

Contractor Health and Safety Procedures

1. PREAMBLE

- 1.1 These procedures apply to all contractors engaged by the University to build, repair, maintain, modify or remove any University service, facility or equipment. The procedures have been developed as part of the University's ongoing approach to occupational risk management and to ensure that the potential adverse impact on the normal and safe routine operations of the University is eliminated and/or minimised.

2. Aim

- 2.1 Whereas the University recognizes its OH&S obligations with respect to contractors, all contractors engaged by the University are required to:
- (i) Adhere to safe systems of work at all times
 - (ii) Undertake appropriate risk assessments and develop work method statements prior to commencing work;
 - (iii) Comply with all relevant legislation, regulations, Codes of Practice and Australian Standards that are applicable to any work being undertaken;
 - (iv) Adhere to relevant UWS Procedures and reasonable directions or requests given or made by the "University Representative".
- 2.2 In order to achieve this objective, it is recognised that contractors need to satisfy the University that they:
- (i) are suitably experienced to perform the tasks;
 - (ii) possess all necessary licenses, permits, registrations and insurance required to perform the works in accordance with all appropriate regulations;
 - (iii) will notify any potential hazards associated with the location or use of the area where the works are to be carried out;
 - (iv) understand the University's Emergency Procedures; and
 - (v) are conversant with all the regulations, Codes of Practice and Australian Standards that are applicable to the work.
- 2.3 Obligations imposed by the *OH&S Act 2000 and the OH&S Regulations 2001* makes the controller of premises responsible for conducting risk assessments in places of work irrespective of any delegation or contracting arrangements that may be made for carrying out of work tasks. The University representative will

therefore ensure that contractors are provided with the necessary site specific information and training to enable them to conduct their work in accordance with the University's safe work practices and procedures.

- 2.4 University representatives are to ensure that comprehensive sets of procedures are developed for the collection, engagement and general management of contractors whilst undertaking work within the University. This includes any entity in which the University has a partnership arrangement, MOU, or a controlling interest, or which is located on property owned or occupied by the University.

3. DEFINITIONS

- 3.1 **Contractor:** Consultants, building specialists, various trade persons, technicians or providers, such as builders, plumbers, electricians, architects, data technicians etc. selected from the Department/area's 'Preferred Contractor' list.
- 3.2 **University:** "The University" in these procedures refers to University of Western Sydney (UWS), its subsidiaries and all of its campuses and facilities.
- 3.3 **University Representative:** The Department head or the nominated delegate who has the authority to represent the department and engage contractors. The nominated delegate must possess a thorough understanding of the operation of the area.
- 3.4 **Site:** All land, buildings and facilities occupied by or under the control of the University.
- 3.5 **Safety Management Plan:** The document setting out the specific occupational health, safety and rehabilitation resources, responsibilities and procedures and practices of the organisation.

4. SELECTION OF CONTRACTORS

- 4.1 During the selection stage, when a Contractor's suitability for a specific type of work is assessed, the health and safety competence of the Contractor will be assessed as a prime consideration. Only contractors assessed as having an adequate Safety Management Plan and the necessary health and safety competences required for the work will be considered.

- 4.2 A register of preferred contractors is to be held and maintained by the nominated University representative.
- 4.3 Contractors that fail to meet the University's health, safety and environmental performance requirements will be removed from the preferred list of Contractors.
- 4.4 The health and safety responsibilities of the University and the contractor should be made clear in all contract documents. All documents and agreements must set out the specific OHS&R requirements of UWS as part of the conditions of approval.

5. SAFETY MANAGEMENT PLAN

- 5.1 A Contractor Safety Management Plan (SMP) is required to work on all UWS sites. Contractors should be able to show legal obligation to provide a safe workplace for both workers and other persons.
- 5.2 All contractors must submit a copy of their SMP prior to starting work on site.

6. INDUCTION

- 6.1 All contractors will be required to undertake a site-specific OHS&R Contractor Induction prior to the commencement of any work. This induction will be provided to ensure that contractors are fully aware of the specific OHS&R requirements of the University. A program of contractor induction training is to be provided to all contractors on long term and/or preferred contractor arrangements in consultation with the OHS&R Unit.
- 6.2 Short-term contractors are to be inducted and given specific instruction on the work to be undertaken and fully briefed in relation to the University's Procedures for contractors by the delegated person engaging the contractor.
- 6.3 All contractors and their authorized representatives must carry a current "General Construction OHS Induction card" while working on any UWS Campus or facility.

7. REFERENCES

- (i) Occupational Health & Safety Act 2000.
- (ii) Occupational Health & Safety Regulation 2001.
- (iii) UWS Occupational Health and Safety Policy Statement
- (iv) Relevant Codes of Practice
- (v) Relevant Australian Standards and Work Cover NSW and Worksafe Australia Publications.
- (vii) NOHSC Codes and Publications
- (viii) UWS Emergency Procedures