



## IMPLEMENTATION

### Aim

To prescribe the responsibilities and actions required for the management of contractors during University related activities and to ensure the University meets the requirements of the Health, Safety and Wellbeing (HSW) Policy and the relevant sections of the [Work Health and Safety \(WHS\) Act 2012 \(SA\)](#) and [WHS Regulations 2012 \(SA\)](#).

### 1 Objectives

To have an effective contractor safety management process that:

- 1.1 ensures, so far as is reasonably practicable, that contractors engaged are inducted and systems are in place to ensure that workers and other occupants are not exposed to health and safety risks; and
- 1.2 where a hazard is identified in the workplace, appropriate control measures are in place, to minimise the risk of illness/injury.

### 2 Scope

#### 2.1 Inclusions

This process applies to:

- University staff, including titleholders, who engage organisations and/or individuals under a Consultancy/Contract or Agreement where the University pays another party to do something and/or provide goods or services; and
- the contractors who are engaged.

**For the purpose of this process, contractors include:**

- Temporary/Agency personnel (e.g. through a recruitment or labour hire agency where payment is made to the Agency).
- Consultants (e.g. people providing professional advice or services for a fee, including teachers and lecturers, who are paid upon invoice).
- Contractors performing services in relation to a purchase agreement (e.g. service technicians, deliverers of goods).
- Contractors, including sub-contractors, engaged for maintenance (e.g. plant/equipment, teaching/research equipment) or events management (e.g. erection of marquees, open day activities, catering services) or other 3<sup>rd</sup> party arrangements.
- Contractors engaged by Infrastructure Branch or Information Technology and Digital Services (ITDS) Branch for construction/capital work/projects.
- All contractors engaged by Infrastructure or Information Technology and Digital Services (ITDS) for managed services (e.g. Maintenance Contracts, Service Level Agreements, Trade Contracts).

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Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			

**2 Scope (Continued)**

**2.2 Exclusion**  
Nil

**2.3 Exception regarding contractor induction**

A local area induction is not required for:

- work completed during normal office hours in an occupied, low risk area (i.e. all other areas **not** listed under high risk area of work, outlined in the [definitions](#), where a contractor has been engaged to:
  - service or repair office equipment in an office environment (e.g. photocopiers, printers, fax machines); or
  - deliver items to general office/reception/public access areas (e.g. changeover of water bottles, waste bins).
- contractors engaged by Infrastructure Branch or ITDS Branch to complete non-construction work in a low risk area. (Note - These contractors are required to complete the [Contractor's on-line induction](#) prior to conducting any work in any area.)

However, all the above mentioned contractors are required to:

- have safe systems of work to meet the contract specifications;
- have a means of identification to verify their employment whilst on site or to demonstrate to University staff that they have authority to be on site;
- report to the receptionist/supervisor for the area to announce their presence and nature of their work; and
- report back when the work has been completed where possible/requested.

**3 Process: Engaging a contractor**

Person Responsible	Actions
<p><b>3.1 Person engaging a contractor (i.e. the person managing the contract)</b></p>	<ul style="list-style-type: none"> <li>❑ Ensure, all contractors have a contract/service agreement with the University/School/Branch which conforms to the requirements of the University:                             <ul style="list-style-type: none"> <li>❑ <a href="#">Contracts and Agreements Policy and Procedure</a>; and</li> <li>❑ Finance and procurement procedure "<a href="#">Payments to Contractors or Consultants</a>" (which also outlines the differences between an employee and a contractor), and includes as a minimum, the following requirements to manage safety.                                     <ul style="list-style-type: none"> <li>❑ Compliance with all Acts and Regulations which relate in any way to the performance of the Services.</li> <li>❑ Provision of evidence of insurance, licences and registrations (e.g. Return to Work SA, Public Liability, Public Indemnity, Business registration, Licences to ensure adequate cover in the event of an incident/injury or adverse event).</li> </ul> </li> </ul> </li> </ul> <p>(Standards Form contracts and information for engaging a contractor are available on the <a href="#">Legal and Risk website</a>.)</p> <p style="text-align: right;">Continued</p>

3 Process: Engaging a contractor (Continued)

Person Responsible	Actions
<p>3.1 Person engaging a contractor (i.e. the person managing the contract)</p>	<ul style="list-style-type: none"> <li>❑ Assess the nature of the contract work and determine if the work is:                             <ul style="list-style-type: none"> <li>❑ <b>Non-construction work</b> – <a href="#">Go to Part 1</a> i.e. Temporary/Agency workers, consultants and contractors where work does not involve alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a “structure” (see definition of structure) e.g. Security Services contractors; or</li> <li>❑ <b>Construction/capital work</b> – <a href="#">Go to Part 2</a> i.e. Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. This also includes the removal of waste from a construction site, preparing a site for construction and excavation of a construction site.</li> </ul> </li> </ul> <p><b>Note</b> - For any activities involving Construction/Capital Work (see <a href="#">definitions</a>) and maintenance work, in accordance with the <a href="#">Contracts and Agreements Policy and Procedure</a>:</p> <ul style="list-style-type: none"> <li>❑ Infrastructure or ITDS <b>must be</b> consulted to determine the appropriate Contract/Project Manager.</li> <li>❑ For Construction/Capital Work in a leased or rented property, the School/Branch is required to consult with the Manager, Leasing and Retail, Infrastructure Office for further information (831) 30426.</li> </ul>

## PART 1 CONTRACTORS FOR “NON-CONSTRUCTION/NON-CAPITAL” WORK

(see [definitions](#))

### 4 Process: Induction and Hazard Management

Person Responsible		Actions
<p><b>4.1</b> Person engaging a contractor (i.e. the person managing the contract)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure, so far as is reasonably practicable, that workers and other persons are not exposed to health and safety risks arising from the business or undertaking.</li> </ul> <p>Follow the requirements in <a href="#">Appendix A</a> which defines the responsibilities for the relevant:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Induction; and</li> <li><input type="checkbox"/> Hazard management practices.</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure where the contractor’s work may have a health and safety impact on another School/Branch/area that the other School/Branch/area is consulted.</li> <li><input type="checkbox"/> Ensure where required, a visitor/ID requirements and access have been considered.</li> </ul>	
<p><b>4.2</b> Contractors</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct your activities in accordance with the Contract and reasonable directions of the Contract Manager/Project Manager.</li> <li><input type="checkbox"/> Wear or carry your University visitors pass (or equivalent) whilst working on site if issued.</li> </ul>	

### 5 Process: Contractor monitoring

Person Responsible		Actions
<p><b>5.1</b> Person engaging a contractor (i.e. the person managing the contract)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor contractors engaged by the School/Branch and if activities are considered unsafe, cease the activity and discuss corrective action to be taken.</li> <li><input type="checkbox"/> Ensure corrective action is taken by the contractor if required.</li> <li><input type="checkbox"/> Follow the relevant contractual requirements should a breach of safety under the contract or WHS legislation be identified and the contractor is unable to remedy the breach.</li> </ul>	

## PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK

(see [definitions](#))

### 6 Process: Before commencing Construction/Capital work – Appoint a Contract/Project Manager

Person Responsible		Actions
<p><b>6.1</b> Person engaging a contractor (i.e. the person managing the contract)</p>		<ul style="list-style-type: none"> <li>❑ Contact Infrastructure Branch or ITDS Branch in accordance with the <a href="#">Contracts and Agreements Policy/Procedure</a> prior to the commencement of the construction/capital works (see <a href="#">definitions</a>).</li> </ul> <p>For further advice phone                      North Terrace (831) 34008                      Roseworthy Campus (831) 37657                      Waite Campus (831) 37217                      Capital Projects (831) – 35701                      ITDS (831) 33000</p>
<p><b>6.2</b> <b>Infrastructure</b> Associate Director, Capital Projects Delivery/Associate Director, Service Delivery</p> <p><b>ITDS</b> Chief Information Officer (As applicable)</p>		<ul style="list-style-type: none"> <li>❑ Appoint a Contract/Project Manager, (i.e. the person responsible for the day-to-day management of the contract) to jointly work with all stakeholders and maintain communication from commencement until completion of the construction/capital works.</li> </ul>

### 7 Process: Identify the Contractor’s Representative (or Principal Contractor for programs of work/projects over \$450,000)

Person Responsible		Actions
<p><b>7.1</b> University’s Contract Manager/Project Manager</p>		<ul style="list-style-type: none"> <li>❑ Identify and contact the Contractor’s Representative (or Principal Contractor) for the construction/capital work and discuss the scope of the work and any School/Branch safety requirements.</li> <li>❑ Follow the requirements defined in “<a href="#">Contractor Safety Management for Construction/Capital Work</a>” (Appendix B).</li> </ul>

### 8 Process: Complete induction(s)

Person Responsible		Actions
<p><b>8.1</b> University’s Contract/Project Manager</p>		<ul style="list-style-type: none"> <li>❑ Ensure the Contractor’s Representative (or Principal Contractor) is provided with relevant information in accordance with Infrastructure Branch/Information Technology and Digital Services Branch processes and the Contractor Induction <a href="#">website</a>.</li> <li>❑ Ensure that the Contractor’s Representative (or Principal Contractor) is aware of the safety management responsibilities outlined under this chapter.</li> <li>❑ Ensure a copy of the on-line Contractor inductions are kept on file and are retrievable on request.</li> </ul> <p style="text-align: right;">Continued</p>

**PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK (Continued)**

(see [definitions](#))

**8 Process: Complete induction(s) (Continued)**

Person Responsible		Actions
<p><b>8.1 University’s Contract/Project Manager</b></p> <p>(Continued)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure contractors who are required to work in an area where hazardous chemicals are in use or stored, are provided with a local laboratory induction by the University staff member responsible for the laboratory/area.</li> <li><input type="checkbox"/> Ensure each contractor’s record of induction is kept on file and retrievable on request (in accordance with the <a href="#">Provision of HSW information, instruction and training</a> Handbook chapter).</li> </ul>	
<p><b>8.2 Contractor’s Representative (or Principal Contractor)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure contractors (including sub-contractors) have a current General Construction induction training record (i.e. white card or certification) which has been obtained in Australia from a Registered Training Organisation (RTO) and the relevant qualifications/licences (e.g. High Risk Work Licences).</li> <li><input type="checkbox"/> Check to ensure contractors have attended/completed the <a href="#">Contractor Induction Program</a> unless otherwise specified in the contract agreement.</li> <li><input type="checkbox"/> Check to ensure that contractors who have attended/completed the Contractor Induction Program have a current University identification card.</li> </ul> <p><b>For a construction project</b>, in addition to the above requirements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure each person who is to carry out construction work is made aware of the content of the WHS management plan for the workplace. (See <a href="#">definitions</a>)</li> </ul>	
<p><b>8.3 Contractor</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend/complete induction as required by the University and Contractor’s Representative (or Principal Contractor).</li> <li><input type="checkbox"/> Ensure that you carry your General Construction induction training record (i.e. white card or certification) and University identification card when on site and your inductions are current.</li> <li><input type="checkbox"/> Ensure that you follow the requirements/information provided to you during your University and General Construction induction training/certification and instructions given by your Supervisor.</li> </ul>	

**PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK (Continued)**

(see [definitions](#))

**9 Process: Hazard Management - Design and pre-construction phase of a project**

Person Responsible	Actions
<p><b>9.1 University’s Contract/Project Manager</b></p>	<ul style="list-style-type: none"> <li>❑ Consult with the designer of any structures (as far as reasonably practicable), to ensure that the risks to health and safety arising from the design during the construction work are eliminated or minimised.</li> <li>❑ Provide the designer with any information in relation to the hazards and risks at the workplace where the construction work is to be carried out.</li> <li>❑ Ensure that the design is fit for purpose in consultation with the School/Branch and other stakeholders (as applicable).</li> <li>❑ Request a copy of the designer’s safety report that specifies the hazards relating to the design of the structure.</li> <li>❑ Confirm designers have met WHS legislative requirements.</li> <li>❑ Manage all design documentation required under the WHS Legislation in consultation with the Contractor’s Representative (or Principal Contractor).</li> </ul>
<p><b>9.2 University’s Contract/Project Manager; and School/Branch representative; and Contractor’s Representative (or Principal Contractor)</b></p> <p><b>Note</b> All of the above are collectively responsible for managing the hazards relating to a project activity/area of work, where they have the capacity to influence and control the matter, and have <a href="#">safe systems of work</a> to manage the risk.</p> <p>See <a href="#">Appendix C</a> for additional information.)</p>	<ul style="list-style-type: none"> <li>❑ Identify workplace and construction hazards and follow the requirements in <a href="#">“Contractor Safety Management – for Construction/Capital Work”</a> (Appendix B).</li> <li>❑ Ensure the applicable <a href="#">safe systems of work</a> are in place for each party. (This includes all hazard management documentation, and for contractors where applicable, an authorised, relevant <a href="#">Permit/Permission to work</a> if working in a high risk area or completing high risk construction work.)</li> <li>❑ Inform each stakeholder, prior to commencement of the project/activity, if the activity/area has the capacity to impact on the University’s business and/or safety of occupants/workers/contractors (e.g. interruption to work activities, changes in emergency evacuation arrangements/access, high risk construction work or work in a high risk area).</li> <li>❑ Ensure that a site specific induction is provided which includes, as a minimum, information in relation to hazards and risks at/or in the vicinity of the workplace where the construction work is to be carried out and the applicable/relevant emergency response procedures. (Note – Additional requirements for induction apply where contractors are required to work in an area where hazardous chemicals are in use or stored. See section 8.1.)</li> <li>❑ Ensure and agree on the security of the workplace where the construction work is to be carried out to prevent, so far as is reasonably practicable, unauthorised access.</li> </ul> <p style="text-align: right;">Continued</p>

## PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK (Continued)

(see [definitions](#))

### 9 Process: Hazard Management - Design and pre-construction phase of a project (continued)

Person Responsible	Actions
<p><b>9.2 University’s Contract/Project Manager; and School/Branch representative; and Contractor’s Representative (or Principal Contractor)</b></p> <p><b>Continued</b></p> <p><b>Note</b> All of the above are collectively responsible for managing the hazards relating to a project activity/area of work, where they have the capacity to influence and control the matter, and have <a href="#">safe systems of work</a> to manage the risk.</p> <p>See <a href="#">Appendix C</a> for additional information.)</p>	<ul style="list-style-type: none"> <li>❑ Determine if the project is defined as <a href="#">High risk construction work</a> under the WHS Regulations 2012 (SA). <i>If yes</i>, ensure the Contractor’s Representative (or Principal Contractor) is aware of the requirements to prepare and provide a <a href="#">Safe Work Method Statement (SWMS)</a> in accordance with the WHS Regulations 2012 (SA) and follow any additional I&amp;TS requirements.</li> <li>❑ Determine if the high risk construction work is to be carried out in connection with a <a href="#">Construction project</a>. <i>If yes</i>, ensure that the Principal Contractor is aware of the requirements to prepare and provide a written <a href="#">WHS management plan</a> for the workplace before work on the project commences in accordance with the WHS Regulations 2012 (SA).</li> <li>❑ Determine if the project includes <a href="#">Excavation work</a>. <i>If yes</i>, ensure that the Contractor’s Representative (or Principal Contractor) is provided with current underground <a href="#">essential services</a> information before allowing the excavation work to commence.</li> <li>❑ Formalise method(s) for the exchange of information regarding the construction/capital work through scheduled or ad hoc meetings until the work is complete.</li> </ul>

### 10 Process: Documentation

Person Responsible	Actions
<p><b>10.1 Contractor’s Representative or Principal Contractor</b></p>	<ul style="list-style-type: none"> <li>❑ Prepare, maintain and provide (where applicable) the following documents to the University’s Contract/Project Manager:                             <ul style="list-style-type: none"> <li>❑ hazard management documentation (including but not limited to relevant Permits to Work, site specific induction, other specific training records (including qualifications and licences where applicable) and plant registration, crane certification etc.</li> <li>❑ SWMS and WHS management plan (where required) which are specific to the project; and</li> <li>❑ Incident and investigation reports.</li> </ul> </li> </ul>



**PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK (Continued)**

(see [definitions](#))

**10 Process: Documentation (Continued)**

Person Responsible	Actions
<p><b>10.2 University’s Contract/Project Manager</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manage safety documentation provided by the Contractor’s Representative or Principal Contractor (as required) and ensure the documents are retrievable on request for the duration of the contract.</li> <li><input type="checkbox"/> Maintain the records associated with the engagement, induction, hazard management and incidents in the University’s records management system or other reliable records management system for the period specified within the HSW Handbook if there is an incident e.g. exposure to Asbestos, Radiation.</li> <li><input type="checkbox"/> Maintain copies of any contractor monitoring activities, outcomes and corrective actions and any breaches of safety records (if applicable) on the contract file and ensure they are retrievable for HSW Internal Audit purposes.</li> </ul>

**11 Process: Hazard Management – During-construction**

Person Responsible	Actions
<p><b>11.1 Contractor’s Representative (or Principal Contractor)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess and control the hazards identified to minimise the risk to as low as reasonably practicable.</li> <li><input type="checkbox"/> Ensure specific compliance with the WHS legislative requirements in consultation with the University’s Contract/Project Manager where relevant.</li> <li><input type="checkbox"/> Ensure contractors completing the activities have been provided with information/training on the activity and details of a WHS Management Plan and Safe Work Method Statement (SWMS) (if applicable).</li> <li><input type="checkbox"/> Monitor and review controls to ensure they are working as planned and are being implemented by the contractors.</li> </ul> <p><u>Where construction includes excavation work</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure hazards are managed in accordance with Work Health and Safety Regulations 2012 (SA) Sections 305 and 306.</li> </ul> <p><b>Where a SWMS is required for high risk construction work</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that work is carried out in accordance with the SWMS.</li> </ul> <p><b>For a construction project</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that signs are installed that:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> show the Principal Contractor’s name and telephone contact numbers (including after-hours); and</li> <li><input type="checkbox"/> show the location of the site office, if any; and</li> <li><input type="checkbox"/> are clearly visible from outside the workplace, or the work area of the workplace where the construction project is being undertaken.</li> </ul> </li> </ul>

**PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK (Continued)**

(see [definitions](#))

**11 Process: Hazard Management – During-construction**

Person Responsible	Actions
<p><b>11.1 Contractor’s Representative (or Principal Contractor)</b></p> <p><b>(Continued)</b></p>	<p><b>Where a SWMS determines a residual risk as high or very high (or equivalent)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review the SWMS and the activity; and</li> <li><input type="checkbox"/> Take action to minimise the risk further i.e. to medium/low where possible. Recommence the activity once the controls are in place.</li> </ul> <p>Where the residual high or very high risk cannot be reduced, <u>Cease the activity;</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Contact the University’s Contract/Project Manager to discuss the activity and submit a copy of the Risk Assessment for consideration.</li> <li><input type="checkbox"/> Standby and do not proceed with the work until authorisation has been approved/declined by the University in writing in accordance with the HSW Handbook chapter <a href="#">Hazard Management</a>.</li> </ul>
<p><b>11.2 All contractors</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct activities in accordance with the Contract and any hazard management documentation created for the duration of the construction/capital work project.</li> <li><input type="checkbox"/> Advise the Contractor Representative (or Principal Contractor) if unable to conduct your activities in accordance with the SWMS and cease activities pending their advice/amendment to the SWMS (as applicable).</li> </ul>
<p><b>11.3 University’s Contract/Project Manager;</b></p> <p><b>and</b></p> <p><b>School/Branch representative;</b></p> <p><b>and</b></p> <p><b>Contractor’s Representative (or Principal Contractor)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor contractors engaged and if activities are considered unsafe, cease the activity and discuss corrective action to be taken.</li> <li><input type="checkbox"/> Attend scheduled meetings throughout the duration of the construction/capital work.</li> <li><input type="checkbox"/> Inform stakeholders of any changes to planned arrangements which have the potential to introduce other hazards and the control measures in place.</li> </ul>

**PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK (Continued)**

**12 Process: Contractor Monitoring**

Person Responsible	Actions
<p><b>12.1 University’s Contract/Project Manager (or delegate from Infrastructure Branch/Information Technology and Digital Services Branch)</b></p>	<p>For <a href="#">High risk construction work or a Construction project</a></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct formal checks on contractor activities to ensure their operations are safe (e.g. conformance with their WHS Management Plan, SWMS, Permits to Work as applicable) using <a href="#">Appendix D</a> or equivalent template). The frequency of the checks is to be determined by the Project/Contract Manager based on the level of risk, unless the frequency is specified in the contract.</li> <li><input type="checkbox"/> Discuss the outcomes of the check with the Contractor’s Representative or Principal Contractor and where applicable at contract review meetings.</li> <li><input type="checkbox"/> Ensure corrective actions are implemented by the Contractor’s Representative or Principal Contractor where applicable.</li> <li><input type="checkbox"/> Place a copy of the completed Contractor Monitoring template on the contract file.</li> <li><input type="checkbox"/> Monitor any trends and take action where applicable.</li> </ul>

**13 Process: Breach of safety/unsafe work by a contractor**

Person Responsible	Actions
<p><b>13.1 All staff and students</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Report any unsafe contractor related activity to the Manager/Supervisor for your area or contact the <a href="#">HSW Team</a> who will initiate appropriate follow-up via the relevant Contract/Project Manager and the Contractor’s supervisor. (For after-hours contact the Security Office on (831) 35990.</li> </ul>
<p><b>13.2 University’s Contract/Project Manager</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow-up with the Contractor’s Representative or Principal Contractor.</li> <li><input type="checkbox"/> Manage the breach of safety in accordance with the contract specifications and monitor that corrective action is taken and completed in consultation with the Contractor’s Representative or Principal Contractor.</li> <li><input type="checkbox"/> Notify: <a href="#">Infrastructure</a> Associate Director, Capital Projects Delivery/Associate Director, Service Delivery <b>ITDS</b> Chief Information Officer  As applicable</li> </ul>
<p><b>13.3 Contractor’s Representative or Principal Contractor</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Manage any report of unsafe work and take corrective action to fix the breach in accordance with the contract specifications and in consultation with the University’s Contract/Project Manager.</li> </ul>

**PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK (Continued)**

**14 Process: Incident reporting and investigation**

Person Responsible	Actions
14.1 All Contractors	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify the Contractor’s Representative or Principal Contractor and University’s Contract/Project Manager if an incident/injury has occurred, as soon as possible, or before the end of your shift and follow procedures provided during induction. (For a Notifiable Incident (see <a href="#">definitions</a>) inform your Contractor’s Representative or Principal Contractor and University’s Contract/Project Manager immediately or delegate to ensure it occurs as soon as possible.)</li> <li><input type="checkbox"/> Assist in identifying what contributed to the incident/injury and where required, the investigation.</li> </ul>
14.2 University Contract/Project Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the HSW Handbook processes for <a href="#">Report a safety issue or incident</a> and <a href="#">Incident investigation</a> (Note – Contractors may use their own organisation’s Incident Report form and provide a copy to the University. If so, attach this copy to the University’s record.)</li> <li><input type="checkbox"/> Determine if the incident falls within the definition of a <a href="#">Notifiable or Dangerous incident</a>. (See definitions)  <u>If yes</u> follow the process outlined in Section 15.  <u>If no</u> proceed to Section 16.</li> </ul>

**15 Process: Incident reporting and investigation for [Notifiable Incidents](#) (See definitions)**

Person Responsible	Actions
15.1 University Contract/Project Manager	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure the site where the incident occurred is not disturbed. It should be noted that action can be taken:                         <ul style="list-style-type: none"> <li><input type="checkbox"/> to assist an injured person; or</li> <li><input type="checkbox"/> to minimise the risk of a further notifiable incident and make the area safe; or</li> <li><input type="checkbox"/> to assist with a police investigation.</li> </ul> </li> <li><input type="checkbox"/> Arrange to meet the Contractor’s Representative or Principal Contractor and proceed to the incident site (if safe to do so).</li> <li><input type="checkbox"/> Commence the collation of information in consultation with the contractor(s) directly involved, the Contractor’s Representative or Principal Contractor and any other stakeholders (if applicable), to determine date and time, specific location/address, what activity was being conducted at the time, who was involved, what caused the incident and if there were any other contributing factors.</li> <li><input type="checkbox"/> Notify the University’s Associate Director, HSW (831) 30679/or your <a href="#">Senior HSW Advisor</a> and provide a factual summary of the incident (as above).</li> <li><input type="checkbox"/> Follow the HSW Handbook processes for <a href="#">Report a safety issue or incident</a> and <a href="#">Incident investigation</a>.</li> </ul> <p style="text-align: right;">(Continued)</p>

**PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK (Continued)**

**15 Process: Incident reporting and investigation for Notifiable Incidents (See definitions) Continued**

Person Responsible	Actions
<p><b>15.1 University Contract/Project Manager</b>  (Continued)</p>	<p><b>Notification to SafeWork SA</b> In the event of a Notifiable injury or dangerous occurrence, both the contractor and the University are required to report to SafeWork SA i.e. a dual notification as soon as possible. WHS Act 2012 (SA) Part 3 Sections 35 – 39.</p> <p><u>Note</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The University is responsible for identifying contributing factors and corrective action(s) <u>where the University has control</u>.</li> <li><input type="checkbox"/> The Contractor’s Representative or Principal Contractor is responsible for identifying contributing factors and corrective action(s) <u>where the contractor has control</u>.</li> <li><input type="checkbox"/> The information is to be provided to the Associate Director, HSW (or delegate) who is responsible for reporting the incident to SafeWork SA on behalf of the University.</li> <li><input type="checkbox"/> The Contractor’s Representative or Principal Contractor (or delegate) is responsible for reporting to SafeWork SA on behalf of the Contractor.</li> <li><input type="checkbox"/> Where the University has no contributing factors or corrective action(s) i.e. the University’s workplace infrastructure or activities did not contribute to the dangerous incident/serious injury/illness and the cause of the incident/injury/illness was solely related to contractor activities, then the University will not provide a “dual notification” as SafeWork SA will already have the contractor’s report. The Contractor’s SafeWork SA report number will be included in the University’s Incident report (i.e. in the HSW on-line incident reporting system) for record purposes.</li> </ul> <p><b>Electric Shocks</b> <u>There is a requirement to also notify the Office of the Technical Regulator (OTR)</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Consult with the Contractor’s Representative or Principal Contractor and ensure a report is collated and completed in consultation with an electrician.</li> <li><input type="checkbox"/> Forward a copy of the report to the Associate Director, HSW (or delegate).</li> <li><input type="checkbox"/> Arrange for the incident to be notified to the Office of the Technical Regulator.</li> </ul> <p>This only requires a single notification. The OTR will advise what action is required (if applicable).</p>
<p><b>15.2 Associate Director, Health, Safety and Wellbeing (HSW) (or delegate)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify SafeWork SA on behalf of the University.</li> <li><input type="checkbox"/> Inform the Chief Operating Officer (University Operations) and ensure that the relevant Executive, Head of School/Branch, Director Human Resources, Associate Director Risk Services (Legal and Risk) and Deputy Director (Media and Corporate Relations) are aware of the incident.</li> <li><input type="checkbox"/> Follow the HSW Handbook processes for <a href="#">Report a safety issue or incident</a> and <a href="#">Incident investigation</a>.</li> </ul>

**PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK (Continued)**

**15 Process: Incident reporting and investigation for Notifiable Incidents (See definitions) Continued**

Person Responsible	Actions
<p><b>15.3 Contractor’s Representative or Principal Contractor and University’s Contract/Project Manager</b></p>	<p><b>Incident investigation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Commence the investigation of the incident which includes obtaining copies of the Contractor’s incident report form, induction records, Hazard Management documentation for the activity, and where relevant, SWMS(s), the WHS Management Plan, Permit(s)/Permission to Work, testing results, licences, photos and Certificate of Compliance for electrical incidents.</li> </ul> <p><u>When SafeWork SA have provided authority to do so</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify and take corrective action for the activity/system failure in the relevant area(s) of control and advise the other stakeholders of action taken/to be taken as agreed.</li> <li><input type="checkbox"/> Liaise with the School/Branch <a href="#">Health, Safety and Wellbeing Contact</a>, and forward copies of all documents to the relevant Division/Faculty <a href="#">Senior HSW Advisor</a> (or as advised) to ensure all investigation documents are attached to the University’s Incident/Injury report.</li> </ul> <p><b>Corrective Action</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all corrective actions are completed to prevent a recurrence and a record of action taken is included in the investigation documentation.</li> </ul> <p><b>Records Management</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Forward all records to the <a href="#">Senior HSW Advisor</a> for recording in the University’s Records Management System and attach the records to the incident report in the HSW on-line incident reporting system in consultation with the <a href="#">Health, Safety and Wellbeing Officer</a> and Project Manager.</li> </ul>
<p><b>15.4 Associate Director, Health, Safety and Wellbeing (HSW)</b>  <b>(or delegate)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain all records relating to the incident, advices from SafeWork SA, investigation records in the University’s Records Management System.</li> <li><input type="checkbox"/> Monitor corrective actions in consultation with the University’s Contract/Project Manager (if applicable) until completion.</li> </ul>

**PART 2 CONTRACTORS FOR “CONSTRUCTION/CAPITAL” WORK (Continued)**

**16 Process: Information, instruction and training**

Person Responsible	Actions
<p><b>16.1 Line-supervisor of the University Contract/Project Manager</b></p>	<p><input type="checkbox"/> Arrange for the <a href="#">Provision of information, instruction and training</a> for staff with Contract/Project Manager responsibilities, to ensure statutory and University HSW Handbook obligations for contractor safety management are met.</p>
<p><b>16.2 University Contract/Project Manager</b></p>	<p><input type="checkbox"/> Attend/complete the appropriate level of information, instruction and training on your roles and responsibilities for contractor safety management, to ensure statutory and University HSW Handbook obligations for contractor safety are met.</p>

**17 Definitions**

**[Building Standards](#) (University)**

The standards endorsed by the University of Adelaide Council which set out the University’s minimum requirements for the design, construction and maintenance of its facilities. Compliance with these standards is mandatory. It is the responsibility of the designer to confirm the suitability of the standards for specific projects by on site investigation, discussion with the users and consultation with the Project Manager.

**Contract Manager/Project Manager** is the University staff member with oversight of the engagement of the Contractor and management of the Contract for Service.

**Construction/capital work** is defined as

(1) any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

This also includes:

- any installation or testing carried out in connection with an activity referred to in (1);
- the removal from the workplace of any project or waste resulting from demolition (i.e. work to demolish or dismantle a structure, or part of a structure that is loadbearing or otherwise related to the physical integrity of the structure (see WHS Regulations 2012 (SA) definitions for further information);
- the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work;
- the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure;
- the installation, testing or maintenance of an essential service in relation to a structure;
- any work connected with an excavation (i.e. trench, tunnel or shaft);
- any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to in (1);
- an activity referred to in (1) that is carried out on, under or near water, including work on buoys and obstructions to navigation;
- Removing an internal wall (including non-load bearing walls);
- Building, fitting out or refitting an office building.

For the purposes of this chapter Construction/capital work includes any work which impacts the University’s infrastructure. This will ensure systems are in place to ensure the safety of all workers and the University’s [Building Standards](#) (including the Australian Standards specified within the document) are met. Therefore the exclusions included under the WHS Regulations Section 289(3) still apply and are to be included under this definition.

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17 Definitions (Continued)

**Construction project** [\[WHS Regulations 2012 \(SA\) Section 292\]](#)

Is a project that involves construction work where the cost of the construction work is \$450,000 or more.

**Contractor’s Representative** is the person named on the University’s Contract who acts on behalf of the Contractor and any other person agreed to by the University’s Contract Manager to undertake the role of the Contractor’s Representative.

**Designer** is a person conducting a business or undertaking that designs a “structure” (see definitions) that could be expected to be used as or at a workplace e.g. architects, civil, electrical, mechanical, structural and hydraulic engineers. A builder could also be considered to be a designer if they are involved in altering the design for a building even after construction work has commenced.

**Essential services** means the supply of gas, water, sewerage, telecommunications, electricity and similar services or chemicals, fuel and refrigerant in pipes or lines.

Where essential services are underground:

- Underground essential services means essential services that use pipes, cables or other associated plant located underground.
- Underground essential services information in relation to excavation work, means the essential services that may be affected, the location, including the depth of any pipes, cables or other plant associated with the affected essential services and conditions on the proposed excavation work.

**Excavation** means a shaft, trench or tunnel.

Where a shaft means:

- a vertical or inclined way or opening, from the surface downwards or from any underground working, the dimensions of which (apart from the perimeter) are less than its depth.

Where a trench means a horizontal or included way or opening:

- the length of which is greater than its width and greater than or equal to its depth; and
- that commences at and extends below the surface of the ground; and
- that is open to the surface along its length.

Where a tunnel means an underground passage or opening that:

- is approximately horizontal; and
- commences at the surface of the ground or at an excavation.

**Hazard** refers to a source of potential harm.

**High risk area**

For the purposes of Contractor Safety Management are:

- Animal house areas
- Broadcasting areas
- Carried out on, in or adjacent to a road or other traffic corridor that is used by traffic other than pedestrians
- Chemical storage areas
- Childcare centres
- Commercial kitchens
- Confined spaces
- Hazardous chemicals in use/storage
- IT data centres (e.g. facilities housing computer equipment, server rooms)
- Labs - Laser/radiation/radiation source, medical, science, engineering – includes PC2 labs
- Machine workshops
- Performance areas (rigging areas)
- Plant rooms

**Continued**

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17 **Definitions (Continued)**

**High risk area (Continued)**

- Quarantine, mortuary/dissection facilities
- Risk of drowning (e.g. in or near water or other liquid)
- Roof areas (including roof voids)
- Where there is moving powered mobile plant (includes crane, trucks or other vehicles)
- Where there are extremes of temperature (includes artificial extremes of temperature e.g. in a cool room or freezer)

**High risk construction work (WHS Regulations SA (2012) Section 291)**

Includes work that:

- involves a risk of a person falling more than 3 metres
- is carried out on a telecommunication tower
- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- involves, or is likely to involve, the disturbance of asbestos
- involves structural alteration and repairs that require temporary support to prevent collapse
- is carried out in or near a confined space
- is carried out in or near a shaft or trench excavated depth greater than 1.5 metres or a tunnel
- involves the use of explosives
- is carried out on or near pressurised gas distribution mains or piping
- is carried out on or near chemical, fuel or refrigerant lines
- is carried out on or near energised electrical installations or services
- is carried out in an area that may have a contaminated or flammable atmosphere
- involves tilt-up or precast concrete
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
- is carried out in an area at a workplace in which there is any movement of powered mobile plant
- is carried out in an area in which there are artificial extremes of temperature
- is carried out in or near water or other liquid that involves a risk of drowning
- involves construction diving work.

**High risk work**

- Abrasive blasting
- Risk of a person falling from one level to another and the fall is reasonably likely to cause injury to the person/other person.
- Work on a telecommunications or other tower
- Is carried out in or near a shaft/trench with an excavated depth greater than 1.5 metres or a tunnel
- Involves the handling of explosives, hazardous chemicals
- Erection of a marquee
- Involves tilt-up or precast concrete
- Hot work or potential for an uncontrolled fire
- Hit by flying/moving/falling object
- Potential for electrocution
- Roof access, work at height
- Potential for communication problems
- (e.g. by virtue of location or isolation)
- Noise >85dB(A)
- Use of a crane, forklift or other lifting device

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17 **Definitions (Continued)**

**Infrastructure**

Includes all structures, electrical infrastructure, IT infrastructure, telecommunications and cabling infrastructure, boundary walls, fencing and gates, building and site signage, mechanical services, plant rooms, plumbing, fire protection, air conditioning. Refer to the University's [Building Standards](#) for all inclusions.

**Low risk** means any area not described within the definitions as high risk work, high risk construction work or high risk areas.

**Monitor**

To check, supervise, observe critically or measure the progress of an activity, action or system on a regular basis, in order to identify change from the performance level required or expected.

**Non-construction/Non-capital work** - Temporary/Agency workers, Lecturers, Consultants and Contractors where work does not involve alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a "structure" (see definitions).

**Notifiable Incident [WHS Act 2012, Sections 35 - 37]**

- The death of a person; or a serious injury or illness of a person; or a dangerous incident.

Serious injury or illness

Requires the person to have:

- Immediate treatment as an in-patient in a hospital; or
- Immediate treatment for:
  - the amputation of any part of his/her body; or
  - a serious head injury; or
  - a serious eye injury; or
  - a serious burn; or
  - the separation of his/her skin from an underlying tissue (such as degloving or scalping); or
  - a spinal injury; or
  - the loss of a bodily function; or
- Medical treatment within 48 hours of exposure to a substance.

Dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to -

- An uncontrolled escape, spillage or leakage of a substance; or
- An uncontrolled implosion, explosion or fire; or
- Electric shock; or
- An uncontrolled escape of gas or steam; or
- An uncontrolled escape of a pressurised substance; or
- The fall or release from a height of any plant, substance or thing; or
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- The collapse or partial collapse of a structure; or
- The collapse or failure of an excavation or of any shoring supporting an excavation; or
- The inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- The interruption of the main system of ventilation in an underground excavation or tunnel; or
- Any other event prescribed by the regulations.

**Open sites:** Work undertaken in an environment where there may be the potential of interaction with staff and students i.e. is not isolated so must be secured accordingly.

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17 **Definitions (Continued)**

**Principal contractor**

The person who has the management or control of the construction project/workplace.

Where the University engages another person conducting a business or undertaking as Principal Contractor the person engaged is the Principal Contractor for the project. A construction project has only one Principal Contractor at any specific time. (This is to be defined in the contract agreement.)

**Reasonably practicable** – deciding what is reasonably practicable to protect people from harm taking into account and weighing up all relevant matters including:

- the likelihood of the hazard or risk concerned occurring
  - the degree of harm that might result from the hazard or risk
  - knowledge about the hazard or risk and ways of eliminating or minimising the risk
  - the availability and suitability of ways to eliminate or minimise the risk; and
- After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

**Residual risk** - The risk remaining after implementation of risk controls.

**Risk** is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

**Risk assessment** - The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards.

**Risk control** – means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.

**Safe system of work:**

- combines materials, people, plant, equipment, task and environment; and
- identifies and documents all the hazards, safety precautions and safe working practices associated with the activity.

(It includes the Infrastructure and Information Technology and Digital Services HSW Management Sub-system and requirements on the [Contractor website](#) e.g. Permission to Work requirements for high risk work.)

**Safe Work Method Statement (SWMS)** sets out the requirements to carry out the high risk construction work in a safe and healthy manner and in a logical sequence.

It must be able to be easily read by those who need to know what has been planned.

It is relevant to the following people:

- The supervisor of the high risk construction work
- The worker carrying out the high risk construction work
- The Principal Contractor (if it is a construction project) or the person who has management and control over the high risk construction work.

A safe work method statement must:

- identify the work that is high risk construction work;
- specify hazards relating to the high risk construction work and risks to health and safety associated with those hazards;
- describe the measures to be implemented to control the risks;
- describe how the control measures are to be implemented, monitored and reviewed;
- take into account the circumstances at the workplace that may affect the way in which the high risk construction work is carried out;
- take into account the WHS management plan that has been prepared for the workplace, if the high risk work is carried out in connection with a construction project.

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**17 Definitions (Continued)**

**Structure** which is fixed, moveable, temporary or permanent and includes buildings, masts, towers, framework, pipelines, transport infrastructure and underground work (shafts, tunnels), any component of a structure, part of a structure. Examples include a roadway or pathway, a ship or submarine, foundations, earth retention works, formwork, or any other structure designed or used to provide support, access or containment during construction work, for example a prop or formwork system, a sewer or sewerage or drainage works for example store water drains, underground storage tanks for an irrigation system, ventilation or access shaft for underground services, a channel, bridge, viaduct, lagoon or dam.

It does not include plant unless the plant is a ship or submarine, pipe or pipeline; an underground tank; designed or used to provide support, access or containment during work in connection with construction work; work on the plant relates to work that is carried out in connection with construction work; the plant is fixed plant on which outage work or overhaul work that involves or may involve work being carried out by five or more PCBUs at any point in time.

**WHS Management Plan [WHS Regulations 2012 (SA)]**

Defines the contractor’s management systems to implement, control and verify safety, emergency preparedness, induction for sub-contractors, working environment and environmental care through all phases of the contract. The Plan must be in writing and prepared by the Principal Contractor. It should be easily understood by workers (including contractors and subcontractors). It may not be necessary to communicate the entire plan to all workers, however they must be aware of the parts that are applicable to the work they are carrying out.

**18 Performance Measures**

The HSW Team will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.

The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

**19 Useful information and resources**

<b>19.1</b>	<p><b>University related documents</b>  <a href="#">HSW Policy Statement</a>  <a href="#">HSW Handbook: Report a safety issue or incident</a>  <a href="#">HSW Handbook: Incident investigation</a>  <a href="#">HSW Handbook: Corrective Actions</a>  <a href="#">University Incident reporting system</a></p>
<b>19.2</b>	<p><b>Related Legislation</b>  <a href="#">Work Health and Safety Act 2012 (SA)</a>  <a href="#">Work Health and Safety Regulations 2012 (SA)</a></p>
<b>19.3</b>	<p><b>Useful links</b>  <a href="#">SafeWork SA – Construction work</a>                      Fact sheets and contractor Induction (white card) requirements.</p> <p>Legal and Risk Branch <a href="#">contracts website</a></p> <p>Finance and procurement procedure <a href="#">“Payments to Contractors or Consultants”</a>                      Outlines the differences between an employee and a contractor.</p> <p>The <a href="#">Infrastructure Contractors and Consultants webpage</a>                      University Building Standards, Permit/Permission to Work requirements for high-risk work and Asbestos Register, online contractor induction program.</p>

## CONTRACTOR SAFETY MANAGEMENT – FOR NON CONSTRUCTION

### IS THE CONTRACTOR'S ACTIVITY LOW RISK or HIGH RISK?

<p style="text-align: center;"><b>Low risk activities</b></p> <ul style="list-style-type: none"> <li>Office based clerical work</li> <li>Teaching/lecturing in a designated teaching space or room where no high risk hazards have been introduced</li> <li>Other work conducted by contractors engaged for I&amp;TS Managed Services (see scope) that do not fit under the definition of construction/capital work. e.g. Undertaking regular inspections of a building's fire equipment or lifts; Replacing or repairing a sprinkler or smoke detector; Replacing carpet in an office; Servicing or minor repair of an air-conditioning system; Regular testing and repair of pressure piping; Testing, maintenance or repair work of a minor nature carried out in connection with a structure which requires little or no pre-start preparation of the work area, is small scale and minimal control measures; General cleaning, work using hand tools, work that has minimal effect on staff/students.</li> <li>Any other activity not listed above (or under High risk activity), but no foreseeable potential for injury/illness.</li> </ul>	<p style="text-align: center;"><b>High risk activities</b></p> <ul style="list-style-type: none"> <li>Abrasive blasting</li> <li>Risk of a person falling from one level to another and the fall is reasonably likely to cause injury to the person/other person.</li> <li>Work on a telecommunications or other tower</li> <li>Is carried out in or near a shaft/trench with an excavated depth greater than 1.5 metres or a tunnel</li> <li>Involves the handling of explosives, hazardous chemicals ** (see note)</li> <li>Erection of a marquee</li> <li>Involves tilt-up or precast concrete</li> <li>Hot work or potential for an uncontrolled fire</li> <li>Hit by flying/moving/falling object</li> <li>Potential for electrocution</li> <li>Roof access, work at height</li> <li>Potential for communication problems (e.g. by virtue of location or isolation)</li> <li>Noise &gt;85dB(A)</li> <li>Use of a crane, forklift or other lifting device.</li> </ul>
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Yes – Low risk



Yes – High risk



### WILL THE CONTRACTOR BE REQUIRED TO ENTER A HIGH RISK AREA? and WILL THE CONTRACTOR'S WORK ACTIVITY IMPACT ON THE OPERATIONS OF THE HIGH RISK AREA

<ul style="list-style-type: none"> <li>Machine workshops</li> <li>Where there is moving powered mobile plant or vehicles</li> <li>Medical/science/engineering labs (including PC2)</li> <li>Quarantine facilities, Mortuary/dissection facilities</li> <li>Animal house areas</li> <li>Hazardous chemical in use/storage ** (see note)</li> <li>Laser/radiation labs, radiation source</li> <li>Confined space</li> </ul>	<ul style="list-style-type: none"> <li>ITDS data centres (e.g. facilities housing computer equipment, server rooms)</li> <li>Broadcasting areas</li> <li>Plant rooms</li> <li>There are extremes of temperature</li> <li>Commercial kitchens</li> <li>Childcare centres</li> <li>Performance areas (rigging areas)</li> <li>Risk of drowning</li> </ul>
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No



Yes



### Complete the following prior to commencement of the contract or activity

<p><b>Induction</b></p> <ul style="list-style-type: none"> <li>The University/School/Branch is to provide local induction and cover the information outlined in <a href="#">Appendix E</a>. Unless excluded under 2.3. (Note – A signed record is necessary for contractors required to enter an area containing hazardous chemicals. Please complete <a href="#">Appendix F</a>.)</li> <li>Contractors engaged by Infrastructure or Information Technology and Digital Services (ITDS) under a managed services contract are to complete the on-line <a href="#">Contractor Induction</a> prior to commencement.</li> </ul> <p><b>Hazard Management</b></p> <ul style="list-style-type: none"> <li>Contractors must meet their WHS Legislative requirements to work safely and not place others at risk.</li> <li>Contractors and the University must inform each other if there is a potential for injury/illness.</li> <li>Contractors engaged by Infrastructure or ITDS must demonstrate/provide evidence that they have safe systems of work at the commencement of the contract.</li> </ul>
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### Complete the following prior to commencement of the contract or activity

<p><b>Induction</b></p> <ul style="list-style-type: none"> <li>Contractors engaged by a School/Branch are to be provided with a local HSW induction and cover the information outlined in <a href="#">Appendix E</a>. (Note – A signed record is necessary for contractors required to enter an area containing hazardous chemicals. Please complete <a href="#">Appendix F</a>.)</li> <li>Contractors engaged by Infrastructure or ITDS under a managed services contract and working in a high risk area, are to complete the on-line <a href="#">Contractor Induction</a> (except where excluded – see Scope).</li> </ul> <p><b>Hazard Management</b></p> <ul style="list-style-type: none"> <li>The Contract/Project Manager and Contractor are to consult and inform each other of the potential hazards and control measures in place where they have the capacity to influence and control the matter. (This is best achieved by conducting a walk-through of the area of work and talking through the activity.)</li> <li>For the erection of a marquee contact the relevant <a href="#">Service Delivery</a>.</li> <li>The Contractor is required to document a Safe Work Method Statement for the activity which ensures safe systems of work which address both the activity and the work environment, and present this to the University on request. This includes the relevant permits and licences in accordance with legislative requirements.</li> </ul> <p><u>Infrastructure or ITDS for managed services</u> In addition to the above</p> <ul style="list-style-type: none"> <li>The Contractor is required to follow the processes provided during the <a href="#">Contractor Induction</a>. This may include:             <ul style="list-style-type: none"> <li>authorisation by the relevant Infrastructure or ITDS Project Manager/Officer(or delegate) prior to commencement e.g. Permission to work;</li> <li>specific requirements if entering a high risk area or conducting high risk work after hours or when an area is unattended (e.g. access).</li> </ul> </li> </ul>
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If you require assistance or further information please contact your [School/Branch Health, Safety and Wellbeing Contact](#)

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## CONTRACTOR SAFETY MANAGEMENT – FOR CONSTRUCTION/CAPITAL WORK

### IS THE CONTRACTOR'S ACTIVITY LOW RISK CONSTRUCTION or HIGH RISK CONSTRUCTION?

#### Low risk construction

- Building, fitting out or refitting a building (includes installing an alarm system during fit-out phase)
- The (dis) assembly of pre-fabricated elements to form a structure
- Removal of waste, including removal of any product or waste from demolition. Loading trucks, waste bins, skips
- Installation, testing, or maintenance of an essential service in relation to a structure
- Preparation of the site (including landscaping), clearing, levelling, soil testing and assembling temporary fencing
- Roughing in telephone, television and internet cables
- Excavation work less than 1.5 metres
- Work by architects or engineers in on-site offices or conducting on-site inspections
- Work on a sewer
- Traffic control

Yes



#### High risk construction

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Fall &gt; 3 metres</li> <li>Work on a telecommunications tower</li> <li>Involves/likely to involve the disturbance of asbestos</li> <li>Demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure</li> <li>Involves structural alteration and repairs that require temporary support to prevent collapse</li> <li>Carried out in, or near, a confined space</li> <li>Involves the use of explosives</li> <li>Carried out in or near a shaft or trench with an excavated depth &gt; 1.5 metres or a tunnel</li> <li>Carried out on or near pressurised gas distribution mains or piping</li> <li>Carried out on or near chemical, fuel/ refrigerant lines</li> <li>Involves the use of a crane</li> </ul> | <ul style="list-style-type: none"> <li>Carried out on or near energised electrical installations or services</li> <li>Carried out in an area that may have a contaminated or flammable atmosphere</li> <li>Involves tilt-up or precast concrete</li> <li>Carried out on, or adjacent to a road, railway, shipping lane or other traffic corridor that is used by traffic other than pedestrians.</li> <li>Carried out in an area where there is any movement of powered mobile plant</li> <li>Carried out in an area in which there are artificial extremes of temperature</li> <li>Carried out in or near water or other liquid that involves a risk of drowning</li> <li>Involves diving work</li> </ul> |
|--|--|

Yes



### WILL THE CONTRACTOR BE REQUIRED TO ENTER A HIGH RISK AREA? and WILL THE CONTRACTOR'S WORK ACTIVITY IMPACT ON THE OPERATIONS OF THE HIGH RISK AREA

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Machine workshops</li> <li>Where there is moving powered mobile plant or vehicles</li> <li>Medical/science/engineering labs (including PC2 and PC3 labs)</li> <li>Quarantine facilities, Mortuary/dissection facilities</li> <li>Animal house areas</li> <li>Hazardous chemical(s) in use/storage</li> <li>Laser/radiation labs/radiation source</li> </ul> | <ul style="list-style-type: none"> <li>ITDS data centres (e.g. facilities housing computer equipment, server rooms)</li> <li>Broadcasting areas</li> <li>Plant rooms</li> <li>There are extremes of temperature</li> <li>Commercial kitchens</li> <li>Childcare centres</li> <li>Performance areas (rigging areas)</li> <li>Risk of drowning</li> </ul> |
|--|---|

No



Yes



### Complete the following prior to commencement of the contract and/or activity

#### Induction

- Contractors are to complete the on-line [Contractor Induction](#) prior to commencement.
- Contractors are to have General Construction Induction Training (White Card) certification.

#### Hazard Management

- Contractors must meet their WHS Legislative requirements to work safely and not place others at risk.
- Contractors and the University must inform each other if there is a potential for injury/illness.
- Contractors engaged by Infrastructure or Information Technology and Digital Services (ITDS) must demonstrate/provide evidence that they have safe systems of work at the commencement of the contract.

### Complete the following prior to commencement of the contract and/or activity

#### Induction

- Contractors engaged are to complete the on-line [Contractor Induction](#).
- Contractors are to have General Construction Induction Training (White Card) certification.
- Contractors are required to have signed evidence of a local area induction if working in an area where hazardous chemicals are in use or stored.

#### Hazard Management

- Infrastructure or ITDS Project Manager/Officer, School/Branch representative where the activity is to be conducted and the Contractor's Representative (or Principal Contractor) are to consult and inform each other of the potential hazards and control measures in place where they have the capacity to influence and control the matter. (This is best achieved by conducting a walk-through of the area of work and talking through the activity.)
- The Contractor's Representative/Principal Contractor is required to ensure a documented SWMS is completed for the activity which ensures safe systems of work and present this to the University on request.
- The Contractor is required to have the relevant permission to work, permits for Confined Space entry and Hot work and/or any licences/competencies in accordance with legislative requirements (where required).
- The Contractor is required to follow the procedures provided during the [Contractor Induction](#). This may include:
  - authorisation by the relevant University Project Manager/Officer (or delegate) prior to commencement, to ensure Service Isolations are completed where required;
  - specific requirements if entering after hours or when an area is unattended (e.g. access).

If you require assistance or further information please contact your [School/Branch Health, Safety and Wellbeing Contact](#)

HSW Handbook	Contractor Safety Management	Effective Date:	9 July 2018	Version 3.0
Authorised by	Associate Director, HSW	Review Date:	9 July 2021	Page 22 of 26
Warning This process is uncontrolled when printed. The current version of this document is available on the HSW Website.				

**SAFETY MANAGEMENT – CONSTRUCTION WORK** (Please note, this matrix only specifies responsibilities for Induction and Hazard Management activities)

Contractors/Consultants engaged by Infrastructure or Information Technology and Digital Services	University responsibilities	University and Contractor responsibilities	Contractor representative or Principal Contractor responsibilities (Note - There can be only one principal contractor for a Construction project at any one time. The principal contractor is the person who commissions the work and remains the duty holder under the Legislation.					
	Induction  Contractor Induction required and on file  and an additional local School/Branch induction where working in a high risk area where hazardous chemicals are in use/stored	Hazard identification, Risk Assessment and Control  The School/Branch and Contractors representative (or Principal Contractor for projects over \$450,000) are jointly responsible for managing the hazards relating to an activity, where they have the capacity to influence and control the matter, and to inform each other of the potential hazards and control measures in place.  (Unless there is an agreement or arrangement purporting to limit or remove that capacity)	Induction for construction work  General Construction training is to be current. (White Card)  Contractor to provide evidence e.g. card or certification	Designer of the structure Hazard Management  Where applicable of the structure to provide a hazard report where the structure is to be used as or at a workplace (see definitions)	Training  Task specific training  Relevant licences  Training on risk controls and the SWMS where applicable.	Safe Work Method Statements  Completed by the contractor and provided to the Contractor representative/ Principal Contractor before work commences (Required for High Risk Construction Work)	Permits/ Permissions to Work  Contractor complete a Permit to Work for work involving, hot work, confined space entry and provide to the Contractor Rep/Principal Contractor	WHS Management Plan  Completed by the Principal Contractor before work commences and amended as required
Contractor/Consultant Who is conducting low risk work activities and not supervised for the entire duration of their time on site.	Yes	Yes	Yes	N/A	Yes	No	No	No
Low risk Contractor activities	Yes	Yes	Yes	Yes	Yes	No	No	No
High risk Contractor activities	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Low risk construction work under \$450,000 (includes one-off quote, e.g. paid on invoice)	Yes	Yes	Yes	Yes	Yes	No	No	No
High risk construction work under \$450,000 (includes one-off quote, e.g. paid on invoice)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
Low risk construction work Over \$450,000	Yes	Yes	Yes	Yes	Yes	No	No	Yes
High risk construction work Over \$450,000	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

**Note - Where the residual risk for any construction work is high or very high, the University's Contract/Project manager is to follow the procedures in the Hazard Management chapter of the HSW Handbook and gain the relevant approvals to continue the activity. Provide the Principal contractor with information as to whether the activity has been declined/approved.**

**CONTRACTOR SAFETY MANAGEMENT – CONTRACTOR MONITORING TOOL (FOR CONSTRUCTION/CAPITAL WORK ACTIVITIES)**

For [High risk construction work](#) or a [Construction project](#)

COMPLIANCE SCORE		
Actual	Possible	%

School/Branch, Area		Date	/ /	Time	hrs
Nature of Project/Activity		Organisation the contractor is employed by or represents			
		Name and Position of University personnel who engaged the Contractor			

Reference	Audit criteria	Minimum requirements to meet criteria Each check box requires a conformance score to be recorded. Evidence is objective i.e. it must be documented	Conformance Score Yes = 1 / No = 0 (Insert N/A where not included in audit score)		Short Term Corrective Action required
			Score	Possible Score	
Process Section 8.1 to 8.3	Complete inductions	<input type="checkbox"/> Evidence of current induction records for contractor or sub-contractors currently on site have been sighted and are on file <ol style="list-style-type: none"> <li>1. White Card (General construction induction training record)</li> <li>2. <a href="#">Contractor on-line induction</a></li> <li>3. Workplace specific induction training has been provided. (Note – evidence that this information has been delivered may vary, but could include a checklist of the information provided, on-the-job instructions, toolbox meeting records.)</li> <li>4. If applicable - Induction for areas containing hazardous chemicals (see Appendix F)</li> </ol>		Score 1-4 points for each contractor against the criteria (as applic)	
Process Section 11	Hazard Management	<input type="checkbox"/> Safe Work Method Statement(s) have been completed for the activity and meets WHS Legislative requirements. <input type="checkbox"/> The SWMS is relevant to activities/tasks being conducted by the contractors. <input type="checkbox"/> Contractors are observed to be following the control measures outlined on the Safe Work Method Statement (if applicable). <input type="checkbox"/> Where a residual risk of high/very high has been determined, authorisation has been approved/declined by the University in writing in accordance with the Hazard Management chapter of the HSW Handbook. <input type="checkbox"/> Where a WHS Management Plan is completed by the Principal Contractor the WHS Regulations (309) have been met.		1 - 4 1 - 4 1 - 4 1 - 4	

Signature of person conducting the inspection		Signature of the Contractor's Representative or Principal contractor	
Print name		Print name	



**CONTRACTOR INDUCTION TEMPLATE (NON-CONSTRUCTION)  
WORKPLACE SPECIFIC HSW INDUCTION**

This template will assist Schools/Branches to ensure that the general local HSW information has been provided to the contractor. This information may be provided one-on-one, or as a group (e.g. lecture), on-line, email, brochure and/or website.

**This template is not applicable to contractors engaged by Infrastructure Branch or Information Technology and Digital Services Branch, who are required to complete the on-line [Contractor Induction Program](#) and guidelines.**

**Explain to the contractor(s)**

Local Health and Safety Information	
<input type="checkbox"/>	The nature and location of hazards in the area of work, including a brief summary of any activities/items listed on the local Hazard Listings and the control measures in place if applicable;  [Insert]
<input type="checkbox"/>	The location of health and safety information (if relevant/applicable) e.g. local hazard listings, risk assessments, safe operating procedures, safety data sheets, chemical registers, how to access ChemWatch (where applicable).  [Insert]
<input type="checkbox"/>	The names of key health and safety personnel (as applicable)  <a href="#">Health, Safety and Wellbeing Team</a> – point of contact [Insert]  First Aid Officer(s) and Location of the first aid kit. [Insert]
<input type="checkbox"/>	That additional instruction (Induction and/or Proficiency) or Training (Competencies/licences/qualifications), may also be required before the contractor undertakes a task, if: <ul style="list-style-type: none"> <li>they are working with Hazardous Chemicals; and/or</li> <li>a level of proficiency is identified on a risk assessment as a control measure; and/or</li> <li>a risk assessment for the activity has a residual risk of high or very high; and/or</li> <li>the WHS legislation requires the worker to be assessed as competent (i.e. formal training by an authorised or Nationally Recognised Training Organisation who will provide them with a statement of attainment, qualification or licence following successful completion of the training.)</li> </ul> Workers and Managers/Supervisors are to ensure that this instruction/training is scheduled and completed in consultation with the HSW Team or Lab Manager (as applicable to your area) as training is monitored via a Training Plan (or equivalent) and Training records are required.
<input type="checkbox"/>	How to raise/report a HSW issue e.g. a hazard (potential risk of injury/illness), the requirement to report a work related incident/injury as soon as possible and who to report to.  [Insert]
<input type="checkbox"/>	The importance of discussing any specific requirements if you have a disability and require additional assistance in your role. e.g. building access, workstation modification, procedures for emergency evacuation with your Manager/Supervisor.
<input type="checkbox"/>	How to set-up the <a href="#">workstation</a> if required (e.g. includes equipment, ergonomic set-up).
Emergency Management (Explain and/or conduct a site tour)	
<input type="checkbox"/>	Procedure(s) on hearing an alarm e.g. Fire (single alarm or Beep.Beep.Whoop.Whoop), duress alarm, gas alarm etc.
<input type="checkbox"/>	The location of the Emergency Evacuation Posters & Emergency Colour Charts with a brief explanation of Code Blue, Code Red etc.
<input type="checkbox"/>	The location of the Emergency Exits & External Assembly Area(s) and Break-Glass/Duress/Gas alarms/isolation points etc
<input type="checkbox"/>	Security arrangements for the building/area of work (e.g. swipe card access), working in isolation, after hours.
<input type="checkbox"/>	Emergency spill kit location and response (if applicable).
Other (Please add additional local HSW information if applicable)	
<input type="checkbox"/>	
<input type="checkbox"/>	

**CONTRACTOR HSW INDUCTION FORM : AREAS CONTAINING HAZARDOUS CHEMICALS**

**For contractors required to access an area containing hazardous chemicals, an induction record is to be kept on file (hard/electronic) and retrievable on request. (NB – This may be recorded in a laboratory/area specific log book.)**

This template will assist the Laboratory supervisor to ensure that the required HSW information has been provided. This information may be provided one-on-one, or as a group. It requires a signature and a record to be kept. The amount of detail and extent of information/instruction/training required will depend on the nature of the hazards associated with the work activity to minimise the risk of exposure.

<b>Name of contractor (print)</b>		<b>Name of contractor's employer</b>
<b>Location</b>		

**Laboratory/area supervisor to explain to the contractor(s):**

Local health and safety information		
<input type="checkbox"/>	The nature and location of laboratory/area specific hazardous chemicals in the area of work.	
<input type="checkbox"/>	Access requirements including if the area is unattended	
<input type="checkbox"/>	The laboratory/area rules including: <ul style="list-style-type: none"> <li><input type="checkbox"/> To discuss any potential contamination to the research or to the worker and the control measures</li> <li><input type="checkbox"/> Any specific requirements for supervision whilst in the lab (e.g. in a HF lab, radiation store).</li> <li><input type="checkbox"/> To cover any open skin wound(s)</li> <li><input type="checkbox"/> To wash your hands after completion of all work and on leaving the laboratory</li> <li><input type="checkbox"/> Personal Protective Equipment (e.g. clothing, shoes, glasses) to be worn at all times when in the laboratory/area</li> <li><input type="checkbox"/> To never eat or store food or drink in the laboratory/area or workshop</li> <li><input type="checkbox"/> Requirement to keep aisles and exits free from obstructions and to maintain the security of the laboratory/area (where applicable)</li> <li><input type="checkbox"/> Requirements for any spills (including reporting to the Laboratory/area Supervisor)</li> <li><input type="checkbox"/> Requirements to keep access to all emergency equipment (e.g. fire extinguishers, first aid kits, chemical spill kits, emergency shower and eye washes free from obstruction)</li> </ul>	
<input type="checkbox"/>	The names of key health and safety personnel (as applicable) or who to contact in an emergency/incident and their contact details	
	Local emergency contact	[Name] Contact no
	Security	Emergency contact no: 831 35444 Available 24hrs per day x 7 days pw
Emergency alarm(s)		
<input type="checkbox"/>	Procedure(s) on hearing an alarm in the laboratory/area e.g. Fire (single alarm or Beep.Beep.Whoop.Whoop), duress alarm, gas alarm etc.	
Other (Please add additional local area HSW information if applicable)		
<input type="checkbox"/>		

<b>Signature of Contractor</b>	
<b>Name of person conducting the induction i.e. Laboratory/area Supervisor</b>	
<b>Signature of Laboratory/area Supervisor</b>	

/ /  
Date of completion

**Please return the completed induction form to the University Contract/Project Manager if this induction is not recorded in a University laboratory/area specific log book.**