and **signed** the SWMS/JSA, to verify it has been sighted. A new SWMS/JSA will be required if scope of works change. Once procured by a school, providers must amend the SWMS/JSA template to ensure it is job specific.

Applicants must provide a copy of their **generic** SWMS/JSA with the application documenting the safe work methodology applied to the high-risk work that they do.

## Working with Children Check

Applicants **may** be required to obtain a [Working With Children Check](https://www.workingwithchildren.vic.gov.au/about-the-check) (WWCC) as per the schools’ Child Safe Standard Policy. This requirement is also based on the nature of the work as per the [Department of Justice](https://www.workingwithchildren.vic.gov.au/) and Community Safety criteria.

If available, applicants are to copy/scan their WWCC and attach it as part of the application, including their employees WWCC where named on the application form.

## Indicative Pricing

Applicants are encouraged to include indicative pricing for their services and work. Schools will be able to access this information. Schools will still need to request a quote to confirm the price.

Attach relevant pricing of parts/sundry items if applicable. Include the rates that you charge on the application form. This is indicative only and the quote provided to the school will confirm the pricing for the actual job.

Applicants can also indicate if they are able to apply a discount for schools. If this option is selected, applicants are asked to explain what discount could be applied.

When an applicant provides indicative pricing and / or a discount it will be available for schools for a period of 12 months. Should any indicative pricing and / or discount rates change, applicants are to update their information via email.

The provision of indicative pricing is optional and does not have an impact on the outcome of the application.

# Assessment process

Once an application is received, it will be assessed by the Department’s Employee Health Safety and Wellbeing Division. The Department will review the information provided and will assess against the Application Form and Appendix A.

The Department may approve, decline or request more information based on the information received in the application process.

Applicants will receive an email with the outcome.

The Department is under no obligation to approve any application and may:

* reject the application based on inadequate evidence being received by the Department and/or feedback received from schools
* consider a further, or amended application from the applicant in due course, with the required evidence provided.

The Department will endeavour to assess all applications in a timely way according to the criteria outlined by the Application Form. However, the application process does not create any enforceable rights on the part of the applicant nor impose any legal obligations on the Department additional to those which apply at law.

This is not a tender process that will lead automatically to any contractual arrangement with a school. This application does not guarantee that schools will offer, continue or extend service contracts to providers.

# Successful Application and Maintaining approved status

A successful application results in the pre-approval status being granted for all schools to access. Inclusion is determined where the application satisfies the Department’s assessment requirements as outlined in this guide.

Once the applicant is deemed successful, pre-approved status will be granted and applicants will be notified in writing. Providers will maintain approved status, subject to their ongoing compliance with the Department’s requirements or in circumstances outlined in the ‘[Grounds for removal and re-application](#_GROUNDS_FOR_Removal)’ section of this guide.

Successful applicants will be required to ensure the details provided to the Department are current and email the Department with an update of the changes (such as business details, qualifications and licensing) with the necessary evidence to [employee.wellbeing.reforms@edumail.vic.gov.au](mailto:employee.wellbeing.reforms@edumail.vic.gov.au).

The Department will monitor provider information to ensure it remains accurate. Providers may be contacted to update information on an ad-hoc basis if information is identified as being outdated or incorrect. If no updates are received by the Department, the Provider may be removed from the list and required to submit a new application.

The Department, as part of its evaluation of your services may contact the school directly and request feedback and / or customer satisfaction of your service. Schools may also share information about their experience of your service with other schools and with the Department. This evaluation may also entail the Department attending when you are at a school delivering your service.

To secure engagement with schools, applicants that have been pre-approved must still respond to the request for quote (RFQ) process from schools (as per the [Schools Procurement Policy](https://edugate.eduweb.vic.gov.au/edrms/collaboration/PD/PPVS/Procurement%20Policy%20for%20Victorian%20Government%20Schools%20v1%20March%202017.pdf)). The school can then choose to accept the quote and procure services. For more information refer to the [Appendix B Schools Sourcing Procurement Flowchart](#_Appendix_B_–). In addition, the School Council Agreement for Services must be completed directly with the school prior to works commencing.

Engaged providers must report to the school’s front office upon arrival and undertake a site-specific induction prior to the work commencing. For high risk work, a SWMS/JSA must also be reviewed and a copy kept by the school.

## Incomplete Application

Applicants will be notified if they have submitted an incomplete application. The Department may request that the applicant provide additional information to complete the application. Once all the information has been received, the Department will complete the assessment and notify the applicant of the successful outcome. If the application remains incomplete, the application may be deemed unsuccessful.

## Unsuccessful Application

Applicants will be formally advised that the application was unsuccessful and the reasons why. Rejection of the application will be based on failure to meet the requirements.

Unsuccessful applicant details will not be provided and/or displayed to schools. All information will be kept secure at the Department according to the relevant Public Record Office of Victoria Retention and Disposal Authority.

Applicants can request a review of the outcome (see the section [Review of Outcome Process](#_Review_of_outcome)).

# Grounds for Removal and Re-application

A provider may be removed from the list in certain circumstances and at the discretion of the Department, including:

* breach of a law (OHS Act 2004, OHS Regulations 2017)
* breach of code of conduct/professionalism or performance
* material non-disclosure in the application process
* any other matter.

If in the reasonable opinion of the Department it is warranted, a formal review / investigation may take place prior to any final decision concerning the removal of a specialist OHS provider from the list.

Providers will be required to re-apply in the following circumstances:

* after a lapse of six months of not providing up-to-date details (insurances, etc.) as outlined above
* based on behavioural or conduct issues (whether following an investigation or otherwise) which results in a departmental decision to remove the provider.

Please note that the Department may, at its discretion and for reasons including those related to performance or conduct, impose a limitation period during which a Provider is not eligible to re-apply.

# Review of outcome process

An applicant may request a review of the application outcome in writing (by email) within seven days of the notification. Applicants will receive an acknowledgement of their review request. As each review is unique, timeframes may differ for the final outcome to be communicated, and this timeframe is at the discretion of the Department.

Requests for review are to be emailed to [employee.wellbeing.reforms@edumail.vic.gov.au](mailto:employee.wellbeing.reforms@edumail.vic.gov.au).

# Privacy

The Department values and is committed to protecting your privacy. We handle your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) (PDP Act) and other applicable legislation. The Department has adopted the Information Privacy Principles in the PDP Act as minimum standards when dealing with personal information.

The Department collect the information in the application, which includes personal details for the purpose of delivering the OHS Provider List initiative as described in these guidelines.

The Department will display provider details to schools including your contact details so that they can directly communicate with you for the purpose of procuring your specific services. In some instances, details will also be shared with schools, such as insurance details, qualifications, and specific licence and reference to WWCC being sighted. The Department will confirm this detail upon successful application. Unsuccessful applications will not be disclosed to schools.

Provider information may also be shared with third parties for the purposes of managing pre-approvals information and processes.

The Department will not disclose your personal information without your consent, except where required to do so by law. If you do not wish to provide your personal information you will be unable to submit an application for the OHS Provider List initiative. You may contact the Department to discuss your application, to request access to your personal information, or for other concerns about the privacy of your personal information.

The Department takes reasonable steps to make sure that your personal information is protected from misuse, loss, unauthorised access, modification or disclosure. Access to systems, applications and the information that we collect is limited to authorised staff members only.

You can request access and correction of your personal information by contacting [employee.wellbeing.reforms@edumail.vic.gov.au](mailto:employee.wellbeing.reforms@edumail.vic.gov.au)

For further information on how the Department will handle your personal information, please refer to The Department’s [Information Privacy Policy](https://www.education.vic.gov.au/Pages/privacypolicy.aspx).

## Consent

By submitting an application, the Provider is acknowledging that they:

* have read this document – the *OHS Provider List – Application and Assessment Guide* and have read and understood the ‘Privacy’ section
* consent to provide their personal information as part of the application
* have consulted with their staff about providing their personal information
* will provide regular updates as prescribed within the [keeping up to date](#_Keeping_up-to-date) section in this guide.

By submitting an application, the provider consents to the Department seeking further information and investigating the applicant's commercial viability and financial status. Where an Act or Regulation requires that an applicant (as described by that Act or Regulation) be registered or licensed to carry out the services, evidence of registration or licensing must be produced by the applicant in its application. The Department may seek information from sources, including regulatory and law enforcement bodies, which relates to the applicant’s suitably to perform the services in question. The Department may also conduct a search of all matters on the public record.

# Use of information and exchange of information between government agencies

By submitting an application, the applicant:

* authorises the Department to obtain from any Victorian Government department or agency, or any other Australian State or Federal department or agency, information including, but not limited to, details of the applicant's performance during any previous or current contracts for services similar to those sought in this guide
* confirms that it will take all steps as are reasonably necessary to satisfy any request from the Department for information (including without limitation police criminal record statements or citizenship visa or residency status) as relating to any shareholder, director, officer, employee or contractor to the applicant if that information could affect the potential or actual or ongoing delivery of services to the Department
* authorises the Department to contact any third party referred to in the application or the author of any attachments which are provided by the applicant in its application.

The provision of information by the Department to any other Victorian Government department or agency is acknowledged by the applicant to be a communication in circumstances of qualified privilege and the applicant shall have no claim against the Department, in defamation or otherwise, in respect of any matter arising out of the provision or receipt of such information, including any claim for loss to the applicant arising out of the communication.

# Appendix A – Requirements for Specialist OHS Providers

NOTE:

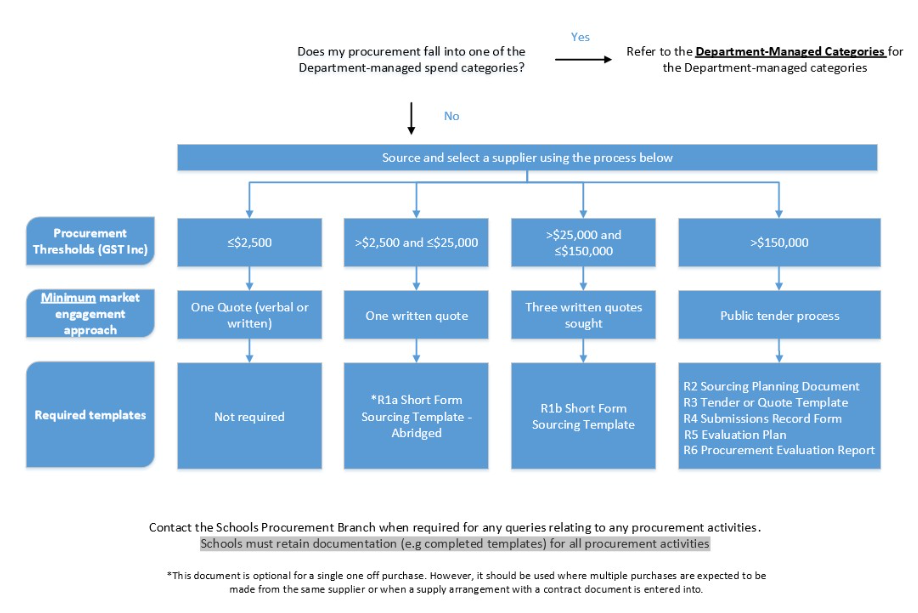
1. Providers must comply with obligations under both the OHS Act 2004 and OHS Regulations.
2. All Providers must respond to the requirements as stated below in each category and a copy of any relevant qualifications, licences and insurances must be provided with the completed application form.
3. All OHS Providers must complete a **site induction** prior to working at the school, and comply with the Department’s [Contractor Management Procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractormgtprocedure.docx).
4. Providers must provide a copy of safe work method statement (SWMS/JSA) for **high risk** work. It must be sighted and signed, and a copy kept by the school.
5. Providers **may** be required to obtain a [Working With Children Check](https://www.workingwithchildren.vic.gov.au/about-the-check) as per the schools’ Child Safe Standard Policy requirement and based on the nature of the work as per the [Department of Justice](https://www.workingwithchildren.vic.gov.au/) criteria.
6. WorkCover Insurance is applicable when the Provider engages workers including apprentices or trainees; and expect to pay over $7,500 annually in rateable remuneration.
7. Sole traders may consider obtaining Income Protection Insurance (optional). Sole traders do not require WorkCover Insurance.
8. Professional Indemnity insurance of a minimum of $2 million is required where advice and reports are provided to schools.
9. Contact us further to discuss your application and how we can help you further please email [employee.wellbeing.reforms@edumail.vic.gov.au](mailto:employee.wellbeing.reforms@edumail.vic.gov.au)

The information related to a Provider’s rights and obligations constitutes general guidance only. A Provider is responsible for making their own enquiries and determining their own obligations in accordance with relevant legislation. The Department accepts no responsibility for any mistake or omission in the information outlined this guidance.

| Category of OHS Specialist Service | Required Qualifications & Licences | Insurances | Typical Tasks (not limited, examples only and tasks will be site specific) |
| --- | --- | --- | --- |
| **Arborist – Tree risk management and integrity** | Consulting Arborist  Diploma of Arboriculture (Level 5) [AQF AHC50510]  Additional requirements (where applicable)   * Licence to operate a boom-type elevation platform   [ACF TLILIC2005]   * Working safely at heights   [AQF RIIWHS204D] | * Public Liability Insurance minimum cover of $10 million * Professional Indemnity Insurance minimum cover of $2 million * WorkCover Insurance (excluding sole traders) | Provider to:   * provide a Tree Inspection Report covering assessment to identify potential hazards, issues or structural defects with recommendations (annual tree integrity report) * SWMS/JSA for high risk activities * work at height safely * WorkSafe Guidance Note How to reduce or eliminate the health and safety risks when working with trees. |
| **Arborist - Tree inspection and maintenance** | Practising Arborist / Tree climbing work   * Certificate III in Arboriculture (Level 3)   [AQF AHC30810]  Or suitably qualified tree worker   * Certificate II in Arboriculture   [AQF AHC20510]  Additional requirements (where applicable)   * Licence to operate a boom-type elevation platform   [ACF TLILIC2005]   * Working safely at heights   [AQF RIIWHS204D]   * Shift materials safely using manual handling method   [AQF TLID1001]   * Operate a mobile chipper/mulcher   [AQF FWPHAR2206] | * Public Liability Insurance minimum cover of $10 million * Professional Indemnity minimum cover of $2 million * WorkCover Insurance (excluding sole traders) | Provider to:   * work practices in accordance to guidelines in Codes of Practice and Best Management Practices for the amenity tree industry * conduct tree pruning in accordance with AS4373-2007 Pruning Amenity Trees * remove trees in a variety of situations from open areas to confined space * apply a fertilising program where required * installation of tree protection fences and undertake tree work in accordance with AS 4970-2009 Protection of trees on development sites * promote best practice and deliver current knowledge and techniques in tree care and or removal techniques. |
| **Electrical Work** | * [Victorian Electrician’s License (A grade)](https://esv.vic.gov.au/licensing-coes/electrical-licences/registered-electrical-contractors/) * Must be Registered Electrical Contractor (REC) | * Public Liability Insurance minimum cover of $10 million * WorkCover Insurance (excluding sole traders) | Provider to:   * provide a [SWMS](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkmethodstatementtemp.docx) for all electrical activities as per the [Contractor Management Procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/contractormgtprocedure.docx) * The Department’s Hazard management - [Electrical](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/electricalsafety.aspx) * provide certificate of work completed |
| **First aid kit supply and inspection** | Competency displayed via AQF HLTAID006/7  And  First aid kits supplied/inspected in accordance with Compliance Code: First aid in the Workplace  OR  Customised training that covers above | * Public Liability Insurance minimum cover of $10 million * WorkCover Insurance (excluding sole traders) | Provider to:   * supply kit and contents in accordance with the schools’ [First Aid Risk Assessment](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidriskassess.docx) * inspect First Aid Kits, replenish and record quantity and expiry date of all items refer [First Aid Kit Contents Checklist](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidkitschecklist.docx) (or equivalent) on quarterly basis   The Department’s [First Aid Procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/firstaidinfectctrl.docx)  [WorkSafe Compliance Code: First Aid in the Workplace](https://www.worksafe.vic.gov.au/resources/compliance-code-first-aid-workplace) |
| **Hazardous chemical waste removals** | EPA-approved chemical disposal companies | * Public Liability Insurance minimum cover of $10 million * WorkCover Insurance (excluding sole traders) | Provider to:   * package chemical wastes in containers that are compatible with the waste material * segregate chemical wastes according to major waste types such as organic solvents, chlorinated organic solvents, inorganic chemicals, bulk oils (e.g. cooking or automotive)   The Department’s Hazard Management - [Chemical Management](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/chemicalmgt.aspx)  Note:  The Department permits all Environment Protection Authority (EPA)-approved chemical disposal companies to collect and dispose of chemicals from schools  [EPA Prescribed Industrial Waste database](https://portal.epa.vic.gov.au/irj/portal/anonymous?NavigationTarget=ROLES://portal_content/epa_content/epa_roles/epa.vic.gov.au.anonrole/epa.vic.gov.au.piw) |
| **Height safety specialist – height safety equipment inspection and maintenance** | * Working Safely at Heights training   [AQF RIIWHS204D]   * Height Safety Equipment Inspector / PPE Inspector   [AQF MEM15004B]   * Suitably qualified to re-certify anchor points | * Public Liability Insurance minimum cover of $10 million * Professional Indemnity Insurance minimum $2 million and * Professional Indemnity Insurance specifies Height Safety * WorkCover Insurance (excluding sole traders) | Provider to:   * conduct inspection of height safety and fall protection equipment installed on site including:   + fixed and portable ladders   + ladder and fixed anchor points   + portable ladder anchor devices   + roof anchors and static lines recertification     - roof anchors are tested to Australian Standards/New Zealand Standard (AS/NZS) 5532   + personal protective equipment (PPE) AS/NZS 1891   + working in confined spaces |
| **Management of bee hives and swarms specialist** | * Certificate III in Beekeeping   [AQF AHC31818] | * Public Liability Insurance minimum cover of $10 million * WorkCover Insurance (excluding sole traders) | Provider to:   * identify health and safety in the workplace hazards and risks and apply appropriate controls associated with the job requirements and take action according to workplace procedures * select, ensure serviceability, fit and use personal protective equipment * use safe manual or mechanical handling techniques to minimise to prevent injuries and damage to hives * conduct work according to quarantine regulations and biosecurity codes of practice |
| **OHS consultant** | * Diploma of Work Health and Safety [AQF BSB51315]   or equivalent | * Public Liability Insurance minimum cover of $10 million * Professional Indemnity Insurance minimum of $2 million * WorkCover Insurance (excluding sole traders) | Provider to   * support and assist school leaders to manage health, safety and wellbeing, such as: * tailor the Department’s OHS management system and implement based on the schools’ risk profile * support to meet OHS requirements * specific support as directed by the Department * collaborate with the Department to deliver specific targeted support and initiatives |
| **Plant and equipment inspection and maintenance specialists** | Must have relevant licence(s) to operate and conduct maintenance work for specific plant and equipment including: forklifts, boilers and other pressure equipment, etc.  Where appropriate be a qualified   * A grade Electrician * Engineer * Fitter and Turner [AQF MEM30205]   OR   * Certificate III in Electrical machine repair (UEE30611) * Certificate III in switchgear and control gear (UEE30711) * Certificate III in engineering – Mechanical trade(MEM30205)   And as appropriate to task required | * Public Liability Insurance minimum cover of $10million * Professional Indemnity Insurance minimum of $2 million * WorkCover Insurance (excluding sole traders) | Applicant to:   * identify all plant and equipment in the workplace and follow the [Plant and Equipment Management Procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/plantequipmentprocedure.docx) * complete a risk assessment as per the [OHS Risk Management Procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsriskmgtprocedure.docx) and document in the [Plant and Equipment Risk Management Form](https://www.education.vic.gov.au/hrweb/Documents/OHS/planteqpmntriskmgtform.docx) or equivalent * keep record of inspections and maintenance for each item of plant and equipment using the Department’s [Plant and Equipment Risk Maintenance Form](https://www.education.vic.gov.au/hrweb/Documents/OHS/planteqpmntriskmgtform.docx) or similar * isolate and tag items of plant being maintained or repaired as per the [Isolation and Tag Out Procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/isolationtagout.docx) * provide specific service in regard to * Lifts * Forklifts * Technology Equipment * Maintenance Equipment * Boilers and other pressure equipment   WorkSafe Compliance Code [Plant](https://content.api.worksafe.vic.gov.au/sites/default/files/2019-07/ISBN-plant-compliance-code-2019-07.pdf) |
| **Playground equipment inspection and maintenance specialist** | Qualified Engineers that specialise in the structural engineering area of practice would be able to assess playground equipment.  Bachelor of Engineering (Civil and Infrastructure)  OR   * Outdoor Playground Inspectors Course **Routine** Inspection (Level 1) * Outdoor Playground Inspectors Course **Operational** Inspection (Level 2) * Outdoor Playground Inspectors Course **Comprehensive** Inspection (Level 3) | * Public Liability Insurance minimum cover of $10 million * Professional Indemnity Insurance minimum of $2 million * WorkCover Insurance (excluding sole traders) | Applicant to:   * supply comprehensive report with advice for remediation * record of inspections and maintenance performed   Building infrastructures including playgrounds and playground equipment must conform with the following the Department’s requirements:   * [Guidelines for School Playgrounds – Playground safety management. DET 2012](http://www.education.vic.gov.au/school/principals/spag/infrastructure/Documents/schoolplaygroundguide.docx) * [Building Quality Standards Handbook](https://www.education.vic.gov.au/Documents/school/principals/infrastructure/vsba-building-quality-handbook.pdf)   Playgrounds infrastructure and equipment also includes   * Basketball poles and backboards * Standalone rebound walls |
| **Shade sail specialists for inspection and maintenance** | Structural Engineers that specialise in the engineering area of practice would be able to assess shade sails. | * Public Liability Insurance minimum cover of $10 million * Professional Indemnity Insurance minimum of $2 million * WorkCover Insurance (excluding sole traders) | Applicant to:   * conduct a shade sail support structure audit * complete a comprehensive report with advice for remediation * record of inspections and maintenance performed.   Building infrastructures including playgrounds and playground equipment must conform with the following the Department’s requirements:   * [Guidelines for School Playgrounds – Playground safety management. DET 2012](http://www.education.vic.gov.au/school/principals/spag/infrastructure/Documents/schoolplaygroundguide.docx) * [Building Quality Standards Handbook](https://www.education.vic.gov.au/Documents/school/principals/infrastructure/BuildingQualStandHdbk%202018.pdf) |
| **Testing and tagging specialist** | * Conduct in-service safety testing of electrical cord connected equipment and cord assemblies in accordance with unit of competency [UEENEEP026A](https://training.gov.au/Training/Details/UEENEEP026A) | * Public Liability Insurance minimum cover of $10 million * WorkCover Insurance (excluding sole traders) | Applicant to:   * record electrical equipment on the [Electrical Equipment Register](https://www.education.vic.gov.au/hrweb/Documents/OHS/electricequipreg.docx) or equivalent * test the electrical equipment as per the [Testing and Tagging of Electrical Equipment Frequency Guide](https://www.education.vic.gov.au/hrweb/Documents/OHS/electricequipguide.docx) * tag electrical equipment as appropriate * [isolate and tag-out](https://www.education.vic.gov.au/hrweb/Documents/OHS/isolationtagout.docx) faulty/unsafe electrical * dispose of electrical equipment identified for any potential hazards, e.g. asbestos   NOTE:  New equipment and fixed equipment requirements refer to the Department’s Testing and Tagging of Electrical Equipment [Procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/testandtagofelectricalequipmentprocedure.docx) |
| **Wildlife handlers - snake catcher** | * Commercial Wildlife Controller License * <https://www.wildlife.vic.gov.au/> * First Aid | * Public Liability Insurance minimum cover of $10 million * WorkCover Insurance (excluding sole traders) | Applicant to:   * comply with legislative and OHS requirements for snake catching and release * prepare for and be able to provide initial first aid for snake bite |

# Appendix B – Schools Procurement sourcing flowchart

All schools must follow the following procurement thresholds when sourcing providers (as at November 2019).



# Appendix C - References

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| The below provides further information for applicants to align their safe work practices within schools. This is not limited to the works being undertaken at schools and is simply a reference list. Providers are expected to perform work specific to the industry standard including meeting all legislative and regulatory requirements and Australian Standards. | |
| **Acts** | Occupational Health and Safety Act – 2004  Dangerous Goods Act – 1985  Equipment (Public Safety) Act – 1994  Electricity Safety Act 1998 |
| **Regulations** | Occupational Health and Safety Regulations – 2017  Dangerous Goods (Storage and Handling) Regulations 2012 |
| **Ministerial Orders** | Ministerial Order no. 870 – Child Safety Standards |
| **Australian Standards** | AS/NZS 1891 Industrial fall – arrest systems and devices  AS/NZS 3000 Wiring rules  AS/NZS 3760 In-service safety inspection and testing of electrical equipment  AS/NZS 4373 Pruning Amenity Trees  AS/NZS 4970 Protection of trees on development sites  AS/NZS 4174 Knitted and woven shade fabrics  AS/NZS 4488 Industrial rope access systems selection, use and maintenance  AS/NZS 4685 Playground equipment and surfacing – Development, installation, inspection, maintenance and operation  AS/NZS 5532 Manufacturing requirements for single point anchor devices used for harness-based work at height |
| **Codes of Practice** | [WorkSafe Victoria: Compliance codes and codes of practice](https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice) (All) |
| **Tree safety** | [Guidance note: Working safely with trees](https://www.worksafe.vic.gov.au/resources/guidance-note-working-safely-trees)  [Energy Safe Victoria: Keeping tree industry workers safe around power lines](https://esv.vic.gov.au/wp-content/uploads/2017/02/ESV_Dont_put_your_life_on_the_line.pdf) |
| **Plant and equipment** | [Your health and safety guide](https://www.worksafe.vic.gov.au/resources/plant-your-health-and-safety-guide)  [Safety basics](https://www.worksafe.vic.gov.au/plant-safety-basics)  [Machinery and equipment safety: A handbook for workplaces](https://www.worksafe.vic.gov.au/resources/machinery-and-equipment-safety-introduction-handbook-workplaces)  [Plant hazard checklist](https://www.worksafe.vic.gov.au/resources/plant-hazard-checklist) |
| **Shade sails** | [Collapse of fabric shade sail support structures](https://www.worksafe.vic.gov.au/resources/collapse-fabric-shade-sail-support-structures-health-and-safety-solution) |
| **Qualifications** | [Training.gov.au](https://training.gov.au/Home/Tga) |
| **Department of Education and Training** | [The Department’s OHS Management System](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/ohsmgtsystem.aspx)   * + [Risk Management](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/ohsriskmgt.aspx)   + [Hazard Management](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/hazardmgt.aspx)   + [Contractor Management](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/contractormgtohsms.aspx)   + [First Aid and Infection Control](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/firstaidohsms.aspx)   + [OHS Planning](https://www.education.vic.gov.au/hrweb/safetyhw/Pages/ohspolicyplan.aspx)   [Guidelines for School Playgrounds – Playground safety management. DET 2012](http://www.education.vic.gov.au/school/principals/spag/infrastructure/Documents/schoolplaygroundguide.docx)  [Building Quality Standards Handbook](https://www.education.vic.gov.au/Documents/school/principals/infrastructure/BuildingQualStandHdbk%202018.pdf)  [Schools Procurement Policy](https://edugate.eduweb.vic.gov.au/edrms/collaboration/PD/PPVS/Procurement%20Policy%20for%20Victorian%20Government%20Schools%20v1%20March%202017.pdf) |