



## Contractor Safety Induction

### Scope

This document applies to all Contractors and their sub-contractors that perform any task(s) on behalf of Schwartz Family Co. Pty Limited ("SFC"). This Contractor Safety Induction document is to be provided to all contractors and their sub-contractors during their induction to the worksite they are entering.

### Occupational Health and Safety (OHS) Responsibilities

The Hotel:

Schwartz Family Co. Pty Limited is committed to protecting the health and safety of all people at the workplace, including employees, contractors and visitors. In order to achieve this, Schwartz Family Co. Pty Limited will

- seek to source and utilise Contractors with proven safe systems of work and strive to uphold safety levels
- provide adequate information to all contractors through a comprehensive site safety induction, including the presence of known hazards and risks
- complete a risk assessment (in collaboration with the Contractor) on the specific task / work to be completed, and
- provide for consultation with Contractors and Employees on health and safety issues.

Contractors:

In line with Schwartz Family Co. Pty Limited's commitment and jurisdictional legislation, contractors are required to

- cooperate with the Hotel in preparation for the work / contract (e.g. completion of a risk assessment and providing information as requested)
- work in conformance with their general legislative requirements, and
- adhere to the site's specific Occupational Health and Safety (OH&S) requirements and directions from the Hotel.

The Contractor is responsible for the implications of their own activity whilst performing work at Accor properties, as well as the acts and omissions of their employees and sub-contractors. This includes taking the appropriate measures prior to the commencement of work to reduce the risk of harm, property damage or environmental impact. This includes, but is not limited to conducting a risk assessment, planning the works carefully, and providing adequate supervision throughout the works to qualified and competent employees and / or sub-contractors.

## **Pre-Induction Requirements**

Prior to the Contractor attending for the site induction, it is essential that the following information is received and reviewed by the Site Contact and is deemed to be adequate (i.e. evidence must be cited and retained by the Hotel, and the Site Contact is to provide authorisation):

- A written Occupational Health and Safety Policy
- A written risk or hazard management procedure
- A written Rehabilitation or Return to Work Policy
- A written procedure for the notification of work-related incidents
- Organisational Information – including the key contacts regarding OH&S
- Insurance cover – The contractor must have adequate cover (for themselves, their employees and subcontractors) for
  - Workers Compensation
  - Public Liability and
  - Third party Property Insurance.
- Safe work procedures – covering the agreed type of work (i.e. this is the contractor's generic risk assessment)
- Training qualifications and / or required licences for each of the individuals performing the work and the company (if required)
- Permit(s) to work (if required), and
- Reference checks – which validate a history of safe and responsible work.

In addition to the above requirements, the Hotel and the Contractor need to agree to the scope of the works and agree to a work plan for large projects.

## **Site Induction Requirements**

The contractor is to present to Reception / Front Office to sign in and await the Site Contact who will conduct the Site Induction (prior to commencing the works). The induction should cover general items and site specific items, including (but not limited to):

Schwartz Family Co. Pty Limited Policies and Procedures – contractors are required to review and agree to the following policies and procedures, as issued:

- Occupational Health and Safety Policy Statement
- Return to Work (Rehabilitation) Policy Statement
- Environmental Policy Statement
- Human Right and Equal Opportunity Policy Statement
- Contractors Policy and Procedures (TE01)
- Working At Heights Policy

Roles and Responsibilities – The Contractor needs to agree to the responsibilities as documented above and in the Contractors Policy and Procedures (TE01).

Evacuation Procedures – The contractor is to be provided with the essential information from the Emergency Response Plan and must be familiar with;

- How to notify the Site Contact and / or activate the Hotel's alarm system if they cause or identify a potential emergency situation (gas leak, explosion, fire etc)
- The location of nearest fire fighting equipment
- The Hotel's alarm system / audio prompts and the appropriate response, and
- The appropriate assembly area.

Risk Assessment – The Contractor and Site Contact are required to complete a risk assessment using the Task Clearance Certificate to complement the Contractor's Safe Work Procedures. This may determine other requirements (risk controls) prior to commencement, such as a permit to work, licences, training, supervision, or PPE.

Injury and Incident Reporting – All Contractors (and sub-contractors) must be educated about how to report / notify any injuries, incidents, near misses and hazards.

Identification – All contractors on site are required to wear identification at all times displaying both name, company, and the Site Contact to whom they are responsible to. Photo identification would be preferable.

Licences – Licences may be required for completion of special tasks and operation of special machinery. Contractors are to carry applicable licences with them whilst on site.

Supervision – The Contractor is to ensure no apprentices or trainees work unsupervised.

Access to the Site – Contractors must sign in and out using the Contractors book at reception / front office, and note the time of arrival / departure. They are to be advised regarding entry and egress points, parking, storage of equipment, and the areas they are authorised to enter.

Smoking On-Site – Contractors are to be educated regarding the Hotel's policy on smoking, including designated smoking area(s) if permitted.

Security and Surveillance – Contractors are to be advised regarding the presence of security personnel and / or surveillance equipment. The Contractor is to be aware that the Hotel takes no responsibility for the Contractor's tools, equipment, materials or personal belongings.

Site Contact – They are to be advised of who their Site Contact is, the relevant contact details and the requirement to advise the Site Contact when leaving the site at completion of the day, shift, or task. If night work is required, the Site Contact will most likely be the Duty Manager.

Hotel Guest Interaction – Contractors are to refer any queries, complaints, or other communication to the Duty Manager or Site Contact.

Monitoring of Work – The Site Contact or other manager(s) may monitor and review the work / task being performed at any given time, providing it is safe to do so.

Review of Work – A review will be conducted upon completion of the work / task or contract, to ascertain that the OH&S performance and quality of work was adequate.

Waste Disposal – At the completion of the work, the Contractor is required to remove all waste materials and substances from the Hotel. These are to be disposed of in compliance with the legislation, but not utilising Hotel waste disposal systems.

Other Site Specific Information – for example, risk and hazard information, local personnel information, scope of works, and other projects occurring that may impact etc.

**Declaration:**

I have read and understand the above information. I have received adequate information on each topic outlined in this document. I have received, reviewed and understood each of the referenced documents. I agree to comply with the stated conditions and understand that non-compliance may result in action deemed appropriate by Schwartz Family Co. Pty Limited. I am signing on behalf of all persons for whom I have responsibility under the relevant legislation.

<b>Property Name:</b>	<b>Date:</b>	
<b>Contractor:</b>	<b>Company:</b>	
<b>Signed</b>		
<b>Site Contact:</b>	<b>Position:</b>	
<b>Signed:</b>		