FLINDERS UNIVERSITY

Contractor Safety

Information Sheet for Cost Centres

1. New Policy and guidelines
The University has new health and safety requirements for Contractors working on University premises.

The safety requirements for Contractors are set out in the following documents which can be found on the University website as shown:

Contractor Safety Policy and Guidelines

Occupational Health Safety, Welfare and Injury Management Policy

You may also find it useful to be familiar with the information in Guidelines for Contractor Safety which all Registered Contractors are expected to comply with. These guidelines are available as a pdf document on http://www.flinders.edu.au/campus/buildings-and-property/contractor-safety.cfm

2. Who is a Contractor?
A contractor is a person, partnership or company engaged to carry out work on University premises. It includes contractor workers and sub-contractors. It does NOT include people who are on the University payroll.

Contractor Workers include those who are undertaking building and construction work, maintenance and service of equipment, setting up staging, sound equipment etc for functions or events, consultants working on University premises, cleaning – any work on University premises. The current procedures do not apply to delivery drivers and the like who are simply delivering/collecting goods to/from University premises.

3. Registered contractors
From 1 November 2007, any contractor undertaking work on University premises must be a Flinders University Registered Contractor.

Contractor registration is the process used by the University to verify and document that the proposed contractor meets safety and insurance requirements of the University. Registration is valid for 2 years and provided that Registered Contractors continue to satisfy the University’s requirements, can be renewed.

Part of the registration process is that contractor workers must complete successfully the University Contractor OHS Induction. Contractors are responsible for ensuring that any contractor worker or sub-contractor worker undertake and complete this induction, and the Registered Contractor is required to provide to Buildings & Property a list of names of workers who have successfully completed the induction.

So if you find that, for example, a photocopier company sends different workers every time you have a photocopier to service or repair, it is the Registered Contractor’s responsibility to make sure these workers have done the Flinders
Contractor OHS induction. A database listing all contractor workers who have done the OHS Safety Induction can be found at: http://www.flinders.edu.au/campus/buildings-and-property/contractor-safety.cfm

The Director, Buildings & Property is responsible for the Contractor Registration process.

4. Database
The Buildings & Property office maintains a database of Registered Contractors. Before engaging a Registered Contractor, you must check that the they are currently registered.

Nominated Cost Centre staff have password protected access to this database. The information on this database is commercial-in-confidence and you must not make this information available to anyone outside the University.

If you cannot access the database to check if a contractor is registered or not, please contact the Buildings & Property office, ext 12181.

5. Contractor not registered?
A contractor who is not registered must NOT do any work on University premises.

If you wish to engage a contractor not currently registered, please forward details (company name, contact person, address, tel/email contact) about the proposed contractor to the Buildings & Property Office in the Registry building who will send out the relevant registration information to the contractor.

Note that this process, including getting the information back from the contractor, could several weeks, so please plan ahead!

You are strongly encouraged to use Contractors who are already Flinders University Registered Contractors, especially for commonly undertaken work (eg photocopy service/repairs).

6. University Responsible Persons
University Responsible Persons are the University staff members responsible for arranging the contract for work, or service of equipment, or setting up event infrastructure etc.

Cost Centre staff who engage a Registered Contractor to do the work are the Responsible Persons for that work. If you organize work through the Buildings & Property Division, the relevant B&P Project Manager who actually engages the contractor(s) to do the work, will be the Responsible Person.

The Responsible Person is responsible for:
- Selecting Registered Contractors on the basis of their commitment and competence in OHSW issues as well as their suitability for carrying out the required work;
- Providing Registered Contractors with information about potential hazards of the environment in which they will work to enable them to determine an appropriate safe system of work;
- Giving Contractor workers local area induction;
- Ensuring that Registered Contractors are in possession of all necessary University Permits to Work and all other required permits, licences, insurance documents and Material Safety Data Sheets;
• Ensuring that the Contractor Worker has undertaken the University Contractor Induction (check on the B&P database);
• Ensuring that communication channels are established between the relevant University staff and Contractor Worker(s);
• Monitoring Contractor Worker performance and ensure that work on University premises or controlled areas is carried out in a safe manner;
• Ensuring any incidents that occur are reported to the OHS Unit.

7. Site attendance
Contractor Workers arriving on University premises to work must contact the Responsible Person to obtain an authorised contractor pass and arrange access to the site. Contractor Workers are required to report daily to the Responsible Person.

Each Cost Centre has designated sign in/out points for Contractor Workers. Contractor Workers must sign in/out in the sign in books provided at those points.

Contractor Workers must wear the contractor pass at all times whilst on the premises and must return them to the point of issue at the end of attendance at the premises.

Responsible Persons must check at the end of the day that the Contractor Worker has signed out and left the premises. If the worker has not signed out, you must check whether or not they are still on the premises.

8. Local area induction
Responsible Persons must give Contractor Workers local area induction, including providing them with information about potential hazards in the area where they will work. You must complete the form Contractor Work Area Orientation Checklist when giving the local area induction. The form is available on the University website at http://www.flinders.edu.au/campus/buildings-and-property/contractor-safety.cfm

Cost Centres must keep these completed forms on file.

9. Job Safety Analysis
Before starting work, the worker must complete a site specific Job Safety Analysis for the work to be undertaken. The Contractor Work Area Orientation Checklist requires Responsible Persons to record that contractor workers have done this.

10. Safety inspections
Responsible Persons are required to monitor workers performance to make sure that work on University premises is carried out in a safe manner and that any hazards are controlled appropriately. Please use the Contractor Spot Check http://www.flinders.edu.au/campus/buildings-and-property/contractor-safety.cfm

The nature and frequency of this monitoring will depend on the level of risk associated with the work.

Where there is an immediate safety threat, you must ask the worker to stop work immediately. The worker must not resume work until corrective action acceptable to the Responsible Person has been implemented by the contractor worker.

Corrective Action http://www.flinders.edu.au/campus/buildings-and-property/contractor-safety.cfm Reports must be completed in the event of a safety breach. A copy must be forwarded to the Buildings & Property office and the OHS Unit by close of business on the day of which the problem is observed or reported.
11. Further enquiries
Please contact David Banks, Director, Buildings & Property Division (tel ext 13140, email: David.Banks@flinders.edu.au) if you have any queries about the contractor safety requirements.