

OHS INDUCTION

(CONTRACTORS)

POLICY

Rationale:

- A healthy and safe working environment is vital to the successful functioning of our school. Proper induction of contractors will assist in the achievement of a pleasant, safe and accident-free working environment for all.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issued within the school.
- To ensure contractors are properly and safely inducted into the school environment.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- A contractor is a person or organisation that provides a service to our school for a fee but is not a direct employee of the school or the Education Department. Employers have the same health and safety duty of care towards contractors as they do to their own employees.
- The principal in consultation with School Council and the OHS committee will identify services that require the employment of contractors.
- The school will develop an Approved Contractor List detailing reliable and accessible contractors who provide evidence of a minimum \$10m public liability insurance and Workers Compensation insurance, Working With Children Checks if required, provide appropriate registrations and certificates, provide documented safe systems of work including Safe Work Method Statements when necessary, provide evidence they have successfully completed the online OHS induction course, as well as providing a completed Contractor Induction Checklist.
- OHSR will ensure each approved contractor is properly inducted using the Contractor Induction Checklist before commencing work at the school for the first time, and at least every 12 months thereafter.
- Copies of all Contractor Induction Checklists will be retained in the school office.

- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to School Council and the community. This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

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