****

**CONTRACTOR CODE OF CONDUCT AT ST PIUS**

St Pius is a Catholic, Year 7 to 10, co-educational secondary school. Contractors are required to abide by the following rules when on site.

* Appropriate language and gestures are to be used at all times. Swearing is not permitted.
* No interaction with students is permitted, unless this becomes necessary in order to protect students from harm.
* If photographs of works or aspects of the site are required care must be taken to ensure no student is included in the photographs.
* Supply safe work procedures statement to Principal or delegate (usually the Maintenance Officer).
* Contractors arriving at the school must:
* Report to administration office
* Be signed in as a visitor
* Obtain a ‘visitor’ ID badge (to be worn at all times)
* Complete site-specific Contractor Induction Checklist (if the online survey has not previously been completed) – this will require some time so please ensure that the online survey available in Element 6 on the WHS page of the school website has been completed before arriving at the school
* Provide necessary documentation (licenses, permits, registrations, insurances, Job Safety Analysis, Working With Children Check) to the Principal or the Principal’s Delegate
* Be shown a site map and evacuation points or be physically taken on a tour and shown evacuation points (if unfamiliar with the site)
* Return to administration office to sign out when leaving (daily)
* All staff working on site, including contractors, are responsible for identifying hazards in the workplace and for taking appropriate steps to eliminate or minimise the risk of injury arising from the identified hazard.
* Contact the administration office (49 571 032) to report any WHS hazards identified on site.
* Contact the administration office (49 571 032) to report any injury that occurs on site.