

 Plenty Valley <small>CHRISTIAN COLLEGE</small> <small>In Christ: Wisdom & Knowledge</small>		<h2>OHS - Contractor Induction Policy</h2>	
Document Classification:		Policy	
Version:	1.1	Date:	24 July 2019

Prior to commencing work at Plenty Valley Christian College all contractors shall be inducted to ensure they are acquainted with any hazards and emergency procedures in the workplace.

Topics covered will include:

- OHS Policy
- Safety rules and behavior
- Personnel access to school (locations that are out-of-bounds)
- Vehicle access and car parking
- Drug and alcohol, smoking, offensive language, horseplay etc
- Emergency procedures including alarms and sirens
- Assembly Areas
- Amenities and welfare facilities
 - Toilets
- First aid awareness
- Existing hazards and control measures
 - *Electrical Equipment and Testing*
 - *Hazardous Substances and Dangerous Goods*
 - *Manual Handling and ladders*
 - *Roof access and harnesses*

Requirement to report injuries and Worksafe reportable incidents

How to report safety hazards or unsafe work practices

Security arrangements

Responsibility

The following people are responsible for the induction of contractors engaged in their area prior to the contractor commencing of work at Plenty Valley Christian College. They are to ensure contractors complete an Online Induction.

Deputy Principal - Primary school contractors, including Libraries.

Deputy Principal - Secondary school contractors.

Director of Music - Music contractors.

Business Manager - Admin

Facilities Manager - Maintenance contractors

ICT Manager - IT contractors

DOCUMENT HISTORY & VERSION CONTROL RECORD

Name of Document: OHS – Contractor Induction
Responsible Person: Chairperson OHS Committee
Approved by: OHS Committee
Assigned review period: Quadrennial
Date of next review: June 2023
Category:

Version Number	Version Date	Responsible Person Name	Amendment Details
0.1	23/04/2008	B Simmonds	Draft
0.2	20/06/2013	Chairperson OHS Committee	Approval changed to OHS Committee OHS Committee minutes 20 June 2013
0.3	04/09/2014	Chairperson OHS Committee	Change to assigned review period from Biennial to Quadrennial. OHS Committee Minutes 7 August 2014
1.0	26/06/2015	Chairperson OHS Committee	Minor amendments Approved by OHS Committee
1.1	24/07/2019	Chairperson OHS Committee	Reviewed with minor amendments.

Approved By:

Date:



24/07/2019

Chairperson – OHS Committee