

Managing the Risk and Compliance of your Schools Contractors, Service Providers, Volunteers & Facility Hirers

- *Do you find it difficult to manage your contractors/service providers' compliance documentation?*
- *Are you constantly asking businesses for compliance information and receiving very little information back?*
- *Does your current system alert a business when a document is due to expire?*
- *Would you like access to over 3000 thousand pre-approved businesses that work in other Victorian Schools?*

SAM4Schools is an online secure service developed to assist BOTH Schools and Contractors, (including Service Providers, Volunteers and Facility Hirers). We work with these businesses and your School so you can easily manage and streamline your compliance and reporting procedures, meet your workplace obligations and comply with current legislation.

The **SAM4Schools Compliance Management System** is the only online Risk and Compliance Management System designed in Victoria, specifically for use in Victorian schools. It allows you to easily identify and manage your compliance obligations when engaging Contractors, Service Providers, Volunteers and Facility Hirers.

Features & Benefits

- **One central Compliance Register** –all documents accessed by a click of a button
- **Easy to use format**
- **Minimise your exposure** from non-compliant Suppliers, Contractors and Service Providers
- **Assists your school with OH&S requirements**
- **Assists with new Child Safety Ministerial Order**
- **Save time and money**
- **Automated email alerts** for document expiry, eg. Working with Children Check cards
- **Powerful search engine** for finding new compliant suppliers/contractors used by other schools
- **Ability to customise system** to suit your schools needs
- **No need to store** hard copy information
- **Training and Support**
- **Free set up for any new businesses**
- **Detailed reports**

For further information on SAM4Schools including testimonials from schools, pricing and joining the SAM4Schools system, visit www.sam4schools.com.au or contact Greg Dawson on **1300 100 458** / info@sam4schools.com.au

If you require assistance with managing the contractors engaged at your school SAM4Schools can help!

Examples of Contractors, Suppliers and Service Providers currently on the SAM4Schools system include:

Contractors, Suppliers and Service Providers

<i>Air Conditioning</i>	<i>Earthworks</i>	<i>Knife Sharpening</i>	<i>Plumbers</i>
<i>Appliance Repairers</i>	<i>Education Providers</i>	<i>Landscapers</i>	<i>Pool Testing</i>
<i>Asset Management</i>	<i>Electricians</i>	<i>Line markers</i>	<i>Self Defence Instructors</i>
<i>Audio Visual</i>	<i>Fencing</i>	<i>Lift Installers</i>	<i>Sewing Machine Services</i>
<i>Auditors</i>	<i>Fire Services</i>	<i>Locksmiths</i>	<i>Shade</i>
<i>Aquarium Services</i>	<i>Flooring</i>	<i>Mowing Services</i>	<i>Speech Therapists</i>
<i>Ballroom Dancing Instructors</i>	<i>Gardner's</i>	<i>Mulch Suppliers</i>	<i>Stump Removal</i>
<i>Blinds</i>	<i>Glaziers</i>	<i>Painters</i>	<i>Test and Tag</i>
<i>Chess Providers</i>	<i>Graffiti Removal</i>	<i>Pest Control</i>	<i>Trainers</i>
<i>Cleaners</i>	<i>Gutter Cleaning</i>	<i>Photo Copiers Servicing</i>	<i>Tree Services</i>
<i>Coaching</i>	<i>Handymen</i>	<i>Photographers</i>	<i>Turf Installers</i>
<i>Communications</i>	<i>Hydrant Testing</i>	<i>Physiotherapists</i>	<i>Water Filter Providers</i>
<i>Consultancy</i>	<i>Hygiene Services</i>	<i>Piano Movers</i>	<i>Window Cleaning</i>
<i>Document Shredding</i>	<i>Indoor Plant Services</i>	<i>Playgrounds</i>	<i>Yoga Instructors</i>

Incursions

<i>Art</i>	<i>Education</i>	<i>Medieval</i>	<i>Sports</i>
<i>Clowns</i>	<i>Family Planning</i>	<i>Mobile Animal Farms</i>	<i>Travelling Kitchens</i>
<i>Dance</i>	<i>Health</i>	<i>Puppet</i>	<i>Wildlife</i>
<i>Drumming</i>	<i>Magicians</i>	<i>Science</i>	<i>Woodwork</i>

For a low-cost annual fee, SAM4Schools will provide you with access to this exclusive management system and provide assistance with establishing, ongoing reporting and maintenance for your contractors and service providers <http://www.sam4schools.com.au/HowMuchDoesItCost.aspx>

SAMPLE- School Compliance Register



My Home
Account details
Add New POGS Request
Useful Information
Search for a new POGS
Contact Support
Information provided to POGS

POGS/Contractor Register
Demonstration School, Highten Vale test, Victoria
Tuesday, 9 April 2019
Hugh Pike - Logout X

POGS/Contractor Register
Volunteer Register
Facility Hirer Register

Designated User for Demonstration School

Full Name: Hugh Pike
Position Title: Business Manager
Phone Number: 03 9343 4343
Email Address: demo@sam4schools.com.au

Expand for additional contact details

Compliance Register

Search
Secure Site

search for a business on your register

Business Name	Status	Comments	Trade or Service	Next Expiry
Sports Coaching Dynamics	Invite Sent	Awaiting Response	Sports and Physical Education Instruction	10/04/2019 +1 day
Finch Photography	Failed to Register		Photographic Film Processing Other Personal Services n.e.c.	29/06/2019 +81 days
Hansoll Air Conditioning & Heating Experts	Not Compliant	Document Not Provided	Air Conditioning Services Electrical Services Security Equipment Installers including Locksmith Services, Investigation and Security Services Building Pest Control Services	10/05/2019 +31 days
Razor Edge Knife Sharpening	SUSPENDED	Awaiting School's Instructions Expired documents	Other Administrative Services n.e.c.	16/01/2019 -83 days
Daryl's Tree Care & Surgery Pty Ltd	Due to Expire	Reminder emailed on 08/04/2019	Gardening Services	16/04/2019 +7 days
Ecomist Valley, Ecomist North & Ecomist Inner East, J.W.C. Services Pty Ltd	Due to Expire	Reminder emailed on 08/04/2019	Building and Other Industrial Cleaning Services	18/04/2019 +9 days
A A Turner Pty Ltd	Compliant		Carpentry Services Non-Residential Building Construction Concreting Services Plastering and Ceiling Services Bricklaying Services	01/05/2019 +22 days
A1 Blinds Pty Ltd	Compliant		Other Building Installation Services	30/06/2019 +82 days
Advanced Roof Safety, Advanced Maintenance Group Pty Ltd	Compliant		Roofing Services	30/06/2019 +82 days
African Beat Pty Ltd	Compliant		Creative Arts, Musicians, Writers and Performers	30/09/2019 +174 days
Airfour Air Conditioning & Mechanical Services, Portile Pty Ltd	Compliant		Air Conditioning Services	03/06/2019 +55 days
ArborSafe Australia Pty Ltd	Compliant		Gardening Services Other Administrative Services n.e.c.	11/06/2019 +63 days
Ash Reed Locksmiths- Geelong	Compliant		Security Equipment Installers including Locksmith Services.	12/07/2019 +94 days
Aus Lock & Safe Company Pty Ltd t/as Abate Safe Company	Compliant		Security Equipment Installers including Locksmith Services.	18/06/2019 +70 days
B & S Sharpening Services- Bill Wendt, B & S Mobile Sharpening Services	Compliant		Other Machinery and Equipment Repair and Maintenance	29/03/2020 +355 days
Bark King Group Pty Ltd	Compliant		Garden Supplies Retailing Other Construction Services n.e.c.	30/06/2019 +82 days
Blow It Mulch & Mega Mulch, Aztec Industries Pty Ltd in trust for Geldard Family Trust No 2	Compliant		Landscape Construction Services	30/06/2019 +82 days
Bruce Stephens Playground Services Pty Ltd	Compliant		Other Professional, Scientific and Technical Services n.e.c.	30/06/2019 +82 days
Camvex Video Surveillance Systems, Camvex (VIC) Pty Ltd	Compliant		Security Equipment Installers including Locksmith Services.	30/06/2019 +82 days
Cas Educon Pty Ltd- OHS Services	Compliant		Combined Primary and Secondary Education	30/06/2019 +82 days
Electrosafe Australia Pty Ltd	Compliant		Domestic Appliance Repair and Maintenance	26/06/2019 +78 days
Exopest Control Pty Ltd	Compliant		Building Pest Control Services	30/06/2019 +82 days
Ezy-Way Security Shredding / Shred-X Pty Ltd	Compliant		Building and Other Industrial Cleaning Services	30/06/2019 +82 days
Furlong Painting Pty Ltd	Compliant		Other Construction Services n.e.c.	30/04/2019 +21 days
Geelong Pest Control	Compliant		Painting and Decorating Services	
Greenhills Electrics, D Cocks & G Cocks	Compliant		Building Pest Control Services	26/04/2019 +17 days
Heataire Services Pty Ltd	Compliant		Electrical Services	30/06/2019 +82 days
Hynes Plumbing	Compliant		Heating Services Other Contractors with Special Conditions	30/06/2019 +82 days
Island Surfboards Surf School, Island Surf Holdings Pty Ltd	Compliant		Air Conditioning Services who do not perform any of their own electrical work.	
Jims Mowing- Western Beach, Peter White	Compliant		Plumbing Services Roofing Services	30/06/2019 +82 days
Kyocera Document Solutions Australia Pty Ltd	Compliant		Sports and Physical Recreation Venues, Grounds and Facilities Operation	30/06/2019 +82 days
.....			Gardening Services	31/10/2019 +205 days
			Other Machinery and Equipment Repair and Maintenance Other Goods and Equipment Rental and Hiring n.e.c.	09/05/2019 +30 days
			Other Administrative Services	

Laser Plumbing Westgarth	Compliant	Plumbing Services	30/06/2019 +82 days
Macmor Electrical Contractors Pty Ltd	Compliant	Electrical Services	28/04/2019 +19 days
Med-X Pty Ltd T/A Medico Hygiene Services & Waste Disposal	Compliant	Other Waste Collection Services	30/06/2019 +82 days
Peninsula Pest Management Pty Ltd	Compliant	Building Pest Control Services	11/05/2019 +32 days
Play-Safe Services, Progressive Results Pty Ltd	Compliant	Other Repair and Maintenance n.e.c	30/06/2019 +82 days
Pro Start Constructions Pty Ltd	Compliant	Playground Equipment, Toy and Sporting Goods Wholesaling	
Propest Pest Control / Termites R Us, Black Knight Pest Control Pty Ltd	Compliant	Other Residential Building Construction	19/06/2019 +71 days
Rapid Refrig & HVAC Services Pty Ltd	Compliant	Non-Residential Building Construction	
Roaming Reptiles Pty Ltd	Compliant	Air Conditioning Services	09/05/2019 +30 days
Robotic Education Products (Aust) P/L	Compliant	Combined Primary and Secondary Education	30/06/2019 +82 days
Safe Footpaths Pty Ltd	Compliant	Special School Education	
Save Time Visuals, Albatross Audio Visuals Pty Ltd	Compliant	Adult, Community and Other Education n.e.c.	30/06/2019 +82 days
SchoolPix, TMW Photographers Pty Ltd	Compliant	Higher Education	
Sebastian Property Services Pty Ltd	Compliant	Technical and Vocational Education and Training	
Shade Living (VIC) Pty Ltd	Compliant	Preschool Education	
Shine On Solar, Home Green Pty Ltd	Compliant	Combined Primary and Secondary Education	30/06/2019 +82 days
Success Integrated Pty Ltd	Compliant	Other Construction Services n.e.c.	06/05/2019 +27 days
TCB Geelong Pty Ltd, Steve Hubacek	Compliant	Concreting Services	
Teeth On Wheels Pty Ltd	Compliant	Wired Telecommunications Network Operation	
Telephone Technologies Pty Ltd	Compliant	Electronic (Except Domestic Appliance) and Precision Equipment Repair and Maintenance	30/06/2019 +82 days
The Coffee Gringo, Summit Healthcare Solutions P/L	Compliant	Other Goods and Equipment Rental and Hiring n.e.c.	
The Fridge Guy Pty Ltd	Compliant	Other Machinery and Equipment Wholesaling n.e.c.	
Thermoscan Inspection Services Pty Ltd - Thermography Preventative Maintenance	Compliant	Photographic Film Processing	28/05/2019 +49 days
Waterlogic Australia Pty Ltd	Compliant	Building and Other Industrial Cleaning Services	30/06/2019 +82 days
Wesnet Properties Pty Ltd	Compliant	Non-Residential Building Construction	25/06/2019 +77 days
Xcel Incursions Plus Pty Ltd	Awaiting Verification	Other Building Installation Services	08/06/2019 +60 days
		Electrical Services	
		Secondary Education	30/06/2019 +82 days
		Other Machinery and Equipment Repair and Maintenance	
		Air Conditioning Services who do not perform any of their own electrical work.	30/06/2019 +82 days
		Heating Services	
		Other Personal Services n.e.c.	30/06/2019 +82 days
		Wired Telecommunications Network Operation	30/06/2019 +82 days
		Catering Services	17/07/2019 +99 days
		Domestic Appliance Repair and Maintenance	
		Plumbing Services	30/06/2019 +82 days
		Air Conditioning Services	
		Scientific Testing and Analysis Services	30/06/2019 +82 days
		Domestic Appliance Repair and Maintenance	18/06/2019 +70 days
		Office Administrative Services	19/06/2019 +71 days
		Combined Primary and Secondary Education	30/06/2019 +82 days

Total 63 companies

Extra OHS Information

 [Click Here](#) - to add or update your own OHS Policies or Information

Name ▲	Uploaded By	Date	Size	File Type
Asbestos Audit	Hugh Pike	29/03/2016	82.86 KB	 PDF
Child Safety Code of Conduct	SAM4Schools	16/05/2018	426.36 KB	 PDF
Child Safety Policy	SAM4Schools	16/05/2018	426.36 KB	 PDF
Confined Space Entry Permit DET 2018		04/10/2018	76.43 KB	 DOC
Contractor Hazard Identification and Control Guide DET 2018		04/10/2018	81.75 KB	 DOC
Contractor Induction Checklist DET 2018		04/11/2018	68.03 KB	 DOC
Demonstration School- OHS Policy	SAM4Schools	16/05/2018	286.71 KB	 PDF
Demonstration School- POGS Compliance Manual 2018	SAM4Schools	16/05/2018	922.26 KB	 PDF
Emergency Management Plan	Hugh Pike	29/03/2016	83.20 KB	 PDF
Non Conformance Report DET 2018		04/10/2018	66.72 KB	 DOC
POGS Compliance Manual Template 2017 Version 4, Ind		19/10/2017	1.43 MB	 PDF
Safe Work Method Statement (SWMS) DET 2018		04/10/2018	82.30 KB	 DOC

Total 12 files

Page Results:

1

SAMPLE- Contractor, Supplier/Service Provider Compliance Profile Page



My Home Account details Useful Information School Activity Contact Support **Introduction & Welcome**

Friday, 23 October 2015

Compliance Profile for **Hansoll Air Conditioning & Heating Experts,**
Melbourne, Victoria Jack Hansen - Logout X

Designated User for Hansoll Air Conditioning & Heating Experts

Full Name: Jack Hansen
Position Title: Manager
Phone Number: 03 4665 1111
Email Address: hansolss@bigpond.com.au
Type of Organisation: Company

Expand for additional contact details

Your compliance status on SAM4Schools™ Secure Site

School Name	Your Status	Comments	Next Expiry
Demonstration School	Compliant		23/01/2016 +92 days

Total 1 company

Personal, Employees and or subcontractors, Licences, Accreditations, Checks, etc

All employees or subcontractors who work at a School on behalf of the business owner must also have their relevant licences, checks, etc. shown under this compliance section

Click Here - to add or update Documents eg. Working with Children Checks

Name	Document	Status	Comments	Receipt/Card Number	Next Expiry	File Type
John Citizen	Refrigerant Handling Licence	Compliant		34567	23/01/2016 +92 days	IMG
Tom Collier	Refrigerant Handling Licence	Compliant		23456	23/01/2016 +92 days	IMG
Tom Collier	Plumbing Industry Personal Licence	Compliant		41212	04/04/2016 +164 days	IMG
Tom Collier	Electrician's Personal Licence	Compliant		23412	15/05/2016 +205 days	IMG
John Citizen	Electrician's Personal Licence	Compliant		34267	16/05/2017 +1.6 years	IMG
John Citizen	Plumbing Industry Personal Licence	Compliant		45643	15/05/2018 +2.6 years	IMG
John Citizen	Working with Children Check	Compliant		E00123456-01	09/10/2018 +3 years	IMG
Tom Collier	Working with Children Check	Compliant		E01123456-01	10/05/2019 +3.5 years	IMG
Greg Dawson	Working with Children Check	Compliant		E0180590A-01	16/07/2019 +3.7 years	IMG

Total 12 employees

Page Results: 1

Insurances

Click Here - to add or update Insurance Documents

Name	Status	Comments	Next Expiry	Policy Number	File Type
Public Liability Insurance	Compliant		17/03/2016 +146 days	han12345	IMG
WorkSafe Insurance	Compliant		30/06/2016 +251 days	123232	IMG

Total 2 files

Page Results: 1

Industry/Business Registrations & Licences

Click Here - to add or update Registration & Licences

Name	Status	Comments	Next Expiry	Licence Number	File Type
Registered Electrical Contractor (REC)	Compliant		15/08/2017 +1.8 years	124100	IMG
Refrigerant Trading Authorisation	Compliant		22/09/2019 +3.9 years	A4567	IMG

Total 2 files

Page Results: 1

School OHS Induction Requirements

Name	Status	Date Sent	Date Accepted	Size	File Type
Demonstration School- POGS Compliance Manual	Accepted	02/07/2015	02/07/2015	1.17 MB	PDF
Demonstration School- OHS Policy	Accepted	02/07/2015	02/07/2015	233.27 KB	PDF

Extra OHS Information

Click Here - to add or update your own OHS Policies or Information

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ABN: 99 142 387 728

SAMPLE- Volunteer Working With Children Check Register



My Home Account details Add New Volunteer Useful Information Contact Support

Volunteer Register Demonstration School, Highten Vale test, Victoria Wednesday, 3 October 2018

Hugh Pike - Cease Impersonation X

Designated User for Demonstration School

Full Name: Hugh Pike
Position Title: Business Manager
Phone Number: 03 9343 4343
Email Address: demo@sam4schools.com.au

Expand for additional contact details

Activity Notes

Volunteer Working with Children Check Cards

search for a volunteer on your register Search

Click Here - to update Working with Children Checks

Name	Document	Status	Comments	Card Number	Next Expiry	File Type	Check Status
<input checked="" type="checkbox"/> Megan Klep	Working with Children Check	Not Compliant	Canteen	V12345678-01	27/08/2018 +37 days	DOC	Check
<input checked="" type="checkbox"/> John Citizen	Working with Children Check	Compliant	Garden	E12345678-01	17/10/2018 +14 days	PDF	Check
<input checked="" type="checkbox"/> Peter Citizen	Working with Children Check	Due to Expire	Senior School	V12345678-01	10/10/2018 +7 days	DOC	Check
<input checked="" type="checkbox"/> Penny Cooper	Working with Children Check	Compliant	School Council	V0737255A-01	17/10/2018 +14 days	DOC	Check
<input checked="" type="checkbox"/> Judith Fielding	Working with Children Check	Compliant	Driver	V12345678-01	18/10/2018 +15 days	DOC	Check
<input checked="" type="checkbox"/> Wayne Heeps	Working with Children Check	Compliant	Receipt copy of card required	V12345678-01	08/11/2018 +36 days	DOC	Check
<input checked="" type="checkbox"/> Tracey Smith	Working with Children Check	Compliant	Canteen	V23156485-02	06/11/2018 +34 days	DOC	Check
<input checked="" type="checkbox"/> Megan Owen	Working with Children Check	Compliant	Canteen	V12345678-01	07/11/2018 +35 days	DOC	Check
<input checked="" type="checkbox"/> Simone Walsh	Working with Children Check	Compliant	Canteen	E12345678-01	25/10/2018 +22 days	DOC	Check
<input checked="" type="checkbox"/> Claire Owens	Working with Children Check	Compliant	Uniform shop	E1234568A-01	19/09/2019 +351 days	DOC	Check
<input checked="" type="checkbox"/> Hugh Williams	Working with Children Check	Compliant	Canteen	V12345678-01	08/08/2022 +3.8 years	PDF	Check
<input checked="" type="checkbox"/> Peter Wilson	Working with Children Check	Compliant	Canteen	V039844769-01	13/02/2019 +133 days	DOC	Check
<input checked="" type="checkbox"/> Mandy Milekovic	Working with Children Check	Compliant	Committee	V03499866-01	06/03/2019 +154 days	DOC	Check
<input checked="" type="checkbox"/> Mark Molan	Working with Children Check	Compliant	Parent	V04459923-02	14/02/2019 +134 days	DOC	Check
<input checked="" type="checkbox"/> June Smith	Working with Children Check	Compliant	Parent	V067552138-01	27/02/2019 +147 days	DOC	Check
<input checked="" type="checkbox"/> Greg Dawson	Working with Children Check	Compliant	Parent Volunteer	E0180590A-01	16/07/2019 +286 days	PDF	Check
<input checked="" type="checkbox"/> Simone Heeps	Working with Children Check	Compliant	Grounds	V12456778-01	13/08/2019 +314 days	PDF	Check

Total 17 volunteers

Page Results: 1

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Working with Children Check - Check Status

Working with Children Check

✓ Working with Children Check issued (11/08/2018) to John CARMON. This person may not work with children without a valid card. This card expires on 16/06/2019.

Working with Children Check - Check Status

Working with Children Check

✖ This family name and application card number combination do not match.

SAMPLE- School Facility Hirer Register



POGS/Contractor Register

My Home Account details Add New Hirer Request Useful Information Contact Support

Facility Hirer Register

Designated User for Demonstration School

Full Name: Hugh Pike
Position Title: Business Manager
Phone Number: 03 9343 4343
Email Address: demo@sam4schools.com.au

Expand for additional contact details

School Hirer Register

search for a business on your register Secure Site

Business Name	Status	Comments	Trade or Service	Next Expiry
Silver Streaks Basketball Club	Invite Sent	Awaiting Response		
Tennis Plus 4	Invite Sent	Awaiting Response		
Music Tech Service Solutions	Compliant		Other hirers of School Facilities	12/03/2020 +338 days

Total 3 companies

Demonstration School, Highten Vale test, Victoria Hugh Pike - Logout X

Extra OHS Information

- to add or update your own OHS Policies or Information

Name	Uploaded By	Date	Size	File Type
Asbestos Audit	Hugh Pike	29/03/2016	82.86 KB	PDF
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