

**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**

* For items of day to day maintenance and for the purpose of repair both routine and extraordinary, responsibility for the engagement of contractors is delegated to the Principal, notwithstanding the right of the Board of Trustees to act when the Principal is not available or unable to act on behalf of the Board.
* For contractual work outside of the parameters outlined above, the Board of Trustees will in most cases employ a consultant/project manager to engage contractors.
* The Principal or project manager engaging contractors on behalf of the school shall take all practicable steps to ensure that current legislation is complied with by any person or persons working on the school site.
* The Board or its agent (s) shall have the power to suspend work, require a contractor, materials or equipment to be removed from the site until safety or other requirements are met to the satisfaction of the Board.
* Actions of the Board or its agents shall comply and be in accordance with the Property Occupancy Agreement held with the Ministry of Education, directives from the Ministry or Government of the time.
* Contractors working for the Board or its agent(s) have a legal obligation to abide by Health and Safety and other pertinent regulations and must be able to prove compliance in terms of procedures, training of staff and maintenance of equipment if asked by the Board or its agent(s).
* **Contractors who have direct contact with students will be police vetted**. ***(See also detail in Procedure 6.06*)** **It is the responsibility of the project manager to ensure companies being contracted will ensure all staff working at the school site must be prior police vetted. The alternative is to work outside of school hours when students are absent**

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

**Date Confirmed: 28 March 2017**

**Principal: …………………………………………………….**