Contractor OHS Management Procedure

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Purpose:

The purpose of this procedure is to outline the Occupational Health and Safety (OHS) requirements in Department of Education and Training (the Department) schools; for the selection, management and monitoring of contractors.

Scope:

This procedure applies to all Department schools.

Procedure

Contractor OHS management within this procedure applies to:

* School managed contractors for maintenance, repair works, or service provision.
* Department engaged contractors for capital and project managed works.

## Services requiring a contractor

Where works or services are identified that cannot be completed by a Department employee, a contractor may be engaged. Examples include:

* air conditioning maintenance
* plumbing and electrical repairs
* painting
* roof plumbing
* window cleaning and repairs
* pest control
* cooking demonstrations
* music lessons
* physical education coaching
* workshops and incursions.

## Contractor approval

### Approval of Department engaged contractors

The relevant department is responsible for approving Department engaged contractors, for example, for capital and project managed works.

### 3.2.2 COVID-19 vaccination requirements

COVID-19 vaccination requirements apply to all Department workplaces under the COVID-19 Mandatory Vaccination directions issued by the Victorian Chief Health Officer (vaccination directions).

The workplace manager and/or the management OHS nominee have obligations to ensure that people performing work in Department workplaces have received COVID-19 vaccinations when attending on site or are medically excepted persons with respect to COVID-19 vaccinations.

[See: COVID-19 Vaccinations – Visitors and Volunteers Working on School Sites](https://www2.education.vic.gov.au/pal/covid-19-vaccinations-visitors-volunteers/policy)

### 3.2.3 Approval of school engaged contractors

The workplace manager and/or the management OHSnominee must approve school-engaged contractors by verifying the following details, prior to the commencement of works:

* current Covid-19 vaccination information
* workers compensation and public liability insurance (the Department’s stipulated minimum cover for public liability is $10 million. For further information, see [Insurance Arrangements Guidelines for Schools](https://edugate.eduweb.vic.gov.au/edulibrary/Schools/Forms/AllItems.aspx?RootFolder=https://edugate.eduweb.vic.gov.au/edulibrary/Schools/Insurance/Insurance-General&FolderCTID=0x0120006D107000D672D34EAD5AFB6B732D11C3))
* relevant suitability checks (for example Working with Children Checks) in accordance with the Department’s policy on [Working with Children and Other Suitability Checks for School Volunteers and Visitors](https://www2.education.vic.gov.au/pal/suitability-checks/policy) and local school policy requirements for those contractors who are contracted to work with children (for example, music lessons and sports coaching)
* if high-risk work is being undertaken, a specific [Safe Work Method Statement](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkmethodstatementtemp.docx) (SWMS) or equivalent that is relevant to the work being undertaken
* where working in a confined space, follow the [Confined Spaces Policy](https://www2.education.vic.gov.au/pal/confined-spaces/policy) and [Procedure](https://www2.education.vic.gov.au/pal/confined-spaces/procedure).

### 3.2.4 Provider pre-approval process

The Department is making it easier for schools to engage contractors by pre-approving the following categories of providers:

* arborists — tree inspection and maintenance specialists
* electricians
* first aid kit supply and inspection
* hazardous chemical waste removalists
* height safety specialists
* management of beehives and swarms specialists
* OHS consultants
* plant and equipment inspection and maintenance specialists
* playground equipment inspection and maintenance specialists
* structural engineers
* shade sail specialists
* testing and tagging specialists
* wildlife handlers — snake specialists

Pre-approved provider details will become available to all schools via the Simplifying the Engagement of Specialist OHS Providers web page.

Schools will be required to request a quote for services as per the [Procurement — Schools Policy](https://www2.education.vic.gov.au/pal/procurement-in-schools/policy).

To apply to become pre-approved provider:

1. [Complete the application form](https://www.education.vic.gov.au/Documents/school/teachers/management/infrastructure/Engagement-Specialist-OHS-Providers-Application-Form.docx).
2. Attach all relevant certificates, licences and other documents requested.
3. Submit your completed application form and relevant documents to [employee.wellbeing.reforms@education.vic.gov.au](mailto:employee.wellbeing.reforms@education.vic.gov.au)

For more information, refer to: [Simplifying the Engagement of Specialist OHS providers — Application and Assessment Guide](https://www.education.vic.gov.au/Documents/school/teachers/management/infrastructure/Engagement-Specialist-OHS-Providers-Application-Assessment-Guide.docx)

### 3.2.5 Record approved school engaged contractors

The workplace manager and/or the management OHS nominee must record approved contractors in the *Contractor Register* or equivalent template*.* The equivalent template must include the following information:

* Company name
* Individual Contractor name
* Services provided
* Address
* Telephone number
* Email address
* Licence details (e.g., electrician licence number)
* Current Covid-19 vaccination information
* Public Liability Insurance expiry date
* Workers’ Compensation Insurance expiry date (not required for sole traders)
* Induction date
* Completion of SWMS.

Note: Not applicable for contractors being managed by central office.

## Contractor OHS Induction

The workplace managerand/or **the** management OHS nominee (for examplefacilities manager)must induct all school and Department engaged contractors and sub-contractors, using the *Contractor OHS Induction Checklist*, or equivalent template.

**Contractor inductions are valid for twelve months, except where the provision of a SWMS is mandated for high-risk work. In this instance, the contractor must be re-inducted (see Section 3.5 of this procedure).**

If an equivalent template to the *Contractor OHS Induction Checklist* is utilised, it must include the following details:

* current COVID-19 vaccination information
* workers’ compensation and public liability insurance
* Working with Children Checks (if applicable)
* a specific [Safe Work Method Statement](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkmethodstatementtemp.docx) (SWMS) or equivalent if high-risk work is being undertaken
* completed confined space entry permit(s) if contractor(s) will be undertaking confined work
* Department’s Health, Safety and Wellbeing Policy
* OHS procedures and requirements
* emergency procedures
* asbestos management processes
* hazardous substance and/or dangerous goods management processes
* hazard and incident reporting
* first aid and infection control procedures
* personal protective equipment (PPE)
* security and access
* contractor behaviour/conduct while on site.

The Contractor OHS Induction Handbook can be used to assist in providing guidance on school specific and Department OHS requirements to contractors.

## Sign in and sign out

As part of the contractor’s OHS induction process the workplace manager or the management OHS nominee is to inform all contractors and sub-contractors, that prior to the commencement of any works or services, they are to report to the general office upon arrival at the school.

This requirement is generally indicated on signage located at all entrances to the school. Contractors and sub-contractors must sign in prior to entering the school site or and sign out when leaving the school site.

A visitor’s pass is to be issued and worn by the contractor at all times while remaining on school premises.

## Provision of Safe Work Method Statements for high-risk work

### Centrally or regionally engaged contractors

The relevant area of the department is responsible for obtaining and reviewing the supplied SWMS and providing a copy to the school, prior to the commencement of works.

### School engaged contractors

The workplace manager and/or the management OHS nominee must ensure that a contractor supplies a Safe Work Method Statements (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 workplace manager and/or management OHS nominee has reviewed and signed the SWMS, to verify it has been sighted. A new SWMS will be required if scope of works change.

The workplace manager is to retain a copy of the completed SWMS.

TheContractor Hazard Identification and Control Guidecan be used to aid in assessing the quality of a SWMS submitted as part of a contractor approval process

## Contractors engaged to work in confined spaces

The workplace manager and/or the management OHS nominee and contractor are to complete, sign and prominently display the Confined Space Entry Permit, authorising entry and completion of works conducted in the confined space.

The workplace managerand/orthe management OHS nominee are to retain the original copy of the Confined Space Entry Permit.

For further information, refer to the [Confined Spaces Policy](https://www2.education.vic.gov.au/pal/confined-spaces/policy).

## Supervision of contractors

### School engaged contractors

The workplace manager and/or the management OHS nominee are to retain a general supervisory power over general work undertaken by a contractor.

## Working with Children Checks

A [Working with Children Check](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) (WWCC) is not mandatory for all contractors working at Department schools. A WWCC may be required based on the nature of the work, and the type of contact the contractor will have with children.

A WWCC Check may be required if the contracted work is child related, and involves, or is likely to involve, regular and direct contact with a child; where the contact is not directly supervised by another employee (e.g., music lessons, cooking demonstrations or sports coaching).

For further information, refer to the Department's policy on [Working with Children and other Suitability Checks for School Volunteers and Visitors](https://www2.education.vic.gov.au/node/253).

## Contractor OHS non-conformance

### Department engaged contractors

The workplace manager or the management OHS nominee can request the contractor to cease works, if an engaged contractor fails to comply with OHS requirements and/or is working in an unsafe manner. In this instance, the workplace manager and/or the management OHS nominee is to contact the relevant central or regional office representative, who will work to rectify the non-conformance with thecontractor in consultation with the principal or their delegate.

### 3.9.2 School engaged contractors

The workplace manager and/or the management OHS nominee can request the contractor to cease work if the contractor fails to comply with OHS requirements and/or is working in an unsafe manner. The principal and/or their delegate can then, in consultation with the contractor in question, work with them to rectify the non-conformance

If the contractor fails to comply after consultation, the workplace manager or the management OHS nominee are to communicate to the contractor to cease work immediately. A contractor can then be issued with a [Contractor OHS Non-conformance Report](https://www.education.vic.gov.au/hrweb/Documents/OHS/nonconformancereport.docx), if deemed required and the works be terminated.

## Consultation and communication

The workplace manager and/or management OHS nominee must inform their employees, volunteers, students, parents and visitors about any risks, or any special arrangements that are put in place, during contractor works.

## Incident reporting

The workplace manager or the management OHS nominee must ensure all incidents involving contractors are reported on eduSafe Plus (login required) and investigated as per the [Reporting and Managing School Incidents (including emergencies) Policy.](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy)

4 Record keeping

The workplace manager and/or the management OHS nominee must ensure the following records are maintained in relation to contractor OHS management:

* copy of the contractor(s):
  + current COVID-19 vaccination information
  + workers’ compensation and public liability insurance
  + Working with Children Check (if applicable)
  + Safe Work Method Statement (SWMS) or equivalent completed template if high-risk work was undertaken
* completed confined space entry permit(s) if contractor(s) has undertaken confined work
* completed contractor and sub-contractors (if applicable) OHS Induction Checklist(s)
* school specific Contractor OHS Induction Handbook
* record of approved contractors in the school Contractor Register
* contractor non-conformance report(s) that were issued to contactors
* minutes of meetings/communications (where applicable)
* copies of all sign in and sign out sheets for contractors that have come on site

5 Defined terms

Terms defined within this Procedure can be located on the Department’s [Defined Health and Safety Terms](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx?) webpage.

6 Related references:

* [Occupational Health and Safety Act 2004 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004)
* [Occupational Health and Safety Regulations 2017 (Vic)](https://www.legislation.vic.gov.au/in-force/statutory-rules/occupational-health-and-safety-regulations-2017)
* [Worker Screening Act 2020 (Vic)](https://www.legislation.vic.gov.au/in-force/acts/worker-screening-act-2020)
* [Worker Screening Regulations 2021 (Vic)](https://www.legislation.vic.gov.au/in-force/statutory-rules/worker-screening-regulations-2021)

7 Related documentation:

* [Confined Spaces](https://www2.education.vic.gov.au/pal/confined-spaces/policy)
* [COVID-19 Vaccinations – Teaching Service and School Council Employees](https://www2.education.vic.gov.au/pal/covid-19-vaccinations-teaching-service-school-council-employees/overview)
* [COVID-19 Vaccinations – Visitors and Volunteers Working on School Sites](https://www2.education.vic.gov.au/pal/covid-19-vaccinations-visitors-volunteers/policy)
* [OHS Consultation and Communication](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication/policy)
* [OHS Management System (OHSMS) — Employee Health, Safety and Wellbeing](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/policy)
* [OHS Risk Management](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy)
* [Reporting and Managing School Incidents (including Emergencies)](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies/policy)
* [Working with Children and other Suitability Checks for School Volunteers and Visitors](https://www2.education.vic.gov.au/node/253).

8 Further assistance

Further information, advice or assistance on any matters related to the Contractor OHS Management procedure is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@education.vic.gov.au](mailto:safety@education.vic.gov.au).

This includes the Regional OHS Support Officers, based across the state (three per region), to provide direct support to schools with general OHS matters, management of the OHS Management System and OHS audit process.

**Regional Supports**

Contact details for your regional OHS supports are found under [Useful OHS contacts for schools](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms/guidance/useful-contacts-schools).

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