Contractor Worksite Access and Sign in/Sign out Procedure

Related Policy: Work Health and Safety

Responsible Officer: Executive Director, Infrastructure Services and Development

Approved by: Executive Director, Infrastructure Services and Development

Approved and commenced: October, 2014

Review by: October, 2017

Responsible Organisational Unit: Infrastructure Services and Development, Infrastructure Planning and Compliance Unit

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1 **Objective**

The objective of the *Contractor Access and Sign in/Sign Out Procedure* is to establish the minimum requirements that must be met prior to a contractor commencing work at a University of Tasmania workplace.

2 **Scope**

This Procedure applies to all contractors requiring access to a University workplace in order to undertake work. It is focused on site access only and must therefore be observed in conjunction with all other University policies and procedures relevant to the work being performed.

3 **Procedure**

3.1 **Notifications**

Once engaged by the University, all contractors undertaking reactive/corrective works shall respond to work requests in a timely manner and provide pre-site works safety information before arriving on site.

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

Preliminary information shall include:

- contractor work order number
- details of the worker undertaking the work and
- expected commencement and completion times.

Contractors undertaking job requests for OUs other than ISD shall respond in a proactive and timely manner, consistent with OU requirements.

3.2 **Contractor Access Requirements**

Prior to the commencement of contracted works:

- contractors must have completed a University of Tasmania Online Induction (valid for 12 months) and any other requisite inductions (such as OU-specific inductions, building inductions, site induction, etc) and
- ISD or the contracting OU shall advise the contractor of all relevant area-specific work health and safety (WHS) hazards and systems, including:
  - restricted areas
  - hazardous substances (including asbestos) in and around the work area
  - the location of first aid facilities and emergency equipment and
  - evacuation procedures.

During the execution of works, contractors shall:

- carry or wear the identification card provided upon completion of the University Online Induction
- sign in each time they enter University premises, by:
  - registering their details in the University ‘Contractor Log’ at the nominated Service Centre (or with University Security, if signing-in outside normal work hours)
  - signing in electronically via University security systems or
  - signing in manually at nominated buildings/sites.
- ensure the OU contact person is notified of their arrival on site
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- supply compliant plant, equipment and personal protective equipment required to perform contracted work safely and
- review and complete any required documentation (e.g. Take5 risk assessment, permit to work, etc).

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 capital 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.

3.3 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.

3.4 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 and procedures
- 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.
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- contractors are provided with all requisite information, training and instruction, including University and OU-specific inductions and that records of such training are retained and
- 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 copies of contractor safety audits and 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 safety to the 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.

4 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 or

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. Contractors can be classified into the following types:
  - Emergency Maintenance Contractor: A contractor engaged by the Infrastructure Planning and Compliance Unit to
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undertake emergency repairs or maintenance, normally operating in an occupied building or site

- Major Works Contractor: A contractor engaged on works carried out under AS 4000 form of contract (nominally of a value >$250,000), normally operating in a non-occupied, contractor-controlled site
- Minor Works Contractor: A contractor engaged on works carried out under AS 4905 or AS 4906 form of contract (nominally of a value between $250,000 and $10,000), normally operating in an occupied building or site
- Small Works Contractor: A contractor engaged on a small works form of contract (nominally of a value <$10,000), normally operating in an occupied building or site.

Employee

For the purposes of this procedure, employee refers to any 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 Organisational and Academic Unit Heads 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.

5 Supporting Documentation

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

6 Versioning
## Former Version(s)

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<th>Version</th>
<th>Description</th>
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<td>Contractor Log On and Off Procedure; approved September, 2000.</td>
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<tr>
<td>2</td>
<td>Contractor Access Procedure; approved by Responsible Officer, October, 2014, amended in December 2016 to incorporate Colleges.</td>
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## Current Version(s)

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<td>3</td>
<td>Contractor Access Procedure (current document); approved by Responsible Officer, October 2014, amended in December 2017 to incorporate final academic structure.</td>
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