

HEALTH & SAFETY POLICY

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MISSION STATEMENT

To Inspire, Challenge and Nurture for Excellence

Our Guiding Principles:

- To sustain our reputation for academic excellence by providing a rigorous and balanced international curriculum.
- To enable our students to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.
- To foster leadership abilities in our students within a friendly and caring community that inspires, challenges and reflects our international ethos.
- To enable our students to develop a strong sense of belonging, respect and social responsibility in order to create a better more peaceful world.
- To be internationally recognised for our commitment to education for international understanding and partnerships.

1.1. PURPOSE

- To design, construct and operate all facilities in a manner that protects human health, the safety of the occupants and the environment.
- To ensure that health and safety considerations are an integral part of this school's master planning efforts.
- To develop, follow and continually improve health and safety procedures and practices for all facilities, projects and operations.
- To perform periodic health and safety program reviews to correct deficiencies, establish goals and identify funding priorities.
- To promote health and safety awareness among all employees and students and to provide appropriate resources for training and program implementation.
- To work cooperatively with the government, industry and other appropriate organisations in advocating for reasonable health and safety legislation and regulations which protect human health and which are cost effective.

1.2. SCOPE

This Policy applies to all employees and others affected by British School Jakarta activities.

1.3. DEFINITIONS

- **BOG** : Board of Governors
- **FDHS WG** : Facilities, Development, Health & Safety Working Group
- **BSJ** : British School Jakarta
- **B&OD** : Business & Operations Director
- **BOE** : Board of Executives
- **SLT** : Senior Leadership Team that includes BOE and Deputy Heads of Secondary and Deputy Head of Primary

- **SSLT** : Senior Secondary Leadership Team that includes Head of School, Deputy Heads, and Heads of Faculties
- **PLT** : Primary Leadership Team that includes Head of School, Deputy Head, Assistant Heads and Year Leaders
- **PMTG** : Professional Managers' Team Group that includes B&OD and Heads of Departments in Business & Operations
- **H&S** : Health & Safety
- **PPE** : Personal Protective Equipment
- **SPA** : Swimming Pool Attendants
- **SOP** : Standard Operating Procedures
- **WI** : Work Instruction

1.4. STATEMENT OF INTENT

The BOG and BOE recognise and accept their responsibilities under the United Kingdom Health and Safety at Work Act 1974 (and its replacement, addendum, or amendment) and all relevant Indonesian legislation and regulations.

These regulations provide an overview of the responsibilities of employers and/or persons in control of the premises and of the requirement to provide a safe and healthy working environment for all employees, visitors or others affected by BSJ activities is acknowledged.

BSJ is committed to ensuring that risk assessments are undertaken, control measures are implemented and systems are continuously monitored and reviewed.

The BOG will endeavour, within its allocated resources, to set aside adequate finance for the policy statement to be properly implemented.

The BOG and BOE are committed to this policy and all employees are required to comply as a condition of employment.

In compliance with the Statutory Regulations, the BOG and BOE will ensure that Risk Assessments are undertaken in order to determine and establish appropriate measures to effectively manage identified risks. Said compliance will ensure that:

- The premises are maintained in a safe condition with safe access.
- All buildings, machinery, materials and equipment are safe to use.
- Sufficient information, instruction, training and supervision are available and provided.
- Arrangements exist for the safe use, handling and storage of materials at work.
- A healthy working environment is maintained including adequate welfare facilities.

To effectively implement the policy, BSJ should have the full cooperation of employees and others who use the premises.

1.5. ORGANISATION

This section defines the names, positions and duties of those within the BSJ that have responsibility for H&S.

1.5.1 The Duties of the BOG and FDHS WG

The BOG and FDHS WG have overall responsibility for ensuring compliance with this H&S Policy. In consultation with the Principal, the governors should ensure that there are effective and enforceable arrangements for the provision of H&S throughout the school. The BOG and FDHS WG should periodically assess the effectiveness of this document to ensure that any necessary revisions are made to determine the policy and monitor its implementation.

The BOG and FDHS WG should:

- Ensure adequate H&S facilities exist throughout the school and in off-site visits.
- Ensure adequate resources are made available for H&S issues as far as is reasonably practicable.
- Monitor and review the H&S Policy and performance annually.
- Ensure that H&S performance is measured both actively and reactively.
- Ensure that the School undertakes appropriate H&S risk assessments.
- Review the School's H&S policy and report annually.
- Ensure that the policy is in compliance with statutory requirements.
- Ensure that the policy of the school in relation to H&S matters is adequate and adhered to.

The BOG should ensure the above measures can be met. All governors, employees, parents and students are expected to play their part in the implementation of the policy.

1.5.2 The Duties of the Principal

The Principal has day-to-day responsibility for ensuring compliance with this H&S Policy. In consultation with the BOG, the Principal should ensure that there are effective and enforceable arrangements for the provision of H&S throughout the school.

The Principal should:

- Provide effective communication to all relevant parties of H&S risks as well as the measures in place to mitigate those risks.
- Maintain the profile of H&S within the School by overseeing the development of safe working practices and conditions and ensure that H&S standards are maintained at all times.
- Provide positive leadership and be the focal point of reference for H&S matters and a source of advice.
- Co-ordinate the implementation of H&S policies and procedures and training in the school and ensure all employees are familiar with and understand these policies and procedures.
- Monitor the management structure, in consultation with the BOG, through the FDHS WG (on H&S issues) and the internal BSJ Health and Safety Committee ([Terms of Reference](#)).

1.5.3 The Duties of the SSLT, PLT and PMTG

In addition to the general expectations for all employees, the SSLT, PLT & PMTG are directly responsible for overall day-to-day implementation and operation of the school's H&S policy within their relevant areas of responsibility.

As part of their day-to-day responsibilities they should ensure that:

- The hazards around his/her responsible area or process are identified.
- Safety Guides exist and are implemented throughout their area of responsibility.
- H&S regulations, procedures and codes of practice are applied effectively.
- Employees, students and others under their jurisdiction are instructed in safe working practices.
- New employees are given instructions in safe working practices.
- Regular safety inspections are made of their area of responsibility.
- Positive corrective actions are in place to ensure H&S.
- All H&S information is communicated to the relevant persons.
- Any H&S concerns are reported to the School H&S Committee.
- All staff under their control are familiar with the H&S policies and procedures.
- Serious accidents within their sphere of responsibility are investigated effectively.
- They resolve problems concerning members of staff and refer them to the Principal when satisfactory solutions cannot be achieved within the resources available to them.

1.5.4 The Duties of H&S Committee (P2K3)

- The School's H&S Committee has the following responsibilities:
- To monitor issues of Health and Safety at British School Jakarta;
- To review and amend the Health and Safety policy annually, or more frequently where necessary, for recommendation to the BOG via the FDHS WG;
- To advise the Principal where deemed necessary to take action to ensure the safety of all students, staff, vendors and visitors with regard to the buildings and grounds;
- To consider improvements or replacements to facilities and grounds that are necessary or desirable with regards to Health and Safety, and where required, recommend these improvements to the BOG via the FDHS WG;
- To advise the BOG on Health and Safety priorities for the maintenance and development of the School's premises;
- To ensure that the procedures mentioned in the School's Health and Safety policy are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of, and comply with, its contents;
- To ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments, etc.), reactive monitoring (accident/incident investigation) and rectifying identified faults within the School;
- To ensure there is adequate provision both in staffing, facilities and resources to allow the School to meet both its legal and moral obligations with respect to health and safety;
- To oversee procedures which ensure the health and safety of outside users of the School premises or for extended services, subject to the BOG's policy on this matter;
- To keep under review any requirements for increased accessibility;
- To ensure the safety of the School's premises;
- To review the accident and incident register and report termly to the BOG;
- To review the Emergency Response and Crisis Management plans, ensuring regular drills and tests are conducted and results are reported for followup;
- To assist in preparation of policy and work guidance to improve the H&S of the School's hygiene, ergonomics, and food & beverage provision.
- To perform an annual review of Health and Safety training delivered across the School;
- To promote a positive and proactive Health and Safety culture.

1.5.5 The Duties of the School Doctor

The School Doctor is responsible for the following:

- Maintaining accurate and appropriate records of all health facilities.
- Maintaining accurate and appropriate medical records of students, employees, activities providers and long term contractors.
- organising medical check up for all employees in collaboration with the HR department (Refer to MCU SOP).

- Supervising all health services activities.
- Giving recommendations for treatment that cannot be handled by nurses.
- Evaluating the results of treatment.
- Reporting to the SLT or related department.
- In consultation with the School H&S Committee, writing and/or revising all H&S related SOPs and their supporting documents.
- Attending and proactively participating in the School H&S Committee Meeting on a quarterly basis.
- Advising the Principal of situations or activities which are potentially hazardous, from a health and medical perspective, to the H&S of staff, students, vendors and visitors.
- Promoting the communication of Health and Medical procedures and information to all staff and the whole school community.
- Supporting the Safety Advisor in any investigations of accidents / incidents / near misses related to health issues including coordination with government or related external parties.
- Evaluating the effectiveness of the existing Health and Medical programmes or activities.

1.5.6 The Duties of the Safety Advisor

The School Safety Advisor has the following responsibilities:

- To identify the hazards and to develop safe working conditions or methods.
- To propose all H&S related SOPs and their supporting documents.
- To propose accident prevention programmes.
- To act as Secretary of the School H&S Committee.
- To organise and carry out all Food Safety and Hygiene inspections and complete reporting in accordance with the HACCP system.
- To maintain accurate and appropriate records of all safety facilities.
- To advise the Heads of Department / Heads of School of situations or activities which are potentially hazardous to the H&S of employees, students and visitors.
- To ensure that visitors, parents, vendors and volunteers, etc. are provided with sufficient relevant information on the H&S policies, procedures and safe working practices of the School to allow them to act in compliance with them.
- To promote the communication of H&S policies and procedures to all employees and the whole school community.

- To investigate the cause of any accident / incident / near miss related to safety issues and take appropriate action to prevent recurrence, including coordination with government or related external parties.
- To supervise the collection and transfer of medical, science and laboratory waste in accordance with the Hazardous Waste SOP.

1.5.7 The Duties of all Employees

All employees have individual legal responsibilities to take reasonable care for the H&S of themselves and for others who may be affected by their acts or omissions, and should comply with the School's H&S policy and procedures at all times. Academic Staff, specifically, are to be responsible for the immediate safety of the students and equipment in their classrooms and common areas.

In addition, all employees should:

- Comply with all relevant Laws, Regulations and Codes of Practice stipulated by the School.
- Use equipment in accordance with instructions, training and information received.
- Report to their immediate supervisor/heads of department on any hazardous situations and defects in equipment or materials found in their workplace.
- Report all accidents / incidents / near misses in line with the current accident / incident / near miss reporting procedure. [Refer to Accident/Incident/Near Miss Handling SOP](#)
- Report all potential hazards, defects and dangerous occurrences by completing the School approved incident /near miss [reporting forms](#) and submit them to the Safety Advisor.
- Report all accidents by completing the school approved [accident reporting form](#) and submit them to the Safety Advisor.
- Report all accidents immediately by contacting the School's Critical Incident Number. In the event this number is not answered, in the case of personal injury, call the School Doctor or Medical Department. For an accident without injury, call BSJ Security on Standby.
- Provide recommendations to their Head of Department or relevant HSE Committee Representative on H&S equipment or issues.
- Act in accordance with any specific H&S training received.
- Be responsible for their own safety and that of others.
- Maintain good standards of housekeeping and cleanliness.
- In liaison with their Line Manager, take responsibility for upholding Health and Safety practices within their own working area and be responsible for completing risk assessments as appropriate.

1.5.8 The Duties of Students

Students, in accordance with their age and aptitude, are expected to exercise personal responsibility for the H&S of themselves and others.

All students shall:

- Observe standards of dress (PPE) consistent with H&S requirements.
- Follow all the H&S policy and procedures of the school and in particular the instructions of staff in an emergency.
- Use and neither wilfully misuse, neglect nor interfere with anything provided by the School to ensure their health and safety.

1.5.9 The Duties of Visitors, Parents, Vendors, Volunteers and Members of the Public

Visitors, parents, vendors, volunteers and members of the public are required to cooperate with the School's H&S arrangements to protect them when using the School premises.

Where non-employees are engaged on behalf of the School to perform "work" they will, for all intents and purposes, be regarded as employees. Immediate supervisors (users) in coordination with the Safety Advisor will therefore have responsibility for undertaking thorough risk assessments and implementation of controls in order to ensure that non-employees receive adequate information, instruction, training and supervision for the expected tasks.

1.6. RISK ASSESSMENT

1.6.1 GENERAL

Risk assessment is the cornerstone of the approach to H&S and there are good reasons for this. If risks are not assessed or properly dealt with, a suitable risk management process cannot be started and appropriate preventive measures are unlikely to be put in place.

Risk assessments are the responsibility of the school management at a variety of levels. Those responsible for premises or curriculum areas should ensure that risk assessments are undertaken and recorded for significant activities.

Systematic risk assessment therefore improves workplace safety and health and business performance in general.

Risk Assessment should be performed by each related department with guidance from the Safety Advisor. The outcome of risk assessments should be recorded in the [Risk Assessment](#) form. Risk control should be defined by the related Manager and Safety Advisor and approved by the Head of Campus (Facilities and Services) as well as the School Doctor if applicable. The risk control should be recorded in the [Risk Control](#) form. See [Risk Assessment WI](#) for a more detailed explanation.

The approved risk control should be communicated to those affected in the form of briefings, training, establishment of Safety Guides, Chemical Safety Guides or Work Instructions. Risk assessments should be reviewed periodically or when there is a change in circumstances.

1.6.2 APPROACH TO RISK ASSESSMENT

The five steps approach to Risk Assessment:

- **Step 1 — Identifying hazards and those at risk**
Looking for those things at work that have the potential to cause harm, and identifying workers who may be exposed to the hazards.
- **Step 2 — Evaluating and prioritizing risks**
Estimating the existing risks (their consequences and probability, etc.) and prioritizing them in order of importance. It is essential that the work required to eliminate or prevent risks is prioritized.
- **Step 3 — Deciding on preventive action**
Identifying the appropriate measures to eliminate or control the risks.
- **Step 4 — Taking action**
Putting in place the preventive and protective measures through a prioritization plan (most probably all the problems cannot be resolved immediately) and specifying who does what and when, when a task is to be completed, and the means allocated to implement the measures.
- **Step 5 — Monitoring and reviewing**
The assessment should be reviewed at regular intervals to ensure it remains up to date. It has to be revised whenever significant changes occur.

1.7. COMMUNICATION

H&S risks and the measures taken by the School to mitigate those risks are to be regularly communicated to employees, parents and relevant parties.

H&S is required as a regular item on the agenda of all employees' briefings and meetings. The School H&S Committee forms an integral part of H&S management to encourage implementation of good practice in H&S within the school. It comprises representatives of key academic and business and operations departments within the school.

H&S Committee members meet quarterly and operate under the direction of the BOE.

1.8. TRAINING AND DEVELOPMENT

H&S training, which is coordinated by the Safety Advisor and L&D team, will be provided to all employees (HNS and Expatriates) in accordance with the defined training programme. Training records are maintained by the Safety Advisor and Learning & Development team.

1.9. MONITORING AND REPORTING OF H&S

Monitoring and reporting are very important parts of H&S culture. Specific reports (e.g. illness, accident incident report) and routine inspection results that are part of H&S policy should be analyzed and reported to the H&S Committee.

The H&S Committee should ensure that:

- Appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates as needed).
- Periodic inspections results of the effectiveness of the H&S procedures implementation.
- The impact of changes, such as the introduction of new procedures or work processes is reported as soon as possible.
- Any major H&S failure is reported promptly.
- There are procedures in place to implement new and changed legal requirements and to consider other external developments and events.

1.9.1 H&S INSPECTIONS

- Daily H&S inspections by the Safety Advisor or Campus Management Office team members are effective mechanisms for identifying workplace hazards and creating a safe working environment.
- Weekly H&S inspections should be undertaken by the Safety Advisor or Campus Management Office team members.
- Monitoring of Swimming Pool Water Quality is conducted by Swimming Pool Attendants (SPA). The results of monitoring should be submitted to the Campus' Pool Cleaning Manager.

Any nonconformance resulting from the inspection should be recorded in the [H&S Nonconformance Report](#) by the Safety Advisor.

Prior to undertaking the inspection, previous inspection results should be reviewed.

Upon completion of the inspections, the Safety Advisor should immediately analyze the reports, develop action plans according to agreed priorities, set realistic dates for completion and advise the relevant supervisors.

Note:

Swimming Pool Water Quality is : pH of 7.2 - 7.8, free chlorine residual of 1 – 3 mg per litre on both Splash and Olympic pools, Total Chlorine residuals should be no greater than 1 mg per litre above free chlorine levels.

1.9.2 ACCIDENT / INCIDENT / NEAR MISS

All accidents, incidents and near misses should be reported in accordance with the [Accident / Incident / Near miss Handling SOP](#).

1.9.3 H&S MEETING

The H&S Committee should meet quarterly to discuss the following, as well as any other relevant H&S issues:

- Number of accidents / incidents / near misses and follow up of any accident / incident / near miss
- H&S training
- H&S compliance
- Health issues

If there has been a major incident or specific developments affecting H&S (e.g. the introduction of new machinery or organisational changes), the H&S Committee may hold special meetings. H&S Committee Meeting minutes should be maintained.

1.10. WORK HEALTH AND SAFETY ESSENTIALS

1.10.1 LICENCES AND PERMITS

BSJ employees and contractors may only carry out activities that require a statutory licence or permit if so licensed or permitted. These activities include (but are not limited to):

- First Aid
- Use of mobile plant (e.g. scissor-lift)
- SIO (Surat Ijin Operator / Operator License)

- Driving vehicles
- Electrical work
- Use of lifting equipment and fall protection equipment
- Use of scaffolding and cranes.

1.10.2 NO SMOKING AND VAPING POLICY

Smoking and vaping is prohibited within the entirety of campus grounds.

1.10.3 PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is defined as clothing, an appliance, a barrier, etc. that is necessary to protect an employee whilst exposed to hazards in the workplace.

BSJ undertakes to eliminate hazards from the workplace where practicable. Where the elimination of hazards cannot be achieved, the relevant unit will ensure that PPE is available to employees to protect them from risk of injury.

The use of PPE should only occur when elimination or management of the hazard is not technically or practically possible. Use of PPE is described in each [Safety Guide](#) and [Chemical Safety Guide](#).

The Health Advisor should ensure:

- That any identified hazardous area where PPE is required to be worn is clearly identified with appropriate signage.
- That PPE issued is appropriate to the task.
- That, where necessary, employees and visitors are provided with PPE.
- That employees are trained in the correct usage of PPE before using such equipment.
- That all PPE purchased complies with relevant Standards.
- That PPE for general use will be kept in a hygienic manner and cleaned after each use.

Employees, contractors and visitors should:

- Use PPE as instructed in a proper way.
- Attend briefing sessions on correct usage of PPE as required.

Note: BSJ does not supply PPE for contractors. Contractors should provide their own PPE as required.

1.10.4 CHEMICAL

All chemical materials used for activities performed at BSJ should be included in the List of Approved Chemicals and approved by the Safety Advisor. All chemical materials purchased must be in accordance with the [List of Approved Chemicals](#).

Chemical [Safety Guides](#) are established to ensure that all employees conducting their duties are protected physically as much as possible and to minimize injury should there be any unavoidable accidents.

1.11. FIRST AID

BSJ recognises its responsibility to provide first-aid and will ensure that employees, students and visitors, while on site, have access to adequate facilities and materials at all times during school, after school and during weekend activities, including provision of an ambulance for emergency situations. BSJ's HR Department identifies the need for trained first aiders in practicable numbers, and tracks staff training and certification in First Aid. The School Doctor will source trained paramedics from local providers when required to support available school nurses.

See [Health Services SOP](#) for more detailed explanation.

1.12. DEALING WITH MEDICAL CONDITIONS

The School accommodates students with special individual medical needs wherever practicable. Responsibility for student's health will be clearly defined within individual care plans for students with medical conditions, and all persons involved with the students will be made aware of their needs. Close cooperation between the school, parents, class teachers and the medical team helps provide a suitably supportive environment for those students with special medical needs. (See Health Services SOP for more detailed explanation of students' illnesses).

1.13. EMERGENCY RESPONSE

The Safety Advisor is responsible for the Emergency Response in case of fire, flood and earthquake.

Emergency response is the organising, coordinating, and directing of available resources in order to respond to the event and bring the emergency under control. The goal of this coordinated response is to protect public health by minimizing the impact of the event on the community and the environment.

Further explanation for emergency response in the event of a critical incident is described in the [Emergency Response Plan SOP](#).

All employees should be familiar with the emergency evacuation procedure and assembly point for areas in which they work. It should be ensured that visitors and contractors are also provided with relevant information. All students, employees, visitors and contractors should follow the directions given by emergency wardens. The details of emergency evacuation are described in the [Emergency Procedures Work Instructions](#).

The locations of the closest Automatic External Defibrillator (AED) and First Aiders should also be identified.

The Safety Advisor should ensure that appropriate signage for Assembly Point and Evacuation Routes are available.

1.13.1. FIRE

Detailed explanation regarding the fire emergency response is described in the [Fire Safety SOP](#) and [Emergency Procedures Work Instruction](#) as well as in the Emergency Evacuation Procedures classroom booklet.

1.13.2. FLOOD

In order to have students / employees / visitors remain safe on site during floods, risk assessments should be conducted. [The risk assessment](#) should include details of how many people can be accommodated in this manner and the resources / equipment available to sustain them for the necessary duration. Depending on the cause of flooding, people may need to stay for many hours. Their communications with management, emergency services and their families should also be considered.

1.13.3. EARTHQUAKE

Earthquakes are unique challenges for schools. Unlike other natural or manmade hazards, they occur with no warning. Schools cannot be closed in advance, nor evacuated. However, with proper training and planning in advance, everyone in the school community can be prepared to react appropriately during and after an earthquake, with appropriate supplies on hand. Detailed explanation of earthquake emergency response is described in the [Emergency Procedures Work Instructions](#) as well as in the Emergency Evacuation Procedures classroom booklet.

1.14. WORKING SAFELY

All potentially hazardous activities and tasks performed by BSJ employees or contractors should be risk assessed.

1.14.1 ACTIVITIES AND TASKS PERFORMED BY BSJ EMPLOYEES

For routine activities and tasks such as maintenance, cleaning, and grounds maintenance, [BSJ Safety Guides](#) should be followed. However, this may not identify all hazards. Any further hazards identified should be noted, and risk assessments should be performed to control those hazards.

1.14.2 CONTRACTOR INDUCTION

All contractors working on BSJ premises should complete the BSJ H&S induction prior to commencing work.

To minimize risks associated with working on the BSJ premises, contractors should obtain a [Permit to Work](#) from the BSJ Safety Advisor prior to the commencement of the work.

1.14.3 CONTRACTOR ON SITE

There are two distinct types of contractors who will have access to the site:

- a. Service contractors who regularly work on the School site
- b. Contractors who come on site based on a project.

The Safety Advisor is responsible for:

- Ensuring that risk assessments are performed as appropriate to ensure safety of contractors and the school community.
- Focus on key areas prior and during work on site: segregation of traffic and pedestrians, and segregation of contractors and occupants of the school (where possible).
- Ensuring a safe work system to ensure that works undertaken within occupied areas of the premises are adequately controlled.
- Planning any necessary additional fire precautions due to possible increased risk and mitigating any interference with the fire alarm system and routes of evacuation.
- Coordinating safety inductions and safety inspections.
- Safeguarding the welfare of students and employees.
- Ensuring that any temporary rules, such as exclusion from parts of the premises, are made known to all employees, students and visitors to the School.

a. **Service Contractors**

Service contractors have regular access to the site as specified by their contracts with BSJ. The service contract specifies work expected from contractors, with detailed Scope of Work and Terms and Conditions, including safety and risk mitigation. A copy of the contractors relevant H&S policies and procedures should be provided along with, or as a part of, the Service Contract. Contractors should agree to follow BSJ's defined safe work systems prior to the commencement of work and to take into account the impact of their work on all campus users. Periodic safety inductions are to be held by the Safety Advisor (in collaboration with the BSJ representative in charge for the project and the Legal & Compliance team) for all service contractors' employees who are on the School's premises.

b. **Building Contractors**

These are contractors that undertake major building construction.

Prior to commencement of work on new projects, a safety induction shall be held with all personnel involved on the project. The meeting will be organised and managed by the Projects Team. As part of this meeting, the contractor shall be informed of the [BSJ Contractor Regulations](#) and the Contractor shall sign the documents issued by the BSJ Safety Advisor, after review of the documents, but before the commencement of work. Any work requiring a risk assessment will be identified and discussed during the meeting.

The Safety Guidelines from the Contractors should cover but not be limited to:

- H&S organisation chart
- Safety Programme
- Safe working methods, including;
 - Hazard identifications and controls,
 - Incident / accident / near miss handling procedure
 - Emergency procedures

The Safety Advisor will carry out frequent inspections to ensure proper implementation of the H&S Plan

c. **Small Scale Building Works**

This includes on-site day-to-day maintenance work and small scale projects which require work pre-start meetings to take place involving external vendors. The practices to be followed before work can commence on campus are that:

- All contractors shall report to the BSJ representative in charge of the project as well as to the Safety Advisor upon their arrival.

- The BSJ representative and the Safety Advisor should be made aware of the type of work, location of work, equipment to be used and anticipated duration of work.
- Contractors should be advised of the School emergency procedures and assembly points, such as for the fire, lightning and lock down alarms .
- The contractors should be provided with a visitor's pass and advised that it should be worn at all times whilst on site.
- The contractors should be provided with an assigned contact person while on campus.
- Hazards associated with work activity should be controlled through effective supervision.

The Safety Guideline for Contractors covers the following:

- Hazard identification and control measures.
- Safe working methods.
- Risk assessment.

The Safety Advisor will carry out frequent inspections to ensure implementation of the H&S Plan.

REFERENCES

- [Accident / Incident / Near miss Handling SOP](#)
- [Fire Safety SOP](#)
- [Risk Assessment WI](#)
- [Emergency Response SOP](#)
- [Emergency Procedures WI](#)
- [Food and Beverages SOP](#)
- [Health Services SOP](#)
- [MCU SOP](#)
- [Maintenance SOP](#)
- [Cleaning and Ground Maintenance SOP](#)
- [Safety Guides](#)
- [Chemical Safety Guides](#)
- [BSJ Contractor Regulations \(Ketentuan Bekerja untuk Kontraktor\)](#)

RELATED DOCUMENTS

1. [Risk Assessment](#)
2. [Risk Control](#)
3. Training Records
4. [H&S Plan](#)
5. H&S Committee Minutes of Meetings
6. [Permit to Work](#)
7. [H&S Non-conformance Report](#)
8. [List of Approved Chemicals](#)
9. [Child Protection Policy](#)

REVISION HISTORY

| Rev. No | Rev. Date | Sections | Source | Details |
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