



Camelot Rise Primary School CONTRACTOR HANDBOOK

GUIDE

NAME OF WORKPLACE: Camelot Rise Primary School

NAME OF WORKPLACE MANAGER: Kirrily George

DATE PREPARED: 18th Feb 2016

DATE OF REVIEW: 18th Feb 2017

NOTE:

Guidance notes designed to help you fill out the Contractor Handbook are in **aqua** and can be deleted once the section is complete.

Sections of the text that require you to fill in your school's detail are in **yellow**.

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1. Introduction

Camelot Rise Primary SCHOOL OCCUPATIONAL HEALTH AND SAFETY CONTRACTOR INDUCTION

The Department of Education and Early Childhood Development (DEECD) is implementing an OHS Management System in all Victorian schools. This system requires certain procedures to be followed when engaging the services of any contractor.

The school is only permitted to use contractors who fulfil these obligations and, as a result, are placed on the school's Approved Contractors list.

The contractor, all employees, sub-contractors and their employees (who will be engaged in work on the site) must comply with the DEECD requirements for contractors in schools.

The following steps are required:

- a. Read the following information and ensure all workers who may carry out work at the school read or are provided with their own copy.
- b. Provide the information as shown below to the Principal, Camelot Rise Primary School, Galahad Crescent, Glen Waverley.
- c. Ensure one copy of this document is brought to the school when engaged in work (kept in the car or truck for reference purposes).

NOTE: This procedure is required on or before the first work visit to the school and then annually – or as required for new employees/sub-contractors.

Information to be provided by the contractor

- Licence number and/or qualification details
- Public Liability insurance Certificate of Currency (minimum \$10million sum insured)
- If engaging employees, Workers Compensation insurance Certificate of Currency
- Signed Contractor Induction Checklist (section 2)
- Safe Work Method Statement or equivalent, e.g. Job Safety Analysis (section 9)

2. Traffic Management / Access arrangements

Access:

Contractors are required to sign in and sign out at the administration office. Contractors must sign in before bringing their vehicles onto site. The principal should be advised prior to arrival.

Contractors shall restrict their movements and activities within the school to those areas, and times agreed to, required by the project or job. The Principal or Assistant Principal must approve entry into other areas of the workplace.

It should be noted that:

- The school buildings are fitted with an alarm system and rooms are locked when not occupied.
- Keys may be obtained from the administration office.
- All locked doors must be re-locked on departure.
- Keys to be returned on sign-out.

Traffic Management Plan:

- Entry and exit signage to the school/workplace is located at:
 - Galahad Crescent; and
 - King Arthur Drive
- Designated pedestrian crossings are:
 - Located at Galahad Crescent; and King Arthur Drive
 - The King Arthur Drive crossing is supervised from 8.30-9am and 3.15-3.45pm
- Vehicles entering school/workplace grounds must travel at walking pace and when moving be supervised by a staff member at all times.
- Contractor vehicles may not arrive/depart during school drop off/pick up times or during break times.
 - Drop off: 8:30 – 9.15
 - Recess: 11.00-11.30
 - Lunch: 1:00 – 2:00
 - Pick up: 3:15 – 4:00
- Contractor vehicles may enter via the rear gate located at Street Street, a staff member is required to open the gate:
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE);;
 - “Lollipop” sign;
 - Crossing flags; and
 - High visibility jacket.
- Pedestrian walkways are physically protected from designated roadways by:
 - Fences at the entrance of Galahad Crescent
- Pedestrian walkways are clearly marked/indicated by:
 - Designated walkways
- Speed restriction signage is clearly displayed in the workplace at the following locations:
 - Nil

- Speed controlling devices are in place to restrict vehicle speed on site:
 - At entrance to King Arthur Drive entry
- Other considerations or risk controls that need to be documented?
 - Staff car park can be congested, please make arrangements for parking by speaking with the Principal or Administration staff

3. Evacuation Plans

Alarm

In the event an evacuation is required, the workplace alarm will be made via the P.A system. When you hear the “whoop whoop whoop” alarm proceed to the evacuation point.

Workplace codes

Camelot Rise Primary School does not use any prescribed codes. In the event of an evacuation, please obey the following instructions:

Evacuation point:

The evacuation point is located on the school oval with the offsite point located at Tyrol Park (Refer to attached map)

Leaving site in an emergency

All contractors are required to proceed to the evacuation point and remain there until being signed off and given clearance to leave by the Workplace Manager.

Emergency procedures

On hearing the alarm:

- Switch off all equipment;
- Proceed to the advised assembly area;
- Report to one of the wardens; and
- Do not leave the assembly area until advised.

Refer to the evacuation map (Appendix C)

4. Emergency Contacts

Day Contacts

Principal/ Workplace Manager:	9803 5344
Assistant Principal:	9803 5344
Business Manager:	9803 5344

After Hours Contacts

Principal/ Workplace Manager:	0407 779 979
Business Manager:	0407 099 691

Emergency Contacts

Police:	000
Fire:	000
Ambulance:	000
Poisons:	13 11 26

First Aid

1. If the injury is not serious report or escort the injured party to the administration office for assistance.
2. If the injury is serious ring 000, **do not wait for first aid officer.**
3. Stay with injured party. Send someone else to find the first aid officer or workplace manager.
4. If no one else is available, ring the school number and inform the office that someone is injured at your location.
5. If trained, apply first aid to the injured.
6. Once incident is over, fill in an incident report at the office.

General

LOCATION ADDRESS: Galahad Crescent Glen Waverley

NEAREST CROSS STREET: King Arthur Drive

LOCATION OF FIRST AID ROOM: Administration Building (Block A)

Victorian Poisons Information Line

Available 24 hours a day, 7 days a week on **13 11 26** or call **000** in an event of an Emergency

First Aid Officers – Completed Provide First Aid (HLTAID003)



Name: Kirrily George
Work location: Office Block A
Telephone extension: 101



Name: Christine Chara
Work location: Office Block A
Telephone extension: 103



Name: Monique McKenna
Work location: Office Block A
Telephone extension: 104

Warden/Incident Controllers

Name:	<u>Kirrily George</u>	Work location:	<u>Administration – Block A</u>
Name:	<u>Helen Thomas</u>	Work location:	<u>Administration – Block A</u>
Name:	<u>Craig Irvine</u>	Work location:	<u>Relocatable Classroom</u>

Evacuation Assembly Point (at least 200 metres away from work area)
School Oval on King Arthur Drive

Nearest Medical Centre

Telephone: 8804 1900

Address: 490 Springvale Rd, Forest Hill VIC 3131

Nearest Hospital

Telephone: 1300 342 255

Address: Box Hill Hospital, 8 Arnold Street Box Hill

Emergency and Security Services Unit

Available 24 hours a day, 7 days a week on **03 9589 6266**

5. Hazards

Hazardous Substances and Dangerous Goods

- The locations of hazardous substances and dangerous goods stored by the school are listed below/in Appendix B.
- If bringing hazardous substances or dangerous goods onto site, safe work methods must be followed, including provision of Material Safety Data Sheets (MSDS).
- All containers for these products must be correctly labelled and stored while on the site.

Maintenance Shed

The maintenance shed contains both paint and other flammable items in sufficient quantities to pose a fire risk in the case of sparks. No hot works / electrical works may be carried out at this location without first contacting the workplace manager.

Garden Shed

The garden shed contains petrol in sufficient quantities to pose a fire risk in the case of sparks. No hot works / electrical works may be carried out at this location without first contacting the workplace manager.
The garden shed also contains gas bottles.

Cupboard storeroom

The storeroom outside of the adult toilets in Unit A contains paint in sufficient quantities to pose a fire risk in the case of sparks. No hot works / electrical works may be carried out at this location without first contacting the workplace manager.

Hazard and incident reporting procedure

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor or staff member must be reported to the administration office and an Incident Notification form completed.

- Call **000 immediately** to report any incident threatening life or property. Emergency services on this number are:
 - police for crime, injury that may not be accidental, or assault;
 - ambulance for injury and medical assistance;
 - fire brigade for fires and incidents involving hazardous and dangerous materials;
- Notify the school administration office in person, or, if unable or unsafe to do so, notify the Principal Kirrily George on 0407779979.
- Follow the administrator's instructions.
- Fire extinguishers are positioned around the school. Only use if safe to do so and you are familiar with their use and only if the correct type is available.
- As soon as practicable, complete an Incident Notification form (available from the administration office).

6. Asbestos

Asbestos is present in various locations at the school. When conducting any works at the school, the following processes must be followed:

- The Asbestos Register **MUST** be checked at the time of sign-in when the proposed work involves drilling, scraping, sanding, sawing or any other destructive process.
- If work is to be carried out in the vicinity of asbestos containing material the Asbestos Coordinator Kirrily George must be consulted prior to the commencement of work.
- Asbestos containing material may only be removed by a licensed removalist.

A copy of the workplace **asbestos management plan**, the most recent **asbestos register** and a workplace plan with asbestos locations clearly marked can be found in the Contractor Handbook at the school office.

The **Asbestos Co-ordinator** is the Principal, Kirrily George.

In the case of accidental suspected asbestos exposure:

- 1) **Remove yourself from the area immediately.**
- 2) **Call the Asbestos Co-ordinator.**
- 3) **Do not allow others to enter the area.**

SWMS

Safe Work Method Statements (SWMS) are required for tasks deemed to carry an element of risk.

Contractors are expected to provide a Safe Work Method Statement (SWMS) to complete the following tasks at the workplace:

- Working at heights
- Working in a confined space
- Hot works (welding and grinding on site)
- Working on sewerage pipes
- Electrical work
- Heavy lifting (manual handling risk)
- The use of Hazardous Substances and Dangerous Goods
- Any task deemed to carry an inherent level of risk

Contractors are expected to provide a SWMS either before work begins (via email, fax or mail) or in person on the day works are expected to commence. Contractors who do not supply a SWMS will not be permitted to begin work on site.

The DEECD OHS Website contains a SWMS Template document to assist contractors in completing a SWMS to the required standards of the DEECD.

A copy of the SWMS Template can be obtained at:

http://www.eduweb.vic.gov.au/edulibrary/public/ohs/DEE_EHU_24-2-1_Safe_Work_Method_Statement_Template.doc

7. Permits to Work

For the three tasks deemed to carry the most risk, working at heights, working in confined spaces and hot works, the workplace must issue a permit to work. The procedure for obtaining a Permit to Work is as follows:

- 1) Report to the office at the beginning of works.
- 2) Ensure that your SWMS is complete, available and appropriate for the task in question.
- 3) Obtain a permit to work from the workplace manager or management nominee.
- 4) Display the permit to work while carrying out the task.
- 5) Return the permit to work to the office to be signed off at the completion of task **or** end of the day.
- 6) If the task is not completed, repeat the process on successive days until the task is complete.
- 7) If the task changes in nature during works the permit to work must be reissued.

8. Required conduct/behaviour

All contractors are expected to abide by the schools code of conduct while on site. The following behaviour is expected:

- 1) Smoking or/and consumption of alcohol is not permitted within the buildings or grounds of any State Government property.
- 2) Offensive language is not permitted.
- 3) Drug taking is not permitted at any time. Any contractor who comes onto school grounds while under the influence will be dismissed.
- 4) Noise must be kept to a minimum. If this is not practicable then non-urgent work should be scheduled outside of school hours where possible.
- 5) Report any problems to the workplace manager.
- 6) Do not leave rubbish on workplace grounds.
- 7) Dress appropriately, do not wear shirts with offensive slogans or remove shirts entirely – regardless of the weather.
- 8) Be sun smart when working outside.
- 9) Do not go anywhere that is out of bounds.
- 10) No dogs are permitted during school hours.
- 11) Music is not to be played during school hours, no music containing offensive language is to be played at any time.

Appendix A Contractor Induction Checklist

2) Workplace	CAMELOT RISE PRIMARY SCHOOL		
Company Name			
Contractor's Name			
Brief Description of Works			
1. General Induction The workplace is to ensure that the above named contractor(s) have been provided with following information and/or instructions:			Completed
DEECD Occupational Health and Safety Policy			<input type="checkbox"/> Yes
Hazard and incident reporting procedures			<input type="checkbox"/> Yes
Emergency procedures			<input type="checkbox"/> Yes
Location of first aid facilities and amenities			<input type="checkbox"/> Yes
Security and access arrangements			<input type="checkbox"/> Yes
Hazardous Substances and Dangerous Goods stored on site			<input type="checkbox"/> Yes
Traffic Management Plan			<input type="checkbox"/> Yes
Required conduct/behaviour (e.g. no smoking, offensive language or loud music etc)			<input type="checkbox"/> Yes
Permits to Work are required for high risks tasks (i.e. hot work, confined spaces and working at heights)			<input type="checkbox"/> Yes
Current Asbestos Management Plan and Division 5 Asbestos Register			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
2. Information to be provided by the Contractor			Completed
Licence and qualification details			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Safe Work Method Statement (SWMS) or equivalent (e.g. Job Safety Analysis)			<input type="checkbox"/> Yes <input type="checkbox"/> N/A
A copy of the current contractors public liability insurance has been provided (if only sighted then the policy number and expiry date must be obtained and recorded on the Approved Contractor Register) Note: \$10mil minimum cover required:			<input type="checkbox"/> Yes
A copy of the current workers compensation insurance has been provided (if only sighted then the policy number and expiry date must be obtained):			<input type="checkbox"/> Yes
3. Contractor SWMS review (or equivalent)		Y/N	Comments
Lists the types of work being performed			
Identifies the health and safety hazards and risks arising from the work			
Lists the risk control measures to be implemented			
4. Sign off	Name	Signature	Date
I have been inducted in the above information and will comply with the safety instructions listed in my SWMS (or equivalent).			
Contractor:			
Workplace Manager and/or Management OHS Nominee:			

Workplace Manager / Management OHS Nominee are to file copies of all completed Contractor Induction Checklists.

Appendix A DEECD OHS Policy

Scope:

This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces.

DET Occupational Health and Safety (OHS) Commitment and Principles:

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

Policy Objectives:

DET is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- complying with relevant legislation, DET procedures and guidelines relating to OHS
- provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- strengthening leadership capability and accountability for OHS across DET
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.

DET employees, visitors, volunteers and contractors are required to:

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.



Gill Callister

Secretary

5/5/2015

Appendix B Hazardous Substances and Dangerous Goods

The following is a list of Hazardous Substances and Dangerous Goods stored by Camelot Rise Primary School and their locations. MSDS are available from administration.

Maintenance Shed

The maintenance shed contains both paint and other flammable items in sufficient quantities to pose a fire risk in the case of sparks. No hot works / electrical works may be carried out at this location without first contacting the workplace manager.

Garden Shed

The garden shed contains petrol in sufficient quantities to pose a fire risk in the case of sparks. No hot works / electrical works may be carried out at this location without first contacting the workplace manager.

The garden shed also contains gas bottles.

Cupboard storeroom

The storeroom outside of the adult toilets in Unit A contains paint in sufficient quantities to pose a fire risk in the case of sparks. No hot works / electrical works may be carried out at this location without first contacting the workplace manager.

Appendix C Emergency Evacuation Map

