

The Geelong College

Contractor

Work Health Safety and Environment (WHS&E)

Induction Handbook



**THE
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1 Contact numbers

- Police, Fire, Ambulance 000
- Geelong Police Station (03) 5225 3100
- Victoria Bushfire Information Line 1800 240 667
- Geelong Fire Brigade (03) 5221 2755
- State Emergency Service 132 500
(flood, wind and storm damage)
- Work Safe Emergency Response Call: 13 23 60
Report serious workplace emergencies and incidents 24 hours a day
- Gas Emergency Energy Australia 133 466
- Water Emergency Barwon Water 139 283
1300 656 007
- Electrical Emergency Powercor 132 412
1300 783 882
- Fire Equipment Maintenance CHUB (03) 5278 5030
FIP – Wormald 133 166
- Poisons Information Centre 13 11 26
- 'Dial Before You Dig' 1100
- Hospitals Royal Children's Hospital (03) 9345 5522
St John of God Hospital (03) 5226 8888
Epworth Hospital (03) 5271 7777
Geelong Hospital (03) 4215 0000

Internal Contacts

- After Hours Contact Tom Cooms/Harry Baghban 0428 406 166
- School Hours Greg Tomkins 0407 502 803
- Senior School (03) 5226 3111
- Middle School (03) 5226 8444

Louise Snell - Risk & Compliance Officer
Wes Grigg – Maintenance Manager
Mitch Povey – Grounds Manager

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2 Purpose of induction pack

To clearly explain what is expected of Contractors when they are working for The Geelong College; and

To provide information that will enable Contractors to carry out their work safely and efficiently.

3 The induction processes

- 1.** Contract awarded;
- 2.** Contractor and their employees read the Contractor WHS&E Induction Book;
- 3.** Complete the Contractor Induction Acceptance & Sign-Off Form;
- 4.** Return the sign off form;
- 5.** Site specific information communicated;
- 6.** Commence work
- 7.** Maintain safe work practices.

4 Definitions

Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer means the persons appointed to supervise the contractual works and liaise with the Contractor on behalf of The Geelong College.

Hazard - means any situation with the potential to cause injury or illness to persons or damage to property.

Risk - means the likelihood that exposure to a hazard will result in injury or illness to persons or damage to property.

Near Miss - means an incident that could have caused potential injury, illness or damage to property or the environment.

Contract - means a written agreement, including a Purchase Order, to engage external parties to provide works, goods or services.

Contractor - means any organisation (including any sub- contractors, agents or suppliers) that provides works, goods and/or services to The Geelong College.

Responsible Officer - means the person who engages and/or manages a contractor for the provision of works, goods or services on behalf of The Geelong College.

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5 The Geelong College Work Health and Safety Policy

The Geelong College is committed to fulfilling both its moral and legal responsibility under the Occupational Health and Safety Act 2004 to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring that operations undertaken by The Geelong College do not place the community at undue risk of injury or illness.

The Geelong College is committed to continuous improvement with respect to all areas of occupational health and safety. All contractors are required to adhere to the policies contained within this document.

5.1 Occupational Health and Safety Act 2004

The Occupational Health and Safety Act 2004 requires employers to provide and maintain, so far as is practicable for all employees, a working environment that is safe and without risk to health.

Employers owe the same duty to independent contractors and their employees who are working at the workplace. This duty extends only to matters over which the employer has or should have management and control.

5.2 Employer Responsibilities

Under Section 21 of the Occupational Health and Safety Act 2004, Employers must:

- Provide a safe and healthy place to work;
- Ensure that safe plant and equipment and safe systems of work are provided and maintained;
- Initiate a consultation process with all employees involved in a process;
- Provide information, instruction, training and supervision to employees/contractor's to enable employees/contractor's to perform their work in a manner that is safe and without risks to health.

5.3 Duties of Employees/contractor's

While at work employees/contractor's must under Section 25 of the Occupational Health and Safety Act 2004:

- Protect their own health and safety.
- Take reasonable care of the health and safety of others at their workplace.
- Co-operate with their employer to ensure health and safety.

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5.4 Contractor Responsibilities

It is the responsibility of all Contractors to:

- Maintain their own Occupational Health and Safety policies, procedures and work instructions
- Inform The Geelong College of any sub-contractors engaged;
- Induct the contractor's employees and sub-contractor and their employees on site and keep appropriate records on site at all times;
- Provide the sub-contractor with the relevant information required to complete the job safely (JSA, permit to work, etc);
- Fulfil their legal obligation as an employer; and
- Fulfil their legal obligations as an employee/contractor in relation to matters which The Geelong College has management and control.
- Keep the area of works neat and tidy at all times and clean up area upon completion of works. All equipment, paint and chemicals to be removed from area in the correct manner. (No paint brushes are to be cleaned in Garden beds or under trees).

6 The Geelong College equal opportunity

Equal Opportunity is about giving everyone a fair go.

The Geelong College is an equal opportunity employer and is committed to the provision of a workplace free of discrimination and harassment.

The Geelong College aims to ensure a culture of openness and transparency, where all employees are not discriminated against in the workplace, by fostering a work environment which provides mutual employee respect and working relationships.

This statement applies to all councillors, full-time, part-time and casual employees, agents and contractors of The Geelong College.

7 The Geelong College workplace behaviour

Certain types of behaviours are not tolerated in the workplace, including:

- Bullying
- Initiation rites of new, young or other workers
- Stealing, Vandalism or causing intentional damage to property
- Harassment
- Horseplay

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- Fighting or acts of violence
- Interfering with safety equipment

8 The Geelong College discrimination

It is illegal to discriminate against employees, potential employees, apprentices, contract employees on the basis of:

- Age
- Industrial activity
- Marital status
- Political belief or activity
- Race
- The sex of a person
- Impairment
- Lawful sexual activity
- Physical features
- Pregnancy
- Religious activity

9 Work Health and Safety management requirements

9.1 Entering The Geelong College Premises

Upon arrival at The Geelong College premises, contractor's/visitors will be required to report to a reception (Davey House, Senior School, Middle School and Junior School) and sign in the visitor book at the designated station stated in the onsite induction, to obtain a visitor's pass.

Contractors, Maintenance Manager or Grounds Manager are required to make the Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer aware of the works that will be undertaken at any staffed facility and if any of the works will present a hazard.

9.2 Restricted Access

Some areas of The Geelong College property and equipment are protected from unauthorised entry to prevent injuries to both employees and public and also to prevent damage to lawns and ovals.

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Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer will advise the contractor of any restricted access areas within the work area.

Restricted areas are not to be entered unless Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer has given the contractor permission to enter.

Restrictions include access to Lawns and ovals.

If Contractor's require access across Lawns and Ovals, approval must be gained via Grounds Manager.

Once approval has been gained, access via vehicle must be via boards over the lawn/oval to restrict damage. All vehicles are required to be parked in the designated parking areas.

9.3 Hazard Identification and Reporting

All hazards must be identified through a JSA/risk assessment or hazard identification process prior to work commencing.

Further hazards in the workplace may be identified:

- during a scheduled workplace inspection;
- during the course of normal day to day duties;
- From a near miss occurrence in the workplace.

All high risk hazards must be eliminated or reduced through the Hierarchy of Control. (See below)

9.4 Risk Assessments

The contractor is to ensure that risk assessments have been carried out for all hazards in accordance with ISO 31000, and any relevant legislative requirements under Occupational Health and Safety laws.

9.5 Risk Control Measures

1. Eliminate (most effective)
2. Substitute
3. Isolate
4. Engineer
5. Administrative
6. PPE (least effective)

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9.6 Site Risk Assessments

Site specific risk assessments may be requested by Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer before the commencement of any works.

9.7 Site Safety Plans

In accordance with Occupational Health and Safety Regulations 2007 for construction works over \$250,000, Site Safety Plans must be prepared, maintained and made available for inspection to Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer upon request.

9.8 Safe Work Method Statement

Safe Works Method statements are to be prepared for all High Risk Construction Works as defined by the Occupational Health and Safety Regulations 2007 and be made available for inspection to Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer upon request.

9.9 Safe Work Procedure

Safe work procedures are a set of written instructions that identify health and safety issues that may arise from the jobs and tasks that make up a system of work.

Safe work procedures must be in place for all tasks before the contractor can be awarded a contract from The Geelong College. Safe Work Procedures must be maintained, and copies made available for inspection to Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer upon request.

9.10 Safety Signage

All workplaces are to be appropriately signed indicating personal protective equipment/clothing requirements and identified hazard information for all employees, contractors, sub-contractors, visitors and the public.

All signage shall comply with AS1319-1994. Signage and temporary fencing shall be erected in locations where a hazard exists. This includes roads, road sides, parks, playgrounds, wet floors and works in progress. Signage must remain in the area until the works are complete.

9.11 Accident and Incident Notification and Investigation Procedure

All accidents and incidents including near misses must be reported to The Geelong College Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer for the relevant works within 1 hour.

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A written notification must be made to The Geelong College within 24 hours of the incident occurring. Contractors are required to co-operate in incident investigations as requested.

9.12 WHS&E Issue Resolution

The Geelong College is committed to resolving Work Health Safety & Environment issues through the issue resolution procedure as and when they arise while meeting legislative requirements.

The aim of the issue resolution procedure is to effectively resolve any occupational health and safety issues, without compromising the health and safety of any person within the workplace.

9.13 Workplace Inspections

Workplace inspections must be regularly carried out and documentation maintained. Construction works should have site inspections carried out daily which include signage, trenches etc.

10 The Geelong College policies and expectations

10.1 Alcohol and Drugs

Employees and contractors must not present themselves for work at any of The Geelong College premises or work locations under the influence of alcohol or drugs.

Employees and Contractor's must consult with their manager or WH&S representative if they have genuine reason to believe that an employee/contractor/volunteer is under the influence of alcohol or other drugs. The School will direct them to stop work immediately and ensure that the person is placed in a safe environment or is provided with a safe means of transport to their home.

Employees and Contractor's must ensure that at all times they are conscious of their obligation to act as good role models for students and that, in their professional capacity, they will always act in accordance with the attitudes and expectations expressed in The Geelong College Alcohol and Drug Management Policy.

Employees and Contractor's are not permitted to smoke at any school functions or when they are in uniform outside the school. Employees are also expected to abstain from smoking in the presence of students. The College is a smoke-free zone and all who use its premises and grounds, adults and children, are expected to adhere to this requirement. Those required to have a zero blood alcohol level to undertake their duties (such as for some vehicle/plant operators) may have to limit their alcohol intake the day before.

Where an employee or contractor has been prescribed medication by a medical practitioner, they/you are exempt to the extent that consumption does not impair judgment and the ability to perform their duties safely. If you have been advised the medication may affect or

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impair their/your ability to perform the required duties safely, then this should be raised with the head of Department/Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer and discussed.

Employees or contractors who have been determined to be affected by drugs or alcohol may be requested, by the Responsible Officer (Risk and Compliance Officer) or Property Manager/Maintenance Manager/Grounds Manager to undertake alternative duties or cease work for the remainder of the day.

10.2 Asbestos

Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer shall inform any contractor undertaking work if asbestos is on site and make available the Asbestos Register.

If asbestos is found or suspected in a job, report it to Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer immediately and do not proceed with works.

Asbestos must only be removed by licensed contractors, with a clearance certification given before works commenced.

10.3 Confined Spaces

No persons are to enter a confined space unless they comply with all of the following:

- Have permission from Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer
- Are appropriately trained in confined space entry;
- Have an approved permit to work and a completed confined space entry permit;
- Completed an approved Risk Assessment/JSA.

10.4 Children and/or Pets in the Workplace

Contractors must not bring children in to the workplace unless prior permission is granted.

Contractors must not bring pets into the workplace.

10.5 Working in Isolation

The aim of this procedure is to ensure the safety, health and security of employees and Contractors who are on College premises and are isolated from other persons because of time, location or nature of their work

(Including the Senior School, Middle School, Junior School Campuses, Cape Otway Site, the College Boatshed and other College residential properties)

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10.6 Electrical Safety

Any electrical equipment found to be faulty shall be immediately removed from operation and be tagged with a warning tag stating, "CAUTION DO NOT OPERATE".

All items of electrical equipment including power boards, extension leads, safety switches etc. must undergo testing and tagging by a qualified person as per Australian Standards AS 3760 – 2001 "Safety Inspection and Testing of Electrical Equipment".

All hazards associated with the use of electrical equipment or work processes undertaken near power lines/sources must be identified.

Not all of The Geelong College's facilities are fitted with Residual Current Devices (RCD's). Assume that they are not installed. The use of portable RCD's is recommended.

Key points

- Provide earth leakage protection (RCD's or safety switches)
- Generators are to have RCD's
- Portable RCD's tested daily by push button test, and annually by Operating Time Test
- Electrical tools and leads are to be tested and tagged.
(regular random checks will be conducted)
- Leads are to be kept off the ground on insulated stands or hooks
- Use only industrial standard multi plug portable outlet devices
- Temporary power boards are to be set up correctly and to have a Certificate of Electrical Safety
- No Green sheathed leads to be used (only for permanent earth leads)

10.7 Emergency Procedures

Contractors must have a documented procedure in place or use The Geelong College Emergency Procedure document to deal with emergency situations that may arise in the course of work.

Contractor employees and sub-contractors must have received training in the procedures and the procedure practiced regularly.

(This will be conducted during the Contractor's on-site induction).

For contractors working in non-staffed facilities - Evacuation procedures are displayed at the entrances and exits to The Geelong College facilities.

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Contractors and employees (including sub-contractors) must make themselves aware of these procedures and follow them to designated assembly points in the event of an emergency.

For contractors working in staffed facilities - Visitors to staffed facilities shall follow the emergency procedures in place for that facility and emergency instructions issued.

10.8 Action in the event of an emergency

- Contractors should familiarize themselves with emergency procedures in all The Geelong College facilities where they are working.
- The emergency evacuation alarm, when sounded, is heard throughout The Geelong College facilities where staff or public are stationed.
- All work must stop and all ignition sources must be eliminated (Even in practice drills).
- Follow the instructions of the fire warden or the people/person in charge of the facility and exit the building and proceed to the designated assembly area.
- Where there is no fire alarm or staff/public stationed on campus in which you are working, emergency services should be called on '000' and contact Greg Tomkins "Property Manager" ASAP.
- Offer assistance in an emergency situation only if it is safe to do so.
- Under no circumstances should employees or contractors place themselves at risk when offering assistance in an emergency situation (This includes fighting fires, rescuing others, dealing with aggressive persons).

10.8.1 Emergency Phone Calls

DIAL 000

- When you make an emergency call, say:
- Where the emergency is
 - What has happened
 - Who is calling
 - What is being done
- Wait to be told what to do

10.9 First Aid

All Contractors must provide their own suitable and readily accessible first aid kits. Contractors must have adequate first aid facilities and first aid supplies and determine

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whether qualified first aiders are required. During the Contractor's onsite induction, they will be shown to the nearest First Aid room and Defibrillator.

10.10 Hazardous Substances and Dangerous Goods

All hazardous substances and chemicals used on The Geelong College premises must have:

- Supplier label attached. This applies to products purchased by The Geelong College and brought on site by contractors.
- Material Safety Data Sheet (MSDS) available for reference by users of the substance.

In the case of small quantities of chemicals, Contractors will be responsible for the safe keeping of all chemicals and flammable materials used by them. When not in use, they must be kept in approved storage facilities, supplied by the Contractor.

In the case of large quantities of chemical, Contractors should store their own chemicals off The Geelong College property unless otherwise agreed to by contract or Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer.

10.11 Housekeeping and Waste Disposal

It is the responsibility of the contractor to maintain good house-keeping and material storage standards in the work area at all times.

No dumping of debris, refuse or waste etc. is permitted in the work area. At the conclusion of the job, the areas must be left clean and tidy.

- Clean up spills.
- Put leads and tools away to avoid tripping.
- Leave area safe.

10.12 Isolation and Tag Out System

Contractors involved in the maintenance of equipment or plant must ensure that all hazardous energies associated with the plant are de-energised and made safe by way of positive isolation, and tagging to ensure staff, contractors and visitors are made aware of any plant that is out of service.

The purpose of this is to ensure that employees and public are not exposed to hazards with a high likelihood of injury.

10.13 Manual Handling

Manual handling is any activity that requires the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing.

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Contractors are to ensure they have their own procedures in place which adequately address manual handling for the tasks being performed.

10.14 Noise Management

Where Contractor activities expose employees of The Geelong College or their own employees, sub-contractors, the public or volunteers to noise, a risk assessment will be required to determine the level of exposure and adequate controls to be applied to ensure the risk exposure is eliminated or reduced.

Ear protection must be worn where signposted or where employees are exposed to noise levels in excess of 85db. Where noise levels are judged to be high, noise levels need to be measured.

10.15 Plant Safety

Any plant operated by The Geelong College shall have all hazards identified, assessed and controlled to ensure safe operations on The Geelong College campuses.

All personnel operating plant must have the appropriate licenses and/or competencies. Licenses and/or competencies must be kept on site for auditing.

Pre-start checks must be performed and recorded.

No contractor is to use The Geelong College plant without Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer permission and the plant familiarisation process undertaken.

10.16 Permit to Work – High Risk Works

The Geelong College uses a permit to work system to ensure the safety of personnel undertaking high risk tasks. Contractors who perform any of the works listed below are to ensure they have their own Permit to Work system in place for these processes.

All Contractors should follow this system when working on The Geelong College sites.

High-risk works require a permit to work:

- Welding, grinding and similar activities outside of normal maintenance facilities, where potential for fire has been identified – No hot work is allowed outdoors on total fire ban days
- Working at height for maintenance works such as roof works, air condition maintenance or other high risk works, which are not part of The Geelong College's regular work activities, over a height of 2 metres or 4 metres for scaffolding
- Work in confined spaces

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- Any other activities which are considered to be over and above normal operations and are classified as high risk; and the level of risk cannot be effectively reduced.

10.17 Personnel Protective Equipment and Clothing

All Contractors working on site are responsible for providing their own PPE for work they are undertaking.

10.18 Safe Use of Ladders

Use of ladders is to be in accordance with the WorkSafe publication; Prevention of Falls – Ladders. The Geelong College Prevention of Falls Policy.

Persons at The Geelong College that are required to carry out work off ground level, will be provided with and/or will use appropriate equipment to perform the task.

Managers engaging contractors are responsible for ensuring that the contractor is qualified to use and uses the appropriate plant and equipment to carry out the task in a safe manner.

It is the responsibility of the Contract Manager to ensure that employees/contractors are supplied with the appropriate plant and equipment needed to perform their tasks in a safe manner and without risk to themselves or other persons.

Where employees have been supplied with the appropriate plant and equipment and trained in its correct use they are required to follow the training and procedures, guidelines and work instructions.

10.19 Smoking

The Geelong College is committed to providing a safe and healthy work environment for all The Geelong College employees and contractors by reducing the risks associated with cigarette smoke, misuse or abuse of drugs and alcohol.

Smoking is NOT permitted on any of The Geelong College sites.

10.20 Trenching and Excavation

Trenches over 1.5 metres and shafts over 2 metres and all tunnels must have:

- A competent person in control of the work
- Given notice of intention to Work Safe at least three days prior to commencing of excavations.

All excavations greater than 1.5 metres deep are subject to the provisions of the Mines Act 1958.

All underground services must be located (e.g. gas or power). Contact 'Dial Before You Dig' on 1100 or www.dialbeforeyoudig.com.au

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Employees need to understand and be aware of all safety procedures for working in and around trenching including:

- No person is to enter excavations unless someone is on watch up top
- No person is to enter an unsupported trench or excavation under any circumstances
- Hard hats are to be worn whilst working on an excavation site
- Entry into the trench should be gained by ladder only
- Consideration has been given to emergency procedures
- Spoil heaps to be at least 0.5m away from trench
- Persons do not remain in close proximity to where excavator is operating

10.21 UV Radiation in the Workplace

The Geelong College is committed to reducing the UV radiation exposure to its workers and Contractors. Consideration should be given to the management of work activities and workplaces where there is an identified risk of UV radiation exposure.

Control Measures for UV Radiation Exposure

Appropriate control measures shall be implemented for the identified factors in accordance with the hierarchy of control and The Geelong College's requirement to meet legislative compliance.

1. Elimination - Can the work process, task or activity be eliminated?
2. Substitution - Can the task be performed during a lower UV part of the day or night?
3. Engineering Controls - Can the work process, task or activity be sheltered from direct sunlight eg in shaded areas or under canvas / shade cloth / protective covers or umbrellas?
4. Administrative Controls - Can employees be rotated to reduce exposure time? Can education programs be implemented for all personnel exposed to high levels of UV exposure?
5. Personal Protective Equipment - Can personal protective equipment be provided to adequately control the risk of UV exposure (hats, natural fibre or UV protective clothing, eyewear, sunscreen etc.)?

It is recommended that employees and contractors that are required to work predominantly outdoors wear the following PPE:

- Shirts – cotton or UV protective polyester, long sleeved with collars (AS/NZS 4399).
- Long trousers or shorts.

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- Hat that adequately protects the face. Optional broad brim or bucket hats that also protect ears and neck.
- Safety glasses with UV protection (AS/NZS 1337:1992).
- Sunscreen – broad spectrum SPF 30.

10.22 Working at Heights

Contractors must have available for The Geelong College Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer inspection a risk assessment for all jobs that include working at height which clearly describes the risk assessment process and how the work will be undertaken, equipment to be used and the maintenance/training provided to use that item of plant.

Fall protection must be provided when working in excess of 2.0m.

11 Safety breaches are breach of contract

The Geelong College places a high value on health and safety. Any breaches of relevant health and safety laws, codes, standards, policies or procedures will be considered a fundamental breach of the contract between The Geelong College and the Contractor.

Contractors will be advised in writing of any non-conformances identified by Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer. Repeated non-conformances or a single serious breach of health and safety laws may result in suspension or termination of works.

If a Contractor with an agreed contract has been seen to breach health and safety laws the contract will be reviewed by Property Manager/Maintenance Manager/Grounds Manager or Risk & Compliance Officer.

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12 Attachment A: Contractor Induction – Acceptance and sign-off Contractor Details

Contractor Company Name:

Contractor Representative Name:

Acceptance

I have read and understood The Geelong College Contractor Induction Handbook.

I will ensure that all employees and subcontractors who are engaged by the company I represent are made aware of contents of the Handbook and have access to it throughout the life of our contract with The Geelong College.

I understand that the requirements set out in The Geelong College Contractor Induction Handbook form part of the terms and conditions of the contract, and that non-conformance with these terms and conditions may constitute a breach of the contract.

Signed: _____ Date: _____
(Contractor Representative)

Noted by Property Manager/Maintenance Manager/Grounds Manager & Risk & Compliance Officer

Signed: _____ Date: _____
(The Geelong College Representative)

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