

## ATTENTION ALL BUILDING CONTRACTORS PREPARING QUOTATIONS

In our care for all people, The Uniting Church in Australia urges everyone to work safely. All Building Contractors must consider the following safety principles in preparing quotations.

ACTION BEFORE QUOTE	
<b>1</b>	Always request an <b>Asbestos Register</b> (Division 5) from the Church Council to identify the location of any asbestos containing material. If the work area is likely to contain asbestos please ask the Church Council representative to contact the Synod OHS Safety Officer for a specialist asbestos assessment (Hazardous Materials Audit Report Division 6), in preparation for the asbestos management or removal.
<b>2</b>	If the work is to be performed at <b>height above 2 metres – this is HIGH RISK CONSTRUCTION WORK</b> . Work on a roof or from other elevated positions cannot be performed without a compliant system of access (e.g. a quality certified scaffold) and perimeter fall protection (e.g. quality certified guard railing). When possible employ a fall restraint system. Individuals must be trained in working at heights. Refer to <b>Worksafe Victoria</b> Compliance Codes – Prevention of falls in General Construction and Prevention of Falls in Housing Construction available at <a href="http://www.worksafe.vic.gov.au/fall-prevention">www.worksafe.vic.gov.au/fall-prevention</a>
<b>3</b>	It is the expectation of the Church that the quotation will include all appropriate traffic management, signage and barriers or other safety equipment as necessary to carry out the work safely.
ACTION BEFORE START	
<b>4</b>	To help Building Contractors convey the importance of working safely to their work team, The Uniting Church in Australia has set up an online safety induction. The induction must be completed by all persons working on site including workers and sub-contractors <b>prior to undertaking any work</b> . <a href="http://www.inductme.com.au/uca">www.inductme.com.au/uca</a> The UCA <b>Safety Induction Card</b> must be presented to the Church representative or Project Manager before the work starts. The Induction Card is required to be carried at all times whilst on site. It is valid for 12 months across all Uniting Church properties in Victoria and Tasmania.
<b>5</b>	OHS legislation has been determined by government authorities to assist in the prevention of incidents and accidents on building sites. The legislation requires that a <b>Safe Work Method Statement (SWMS)</b> must be prepared for all <b>HIGH RISK CONSTRUCTION WORK</b> . All Safe Work Method Statements must be presented along with copies of the Safety Induction Cards to the Church representative or Project Manager before work starts.  <b>In preparing SWMS Contractors are asked to:</b> <ul style="list-style-type: none"> <li>▶ <b>Identify the work activity task and remove as far as possible all hazards</b> – slips, trips, falls, noise, material and manual handling, collapse, moving objects, asbestos, these are just a few.</li> <li>▶ <b>Implement a process of control measures</b> – eliminate any remaining risk by appropriate use of equipment, protections, barriers, disconnection of live services or any other methods of reducing risk and minimizing harm.</li> </ul> Refer to <b>Worksafe Victoria</b> – Safe Work Method Statement (SWMS)
<b>6</b>	An initial <b>Project Meeting</b> must be arranged at least 2 weeks prior to site commencement. The meeting will focus upon safety topics and the Building Contractors preparation of the safety plans that must be in place prior to start of work. Please contact UCA Property Services on <b>9251 5940</b> for further information.