25 March, 2013

Contractor's Hyperlinked documentation

Due to the implementation of the Occupational Health and Safety Management System in all Department of Education & Early Childhood sites, Victorian College of the Arts Secondary School has to ensure that the contractors we engage work safely and do not introduce any unmanaged risks when undertaking work on our site.

We ask you to read the following hyperlinked documentation and familiarise yourself with the following:

- Contractor Management Procedure which details what is required by us:
  - Copy of current contractors public liability insurance certificate (Note: $10 million minimum cover required)
  - Copy of current workers compensation insurance certificate
  - Copy of trade license
  - Working with Children check
- Contractor Hazard Identification and Control Table;
- Safe Work Method Statement (SWMS) Template;
- Job Safety Analysis Work sheet (JSA). Note contractors may use their own JSA or SWMS templates;
- Hot Work Procedure;
- Working at Height Procedure;
- Confined Space Procedure;
- DEECD OHS Policy; and
- Contractor Induction Checklist.

In order to be listed as an Approved DEECD Contractor for working in schools, all contractors and their employees that shall be working at our site need to read all the documents that have been hyperlinked and familiarise themselves with the requirements of the Contractor Induction Checklist.

This information is to be returned to us by Monday 15 April, 2013. On visiting the school the Contractor Induction Checklist shall be filled in with Daniel Holden, after which your company will be added to the Approved Contractor List.

Contractor inductions are valid for 12 months. If you are assessed as Non Compliant you will be advised to submit further evidence.

If you any questions please do not hesitate to contact Daniel Holden during school on 03 86448644.

Yours Sincerely

Colin Simpson
Principal