
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 1100

POLICY NO: 1127

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TITLE: **SAFE SCHOOL POLICIES**

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Control of Minor Outside Contractors

AIM:

Procedure 508 refers to safety agreements and precautions where significant contracted works are committed. However, there are many more occasions when an outside worker enters the school briefly to do a specific job (such as an electrician, plumber or field renovator).

This procedure aims to ensure that these minor contractors, only briefly present, are managed to a suitable safety standard with a minimum of bureaucracy.

RESPONSIBILITY:

Where a school staff member engages an outside contractor to do work within the school, that staff member becomes responsible for setting the parameters in which the contractor will work to preserve safety standards and a suitable outcome. He/she is responsible for ensuring the instructions are observed.

METHOD:

When a “minor” contractor is engaged to do a job, the person authorising the work will do so by means of a “work order”. The work order must specify the range of work to be carried out.

When there is any possibility that the work to be carried out could have safety implications for the contractor, students, staff or the public, the responsible staff member must also provide the contractor with a “special contract direction” form (attached as an appendix to this procedure), in duplicate. (One copy for the school, one for the contractor). The contractor should sign the school copy before starting work.

The person issuing the works order must obtain the contractor’s signature, be satisfied that the contractor accepts the conditions, and apply such oversight as might be appropriate, to check on conformity to expected safety practice.

Notes:

It is not intended that this form be used indiscriminately. It should always be used if the works order issuer can see safety issues.