



MUNMORAH UNITED BOWLING CLUB LIMITED

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CONTRACTOR'S ENTRY POLICY

RESPONSIBILITIES

It is the responsibility of Contractors attending site, to:

- Ensure that they have suitably qualified staff and subcontractors, and appropriately maintained equipment to undertake the required services in a timely and safe manner.
- Record the arrival and departure times by logging into the site sign in terminals.
- Ensure that all staff and subcontractors attending the site understand and comply with all necessary site procedures and requirements.
- Report any accidents, incidents or "near-misses" that could have resulted in an accident, to Management.
- Report any unsafe working conditions encountered whilst on site to the Management.
- Comply with all legislative requirements.
- Comply with all requirements within this document.
- Work in line with and follow the Club's COVID 19 Plan as required under the Public Health Order.
- If you or your staff are feeling unwell, do not attend site.

Housekeeping & Behaviour Onsite

The following conditions shall apply

- No unauthorised personnel are brought upon the premises
- All personnel are suitably qualified or licensed
- All contractors and personnel hold current public liability insurance to a minimum of \$10,000,000 and the Club has a copy of a valid "Certificate of Currency".
- Trades apprentices are appropriately supervised.
- The issue and maintenance of personal protective equipment appropriate to the hazards of the workplace occurs.

- All personnel show courtesy to occupants and refrain from using obscene or offensive language
- Personnel are suitably dressed for the work environment
- All personnel are always in a fit state to perform the required tasks
- Any requests or enquiries received from occupants or users of the building in relation to contractor activities are to be courteously referred to the CEO.
- Must not obstruct roads, driveways, carpark entry and exits, escape routes from buildings or fire protection equipment.
- All speed limits, parking restrictions and loading zone parameters must be adhered to and observed.
- Barricades and signage, as appropriate to minimise the risk of falling articles causing injury to the public or fellow workers.
- **AT NO TIME** during the span of working hours any direct or subcontracted staff consume, use, or have in their possession alcoholic liquor, drugs (other than prescription) or other intoxicating substances.
- Temporary electrical leads, hoses or pipes must be suitably supported and /or adequately protected to prevent injury to public, tenants, employees, and damage due to vehicles.
- After undertaking building or maintenance work the work area must be to a condition that is free from risks to health and safety at the completion of works and/or contract unless otherwise agreed prior to the commencement of work.
- Consideration shall be given to the cleanliness and hygiene of the work site with all materials required on site to be stored safely within the boundary of the work area.
- Maintain a high standard of cleanliness in areas in which work is undertaken
- Correctly and promptly dispose of waste materials in accordance with relevant statutory requirements. Removal of waste from site is the contractor's responsibility.
- Ensure working areas, stairs, passageways, fire exits, fire equipment and common areas are always kept clear of obstructions.
- Ensure all material gear and debris from elevated locations and platforms is safely lowered and not thrown down.
- Ensure no leads, hoses, or extension cords etc, are placed in areas where they represent a trip hazard to tenants or visiting members of the public.
- Ensure work areas are appropriately barricaded or signposted to ensure that members of the public and tenants do not enter upon a designated work area.
- Provide appropriate hazard signposting.
- Ensure that radios, walkmans or cassette players are not used in work areas.
- Ensure that nominated toilet, amenities, or lunchtime facilities, whether shared or not with other contractors, are maintained in a clean and tidy manner.

Fire Safety

All Contractors and their subcontractors –

- Shall be familiar with the site's emergency evacuation procedures and request such information from site staff
- Are to familiarise themselves with the location of fire exits, fire fighting equipment and have a working knowledge of such equipment
- For construction work are to provide their own serviced fire extinguishers appropriate to the level of risk and size of work area
- Fire control equipment and exit paths are not to be obstructed at any time.
- Misuse of Fire Control equipment is not permitted under any circumstances and contractor staff misusing Fire Control equipment will be asked to leave site immediately
- Are to ensure they are aware of the appropriate methods of raising the alarm for fire, medical or other emergency. They are as follows:

Discovering a Dangerous Situation

REFERENCE:

SAFETY & SECURITY:

ACTIONS:

The person discovering a dangerous situation should move all persons away from any danger and inform the Manager on duty and/or the CEO by either:

- a) Lifting a WIP phone
- b) In person

When informing the Manager on duty and/or the CEO, include the following:

- a) Type of emergency and exact location.
- b) Actions being taken by persons at the scene
- c) Any persons injured (and nature of injury if known)
- d) Your name and contact number.

Accident/Incident Reporting

POLICY REFERENCE:

Public Liability

First Aid

Workers' Compensation

Accident/Injury Reporting

Guide to completing Incident Report Book

SAFETY & SECURITY: Information relating to Accidents/Incidents is **not to be passed** on to anyone outside of Munmorah United BC without permission.

ACTIONS:

All accident and injuries must be recorded in the Incident Report Book. Details must be written in full on the back of the form.

All areas of the form must be completed fully, including:

- a) Witnesses
- b) Circumstances relating to or leading to the accident/injury

c) Comments made by person/witnesses

Follow up on OHS / Maintenance issues must be implemented immediately.

Photocopies of reports for each month must be forwarded to CEO every Tuesday.

Completed books/reports must be forwarded to the CEO for filing into the Archives.

REFERENCE: – Occupational Health & Safety

1. Munmorah United BC is committed to the implementation and maintenance of an integrated WHS Risk Management program, the objective of which is to effectively and economically manage and minimise the adverse effects of loss through accident, injury or negligence.
2. The major components of this program will be:
 - a) To maintain an awareness of risk in every area of operation, by all personnel.
 - b) To provide continuing communications at all levels to identify, assess and control all hazards.
 - c) The responsibility of Team Leaders for the development of Risk Management programs to economically control risk within the Club, but not limited to:
 - Maintaining the highest possible standard of health and safety for employees in line with social and legal requirements, including assistance in the prevention of accidents / injuries.
 - To control the exposure to legal liability
 - The ongoing analysis and review of claim details in the development of appropriate loss prevention/reduction methods.
 - Communicate the most effective risk management practices.
 - Provide an ongoing education and awareness program.

ACCIDENT/INCIDENT REPORTING PROCEDURES

Contractors and any subcontractors must:

- immediately notify Management and / or the CEO of ALL “near misses/near hits and all accidents/incidents”
- ensure that for all incidents involving the contractor or subcontractor, immediate notification is followed by a written report to the CEO within 12 hours
- ensure that their staff **DO NOT** initiate any statements concerning any accident or dangerous occurrence to:
 - press
 - radio
 - television
 - or any other news or public relations media
- ensure that **ALL** approaches by such organisations are immediately referred directly to the CEO

Alex Moore – CEO

May 2020 v2

Email Correspondence to: ceo@munmorahbowling.com.au or to the email listed on top of page 1