

EXTERNAL CONTRACTOR GUIDELINES

1. PURPOSE

- 1.1. To maintain an accurate account at all times of whom is working and authorized to be on site.
- 1.2. Provide external contractors with site specific OHS&W guidelines.

2. SCOPE

- 2.1 Applies to any personnel working on site not employed by UnitingCare Wesley Port Adelaide.

3. DEFINITIONS

- 3.1 **External contractor:** Any persons contracted to perform works on UCWPA sites not employed by UnitingCare Wesley Port Adelaide

4. GUIDELINES

- 4.1 All External Contractors must report to the site contact prior to commencing any works.
- 4.2 The contractor is to make an entry in the Contractor's Register stating their name, organisation represented, date, time in and the area of work.
- 4.3 All External Contractors must sign the Contractor Occupational Health and Safety Agreement Form and acknowledge that they have read, understood and agreed to abide by these guidelines.
- 4.4 UCWPA staff to issue a visitor/contractor badge and record the badge number on the register sheet. External Contractors are required to wear the visitor/contractor badge at all times whilst on site.
- 4.5 At this initial contact the contractor and site contact will discuss these guidelines as outlined:
 - 4.5.1 introduction and authority to work on the UCWPA site;
 - 4.5.2 the work to be carried out;
 - 4.5.3 estimated time for completion;
 - 4.5.4 any Occupational Health and Safety issues related to the work e.g.:
 - isolating work area for the safety of staff and clients;

- types of materials being used and potential health problems for people in the vicinity
e.g. fumes, dust;
 - material safety data sheet to be provided for all hazardous substances;
 - use of protective equipment;
 - access by staff to work area;
 - isolating from and reactivating alarms at the end of the day;
 - hot work permit.
- 4.6 External Contractors are to, as far as is practical, follow any reasonable instructions and/or advice from the site contact.
- 4.7 At the completion of works the external contractor must return the badge and be signed out by a UCWPA staff person.
- 4.8 The procedure is to be repeated entirely if the person leaves the site at any time.
- 4.9 Contractors must be appropriately licensed to perform the work they are contracted to do.
- 4.10 Contractors will familiarise themselves with emergency procedures as outlined by the site contact. In the event of an emergency, please proceed to the designated assembly area/s or take direction from the Emergency/Fire Warden/s.
- 4.11 All equipment and tools must be stored securely away when not in use and any electrical equipment is appropriately tagged.
- 4.12 All necessary personal protective equipment must be worn and correct usage enforced.
- 4.13 Potentially hazardous work areas must be isolated to ensure safety to other people in the vicinity.
- 4.14 Ensure that UCWPA property is left in a safe condition at the completion of the contract.
- 4.15 Ensure that the work area is isolated from alarms and that, where necessary, alarms are reactivated at the completion of each working day.
- 4.16 Exercise due skill, care and expertise in the performance of the contract in regard to their own safety and the safety and well being of UCWPA staff, residents and other clients.
- 4.17 Some UCWPA sites have asbestos present; please refer to the copy of the Asbestos Register at the back of this folder for location and instruction.
- 4.17.1 Should any work disturb or damage asbestos on site, or is likely to do so, the External Contractor must notify the site contact immediately to take steps for the removal of the asbestos.

- 4.18 Any work related injury or dangerous occurrence on this site must be reported to the Site Manager/Delegate at the time of occurrence.
- 4.19 Contractors will be informed of the location of first aid kits by the site contact.
- 4.20 Completed work to be inspected and appropriate documentation completed.