

## Contractors After Hours Access GDH Procedure

### Purpose

To ensure contractors working at GDH outside of normal business hours will be able to access the Hospital Campus and buildings without disruption to services or compromise to patient, staff and contractor safety.

### Procedure

At the discretion of the EMS contractors can apply for approval to work on site outside of normal business hours Monday to Friday 07:30hrs to 16:00hrs. This can be revoked at any time by the EMS, Hospital Resource Coordinator (HRC) or DON/Hospital Manager.

The request should be in writing to the ESM 48 hours within business days, prior to the after-hours works commencing to ensure there is relevant time to notify staff and organise access.

The request must include the following details.

1. Project Title
2. Contracting Company
  - Name
  - Phone Number
  - Email Address
3. Site Supervisor
  - Name
  - Phone Number
  - Email Address
  - Valid Ochre Card Number and expiry date
  - Keys Required
4. Additional Workers on Site
  - Name
  - Phone No.
  - Valid Ochre Card No.
  - Keys Required
5. Areas of Work
  - Areas of Access and Swipe Doors Required

6. Dates of work
  - From
  - To
7. Hours of Work on Site per Day
  - Daily Start Time
  - Daily Finish Time

On approval the ESM will make the necessary arrangements with the contractor prior to the start time to issue visitor badges and keys.

The HRC will be a 24hour staffed position and be the point of contact for all after hour's inquiries.

Contractors must understand the HRC does not have a set office location and it will be the contractor's responsibility to make contact with the HRC to arrange a convenient meeting time and location on site to sign the Visitors Register on arrival and departure from site and exchange Visitors Badge and Keys.

HRC Contact Phone: 0488 045 571

## Contractors Identification

All personnel carrying out works under the contract for or on behalf of the Contractor shall wear a GDH visitor identification badge at all times when on site.

The GDH visitor identification badges must be returned to the HRC on completion of each day's work under the Contract.

A Working with Children Clearance (Ochre Card) is required within the Ward and Emergency block and is mandatory for every individual. Escorts will not be accepted within the Ward block. All other patient care areas are at the discretion of hospital management and are to be discussed with the ESM prior to starting work.

GDH is not in a position to be able to provide supervision for contractors who do not have a WWCC.

## Key Issues and Returns

Appropriate keys will be issued by the ESM to approved contractors.

The contractor or his accredited representative will be required to complete the Key Register when the key is obtained and returned. This will be witnessed by the HRC.

In all circumstances keys must be returned each day and re issued the following morning.

NOTE: Keys are a security item and the contractor may be liable for penalties if keys are not returned.