VISITORS/CONTRACTORS

Both the Diocese of Toowoomba as the employer, and Principals of school as the ‘relevant persons’ AND the persons in control of workplaces, have various obligations under the WHS Act 1995. These obligations include ensuring workplace health and safety, and minimising risk of injury or illness from a workplace for persons legally present in the workplace. These obligations apply equally to visitors, contractors and volunteer workers.

As part of carrying out these obligations, schools are required to have suitable ‘sign-in’ procedures in place as part of the OHS Management System. These procedures are for the protection of students, staff, visitors (including volunteer workers) and contractors.

The purpose of such ‘sign-in’ procedures are:

- to fulfil statutory obligations and duty of care requirements to all personnel legally present on school premises;
- to ensure appropriate emergency preparedness and response and
- to enhance security arrangements at the school

PROCEDURE

- Non-school staff personnel seeking entry to Systemic Schools in the Diocese of Toowoomba must report to the administration area first.
- They must ‘sign-in’ in the allocated folder – name, date, reason for visit etc.
- Administration staff issues an identification badge “VISITOR” or “CONTRACTOR”, to be worn visibly at all times while present at the facility. Administration staff also provides basic induction in school health and safety procedures and information.
- On departure they must return the badge to the administration area and ‘sign-out’ stating time of departure.
- All Catholic Education Office personnel are also required to ‘sign-in’ and ‘sign-out’ at Administration when visiting schools.
- Similarly, all Schools personnel are required to ‘sign-in’ and ‘sign-out’ at Administration at the Catholic Education Office campuses when visiting (appointments, interviews etc) CEO personnel.
ADMINISTRATIVE MATTERS

- Contractors are required to complete a Job Risk Assessment Process Form (JRAP – Appendix 3 Minor Contract Management Policy [Intranet 3.10.11]) at Administration prior to the commencement of minor contract works. Contractors are to be directed to the “Asbestos Register” by Administration staff. JRAP’s are to be filed at Administration. Contractors(preferred suppliers) should be advised of this requirement as part of the implementation of Minor Contract Management.

- If a visitor, contractor or volunteer worker is present in the facility and not wearing a badge, school personnel are asked to advise them of the ‘sign-in’ procedure, direct them to the Administration Area and advise Administration staff the person is coming to sign in.

- If the person fails to arrive at the Administration Area the person directing them should complete an Incident/Hazard Report Form held at Administration, to be given to the Principal.

- Schools with multiple entry points will need to ‘educate’ the school community in procedures adopted. Where volunteer workers in classrooms attend the school regularly, ‘sign-in’ and ‘sign-out’ locations may be modified. However identification badges consistent with those issued at Administration need to be retained.

- All students need to be able to recognise a person as having a legal right to be present at the school, and know what to do if persons do not have proper identification.

- Tuckshop ladies are included and must have identification badges.

- Administrative staff need to be trained in ‘sign-in’, ‘sign-out’ procedures, and the system should be monitored to ensure it works effectively.

- The above procedures presuppose that employed staff at the school wear school badges. This is particularly important in large schools with large staffs.

Included below are sample commercial ‘sign-in’/‘sign-out’ documents. You will note induction information and contractor requirements/completed forms are shown.

This document is available on the Intranet (OHS) under 3.11 Emergency Preparedness and Response.
**IMPORTANT** - Your signature in the box above indicates understanding of the following:

- This Visitor’s Pass must be worn at all times.
- All Visitors are subject to Toowoomba Catholic Education Office Workplace Health and Safety Policy and regulations.
- Smoking is NOT permitted on these premises.
- Please observe all safety signage.
- In the event of a fire or emergency evacuation, follow the instructions of Fire Warden(s) or Company Management.
- Please return this pass to Reception on leaving.

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**Catholic Education Office**

**Diocese of Toowoomba**

**VISITOR**

PASS No. 1276

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**AUTHORISED CONTRACTOR**

THIS PERMIT MUST BE RETURNED TO ISSUE POINT UPON DEPARTURE

**Catholic Education Office**

**Diocese of Toowoomba**

PERMIT No. 0502

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**WELCOME TO ALL CONTRACTORS**

Your Health and Safety are Important - Please Read Carefully

Note: Your Signature in the box above indicates understanding and acceptance of the following entry conditions

- The Asbestos Materials Report & Register has been sighted. The requirements of the BMP are understood and will be adhered to.
- A written job risk assessment process (J.R.A.P), or Work Method Statement (W.M.S) if required, must be completed for all work performed in the workplace.
- This permit authorises you to proceed with the work in the area and on the equipment as specified.
- Work area to be left in a safe condition upon departure.
- On departure please return to your point of entry, return this permit, record your “Time Out” and “Signature” in the Register. Failure to return to “Sign Out” may delay your payment.
- Smoking is not permitted on these premises.
- All contractors must wear Personal Protective Equipment (P.P.E) as required.
- In the event of a fire or emergency evacuation, follow the instructions of Fire Wardens or Company Management.
- Please report all incidents, potential areas of risk to Administration.