

# Property Services : How to Guide

## ENGAGING A CONTRACTOR

*The advice below as provided, current as at 1<sup>st</sup> August 2018.*

Contractors and Service Providers are expected to reasonably include for all costs to their quotation for the work. This must include as reasonably practical, all labour, materials, construction and safety equipment. Planning and building approvals must be achieved prior to engaging a Contractor as works must meet all legislative and regulatory obligations to the National Construction Code, Australian Standards and Codes of Practice. It is important that Contractors and Service Providers assess the site prior to engagement to the Works as to agreement to the design, location and access.

### KEY ACTION : SAFETY

All Contractors and Service Providers must carry out the Works in a safe manner that will not place persons, including themselves, at risk of harm. The risks are assessed by the Contractor or Service Provider who must consult with the Church Council representative.

A Contractor or Service Provider must supply a **Site Safety Management Plan** to the Church Council to demonstrate:

- The method of controlling the risk and any actions the Contractor requires of the Church Council.
- Safety actions relating to the identification of any hazard of the Site Asbestos Register supplied by Church Council.
- Confirmation of all workers or subcontractors who will perform the tasks, their qualifications and or licenses and respective UCA online Induction Course number & expiry.
- For any high risk work a Safe Work Method Statement (SWMS) must be prepared.

### High Risk Work

Any task to be carried out above 2 metres, such as to a roof, is high risk work. A ladder cannot be used for access above 2 metres. All scaffold or other access equipment must be installed and operated only by a suitably qualified person. Roof works must have fall protection. Parapets or other perimeter building components cannot be relied upon as a safety barrier.

On the day the work commences, Contractors must ensure via the Church Council that electrical supply to the work zone is isolated and that it will not be turned on while work is in progress.

Contractors must use only battery powered tools on a roof. Exclusion zones for work near incoming service lines and overhead power lines must be maintained at all times.

**As part of the UCA - OH&S policy, The Uniting Church in Australia requires that all contractors working on or at property undertake an Online Health & Safety Induction Course. This is available on line at <http://www.inductme.com.au/uca>. The Induction Course must be undertaken by all persons who will carry out the Works, including employees and all subcontractors.**

For further support from The Uniting Church in Australia Property Services team, please call 9251 5949 or email [property@victas.uca.org.au](mailto:property@victas.uca.org.au)