



ENGAGEMENT OF CONTRACTORS PROCEDURE

RATIONALE

- In view of current legislation, the *Health and Safety in Employment Act*, and other relevant regulation, this procedure outlines guidelines and protocols for the engaging of contractors to work at, or on behalf of this school.

GUIDELINES

We are committed through our Health and Safety policy to provide a safe and healthy environment for students, staff, and visitors, including contractors.

When a contractor works at our school, both the contractor and the school share responsibility (as PCBU) for health and safety. The school, so far as is reasonably practicable, consults, cooperates with, and coordinates activities with the contractor, as outlined below.

It is the school's responsibility to take all reasonably practicable steps to ensure contractors' safety during their contracted work. Good practice suggests that the school principal or caretaker should meet any contractor before any work is started, and brief them on relevant health and safety information, including:

- hazards that exist in the school where they are working
- school rules about health and safety
- emergency procedures and first aid facilities
- procedures for reporting any new hazards that may be identified.

Contractors are responsible for complying with their relevant Health and Safety legislation, and for recording and reporting any accidents that harm themselves or any other person. Some work, such as tree felling and certain construction work, must be notified to **WorkSafe** before the contractor starts work.

Contractors should plan work activities and inform the school:

- of any hazards that arise from the work they are doing
- of safety procedures for other people who may be affected by that work, including staff, students, and the public
- of safety equipment that may be necessary
- if the work they are carrying out is notifiable, and confirmation that they have notified WorkSafe.

If relevant, the contractor supplies a site-specific safety plan, which may include safe work method statements (SWMS), to school management before starting any work.

Contractors must meet the relevant vetting requirements. See Procedure 6.06.

Whenever the Board enters into a contract or funding arrangement with an independent person who provides children's services (e.g. speech language therapists, music tutors etc.) to the school, that person must adopt a child protection policy, which must be reviewed every three years.

Review Responsibility: *BOT H/S Person , Staff H/S Co-ordinator, OM , DP & Principal*

Date Confirmed: 6 May 2021

Principal: *Karla Mitchell*