



Bibra Lake & Parkerville Campus

**CODE OF
CONDUCT FOR
CONTRACTORS
V2.0
website**

Code of Conduct for Contractors	
Date first approved:	2021
Date of effect/ approved by Council	2021, February 2022
Date last amended:	December 2021
Date of next review:	January 2023 (or sooner, if needed)
Compliance interactions: and Internal Policy	Health & Safety Policy Induction Contractors Policy
Delegated Policy Owner (Custodian)	School Administrator & FGM Coordinator
Procedures and forms:	Not applicable
Supporting documents:	Not applicable
PWS Website:	No
Links:	Not applicable
Legislation:	Occupation Safety & Health Act 1984 (WA) School Education Act 1999, Western Australia, Sections 22-28 (the Act) School Education Regulations 2000 – Part 2
Circulation:	Staff newsletter, FGM
Feedback:	pws@pws.wa.edu.au
Review/stakeholders:	Compliance Coordinator

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“At Perth Waldorf School we are committed to promoting the safety, health and wellbeing of children and young people and expect all school staff, parents, students, volunteers and visitors to the school to share that commitment. Perth Waldorf School explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.”

1. PURPOSE

NOTE: The use of the word “contractors” in this document refers to all people who are working on Perth Waldorf School (PWS) construction sites and not currently employed by PWS.

This *Code of Conduct* applies to all contractors working on any PWS site.

- This *Code of Conduct* is made available to Contractors at the commencement of their work on site;
- This *Code* provides directions as to the standard of behaviour expected of Contractors while on school site.

2. CODE OF CONDUCT

The aim of this *Code* is to outline the standards of behaviour expected of all Contractors while working at School.

This *Code* does not attempt to provide a detailed and exhaustive list of what to do in every aspect of your work. Instead, it sets out general expectations of the standards of behaviour required.

The *Code* places an obligation on all Contractors to take responsibility for their own conduct and to work with others cooperatively to achieve a consultative and collaborative workplace where people are happy and proud to work.

You must be aware of and comply with this *Code*. Therefore, you must:

- conduct yourself, both personally and professionally, in a manner that upholds the ethos and reputation of the School;
- comply with the School’s Induction Contractors policy;
- act ethically and responsibly; and
- be accountable for your actions and decisions.

The School reserves the right at its sole discretion to vary or cancel this *Code* at any time.

Nothing in this *Code* should be taken to limit the circumstances in respect of which the School may take disciplinary action.

3. WHAT IS EXPECTED OF YOU AS A CONTRACTOR

As a Contractor you:

- 1) Need to sign in/out in the Visitor Register or sign in/out by sending your details (name/surname/phone number and time) in a sms message to 0429 680 969 (Bibra Lake Campus) or 0492 921 763 (Parkerville Campus).
- 2) Have a current Construction White Card.
- 3) Understand that all correct PPE must be used at all times.
- 4) Be responsible for creating and carrying out Safe Work Method Statements (SWMS) as required.
- 5) Understand that you are expected, while on PWS premises, to take responsibility for your own actions and not put yourself or others at risk of injury and/or illness. Any hazards, near miss, incident or injury/illness observed or sustained during any activities must be reported immediately to FGM staff (either Peter 0403 778 946 or Tom 0404 280 101) as well as your employer (unless you are self-employed).
- 6) Understand that PWS Bibra Lake Campus has first aid supplies and first aid officers on site (in the admin office) and a defibrillator (outside Williams hall); Parkerville Campus has first aid supplies and first aid officers on site and a defibrillator at the front gate.
- 7) Have been given a school map where toilets, location of defibrillator and admin office are marked). Be aware that, in case of an emergency, the assembly point is on the big field (Bibra Lake Campus) and the oval (Parkerville Campus).
- 8) Provide PWS with a copy of the current contractors Public Liability Insurance Certificate of Currency.
- 9) Provide PWS your license details.
- 10) Know, if you have questions or need further clarifications, you know who to ask.

4. BREACHES OF THE CODE OF CONDUCT

The consequences of inappropriate behaviour and breaches of this *Code* will depend on the nature of the breach.

Contractors must report possible breaches by others to the Duty Officer.

Factors the School may consider when deciding what action to take may include:

- the seriousness of the breach;
- the likelihood of the breach occurring again;
- whether the Contractor has committed the breach more than once;
- the risk the breach poses to staff members, students or any others; and
- whether the breach would be serious enough to warrant formal disciplinary action.

The school will reserve the right to determine in its entirety the response to any breach of this Code.

5. REQUIRED REPORTING

- a) All Contractors are required to inform the Duty Officer if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the School Administrator if you become the subject of an Apprehended Violence Order;
- b) As a Contractor, you must report to the Duty Officer:
 - any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
 - any concerns you may have about any other employee, contractor or volunteer engaging in an objectively observable breach of this code of conduct or any such allegation that has been made to you; and
 - if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving a breach of this code.

5.1 CONCERNS

If, as a Contractor, you have any concerns about the safety, welfare and well-being of a child or young person, please refer it to the Duty Officer.

6. RESPECT FOR PEOPLE

The School expects Contractors to treat each other with respect and courtesy. Our daily interaction with others reflects on the school's reputation. Therefore, all Contractors are expected to be approachable, courteous and prompt in dealing with other people, including students, parents, other staff members and members of the community.

You must not discriminate against, or harass for any unlawful reason, or bully for any reason any employee, contractor, student or parent. Your obligations in this regard, including the list of unlawful reasons, are set out in the Equal Opportunity Act 1984 (WA) and the School's Anti-Discrimination Policy. Bullying may be a breach of your obligations under The Fair Work Amendment Act, 2013 (Cth), the Occupational Safety & Health Act 1984 (WA) or your duty of care at common law.

If you believe you are being unlawfully harassed or discriminated against or bullied:

- where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. It may be useful to speak with your Duty Officer in the first instance to seek guidance on how to do this; and/or

- raise the issue as a grievance in accordance with the Grievance and Concern Policy.

The School takes reports of unlawful discrimination and harassment or bullying seriously and will consider action it considers appropriate if such conduct is found to have occurred including disciplining or dismissing offenders. Many incidents can be addressed effectively if reported early.

7. CHILD PROTECTION

- At all times you must promote the safety, health and wellbeing of children and young people;
- You should avoid situations where you are alone in an enclosed space with a student;
- You must not impose physical punishment on a student;
- Except in an emergency or injury, physical contact with students is forbidden;
- You must not have a romantic or sexual relationship with a student. It is irrelevant of the nature of the relationship, consensual or non-consensual or condoned by parents or caregivers;
- You must report any concerns you may have about any employee, contractor or volunteer engaging in child abuse. This includes self-disclosure if the allegation involves you.

8. CONFIDENTIAL INFORMATION

- As a Contractor, you must only use confidential information for the work-related purpose it was intended;
- Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the School Administrator.

APPENDIX A: BIBRA LAKE CAMPUS INDUCTION CONTRACTOR CHECKLIST

I confirm the following:

- 1) I need to sign in/out in the Visitor Register or sign in/out by sending my details (name/surname/phone number and time) in a sms message to 0429 680 969.
- 2) I have a current Construction White Card.
- 3) I understand that correct PPE must be used at all times and I am responsible for ensuring it is available to use.
- 4) I am responsible for creating and carrying out Safe Work Method Statements (SWMS) as my work requires.
- 5) I understand that while on PWS premises, I will take responsibility for my own actions and not put myself or others at risk of injury and/or illness. Any hazards, near miss, incident or injury/illness observed or sustained during any activities must be reported immediately to FGM staff (either Peter 0403 778 946 or Tom 0404 280 101) as well as my employer (unless I am self-employed).
- 6) I understand that PWS has first aid supplies and first aid officers on site (in the admin office) and a defibrillator (outside Williams hall).
- 7) I have been given a school map where toilets, location of defibrillator and admin office are marked).
- 8) In case of an emergency, the assembly point is on the big field.
- 9) I have provided PWS with a copy of the current contractors \$20 Million Public Liability Insurance Certificate of Currency
- 10) I have provided PWS my qualification / trade license details if requested.
- 11) I have read the Code of Conduct for Contractors (available on school's website).
- 12) If I have questions or need further clarifications, I know who to ask.

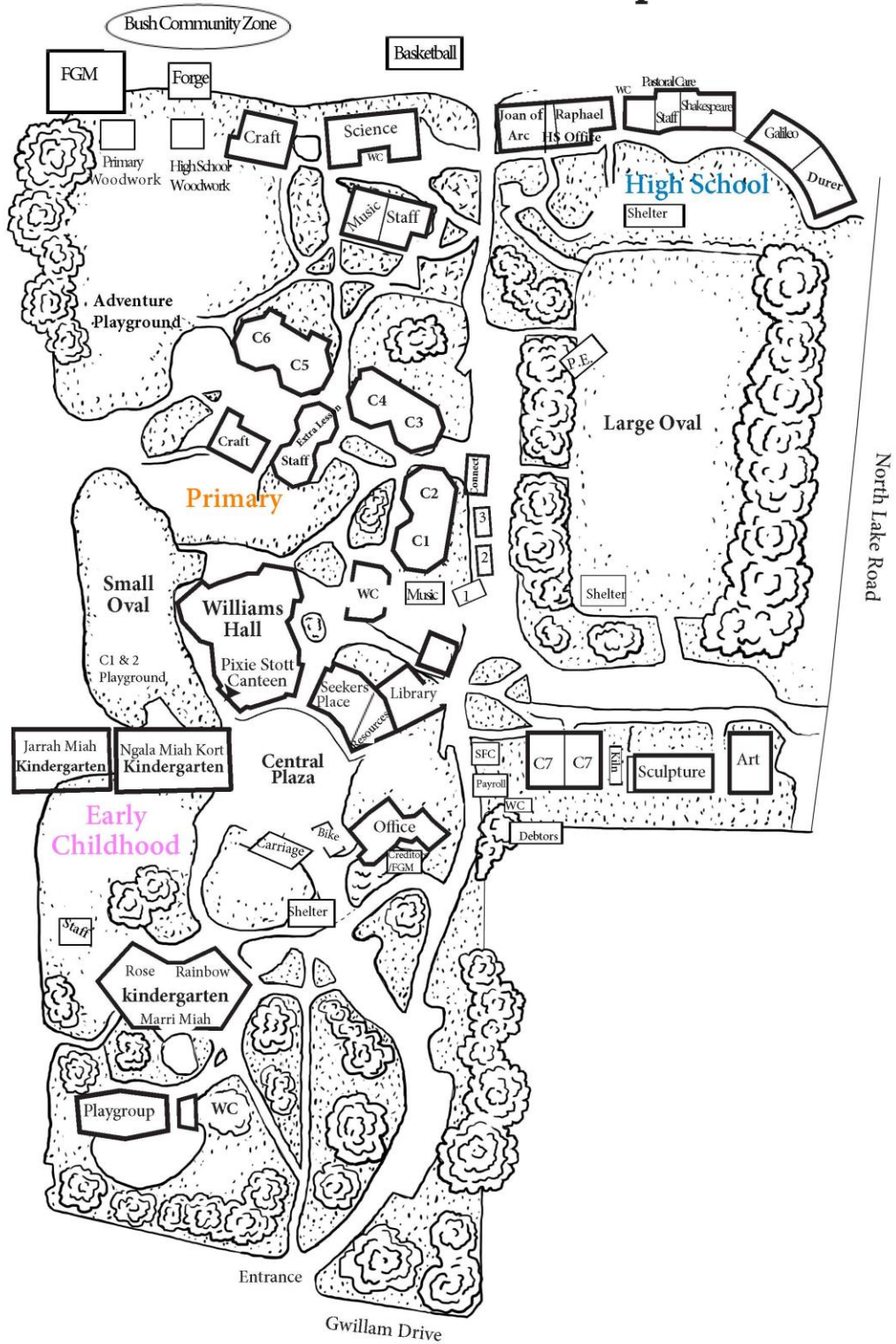
Print name: _____

Signature: _____

Date: _____

APPENDIX B: SCHOOL MAP BIBRA LAKE CAMPUS

Perth Waldorf School Map 2022



APPENDIX C: PARKERVILLE CAMPUS INDUCTION CONTRACTOR CHECKLIST

I confirm the following:

- 1) I need to sign in/out in the Visitor Register or sign in/out by sending my details (name/surname/phone number and time) in a sms message to 0429 680 969 (please state that you are at the Parkerville Campus).
- 2) I have a current Construction White Card.
- 3) I understand that correct PPE must be used at all times and I am responsible for ensuring it is available to use.
- 4) I am responsible for creating and carrying out Safe Work Method Statements (SWMS) as my work requires.
- 5) I understand that while on PWS premises, I will take responsibility for my own actions and not put myself or others at risk of injury and/or illness. Any hazards, near miss, incident or injury/illness observed or sustained during any activities must be reported immediately to FGM staff (either Peter 0403 778 946 or Tom 0404 280 101) as well as my employer (unless I am self-employed).
- 6) I understand that PWS has first aid supplies and first aid officers on site and a defibrillator near the gate.
- 7) I have been given a school map where toilets, location of defibrillator and admin office are marked (once the buildings have been built).
- 8) In case of an emergency, the assembly point is on the oval.
- 9) I have provided PWS with a copy of the current contractors \$20 Million Public Liability Insurance Certificate of Currency
- 10) I have provided PWS my qualification / trade license details if requested.
- 11) I have read the Code of Conduct for Contractors (available on school's website).
- 12) If I have questions or need further clarifications, I know who to ask.

Print name: _____

Signature: _____

Date: _____