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CATEGORY	Procedure	SUBJECT	WH&S
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Contractor induction: site conditions & safety

Purpose

This procedure and related documents are to ensure all contractors, subcontractors and consultants working on external contracts on Sydney Living Museums (SLM) premises have been made aware of, and agree to SLM site and safety requirements and that any risks or special requirements have been communicated to relevant staff.

Background

SLM is committed to the Health & Safety (WH&S) of all employees, visitors and contractors who enter our premises. The contractor induction process will assist SLM to meet its obligations to:

- Understand the operations and the hazards and risks involved
- Ensure appropriate resources and processes are in place to enable hazards to be identified and to eliminate or minimise any risks
- Ensure information regarding incidents, hazards and risks is received and responded to in a timely manner.

Scope

This procedure applies to all contractors, subcontractors or consultants (contractors) carrying out work on SLM premises. It does not apply to contractors who attend SLM premises for meetings or to deliver goods.

Procedure

1. Information for contractors

The SLM Project Manager must provide all contractors with a copy of the "Contractor information: site conditions and safety". The information should be tailored for each project to include:

- Name and contact details of the SLM Project Manager
- Name and contact details for the Building Facilities Officer (BFO)
- Emergency and after hours contact details
- Site-specific information including any specific risks, access requirements, or collection protection measures that apply to the area where work will be conducted.

2. Induction

2.1 WH&S and emergency procedures

The Building Facilities Officer (BFO) will induct the contractor prior to work commencing at the property. The BFO induction will include WH&S, emergency procedures, dangerous goods and hazardous substances stored on site, security and access arrangements, and any other site-specific risks or requirements.

2.2 Induction Checklist

The SLM Project Manager has overall responsibility for ensuring the following are in place before work commences on any SLM premises:

- Induction checklist has been amended to include project specific information such as: contact details and a brief description of the works.
- The induction has been conducted, the checklist has been completed and signed by the contractor, with contributions from the BFO.
- All relevant permits, licenses, job safety analysis, safety data sheets, insurances and any other relevant documentation are complete and made available to relevant staff.
- SLM will complete a Hot Works Permit, in consultation with the contractor, where need is identified.
- All documentation is recorded in TRIM, SLM's official recordkeeping system.

2.3 Induction frequency

Contractors should be re-inducted and the checklist renewed for each new contract or more frequently if site conditions and safety arrangements vary during the term of an existing contract.

3. Communication of risks

Where relevant, The SLM Project Manager must ensure that the Job Safety Analysis or Safety Data Sheets have been provided to the BFO or other relevant staff to ensure they are aware of any risks associated with the works and the control measures that will be put in place.

Roles and responsibilities

- Director: responsible for approving significant revisions
- Assistant Directors: responsible for quality checking of documentation
- Chair, WH&S Committee: responsible for reviewing and updating the manual and related Contractor Safety Agreement.
- SLM Project Manager: The person managing contract relating to the provision of services by the contractor. Responsible for: ensuring contractors and consultants have read and signed the Contractor Safety Agreement and provided all necessary documentation: liaising with relevant Portfolio staff to ensure they are aware of any aspects of the work that may impact upon their area of responsibility; and ensuring all necessary controls measures are put in place.
- Portfolio Building Facilities Officer: Responsible for the site specific contractor induction.

Delegations

- None

Legislation

- *Work Health and Safety Act 2011*
- Work Health and Safety Regulation 2011

Related policies

- SLM Workplace Health & Safety Policy (to be reviewed)

Other related documents

- Contractor information: site conditions and safety
- Contractor induction checklist: site conditions and safety
- SLM Hot Works Permit Form
- TMF Fire Protection Notification Form
- WHS Incident Report Form

Definitions

- None

Superseded documents

- Existing unregistered contractor induction forms and related documents

Revision history

Version	Date issued	Notes	By

1.0	5/11/2013	Policy Developed	Chair, WH&S Committee
1.1	19/3/2014	Re-registered in TRIM policy and procedure register	Head Compliance & Knowledge

Review date

- 5/11/2015 This policy will be reviewed every 3 years

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