



**MARCUS OLDHAM COLLEGE**  
Developing Professionals in Agriculture and the Horse Industry

# **CONTRACTOR'S COMPLIANCE MANUAL**

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## PURPOSE AND OBJECTIVE

The purpose of this "CONTRACTORS COMPLIANCE MANUAL" is to provide relevant information to those non-employees who provide services to the College to ensure they adhere to safe, healthy and lawful work practices similar to those required in the Colleges' own operational policies and procedures and as required by Government Legislation and safe work practices.

The primary objective of the manual is to assist contractors and their employees in establishing safe working environments, free from accidents and injuries.

### General

Marcus Oldham College (the College) is a private provider of tertiary education specifically in the areas of rural business management, agribusiness and horse business management. The College commenced operations in 1962 and currently has approximately 120 students on campus at any one time during the academic year from mid February to mid December. Most students live on campus in one of the 123 student rooms.

The College operation consists of a 200 hectare farm, indoor and outdoor riding facilities, accommodation and catering units, conference and computing facilities as well as academic, administrative and maintenance support areas. Five staff residences are also maintained. Staffing level is in the order of 35 full-time effective employees. The College operates seven days per week. Sections of the farm property are leased to a third party.

The College property does not have direct frontage to access roads and entry and egress to Pigdons Road is via a shared right of way through an adjoining property occupied by Christian College Senior School Campus.

### Marcus Oldham College: Occupational Health & Safety Policy

The College has a Policy on Occupational Health & Safety in order to protect the health and safety of students, staff and visitors and to comply with the [Occupational Health & Safety Act 2004](#).

It is College policy to do all that is practicable and reasonable to protect employees, visitors and students from foreseeable work hazards.

In particular, the College aims to:

1. Provide and maintain safe and healthy working conditions and safe systems of work.
2. Provide adequate information, training, instruction and supervision to enable employees and students to perform their work safely and efficiently.
3. Maintain a constant interest in health and safety matters relevant to our activities.
4. Provide personal protective equipment for employees where other measures of risk management are not possible.

The promotion of sound and effective health and safety measures is a common objective for management, employees and students.

The complete [Occupational Health & Safety Policy](#) can be provided upon request.

## CONTRACTORS

Independent contractors, or any employees of independent contractors, shall be expected to adhere to these operating policies and procedures.

Employers have the same responsibilities to contractors or subcontractors they may engage as they have to employees. Contractors also have responsibilities as an employer for their own employees.

Contractors should be aware of the presence and safety of children throughout the College as well as in transit from Pigdons Road to the College.

### Proof of Work Cover Insurance Number and Public Liability Cover

All contractors will supply to the College evidence of coverage for Work Cover and Public Liability Insurance of not less than \$10,000,000. Refer [Declaration by Contractor](#).

### Proof of Competency and Training

All contractors (and their staff if appropriate) will be required to furnish evidence of competencies and training prior to the first commencing of work.

Contractors, and their staff if appropriate, must hold licences as required by any Government legislation pertinent to the use of any equipment, work tools or processes.

## Notification of Contractors Presence

On arrival at the site all contractors will report to one of the following:

- The Main Administration Office
- The Building Project Officer
- The Catering & Accommodation Manager

All contractors will sign the Visitors Registration Book located at the reception office, refer to ([RM-131](#))

Contractors will wear identification at all times. Details of regular contractors will be entered in the Regular Contractors and Sessional Teachers Register ([FORM-128](#)). A copy of this form is held in the Visitors Registration Book.

## Job Safety Analysis

All contractors, prior to commencing work will complete a Job Safety Analysis Worksheet ([FORM-083](#)) and return the completed form to the Building Project Officer.

## Registered Trades

All contractors involved in electrical or plumbing (including gas works), must supply a registration number relevant to the works they are contracted to complete. All contractors, including earth moving or farming contractors must:

1. Contact the Building Project Officer (BPO) when arriving on site.
2. Show their trades registration details and/or a Construction Induction Card (Red Card) to the BPO.
3. Make themselves aware of the location of services and any hazards prior to commencing work.
4. Be aware of the location of fire fighting equipment relevant to the tasks they are performing.
5. Erect required safety or security fencing when leaving unattended any holes, pits, trenching or other works prescribed in the relevant legislation.

## Value of contract

### Major Contracts

Although major contracts cannot be classified on cost alone, a value of \$50,000 and above per annum may be considered as a guide. It is recognised that depending on other considerations contracts up to \$50,000 will usually be considered as minor and contracts over \$50,000 considered as a major contract.

## College Expectations of Major Contactors

### I. Comply with health and safety legislative requirements

As a minimum requirement, tenderers must comply with all applicable legislation relating to health and safety. The Occupational Health and Safety Act 1985 is the principle legislation. There are, however, other Acts, regulations, Codes of Practice and Australian Standards which impose specific health and safety requirements that may be relevant to the contract works.

### II. Demonstrate evidence of OHS management system

The tenderer's OHS management system must demonstrate compliance with the employer duties section of the Occupational Health and Safety Act (1985) including those relating to the public. In general terms these duties entail that the tenderer and its employees are able to carry out their work in safe premises, using proper and safe plant and substances employing systems of work that are safe and providing adequate instruction, training and supervision.

Requirements for tenderers to demonstrate or achieve within a prescribed time frame certification of their OHS management system (ie SafetyMAP Initial Level Achievement or equivalent) can also be considered as a contract requirement. This requirement may be more relevant for long term service or works contracts.

### III. Complete Tenderer OHS Management System Questionnaire

Tenderers are required to complete a questionnaire which evaluates the status of their OHS management system. Tenderers are required to demonstrate how the relevant system elements operate within their company and can support their statements with documentary evidence.

The questionnaire can also be used as a pre-qualification requirement for Contractors who are engaged by Council on a regular basis. Under these circumstances, Contractors would be required to complete the questionnaire on an annual basis. Managing Contractor Health and Safety Risks Page 14

#### **IV. Undertake a Risk Assessment**

The successful tenderer must prepare and submit a Risk Assessment prior to commencing the contract. The Risk Assessment requires the tenderer to identify the hazards associated with the contract, assess the risks and develop appropriate control measures. The risk assessment should be undertaken using a standard format for review by Council.

#### **V. Develop Health and Safety Plan**

For major contracts the successful tenderer must prepare and submit a Health and Safety Plan prior to commencing the contract. The Health and Safety Plan outlines the structure and means by which health and safety will be managed by the Contractor for the term of the contract. The Health and Safety Plan will consider the specific OHS issues relevant to the contract works and will document the systems and methods implemented to effectively manage OHS risks.

#### **VI. OHS Performance Reporting**

The successful tenderer is required to provide Council with regular reports on health and safety performance relating to the contract works or services.

#### **VII. OHS Incident Notification**

Contractors engaged by Council are required to notify Council of any accident, injury, property or environmental damage associated with the provision of contract works or services.

#### **VIII. Non-Compliance**

Council has the right to suspend or terminate the contract works if in the opinion of Council, the Contractor fails to remedy breaches of health and safety.

### **Guidelines for Minor Contracts**

Minor contracts are those works undertaken by contractors up to the value of \$50,000 including GST.

Contractors providing services in this classification must demonstrate specific understanding of the health and safety requirements of the work to be performed. Furthermore, the minor contract health and safety requirements will require that Contractors plan their work, identify the hazards and have in place suitable control measures as part of a Risk Assessment procedure

The OHS contractual requirements for minor contracts focus on the following:

- Contractor has a good understanding of the hazards and risks associated with their activities.
- Contractor has established systems and procedures for managing the OHS risks, although these may not be formalised.
- Contractor is licensed for the relevant activities and employees have appropriate competencies and licences required for the contract works.
- Plant and equipment is appropriately licensed or registered and maintained/inspected on a regular basis.
- Contractor will undertake a contract specific risk assessment to ensure risks are identified and controlled for the contract services.

The minor contract requirements however, should not diminish the legal obligations of the Contractor and College to ensure that the contract works are conducted in a safe manner.

It is recognised that some minor contracts are undertaken without involving a formal tender process. In these circumstances a risk assessment conducted by the Contractor will be an important requirement to ensure health and safety risks are addressed prior to the contract commencing.

### **ELECTRICITY AND ELECTRICAL WORK**

- As required by regulations, a qualified electrician will complete all electrical work.
- Visually inspect all hand tools to ensure safety prior to commencing work.
- Check cables and cords of electrical equipment for fraying.
- When using extension leads, always fully unwind to prevent overheating and fusing. All extension leads to have current identification tags and be suitable for the requirements of the job.
- When replacing fuses or light globes/tubes, ensure the power supply has been disconnected.
- All electrical leads used at the college must be tagged as required by the relevant Australian Standards.

**POWER LINES “Look up and Live”**

- The overhead high tension power lines which cross many properties can be extremely dangerous.
- Over-size vehicles and tall machinery – cherry pickers, augers and tractors fitted with radio antennae – etc. become instant killers if they contact high-voltage power lines. In the right atmospheric conditions, the machinery doesn't even have to touch the power lines, simply being too close - sometimes as much as a metre away - can evoke a fatal “flashover”.
- Serious injury or death can occur from a mobile crane or tip-truck touching an overhead line. Conductive farm machinery and equipment should remain at least three metres away from power lines carrying up to 132 kV and at least six metres from power lines carrying more than 132 kV.
- Before operating tall equipment near power lines check the voltage and safe working distance from them with the local electricity supply authority.
- Never load or unload animals or other produce under power lines where machinery can reach or touch the power lines.

**SERVICES**

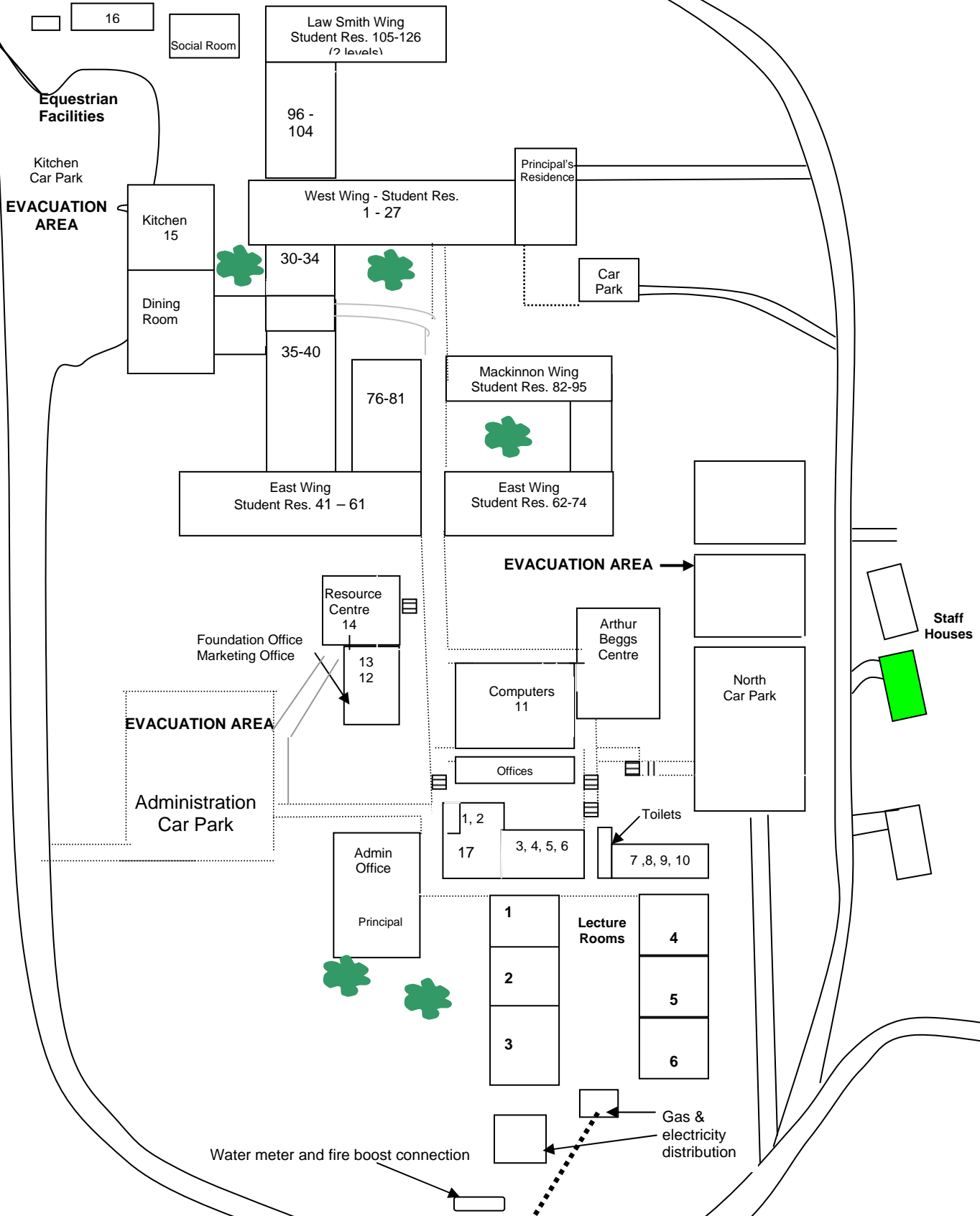
**Contractors are to report to the Building Project Manager prior to commencing work on any of the following services.**

**Services Connections**

- Water** From a controlled pump-house adjacent to the Christian College driveway via a main adjoining the entry driveway to a Main Isolating Valve situated near the electricity sub-station.
- Electricity** Via a medium voltage overhead line connecting to a sub-station located between the entry driveway and Lecture room 1.  
The main fuse board is situated in the administration block in the corridor adjacent to the staff toilets.  
Various sub-boards are located throughout all buildings.  
All electricity supply from sub-station is via underground reticulation.
- Gas** Via a main line adjacent to the entry driveway  
Main isolating valve situated close to the electricity sub-station  
Gas is supplied to all accommodation, catering, administration, educational buildings and staff house areas. The Farm House is connected to LPG bottled gas.
- Sewerage** The property relies on a self-contained septic tank system with various pit locations. The main pits are located in the paddock to the north of the Principal's residence.
- Telephone** A Commander system operates throughout all College buildings. Staff residences, kitchen, various offices and the computer room have separate lines. All connecting phone lines are underground between buildings and through roof spaces within buildings
- Computers** The following locations are connected to the Local Area Network (LAN) from the Computer Centre:
- Administration offices
  - Lecturers offices
  - Lecture Rooms
  - James Darling Resource Centre
  - Principal's residence
  - All student rooms
  - Kitchen
- Connecting wiring for the LAN is throughout administration offices' roof spaces and through student accommodation to the Principal's residence. Connecting wiring from Computer Room to Administration offices and lecture rooms is located on walkway covering. LAN wireless coverage exists to connect Staff House No. 2, the Farm House and Maintenance Shed.
- 3 LAN hubs are located in student accommodation:
- In the West Wing laundry in a small annex behind the laundry entrance door
  - In the cleaners room next to Room 40
  - In the hallway in the north section of the East Wing adjoining Room 70

# MARCUS OLDHAM COLLEGE MAP

To College Farm & Maintenance shed



## EMERGENCIES

- Fire** Fire hydrants, hoses and extinguishers are located throughout all buildings. The Main Fire Control Panel is situated in the Mackinnon Wing adjacent to the student common room. A sub-panel is situated in the main foyer of the Law-Smith Wing  
All accommodation, administration and academic areas are fitted with emergency "Exit" lighting.  
Smoke detectors wired to the CFA are fitted throughout student accommodation only.  
An emergency evacuation plan exists to remove persons from accommodation buildings. This plan is displayed on notice boards within the accommodation and at the Main Fire Control panel.  
You must vacate all buildings and move to an evacuation area whenever you here alarm bells and/or recorded voice evacuation directions.
- Fire Alarms** There is no fire alarm coverage of lecture rooms, offices, Beggs Centre, James Darling Centre or staff residences.

## Evacuation Details

Contractors working on College property, when aware of, or notified of, a fire or other disaster shall evacuate to the nearest Disaster Evacuation Area.

Location of Disaster Evacuation Areas

1. Main student car park south of the kitchen/dining room.
2. Administration/Visitor car park south of main administration offices.
3. Tennis/basketball court north of the Arthur Beggs Centre.

*All personnel shall remain at the Disaster Evacuation Area until cleared to leave by emergency services officers*

## VEHICLE AND ROAD SAFETY

All road and vehicle safety regulations enforced by state law apply to those using College roads.

Riding on trailers, farm equipment, on and in the trays of vehicles and trucks and doubling on farm bikes or 4-wheel bikes is strictly prohibited. Correct safety helmets shall be worn at all times on motorbikes, four-wheel bikes and bicycles.

Vehicles, whether company or private, must be registered with the relevant authorities.

### Road Rules and Licences

All vehicles, whether company or private, must be covered by appropriate insurance and must comply with Victorian Road Rules whenever used on College property and all drivers and passengers must adhere to these road rules.

Only people with current driver's licences and relevant regulatory licences or permits will be permitted to drive vehicles.

### Machinery - Tractors - Implements

To be operated in accordance with the manufacturers specifications as laid out in the operator's manual.

Make sure you are familiar with the piece of equipment and are licensed and authorised to use it.

If the information is not available due to the age of the machine or other factors, supervision and training must be provided until the operator is competent.



## BEHAVIOUR

Irresponsible behaviour will not be tolerated. Showing off, acts of bravado, or anything else involving risk taking contrary to safety standards should be stopped immediately. Continuation of irresponsible behaviour will attract disciplinary action including dismissal from the site.

### Alcohol and Drugs

Consumption of alcohol should cease a minimum of 8 hours before commencement of work.

Drunkenness or consuming alcohol whilst working or in the workplace and the consumption of alcohol to the extent that a person is affected when they commence work is strictly forbidden.

The abuse of illicit and medication drugs, or being in possession of any illicit drug or drugs of dependence without a medical prescription, whilst working is strictly forbidden and **will lead to instant dismissal from the site.**

Where the above is reported to or known to management, the continued employment will be subject to review. Police will be advised of suspicion of the presence of illegal drugs.

When consuming prescriptions drugs or over the counter drugs, read and follow the instructions.

Advise your employer/manager if you are on medication. Employers/managers should detail medication in their daily work diary.

### Smoking

Smoking is only allowed in the open air. Smoking is not permitted in any room, building, vehicle or enclosed area. Employees are encouraged not to smoke at all whilst at work.

### Dogs

No contractor or visitor to the College will bring a dog onto the property, excepting those contractors who use working dogs as a part of their normal employment.

In the event of a dog being brought onto the property prior to its owners awareness of this protocol, the owner will ensure the dog is physically restrained immediately he/she becomes aware of this requirement and remove the dog at the earliest possible time.

## CHEMICAL SAFETY AND HAZARDOUS SUBSTANCES POLICY

**Farm chemical use: - The user must have Ag Chemical Accreditation**  
e.g. Victoria Agricultural Chemical Users Permit (ACUP)

**Prior to the use of any hazardous product all relevant employees will be instructed in the use of that product and the safety precautions required.**

## PRESENCE OF ASBESTOS IN COLLEGE BUILDINGS

In December 1999 and June 2003 audits of asbestos material was carried out at Marcus Oldham College by Environmental Health Services (Australia) Pty Ltd. ESG audits were conducted in accordance with the Victorian Occupational Health and Safety (Asbestos) Regulations (1992). These audits were designed to identify location, extent, type and condition of asbestos materials, assess the risk to exposure and recommend actions to minimise risk.

Significant locations of asbestos were identified but none was identified that involved an immediate or short-term risk. On a 4-point scale, all occurrences of asbestos were in good condition and rated either 3 (requires medium term strategies) or 4 (requires long-term strategies). No asbestos occurrence required immediate or short term action.

**NOTE:** All asbestos roofing material identified in the 1999 and 2003 asbestos audits were removed from the site in 2005. These materials were replaced with Colourbond corrugated iron.

A copy of the Asbestos Audit Reports and Recommendations is available from the Building Project Officer.

### Health Risk

While all asbestos represents a health *hazard*, in that there is potential for harm, it only represents a health *risk* when it is airborne. Asbestos in stable materials does not represent a health risk until it is disturbed and releases fibres into the air. The mere presence of asbestos materials does not indicate that a health risk exists. **No asbestos on College in its present condition was found to represent a health risk.**

The major occurrences of asbestos at the college include:

<b>Office Block and Classrooms (1,2 and 3)</b>	–	switchboard, section of wall
<b>James Darling Resource Centre</b>	–	sections of wall
<b>Student Accommodation (east wing)</b>	–	sections of wall, eaves, switchboard, phone booth,
	–	hot water service room
<b>Student Accommodation (west wing)</b>	–	switchboard
<b>Kitchen, Dining Room</b>	–	hot water service room, cleaners room, switchboard
<b>External Laundry</b>	–	walls
<b>Farm Workshop and Shed</b>	–	walls, eaves, gutters

**Major occurrences of asbestos material are labelled appropriately**

#### **Actions**

1. Do not disturb any building materials where asbestos is present
2. Report immediately any observed disturbance of asbestos material to the Building Project Manager (BPM)
3. Consult with the BPM regarding any activity that could result in disturbance of asbestos material

**If in doubt of location of asbestos, please contact the BPM PRIOR to commencement of any works.**

### **CHEMICAL HANDLING**

#### **Protective Clothing**

The appropriate protective clothing must be worn when conducting farming or other operations using agricultural chemicals.

All chemicals must be used in accordance with registered labels. Read the label and the Material Safety Data Sheets (MSDS), available from the supplier. The Material Safety Data Sheets provide detailed information on treatment and symptoms as well as chemical data.

Chemicals can enter the body through

- skin contact including eyes
- inhalation of fumes, vapours and dusts
- accidental absorption while eating, drinking or smoking

#### **Read the Label**

It is each individual's responsibility to read the label of the agricultural chemicals he/she is handling and comply with the directions thereon.

#### **Hygiene**

Before eating, drinking or smoking wash thoroughly and move away from potential sources of contamination.

#### **Disposal**

The contractor at the completion of the relevant task will remove all chemical or other containers brought onto College property from the property. Used containers are to be disposed of according to the label and in the AgSafe approved manner. Agricultural chemical containers will be rinsed out and handled in the approved manner prior to disposal of containers. (i.e. double rinsed, punctured and crushed. Recyclable containers to be returned to point of purchase - e.g. Roundup). Any unlabelled containers are not to be used but disposed of in the AgSafe approved manner. (as above)

#### **Spillages**

Spillage of chemical will be cleaned up in accordance with directions on the label. If a spillage occurs call the employer/manager straight away and instigate clean up procedure.

#### **Washing Facilities**

Ensure that adequate quantities of washing water are carried on all mix trailers, planters, and cultivators applying agricultural chemicals.

## **Chemical Storage**

All chemicals will be securely stored in accordance with the Hazardous substances regulations. Chemical compounds will be kept locked at all times when unattended.

Unauthorised personnel, all children and animals are banned from access to chemical compounds and chemical storage areas.

## **Spraying**

- Spray with minimal drift and preferably in low wind conditions.
- Never spray in high wind conditions.
- Preferably use a suction method of transferring chemicals to a spray tank.
- Prevent nozzles from becoming blocked by using the correct filters and chemical formulation and ensure that water and equipment are clear.
- Clear blocked nozzles using a soft bristle brush, or compressed air. Never suck or blow blocked nozzles to clear them.

## **Explosives**

No blasting explosives are to be stored or used by any personnel unless they are licensed to use blasting explosives by the relevant state authorities, and with express permission of management.

## **Firearms**

Only registered firearms used by licensed persons and only used for eradication of pests and vermin and destruction of livestock are permitted on College property. Destruction of livestock is only to be carried out by a licensed veterinary practitioner or knackery personnel who hold an appropriate firearm licence.

The College is not responsible for use of firearms outside these guidelines.

## **Confined Spaces Policy**

### **Definitions of Confined Space**

The general definition of a confined space at a place of work is a space of any volume that a person may at any time enter or be allowed to enter and in which:

1. the atmosphere is liable to be contaminated at any time by dust, fumes, mist, vapour, gas or other harmful substances; or
2. the atmosphere is liable at any time to be oxygen deficient.

### **Examples of Confined Spaces**

1. Storage tanks, tank cars, process vessels, boilers, pressure vessels, silos and other tank like compartments usually having only a manhole entry.
2. Open topped spaces of more than 1.5 metres in depth, such as pits, dips or septic tanks which are not subject to good natural ventilation.
3. Pipes, sewers, tunnels, shafts, ducts and similar structures.
4. Any spaces entered through a small hatchway or manhole, tanks, cellular double bottom tanks, ducts and oil tanks.

### **Entry**

1. No person shall enter a confined space in which excessive heat is present. Such a space must be sufficiently cooled by ventilation or other means before entry is permitted.

### **Uncertainty**

Where an employee is uncertain of circumstances or action to take prior to entering a confined space the employer/manager must be contacted for advice and final direction.

## MANUAL HANDLING

Correct lifting principles are as follows:

1. Size up the load. Is it too heavy for you? Consider the bulk of the load, as well as its mass or weight. If in doubt, assistance or mechanical aids may be necessary.
2. Ensure that the lifting area is clear, tidy and free from obstacles. Check for nails, sharp edges, grease and other hazards (to prevent slipping, tripping, falling or injury during the lift).
3. Wear protective clothing such as gloves or footwear suitable for the material to be moved.
4. Position your feet. Feet should be parted about the width of your hips. (correct foot position maintains balance and stability and aids upward thrust from your ankle, knee and trunk muscles.)
5. Face in the intended direction of travel. Ensure path to be travelled is clear of obstacles.
6. Position your body close to the heaviest part of the load.
7. Knees bent, preferably not more than about 90°.
8. Trunk should be inclined forward, maintaining the natural shape of the back (enabling the back bones to remain locked together and provide a strong structure).
9. Take a firm hold, using the palms of your hands and not fingertips for heavy loads. If possible keep the arms and elbows about shoulder width. The hold must be secure and comfortable. (For objects such as boxes, hold the diagonally opposite corners of the bottom of the box).
10. Keep the head and chin tucked in, so as to continue the normal back line.
11. Lift with the strongest muscles of the trunk and legs. Movements should be smooth and never sudden or jerky. Lift slowly and avoid twisting.

**Remember: A bent back is weak and can be easily injured.  
Use common sense. If it is too heavy, leave it, seek assistance or use mechanical means to do the lifting.**

### Register of Injuries

An Accident/Incident report must be completed for every accident or incident occurring on college property.

It must be filled out by contractors for their own employees when there is any injury at the workplace.

A copy of the completed form is to be returned to the Management Administration Assistant at the Reception Office.

### Notice of Dangerous Occurrence

#### Phone 132 360 to obtain a Reference Number.

The Reference Number is your proof of immediate notification. Immediate notification is required under section 38(1) of the *Occupational Health and Safety Act 2004*.

The employer must notify the [VWA](#) immediately after the employer becomes aware of an incident at a workplace which exposed a person in the immediate vicinity of the incident to an immediate risk to the person's health and safety through:

- (a) the collapse, overturning, failure or malfunction of, or damage to, any item of plant listed in item 2 of Schedule 2 of the Occupational Health and Safety (Plant) Regulations 1995; or
- (b) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- (c) the collapse or partial collapse of any part of a building or structure; or
- (d) an implosion, explosion or fire; or
- (e) the escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act 1985; or
- (f) the fall or release from a height of any plant, substance or object.

In addition to the notification, the employer must provide a written record of the incident to the VWA within 48 hours.

## **INJURY AND ACCIDENT PROCEDURES**

### **Accident Reporting and Investigation**

#### Objectives

To ensure that all work related illnesses, injuries and dangerous occurrences are documented so that:

1. Workers Compensation claims are processed without delay.
2. Adverse trends can be identified and rectified.
3. All accidents and injuries are investigated, the cause identified and procedure altered so that the accident will not be repeated.
4. Appropriate legislative requirements are met.
5. Workplace Occupational Health and Safety is continually improved.

### **First Aid Stations**

Principal contractors and/or their employees will carry and maintain their own regulation first aid kit.

College First Aid Boxes are located in the:

<b>Kitchen</b>	1	Main Kit plus additional stock in kitchen office
	2	Portable First Aid Kits
	1	Portable First Aid Kit for student football/rugby/netball
<b>Reception Office</b>	1	Hikers Kit – on shelf under reception desk
<b>Indoor Riding Arena</b>	1	Portable First Aid Kit in purpose built box – East wall
<b>McCann Stables</b>	1	Portable First Aid Kit in Stable Manager's Office
<b>Farm</b>	1	Hikers Kit in tractor cab
<b>College Station Wagon</b>	1	Portable first Aid Kit

## **CHILDREN**

Marcus Oldham College shares a driveway with Christian College (senior school). Driveway speed limits must not be exceeded.

Children are not allowed in principle work areas at any time, including workshop, shed, yards, kitchen and other areas where they would not be aware of risk to their health and safety.

All employees must operate vehicles and machinery mindful of children on the farm and around houses etc.

Children are not allowed to operate or use company equipment or vehicles. Children are not to ride in or on any motor vehicle unless restrained as required by Victorian road laws.

Parents are responsible for the whereabouts and well being of their children at all times.

Children must be supervised at all times when outside their immediate home environment.

## **POLICY CONCERNING CHILDREN IN THE WORKPLACE**

### **General**

Recognising the fact that Marcus Oldham College has a diverse range of work situations that involve risk at various levels and that many of these risks are of medium to high level the O.H. & S. Committee recommends that a policy exist to ensure the safety of children that accompany their parents to the workplace.

The College considers that parents are responsible for their own children's health and safety at all times.

## **Policy**

All staff are to be aware of the risks to the safety of children that exist at the College. These risks are inherent in all workplaces, and are of particular concern at Marcus Oldham, which operates both farming activities and horse riding and training facilities. Children will not naturally be aware of the many risks that are inherent in the rural and horse industries and which will confront them on College property.

In order to minimise risk to the children of staff, and other children that may accompany other adults to the College from time to time, the following guidelines will direct staff in this area.

1. No children under the legal age of employment, are permitted in the following areas:
  - McCann Stables
  - Indoor riding arena
  - Outdoor manage
  - Any yard or paddock where horses are present
  - Any building containing machinery
  - Any farm paddock where any farm animals are present
  - Any area or building storing chemicals or animal health products
  - Riding, or being present on, any vehicle or equipment being the property of the College
2. The only exception to the above will be when children are directly supervised by, and are constantly visible to parents of those children who are being coached or taught in riding or farming techniques by a qualified instructor, OR where children are accompanying their parents, lawfully restrained, in a motor vehicle.
3. When children accompany staff members to an administration or other building, parents will ensure that the children are visible at all times and that they are not left unsupervised.
4. Children will not be left unsupervised in any vehicle on College property.
5. Older children of staff who accompany their parents to the College will be made aware of any risks that exist and of the behaviour required to minimise the risk to the safety of those children.

## **EQUAL OPPORTUNITY AND SEXUAL HARASSMENT POLICY**

Marcus Oldham College ("the College") seeks not only to provide an environment that promotes academic achievement but also aims to promote self-esteem and personal development of both staff and students.

In order to achieve this goal the College has established an Equal Opportunity and Advisory Committee (EOAC) which has the responsibility to oversee compliance by the College. The EOAC will also have the role of promoting and implementing equal opportunity policy.

The College has also developed a set of procedures for dealing with complaints of discrimination and sexual harassment, including Bullying.

The complete Equal Opportunity and Sexual Harassment Policy and Bullying Policy can be provided upon request.

**EMERGENCY CONTACTS  
CONTACT PHONE NUMBERS**

SERVICE	LOCATION	CONTACT	PHONE
AMBULANCE			000
FIRE			000
POLICE			000
WORKSAFE INCIDENT NOTIFICATION.			13 23 60
<b>FIRST AID</b>			
Catering & Accommodation	Kitchen	Lyn Cameron	0427 042 766
Outdoor & Maintenance	Maintenance Shed	David Bent	0407 316 128
Administration & Academic	Reception Office	Sheila Peh	5247 2900
POISONS INFORMATION CENTRE			13 11 26
GEELONG HOSPITAL EMERGENCY DEPARTMENT			52 267 564
<b>DOCTORS</b>			
Belmont Bulkbilling Clinic	141 High Street Belmont		52 413 000
WATER EMERGENCY 24 HOURS – BARWON WATER			1300 656 007
ELECTRICITY SERVICE DIFFICULTIES - POWERCOR			13 24 12
GAS EMERGENCIES & GAS LEAKS 24 HOURS - ORIGIN ENERGY			13 27 71
TELSTRA - Dial Before You Dig			1100
TELSTRA - To report damage to Telstra cables			13 22 03

## Control Measures

The College must ensure that the Contractor has identified suitable control measures for each hazard.

In most cases the Contractor will have a greater understanding of the technical requirements of the works and in these cases the College would not be expected to make a judgement as to whether the control strategy chosen by the Contractor is the best available safe system of work. Where the specific task does not involve specialty technical expertise, Council should provide feedback to the Contractor if they feel the identified control measure is in any way inadequate.

In summary the selection of suitable control measures should take into consideration:

- Level of risk
- Hierarchy of controls
- Practicability of implementation

## Hazard Identification and Control Table

The following table provides examples of control measures for a range of generic hazards.

These examples are provided as a guide only and important site specific factors must also be considered. Note also that this table of examples does not include all possible hazards.

from *Managing Contractor Health and Safety Risks, Guidelines for Local Government*, Victorian Workplace Authority, downloaded 18.11.08

Hazard	Possible Cause	Control Measure
1. Traffic Hazards	1.1 Trucks entering, exiting a work site 1.2 Working in close proximity to roads	Use of traffic signalmen Installation of temporary traffic signals Use of Safety Signs Speed restriction signs displayed and enforced Use of witches hats or temporary barriers to cordon off sections of road Closure of road Use of Safety Signs Speed restriction signs displayed and enforced
2. Manual Handling	2.1 Handling of aged or disabled people	Use of wheel chairs Use of lifting aids Imposed restrictions on certain activities Requirements for two person lifts Training of employees
	2.2 Use of heavy hand held tools eg grass slasher	Use of support harness Limits on duration of use
	2.3 Handling of heavy objects	Provide mechanical aids Redesign object or task
3. Contact with Heat	3.1 Hot Materials	Provide appropriate protective clothing and training
	3.2 Fire in the Workplace	Keep workplace clear of waste materials Issue of hot work permit Remove flammable materials or store correctly Provide adequate fire fighting equipment Employee fire fighting training Eliminate ignition sources from flammable atmospheres
	3.3 Exposure to sun	Reduce exposure time Provide protective clothing and sunscreen
4. Contact with Electricity	4.1 Faulty electric leads and tools	Tools and leads inspected and tagged
	4.2 No earth leakage detectors	Residual current devices in all circuits Residual current devices tested regularly



<b>Hazard</b>	<b>Possible Cause</b>	<b>Control Measure</b>
	4.3 Electric leads on ground	Electrical leads kept elevated and clear of work areas
	4.4 Electrical leads in damp areas	All electric leads kept dry
	4.5 Electric leads tied to metal rails	All electric leads are kept insulated
	4.6 Plant not isolated	Ensure permit to work system followed Lock-out and equipment tag procedure
	4.7 Contact with underground or overhead cables	Location of services to be established Overhead cables to be protected Services to be isolated when working in proximity Establish safe clearance distances
5. Exposure to Noise	5.1 Plant and equipment not silenced	Fit noise suppression to noisy plant and equipment
	5.2 Not wearing appropriate protection	All personnel to wear appropriate PPE (hearing protectors)
	5.3 Excessive exposure time to noisy areas	Regulate employee exposure to noise
6. Contact with High Pressure	6.1 Burst air lines	Air hoses in good condition and regularly inspected
	6.2 Hoses becoming uncoupled	All hose couplings fitted with pins or chains
	6.3 Using compressed air to clean clothing	Prohibit and instruct employees on dangers
	6.4 Improper handling of gas cylinders	Cylinders stored upright and secured
	6.5 Defective pressure gauges	All pressure gauges inspected regularly for defects
7. Contact with Chemicals	7.1 Incorrect handling procedures	All employees trained in MSDS requirements
	7.2 Lack of information	Review Material Safety Data Sheet and assess risks
	7.3 Not wearing appropriate PPE	All personnel provided with appropriate PPE
	7.4 Incorrect storage	Hazardous substances stored and labelled correctly
	7.5 Elevated exposure levels	Provide mechanical ventilation All personnel provided with appropriate PPE
8. Contact with Radiation	8.1 Exposure to arc welding	Welding operations shielded
	8.2 Not wearing appropriate PPE	All personnel wear appropriate PPE
	8.3 Exposure during radiography operations	Correct procedures developed and followed
	8.4 Exposure to lasers	Regular equipment check Follow documented safe work procedure for laser
	8.5 Exposure to sun	Provide protective clothing and sunscreen
9. Struck Against	9.1 Protruding objects in access routes	Protruding objects are removed or marked Provide appropriate PPE (hard hat, safety boots)
	9.2 Not wearing appropriate PPE	Provide appropriate PPE & training

<b>Hazard</b>	<b>Possible Cause</b>	<b>Control Measure</b>
	9.3 Personnel running in the workplace	Personnel exercise restraint and walk
10. Struck By Object	10.1 Objects falling from work platforms	All work platforms fitted with toe-boards Fence off areas below to prevent access Materials stacked securely All personnel wear appropriate PPE (hard hats) Secure loose objects to structure
	10.2 Debris from grinding operations	Personnel wear appropriate PPE Shield grinding operations
	10.3 Wind blown particles	All personnel wear appropriate PPE
	10.4 Loads slung from cranes	Loads not slung over personnel Taglines are used to prevent loads swinging Loads slung correctly
11. Fall from Height	11.1 No handrails	All work platforms have secure handrails
	11.2 Working outside handrails	Persons wear full fall arrest type harness
	11.3 Floor penetrations not covered	All floor penetrations covered or barricaded
	11.4 Ladders not secured	All ladders secured to prevent movement Ladders to extend at least 1m above landings
	11.5 Unsafe area	Tag and fence to prevent access
12. Slips and Falls	12.1 Access routes obstructed by materials	All access routes kept clear of materials and debris
	12.2 Leads and hoses across access routes	All leads kept clear of ground or covered
	12.3 Slippery surfaces	All surfaces used for access kept dry and in good condition
	12.4 Safety footwear not appropriate	Personnel wear appropriate safety footwear
	12.5 Poor visibility	Provide adequate lighting
13. Caught Between	13.1 Operating plant	Guarding of rotating plant and hand tools Safe work procedures to be followed Provide roll over cage protection Pre-start daily safety inspection
	13.2 Moving plant	Personnel kept clear when operating plant Fit reverse alarms to plant and check operation
	13.3 Moving loads	All personnel kept clear during crane operations
	13.4 Loads tipping or swinging	Load slings properly secured
	13.5 Materials being positioned	Safe Work Procedures for moving heavy loads
14. Overstress	14.1 SWL exceeded during lifting operations	Compliance with SWL and radius charts on cranes All lifting gear checked regularly
	14.2 Sprains and strains	All personnel trained in manual handling techniques

<b>Hazard</b>	<b>Possible Cause</b>	<b>Control Measure</b>
15. Ergonomic Hazards	15.1 Poor work posture	Workstation to conform with ergonomic standards Seating to conform with ergonomic standards Training of employees Provide adequate task lighting
	15.2 Use of excessive force	Provide mechanical aids Modify workplace design
	15.3 Repetitive movements	Modify task requirements Job rotation
16. Asbestos Hazards	16.1 Accidental disturbance or contact	Asbestos materials identified and labelled Asbestos materials removed from workplace Safe work procedures developed
17. Biological Hazards	17.1 Needlestick injury	Provide appropriate waste disposal containers Provide employees with PPE Develop safe work procedures and train staff
	17.2 Potential exposure to HIV, hepatitis	Develop safe work procedures and train staff Immunisation program
	17.3 Potential exposure to legionella bacteria	Provide employees with PPE Implement microbial control procedures
18. Excavation/ Trenching	18.1 Collapse of earth	Shoring to be provided in accordance with Code of Practice Shoring to be inspected regularly
	18.2 Fall into excavation	Provide barricades around excavation
	18.3 Asphyxiation	Provide exhaust ventilation and test atmosphere
	18.4 Inadequate access to excavation	Provide safe access by steps or ladders
19. Plant Overturn	19.1 Crane overturn	Cranes to be set up on solid ground and away from edge of excavation
	19.2 Mobile plant overturn	Plant to be fitted with roll over cage

This checklist is included as a guide only and may be modified to suit specific contract requirements.

from *Managing Contractor Health and Safety Risks, Guidelines for Local Government*, Victorian Workplace Authority, downloaded 18.11.08

<b>General Health and Safety Checklist</b>	
Contract Name:.....	
Contract Description: .....	
Contractor: .....	
Worksite Location: .....	Date: .....
Persons completing inspection:.....	
Indicate in the following manner:	
<input checked="" type="checkbox"/> <b>Acceptable</b>	<input type="checkbox"/> <b>X Not Acceptable</b>
<input type="checkbox"/> <b>N/A</b>	<input type="checkbox"/> <b>Not Applicable</b>
<b>1. Health and Safety Systems</b>	
1.1 OH&S policy displayed	
1.2 Accident report book	
1.3 Induction records	
1.4 Rehabilitation policy available	
1.5 Workplace inspection records	
1.6 Emergency procedures	
1.7 Training records	
1.8 Documented safe work procedures	
1.9 Protective clothing & equipment records	
1.10 MSDS available	
1.11 Health & safety systems manual	
1.12 H&S representatives appointed	
1.13 Management safety representative appointed	
1.14 Contract risk assessment available	
1.15 Contract health & safety plan available	
<b>2. Housekeeping</b>	
2.1 Work areas free from rubbish & obstructions	
2.2 Surfaces safe and suitable	
2.3 Free from slip/trip hazards	
2.4 Floor openings covered	
2.5 Stock/material stored safely	
<b>AISLES</b>	
2.6 Unobstructed and clearly defined	
2.7 Adequate lighting	
2.8 Vision at corners	
2.9 Wide enough	
<b>3. Electrical</b>	
3.1 No broken plugs, sockets, switches	
3.2 No frayed or defective leads	
3.3 Power tools in good condition	
3.4 No work near exposed live electrical equipment	
3.5 Tools and leads inspected and tagged	
3.6 No strained leads	
3.7 No cable-trip hazards	
3.8 Switches/circuits identified	
3.9 Lock-out procedures/danger tags in place	
3.10 Earth leakage systems used	
3.11 Start/stop switches clearly identified	
3.12 Switchboards secured	
3.13 Appropriate fire fighting equipment	

<b>4. Mobile Plant and Equipment</b>	
4.1 Plant and equipment in good condition	
4.2 Daily safety inspection procedures/checklists	
4.3 Fault reporting/rectification system used	
4.4 Operators trained and licensed	
4.5 Warning and instructions displayed	
4.6 Warning lights operational	
4.7 Reversing alarm operational	
4.8 Satisfactory operating practices	
4.9 Fire extinguisher	
4.10 Tyres satisfactory	
4.11 SWL of lifting or carrying equipment displayed	
<b>5. Machinery and Workbenches</b>	
5.1 Adequate work space	
5.2 Clean and tidy	
5.3 Free from excess oil and grease	
5.4 Adequately guarded	
5.5 Warnings or instructions displayed	
5.6 Emergency stops appropriately placed and clearly identifiable	
5.7 Operated safely and correctly	
<b>WORKBENCHES</b>	
5.8 Clear of rubbish	
5.9 Tools in proper place	
5.10 Duckboards or floor mats provided	
<b>6. Hazardous Substances</b>	
6.1 Stored appropriately	
6.2 Containers labelled correctly	
6.3 Adequate ventilation/exhaust systems	
6.4 Protective clothing/equipment available/used	
6.5 Personal hygiene - dermatitis control	
6.6 Waste disposal procedures	
6.7 Material safety data sheets available	
6.8 Chemical handling procedures followed	
6.9 Chemical register developed	
6.10 Appropriate emergency/first aid equipment - shower, eye bath, extinguishers	
6.11 Hazchem signing displayed	
<b>7. Welding</b>	
7.1 Gas bottles securely fixed to trolley	
7.2 Welding fumes well ventilated	
7.3 Fire extinguisher near work area	
7.4 Only flint guns used to light torch	
7.5 Flash back spark arresters fitted	
7.6 Vision screens used for electric welding	
7.7 LPG bottles within 10 year stamp	
7.8 PPE provided and worn	
7.9 Hot Work permit system used	
<b>8. Excavations</b>	
8.1 Shoring in place and in sound condition	
8.2 Excavation well secured	
8.3 Signage displayed	
8.4 Banks battered correctly and spoil away from edge	
8.5 Clear and safe access around excavation	
8.6 Separate access and egress points from excavation	
8.7 Safe work procedure in place	

<b>9. Prevention of Falls</b>	
9.1 All work platforms have secure handrails, guarding or fence panels	
9.2 Harness and lanyard or belts provided	
9.3 All floor penetrations covered or barricaded	
9.4 Unsafe areas signposted and fenced	
9.5 Safe work procedure in place	
<b>10. Stairs, steps and landings</b>	
10.1 No worn or broken steps	
10.2 Handrails in good repair	
10.3 Clear of obstructions	
10.4 Adequate lighting	
10.5 Emergency lighting	
10.6 Non-slip treatments/treads in good condition	
10.7 Kick plates where required	
10.8 Clear of debris and spills	
10.9 Used correctly	
<b>11. Ladders</b>	
11.1 Ladders in good condition	
11.2 Ladders not used to support planks for working platforms	
11.3 Correct angle to structure 1:4	
11.4 Extended 1.0 metre above top landing	
11.5 Straight or extension ladders securely fixed at top	
11.6 Metal ladders not used near live exposed electrical equipment	
<b>12. Personal Protection</b>	
12.1 Employees provided with PPE	
12.2 PPE being worn by employees	
12.3 Suncream and sunglasses provided	
12.4 Correct signage at access points	
<b>13. Manual Handling</b>	
13.1 Mechanical aids provided and used	
13.2 Safe work procedures in place	
13.3 Manual handling risk assessment performed	
13.4 Manual handling controls implemented	
<b>14. Workplace Ergonomics</b>	
14.1 Workstation and seating design acceptable	
14.2 Ergonomic factors considered in work layout and task design	
14.3 Use of excessive force and repetitive movements minimised	
14.4 Appropriate training provided	
<b>15. Material Storage</b>	
15.1 Stacks stable	
15.2 Heights correct	
15.3 Sufficient space for moving stock	
15.4 Material stored in racks/bins	
15.5 Shelves free of rubbish	
15.6 Floors around stacks and racks clear	
15.7 Drums checked	
15.8 Pallets in good repair	
15.9 Heavier items stored low	
15.10 No danger of falling objects	
15.11 No sharp edges	
15.12 Safe means of accessing high shelves	
15.3 Racks clear of lights/sprinklers	
<b>16. Confined Spaces</b>	
16.1 Risk assessment undertaken	
16.2 Communication and rescue plan in place	
16.3 Safety equipment in good working condition	
16.4 Suitable training provided to employees	
16.5 Confined Space permit used	

<b>17. Lasers</b>	
17.1 Operator has laser operator licence	
17.2 Signage displayed	
17.3 Laser not used in a manner to endanger other persons	
<b>18. Demolition</b>	
18.1 Risk assessment undertaken in advance	
18.2 Access prevented to demolition area	
18.3 Overhead protection in place	
18.4 Protection of general public	
18.5 Safe work procedure in place	
<b>19. Public Protection</b>	
19.1 Appropriate barricades, fencing, hoarding, gantry secure and in place	
19.2 Signage in place	
19.3 Suitable lighting for public access	
19.4 Footpaths clean and free from debris	
19.5 Dust and noise controls in place	
19.6 Site access controlled	
19.7 Traffic control procedures in place	
19.8 Public complaints actioned	
<b>20. Amenities</b>	
20.1 Washrooms clean	
20.2 Toilets clean	
20.3 Lockers clean	
20.4 Meal rooms clean and tidy	
20.5 Rubbish bins available - covered	
<b>21. First Aid</b>	
21.1 Cabinets and contents clean and orderly	
21.2 Stocks meet requirements	
21.3 First aiders names displayed	
21.4 First aiders location and phone numbers	
21.5 Qualified first aider(s)	
21.6 Record of treatment and of supplies dispensed	
<b>22. Lighting</b>	
22.1 Adequate and free from glare	
22.2 Lighting clean and efficient	
22.3 Windows clean	
22.4 No flickering or inoperable lights	
22.5 Emergency lighting system	
<b>23. Fire Control</b>	
23.1 Extinguishers in place	
23.2 Fire fighting equipment serviced/tagged	
23.3 Appropriate signing of extinguishers	
23.4 Extinguishers appropriate to hazard	
23.5 Emergency exit signage	
23.6 Exit doors easily opened from inside	
23.7 Exit path ways clear of obstruction	
23.8 Alarm/communication system - adequate	
23.9 Smoking/naked flame restrictions observed	
23.10 Minimum quantities of flammables at workstation	
23.11 Flammable storage procedures	
23.12 Emergency personnel identified and trained	
23.13 Emergency procedures documented - issued	
23.14 Emergency telephone numbers displayed	
23.15 Alarms tested	
23.16 Trial evacuations conducted	
23.17 Personnel trained in use of fire fighting equipment	

**Tenderer OHS Management System Questionnaire**

This questionnaire forms part of Colleges tender evaluation process and is to be completed by tenderers and submitted with their tender offer. The objective of the questionnaire is to provide an overview of the status of the tenderers OHS management system.

Tenderers will be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

**Certification**

The information provided in this questionnaire is an accurate summary of the company's occupational health and safety management system.

Company Name: .....

Signed: .....

Name: .....

Position: ..... Date: .....

**Contract Details**

Contract Name: ..... Contract Number: .....



## Tenderer OHS Management System Questionnaire

from *Managing Contractor Health and Safety Risks, Guidelines for Local Government*, Victorian Workplace Authority, downloaded 18.11.08

<b>1 OHS Policy and Management</b>	<b>YES</b>	<b>NO</b>
1.1 Is there a written company health and safety policy? <i>If yes provide a copy of policy.</i> Comments ..... .....		
1.2 Does the company have an OHS Management System certified by a recognised independent authority (e.g.: SafetyMAP)? <i>If Yes provide details</i> ..... .....		
1.3 Is there a company OHS Management System manual or plan? <i>If yes provide a copy of contents page(s).</i> Comments ..... .....		
1.4 Are health and safety responsibilities clearly identified for all levels of staff? <i>If Yes provide details:</i> ..... .....		
<b>2 Safe Work Practices and Procedures</b>	<b>YES</b>	<b>NO</b>
2.1 Has the company prepared safe operating procedures or specific safety instructions relevant to its operations? <i>If yes, provide a summary listing of procedures or instructions.</i> Comments ..... .....		
2.2 Does the company have any permit to work systems? <i>If Yes, provide a summary listing or permits:</i> ..... .....		
2.3 Is there a documented incident investigation procedure? <i>If Yes provide a copy of a standard incident report form.</i>		
2.4 Are there procedures for maintaining, inspecting and assessing the hazards of plant operated/owned by the company? <i>If Yes, provide details</i> ..... .....		
2.5 Are there procedures for storing and handling hazardous substances? <i>If Yes, provide details</i> ..... .....		
2.6 Are there procedures for identifying, assessing and controlling risks associated with manual handling? <i>If Yes, provide details.</i> ..... .....		

<b>3 OHS Training</b>	<b>YES</b>	<b>NO</b>
3.1 Describe how health and safety training is conducted in your company. ..... ..... .....		
3.2 Is a record maintained of all training and induction programs undertaken for employees in your company? <i>If Yes, provide examples of safety training records</i> .....		
.....		
.....		
<b>4 Health and Safety Workplace Inspection</b>	<b>YES</b>	<b>NO</b>
4.1 Are regular health and safety inspections at worksites undertaken? <i>If Yes, provide details:</i> .....		
.....		
4.2 Are standard workplace inspection checklists used to conduct health and safety inspections? <i>If Yes, provide details or examples:</i> .....		
.....		
4.3 Is there a procedure by which employees can report hazards at workplaces? <i>If Yes, provide details</i> .....		
.....		
<b>5 Health and Safety Consultation</b>	<b>YES</b>	<b>NO</b>
5.1 Is there a workplace health and safety committee?		
5.2 Are employees involved in decision making over OHS matters? <i>If Yes, please provide details</i> .....		
.....		
5.3 Are there employee elected health and safety representatives? <i>Comments</i> .....		
.....		
<b>6 OHS Performance Monitoring</b>	<b>YES</b>	<b>NO</b>
6.1 Is there a system for recording and analysing health and safety performance statistics? <i>If Yes provide details:</i> .....		
.....		
6.2 Are employees regularly provided with information on company health and safety performance? <i>If Yes, provide details.</i> .....		
.....		
6.3 Has the company ever been convicted of an occupational health and safety offence? <i>If Yes, provide details.</i> .....		
.....		

## Company References

7.1 Please provide the following information for the three (3) most recent contracts completed by the company:

	<b>Contract 1</b>	<b>Contract 2</b>	<b>Contract 3</b>
Contract Description			
Client			
Contact			
Phone No Number of lost time injuries			
Number of person days on contract			
Total days lost due to injuries			

## Risk Assessment Form

The attached Risk Assessment Form shall be completed by the successful tenderer in relation to the contract works and submitted to Council for approval prior to commencement. The primary objectives of the Risk Assessment are to:

- identify hazards associated with contract tasks and activities
- determine the level of risk
- establish appropriate risk control measures

Each major or significant task or activity associated with the contract shall be assessed in terms of the associated hazards. When all hazards have been identified the most likely outcome as a result of an incident shall be determined.

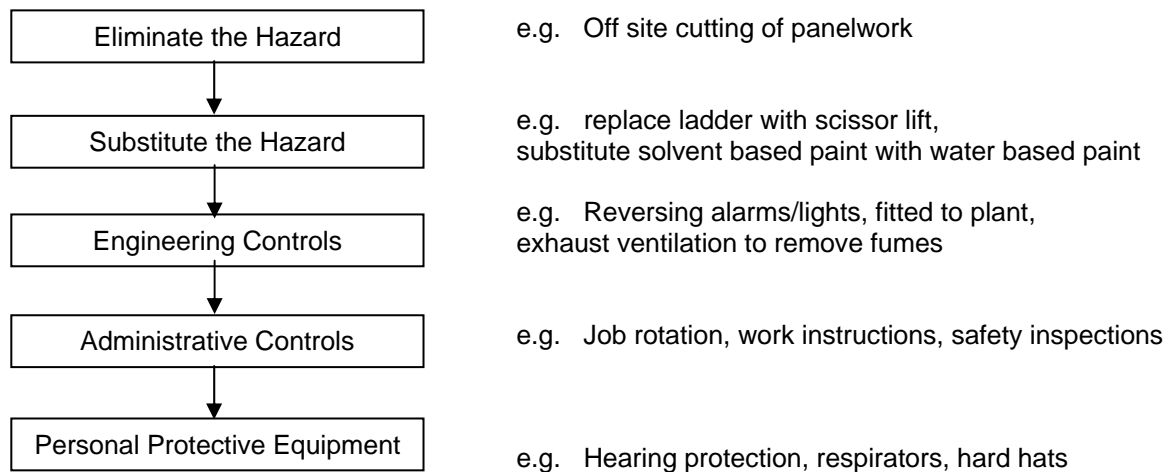
Risks shall be classified according to the following schedule:

Class 1: potential to cause death or permanent injury to one or more people.

Class 2: potential to cause one or more lost time injuries.

Class 3: potential to cause an injury treatable with first aid.

A primary goal shall be to eliminate Class 1 and 2 risks associated with the contract and should be a major focus of the Risk Assessment. Contractors should detail risk control measures which adequately address all identified Class 1 and 2 risks. When determining risk control strategies, the hierarchy of controls summarised below should be considered:



Where safe work procedures or instructions are developed they must clearly spell out the work sequence, highlighting the procedures required to adequately control each Class 1 and Class 2 risk identified in the risk assessment. All employees involved in the activity shall receive appropriate training in the safe work procedure. The risk assessment shall be completed on the Risk Assessment Form evaluating the full scope of work associated with the contract. Additional risk assessments may be undertaken during the course of the contract as required (i.e. work undertaken by subcontractors).

The Risk Assessment Form requires the Contractor to complete the following.

(i) Specific Task/Activity

The Contractor should document each major task associated with the contract. This should consider the sequential aspects of the work to be performed from contract commencement to finalisation of the contract.

(ii) Potential Hazards

The Contractor should identify the particular hazards associated with each activity or task to be carried out.

(iii) Class of Risk

Each hazard should be evaluated as a level of risk, described as Risk Class 1, 2 or 3 defined above. Classification in this way provides an indication of priority in terms of determining risk control measures.

(iv) Control Measure

The Contractor should identify and document what actions are necessary to eliminate or minimise the hazards that could lead to accident, injury or occupational illness.



Marcus Oldham College  
Provider No 3155

# RISK MANAGEMENT FORM RISK ASSESSMENT

**Document ID: FORM-133**

**Audit Elements:**

**Information of Task/Process/Equipment** (delete those not applicable)

What is reported? ..... Location: .....  
 ..... Identified by: .....  
 ..... Date: .....

Identified Hazard / Incident..... :

**RISK ANALYSIS MATRIX – level of risk**

Identified Hazards	Risk Assessment			Risk Score	Risk Level
	Exposure (E)	Likelihood (L)	Consequence (C)	E x L x C	

Definitions							
Exposure	E	Likelihood	L	Consequence	C	Risk Score	Hierarchy of Risk Controls
Continuously	10	Almost Certain	1.0	Catastrophic	20	<b>E</b> >20 <b>H</b> >10 <b>M</b> 3-10	<b>Elimination</b> is a permanent solution and should be attempted in the first instance. <b>Substitution</b> involves replacing the hazard or environmental aspect by one of lower risk. <b>Engineering</b> controls involve physical barriers or structural changes to the environment or process. <b>Administrative</b> controls reduce hazard by altering procedures and providing instructions. <b>Personal protective equipment</b> last resort or temporary control.
Frequently	6	Likely	0.6	Major	10		
Occasionally	3	Possible	0.3	Moderate	5		
Infrequently	2	Unlikely	0.1	Minor	2	<b>L</b> < 3	
Rarely	1	Rare	0.05	Insignificant	1		

**LEGEND**

- E: extreme/significant risk; immediate action required; must be managed by senior management with a detailed plan, notify RMO immediately.
- H: high risk, senior management attention needed, detailed research and management planning at senior levels
- M: moderate risk, management responsibility must be specified; manage by specific monitoring or response procedures
- L: low risk, manage by routine procedures; unlikely to need specific allocation of resources

**Details of Actions to be Taken**

Actions: (These should be determined by both the person(s) identifying the risk and the responsible manager and OH&S Committee Member). When determining action refer to Hierarchy of Risk Control.

.....  
.....  
.....  
.....  
.....  
.....

Person assessing the risk:..... Date:.....

SIGNED: .....

Risk minimisation actions to be completed by:.....

Planned completion date: .....

**Actions Completed**

Actions Completed (Initials & date): .....

***Do not perform any Hot Work including cutting or welding until the following precautions have been taken and the permit on the reverse side of this Precautions Checklist has been signed.***

**General Precautions**

- The fire alarms and thermal/smoke detectors must be isolated before hot works commences
- Sprinklers (if installed) are in service.
- Cutting and welding or other hot work equipment is in good repair and operated by a qualified person.
- Appropriate Fire Extinguisher or fire hose is available in the area of work to be performed.

**Precautions within 10 metres of work**

- Floors swept clean of combustibles.
- Combustible floors swept down, covered with damp sand or fire resistive sheets.
- Flammable liquids removed and other combustibles protected with fire resistive covers or metal shields.
- All wall and floor openings covered.
- Fire resistive covers suspended beneath elevated work.

**Work on walls or ceilings**

- Construction is non-combustible and with combustibile covering or insulation.
- Combustibles moved away from other side of wall.

**Work on enclosed equipment.** (Tanks, containers, pipes, ducts, dust collectors, etc.) U Equipment cleaned of all combustibles.

- Containers purged of all flammable vapours and checked.

**Special Precautions**

- .....
- .....
- .....

**Fire Watch**

- Fire watch will be provided during and for 30 minutes after work is completed.
- Fire watch is supplied with extinguishers and small hose.
- Fire watch is trained in the use of this equipment and raising alarm.

**Note:**

***In-situ hot work procedures should be avoided. Wherever possible work should be carried in a workshop area fitted out for the safe use of Hot Work equipment.***

**HOT WORK PERMIT**

**FOR CUTTING, WELDING, OPEN FLAME OR SPARK PRODUCING EQUIPMENT**

The permit applies only to the date, time and area specified below

Permit valid on ..... from .....am/pm      Expiring ..... am/pm

Area .....

Work to be done:

.....  
.....  
.....  
.....

The area where this work is to be done has been examined, necessary precautions for safe hot work practices appearing on the reverse side of this permit have been checked as indicated, and permission for this work to proceed is granted.

If a fire occurs call the Fire Brigade immediately, Telephone 000 and/or operate alarm call point located at:

.....

Permit granted to.....

Signed .....

*(Person responsible for authorising Hot Work, Cutting and Welding).*

*Suitable fire watch appointee may be Building Development Officer, Maintenance Staff member or Fire Warden.*

The work area and all adjacent areas to which sparks might have spread including floors (above and below and on opposite sides of walls) were inspected at least 30 minutes after the work was completed and were found to be fire-safe.

Time Finished.....am/pm

Welder's or operator's signature .....

*This permit should be displayed at the work area during hot work operations*

**NOTE: PLEASE RETURN THIS FORM TO THE BUILDING PROJECT OFFICER.**



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## DECLARATION BY CONTRACTOR (Copy to retain)

I hereby acknowledge that I have read and understand in full the contents of the Marcus Oldham Contractors Compliance Manual and I agree to be bound by the terms and conditions outlined in it. I further acknowledge that I am to keep this manual for ongoing reference.

I (or my company) have current adequate policies relevant to OH&S, Sexual Harassment, EEO and Bullying.

In the absence of the above policies, I (we), agree to be bound by the Marcus Oldham College's policies relevant to these matters.

I (we) certify that I (we) hold all required licenses for appliances and machinery that I (we) operate on Marcus Oldham College property and hold the appropriate Trade Qualifications.

My Public Liability Insurance Number is:

My Work Cover registered Number is:

My Trade Affiliation Licence Number is:

My Red Card Number is:

COPY

**SIGNED:** .....

Registered Business Name: .....

ABN.....

Proprietor's Name: .....

Address: .....

Contact Telephone Number(s): Business.....Home.....

Mobile.....

Email address: .....

Date: .....

**Contractor to retain this copy**

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**SIGNED:** .....

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ABN.....

Proprietor's Name: .....

Address: .....

Contact Telephone Number(s): Business.....Home.....

Mobile.....

Email address: .....

Date: .....

**Contractor to return this copy to the Building Project Officer**