



TITLE: Contractors Policy and Procedures

Requirements

Contractors are to ensure that their all staff and/or sub-contractors are aware of the following procedures and adhere to them. Contractors are required to abide by Schwartz Family Company Pty Limited (“SFC”) standard policy for Occupational Health and Safety (OHS), Equal Opportunity and Harassment. Copies of Schwartz Family Co. Pty Limited policies are available from hotel Human Resources Manager or Chief Engineer.

Hotel Policy

1. All contractors working on site are to be given this copy of “Contractor’s Policy and Procedures.
Each contractor is to read and sign the back page of the procedures.
2. All contractors are to be given a copy of the Hotel’s evacuation and emergency procedures.
3. All contractors must have an induction to the workplace. A separate document describes this process. Note the requirements for information that needs to be provided prior to this induction.

They include:

- 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.

During the induction a formal risk assessment will be carried out.

4. All contractors shall strictly comply with the relevant State OS&H Act and Regulations, Australian Standards, Government Legislation, Regulations and Code of Practice.

Site Specifics

- Immediately upon arrival all contractors must obtain a site pass from the hotel's reception or the Engineering Department. This also entails wearing the site pass at all times while on premise working.
- Keys are to be signed out from the hotels reception or the Engineering Department and MUST be signed back in on the same day. They must NOT be kept overnight irrespective of whether work is in progress over consecutive days.
- Contracted maintenance/service work can NOT proceed without advising the engineering department. Contractors called in to fix equipment MUST notify the engineering department or the Duty Manager/Night Manager if after hours.
- On completion of any work all contractors must provide the engineering department with a record of works carried out.
- Smoking is prohibited within the Hotels. No smoking is permitted in fire stairs, the Hotel roofs or plant rooms.
- Contractors' attire whilst carrying out work in the Hotels is to be clean, respectable and appropriate for the type of work being undertaken. It must not be offensive.
- Parking is available only at the specified location, and is limited to the period of time that work is being undertaken for the hotel.

- Contractors are only to use the staff elevators and access points, and are to restrict their area of movement to the location of work being undertaken and back of house areas for access purposes.
- Contractors are not permitted on guest floors unless undertaking scheduled work, or they are staying in house.

Work Practices

1. The Hotel reserves the right to engage an independent arbitrator to solve any disputes over the quality of work or interpretation of duties.
2. No responsibility is taken by the Hotel for the security of Contractors tools, equipment, personal belongings and vehicles.
3. Correct safety procedures are to be followed in all instances as required by the Occupational Health and Safety Act 1983 No. 20 e.g. correct procedures are to be followed when working with hazardous chemicals.
4. The Hotels Occupational Health and Safety procedures are available to all contractors, and must be adhered to.
5. The Hotel is committed to good environmental practices. Contractors must adhere to the Hotels Environmental Policy.
6. Work that will generate excessive noise must be limited to acceptable hours of the day. Permission must be obtained from the Chief Engineer, EAM or the General Manager before noisy work can be undertaken.
7. All trade work shall be performed by a licensed trades person, to the standards of normal trade practices and complying with local criteria.
8. Copies of work practice policies and plans, and relevant license/s must be supplied to the Chief Engineer within ten (10) working days of this document being sent
9. All electrical equipment and extension leads used by the Contractor are to be tested and tagged as per AS/NZS 3760:2003.

Responsibilities

1. The Contractor shall be liable for the repairs of any damages to any surfaces or equipment for the duration of the project or works. .

2. Contractors are not to accept work instructions from Hotel staff other than the Chief Engineer, General Manager, Executive Assistant Manager / Manager on Duty or the SFC building management team
3. Contractors shall be fully responsible for any of their workers/sub-contractors while on site.
4. Any changes to the Safe Work Method Statement shall be in writing and forwarded to the Chief Engineer no later than 24 hours prior to commencement, and a Work & Clearance Permit signed and dated prior by both parties.
5. The Chief Engineer is to conduct a site induction with all contractors prior to work commencing. And a regular refresher is to be conducted to combat complacency
6. All HOT WORKS, WORKING AT HEIGHTS AND WORK IN CONFINED SPACES are to be recorded on the REQUIRED PERMIT and signed by both parties prior to commencement.
7. Failure to comply will result in non-conformance

Date: _____

CompanyName: _____

Contact Name: _____

Signature acknowledging policies and procedures, and acceptance of these conditions:

Please fax or email acknowledgement to:

Schwartz Family Co. Pty Limited

Fax 02 9369 0000

Email: sfc@schwartz.com.au

