

Name: _____

Company name: _____

Date: _____

Workplace Induction Handbook for Independent Contractors

Coffs Harbour Education Campus
Induction Registration Number: _____

EMERGENCY CONTACT NUMBERS - Dial 0 first to get a line from a campus phone		
CHEC Facilities Manager -	Evan Jones	0460 928 424
Facilities Officer -	Emma Rowsell	0438 038 552 (Monday)
Campus Services Officer -	Amy Bell	0413 638 574
Campus Security Phone		02 6659 3091
Fire, Ambulance, Police		000
SES (Storms/Floods)		132 500
Poisons Information Line		131 126
Bushfire Information Line		1800 679 737
Water		02 6648 4000
Electricity		133 466

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1. Introduction

Welcome to Coffs Harbour Education Campus (CHEC). At CHEC, a high value is placed on health, safety and environmental protection. In entering into a contract or arrangement to provide services to CHEC your company has agreed to comply with the requirements detailed in this Handbook.

CHEC has prepared these requirements in order to assist contractors, their sub-contractors and service providers in working safely on CHEC premises and to abide by legislative and CHEC requirements relating to people, property and the environment.

Every effort has been made to explain the local site rules and legal obligations of contractors, sub-contractors and their employees whilst working at CHEC. It is the contractors' responsibility to abide by relevant work health and safety legislation and ensure that they operate in a manner that does not endanger or cause harm to themselves or others

The guidelines in this handbook must be followed by all contractors, sub-contractors and their employees and be applied according to the scope and nature of the work that is to be undertaken.

It is required that this handbook accompany the contractor whilst on site to enable reference to requirements and emergency procedures.

If there is anything you do not understand, or require clarification on, please contact the Learning Infrastructure Manager or their site representative.

Reference to the Learning Infrastructure Manager, or Manager, Learning Infrastructure – CHEC Partnership is to be taken as the Learning Infrastructure Manager or his/her representative.

Definitions

Independent Contractor: A contractor or service provider that has been engaged to undertake works or provide services on campus that is not under the Facilities Maintenance Contract. This includes contractor employees, sub-contractors and sub contractor's employees. Services can be of a long or short term nature.

Facilities Maintenance Contract (FMC) Contractor: A contractor who has been awarded a contract under a Facilities Maintenance Contract (FMC) and are engaged by the NSW Department of Finance, Services and Innovation and includes Routine Maintenance (RM) and Call out Response/ Emergency Repairs & Insurance works. These contractors and their sub-contractors will have been inducted by the Facilities Maintenance Head Contractor or principal contractor e.g. O'Donnell & Hanlon or ISS.

This contract will be referred to as the "Facilities Maintenance Contract" or "FMC" throughout this document.

The term contractor will herein be used throughout this procedure and covers contractors, their sub-contractors and service providers.

2. Responsibilities

The contractor must, so far as is reasonably practicable, provide and maintain a working environment in which people are not exposed to hazards. In particular, contractors shall:

- provide a safe workplace and safe systems of work so that as far as practicable, they, their sub-contractors, employees and others are not exposed to hazards;
- provide their sub-contractors and their employees with information, instruction, training and supervision to enable them to work in a safe manner;
- consult and co-operate with their health and safety representatives in matters related to work health and safety;
- provide adequate protective clothing and equipment to their sub-contractors and employees where hazards cannot be eliminated;
- ensure plant is compliantly installed or erected so it can be used safely; and
- provide current certification for operation of cranes, forklift trucks, front-end loaders, elevated work platforms and other equipment.

Planning approval from the Learning Infrastructure Manager is required before any alterations to buildings or services infrastructure can commence.

Instructions to sub-contractors and employees

Contractors shall instruct their sub-contractors and employees concerning worksite health and safety at the campus.

Insurance, Legal Responsibilities and Compliance

The responsibility to understand and observe relevant legislation remains with the Contractor at all times.

Contractors and the subcontractors they employ are legally responsible for ensuring the health and safety of all employees on-site as well as protection of the environment.

Contractors are responsible for ensuring that all its employees and agents are inducted on relevant WHS matters and are provided with adequate information, instruction, and training prior to commencing work.

Contractors are required to provide proof of current Workers Compensation and Public Liability Insurance to the Learning Infrastructure Manager before commencing work on site.

Further information on legal requirements can be obtained from local offices of the SafeWork NSW or the NSW Office of Environment and Heritage or NSW Environment Protection Authority.

For further information please refer to:

- [NSW Work Health and Safety Act 2011](#)
- [NSW Work Health and Safety Regulation 2011](#)

<http://www.workcover.nsw.gov.au/law-and-policy/legislation-and-codes/work-health-and-safety-legislation>

- [NSW Protection of the Environment Operations Act 1997](#)

<http://www.epa.nsw.gov.au/legislation/Actsummaries.htm>

- NSW Pesticides Act 1999 & Pesticides Regulation 2009

<http://www.epa.nsw.gov.au/pesticides/pestmmngngNSW.htm>

CHEC Site Access and Induction

Prior to commencing work on a CHEC campus the contractor is required to:

- Read, understand and comply with this Handbook
- Contact the Learning Infrastructure Manager or representative prior to commencing work
- Sign on as per site arrangements upon arrival and sign off when leaving the site
- If in doubt in respect of any requirements, seek clarification from the Learning Infrastructure Manager or representative
- Sign off the **Local Workplace Induction for Independent Contractors Form** at the back of this handbook.

Risk Assessment – Job Safety Analysis

No work other than a visual inspection from a position of safety is permitted unless a Risk Assessment/Job Safety Analysis has been completed for any:

- hazardous work involving:
 - Noise hazardous
 - manual tasks
 - confined spaces
 - risk of falls
- high risk work including:
 - demolition and excavation work
 - energised electrical work
 - plant and structures
 - construction work
 - hazardous chemicals
 - working at heights
 - pressurised gases
 - fuels or flammables
 - or work at extreme temperatures.

A job safety analysis (JSA) is a documented risk management tool which involves breaking a task into steps, identifying the hazards that exist with each step and determining the actions required to control the risks associated with each hazard. The purpose of a JSA is to ensure that sufficiently skilled manpower, fit for purpose plant/equipment and materials/resources are allocated for a task and all persons ultimately involved are aware of and follow a safe system of work.

A JSA shall be completed prior to commencing the work at the site where the work is to be conducted with participation from all people who will be involved in the task.

JSA's will generally have the following information included:

- Company name
- JSA number
- Job or task name
- Date JSA is conducted
- Name and signature of person preparing the JSA
- Name and signature of persons who have reviewed the JSA
- Names of all participants involved in the task
- Steps involved in conducting the task
- Hazards associated with each of the steps
- Control measures required to eliminate or reduce the risk associated with each of the hazards
- Participants to sign the JSA to confirm understanding and compliance.

JSA's must be provided to the Learning Infrastructure Manager prior to work commencing.

All people involved with the works (employees, contractors, subcontractors, etc.) must be familiar with the requirements of the JSA and if in any doubt they must not attempt the task until clarification is obtained. A template is provided at the end of this handbook as a guideline to this requirement, however Contractors may use their own formats. A new Risk Assessment/Job Safety Analysis is required if the work scope changes.

Personal Protective Equipment

The contractor and sub-contractor are responsible for the provision of appropriate personal protective equipment (PPE) for themselves and their employees. PPE is to be appropriate for the particular hazard to which the person is exposed and shall comply with current statutory or Australian Standards specifications.

Required PPE identified by the Risk Assessment/Job Safety Analysis or by safety signage must be worn to ensure adequate protection. The contractor is responsible for ensuring that PPE provided to their employees is used when required, that suitable storage facilities are provided and that the equipment is maintained in a good working condition.

3. CHEC Procedures

Vehicles on Site

Due to the significant demand on parking, the campus may be unable to satisfy all requests for contractor parking bays, particularly in regard to major building projects. Stores and equipment may need to be unloaded and the vehicle relocated to a parking area.

Designated disabled parking spaces are reserved at all times. Service bays are available for service and delivery vehicles on official campus business only. All vehicle access to the inner campus, including worksites, must comply with the campus's vehicle access and parking procedures.

Requests for access to the inner campus must be made via the Learning Infrastructure Manager's representative.

All traffic signage on campus roads must be obeyed at all times. The speed limit on campus is 10 kilometres per hour, unless otherwise indicated. Particular care is to be taken in respect of pedestrian movements. NSW RMS road rules apply on CHEC campuses. If authorised to drive a vehicle on the inner campus, the maximum speed is walking pace with hazard lights operating at all times.

Contractor vehicles must not obstruct roads, driveways and escape routes from buildings or access to fire protection equipment. Driving or parking on lawns or gardens is not permitted.

Work Area Standards

- Warning signs must be used where appropriate and must comply with WHS regulations.
- Where required work areas are to be barricaded to direct people away from the work area. This includes handrails, barricades, temporary fencing and overhead protection.
- All areas are to be maintained in a clean and tidy condition. The contractor shall legally dispose of all waste offsite unless prior arrangements are made with the Learning Infrastructure Manager.
- There must be minimal disruption to walkways, corridors and pathways. Emergency exits, firefighting and first aid equipment shall remain unobstructed at all times.
- All precautions must be taken to minimise the generation of environmental hazards, such as exposure to noise, chemicals, dust, fumes, gases and vapour. In some cases this may require works to be carried out after normal operating hours including weekends or as authorised by the Learning Infrastructure Manager. For applications of pesticides including herbicides please refer and adhere to the CHEC Pest Use Notification Plan which is on the CHEC website.
- Preventative measures such as sediment fencing, straw bale barriers, sandbags, geotextile filter cloth, fibre rolls, wire stakes and mesh should be in place at all times to ensure materials, including soil and sediments, construction dusts and particles, paints, oils and fuels are prevented from entering the stormwater system.
- When leaving sites, contractors are to ensure work areas are clean and contained and do not pose a risk to CHEC staff, students, visitors or the environment. Upon completion all visible external and internal surfaces, including fittings, fixtures and equipment shall be free of marks, dirt, dust and unwanted materials.

Services Location

The contractor is responsible for identifying all existing public services affecting the work site including carrying out Dial 1100 Before You Dig. The Learning Infrastructure Manager is responsible for identifying CHEC installed services in consultation with the contractor.

Isolation of Services

Isolation of services is not permitted without the Learning Infrastructure Manager or representative's permission except in emergencies.

Where a contractor's work involves a requirement to isolate services (electricity, gas, telephone, fire detection or suppression, security system, communications, or water supply) to a whole or part of a building or campus, two working days' notice must be given to the Learning Infrastructure Manager to allow affected areas to be advised. Should the services be shut-down accidentally, the Contractor is to immediately advise the Learning Infrastructure Manager. Contractors must ensure that all tagging is removed at the completion of the works.

Work Disruptive to Learning

Liaison with the Learning Infrastructure Manager is required to ensure work undertaken will not interfere with educational delivery. Any works that may be disruptive to adjacent learning spaces are to be scheduled and approved by the Learning Infrastructure Manager. For example no electric, explosive operated power tools, air compressors and lawn mowing/ground maintenance equipment are to be used in operating hours without the approval of the Learning Infrastructure Manager.

Incomplete Tasks - Making Areas Safe

If work at the is not completed end of the day the contractor is to liaise with the Learning Infrastructure Manager to ensure the area is secured and made safe for staff and students. By way of example:

- Alternate lighting or access may be required
- Drums stored outside should be tilted with opening uppermost on upper plane
- Materials storage must be appropriate
- Bunding around waste materials
- Skips bunded or covered

Security

Every person on a CHEC campus has the right to feel safe. At times events can take place that make us feel unsafe or where threats are made to our safety and security. If you feel there is a threat your security, or the security of a student or staff member, emergency services should be called by phoning 000.

After the immediate threat has been dealt with, tell the Learning Infrastructure Manager about the event.

4. Specific Work Practices

Asbestos

Any work on or near asbestos will require the appropriate licence to be obtained before commencement of works. The contractor will be provided with the CHEC asbestos register. If the contractor finds any other suspected asbestos material at the worksite it should be brought to the attention of the Learning Infrastructure Manager who will determine a course of action in accordance with the Asbestos Management Plan.

When working near asbestos or when the contract involves the removal of asbestos material, contractors, sub-contractors and their employees must comply with the Asbestos Management Plan and safe work procedures.

Contractors, sub-contractors and their employees must not disturb asbestos containing material unless they are a licensed asbestos removalist and have implemented an approved asbestos removal control plan. Disturbance is defined as anything that could result in fibres being released into the respirable atmosphere. This can include but not limited to direct cutting, grinding, sanding, buffing, drilling, breaking, crushing, exploding or using high pressure equipment on asbestos containing materials (ACM).

If there is any doubt whether work may disturb ACM, an accredited asbestos assessor must be engaged to conduct a risk assessment. All removals and demolition work involving ACM must be undertaken by a licensed asbestos removalist in accordance with the National Code of Practice - How to Safely Remove Asbestos.

Restricted Occupations

Work involving restricted occupations requiring national or electrical authority certificates of competency is only to be carried out by personnel holding the appropriate certification. Copies of certifications are to be attached to the Risk Assessment/Job Safety Analysis.

High Risk Work Licences

Scaffolds and scaffolding equipment must be in accordance with AS/NZS 1576 and AS/NZS 4576, NSW Work Health and Safety Regulation 2011 - Reg 225 and:

- a qualified person must undertake the erection and inspection of scaffolds before the scaffold is used, after alteration or repair and at least every 30 days
- the area around the scaffold must be kept clear;
- warning signs must be in place to prevent unauthorised access.

A person requires a high risk work (HRW) licence to perform:

- **Scaffolding** – basic, intermediate and advanced
- **Rigging work** – dogging, basic, intermediate and advanced rigging
- **Crane and hoist operation** – tower, self-erecting tower, derrick, portal boom, bridge and gantry, vehicle loading, non-slewing mobile, slewing, materials hoist, boom-type elevating, work platform, vehicle mounted concrete placing boom
- **Forklift operation** – forklift trucks, order picking forklift trucks
- **Pressure equipment operation** – basic, intermediate and advanced boiler operation, turbine operation, reciprocating steam engine operation.

Hotwork

Any hotwork (activities that may cause a fire e.g. grinding, oxy cutting, welding, open flame) is not permitted unless authorised by the Learning Infrastructure Manager. Appropriate fire extinguishing equipment is required within five metres of any hotwork activity. This will need to be a part of the Risk Assessment/Job Safety Analysis.

De-Energisation of Potentially Harmful Energy Sources

Where work is to be performed on plant, machinery or equipment that has the potential to release hazardous electrical, mechanical, chemical or pressure energy then positive isolation of the energy source is to be made through the implementation of lock-out procedures and devices where possible. This includes stored energy in counterweights and rotating machinery. The isolation procedure for the work being undertaken should be documented in the Risk Assessment/Job Safety Analysis.

Confined Spaces

No entry into a confined space is permitted unless the full provisions of the Confined Space Regulation of the WHS Regulation 2011 and SafeWork NSW Confined Spaces Code of Practice are met. The risk assessment for a confined space and the confined space entry permit for the work must be undertaken by a competent person and be recorded in writing. The risk assessment must be reviewed and revised whenever any risks change and a copy must be kept for 28 days.

Introduction of Chemicals

Five days' notice is required if any hazardous chemicals are to be used on campus. This includes the provision of Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS's). SDS's are to be referenced for the preparation of the Risk Assessment/Job Safety Analysis and attached to enable timely reference in the event of an incident involving chemicals.

Chemicals kept on site must be stored appropriately, with measures in place to minimise risk of harm to personnel and/or the environment.

Mobile and Static Plant

All mobile and static plant, powered or non-powered, introduced to the site by the contractor is to be erected, maintained and operated in accordance with manufacturer's recommendations and statutory requirements. Examples are scaffold, ladders, generators, elevated work platforms, cranes etc.

Any hazards associated with mobile and static plant must be included in the JSA

Work at Heights

Work at heights is preferred from a properly constructed scaffold, fixed ladder & platform or elevated work platform. Harness points are also located on many of CHEC buildings. The [SafeWork NSW Managing the Risks of Falls at Workplaces Code of Practice July 2015](#) should be followed in all instances. Work where there is a risk of fall should be documented in the Risk Assessment/Job Safety Analysis and risk controls implemented.

Where safe access is not provided by way of the above and there is a potential for a person to fall then a fall arrestor system is to be used. This may be a catch platform, safety net, roof handrail system, static line with lanyard and full body harness, inertia reel block lanyard and full body harness. Lanyards are to incorporate shock absorbers. All fall arrestor equipment is to comply with Australian Standards.

Safety belts for the purpose of arresting a fall are not permitted.

Electrical Equipment

All electrical wiring, portable power tools and extension leads are to comply with the relevant SafeWork NSW Code of Practice and Australian Standards. All leads, portable power tools and earth leakage devices are not to be introduced to the site unless tested and tagged by a licensed electrician or a competent person who has been suitably trained using a portable appliance tester as described by [SafeWork NSW](#). All electrical equipment is to be connected to an earth leakage device at all times.

Leads are to be kept above the ground/floor out of passageways on stands or insulated hangers.

Contractors are to be aware of overhead electrical wires in the vicinity of any work and included in the Risk Assessment/Job Safety Analysis.

In some cases, electrical wires may not be identified within TAFE NSW Buildings. Any work where a contractor is required to cut through any walls, floors or ceilings, an inspection must be carried out to ensure that electrical wires are not within the work area.

Lifting Gear / Equipment

All lifting gear (chains, slings, wire rope, shackles, hooks, lifting beam etc.) are to be marked with the manufacturers identification, safe working load and grade of steel or alloy. A test certificate for each item is to be attached to the Risk Assessment/Job Safety Analysis.

No lifting gear is to be used beyond the Safe Working Load for the lifting configuration.

5. Conduct

Drugs, Alcohol and Smoking

All personnel are to report to the site in a condition capable of safely carrying out the required tasks. Any person who is considered to be under the influence of alcohol or drugs will be prevented from commencing or continuing work.

Smoking is not permitted in any defined non-smoking areas. The *Smoke-free Environment Act 2000*, *Smoke-free Environment Amendment Regulation 2009* and *NSW Tobacco Legislation Amendment Act 2012* applies on all CHEC campuses. This includes ensuring smoke doesn't drift into areas required to be smoke free.

Behaviour Standards

Responsible, professional and ethical behaviours and conduct are expected of all people visiting and working at CHEC, including contractors. Bullying, harassment, swearing, and abusive or derogatory language are examples of behaviours and conduct that is unacceptable whilst visiting and working at CHEC.

6. Emergency, Incident and Injury procedures

Emergency procedures in relation to:

- Evacuation and Lockdown Procedures;
- Fire;
- Medical Emergency; and
- Chemical Spill (Hazardous)

are found below. Contractors are to make themselves fully aware of these procedures.

Emergency Safety Showers

The location of emergency eyewash and shower stations are shown on evacuation diagrams, as displayed at designated locations throughout the campus. Contractors are to make themselves aware of the locations closest to the work to be conducted.

Reporting of Incidents or Hazards

In the event of a hazard, near miss, injury, accident, incident or environmental incident the Learning Infrastructure Manager must be immediately informed. The Learning Infrastructure Manager or other member of staff must report the incident to the TAFE NSW WHS Hotline by calling 1800 316 600.

Evacuation Procedure

Students and Visitors

Depending on the situation, you may be asked to evacuate. You will be required to:

1. Remain Calm
2. Follow the directions of your teacher or wardens
3. DO NOT RUN
4. DO NOT USE LIFTS
5. Follow the identified route to the nearest safe exit and proceed quickly to the nearest Emergency Assembly Area
6. If attending a class, remain with your group and answer a roll call at the Assembly Area
7. Do not leave the campus
8. DO NOT re-enter building until instructed

Lockdown Procedure

1. Close and lock doors & windows
2. Close blinds & turn off lights and monitors
3. Barricade door with furniture if necessary
4. Gather together out of sight
5. Switch ALL mobile phones to SILENT
6. KEEP QUIET & REMAIN CALM
7. Await instructions of lockdown completion and the ALL CLEAR

**If you are outside it may be safer for you to go into a building or classroom.
If this is not possible, stay out of sight.**

Fire

What can I do if I am caught in a fire?

If you are caught in a fire, and it is SAFE TO DO SO:

- Close any open windows or doors
- Leave the building by the shortest possible route; and do NOT use the lifts or escalators
- Notify the warden or chief warden or break glass fire alarm if there is one nearby

If there is smoke or fire visible:

- Stay low to the floor, as smoke and heat rises; and
- Check doors before opening them - if they feel hot (use the back of your hand to touch the handle) there may be fire on the other side
- Follow the directions of the Warden, Security or Fire Brigade
- Proceed to the Assembly Area
- Do not re-enter the building until given the all-clear by the Chief Warden
- Never enter a building if a fire alarm is sounding

Please note: Fire extinguishers and reels should only be used in the case of entrapment or potential entrapment. The use of fire blankets on small fires should only occur if the risk of injury to staff and students is not increased.



Chief Warden

- Contact emergency services on Triple '000' – Fire Services and commence evacuation procedures
- Ensure staff and students are evacuated without delay to a safe place
- Ensure fire brigade has access to the site - entry gates are open and vehicles are not blocking access

Wardens

- Ensure that all persons are evacuating through the correct exit
- Assist persons who require special assistance (follow the PEEP if one is available)
- Do final check of all rooms including toilets
- As much as possible, close doors and windows as you check rooms to minimise possible spread of fire
- Be the last to exit and report to the chief warden which area has been evacuated
- Go to assembly area
- Notify the **TAFE NSW WHS Hotline on 1800 316 600**

Bushfires

- Contact emergency services and refer to campus Bushfire Management Plan
- Evacuation of staff and students should only occur under the direction of the Rural Fire Service

Chemical Spill (Hazardous) - Major

WARNING

CONFIRM AREA SAFE TO APPROACH

Do not enter any confined area where there is a risk of being exposed to toxic atmospheres

IMPORTANT

The Fire Service is to be notified immediately for any hazardous chemical spill.

This call should be made via Triple '000'

The Fire Service should also be informed via a '000' call if the spillage has caused evacuation, entered drainage systems or is of a size or nature that the emergency response team has no resources or training to safely and effectively manage.

Person discovering spill

- Simultaneously contact the emergency services and ensure the affected area has been evacuated
- Staff and students should take personal belongings in their immediate possession with them and proceed to the evacuation assembly area
- Ensure persons assemble in a safe area well ventilated and/or up wind from the spill
- Notify Chief Warden

Wardens

- Evacuate
- Turn off all equipment, e.g. electrical equipment, air handling system and gas supply
- Close all doors (do not lock)
- Do final check of all rooms including toilets
- Be the last to exit and report to the chief warden
- Go to assembly area and ensure all staff and students are accounted for
- Advise chief warden which area has been evacuated and provide any information about the spill that you have

Chief Warden

- Commence evacuation procedure
- Cordon off area using barrier tape and prevent unauthorised access.
- Persons should remain clear of the area until it is declared safe to re-enter
- Do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity of the spill
- All waste should be removed in accordance with regulatory requirements
- Traffic control - only essential vehicles and personnel permitted on campus
- Do not re-enter building/area until approval is given by emergency services personnel
- Notify the **TAFE NSW WHS Hotline on 1800 316 600.**

Medical Emergency

General Guidelines

- If the person's condition is uncertain or possibly life threatening, then the person making that judgement (whether first aid qualified or not) should ring for an ambulance. (Advise Chief Warden, First Aid Officer or Security if this action is undertaken at first reasonable opportunity)
- When in doubt ring for an ambulance
- In the case of a minor injuries e.g. cuts, abrasions, sprains, burns, insect/spider bites, heat exhaustion and dehydration contact a First Aid Officer or security
- Transportation of injured person/s in CHEC or private vehicles should only occur in extreme circumstances

Serious Injury

- Immediately notify emergency services on Triple '000' - Ambulance
- Contact the Chief Warden or security
- Ensure the emergency vehicle has access to the area
- Notify the **TAFE NSW WHS Hotline on 1800 316 600**

Minor Injury

- Apply First Aid
- Complete Record of First Aid Treatment
- Notify the **TAFE NSW WHS Hotline on 1800 316 600**

Risk Assessment/Job Safety Analysis

	Independent Contractor RISK ASSESSMENT Job Safety Analysis (JSA)	Risk Assessment No.
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CAMPUS:	LOCATION ON CAMPUS:	CONTRACTOR:
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DESCRIPTION OF JOB:

Developed & reviewed by the following personnel:

No	Name	Signature	Date	Position
1				
2				
3				

Reviewed by Learning Infrastructure Manager or representative:			DATE of original assessment: / / 20
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THIS FORM MUST BE COMPLETED AND SUBMITTED BY CONTRACTOR

No.	Description of Job Step What is the job step by step?	Potential Hazards What are the hazards with each job step?	Risk Score	Hazard Controls Measures What hazard control measures will be used?	Who is Responsible?

No.	Description of Job Step What is the job step by step?	Potential Hazards What are the hazards with each job step?	Risk Score	Hazard Controls Measures What hazard control measures will be used?	Who is Responsible?

RISK ASSESSMENT MATRIX – A tool for assessing risk

What would the OUTCOME of an occurrence be?	What is the LIKELIHOOD of an occurrence?				Hierarchy of Controls
	Very Likely	Likely	Unlikely	Very Unlikely	Can the hazard be Eliminated or removed?
Death or permanent Disability/ Irreparable environmental harm	1 (High)	1 (High)	2 (High)	3 (Medium)	Can the hazard be substituted for a less hazardous alternative?
Serious injury or illness/ Significant environmental harm	1 (High)	2 (High)	3 (Medium)	4 (Medium)	Can the hazard be engineered out with guards or barriers?
Medical treatment/ Moderate environment damage	2 (High)	3 (Medium)	4 (Medium)	5 (Low)	Can administrative controls be adopted i.e., procedures, training etc.
First aid treatment/ Minor environmental impact	3 (Medium)	4 (Medium)	5 (Low)	6 (Low)	Can Personal Protective Equipment be worn to safe guard against hazards?

GUIDELINE - HAZARD IDENTIFICATION CHECKLIST

<i>Tick the boxes that best describes the level of RISK that any personnel may be exposed to:</i>												<i>NOTE: Guide only other hazards may exist.</i>	
Electric Shock/Lasers	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Traffic/Vehicles	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Energy stored/mech/elect/pressure	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Flying/ejected objects	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Radiation including solar/UV	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Weather/wind /Cold/Heat Dehydration	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Excavating collapse & or U.G. Services	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High
Hazardous Chemicals	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Risk of Falls	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Access & Egress	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Biological	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Rotating Equipment	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Work near or over water	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Engulfment / Fire - explosion	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High
Tools powered/no n powered	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Hot work	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Confined Spaces	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Dust or Asbestos	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Moving Equipment	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Hot / Cold Objects /Surfaces	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Lack of lighting	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High
Environment /Waste Disposal	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Gas/fumes High/Low O2	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Noise or Vibration	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Slip / Trip/ Fall	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Lifting Equipment/ Cranes/Loads	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Overhead hazards/Falling objects	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High	Hazardous Manual Tasks	<input type="checkbox"/> Low <input type="checkbox"/> Med <input type="checkbox"/> High
P.P.E Requirements (Examples only)				Plant, Equipment & Tools for Job (Examples only)				Isolation, Tagging, Barricades & Signs (Example's only)			Further Information Req. (Examples only)		
Safety Harness		Self-Contained Breathing Apparatus		Step Ladder		Drop saw & Genset		Men Working Above		MSDS's			
Static Line		Airline		Hand Tools		Excavator		Electrical Isolation Tags		Instruction Manuals			
Steel Capped Boots / Gumboots		Air Purifying Respirator		Shovel		Winch		Barricade Tape		Procedures			
Hard Hat		Confined Space Safety Harness		Welding Machine		Extension Leads		Flagging		Work Instructions			
Safety Glasses		Safety Gloves - PVC		Compactor		Backhoe		Bunting		External Services E.g., Crane Hire			
Clear Safety Glasses		Safety Gloves - Nitrile		Drill		Power Source		Confined Space Entry		Manual Handling Instructions			
Face Shield		Safety Gloves - Neoprene		Grinder		Cable Sock		Spill Kit		Hot Work Permit			
Hearing Protection		Leather gloves		Scaffold		Crane		Bunding/Containment		Cold Work Permit			
Sun Screen		Goggles		Fire Extinguisher		EWP		Erosion & Sediment Control		Excavation Permit			
				Fire Blanket		Fans				Safety Entry Permit			
				Welding Blanket		Inert Gas				Man Box Permit			

Local Workplace Induction for Independent Contractors

(NOT under the “FMC” managed by Department of Finance, Services and Innovation)

The following form must be completed before commencing work at Coffs Harbour Education Campus (CHEC)

SECTION A

NAME	COMPANY	TYPE OF WORK AND LOCATION OF WORK	CONTRACTOR'S CONTACT NUMBER WHILST ON SITE

I am licensed to undertake the work required. I understand that my company is required by law to have:

- A safety management plan including safe work method statements and risk management plans for the work to be carried out at this workplace
- A list of all hazardous substances and equipment brought into this workplace and ensure appropriate control mechanisms are in place to protect all persons at the workplace
- Certificates of currency for public liability (\$10 million) and workers compensation insurance prior to work commencing

I will provide you with copies of the above documents.

If any of the above have not been provided, refer to the Learning Infrastructure Manager

My construction induction certificate number if required is: _____

I certify that I will comply with all WHS obligations and that:

I have a Construction Induction certificate (if required), approved licenses and certificates of competency which I have sighted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have been trained in site-specific WHS procedures and safe work method statements	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I have completed the prohibited employment declaration and consent to screening forms	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The worksite and any equipment/materials are secured while carrying out the work and during any breaks	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Appropriate PPE and safety equipment will be used	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Appropriate signage will be displayed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any waste will be disposed of appropriately	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There will be no interaction with students	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Learning Infrastructure Manager will be notified of anything likely to disrupt the workplace e.g., power or water outage, high noise levels or restricted access	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any request for assistance or for clarification will be made in writing to the Learning Infrastructure Manager	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There will be no smoking in CHEC buildings or on CHEC grounds other than in designated smoking areas, if available	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If no to any of the above, refer to the Learning Infrastructure Manager

SECTION B – Site Specific Induction

LOCAL CONDITIONS to be aware of when you work at this workplace:

- Workplace to refer to evacuation procedures and attach copy of evacuation plan.
- Workplace to provide contact details of the Learning Infrastructure Manager and/or delegate, as appropriate.
- Workplace to provide advice on procedures for reporting incidents or safety concerns.
- Workplace to advise if any other works are being undertaken on site.
- Workplace to advise if restrictions apply to vehicle access and speed limits (may be annotated on site plan).
- Before commencing any disturbance works the site Hazardous Materials Register / Asbestos Register must be checked for any relevant information.

CONTRACTOR SIGN OFF SAFETY INDUCTION RECORD

I HAVE:

- Received and read the Independent Contractor Workplace Induction Handbook and agree to comply with the requirements as detailed including the need to complete a **Risk Assessment/Safety Job Safety Analysis** prior to each job being undertaken.
- Completed the Induction Questionnaire.

Signature of contractor		Date
ABN		
Address		
Workers Compensation Insurance Policy Number		
Public Liability Insurance Policy Number		

OFFICE USE ONLY

HAS THE CONTRACTOR:

Signed in	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Been issued with a visitors' badge	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Been inducted as per Section B (including informed of emergency evacuation and incident reporting procedures)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provided documents as per Section A	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Induction Registration Number		
Copy to File	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy to Contractor	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signed (Learning Infrastructure Manager or delegate)		Date
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**THIS FORM SHOULD BE COPIED FROM MANUAL AND PLACED IN THE INDUCTION RECORD FOLDER.
INDUCTION REGISTRATION NUMBER NEEDS TO BE RECORDED ON CONTRACTOR INDUCTION REGISTER**

Contractor Induction Questionnaire

Name: _____

Employer: _____

Date: _____

To appropriately complete the questionnaire please follow these instructions.

- Tick one answer from each question.
- Before submitting the completed questionnaire, please ensure you have answered all questions.
- If you have any concerns about answering the questions, please direct questions to the person inducting you.

NOTE: You must achieve a minimum of 5

1. **When working on any CHEC site, a Contractor has a duty to:**

- A. Take reasonable care of their own health and safety and those around them
- B. Take reasonable care that their acts or omissions do not adversely affect the health and safety of others.
- C. Ensure they do not share their lunch with anyone
- D. Both A and B

2. **To ensure safety standards are met, all contractors must:**

- A. Always wear appropriate PPE
- B. Report all accidents, incidents and near misses
- C. Report any situations that may constitute a hazard
- D. A, B and C

3. **All contractors MUST:**

- A. Sign the contractor's Facility Visitor Logbook or Contractors Work Register prior to commencing work
- B. Submit Risk Assessments or Safe Work Method Statements where requested
- C. Be inducted prior to commencing work
- D. A, B and C

4. **Smoking is permitted:**

- A. Anywhere outside the buildings
- B. Anywhere, as long as you are in a car
- C. On the roof
- D. Only within designated Smoking areas or where a "Smoking Area" sign is displayed.

5. **All contractors are to report to the site in a condition capable of safely carrying out the required task**

- A. Yes
- B. No

6. **It is your responsibility to familiarise yourself with and comply with policies and procedures**

- A. Yes
- B. No