Contractor Site Safety Procedure

Related Policy
Work Health and Safety Policy

Responsible Officer
Executive Director, Infrastructure Services and Development

Approved by
Executive Director, Infrastructure Services and Development

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Review by
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Responsible Organisational Unit
Infrastructure Services and Development (Infrastructure Planning and Compliance Unit)

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1 Objective
The objective of the Contractor Site Safety Procedure is to outline the minimum safety requirements that must be met prior to a contractor commencing work at a University of Tasmania workplace and during the execution of works.

2 Scope
This procedure applies to all contractors who require access to the University to undertake work. It is focused on ensuring systems are in place to guarantee the safety of contractors and University staff in the workplace and must be complied with in addition to any other University policies and procedures relevant to the work being performed. Activities covered by this Procedure include:
- maintenance works
- minor works and
- capital works.

3 Procedure

3.1 Contractor Types

3.1.1. Maintenance and Construction Contractors
Contractors engaged to undertake works or projects by the University will undertake the University Work Health and Safety (WHS) Induction and comply with all relevant legislation, regulations, codes of practice and University policies, procedures, guidelines and minimum standards.

Works projects with a total value exceeding $250,000 will be managed in accordance with the WHS Construction Work Code of Practice (CP104).

3.1.2. Specialist Service Providers
Specialist service providers engaged by the University to perform specialist services (such as photocopier servicing, specialist instrument servicing, deliveries, etc) will undertake the University WHS Induction and comply with all relevant legislation, regulations, codes of practice and University policies, procedures, guidelines and minimum standards.

3.1.3. Consultants
Consultants engaged by the University will undertake the University WHS Induction and comply with all relevant legislation, regulations, codes of practice and University policies, procedures, guidelines and minimum standards.

3.2 Contractor Notifications and Work Instructions
Maintenance and Minor Works contractors undertaking works for the University at University-occupied buildings or sites will be engaged by formal contract and receive work requests via the University’s Asset Management Information System (AMIS). Work requests will identify known hazards and associated permit requirements.

Contractors undertaking statutory or preventative maintenance works should respond to work orders by providing preliminary information at least 24 hours prior to commencing work.

Preliminary information shall include:
- Safe Work Methods Statement (SWMS);
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- all requisite permits
- details of the worker undertaking the work and
- expected commencement and completion times

Once engaged by the University, contractors will respond to work requests in a timely manner and provide pre-site works safety information before arriving on site.

Contractors undertaking work requests for University Organisational Units (OUs) other than Infrastructure Services and Development (ISD) will respond in a proactive and timely manner, consistent with OU requirements.

3.3 Contractor Site Access Requirements

3.3.1. Induction and identification
Prior to presenting for work, all maintenance contractors, small works contractors, specialist service providers and consultants shall:

- have completed the University of Tasmania online WHS induction and any other relevant inductions (such as OU-specific inductions, site inductions, building inductions, etc) and
- wear or carry the identification card provided upon completion of the University online induction.

Contractors are responsible for ensuring that all site safety requirements for the workplaces under their control are met, including induction and identification of all workers and visitors on site.

3.3.2. Sign In/Sign Out
All maintenance contractors, minor works contractors, specialist service providers and consultants shall sign in/out each time they enter or leave University premises, by:

- signing in/out electronically via University systems and
- registering their details in the University ‘Contractor Log’ at the nominated Service Centre (or with University Security, outside normal working hours).

In addition, all workers and other persons entering high-risk buildings/sites will be required to sign in/out manually in the site-specific ‘Visitor/Contractor Log’.

Contractors are responsible for ensuring that all site safety requirements for the workplaces under their control are met, including observation of proper sign in/sign out procedures by all workers and visitors on site.

3.3.3. Communication and Consultation
Prior to commencing on-site works, all maintenance contractors, small works contractors, specialist service providers and consultants shall:

- notify the relevant OU contact person of their arrival on site
- review/complete any required University/OU-specific documentation (such as ‘Take5’ safety analyses, permits to work, etc)
- if required, consult with the OU contact person in respect of local work health and safety (WHS) hazards and facilities, including:
  - restricted areas
  - hazardous substances (including asbestos) in and around the work area
  - location of first aid facilities and emergency equipment and
  - evacuation procedures.
Prior to leaving University premises and/or at the completion of the work, all contractors must ensure they sign out of the ‘Contractor Log’ or relevant University recording system, and as far as reasonably practicable, notify the OU contact person.

Alternative arrangements may apply when:

- contractors have been engaged directly by an OU and that OU has a contractor sign in/sign out procedure in place, under which circumstances contractors shall report directly to the OU contact person or;
- an alternative, site-specific notification and contractor log in/out process has been defined and approved for major works contractors.

It is a condition of entry to the University that a contractor must open and disclose the contents of any bag, toolbox or vehicle in their possession or control when entering, leaving or attending a University workplace, if requested to do so by an authorised University staff member.

### 3.4 Contractor Safety Auditing

Periodic auditing of contractor safety performance shall be undertaken ISD and other University staff. Audits shall be performed online using iAuditor templates or by way of hard copy formats provided by ISD or University OUs, such as:

- UTAS Take5 Safety Analysis
- UTAS Contractor Observation or
- UTAS Contractor Performance Score Card.

Originals of completed audits shall be retained by the relevant OU in accordance with the provisions of the University Work Health Safety Record Management Guidelines and Records Management Policy and copies forwarded to ISD for central filing on TRIM and against work requests in the Asset Management Information System (AMIS).

Contractors are responsible for ensuring that all site safety requirements for the workplaces under their control are met, including auditing of site safety compliance. Summary reports of site safety compliance are to be provided to ISD as required by the contractor’s form of contract. These audits shall also be tabled at contractor site meetings.

### 3.5 Keys

Contractors requiring keys to access an approved work area shall collect and sign for them from University Security. All keys must be returned before leaving the University each day unless prior arrangements have been made.

Contractors issued with University keys are responsible for their safekeeping. To maintain security, lost keys must be reported immediately to the Service Centre (or University Security). A contractor who loses a key shall be liable for any associated replacement costs.

All requests for after-hours access to University premises shall be made through University Security.

### 3.6 Responsibilities

**Contractors** are responsible for:

- ensuring that they have undertaken appropriate training, including all requisite University inductions, within 12 months of commencing work at a University site
complying with all applicable University policies, procedures, guidelines and minimum standards
ensuring that mandated sign in/sign out procedures are observed by all workers and visitors to a University site
collecting, signing for and returning any access keys required to undertake the contracted works, as stipulated in this Procedure.

Managers/supervisors are responsible for ensuring that:
this Procedure is implemented within their area of responsibility
contractors have access to two nominated OU contact persons for each area/building under their management
contractors have access to an identified OU contact person for the duration of the contracted works and
University Security is notified of any requirement for contractors to access a restricted area.
contractors are provided with all requisite information, training and instruction, including University and OU-specific inductions and that records of such training are retained in accordance with the provisions of the University Work Health Safety Record Management Guidelines and Records Management Policy
contractor performance audits are completed and copies forwarded to ISD.

Infrastructure Services and Development is responsible for:
ensuring that ISD personnel are available to consult with ISD-engaged contractors during normal hours of work
ensuring that contractors sign in and sign out at University work sites in accordance with this Procedure
maintaining a key register for all restricted access areas at University sites
monitoring compliance by contractors with the provisions of this Procedure
ensuring that contractor safety audits and all other Work Health and Safety records are retained in accordance with the provisions of the University Work Health Safety Record Management Guidelines and Records Management Policy
providing summary reports on contractor site safety to the University Work Health and Safety Unit and any other relevant OUs and
as far as reasonably practicable, notifying OU contact persons of any scheduled contract or maintenance works to be undertaken within the OU area least 24 hours prior to commencement or, in the case of emergency maintenance works, as soon as practicable.

OU contact persons are responsible for:
advising contractors of any area-specific WHS hazards and
consulting with ISD in respect of any concerns or potential hazards associated with contractor operations.

University Security is responsible for:
ensuring that contractors sign in and sign out of the ‘Contractor Log’
maintaining a key register for after-hours work activities and
ensuring that Security personnel are available to liaise with contractors by telephone 24 hours a day, seven days a week.
Definitions and Acronyms

Academic Unit Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.

College Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure
(b) the University College

Contractor For the purposes of this procedure, a contractor is any worker engaged by the University to provide works or service for gain or reward other than an employee.

Employee A University staff member

Executive Dean Means: (a) the Executive Dean of the relevant College, or
(b) in relation to the University College, the Principal of the University College

Head of Academic Unit Means the head of the relevant Academic Unit

Officer Any person at the University who makes, or participates in making, decisions that affect the whole, or a substantial part, of the University is an Officer. As such, members of University of Tasmania Council, Boards, Committees, Senior Management Team, Executive Deans, and Heads of Organisational and Academic Units are deemed to be Officers of the University.

Organisational Unit College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

Worker Any person carrying out work in any capacity at the University, including work as an employee, contractor or sub-contractor, employee of a labour hire company, outworker, apprentice or trainee, work integrated learning or work experience student and volunteer.

Supporting Documentation

- Relevant Safe Work Australia Codes of Practice
- Project and Task Risk Management Minimum Standard
- Permit to Work Procedure
- Records Management Policy
- Work Health Safety Record Management Guidelines
- University Site Induction Handbook for Contractors to the University
- Australian Standard 4000, General conditions of contract
- Australian Standard 4305, Minor works contract conditions

Versioning
## Contractor Site Safety Procedure

Version 2 – *Contractor Site Safety Procedure*; approved by Responsible Officer October, 2014, amended in December 2016 to incorporate Colleges. |
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<td>Current Version(s)</td>
<td>Version 3 – <em>Contractor Site Safety Procedure</em> (current document); approved by Responsible Officer October 2014, amended in December 2017 to incorporate final academic structure.</td>
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