Contractor Safety Handbook
for Contractors, Sub-Contractors
and their Employees
This booklet accompanies the University’s policy on Contractor Safety and Health and should be read in conjunction with the policy. The purpose of this booklet is to provide Contractors, Sub-Contractors and their employees with information on safety, health and appropriate conduct at the University.

Every effort has been made to explain the local site rules and legal obligations of Contractors, Sub-Contractors and their employees whilst working at the University. It is the Contractors’ responsibility however, to abide by relevant occupational safety and health legislation and ensure that they operate in a manner that does not endanger or cause harm to themselves or others.

The requirements in this booklet must be followed by all Contractors, Sub-Contractors and their employees and be applied according to the scope and nature of the work that is to be undertaken.

The responsibilities and requirements for consultants can be found in the Occupational Safety and Health Guidelines for Consultants at http://www.fm.uwa.edu.au/for/consultants?f=243126 Compliance with these guidelines is a condition of engagement by the University.

For further information about safety and health at the University please contact the University appointed Responsible Officer or UWA Safety and Health on 6488 3938.

For further information regarding consultants at UWA please see www.safety.uwa.edu.au/policies/contractor
Definitions

**Contract**
The contract pursuant to which particular works are to be performed by the Contractor.

**Contractor**
A person or persons, partnership or corporation, other than an employee of the University that provides goods or services to the University. The Contractor is wholly responsible for supervision of the works so as to ensure the work is undertaken as specified in the Contract.

**Hazard**
Something that has the potential to cause injury or harm to any person or property.

**FM Help Desk**
Facilities Management Help Desk 6488 2025

**Responsible Officer**
A person(s) nominated to the Contractor as the representative of the University for the purposes of the contract work or the supervisor of the works where no contract is involved.

**Worksite**
A place(s) as defined in the Contract where the Contractor, Sub-Contractor and their employees are required to perform the task(s) specified in the Contract.

**Works**
The whole of the work to be executed in accordance with the Contract, including variations arising out of the Contract, which by way of the Contract is to be handed over to the University. For smaller work this Contract may take the form of a Purchase Order.

For further information of Contractors at UWA please see:
http://www.safety.uwa.edu.au/policies/contractor

Which provides information on:
- Policy
- Handbook
- WorkSafe WA links
- UWA Incident Injury Report Forms
Amendments

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General responsibilities

The Contractor must, so far as is practicable, provide and maintain a working environment in which people are not exposed to hazards. In particular, Contractors shall:

- provide a safe workplace and safe systems of work so that as far as practicable, they, their Sub-Contractors, employees and others are not exposed to hazards;
- provide their Sub-Contractors and their employees with information, instruction, training and supervision to enable them to work in a safe manner;
- consult and co-operate with their safety and health representatives in matters related to safety and health at work;
- provide adequate protective clothing and equipment to their Sub-Contractors and employees where hazards cannot be eliminated;
- ensure plant is installed or erected so it can be used safely.
- provide current certification/license for operation of cranes, forklift trucks, motor vehicles (including motor cycles), front-end loaders, elevated work platforms and other equipment.

Planning approval from Facilities Management is required BEFORE any alterations to University buildings or services infrastructure can commence.

Instructions to Sub-contractors and employees

Contractors shall instruct their Sub-Contractors and employees concerning worksite safety and health at the University.

Construction safety awareness training

It is a WorkSafe WA requirement that any person undertaking construction work must have completed an approved construction safety awareness training course and be in possession of a current training card. This card, more commonly referred to as the White or Blue card, must be carried by all persons working and accessing UWA construction sites. Failure to do so will result in the person being requested to leave the building site area immediately and may result in enforcement action by WorkSafe WA.
Construction work is defined in the Occupational Safety and Health Regulations 1996 (Regulation 1.3) as meaning:

a) the construction, erection, installation, alteration, repair, maintenance, cleaning, painting, renewal, removal, excavation, dismantling or demolition of, or addition to, any building or structure, or any work in connection with any of those things, that is done at or adjacent to the place where the building or structure is located;

b) work on which a hoisting appliance or any scaffold or shoring is used or intended to be used;

c) work in driving or extracting piles, sheet piles or trench sheet;

d) work in laying any pipe or work in lining pipe that is done at or adjacent to the place where the pipe is laid or to be laid;

e) work in sinking or lining or altering, repairing, maintaining, renewing, removing or dismantling a well or borehole;

f) road works, earthworks or reclamation;

g) work in laying an underground cable that is done at or adjacent to the place where the cable is laid or to be laid.

Safety management plans

A Safety Management Plan is written documentation detailing the safety and health policies and procedures that the Contractor, Sub-Contractors and their employees are required to adhere to. Details of the Safety Management Plan may vary depending on the complexity of the works and will be judged for adequacy and completeness on submission. The Responsible Officer shall make this determination and seek assistance as required. The Safety Management Plan is required prior to the commencement of the works.

Job safety analysis

Job Safety Analysis (JSA) is a documented risk management tool which involves breaking a task into steps, identifying the hazards that exist with each step and determining the actions required to control the risks associated with each hazard.

The purpose of a JSA is to ensure that sufficiently skilled manpower, plant/equipment and materials/resources are allocated for a task and all persons ultimately involved are aware of and follow a safe system of work.

A JSA shall be completed at the site where the work is to be conducted with participation from all persons who will be involved in the task.
Responsibilities (continued)

JSA's will generally have the following information included:

- Company name;
- JSA number;
- Job or task name;
- Date JSA being conducted;
- Name and signature of person preparing the JSA;
- Name and signature of persons who have reviewed the JSA;
- Names of all participants involved in the task;
- Steps involved in conducting the task;
- Hazards associated with each of the steps;
- Control measures required to eliminate or reduce the risk associated with each of the hazards;
- Participants to sign the JSA to confirm understanding and compliance.

JSA's must be reviewed and authorised by the Responsible Officer prior to work commencement.

All persons are to be familiar with the requirements of the JSA; and if in any doubt regarding its requirements they must not attempt the task until further clarification is obtained.

Examples of JSA's can be found at:
http://www.safety.uwa.edu.au/policies/job_safety_analysis

Start-up meetings

A meeting of the Contractor and their representatives, Responsible Officer and other University Representatives shall be held to ensure all parties are fully informed of the requirements and undertakings prior to the commencement of the works.

Personal protective equipment

The Contractor and Sub-Contractor are responsible for the provision of appropriate personal protective equipment (PPE) for themselves and their employees. PPE is to be appropriate for the particular hazard to which the person is exposed and shall comply with current statutory or Australian Standards specifications.

The Contractor is responsible for ensuring that the PPE provided to their employees is used when required, that suitable storage facilities are provided and that the equipment is maintained in a good working condition.
Breaches of safety

In the event that a Contractor, Sub-Contractor or their employees are observed or reported to be operating in an unsafe manner then the matter should be referred to the Responsible Officer for investigation. The Contractor will be advised and is required to take immediate action.

The Responsible Officer may instruct the Contractor to cease work until the situation has been rectified and the work area and/or procedures are considered safe. Non-compliance with the Responsible Officer’s instructions or failure to comply with the requirements of this handbook may result in:

- termination of the contract due to a breach of contract;
- reporting to WorkSafe WA, depending on the severity of the breach.

Should the University receive three reports of non-compliance in a 12 month period, the Contractor will be removed from the University’s Approved Contractor List for a period of 12 months.
Documentation requirements *(continued)*

**Insurance**

Copies of Insurance policy documents must be submitted to The Manager, Contractor Administration at Facilities Management prior to commencing work and for inclusion in the UWA Approved Contractors List.

The University requires:

- Current Workers’ Compensation Insurance Policy;
- Current Public Liability Insurance Policy (minimum $20 million);
- Current Professional Indemnity Insurance Policy (minimum $5 million) – required for consultancy services only;
- Policy Wording for Public Liability Insurance;
- Details of any prosecutions under safety or related legislation.

It is the Contractor's responsibility to advise the University of any changes and to send in an updated copy of the Insurance policy documentation and certificate of currency on expiry.

**Safety induction**

Supervisors of contract workers are required to have completed the online Contractor Induction before they work on any University site. The cost per inductee is $22. If no card-holding Supervisor is present during contracted work, all activities must cease until the University Responsible Officer gives permission to proceed.

The induction will conclude with an assessment. A pass of 85% must be achieved to be issued with a temporary UWA Contractor Safety Induction card, which can be printed by the user.

The inductee must then attend the University to collect their permanent card as soon as practical.

The personal UWA Contractor Safety Induction card is valid for a period of three years and must be carried at all times and when signing in.

For further information or assistance, contact Building Operations Administration on 6488 2009.
Sample pre-start safety checklist

The following is a sample checklist which details the safety documentation that must be completed and provided to the Responsible Officer at the commencement of each new job at UWA sites.

<table>
<thead>
<tr>
<th>Pre-start Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>UWA Contractor Safety Induction Card</td>
</tr>
<tr>
<td>Construction Safety Awareness Training Card</td>
</tr>
<tr>
<td>Safety Management Plan / Job Safety Analysis</td>
</tr>
<tr>
<td>Current operational certification (personnel) and certificates (as required)</td>
</tr>
<tr>
<td>Material safety data sheets (as required)</td>
</tr>
<tr>
<td>Relevant Permits</td>
</tr>
<tr>
<td>Construction Sign</td>
</tr>
<tr>
<td>Parking Permit Applications</td>
</tr>
<tr>
<td>Insurance Requirements</td>
</tr>
</tbody>
</table>

Completed Works Checklist

The following (as applicable) must be submitted to the Responsible Officer upon completion of the Works:

<table>
<thead>
<tr>
<th>Completed Works Checklist</th>
</tr>
</thead>
<tbody>
<tr>
<td>As constructed drawing or as installed drawings</td>
</tr>
<tr>
<td>Completed Permits to Work</td>
</tr>
<tr>
<td>Supply Authority Certificates for any electrical work</td>
</tr>
</tbody>
</table>
University procedures *(continued)*

**Arrival at the University**

All Contractors, Sub-Contractors and their employees (unless advised otherwise by the Responsible Officer) shall report to the Responsible Officer upon arrival at the University and obtain relevant permits before commencing work.

**Identification and keys or access cards**

All Contractors, Sub-Contractors and their employees are required to display adequate identification (e.g. clothing with company name and/or name tags) whenever they are on University premises. Keys or access cards should be arranged with the Responsible Officer and should not be exchanged or kept overnight. This requirement may be altered at the discretion of the Responsible Officer or as a condition of the contract e.g. for separately controlled worksites on University land. Records will be kept for all keys or access cards issued and returned.

**Lost keys/cards**

A replacement fee applies for all lost Safety Induction cards, Access Swipe cards or keys. The loss of a Master Key will involve rekeying of the entire building, which is a very expensive exercise.

**Completed contract work**

When the contracted work is completed the Contractor is required to notify the Responsible Officer so that a final inspection may occur to ensure that all the works are concluded in accordance with the contract.

The Contractor and its employees are to ensure that the designated work site is left free from hazards and risks to safety and health to persons who enter the site and must include the removal of all refuse and waste materials from the work site.

Should there be refuse or waste left onsite at the completion of the works, the contractor will be required to remove such waste from the University at their own expense.

In the event that this does not occur, the contractor will be back charged for the removal of such waste and may be removed from the Approved Contractors List.
Section 3  University procedures

Vehicles on site

Due to the significant demand on parking, the University is unable to satisfy all requests for Contractor parking bays, particularly in regard to major building projects. Stores and equipment may need to be unloaded and the vehicle relocated to a pay parking area.

Permit bays are managed from 8.00am - 5.00pm Monday to Friday. After hours and during weekends, permit and pay parking bays are available for general use at no cost, however, reserved bays including disabled bays are reserved at all times. Service bays are available for service vehicles on official University business only. Unmarked vehicles are required to display a company business card on the dashboard of the vehicle.

All vehicle access to the inner campus, including worksites, must comply with the University’s vehicle access and parking procedures. Parking permits and access must be negotiated and obtained through Unipark (6488 1229), which is located in the Administration East Building, near Car Park 1. Requests for ad hoc access to the inner campus must be made via the Responsible Officer who will contact Unipark/Security.

University issued parking authority permits are available from Unipark for purchase by service personnel and Contractors. These permits authorise the holder to park primarily in red permit bays and if required access to the inner campus and off road sites. Parking permits must be clearly displayed on the dashboard of the vehicle at all times. Deliveries and pick-ups to and from the worksite must also be arranged in consultation with the Responsible Officer.

The STOP, CROSSWALK and SPEED LIMIT signs on campus roads must be obeyed at all times. The speed limit on the inner campus is strictly 6 km/hr (walking pace) with hazard lights operating at all times.

Contractor vehicles must not obstruct roads, driveways, and escape routes from buildings or access to fire protection equipment. Driving or parking on lawns or gardens is not permitted. Fines will be imposed for inappropriate parking.

Security

Emergency situations including gas leaks, toxic spills, fire, medical emergencies, personal threats, assaults phone the UWA Emergency Number (24/7) on 6488 2222.

UWA Security has direct contact with emergency services and will co-ordinate the University response in these situations including evacuation and notification of key personnel.

Other matters such as theft, vandalism or suspicious behaviour must be reported to UWA Security at the time it occurs on 6488 3020.
University procedures (continued)

Work after normal business hours

Contractors, Sub-Contractors and their employees needing to access the University after normal working hours (i.e. before 9:00 am and after 5:00 pm weekdays and at all times on weekends, public and University holidays) should contact their Responsible Officer within a reasonable time of requiring such access. The Responsible Officer will endeavour to make arrangements for access to the site, and inform the Contractor of such arrangements. Contractors, Sub-Contractors and their employees working after normal working hours are required to liaise with the Responsible Officer and must report to Security upon arrival and also departure from campus.

Worksite organisation and practice

The Contractor is responsible for security, housekeeping, cleanliness and hygiene at the worksite. All materials required on site must be stored safely within the boundaries of the worksite.

Connection of University services to worksites

All services required by a Contractor at a worksite such as data/communications, water, electricity, gas and sewerage can only be connected after agreement with the Responsible Officer and Facilities Management Planning and Design Services.

Connections must be made in accordance with the appropriate statutory requirements and to the satisfaction of the Responsible Officer and Facilities Management.

Services location

The Contractor is responsible for identifying all existing services affecting the worksite including carrying out Dial 1100 Before You Dig.

The Responsible Officer shall provide supporting information.

Services isolation

Before isolating any service such as electricity, gas, water, data or communications, the Contractor shall obtain an approved permit through the Responsible Officer. Existing services to University premises must not be shut down, disconnected or in any way altered without prior approval of the Responsible Officer and/or Building Operations Personnel. Interruptions to services are to be kept to a minimum and only at such times as agreed to by the University. Ensure that all tagging is removed at the completion of works.
Mathematics
Designated hazardous areas / restricted areas

The University has designated hazardous and/or restricted access areas. Unauthorised entry to these areas is strictly prohibited. Where it is necessary to enter a designated hazardous/restricted area the Responsible Officer will make the necessary arrangements prior to the commencement of works and appoint a point of contact for the Contractor for this area.

It is the Contractors responsibility to liaise with the nominated school/section staff prior to commencement and on completion of works. Additional and specific training and instruction may be required. Individual pieces of equipment, e.g. a fume cupboard, may also be classified as restricted.

Permits

The University requires all Contractors and Sub-Contractors to apply for a Permit to Work before any work commences.

Permits are also required for hot work (e.g. welding, angle-grinding, demolition and naked flames), confined space entry and electrical (high voltage) work.

All relevant permits must be obtained from the Responsible Officer and/or Building Operations. These permits provide evidence that authorisation has been given to commence work and must be carried at all times.

For further information please go to www.safety.uwa.edu.au/policies/permit_documents

Electrical work procedure

All electrical work must be carried out by UWA approved contractors in accordance with the statutory requirements and all UWA requirements.

All electrical installation work requires the contractor to provide an Electrical Safety Certificate.

In the case of notifiable works, a copy of the supply authority preliminary notice and notice of completion must also be provided.

Copies of these documents must be provided to the UWA Electrical Supervisor on 6488 2016 or the UWA Technical Officer Electrical 6488 2031.

Any electrical work requiring access to High Voltage areas must have prior documented approval from the UWA Electrical Supervisor 6488 2016 or the UWA Technical Officer Electrical 6488 2031 before any such work commences.
University in-house electrical staff are required to record all electrical work in the UWA Site Electrical Log Book.

Electrical incidents/shocks must be reported immediately the UWA Electrical Supervisor on 6488 2016 or the UWA Technical Officer Electrical 6488 2031; for any after hours reporting must be made to UWA Parking and Security on 6488 3020.

**Plumbing work**

Plumbing and/or gas contractors are required to provide a Preliminary Notice / Notice of Completion Certificate to the Plumbing Supervisor (6488 2014).

**Site boundaries**

Worksite boundaries may be specified in the Contract or by agreement between the Responsible Officer and the Contractor. Worksites are to be clearly defined with an agreed site boundary. Boundaries must be erected PRIOR to work commencing.

Worksites designated as restricted areas are required to have notices displayed in accordance with Australian Standard 1319 for warning signage. It is the Contractor's responsibility to ensure sufficient signage is displayed.

The boundaries will be constructed according to the circumstances and nature of work taking place and must include fixed fence panels, barricades, warning signs and/or other agreed methods. Star pickets and bunting must not be used.

If work is being undertaken in a pedestrian way, hazard warning signage or traffic cones must be used to warn pedestrians.

In determining worksite boundaries every effort shall be made to minimise disruption to the normal activities in the area whilst ensuring the safety and health of the University's community and the Contractor, Sub-Contractors and their employees. Any damage caused by the Contractor outside the designated worksite must be immediately made good to the satisfaction of the Responsible Officer and the UWA Grounds Manager.

Where a doorway, passageway, emergency exit, access to, or egress from a building will be affected due to the works, alternative routes must be provided, signed, and notice must be given to the Responsible Officer, building occupants and users. Wherever practicable these alternative routes should allow for people with disabilities.
Maintenance of tools, machinery and equipment

Tools, machinery and equipment to be used for the contracted work are to be supplied by the Contractor or Sub-Contractor. All tools, equipment and machinery must be adequately designed for the task, maintained in good condition, fitted with safeguards and inspected in accordance with appropriate statutory requirements or standards.

All electrical tools, appliances and extension leads must be tested and have current electrical safety tags.

All portable electrical devices shall be Residual Current Device (RCD) protected and have up-to-date test tags.

Electrical leads in access ways that create a potential hazard must be made safe.

The use of explosive powered tools on The University's premises is to be in accordance with the WA Occupational Safety and Health Regulations.

Fire protection

The Contractor, Sub-Contractor and their employees are responsible for fire protection at the worksite, in accordance with the AS2444 and the Building Code of Australia.

This includes the provision of fire fighting equipment and familiarity with the operation of this equipment.

Examples of fire protection equipment are:

- Fire blankets;
- Fire extinguisher (appropriate to the hazard e.g. CO2 for electrical hazards).

Isolations of fire detection systems need to be identified on your Permit to Work application and submitted to the Building Operations at least 24 hours before commencement of work.

All University portable and extendable fire fighting appliances (hose reels, hydrant points) must be left at their designated locations with unobstructed access.
The Contractor, Sub-Contractor and their employees must:

- Abide by all permits and ‘Smoking Policies’;
- Not use heat sources or ignition devices in and near areas where there are flammable and combustible materials;
- Know how to raise the alarm including calling Security on 6488 2222;
- Maintain standards of house keeping which prevent the accumulation of combustible or flammable materials;
- Store and use flammable liquids and gases appropriately and in accordance with safe operating procedures;
- Store combustible materials where they are unlikely to be ignited or contribute to the spread of fire;
- Maintain equipment so that the build up of heat or spark discharge is eliminated.

If a minor fire occurs and is extinguished during the works, then the incident must still be reported to the Responsible Officer and UWA Security (6488 3020). For Fire and Emergency Service attendance contact the UWA Emergency number (6488 2222).
Asbestos

Any work on or near material that may contain asbestos will require a Work Area Permit to be obtained prior to commencement of any works and can be obtained through the Responsible Officer. The Responsible Officer will advise the Contractor or Sub-Contractor of the location of any known asbestos at the worksite in relation to the works. If the Contractor finds any other suspected asbestos material at the worksite it should be brought to the attention of the Responsible Officer who will determine a course of action in accordance with the UWA Waste Management: Asbestos Management Policy.

For further information please go to www.safety.uwa.edu.au/policies/asbestos_waste

When working near asbestos or when the contract involves the removal of asbestos material, Contractors, Sub-Contractors and their employees must comply with the UWA Asbestos Management Policy and safe work procedures.

A copy of this policy is available from the Responsible Officer.

Contractors, Sub-Contractors and their employees shall not disturb, cut, grind, use high pressure equipment or conduct any work on asbestos products unless they are approved asbestos Contractors engaged specifically to repair, maintain or remove asbestos material.

Workplace hazardous substances and dangerous goods

Contractors or Sub-Contractors must supply copies of Material Safety Data Sheets (MSDS) to the Responsible Officer for any chemicals or hazardous substances that they bring onto University property, with details of the quantity in their possession whilst on University premises. The requirements of the WA Occupational Safety and Health Regulations in relation to hazardous substances and the WA Dangerous Goods Act in relation to dangerous goods must be adhered to at all times, including proper handling, labelling and storage. All chemicals shall be stored correctly and labelled.

Small quantities of flammable liquid, for example, solvent based paints and enamels, may be kept near the point of use, provided that:

- suitable sealed containers with a maximum capacity of 20 litres are used;
- no open flames or spark generating equipment are in the vicinity;
- adequate fire protection equipment is at hand.

Cylinders of flammable and non-flammable compressed gases may be taken on-site for
use. For example oxy-acetylene sets or fuel for LPG forklift trucks. Spare cylinders must be stored in accordance with the provision of the Dangerous Goods (Storage and Handling) Regulations. Oxy-acetylene cylinders are not permitted to be carried over the shoulder.

The storage of larger quantities of flammable liquids at the worksite shall be avoided. Turpentine, thinners and methylated spirits should be stored in an appropriate container with lid. Where Contractors or Sub-Contractors vehicles and machinery must be refuelled on-site from drums or tanks, the storage and fire protection must meet all statutory requirements. Approval for storage of flammable or combustible liquids must be obtained from Safety and Health (6488 3938).

Excavation and trenching

Any excavation and trenching work on University premises must be carried out in accordance with the provisions of the WA Occupational Safety and Health Regulations 1996 (regarding excavation and trenching operations) and WorkSafe WA Code of Practice: Excavation.

Underground surveys should be undertaken by the Contractor or Sub-Contractor to identify any underground obstacles, prior to excavations beginning Dial 1100 Before Dig. Any underground obstacles so identified must be brought to the attention of the Responsible Officer before work continues and is to be used to identify and assess the necessary course of action. Underground obstacles identified in such surveys must be included in ‘as built drawings’ provided to the Responsible Officer on completion of the work.

Working in confined spaces

All work in a “confined space” is required to have a confined space entry permit. These areas are identified with signage across all UWA sites.

The term “confined space” is defined in the WA Occupational Safety & Health Regulation 1996, Part 3- Division 8 (amended December 1999). If you are unsure about an area, contact your Responsible Officer.
Confined Space is defined in the Regulations as an enclosed or partially enclosed space which:

- Has restricted means of access and egress;
- Is not intended as a regular workplace;
- May have inadequate ventilation or an atmosphere with potentially harmful contaminants;
- May have unsafe oxygen levels.

Examples may include, but are not limited to, pipes, vats, pits, excavations, silos, boilers etc. Confined space entry occurs when a person has their head or upper body within the space. Confined space entry is also applicable if a person is periodically within the space or if the head is below the ground (i.e. trenching).

Contractors who are involved in working in confined spaces must ensure compliance with the WA Occupational Safety and Health Regulations Division 8 and Australian Standard 2865 and UWA Confined Space Permit to work requirements.

For further information go to: http://www.safety.uwa.edu.au/policies/permit_documents

**Working from heights**

A person is considered to be working at heights in accordance with WA Occupational Safety and Health Regulations 1996, Part3, Division 5, 3.55 and the WorkSafe WA code of Practice: *The Prevention of Falls at Workplaces*.

Contractors must supply a JSA to the Responsible Officer before commencement of works.

All work at heights which requires use of a harness must be performed by persons with current Work Safety at Heights certificate, and for two or more persons to be present.

All mobile scaffolding must have a safety hand rail with a minimum height of 900mm above the working platform, but not greater than 1100mm.
Specific Work Practices (continued)

All ladders must comply with relevant Australian Standards and be positioned and used as described in the WorkSafe WA Code of Practice: The Prevention of Falls at Workplaces. For example:

- The ladder must be placed on firm and level ground and must not block doorways or traffic ways or be placed against windows;
- the ladder should be placed so that the foot of the ladder is at a 1:4 ratio to the vertical;
- ladders should extend 1 metre above the landing point and be tied off;
- if a ladder is placed in front of a doorway, the door must be locked and a warning sign displayed; and
- damaged ladders must be taken out of service and repaired or removed from the worksite.

All necessary precautions must be taken by the Contractor to protect people and property from falling objects, debris and tools before overhead work commences and at all times during work.

High Risk Work Licensing

Scaffolds and scaffolding equipment must be in accordance with AS/NZS 1576, WA Occupational Safety & Health Regulation 1996 / Section 3.72 Inspection and marking of certain scaffolds and:

- a qualified person must undertake the erection and inspection of scaffolds before the scaffold is used, after alteration or repair and at least every 30 days;
- the area around the scaffold must be kept clear;
- warning signs must be in place to prevent unauthorised access;

A person requires a high risk work (HRW) licence to perform:
- Scaffolding – basic, intermediate and advanced;
- Rigging work - dogging; basic, intermediate and advanced rigging.
- Crane and hoist operation – tower; self-erecting tower; derrick; portal boom; bridge and gantry; vehicle loading; non-slewing mobile; slewing; materials hoist; boom-type elevating work platform, vehicle mounted concrete placing boom;
- Forklift operation – forklift trucks; order picking forklift trucks;
- Pressure equipment operation – basic, intermediate and advanced boiler operation; turbine operation; reciprocating steam engine operation.

Work affecting the comfort and safety of others

The Responsible Officer and Safety and Health Representatives must be consulted when changes to the worksite affect the safety and health of occupants of buildings. This is a legislative requirement under the WA Occupational Safety and Health Act.

Where there is the possibility that dust, noise, vibration, fumes or other emissions from a worksite will affect other people at the University every effort must be made to:

- plan for the work to be undertaken whilst people are not in the vicinity;
z control the emission at its source;
z contain the emission within the Worksite;
z remove people from the vicinity until the work causing the emissions is completed.

Contractors, Sub-Contractors are required to inform the Responsible Officer if concerns are raised.
Section 5  Conduct

Alcohol and substance misuse

The University’s Land By-laws prohibit the consumption of alcohol on UWA property without a permit from Parking and Security.

The consumption or being under the influence of drugs and alcohol while working is prohibited and will result in disciplinary action.

NO person will be permitted to work on campus while his/her ability or alertness is impaired by fatigue, illness, medication, alcohol or drugs that might subject them or others to the unnecessary risk of injury or harm.

If you are taking prescribed medication that may affect your ability to safely perform your duties, you must notify your manager/supervisor before you start work.

Smoking policy

The University’s Land By-laws and UWA Smoking Policy prohibits smoking in the following places:

- all University buildings, vehicles and boats;
- major thoroughfares and pathways;
- within five metres of access points to buildings such as doors, windows, near air conditioning vents and ducts;
- substantially enclosed courtyards;
- other areas designated as no-smoking areas by signage.

The underpinning principle being that non-smokers shall, as far as is practicable, not be subjected to smoke inhalation.

Dress code

Contractors, Sub-Contractors and their employees are required to maintain a neat and tidy appearance in keeping with the standard of dress assumed by the University’s Facilities Management staff. Singlets are not acceptable. T-shirts with logos that could offend or are discriminatory in any way are not appropriate.

The University reserves the right to require Contractors, Sub-Contractors and their employees to attend to their attire if it is not in keeping with University standards.
Equal Opportunity and anti-discrimination

The UWA Equal Opportunity policy does not condone discrimination or harassment in any form. The University is proud of its diverse population of staff and students and actively promotes a workplace culture of respect and inclusivity. The WA Equal Opportunity Act and associated legislation makes it unlawful to discriminate and/or harass someone because of their race, colour, ethnicity, national origin or nationality, descent, sex, pregnancy, marital status, age, sexual orientation or gender history, family responsibility, family status, political conviction, religious belief, disability or medical condition.

Contractors, Sub-Contractors and employees need to be aware of the University’s stance and abide by the Equal Opportunity policy. Likewise if the Contractor, Sub-Contractor or one of their employees wishes to lodge a grievance relevant to their experiences at the University then there are mechanisms in place to do this. For further information contact the Responsible Officer or UWA Equity and Diversity (6488 3873).

Harassment

The University is committed to maintaining a work and study environment that is free from sexual, racial or disability harassment and that is in accordance with the UWA Guidelines for Conduct in the Workplace.

Sexual harassment

Sexual harassment covers a range of behaviours that constitute a verbal, visual or physical affront of a sexual nature to a person. The distinguishing characteristic of sexual harassment is that it is conducted with a sexual component and is unwelcome, unsolicited and un reciprocated.

Sexual harassment includes, but is not limited to:

- unwelcome verbal comments of a sexual nature;
- uninvited and deliberate physical contact;
- gratuitous display of sexually explicit written material, audio-visual materials or computer images;
- offensive gestures or actions of a sexual nature, including ‘wolf whistles’;
- subtle or explicit demands for, or offers of, sexual favours;
- sexual jokes, offensive sexual comments, innuendos or propositions.
Sexual harassment is a serious issue and will not be tolerated by the University. The Contractor is responsible for ensuring that its employees and Sub-Contractors do not subject people at the University to any form of sexual harassment.

**Racial harassment**

Racial harassment includes threats, abuse, insults, taunts and other forms of hostility that is directed towards someone because of their race, nationality, skin colour, ethnicity, accent, etc. A person can also experience harassment because of race of a relative or associate.

Examples of racial harassment include:

- displays of offensive racist posters, cartoons, calendars, graffiti, screen savers;
- racist telephone calls or email messages;
- racist name calling, deliberate gestures, jokes, mimicking accents.

**Other forms of harassment**

Other forms of harassment may take similar forms to that described for sexual or racial harassment. Repeated, unprovoked, derogatory or ridiculing comments, asides and remarks regarding a person's age, disability or medical condition, their religious beliefs and practices, political views, sexual orientation or gender identity could, and would in all likelihood breach the UWA *Guidelines for Conduct in the Workplace*.

The Contractor is responsible for ensuring that its employees and Sub-Contractors do not subject people at the University to any form of harassment or behaviours that would breach University policy on appropriate conduct in the workplace.

**Noise**

The Contractor shall take all reasonable steps to minimise noise at the worksite. Care should be taken to use construction equipment fitted with noise suppressors.

The use of personal music, radio emitting equipment, and loud hailers are not permitted on site.

**Children**

Under no circumstances are Contractors, Sub-Contractors or their employees allowed to bring children onto the University worksite.
Pets

Under no circumstances are Contractors, Sub-Contractors or their employees allowed to bring pets onto University property whilst undertaking work at the University.

Offensive language

It is inappropriate in an educational setting for anyone to be heard swearing, cursing or even talking too loudly in the vicinity of University staff who are working and/or students who are studying. In the past the University has had reason to caution persons in this regard.

Privacy in residential areas

Contractors must seek approval from Administration Offices of Colleges before entering. Please respect privacy of residents in these areas.
Section 6 Emergency, Injury and Incident Procedures

Emergency contacts

In the event of an emergency dial the UWA Emergency Number on 6488 2222.

Evacuation

Contractors, Sub-Contractors and their employees working in the University’s buildings and other areas are required to observe the established emergency procedures in those buildings. If there is a need to evacuate the building, they are required to respond to all alarms and follow instructions given by authorised staff and/or attending Emergency Services personnel.

Contractors, Sub-Contractors and their employees must report immediately all matters which may affect the safety and health of people who may be involved in or affected by an emergency situation including Security on the UWA Emergency Number 6488 2222.

If required by the contract, Contractors shall prepare local worksite emergency procedures in consultation with the Responsible Officer. This would normally form part of the Safety Management Plan for the works.

Hazard / Incident / Injury Reporting

The Contractor is responsible for reporting and recording incidents and injuries that occur on the worksite in accordance with statutory provisions and University Policy.

All incidents must be:
- reported to the Responsible Officer; and
- recorded on either the Contractors own Incident/Injury report form or the UWA Incident/Injury report form and then forwarded to UWA Safety and Health.

The Contractor, Responsible Officer and/or another UWA Representative (such as a UWA Safety and Health Representative) shall investigate the incident/injury so that recommendations for corrective/preventive measures can be determined and implemented. The incident/injury report is to be signed off by the Contractor and a copy of the completed report given to the Responsible Officer who will forward it to UWA Safety and Health.

The Contractor, supervisors belonging to the Contractor, Responsible Officers and University managers have the responsibility to report significant incidences to senior managers. The incident/injury report form is to assist in the prevention of injuries and address any causative factors.
Note that there are additional mandatory legislative requirements for the reporting of incidents/injuries involving electricity (including electric shock). Electric incidents/shocks must be reported immediately to either the Technical Officer Electrical (6488 2031) or the Electrical Supervisor, (6488 2016) who will advise the relevant Authorities and Safety and Health.

**Notifiable injuries and diseases**

As stipulated in the WA *Occupational Safety and Health Act*, the University and the Contractor must report certain injuries to WorkSafe WA. These include:

- a fracture of the skull, spine or pelvis;
- a fracture of any bone in the arm (other than in the wrist or hand) or in the leg (other than a bone in the ankle or foot);
- amputation of an arm, a hand, finger, joint, leg, foot, toe or toe joint;
- loss of sight of an eye;
- where, because of an injury, the employee is unlikely to be able to work within 10 days of the day on which the injury occurred.

**First Aid**

Should first aid assistance be required immediately contact your worksite First Aid Officer, Manager or Supervisor. If they are not available contact Security on 6488 2222. The Contractor is responsible for providing first aid at the worksite in accordance with the *Occupational Safety and Health Regulations 1996*.

During normal working hours the UWA Medical Centre can (at cost) treat minor injuries incurred by Contractors and their employees and provide interim assistance for more serious injuries. The Medical Centre (6488 2118) is located in the Guild (South) building.

Where there is a requirement for an ambulance, fire brigade or police attendance at the University the Contractor should phone Security 6488 2222.

All UWA Security and Unipark staff are Senior First Aid qualified. The security vehicles carry a first aid kit, defibrillator and medical oxygen, and staff are trained in their use.
Phone numbers
For external or mobile phone lines use the prefix 6488

Emergency 2222
Security 3020
Parking 1229/7184/1231
Building Operations 2009
Fire Alarms 2009
University Medical Centre 2118
Safety and Health 3938
Equity and Diversity 3873

Facilities Management

Help Desk 2025
Reception 2023
Air-conditioning 2009
Cleaning Services 3534
Client Services Manager 1710
Contractor Administration Manager 5588
Electrical Supervisor 2016
Environmental Services 3534
Fire Services 2009
Grounds 3812
Maintenance Manager 2019
Manager, Operations and Maintenance 2047
Mechanical Supervisor 1861
Painting Supervisor 2017
Plumbing Supervisor 2014
Technical Officer, Electrical 2031

UNIVERSITY CONTACT IN CASE OF AN EMERGENCY
6488 2222

Current Version: July 2013