



## GOVERNORS BAY SCHOOL

### Contractors & Sub-Contractors Procedure

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Under the Health and Safety in Employment Act, 1992, the Board of Trustees is required to take practical steps to prevent harm to Contractors and Sub Contractors: as well as students, staff and visitors.

#### **Purpose:**

Contractors and Sub Contractors engaged by Governors Bay School must adhere to and comply with the requirements of the Health and Safety in Employment Act, 1992.

#### **Guidelines**

1. All contractors on a site controlled by the Principal at Governors Bay School are provided with information on:-
  - The identified hazards that they may be exposed to
  - The emergency procedures for dealing with all likely emergencies
  - Any specific safety rules and procedures.
2. The Contractor is required to provide a copy of their Occupational Health and Safety policy or statement, or to sign the Governors Bay School Contractors' and Sub Contractors' Health and Safety Declaration (see Appendix 1).
3. The contract is to nominate a person who will be responsible and accountable for Occupational Health and Safety on site.
4. The Contractor must be able to provide that all employees required to carry out any work under the contract have been adequately trained or have adequate knowledge and experience of the kind of work, plant or substances they may be required to do or use, or are closely supervised by someone who has.
5. The Principal has the right to inspect the Contractors' provisions prior to letting the contract.

6. The Contractor shall comply with all relevant Legislation, Regulations and Codes of Practice (approved or voluntary) applying to the trade or profession within which they operate.
7. The Contractor shall provide their own First Aid facilities.
8. Where relevant, the Contractor's emergency plans are to conform with OSH standards.
9. Governors Bay School is to be advised of all hazardous plant, machinery, or substances which are to be brought onto the site.
10. The Contactor has a duty to protect the public and people in the vicinity from harm at all times.
11. The Contactor shall immediately report al incidents/accidents, which harm or may have harmed while on a site controlled by Governors Bay School including hazardous/toxic substances and trade wastes, spills or discharges, to the Occupational Safety and Health Service of the department of Labour, as well as the Principal of Governors Bay School.
12. The Principal will provide the Contractor with a copy of the relevant school policies, procedures and rules which the contractor must comply with.
13. The Principal may require the Contractor to cease work if the Contractor fails to comply with any of the above.

**Conclusion:**

All Contractors engaged by Governors Bay School must adhere to the requirements of the Health and Safety in Employment Act, 1992. This policy is to be read in conjunction with Appendix I Governors Bay School Contractors and Sub- Contactors Health and Safety Declaration Form.

**REVIEW STATUS:**

<i>Signed (BOT Chairperson)</i>	<i>DATE</i>	<i>REASON</i>	<i>REVIEW DATE</i>
	___ / ___ / ____	<b>BOT REVIEW</b>	<b>September 2011</b>
		<b>NEXT REVIEW</b>	<b>September 2014</b>