

1. Services requiring a contractor <<http://www2.education.vic.gov.au#1-services-requiring-a-contractor>>

2. Approval of centrally or regionally engaged contractors
<<http://www2.education.vic.gov.au#2-approval-of-centrally-or-regionally-engaged-contractors>>

3. Contractor OHS induction <<http://www2.education.vic.gov.au#3-contractor-ohs-induction>>

4. Provision of Safe Work Method Statements

<<http://www2.education.vic.gov.au#7-consultation-and-communication>>

8. Incident reporting <<http://www2.education.vic.gov.au#8-incident-reporting>>

9. Record keeping <<http://www2.education.vic.gov.au#9-record-keeping>>


10. Legislation, compliance codes, standards and guidance
<<http://www2.education.vic.gov.au#10-legislation-compliance-codes-standards-and->

Policy


Policy

This policy sets out to minimise health, safety and well being risks in schools associated with the selection, management and monitoring of contractors and the works they undertake.

Summary

- The [Occupational Health and Safety \(OHS\) Act 2004 \(Vic\)](https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/031)  [<https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/031>](https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/031) requires schools, so far as is reasonably practicable, to provide and maintain a working environment that is safe and without risks to health, including when work is undertaken by contractors.
- The principal and/or their de

- plant and equipment inspection and maintenance specialists
- playground equipment inspection and maintenance specialists
- structural engineers
- shade sail specialists
- testing and tagging specialists
- wildlife handlers – snake specialists.

For further information and to access the directory, refer to [OHS Provider Directory](#) 


<<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/OHSProviders/>>
on edugate (staff)

[Checks for Volunteers and Visitors](#)

<http://www2.education.vic.gov.au/pal/suitability-checks/policy> which includes information on all suitability checks including Working with Children Checks (WWCC).

For contractors who undertake work in confined spaces, the principal and/or their delegate must ensure that the requirements outlined in the Confined Space Policy are followed.

For contractors who undertake high-risk works (for example, working at heights, demolition work, asbestos removal work, use of mobile plant such as forklifts) the principal or their delegate must ensure that:

- in relation to high risk works, contractors provide a [Safe Work Method Statement](#)  <https://www.education.vic.gov.au/hrwe/~/Documents/OHS/safeworkmethodstatementtemp.docx> (SWMS) or equivalent, prior to the commencement of high-risk works (refer to [Contractor OHS Management Procedure](#) <http://www2.education.vic.gov.au/pal/contractor-ohs-management/procedure> in the next tab for further instruction)
- the contractor's SWMS is reviewed and signed to verify it has been sighted, prior to any works commencing and is retained on file.

To manage the ongoing work of contractors, the principal or delegate must

1. Services requiring a contractor

1. Services requiring a contractor

Where works or services are idr

- hazardous chemical waste removalists
- height sa

3. Contractor OHS induct

As part of the contractor's OHS induction process, the principal or their delegate is to inform all contractors and sub-contractors that prior to the

4. Provision of Safe Work Method Statements for high-risk work

4. Provision of Safe Work Method Statements for high-risk work

4.1 Centrally or regionally engaged contractors

The relevant area of the department is responsible for obtaining and reviewing the su

- pressurised gas distribution mains or piping
 - roads
-

10. Legislation, compliance codes, standards and guidance

10. Legislation, compliance codes, standards and guidance

- [Occupational Health and Safety Act 2004 \(Vic\)](https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004) 
<https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004>
 - [Occupational Health and Safety Regulations 2017 \(Vic\)](https://www.legislation.vic.gov.au/in-force/statutory-rules/occupational-health-and-safety-regulations-2017) 
<https://www.legislation.vic.gov.au/in-force/statutory-rules/occupational-health-and-safety-regulations-2017>
 - [Worker Screening Act 2020 \(Vic\)](https://www.legislation.vic.gov.au/in-force/acts/worker-screening-act-2020)  <https://www.legislation.vic.gov.au/in-force/acts/worker-screening-act-2020>
 - [Worker Screening Regulations 2021 \(Vic\)](https://www.legislation.vic.gov.au/in-force/statutory-rules/worker-screening-regulations-2021) 
<https://www.legislation.vic.gov.au/in-force/statutory-rules/worker-screening-regulations-2021>
-

Resource

Resource

Template and checklist

Reviewed 12 March 2020