



DIVINE MERCY COLLEGE

CONTRACTOR CODE OF CONDUCT

Background

Divine Mercy College aims to bring education and faith together, in partnership with family, church and the school community. We aim to provide a quality Catholic education that is focuses on the core values of faith, academics, service and personal development from preschool and throughout high school to influence a rapidly changing world in a collaborative approach with parents, caregivers and volunteers to enable our students to be well educated and lead happy successful lives who make contributions to local and global communities.

Aim of this Code

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

This Code of Conduct applies to all contractors working on any DMC site. This is made available to Contractors at the commencement of their work on site and it provides directions as to the standard of behaviour expected of Contractors while on school site.

The use of the word “contractors” in this document refers to all people who are working on Divine Mercy College construction sites and not currently employed by DMC. It is including cleaner, gardener, and instruction worker.

Guidelines of the Code of Conduct

- Need to sign in/out in the Administration Office
- Have a current Construction White Card
- Be responsible for creating and carrying out Safe Work Method Statements (SWMS) as required
- Understand that you are expected, while on DMC premises, to take responsibility for your own actions and not out 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 DMC Admin Office (phone number 9417 3267) as well as your employer (unless you are self-employed).
- Understand that DMC has first aid supplies on site (in the admin office) and a defibrillator (in the Gym Room).
- Have been given a school map where toilet, location of defibrillator and admin office are marked.
- Be aware that, in case of an emergency, the assembly point is on the Oval.

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Written by: Yan Lau
Written: 2021
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- Have been given a lockdown (Code: “Sister Mary please come to the office”) and emergency (fire) code.
- Provide DMC with a copy of the current contractors Public Liability Insurance Certificate of Currency.
- Provide DMC your license details.
- If you have questions or need further clarifications, you know who to ask.
- Understand DMC Working Alone Policy.

Child Protection

All Contractors are expected to:

- Create and maintain a safe environment for all students
- Avoid situations where you are alone in an enclosed space with a student
- Except in an emergency or injury, physical contact with students is forbidden
- 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.
- Photograph of students in school is forbidden

Ethical Conduct

Divine Mercy College expects a high standard of personal behaviour from Contractors when they are conducting their work on School grounds. For example:

- Refraining from offensive, insulting or derogatory language or conduct. This includes wear clothing with offensive language or insignia.
- Dressing appropriately according to the occasion.
- Refrain from disrupting classes or students
- Not smoking on School grounds or within 5 metres of the School boundary.
- Not possessing alcohol on School grounds.
- Adhere to all DMC policies and procedures

Breaches of this Code of Conduct

The Consequences of inappropriate behaviour and breaches of this Code depend on the nature of the breach.

Contractors must report possible breaches by others to the Administrative Manager.

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

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Supporting Procedures and Related Policy

- Occupational Health and Safety Policy
- Working Alone Policy

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APPENDIX 1 – INDUCTION CONTRACTOR CHECKLIST

I confirm the following:

- I need to sign in/out in the Administration Office
- I have a current Construction White Card
- I am responsible for creating and carrying out Safe Work Method Statements (SWMS) as required
- I understand that I am expected, while on DMC premises, to 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 DMC Admin Office (**phone number 9417 3267 within 7:30am to 3:30pm; mobile number 0409 573 713 outside normal hours**) as well as my employer (unless you are self-employed).
- I understand that DMC has first aid supplies on site (in the admin office) and a defibrillator (in the Gym Room).
- I have been given a school map where toilet, location of defibrillator and admin office are marked.
- In case of an emergency, the assembly point is on the Oval.
- I have been given a lockdown (Code: “Sister Mary please come to the office”) and emergency (fire) code.
- I have provide DMC with a copy of the current contractors Public Liability Insurance Certificate of Currency.
- I have provide DMC my qualification/ trade license details if requested.
- If you have questions or need further clarifications, I know who to ask.
- I have read the Code of Conduct for Contractors, Occupational Health and Safety Policy and Working Alone Policy (available on school’s website and admin office).

Print Name (Contractor): _____

Signature: _____

Date: _____

Print Name (Safety Officer): _____

Signature: _____

Date: _____

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