

FACT SHEET

PLANNING AND INFRASTRUCTURE

NOVEMBER 2018

SITE RULES FOR CONTRACTORS ENTERING SCHOOL PREMISES

Rules governing entry of Contractors, Sub Contractors and Tradespersons

I/We (the Contractor) have read the enclosed rules and agree to comply therewith for the duration of the work.

Contract Number

SIGNED:

.....
(PRINT NAME)

DATE:

GENERAL INFORMATION

The activities of the Contractor within the precincts of the School and within the meaning of these Rules shall remain at all times under the control of the School Principal or his appointed delegate.

The School Principal is currently located in the administration /front office and may be contacted as follows:

During normal office hours:

Monday to Friday - 0800 hours - 1200 hours
1300 hours - 1630 hours

Telephone:

Mobile:

Fax:

After Hours Contact:

SCHOOL SITE RULES (THE RULES) FOR CONTRACTORS, SUBCONTRACTORS AND TRADESPERSONS ENGAGED TO UNDERTAKE WORK ON ASSETS WITHIN THE SCHOOL CAMPUS

1. Requirements for Commencing Work

The Contractor shall ensure that the works under the Contract are carried out in compliance with the Site Rules.

The contractor will sign the front cover of the Site Rules and return to the Principal acknowledging that they have read and understood the terms and conditions prior to commencing work.

All workers must provide a copy of their current Working with Children (WWC) Ochre Card during site induction if required by the school. These requirements will apply to any other persons requiring entry to the area in connection with the Works.

The contractor shall not be permitted to commence on site until issued with an identification badge or signing the appropriate visitors book and the contractor details have been entered on the Administration's Contractors board (if appropriate), situated in the general reception area. These details are to be updated on a daily basis by the contractor on site.

The Contractor shall not commence work on site, including establishing materials and/or equipment on site without the prior approval of the Principal.

2. Evacuation Procedures

Normal Working Hours

Contractors are required to put name and contact number, (either mobile phone or pager) on contractors board (if appropriate) located in the **general reception area**, together with location of work area.

If evacuation becomes necessary, contractor will be contacted by the Principal and advised.

Outside of Normal Working Hours

Contractors are required to let the Principal know relevant details referred to above.

3. Contractors Identification

All personnel carrying out works under the contract for or on behalf of the Contractor shall wear an identification badge at all times when on site.

The identification badges must be returned to the school registrar on completion of the works under the Contract.

4. Information to be supplied by Contractor to School

- (i) Contractor's site representative.
- (ii) Number of persons to be working on site.
- (iii) Starting date for work on site.
- (iv) Required access to work site
- (v) Working hours on site.
- (vi) Materials to be stored in the School.
- (vii) Equipment/machinery to be stored at the School.
- (viii) School workshops and/or equipment required for use e.g. trolleys, ladders, trestles, scaffolding, test equipment, hand tools and stores issue items.
- (ix) School services to be isolated during execution of the works.
- (x) Critical air conditioning plants required to be switched off or accessed during execution of the works.
- (xi) Required isolation of fire alarm systems.
- (xii) Access to ceiling space required.
- (xiii) Access to rising ducts required.
- (xiv) Required trenches or excavations.
- (xv) Required use of cutting, grinding and welding equipment (especially those likely to produce smoke, dust, fumes or heat) and flammable materials.
- (xvi) Method of disposal of site waste.
- (xvii) Any other matters considered by the Principal to concern the orderly administration and operations of the School.

5. Isolation of Services

Services must not be isolated without the prior approval of the School Principal.

The Contractor shall provide at least 48 hours' notice to the Principal of the required isolation of any services.

The approval of the Principal to the isolation of services must be obtained immediately prior to the isolation.

6. Electrical isolation and safety tags

The contractor shall not isolate any non-essential electrical circuits without first notifying the Principal and staff in the areas to be affected.

The contractor shall not isolate any essential, highly essential or UPS supported highly essential electrical circuits without the express permission of the Principal.

7. Electric incident / accident policy

The School has a responsibility to provide a safe work environment for staff and contractors working on the School campus.

Where a staff member **or contractor** employed at the School receives an electric shock caused by the operation of equipment/appliance or the condition of an electrical installation, the work group or area supervisor should immediately be notified.

If the work group or area supervisor is not available then the person who received the electric shock or any other person should immediately contact the Principal.

8. Critical Air Conditioning Plant

The Contractor shall not switch off or otherwise access any of the air-conditioning plants without prior approval of the Principal:

The Contractors shall provide at least 48 hours prior notice to the Principal of a requirement to switch off or access these units. Such notice shall include the expected duration of the required access.

Approval to switch or access the units shall only be given by the Principal immediately prior to the commencement of such work.

9. Storage of Materials and Equipment

No materials and / or equipment shall be left unattended without the prior approval of the Principal. The Contractor shall be responsible for the security of any such materials and/or equipment within the precincts of the School.

The storage of flammable materials shall not be permitted in School buildings at any time.

10. Contractors Children

Contractors are not to bring children on site to a designated work area, nor are children to be utilised on site for purposes of assisting with the works.

11. Animals

Contractors are not to bring animals (e.g. dogs) on site. This includes animals left in vehicles, on utility tray-backs or tied to vehicles.

12. Inconveniences to Public and Occupants

The Contractor shall work in such a manner so as to avoid and reduce the inconvenience to persons occupying and visiting the School Site.

The Contractor shall arrange the execution of works to minimise nuisance to the public and occupants of the School and to ensure the safety of occupied premises.

The Contractor shall not deviate from the access to work site included as agreed without prior approval of the Principal.

13. Removal of Rubbish

The Contractor shall not accumulate rubbish on the site or in the precincts of the school.

Gangways and work areas must be kept clear and in clean and tidy condition.

Food scraps, milk cartons, drink containers and the like shall be deposited in rubbish bins and removed from site daily. The Contractor shall remove all refuse of the contractor from the school.

Contractors must clean up any spillages of oil or chemical substances etc as soon as practicable and ensure that such substances are returned to the proper storage facilities after use. Under no circumstances should chemicals, substance or oils etc be allowed to pollute water courses, sewer and drains, and in the event of accidental occurrence, the matter be reported to the Principal immediately.

14. Foods and Drink

No food or drink should be taken to or consumed in Plant Rooms with the exception of water containers.

The School canteen/tuck shop is not to be used by the Contactor or his Sub-Contractors.

15. Clothing

All personnel undertaking work at the School shall be dressed in a manner considered appropriate by the Principal.

The minimum standard of dress required is **safety** foot wear (no thongs or sandals), clean shorts and shirt.

16. Hours of Access

Access to the site for the execution of works under the Contract is permitted between the normal School office hours of 0800 - 1630 Monday to Friday.

When the Contractor desires access outside these hours the prior approval of the Principal is required.

The Contractor must provide at least 48 hours prior notice to the Principal of the desire to work outside normal office hours or other hours agreed.

17. Use of School Workshops and / or Equipment

Unless prior approval of the Principal is given, the use of School workshops and equipment is prohibited.

The Contractor will be required to indemnify the School against any legal liability, loss, claim or proceedings for personal injury to or death of any person or damage to property arising from the use of the School Workshop and/or equipment prior to approval being given.

18. Safety Requirements

In addition to the requirements of the Work Health Act the following conditions apply:

Before commencing any flame cutting or arc or gas welding operation, the contractor shall:

- Acquire a **hot work permit** from the Supervising Officer.
- Contractors are to note that welding operations are not permitted in all areas of the school.
(Issuance of a **hot work permit** will be subject to this consideration)
- No fire door shall be wedged or chocked open at any time.
- No door to a vertical rising duct shall be left open whilst unattended.
- All electric hand tools, lights and the like must have earth leakage protection.
- Trenches or excavations shall be fenced in accordance with NT Construction Safety Rules.
- No explosive power tools shall be used on School campus.

19. Roof Plant room Doors

Roof plant room doors are not to be chocked open, or left open or unlocked at any time whilst unattended.

20. Hazardous Substances

Prior approval from the Principal is required when using hazardous substances.

Contractors should take care when using hazardous substances and follow instructions given by manufacturer concerning ventilation of the area and general use of these materials.

Contractors must make sure that the Material Safety Data Sheet is available before using any hazardous substance.

21. Smoke Detection and Fire Alarm Systems

Prior to undertaking any work, which may produce smoke, fumes, dust or heat the Contractor shall ensure that the VERY EARLY SMOKE DETECTION APPARATUS (V.E.S.D.A.) and Fire Alarm Systems are effectively isolated. Prior approval of the Principal is required to isolate these systems.

The Contractor shall provide at least 48 hours prior notice to the Principal of the requirement to isolate V.E.S.D.A and/or Fire Alarm Systems. Approval of the Principal will only be given immediately prior to the isolation of these systems.

The V.E.S.D.A. and Fire Alarm Systems must be reactivated immediately on completion of the work requiring the isolation and/or at the vacating of the site at the direction of the Principal.

22. Fire Precautions

Contractors must familiarise themselves with the school fire evacuation procedures and the appropriate assembly points. They should discuss any problem, which could occur with the Principal.

Contractors must not obstruct any firefighting equipment or fire exit and ensure that fire escape routes and fire service points are maintained free from obstruction at all times.

23. Cyclone Precautions

During the period 1 October to 30 April the contractor shall ensure that unfinished work, equipment, sheds, hoardings, materials and any other movable items on the site, are protected, stored, or secured to the extent necessary to ensure that in strong wind conditions they will not be a danger to persons or property because of collapse, movement or any other cause and to the satisfaction of the Principal.

24. Restricted Areas

Access to the following areas can be had only with the prior approval of the Principal:

- Electrical Sub Station HV and LV
- Lift Motor Rooms Fire Sprinkler Control rooms
- Chillier Hall
- Boiler House

25. Transport of Materials and Equipment to Upper Class Room Blocks and Plant Room

The lift designated by the Principal shall be the only elevator used for the transport of materials and / or plant and equipment to the upper floors and plant room.

26. Use of Lifts

At all times students and teachers have priority when using any of the lifts on the School site.

If requested by staff to vacate a lift, it is to be done immediately and with utmost courtesy to students and staff.

27. Smoking

The School is a smoke free environment (refer to Tobacco control Act 2003).

28. Inspection of Areas

Contractor to arrange inspection of areas where drilling or coring of walls, floors or ceilings are to be carried out and follow up inspection to ensure the holes have been fire stopped (if required), at the completion of the works.

29. Excavations and Trenches

Any trenches or pits must be flagged off to warn other people of their location and to prevent unauthorised entry. Excavations, trenches or pits exceeding 1.5 metres in depth must be supported with shoring where necessary.

A competent person shall inspect the excavation at least once a day to ensure conditions are safe and lodge a written record of inspection.

Plant, equipment and materials must not be placed or operated so near the edge of excavations or trenches that collapse may result.

30. Ceiling Tiles and Hatches

Ceiling tiles removed and ceiling hatches opened during the course of work shall be replaced or closed whenever the site is to be unattended unless otherwise permitted by the Principal.

31. Traffic Regulations

NT traffic regulations apply to the School precincts. School personnel police parking restrictions.

32. Car Parking

The Principal will advise the contractor of the appropriate place to park vehicles whilst loading and unloading equipment.

These parking areas are to be used by contractors unloading equipment from their vehicles and contractors working from their vehicles. Apart from these two exceptions, contractor vehicles should be parked in designated public parking areas when not in use.

33. Telephones, Mobile Phones and Two Way radios

Contractors shall not use in house school telephones except for contacting the Principal.

Mobile telephones are to be **TURNED OFF** on entry to classroom areas and generally within school buildings.

34. Radio/Cassette Players

The use of earplug or headset type devices is banned during working hours or whilst driving on road type plant and equipment.

The use of audible radio/cassette players is permitted in amenity areas, and only in other areas at the discretion of the Principal.

35. Immunisations

It is not a requirement however a recommendation that personnel working in the school environment have completed their childhood vaccinations and maintain their own immunisations against Hepatitis B, and Tetanus.

36. Hygiene

A high standard of "work place" hygiene is required and in particular there shall be:

- An acceptable standard of rubbish disposal
- Regular removal of all rubbish to prevent rodent and insect infestations.

37. Key Issues and Returns

The contractor will require dedicated keys for access to plant rooms, rising ducts, tank rooms, lift motor rooms, service tunnels, boiler house, chillier hall, electrical sub stations, switchboards and the like. The Principal will issue appropriate keys to bona fide contractors. The contractor or his accredited representative will be required to complete a KEY ISSUE register detailing the company particulars, location type and duration of work and details of key(s) issued. Upon completion of work the key is to be returned to the Principal and the key issue register acquitted by school office staff. In ALL circumstances keys must be returned each day and re issued the following morning.

NOTE: Keys are an accountable item and the contractor may be liable for penalties if keys are not returned.

38. Building Management System (if installed)

The majority of the plant around the school is controlled and/or monitored by an external BMS configured to detect and alarm an abnormal plant condition. It is essential that contractors do not indiscriminately switch plant on or off anywhere in the school without prior consultation with the Principal. This provision also applies to routine testing of fire and security systems and routine testing of class room block smoke spill systems. Contractors are required to notify the Principal upon completion of the work involving

mechanical plant, as once stopped, plant can only be started from the Office and all alarm suppressions must be removed.

39. Gross Misconduct

Any contractor proved to have been involved and/or engaged under any of the following items may be liable to instant cancellation of contract and further criminal proceedings by the Department of Education.

- Unauthorised removal or interference with any protective device, the unauthorised operation of any item or machine, plant or equipment.
- Damage, misuse or any interference with any item of firefighting equipment.
- Unauthorised removal or defacing of any label, sign or warning device provided in the interest of safety, health and welfare.
- Misuse of any chemicals, inflammable or hazardous substances or toxic materials.
- Smoking (refer to Tobacco Control Act 2003).
- Dangerous horseplay or playing practical jokes, which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of compressed air or pneumatic equipment.
- Overloading of any lifting equipment or any company vehicle.
- Being under the influence of intoxicating liquor, drugs or similar substances.
- Disrespect for students and staff.

40. Information privacy Code of Conduct

Contractors are to adhere to the "Information Privacy" Code of Conduct.

The following is a brief summary of the standards covered in this code, which would relate to contractors working on site.

- The purpose of the Code is to safeguard against the unwarranted intrusion into an individual's private life or activities.
- Any information regarding students/staff must not be disclosed and can only be used with the consent of the person.

Penalties under the Criminal code/ Medical Act/ Community Welfare Act/ Notifiable Diseases Act/ Adoption of children Act/ Cancer Act range from fines up to \$20000 to five years imprisonment.

41. Definitions

For the purpose of these rules the following definitions apply:

School	means the School and its environs.
Principal	means the School Principal or his/her appointed representative.
"Supervisor"	means the Principal or his/her nominated officer
"Site"	means the area of the School made available to the tradesperson for the purpose of undertaking work on a School asset and as approved by Principal.
"Tradesperson"	means a Contractor, Sub-Contractor, tradesperson engaged or employed for the purpose of undertaking work within the School.
"Undertaking Work"	means performing construction or repairs and maintenance type work under contract or by other means.
"BMS"	means Building Management System