Campus Infrastructure & Services

CONTRACTOR CAMPUS INDUCTION HANDBOOK

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1 Introduction

1.1 The University of Sydney

The University of Sydney (the University) is Australia's oldest University, with over 49,000 students and 3,430 staff members (2011). It provides a platform for teaching, learning and research. The University of Sydney has a large and diverse portfolio of physical assets, which includes buildings, grounds, site services and other infrastructure. These assets are essential to the efficient and effective functioning of the University and support its core teaching and research activities.

The Campus Infrastructure & Services (CIS) Department is located on the University's Darlington campus (Building G12). CIS is responsible for the University's long and short range campus planning, capital resource planning, project delivery, assets & services management and operations.

1.2 Contractor Campus Induction Handbook

The University of Sydney is committed to ensuring the rights of everyone to a safe working environment are respected and maintained. This is regardless of whether they are employees, students, contractors (and their employees) or visitors potentially affected by activities on our campuses.

This Contractor Campus Induction Handbook has been developed to outline the requirements for contractors undertaking works (construction, maintenance, etc) for or on behalf of the University.

As a prior condition to commencing any work within one of our campuses, Contractors are required to read through this handbook to ensure an understanding of the CIS Work Health and Safety (WHS) Management Systems and to provide specific rules for working on site. By reading and understanding this guide, everyone working within the University will be able to play their role in maintaining a safe workplace for all.

Any failure to obey and follow these rules at all times whilst onsite can result in:

- You or others around you being harmed or suffering injuries;
- Your immediate removal from the site;
- Your company’s removal from the University site;
- Your company’s removal of the University’s Contractors List and/or
- You / your company being fined and/or prosecuted by WorkCover.

1.3 The University of Sydney Campuses

The University of Sydney consists of 9 campuses:

- Camperdown / Darlington Campus
- Cumberland Campus
- Camden Campus
- Burren Street campus
- St James Campus
- Mallett Street Campus
- Sydney Conservatorium of Music Campus
- Sydney College of the Arts (SCA) at Rozelle Campus
- Surry Hills Campus
- Other remote premises of the University

If the contractor has any queries or safety concerns regarding their work, they should contact the CIS Service Desk or CIS Project/Contract Manager. The Service desk is located on Level 1 of G12 Services Building (Darlington Campus). The CIS Service Desk can be reached on 02 9351 7838. It is operational during normal working hours from Monday to Friday. For after hours services emergencies, contact Security on 02 9351 3333.
2 Campus Infrastructure & Services WHS Policy

Reference is made to the UoS WHS Policy. Which can be located on the Sydney University Work Health and Safety website http://sydney.edu.au/whs/.

3 Contractor WHS Management Policy

The University of Sydney is committed to providing and maintaining the highest possible standard of health, safety and welfare for its workers (including employees, students, visitors, contractors and labour hire staff) entering one of the Campuses.

The University of Sydney will meet or exceed all relevant health and safety legislation. The University has adopted a risk management approach by identifying, assessing, eliminating or controlling and monitoring all health and safety issues in the workplace. The University is committed to the implementation of preventative strategies that are integrated into day-to-day operational management. To achieve this goal, CIS has set minimum health and safety standards and requires all contractors to demonstrate their capacity to meet these standards.

The University of Sydney personnel are accountable for workplace health and safety. This responsibility includes the evaluation of the health and safety aspects within tenders, engagement of suitable qualified contractors, provision of information to new contractors and monitoring the safety performance of the contractors.

4 Responsibilities

4.1 CIS Project / Contract Manager

The CIS Project/Contract Manager who engages/has control of the contractor will be responsible for ensuring that the particulars contained within this handbook are implemented when engaging the services of contractors. The CIS Project/Contract Manager will be assisted & supported in this role by the CIS WHS Manager.

Specifically, CIS Project/Contract Managers are responsible for:

- Assessing the competence of contractors to meet health and safety specifications in the tender/contract documents (Principal Contractor and Contractor);
- Ensuring that contractors engaged are aware of any health and safety hazards that may exist in the area in which they are working (Principal Contractor and Contractor);
- When conducting site visits, report any observed or perceived non-compliance health and safety issues to the contractor. (Contractor)
- Follow-up with the contractor that corrective and preventive actions are taken on identified health and safety non-compliances. (Contractor)
- Monitoring the progress of the contracted work, and should the contractor not be carrying out the work as per the contract, take steps to remedy the situation (Principal Contractor and Contractor);
- Promote consultation between all stakeholders (Contractor);
- Ensuring contractors have current workers compensation insurance (Principal Contractor and Contractor); and
- Ensuring contractors have public liability insurance of no less than the amount determined in the contract and that certificates of currency are provided by the contractor prior to commencing work. (Principal Contractor and Contractor)
4.2 Principal Contractor

A principal contractor is required to be identified for certain construction work and is responsible for the contracted work at all times until completed. In some instances, the University may act as the principal contractor. Under the WHS Regulation 2011 (NSW) the principal contractor must:

- Display signage at the construction site indicating contact information and location of the site office;
- Ensure that workers (including agents and sub-contractors of the contractor) entering University premises undertake health and safety induction training (see Section 6) and maintain records of that training;
- Prepare, implement, monitor, update and make available WHS Management Plans;
- Ensure that each sub-contractor provides written site specific safe work method statements before commencing work;
- Direct and monitor compliance with applicable legislation and any safe work method statements or procedures;
- Manage health and safety risks associated with the storage, movement and disposal of construction materials;
- Control risks associated with the storage of plant that is not used on site;
- Promote consultation between all stakeholders;
- Keep a register of, and other records in relation to all hazardous chemicals on site;
- Communicate any major health and safety issues as they arise, including all WorkCover notifiable incidents; and
- Additional criteria stipulated in the WHS Regulation 2011 (NSW).

Where any work by a Principal Contractor impacts on the business operation or physical space beyond their defined area of control and has the potential to effect the health and safety of University employees, students, contractors and visitors, the Principal Contractor must inform and obtain approval of the CIS Project/Contract Manager.

4.3 Contractors, including subcontractors

Contractors have a responsibility to ensure the health and safety of their staff and Sydney University personnel, students and visitors. Contractors are also required to observe the following responsibilities and the information contained in this induction handbook, in addition to any other requirements which may be identified in the localised induction process.

For all types of work where there is a risk to the health and safety of contractor staff, University staff, students or visitors to the University, a safe work method statement must be provided to the responsible CIS Project/Contract Manager (or where appointed the Principal Contractor) managing the contract.

Safe work method statements for high risk construction work must be supplied to the Principal Contractor (or the CIS Project/Contract Manager, whoever has management and control of the workplace) and a system of work established to ensure the high risk construction work is carried out in accordance with that SWMS.
5 General Site Requirements

5.1 Deliverables

5.1.1 Principal Contractor
Prior to accessing or commencement on site the Principal Contractor will supply the University of Sydney with the following documents:

- Current insurance certificates such as Workers Compensation, Public Liability and other as specified by the University;
- A copy of the WHS Management Plan for the project which will include the site specific safe work method statements or risk assessments for the works carried out on site; and
- A copy of the site induction that will be used by the Principal Contractor to induct his workers (including subcontractors).

These documents will be reviewed and approved by the CIS Project/Contract Manager. After his approval / signoff, the work on site can commence.

5.1.2 Contractor
Prior to accessing or commencement on site the Contractor will supply the University of Sydney with the following documents:

- Current Insurance certificates such as Workers Compensation, Public Liability and other as specified by the University;
- Site specific safe work method statements or risk assessments for the works carried out on site;
- Copies of high risk licenses (tickets) of Contractor’s personnel needed for the works; &
- Copies of the Safety Data Sheets for all Hazardous Chemicals brought on site.

These documents will be reviewed and approved by the CIS Project/Contract Manager. After his approval the onsite works can commence.

5.2 Arrival on Campus

On (first) arrival, all contractors will collect their Contractor ID Card from University Security. For contractors working at remote sites, the Contractor ID Card will be forwarded by the University Security to the Site Manager / Caretaker of the remote site. They will be responsible for distributing the card to their contractors.

The Contractor ID Card must be worn at all times whilst on campus and produced on request from any University staff member. It shall be returned at the completion of work.

All vehicles entering the campus must park in accordance with the restricted parking area conditions and posted directions. Restricted and parking area conditions apply 7 days a week 24 hours a day. The parking station operates on a 24 hour basis. Infringement notices will be issued upon any vehicles parked illegally. Vehicles delivering materials and tools to work site may park in allocated loading zones.
5.3 Working within the Campuses

All works carried out by contractors on behalf of the University will comply with the CIS Health and Safety Management System. The Health and Safety Management system and procedures are currently available on: ftp://cisohs@ftp.facilities.usyd.edu.au/. Login: cisohs; Password: cisohs.

Within the University the following general safety requirements apply:

- No smoking apart from in the designated smoking areas. Please visit the Sydney University Work Health & Safety Website for more information about designated smoking area locations http://sydney.edu.au/whs/wellbeing/smoke-free.shtml.
- Alcohol and non-prescription drugs are not permitted to be brought onto, or consumed, on any work site under the control of the University. Any person under the influence or in the possession of these substances will be requested to leave the campus immediately.
- All power tools must have appropriate dust bags and tags.
- No arc welding or gas welding without a hot works permit issued by CIS.
- Battery powered tools to be used wherever possible.
- When using power tools, cords must be secured to prevent trip hazards.
- Clean up work area as work proceeds, and ensure that work area is left clean and tidy at the end of each working day.
- Obey all safety signs.
- Work areas are to be barricaded off and signs placed, to protect passers by.
- Electrical power tools must be inspected, tested for safe operations and tagged monthly.
- All contractors, their employees and sub-contractors must be issued with and trained in the use of personal protective equipment.
- Contractors are to be polite and courteous to staff and patrons at all times.
- Contractors are not to give their allocated Contractor ID Card to any other person even for a short duration e.g. to open a door.
- A lost or stolen Contractor ID Card must be reported to Security and the CIS Project/Contract Manager immediately.
- Any transportation of heavy or large sized goods throughout the University will be at all times communicated and approved by the CIS Project/Contract Manager.
- At times there are designated construction areas within the campus where refurbishment work may be underway. Access to these existing construction sites is restricted unless prior permission has been sort from CIS and the controller of the construction site. Entry to the area will require a separate induction for that area.
- Prior to commencing work in any area, the CIS Project/Contract Manager (or where appointed the Principal Contractor) engaging the contractor must be contacted for specific instructions concerning operating hazards, security and safety requirements particular to that area.
- As required, Contractors will document, monitor and update the details of any specific hazards and safety requirements on their safe work method statements and provide an updated copy to the CIS Project / Contract Manager.
6 Contractor Induction

All contractors are required to pass the following inductions prior to commencing work within the University campuses:

- WHS Construction Induction (green / white card) (Registered Training Organisation);
- Contractor Campus Induction (this induction) (Campus Infrastructure Services);
- Contractor Zone Induction (e.g. animal farms, chemical laboratories, etc) (University Department)
- Task specific training through Safe Work Method Statements (Contractor);

Contractors are exempt from the WHS Construction Induction if they are not involved in construction works (e.g. consultants, cleaners, etc). This exemption will be documented in the contract between the Contractor and CIS.

The Contractor Campus Induction is organised by the CIS Project/Contract Manager. After the successful completion of the assessment, the contractor will receive a personalised Contractor ID Card. This card is valid for 3 years from the date of issue. The contractor must on demand provide proof of induction by showing his Contractor ID Card. If the contractor cannot produce his card, he will be instructed to leave the campus.

The Contractor Zone Induction will be conducted by a responsible person within the Zone. Records of Zone Inductions will be kept by the responsible Department.

Where a Principal Contractor is assigned by the University to a project due to the nature of the construction work being completed, contractors, their employees and/or sub-contractors will be inducted by the Principal Contractor. Records of all inductions are to be recorded and the acknowledgement located at the end of this handbook signed. Records are to be forwarded to the responsible CIS Project/Contract Manager at the end of each month (attached to the monthly WHS Statistics).
7 Security

Contractors who require access to University controlled / secured areas (e.g. plant rooms, electrical switch room, etc) will be required to apply for access. The form can be found on the CIS Facilities [http://sydney.edu.au/facilities/](http://sydney.edu.au/facilities/) website and is to be completed then e-mailed to the CIS Project/Contract Manager for processing.

The CIS Project/Contract Manager will inform the contractor where to collect the keys / cards. The keys / cards shall be returned at the end of every day or if arranged with the CIS Project/Contract Manager at the completion date of the project.

Normal hours of business at the University are between 7.30 am and 5.00 pm, Monday to Friday. If contractors require access outside of normal business hours they shall:

- Obtain prior approval from the CIS Project/Contract Manager and ensure access have been arranged as per procedure;
- Ensure permit to work (hot work, roof access etc) request have been submitted and approved. Refer to Section 9.1.

Prior to accessing any laboratory, restricted area, office and faculty teaching areas, the contractor will seek approval from the controller of that specific area.

All contractors should be aware that the University is a public area so every attempt should be made to reduce impact of construction/maintenance works within those public spaces and maintain the general environment.
8 Project Risk Assessment and Safe Work Method Statement

Prior to commencing work, contractors are required to identify specific health and safety hazards associated with their work and the methods they will adopt to control health and safety risks. Hazards identified, evidence of a risk assessment and the controls recommended must be documented and provided to CIS Project/Contract Manager (or where appointed Principal Contractor) in the form of a safe work method statements.

Safe work method statements must be provided by all contractors prior to work commencing (irrespective of contract classification). CIS requires that safe work method statements (SWMS) comply with the WHS Legislation 2011 (NSW). A SWMS must therefore be a statement that:

- Describes how the work is to be carried out.
- Identifies the work activities assessed as having safety risks.
- Identifies the safety risks.
- Describes the control measures that will be applied to the work activities.
- Includes a description of the equipment used in the work, the Standards or Codes of Practice to be complied with, the qualification of the personnel doing the work and the training required to do the work.

It is mandatory to provide a copy of high risk construction work SWMS to the CIS Project/Contract Manager prior to the commencement of work and those contractors to comply with the requirements regarding high risk construction work and SWMSs part 6.3 division 2 of the WHS Regulation 2011 (NSW).

Contractors can be exempted for providing SWMS's where their work contains no risk to UoS employees, students and the contractor's employees and this exemption is documented in the contract between the contractor and CIS. E.g.: Office Consultants, etc.

For high risk, long term or major contracts (as determined by the University), Contractors may also be required to develop a Project Health and Safety Plan which should include a project risk assessment and is to be forwarded to the CIS Project/Contract Manager for review and sign-off. Any particular safety requirements associated with the works, including Work Permits, shall be discussed and clarified with the CIS Project/Contract Manager during this review and prior to sign off.
9 Risk Management

9.1 Permits to Work and Fire Systems Impairment

Before particular high risk work commences on a contracted project, a signed Work Permit or approval must be obtained. Work permits are required for the following tasks:

- Hot works (including welding);
- Dust works (creating excessive dust);
- Working at Heights (including access to roofs, scaffolding, etc);
- Working in confined spaces;
- On-site excavation;
- Fire Systems Interruption; and
- Isolation of Services (power, water, gas, data, HVAC, etc).

Permits to work for hot works and works creating excessive dust are self-managed by the Contractor. No formal approval is needed from a CIS Project / Contract Manager. For other permits, contractors must obtain a permit through the CIS Project/Contract Manager (or where appointed Principal Contractor).

Permits to work can be found on the CIS Facilities website [http://sydney.edu.au/facilities/](http://sydney.edu.au/facilities/). Note - each work permit details a checklist of minimum requirements and conditions for the safe conduct of the work by the Contractor. Specific permit requirements will be communicated to contractors as required and as part of issuing these permits. No work can be commenced until the appropriate permits or approvals have been obtained and approved by CIS. **A Permit to Work is valid for a 24 hour period unless otherwise agreed.**

It is the responsibility of the Contractor to liaise with the CIS Project/Contract Manager to obtain approval of the Permit to Work. The application for approval must be requested at least 48 hours prior to the commencement of works.

Fire protection alarms, fixed installations and ancillary equipment such as pumps and water supplies shall not be shut down or altered without the authorization of CIS. Notification of any proposed impairments shall be provided by the contractor 72 hours prior. Further consent from CIS or their nominated representative shall be required for any fire system, fire pillow/buffer to be impaired, moved or removed for longer than 12 hours.

On completion or suspension of works where a permit has been issued, these permits shall be returned to the CIS Project/Contract Manager (or where appointed Principal Contractor).

9.2 Asbestos

**Contractors shall consult the asbestos summary register** for current asbestos information on buildings. Each building that has been surveyed shall have a summary page containing asbestos information. These summary pages are available on [ftp://asbestos@ftp.facilities.usyd.edu.au/](ftp://asbestos@ftp.facilities.usyd.edu.au/). Login: asbestos; Password: cisasbestos. If the website is not available, the contractor shall contact the CIS WHS Manager [cis.ohs@sydney.edu.au](mailto:cis.ohs@sydney.edu.au) or 02 9114 2699 to obtain the asbestos summary register.

Prior to refurbishment works, the CIS Project/Contract Managers will ensure that a visual asbestos survey (and where possible an invasive/destructive survey) to identify any asbestos containing materials has been conducted. If Contractors identify “new” asbestos containing materials during their works, they must stop work immediately and contact the CIS Project/Contract Manager to discuss further action.

Asbestos containing materials can only be removed and disposed of by an appropriately licensed (AS1 or AS2) depending on the works) asbestos contractor.
9.3 Electrical Work and Power Leads

Prior to the commencement of any work involving electrical lines and/or equipment, Contractors must contact the CIS Project/Contract Manager (or where appointed Principal Contractor) who will define the scope and limits of the work.

Contractors must ensure that all electrical items are tested and tagged according to the WHS Regulation 2011 (NSW) and associated codes of practice and standards, specifically:

- Electrical practices for construction work.
- Low voltage electrical work.
- AS/NZ 3760 : 2010

Suitably qualified, licensed and trained personnel must carry out all electrical isolations. Work on any isolated equipment must not commence without tagging and locking the equipment out.

All electrical leads shall be:

- Tested and tagged by a qualified person.
- Always supported clear of the ground or floor.
- Only connected to the nearest power outlet.
- Removed from the power outlet when not in use.
- Protected if passing under doors, through doorways or across open areas (e.g. taped down to prevent trip hazards)
- Must be kept as short as practicable and in good order
- Joints must be made with approved plugs and sockets or junction boxes

Contractors engaged to carry out work on high voltage installations must possess a High Voltage Operators certificate, issued from an energy supply authority and must undergo specific induction by CIS Facilities Management.

Contractors will notify the CIS Project/Contract Manager in writing at least 10 working days prior to any power shutdown required. The notice will clearly specify clearly which parts of the electrical system will require shutdown. This notice has to be approved by the CIS Project/Contract Manager prior to commencement of works.

All works to electrical systems shall be documented and the Contractor will send a Certificate of Compliance of Electrical Works (CCEW) to the responsible CIS Project/Contract Manager.

9.4 Ladders and Lifts

Contractors will undertake work from ladders in accordance with the NSW Code of Practice ‘Managing the Risk of Falls in the Workplace’ and where applicable Australian Standard 1892 (parts 1 & 2). In particular, contractors must inspect ladders prior to use to ensure that they are in good condition for safe operation.

Contractors must consider the following when using ladders onsite:

- Use ladders only for works of a minor nature;
- Secure all ladders at the top and bottom;
- Ensure that only one person works from a ladder;
- Do not over reach when using a ladder; and
- Do not carry out any cutting or work involving the use of power tools from a ladder.

Scissor Lifts and one-man bucket boom lifts must only be used in accordance with the manufacturer's instructions and permit requirements (Working at Heights permit).
9.5 Scaffolding

Where scaffolding is required to be erected, it is to be located on solid foundations and care taken to secure work tools and materials, to prevent damage to scaffolding planks and prevent components from falling and striking persons below. Scaffolds must be erected, maintained and repaired by suitably qualified scaffolders.

Scaffolding must be protected on site to prevent damage from vehicles moving in the immediate work vicinity. Furthermore, all scaffolding will be secured properly to prevent any unauthorised access to the scaffold during and after working hours. All lifting equipment and scaffolding must conform to relevant legislation governing the erection, use and maintenance of such equipment.

9.6 Housekeeping

Contractors are to maintain a high standard of housekeeping on the site. It is the responsibility of the contractor to maintain their materials, tools and other equipment in an orderly manner on-site. All debris and waste resulting from contractor activity on site is to be removed by the responsible contractor. Working areas, stairways, passages and safety exits must be kept clear of obstructions at all times. If required, working areas must be barricaded off and appropriate warning notices erected. All materials and debris must be lowered and not dropped from elevated locations and platforms.

All materials, tools and waste are to be located so as to reduce risks, to health and safety prior to leaving the site daily. Working areas, stairways, passages and emergency exits must be kept clear of obstructions at all times. If required, working areas are to be barricaded off and appropriate warning notices erected.

9.7 Manual Handling

Incorrect lifting techniques can cause serious injuries and accidents. Prior to the commencement of work, contractors must establish safe manual handling methods in accordance with state regulations.

Where lifting aids have been selected as the method for reducing the risk, contractors and their workers are to be appropriately trained in the use of the lifting aids.

9.8 Personal Protective Equipment (PPE)

Personal protective equipment appropriate for the work hazards is to be provided by the contractor. The personal protective equipment and clothing must comply with relevant sections of the WHS Regulation 2011 (NSW), Codes of Practice and Australian Standard specifications.

Any personal protective equipment required is to be listed in the control methods on the contractor risk assessment or SWMS document which is submitted to and reviewed by CIS Project/Contract Manager prior to the commencement of work. PPE may include: hard hat, safety shoes, respirator, gloves, safety glasses, etc.

Contractors must provide suitable protective clothing and equipment appropriate to the task. Contractors shall ensure that protective equipment is maintained and used by their workers (including sub-contractors) in relation to hazards associated with their work.

Documentation related to selection, use and maintenance should be available for inspection by the responsible CIS Project/Contract Manager.
9.9 Hazardous Chemicals

Contractors must obtain approval for any hazardous chemicals prior to delivery to site. In order to minimise risk, orders should be made for only 1-2 days’ supply. Contractors will be responsible for:

- The safe keeping of all hazardous chemicals used;
- Correct storage when not in use in approved storage facilities;
- Hazardous chemicals appropriately labelled and Safety Data Sheets (SDS’s) held on site;
- Under no circumstance are any hazardous chemicals are to be brought onto the site without an SDS;
- No hazardous chemical is to be decanted without an appropriate container/label;
- A written risk assessment of the hazardous chemicals relating to its use; and
- Training details of those required to use the substance.

9.10 Tools and Equipment (including Explosive Powered Tools)

Contractors must ensure that they provide all necessary tools, equipment and in particular personnel protective equipment (PPE) and access equipment that may be required to undertake the work. The work site must be inspected to ensure that a safe working place is in place to prevent injury and harm to self and others. Under no circumstances are contractors to use the facilities, plant or equipment owned by the University without the specific approval of the CIS Project/Contract Manager. Contractors must also ensure they (including their employees) are appropriately trained in the use and maintenance of this equipment.

All work with any explosive tools or high vibration equipment shall be approved by the CIS Project/Contract Manager prior to commencement of work. Explosive powered tools may only be used by operators who hold a certificate issued by a statutory authority and after the following precautions have been taken:

- Explosive charges for explosive power tools shall be kept in an approved locked box, in a secure place.
- A warning sign displayed and barriers erected at each place the explosive powered tool is being used.
- Suitable eye and ear protection is to be worn when using the explosive powered tool.

9.11 Plant Safety and Isolation

Under the WHS Regulation 2011 Persons Conducting a Business (PCBU) which includes, Sydney University, Designers, Manufacturers, Supplies/Importers, and persons that have management and control of plant have certain legal obligations relating to plant licensing, registration, implementation or risk control measures and notification.

Contractors shall make available when requested, plant maintenance records and documented risk assessments for the duration of works. Inspection of all plant to be used shall be undertaken prior to commencing work on site. Daily safety checks of plant shall be undertaken prior to commencing work for that day.

Contractors are to ensure that the isolation/tag out system is applied to the setting up, servicing and repair of all machinery capable of being activated by energy sources including: electrical, pneumatic, hydraulic, chemical and mechanical.
9.12 Public Safety

Contractors shall take suitable precautions to protect the safety and welfare of the public. The Contractors shall provide appropriate barriers/screens etc to protect the public from any hazards generated and prevent any exposure.

All mobile equipment such as front-end loaders, backhoes, forklifts etc., must have keys removed, blades and buckets lowered onto the ground and must be chocked/blockaded when not in use. All operators on request are to produce to the designated CIS Project/Contract Manager (or where appointed the Principal Contractor) an appropriate operator’s certificate for the plant being operated.

9.13 Driving on site

Contractors who are required to drive on the University’s premises (including parking areas) will obey all general traffic rules / signage. When driving in pedestrian areas (e.g. Eastern Avenue in the Camperdown Campus) the driver must not exceed 10km/h. Any offense will be reported directly to the CIS Project/Contract Manager and may result in refusing access to drivers / vehicles to the site.

9.14 Noise Control

Contractors must take all practicable precautions to minimise noise. Any works (e.g. drilling) that will cause disruption to University activities and guests are not to commence without the prior permission of the CIS Project/Contract Manager.

9.15 Air Quality

Contractors must take all practicable precautions to minimise changes to indoor air quality. Air quality can be affected by paint or dust fumes and should be limited to after hours operations with approval from the CIS Project/Contract Manager.

9.16 Work Area Security and Barricades and Hoarding

Work areas are to be appropriately secured during working hours to ensure that unauthorised access is prevented. At the end of work daily, the site is to be secured by means of physical barriers to prevent public access. Restricted sites will be signed in accordance with Australian Standard AS1319:1994 - Safety Signs in the occupational environment.

All construction and maintenance work is to be isolated from other activities, students, quests and staff of CIS. Where this cannot be controlled by closing off the area of the building or using signage to temporarily prevent access to an area, then barricades or more substantial hoardings are required to be used. If at any stage during construction or maintenance work, or from past experience, a chosen method of isolation is found not to be successful, then a more appropriate control is to be implemented.
9.17 Laboratories, Animal Houses & Chemical Depots

Contractors will be inducted to specialized work site such as laboratories, animal houses and chemical depots by a local delegate. Approval to access these restricted areas must be sought prior to works commencing with the CIS Project/Contract Manager or local laboratory manager. Contractors shall not handle or move any substances or containers without the permission of the relevant laboratory manager. Contractors are required to be aware of the following signage located on doorways of Laboratories. This signage will identify hazards within the laboratory, precautions that must be observed and emergency contact persons:

10 First Aid Treatment

Prior to the commencement of work, contractors are to ensure that they have adequate first aid provisions/resources available for prompt treatment in the event of any injury.

If a situation occurs where first aid is required, the nearest First Aid Officer should be contacted to render assistance. There is a First Aid Kit in all buildings, usually located in tea rooms or laboratories. Each kit is clearly marked with alternate kit locations and the nearest and alternative First Aid Officers for that area.

The University Security personnel are first aid trained. They can be contacted on 02 9351 3333.
11 Incident Reporting

All incidents and/or near misses arising from the activities undertaken by contractors should be reported to the Responsible CIS Project/Contract Manager (managing the contract) in writing within 24 hours. Any notifiable incident (fatality, serious injury/illness and dangerous incident – resulting in injury) is to be reported immediately to the Emergency Services on 000 and then to Sydney University Security on 02 9351 3333) for first aid and preservation of the scene if required. Security will then contact the responsible CIS Project/Contract Manager (managing the contract) and the CIS WHS Manager.

In the instance of a notifiable incident as described below, the contractor shall contact Sydney University Security on Ext 13333 from any University landline (or 02 9351 3333) for first aid and preservation of the scene of the accident.

A notifiable incident includes the following in relation to a place of work:

a) Fatality;

b) immediate treatment as an in-patient in a hospital, or

c) immediate treatment for:

i) the amputation of any part of his or her body, or

ii) a serious head injury, or

iii) a serious eye injury, or

iv) a serious burn, or

v) the separation of his or her skin from an underlying tissue (such as degloving or scalping), or

vi) a spinal injury, or

vii) the loss of a bodily function, or

viii) serious lacerations, or

d) medical treatment within 48 hours of exposure to a substance,

e) an uncontrolled escape, spillage or leakage of a substance, or

f) an uncontrolled implosion, explosion or fire, or

g) an uncontrolled escape of gas or steam, or

h) an uncontrolled escape of a pressurised substance, or

i) electric shock, or

j) the fall or release from a height of any plant, substance or thing, or

k) 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

l) the collapse or partial collapse of a structure, or

m) the collapse or failure of an excavation or of any shoring supporting an excavation, or

n) the inrush of water, mud or gas in workings, in an underground excavation or tunnel, or

o) the interruption of the main system of ventilation in an underground excavation or tunnel.

Notification of the notifiable incident to WorkCover will be made by the University. This notification is made to satisfy the obligations of the University and it may be required for the contractor to make their own notification.

Non-disturbance provisions apply to the scene of a serious incident.

Where a notifiable incident has occurred on site, a PCBU with management and control of the workplace to take measures so far as is reasonably practicable, that the site where the incident occurred is not disturbed until an inspector arrives at the site or any earlier time that an inspector directs.
12 Contractor Performance Monitoring

The University of Sydney will monitor the progress of the contracted work, and should a contractor not be carrying out the work as per the contract, the Responsible CIS Project/Contract Manager will take steps to remedy the situation. During the implementation of the Contract the CIS Project/Contract Manager or Principal Contractor shall monitor the health and safety performance of contractors by:

- Monitoring the work of contractors to ensure that all legal requirements are met;
- Advising the contractor of newly identified hazards;
- Monitoring and following up on corrective actions where non-conformances are identified;
- Reviewing accident and incident reports, third party reports and complaints;
- Monitoring and Review of the Contractor’s Monthly WHS Statistics;
- Reviewing the Contractors Monthly Contractor Performance Report;
- Auditing contractor performance against the requirements of relevant approved safe work method statements; and
- Regular meetings with the contractor to record any health and safety performance issues.

Non-compliance with the requirements of University health and safety guidelines or the Contractor’s approved safe work method statement will be recorded on the Corrective Action Request Form. Corrective actions will be determined and documented on this report. Contractors will be issued with a copy of the Contractor Corrective Action Request Form and will be required to respond to the University (or as required the Principal Contractor) regarding their progress in addressing corrective actions. A failure to comply with the requirements of any corrective actions may result in suspension of personnel or termination of the Contract. Serious breaches of health and safety requirements may result in immediate suspension of personnel or termination of the Contract.

13 Emergency Procedures

Procedures are displayed in all buildings describing the alarms, emergency exits, fire fighting equipment, assembly areas etc. If you are asked to evacuate you must:

- Leave the building immediately by the nearest exit;
- Proceed to the assembly area indicated on the evacuation plan;
- Remain in the assembly area. Do not re-enter the building until advised it is safe to do so by fire warden or University Security or fire brigade.

Contractors must immediately notify any emergency to the Emergency Services on 000 and then to University Security on 02 9351 3333. If calling from University landline, dial extension 13333. When calling University Security, please advise the:

- Nature of the emergency;
- Location;
- Any casualties;
- Whether emergency services have been notified;
- The level of assistance required.

14 Contractor Works on Isolated or Remote Sites

There will be times when a contractor may be required to perform works in a remote or isolated situation (working alone on a Sydney University campus). The definition of remote/isolated work according to the
WHS Regulation 2011 is ‘work that is isolated from the assistance of other persons because of location, time or the nature of the work’.

Contractors are required to consult, co-ordinate and communicate with the CIS Project/Contract Manager when it is anticipated that remote and/or isolated works are required to be performed by the contractor. The CIS Project/Contract Manager will consult with the contracting company to ensure that a suitable risk management framework has been established to mitigate significant health and safety risks associated with the isolated and remote work.

The contractor in consultation with the CIS Project/Contract Manager must establish an effective communication plan to ensure that communication lines between the contracting company, CIS Project/Contract Manager and the contractor performing the work are readily available to verify the contractor has not sustained any injury during the course of their works.

The communication plan, at minimum, shall include a process to notify the CIS Project/Contract Manager when works has commenced and work has been completed. Depending on the scope of works regular phone calls to an agreed stakeholder may be required to verify the worker has not sustained harm.

When a contractor has not communicated to the CIS Project/Contractor Manager their whereabouts during the course of works, the CIS Project/Contract Manager is to contact security who can undertake a search for the contractor.

Security will facilitate any first aid and/or medical requirements and inform the CIS Project/Contract Manager and any other relevant stakeholders.

Please refer to the following document link <insert link> which identifies some hazards which may be present on an isolated and/or remote under the control and management of CIS. Where reasonably practicable, CIS will engage local project managers with experience of the area to assist implementing and verifying safe systems of work are established to minimise health and safety risks for workers.
15 Contractor’s Code of Conduct

Appearance – Contractors should maintain a suitable level of appearance at all times. Contractors should wear polo shirts or similar. Singlets are not acceptable. Contractors should also ensure that they do not walk dirty (muddy or debris loaded) boots etc through the University buildings.

Alcohol, drug and tobacco use - No Contractor is to commence work, attempt to work, or return to the workplace whilst under the influence of alcohol or illegal drugs.

Confidentiality - Documents, records, information or knowledge relating to Sydney University’s operations are confidential and may not be disclosed without prior authorisation - this applies to contractors both during and after performing work on Sydney University Campuses.

Conflict of interest - A conflict of interest exists where loyalties are divided between your own personal interest (or that of family and friends) and your work at the University. Contractors must disclose any conflict of interest that could indicate any favouritism or prejudice in relation to any particular person or group of people.

Criminal behaviour - Contractors must not be involved in:
- Theft, fraud, possession or removal of company property or the property of others (actual or attempted);
- Destroying, damaging, defacing or misusing the University premises or property; and
- The possession of firearms or dangerous weapons on the University premises.

Discrimination – Sydney University aims to ensure that all policies, practices and conditions do not directly or indirectly discriminate against individuals and/or groups.

EEO - Equal Employment Opportunity - Equal employment opportunity means that all employment and management policies and practices operate in a way that gives everyone a fair go in the workplace.

Environment – Sydney University is committed to responsible environmental practices and compliance with all laws and regulations relating to protection of the environment.

Licensed contractors – Licensed contractors must work within their license conditions and be aware that their actions and conduct at work, and outside of work, may affect their suitability to continue to hold a special Contractors licence.

Media - Contractors are not to speak to the media or make public comments on company and industry matters without prior management approval.

Offensive Language and Material – Contractors should not engage in offensive language including swearing, wolf whistles and inappropriate comments (sexually explicit etc) whilst working on any of the University Campuses. Contractors are also not permitted to display printed material that may be offensive to others such as pornographic images or company logos.

Treatment of colleagues and personal conduct - Contractors should never behave in a rude or discourteous manner; use indecent, offensive or abusive language; become involved in fighting, assault or threaten to do so. Contractors must follow any lawful direction from the University’s Security, supervisors or managers and comply with all of University’s policies and procedures. Contractors must co-operate in any investigation being conducted by the University and provide information to management or the Investigating body.

Workplace health and safety - Contractors must adhere to all workplace health and safety policies and practices which apply to University employees, which include: working safely at all times, hazard identification, reporting all incidents and accidents and participating in regular safety inspections.

If there is no written policy, all contractors must still act with integrity in any situation, and bring to the attention of management any conduct or behaviour that does not meet University standards.
## 16 Definitions

### Construction Work

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 and may include:

- **a)** any installation or testing carried out in connection with an activity referred to in the above paragraph;
- **b)** the removal from the workplace of any product or waste resulting from demolition;
- **c)** the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work;
- **d)** the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure;
- **e)** the installation, testing or maintenance of an essential service in relation to a structure;
- **f)** any work connected with an excavation;
- **g)** 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 the first paragraph; and
- **h)** any of the aforementioned activities that are carried out on, under or near water, including work on buoys and obstructions to navigation.

### Construction Work for which a Principal Contractor can be appointed

A principal contractor may be appointed when a construction project is greater than $250,000 in value.

### High Risk Construction Work

High risk construction work includes:

- **a)** involves a risk of a person falling more than 2 metres, or
- **b)** is carried out on a telecommunication tower, or
- **c)** involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or
- **d)** involves, or is likely to involve, the disturbance of asbestos, or
- **e)** involves structural alterations or repairs that require temporary support to prevent collapse, or
- **f)** is carried out in or near a confined space, or
- **g)** is carried out in or near:
- **h)** a shaft or trench with an excavated depth greater than 1.5 metres, or a tunnel, or
- **i)** involves the use of explosives, or
- **j)** is carried out on or near pressurised gas distribution mains or piping, or
- **k)** is carried out on or near chemical, fuel or refrigerant lines, or
- **l)** is carried out on or near energised electrical installations or services, or
- **m)** is carried out in an area that may have a contaminated or flammable atmosphere, or
- **n)** involves tilt-up or precast concrete, or
- **o)** 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, or
p) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or
q) is carried out in an area in which there are artificial extremes of temperature, or
r) is carried out in or near water or other liquid that involves a risk of drowning, or
s) involves diving work.

Principal Contractor
A Person Conducting a Business or Undertaking (PCBU) which has taken control and management of a construction site from the PCBU which commissioned the construction project. The construction project must be greater than $250,000 in value before a PCBU who commissioned the construction project can relinquish management and control of the project to another PCBU.

Structure
structure means anything that is constructed, whether fixed or moveable, temporary or permanent, and includes:

a) buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels), and

b) any component of a structure, and

c) part of a structure.