





Contractors Handbook

Checklist or Form	 Go to 
	Form H – Contractor WHS Standards Agreement
Effective date	1 June 2012
Date reviewed	1 June 2012
Review date	February 2015
Guideline owner	Human Resource – Work Health & Safety
Applies to	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
Legislative requirements	WHS Act 2011 & WHS Regulation 2011 WorkCover NSW Armed Hold-Ups and Cash Handling Guide 2003
Pages	5

Introduction

This handbook outlines the general safety rules for contractors working at Parishes in the Lismore Diocese. The Diocese will review this handbook on a regular basis and where appropriate issue a new handbook for contractors.

It is expected that contractors will read the handbook and ensure that all their staff working at a Lismore Diocese Parish follow the rules outlined. Failure to do so may lead to the contractor being asked to leave a Parish.

Thank you for your cooperation with ensuring that Lismore Diocesan Parishes provide a safe work environment for **all** workers and the community.

Diocesan HR & WHS Manager



Work Health and Safety Policy

The Lismore Diocese recognises that the health and safety of all workers is a shared responsibility. In fulfilling this responsibility, the Diocese and the Parish has a duty to provide and maintain, so far as is practicable, a working environment that is safe and without risks to health.

Contractors must:

- take reasonable care for their own health and safety, and
- take reasonable care that their acts or omissions do not adversely affect the health and safety of others, and
- comply, as far as they are able, with any reasonable instruction from the Parish and/or Diocese to allow the Parish and/or Diocese to comply with the Act, and
- co-operate with any reasonable policy or procedure of the Parish and/or Diocese relating to health or safety at the workplace that has been notified to workers.

Administrative procedures

All contractors working on site must carry appropriate insurances, licences and tickets to undertake their work. The Parish and/or Diocese may request at any time to see evidence of the above.

These may include:

- Trade qualifications/appropriate licences
- WorkCover NSW General OHS Induction Course for the Construction Industry
- National Certificate of Competency e.g. forklift, backhoe operation, scaffolding, rigging
- workers compensation policy (if employing staff)
- Public liability policy

Safe Work Method Statements

The Parish Priest or delegate may request evidence of the contractor's Safety Management System. **Safe Work Method Statements** must be provided for all high risk tasks to be undertaken at the Parish.

Prior to commencing work

All contractors must:

- Report to the office to sign in
- Contact the supervisor and complete site induction and review **Safe Work Method Statement** for the work to be completed
- Wear visitors badge whilst on site
- Ensure that they are wearing correct PPE



Personal conduct

In line with our customers' expectations of a Parish, it is the policy of the Lismore Diocese that all contractors should follow the Parish Code of Conduct and includes:

- maintaining a clean and neat appearance and wearing non-offensive clothing in good repair;
- wearing protective clothing and equipment as required;
- refraining from shouting, offensive language;
- not operating noisy equipment in close proximity to church services;
- not smoking in restricted areas and not in the presence of parishioners;
- ensuring equipment / vehicles are driven safely in and around parish grounds and all operators are adequately licenced;
- recognising potential hazards arising from their work and taking precautions to protect themselves, other workers and visitors; and
- responding positively to requests for information by either delivering the information or finding a worker to assist.

Drugs and Alcohol in the workplace

Contractors must not bring illicit drugs or any alcohol onto Parish grounds. Contractors must not be affected by illicit drugs or alcohol while undertaking their work for the Parish.

If a contractor is taking prescription medicines, the Parish must be notified and any possible safety ramifications, such as drowsiness, be discussed and controls implemented to the satisfaction of the Parish Priest or delegate.

A contractor found to be working under the influence of illicit drugs or alcohol may have their contract terminated.

Specific safety rules

Electrical equipment

All portable electrical equipment such as drills, grinders and extension leads must be in good order and appropriately tested and tagged.

Machine guarding must not be removed from equipment.

Motorised equipment

- Excavators and backhoes are only to be operated by certified operators.
- All equipment is to be used only for the purpose for which it was designed.
- All guards must be correctly fitted and in place.



- Passengers must not be carried on these plant items.
- Motor vehicles are to be driven only by contractors with appropriate licences.
- Fuel, oil, water, brakes and warning systems must be checked prior to use.
- Personal Protective Equipment, i.e. hearing and eye protection, gloves are to be worn as specified for each equipment item.

Ladders

All ladders must be tied securely and safely in position.

All ladders used on electrical work must be of wooden or non-conductive material construction.

Chemicals / hazardous substances

- Contractors must seek approval from the Parish Priest or delegate for chemicals to be used.
- Contractors must always use the least hazardous chemical that will give the effect required.
- The products to be used must be listed on the Safe Work Method Statement.
- Safety Data Sheet (SDS) must be provided for all products used.
- All chemicals must be in original containers with labels intact.
- If products are required to be decanted then the new container must be labeled in accordance with WorkCover guidelines. Products must not be decanted into food containers.
- All chemicals must be removed from the Parish at the end of the project.

Emergency procedures

The Parish has prepared management plans to address emergencies in the workplace e.g. fire and medical situations. In case of emergencies, contractors should contact the Parish office for advice as to how to proceed and follow the direction of workers

Identifying & reporting hazards

Before starting work **take 5 minutes** to identify hazards and plan your work.

1. Stop, step back, observe
2. Walk through task
3. Identify hazards
4. Control and communicate
5. Safely complete task

Report all hazards that you can't fix to the Parish office or the supervisor.

Complete the hazard reporting form to ensure that the Parish can rectify hazards identified.



Reporting incidents & first aid

All contractors must carry an appropriate first aid kit in their work vehicle whilst on site.

If assistance is required, the contractor should call the Parish office for assistance. An ambulance will be called for serious incidents.

Contractors must report all incidents to the Parish office and complete an incident report form.