IMPLEMENTATION

3.21 CONTRACTOR SAFETY MANAGEMENT

3.21.1 Objective

- To have an effective contractor safety management process that minimises the health and safety risks associated with contractor related activities;
- To meet the relevant sections of the Occupational Health Safety and Welfare (OHSW) Act (1986) and OHSW Regulations (2010); and
- To meet the requirements of the University's Health Safety and Wellbeing (HSW) Policy.

3.21.2 Scope and application

This process applies to:

- University staff (including titleholders) who engage organisations and/or individuals under Contracts for Service (see definitions); and
- the Contractors who are engaged.

For the purpose of this process, Contractors include:

- Temporary staff, Agency Staff (e.g. through a recruitment or labour hire agency where payment is made to the agency).
- Consultants (i.e. people providing professional advice or services for a fee (including teachers and lecturers) which is paid upon invoice).
- Contractors performing services in relation to a purchase agreement (e.g. service technicians, deliverers of goods).
- Contractors (including sub-contractors) engaged for maintenance (e.g. vehicles, teaching/research equipment) or events management (e.g. erection of marquees, open day activities, catering services).
- Contractors engaged by Infrastructure, Property and Technology for managed services:
  For example:
  - Electrical Services
  - Plumbing and Hydraulics
  - Security services
  - Commercial Property Management
  - Emergency Management
  - Cleaning, caretaking and support services
  - Building and building trade related services
  - Construction work
  - Support Services
  - Waste Management
  - Mechanical and Ancillary
  - Building Mechanical Services
  - Essential Safety Provisions
  - Parks and Amenities
  - Asbestos Management
  - Electronic Access
  - IT cabling, telephones
  - Mail
  - Lift services
  - Water Treatment
  - Car Parking
  - Mechanical Keying
  - External painting
  - Fume extraction
  - Commercial properties

This process does not set out the business process of engaging a contractor, but addresses the health and safety requirements to enable the Head of School/Branch/Faculty/Division to meet statutory obligations.

For further information on the business process of engaging a contractor or initiating contracts, please refer to the University's Contracts and Agreements Policy and Procedure at http://adelaide.edu.au/policies/2964 .

It should be noted, that in accordance with the Contracts and Agreements Procedures, for any activities involving Capital Works (see definitions) or property (including refurbishment, alteration, cleaning, painting) owned by the University, Infrastructure, Property and Technology must be consulted to determine the appropriate Contract Manager/Project Manager/Project Officer.

For Capital Works in a leased or rented property, the School/Branch is required to consult with the Infrastructure Property and Technology Business Services Manager for further information (8303 5119).

3.21.2 Scope and application (continued)

Exception regarding contractor induction

A local area induction is not required for work completed during normal office hours in an occupied, non-restricted area (see definitions), where a contractor has been engaged to:

- service or repair office equipment in an office environment (i.e. photocopiers, printers, fax machines); or
- deliver items to general office/reception/public access areas. (e.g. changeover of water bottles or waste bins);

However, the contractors conducting the abovementioned activities are required to:

- have safe systems of work to meet the contract specifications;
- have a means of identification to verify their employment whilst on site or to demonstrate to staff that they have authority to be on site;
- report to the receptionist/supervisor for the area to announce their presence and nature of their work; and
- report back when the work has been completed where possible/requested.

3.21.3 Process 1: Specific health and safety requirements when writing up the contract

Person Responsible	Actions
3.21.3.1 Head of School/ Branch (Any or all of these tasks can be delegated to School/ Branch staff, e.g. the local area Manager/Supervisor as the Contract Manager/ Project Manager/Project Officer (i.e. the person responsible for setting up the contract), however the Head of School/Branch must monitor the required actions on a regular basis to ensure they are met.)	• Assess the scope of work and determine the level of health and safety risk to the University (i.e. low or high). For low risk activities ((i.e. work in a non-restricted area; and/or non-hazardous work. See definitions) The contract agreement should include basic health and safety requirements including, but not limited to: • the completing of an induction to the School/Branch/Area (unless excluded in the scope). • the reporting of any incidents/injuries/hazards to the Contract Manager/Project Manager/Project Officer. • ensuring safe systems of work for the duration of the contract. • working in accordance with the relevant University Health Safety and Wellbeing policy and processes where applicable. • the appropriate skills, knowledge and/or qualifications/licences to conduct the task safely. For high risk activities (i.e. work in a restricted area and/or hazardous work involved. See definitions) In addition to the basic health and safety requirements outlined above, the contract agreement must be able to demonstrate the contractor has an effective hazard management system. The details may be provided in a Safety Management Plan (see definitions) or through the provision of other documented evidence (e.g. copies of relevant licences, permits etc). Where the University is not satisfied with the plan, the contractor shall be notified and appropriate modifications made to the plan.

3.21.4 Process 2: Prior to commencement of work

Person Responsible	Actions
3.21.4.1 Head of School/ Branch (Any or all of these tasks can be delegated to School/ Branch staff, e.g. the local area Manager/Supervisor as the Contract Manager/ Project Manager/Project Officer (i.e. the person responsible for setting up the contract), however the Head of School/Branch must monitor the required actions on a regular basis to ensure they are met.)	Low risk activities Induction: ☐ Where you have engaged a contractor from Infrastructure, Property and Technology: ☐ Check that the contractor has a University Contractor ID card which demonstrates that they have attended an IPT induction. ☐ All other contractors: ☐ Ensure the contractor receives an induction to the local area which includes evidence that specific hazards and control measures have been discussed where applicable. (A template is available at http://www.adelaide.edu.au/hr/career/induction/ or you may use your own School/Branch induction template, provided the template covers the mandatory Health and Safety requirements as per the Human Resources template.) ☐ File the induction record with the contractor documents or with your other School/Branch training records as applicable. ☐ Ensure that the records remain on file and are retrievable if requested for a 5 year period. High risk activities Induction (all contractors): ☐ Conduct a local area induction. ☐ File the induction record with the contractor documents or with your other School/Branch training records as applicable. ☐ Ensure that the records remain on file and are retrievable if requested for a 5 year period. Hazard Management ☐ Review the scope of work and conduct a walk-through of the site with the contractor. ☐ Identify hazards in the area of work (i.e. against the Scope of Work and consider if activities in the area may be affected). See Appendix A Contractor Hazard Management Guidelines which provide a template for conducting a preliminary inspection, should the contractor not have their own process. ☐ Provide any information required to complete the activity, where the University has control. (e.g. access to restricted areas, provision of keys, access to the asbestos register, process for isolation of services in consultation with the relevant Maintenance Service Centre if required.)

3.21.4 Process 2: Prior to commencement of work (continued)

Person Responsible		Actions
3.21.4.1	Head of School/ Branch (Continued)	High Risk Activities (Continued) Hazardous Work ☐ Ensure the contractor has: • a permit to work (i.e. all Infrastructure Property and Technology Contractors) or where required by the OHSW legislation; • the relevant licences where required by the OHSW legislation; and • a completed Job Safety Analysis, which is tailored to the activity and includes consultation arrangements in the area of work.

3.21.5 Process 3: Contractor monitoring (For capital works, construction projects only)

Person Responsible		Actions
3.21.5.1	Head of School/Branch (or delegate as outlined in 3.21.3.1)	☐ Conduct formal random checks on contractor activities to ensure their operations are safe (e.g. conformance with their Safety Management Plan, Job Safety Analysis or Permit to Work). The frequency of the checks is to be determined by the Project Manager/Project Officer/Contract Manager based on the level of risk, unless the frequency is specified in the contract. (See Appendix C) ☐ Discuss the outcomes of the check with the Contractor's contract representative and where applicable at contract review meetings. ☐ Implement corrective actions where applicable. ☐ Place a copy of the check on the contract file. ☐ Check work has been completed in accordance with contract/scope of work as applicable. ☐ Monitor any trends and take action where applicable.

3.21.6 Process 4: Contractor responsibilities

Person Responsible		Actions
3.21.6.1	All contractors	☐ Conduct your activities in accordance with the Contract for Service and reasonable directions of the Contract Manager/Project Manager/Project Officer. ☐ Conduct your activities in accordance with the Occupational Health and Safety legislation and the HSW Handbook (as applicable).

3.21.7 Process 5: Breach of Safety/unsafe work (For all contractors regardless of the engagement process)

Person Responsible		Actions
3.21.7.1	All staff and students	☐ Report any unsafe contractor related activity to the Manager/Supervisor for your area or contact the HSW Team who will initiate appropriate follow-up via the relevant Contract Manager/Project Manager/Project Officer and the Contractor's supervisor. (For after hours contact the Security Office on ext 35990)
3.21.7.2	Contract Manager/ Project Manager/ Project Officer	☐ Follow-up with the relevant contractor's Manager/Supervisor. ☐ Complete a Notice of Breach and intention to suspend project/activity due to unsafe work form (Appendix B) where there has been a significant breach of safety (e.g. high risk of injury or property damage). ☐ Monitor actions are completed within specified time-frames.
3.21.7.3	All Contractors	☐ Take corrective action as specified on the Notice of Breach of Safety form.

3.21.8 Process 6: Incident reporting and investigation (including Notifiable Occurrences)

Person Responsible		Actions
3.21.8.1	All Contractors	☐ Report all incidents and near misses to your manager/supervisor and the Contract Manager/Project Manager/Project Officer. ☐ Investigate contributing factors and take corrective action to prevent a recurrence in consultation with the Contract/Project Manager/Officer and your manager/supervisor). Notifiable Occurrences (see definitions) ☐ Report the incident to the Contract Manager/Project Manager/Project Officer immediately. ☐ Complete an incident/injury report. ☐ Attend a debrief following the incident if requested. ☐ Provide appropriate reports and documentation to the Contract/Project Manager/Officer and/or Manager, Health Safety and Wellbeing. As a minimum this will include copies of the completed Job Safety Analysis for the activity, incident and investigation reports and any testing results (where applicable). ☐ Assist in the identification of corrective actions and follow-up where required. ☐ Report the incident to SafeWork SA in accordance with the requirements of the OHSW Regulations (2010) Part 7 Division 6. (Note: In the event of a Notifiable injury or dangerous occurrence, both the contractor and the University are required to report to SafeWork SA i.e. a dual notification within 24 hours.)

3.21.8 Process 7: Incident reporting and investigation (including Notifiable Occurrences) - Continued

	Person Responsible	Actions
3.21.8.2	Contract Manager/ Project Manager/ Project Officer	☐ Follow the process for Incident, near miss reporting and investigation, which includes the process for Notifiable Occurrences.

3.21.9 Process 8: Training, information and instruction

	Person Responsible	Actions
3.21.9.1	Head of School/Branch (or delegate)	☐ Arrange for the appropriate level of training for staff with Contract Manager/Project Manager/Project Officer responsibilities to ensure statutory and University HSW Handbook obligations for contractor safety are met. (Refer to the HSW Training program on the HSW website)
3.21.9.2	Contract Manager/ Project Manager/ Project Officer	☐ Attend training on your roles and responsibilities for contractor management when you commence in your role and attend further training where relevant. Infrastructure, Property and Technology staff ☐ Attend work permit issuer training where relevant to your role and other relevant training as required. ☐ Follow the process outlined in the IPT Contractor Management System or the Project Manual for minor/major projects (as applicable).

3.21.10 Process 9: Infrastructure, Property and Technology (IPT) Contractor OHS Management system

	Person Responsible	Actions
3.21.10.1	Director, Infrastructure, Property and Technology (IPT) (or delegate as outlined in 3.21.3.1)	☐ Manage and maintain the Infrastructure Property and Technology Contractor OHS Management System which includes but is not limited to: • Procurement in accordance with the University's procurement and tendering policies and guidelines; • Provision of evidence that the Contractors have appropriate health and safety systems; • Co-ordination of the IPT contractor induction program; • Ensuring there is a system for issue of identification cards, access passes and keys, where the appropriate level of induction has been completed; • Effective Hazard Management arrangements which include a permit to work system for high risk activities and/or access to restricted areas. ☐ Monitor, review, evaluate and continuously improve the IPT Contractor OHS Management System. Continued

3.21.10 Process 9: Infrastructure, Property and Technology (IPT) Contractor OHS Management system (Cont)

Person Responsible		Actions
3.21.10.1	Director, Infrastructure, Property and Technology (IPT) Continued (or delegate as outlined in 3.21.3.1)	☐ Ensure the IPT Contractor OHS Management System complies with the statutory requirements relating to the management of contractors, the University HSW Policy Statement and the HSW Handbook where relevant.

3.21.10 Performance Measures

The HSW Team will use the performance measures listed below to assist in identifying areas of success and/or where corrective action is required to meet the objectives of this process. The level of compliance will be determined during the internal audit process.

	Measure	Objective Evidence	Accountable Person(s)
3.21.10.1	Where appropriate, all contract agreements include health and safety requirements for low risk or high risk activities as applicable and safety management plans (or equivalent) are held for high risk activities.	Contract documents Contract files	Head of School/Branch
3.21.10.2	A local induction record and/or Infrastructure Property and Technology induction record is held for all contractors.	Completed induction records	Head of School/Branch
3.21.10.3	A tailored Job Safety Analysis is held for all high risk activities.	Completed Job Safety Analysis	Head of School/Branch
3.21.10.4	Contractor monitoring is being conducted in accordance with the contract.	Completed contractor monitoring template.	Head of School/Branch

3.21.11 Definitions

Capital Works are defined as:

- building and engineering works that create a University asset; and/or
- constructing or installing facilities and fixtures associated with and forming an integral part of those works; and/or
- projects where the activity involves modifications to University property and infrastructure (e.g. repairs, painting, cleaning, alterations).

Contract for Service is a contract or agreement (other than a contract of employment) under which a party provides work or services to or for the University. This excludes titleholder, volunteer and visitor agreements.

Contract Manager/Project Manager/Project Officer is the University staff member with oversight of the engagement of the Contractor and management of the Contract for Service.

3.21.11 Definitions (Continued)

Construction site means a site where one or more of the following activities are carried out:

(a) The construction, erection, alteration, repair, equipping, finishing, painting, cleaning, marking or demolition of a building, structure or ship;
(b) Excavating, shaft sinking or tunnelling;
(c) The construction or maintenance of roadworks;
(d) Dredging;
(e) The placing, laying or maintenance of pipes or cables (whether the pipes or cables are placed or laid above or below ground level);
(f) Earth moving by power driven equipment.

Hazardous Work in accordance with Part 5 of the OHSW Regulations, includes the following activities, abrasive blasting, demolition, construction diving work, electroplating, excavation work, foundry work, spray painting, welding, petroleum work, mining work, opal mining.

For the purpose of this process, Hazardous Work also includes activities involving confined spaces, work at height, penetrations into building fabric, isolation/interruption to essential services, electrical infrastructure, asbestos, telecommunications equipment or aerials, gas work, hot work, roof access or earth penetration (deeper than 300mm).

High risk/restricted access areas include all areas used as machine workshops, medical/science/ engineering laboratories (including PC2 and PC3 labs), quarantine facilities, mortuary and dissection facilities, building project closed sites, IT data centres (e.g. facilities housing computer equipment, server rooms), broadcasting areas, animal house areas, plant rooms, chemical storage areas, commercial kitchens, child care centres, confined spaces, roof areas or performance venues (back stage/change-rooms and rigging areas).

Job Safety Analysis (JSA) is a safety management administrative tool used by contractors to manage hazards associated with a certain process, job or procedure. The tool provides evidence that the hazards identified have been assessed and the risk of exposure/damage/incident/injury mitigated through the application of appropriate control measures.

Low risk means any area not described within the definitions as high risk/restricted access areas or hazardous work.

Monitor - To check, supervise, observe critically or measure the progress of an activity, action or system on a regular basis, in order to identify change from the performance level required or expected.

Non-restricted access areas are all areas not listed in the definition for “high/risk/restricted access areas” which do not require a key or swipe card access.

3.21.11 Definitions (continued)

Notifiable Occurrence (Occupational Health and Safety Regulations (2010) Part 7 Division 6 includes:

- Notifiable work-related injury
  - Work-related injury that causes death;
  - Work-related injury that has acute symptoms associated with exposure to a substance at work; or
  - Work-related injury that requires treatment as an in-patient in a hospital immediately after the injury.

- Notifiable dangerous occurrence
  - The collapse, overturning or failure of the load-bearing part of a scaffolding, lift, crane, hoist or mine-winding equipment;
  - Damage to, or malfunction of, other major plant;
  - The unintended collapse or failure of an excavation that is more than 1.5m deep, or of any shoring;
  - The unintended collapse or partial collapse;
    - of a building or structure under construction; reconstruction, alteration, repair or demolition; or
    - the floor, wall or ceiling of a building being used as a workplace;
  - An uncontrolled explosion, fire or escape of any gas, hazardous substance or steam;
  - The unintended ignition or explosion of an explosive;
  - An electrical short circuit, malfunction or explosion;
  - An unintended event involving a flood of water, rockburst, rock fall, or any collapse of ground;
  - An incident where breathing apparatus intended to permit the user to breathe independently of the surrounding atmosphere malfunctions in such a way that the wearer is deprived of breathing air or exposed to an atmospheric contaminant to an extent that may endanger health; or
  - Any other unintended or uncontrolled incident or event arising from operations carried on at a workplace.

Safety Management Plan defines the contractor's management systems to implement, control and verify safety, emergency preparedness, induction for sub-contractors, working environment and environmental care through all phases of the contract. The Plan is submitted against the scope of works prior to commencement and is to be reviewed should the scope of work change.

3.21.12 Useful information and resources

3.21.12.1	University related documents HSW Policy HSW Induction Infrastructure, Property and Technology OHS Contractor Management system Contractor quick reference guide Events Management (Under development) University's Contracts and Agreements Policy and Procedure
3.21.12.2	Related Legislation OHSW Act (1986) Section 19 OHSW Regulations (2010) Part 6 Division10. Construction Work
3.21.12.3	Useful Web-links and resources Legal and Risk

CONTRACTOR HAZARD MANAGEMENT GUIDELINES

/ /

To be completed at the Preliminary Meeting – Walk-through of site TEMPLATE

School/Branch/Area	
Project/Nature of Work	
Contractor's Organisation/Business name	
Location (eg Building, floor & rooms)	

HAZARD IDENTIFICATION : Indicate which of the hazards listed below require safety measures to be implemented by the Contractor

Y	N	Physical/environmental Hazards	Y	N	Physical/environmental Hazards	Y	N	Ergonomic Hazards
☐	☐	Remote location	☐	☐	Vibration	☐	☐	Manual handling (lifting, pushing twisting, awkward posture)
☐	☐	Fall from a height	☐	☐	Pollution			
☐	☐	(eg ladder, elevated platform)	☐	☐	Slippery surface	☐	☐	Working with hands above head
☐	☐	Noise > 85dBA	☐	☐	Tripping hazards	☐	☐	Bending for long periods
☐	☐	Hot temperature	☐	☐	Poor lighting/visibility	☐	☐	Repetition
☐	☐	Cold temperature	☐	☐	Access/egress restricted			
☐	☐	Entanglement/moving parts	☐	☐	Difficulty to rescue a person			**Biological Hazards**
☐	☐	Powered equipment used	☐	☐	Hit by a falling object	☐	☐	Human, animal – body fluids
☐	☐	Hidden electrical hazards	☐	☐	Hit against a protrusion	☐	☐	Contamination ie viral, bacteria)
☐	☐	Pressurised vessels/systems	☐	☐	Leak/Spill from any services (eg water, steam, gas)			
☐	☐	Fire hazard/naked flame						**Impact on Occupants**
☐	☐	Friction	☐	☐	Hit by a moving vehicle	☐	☐	Isolation of services (power, water, gas)
			☐	☐	Sharps objects			
		Chemical Hazards	☐	☐	Traffic management required	☐	☐	Isolation of Fire Detection
☐	☐	Dangerous Goods	☐	☐	Over or adjacent to water	☐	☐	Dust
☐	☐	Hazardous Substances	☐	☐	Object/structure falling on someone	☐	☐	Waste control, storage, disposal
☐	☐	Working in a laboratory	☐	☐	Potential property damage	☐	☐	Securing construction site
			☐	☐	Workplace/surface is unstable	☐	☐	Designated exits from building
		Radiation Hazards	☐	☐	Dirty environment	☐	☐	Disruption to business operations
☐	☐	Radioactive materials	☐	☐	Wet environment	☐	☐	Timing – to meet user obligations
☐	☐	Telecommunications towers	☐	☐	Weather (for external projects)	☐	☐	Impact on Environment
			☐	☐	Ventilation	☐	☐	Security
☐	☐	Asbestos (Removal/Disturbance)	☐	☐	Confined Space	☐	☐	Hot Work
☐	☐	Other:						

SAFETY PRE-REQUISITES	ASSESSMENT CONDUCTED BY
☑ Assessment of the environment undertaken before commencement	UNIVERSITY REP/ PROJECT OFFICER (NAME)
☑ Adequate space to perform task ☑ Equipment is available/safe (if applicable) ☑ Training has been provided	SIGNATURE
☑ Supervision is provided until staff member is competent ☑ Emergency procedures have been provided	CONTRACTOR REPRESENTATIVE'S NAME
☑ Personal Protective Equipment (PPE) is available ☑ Relevant licence(s) held	SIGNATURE

JOB SAFETY ANALYSIS

(To be completed by the Contractor using their template or this template. Add additional pages as required.)

LIST THE POTENTIAL HAZARDS/ISSUES YOU HAVE IDENTIFIED On page 1	ACTIVITY (Scope of Works) When would you be exposed to the hazard?	RISK ASSESSMENT (Rating before controls) (see page 3)		CONSULTATION COMMUNICATION PLAN (eg meeting, signage,email where required)	LIST CONTROL MEASURES TO BE IMPLEMENTED (see next page for further explanation) (eg implement designated workspace hoarding, bunting, appropriate footwear, portable RCD protection)	WHO IS RESPONSIBLE	RESIDUAL RISK RATING (i.e. After controls in place)
		Calculate the Risk Rating (VH, H, M, L)	Risk Controls eg Elimination Substitution, PPE				

Contractor Name : _____ Signature _____ / /

Sub – Contractor (if applic) Name : _____ Signature _____ / /

RISK ASSESSMENT TABLES

Likelihood Table

CATEGORY	DESCRIPTION
Almost certain	There is an expectation that an event/incident will occur.
Likely	There is an expectation that an event/incident could occur but not certain to occur.
Slight	This expectation lies somewhere in the midpoint between "could" and "improbable"
Unlikely	There is an expectation that an event/incident is doubtful or improbable to occur
Rare	there is no expectation that the event/incident will occur

Consequences Table

CATEGORY	DESCRIPTION
Severe	Injury resulting in death, permanent incapacity, or SafeWork SA Prosecution.
Major	Injury requiring extensive medical treatment, hospitalisation, or activities could result in a Notifiable occurrence.
Moderate	Injury requires formal medical treatment (hospital outpatient/doctors visit etc), activities could result in an Improvement Notice.
Minor	Injury results in first aid
Negligible	Injury results in minor first aid (eg bandaid), or result in short term discomfort (eg bruise, headache, muscular aches, etc)

Risk Rating

Likelihood	Consequences				
	Negligible	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Very High	Very High	Very High
Likely	Medium	Medium	High	Very High	Very High
Slight	Low	Medium	High	High	Very High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Risk control/Safety Measures

The first responsibility is to eliminate the risk at its source.
Where this is not achievable, consider how the risk can be minimised to the lowest reasonably practical level by applying control mechanisms in the following order of preference.

1. Elimination (permanent solution – remove the hazard entirely)
2. Substitution (replacing the hazard by one that presents a lower risk)
3. Isolation (placement of a barrier to separate people from the hazard)
4. Engineering (structural change to the environment, equipment)
5. Administration (Procedural e.g. training, signage, monitoring, safe work procedure)
6. Personal Protective Equipment (to place a barrier between person and hazard) e.g. gloves, clothing, hats, sunscreen

Appendix B

NOTICE OF BREACH AND INTENTION TO SUSPEND PROJECT/ACTIVITY DUE TO UNSAFE WORK

- The Contract/Project Manager/Officer has the authority to suspend a project/activity due to a breach of the conditions outlined in the contract.
- The nature of the breach is to be provided to the Contractor in writing using this Notice.
- The University will require the Contractor to remedy the default under the Service Agreement/Contract by the time specified.

To (Name of Contractor)	
Of (Name of organisation/business)	

YOU ARE IN DEFAULT OF YOUR AGREEMENT, BECAUSE (PLEASE DETAIL)			
WHAT THE UNIVERSITY REQUIRES YOU TO DO TO REMEDY YOUR DEFAULT (PLEASE DETAIL)			
THE UNIVERSITY REQUIRES YOU TO REMEDY YOUR DEFAULT UNDER YOUR AGREEMENT BY			
DATE		TIME	HRS
WHAT WILL HAPPEN IF YOU DO NOT REMEDY YOUR DEFAULT?			
If you do not comply with requirements outlined above, then the University will exercise its right to suspend your activity. This does not exclude any other rights the University may have under the agreement or at law.			
WHAT TO DO IF YOU HAVE ANY QUESTIONS CONCERNING THIS NOTICE			
Please direct any queries to the Contract/Project Manager/Officer or the Head of School/Branch			

NAME OF UNIVERSITY REPRESENTATIVE	
SIGNATURE – UNIVERSITY REPRESENTATIVE	
DATE	

RECORDS MANAGEMENT

The original copy of the notice is to be provided to the Contractor.
The Project Officer/Contract Manager is to advise or forward a copy of the breach to the Head of School/Branch.
A duplicate is to be held on the contract/project file.

COMPLIANCE SCORE		
Actual	Possible	%

CONTRACTOR MONITORING

Campus, School/Branch, Area		Date of Inspection	/ / Time hrs
Nature of Project/Activity		Organisation the contractor is employed by or represents	
		Name and Position of University personnel who engaged the Contractor	

Reference Process = P OHS Legis = L	Audit criteria	Minimum requirements to meet criteria Each check box requires a conformance score to be recorded. Evidence is objective ie it must be documented	Conformance Score Yes = 1 / No = 0 (Insert N/A where not included in audit score) Score	Possible Score	Short Term Corrective Action
P 3.21.4	The Contract Manager monitors the Contractor to ensure the Contractor is conducting their operations in accordance with the Safety Management Plan, Job Safety Analysis or Permit to Work.	❑ Evidence of signed induction records for contractor or sub-contractors currently on site have been sighted and are on file. ❑ JSA completed and signed by Contractors conducting the activity. ❑ JSA is relevant to activities/tasks being conducted by the contractors during the site inspection. ❑ Contractors are observed to be following the control measures outlined on the JSA.		1 1 1 1	

Signature of person conducting the inspection_____Signature of contractor : _____

Information Sheet

CONTRACTOR QUICK REFERENCE GUIDE

HSW requirements when writing up the contract (if applicable)	HSW requirements prior to commencement (i.e. in the area where work is being undertaken)	Contractor monitoring and completion
Low risk activities ☐ Include in the contract specifications: ☐ Induction is required prior to commencement; ☐ Reporting of any incidents/injuries/hazards to the University; ☐ Ensuring safe systems of work for the duration of the contract; ☐ Working in accordance with the University's HSW Policy, Processes and OHSW legislation (as applicable); ☐ Appropriate insurance(s) and registrations are held; and ☐ Ensuring that the appropriate skills and knowledge and/or qualifications/licences to conduct the task safely. High risk activities ☐ All the above; and ☐ Contractor to provide evidence of effective hazard management systems for example: ☐ Safety Management Plan; or ☐ Documented evidence (e.g. relevant licences, permits etc) EXAMPLES OF HIGH RISK INCLUDE: Hazardous work: Abrasive blasting, demolition, construction diving work, electroplating, , excavation work, foundry work, spray painting, welding, petroleum work, mining work, opal mining, confined spaces, work at height, penetrations into building fabric, isolation/interruption to essential services, electrical infrastructure, asbestos, telecommunications equipment or aerials, gas work, hot work, roof access, earth penetration (deeper than 300mm) or work at height. High risk/restricted access areas include all areas used as machine workshops, medical/science/engineering laboratories (including PC2 and PC3 labs), quarantine facilities, mortuary and dissection facilities, building project closed sites, IT data centres (e.g. facilities housing computer equipment, server rooms), broadcasting areas, animal house areas, plant rooms, chemical storage areas, commercial kitchens, child care centres, confined spaces, roof areas or performance venues (back stage/change-rooms and rigging areas). EXAMPLES OF LOW RISK INCLUDE: Any activity which is not defined as hazardous work or undertaken in a restricted access area. e.g. administration/office based activities performed by temporary/agency staff in a non-restricted area.	Low risk activities ❑ Induction to the local area and signed record on file (Electronic or hard copy) Unless o excluded in the process (e.g. service and repair of office equipment or delivery of items to general office/reception/public access areas such as changeover of water bottles or waste bins during normal office hours in an occupied, non-restricted area); or o the contractor has been engaged by Infrastructure, Property and Technology (IPT), in which case you are required to sight the Contractor's University Contractor ID card to demonstrate they have received an IPT induction. High risk activities ☐ Induction to the local area and signed record on file (Electronic or hard copy); Hazardous work (in a non-restricted or restricted access area) ❑ Walk-through of the site with the contractor to identify hazards in the area of work and/or activity; ❑ Provision of a Job Safety Analysis by the contractor, which is tailored to the job; ❑ Permits to work (where required by the OHSW Legislation) and/or by Infrastructure Property and Technology (if applicable). NOTE : FOR BUILDING, CONSTRUCTION, MAINTENANCE For any capital works (e.g. building, engineering, constructing or installing facilities, fixtures or projects involving modifications to University property and infrastructure, including repairs, painting, cleaning and alterations, every school/branch must consult with Infrastructure, Property and Technology (IPT) to determine the appropriate management of the activity.	Monitoring For capital works, construction and building projects only ❑ Monitor and conduct formal random checks on contractor activities to ensure their operations are safe (e.g. conformance with their Safety Management Plan, Job Safety Analysis or Permit to Work), using the Contractor Monitoring tool. For all other contractors ☐ Monitor the activities of contractors whilst on site to ensure they are safe and following the Policies and Procedures of the University (e.g. Emergency evacuation). Completion ❑ Check work has been completed in accordance with contract/scope of works. ❑ Ensure all records are retrievable on the contractor file or electronically.

For further information on how to set up a contract, please refer to the University's Contracts and Agreements Policy and Procedure at https://adelaide.edu.au/policies/2964.