



## POLICY AND PROCEDURES MANUAL

### Contractors Policy

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## 1. OVERVIEW

<b>First created:</b>	25 February 2015
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<b>Review cycle:</b>	2 years
<b>Approver:</b>	Senior Leadership Team
<b>Owner:</b>	Compliance Officer
<b>Stakeholders:</b>	Contractors, Staff, students, parents
<b>Child Safety:</b>	National Principles 1, 4-8, 10

Rehoboth Christian College seeks to provide a learning environment in which all students are protected from harm and places the highest possible priority upon the safety and nurture of young people. The College expects all stakeholders to espouse this approach and to be aware of the Child Safe Framework, accessible from the College website.

- a) The College greatly values the protection of its environment and makes every effort to ensure that day-to-day activities at the College do not cause damage to that environment. Environmental offences and unsafe work practices can now incur serious financial penalties.
- b) By reading and understanding this policy and the related procedures, Contractors working on College property will be able to play their role ensuring their safety and the safety of others.
- c) Because the College considers environmental and safety issues important, a condition of entry to the its sites for Contractors and their staff is compliance to the requirements of this policy. The policy is designed to assist the College and Contractors in the provision of a safe working environment for College staff and students, Contractors, Subcontractors, and their employees.
- d) Every effort has been made to explain the local site rules and legal obligations of Contractors and their employees working at the College; however, responsibility to understand and observe relevant legislation remains with the Contractor at all times.

## 2. DEFINITIONS

- a) **Asbestos** means the fibrous form of mineral silicates belonging to the serpentine and amphibole groups of rock forming minerals, including:



- i. actinolite;
  - ii. amosite (brown asbestos);
  - iii. anthophyllite;
  - iv. crocidolite (blue asbestos);
  - v. chrysotile (white asbestos);
  - vi. tremolite; or
  - vii. any material containing one or more of these minerals.
- b) **Australian Standards** means the standards published by the Standards Association of Australia.
- c) **Building Code** means the current Building Code of Australia, including amendments.
- d) **College** means Rehoboth Christian College.
- e) **Contractor** means the person, partnership or corporation bound to execute the work under the contract, who shall be responsible for superintendence of the works to make sure they are carried out according to the contract.
- f) **Electrical appliance** means a device in which electrical energy is consumed or substantially converted into heat, sound, motion, light or otherwise.
- g) **Electrical installation** includes:
- i. all wiring, wiring enclosures, switch gear, control and protective gear;
  - ii. any components associated with wiring that is located on premises to which electricity is supplied to, or is intended to be supplied to.
  - iii. a private generating plant that supplies electricity.
- h) **Employee** means:
- i. a person under a contract of employment; or
  - ii. an apprentice or industrial trainee.
- i) **Employer** means:
- i. the person employing someone under a contract of employment; or
  - ii. the person employing an apprentice/industrial trainee under an apprenticeship/industrial training agreement.
- j) **Hazard** means anything that may result in injury or harm to the health of a person.



- k) **Plant** means any machinery, equipment, appliance, tool, component, fitting or accessory used in the execution of the work under the contract, but not forming part of the works.
- l) **Principal** for the purposes of this means Rehoboth Christian College.
- m) **Residual Current Device (RCD)** means a device intended to isolate supply to protected circuits, socket-outlets or equipment in the event of a current flow to earth that exceeds a predetermined value.
- n) **Responsible Officer** means the CEO, Finance Manager, or School Principal who is authorised to engage, manage, and control the services of a Contractor on behalf of the College.
- o) **Scope of Works** means all the work referred to in the contract documents, including all variations specified and all minor terms of work needed to complete the works properly.
- p) **Subcontractor** means the person, partnership or corporation bound by the Contractor to execute work under the contract.
- q) **Supply Authority** in relation to an electrical installation of a consumer means the authority supplying electricity:
  - i. in the area within which the electrical installation is situated; and,
  - ii. to distribution works connected to the electrical installation.

In relation to any other electrical installation, this means the Director.

- r) **Supply Authority Notice** means minor works or preliminary and completion notice as required to be submitted to the Supply Authority in accordance with the Electricity Act 1945, and Electricity (Licensing) Regulations 1991.
- s) **Workplace** means a place where employees work or are likely to be in the course of their work.
- t) **Works** means the whole of the work, including variations, to be executed and handed over to the College according to the contract.

### 3. CHILD SAFE FRAMEWORK

- a) Rehoboth provides a learning environment in which all students are protected from harm of any kind and places the highest possible priority upon the safety and nurture of young people. The College expects all



persons and organisations who partner with us, including Contractors and their employees, to espouse this approach.

- b) While not all Contractors are required to manage or supervise students, it is important that they are familiar with the College's [Child Safe Framework](#).
- c) Child safety is at the forefront of all planning, decision making, and activities. Every person involved at the College has a responsibility to understand the important role he or she plays in ensuring the wellbeing and safety of young people.
- d) In their interactions with members of the College community (and particularly students), Contractors will:
  - i. understand their responsibility to safeguard and promote the welfare and wellbeing of others;
  - ii. behave in ways that promote the safety, welfare, and wellbeing of students;
  - iii. be role models for students, modelling effective leadership and appropriate behaviour;
  - iv. actively seek to prevent harm to others;
  - v. not have conversations of a lewd or sexually suggestive nature with others or make comments of this nature to others;
  - vi. not be physically intimate with others;
  - vii. avoid being alone with a student in any circumstances;
  - viii. report any action or activity of another person that is inconsistent with these safety principles – the College undertakes to protect such persons who report in good faith from any negative consequences of making such a report;

## 4. POLICY STATEMENTS

- a) Contractors and their employees agree to abide by the College's values and standards of conduct for the duration of their time on campus:
  - i. acting with honesty and integrity;
  - ii. presenting facts and information accurately and completely;
  - iii. maintaining the highest standards of professional behaviour;
  - iv. conducting themselves in an ethical manner;
  - v. not initiating rumours or circulating false information;
  - vi. respecting the College community;
  - vii. acting in accordance with all applicable College policies and practices;
  - viii. not offering, soliciting, or accepting gifts, money, favours, or concessions which might affect their judgement in relation to their work, or which might be seen to compromise their judgement;
  - ix. respect confidentiality, including an individual's right to the privacy of their personal information and the proper handling of information as set out in the College's [Privacy Policy](#);



- x. not use information regarding the affairs of the College for personal gain, or for the benefit of others such as friends, relatives or associates;
  - xi. work together as a team to ensure a safe and harmonious environment that is free of harassment and discrimination;
  - xii. refrain from working under the influence of harmful substances;
  - xiii. working within one's authority level and scope of practice;
  - xiv. dressing appropriately for work;
  - xv. identifying and managing conflicts of interest (including non-financial conflicts);
  - xvi. preserving copyright and similar intellectual property rights;
- b) The Contractor is required to read and agree to the conditions of this policy before the College agrees to any contract.
- c) The Responsible Officer is responsible for the implementation of this policy on behalf of the College.
- d) Contractors, Subcontractors and their employees who commence works without authorisation or fail to comply at any time with this policy document may be removed from the College's list of preferred Contractors.
- e) For the purposes of this policy, Subcontractors engaged and selected by the Contractor to conduct work under a contract will be defined as employees of the Contractor.
- f) The Contractor is required to provide evidence of insurance including policy documents and certificates of currency in accordance with section 11 of this policy.
- g) If, during any stage of the contractual works, it is brought to the attention of the College that standards, organisational requirements, or legislative requirements are not being complied with, then the Responsible Officer may stop the works without financial or contract time penalty to the College until the Contractor has rectified the situation. Should non-compliance continue the contract may be terminated and the Contractor removed from the College's lists of preferred contractors.
- h) Contractors shall not be permitted to undertake works at the College until they have attended the College Contractor Induction. Contractors are responsible for inducting their Employees and Subcontractors.
- i) A Contractor shall not undertake any work that varies from the original contractual arrangement. Approval for variations shall be obtained from the Responsible Officer. All variations are to be indicated on the "As Constructed" drawings.



- j) The contents of this policy are not to override Federal or State legislative requirements.
- k) All of the College's facilities and Campuses are designated as "smoke free".
- l) Contractors, Subcontractors, and their Employees who enter a Campus shall refrain from using inappropriate or bad language inconsistent with the values of the College.

## 5. RESPONSIBILITIES OF THE CONTRACTOR

- a) The responsibilities of a Contractor at the workplace relate to matters over which, and the extent to which, the Contractor has control or can reasonably be expected to have control at the site and all matters relevant to the carrying out the works of the contract.
- b) The Contractors and their Subcontractors have a responsibility to ensure that new Employees engaged by them are familiar with the College's procedures outlined in this policy.
- c) It is the Contractor's responsibility to ensure that they adequately supervise their Employees or Subcontractors and that staff have been appropriately trained.
- d) The Contractor is to undertake and be responsible for the works as outlined in the Scope of Works and contract documentation.
- e) No contractor is to commence work unless the College insurer has provided written approval of the Contractor's insurance arrangements and acceptance of the indemnity to the College. Upon receipt of the appropriate documentation this approval shall occur within the time limit specified by the insurer.
- f) For all electrical installation work, the electrical Contractor shall submit a Minor Works Notice or a Preliminary and Completion Notice to the Supply Authority.
- g) The Contractor, Subcontractors, or their Employees must not disconnect services without giving 3 days' notice to the Responsible Officer and obtaining approval to proceed.
- h) Prior to the commencement of any excavation or trenching the Contractor shall:
  - i. request and obtain service drawings from the Responsible Officer in order to determine the location of below ground pipe work and obstacles;
  - ii. undertake underground surveys to identify services or obstacles and carry out a risk assessment prior to proceeding with the work, and



- iii. seek direction from the Responsible Officer when any doubt exists in regard to the course of action required to proceed with the work.
- i) Any damage caused to below ground services, pipe work and obstacles, etc as a result of not proceeding as described above, shall be reinstated at no cost to the College by the Contractor, to their original condition.
- j) All portable electrical appliances used by the Contractor on College premises shall be Residual Current Device (RCD) protected and are tested and tagged in accordance with the Occupational Safety and Health Regulations.
- k) For all “hot work” the Contractor must ensure strict compliance with the Hot Work Permit requirements.
- l) On completion of the contract works, the Contractor shall ensure that:
  - i. all tools, equipment, surplus materials, and waste produced while fulfilling the contract have been removed from the site;
  - ii. electrical switchboard legends are updated and danger tags are removed;
  - iii. all reporting procedures required under this document are actioned and completed; and
  - iv. “As Constructed” drawings and manuals (if required) for the completed work are submitted to the Responsible Officer.
- m) After completion of any electrical installation work, the electrical Contractors shall, before leaving the work site, complete an entry in the premises site electrical logbook detailing:
  - i. the location and nature of the works;
  - ii. the number of the Supply Authority Notice; and
  - iii. the Contractor's name, name of the person carrying out the work, and their licence number.
- n) Any damage or modifications to buildings, equipment, or the external environment caused by the works that are not included in the contract are to be repaired, at no cost to the College, by the Contractor to their original condition and the College’s approval.

## 6. LEGISLATIVE REQUIREMENTS

- a) The Contractor shall ensure their compliance with any and all relevant legislative requirements, including the Occupational Safety and Health Act 1984, the Occupational Safety and Health Regulations, Australian Standards, Codes of Practice, and Building Codes of Australia applicable to Western Australia.



- b) It is the Contractor's responsibility to ensure that their Employees and any Subcontractors engaged by them to undertake work on College projects comply with all relevant legislative requirements.
- c) If, during any stage of the contractual works the legislative requirements are, in the opinion of the Responsible Officer, not being adhered to, then the matter is may be referred to Worksafe WA for their consideration.

## 7. COLLEGE REQUIREMENTS OF CONTRACTORS

- a) Prior to the commencement of any work, the Contractors shall:
  - i. obtain the Responsible Officer's acceptance of insurance documents (see section 5.2e)
  - ii. sign the Induction Checklist and return it to the Responsible Officer at least once in any calendar year;
  - iii. confirm with the Responsible Officer that they are in receipt of all available information regarding the contract works to be undertaken;
  - iv. report to the Responsible Officer to obtain their Contractor Identification Badge, keys, and induction information (Minor Works Projects only);
  - v. complete and have authorised by the Responsible Officer a Hot Works Permit form (available from the Finance Manager) prior to commencing any hot work such as welding, brazing or removal of paint by heat gun or burner within occupied buildings or Campus grounds;
  - vi. wear, at all times, the Contractor Identification Badge issued by the Responsible Officer for the duration of the contract; and
  - vii. prior to work commencing on site, obtain information on and approval from the Responsible Officer on access routes to the work site for the delivery of materials.
- b) The Contractor shall submit to the Responsible Officer any consultant or approved "As Constructed" documentation in manuals as required by the contract. This will occur prior to practical completion of the works. These manuals shall cover the extent of the contractual works and should include, but not be limited to:
  - i. a complete set of "As Constructed" drawings in an appropriate format when requested and complying with the College requirements or protocols;
  - ii. details on all equipment and appliances;
  - iii. equipment or plant operational instructions;
  - iv. maintenance literature for all equipment and appliances including spare parts listings;
  - v. equipment supplier details; and
  - vi. commissioning figures, including all test readings (if applicable) on equipment such as air-conditioning systems, lighting, fire alarm audible levels and alarm tests etc.



## 8. REPORTING PROCEDURES PRIOR TO COMMENCING WORK

### 8.1 Works Occurring During Normal Business Hours

- a) Normal College business hours are 8:00am to 4:00pm.
- b) Prior to commencing work, the Contractor or Subcontractor shall:
  - i. ensure that work does not commence on College property until the reporting procedures in this document are complied with;
  - ii. advise the Responsible Officer they are about to commence work;
  - iii. report to the Responsible Officer and submit the completed and signed Contractor Induction Checklist;
  - iv. report to the Responsible Officer and complete the Contractor's Register, obtain Contractor Identification Badges; and
  - v. obtain approval of access routes to the work site for the delivery of products and materials.
- c) The reporting procedures are carried out with the Responsible Officers at:

Kenwick Campus	Wilson Campus
Rehoboth Christian College 92 Kenwick Road KENWICK WA 6107	Rehoboth Christian College 22 Dalton Place WILSON WA 6107

- d) On registration with the Responsible Officer, the Contractor will provide details of the proposed works program.

### 8.2 Works Occurring Outside Normal Business Hours

- a) Contractors who undertake work outside of the College's business hours will:
  - i. in the case of planned work, contact the relevant Responsible Officer during normal business hours in order to complete the procedures detailed in section 5.5.1).
  - ii. not commence until all relevant procedures in section 5.5.1) have been completed;
  - iii. contact the Responsible Officer upon arrival and prior to departing from the College grounds;
  - iv. in the case of unforeseen work (callout), contact the Responsible Officer upon arrival and prior to departing from the College grounds, complete the Contractor's Register, and obtain Contractor Identification Badges from the Responsible Officer; and



- v. in the event that an emergency arises on the work site and affects the College or its staff, students, or visitors, then the Contractor must inform the CEO at the time, or the Campus Principal on the next working day.

## 8.3 Reporting Procedures on Completion of Work

- a) Where contracted work **has been** fully completed, the Contractor is to report to the Responsible Officer and:
  - i. advise that any damage to buildings, equipment, services, or the environment not included in the original contract has been repaired to original condition;
  - ii. return their Contractor Identification Badges and keys (any master keys must be returned on a daily basis regardless of whether the contract is complete or not).
  - iii. sign and complete the Contractor's Register; and
  - iv. advise the Responsible Officer that the work is fully complete and that they are leaving the Campus.
  
- b) Where contracted work is **not** fully complete and/or where the Contractor, Subcontractor, or their Employee(s) need to leave College grounds prior to the contract works being completed then they are to ensure that:
  - i. the Contractor has notified the Responsible Officer;
  - ii. they return their Contractor Identification Badges; and
  - iii. – the site/workplace is safe and, if necessary, signs, lights, barriers, etc. have been erected and are clearly visible to inform College employees, students, or visitors of the hazardous environment.

## 9. EMERGENCY PROCEDURES

- a) The Contractor is to ensure that:
  - i. they have been provided with a Campus map that identifies the emergency evacuation assembly areas; and
  - ii. they have checked with the Responsible Officer on the closest assembly point to the worksite.
  
- b) It is the responsibility of the Contractor to convey information about emergency and evacuation procedures to their Employees and to post the information prominently on the worksite.
  
- c) The Contractor is to instruct their Employees that, in the event of an emergency, they are to cease the tasks being undertaken and, if practical, make the workplace as safe as possible to prevent further injury or harm occurring to people evacuating the premises.



- d) The Contractor, Subcontractors, and their Employees are to follow all instructions given by the Responsible Officer. The Contractor is not permitted to return to the work site until cleared by the Responsible Officer to do so.

## 10. ASBESTOS

- a) If the Contractor finds asbestos products in the course of their work, they should immediately stop the work and inform the Responsible Officer.
- b) Contractors are not permitted to cut, grind, drill, or conduct any work on asbestos products unless specifically contracted to do so.
- c) The College maintains an Asbestos Register for each campus. Contractors should speak to the Facilities Manager to review the register prior to any works.

## 11. INDEMNITY AND INSURANCE

### 11.1 Indemnity

- a) The Contractor shall indemnify and keep indemnified the Principal against all loss, damage, consequential damage, cost and expenses which the Principal may suffer or incur and for all monies which the Principal may become liable to pay to any person and against any claim in respect of or arising directly or indirectly out of or in connection with the performance by the Contractor, or its Employees, Subcontractors or any other agents, of its obligations pursuant to the contract, including but not limited to:
- i. any act, default, or omission on the part of the Contractor, or of any Employee, Subcontractor or other agent of the contractor;
  - ii. any infringement of the Principal's intellectual property rights;
  - iii. performance of any of the services that has the effect of bringing the Principal into disrepute;
  - iv. any damage caused to real or personal property belonging to the Principal, leased by the Principal, or otherwise under the control of the Principal;
  - v. any damage caused to real or personal property belonging to any person other than the Principal;
  - vi. any personal injury to or the death of any person, including but not limited to the Contractor and the Contractor's Employees, Subcontractors or any other agents of the Contractor;
  - vii. any interruption to or adverse effect on the Principal being able to carry on business in the usual manner;
  - viii. any written representations made by the Contractor in the tender or other document provided by the Principal which are not true and correct in all material respects;
  - ix. any misuse of any confidential information by the Contractor; or



- x. any breach by the Contractor of any statutory requirement.
  
- b) The Contractor shall not be liable under section 5.9(a) for, or in respect of loss, damage, consequential damage, costs and expenses which arise directly as a result of any breach by the Principal of any provision of the contract or any negligent act or omission of the Principal or the employees, professional consultants or agents of the Principal.

## 11.2 Insurance Requirements

- a) The Contractor and/or Subcontractor shall ensure that before they commence work that they have complied with all insurance requirements contained in their contract. They must:
  - i. insure the work against loss or damage resulting from any cause until the Contractor ceases to be responsible for the works and any defects liability period;
  - ii. effect and maintain, for the duration of the Contract:
    - a public liability insurance policy for a limit of indemnity of \$10,000,000 for any one occurrence;
    - motor vehicle third party liability covering all mechanically propelled vehicles which are registered for road use for a limit of indemnity of \$10,000,000 for any one occurrence;
    - arrange policies in the joint names of the Contractor, Principal, and all Subcontractors. The policies must contain a full waiver of subrogation in favour of the Principal;
    - insure against all liability for persons employed by the Contractor under any worker's compensation statute and at Common Law. The insurance shall be maintained for a full 12-month period, and
    - ensure all Subcontractors have similarly insured their workers.
  
- b) The policies must contain a full waiver of subrogation in favour of the Principal and their Employees, agents, and representatives.
  
- c) As well as providing copies of all the above policies to the College for acceptance, the Contractor must supply evidence of currency of insurance for the period of the work.
  
- d) For work involving asbestos removal, strict adherence to the relevant Code of Practice and evidence of appropriate insurance is mandatory prior to commencing work.
  
- e) Insurance contracts must all contain an agreement from the insurer that they will provide to the College, in writing, 30 days' notice prior to cancelling and/or amending any of the required insurance.



## 11.3 Attachments

- a) The Contractor is provided with the following attachments:
  - i. Contractor's Induction Checklist;
  - ii. Campus map indicating emergency evacuation assembly points;
  
- b) The contractor is to read and inform all their Employees and Subcontractors of the information contained in the attachments.



## 12. APPENDICES

These appendices contain samples of the following forms and checklists:

<b>Appendix 1</b>	Building Works Notification Form
<b>Appendix 2</b>	Contractor's Induction Checklist
<b>Appendix 3</b>	Responsible Officer's Checklist
<b>Appendix 4</b>	Contractor's Insurance Checklist
<b>Appendix 5</b>	Contractor's Register Instructions
<b>Appendix 6</b>	Contractor's Register Form A (Minor Works)
<b>Appendix 7</b>	Contractor's Register Form B (Other/Daily Contractor)
<b>Appendix 8</b>	Hot Work Permit
<b>Appendix 9</b>	Site Handover Certificate



## 13. APPENDIX 1: BUILDING WORKS NOTIFICATION FORM



Rehoboth Christian College  
Operated by  
The Association for Christian Education

<b>BUILDING WORKS NOTIFICATION</b>	<b>Appendix 1</b>
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The Business Office or Campus requiring the services of a contractor to undertake works including period contracts, with a value in excess of \$5,000 on the College's premises must complete this form and forward to the Business Manager and all persons listed on the Distribution Section before the contractor can commence work.

### LOCATION

Business Office  Kenwick Primary Campus

Kenwick Secondary Campus  Wilson Campus   
*Please ~~check~~ appropriate site*

Building:  Room Number/s

External Location:

Project – Work Services Description

Proposed Start Date:  Proposed Completion Date:

Contractor's Company Name  Induction No:

CONTACT PERSON:

Telephone No.  Mobile No.

Facsimile  Email:

### SPECIAL INSTRUCTIONS

Contractor must report to the Business Manager or Responsible Officer prior to carrying out any work, submit a signed Rehoboth Christian College induction checklist and obtain Contractor's Badges and parking instructions.

No service terminations to be completed before approval by the Business Manager.

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## 14. APPENDIX 2: CONTRACTOR'S INDUCTION CHECKLIST



Rehoboth Christian College  
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<b>CONTRACTOR'S INDUCTION CHECK LIST</b>	<b>Appendix 2</b>
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The College requires contractors to instruct their employees in the following Safety and Health and procedures, and information on potential hazards, before they commence working on Rehoboth Christian College premises.

Indicate with a tick that all your employees have achieved an adequate understanding of the following policy or procedure to enable them to work safely on the premises.

### EMERGENCY EVACUATION

Procedure for evacuation in an Emergency

Assembly area location

Note: Evacuation routes are displayed in all classrooms. In the event of an emergency you are to follow the MST's (most senior teacher) instruction and must not return to the workplace until instructed by the MST. Refer Evacuation Policy.

### COLLEGE REQUIREMENTS

Rehoboth Christian College requirements regarding smoking and inappropriate language

Understand Their Duties & Responsibilities Outlined In The Occupational Safety And Health Legislation

Indicate with a tick that you have complied with the following:-

Induction meeting attendance

Required insurance policies have been submitted and accepted by Business Manager

I .....  
(Name of authorised representative)

being an authorised representative .....  
(Business name of the contractor)

Address:

Telephone No.  Mobile No.

Facsimile:  Email:

Declare that I and all staff and sub contractors working on the project under my control have read, understand, and will abide by the College's Policies and Procedures for contractors working at College work sites.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## 15. APPENDIX 3: RESPONSIBLE OFFICER'S CHECKLIST



Rehoboth Christian College  
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<b>RESPONSIBLE OFFICER'S CHECKLIST</b>	<b>Appendix 3</b>
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As a designated College "Responsible Officer" authorised to engage the services of a contractor, this Checklist provides a step by step guide to assist you meet College Policy requirements prior to the engagement of a contractor.

	Yes	No	Don't Know
1. Are you a designated College Responsible Officer? <i>Yes - continue</i> <i>No - you are not authorised to engage a contractor</i> <i>Don't Know - contact your supervisor.</i>	✓ <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you understand your responsibilities as outlined in the Contractors Policy? <i>Yes - continue</i> <i>No or Don't Know - obtain the policy and read your responsibilities.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the selected Contractor a preferred Contractor and listed on the Preferred Contractor's List? <i>Yes - continue</i> <i>No - attempt to select a preferred Contractor</i> <i>Don't Know - check the preferred Contractors list or contact The Business Manager for assistance.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you advised the Business Manager that you are to engage the Services of a Contractor? <i>No - do this at your earliest convenience.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**RETAIN THIS DOCUMENT AS A RECORD OF YOUR ACTIONS**



## CHECKLIST

This checklist DOES NOT inform Responsible Officers on how to manage or induct a Contractor, it offers assistance on what matters need to be addressed and what information is required to be provided to the Contractor. The checklist is NOT to be used in isolation; it is to be used in conjunction with the Policy which provides the appropriate level of detailed information.

Ensure Contractors:	✓ Yes	✓ No
Have a copy of the Policy	<input type="checkbox"/>	<input type="checkbox"/>
Are Preferred Contractors	<input type="checkbox"/>	<input type="checkbox"/>
Have completed the College Induction Training	<input type="checkbox"/>	<input type="checkbox"/>
Have inducted their employees and sub-contractors on College requirements	<input type="checkbox"/>	<input type="checkbox"/>
Have undertaken a risk assessment on the work to be undertaken	<input type="checkbox"/>	<input type="checkbox"/>
Are aware of their responsibilities as per the College Policy	<input type="checkbox"/>	<input type="checkbox"/>
Are informed on matters such as:		
- Registration Process before and on completion of works	<input type="checkbox"/>	<input type="checkbox"/>
- Returning of keys	<input type="checkbox"/>	<input type="checkbox"/>
- No working on asbestos unless engaged to do so	<input type="checkbox"/>	<input type="checkbox"/>
- The use of hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>
- Smoke free environment	<input type="checkbox"/>	<input type="checkbox"/>
- The use of inappropriate or bad language	<input type="checkbox"/>	<input type="checkbox"/>
- The use of RCD's	<input type="checkbox"/>	<input type="checkbox"/>
- The provision of as-built drawings	<input type="checkbox"/>	<input type="checkbox"/>
- Safety breaches	<input type="checkbox"/>	<input type="checkbox"/>
- Re-connection of College services	<input type="checkbox"/>	<input type="checkbox"/>
- Safety barriers & signs	<input type="checkbox"/>	<input type="checkbox"/>
- Security	<input type="checkbox"/>	<input type="checkbox"/>
- Emergency services	<input type="checkbox"/>	<input type="checkbox"/>
- Insurance requirements (Refer to the Insurance Checklist Appendix No 4)	<input type="checkbox"/>	<input type="checkbox"/>
- Removal of rubbish	<input type="checkbox"/>	<input type="checkbox"/>
- Electrical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>

If you have engaged the services of a new contractor and completed the induction process as dictated by this checklist you are required to notify the Business Manager of the contractor's details so that the information may be included onto the Preferred Contractors Database.



## 16. APPENDIX 4: CONTRACTOR'S INSURANCE CHECKLIST



Rehoboth Christian College  
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<b>CONTRACTOR'S INSURANCE CHECK LIST</b>	<b>Appendix 4</b>
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Contractor's legal entity & trading name :

Brief description of contract :

Commencement date:

Contract value: \$

- DOCUMENTATION:**
- 1. **Workers' Compensation** 
    - Certificate of Currency
  - 2. **Public liability:**
    - Certificate of Currency
    - Copy of Policy document
    - Level of indemnity \$10 million
  - 3. **Contract works:**
    - (if applicable, ie construction works)
    - Certificate of Currency
    - Copy of Policy document
  - 4. **Motor vehicle:**
    - (if bringing cranes, vehicles, trailers on campus including car parks)
    - Certificate of Currency
    - Copy of Policy document
    - Level of indemnity \$10 million
  - 5. **All documentation to be immediately sent to:**

Mark Steyn  
Business Office  
Rehoboth Christian College  
92 Kenwick Road  
KENWICK WA 6107

Phone: 08 9452 1833



## 17. APPENDIX 5: CONTRACTOR'S REGISTER INSTRUCTIONS



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<b>CONTRACTOR'S REGISTER</b>	<b>Appendix 5</b>
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### Administrative Instructions

1. All contractors are to complete the Contractor's Register, Form A (Minor Works) or Form B (other/daily contractor).
2. One badge is required per employee.
3. The start date and finish date represents the duration of the contract.
4. If the contractor has engaged sub-contractors, the contractor (or nominee) is to provide the information requested in the register.
5. The contractor is to sign the register at the time of receiving and returning the "Contractor Identification Badge" NOTE, the "Contractor Identification Badge" is to be worn at all times whilst on campus.
6. The Responsible Officer is to ensure that in the case of Minor Works projects the contractor has been provided with a map of the Campus, that they are aware of the Emergency Assembly Area closest to their workplace.
7. The register is to be kept in an accessible place.
8. Should the Campus Principal experience any difficulties, they are to contact the Business Manager.



## 18. APPENDIX 6: CONTRACTOR'S REGISTER FORM A (MINOR WORKS)



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### CONTRACTOR'S REGISTER – Form A (Minor Works)

Campus: \_\_\_\_\_

Responsible Officer: \_\_\_\_\_

Position: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location of the Work: \_\_\_\_\_

Contractor: \_\_\_\_\_

No of Contractor's Employees:  Number of Badges Required:

Sub Contractor(s): \_\_\_\_\_

\_\_\_\_\_

No of Sub-contractors Employees:  Number of Badges Required:

Badge Number(s)

Contract Start Date: \_\_\_\_\_ Contract Finish Date: \_\_\_\_\_

Date Badge Issued: \_\_\_\_\_ Date Badge Returned: \_\_\_\_\_

Signature of Contractor: \_\_\_\_\_

At Project Commencement: \_\_\_\_\_ Date: \_\_\_\_\_

At Project Completion: \_\_\_\_\_ Date: \_\_\_\_\_



## 19. APPENDIX 7: CONTRACTOR'S REGISTER FORM B (OTHER/DAILY CONTRACTOR)



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### CONTRACTOR'S REGISTER - Form B (Other /Daily Contractor)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Work Area: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Departure Time or Date: \_\_\_\_\_

Badge Number:  Car Registration:

Badge(s) Returned:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 20. APPENDIX 8: HOT WORK PERMIT



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### HOT WORK PERMIT

1. Site location

Date:  Permit Number:

2. The hot work that is covered by this permit

3. The location of the hot work

4. The equipment to be used

5. The fire fighting equipment to be laid out at the work site

6. Whether the following checks have been made:  
(Note: All questions are to be answered and initialled by the issuing officer responsible. N.A. means 'not applicable').

	✓ Yes	✓ N/A
6.1 Have drains, pits and depressions been checked, isolated and sealed?	<input type="checkbox"/>	<input type="checkbox"/>
6.2 Have combustible materials been removed from the work area or made safe?	<input type="checkbox"/>	<input type="checkbox"/>
6.3 Have tanks, valves, vents and pipelines been blanked off or effectively isolated?	<input type="checkbox"/>	<input type="checkbox"/>
6.4 Is ventilation adequate?	<input type="checkbox"/>	<input type="checkbox"/>
6.5 Are spark and flash screens in place?	<input type="checkbox"/>	<input type="checkbox"/>
6.6 Have leaks from valve and pump glands, flanges and the like been controlled?	<input type="checkbox"/>	<input type="checkbox"/>
6.7 Have pressure relief valves been vented to safe areas?	<input type="checkbox"/>	<input type="checkbox"/>
6.8 Has contaminated ground been covered?	<input type="checkbox"/>	<input type="checkbox"/>
6.9 Is the fire equipment checked and laid out ready for use?	<input type="checkbox"/>	<input type="checkbox"/>
6.10 Is the fire pump or fire brigade on standby?	<input type="checkbox"/>	<input type="checkbox"/>
6.11 Is a fire watch required?	<input type="checkbox"/>	<input type="checkbox"/>
6.12 If required, has a fire watch been organised?	<input type="checkbox"/>	<input type="checkbox"/>
6.13 Is the wind direction satisfactory for hot work to be done?	<input type="checkbox"/>	<input type="checkbox"/>
6.14 Has product movement been stopped in the area of hot work?	<input type="checkbox"/>	<input type="checkbox"/>
6.15 Has the site of the hot work been isolated and roped off?	<input type="checkbox"/>	<input type="checkbox"/>

6.16 GAS TESTING:  
Equipment make and model:   
Serial Number:  Date of last equipment check:



# REHOBOTH CHRISTIAN COLLEGE



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*Continued over page*

**Cont.**

Date of test:  Time of test:

Results of tests:

Percentage L.E.L.  Is hot work safe to proceed?

Initials of tester

1. The following conditions and precautions were observed:

\_\_\_\_\_

2. This permit is valid from: am/pm on  /  /  to: am/pm on  /  /

3. Name of contractor performing the work:

Order or contract Number:

4. Permit received by:

\_\_\_\_\_  
*Print Name* *Signature*

5. Responsible Officer:

\_\_\_\_\_  
*Print Name* *Signature*

6. Return permit: This permit was cancelled by:

\_\_\_\_\_  
*Print Name* *Signature*

7. Returned to:

\_\_\_\_\_  
*Print Name* *Signature*

at  am/pm  /  /

The work site has been inspected by me at the expiry/cancellation of this hot work permit and declared safe for normal operations to resume.

Responsible Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

**THIS HOT WORK PERMIT SHOULD BE PROMINENTLY DISPLAYED  
ON THE WORK SITE.**



## 21. APPENDIX 9: SITE HANDOVER CERTIFICATE



Rehoboth Christian College  
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### CONTRACTOR SITE HANDOVER CERTIFICATE FORM

PROJECT:

LOCATION

The Contractor is to verify that the following points have been addressed:

- All works have been completed as per the Rehoboth Christian College Contract Agreement,
- Any defective work will be rectified,
- All hazards and potential hazards resulting from this work have been controlled,
- The area has been left in a safe condition.

Until hand over has taken place, the Contractor shall be solely liable for any accidents, injury, damage or loss to any person, or to property of any person arising from the carrying out of these works. Hand over of site will not be effective until this form has been signed by all listed parties.

Work has been completed on this project except for the items listed below (delete where not applicable):

Name:  Date:

Signature of the Contractor: \_\_\_\_\_

Name:  Date:

Signature of the Project Manager: \_\_\_\_\_