



EXTERNAL CONTRACT ARRANGEMENTS

Related Merici Policies

School Buildings – Health and Safety School
Buildings – Maintenance Work School
Buildings - Planning
School Buildings - Security

Rationale/Purpose

This procedure describes specific requirements for the management of contractors prior to performing work at Merici College and during.

This procedure also outlines the general requirements for contract work and the risk management procedures required to ensure that contractors are properly managed at all times.

Definitions

Contractor: A person not directly employed by the College undertaking paid work at the College.

Policy

The Business Manager in collaboration with the site resident caretaker/manager has the responsibility for the day to day management of contractors who work on the College site – including contact, procurement, site requirements and expectations including induction - and in collaboration with finance office, payment of invoices.

The higher responsibility for ensuring that this work is carried out in accordance with all ACT legislative requirements is that of Merici College Principal and Business Manager - and the Catholic Education Office for major building projects.

Procedures

The College Business Manager or CE (facilities officer - resource and strategy) whichever has initiated the contracting project is responsible for the contractor, must ensure that the induction program has been completed and credentials checked prior to any work being commenced and that all legislative requirements such as certificates, insurances and procedural evidence have been received prior to the appointment of the contractor.

The responsible person must also manage the ongoing tasks assigned to the contractor and ensures that all necessary permits are issued as required.

Induction

New contractors shall receive the contractor's site induction training prior to commencing any work on any of Merici College property. This will be conducted by the Business Manager or should he not be available a nominated Executive member of staff delegated by the Principal.

All training shall be delivered by people with appropriate levels of knowledge and skill in the area of expertise.

Induction for contractors will remain current for a period of twelve (12) months, after which time a repeat induction session will be necessary. Records of this process will be kept.

The induction must be arranged by the person who is responsible for the contractor, ie. the person who has organised the contractor. If the contractor has worked for Merici College previously, it is the responsibility of the person receiving the contractor to check the expiry date of the induction.

The appropriate certificates, insurances and procedural information must be provided by the contractor prior to or on the day of the induction. This information will be kept on file, until the time of the renewal of these policies.

No work shall be undertaken by the contractor unless this information is presented and is of a suitable standard, and all insurance policies are current.

Records

Suitable records of all contractors will be kept on file for a period of seven (7) years. A file will be established for each new contractor and kept secure. The CEO or Merici College will keep these records in accordance with privacy legislation in a confidential/secure manner.

Insurance Information

All contractors and sub-contractors must provide evidence of certification of currency for:-

1. Workers compensation insurance, which complies with ACT Workers Compensation legislation.
2. Public liability insurance for a sum insured not less than \$10 million, endorsed to include indemnity to the company as principal if only for the duration of the contract.
3. Third party property motor vehicle insurance if bringing vehicles on to the site. (Recommended at \$5 million dollars).

All contractors must complete the attached "Contractors Insurance Information" form and return it with evidence of insurance and licence documents, before commencing any work on the site. (Once registered, there will only be a requirement to update and prove the currency of these documents on an annual basis.)

Public Liability cover	
Major contract works	\$10,000,000
Medium sized contracts and delivery/cartage contractors	\$10,000,000
Small Contracts	\$10,000,000

Motor vehicle third party property cover to be \$5,000,000

Conditions of Contract

Provision of Services

Provision of site services will be made available to all contractors, and will be explained in the induction process. Eg. power, compressed air, water, waste removal, telephone, facsimile, photocopier, washing and toilet facilities, meal areas.

Emergency Plans

Contractors must show evidence of suitable arrangements to control emergencies which may arise from contractor activities and to minimise the impact of emergencies on contract personnel. These must be included in work methodologies presented prior to commencement of work.

Injuries

The contractor must immediately notify the manager responsible for the project of any injury sustained out of the course of the contract.

Merici College medical emergency plan will be implemented for serious or life threatening events and injured workers will be transported by ambulance to the nearest hospital. Minor injuries sustained by contractors will be treated by a doctor or medical facility of their choice.

In all cases, notification of the injury must be received by Merici College.

Workers Compensation

Proof of current workers compensation insurance must be made available prior to the commencement of any contract. This documentation must be updated if the premium falls due during the period of contract.

Confidentiality

All drawings, patents and technical information made available to the contractor for the purpose of the contract, including keys, security and access arrangements, are confidential and are to be returned at the conclusion of the contract works.

Licences

Contractors are responsible for the appropriate licences and certificates of competency, and copies of such must be made available prior to the commencement of work.

Personal Protective Equipment

The contractor is responsible for the provision and the correct use of appropriate protective clothing and equipment.

Housekeeping

The contractor is responsible for ensuring that during and after execution of works, good housekeeping standards are maintained, and that staff and students of Merici College are not exposed to risk as a result of contract work.

Hot work permits

Contractors are responsible for ensuring that no hot work is carried out without suitable hot work procedures in place. Such procedures should be presented to Merici College Business Manager prior to commencement of the project.

Contractor vehicles

Vehicles may only be parked as directed by the responsible manager. No contractor vehicle or mobile equipment may be re-fueled on site.

Identification of contractors

All contractors and their employees must wear suitable visitor identification whilst at the school. Check with the responsible manager for suitable identification requirements.

Smoking

All contractors must observe the workplace NO SMOKING RULES. This applies to no smoking within 30m of College perimeter / boundaries. Please discuss this with your responsible manager.

Working at heights

Contractors are responsible for ensuring that suitable safe working at heights procedures are in place when performing any work above 2 metres. Work below 2 metres must also be accompanied by a safe work procedure. It is the responsibility of the contractor to supply the appropriate personal equipment for this purpose.

References

Nil

Forms

Required Contractor Details – Form to be drafted

Name of contractor/sub-contractor
Address:
Phone:
Description of work:
After hours contacts:
Name/Position/Phone

Workers Compensation Insurance

Insurer:
Name of insured:
Policy Number: Expiry Date:

Public Liability Insurance

Insurer:
Name of insured:
Policy Number: Expiry Date:
Indemnity cover: Excess: \$

Motor Vehicle Third Party Property Insurance

Insurer:
Name of insured:
Policy Number:
Expiry Date:
Indemnity cover: Excess: \$
Signature:
Print Name:
Position: Date:

Please attach evidence of currency of the above insurances.

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