



Proc009	Contractors Policy
Purpose	To ensure the contractors work in compliance with FRSA site rules
Authority	
Policy	Contractors will be informed about the FRSA site rules before they commence work.
Delegation	Administration Manager, Principal
Related Policies	
Date approved	December 2017
Next Review Due	November 2022
Review Authority	Management
Keywords	Site rules, contractor,

Authorised by:	
Board Chairman	H Dykstra
Date:	December 2017



Rules for contractors, subcontractors and tradespersons engaged to undertake work on assets within the Free Reformed School Association (FRSA) school grounds.

Site Rules

General Information

The Contractor shall ensure that the works under the Contract are carried out in compliance with the following Site Rules.

The activities of the Contractor within the precincts of the School and within the meaning of these Rules shall remain at all times under the control of the Principal, Administration Manager or the appointed delegate (from now to be called Principal).

1. Requirements for Commencing Work

The Contractor shall sign their agreement to these Site Rules acknowledging that they have read and understood the terms and conditions prior to commencing work.

The Contractor shall not commence work on site, including provision of materials and/or equipment without the prior approval of the Principal.

All contractors will ensure they, their employees, subcontractors or agents comply with the Site Rules.

2. Emergency Procedures

Normal Working Hours: Contractors are required to put their name and contact number, (either mobile phone or pager) together with location of their work area on the contractors board located in the general reception area.

Contractors should familiarise themselves with the **emergency** procedures (evacuation and lockdown) of the school site and act in accordance with these procedures.

Outside normal working hours: Contractors are required to let the Principal know relevant details referred to above.

3. Contractors Identification

All personnel carrying out works under the contract for or on behalf of the Contractor shall wear an identification badge or contractor's uniform at all times.

The identification badges can be collected from and returned to the Front Office on completion of the work.

4. Information required by Principal

- Contractor's site representative name and number
- Number of persons to be working on site
- Starting date for work
- Details about required access to work site

- Working hours
- List of materials intended to be stored at School
- List of equipment/machinery intended to be stored at School
- Which school services may be isolated during execution of the works
- Any hazardous situations (eg trenches or excavations)
- Any use of cutting, grinding or welding equipment (especially those likely to produce smoke, dust, fumes, noise or heat)
- Disposal method of site waste
- Any further matters considered by the Principal to impact the orderly administration and operations of the School.

5. Isolation of Services

The Contractor shall provide at least 24 hours' notice to the Principal of any required isolation of services.

Services must not be isolated without the prior approval of the Principal.

6. Electrical isolation and safety tags

The contractor shall not isolate any non-essential electrical circuits without first notifying the Principal and staff in the areas to be affected.

The contractor shall not isolate any essential, highly essential or UPS supported highly essential electrical circuits without the express permission of the Principal.

7. Electric incident / accident policy

Where a staff member or contractor employed at the School receives an electric shock caused by the operation of equipment/appliance or the condition of an electrical installation, the area supervisor should immediately be notified, who shall in turn notify the Principal.

If the area supervisor is not available any worker must immediately notify the Principal.

8. Storage of Materials and Equipment

No materials and / or equipment shall be left unattended without the prior approval of the Principal. The Contractor shall be responsible for the security of any such materials and/or equipment within the precincts of the School.

The storage of flammable materials shall not be permitted the School at any time.

9. Working with Children Card

It is at the discretion of the principal whether a Working with Children Card is required for the contractor, his staff or any sub-contractor engaged by the contractor.

10. Contact with Students

In accordance with Free Reformed School Association (FRSA) Child Protection Policy, the contractor shall ensure that no unsupervised and/or unauthorised contact occurs at any time between any student, and the contractor, their employees, subcontractors, tradespersons or agents either on or near the school grounds.

Unsupervised and / or unauthorised contact includes any verbal or physical contact with student(s) that takes place without the presence of a teacher, Principal, parent, or guardian.

11. Contractors Children

Contractors are not to bring under-age children on site to a designated work area, nor are under-age children to be utilised on site for purposes of assisting with the works.

12. Animals

Contractors are not to bring animals (eg dogs) on site. This includes animals left in vehicles, on utility tray-backs, or tied to vehicles.

13. Inconveniences to Public and Occupants

The Contractor shall work in such a manner so as to avoid and reduce the inconvenience to persons occupying and visiting the School Site.

The Contractor shall arrange the execution of works to minimise disturbance to the public and occupants of the School and to ensure the safety of these premises.

The Contractor shall not deviate from the access route to work site included as agreed without prior approval of the Principal.

14. Removal of Rubbish

The Contractor shall not accumulate rubbish on the site or in the precincts of the school. All gangways and work areas must be kept clear and in clean condition.

Food scraps, milk cartons, drink containers and the like shall be deposited in rubbish bins and removed from site daily. The Contractor shall remove all refuse generated by the works from the school.

Contractors must clean up any oil or chemical spillages etc as soon as practicable and ensure that such substances are returned to the proper storage facilities after use. Under no circumstances should oils, chemicals, etc be allowed to pollute water courses, sewer and drains, and in the event of accidental occurrence, the matter be reported to the Principal immediately.

15. Clothing

All personnel undertaking work at the School shall be dressed in a manner considered appropriate by the Principal.

The minimum standard of dress required is safety foot wear (no thongs or sandals), clean shorts and shirt.

16. Hours of Access

Access to the site for the execution of works under the Contract is permitted between the normal School office hours of 0800 - 1630 Monday to Friday, unless agreed between the Principal and contractor prior to the work commencing.

The Contractor must provide at least 24 hours prior notice to the Principal of the desire to work outside normal office hours or other hours agreed.

17. Use of School Equipment

Unless prior approval of the Principal is given, the use of School equipment is prohibited.

The Contractor will be required to indemnify the School against any legal liability, loss, claim or proceedings for personal injury to or death of any person or damage to property arising from the use of School equipment prior to approval being given.

18. Safety Requirements

The contractor shall provide a safe work environment that protects its workers, the public and students at school.

19. Hazardous Substances

Prior approval from the Principal is required when using hazardous substances.

Contractors should take care when using hazardous substances and follow instructions given by manufacturer concerning ventilation of the area and general use of these materials.

Contractors must make sure that the Material Safety Data Sheet is available before using any hazardous substance.

20. Fire Precautions

Contractors must familiarise themselves with the school fire **evacuation** procedures and the appropriate assembly points. They should discuss any problem, which could occur with the Principal.

Contractors must not obstruct any firefighting equipment or fire exit and ensure that fire escape routes and fire service points are maintained free from obstruction at all times.

21. Smoking, Alcohol and Drugs

The School is a smoke and alcohol free environment. Contractors are not permitted to consume, possess, or be under the influence of alcohol, tobacco and tobacco products, over-the-counter drugs capable of impairing judgement unless prescribed for medical reasons, illegal drugs and all implements associated with drug use while undertaking work at the School.

22. Inspection of Areas

Contractors must arrange inspection of areas where drilling or coring of walls, floors or ceilings are to be carried out and follow up inspection to ensure the holes have been appropriately repaired at the completion of the works.

23. Excavations and Trenches

Any trenches or pits must be flagged off to warn other people of their location and to prevent unauthorised entry. Excavations, trenches or pits must be supported with shoring where necessary.

A competent person shall inspect the excavation at least once a day to ensure conditions are safe and lodge a written record of inspection.

Plant, equipment and materials must not be placed or operated so near the edge of excavations or trenches that collapse may result.

24. Car Parking

The Principal will advise the contractor of the appropriate place to park while loading and unloading equipment.

When not loading or unloading, contractor vehicles should be parked in designated public parking areas.

25. Phones

Mobile telephones are to be switched to silent mode on entry to any classroom area during school times.

26. Music and Radio Devices

The use of audible radio/music players is not permitted while students are at school. Outside of school hours the playing of music is permissible only at the principal's discretion.

27. Ablution Facilities

Student ablutions are not to be used for personal use. Contractors are to use the toilet and hand washing facilities in the administrative / staff toilet.

28. Keys

The contractor may require keys for access to gates, switchboards and the like. The Principal will issue appropriate keys to bona fide contractors. Upon completion of work the key is to be returned to the Principal. In ALL circumstances keys must be returned each day and re issued the following morning.

NOTE: Keys are an accountable item and the contractor may be liable for penalties if keys are not returned.

29. Gross Misconduct

Any contractor proved to have been involved and/or engaged under any of the following items may be liable to instant cancellation of contract and further criminal proceedings by the Department of Education and Training.

- Unauthorised removal or interference with any protective device, the unauthorised operation of any item or machine, plant or equipment
- Damage, misuse or interference with any firefighting equipment
- Unauthorised removal or defacing of any label, sign or warning device
- Misuse of any chemicals, inflammable or hazardous substances or toxic materials
- Smoking or consuming alcohol at school site
- Dangerous horseplay or playing practical jokes, which could cause accidents
- Making false statements or in any way deliberately interfering with evidence following an accident or incident
- Misuse of tools and equipment
- Being under the influence of intoxicating liquor, drugs or similar substances
- Disrespect for students and staff
- Unsupervised contact with students.

30. Information privacy

Any information regarding students/staff must not be disclosed and can only be used with the consent of the person.

31. Definitions

For the purpose of these rules the following definitions apply:

"School" means the School and its environs.

"Principal" means the School Principal or his/her appointed representative.

"Site" means the area of the School made available to the tradesperson for the purpose of undertaking work on a School asset and as approved by Principal.

"Tradesperson" means a Contractor, Sub-Contractor, tradesperson engaged or employed for the purpose of undertaking work within the School.

"Undertaking Work" means performing construction or repairs and maintenance type work under contract or by other means.



Appendix 1 | Job Safety Analysis (JSA)

Business details			
Business name:			
ABN:		Contact person:	
Address:		Contact position:	
Contact phone number:		Contact email address:	
Job Safety Analysis details			
Work activity:		Location:	
Who are involved in the activity:		This job analysis has been authorised by: Name: Position: Signature: Date:	
Plant and equipment used:			
Maintenance checks required:			
Tools used:			
Materials used:			
Personal protective equipment:			
Certificates, permits and/approvals required			
Relevant legislation, codes, standard MSDSs etc applicable to this activity			

Risk assessment

**Use the risk rating table to assess the level of risk for each job step.

		Likelihood				
		1	2	3	4	5
Consequence		Rare The event may occur in exceptional circumstances	Unlikely The event could occur sometimes	Moderate The event should occur sometimes	Likely The event will probably occur in most circumstances	Almost Certain The event is expected to occur in most circumstances
1	Insignificant No injuries or health issues	LOW	LOW	LOW	LOW	MODERATE
2	Minor First aid treatment	LOW	LOW	MODERATE	MODERATE	HIGH
3	Moderate Medical treatment, potential LTI	LOW	MODERATE	HIGH	HIGH	CRITICAL
4	Major Permanent disability or disease	LOW	MODERATE	HIGH	CRITICAL	CATASTROPHIC
5	Extreme Death	MODERATE	HIGH	CRITICAL	CATASTROPHIC	CATASTROPHIC

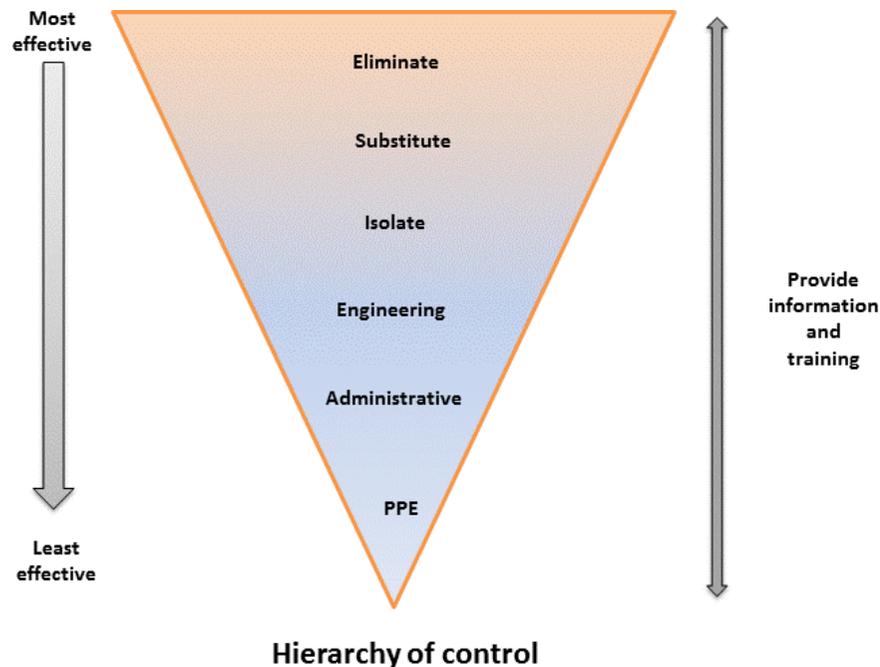
Risk rating:

- Low risk:** Acceptable risk and no further action required as long as risk has been minimised as possible. Risk needs to be reviewed periodically.
- Moderate risk:** Tolerable with further action required to minimise risk. Risk needs to be reviewed periodically.
- High risk:** Tolerable with further action required to minimise risk. Risk needs to be reviewed continuously.
- Critical risk:** Unacceptable risk and further action required immediately to minimise risk.
- Catastrophic:** Unacceptable risk and urgent action required to minimise risk.

Risk controls

The hierarchy of control can be used as an effective tool to deal with health and safety issues at work. Use the type of control suggested as measures to deal with the hazard. Aim to use control measures from as high on the hierarchy of control list as possible. If that is not possible the next option down the list or a combination of the measures should be implemented. The least effective control measure is the use of personal protective equipment (PPE) and it should be used as a last resort or a support to other control measures. Information and training should be integrated with all levels of control to explain how controls work.

1. **Eliminate** – if it is possible, the hazard should be removed completely. For example, get rid of dangerous machines.
2. **Substitute** – replace something that produces the hazard with something that does not produce a hazard. For example, replacing solvent based paint with water based paint. Risk assessment on the substitution must be conducted to ensure that it will not pose another hazard.
3. **Engineering control** – isolate a person from the hazard by creating physical barrier or making changes to process, equipment or plant to reduce the hazard. For example, install ventilation systems.
4. **Administrative control** – change the way a person works by establishing policies and procedures to minimise the risks. For example, job scheduling to limit exposure and posting hazard signs.
5. Use **personal protective equipment (PPE)** – protect a person from the hazard by wearing PPE. For example, wearing gloves, safety glasses, hard hats and high-visibility clothing. PPE must be correctly fitted, used and maintained to provide protection.



JSA - Action steps

Step No	Job step details	Potential hazards	Risk rating**	How to control risks***	Name of persons responsible for work

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My heart I offer to You Lord - promptly and sincerely

This job safety analysis has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works:

Print Names:	Signatures:	Dates:



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