



Contractor Safety Handbook

Cabra Dominican College is committed to the health and safety of all workers, visitors, volunteers, contractors and community.

Contractors must ensure, so far as reasonably practicable, they provide and maintain a working environment in which people are not exposed to hazards.

Induction and training

Contractors shall allow time for site specific induction. When major work is in progress, if the contractor engages any sub-contractors it is their responsibility to ensure inductions are completed.

Records shall be kept of the induction process.

Contractors must ensure they have the appropriate licence/certificate of competency to perform the work they are contracted to do.

Where work is being conducted on a construction site, contractors must hold a 'White Card'.

Safety Legal requirements and responsibilities

The requirements of all relevant Work Health & Safety legislation shall be met by contractors and their workers whilst on site. Contractors can access legislative information, applicable Codes of Practice at www.safework.sa.gov.au.

Confidentiality

All contractors and their workers shall be required to keep confidential any information that they might gain access to in their daily work in or around the site.

Emergency management and first aid

The emergency evacuation procedures on site are to be adhered to at all times. The College will advise of the emergency assembly points and where applicable, what the lock-in/lock-down procedures are.

It is expected that the contractor will have their own first aid kit available to them. Where first aid treatment is required, the contractor can contact the worksite and request first aid assistance.

Housekeeping

The contractor shall ensure that the site is maintained and cleared of all rubbish and materials at the end of each day. On completion of the contracted works the contractor shall clear all debris, surplus building materials and leave the site in a suitable condition.

Barricades & fencing

To ensure the safety of all persons on the worksite or passing by, contractors must supply and erect any necessary barricades and fencing, including signage, appropriate to the work being undertaken. Care must be taken to check and secure barricades and fences whenever contract staff leave the work area.

Storage & maintenance of equipment, plant and tools

Contractor's materials and equipment that may require being stored at the site by the contractor is done so at their own risk and the site will not be held responsible for any articles that may have been left on the premises.

Risk assessments

All tasks, items of plant, hazardous chemicals and electrical equipment that have the potential of causing injury must be risk assessed by the contractor in accordance with current legislation.

Hazardous manual tasks

All hazardous manual tasks must be assessed by the contractor and reasonable steps taken to ensure that risks identified shall not cause injury.

Personal protective equipment

Contractors shall provide all necessary personal protective equipment and ensure that items are manufactured to relevant Australian Standards, appropriate for intended application, in good condition and utilised as necessary. This includes, but not limited to:

- Safety Glasses / Face shield
- Hard Hats
- Respirators
- Gloves
- Safety Boots
- Protective Clothing

Potential hazards

Any hazards that are identified must be reported immediately to the Property Manager or delegate, so that appropriate actions can be implemented, appropriate forms completed and consultation with affected parties to take place.

Accident / incident / near miss

Any accident / incident / near miss must be reported.

Any incident / accident which results in an injury to a person or damage to property must be reported immediately. Injuries shall be investigated to ensure preventative action is taken to reduce any reoccurrence. All documentation must be completed and kept for the prescribed retention time. Any costs incurred with any treatment to the injured person shall be met by the contractor.

Any notifiable incident as outlined and defined in the WH&S Act 2012 (SA), Part 3 Incident Notification, shall be reported immediately to SafeWork SA.

Enforcement notices

A contractor shall immediately inform the Property Manager or delegate, in the event of an improvement, prohibition or default notice being issued. It is the responsibility of the contractors to implement the corrective actions to comply with the authority.

Fire prevention

The contractor shall ensure that at all times there is relevant access / egress to the site for all emergency situations. In the event of the fire alarm sounding the contractor and their representatives must evacuate the site according to the Emergency Management Plan or fire warden's directions and must go to the nominated assembly point. No one must re-enter the building until advised by the fire wardens / Property Manager or emergency services personnel.

Fire extinguishers

In some cases, where contractors are required to provide fire extinguishers, they shall comply with the relevant and current Australian Standards.

Fire extinguishers shall be suited for their intended purpose and shall be inspected on a regular basis. Any hot work, (welding, grinding, heat treatment or work with a naked flame) a fire extinguisher must be made available.

Hazardous chemicals

The contractor must submit a Safety Data Sheet for all hazardous chemicals that are brought onto site. All chemicals must be clearly labelled, stored in tight sealed containers along with safe handling and storage instructions. In the event of a chemical spill, clean-up materials must be available and easily accessible at all times.

Chemical spill

In the event of a chemical spill the following steps must occur:

Contain the spill if safe to do so:

- prevent further spillage
- contain what has been split
- follow Safety Data Sheet information
- block storm water drains
- report the spill
- in case of a large or dangerous spill contact the fire brigade on 000
- notify SafeWork SA or Environmental Protection Authorities as needed

Clean Up

- clean up shall be conducted by a competent person with knowledge of spilled substance
- clean up as quickly as possible to reduce any pollution
- do not wash chemicals down the drain or pour chemicals onto the ground
- use absorbent material to contain the spill
- used absorbent material can be disposed of in a general waste bin or as directed by the Safety Data Sheet

Danger & out of service tags

Where a piece of plant or equipment is deemed to be faulty a Danger Tag or Out of Service tag will be issued. The tag can only be removed by the person who attached the tag, or the maintenance person who carried out the repairs. If the person who attached the tag is not on site, the supervisor responsible for the operation of the equipment or workshop may remove the tag after inspection if safe to do so.

Electrical

All portable electrical equipment must be tested and tagged.

The contractor must provide a portable RCD when a non-portable RCD is not installed at the worksite.

Electrical equipment includes:

- Portable, hand held and stationary appliances, designed for connection to low voltage (general power outlets) supplied by a flexible cord, cord extension sets and electrical portable outlet devices.
- flexible cords connected to fixed equipment in certain environments
- portable isolation transformers
- Residual Current Device (RCD) – portable and fixed

Note: - double adapters or piggyback leads shall not be used

Asbestos

Our asbestos register is continually updated in accordance with current legislation. Contractors are required prior to commencement of work to check the register for possible asbestos in the area where work is to commence. Occupants in the work area must also be protected.

In the event that asbestos material not previously identified in documentation provided is found in the course of works being undertaken, the contractor must cease work immediately and contact the Property Manager or delegate.

Working at heights

If work must be performed at height, appropriate walkways, scaffolding or safety harnesses must be provided and used. Ladders shall comply with Code of Practice – Managing the Risks of Falls at Workplaces, be suitable for the task and be in good working order. If people are in the vicinity where objects may fall from a height, a safety system is to be implemented.

Contractors shall ensure that any workers who work at heights are trained and have established a safe system of work to protect themselves and others in the area.

Interruption of services

Where a contractor's work involves a requirement to isolate services then the Property Manager or delegate must be informed. Services can involve water, gas, communications and electricity. Should services be accidentally shut down they must notify the Property Manager or delegate immediately, so measures can be taken depending on the time involved.

Excavation & trenches (dial before you dig)

Underground surveys should be undertaken by the contractor to identify any underground obstacles before proceeding with work to assess the necessary course of action.

Restricted areas

A restricted area is an area where only authorised people can enter. Contractors shall not enter any sign posted restricted area or area that has been identified to them as restricted at induction. If contractors need to access a restricted area, permission must be obtained from the Property Manager or delegate.

Confined space

Confined space means an enclosed or partially enclosed space that, is not designed or intended primarily to be occupied by a person is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and is or is likely to be a risk to health and safety from—

- (i) an atmosphere that does not have a safe oxygen level; or
- (ii) contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion; or
- (iii) harmful concentrations of any airborne contaminants; or
- (iv) engulfment,

but does not include a mine shaft or the workings of a mine.

Confined spaces can be, but are not limited to, plant rooms and electrical distribution boards. When work is to be undertaken within a confined space our Confined Space Procedure shall be adhered to and all legislative requirements are to be fulfilled.

High risk work

Prior to commencing any work involving, confined space, hot work, working at heights, asbestos, high voltage systems, excavations and demolition, a risk assessment is required.

Inappropriate behaviour

Inappropriate language and harassing behaviour of any nature is unacceptable and will not be tolerated. Offensive behaviour and/or language includes, behaviour that is inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on race, sex, sexual orientation, transgender status, marital status or disability.

Alcohol and other drugs

No worker or sub-contractor can be affected by alcohol or drugs while at the worksite.

Working alone

It is the responsibility of the contractors if any workers are working alone to ensure that suitable communication is available and emergency assistance is available if required.

Traffic management

Depending on the work to be completed, Cabra may allocate specific parking areas to the contractors. Contractors will be required to abide by this. Deliveries need to be negotiated to ensure College drop off/pick up times are avoided as well as recess/lunch times.

Amenities

The College will advise what amenities the contractors can use.

Use of Student Toilets is strictly prohibited

Smoking

Cabra Dominican College is a smoke and vape free site. Smoking or vaping is prohibited within 10m of the boundary.

