

Contractor Safety Management Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures outline the responsibilities and work health and safety requirements when contractors are engaged by the University.

3. Scope

- a. These procedures apply to:
 - i. all University staff who engage companies/organisations and/or individuals under a consultancy, contract or agreement where the University pays the other party to do something and/or provide goods or services, and
 - ii. all contractors, principal contractors, consultants and sub-contractors who are engaged by the University.
- b. These procedures also cover work where independent contractor service agreements are in place for those activities carried out on site under an independent contractor service agreement.

4. Definitions

Contractor	<p>Person, partnership or company/organisation (i.e. third party) who are engaged by the University to carry out work, this includes all individuals of contractors and sub-contractors.</p> <p>For these procedures contractors include, but are not limited to:</p> <ul style="list-style-type: none"> • contractors engaged for construction/capital works/projects • contractors engaged for maintenance or to provide other contracted services. This includes those contractors engaged in non-construction work such as cleaners and security. • contractors, including sub-contractors, and their workers, engaged for • technical service/maintenance (e.g. plant/equipment, teaching/research equipment). • events management (including, but not limited to, erection of marquees, amusement structures, stages, audio visual, video, photographic, catering services). • consultants (including persons providing professional advice).
University responsible person	The University staff member who engaged the contractor is responsible for ensuring these Contractor Safety Management Procedures are implemented.
Permits to work / Permission to proceed	University documents that specify requirements that must be completed and approved before undertaking work involving asbestos, excavations, confined spaces, hot work, service isolation or working at heights.
Site	Any building or land that is owned, leased, rented or used by the University.
Construction Project	A construction project is a project that involves construction work where the cost of the construction work is \$450 000 or more (South Australia) and \$500,000 or more (Northern Territory) or equivalent in the relevant state or territory
Principal contractor	<p>As defined under the WHS SA Regulations 2012 or equivalent in the relevant State or Territory.</p> <p>The principal contractor has specific duties outlined in the WHS legislation, in addition to any requirements set by the University in these procedures.</p>
PCBU	Person Conducting a Business or Undertaking, which includes companies, self-employed persons and government agencies.
Safety Sensitive Areas Register	Details areas that may be sensitive to construction/maintenance activities in their vicinity, including facilities operating under strict regulatory conditions which require external certification. The Register also details sensitive area hazards especially those hazards that are not always visible, audible, odorous (e.g. radiation, laser beams, microbiological and chemical hazards), prescribing entry authorisation requirements and any precautionary measures

required whilst working within any identified sensitive area. Register to be provided by the University Responsible Person where relevant to the work.

5. Summary of contractor safety management framework

- a. Where the University has engaged a contractor, both parties have shared responsibilities and must work together to ensure the health and safety of themselves and others.
- b. The contractor safety management framework as shown below summarises the process for managing the University's safety responsibilities when engaging contractors.

Registration → Induction → Risk Management (including permits) → Check in/out → Contractor Evaluation & Monitoring → Records

6. Registration of contractors

- a. Any contractor undertaking work on University premises or off-site locations owned or leased by the University, must be a Flinders University registered contractor.
- b. The registration process establishes that the proposed contractor has, where relevant, the following:
 - i. insurances - Public Liability/Workers Compensation and Professional Indemnity
 - ii. appropriate competencies (qualifications, licenses, registration with appropriate authorities and experience), and
 - iii. risk management documentation to demonstrate safety practices, where required.
- c. For information on working in prescribed functions that may require appropriate checks, please refer to the [Independent Contractors Policy](#)
- d. The specifics of each of the above requirements is dependent on the risk level of the work being undertaken by the contractor. Required information that must be supplied via the online [contractor registration](#) is set out in the [Requirements for Contractor Engagement Guide](#).
- e. Once the University has confirmed that all the requirements are met, the contractor's registration is valid until their insurance's expiry date (maximum 12 months) and may be renewed by the contractor resubmitting updated information annually.
- f. Registration is not required for negligible risk contractor activities as set out in the [Requirements for Contractor Engagement Guide](#)

7. Induction for contractors

7.1. General online induction

- a. Where contractor registration is required, contractors, sub-contractors and their workers must complete the University's [online Contractor Induction](#), details of which can be found on the University website, prior to starting work.
- b. The induction must be completed by each individual worker and is valid for 12 months.
- c. Online induction is not required for negligible risk contractor activities as set out in the [Requirements for Contractor Engagement Guide](#) due to supervision provided whilst the contractor is on site.

7.2. Local site-specific work area induction

- a. The University responsible person must give all workers of registered contractors a local site-specific [Work Area Induction](#) prior to starting the work.
- b. Where there is a sub-contractor arrangement, the contractor who is responsible for the sub-contractor engagement is responsible for giving the site-specific work area induction to the sub-contractor workers.
- c. Evidence that the site-specific Work Area Induction has occurred must be available upon the University's request.
- d. Local site-specific work area induction must cover:
 - i. emergency procedures
 - ii. work health and safety requirements for the area
 - iii. any area specific hazards
 - iv. contact information
 - v. permit to work/permission to proceed system (where relevant).
- e. A local site-specific work area induction is not required for negligible risk contractor activities as set out in [Requirements for Contractor Engagement Guide](#).

8. Risk management

Health and safety risks must be managed in accordance with the [WHS Risk Management Procedures](#). In addition:

- a. Safe Work Method Statements must be site specific and meet the conditions on the day
- b. control measures must be identified and documented in risk management documentation
- c. personnel working to the risk management documentation must have signed the document
- d. it is recommended that contractors visit the work site prior to work commencing when developing their risk management documentation (i.e. JSA, SWP, SWMS) to incorporate site specific hazards.

9. University responsible person

The University responsible person must, as far as is reasonably practicable:

- a. select contractors who have the competence and skills required to undertake the task
- b. ensure the contractors are registered via the online [contractor registration](#) process as required in [Requirements for Contractor Engagement Guide](#)
- c. conduct the site-specific [Work Area Induction checklist](#)
- d. provide contractors with information about any potential hazards in the environment (e.g. chemicals/ biologicals/or other in the work area) in which they will work, to enable the contractor to determine an appropriate safe system of work. This includes consultation with relevant site contacts regarding local hazard knowledge (i.e. laboratory supervisors)
- e. where relevant to the work, access will be provided to the [Asbestos Register](#) and the Safety Sensitive Areas Register
- f. ensure that contractors have provided via the online [contractor registration process](#) all necessary licences, insurance documentation and risk management/safety documents, as applicable, and that where required apply for any University [Permits/Permission to Proceed](#)

- g. ensure that communication channels are established between the relevant University staff and the contractor(s) and that adequate consultation and cooperation between all parties occurs prior to the commencement of work to ensure it is completed in a safe manner
- h. monitor contractor performance where that is reasonable and ensure that work on University sites is carried out in a safe manner
- i. ensure that [accidents or incidents](#) are reported to the University via the University incident reporting system.

10. Contractors

- a. Contractors must meet the requirements for: [Registration](#) → [Online Induction](#) → Local Work Area Induction → [Risk Management](#) → [Check in/out](#).
- b. In addition, contractors:
 - i. must not, through their acts or omissions, do anything that will put at risk their own health, safety or wellbeing or that of any other persons
 - ii. must comply with relevant health and safety policies and procedures as stipulated by the University, including emergency, risk management and incident reporting procedures
 - iii. as a minimum, must meet Regulations, Australian Standards and Codes of Practice relevant to the work they are undertaking
 - iv. must have evidence of current permits, registrations and any other licensing and competencies required to perform the work and must provide copies of these documents to the University during the registration process or as requested
 - v. where identified in the [Requirements for Contractor Engagement Guide](#), must provide evidence of risk management documentation relevant to the site and the work being undertaken. This may be via various forms e.g. a job safety analysis (JSA), safe work procedure (SWP), safe work method statement (SWMS) or other relevant risk management documentation that covers the work and location(s) that the contractor has been engaged for. Examples of the level of documentation required is set out in the [Requirements for Contractor Engagement Guide](#)
 - vi. must not access areas or begin work unless they have been given an induction and it is recorded via a site specific [Work Area Induction checklist](#)
 - vii. must not enter areas that are restricted or sensitive areas or **authorised access only** unless specific access has been obtained first (e.g. from laboratory safety supervisor or manager)
 - viii. must implement all control methods identified in the safety/risk management documents, including those identified in any [Permits/ Permission to Proceed](#)
 - ix. must control mobile plant and pedestrian traffic in the workplace (including clear vehicle paths, physical barriers and/or traffic controllers established)
 - x. must assess and manage the impact of their work on adjacent areas of the University and manage risks, including noise, dust and fumes, accordingly
 - xi. must have in place processes to manage, store, move and dispose of waste and construction materials
 - xii. must ensure any [accident or incidents](#) including [notifiable incidents](#) or observed hazards that occur are reported immediately via the University incident reporting system, to the University responsible person and where relevant via their own company's reporting system
 - xiii. must on request be able to display evidence of completed check-in requirements

- xiv. must make it clear to workers that any behaviour that may cause a psychosocial hazard such as bullying, violence, harassment, aggression or verbal abuse of any kind will be not be acceptable on any Flinders University site.

11. Permits/permission to proceed

- a. Where specific Flinders University [Permits or Permission to Proceed](#) are required, the head contractors must obtain the approved permits/permissions **before** commencing the work. These are available on the University [Contractor](#) web site and must be completed and submitted via the contractor management system by the head contractor on behalf of all sub-contractors.
- b. Contractors must allow for sufficient time for the approval process, according to the timeframes specified on the Contractor webpage and they should check these in the pre-work assessment.
- c. This applies for all work relating to:
- Asbestos
 - Confined spaces
 - Service isolation
 - Excavation
 - Hot work
 - Working at heights
 - Heavy Vehicles

12. Check in/out

- a. The check in/out process allows the University to identify contractors who are onsite and validate they have completed the online induction.
- b. All contractors who come to a Flinders University site are required to [check in/out](#) via the [ServiceNow Agent app](#).
- c. Contractors will be issued any relevant keys or passes.
- d. Check in/out is not required for negligible risk contractor activities as set out in the [Requirements for Contractor Engagement Guide](#).

13. Contractor monitoring and evaluation

- a. The University responsible person will monitor contractor activities in accordance with any regulatory requirements, risk management documentation, licensing, permits or permissions to proceed. This monitoring may be via a number of methods including random audits or [site safety inspections](#).
- b. The University responsible person will provide contractors feedback if safety issues are identified.
- c. University staff must notify the University responsible person if any unsafe behaviours are being carried out by contractors.
- d. The University responsible person has the right to ask the contractor to stop work if they believe there is a risk to safety.
- e. Where there is an immediate risk, the contractor should be instructed to cease work and then escalate to the University responsible person.

14. Record keeping

- a. All documents provided by contractors via the registration process must be kept by the Property, Facilities and Development (PFD) Division as per the [WHS records management](#) requirements..
- b. Approved permit to work/permissions to proceed documents must be kept by PFD until the work to which it relates is completed as specified by relevant legislative requirements.

- c. If a notifiable incident occurs in connection with the work to which the permit, safe work method statement, WHS Management Plan, asbestos removal control plan, confined spaces work or electrical work relates, the documentation must be kept for at least 2 years after the incident occurs.
- d. All local site-specific work area induction [records](#) must be kept by the area who engaged the contractor and must be retained for 30 years.

15. Construction projects – principal contractors

- a. A principal contractor **must** be appointed for construction projects as defined under the [South Australian WHS Regulations 2012](#) or the equivalent in each State/Territory.
- b. The principal contractor may be the University itself or it may engage another PCBU (Contractor). A principal contractor has management or control over a work site where construction projects or high-risk construction work is occurring.
- c. There can only be one principal contractor at any specific time on a construction project. All agreements/contracts between the parties must make it clear who has this management or control of the workplace.
- d. Where the University engages an external PCBU to act as the principal contractor, they must be given adequate information about the hazards and risks at, or in the vicinity of, the project or work.
- e. The external PCBU must have adequate control of the workplace to the extent necessary to manage their obligations.
- f. Where the University has agreed that check in/out can occur within the construction project boundary, the principal contractor must ensure that there is a site office where all contractors entering or leaving the site are required to check in/out daily and the process is overseen by the principal contractor. The principal contractor's site supervisor is also required to check in and out daily using the Service Now Agent app.
- g. The principal contractor obligations include, but are not limited to:
 - i. managing the risk to health and safety of all persons associated with the project
 - ii. preparing, implementing, reviewing and making available a WHS management plan in accordance with the requirements of the [SA WHS Regulations 2012 \(Regulation 309 - 311\)](#) or equivalent in each state/ territory
 - iii. ensuring that emergency plans and provisions (including first aid) are in place
 - iv. ensuring, as far as reasonably practicable, that the worksite is secure from unauthorised entry, using, where relevant, appropriate barricades and/or signposting to prevent unauthorised access
 - v. establishing appropriate consultation arrangements with all stakeholders
 - vi. ensuring that safe work method statements (SWMS) as defined in the [SA WHS Regulations 2012 \(Regulation 299- 303\)](#) are prepared, monitored and reviewed for all high risk construction work.
 - vii. ensuring signage identifying the principal contractor and relevant contact details is displayed at each defined site entrance
 - viii. ensuring all workers have had general construction induction training (also known as "white card") before carrying out any construction work as per [SA WHS Regulations 2012 \(Regulation 316- 320\)](#)
 - ix. ensuring any required permits/permissions have been obtained, including those required by the University
 - x. ensuring all [accidents and incidents](#) are reported to the University and, where relevant, ensuring any [Notifiable](#) incidents are reported to the relevant Regulator.

16. Signage/barriers

- a. Signage and/or barriers or other means must be in place to prevent unauthorised access and to prevent University staff, students and public from being able to access exclusion zones where contractors may be undertaking work or there are potential risks such as falling objects.
- b. Work areas must be clearly identified and separated where necessary so that work can be undertaken safely.
- c. Barriers/hoardings or other methods (e.g. supervision/spotting) must be used where there is a need to protect staff, students or public from exposure to hazards. This could include the risk of falling, dangerous plant, noise, dust or other.
- d. Any signage/barriers must not obstruct emergency access or egress unless appropriate contingency arrangements have been put in place and communicated with the relevant area.
- e. Signage showing mandatory personal protective equipment (PPE), chemical storage or other relevant hazard warnings must be displayed at the entrance to each area where the contractor is working.
- f. The above control measures must be documented through site-specific safety documentation.

17. Mobile food vans

- a. The University responsible person who engages a mobile food van must ensure the mobile food van vendor is registered with the University providing evidence of the following:
 - i. appropriate public liability insurance and workers compensation certificates
 - ii. council food business notification form detailing the council, notification number and date of issue
 - iii. documentation demonstrating completion of food safety compliance training.
- b. The University responsible person must conduct the site-specific [Work Area Induction checklist](#) with the mobile food van vendor.
- c. The check in/out process is not required for a mobile food van vendor.

18. Responsibilities

College Vice-Presidents and Executive Deans and Portfolio Heads/Directors	<ol style="list-style-type: none"> a. Ensure that these procedures are implemented in their College/Portfolio. b. Allocate sufficient resources for contractor management when engaged by their College/Portfolio.
Managers and supervisors	<ol style="list-style-type: none"> c. Implement these procedures in their area of responsibility, including ensuring that any of their staff who engage a contractor (University responsible person) does so in line with these procedures. d. Assist the responsible person to identify hazards (including site specific) that may pose a risk to contractors working in their area of control.
University staff	<ol style="list-style-type: none"> e. Not place themselves or others at risk of injury. f. Assist with the identification of hazards of their work that may impact on a contractor engaged to undertake work in the University.

	g. Report to their manager or supervisor any incident, accident or hazard as a result of work undertaken or impacted by contractors.
Students and visitors	h. Not place themselves or others at risk of injury. i. Report any incident, accident or hazard in the workplace to the University as a result of work undertaken by contractors.
University responsible person	j. Responsible for ensuring that contractors are registered, inducted, have completed required risk management activities and checked in/out as specified in these procedures. k. Investigate any reported incidents. l. Monitor the contractor's performance.

19. Related documents

These procedures are supported by information pages, forms and permits relevant to contractors available on the [Contractor webpage](#).

[WHS Risk Management Procedures](#)

[Accident, Incident and Hazard reporting and Investigation Procedures](#)

[South Australian Work Health & Safety Regulations 2012](#)

Code of Practice – Construction Work

Code of Practice – Demolition work

Code of Practice – How to manage work health and safety risks

Code of Practice – How to manage and control asbestos in the workplace

Code of Practice – How to safely remove asbestos

Code of Practice – Confined Spaces

Code of Practice – Managing electrical risks in the workplace

Code of Practice – Excavation Work

Code of Practice – Managing noise and preventing hearing loss at work.

Code of Practice – Managing the risk of falls at workplaces

Code of Practice – Managing the risks of plant in the workplace

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