



# CONTRACTOR SAFETY GUIDELINES

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## 1. Introduction

The University of Wollongong is committed to providing a safe and healthy workplace for staff, students and visitors.

To meet its obligation under the *Occupational Health and Safety Act 2000 (NSW)* ("Act"), the University must ensure that its employees and contractors carry out their work safely. To do this, the University and ~~its~~ contractors must ensure that ~~risk from identified hazards~~ ~~arerisk from identified hazards is eliminated~~ ~~or~~ controlled to an acceptable level which will not cause an injury. This includes:

- the design and implementation of systems of work that are safe;
- undertaking hazard identification and risk control activities;
- providing proper and safe equipment and substances; and
- providing adequate instruction, training and supervision.

The aim of the UOW Contractor Safety Guidelines is to provide a practical and relevant system for University staff overseeing the work of contractors; to integrate occupational health and safety requirements into contractor management and to fulfill the University's ~~occupational health and safety~~ ~~OHS~~ obligations to its contractors.

The system incorporates a ~~legislative and~~ risk management approach ~~to for~~ the utilisation of contractors so that potential risks to health and safety are identified, assess and controlled. ~~Also~~ ~~Additionally~~, the system facilitates the development of an overall safety management system for long term, high ~~risk-~~ ~~contracts~~ ~~risk contracts~~.

Contractors are expected to work safely at all times, in line with their obligations under the Act and *Occupational Health and Safety Regulation 2001(NSW)* ("Regulation") as well as relevant Codes of Practice and Australian Standards.

## 2. Referenced and Related Documentation

- NSW Occupational Health and Safety Act 2000
- NSW Occupational Health and Safety Regulation 2001
- ~~Occupational Health and Safety Model for Self Insurers (July 2005), WorkCover-~~ ~~NSW~~ ~~Self Insurer National Audit Tool (2008)~~
- [UOW Purchasing and Procurement Policy](#)
- [UOW Occupational Health & Safety Policy](#)
- [Appendix 1, Contractor Management Checklist](#)
- [Appendix 2, UOW Contractor Induction Guide](#)
- [Appendix 3, Contractors Workers Compensation Checklist](#)
- [Appendix 4, Contractor OH&S Evaluation Checklist](#)
- [Appendix 5, OH&S Management Plan](#)
- [Appendix 6, Contractor OH&S Induction Checklist](#)
- [Appendix 7, OH&S Performance Report for Contractors](#)

### 3. Definitions

<i>Contractor</i>	A person or company(s), including sub-contractors, who are engaged by the University of Wollongong to perform work, carry out a service <u>or provide labour hire</u> .
<i>Construction Work</i>	Construction Work means any of the following: <ul style="list-style-type: none"> <li>• Excavation, including the excavation or filling of trenches, ditches, shafts, wells, tunnels and pier holes, and the use of caissons and cofferdams,</li> <li>• Building, including the construction (including the manufacturing of prefabricated elements of a building at the place of work concerned), alteration, renovation, repair, maintenance and demolition of all types of buildings,</li> <li>• Civil engineering, including the construction, structural alteration, repair, maintenance and demolition of, for example, roads and highways, railways, bridges and tunnels, viaducts and works related to the provision of services such as communications, drainage, sewerage, water and energy supplies.</li> </ul>
<i>Hazard</i>	Situation with the potential to cause injury and/or property damage.
<i>Induction</i>	A formal process of providing information on safety requirements prior to commencement of work.
<i>OH&amp;S Management Plan</i>	Documentation from the principal contractor which outlines how OH&S will be managed for the contract which includes: <ul style="list-style-type: none"> <li>• a statement of responsibilities listing the names, positions and responsibilities of all persons who will have specific responsibilities on the site for <u>OHS</u>, and</li> <li>• details of the arrangements for ensuring compliance with the requirements for <u>OHS</u> induction training, and</li> <li>• details of the arrangements for managing <u>OHS</u> incidents, including the identity of and contact details for the person(s) who will be available to prevent, prepare for, respond to and recover from occupational health and safety incidents, and</li> <li>• any site safety rules and details of the arrangements for ensuring all persons at the place of work (whether employees or visitors) are aware of the rules, <u>and</u></li> <li>• safe work method statements for all activities <u>assessed-identified</u> as having <u>OHS</u> risks.</li> </ul>
<i>Principal Contractor</i>	In relation to construction work, a person who is appointed to manage, coordinate and/or implement the work involved in the contract and/or any sub-contractors.
<i>Risk</i>	<u>The likelihood that a hazard of a hazard causing harm to a person or the environment, will cause an injury and / or property damage and / or financial loss.</u>
<i>Risk Assessment</i>	The process of identifying hazards <u>associated with a particular activity</u> , assessing <u>risk</u> and recommending methods of <u>eliminating or</u> controlling those risks, <u>associated with a particular project</u> .
<i>Safe Work Method Statement</i>	Documentation that: <ul style="list-style-type: none"> <li>• describes how the work is to be carried out, and</li> </ul>

- identifies the work activities assessed as having safety risks, and
- identifies the safety risks, and
- describes the control measures that will be applied to the work activities, and
- includes a description of the equipment used in the work, the standards or codes of practice to be complied with, the qualification and training of the personnel doing the work ~~and the training required to do the work.~~

Responsible UOW-  
Officer/University officer  
supervising the contract

The nominated University employee who shallis responsible for the management and coordination of the contract.

## 4. Responsibilities

### 4.1. University Managers or Equivalent

The management of Faculties, Divisions, Schools and Units ~~will be~~ responsible for ensuring that the particulars contained within these guidelines are implemented when contractors are engaging the services of contractors. Specifically, managers are responsible for engaged in areas under their responsibility or control.

### 4.2. University Officers Supervising Contract Work

University officers responsible for coordinating and managing contract work are to implement the requirements of these Guidelines as appropriate. At minimum, University officers supervising contract work are to:

- assess the competence of contractors to meet any identified OHS specifications requirements or specifications;
- provide an OHS induction for contractors so that they are aware of UOW expectations in regards to OHS including provision of The UOW Contractor Induction guide;
- ensuring inform contractors of any OHS hazards that may exist in the area in which they are working;
- ensuring that contractors work safely and complete the work as specified in the contract and safe work method statement;
- monitoring the progress performance of the contracted work with regards to working safely, and should the contractor not be carrying out the work as per the contract, initiate corrective action to remedy any deficiencies take steps to remedy the situation;
- ensuring verifying that contractors have current workers compensation insurance;
- ensuring contractors and have public liability insurance of no less than \$10 million and that certificates of currency are provided by the contractor prior to commencing work.
- Undertake contractor management training session with the OHS Unit on the processes covered by these guidelines.

### 4.3. Principal Contractor

A principal contractor is required to be identified for certain construction work and is responsible for the contracted work at all times until the work is completed. Under the *Regulation* the principal contractor must:

- ensure OHS induction training is undertaken by employees, agents and contractors of the contractor entering the University's premises;
- prepare, implement, update and make available OHS management plans;
- ensure that each sub-contractor provides written safe work method statements before commencing work;

- direct and monitor compliance with applicable legislation and any safe work method statements or procedures;
- keep a register of, and other records in relation to, all hazardous and other substances on site;
- communicate any major OHS issues as they arise, including all WorkCover notifiable events.

In some instances the University may act as the principal contractor. For more information on when a principal contractor is required to be appointed please refer to Section 7.1.

#### 4.4. Contractors (including sub-contractors)

Contractors have the responsibility to ensure the health and safety of their staff and [that their work activities do not affect the health and safety of](#) University personnel, students [or](#) visitors.

Contractors are also required to observe these guidelines and information contained in [Appendix 2. UOW Contractor Induction Guide as well as](#) any other requirements which may be identified in the localised induction process.

For types of work where there is a risk to the health and safety of contractor staff, UOW staff, students or visitors to the University, a risk assessment (or safe work method statement) must be produced to the responsible UOW officer managing the contract.

Specifically, under clause 229 of the *Regulation*, contractors must not commence construction or demolition work unless they:

- have been provided with a copy of the relevant parts of the OHS management plan where applicable;
- have undertaken a risk assessment of the work to be carried out and provided a written safe work method statement to the principal contractor, including the risk assessment;
- have ensured that the contractor and their employees have undertaken OHS induction training as required and a University local induction;
- maintain and keep up-to-date safe work method statements;
- provide the principal contractor with updated safe work method statements and other information in relation to hazardous substances.

For construction work defined in section 5.2.1 [of these guidelines](#), a contractor must not commence work unless they have:

- undertaken risk assessment of the work to be carried out and provided the principal contractor with a written safe work method statement including any changes made to that statement;
- ensured that they and their workers have undertaken OH&S training as required;
- taken necessary measures to eliminate and/or control the identified hazard.

#### 4.5. OHS Unit

The UOW OHS unit is responsible for the development, maintenance and review of the OHS Contractor Management Guidelines in consultation with key stakeholders. The OHS Unit will provide training and guidance with the implementation of these guidelines and will also monitor implementation through internal and external audits of University organisational units.

[Members of the OHS Unit are available to assist with the assessment of Contractors OHS management systems where appropriate.](#)

### 5. ~~Contractor Management System~~

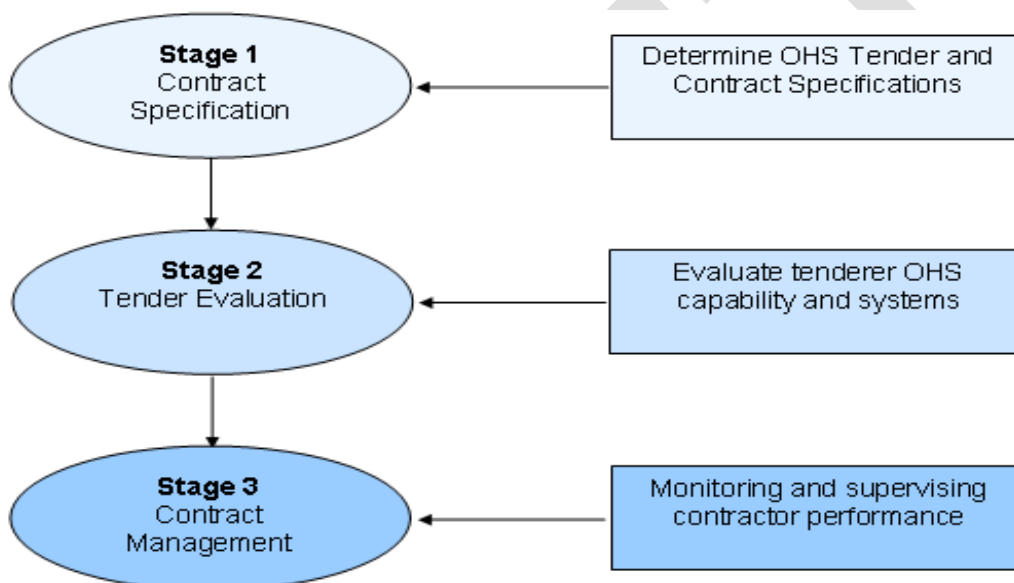
~~The engagement of a contractor must be supported by an occupational health and safety management system. An effective system will clearly identify the health and safety requirements of the contractor and the University. This must be reinforced by appropriate policies, procedures and work practices that are~~

integrated with the University's health and safety management system and their day-to-day business operations.

## 6. Contractor Management Checklist

To assist with the management of contractors, a Contractor Management Checklist has been developed to assist in ensuring the University's process for selecting, assessing and engaging contractors is completed. The checklist is located in [Appendix 1. Contractor Management Checklist](#)

~~There are three important stages of the contract process in which health and safety issues must be considered when engaging contractors:~~



## 7. Contract Management

### 7.1. Contract Specification

~~The University engages many different types of contracts with varying degrees of OHS risk. While OHS legislation requires both the University and its contractors to work safely, the documented specification of OHS requirements in relation to the work being performed prevents confusion and erroneous assumptions.~~

~~Where it is identified that the contracted work poses a risk to the health and safety, contract documentation is required to define the required health and safety requirements including:~~

- ~~Appropriate legislative requirements;~~
- ~~Identification of Principal Contractor if appropriate;~~
- ~~Elements of the UOW Contractor Safety Guidelines to be implemented;~~
- ~~Reference to site specific health and safety risk and the controls required;~~
- ~~The parties responsible for the implementation of risk controls;~~
- ~~Provisions for health and safety induction;~~
- ~~Inspection, test or audit records;~~
- ~~Health and safety performance review.~~

~~The contract specification stage is an important step in the contract management system as the scope of contracted works is determined. From this, the level of risk associated with the contract can be deduced and managed accordingly. At minimum, all contracts of work where there is a risk to health and safety~~

~~undertaken by contractors~~ contract documentation shall include a general statement of OH&S requirements. Such a statement may include:

“The Contractor acknowledges that the University of Wollongong is committed to its obligations under the Occupational Health and Safety Act to provide, as far as practicable, a safe and healthy working environment for staff, students and visitors (including contractors). Accordingly, the contractor (and its subcontractor/s, where applicable), shall at all times work in a safe manner and not put themselves, University staff, students or others at risk. The contractor (and its subcontractor/s, where applicable) shall comply with the University’s reasonable directions in relation to compliance with the University occupational health and safety management system, including completion of a University occupational health and safety induction, safe work method statements, and other requirements as determined by the site specific risk. Contractors should also familiarize themselves with the work area and any potential hazards prior to commencing work.”

## 7.2. Contract Classification

~~As there are many different types of work which can be contracted it is important to classify the contract according to the risk associated with health and safety. Utilising a risk management approach, contracts involving work which may pose a risk to health and safety must be identified, assessed and controlled appropriately.~~

~~For the purposes of these guidelines, c~~Contracts are classified as major or minor depending on legislative requirements and the level of risk of workplace injury or illness of the operations being conducted as determined by the contract specification.

### 7.2.1. Minor Contracts

Minor contracts are those where there is low to negligible risk of workplace injury or illness from the scope of operations. That is, it is unlikely that a significant injury or illness could occur during in the undertaking of the contracted work. For example, administration labour hire or financial auditors.

Operations-Work where hazards are controlled to minimise risk to a low or negligible risk are not classified as minor unless the hazard has been removed from the work place in its entirety eliminated. For example, the use of harnesses to control the risk of falling when working on roofs would still be classified as a major risk contract.

### 7.2.2. Major Contracts

Contracted works are classified as major if they pose a significant risk of serious injury or illness. Major contracts may involve any of the following tasks, but are not limited to:

- Construction work;
- Maintenance work;
- Working in confined spaces;
- Working at a height greater than 2 meters;
- Demolition work;
- Working with asbestos;
- Working with gas;
- Electrical work;
- Use of hazardous substances;
- Excavation work;
- Entry to a laboratory or restricted access area;
- Use of subcontractors in any of the above;

Other contracted works may also be classified as major if significant risk is identified at the conclusion of a risk assessment. For example, this may include labour hire services, installation of new plant or equipment.

### 7.3. General OHS Inclusions

Regardless of the contracted works risk rating, clear identification of OH&S requirements is an essential component of the specification documents. Their inclusion supports the commitment of the University in considering OH&S to be a priority in its engagement with contractors. It verifies the University's recognition of its OH&S legal obligations and provides evidence of an appropriate and practical OH&S management system.

#### 7.3.1. Compliance with Occupational Health and Safety Legislation

All contracts of work where there is a risk to health and safety undertaken by contractors should include a general statement of OH&S requirements. In many cases the University will have sought legal advice, however the following is a suggestion as a minimum requirement:

"The Contractor acknowledges that the University of Wollongong is committed to its obligations under the Occupational Health and Safety Act to provide, as far as practicable, a safe and healthy working environment for staff, students and visitors (including contractors). Accordingly, the contractor (and its subcontractor/s, where applicable), shall at all times work in a safe manner and not put themselves, University staff, students or others at risk. The contractor (and its subcontractor/s, where applicable) shall comply with the University's reasonable directions in relation to compliance with the University occupational health and safety management system, including completion of a University occupational health and safety induction, work method statements, and other requirements as determine by the site specific risk. Contractors should also familiarize themselves with the work area and any potential hazards prior to commencing work."

As a minimum requirement, tenderers must comply with all applicable legislation relating to health and safety. The *Act* and the *Regulation* are the principle pieces of legislation for New South Wales. Also, contractors are to comply with any NSW WorkCover Codes of Practice and Australian Standards which may be relevant to the works involved in the contract.

### 7.4. Compliance with Workers Compensation Act

The University is required to obtain a Certificate of Currency and a statement from a contractor regarding workers compensation to ensure that they are not liable for any unpaid workers compensation premiums. [Appendix 3, Contractors Workers Compensation Checklist](#) should be followed by University contract supervisors to know when to obtain information relating to workers compensation. The WorkCover pro forma 'Subcontractors Statement' is available by clicking [here](#).

Note: the Workers Compensation Act refers to the employer engaging services as the principal contractor and the contractor as the subcontractor.

## 8. Tender Evaluation

The University is required to measure and assess the capacity of contractors to comply with OH&S specifications and requirements as required by OH&S legislation, standards or codes of practice. This evaluation is to be incorporated into the selection of contractors prior to appointment.



~~Utilising a risk management approach, contracts which require a nominated principal contractor as outlined in Section 7.1 requires a formal tender evaluation using [Appendix 4, Contractor OH&S Evaluation Checklist](#). Assessment of the tenderer's OH&S management system is to be conducted by the responsible UOW officer supervising the contract or Tender Committee.~~

~~The organisation being evaluated must demonstrate that there is an OH&S system in place to be able to address the risk(s) associated with the contracted works. The tender evaluation checklist lists the minimum requirements for a potential contractor's OH&S management system.~~

~~Examples of OH&S policies, procedures, safe work method statements and risk assessments relevant to the contract are to be included in the tender evaluation as verification of the tenderer's OH&S system.~~

~~Where a tender does not meet the requirement stated within the checklist, the contractor cannot commence work on contract until the University is provided with sufficient systems and/or procedures in place to manage that risk.~~

~~Copies of the tender evaluation and supporting documentation supplied by the contractor shall be retained by the responsible UOW officer managing the contract. Successful tender evaluations achieve accreditation for a period of 3 years.~~

## **9. Contract Management**

### **9.1. Appointment of a Principal Contractor**

It is a requirement of the *Regulation* that a principal contractor be appointed to a place of work where:

- construction work is undertaken and the cost of the work exceeds \$250,000; or
- high risk construction work is undertaken and the cost of the work does not exceed \$250,000; or
- demolition or asbestos removal work for which a license is required under Chapter 10 to carry on the business of that work is undertaken (regardless of the cost of the work).

High risk construction work is defined in the *Regulation* [as](#):

- construction work involving structural alteration that require temporary support;
- construction work at a height above 3 [metresmetres](#);
- construction work involving excavation to a depth greater than 1.5 [metresmetres](#);
- demolition work for which a license is not required under Chapter 10 of the Regulation to carry on the business of that work;
- construction work in tunnels;
- construction work near traffic or mobile plant;
- construction work in or around gas or electrical installations;
- construction work over or adjacent to water where there is risk of drowning.

[Where an external contractor is appointed as a principal contractor this should be written in the contract specification. Where the University is acting as the principal contractor this should be documented within the project file or other supporting documentation.](#)

### **9.2. Contractor Evaluation**

[The University is required to measure and assess the capacity of contractors to comply with OH&S specifications and requirements as required by OH&S legislation, standards or codes of practice. This evaluation is to be incorporated into the selection of contractors prior to appointment.](#)

[Contracted services which are classified as major and require the appointment of a principal contractor as outlined in Section 6.3 require a formal evaluation using \[Appendix 4, Contractor OH&S Evaluation Checklist\]\(#\). The organisation being evaluated must demonstrate that there is an OH&S system in place to](#)

address the risk(s) associated with the contracted works. The Contractor Evaluation Checklist lists the minimum requirements for a potential contractor's OH&S management system.

Assessment of the contractor's OH&S management system is to be conducted by the University officer supervising the contract or Tender Committee. Assistance may be sought from the OHS Unit to help assess a contractor's OHS management system. Examples of OH&S policies, procedures, safe work method statements and risk assessments relevant to the contract are to be included in the contractor evaluation as verification of the contractor's OH&S system.

Organisations which have an externally accredited OHS management system shall be deemed capable of meeting the University's requirements outlined in the Contractor Evaluation Checklist.

Where a contractor does not demonstrate an ability to meet the established OHS requirements, the contractor cannot commence work until the University is provided with sufficient systems and or procedures in place to manage that risk.

Copies of the contractor evaluation and supporting documentation supplied by the contractor shall be retained by the University officer supervising the contract. Successful contractor evaluations remain current for a period of 3 years.

For services which are classified as either minor or major and do not require the appointment of a principal contractor, the service provider's capacity to meet health and safety requirements shall be assessed by the University officer supervising the work. This assessment shall include the review of safe work method statements, risk assessments or other OHS documentation according to the OHS risk associated with the contract activities.

### **9.3. OHS Management Plans**

OHS Management Plans are required to be completed by the principal contractor for:

- For construction work exceeding the value of \$250,000,
- demolition work or asbestos removal where a licence is required
- ~~demolition work, asbestos removal or o the principal contractor is required to prepare an OHS management plan.~~

The OHS Management Plan must include the following as stated in the *Regulation*:

- a statement of responsibilities listing names, positions and responsibilities of all persons who will have specific OHS responsibilities on the site;
- details of arrangements for ensuring compliance with OHS induction training;
- details of arrangements for managing OHS incidents;
- any site safety rules and details for ensuring all persons at the place of work are informed of the rules;
- safe work method statements for all work activities assessed as having safety risks.

The OHS Management Plan is to be reviewed by the responsible UOW officer/University officer supervising the contract managing the contract prior to work commencing.

Where the University is appointed as the principal contractor, the Any OHS Management Plan for where the University is appointed as the principal contractor shall be created using the template [Appendix 5, OHS Management Plan](#).

The principal contractor must ensure that a copy of the OHS Management Plan is available for inspection during the course of construction work by:

- any person working at the place of work concerned and any person about to commence work at that place, and
- an employee member of an OHS committee, an OHS representative, a person elected by the persons employed at the place of work to represent a group of employees on health and safety

matters or (if the employees so agree) an appropriate representative of an industrial organisation of employees.

The principal contractor must ensure that a copy of any parts of the OHS management plan that are relevant to a sub-contractor are provided to the sub-contractor before the sub-contractor commences work.

The principal contractor must also ensure that, if any change is made to the OHS management plan during the course of the construction work, a copy of the plan that has been changed and that is relevant to a sub-contractor is provided to the sub-contractor as soon as practicable after the change is made.

#### 9.4. Safe Work Method Statements

Safe work method statements must be provided to the University prior to the commencement of work commencing to by the principal contractor by or the sub-contractor where:

- construction work is undertaken and the cost of the work exceeds \$250,000; or
- high risk construction work is undertaken and the cost of the work does not exceed \$250,000; or
- demolition or asbestos removal work for which a license is required under Chapter 10 to carry on the business of that work is undertaken (regardless of the cost of the work);
- Any other type of work or service where there is a risk to health and safety or the need is identified by the University.

Where a principal Contractor is identified for the contract, in relation to safe work method statements the principal contractor must ensure that:

1. a sub-contractor is directed to comply with:
  - the safe work method statement that the sub-contractor has provided;
  - ~~the~~ requirements of the *Act* and *Regulation*.
2. The activities of a subcontractor are monitored to the extent necessary to determine whether the sub-contractor is complying with:
  - the safe work method statement that the sub-contractor has provided;
  - The requirements of the *Act* and *Regulation*.

Safe Work Method Statements must comply with the *Regulation* as stated in ~~the~~ Section 3 - Definitions.

~~A template to complete safe work method statement can be found in Appendix 5, OH&S Management Plan. It is acceptable for contractors to use their own format so long as it complies with the *Regulation* as described in Section 5.1 Definitions.~~

#### 9.5. Contractor Induction

Contracts which are classified as major require the issue of the UOW Contractor Guide and completion of a Contractor OHS Induction session specific to the scope of work to be conducted.

##### 9.5.1. UOW OH&S Contractor Induction Guide

Prior to commencement of work ~~for a major contract~~ the contractor shall receive a copy of the Appendix 2, UOW Contractor Induction Guide from the ~~University contract supervisor~~ University officer supervising the contract. ~~Minor contracts may require a copy of the guide when contract employees are entering restricted access areas, for example laboratories or workshops.~~ The Contractor Induction Guide may be received either via hardcopy or electronically.

The UOW OH&S Contractor Induction Guide covers the basic information required by contractors to ensure they are aware of their responsibilities under OH&S legislation and University specific

procedures. The guide also addresses specific site rules for working on any of the University's campuses. Information covered in the guide includes:

- University of Wollongong OH&S Policy;
- Contractor and [sub-contractor](#) responsibilities;
- Fire and emergency evacuation procedures;
- Information pertaining to University campus rules.

It is the responsibility of the contractor to instruct their employees and any subcontractors on the information provided in the UOW Contractor Information Guide.

### **9.5.2. Localised Induction Process Contractor Induction**

~~The University officer supervising the contract~~ ~~onsible for engaging contractors~~ must ensure that each contractor has appropriate localised information and knowledge to work safely within the University.

An ~~initial local~~ induction ~~session~~ must be ~~undertaken-completed~~ for ~~all major contracts each major contract~~ by the ~~University officer supervising the contract responsible UOW officer~~ before any work begins at the University. Minor contracts may require localised induction ~~for~~ when contract employees are entering restricted access areas, for example laboratories or workshops.

The local induction must include the following information:

- confirm relevant items included in the UOW Induction Guide;
- incident reporting [procedures](#), including security contact information [and first aid provisions](#);
- details of building layout and emergency exit points;
- local positions of fire extinguishers with uses explained;
- identification of specific University hazards, restricted access areas and site controls;
- explanation of emergency evacuation procedures;
- [location of first aid kits](#);
- location of toilets and drinking water;
- traffic management;
- notification of the requirements of good housekeeping principles and keeping egress routes clear of obstacles;
- any other related information applicable to the local area [or scope of work being undertaken](#).

[Appendix 6. Contractor OH&S Induction Checklist](#) is to be used to record the information relayed at the local induction and retained accordingly. Names of inducted personnel are to be recorded on the second page of the induction checklist.

The contractor is to make their employees available to attend the initial local induction. It is a requirement of the contractor to ensure that any new employees or subcontractors in their control who work on the University's premises, receive ~~an a local~~ induction prior to commencement and is recorded ~~either by the appropriately. University system or the contractor's.~~

## **9.6. Contractor Incident Management**

### **9.6.1. Injuries and WorkCover Notifiable Events**

Where an injury has occurred to a contractor's employee or subcontractor in relation to contracted works performed at the University, notification is required to be communicated to the University contact within 48 hours. If the injury is classified as outlined below, notification must be lodged with WorkCover and communicated to the University as soon possible.

Incidents requiring notification to WorkCover include any event or circumstance listed below occurring at, or in relation to, a place of work that presents a risk to health or safety and is not immediately threatening to life:

- an injury to a person (supported by a medical certificate) that results in the person being unfit, for a continuous period of at least 7 days, to attend the person's usual place of work, to perform his or her usual duties at his or her place of work or, in the case of a non-employee, to carry out his or her usual activities;
- an illness of a person (supported by a medical certificate) that is related to work processes and results in the person being unfit, for a continuous period of at least seven days, to attend the person's usual place of work or to perform his or her usual duties at that place of work;
- damage to any plant, equipment, building or structure or other thing that impedes safe operation;
- an uncontrolled explosion or fire;
- an uncontrolled escape of gas, dangerous goods or steam;
- a spill or incident resulting in exposure or potential exposure of a person to a notifiable or prohibited carcinogenic substance (as defined in Part 6.3 of the *OHS Regulation 2001*);
- removal of workers from lead risk work (as defined in Part 7.6 of *OHS Regulation 2001*) due to excessive blood lead levels;
- exposure to bodily fluids that presents a risk of transmission of blood-borne diseases;
- the use or threatened use of a weapon that involves a risk of serious injury to, or illness of, a person;
- a robbery that involves a risk of serious injury to, or illness of, a person;
- an electric shock that involves a risk of serious injury to a person;
- any occurrence that involves a risk of:
  - explosion or fire
  - escape of gas, dangerous goods or steam
  - serious injury to, or illness of, a person
  - substantial property damage.

Contractors may call upon University Security on 4221 4900 to provide first aid assistance if required.

All Any injuries y received by a contractor whilst undertaking work for the University is to be reported to the should be reported to the responsible UOW officer contract supervisor supervising the contract and then forwarded to the OHS Unit using Appendix 7, OH&S Performance Report for Contractorsthe SafetyNet Hazard and Incident Report form.

### 9.6.2. Serious Incidents

In the instance of a serious incident as described below, the contractor shall contact University Security on 4221 4900 in the first instance to preserve the scene of the accident and request emergency services.

Serious incidents are defined in Section 344 of the *Regulation* and include the following incidents occurring at, or in relation to, a place of work:

- that resulted in a person being killed;
- an injury that results in the amputation of a limb;
- the placing of a person on a life-support system;
- any event or circumstance listed below that presents an immediate threat to life:
  - the loss of consciousness of a person caused by impact of physical force, exposure to hazardous substances, electric shock or lack of oxygen,
  - major damage to any plant, equipment, building or structure,
  - an uncontrolled explosion or fire,
  - an uncontrolled escape of gas, dangerous goods or steam,
  - imminent risk of explosion or fire,
  - imminent risk of an escape of gas, dangerous goods or steam,

- a spill or incident resulting in exposure or potential exposure of a person to a notifiable or prohibited carcinogenic substance (as defined in Part 6.3 of the *OHS Regulation 2001*),
- entrapment of a person in a confined space,
- collapse of an excavation,
- entrapment of a person in machinery,
- serious burns to a person.

Notification of the serious incident and corrective actions shall then be reported to the [University responsible UOW officer contract supervisor managing the contract](#) and the University's OH&S Coordinator (ph 4221 [39143931](#)) as soon as practicable. A joint investigation of the causes of the incident will occur by the OH&S Unit, the responsible UOW officer managing the contract and the contractor.

Any WorkCover inspection or correspondence relating to a University contract should be reported to the [responsible UOW officer managing the contract](#) [University officer supervising the contract](#) and the UOW-OHS Unit immediately. Corrective actions resulting from any WorkCover inspection shall be reported by the contractor to the [responsible UOW officer managing the contract using Appendix 7, OH&S Performance Report for Contractors](#); [University officer supervising the contract and the OHS Unit in writing.](#)

## 9.7. Monitoring Contractors

Monitoring contractor safety performance is a critical requirement in contractor management. It sends a clear message to contractors that safety issues are a priority and ensures that health and safety legislation, codes of practice and standards are met.

[Frequency of monitoring contractors will be determined by the risk of the work involved. Major contracts may be monitored by the following means:](#)

- [the review of site inspections conducted by the contractor;](#)
- [advising the contractor on newly identified hazards and risks;](#)
- [monitoring and following up on corrective actions where non-conformances are identified;](#)
- [the review of accident and incident reports, third party reports \(i.e. WorkCover\) and complaints;](#)

[During the implementation of the contract the responsible UOW officer managing the contract shall monitor OH&S performance by the following means where applicable: Monitoring activities by the contract supervisor for](#) major contracts involving the appointment of a principal contractor are to include the following:

- regular meetings with the contractor to discuss OH&S performance issues. Minutes of these meeting are to be recorded to communicate action items.
- [monitoring the work of contractors to ensure that all legal requirements are met, i.e. spot checks of roofing contractors using fall protection; periodic inspection of work activities to verify that safe work method statements are being implemented.](#)
- [Completion of Appendix 7, OH&S Performance Report for Contractors for major contracts which extend over a period of 1 month.](#)
- [the review of site inspections conducted by the contractor;](#)
- [advising the contractor on newly identified hazards and risks;](#)
- [monitoring and following up on corrective actions where non-conformances are identified;](#)
- [the review of accident and incident reports, third party reports \(i.e. WorkCover\) and complaints;](#)
- [regular meetings with the contractor and record any OH&S performance issues.](#)

~~Frequency of monitoring contractors will be determined by the risk of the work involved. For example, major contracts will need to be monitored more frequently than minor contracts. Evidence of monitoring contractors may consist of diary notations, meeting minutes or hazard/incident reports.~~

~~For contracts which require a principal contractor extending beyond 1 month, [Appendix 7, OH&S Performance Report for Contractors](#) shall be submitted by the contractor to the responsible UOW officer managing the contract to monitor OH&S performance.~~

## 9.8. Contractor Non-Compliance

If during the execution of a contract, a contractor or subcontractor is in breach of any OHS requirements, all work with regards to that activity shall be suspended. The contractor shall be alerted to the matter in [person and in writing](#) by the [University officer supervising the contract](#).

Work cannot recommence until the responsible UOW officer managing the contract is satisfied that adequate risk controls are in place to avoid risk of injury.

~~Examples of OHS breaches may include non-compliance with the *Act or Regulation* or not observing risk controls as stipulated in a safe work method statement.~~

The issue is to be recorded by the use of [Appendix 7, OH&S Performance Report for Contractors SafetyNet Hazard and Incident Report form](#) by the [University officer supervising the contract](#), and ~~monitored by the responsible UOW officer managing the contract accordingly.~~

~~Examples of OHS breaches may include non-compliance with the *Act or Regulation* or not observing controls as stipulated in a safe work method statement.~~ Poor OHS performance, including one-off instances or continuous breaches of OHS requirements, can lead to the termination of a contract and failure of not being awarded any further contract work.

## 10. Record Management

[Records associated with the management of contracts shall be identified, maintained and retained according to the OHS Document Control and Record Keeping Guidelines.](#)

## 11. Review

In order to ensure that these guidelines continue to be effective and applicable to the University, the Contractor Safety Guidelines will be reviewed every **3** years by the OHS Unit in consultation with the OH&S Committee and key stakeholders. Conditions which might warrant a review of the guidelines on a more frequent basis would include:

- reported hazards or injuries;
- non-conforming systems;
- OH&S Committee concern.

Following the completion of any review, the program will be revised/updated in order to correct any deficiencies. These changes will be communicated via the OH&S Committee.

## 12. Version Control Table

Version Control	Date Released	Approved By	Amendment
1.0	9909	OHS Manager	New document created
2.0		OHS Manager	Documented updated to reflect current requirements

3.0		OHS Manager	Documented updated to reflect current requirements
4.0		OHS Manager	Documented updated to reflect current requirements
5.0		OHS Manager	Documented updated to reflect current requirements
6.0		OHS Manager	Documented updated to reflect current requirements
37.0(Draft)	0705 September October 2008	OHS Manager	Documented updated to reflect current requirements

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