Victor Harbor Community Kindergarten
Managing Contractors and other service Providers

- Ensure contractor has signed on arrival and signs off on departure. **You must Sight Identification Tag.** If photographic evidence not available, you have to look at their driver's license.
- Ensure proper documentation completed, including records management of visit, copy of job request completed and signed by staff member, any incidents that occurred during the work job and follow up measures. There must be a "paper trail" of work completed on site.
- If possible, make appointment times for contractors to undertake work out of children's session times. If DECD approved contractors attend in session to undertake regular preventative maintenance, ensure there is a safe system of work, including demarcating the work area. Other external contractors need to negotiate suitable time for the job to be done out of children's session times.
- Check site induction completed for each contractor and renew every 3 years.
- Notify all staff of contractor's visit and details of the work to be undertaken for preventable measures to be considered in case of work related hazards.
- Record all incidents/accidents and follow up preventive measures. Report concerns to Director.

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