

Modules 1-4

1. Communication of Health and Safety Policy and Information
2. Allocation of Responsibility/Accountability for Health and Safety
3. Purchasing Controls
4. Contractors

Communication of Health and Safety Policy and Information

Statement

Although in the main it is the responsibility of the employer and management to **ensure** a safe and healthy workplace, it is also the obligation of workers to maintain their working environment in a state conducive to everyone's health and safety. The communication of a health and safety policy and the provision of relevant health and safety information is essential to the fulfilment of these **obligations**.

Background information

What is an occupational health and safety policy?

A workplace health and safety policy is a general statement issued by the employer to communicate to workers and others their commitment to comply with workplace health and safety legislation, and to provide a healthy and safe workplace.

What is occupational health and safety information?

Occupational health and safety information encompasses a variety of workplace issues including:

- hiring contractors;
- purchasing principles;
- workplace environment, such as temperature, ventilation, lighting, noise, vibration, radiation, air quality, building age, ergonomic quality of furniture, work layout, and space;
- manual tasks;
- hazardous substances;
- plant;
- training;
- emergency planning;
- first aid;
- infection control;
- occupational rehabilitation.

There are a number of sources of this information including legislation, the *Department of Education Manual (DOEM)*, health and safety journals, textbooks, audiovisual material and brochures. Information can be obtained on specific issues or as a general overview to the management of workplace health and safety.

Why is it important to have an occupational health and safety policy?

A written policy statement is a preferred method of communicating the organisation's goals and undertakings to workers. It provides evidence of commitment by management to increase health and safety performance for all workers. The commitment

from management develops by identifying roles and responsibilities for occupational health and safety issues and establishes parameters/guidelines for site-specific procedures. Therefore, communication of a health and safety policy may be carried out by integration into induction material, and incorporation into duty/role statements, procedures manuals and job descriptions.

Why is occupational health and safety information important?

The provision of information on occupational health and safety issues:

- increases awareness;
- establishes boundaries for workplace behaviour;
- ensures procedures are relevant and current;
- promotes and secures the health and safety of persons performing work and others in the workplace;
- enables legislative compliance;
- facilitates workplace communication.

How does the school benefit from occupational health and safety information?

By providing information on occupational health and safety issues, workers, students and others, e.g. visitors, develop an increased awareness of the risks present in the workplace. Such heightened awareness should help in the prevention of accidents, incidents and illnesses.

Who is responsible for providing occupational health and safety information?

The *Workplace Health and Safety Act 1995*, the *Workplace Health and Safety Regulation 1997*, the *Workplace Health and Safety (Miscellaneous) Regulation 1995* and various Advisory Standards and Industry Codes of Practice are available for purchase from Goprint. They are also available from the Division of Workplace Health and Safety (DWHS) web site at www.detir.qld.gov.au

Your district office may also have access to these documents, as well as texts, guidelines, checklists,

brochures and audiovisual material on a range of issues. Each workplace should already have an assortment of workplace health and safety brochures from the DWHS.

The *DOEM* and the *Education Office Gazette (EOG)* address health and safety topics, and should be readily available to all workers in Education Queensland workplaces.

How does the school benefit from written policies and procedures?

The value of written policies, in general, is that they form the foundation on which to define aims, objectives, expectations, rules, manuals and training programs. The

implementation of policies influences the nature of the workplace, e.g. by promoting awareness of occupational health and safety issues.

Who is responsible for initiating procedures?

The responsibility must begin with a commitment from the employer/management/supervisor. However, procedures may be initiated as a result of a recommendation from a safety forum, workplace health and safety officer, safety coordinator, workplace health and safety representative or worker recommendation. Management is also responsible for ongoing review of policy and working procedures.

Further information

Legislation

Public Service Management and Employment Act (1988–1991) Section 7 (e).

Various Advisory Standards, Queensland.

Workplace Health and Safety Act 1995 Queensland.

Workplace Health and Safety Regulation 1997 Queensland.

Workplace Health and Safety (Miscellaneous) Regulation 1995 Queensland.

Education Queensland policies and guidelines

Executive Management Committee Decision Number 93/13/16.

Occupational Health and Safety Policy (HS-07).

Various other health and safety policies and guidelines in the *DOEM* and *EOG*.

Books and brochures

CCH Australia 1991, *Planning Occupational Health and Safety* (3rd edn), Sydney.

Grantham, D.L. 1992, *Occupational Health and Hygiene Guidebook for the WHSO*, Brisbane.

Standards

AS 1485–1983 — Safety and Health in Workrooms of Educational Establishments, Standards Association of Australia.

Various Australian Standards relating to workplace health and safety.

Other resources

Discussion papers, Goprint.

Education Queensland Reference Library, Education House, Brisbane.

Resources from the DWHS, including its Internet site at www.detir.qld.gov.au

Manufacturers' manuals.

Questions to answer

Suggested people to ask:

Cross section of workers (e.g. principal, registrar, administration, teaching, ancillary)

Suggested questions to ask:

Are you aware of Education Queensland's Occupational Health and Safety Policy?

YES

NO

Where is this policy document located? _____

How do you access health and safety information? _____

How did you become aware of the health and safety requirements at your workplace? _____

Are workplace health and safety procedures documented?

YES

NO

Are workplace health and safety practices incorporated into your job description?

YES

NO

What do you do if you have a workplace health and safety concern?

Self-evaluation checklist

Date completed: ___ / ___ / ___

Completed by: _____

CONGRATULATIONS! Best methods practised for communicating occupational health and safety information.

5	BEST PRACTICE	Commitment to policy implementation and support for occupational health and safety initiatives by:	
		ensuring that policies are updated and reviewed regularly to clarify appropriateness	<input type="checkbox"/>
		ensuring that procedures continue to match regulations and compliance standards	<input type="checkbox"/>
4	GOOD PRACTICE	reviewing and updating documented procedures	<input type="checkbox"/>
		Development of site-specific health and safety procedures by:	
		conducting ongoing evaluations of school performance in relation to health and safety policy	<input type="checkbox"/>
3	COMPLIANCE	documenting school-based procedures (e.g. clear, easy-to-follow)	<input type="checkbox"/>
		tailoring policies to suit the size, nature, type and location of workplace	<input type="checkbox"/>
		developing school-based procedures on identified priorities	<input type="checkbox"/>
2	ACHIEVING COMPLIANCE	consulting various levels of workers during development (internal and external)	<input type="checkbox"/>
		identifying hazards and assessing risks to determine priorities	<input type="checkbox"/>
		Putting information and resources into operation by:	
1	INITIATING COMPLIANCE	conducting an induction program for new workers	<input type="checkbox"/>
		delegating health and safety responsibilities to appropriate staff	<input type="checkbox"/>
		issuing induction handbooks to new workers	<input type="checkbox"/>
0	NON-COMPLIANCE	identifying a contact person to help workers access information and resources	<input type="checkbox"/>
		informing workers of their legal obligations and that of employers	<input type="checkbox"/>
		clarifying safety rules for all students	<input type="checkbox"/>
START		providing information to health and safety personnel to help with their duties	<input type="checkbox"/>
		Promotion of policy and information through:	
		highlighting new policies on pupil-free days, displays on health and safety noticeboard	<input type="checkbox"/>
		relevant information distributed (e.g. pigeonholes, newsletters, memos)	<input type="checkbox"/>
		OH&S meetings including administration, ancillary and teachers	<input type="checkbox"/>
		informal discussion among workers	<input type="checkbox"/>
		Policy and information available through:	
		product and manufacturers' information (e.g. MSDS, instructions)	<input type="checkbox"/>
		health and safety brochures/booklets	<input type="checkbox"/>
		OH&S policy statement or administration certificate of registration as an industrial workplace displayed in the entrance	<input type="checkbox"/>
		Are health and safety policies and information accessible?	
		NO (rectify situation)	<input type="checkbox"/>
		YES (commence ticking in Compliance Level 1)	<input type="checkbox"/>
		For example:	
		<ul style="list-style-type: none"> • DOEM policies, procedures and guidelines are easily accessible to personnel. • Personnel know about Education Queensland OH&S policy statement. • General health and safety information is available. 	

Allocation of Responsibility- Accountability for Health and Safety

Statement

The Education Queensland Occupational Health and Safety Policy requires management to ensure management systems are in place to identify hazards, to assess risks and to introduce appropriate controls. Responsibility lies with management to allocate relevant occupational health and safety duties to appropriate people/positions, who/which have the resources and authority to carry them out. Duty statements should reflect occupational health and safety accountability and responsibilities.

Background information

What does allocating responsibility and determining accountability for occupational health and safety mean?

Responsibility falls on departmental management to effectively consult and give a clear commitment to providing a safe and healthy environment. Management is accountable for occupational health and safety performance in the workplace.

Why be responsible and accountable for health and safety in the workplace?

- To be responsible means to take necessary **actions** to ensure that health and safety is an active part of the workplace. Not accepting responsibility for compliance with the *Workplace Health and Safety Act 1995* increases the risk of legal liability.
- Acting in a responsible and accountable manner ensures compliance with legislation.
- The emotional costs of accidents and injuries to a school community are high, which affects teaching delivery and learning outcomes.
- The hidden costs of accidents, such as TRS, general lost time etc., can be avoided.

How does the school benefit from allocation of responsibility and determination of accountability?

By allocating roles, and monitoring and maintaining procedures, activities can be clearly identified and related to specific tasks and budgets.

Consultation encourages the sharing of responsibilities and keeps everyone informed about occupational health and safety issues. Recognising the need for, and allocating, sufficient resources such as funds, personnel and time actively promotes and encourages health and safety performance.

Who is responsible for allocating responsibilities and determining accountability?

Responsibility is allocated through the departmental management chain to principals, department heads, supervisors and others. Subsequently, all employees of the department are required to support management efforts by following safe work procedures. *Department of Education Manual (DOEM)* policies clearly outline the type and nature of responsibilities and accountabilities of all staff.

Further information

Legislation

Various Workplace Health and Safety Advisory Standards and Industry Codes of Practice Queensland.

Workplace Health and Safety Act 1995 Queensland.

Workplace Health and Safety Regulation 1997 Queensland.

Workplace Health and Safety (Miscellaneous) Regulation 1995 Queensland.

Education Queensland policies and guidelines

Occupational Health and Safety Policy (HS-07).

Various other health and safety policies and guidelines in the *DOEM* and *Education Office Gazette*.

Other resources

Informal discussions.

Literature from the Division of Workplace Health and Safety (DWHS).

Questions to answer

Suggested people to ask:

Cross section of workers (e.g. principal, registrar, administration, teaching, ancillary)

Suggested questions to ask:

Have you been allocated any health and safety responsibilities?

YES NO

Are these responsibilities documented?

YES NO

In what ways have you been shown how to fulfil your responsibilities?

What administrative support and resources are you given to meet your health and safety responsibilities?

Do you receive feedback on your health and safety performance?

YES NO

Self-evaluation checklist

Date completed: ___ / ___ / ___

Completed by: _____

CONGRATULATIONS! Best methods practised for allocation of responsibility.

5	BEST PRACTICE	Commitment to the allocation of responsibilities and accountabilities for occupational health and safety performance by:	
		delegation of regular update and review of procedures and duty statements demonstrated commitment and encouragement from management to staff circulating feedback to those responsible maintaining and enforcing safety regulations and rules responding immediately to legislative and <i>DOEM</i> changes	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	GOOD PRACTICE	Development of site-specific information by:	
		recognising funding requirements for OH&S initiatives apportioning specific responsibilities to nominated staff training employees for committee, officer and/or representative positions recognising specific skills training documenting health and safety responsibilities in duty statements clarifying housekeeping responsibilities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	COMPLIANCE	Putting the allocation of responsibilities into operation by:	
		identifying OH&S contact personnel/forums (e.g. workplace health and safety representative, committee) providing the opportunity to staff for input into consultative processes following up accident/incident reports inspecting and maintaining equipment/materials obtaining manufacturer's information relating to equipment/materials ensuring that appropriate safety or warning signs are used and visible	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	ACHIEVING COMPLIANCE	Promotion of relative occupational health and safety responsibility by:	
		providing students regular opportunities to take responsibility for some safety issues ensuring responsibilities are outlined through induction program identifying health and safety contact people (e.g. relevant district office staff, DWHS) utilising appropriate workplace communication structures	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1	INITIATING COMPLIANCE	Information on allocation of responsibility identified by:	
		providing access to occupational health and safety information allocating funding for external occupational health and safety training promoting in-service occupational health and safety training opportunities	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
0	NON-COMPLIANCE	Are workplace health and safety responsibilities determined?	
		NO (rectify situation) YES (commence ticking in Compliance Level 1) For example: <ul style="list-style-type: none"> • <i>DOEM</i> policies, procedures and guidelines are accessible to all staff. • Personnel are aware of people with health and safety responsibilities. • Staff discuss health and safety issues. 	<input type="checkbox"/> <input type="checkbox"/>

START

Purchasing Controls

Statement

When the Department procures goods, equipment and services, it does so for the purpose of delivering its programs. Therefore, management must ensure that all goods, equipment and services do not pose health and safety risks to employees, students and others in, at or near the workplace.

Background information

What are considered to be best practice procedures for purchasing controls?

Controlling costs without introducing additional health and safety risks to the workplace is the best outcome for the design of purchasing controls. Therefore, easy access to information concerning goods, equipment and services needs to be identifiable and available.

Why should we ensure that occupational health and safety purchasing controls are established?

A holistic approach is essential when evaluating a purchase. Consideration should be given to the hazards and risks involved before and after purchase, to ascertain whether the product and associated work practices continue to comply with appropriate health and safety standards.

Appropriate intervention at the purchasing level allows for preventive techniques for the preservation of everyone's health and safety to be developed and implemented on installation of the product or commencement of the service.

By implementing appropriate health and safety preventive measures on installation, workplace injuries and illnesses can be prevented. This proactive approach is more cost-effective in relation to risk factors, e.g. workers' compensation claims, workplace rehabilitation.

Who is responsible for ensuring best practices for purchasing are performed?

Because safe practices and procedures are the concern of management, a risk assessment of work tasks and environment, and the provision of appropriate facilities

to maintain the purchased product should be of prime consideration.

Manufacturers have a duty of care to provide information relating to their products through:

- information brochures, e.g. covering associated health risks;
- guidelines for safe use;
- material safety data sheets (MSDSs);
- expiry date;
- instruction/maintenance manuals;
- relevant legislative requirements;
- providing required signs to be erected at the workplace.

Management is ultimately responsible for decisions made at the work site. Persons and bodies allocated health and safety responsibilities by management may include:

- head of department;
- registrar;
- teacher-in-charge;
- janitor/groundsperson;
- Parents and Citizens' Association or other committees;
- workplace health and safety committee;
- workplace health and safety officer/representative.

How do we ensure that best practice methods are processed and maintained?

- By developing a system that reviews equipment, materials, goods and services.
- By examining checklists, ranking systems, documented procedures and new acquisitions for compliance.
- By ensuring those responsible have adequate training.

Further information

Legislation

Workplace Health and Safety Act 1995 Queensland.

Education Queensland policies and guidelines

Occupational Health and Safety Policy (HS-07).

State purchasing policy guidelines.

Various other health and safety policies and guidelines in the *Department of Education Manual (DOEM)* and *Education Office Gazette*.

Books and brochures

CCH Australia 1991, *Planning Occupational Health and Safety* (3rd edn), Sydney.

Other resources

Journal of Occupational Health and Safety.

Questions to answer

Suggested people to ask:

janitors/groundspersons; manual arts teachers; art teachers; science teachers; home economics teachers; registrar; principal; administrative personnel

Suggested questions to ask:

Are workplace purchasing procedures documented?

YES

NO

How are you informed of any hazards associated with existing products in the workplace? _____

Is product information obtained before purchase?

YES

NO

Does consultation with users occur before purchase?

YES

NO

How are health and safety issues considered in the determination of products to purchase? _____

Who makes the final decision on what products are purchased? _____

Self-evaluation checklist

Date completed: ___ / ___ / ___

Completed by:

CONGRATULATIONS! Best methods practised for purchasing procedures.

5	BEST PRACTICE	<p>Commitment to monitoring purchase controls supporting occupational health and safety initiatives by:</p> <p>reviewing purchase control requirements to ensure OH&S needs are identified <input type="checkbox"/></p> <p>updating and reviewing purchasing control systems <input type="checkbox"/></p> <p>ensuring purchasing needs match compliance <input type="checkbox"/></p> <p>implementing suitable maintenance programs <input type="checkbox"/></p>
4	GOOD PRACTICE	<p>Development of occupational health and safety purchase controls by:</p> <p>consulting with staff to verify that purchases meet requirements <input type="checkbox"/></p> <p>developing control procedures to minimise risks associated with purchases <input type="checkbox"/></p> <p>ensuring maintenance programs are established <input type="checkbox"/></p>
3	COMPLIANCE	<p>Putting information and resources into operation by:</p> <p>developing health and safety guidelines for purchasing within the workplace <input type="checkbox"/></p> <p>delegating purchasing control responsibilities <input type="checkbox"/></p> <p>consulting with staff before purchasing <input type="checkbox"/></p> <p>establishing training procedures in the use of equipment/materials (e.g. using personal protective equipment) <input type="checkbox"/></p>
2	ACHIEVING COMPLIANCE	<p>Occupational health and safety purchase standards identified and implemented through:</p> <p>establishing training and induction procedures specifically tailored towards purchase controls <input type="checkbox"/></p> <p>workplace assessments of purchases to ensure standards are met <input type="checkbox"/></p> <p>assessing equipment/material needs using consultative practices before purchase <input type="checkbox"/></p> <p>ensuring conformity to Australian Standards or other standards for equipment etc. that is being purchased <input type="checkbox"/></p>
1	INITIATING COMPLIANCE	<p>Occupational health and safety purchase control information available through:</p> <p>general induction training program <input type="checkbox"/></p> <p>OH&S policy and procedures in the <i>DOEM</i> <input type="checkbox"/></p> <p>list of recommended goods and suppliers <input type="checkbox"/></p> <p>documented manufacturers' information (e.g. MSDSs) <input type="checkbox"/></p> <p>Standing Offer Arrangements from Queensland Purchasing and Sales <input type="checkbox"/></p>
0	NON-COMPLIANCE	<p>Occupational health and safety purchase control information accessible?</p> <p>NO (rectify situation) <input type="checkbox"/></p> <p>YES (commence ticking in Compliance Level 1) <input type="checkbox"/></p> <p>For example:</p> <ul style="list-style-type: none"> • <i>DOEM</i> policies, procedures and guidelines are accessible to all staff. • Personnel are aware of standard purchasing requirements. • General occupational health and safety information available.

START

Contractors

Statement

Education Queensland will often require contractors to perform various works at departmental workplaces. For this reason it is important that management understands the workplace health and safety implications of having contractors at departmental workplaces, particularly schools, so it can ensure that the workplace remains a safe and healthy place.

Essentially, contractors are responsible for ensuring that the work they do does not affect the health and safety of themselves or others in any way. It is important for managers, however, to be aware of whether contractors are complying with their obligations, and to ensure that staff, students and others comply with necessary health and safety requirements while the work is being performed.

Management and contractors should work together cooperatively to ensure that the workplace remains a healthy and safe place for all staff, students, and others.

Background information

What is a contractor?

A contractor is a person, other than an employee, who is engaged to perform work at a workplace, e.g. a plumber, a builder, a landscaper.

Under the *Workplace Health and Safety Act 1995*, a contractor may be classified as either a self-employed person, an employer or a principal contractor.

Self-employed persons, employers and principal contractors all have specific obligations under sections 28–31 of the *Workplace Health and Safety Act 1995*. These obligations require contractors to ensure that no person's workplace health and safety, including their own, is affected by their work at or near the work site.

The types of work that may be carried out at the work site, and that may require a contractor are:

- construction;
- addition/renovation;
- digging;
- filling;
- erection;
- installation;
- alteration;
- repair;
- maintenance;
- cleaning;
- painting;
- removal/renewal/
replacement;
- dismantling and demolition.

Who is responsible for ensuring safe work practices are carried out at the work site?

Management needs to ensure that Education Queensland procedures are followed when engaging a contractor. These procedures determine methods of payment and direction such as:

- informing the Department of Public Works;
- consulting with your facilities services centre;
- consulting with the Parents and Citizens' committee;
- consulting with employees;
- consulting with external consultants.

What are Education Queensland's requirements in relation to contractors?

The department has an Asset Management policy *AM-06: School-Based Routine Works Scheme*, which

details the requirements of schools when minor work or maintenance is required.

This policy is **under review**, but currently includes a policy statement; accountabilities; definitions of what the work is; funding arrangements; procedures; workplace health and safety notification requirements; and a schedule providing examples of typical routine work.

What are the Division of Workplace Health and Safety's requirements?

1. NOTIFICATIONS

The Division of Workplace Health and Safety (DWHS) and the Building and Construction Industry (Portable Long Service Leave) Authority require building and construction work to be notified on a combined form if the cost of the work is \$80 000 or more. This notification is made to the Building and Construction Industry (Portable Long Service Leave) Authority. See the approved notification and payment form contained in this kit.

Notifying the DWHS is important because construction inspectors may subsequently inspect the notifiable work to ensure that risks are being adequately controlled.

If the work requires **building approval**, the person who lodges the development application should lodge the form and pay the required charges.

In **all other cases**, the responsibility rests with the person or body for whom the work is to be done. This could be the school, the Parents and Citizens' Association, the department etc.

If **Q-Build** does the work, Q-Build automatically fulfils all notification and other workplace health and safety legislative requirements.

2. WORK PLANS

A work plan is a simple and effective way to control workplace health and safety risks before **specified work** begins. Examples of work plans can be found at <http://www.detir.qld.gov.au/hs/workplan/commcal/commcal.html>

Work plans are required under the Workplace Health and Safety Regulation 1997. Contractors must prepare a

work plan before beginning **specified work**. Written work plans must be made available to staff, sub-contractors and workplace health and safety inspectors.

A work plan:

- identifies possible health and safety problems;
- enables these problems to be corrected before construction work begins;
- can be added to or modified to accommodate unexpected situations;
- should be used in conjunction with other safety precautions.

Work plans are required for **specified work**, which includes:

(a) the following work **regardless** of cost:

- work at heights at or above 2 metres;
- work in trenches at or deeper than 1.5 metres;
- work involving removal, sealing or inspection of asbestos;

(b) construction work, which includes:

- building work costing \$40 000 or more;
- construction work costing \$40 000 or more;
- all demolition work **regardless** of cost.

3. INDUCTIONS

Basic safety induction training must be conducted before starting **specified work**. Under the Workplace Health and Safety Regulation 1997, specified work requires two types of safety induction:

1. **General safety induction training** — most construction sites have common hazards, which can be addressed at a general safety induction.
2. **Site-specific induction training** — specific hazards on different construction sites must be dealt with at site-specific inductions.

What should management do?

Before work starts management should:

- discuss contractual arrangements with the contractor;
- discuss health and safety issues relevant to the workplace with the contractor, and confirm:
 - whether the work has been notified, if necessary;
 - if it is **specified work**, whether a work plan has been developed, and whether school activities are affected;
 - whether workers have received appropriate inductions if **specified work** is required;
- ensure contractors **maintain** required safety performance during the work;

- inspect each contractor's certificate of registration (gold card) for compliance with safety standards and insurance requirements;
- appoint a principal contractor in writing, where necessary;
- notify all staff and students of the work;
- display work process on noticeboards;
- provide guidelines for behaviour around site;
- clarify accident reporting requirements.

If any health and safety issues arise management should:

- raise the issues with the contractor, and request the contractor to cease work until the issues are resolved;
- contact Q-Build regional supervisor and Q-Build regional safety adviser, if Q-Build is doing the work;
- contact district office personnel;
- notify the DWHS of suspected non-compliance.

What should contractors do?

Contractors should:

- fulfil notification requirements if the contract requires them to do so;
- identify, assess and control site risks, e.g. noise, dust, fumes, falling objects;
- complete work plans and inductions as required;
- notify management of possible site risks, and appropriate controls;
- adequately fence off the work site;
- wear appropriate personal protective equipment;
- provide emergency planning procedures;
- notify in advance of commencement time, to clarify any preparation required by management;
- notify management of vehicles, equipment and materials to be used on the site;
- secure vehicles, equipment and materials during and after work;
- display appropriate signage;
- dispose of waste appropriately and without risk.

How does the workplace benefit by complying?

- Management, employees, and contractors are aware of their rights and responsibilities.
- Procedures are clarified.
- There is protection from litigation.
- Commitment to completing the task in a healthy and safe manner is confirmed.

Further information

Legislation

Building Act 1975.

Building Act Compliance newsletters 94.01.33, 93.37.11.

Building Code of Australia (Queensland Appendix) (1990).

Various Advisory Standards.

Various Industry Codes of Practice.

Workplace Health and Safety Act 1995 Queensland.

Workplace Health and Safety (Miscellaneous) Regulation 1995 Queensland.

Workplace Health and Safety Regulation 1997 Queensland.

Education Queensland policies and guidelines

Education Office Gazette notices.

School-Based Routine Works Scheme (AM-06).

Standards

Various Australian Standards.

Other resources

Guide to Certificates.

Questions to answer

Suggested people to ask:

principal; registrar; representative staff members

Suggested questions to ask:

Are you informed of when, where and what contractors will be doing before beginning work? YES NO

How are you made aware of impending work and possible restrictions at the workplace? _____

What health and safety obligations are currently placed on contractors? _____

Is monitoring of the work site undertaken to ensure the health and safety of staff, students and others are controlled by the contractor (e.g. barriers, signage, site exclusion, noise, dust)? YES NO

What action is taken by management when a contractor fails to meet workplace health and safety standards?

Self-evaluation checklist

Date completed: ___ / ___ / ___

Completed by:

CONGRATULATIONS! Best methods practised for dealing with contractors.

5

BEST PRACTICE

Responsibilities of contractors formalised by:

procedures established to ensure compliance is sustained by contractors

responsibilities allocated for regular monitoring of contractor's work site

implementing documented legislation

tailoring documented compliance practices to the workplace

4

GOOD PRACTICE

Developed occupational health and safety procedural plan by:

monitoring contractor's attitude towards OH&S

monitoring contractor's application to compliance structures

establishing contact protocol with district office personnel or Q-Build safety adviser

3

COMPLIANCE

Putting contractor's agreement procedures into operation by:

ensuring work practices meet legislative requirements

establishing strategies for dealing with non-compliance

establishing student behaviour

establishing procedure standards for sub-contractors within the school

respecting expectations of staff, students, visitors, contractors

ensuring that notification and payment forms are completed as required

2

ACHIEVING COMPLIANCE

Promotion of pending work conditions by:

explaining specific workplace health and safety issues to contractors

investigating condition and suitability of plant equipment to be used, e.g. noise

consulting with staff, visitors, students and contractors about conditions of work

notifying all visitors and staff of intended work

1

INITIATING COMPLIANCE

Information available about hiring of contractors by:

establishing procedures to ensure safety standards are kept by contractors

ensuring appropriate departmental approval processes are undergone before work commences, e.g. site approval

ensuring subcontractors are registered and insured

consulting with workplace health and safety committee, workplace health and safety officer or workplace health and safety representative

0

NON-COMPLIANCE

Are you aware of procedures for contractors?

NO (rectify situation)

YES (commence ticking in Compliance Level 1)

For example:

- Accident/incident reporting practised for everyone at the workplace.
- OH&S information available on contractual agreements.
- Notification of works planned.

START