

UNIVERSITY *of*
TASMANIA

**Contractors Code of Practice and
Standard Preliminaries**

Infrastructure Services and Development

Version 5

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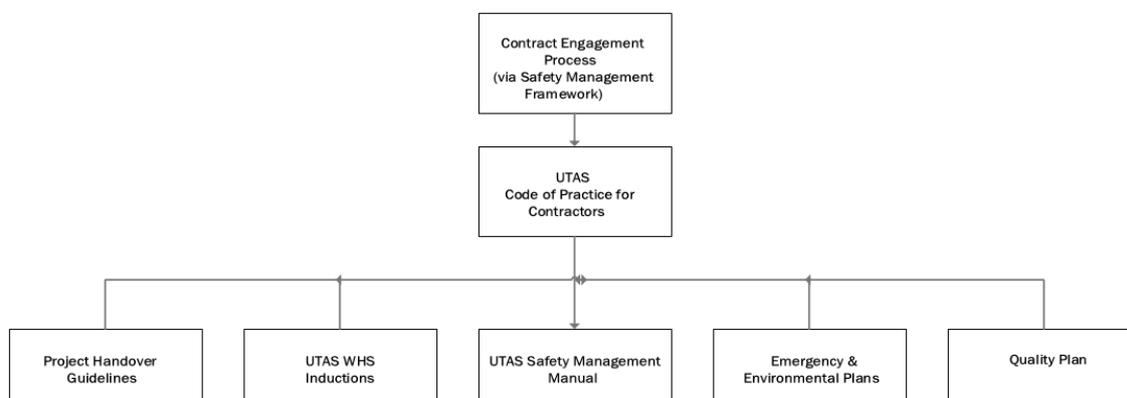
Purpose of this Code of Practice

Introduction

This Code of Practice and Standard Preliminaries has been developed to inform Contractors and their staff of their duty of care responsibilities and conduct requirements while working at UTAS facilities.

This code is one element of the suite of University of Tasmania's Guidelines and Processes

Contractors must consider when working at UTAS.



Disclaimer

This document is **NOT an Induction**. It is an Introduction to UTAS operational requirements

This document does not override any specific requirements contained within individual contracts but is incorporated into all applicable contracts to supplement and underpin their completeness and clarity for execution of the services.

Compliance with All University Policy

The Contractor/Supplier shall comply with all UTAS policies with respect to the performance of the work including:

- University By-Laws (including Parking);
- Work Health & Safety (WHS) Policies and Procedures;
- ISD Safety Management Manual; and
- UTAS Harassment and Discrimination Policy.

Facilities & Normal Hours of Operation

Heritage Buildings

UTAS is responsible for a number of buildings that are subject to heritage listings. Heritage listing limits the extent to which desired modifications may be carried out and often inhibits construction and maintenance works within buildings.

All requirements of the facility's heritage listing must be observed in performing the Contractor's activities. Information on buildings subject to heritage listing are available from the University staff managing the works.

Hours of Operation

Normal operational hours of UTAS facilities are 8am to 5pm. However some facilities operate on a 24-hour basis or an hour either side of normal operational hours. These times are intended as a guide only and may vary from facility to facility or the works due to teaching and research requirements.

Being an academic institution the intensity of the use of the buildings will vary throughout the academic calendar. The most up-to-date University calendar is available from the University staff managing the works or from this web site: <http://www.utas.edu.au/key-dates>

Daily room bookings can be viewed on this website: <http://video-conference-timetable.utas.edu.au/outofhoursroombookings.aspx>

The University staff managing the works can advise of the location codes that apply to the works being undertaken or they can be identified via looking at the University's mapping system for the area of works on this website: <https://sisfm.admin.utas.edu.au/SISfm-enquiry/utas/login.aspx>

After Hours Response

The Contractor is to put in place a mechanism for dealing with out of hours emergency call outs to the satisfaction of the University. A list of the contractors afterhours contact details must be provided to the University staff managing the works.

WHS Requirements

Core Responsibilities

UTAS recognises its obligations under the Work Health and Safety Act 2012 to take all reasonable precautions to protect the health and safety of:

- University employees and students while they are on University premises or undertaking prescribed activities away from the University;
- Visitors;
- Building contractors and subcontractors; and
- Other persons lawfully entering or upon University premises.

The Contractor and all trades resources shall similarly recognise statutory and legislative work health and safety obligations and shall ensure that procedures are in place for the duration of the works or contract for the protection of the above persons, and in particular that:

- Adequate instruction is given in safe working procedures to contractor's personnel (including sub-contractors) and that they are informed of any hazard to their health or well-being which may be known to be associated with the work they are required to perform;
- Adequate protection is provided for the public and visitors to the site, and for staff and students of the University where the works are undertaken in occupied premises;
- Workplaces are maintained clean (as far as work processes allow) and that they are safe to enter, to work in, and to leave;
- Proper control is maintained in the workplace over hazardous substances, air pollution, noise and radiation.

Contractor Induction Requirements and White Cards

UTAS is committed to minimising the risks associated with contractors working on UTAS premises. As part of this commitment, the University has developed a site induction process to assist contractors and their staff to work safely within UTAS grounds and buildings and to comply with the University's policies relating to people, property and the environment.

All contractors' staff wishing to work on UTAS sites must undertake the UTAS Contractor Induction program prior to commencing work on site. The program is in two parts:

- UTAS Online WHS Induction (valid 3 years)
<http://www.onlineinduction.com/utas/>
- Task and Site-specific Induction/Briefing (valid for work activity, contract period or project duration)

A prerequisite to undertaking the UTAS online induction program is producing evidence of a current Tasmanian Industry Induction 'White Card' (Blue and Red cards recognised).

UTAS (ISD) Safety Management Manual

Refer to the UTAS ISD Safety Management Manual for a comprehensive guide to all safety related matters.

The Manual can be downloaded at:

http://www.utas.edu.au/data/assets/pdf_file/0019/318430/CSD-Safety-Manual.pdf

Contractors Safety Manual

For all works of greater than \$250,000 in value the contractor will be required to prepare a Safety Manual containing all Safe Works Methods Statements with which all contractor employees and sub-contractors must comply.

The Safety Manual will include but not be limited to WHS requirements, cleaning procedures and chemicals authorised for use.

The Safety Manual will be updated as and when required in order to comply with relevant legislation and industry guidelines. Such alterations to the Safety Manual are to be communicated to all contractor employees, sub-contractors and UTAS.

Any accident or incident that occurs on any UTAS property must be recorded in accordance with the requirements of the Universities WH&S policies and reported to UTAS as part of the Contract reporting program.

The Contractor must ensure that all staff and sub-contractors are aware of their responsibilities and are regularly trained in all WHS and emergency procedures and safety equipment usage.

A control copy of the Safety Manual is to be provided to UTAS.

Risk Management Documentation

The contractor shall make available to UTAS copies of all relevant Safe Works Methodology Statements, Job Safety Analysis's and Materials Safety Data Sheets relevant to any work undertaken on UTAS premises. In addition, the contractor shall comply with any UTAS Operational Safety Guideline for specific items of small equipment (power tools and hand tools) relevant to the job at hand. UTAS Operational Safety Guidelines can be viewed at:

<http://www.utas.edu.au/infrastructure-services-development/work-health-and-safety>

Building Evacuations and Works Interfering with EXIT Paths of Travel

Procedures for the evacuation of buildings in the event of fire, explosion, or other emergency situations are to follow established UTAS evacuation plans.

For work where the contractors scope interferes with the normal evacuation paths of travel, the contractor shall establish a modified and UTAS approved evacuation plan for the duration of the works. The contractor shall take all responsibility to ensure occupants of the site (through the fire warden network) are fully informed of any changes.

Fire Precautions during Construction

Contractors shall provide, install and maintain firefighting facilities during construction works in accordance with Clause E1.9 of the Building Code of Australia.

Fire System Impairments and Isolation Requirements

The Contractor is to arrange for the isolation and reinstatement of fire detection and management systems to the work area as required. All isolations are to be in accordance with the UTAS policies and procedures and undertaken by appropriately trained and competent persons.

Permits are required for all Fire System impairments. Permits can be obtained from the University Staff managing the works.

Smoking

Smoking is not permitted in University vehicles or on University premises other than designated smoking areas.

Use of Explosives

UTAS prohibits the use of explosives at its facilities unless all other demolition methods are deemed inappropriate.

Should the Contractor elect to make use of explosives during any stage of the Works, then such use shall be subject to formal written application and approval by UTAS. If approved any explosive use shall then be subject to the requirements and permissions of the relevant authorities. Times that explosives may be used are to be authorised by UTAS at least two (7) working days before use. Use of explosives shall be at the sole risk of the Contractor.

Permits

Permits are required for the following:

- *Hot Work;*
- *Confined Space Work;*
- *Height Work;*
- *Excavation & Penetration Work;*
- *Asbestos treatment / removal;*
- *Energised electrical work;*
- *Fire System Impairments and Isolations.*

Permits and procedures are available from the University Staff managing the works with some also on this website: <http://www.utas.edu.au/infrastructure-services-development/work-health-and-safety>

Asbestos and Asbestos Based Products

All works undertaken on UTAS sites needs to take into account the University's Asbestos Procedure.

Prior to undertaking any works, the Contractor must check the UTAS Asbestos Register to gather information on possible asbestos issues that might be revealed during the works activity.

The Asbestos Register can be viewed online at: <https://sisfm.admin.utas.edu.au/AsbestosRegister>

Advice on potential asbestos presence may be provided via the work order or documentation. In all instances the University's asbestos register must be checked.

Asbestos or asbestos-based products shall not be used for any purpose in the Contract.

Should the Contractor disturb or find any asbestos or asbestos based products or what they believe to be asbestos or asbestos based-products on UTAS premises they shall cease work immediately, make the area safe and notify the University staff managing the works.

Removal and treatment of Asbestos must only be undertaken following receipt of a permit for it, available from: <http://www.utas.edu.au/infrastructure-services-development/work-health-and-safety>

Contractors Staff – Conduct, Duty, Requirements

Site Login / Logout

If issued with a Work Request via the University's works and maintenance system sign in and sign out electronically as per the system.

Additionally, or if not issued with a Work Request, sign in and sign out via local log books, sheets or reception iPads, etc. located within the building reception points if they have them. Signage will be located at these points indicate if this is case.

For works where no Work Request has been raised or there is no reception point with local facility, the sign in/sign out processes shall be as advised by the University staff managing the works or specified within the contract.

Resources Training and Experience

Contractors must be able to demonstrate that all staff engaged in the management and delivery of any specified service have the appropriate training and experience for the activities being carried out. Evidence of training shall be supplied by contractor staff whilst completing the UTAS Online WHS Induction program: <http://www.onlineinduction.com/utas/>

Trade Staff Skills

All work shall be carried out by trades persons fully qualified for that particular work. Where work is covered by a legislative requirement the work shall only be carried out by trade's persons with the relevant qualifications for that work.

Licences and Qualifications

Contractors shall ensure that they employ only operators/trade people who are fully qualified and hold the appropriate licenses, certificates and authorisations required. The Contractor will ensure its employees meet the requirements of the all relevant Codes of Practice and are trained and understand safe work methods procedures and processes.

Staff Attire

The Contractor must provide and maintain appropriate personal protective equipment for their staff and ensure that it is worn when working at UTAS premises. Contractor's staff and Sub-contractors must be dressed in neat and tidy work clothes that clearly display the Contractor's name and logo to the approval of the Principal Contractors Representative.

Identification

All Contractor/sub-contractor Staff shall wear or carry the identification card provided upon completion of the UTAS Online WHS induction.

Attitude and Conduct

UTAS is a professional higher education provider of world class standing. At all times, the attitude and conduct of the Contractor's staff and Sub-Contractors' staff will align with the Universities core values of honesty, integrity, trust and respect.

Noise

Excessively noisy work generating noise levels of >60dB(A) that may impinge upon any teaching or administrative environment is to be scheduled to occur at a time consented to by UTAS.

Noise generated by radios and other portable musical equipment is not allowed on UTAS premises. Current UTAS policy is that no vibrating hammer drills, jackhammers, impact drills or the like are to be used on site during normal working hours if the building is occupied by University staff. All cutting and drilling with this type of equipment shall be undertaken out of hours. Other drills shall be permitted for use during normal working hours.

Restrictions to noisy activities will apply during study and examination periods normally held during June/July and October/November.

Use of Existing Services

Existing services (gas, electricity, water) may be used subject to agreement and coordination with UTAS as temporary services for the performance of the contract services

Site Security and Building Access

The Contractor is required to comply with all University Security regulations.

The Contractor can obtain building access keys or cards through University Security or the University staff managing the works.

Unlocks for once off instances can be requested from University Security.

The Contractor is to ensure that the site can be secured at all times outside of construction hours.

Site Limitations and Area Access

Access to areas of the University not associated with the Contract Services is prohibited.

Corridors or other access routes are not to be obstructed by the Contractor's personnel or materials for any reason.

Building occupants have priority in using lifts.

Animals & Pets

The Contractor is to ensure that no animals or pets of any nature will be brought onto the premises, unless the UTAS has provided prior consent.

Alcohol, Drugs & Smoking

The Contractor is to ensure that no alcohol or drugs are brought or consumed on UTAS premises. Smoking is not permitted except in designated areas.

Parking

UTAS may provide the Contractor with service parking permits for company vehicles only. These vehicles must display the company logo and contact details. UTAS will determine at its absolute discretion the number of permits required.

Parking permits must be clearly displayed on the vehicle dashboard. The use of these permits is regulated under the University Parking Policy and Parking By-Laws. The permits are to be used solely for carrying out works in accordance with the contract.

Vehicles are to be parked in designated parking spaces; any vehicles parked in an unauthorised space will be liable to parking fines.

Parking infringement notices will not be cancelled.

Salvaged Materials

Contractors are to be aware that all salvaged materials remain the property of UTAS unless otherwise agreed or specified.

Where required by UTAS the Contractor shall dispose of any unwanted materials as part of their contract.

All materials are to be disposed of in accordance with the relevant regulatory requirements and acceptable environmental practices at a licensed waste recovery and recycling facility.

Equipment

The Contractor is to provide, maintain and replace all plant, tools, equipment, communications, vehicles and consumable materials necessary to properly fulfil the Contractor's Activities. Examples of items to be provided include:

- all workshop equipment, portable tools, mobile plant and equipment, test equipment, etc needed for provision of the services;
- protective clothing and specialist safety equipment needed to ensure safe working conditions and practices;
- cleaning materials, vacuum cleaners and compounds;
- servicing aids such as tools, ladders, support stands, cleaning aids; and
- miscellaneous consumable items.

This provision excludes parts and materials purchased specifically for, and built into works performed under the Contractor's Activities.

Protection of Persons and Property

Temporary works: Provide and maintain required barricades, guards, fencing, shoring, temporary roadways, footpaths, signs, lighting, watching and traffic flagging.

Access ways, services: Do not obstruct or damage roadways and footpaths, drains and watercourses and other existing services in use on or adjacent to the site. Determine the location of such services.

Property: Do not interfere with or damage property, which is to remain on or adjacent to the site, including adjoining property encroaching onto the site, and trees.

Run off: directed to existing stormwater services with appropriate bunding installed to prevent waterway contamination.

Protect Ducts, Pipes, Drains, Gutters, Openings, etc

The Contractor shall take all necessary precautions to ensure that all ducts, pipes, openings, etc are kept free from rubbish, soils, paint and debris.

Carry out regular inspections to ensure that open ends are blanked off and/or suitably protected to prevent the entry of rubbish and debris.

During grinding operations to concrete or similar surfaces, prevent entry of waste material into drain pipes.

Rectification

Access ways, services: Rectify immediately any obstruction or damage to roadways and footpaths, drains and watercourses and other existing services in use on or adjacent to the site. Provide temporary services whilst repairs are carried out.

Property: Rectify immediately any interference or damage to property, which is to remain on or adjacent to the site, including adjoining property encroaching onto the site, and trees.

Existing services

Limit outages to a minimum. All outages require approval from the University staff managing the work.

Requests for minor outages (only the area of works) need to be submitted at least 48 hours prior to the event to the University staff managing the works.

Requests for major outages (more than the area of works) need to be submitted at least 10 working days prior to the event to the University staff managing the works.

Clean Up

The contractor is to ensure that UTAS premises are left clean and tidy upon completion of any works. Where necessary this will require trade staff to have access to cleaning materials including vacuum cleaners. If the Contractor fails to comply with this clause UTAS reserves the right to deduct the cost of cleaning from monies owed to the contractor.

All cleaning materials and equipment are to be provided by the Contractor.

Cleaning materials and equipment held in UTAS buildings must not to be used by maintenance or construction contractors as these belong to another service provider.

Vandalism and Malicious Damage

The Contractor is to report any damage found to facilities as a result of vandalism or other substantial malicious event to the University staff managing the works.

Scaffolding and Signage

The contractor is to allow for all supply, cranning, lifting, hoisting of scaffolding necessary for execution of the Works.

The Contractor shall allow any nominated Sub-contractors the use of standard access scaffolding and hoists already in position for other purposes, but nominated Sub-contractors shall provide any special scaffolding, hoists and equipment required specifically for their own use.

Allow for all screens, barriers and hazard signage to ensure a safe and nuisance-free environment.

Environmental Management

Overview

The Contractor is to fully comply with all regulatory requirements for the protection of the environment. Any fines imposed by any statutory authority due to the fault or omission of the Contractor to comply with regulation or legislation will be the Contractor's responsibility.

Removal of Construction Waste

The Contractor will ensure that all construction waste and rubble is cleaned up and removed from site and that all surfaces affected by construction activity are cleaned and made good.

The Contractor will include a provision for bins and waste removal for all trade and specialist contractors on site and maintain same for duration of the works. The Contractor shall pay all fees associated with the transport and disposal of construction waste to an approved waste handling and recycling facility.

The Contractor will leave the site in a clean state at the end of the Works and ensure that all rubble and rubbish receptacles are removed from site by the date of practical completion. UTAS rubbish and recycling bins must not be used by Contractors unless otherwise agreed to with the University staff managing the works.

Defects Liability Period

Response Times

For the duration of the defects liability period, the Contractor is required to respond to defects within the following time frames:

Essential Equipment/Services – Respond within 2 hours, rectify within 4 hours. (eg. loss of power to essential equipment, burst water pipes, security system failures, failures that severely affect the normal business operation of the facility or result in the loss of valuable research or educational material, etc).

Health and Safety Building Issues – Respond within 24 hours, rectify within 48 hours. (For issues that if not rectified promptly will expose users of the facility to potential life threatening danger, eg. electrical malfunctions, exposed wiring, broken glazing, loose or falling building materials etc).

Urgent Faults – Respond within 3 days and rectify within 4 days. These are defects that are not classed as Essential or Health and Safety related issues but affect the operation of the facility, for example replacement of faulty power outlets, data circuits, etc.

Minor Defects Not Affecting Use or Operations – Respond and rectify within 3 months of receipt of notification of defect.

All defects to be completed within 14 days of Final Inspection at the end of the defects liability period and before release of bank guarantee.

Maintenance

The Contractor is responsible for fulfilling Form 46 requirements for the defects liability period for the construction, equipment, plant and systems provided.

Warranties, stating completion of requirements against the Form 46 requirements shall be provided upon completion of the defects liability period.

In addition to the Form 46 maintenance completion warranties, contractors must provide copies of maintenance test results and maintenance activity logs covering all required and recommended activities (i.e. any maintenance not contained within the Form 46). This information is required to enable the University to create maintenance plans for any maintenance activities required beyond the minimal Form 46 requirements.

All Form 46 maintenance completion warranties, maintenance test results and maintenance activity logs are to be forwarded to the University staff member managing the works, who will forward the documents to the University's maintenance section.

Fulfilling Form 46 and other maintenance requirements (excluding DLP defect/warranty responsibility) can be novated to University maintenance contractors if agreed by the University staff managing the works.

Any novation arrangement must include a project cost credit and be made at least three months prior to award of practical completion of the works.

Completion Works

Final Cleaning

Before practical completion, clean throughout, including interior and exterior surfaces exposed to view. Vacuum carpeted and soft surfaces. Clean debris from the site, roofs, gutters, downpipes and drainage systems. Remove waste and surplus materials.

Wipe and clean all exterior and interior surfaces of joinery units and associated installations. Remove non-incorporated samples, prototypes and sample panels.

Reinstatement

Before practical completion, clean and repair damage caused by installation or use of temporary work and restore existing facilities used during construction to original condition.

Removal of Plant

Within 10 working days after practical completion, remove temporary works and construction plant no longer required. With approval from UTAS remove the balance before the end of the defects liability period.

As Installed Documentation

Provide all as-installed information and data as required by the University's As-Installed Information and Data Manual. A copy is on the below web site with the required maintainable asset forms.

<http://www.utas.edu.au/infrastructure-services-development/building-works/contractors-and-consultants>