

## 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 do not cover independent contractor service agreements, other service contracts or other financial/legal arrangements regarding engaging contractors – see [Independent Contractor Procedures](#).

## 4. Definitions

<b>Contractor</b>	<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"> <li>• contractors engaged for construction/capital works/projects</li> <li>• contractors engaged for maintenance or to provide other contracted services. This includes those contractors engaged in non-construction work such as cleaners and security.</li> <li>• contractors, including sub-contractors, and their workers, engaged for technical service/maintenance (e.g. plant/equipment, teaching/research equipment)</li> <li>• events management (including, but not limited to, erection of marquees, amusement structures, stages, audio visual, video, photographic, catering services)</li> <li>• consultants.</li> </ul>
<b>University responsible person</b>	<p>The University staff member who engaged the contractor is responsible for ensuring these Contractor Safety Management Procedures are implemented.</p>
<b>Permits to work / Permission to proceed</b>	<p>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.</p>
<b>Site</b>	<p>Any building or land that is owned, leased, rented or used by the University.</p>
<b>Construction Project</b>	<p>A construction project is a project that involves construction work where the cost of the construction work is \$450 000 or more.</p>
<b>Principal contractor</b>	<p>As defined under the <a href="#">WHS SA Regulations 2012</a> or equivalent in 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>
<b>PCBU</b>	<p>Person Conducting a Business or Undertaking, which includes companies, self-employed persons, government agencies.</p>
<b>Sensitive Areas Register</b>	<p>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.</p>

## 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) → Sign in/out → Contractor Evaluation & Monitoring → Records**

## 6. Registration of contractors

- a. Any contractor undertaking work for the University 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. The specifics of each of the above requirements to be provided 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](#).
- d. Once the University has confirmed that all the requirements are met, the contractor's registration is valid until their insurances expiry date (maximum 12 months) and may be renewed by the contractor resubmitting updated information annually.
- e. Registration is not required for minor 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](#), available on the University website, prior to starting work.
- b. The online induction must be completed by each individual worker and is valid for **12 months**.
- c. Online induction is not required for minor 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 minor 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](#).

## 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](#) 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 e.g. in laboratories) 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 job, provide access to the Asbestos Register and the Sensitive Areas Register.
- f. Ensure that contractors have provided via the online [contractor registration](#) 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 the work 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](#) → [Induction](#) → [Risk Management](#) → [Sign 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 be in possession of all 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. in discussion with the University responsible person, for medium or high-risk work, are expected to undertake a pre-work assessment of the extent and nature of the work, services, products and

materials that will be required. This assessment should identify any safety issues associated with the task prior to starting the work

- vi. 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](#)
- vii. 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](#)
- viii. must not enter areas that are signed **authorised access only** unless specific access has been obtained e.g. from laboratory safety supervisor or manager
- ix. must implement all control methods identified in the safety/risk management documents, including those identified in any [Permits/ Permission to Proceed](#).
- x. mobile plant and pedestrian traffic in the workplace must be controlled (including clear vehicle paths, physical barriers and/or traffic controllers established).
- xi. must assess and manage the impact of their work on adjacent areas of the University and manage risks, including noise, dust and fumes, accordingly
- xii. must have in place processes to manage, store, move and dispose of waste and construction materials.
- xiii. must ensure any [accident or incidents](#) 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, and
- xiv. must at all times wear on their person in a clearly visible location the University contractor pass/badge.

## 11. Permits/permission to proceed

- a. Where specific Flinders University [Permits or Permission to Proceed](#) are required, the contractors must have obtained the approved permits/permissions **before** commencing the work. These are available on the University [Contractor](#) webpage.
- 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

## 12. Sign in/out

- a. The sign in/out process is to allow the University to identify contractors who are onsite and validate they have completed the online induction and obtained a contractor pass/badge.
- b. All contractors who come to a Flinders University site are required to [sign in/out](#) via the Maintenance Operations Office, other designated reception areas of the University or other designated/approved system.
- c. Contractors will be issued any relevant keys or passes at the sign in point.
- d. Contractors will be issued a contractor pass/badge which must be clearly visible and worn at all times when on site.
- e. Sign in/out is not required for minor 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.

### 14. Recordkeeping

- a. All documents provided by contractors via the registration process must be kept by the Property, Facilities and Development (PFD) Division for 8 years.
- b. Approved permit to work/permissions to proceed documents must be kept by the PFD Operations area until the work to which it relates is completed.
- c. If a notifiable incident occurs in connection with the work to which the permit relates, a copy of the permit 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 8 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 sign 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 sign in/out daily.
- 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 sign-posting 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 injuries 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.

## 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. Sign in/out is not required for a mobile food van vendor.

## 18. Responsibilities

<b>College Vice-Presidents and Executive Deans and Portfolio Heads/Directors</b>	<ul style="list-style-type: none"> <li>a. Ensure that these procedures are implemented in their College/Portfolio.</li> <li>b. Allocate sufficient resources for contractor management when engaged by their College/Portfolio.</li> </ul>
<b>Managers and supervisors</b>	<ul style="list-style-type: none"> <li>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.</li> <li>d. Assist the responsible person to identify hazards (including site specific) that may pose a risk to contractors working in their area of control.</li> </ul>



<b>University staff</b>	<p>e. Not place themselves or others at risk of injury.</p> <p>f. Assist with the identification of hazards of their work that may impact on a contractor engaged to undertake work in the University.</p> <p>g. Report to their manager or supervisor any incident, accident or hazard as a result of work undertaken or impacted by contractors.</p>
<b>Students and visitors</b>	<p>h. Not place themselves or others at risk of injury.</p> <p>i. Report any incident, accident or hazard in the workplace to the University as a result of work undertaken by contractors.</p>
<b>University responsible person</b>	<p>j. Responsible for ensuring that contractors are registered, inducted, have completed required risk management activities and signed in/out as specified in these procedures.</p> <p>k. Investigate any reported incidents.</p> <p>l. Monitor the contractor's performance.</p>

## 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 – [How to manage work health and safety risks](#)

Code of Practice – [Managing noise and preventing hearing loss at work.](#)

Code of Practice – [Demolition work](#)

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**\* Unless otherwise indicated, this procedure will still apply beyond the review date.**

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