



Leading our community towards better health

CONTRACTOR / PREFERRED SUPPLIER INDUCTION HANDBOOK



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EXPLANATORY STATEMENT

This handbook has been created to ensure that Nathalia District Hospital continues to operate in a safe environment. The safety of customers, clients, employees, contractors and preferred suppliers is paramount to the organisation. This handbook clearly outlines the expectations of all contractors, preferred suppliers and their sub-contractors.

A copy of the Contractor/Preferred Suppliers Induction Handbook is provided to all contractors and preferred suppliers who will be operating on hospital owned sites. It is imperative that all contractors and preferred suppliers read through this handbook to ensure they meet all requirements from Nathalia District Hospital, before commencement of services on site.

It is the responsibility of the contractor or preferred supplier to ensure that sub-contractors also meet these requirements as placed by Nathalia District Hospital.

Nathalia District Hospital accepts no liability for loss or theft of equipment belonging to the contractor, sub-contractor or preferred supplier, whilst being used or stored on the Hospital site.

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OBJECTIVES

Nathalia District Hospital is committed to provide a safe environment in which clients, employees, contractors, sub-contractors and public visitors. To fulfil all objectives, the following objective criteria must be followed:

- Nathalia District Hospital OH&S and privacy along with other relevant policies and procedures must be followed by all contractors and sub-contractors, who must ensure they understand their responsibilities and obligations while working on the site. These can be viewed through Prompt Documents software at <https://system.prompt.org.au/Login.aspx>
Username: contract@NDH **Password:** Nathalia10
- All contractors and sub-contractors must preserve a safe working environment at all times.
- Disruption of Nathalia District Hospital's daily business operations shall be kept to a minimum.
- Maps of the site will be made available to contractors. It is up to the contractors to ensure they become familiar with the site via the maps given.
- All legal requirements are to be complied with by contractors; these include risk assessments, licensing, police checks and occupational health and safety guidelines.

BEFORE A CONTRACTOR STARTS WORK

In order for a contractor to begin works at Nathalia District Hospital, it is imperative that the following requirements have been completed to ensure a safe working environment:

- A copy of all licenses, certificates and police checks, shall be submitted.
- A signed Induction check list is to be returned.
- Job Safety Analysis worksheet, Safe Work Method Statement or equivalent is to be completed and returned before any works are completed.



SITE ATTENDANCE

Before any works are commenced all contractors/sub-contractors and preferred suppliers are required to sign in at either reception or maintenance office. It is required that when signing out that a service/maintenance report is completed, these are available beside sign in/out register.

Parking is available at the front of the hospital; access to the maintenance parking area is subject to authorisation from appropriate supervisor.



HAZARD / INCIDENT REPORTING

The contractor/sub-contractor or preferred supplier must ensure that all incidents are reported to the area manager or supervisor. This includes any medical treatment, near miss/hit incidents, environmental or structural damage, etc.

The contractor is responsible for any legal requirements, relating to such an incident.

Emergency Codes: *(Emergency Management Manual is available through Prompt)*

Code Blue	Medical Emergency
Code Red	Fire and Smoke
Code Orange	Evacuation
Code Yellow	Internal Emergency
Code Grey	Disturbed Person
Code Black	Personal Emergency
Code Purple	Bomb Threat
Code Brown	External Emergency

ALCOHOL AND DRUGS

The possession, consumption or distribution of alcohol and non prescription drugs on the Hospital site is strictly prohibited. The possession and consumption of prescription drugs are permissible providing they do not impair judgement or ability to work in a safe manner.

CONFINED SPACES

All confined spaces work to be completed on site must be undertaken in accordance with the Australian Standard AS2865: Safe Work in a Confined Space and appropriate state legislation. Prior to commencement a confined spaces permit shall be obtained. Entering a confined space requires supervision by a second person.

WORKING AT HEIGHTS

A Working at Heights Permit form must be completed by any person undertaking any work involving heights. This permit will assist in enabling a safe working environment. All work must meet Australian and state legislation.



HOT WORKS

A Hot Works Permit form must be completed by any person undertaking any work involving hot works. This permit will assist in enabling a safe working environment. All work must meet Australian and state legislation.

ELECTRICAL SAFETY

Electrical equipment is required to be tested and tagged in accordance with Australian standard AS3760. The testing must be undertaken by a qualified tester, before arrival onsite. Any untagged equipment is not to be used on the Nathalia District Hospital site.



HAZARDOUS SUBSTANCES/DANGEROUS GOODS

Dangerous goods are defined by Victorian Workcover Authority as ‘substances and articles that are potentially hazardous to people, property and the environment. They may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidizing, or water reactive. Whatever their properties – and their potential for injury or destruction – great care is needed in their handling, storage and transport.’ Therefore any substances or materials fitting this description must be checked by the maintenance department, before use on the Hospital site.

NOISE

All work undertaken at Nathalia District Hospital shall comply with OH&S and WorkSafe noise regulations. To achieved this, protocols which assess all machinery for noise risks shall be used. Noise can cause permanent damage thus it is imperative that all precautions are taken to ensure this does not occur. Personal Protective Equipment (PPE) is to be worn when using machinery louder than 85dB.

REQUIRED CONDUCT

Contractors, sub-contractors and preferred suppliers are required to keep work areas tidy and clean at all times. Emergency exits, passage ways and fire fighting equipment shall also be kept clear.

Workers need to ensure areas are well signed for potential hazards. Access to all areas must be made available at the end of each day. Noise external to works is to be kept at a minimum and behaviour is to be conducted in a professional manner at all times.

PERSONAL PROTECTIVE EQUIPMENT

It is contractors, sub-contractors and preferred supplier's responsibility to ensure that PPE is used by their employees. This is in relation to any hazards which are associated with their work.

Contractors, sub-contractors and preferred suppliers shall be responsible for the supply of PPE to their employees for use on the Hospital site.

CONFIDENTIALITY

Nathalia District Hospital is committed to ensuring it complies with relevant privacy, confidentiality and security legislation to protect clients, staff, visitors and the organisation. As a part of this individuals are required to understand their obligations and responsibilities in this matter.

Contractors, sub-contractors and preferred suppliers will need to complete the Privacy, Confidentiality & Security agreement prior to the commencement of work.

SMOKING

Nathalia District Hospital recognises that tobacco smoke is harmful to the health of smokers and non smokers, and contributes significantly to the burden of disease and associated health costs in our community. Therefore the Nathalia District Hospital is a smoke free environment.



NO SMOKING

INFECTION CONTROL & SECURITY

The spread of infection throughout Nathalia District Hospital is a great threat to residents, patients, volunteers, employees and the public visitors. In order to reduce cross contamination, hand washing facilities are spread throughout the hospital.

Please ensure you are vigilant with your hand hygiene, as there is a major link in the spread of infectious diseases with inappropriate hand washing.

When working in dirty areas please ensure that spread of dust etc is contained as much as possible to reduce possible spread of infection

It is important that tools and ladders etc. are not left in places where a residents, clients, staff or visitors can access them which could lead to harm.

COMMENTS AND COMPLAINTS

A Comments, Suggestions and Complaints form is available in the Hospital foyer near the urgent care door.

The form can be posted to the below address or dropped into the Comments, Suggestions and Complaints box in the Hospital foyer.

Quality Coordinator
Nathalia District Hospital
36-44 McDonnell Street
Nathalia VIC 3638

These forms are designed to allow the opportunity for concerns to be expressed and action to be taken on any issues that arise.

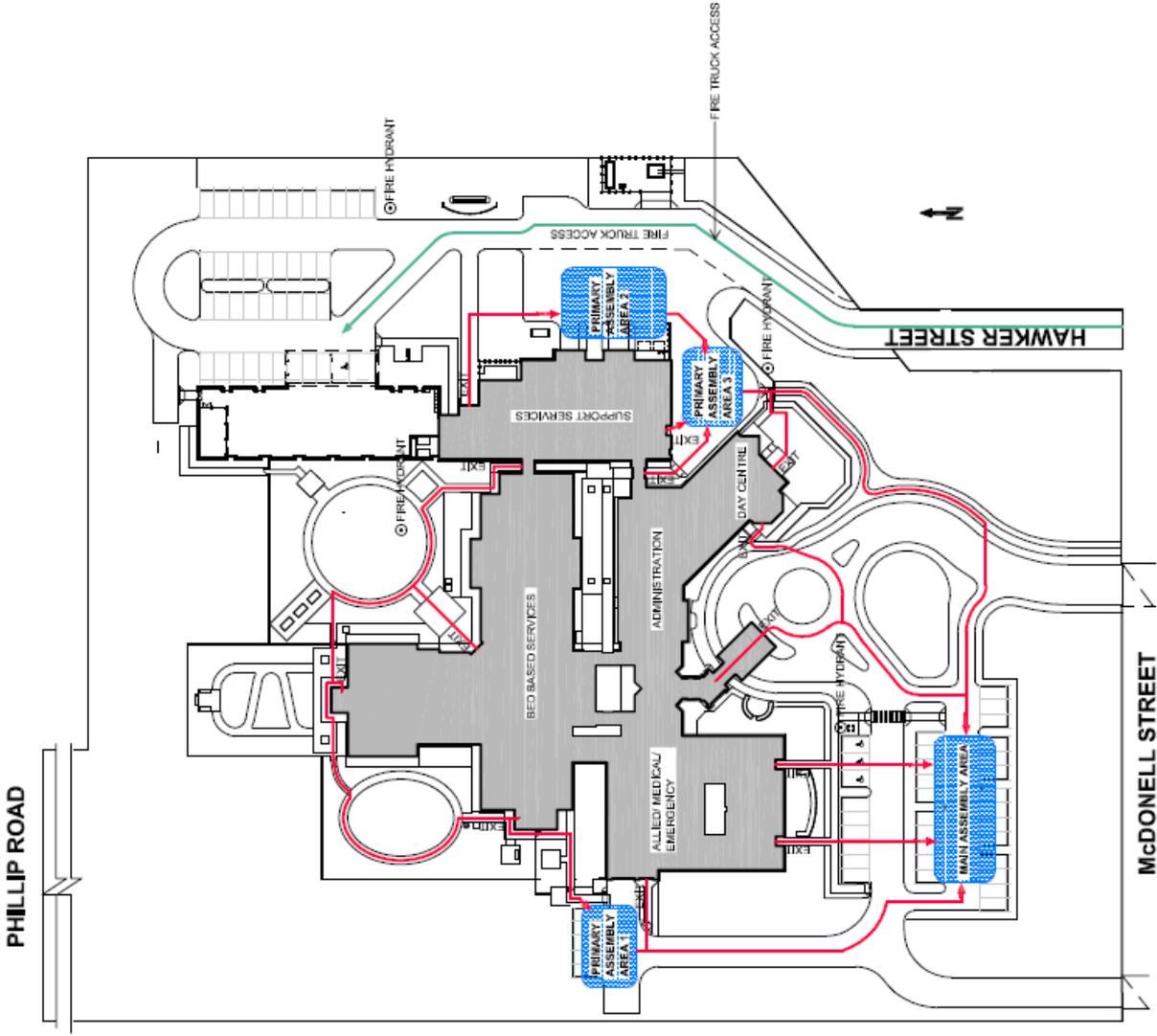
SETTLEMENT OF DISPUTES

Nathalia District Hospital has developed policies in regard to settlement of disputes if this has not previously been included into an agreement with the Hospital. The Grievance Procedure policy is located in the Human Resource manual, located at the Nurse Station. Please ask the area supervisor should you require a copy.

EVALUATIONS

Nathalia District Hospital endeavours to gain evaluation on our organisation to assist with Continuous Quality Improvement. Your opinion will enable the organisation to more effectively achieve its organisational goals and objectives.

Your organisation will receive an annual evaluation, please take the time to complete this. This is your opportunity to comment on any issues.



Balcombe Griffiths Pty Ltd Architects

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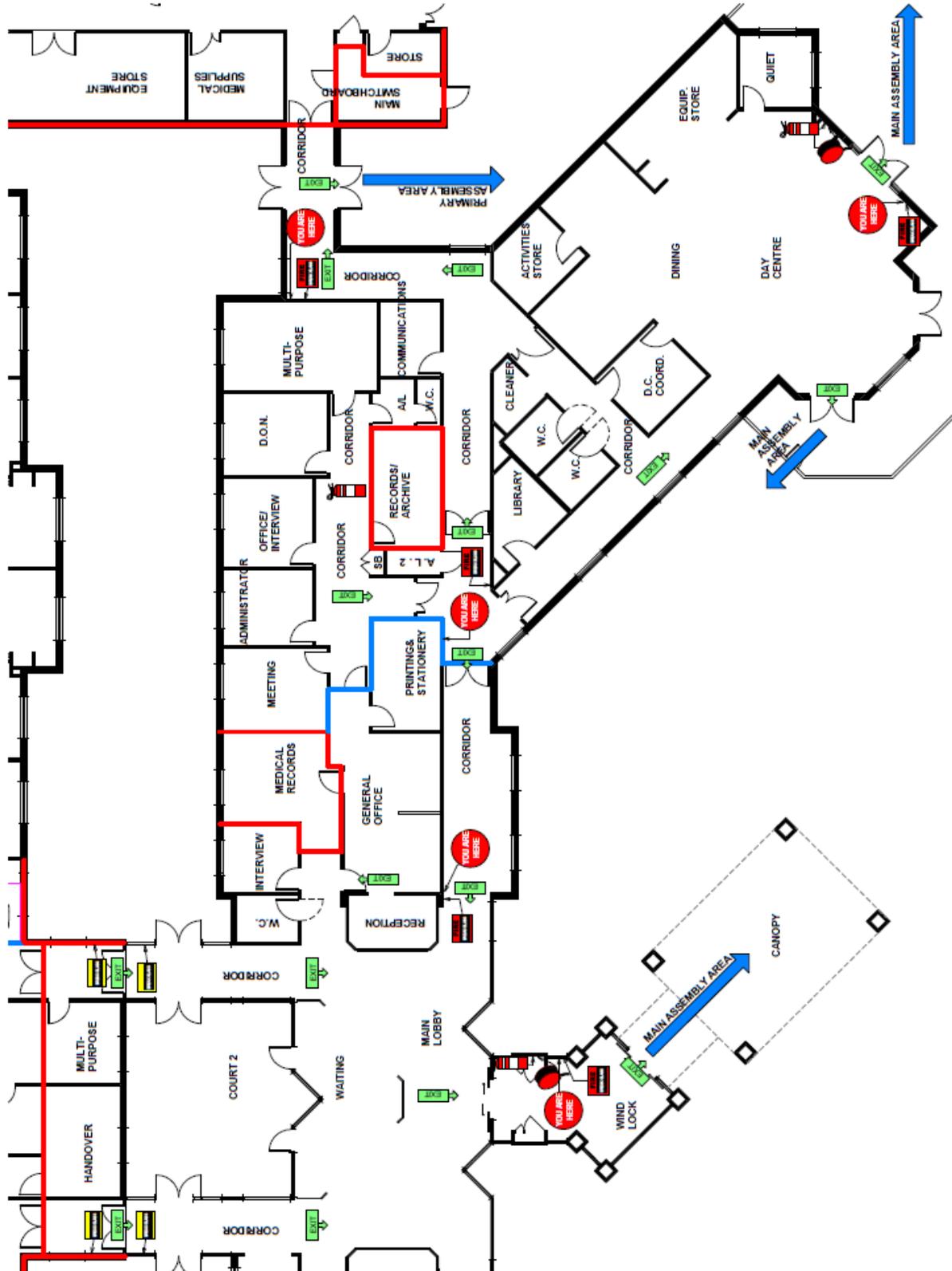
NATHALIA DISTRICT HOSPITAL

654A-900

EVACUATION PLAN - ASSEMBLY AREAS

Scale: N.T.S Drawn: V.N Checked: ABG
 Date: NOVEMBER 2009 Plot Date: 13/11/2009 11:26:39 AM

LEGEND	
	EMERGENCY BREAK GLASS DOOR RELEASE
	FIRE HOSE REEL
	FIRE EXTINGUISHER
	EXIT SIGN
	MANUAL CALL POINT
	"YOU ARE HERE" SIGN
	FIRE WALL
	SMOKE WALL



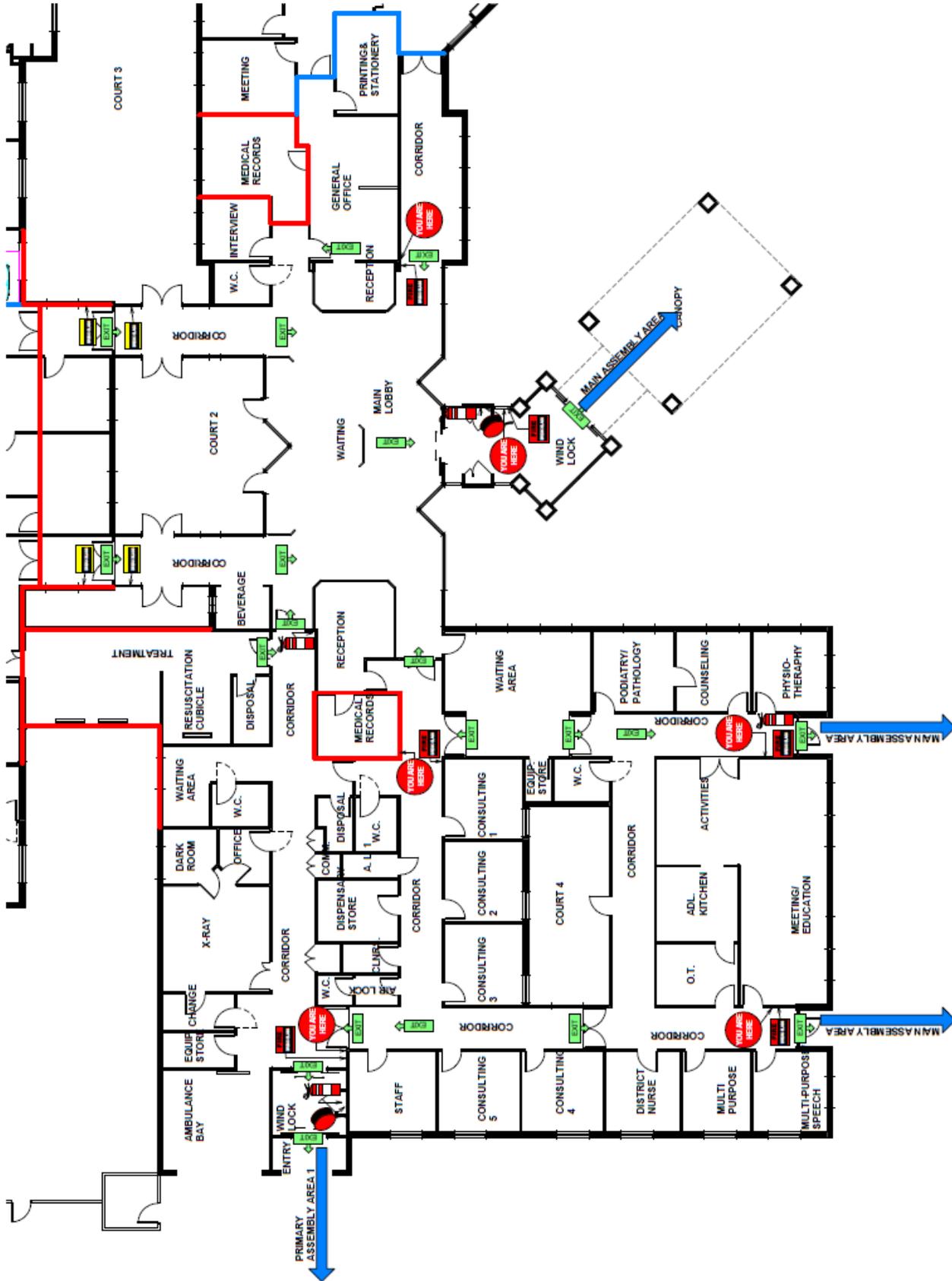
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Client: **654 NATHALIA DISTRICT HOSPITAL**

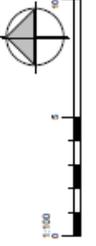


Project: **654A-901 EVACUATION PLAN - ADMINISTRATION / DAY CENTRE**
 Scale: As indicated (Scale of 1: paper size)
 Date: NOVEMBER 2009
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 ABG

LEGEND	
	EMERGENCY BREAK GLASS DOOR RELEASE
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	FIRE EXTINGUISHER
	EXIT SIGN
	MANUAL CALL POINT
	"YOU ARE HERE" SIGN
	FIRE WALL
	SMOKE WALL



654A-902 EVACUATION PLAN - ALLIED HEALTH/ MEDICAL EMERGENCY
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 Scale: As Indicated (Scale at A1 paper size)
 Author: ABD
 Plot Date: 19/11/2009 12:40:38 PM

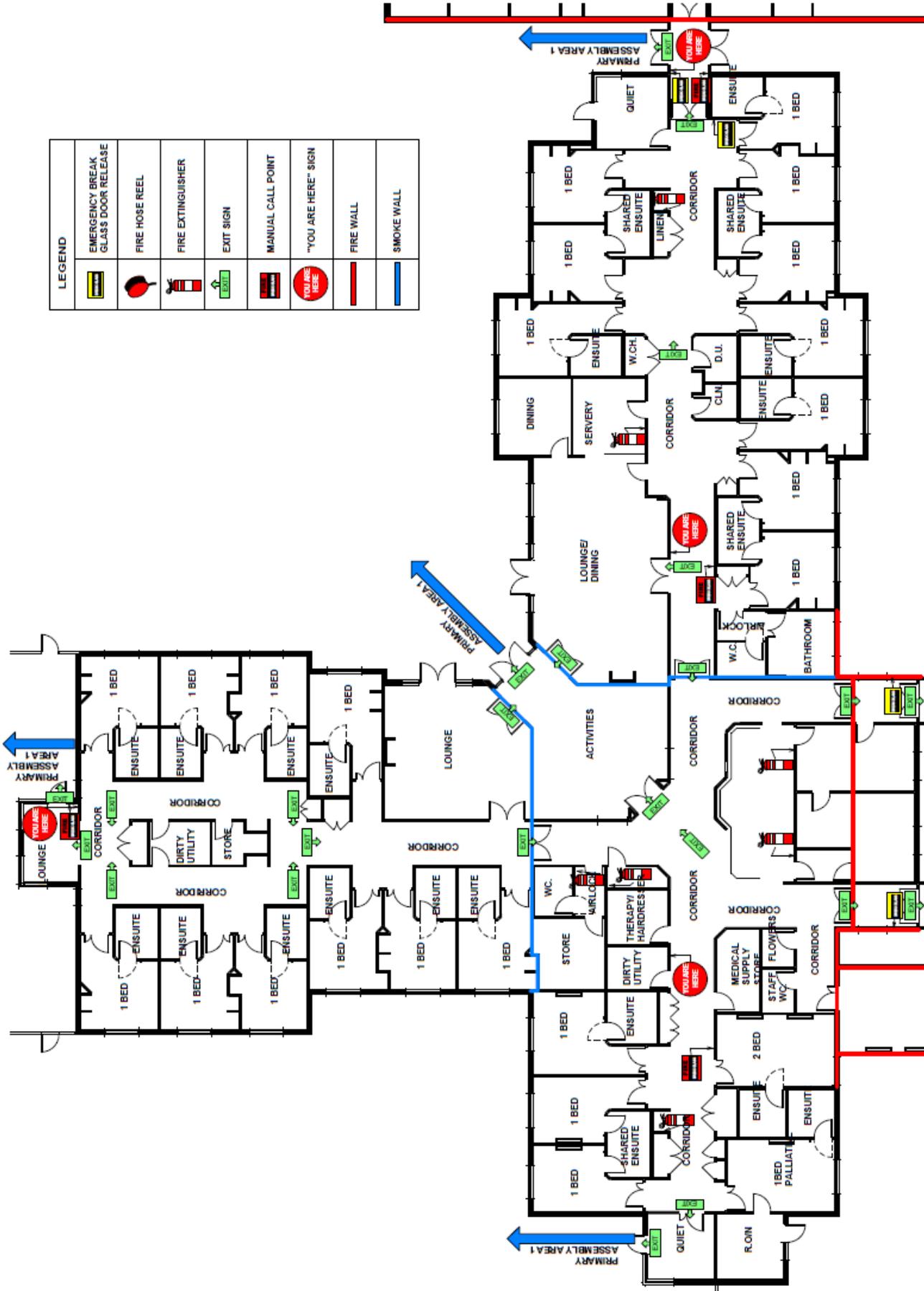


Project: 654 NATHALIA DISTRICT HOSPITAL

Client:

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LEGEND	
	EMERGENCY BREAK GLASS DOOR RELEASE
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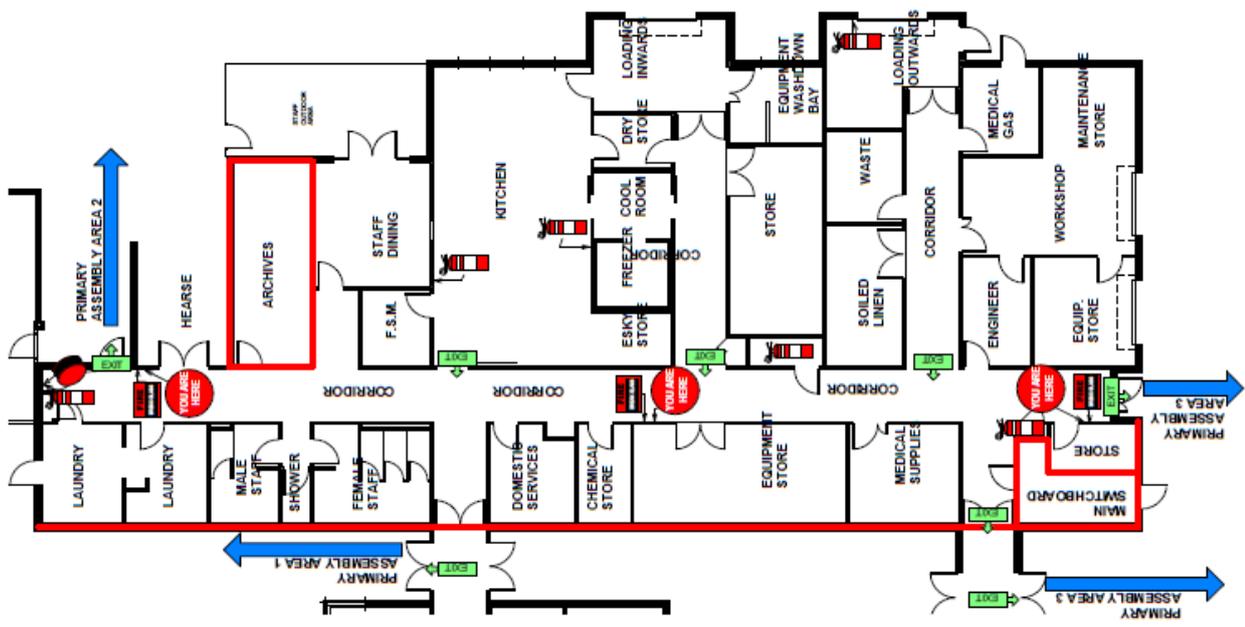
654A-903 EVACUATION PLAN -
BED BASED SERVICES

Project: 654 NATHALIA DISTRICT HOSPITAL

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Date: NOVEMBER 2009
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ASG





LEGEND	
	EMERGENCY BREAK GLASS DOOR RELEASE
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	MANUAL CALL POINT
	"YOU ARE HERE" SIGN
	FIRE WALL
	SMOKE WALL

Project: 654 NATHALIA DISTRICT HOSPITAL
 Client: Balcombe Griffiths Pty Ltd - Architects
 Date: 18/11/2009 12:40:28 PM
 Scale: As Indicated (Scale at A1 paper size)
 Drawn: NOVEMBER 2009



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