

Policy number	G014		
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Responsible person	Steven Nicholas	Scheduled review date	August 2024

1. General Information

The Contractor shall ensure that the works under the Contract are carried out in compliance with the Site Rules.

The activities of the Contractor within the precincts of the School and within the meaning of these Rules shall remain at all times under the control of the Principal or the appointed delegate.

2. Requirements for Commencing Work

The Contractor shall have signed their agreement to these Site Rules acknowledging that they have read and understood the terms and conditions prior to commencing work.

The Contractor shall not commence work on site, including establishing materials and/or equipment on site without the prior approval of Principal or Business Manager.

All contractors will ensure they, their employees, subcontractors or agents comply with the individual school visitor protocols.

3. Evacuation Procedures

Normal Working Hours Contractors are required to put name and contact number, (either mobile phone or pager) on contractors board (if appropriate) located in the general reception area, together with location of work area.

If evacuation becomes necessary, contractor will be contacted by Principal or Business Manager and advised.

Outside of Normal Working Hours Contractors are required to let Principal or Business Manager know relevant details referred to above.

4. Contractors Identification

All personnel carrying out works under the contract for or on behalf of the Contractor shall wear an identification badge or contractor uniform at all times when on site.

The identification badges must be returned to the Front Office on completion of the works under the Contract.

5. Information to be supplied by Contractor to School

1. Contractor's site representative.
2. Number of persons to be working on site.
3. Starting date for work on site.
4. Required access to work site
5. Working hours on site.
6. Materials to be stored in the School.
7. Equipment/machinery to be stored at the School.
8. School equipment required for use eg. trolleys, ladders, hand tools and stores issue items.
9. School services to be isolated during execution of the works.
10. Air conditioners required to be switched off or accessed during execution of the works.
11. Required trenches or excavations.
12. Required use of cutting, grinding and welding equipment (especially those likely to produce smoke, dust, fumes or heat) and flammable materials.
13. Method of disposal of site waste.
14. Any other matters considered by Principal or Business Manager to concern the orderly administration and operations of the School.

6. Isolation of Services

Services must not be isolated without the prior approval of Principal or Business Manager.

The Contractor shall provide at least 48 hours notice to Principal or Business Manager of the required isolation of any services.

The approval of Principal or Business Manager to the isolation of services must be obtained immediately prior to the isolation.

7. Electrical isolation and safety tags

The contractor shall not isolate any non-essential electrical circuits without first notifying Principal or Business Manager and staff in the areas to be affected.

The contractor shall not isolate any essential, highly essential or UPS supported highly essential electrical circuits without the express permission of Principal or Business Manager.

8. Electric incident / accident policy

The School has a responsibility to provide a safe work environment for staff and contractors working on the School grounds.

Where a staff member or contractor employed at the School receives an electric shock caused by the operation of equipment/appliance or the condition of an electrical installation, the work group or area supervisor should immediately be notified.

If the work group or area supervisor is not available then the person who received the electric shock or any other person should immediately contact Principal or Business Manager.

9. Storage of Materials and Equipment

No materials and / or equipment shall be left unattended without the prior approval of Principal or Business Manager. The Contractor shall be responsible for the security of any such materials and/or equipment within the precincts of the School.

The storage of flammable materials shall not be permitted in School buildings at any time.

10. Contact with Students

The contractor shall ensure that no unsupervised contact occurs at any time between any student, and the contractor, their employees, subcontractors, tradespersons or agents either on or near the school grounds.

Unsupervised contact includes any verbal or physical contact with a student, or students, that takes place without the presence of a staff member, parent, or guardian.

11. Contractors Children

Contractors are not to bring children on site to a designated work area, nor are children to be utilised on site for purposes of assisting with the works.

12. Animals

Contractors are not to bring animals (e.g. Dogs) on site. This includes animals left in vehicles, on utility tray-backs or tied to vehicles.

13. Inconveniences to Public and Occupants

The Contractor shall work in such a manner so as to avoid and reduce the inconvenience to persons occupying and visiting the School Site.

The Contractor shall arrange the execution of works to minimise nuisance to the public and occupants of the School and to ensure the safety of occupied premises.

The Contractor shall not deviate from the access to work site included as agreed without prior approval of Principal or Business Manager.

14. Removal of Rubbish

The Contractor shall not accumulate rubbish on the site or in the precincts of the school.

Gangways and work areas must be kept clear and in clean and tidy condition.

Food scraps, milk cartons, drink containers and the like shall be deposited in rubbish bins and removed from site daily. The Contractor shall remove all refuse of the contractor from the school.

Contractors must clean up any spillages of oil or chemical substances etc as soon as practicable and ensure that such substances are returned to the proper storage facilities after use. Under no circumstances should chemicals, substance or oils etc. be allowed to pollute water courses, sewer and drains, and in the event of accidental occurrence, the matter be reported to Principal or Business Manager immediately.

15. Clothing

All personnel undertaking work at the School shall be dressed in a manner considered appropriate by Principal or Business Manager.

The minimum standard of dress required is safety foot wear (no thongs or sandals), clean shorts and shirt.

16. Hours of Access

Access to the site for the execution of works under the Contract is permitted between the normal School office hours of 08.30 - 1630 Monday to Friday.

When the Contractor desires access outside these hours the prior approval of Principal or Business Manager is required.

The Contractor must provide at least 48 hours prior notice to Principal or Business Manager of the desire to work outside normal office hours or other hours agreed.

17. Use of School Equipment

Unless prior approval of Principal or Business Manager is given, the use of School equipment is prohibited.

The Contractor will be required to indemnify the School against any legal liability, loss, claim or proceedings for personal injury to or death of any person or damage to property arising from the use of School equipment prior to approval being given.

18. Safety Requirements

In addition to the requirements of the Work Health Act the following conditions apply:

Before commencing any flame cutting or arc or gas welding operation, the contractor shall confirm No fire door shall be wedged or chocked open at any time.

All electric hand tools, lights and the like must have earth leakage protection.

Trenches or excavations shall be fenced in accordance with NT Construction Safety Rules.

No explosive power tools shall be used on School grounds.

19. Hazardous Substances

Prior approval from Principal or Business Manager is required when using hazardous substances.

Contractors should take care when using hazardous substances and follow instructions given by manufacturer concerning ventilation of the area and general use of these materials.

Contractors must make sure that the Material Safety Data Sheet is available before using any hazardous substance.

20. Fire Precautions

Contractors must familiarise themselves with the school fire evacuation procedures and the appropriate assembly points. They should discuss any problem, which could occur with Principal or Business Manager.

Contractors must not obstruct any firefighting equipment or fire exit and ensure that fire escape routes and fire service points are maintained free from obstruction at all times.

21. Cyclone Precautions

During the period 1 October to 30 April the contractor shall ensure that unfinished work, equipment, sheds, boardings, materials and any other movable items on the site, are protected, stored, or secured to the extent necessary to ensure that in strong wind conditions they will not be a danger to persons or property because of collapse, movement or any other cause and to the satisfaction of Principal or Business Manager.

22. Smoking

The School is a smoke free environment (refer to Tobacco control Act 2003).

23. Inspection of Areas

Contractor to arrange inspection of areas where drilling or coring of walls, floors or ceilings are to be carried out and follow up inspection to ensure the holes have been fire stopped (if required), at the completion of the works.

24. Excavations and Trenches

Any trenches or pits must be flagged off to warn other people of their location and to prevent unauthorised entry. Excavations, trenches or pits exceeding 1.5 metres in depth must be supported with shoring where necessary.

A competent person shall inspect the excavation at least once a day to ensure conditions are safe and lodge a written record of inspection.

Plant, equipment and materials must not be placed or operated so near the edge of excavations or trenches that collapse may result.

26. Car Parking

Principal or Business Manager will advise the contractor of the appropriate place to park vehicles whilst loading and unloading equipment.

These parking areas are to be used by contractors unloading equipment from their vehicles and contractors working from their vehicles. Apart from these two exceptions, contractor vehicles should be parked in designated public parking areas when not in use.

27. Telephones, Mobile Phones and Two Way radios

Contractors shall not use in house school telephones except for contacting Principal or Business Manager.

Mobile telephones are to be TURNED OFF on entry to classroom areas and generally within classroom buildings.

28. Music and Radio Devices

The use of earplug of headset type devices is banned during working hours or whilst driving on road type plant and equipment.

The use of audible radio/music players is not permitted while students are attending and only at other at the discretion of Principal or Business Manager.

29. Immunisations

It is not a requirement however a recommendation that personnel working in the school environment have completed their childhood vaccinations and maintain their own immunisations against Hepatitis B, and Tetanus.

30. Hygiene

A high standard of "work place" hygiene is required and in particular there shall be:

An acceptable standard of rubbish disposal

Regular removal of all rubbish to prevent rodent and insect infestations.

31. Ablution Facilities

Student ablutions are off limits for personal use. Contractors are to use the toilet and hand washing facilities in the administrative toilet first and foremost and second to that the staff toilet/disabled toilet in the student ablution block.

32. Key Issues and Returns

The contractor may require dedicated keys for access to gates, switchboards and the like. Principal or Business Manager will issue appropriate keys to bona fide contractors. The contractor or his accredited representative will be required to complete a KEY ISSUE REGISTER detailing the company particulars, location type and duration of work and details of key(s) issued. Upon completion of work the key is to be returned to Principal or Business Manager and the key issue register acquitted by school office staff. In ALL circumstances keys must be returned each day and re issued the following morning.

NOTE: Keys are an accountable item and the contractor may be liable for penalties if keys are not returned.

33. Gross Misconduct

Any contractor proved to have been involved and/or engaged under any of the following items may be liable to instant cancellation of contract and further criminal proceedings by the Department of Education and Training.

1. Unauthorised removal or interference with any protective device, the unauthorised operation of any item or machine, plant or equipment.
2. Damage, misuse or any interference with any item of firefighting equipment.
3. Unauthorised removal or defacing of any label, sign or warning device provided in the interest of safety, health and welfare.
4. Misuse of any chemicals, inflammable or hazardous substances or toxic materials.
5. Smoking (refer to Tobacco Control Act 2003).
6. Dangerous horseplay or playing practical jokes, which could cause accidents.
7. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
8. Misuse of compressed air or pneumatic equipment.

9. Overloading of any lifting equipment or any company vehicle.
10. Being under the influence of intoxicating liquor, drugs or similar substances.
11. Disrespect for students and staff.
12. Unsupervised contact with students.

34. Information privacy Code of Conduct

Contractors are to adhere to the Code of Conduct. The following is a brief summary of the standards covered in this code, which would relate to contractors working on site.

The purpose of the Code is to safeguard against the unwarranted intrusion into an individual's private life or activities.

Any information regarding students/staff must not be disclosed and can only be used with the consent of the person.

Penalties under the Criminal code/Medical Act/Community Welfare Act/Notifiable Diseases Act/Adoption of children Act/Cancer Act range from fines up to \$20,000 to five years imprisonment.

35. Definitions

For the purpose of these rules the following definitions apply:

"School" means the School and its environs.

"Site" means the area of the School made available to the tradesperson for the purpose of undertaking work on a School asset and as approved by Educational Administrator.

"Tradesperson" means a Contractor, Sub-Contractor, tradesperson engaged or employed for the purpose of undertaking work within the School.

"Undertaking Work" means performing construction or repairs and maintenance type work under contract by other means.