


<b>Title</b>	<b>Contractor Induction</b>			 <small>SOUTH GIPPSLAND HOSPITAL</small>
<b>Department</b>	<b>Corporate</b>	<b>Section</b>	<b>Maintenance and Supply</b>	
<b>Approved by</b>	<b>CEO</b>	<b>Document Type</b>	<b>Policy</b>	

### Purpose

This policy defines the induction requirements for contractors employed on site by South Gippsland Hospital (SGH).

### Scope

This policy applies to all contractors providing services at SGH.

### Definitions and Abbreviations

Key contact – the key contact person is the person responsible for managing the contract and is responsible to ensure contractors are aware of the requirements outlined in the contractor induction policy.

### Sign in & Site access

All contractors are to sign in at main reception and wear a visitor's pass.

By signing in, the contractor agrees to confidentiality within the SGH *Privacy, Security, Disclosure and Use of Personal and Health Information* Policy which is available at Reception via Prompt.

Reception staff will call the Facilities Manager or designated contact to confirm the contractor's attendance (unless previously notified) and to organise an escort for them if required.

The contractor can only receive a general access swipe pass key card if the Facilities Manager consents to this and it is needed for them to perform their role. The cards are issued by Reception and a log is kept of details. The cards are only issued for 1 day by default; however, an extension can be granted if needed, by the Facilities Manager. Reception staff must keep track of cards each day and notify the Facilities Manager for any unaccounted cards.

Contractors are responsible for the swipe pass and are liable for costs associated if they lose the card.

Any staff member handing out a swipe card outside of the process documented will be investigated for a serious offence warranting disciplinary action.

Contractors requiring entry to restricted areas, such as medication rooms, will require supervision by the appropriate SGH staff member at all times.

Current Working with Children Checks are preferred but may not be required. Contact the Responsible Officer or Facilities Manager for clarification.

### Appropriate Tools, Equipment & Accreditation


Contractors must ensure that they provide all necessary tools, equipment and in particular protective; safety and access equipment that may be required to undertake the work.

Under no circumstances are contractors to use the facilities, plant or equipment of (or the client) unless the specific written approval of the supervising employee.

Contractors must also ensure they (including their employees) are appropriately trained in the use and maintenance of this equipment.

Contractors must hold the relevant licence or certification for the scope of works they are conducting.

Prompt Doc No: <b>SGH0115868</b>	Page 1 of 6	Last review: <b>21/08/2025</b>
Version No. <b>4.0</b>	UNCONTROLLED WHEN DOWNLOADED	Next review: <b>21/08/2028</b>
Version Changed: <b>21/08/2025</b>		

<b>Title</b>	<b>Contractor Induction</b>			 <small>SOUTH GIPPSLAND HOSPITAL</small>
<b>Department</b>	<b>Corporate</b>	<b>Section</b>	<b>Maintenance and Supply</b>	
<b>Approved by</b>	<b>CEO</b>	<b>Document Type</b>	<b>Policy</b>	

**Site safety requirements**

Contractors must comply with all health and safety regulations, including licensing of operators, permits, certification and inspection of equipment, where required. All contractors, sub-contractors and their employees must carry visitor badges as required. All contractors, their employees and sub-contractors must adhere to all safe work practices and requirements outlined herein, including those stipulated in Work Permits issued.

Before commencing work on any site, contractors must ensure appropriate insurance is taken out to cover the contractor and sub-contractors for the full period of the contract agreement. Within any site and/or area of a site under the direct or implied control of the following general safety requirements apply:

- SGH is a smoke-free site
- All power tools must have appropriate dust bags and tags
- No arc welding except when issued with Hot Works Permit.
- Battery powered tools to be used wherever possible
- Clean up work area as work proceeds
- Obey all safety signs
- All work to be barriered off and signs placed, where appropriate, to protect passers by and to reduce the risk of exposure and infectious control issues
- Electrical power tools must be inspected and tested for safe operations annually
- All contractors, their employees and sub-contractors must be issued with and trained in the use of Personal Protective Equipment.

Prior to commencing work in any area, the representative engaging the contractor must be contacted for specific instructions concerning operating hazards, security and safety requirements particular to that area. Details of specific hazards and safety requirements shall be documented by Contractors in the Project Risk Assessment Checklist.

**Project Risk Assessment**

Contractors are required to identify specific health and safety hazards associated with their work and the methods they will adopt to control health and safety risks.

For long term or major contracts, Contractors may be required to develop a health and safety plan that will be reviewed by the Officer and the Occupational Health and Safety Manager.

**Work Permits**

Before particular work begins on a contracted project, a signed Work Permit must be obtained from the designated Responsible Officer. Work permits are required for the following tasks:


- Hot work
- Fire systems impairment

Contractors who need to obtain a permit must do so in conjunction with the responsible officer and the client representative. Note each work permit details a checklist of minimum requirements and conditions for the conduct of work by the Contractor. The permit must be visibly displayed at the work site. No work can be started until the appropriate permits have been obtained and approved by the responsible officer.

**Emergencies**

When assistance is required in an emergency situation call the Facilities Manager, or supervising officer or contact can be made via reception:

**03 5683 9777 (24hr)**

<b>Title</b>	<b>Contractor Induction</b>			
<b>Department</b>	<b>Corporate</b>	<b>Section</b>	<b>Maintenance and Supply</b>	
<b>Approved by</b>	<b>CEO</b>	<b>Document Type</b>	<b>Policy</b>	

The contractor is to familiarize themselves with the fire/emergency alarm and evacuation procedures pertaining the respective project/site where the work is being carried out.

When the fire/emergency siren is activated the contractor must, immediately:

- Stop all work
- Switch off all equipment
- Proceed to emergency marshalling areas
- Obey directions of wardens in area

**Fire Prevention**

Where fire protection equipment is located throughout the site use of this equipment must be reported to the representative who will then record the incident and report it to the client.

Contractors are responsible for fire protection at the worksite. Fire protection shall be taken into consideration when determining work methods and selecting tools and equipment for use at the worksite. Contractors are responsible for ensuring that flammable liquids are stored in closed metal containers.

A Hot Work Permit is required for any activity likely to produce a source of ignition and includes: welding, gas cutting, soldering, blast cleaning, use of spark producing tools and use of portable electrical equipment not approved for hazardous area.

Fire protection alarms, fixed installations and ancillary equipment such as pumps and water supplies shall not be shut down or altered without the authorisation of Maintenance Department personnel.

**Treatment and reporting of injuries**

Contractors are responsible for the treatment of their sick or injured employees.

Contractors are required to record and investigate accidental injuries associated with their works or services and forward the results to the Responsible Officer.

**Specific safety requirements**


Housekeeping - Working areas, stairways, passages and safety exits must be kept clear of obstructions at all times. If required, working areas must be barricaded off and appropriate warning notices erected. All materials and debris must be lowered and not dropped from elevated locations and platforms.

**Protective Equipment**

Contractors shall ensure that protective clothing and equipment appropriate to the task. This may include:

- respirators
- safety footwear
- gloves
- hard hats
- glasses
- hearing protection

Contractors shall ensure that protective equipment is maintained and used by their employees and sub-contractors in relation to hazards associated with their work.

<b>Title</b>	<b>Contractor Induction</b>			 <small>SOUTH GIPPSLAND HOSPITAL</small>
<b>Department</b>	<b>Corporate</b>	<b>Section</b>	<b>Maintenance and Supply</b>	
<b>Approved by</b>	<b>CEO</b>	<b>Document Type</b>	<b>Policy</b>	

**Manual Handling**

Incorrect methods of lifting can cause serious injuries and accidents. The manual handling tasks associated with contractors' work should be assessed in accordance with the Manual Handling Regulations and Code of Practice. Where practicable, lifting aids should be used to minimise risk.

**Power Leads**

Extension leads, and leads to electrical appliances etc., must be kept as short as practicable and in good order. Leads must be located and protected to prevent damage from vehicular traffic, hot equipment, falling objects, water, etc. Joints must be made with approved plugs and sockets or junction boxes. Taped joints are not permitted.

Extension lead lighting must be 32 volts or less. All primary leads to welding sets shall be fully unwound and placed in a safe and orderly manner.

**Hazardous Materials**

The contractor must obtain approval for any hazardous substances prior to delivery to site. In order to minimize risk, orders should be made for only 1-2 day's supply. Contractors will be responsible for the safe keeping of all hazardous substances used. When not in use, these substances shall be kept in approved storage facilities. Hazardous substances shall be appropriately labelled and material safety data sheets (SDS) held on site.

**Explosive Powered Tools**

All work with any explosive tools or high vibration equipment shall be approved by the Facilities Manager prior to commencement.

**Ladders and lifts**

Scissor Lifts and One-Man Bucket Boom Lifts must only be used in accordance with the manufacturer's instructions and permit requirements. Use of any high access equipment needs prior approval from the hospital representative. Climbing on, under or over equipment in motion is prohibited.

**Electrical Work**

Immediately prior to the commencement of any work involving electrical lines and/or equipment, Contractors must contact the representative AS WELL AS / IN CONJUNCTION WITH the client's / customer representative who will define the scope and limits of the work.


All electrical isolations must be carried out by suitably qualified, licensed and trained personnel. Work on any isolated equipment must not commence without full application approved lockout procedures.

**Plant Safety**

Contractors shall comply with all requirements of the applicable Occupational Health and Safety (Plant) Regulations when working with plant. Contractors shall make available when requested plant maintenance records and documented risk assessments for the duration of works. Inspection of plant shall be undertaken prior to commencing work on site. Daily safety checks of plant shall be undertaken prior to commencing work for that day.

**Public Safety**

Contractors shall take suitable precautions to protect the safety and welfare of the public. The Contractors shall provide appropriate barriers/screens etc to protect the public from any hazards generated and prevent any exposure.

<b>Title</b>	<b>Contractor Induction</b>			 <small>SOUTH GIPPSLAND HOSPITAL</small>
<b>Department</b>	<b>Corporate</b>	<b>Section</b>	<b>Maintenance and Supply</b>	
<b>Approved by</b>	<b>CEO</b>	<b>Document Type</b>	<b>Policy</b>	

### Working at Heights

Before undertaking work on any roof areas or at elevated height, contractors shall first contact the Responsible Officer.

Appropriate risk assessments and controls for working at heights must be in place.

Where elevated work is undertaken the area below shall be suitably roped off. Signs reading “Danger Work Overhead” shall be conspicuously posted.

Contractors must provide job safe procedures for access isolation and working requirements for overhead and gantry cranes and crane runway systems.

### Excavations

Before any excavation is started the Contractor shall check with the Responsible Officer AND Client/ Customer Representatives for all known underground utilities. The Contractor must conduct a risk assessment and the use of a Locating Services company is strongly advised. The Contractor shall provide all necessary sheeting, shoring or bracing as may be required for safe operations.

### Compressed Gas Cylinders

All compressed gas cylinders must be stored in the upright position during use and transportation. All oxy-acetylene hoses must be fitted with flash back arrestors. All oxy-acetylene equipment must be transported on self-supporting trolleys when being moved through the site. Oxygen and gas cylinders shall be kept away from heat and electrical lines.


### Confined Spaces Work Permit

Confined spaces include:

- The space between a structural concrete slab and false ceiling where services pass or are installed.
- A roof space that does not provide a flat standing area, adequate standing height for the total area and / or a clear exit – entry point greater than 600mm wide x 2050mm high.
- An under-floor space that does not provide a flat standing area, adequate height for the total area and / or a clear exist – entry point grater than 600mm wide x 2050mm high.
- A vessel designed to contain liquid or gas that does not provide a flat standing area, adequate standing height for the total area and / or a clear exit – entry point greater than 600mm wide x 2050mm high.
- A services plant room, building riser, duct, air handling unit etc that does not provide a flat standing area, adequate standing height for the total area and / or a clear exit – entry point greater than 600mm wide x 2050mm high.

### Notes:

- Permit valid for one day only
- Notification to security prior to commencement of works
- This permit does not apply for hot works

<b>Title</b>	<b>Contractor Induction</b>			 <small>SOUTH GIPPSLAND HOSPITAL</small>
<b>Department</b>	<b>Corporate</b>	<b>Section</b>	<b>Maintenance and Supply</b>	
<b>Approved by</b>	<b>CEO</b>	<b>Document Type</b>	<b>Policy</b>	

### Contributors

	<b>Name/Position</b>	<b>Department/Committee</b>
<b>Owner</b>	Paul Greenhalgh, CEO	
<b>Lead Reviewer</b>	Patrick Maher, Facilities Manager	
<b>Contributor/s</b>		
<b>Gender Impact Assessment Required</b>	No	
<b>Previous Approvals</b>	August 2023	
<b>Approved Date</b>	August 2025	