



Contractor Safety Plan

For all persons undertaking business or
undertaking on behalf of the university.

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Introduction

This plan outlines the University's minimum expectations for contractor's management of workplace health and safety. This plan supports the University's Workplace Health & Safety Policy and UWA Contractor Workplace Health & Safety procedures. These documents can be accessed on the following link: <http://www.safety.uwa.edu.au/> and www.safety.uwa.edu.au/topics/contractor-safety.

This safety plan outlines the following expectations:

- Contractor WHS Legislative Responsibilities.
- Documentation Requirements.
- Permits for Work on UWA Sites.
- UWA Site Rules and Codes of Conduct.
- UWA WHS Procedures and Expectations for Contractors Compliance.
- Specific At-risk Work Practice Management.
- Emergency, incident and hazard management procedures.

In addition to the requirements outlined in this safety plan, contractors are expected to be aware of and comply with all relevant workplace health and safety legislative requirements that apply to their operations and ensure that they operate in a manner that does not endanger or cause harm to themselves or others.

The expectations in this plan apply to all Contractors, Sub-Contractors and their employees and any other persons undertaking business or undertaking on behalf of the university.

For further information about health and safety at the University please contact the:

Campus Management Safety Officer on 6488 5662; or

UWA Safety, Health & Wellbeing on 6488 2035.

Definitions

| | |
|-------------------------------|--|
| Contract | The contract pursuant to which particular works are to be performed by the Contractor. |
| Contractor | A person or persons, undertaking business or undertaking on behalf of the university. |
| Contractor Categories | Definition of contractors on the basis of the works and services provided and therefore the relationship with the university in terms of responsibility for Workplace Health & Safety management. |
| Hazard | Something that has the potential to cause injury or harm to any person or property. |
| CM Help Desk | Campus Management Help Desk 6488 2025. Myers Street Building Ground Floor, Nedlands WA 6009. Phone: 6488 2025. |
| Ongoing Services/Works | Services and Works with a duration extending over 1 week. |
| UWA Representative | 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 | <p>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.</p> <p>For further information of Contractors at UWA please see: http://www.safety.uwa.edu.au/topics/contractor-safety</p> <p>Which provides information on:</p> <ul style="list-style-type: none">PolicyHandbookWorkSafe WA linksPermits |

Hazard reports
UWA Incident Injury
Report Forms

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Section 1: Responsibilities

WHS Responsibilities for Contractor Categories

Category 1: Externally engaged individuals working within existing UWA operations

Examples: Labour hire or agency personnel.

Characteristics: Engaged on temporary contracts paid by external agency/labour hire usually filling UWA roles within existing operations. They work under the supervision of UWA personnel. UWA has a Proportional Duty of Care for the health & safety of these contractors in accordance with legislative requirements.

Requirements: These contractors must complete the UWA (Staff) OH&S Induction and site induction. The supplying agency may require an OH&S questionnaire to be completed by UWA for placement. They are required to comply with the UWA Permit to Work system.

Category 2a): Contractors and Consultants engaged on an “ad-hoc” basis

Examples: A consultant hired to provide a specialised service, e.g. arborists; training providers; and contractors attending site on an ad-hoc basis e.g. asbestos assessors; and one-off deliveries of materials to site; for example an elevated working platform.

Characteristics: These contractors are engaged on temporary contracts of service on an ad-hoc basis. The University will be responsible for ensuring safe access and that the risks posed by University assets including laboratory operations, plant and hazardous materials are minimised. The University has a Proportional Duty of Care for the health & safety of these contractors.

Requirements: These contractors must complete the UWA Online Contractors Safety Induction and contractors (internal) site induction where appropriate. The Contractor must provide an adequate Level 1 Risk Assessment (see Definitions section) that is assessed by the UWA Representative in the selection process. Required to comply with the UWA Permit to Work system.

Category 2b) Event Managers

Examples: Ad hoc events management.

Characteristics: External parties and PCBUs hiring UWA property and managing events on a UWA property. These contractors should be prequalified where the contractor/consultancy panel category exists. The University will be responsible for ensuring safe access and that the risks posed by University assets such as services and hazardous materials are managed. The University has proportional control of the workplace used by these contractors and thus has a responsibility to demonstrate Due Diligence in verifying that these contractors have an adequate safe system of work and that their activities do not expose persons to hazards.

Requirements: These contractors must complete the UWA Online Contractors Safety Induction before arriving onsite; or be escorted by a UWA representative whilst onsite. Must provide a level 2 “Event” Risk Management Plan (see Definitions section) that is assessed by UWA Works Management in the selection process.

Category 3: Contractors engaged on a “regular” basis.

Examples: Companies providing long-term contracts e.g. lift maintenance, water treatment, air conditioning maintenance etc.

Characteristics: Engaged on temporary contract of service but on a “regular” basis. The University will be responsible for ensuring safe access and that the risks posed by University assets including laboratory operations, plant and hazardous materials are minimised. The University has a Proportional Duty of Care for these contractors.

Requirements: Must complete the UWA Online Contractors Safety Induction and contractors (internal) site induction. Must provide a level 2 “Operational” Risk Management Plan (see Definitions section) that is assessed by the UWA representative in the selection process. Required to comply with the UWA Permit to Work system.

Category 4: Principal Contractors (Open Access).

Examples: Principal Contractors engaged for a discrete project which will be carried out in a designated area that is separate from existing UWA operations. Companies undertaking refurbishment (upgrade) of buildings not considered maintenance over a discrete time period. Companies undertaking demolition of buildings or part thereof. Companies undertaking construction of buildings or part thereof.

Characteristics: The University will be responsible for ensuring safe access and that the risks posed by University assets including laboratory operations, plant and hazardous materials are minimised. The University must also demonstrate due diligence in verifying that the contractor's safe system of work is adequate at commencement of the project and throughout the project life cycle. The University has a proportional Duty of Care for these Contractors.

Requirements: Must complete the UWA Online Contractors Safety Induction and Principal Contractor's (internal) site induction. Must provide a level 2 "Project/Construction" Risk Management Plan (see Definitions section) that is assessed by the UWA Works Management in the selection process. Required to comply with the UWA Permit to Work system.

Category 5: Principal Contractors (Prescribed Access).

Examples: Companies undertaking refurbishment (upgrade) of buildings not considered maintenance over a discrete time period where possession of site has been handed over to the Contractor. Companies undertaking demolition of buildings or part thereof. Companies undertaking construction of buildings or part thereof. Companies engaged for a discrete project carried out in a designated area that is separate from existing UWA operations.

Characteristics: May involve the management of subcontractors. The University has a responsibility to demonstrate Due Diligence in verifying the Principal Contractor has an adequate health & safety management system in place throughout the project life cycle through documentation analysis and a reporting regime. The Principal Contractor is responsible for operational WHS management within the site.

Contractor Requirements: Must complete the UWA Online Contractors Safety Induction and Principal Contractor's (internal) induction. A level 2 "Project/Construction" Risk Management Plan (see Definitions section) must be provided by the Principal Contractor that is assessed by the UWA Works Management in the selection process. Must outline a regime for reporting hazards, incidents and investigations to UWA Works Management. Must outline and provide evidence of WHS inspection and audit to UWA

Works Management. Required to comply with the Principal Contractor's Permit to Work system.

General WHS Legislative Requirements

All contractor categories must, so far as is reasonably 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;
- Ensure their sub-contractors and their employees are provided with the necessary information, instruction, training and supervision to enable them to work in a safe manner;
- Consult and co-operate with university representatives and their own health and safety representatives and staff in matters related to workplace health and safety;
- Provide adequate protective clothing and equipment to their Sub-Contractors and employees where hazards cannot be eliminated;
- Ensure plant is compliantly installed or erected so it can be used safely.
- Provide current certification for operation of cranes, forklift trucks, motor vehicles (including motor cycles), front-end loaders, elevated work platforms and other equipment.
- Planning approval from Campus Management is required BEFORE any alterations to University buildings or services infrastructure can commence.

Instructions to Sub-contractors and employees

All categories of Contractors shall instruct their sub-contractors and employees concerning the expectations outlined in the UWA Contractor Safety Plan and ensure compliance with this plan and WHS legislative requirements.

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 is commonly referred to as the White or Blue Card. This 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.

Contractor Project Start-up meetings

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

This meeting will involve a physical walk-over and a review of the project scope documentation. UWA Work Permit and other Regulatory Permit requirements will be reviewed and confirmed by the Campus Management Technical Officers.

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 UWA Representative for investigation. The Contractor will be advised and is required to rectify any safety breach immediately.

The UWA Representative 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 UWA Representative'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 may be removed from the University's Contractor Panel.

Section 2: Documentation

Project or Operational Safety Management Plans

The Safety Management Plan is written documentation detailing the health and safety policies and procedures that the Contractor, Sub-Contractors and their employees are required to adhere to in relation to their business or undertaking on behalf of the University. 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. As a minimum, it must be specific to the University, the work being undertaken and the hazards and risks managed. It should include a specific Health & Safety Risk Register that is relevant to its business or undertaking on behalf of the University in accordance with the AS 4801:2004 Occupational Health & safety Management Systems. The UWA Representative shall make this determination and seek assistance as required. The Safety Management Plan is required prior to the commencement of the works.

Category 2 and 3 Contractors shall provide the University with Safety Management Plans for construction projects or for ongoing services and maintenance activities. “Ongoing” is defined as services or works continuing for more than 1 week”. There is no routine requirement for Category 1 Contractors to provide Safety Management Plans. However, Risk Assessments and Job Safety Analysis may be requested – please see the Job Safety Analysis Section below. If the work is deemed a high risk, the university may make an exception and request a Safety Management Plan also be provided by Category 1 Contractors.

Job Safety Analysis & Work Method Statements

In addition to a Safety Management Plan, a Job Safety Analysis or other form of local risk assessment, will be required for all works currently being undertaken onsite. These assessments will need to be relevant to the work being undertaken and the conditions of the site. In the case of successive, routine work, where no changes have occurred since the initial JSA or risk assessment, Work Method Statements will suffice. All workers will need to sign onto JSAs daily.

Job Safety Analysis (JSA) (for initial works)

A JSA is systematic 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, fit for purpose of 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.

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; and
- Participants to sign the JSA to confirm understanding and compliance.

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

Work Method Statements (for successive, routine work)

In the case of Work Method Statements, involving routine duties where limited changes occur, the workers onsite will need to have these readily accessible and workers will need to have signed onto the daily site register that states a requirement that they have read the Work Method Statements.

Insurance

Copies of Insurance policy documents must be submitted to The Manager, Contractor Administration; contractor-cm@uwa.edu.au at Campus Management prior to commencing work.



The University requires:

- Current Workers' Compensation Insurance Policy (minimum \$50 million);
- Current Public Liability Insurance Policy (minimum \$20 million);
- Current Professional Indemnity Insurance Policy (minimum \$5 million) – required for Consultants 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 an updated copy of the Insurance policy documentation and certificate of currency on expiry to: contractor-cm@uwa.edu.au.

Safety induction

All Contractors categories, Sub-Contractors and their employees must have completed the University's Contractor Safety Induction prior to commencing work on any University site. The induction program is available at:

<http://www.safety.uwa.edu.au/induction-and-training/courses/contractors-induction>

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

The inductee must then attend the University to collect their photo bearing induction card prior to commencing work at the University. Induction cards can be collected from Campus Management Contractor Administration between the hours of 7:00am and 5:00pm. <http://www.cm.uwa.edu.au>

The personal UWA Contractor Safety Induction card is valid for a period of three years and must be presented when signing in at Campus Management Contractor Administration and carried at all times by the Contractor when working on a University site. If a Contractor is unable to produce the induction card on requested they will be asked to leave site. For further information or assistance, contact Contractor Administration on 6488 5588.

Sample pre-start safety checklist

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

Pre-start Checklist.

- Insurance Certificates of Currency provided.
- Purchase Order and registration confirmed.
- UWA Contractor Safety Inductions completed – cards verified.
- White of Blue Cards verified.
- Safety Management Plan provided with associated documentation.
- Workers licensing and certification provided.
- Plant and equipment licensing and certifications provided.
- Safety data sheets provided (as required).
- Relevant Permits provided.
- Parking Permit Applications.
- Site boundary and signage arranged.
- Drinking water and toilets arranged.

Completed Works Checklist

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

- As constructed drawings or as installed drawings.
- Certificate of compliances.
- Completed Permits to Work.
- Associated servicing documentation.

Section 3: University Procedures

Arrival at the University

All Contractors, Sub-Contractors and their employees (unless advised otherwise by the UWA Representative) shall report to the Contractor Administration Office upon arrival at the University to sign in 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 UWA Representative. Keys or Access cards collected from the Contractor Administration Office must not be exchanged or kept overnight. This requirement may be altered at the discretion of the UWA Representative or as a condition of the contract e.g. for separately controlled worksites on University sites. Records will be kept for all keys or access cards issued and returned.

Keys and Access Cards supplied by UWA Security must be returned to UWA Security prior to 4:00pm daily.

Lost keys/cards

A replacement fee applies for all lost Safety Induction cards, Access Swipe cards or keys.

| | | |
|----------------|------------------|---------|
| Induction card | \$10.00 plus GST | \$11.00 |
| Parking permit | \$15.00 plus GST | \$16.50 |
| Swipe card | \$15.00 plus GST | \$16.50 |
| Key | \$15.00 plus GST | \$16.50 |

Completed contract work

When the contracted work is completed, the Contractor is required to notify the UWA Representative 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 health and safety 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 University's Contractor Panel.



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 7.00am - 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.

All vehicle access to the inner campus, including worksites, must comply with the University's Inner Campus Access Management Plan and parking procedures. The access rules apply below:

- Between 6am to 9am contractor vehicles can access the inner campus to deliver materials whilst escorted.
- Between 9am and 3pm, vehicles will be locked out of the inner campus.
- Between 3pm and 6pm, contractor vehicles can pick up materials and equipment whilst escorted.
- Between 6pm and 6am, contractor vehicles can access the inner campus with prior approval from Parking and Security.
- Special events – a permit and approval can be obtained from Parking and Security.
- Emergencies – access to the inner campus will be escorted by Parking and Security.
- Medium to heavy vehicles and mobile plant must be escorted at all times.

Parking permits and access must be negotiated and obtained through Unipark Office on 6488 1229. For further information visit <http://www.transport.uwa.edu.au>.

Requests for ad hoc access to the inner campus must be made via the UWA Representative 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. 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 UWA Representative.

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 Kilometers per hour (km/hr) walking pace with hazard lights operating at all times, the University Ring Road is .25 km/hr and Car Parks safe speed must not exceed 15 km/hr.

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.

It is prohibited for vehicles to drive on lawns, ovals and garden beds, unless approval has been obtained from Parking and Security.

The use of mobile phones by drivers on both the inner campus and roads is strictly prohibited.

Security

For emergencies 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.

Work after normal business hours

Contractors, Sub-Contractors and their employees needing to access the University after normal working hours (i.e. before 6:00 am and after 6:00 pm weekdays and at all times on weekends, public and University holidays) should contact their UWA Representative within a reasonable time of requiring such access. The UWA Representative will make arrangements with UWA Security for access to the site, and inform the Contractor of such arrangements. Requests for access directly by Contractors will not be approved. Contractors, Sub-Contractors and their employees working after normal working hours are required to liaise with the UWA Representative and must report to UWA 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 UWA Representative and CM Manager, Maintenance & Operations.

Connections must be made in accordance with the appropriate statutory requirements and to the satisfaction of the Manager, Maintenance & Operations.

Excavation Procedure

All excavations deeper than 300mm shall be administered by the UWA Excavation Permit. The permit shall be coordinated by the UWA Representative and will confirm service locations, clearances, isolations and precautions needing to be undertaken. The contractor must sign their acknowledgement before proceeding. The Excavation Permit is available from the UWA Representative.

Services location

The Contractor is responsible for identifying and proving all existing services affecting the worksite. This shall include a Dial 1100 Before You Dig check, review of As Constructed Services Drawings, use of services locators and the potholing technique. This information must be verified with the UWA Representative as part of the UWA Excavation Permit process.

The UWA Representative will provide As Constructed and installed services drawings.

Services isolation

Services on campus must not be turned off without prior approval from the CM Manager, Maintenance & Operations.

The cost of repairing any damage caused to experimental or other equipment because services were turned off without prior approval shall be borne by the Contractor.

Before isolating any service such as electricity, gas, water, data or communications, the Contractor shall obtain an approved permit through the UWA Representative. Existing services to University premises must not be shut down, disconnected, isolated

temporarily or in any way altered without prior approval of the UWA Representative and/or Contractor Administration

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 the works.

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 UWA Representative 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.

Hazardous Work Permits

The University requires all Contractors to attend a start-up meeting with the UWA Representative prior to the commencement of any work on a University site.

The Contractor must be in the possession of a UWA Purchase Order prior to the commencement of any work on a University site.

Principal Contractors and Sub-Contractors must apply for a Permit to Work before undertaking any of the below at risk activities:

- Working at Heights.
- Hot works.
- Excavation.
- Entry into Confined Spaces.
- Work Area Access Permit - work in rooms with asbestos containing materials.

All relevant permits must be obtained from the UWA Representative and/or CM Contractor Administration Office. These permits provide evidence that authorisation has been given to commence work type and must be carried at all times.

For further information, please go to www.safety.uwa.edu.au/management/permit-work/permit-docs

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.

Any electrical work requiring access to High Voltage areas must have prior documented approval from the UWA Electrical Supervisor 6488 2016 before any such work commences.

University in-house electrical staff are required to record all electrical work in the UWA Site Electrical Log Book. Any installation defects should be reported to the UWA Electrical Supervisor 6488 2016.

Electrical incidents/shocks must also be reported immediately to the UWA Electrical Supervisor or CM Safety Advisor; after hours reports must be made to UWA Parking and Security on 6488 3020. The electric shock will then be reported to Westernpower in accordance with EnergySafety requirements.

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 UWA Representative and the Contractor in accordance with UWA policies and procedures. Worksites are to be clearly defined with an agreed site boundary. Barricading must be erected PRIOR to work commencing.

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

Barricading will be constructed according to the circumstances and nature of work taking place and must include either fixed fence panels, bollards, warning signs and/or other agreed methods. Star pickets must never be used. Work involving mobile plant, excavations, penetrations, hot works, work with electricity, working with hydraulics, working with heights, use of hazardous power-tools and crane lifts must have panel fencing.

An accredited traffic management plan should be developed when works are encroaching on campus roads. Spotters must escort mobile plant travelling on the inner campus at all times and for temporary movement out of sites contained within barrier fencing.

If work not requiring panel fencing is being undertaken in a pedestrian way, hazard warning signage and must be used to warn pedestrians and bollards with attached flagging used to delineate the site from pedestrian traffic.

In determining worksite boundaries every effort shall be made to minimise disruption to the normal activities in the area whilst ensuring the health and safety 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 UWA Representative 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 UWA Representative, 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 used for the contracted work are to be supplied by the Contractor or Sub-Contractor. All tools, equipment and machinery must be appropriate for the task and used and maintained in accordance with the manufacturer's instructions or applicable standards. Power tools and plant must have safeguards in accordance with manufacturer's instructions and legislative requirements and standards.

All electrical tools, appliances and extension leads must be PATS tested every 3 months by a licensed electrician 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, kept off the ground, where possible, and out of harm's way.

Only competent persons with the appropriate training and licenses should use power tools and plant. Documentation confirming competency such as signed standard operating procedures or equivalent risk assessments and high risk and other work licenses need to be accessible onsite for auditing purposes.

Logbooks are required to be utilised and kept in the cabins of all mobile plant i.e. forklifts, elevated working platforms etc. for auditing purposes.

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 firefighting equipment and familiarity with the operation of this equipment. UWA firefighting equipment is not to be used.

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 Contractor Administration at least 24 hours before commencement of work.

Works including demolition or excessive dust will require the removal of smoke detectors for the period of the contract. The removal and replacement of smoke detectors will be carried out by the Contractor.

All University portable and extendable firefighting appliances (hose reels, hydrant points) must be left at their designated locations with unobstructed access and are not to be used by contractors.

The Contractor, Sub-Contractor and their employees must:

- Abide by all permits and 'The University Policy on Smoking';
- 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 housekeeping 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 be reported to the UWA Representative and UWA Security 6488 3020.

For Fire and Emergency Service attendance, contact the UWA Emergency number 6488 2222.

Section 4: Specific Work Practices

Asbestos

Any work that has the capacity of disturbing Asbestos Containing Material (ACM) will require a Work Area Access Permit to be obtained before commencement of the works. The UWA Representative will be responsible for obtaining this permit in consultation with the Campus Management Safety Advisor and advise the Contractor or Sub-Contractor of the location of any known asbestos at the worksite in relation to the works. The Contractor shall be provided with the UWA Asbestos Materials Register. If the Contractor finds any other suspected asbestos material at the worksite, it must be brought to the attention of the UWA Representative who will consult with the CM Safety Advisor to determine the course of action in accordance with the UWA Asbestos Management Plan. Copies of UWA Asbestos Surveys are available for viewing at the Campus Management Unipark Office.

For further information please go to UWA Asbestos Management Plan:

http://www.cm.uwa.edu.au/data/assets/pdf_file/0018/2910213/UWA-ASBESTOS-MANAGEMENT-PLAN-2015-9.pdf

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 Plan and safe work procedures.

- Contractors, Sub-Contractors and their employees shall not disturb asbestos containing material unless;
- They have been authorised by the Campus Management Safety Adviser as part of the Work Area Access Permit.
- Only appropriately licensed asbestos removalists can undertake these works in accordance with an Asbestos Removal Control Plan reviewed by an independent competent person (eg. Asbestos Assessor).

Disturbance is defined as anything that could result in fibres being released into the respirable atmosphere. This can include but not limited to mechanical cutting, grinding, sanding, buffing, drilling, breaking, crushing, exploding or using high pressure equipment on ACMs. If there is any doubt that work actions may disturb ACM, an accredited Asbestos Assessor shall be engaged to conduct a risk assessment.

All removals and demolition work involving ACM must be undertaken by licensed asbestos removalists in accordance with National Code of Practice - How to Safely Remove Asbestos.

Workplace hazardous substances and dangerous goods

Contractors or Sub-Contractors must supply copies of Safety Data Sheets (SDS) to the UWA Representative for any chemicals or hazardous substances that they bring onto University property, with details of the quantity in their possession. The requirements of the WA Occupational Safety and Health Regulations and the WA Dangerous Goods Act must be adhered to at all times, including proper handling, labelling and storage. All chemicals shall be stored correctly and labelled. Safety data sheets must be stored on site for all chemicals for reference and auditing purposes.

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.

Where chemicals are identified as hazardous or dangerous, a risk assessment must be completed.

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. All cylinders must be secured to a trolley at all times when in use, spares must be kept out of harm's way.

The storage of larger quantities of flammable liquids at the worksite must be avoided. Turpentine, thinners and methylated spirits should be stored in an appropriate container with lid. Where Contractors or Sub-Contractors vehicles and machinery have to be refueled 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 UWA Safety, Health and Wellbeing 6488 3938.

Working in confined spaces

All work in a "confined space" is required to have a Confined Space Entry permit which can be obtained from CM Contractor Administration. Confined space areas are identified with signage across all UWA sites and in the Confined Space Identification Register.

A “Confined Space” is defined in the WA OSH Regulations 1996 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.

Competent persons entering and working in a confined space must have completed the following training:

- Safe Entry and Work in Confined Spaces (RIIWH5202D);
- Gas Test Atmospheres (MSMWH5217); and
- Participate in a Rescue from Confined Spaces (PUASAR022A).

For further information go to:

<http://www.safety.uwa.edu.au/management/permit-work/permit-docs>

Working with heights

A person is considered to be working with heights if there is a foreseeable risk of injury resulting from a person or object falling from one level to another. All works with heights must comply with the WA Occupational Safety and Health Regulations 1996, Part3, Division 5, 3.55 and the Code of Practice - Prevention of Falls at the Workplace (WA).

Contractors must supply a JSA to the UWA Representative before commencement of works.

Work requiring anchorage to a fall prevention system must only be undertaken by persons who have completed the Work Safely at Heights Course RIIWH5204D utilising fall prevention PPE that is fit for purpose, and within servicing date. Two or more persons must always be present.

The Contractor must provide a Working at Heights Permit for work involving:

- Work on all building roofs and in roof spaces that require anchorage to a fall prevention system and the use of fall arrest PPE.
- Work on scaffolds requiring a Scaffolders license for erection.
- Work on any mobile elevated work platforms.
- Work off ladders, where there is a risk of falling more than 2 m (measured from the height of the operator's feet).

Scaffolds and scaffolding equipment must be erected in accordance with Australian Standard 1576.

- A certified scaffolder shall undertake the erection and inspection of scaffolds before the scaffold is used, after alteration or repair and at least every 30 days;
- Scaffolders must have appropriate High Risk Work License Classes for the type of scaffold i.e. SB, SI, SA;
- The area around the scaffold must be kept clear;
- Warning signs and barricading must be in place to prevent unauthorised access; and
- All mobile scaffolding must have a safety handrail with a minimum height of 900mm above the working platform but not greater than 1100mm.

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 m 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.
- Hard hats must be worn by all contractors on site if any person is working above

Mobile Elevated Working Platforms (EWPs)

Use of Mobile elevated platforms must only be undertaken in accordance with the manufacturer's instructions of the EWP and legislative requirements of AS1418 and AS2550 series.

- Operators must be trained and inducted into Safe Operating Procedures for the particular brand and type of equipment and the means of rescue.
- Persons in the basket are required to wear a fall arrest harness and appropriate lanyard with shock absorber.
- Operation of boom lifts that have a maximum reach of 11m requires the operator and spotter to have completed the RIIHAN301D Operate Elevated Working Platform training within the last 2 years;
- The worker in the basket also must have completed the Work Safely at Heights course RIIWHS204D.
- Boom lifts with a maximum reach above 11m will require the operator and spotter both to have a High Risk Work License, WP Class. The worker in the basket also is required to have undertaken the Work Safely at Heights course RIIWHS204D within the last 2 years;
- The use of a scissor-lift requires the operator to have completed the RIIHAN301D Operate Elevated Working Platform training within the last 2 years.
- Before arriving on site the Contractor must request permission from the University Representative for access of the EWP;
- Confirmation must be obtained by the contractor that the EWP is licensed, serviced in accordance with manufacturers' instructions; has a Service and Log Book; is fit-for-purpose and the loads lifted are within the Safe Work Limit of the EWP;

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) license 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 UWA Representative and Health and Safety Representatives must be consulted when changes to the worksite affect the health and safety of occupants of buildings. This is a legislative requirement.

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;
- Control the emission at its source;
- Contain the emission within the Worksite;
- Remove people from the vicinity until the work causing the emissions is completed.

Contractors, Sub-Contractors are required to inform the UWA Representative 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 a University site 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 of Western Australia provides a smoke free environment for its employees, students, contractors and visitors. Smoking is prohibited in, or at, all of the University's buildings, properties and workplaces.

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 Campus Management staff. Singlets must not be worn. 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, 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 UWA Representative 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 unreciprocated.

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; and
- 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. Any work involving noise exceeding the National Level of 85A decibels must have warning signs installed to warn others in the vicinity of the hazard. All Contractors working in this area must provide and wear adequate hearing protection.

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 a University worksite.

Pets

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

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, Incident and Injury Management Procedures

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 the building emergency wardens 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 UWA Representative. This would normally form part of the Safety Management Plan for the works.

Reporting hazards, incidents, injuries and near misses

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 for Category 1 & 2 Contractors must be:

- Reported to the UWA Representative or CM Contractor Administration.
- Recorded on either the Contractors own Incident/Injury report form or the UWA Incident/Injury report form and then forwarded to UWA Safety, Health and Wellbeing.

The Contractor, UWA Representative and/or University safety personnel shall investigate the incident/injury so that recommendations for corrective/preventive measures can be determined and implemented. The incident/injury report must be signed off by the Contractor and a copy of the completed report given to the UWA Representative who will forward it to UWA Safety and Health.

The Contractor, supervisors belonging to the Contractor, UWA Representatives and University Representative have the responsibility to report significant incidences to

senior managers. The incident/injury report form assists 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 CM Electrical Supervisor on 6488 2016 who will advise the relevant Authorities and UWA Safety, Health and Wellbeing.

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 but not limited to:

- 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 on the 2nd Floor, South Wing Guild Village Building 329.

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.

Important Phone numbers

For external or mobile phone lines use the prefix 6488

| | |
|------------------------------|----------------|
| Emergency | 2222 |
| Security | 3020 |
| Parking | 1229/7184/1231 |
| Fire Alarms | 2009 |
| University Medical Centre | 2118 |
| Safety, Health and Wellbeing | 3938 |
| Equity and Diversity | 3873 |

Campus Management

| | |
|-------------------------------------|------|
| Help Desk | 2025 |
| Reception | 2023 |
| Air-conditioning | 2009 |
| Building Operations | 2009 |
| Cleaning Services | 2004 |
| Contractor Administration | 2009 |
| Contractor Administration Manager | 5588 |
| Electrical Supervisor | 2016 |
| 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 |
| Sustainable Initiatives | 7540 |

UNIVERSITY CONTACT IN CASE OF AN EMERGENCY

6488 2222

Current Version: April 2017