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) website 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.

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**Further information**

**Legislation**

Various Advisory Standards, 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.
Various other health and safety policies and guidelines in the DOEM and EOG.

**Books and brochures**


**Standards**

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.**

<table>
<thead>
<tr>
<th><strong>Commitment to policy implementation and support for occupational health and safety initiatives by:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>ensuring that policies are updated and reviewed regularly to clarify appropriateness</td>
</tr>
<tr>
<td>ensuring that procedures continue to match regulations and compliance standards</td>
</tr>
<tr>
<td>reviewing and updating documented procedures</td>
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</tbody>
</table>

#### BEST PRACTICE

<table>
<thead>
<tr>
<th><strong>Development of site-specific health and safety procedures by:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>conducting ongoing evaluations of school performance in relation to health and safety policy</td>
</tr>
<tr>
<td>documenting school-based procedures (e.g. clear, easy-to-follow)</td>
</tr>
<tr>
<td>tailoring policies to suit the size, nature, type and location of workplace</td>
</tr>
<tr>
<td>developing school-based procedures on identified priorities</td>
</tr>
<tr>
<td>consulting various levels of workers during development (internal and external)</td>
</tr>
</tbody>
</table>

#### GOOD PRACTICE

<table>
<thead>
<tr>
<th><strong>Putting information and resources into operation by:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>conducting an induction program for new workers</td>
</tr>
<tr>
<td>delegating health and safety responsibilities to appropriate staff</td>
</tr>
<tr>
<td>issuing induction handbooks to new workers</td>
</tr>
<tr>
<td>identifying a contact person to help workers access information and resources</td>
</tr>
<tr>
<td>informing workers of their legal obligations and that of employers</td>
</tr>
<tr>
<td>clarifying safety rules for all students</td>
</tr>
<tr>
<td>providing information to health and safety personnel to help with their duties</td>
</tr>
</tbody>
</table>

#### COMPLIANCE

<table>
<thead>
<tr>
<th><strong>Promotion of policy and information through:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>highlighting new policies on pupil-free days, displays on health and safety noticeboard</td>
</tr>
<tr>
<td>relevant information distributed (e.g. pigeonholes, newsletters, memos)</td>
</tr>
<tr>
<td>OH&amp;S meetings including administration, ancillary and teachers</td>
</tr>
<tr>
<td>informal discussion among workers</td>
</tr>
</tbody>
</table>

#### ACHIEVING COMPLIANCE

<table>
<thead>
<tr>
<th><strong>Policy and information available through:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>product and manufacturers’ information (e.g. MSDS, instructions)</td>
</tr>
<tr>
<td>health and safety brochures/booklets</td>
</tr>
<tr>
<td>OH&amp;S policy statement or administration certificate of registration as an industrial workplace displayed in the entrance</td>
</tr>
</tbody>
</table>

#### INITIATING COMPLIANCE

<table>
<thead>
<tr>
<th><strong>Are health and safety policies and information accessible?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>NO (rectify situation)</td>
</tr>
<tr>
<td>YES (commence ticking in Compliance Level 1)</td>
</tr>
</tbody>
</table>

For example:
- 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 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]
## CONGRATULATIONS! Best methods practised for allocation of responsibility.

### 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 DOEM changes

### 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

### Good Practice
- clarifying housekeeping responsibilities

### 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

### 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

### 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

### Are workplace health and safety responsibilities determined?
- **NO** (rectify situation)
- **YES** (commence ticking in Compliance Level 1)

**For example:**
- DOEM 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.
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

Education Queensland policies and guidelines
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

Other resources
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? ___________________________
<table>
<thead>
<tr>
<th>Commitment to monitoring purchase controls supporting occupational health and safety initiatives by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>reviewing purchase control requirements to ensure OH&amp;S needs are identified</td>
</tr>
<tr>
<td>updating and reviewing purchasing control systems</td>
</tr>
<tr>
<td>ensuring purchasing needs match compliance</td>
</tr>
<tr>
<td>implementing suitable maintenance programs</td>
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</tbody>
</table>

**BEST PRACTICE**

<table>
<thead>
<tr>
<th>Development of occupational health and safety purchase controls by:</th>
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</thead>
<tbody>
<tr>
<td>consulting with staff to verify that purchases meet requirements</td>
</tr>
<tr>
<td>developing control procedures to minimise risks associated with purchases</td>
</tr>
<tr>
<td>ensuring maintenance programs are established</td>
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</tbody>
</table>

**GOOD PRACTICE**

<table>
<thead>
<tr>
<th>Putting information and resources into operation by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>developing health and safety guidelines for purchasing within the workplace</td>
</tr>
<tr>
<td>delegating purchasing control responsibilities</td>
</tr>
<tr>
<td>consulting with staff before purchasing</td>
</tr>
<tr>
<td>establishing training procedures in the use of equipment/materials (e.g. using personal protective equipment)</td>
</tr>
</tbody>
</table>

**COMPLIANCE**

<table>
<thead>
<tr>
<th>Occupational health and safety purchase standards identified and implemented through:</th>
</tr>
</thead>
<tbody>
<tr>
<td>establishing training and induction procedures specifically tailored towards purchase controls</td>
</tr>
<tr>
<td>workplace assessments of purchases to ensure standards are met</td>
</tr>
<tr>
<td>assessing equipment/material needs using consultative practices before purchase</td>
</tr>
<tr>
<td>ensuring conformity to Australian Standards or other standards for equipment etc. that is being purchased</td>
</tr>
</tbody>
</table>

**ACHIEVING COMPLIANCE**

<table>
<thead>
<tr>
<th>Occupational health and safety purchase control information available through:</th>
</tr>
</thead>
<tbody>
<tr>
<td>general induction training program</td>
</tr>
<tr>
<td>OH&amp;S policy and procedures in the DOEM</td>
</tr>
<tr>
<td>list of recommended goods and suppliers</td>
</tr>
<tr>
<td>documented manufacturers’ information (e.g. MSDSs)</td>
</tr>
<tr>
<td>Standing Offer Arrangements from Queensland Purchasing and Sales</td>
</tr>
</tbody>
</table>

**INITIATING COMPLIANCE**

<table>
<thead>
<tr>
<th>Occupational health and safety purchase control information accessible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO (rectify situation)</td>
</tr>
<tr>
<td>YES (commence ticking in Compliance Level 1)</td>
</tr>
</tbody>
</table>

**FOR EXAMPLE:**

- **DOEM** policies, procedures and guidelines are accessible to all staff.
- Personnel are aware of standard purchasing requirements.
- General occupational health and safety information available.
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.
Various Advisory Standards.
Various Industry Codes of Practice.
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.**

<table>
<thead>
<tr>
<th>Responsibilities of contractors formalised by:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>procedures established to ensure compliance is sustained by contractors</td>
<td>☐</td>
</tr>
<tr>
<td>responsibilities allocated for regular monitoring of contractor’s work site</td>
<td>☐</td>
</tr>
<tr>
<td>implementing documented legislation</td>
<td>☐</td>
</tr>
<tr>
<td>tailoring documented compliance practices to the workplace</td>
<td>☐</td>
</tr>
</tbody>
</table>

**BEST PRACTICE**

<table>
<thead>
<tr>
<th>Developed occupational health and safety procedural plan by:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>monitoring contractor’s attitude towards OH&amp;S</td>
<td>☐</td>
</tr>
<tr>
<td>monitoring contractor’s application to compliance structures</td>
<td>☐</td>
</tr>
<tr>
<td>establishing contact protocol with district office personnel or Q-Build safety adviser</td>
<td>☐</td>
</tr>
</tbody>
</table>

**GOOD PRACTICE**

<table>
<thead>
<tr>
<th>Putting contractor’s agreement procedures into operation by:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ensuring work practices meet legislative requirements</td>
<td>☐</td>
</tr>
<tr>
<td>establishing strategies for dealing with non-compliance</td>
<td>☐</td>
</tr>
<tr>
<td>establishing student behaviour</td>
<td>☐</td>
</tr>
<tr>
<td>establishing procedure standards for sub-contractors within the school</td>
<td>☐</td>
</tr>
<tr>
<td>respecting expectations of staff, students, visitors, contractors</td>
<td>☐</td>
</tr>
<tr>
<td>ensuring that notification and payment forms are completed as required</td>
<td>☐</td>
</tr>
</tbody>
</table>

**COMPLIANCE**

<table>
<thead>
<tr>
<th>Promotion of pending work conditions by:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>explaining specific workplace health and safety issues to contractors</td>
<td>☐</td>
</tr>
<tr>
<td>investigating condition and suitability of plant equipment to be used, e.g. noise</td>
<td>☐</td>
</tr>
<tr>
<td>consulting with staff, visitors, students and contractors about conditions of work</td>
<td>☐</td>
</tr>
<tr>
<td>notifying all visitors and staff of intended work</td>
<td>☐</td>
</tr>
</tbody>
</table>

**ACHIEVING COMPLIANCE**

<table>
<thead>
<tr>
<th>Information available about hiring of contractors by:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>establishing procedures to ensure safety standards are kept by contractors</td>
<td>☐</td>
</tr>
<tr>
<td>ensuring appropriate departmental approval processes are undergone before work commences, e.g. site approval</td>
<td>☐</td>
</tr>
<tr>
<td>ensuring subcontractors are registered and insured</td>
<td>☐</td>
</tr>
<tr>
<td>consulting with workplace health and safety committee, workplace health and safety officer or workplace health and safety representative</td>
<td>☐</td>
</tr>
</tbody>
</table>

**INITIATING COMPLIANCE**

<table>
<thead>
<tr>
<th>Are you aware of procedures for contractors?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>NO (rectify situation)</td>
<td>☐</td>
</tr>
<tr>
<td>YES (commence ticking in Compliance Level 1)</td>
<td>☐</td>
</tr>
</tbody>
</table>

**For example:**

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