



THE UNIVERSITY  
of ADELAIDE



Infrastructure & ITDS

# Contractor Guide

for undertaking work at The University of Adelaide

Version 2.1

CRICOS PROVIDER 00123M

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## Introduction

The aim of the Contractor Guide is to provide information to contractors, sub-contractors and their visitors to assist with the safe and timely completion of works in accordance with The University of Adelaide's processes, systems and relevant legislative requirements.

## Contractors' Responsibilities

All work undertaken at The University of Adelaide (UoA) must be undertaken in accordance with the contract and in compliance with the current legislative requirements (i.e. Work Health and Safety (WHS) Act 2012 (SA), Work Health and Safety Regulations 2012 (SA), and relevant Codes of Practice), UoA HSW Handbook and Australian Standards.

A Contractor must, so far as reasonably practicable, provide and maintain a safe work environment that ensures the safety of workers, UoA staff, students, visitors and members of the public and must:

- > Work within the guidelines of their WHS management plans, SWMS etc.;
- > Ensure workers are aware of their WHS responsibilities;
- > Ensure workers are adequately trained and supervised;
- > Provide safe plant and equipment;
- > Adequately control hazards and risks;
- > Ensure the security of the worksite;
- > Provide adequate facilities for workers; and
- > Report all incidents including near misses.

## Prior to commencement of Work

Prior to commencing work at the UoA the contractor will be informed of who their UoA Representative will be and their contact details. The UoA Representative will be the person to whom the Contractor:

- > Submits all required documentation;
- > Directs any enquiries; and
- > Reports WHS concerns and issues.

The UoA Representative will conduct a walkthrough of the work area and will inform the Contractor of any special requirements for that area (e.g. quarantine, biological and environmental hazards to that area and stakeholder requirements).

Walk through are not required for Service Delivery work orders.

## Safety Documentation

Contractor safety documentation must be provided to the UoA Representative for review to ensure adequate systems are in place to effectively manage WHS prior to work commencing. Sufficient time is to be allowed for this process to be undertaken. Documentation may include:

- > WHS Management Plans;
- > Site Risk Registers;
- > Safe Work Method Statements;
- > Permits/licences; and
- > Insurance documentation.

## Training and Induction

Contractors are to ensure that workers are adequately trained for the work that they are expected to undertake. This includes verification of high risk work licences and trade qualifications. The Contractor is responsible for this training.

### The University of Adelaide Contractor Induction

All workers are required to complete the UoA Contractor Induction prior to the commencement of work. The web-based system delivers an online induction course that specifies safety information and procedures relevant to all UoA properties and campuses.

The online contractor induction can be accessed once the company is registered and a password issued to the worker. UoA identification cards will be produced following successful completion of this induction. More information about the online induction can be found at the following link:

<http://www.adelaide.edu.au/infrastructure/projects/info/contractors/>

All workers must carry their valid Induction card with them while working on UoA sites. Inductions are valid for a 12 month period, after which time re-induction is mandatory. A reminder email will be automatically generated 30 days prior to expiry.

### Sign in and out

Contractors engaged by Service Delivery must sign in on arrival and sign out on departure at the applicable campus Maintenance Service Centre.

## Consultation and Communication

Both the Contractor and UoA have an obligation to consult with each other, with sub-contractors and with any other contractors, UoA staff, students or anyone who may be affected by work being undertaken.

### Contractor Management Meetings

Contractor meetings will be held to facilitate the exchange of information regarding the work program, the frequency of these meetings will be determined in the contract for service with WHS performance as a standard agenda item.

### Prestart and Toolbox Meetings

The Contractor shall ensure that daily prestart meetings are conducted prior to work commencing and that all relevant workers attend and participate, this includes sub-contractors. All workers shall be given the opportunity to discuss any hazards and risks associated with the work program.

## Safety Breaches

All identified breaches of safety will be investigated by the UoA and may result in the work activity being stopped until safe systems of work can be implemented. A non-conformance/observation report may be issued to the Contractor by the UoA Representative. If repeated WHS breaches are observed, this may be considered a breach of contract with a Breach/Stop work notice being issued to the Contractor.



## Working on site at the UoA

### Open and Closed sites

Depending on the project, Contractors will be working on either a closed or open sites, this will be determined through your UoA Representative and contract instructions.

*Closed Sites:* Construction or development activities where the site has been isolated with required signage and is managed solely by a Principal Contractor.

*Open sites:* Work undertaken in an environment where there may be the potential of interaction with staff and students, is not isolated so must be secured accordingly.

### Facilities and Amenities

The UoA Representative will advise of local facilities and amenities that may be used by Contractors' workers.

### Driving and Parking

Drivers are to exercise caution when driving on campuses as many areas are shared zones. Unless authorised, all vehicles and plant are to drive on designated roadways only.

A spotter is required when operating plant and machinery in shared zones.

Speed limits vary on campuses; North Terrace Campus has a speed limit of 10kph and other campuses have varied speed limits. Any specified speed limit must be adhered to.

North Terrace Campus has a limited number of parking spaces available and a permit is required, parking inspectors regularly patrol the campus and any vehicle without a valid permit will be issued with a parking fine.

If you need to bring tools and equipment onto site 15min loading bays are available for Contractors to load and unload equipment. If your vehicle is required throughout the day, you may request a parking permit through your UoA Representative.

Conditions of parking permit:

- > Park in any plain white lined parking areas only;
- > The permit IS NOT valid in reserved, car pool parking areas, blue lined areas, disability access parking areas, 15 minute areas, yellow lined areas or loading bays; and
- > Permits are to be placed on the vehicle's dashboard.

Failure to meet the conditions of parking permit while working on the UoA grounds will incur an infringement notice.

All other campuses have parking available in designated car parks.

### Access and Egress

#### Car park, Main entrances and buildings

If work encroaches on a car park, main entrance or buildings the Contractor must liaise with the UoA Representative to plan the most appropriate time for the work to be undertaken.

Traffic Management Plans (TMP) must be provided when blocking or restricting access to drive ways, car parks, buildings and public roads. The TMP must be approved your UoA Representative and notification must be provided to all relevant stakeholders.

#### Plant rooms, switch rooms, switchboards, ceiling space, roof tops

Keys and access cards can be obtained from the relevant Campus Maintenance Service Centre or Security Office (UoA Security will only issue keys to workers who have been nominated), as authorised by your UoA Representative. The replacement costs of lost keys and access cards will be passed onto the Contractor.

#### Disability Access

If work will disrupt access or egress to disability access provisions, please liaise with your UoA Representative prior to commencement of work activities. Disruptions to disability access provisions must be approved the Disability Liaison Officer and alternative access arrangements provided. If this is not possible, the work may have to be conducted out of hours.

#### Property Damage

Workers must ensure that their work does not damage surfaces, roof membranes, lawns, shrubs and trees or paving and kerbing. Any remedial costs will be passed onto the Contractor.

### Expected Behaviour

While on UoA campuses, Contractors and their workers are expected to conduct themselves in a professional manner at all times. Offensive language and/or behaviour will not be tolerated.

Due to the large volumes of people on our campuses, Contractors need to be conscious of people's behaviours and actions whilst undertaking their work and to eliminate or reduce the likelihood of harm or injury to others.

#### Smoking

Smoking will not be permitted on or in any UoA owned, controlled, managed or leased premises or grounds including in or on any vehicle owned, hired, or leased by the UoA.

#### Drugs and alcohol

Illicit drugs and alcohol are not permitted on any UoA site. The possession, use or sale of any illegal drugs on any of the UoA campuses will be reported to the South Australian Police.

Any worker who is taking prescription medication which may affect their work performance must discuss the risks with their supervisor so that alternative tasks can be assigned.



## Managing Risks at the UoA

### Risk Management

The UoA expects Contractors and their workers to understand the risk management principles and to recognise, assess and control the risks associated with their work. Prior to commencing work, a risk assessment must be undertaken. The risk assessment shall identify task and site specific hazards and suitable control measures which are agreed by all stakeholders affected by the work program.

### Safe Work Method Statements (SWMS)

Safe Work Method Statements are required for all high risk tasks and should be:

- > Developed in conjunction with the workers undertaking the activity;
- > Broken down into logical steps within the task;
- > Identify the work that is high risk construction work;
- > Specify hazards and risks to health and safety relating to the high risk activity;
- > Identify any overlapping work activities and the need to consult and cooperate with other workers;
- > Describe the control measures to be implemented;
- > Describe how the control measures are to be implemented, monitored and reviewed;
- > Be signed and dated by the workers undertaking the activity to acknowledge their understanding and commitment to abiding by the SWMS;
- > Must be submitted with all Permit to Work requests; and
- > Must be available where the activity is being undertaken.

### Permit/Permission to Work

The UoA Permit/Permission to Work (PTW) system ensures that adequate controls are implemented to protect the safety of persons conducting, or who may be in the vicinity of high-risk work being undertaken and to protect UoA property against damage. This process establishes a formal system for request, authorisation, documentation and completion of hazardous work.

The applicable PTW form is to be completed by the Permit/Permission Holder and provided to the Permit/Permission Issuer (UoA Representative) within 24 hours of the work commencing, note: longer lead times are required for isolations and asbestos work. A SWMS must be attached to the Permit/Permission and identify site risks and hazards and the methods used to control them.

The Permit/Permission holder will be the person responsible for the work task and is responsible for ensuring:

- > Ensuring that the work is undertaken in accordance with the SWMS and PTW requirements;
- > Ensuring the PTW is available on site at all times;

- > That the workers understand and abide by the requirements of the PTW;
- > That the site is left in a safe and tidy manner and all isolations are removed; and
- > That the PTW is returned (can be electronically) to the PTW issuer on completion of the work.

In the event of an emergency, all Permit/Permissions to Work will be suspended, work may not continue until the permit has been reinstated by the Permit/Permission Issuer.

### General Permission to Work

The General Permission to Work sets out the requirements to be considered for:

- > Working at Height greater than 3m;
- > Roof Access;
- > Work where high risk work licence is required by legislation (Reg 81);
- > Building Penetration greater than 25mm;
- > Earth Penetration greater than 300mm;
- > Asbestos Testing and Analysis; and
- > Other (i.e. where there is a high risk to people or property e.g. entering a hazardous area).

Roof registers are available which document known hazards (i.e. toxic fumes, electromagnetic radiation and working at heights) when accessing roof spaces.

### Hot Work Permit

A hot work permit is required for any work involving grinding, welding, thermal or oxygen cutting/heating and any other related heat-producing or spark-producing operations. A competent firewatcher is responsible for monitoring the area for 30 minutes post completion of the hot work task. The hot work permit is valid for an 8hr period only.

### Confined Space Permit

A confined space permit is required prior to entry into any confined space. The SWMS must identify and control all hazards and clearly document the emergency rescue plan. The confined space register must be reviewed to assist with the identification of risks to that particular confined space. All workers entering or acting as the confined space sentry must be trained and competent.

### Asbestos Removal Control Plan (ARCP)

An ARCP must be submitted prior to the removal or disturbance of asbestos. The ARCP sits within the permit/permission to work system and is to be completed by a competent and authorised supervisor and issued by the UoA Permit Issuer ensuring that adequate and timely communication to affected stakeholders is undertaken.

### Isolation/ Live Work Permission to Work

An Isolation/ Live Work permission to work is required for any work involving the isolation of essential services and fire safety systems and/or work on energised electrical equipment (live work). This process confirms that plant and equipment downstream of the isolation/ live work is identified and managed and that affected stakeholders are notified.

If work activity presents risk of affecting existing services (gas, electricity, water) of a building or service, an isolation of the affected service must be implemented. Shutting or switching off

valves, disconnecting from an energy source or restraining stored energy with respect to electricity, gas, water in order to undertake maintenance or repair work requires 10 days' notice to be provided prior to the isolation being required.

If work activity presents risk of affecting the fire safety systems of a building or service, an isolation of the affected service must be implemented and requires 2 days' notice to be provided prior to the isolation being required. The Contractor must arrange time (in the morning and at end of each day) with Security to meet to isolate and reinstate fire safety systems.

## Contractors' Hazard Management

Any risk assessment with high residual risks must not be commenced until the activity and proposed controls have been reviewed and discussed with your UoA Representative. The Hierarchy of Risk Control shall always be applied to minimise or eliminate exposure to hazards.

### Mobile Plant

Workers shall not operate any item of mobile plant unless they are appropriately licenced/ticketed and are deemed competent to do so by their employer. The only exception to this is that the person is a trainee as defined in current WHS Legislation. A spotter is required when moving mobile plant in shared access areas.

### Elevated Work Platforms (EWP)

EWPs will only be operated by appropriately licensed, competent operators. The EWP must be maintained and a prestart check completed daily. Contractors operating EWPs must ensure that emergency response plans are in place in the event of an emergency. Safety harnesses used must comply with the relevant legislation and verification of inspection must be provided upon request.

### Crane and lifting operations

Prior to any work commencing requiring the use of a crane, a GPTW must be obtained and will require certain documentation to be submitted including:

- > SWMS;
- > Lift Plan for critical lifts and dual crane lifts;
- > Traffic management plan which includes pedestrian and vehicle traffic;
- > Copies of lift register including all equipment being used;
- > Copies of operator licences (crane and rigger); and
- > Crane log book.

### Scaffolding

Prior to any work commencing requiring the use of a scaffold, a GPTW must be obtained. To erect, modify or dismantle scaffolding, you must be qualified and authorised to do so. All scaffolds must comply with the AS1576.1 and be isolated to prevent unauthorised entry.

### Portable Ladders

Generally, ladders are used for access, not as a work platform. Low risk work may be conducted from a platform ladder. Ladders must meet AS1892, have a minimum rating of 120kg (Industrial) and be maintained in good condition. Fibreglass ladders must be used if there is a risk from electricity.

Ladders should be placed on a firm and level footing. If you are using any ladder near a doorway, block the door open or lock it closed or have person on guard at the foot of the ladder. Where using the ladder to access a platform or roof, ensure the top of the ladder extends above by at least 1 metre and the ladder is secured.

Have three limbs in contact with the ladder at all times.

### Dust and Fumes

If work activities create dust and fumes it can affect adjacent rooms and fire safety systems may be activated. Consultation with the UoA Representative is required to agree on appropriate controls which may include:

- > Use of alternative tools and/or equipment;
- > Erection of shroud, tent and extraction fans;
- > Schedule work outside normal working hours; and/or
- > Fire safety system and/or air conditioning isolation.

### Noise and Vibration

Noise and vibration is a distraction and may affect sensitive instrumentation used in the laboratories as well as disrupting the teaching and learning functions of the UoA. Consultation with the UoA Representative is required to agree on appropriate controls which may include work being conducted outside of working hours.

### Hazardous Chemicals

All chemicals brought to site must be clearly labelled and have a current Safety Data Sheet. Permission from the UoA Representative is required prior to chemicals being stored on site and workers are to be trained in their safe use. The Contractor is to maintain a chemical register for site which is to be produced upon request. If a chemical leak or spill is identified while working on campus, contact UoA Security immediately.

### Electrical Equipment and Infrastructure

All electrical equipment to be used on site is to be tested and tagged as per current electrical safety standards. It is the Contractor's responsibility to ensure that all electrical equipment within their control complies with this requirement. Any electrical equipment that does not comply is to be immediately removed from site. All electrical equipment will be connected through a Residual Current Device (RCD) which has been tested and tagged. Electrical leads should be suspended above head height and not run along the ground, where practicable.

Electrical isolations shall be confirmed prior to work commencing.

### Lock out/Tag out Procedures

All Contractors shall operate under their own Lock out/Tag out procedures. This includes the use of Danger Tags and locks while working on equipment that has been de-energised and Out of Service tags for any equipment that is faulty or if work has finished for the day and the task has not been completed.

### Excavations

Prior to any work commencing requiring earth penetrations greater than 300mm, a GPTW must be obtained. Check for underground services before you begin any excavation. All excavations must be barricaded and sign posted if unattended.

## Barricades

All Contractors are responsible for ensuring the security of their work site. Where access to a work site by the public is possible, the site must be fenced or barricaded with bollards and barrier mesh. Bunting with flags or tape is not an acceptable form of site control. All barricading must be maintained and on completion of work the area must be made safe prior to the removal of barricading. Solid barricades shall be erected where a person can fall into any opening, from an exposed edge, removed flooring or could fall into any hazardous substance.



Not Acceptable



Acceptable

## Signs

Work areas need to display suitable warning signs (Meeting AS1319) which should address:

- > Period of disruption;
- > Contact name and number to obtain further information;
- > PPE required; and
- > Relevant hazards caused by the work in progress e.g. working overhead.

Signs shall be clearly visible from outside the work area.

## Elevators/lifts

The main function of the lifts is the transportation of personnel. If goods and equipment need to be moved, the lifts are to be used as the last resort provided there is no other safe way to move them. Lift curtains are to be installed to prevent damage to the lift interiors.

All lift faults are to be reported to Service Delivery as soon as possible to ensure they are maintained in good working condition.

## Asbestos

Some buildings at the UoA have Asbestos Containing Material (ACM). All identified ACM at the UoA is in a safe condition and monitored regularly. Prior to undertaking any building penetration work or for removal or disturbance of ACM, the [building Asbestos Register](#) will need to be reviewed to identify the location of the ACM. If you identify any material that you think may be ACM, stop work and report to your supervisor. The UoA will have the material tested prior to work continuing.

## Personal Protective Equipment (PPE)

PPE is a vital part of every safe workplace, but is also considered a workers last line of defence and should not be the only control measure for identified hazards. Where PPE is to be worn in accordance with legislative requirements, it must be documented in the risk assessment. Contractors are to provide and maintain their workers PPE. Before you start a job, carefully check your PPE and replace any worn or damaged items.

## Housekeeping and Waste

It is the responsibility of all workers to ensure that good housekeeping standards are maintained and upheld in their work area.

All persons shall ensure that:

- > Work areas are kept clean and free of waste and debris;
- > Walkways, stairways and exits are kept clear at all times;
- > Spillages are cleaned up and disposed of immediately;
- > Chemicals are not to be tipped down drains;
- > Sharp protruding objects and edges are removed or eliminated;
- > Storage areas are kept neat and tidy at all times (no materials are to be stored in data centres);
- > Rubbish bins are emptied regularly; and
- > Excess materials and waste are to be removed daily during the period of work. No excess materials are to remain on roofs after completion of the work

Waste skip bins must be positioned at least 2m from a building and must not be placed under eaves, stairwells, bridges or breezeway. If waste skip bins are placed in a pedestrian walkway, delivery/pick up zone, Contractors must ensure:

- > A clear pathway is to be provided using bunting; and
- > 2m clearance to be maintained for vehicle and pedestrian access.

## Environmental Management

In the execution of work the Contractor must ensure that all workers comply with the UoA environmental requirements which include, but are not limited to:

- > No disturbing or removal of any trees without approval;
- > Waste management is to be considered when disposing of materials;
- > Water ways and drains are not to be contaminated; and
- > The use of excess water is not permitted without approval.

Any environmental damage caused by the Contractor or sub-contractor may result in legal proceedings.

## Specialised Areas and Locations

There are many specialised areas and locations, both indoor and outdoor at our campuses, including:

- > Child care centres;
- > Quarantine facilities and materials;
- > Radiation sources and facilities;
- > Specialist and teaching laboratories; and
- > Animal and Veterinary facilities.

Protocols designed to contain and manage these specialised areas and materials must be observed when entering and exiting such facilities. Site specific inductions may be required and access should be arranged in advance. Specific PPE and cleansing regimes may also be required.

## Significant Research

Research projects at the UoA may have been ongoing for many years, it is vital that these projects are not disrupted during your work activities. Prior to undertaking your tasks, ensure that your work program will not affect research projects. Consult with your UoA Representative as any disruption to significant research projects may result in serious consequences.



## Contractor Management at the UoA

## Contractor Monitoring

### Scheduled Audits

The UoA's WHS Personnel will conduct scheduled safety audits/inspections at Contractors' work sites, on a quarterly basis for long term projects on open sites.

Contractors engaged by Service Delivery & ITDS will be inspected on a risk based schedule.

When an audit is to take place the Contractor will be provided with a copy of the audit document with a minimum of 5 days' notice.

The Contractor will be required to make a representative available to participate in the audit. Any non-conformances or observations made at the time of the audit will be documented and communicated to the UoA Representative and the Contractor's representative(s).

In the event of a serious safety breach work shall be stopped until acceptable controls are implemented.

All non-conformances will be given a timeframe within which suitable controls are to be implemented. Evidence of closure must be provided to the UoA Representative and UoA's WHS Personnel. If the Contractor is unable to meet the timeframes required, then they must advise the UoA Representative immediately.

### Ad-hoc Inspections

Ad-hoc inspections will be conducted on a regular basis to monitor site safety and to review any corrective actions. Any non-conformances or observations of concern will be managed as per the scheduled audit non-conformance process.

## Emergency Management

The University has a duty of care to protect personnel, contractors, students, co-location partners and visitors in the event of any emergency and has established emergency management systems and provisions to adequately ensure safety in emergency situations.

During an emergency, the effective operation of the emergency response is achieved only if all occupants are familiar with their role and responsibilities.

## Medical Emergency

- > Check for danger, ensure the area is safe for yourself and others;
- > Check for a response of the injured person; and
- > Send for help – call emergency services on 000 and Security on 8313 5444.

## Danger of fire or smoke

- > Remove people from immediate danger;
- > Alert others ring (0) 000 or Security or break glass;
- > Contain the emergency if possible (close door); and
- > Evacuate via the nearest safe exit.

## On hearing an emergency alarm

- > Immediately cease activities;
- > Check immediate area for fire/smoke;
- > Evacuate the building via the nearest safe exit;
- > Assist other if required;
- > Do not use lifts; and
- > Follow instructions from the wardens.

Remain outside at the designated assembly area until given directive to return by the emergency services or security.

It is the responsibility of the workers to identify the Emergency Evacuation Diagram located in their work area and familiarise themselves with the evacuation route/s and assembly area/s.

## Incident Reporting & Investigation

### Incident Notification

Incidents, including hazards and near misses, must be reported to the UoA Representative and the UoA's WHS Personnel immediately. An incident report outlining immediate corrective actions to prevent reoccurrence must be submitted within 24 hours of the incident occurring.

We also want to learn from any unsafe acts you may see and recognise good WHS practices. You can report any unsafe and safe acts in the same way as incidents.

### Notifiable Incidents

In the event of a serious injury or dangerous occurrence, the Contractor and the UoA are required to report the incident to SafeWork SA immediately. The scene is to be made safe and an exclusion zone around the scene is to be established. Work may not continue until permission is given by the SafeWork SA inspector.

The Contractor will conduct a full incident investigation to establish root causes and corrective actions. A UoA Representative will be nominated to participate in the investigation.

All documentation including training records, SWMS, procedures, equipment manuals, permits etc. and any other documentation relating to the incident are to be provided to the UoA Representative upon request.

The full incident report is to be finalised and provided to UoA within 5 working days.

## Security

The UoA Security team provide the following services:

- > Security Patrols;
- > Building Access;
- > Emergency Management;
- > Security Incident Response/Reporting; and
- > Isolations of Fire Safety Systems.

If you, as a Contractor, experience any theft or damage to equipment, vehicles or plant on site, it is to be reported to Security and your UoA Representative immediately.

Security can be contacted on Ph.: 08 8313 5990.



## Equity and Diversity

The UoA aims to ensure all staff, students, visitors and contractors are treated fairly and enjoy a work and study environment that is free from:

- > Discrimination;
- > Bullying;
- > Harassment; and
- > Vilification.

Failure to abide may result in removal from site.

## Campuses

The UoA has three main campuses with maps accessible by clicking on the links below:

- > [North Terrace, Adelaide](#)
- > [Waite Campus](#)
- > [Roseworthy Campus](#)

## Appendices

The following documents are available on request for Contractors' use:

- > Contractor WHS Management Systems Assessment Form
- > Contractor Site Inspection Checklist
- > Permit/Permission to Work forms:
  - [Confined Space Permit](#)
  - [Hot Work Permit](#)
  - [ARCP](#)
  - [General Permission to Work](#)
  - [Isolation/Live Work Permission to Work](#)