Santa Sabina College, a Catholic School in the Dominican tradition, educates students to achieve personal excellence, to act with justice and compassion, and to embrace the future with an optimistic global vision.

**EOI – Management and Operation of the College Canteen**

Expressions of Interest are called for the management and operation of the College Canteen commencing 13 July 2015 (Term 3) for an initial 2 years (extension subject to negotiation). With a student population of approximately 1150 and up to 200 staff on site daily, this represents a significant opportunity.

Respondents should review and address the criteria in the Scope of Responsibilities attached.

EOI close 5.00pm on 22 May 2015.
Scope of Responsibility

Expressions of Interest (EOI) are called for experienced food professionals to manage and operate the College’s Canteen.

Tenderers should provide a proposal of operation addressing the following criteria and details of two (2) referees.

- Demonstrate an understanding of the College’s Contractor Site Handbook (see Appendix 1).
- Accountable for all staff to have compliance with the Working with Children Check and relevant clearance, which is cleared by the Canteen Operator and details provided to the College prior to arriving on site.
- Responsibility for all WH&S within the canteen, including induction of staff and maintaining safe systems of work as outlined in the Contractor Site Handbook.
- Trained and authorised Food Safety Supervisor with relevant TAFE accreditation.
- Responsibility for provision of adequate staffing in the canteen each day during term
- Compliance with Fair Work Act.
- Supply of nutritional food and beverages that comply with the National Healthy Schools Canteens Guidelines and NSW Government’s Healthy Food Policy for School Canteens.
- Preparation of food compliant with the National Healthy School Canteens Project.
- Varied and nutritional menu that is attractive to students and staff. The College will review the menu and the quality of the food provided and adjustments will be made where necessary.
- Provision of high quality hot drinks, including coffee comparative to a cafe.
- Provision of catering for other events across the College, including but not limited to College social functions that can occur out of regular operating hours, including weekends.
- Catering for students and staff during extra-curricular activities.
- Regular Canteen operating hours between 7.30am – 2pm during term time and possibly some after hours events.
- Enrolments at Santa Sabina College are approximately 1150.
- Supply and maintenance of all equipment.
- Value for money pricing. Please note a cashless canteen will be operating.
- Appropriate remuneration to the School each week - 11% of profits.
Closing time and date
Expressions of Interest must be submitted before 5.00pm on 22 May 2015.

Submission instructions
EOI must contain details of two (2) referees.
EOI must be in print format and submitted in a sealed envelope marked “Confidential – College Canteen Expression of Interest” and addressed to:

The College Principal
Santa Sabina College
90 The Boulevarde
Strathfield NSW 2145

Questions and further information
For any further information, please contact Ms Vivienne Rofe, Business Manager on 02 9745 7130.
Appendix 1 – Contractor Site Handbook
Address: 90 The Boulevarde
Strathfield NSW 2135

Phone: 9745 7000

Fax: 9745 7001

ABN: 88 003 415 450

Contact: Facilities and
Property Manager
Santa Sabina College
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Welcome to Santa Sabina College. The following general information is provided to assist you when undertaking work at Santa Sabina College on both the Secondary Campus and the Primary Campus known as Del Monte.

**Purpose of the handbook**
The Santa Sabina College Contractor Site Induction Handbook forms the basis of an “Induction Program” for all contractors working at Santa Sabina College, Strathfield. Every effort has been made to explain the Santa Sabina College site rules and legal obligations of contractors and their employees working at Santa Sabina College.

**Responsibilities of Contractor**
The responsibility to understand and observe relevant legislation such as the Work Health & Safety Act 2011 and Work Health and Safety Regulations remains with the Contractor at all times. Contractors need to report any accidents, injuries or any damage to the property or Santa Sabina College equipment, fixtures or fittings to the Facilities & Property Manager before leaving the premises. As a Contractor you will be financially liable for any damage sustained to the Property or fixtures and fitting which may have occurred as a result of a direct action taken by the Contractor or an employee of the Contractor. Prior to work commencing, a Santa Sabina College Contractors WH&S Induction Checklist needs to be completed and signed. A copy will be kept on file in the Facilities & Property Manager’s office at Santa Sabina College. Work must not proceed at Santa Sabina College if there is a likelihood of damage or injury to other property or persons. All contractors must be inducted by the Facilities and Property Manager prior to commencing work.

**Work Health and Safety**
Santa Sabina College is committed to the health and safety of all people on all College campuses. The work health, safety and welfare of all persons employed within the College and those visiting the College are of the utmost importance.

Through its structures, procedures and the allocation of resources the College recognises the importance of creating and promoting a safe, secure and risk free environment. The College acknowledges its WH&S obligations under the WH&S Act 2011 and WH&S Regulation 2011.
Employees

All employees are expected to:

- Cooperate with the College and departmental WH&S policies and safe working procedures.
- Take reasonable care to protect themselves and others from harm or injury.
- Participate in the WH&S consultative process and to identify and notify the appropriate person of any hazards in the College, namely the Facilities and Property Manager or the Director of Human Resources.
- Must not create a risk for others in the workplace.

Contractors

All Contractors engaged to perform work on the College’s premises or locations are required, as part of their contract, to comply with the work health and safety policies, procedures and programs of the College as they pertain to the contract services/works and to observe directions on health and safety from College personnel.

Failure to observe the College safety rules may result in the contractor being required to leave the College grounds. This may be considered a breach of the contract and sufficient grounds for termination of the contract.

Contractors are required to cooperate with the College WH&S and Child Protection policies, programs and procedures, including notification in the case of an accident/injury.

Prior to commencing work all Contractors must do the following:
- Report to the Facilities and Property Manager and become inducted under the College’s Work Health and Safety Guidelines
- Provide the College with Safe Work Method Statements (SWMS) for any work being undertaken. The SWMS must include relevant Codes of Practice
- Provide details of all staff working on the contract and include their qualifications and training
- Provide details of their Workers Compensation Insurance
- Provide an assurance that no contractor will work at heights without a harness.

PART 1 – SANTA SABINA COLLEGE ACCESS

1.1 Working on campus

Please report to the Facilities and Property Manager’s office at Santa Sabina College on the Secondary Campus or if this is not possible please advise the
Administration office on the Primary Campus – Del Monte to sign in and obtain a temporary Visitor’s Badge.

Please advise the Facilities and Property Manager’s office of arrival in advance if possible. Sign-in on arrival and sign-out when leaving.

1.2 Identification

Contractors

The College has a Visitor Protocol which covers a range of visitors to the College.

The Visitor Protocol specifically refers to contractors and it states that contractors are expected to sign in and sign out with the Santa Sabina College Facilities and Property Manager on a daily basis.

All contractors working at Santa Sabina College are to report to the Facilities and Property Manager’s Office and be issued with a College provided identification badge that must be worn at all times whilst on the College premises.

1.3 Vehicle Access and Parking

Vehicle access is provided but limited, on advice from the Facilities and Property Manager at Santa Sabina College.

Speed restrictions indicated at Santa Sabina College are to be observed at all times.

When parking your vehicle, care should be taken to allow space for buses to reverse.

1.4 Hours of Work

Some work may only be able to be conducted prior to or after campus hours, or on Saturday and/or during student vacation periods – College staff shall provide advice on this requirement in advance.
PART 2 – SANTA SABINA COLLEGE GENERAL RULES

2.1 Site Induction

College staff shall provide new/irregularly used contractors with a Site Induction prior to work commencing.

2.2 Supervision

New/irregularly used contractors shall be supervised by College staff as required.

2.3 Communication with Guests

Contractors and their employees should keep communication with staff/students/visitors to the College to a minimum and direct all queries to the Facilities and Property Manager at Santa Sabina College.

2.4 Child Protection Legislation

The College complies with the NSW Child Protection Legislation. The College is legally obliged to ensure that any work carried out by a contractor is classified as either child related employment or not child related employment. If the contract work is deemed not to be child related employment then Contractors should ensure that they or any of their employees do not come into direct unsupervised contact with children at any time.

The Contractor shall provide the Principal’s representative with written confirmation that the Contractor and its workers have complied with the requirements under Part 7 of the Commission for Children and Young People Act 1998 and the Child Protection (Working with Children) Act 2012. Where a contracted service includes child related employment (e.g. the contractor or their staff will come into contact with children) then the contractor will need to ensure that they staff have complied with the Child Protection (Working with Children) Act 2012. Individual contractors and their staff are then required to apply to the Commission for Children and Young People for a Working with Children Check, and to then provide validation of this check to the College. A self employed contractor shall ascertain a certificate from the CCER for “Self Employed Certificate” which proves they are not a prohibited person. The Self Employed Certificate will no longer be valid after the expiry date on the Certificate and the new Working with Children Check procedures will apply to all contractors. This requirement is an essential part of the contract with Santa Sabina College. It is important that as a contractor working at Santa
Sabina College, concerns about childrens’ or others’ behaviour or child or other abuse is reported to College Staff. A copy of the Santa Sabina College Child Protection Policy is available from the Facilities and Property Manager at Santa Sabina College.
2.5 Dress Standard

Contractors must ensure that they and their representatives are wearing company identifiable (Name/Logo), fit for purpose work wear which includes appropriate personal protective equipment i.e Safety Boots.

2.6 Smoke Free Workplace

No smoking is permitted on the campus grounds or in any campus building.

2.7 Alcohol Free Workplace

No alcohol is permitted.

2.8 Drugs/Medication

No illegal drugs or medication which impair function are permitted.

2.9 Harassment

No form of harassment will be tolerated, and must be in line with the College’s Anti Discrimination Guidelines and Anti Discrimination legislation.

2.10 Noise Control

Contractors should be aware that Santa Sabina College is an educational facility and noise must be kept to a minimum.

No radios, tape/CD players are to be used on the College property.

No dogs are to be brought onto the College grounds.

2.11 Toilet Facilities

Contractors will be advised as part of the Site Induction which toilet facilities are to be utilised.
2.12 Emergency Evacuation Paths

Emergency exit paths must be maintained free of all obstructions.

A copy of the Primary and Secondary Site Plans has been placed at the back of this handbook. These site plans clearly show the location of the emergency assembly area’s on each campus.

Please familiarise yourself with the location of the Emergency Assembly area’s on the relevant site which you are working.

There are Emergency Evacuation Posters displayed inside each of the buildings.

PART 3 - SAFETY RULES AND WORK PRACTICES

The following safety rules and working conditions apply to all contractors and subcontractors working at Santa Sabina College.

3.1 Safe Work Procedures

Safe work procedures should be documented and used on all jobs.

Should you be using College equipment please ensure that you have received a copy of the Safe Working Procedures for that equipment.

3.2 Personal Protective Equipment

Personal protective equipment (PPE) must be used as required by safe work procedures.

Contractors shall ensure that employees have appropriate personal protective equipment and that it is used correctly. E.g. Safety glasses, ear muffs or ear plugs, hard hats, clothing, safety boots as required by applicable legislation and codes of practice.

3.3 Electrical
Work on or near live exposed electrical circuits or distribution boards is prohibited.

Circuit breaker lock-out devices and approved circuit breaker tagging systems must be used by a Registered Electrical Contractor.

All cables must be labelled so that circuits can be identified.

All electrical equipment brought onto site by a contractor must have a valid electrical test tag as per AS/NZS 3760-2001.

3.4 Dangerous Goods and Chemicals

Dangerous goods and other chemicals must be correctly stored and labelled in accordance with statutory requirements and used in a safe manner.

All containers holding chemical substances brought onto Santa Sabina College must be clearly labelled and handling and storage instructions that appear on labels must be followed.

Material Safety Data Sheets (MSDS) should also be present for chemical substances that are brought onto Santa Sabina College in the event of an emergency situation relating to the chemical/s.

3.5 Materials and Equipment

Materials and equipment must be stored and secured safely to prevent a hazard to College staff, the students and other visitors to Santa Sabina College.

3.6 Welding

No welding without the prior approval of the Facilities and Property Manager.

Contractors are to ensure the following:
(a) The site of any welding procedure is screened to eliminate any “flash” to the naked eye.
(b) The area is well ventilated, and
(c) There is not risk of fire in dust or debris and fire extinguisher should be adjacent to the work are at all times.
(d) Care should be taken to avoid the activation of any smoke detectors.

3.7 Dust and Fumes

Dust and fumes must be contained within the work area.

3.8 Noise

Noise that could interfere with organised activities must be avoided or if unavoidable negotiated with the Facilities and Property Manager prior to the work taking place.

Structure-borne noise requires prior approval from the Facilities and Property Manager.

3.9 Safety Signs

To ensure safety of all persons at Santa Sabina College, contractors must erect signs and barriers appropriate to secure each work area.

Pedestrian access must not be impeded without prior approval of College staff.

3.10 Fire Systems

To isolate fire protection systems, prior approval is required from the Facilities and Property Manager at Santa Sabina College.

3.11 Waste and Spills

Hazardous waste treatment and disposal must comply with EPA guidelines.

Contractors are required to remove rubbish that has accumulated from the work task promptly.

Spilt liquids must be cleaned up immediately.

3.12 First Aid
Contractors have a responsibility for their own first aid needs. Though in the event of an unexpected and unforeseen injury, First Aid is available at Santa Sabina College. Please report all First Aid needs to the Facilities and Property Manager, or call 9745 0228 for the College nurse.

3.13 Accident and Injury Reporting

Contractors need to report any accidents, injuries, near misses to the Facilities and Property Manager before leaving the premises.

- Report **ALL** accidents, even if they cause **NO** injury
- Report unsafe conditions **IMMEDIATELY**
- Report defective equipment/machinery
- Report near misses
- Contact 000 in an emergency

3.14 Working at Heights

Any person or contractor working at heights must do so in accordance with ‘Safe Work on Roofs – Code of Practice 2009’ by WorkCover, NSW.

**Safe Work Procedure for Working at Heights**

Where ever possible, work with at least one other person present while working at heights.

**When working …**

**You must:**

For ladders:

- Only use them to gain access or when doing simple work
- Secure them from slipping forwards, backwards or sideways

For other work:

SEEK assistance when lifting &/or storing items at height

For roof work:

**NOT** work on a roof unless you have been directed to do so by the Property Manager.
**NOT** work on a roof unless you have been trained and are competent in the College's roof anchor & restraint line system

**FOLLOW** the Roof Anchor and Restraint Line Safe Work Procedure

**USE** the Roof Anchor and Restraint Line System equipment whilst working on a roof

**PART 4 – SITE JOB RELATED RISKS**

4.1 **Gas, electricity, fire services, water/drainage lines**

College staff will discuss with the contractors the location of applicable essential services lines prior to work commencing.

4.2 **Working at heights – building roofs**

Working at heights must be in accordance with ‘Safe Work on Roofs – Code of Practice 2009’ by WorkCover NSW. The College has a roof anchor and restraint line system installed buildings at Santa Sabina College. This must be used at all times when working at heights.

Contractors shall show the College a Certificate of having completed current training in a system identical to the College’s system, or alternatively, College-trained staff shall provide contractors with training on its system and instruction.

4.3 **Diesel and Other Fuels**

Property Department Workshop. [Refer to map for location]

Care is to be taken using equipment such as welding machines and angle grinders.

4.4 **Confined Spaces**
Confined space, in relation to a place of work, means an enclosed or partially enclosed space that:

(a) is not intended or designed primarily as a place of work, and
(b) is at atmospheric pressure while persons are in it, and
(c) may have an atmosphere with potentially harmful contaminants, an unsafe level of oxygen or stored substances that may cause engulfment, and
(d) may (but need not) have restricted means of entry and exit.

When working in confined spaces the provisions of the Work Health and Safety (Confined Spaces) Regulation are to be complied with by the Contractor and employees. When a contractor is about to work in a confined space, ensure that the Facilities and Property Manager is notified and that the air has been tested prior to entry and that a second person is always present with a communication device.

When working in enclosed areas, care should be taken to ventilate the area well if petrol, diesel or LPG motor driven equipment is being used.

### 4.7 Sub-floor access and work

Contractors requiring access to sub-floor areas MUST report to the Facilities and Property Manager.

[Carpenter, Plumber, Electrician, Pest Control, Communications contractors]

If necessary, work is to be conducted with a College staff member present, or if this is not possible at the time, alternative arrangements shall be made.

### 4.8 Tractor

The tractor is not available for use by contractors unless specifically approved by the Facilities and Property Manager. To use the Tractor contractors and staff must hold a current Front-End Loader Certificate.

A copy of the certificate is to be provided to the College prior to use.

### 4.9 Asbestos Management

A copy of the Asbestos Register for Santa Sabina College, Strathfield Campus is held in the Property Department Office. Any work undertaken with Asbestos products are to involve the Property Manager and in line with WorkCover Guidelines 2011.
EMERGENCIES AND ACCIDENT REPORTING

Emergency Contacts
In an Emergency contact (in order of listing):

Joe Livolsi Ph: 0437 390 853 or 9745 7036
Facilities & Property Manager
Santa Sabina College

Juliann Lee Ph: 0408 202 069 or 9745 7029
Director of Human Resources
Santa Sabina College

Evacuation
Follow all directions given by the Santa Sabina College staff.
If necessary, contractors will be informed of evacuation drills prior to the event.

Campus Map
A Santa Sabina College Primary and Secondary site plan is located at the back of this handbook.

Hazards, Accidents, Incidents or Damage
All hazardous situations, accidents, incidents or damage to College property must be reported to the Facilities and Property Manager.

First Aid
College staff between the hours of 8.00am and 4.00pm Monday to Friday during school terms.

After Hours (including Saturday and Sunday)
Specific advice will be provided by the Facilities and Property Manager as to the arrangements to be made for emergencies.
FORM A

DECLARATION

In connection with –

(Name of contract)

as there is the potential for employees of/ workers engaged by

(Name of business/company)

on the Site to come into direct unsupervised contact with children or young people under 18 years of age, the works to be provided are regarded as child-related employment.

(Name of business/company)

is aware of the implications of the NSW Child Protection legislation, and has complied with the requirements under Part 7 of the Commission for Children and Young People Act 1998 and the Child Protection (Working with Children) Act 2012.

To the best of our knowledge, no person will be engaged on the Site who would present an unacceptable risk.

(Name of Business/Company Representative)

(Signature of Business/Company Representative)

(Date)