1. **PURPOSE**
The purpose of this procedure is to provide guidance in the selection, management and monitoring of contractors engaged by schools in the Diocese of Maitland Newcastle.

2. **SCOPE**
This procedure applies to St Patrick’s Primary School Swansea, and covers the selection, management and monitoring of contractors associated with maintenance and repair work, or other such paid contractors (eg Dance Instructor, Music Tutor, Sports Coach, etc). This procedure is not intended to apply to capital works involving a tender or formal contract process.

3. **REFERENCES**
- Work Health and Safety Act 2012
- Occupational Health & Safety Regulation 2001
- Diocese of Maitland-Newcastle Catholic Schools Office WHS Management System Framework document

4. **DEFINITIONS**
- **Contractor** - Contractors include any service providers/individuals who are not direct employees of the CSO and are providing services/works in relation to maintenance and repair or regular delivery of goods, or providing a service to the school. This includes contractor employees, sub-contractors and sub contractor’s employees. Services can be of a long or short term nature.
- **Minor Contract** - Any school works and services project which are not organised by CSO Facilities Unit. Generally do not have a tender process attached.
- **Maintenance and Repair** - Works considered necessary to ensure that existing facilities continue to function at a satisfactory level and for the purpose for which they are designed.
- **Safe Work Method Statement** - A document which describes the high risk work being performed, the health and safety risks associated with the work and the risk control measures that will be applied to ensure the work is carried out in a safe manner. All high risk and medium to high risk tasks need to have a documented Safe Work Method Statement Provided by the minor contractor.
- **Consultation on WHS issues** - Discussion and communication on identified risks associated with the work to be carried out and determination and agreement on how the work will be carried out safely.

5. **RESPONSIBILITY**
- Principal or/their delegate is responsible for:
  - Maintaining a register of approved contractors and making the register available to all employees.
  - Reviewing workers compensation and public liability insurances of contractors prior to working on site.
  - Inducting contractors into the school’s relevant OHS Management Procedures, requirements and behavioural expectations while on site.
Familiarise contractors with their work environment and initiate discussion on the specific hazards associated with the scope of work and the environment.

- Sighting the Safe Work Method Statement (SWMS).
- Investigating any hazards identified by all contractor employees.
- Acting on identified non-compliance of contractors.

- Employees are responsible for:
  - Only utilising approved contractors.
  - Making sure that all approved contractors have a valid induction (12 months validity period).
  - Reporting any hazards and non-conformances identified as a result of work being performed by contractors.

- Contractors are responsible for:
  - Ensuring compliance to school requirements and expectation.
  - Ensuring they have the required qualifications, training, experience and certificates of competency required for the job.
  - Ensuring SWMS has been completed for tasks identified as high risk.
  - Maintaining the school work site in a safe and healthy manner for themselves, sub-contractors and other staff and visitors.
  - Supervision of sub-contractors.
  - Communicating with the School Principal or their delegate on any matters of concern or changes to the work.
  - Raising any issue that is or may become a WHS concern.

6. **PROCEDURES**

- **Requesting a Contractor:** When a service need is identified that cannot be completed by a school employee the person requiring this service must contact the Principal or their delegate to gain permission to engage an approved minor contractor who is named on the Approved Minor Contractor Database. If there are no Approved Minor Contractor’s available to perform any urgent work, another service provider may be contacted if approved by the Principal or their delegate. The contractor, prior to their engagement must undergo a Contractor Induction Checklist (appendix A). The checklist requires that the contractor provide verification of insurances (current workers compensation and public liability) and specific SWMS that are relevant to the work being undertaken. If these can not be provided the Contractor must not be engaged to perform work.

- **Contractor Induction Checklist:** Contractor inductions are valid for 12 months. The Principal or their delegate must include the date of the induction on the Approved Minor Contractor Database. Where a contractor is required, but it has been longer than 12 months since they were inducted they are to undergo the approval process again. Topics covered in the induction must include but are not limited to:
  - School’s WHS Policies, relevant procedures and requirements.
  - Emergency procedures.
  - Hazard and incident reporting.
  - First Aid.
  - Personal Protective Equipment (PPE).
  - Security and access.
  - Contractor behaviour/conduct while on the site.

- **Sign In:** After the above steps have been completed, the employee engaging the approved contractor is responsible for ensuring the contractor signs in. The employee must check that the contractor possesses the relevant SWMS for the work to be
undertaken. The quality of these SWMS can be compared against the Contractor Hazard Identification and Control Table. If the SWMS are satisfactory the contractor should then be issued with a visitors pass by the person who signs them in. The visitor’s pass must be worn at all times while remaining on the school premises.

- **Non-conformance:** If the contractor fails to comply with the school requirements, the contractor is to be issued with a Non-Conformance Report by the person who is responsible for supervising the contractor. Sources of non-conformance may be:
  - Working in an unsafe manner.
  - Not wearing the visitors badge or PPE.
  - Poor workmanship or inappropriate behaviour in the workplace.

A copy of the non-conformance report must be given to the Principal and a copy placed on file. A note detailing the nature of the non-compliance is to be recorded against the Minor Contractor in the Approved Minor Contractor Database.

7. **RELATED DOCUMENTS**
- Approved Minor Contractor Induction Checklist.
- Approved Minor Contractor Electronic Record Sheet.