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# Macleans College - POLICIES & DIRECTIVES

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## Contractors and Safety

The college is required to ensure the safety of anyone contracted to do work for the college, anyone engaged by such a contractor, and of college staff and others on college property.

The manager letting any contract must ensure that health and safety performance requirements are written into the contract. When the work contract is let and managed directly by the college, the Health and Safety Agreement will also be completed directly between the college and the contractor.

A draft contract for such a case – *“Independent Contractor’s Health & Safety Agreement”* – is held on file by the Health and Safety Co-ordinator. Where the contract is with the Ministry (through a Project Manager), the Project Manager will manage the agreement.

Please note that the contract requires a schedule of work to be attached to it (this could be a copy of the works order) and the schedule should state the name of the college’s contract representative. This is normally the person letting the contract.

Criteria for the selection of contractors and subcontractors should include past safety performance where this is possible.

The manager letting the contract must also develop and implement a plan to monitor the safety performance of the contractor on the job.

### **COLLEGE RESPONSIBILITIES:**

Where the school is directly responsible for the work contract, the school manager responsible will:

- 1 Be satisfied that the contractors conform in all respects to accepted health and safety standards before the contract is signed and during the whole work progress.
- 2 Obtain from the contractor a safety plan covering all aspects of the contractor’s health and safety responsibilities including:
  - Identification of specific hazards and control.
  - Process for identifying and managing new hazards.
  - Provision and use of personal protective equipment.

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- Accident recording and investigation.
- Arrangement for work coordination.
- Allocation of health and safety management.
- Procedures.

3 Be aware of and apply the following:

- A suitable degree of risk analysis.
- Effective consultation and communication between all responsible parties.
- That the contractors presence and knowledge does not absolve the “principal” (college) from responsibility for the safety and suitability of the equipment.
- The college does not escape responsibility on the grounds that safety measures have been left in the hands of the contractor.
- The contractual safety arrangements with a contractor are crucial in determining the eventual responsibility for ensuring that workers are not harmed.

4 Be aware of the need to:

- Assess and evaluate potential contractors to establish their suitability from a safety perspective.
- Negotiate clear contract terms defining the roles of college and contractor for he Health and safety of the contractor’s employees.
- Inform the contractor about particular workplace hazards.
- Determine what monitoring of the contractors health and safety performance is required.

Where the contract for work done on college premises is let by the Ministry of Education (through a Project Manager), the Project Manager will assume the contractual responsibilities, including major responsibility for satisfactory oversight. However, the school manager nominated for project relationships will be required to be aware of the practical safety issues – particularly those associated with the safety of non project people on site.

When necessary, this manager will take up safety related issues with the Project Manager, architect or contractor representative as seems appropriate.