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1. Introduction
The University is committed to ensuring that all contractors working on University premises are provided so far as is reasonably practicable, with a safe working environment and that they work in ways that maintain that safe working environment.

2. Contractor Responsibilities
Contractors must, so far as is reasonably practicable, provide and maintain a safe working environment in which people are not exposed to hazards from any work being undertaken.

2.1 Whilst on University premises or University controlled areas, contractors must comply with the
- Occupational Health Safety & Welfare Act 1986
- Occupational Health Safety & Welfare Regulations 1995
- University Occupational Health Safety & Welfare Policy
- Relevant Codes of Practice, Australian Standards and Statutory Regulations
- University Contractor Induction

2.2 Contractors must possess all necessary regulatory permits, registrations and insurance required to perform the work, and an OHS policy and a Safety Management Plan and must provide copies of this documentation to the University.

2.3 Before starting work on site, contractors must
- carry out a hazard identification and risk assessment related to the work (the Responsible Person\(^1\) will ensure that local hazards are identified for the contractor);
- Complete a site specific Job Safety Analysis for the work to be undertaken;
- Ensure that they, and their employees and sub-contractors who will be involved in the work, have been instructed in Occupational Health, Safety and Welfare matters, their own safety management plan and have undertaken University Contractor OH&S induction;
- Ensure that they and their employees and sub-contractors, have the appropriate training, and where required by legislation, licenses and accreditation, to carry out the work;
- Ensure that they have all the required University permits relevant to the work to be done; and
- Ensure that tools and equipment have been appropriately maintained and are compliant with relevant regulations, codes and standards before being used on University premises.

Contractors must provide documented evidence to the University to show that they have complied with the requirements set out in 2.3.

2.4 Contractors must
- ensure their own safety;
- provide a workplace and safe systems of work so that as far as is practicable, contractor employees, students, staff and visitors are not exposed to hazards;
- provide their employees with information, training and supervision to enable them to work in a safe manner;
- provide appropriate personal protective clothing and equipment as required by particular types of work and/or work carried out in particular locations or conditions, and ensure that it is worn or used;
- practice good site housekeeping to minimize the risk of avoidable accidents;

\(^1\) The Responsible Person is the Flinders University staff member responsible for arranging the contract or service of equipment.
• immediately correct any hazard that they are aware of, if unable, contact the relevant Responsible Person during working hours or University Security after hours.
• Immediately contact Emergency Services in the first instance, and then University Security, for incidents that are considered serious or life threatening.

3. **Site attendance**
Contractors arriving on University premises or University-controlled premises to work must contact the Responsible Person to obtain an authorised contractor pass and arrange access to the site. Contractors are required to report daily to the Responsible Person.

Contractors must clearly have on display at all times the University issued authorized contractor permit whilst on the premises and must return it to the point of issue at the end of attendance at the premises and sign off.

4. **Hazard management**
Contractors must take appropriate steps to identify all reasonable foreseeable hazards arising from or in the vicinity of the works which may affect the health or safety of employees or other people at the workplace.

If a hazard is identified the contractor must make an assessment of the risks associated with the hazard, and implement appropriate control measures, in accordance with current OHSW Regulations, before starting the work.

Contractors identifying any such hazards must report them to the University Responsible Person.

5. **Asbestos**
Where appropriate, Contractors must check the University’s Asbestos Hazard Register for information about asbestos in the vicinity of their work area. If asbestos is listed where work is to be undertaken, contractors must contact the University Asbestos Hazard Officer for approval before any removal is undertaken. Where asbestos is found on site, the Contractor must stop work immediately and notify the University Responsible Person.

6. **Isolation of Services**
Contractors must obtain a permit to work from the University Responsible Person before interrupting any existing services such as gas, electricity, water, telephone, data etc. At least 48 hours’ notice is required.

Should services be shut down accidentally, the Contractor must notify the Responsible Person and University Security immediately.

7. **Room access**
Contractors need to be aware that a number of programmes using potentially dangerous materials or procedures may occur at specific locations within University premises. Contractors will be advised of these at their site specific induction.

Contractors must obtain the prior approval of the Responsible Person before entering any room to undertake work.

8. **Hazardous substances**
The use of any chemicals for work carried out on or around University premises must be approved by the Responsible Person before work starts. The Contractor must

• Provide a full list of the hazardous substances;
• Provide a Material safety Data Sheet (MSDS) for each hazardous substance that is to be brought onto University grounds; and
• Demonstrate by assessment the risk levels and control measures to be taken to minimize risk to people on campus.
Where permission is granted for the use or creation of hazardous substances, Contractors shall ensure that current MSDSs for all such hazardous substances are present at all times and stored in such a manner to ensure they are available to workers and for use in the event of an emergency.

All hazardous substances brought onto University grounds must be clearly labeled and safe handling and storage instructions as outlined on product labels and MSDSs must be complied with at all times.

9. Permits to work

Contractors must obtain a Permit to Work from the University Responsible Person starting work as follows:

- Service isolation (gas, electricity, water, telephone, data etc)
- Hot work
- Work in confined spaces
- Live work on Electrical switchboards
- Excavation and earthworks
- Working at heights
- Work with or removal of asbestos
- Disposal of waste
- Removal of vegetation
- Disposal of waste

10. Tools and equipment

The Contractor is responsible for ensuring that all tools, electrical and other equipment brought to University premises comply with the relevant legislative standards and have undergone the required in-service electrical testing and tagging and that all registrations and licenses are in place and current.

All extension leads, power tools and associated electrical equipment must have a current test tag attached before use on University premises.

All electrical equipment must be connected to the power source through a residual current device (RCD).

11. Personal Protective Equipment

Contractors must provide all necessary personal protective equipment and ensure that such items are worn when necessary to comply with the relevant legislation.

12. Safety Signs

Contractors must comply with safety signage placed on University premises.

Contractors will provide signage as required for the work.

13. Noise

Noise from plant and equipment must not exceed levels prescribed by the relevant regulations and codes of practice. Where high noise levels are expected to be produced, generally the work will have to take place outside the hours 9am – 5pm, Mon - Fri.

14. Building users

Where work is to be done within existing buildings, the Contractor will be required to arrange the work to minimise disruption to the occupants and to ensure their safety at all times.

15. Housekeeping

Contractors must maintain their work area clean and tidy to prevent danger to health and safety. Debris, rubbish and spillages must be cleared throughout the progress of the work.

16. Barricades and fencing

Contractors must supply and erect any necessary barricades and fencing, including appropriate signage, to ensure the safety of all persons at the work site or passing by.
17. Use of equipment, vehicles and plant
University vehicles, plant and equipment are not available for use by Contractors.

Contractors must properly maintain their plant, equipment and vehicles and allow only suitably trained and authorised people to operate plant, equipment and vehicles.

18. Toilets
Contractors have shared access to toilets on the premises where the work is undertaken. Contractors are responsible for using and maintaining the facilities in an appropriate and clean manner.

19. Waste management
University waste bins must not be used for the disposal of construction and demolition waste.

Contractors must dispose of waste in accordance with relevant regulations, standards and codes of practice.

20. Safety inspections/breaches
The University Responsible Person or delegate may carry out periodic inspections during the course of the work, covering all aspects of safety.

Contractors shall take immediate remedial action on any safety hazard, safety practice, defect or other safety breach identified during such inspections or which are generally observed or reported. The Responsible Person will give verbal advice to the contractor followed by written confirmation of the breach.

If unsafe practices or breaches reported to the contractor are not remedied, or if repeat breaches are observed, the contractor may be instructed to cease work until the situation has been rectified and the work site and/or operational procedures are deemed safe.

21. Emergencies, accidents, injuries and incidents
21.1 Emergencies
In the event of an emergency, first call ambulance/police/fire brigade, if required. Phone 000 – add an extra 0 if calling from an internal University phone.

If using a satellite phone, you must dial 112 for ambulance/police/fire brigade.

Give clear, concise instructions to the operator, and then immediately notify University Security on 8201 2880 and give them the same information.

21.2 Accidents, injuries and incidents
Any accident, injury or incident must be reported to the site supervisor (where applicable), University Security and the Responsible Person.

In the event of an accident, the contractor or any other person must not clear, clean or alter the site in any way or re-use equipment or substances until instructed to do so by a SafeWork SA inspector or University responsible person.

22. Smoke free work environment
The University has a smoke free work environment. Smoking is prohibited in:
- University buildings
- Areas adjacent to University buildings where tobacco smoke may accumulate or drift back into buildings
- University vehicles.

23. Inappropriate language and harassment
Inappropriate language and harassing behaviour of any nature are unacceptable and will not be condoned on University grounds and premises.
24. Parking
Contractors must observe the University By-Laws for parking and all parking signs, road markings, directional and control signs on campus. Campus speed limits must be strictly obeyed at all times.

Under no circumstances are contractors to park in car parking spaces provided for people with a disability access permit.

25. Further Enquiries
Please contact Graham Dickson, Director, Buildings & Property Division (tel 8201 3140, email graham.dickson@flinders.edu.au) if you require any further information about the University’s requirements for contractors.