

AKA AKA SCHOOL POLICY DEVELOPMENT

CONTRACTORS AND SUB-CONTRACTORS POLICY

RATIONALE

Under the Health and Safety in Employment Act 1992 the school is required to take all reasonable steps to prevent harm to contractors, sub-contractors, students, staff and parents from hazards that may arise from work being done on site.

PURPOSE

1. To ensure that contractors and sub-contractors are not harmed by hazards arising at the school.
2. To ensure the students, staff and school community are not harmed by hazards arising from work being carried out at the school.
3. To ensure adequate notification is given to those that may be affected by work being undertaken by a contractor at the school.
4. To ensure that any construction work carried out at the school by any employee is carried out in a safe manner.

POLICY GUIDELINES

1. On arrival all contractors and employees must report to the office to meet with the Principal, or such other person who is responsible for them being in the school, to ensure compliance with the following:-
 - i. Health and safety requirements of this school (refer Health & Safety Policy)
 - ii. All responsibilities and requirements included in the Ministry of Education's Project Management Systems.
 - iii. All Health and Safety legislation.
2. The contractor shall be responsible for ensuring their site is safe for those at school at all times during work being undertaken, including when they vacate the site.
3. The contractor shall be required to confirm that they have an occupational health and safety policy or statement.
4. The contractor must be able to provide that all employees required to carry out any work under the contract have been adequately trained or have adequate knowledge and experience of the kind of work, plant or substances they may be required to do or use.
5. The principal or their representative has the right to inspect the contractor's provisions.
6. The contractor shall comply with relevant legislation.
7. The contractor shall provide first aid facilities.
8. The contractor shall report all incidents/accidents including hazards (dust/toxic substances and trade wastes, spills or discharges) to the Principal or their representative.
9. The contractor will be responsible for providing safety equipment.
10. Before any work commences on site a representative of the contractor shall meet with the Principal or their representative to discuss this agreement and other matters pertaining to the successful completion of the works on site.

11. Before commencement of the work the contractors' representative shall confirm to the Principal or their representative a proposed programme for the works encompassing expected commencement date and completion date together with any works proposed outside of normal working hours.

12. The contractor or Project Manager shall provide current police vetting on all contractors/sub contractors involved in the programme of work.

FORMULATED BY: Ross McGowan

APPROVED BY BOT: _____

DATE: _____

REVIEWED: _____