

# GREEN BAY SCHOOL POLICIES

## **NAG 5 Health & Safety**

### **5.13 Safety, Health and Environmental Requirements for Contractors and Sub-contractors**

#### **RATIONALE**

That when contractors are on site, the school environment is safe and all legislative requirements are met.

#### **DEFINITIONS**

Contractors and sub-contractors: tradespersons who will be present on school premises for five consecutive days or longer.

#### **PURPOSES**

1. To ensure that all contractors and sub-contractors operating within the school comply with all legislation, including the Health and Safety Act 1992.
2. To ensure that all contractors and sub-contractors operating within the school comply with this policy.

#### **GUIDELINES**

1. Before commencing work within the school, the Principal will provide a copy of this Policy to the contractors.
2. Before commencing work within the school, the Principal will ensure that the contractors will:
  - a. Provide a copy of their Occupational Health & Safety policy or statement
  - b. Nominate a person who will be responsible and accountable for occupational health and safety issues during work at the school
  - c. Nominate a person to be responsible for the prevention of environmental pollution according to the Resource Management Act
  - d. Confirm that all employees carrying out contract work within the school have been adequately trained and have adequate knowledge and experience of the kind of work, plant or substances that they may be required to do or use.
  - e. Confirm that they have satisfactory police vetts for all personnel on site within the scope of this policy.
  - f. Confirm that they will work in compliance with all relevant legislation, including Health and Safety Act 1992.
  - g. Satisfy any other reasonable safety requirements of the architect, project manager or other consultant to the school.

3. At all times, the contractors will undertake to the Principal's satisfaction:
  - a. Make provision for their own first aid treatment.
  - b. Report to the school all incidents / accidents. These will include all spills and discharges of hazardous / toxic substances and trade wastes.
  - c. Provide safety equipment, and fence off and maintain safety areas, to the satisfaction of the school.
4. The Principal has the authority to deal with any issues regarding the behaviour of contractors or their personnel..
5. The Principal shall have the right to inspect the contractor's written provisions for Health & Safety and inspect their OSH systems in action.

Signed: \_\_\_\_\_  
Principal

Signed: \_\_\_\_\_  
Chairperson

Approved: 18.10.06  
Rev: 24.03.10