



CONTRACTORS INDUCTION MANUAL

CONTRACTORS



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

TO MINIMISE RISKS TO HEALTH AND SAFETY OF CONTRACTORS, UNIVERSITY STAFF, STUDENTS AND THE GENERAL PUBLIC FROM THE WORK ACTIVITIES OF CONTRACTORS ENGAGED TO CARRY OUT WORK ON BEHALF OF THE UNIVERSITY.

Contractors will ensure that safety barriers are erected for all site works to keep unauthorised persons out of the work area. Safety barriers will be maintained in a good condition at all times and may include but not be restricted to such items as a water-filled barrier, signage and lighting.



IT IS EXPRESSLY FORBIDDEN FOR CHEMICAL WASTES TO BE TIPPED INTO SINKS, ONTO THE GROUND, OR INTO SEWERS OR STORMWATER DRAINS IE: PAINT THINNERS, CHEMICALS, PAINTS, SOLVENTS, DETERGENTS, OILS ETC.

- > DHSW Regulations 1985, Division 2.5 Electrical
- > AS3760 In-Service safety inspection and testing of electrical equipment
- > NOHSC Safety Guidelines for Electrical Workers (1994)
- > NOHSC Electrical Safety for Construction Work (1993)
- > UnISA OHSW Procedure - Energy Isolation Tags and Lock-Off
- > UnISA OHSW Procedure - Electrical Equipment Inspection and Testing

OHSW&IM



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Disclaimer

The University of South Australia has prepared this Induction Manual in order to assist Contractors and their employees to work safely on University grounds and abide by OHS&W legislation and University of South Australia Policies and Procedures relating to people, property and the environment.

UniSA policies and procedures identified in this manual are subject to change and as such the contractor is responsible for ensuring adherence to current protocols. Every effort has been made to explain the local site rules and legal obligations of Contractors and their employees working at the University. However, responsibility to understand and observe relevant legislation remains with the Contractor at all times.

Further information about legal requirements can be obtained from local offices of the WorkCover Authority and the Environmental Protection Authority (EPA), and may also be found on the world-wide-web.

Acknowledgements

UniSA acknowledges with thanks the assistance and contribution from the University of Newcastle, Monash University and WorkCover Corporation. Their generous provision of reference material and consultation greatly simplified the task of producing this document. Other contributions from the Services Unit, OHSW Services and other OHSW sites on the world-wide-web should also be acknowledged.



University of South Australia

ABOUT UNISA

With a growing reputation for the quality of its teaching and the national importance of its research programs, the University of South Australia has an enrolment of around 25,000 undergraduate and postgraduate students. Our students come from all over the state and other parts of Australia, from many Asian countries, from Europe and the United Kingdom, the United States and other countries. Nearly 5,000 of these are distance education students.

Established by an act of the South Australian Parliament on January 1 1991, the University traces its history through parent institutions as far back as 1856. It has strong and expanding links with Asian countries and the number of international students at the University has risen to approximately 5,763 since the University's foundation.

The University moved from a faculty-based to a divisional structure in 1998 with four divisions covering the teaching areas of the University. The divisions are headed by Pro Vice Chancellors for the areas of Health Sciences; Business and Enterprise; Information Technology, Engineering and the Environment; and Education, Arts and Social Sciences.

Schools and research centres are spread over five campuses (City East, City West, Magill, Mawson Lakes and Underdale) in and around the city of Adelaide and a sixth counter regional centre of Whyalla, 400 kilometres to the North-West.

The Vice Chancellor as the principal responsible officer of the University of South Australia recognises that Occupational Health, Safety, Welfare and Injury Management rank equally with all other operational considerations at UniSA.

The University is committed to maintaining a position of excellence in Occupational Health, Safety, Welfare and Injury Management.



The Contractor must comply with the current Occupational Health Safety & Welfare Act 1986 and Regulations whilst on UniSA grounds including:

- UniSA OHSW&IM Policy
- Provision of relevant Codes of Practice, Australian Standards and Statutory Regulations.
- UniSA Contractors Induction Kit

Information is available on the UniSA Web and relevant documentation will also be made available in hard copy format during contractual negotiations and or as part of a formal induction process.

The Contractor is responsible for providing the appropriate safety training to his or her employees and must be able, if requested, to provide evidence of such training. The Contractor must provide all his or her employees with a safety induction prior to commencing work on site.

The Contractor shall also:

- produce a copy of their Safety Policy including all safe systems of work statements, as required
- be responsible for payment of any consequential costs ie extension of time or rework incurred that results from the adoption of unsafe work practices or the use of unsafe plant or equipment to those persons / organisations affected by such works
- provide and maintain an adequate number of fire extinguishers of the correct type for all work sites. Refer AS2444 Portable fire extinguishers and fire blankets – Selection and location
- be responsible for providing first aid for his or her employees

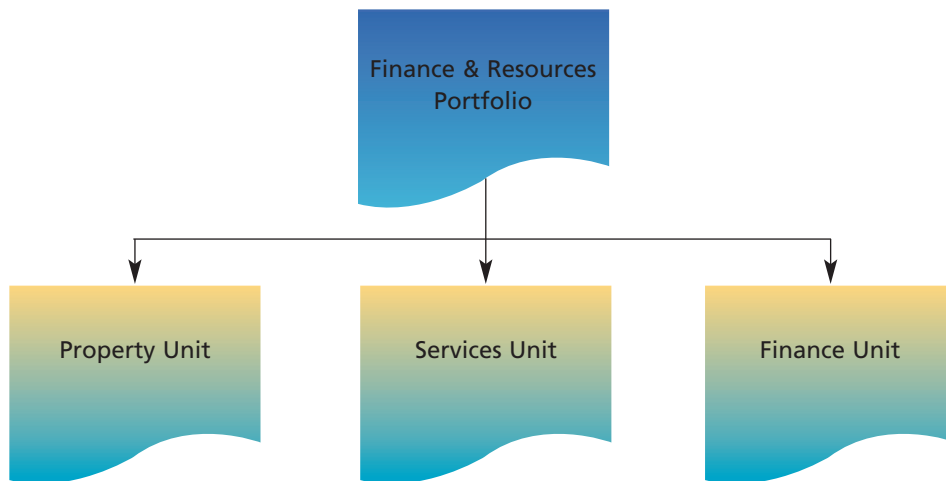
University Security staff are trained in first aid and may provide assistance during an emergency. In other cases of emergency, including a building evacuation practice drill, the Contractor will accept direction from designated University personnel.

The Contractor must identify specific areas of construction, demolition and other potentially hazardous operations where safety equipment must be used and/or personal protective clothing must be worn.

Permission must be obtained from the Contract Supervisor prior to the commencement of works as specified in the UniSA OHSW Contractor Management Procedure. Completion of a Contractor's Permit to Work Form OHSW27 must be authorised and includes but is not restricted to the following processes:

- fire services isolation
- working in confined spaces
- disconnection of services, water, gas and electrical
- fume cupboard clearance
- hot work
- roof access
- communications
- services
- PC2 and PC3 biohazard laboratories, microwave dishes

Authorised personnel must be trained in all the relevant procedures.



Role of the Property Unit

The role of the Property Unit is to support the University in achieving its goals and objectives by ensuring it contributes to effective leadership and the efficient management of physical assets and resources used for teaching, learning, research and organisational support.

The Property Unit, Services Unit and Finance Unit are part of the Finance and Resources Portfolio, managed by the Executive Director Finance and Resources. The reporting structure for these units is depicted in the organisational chart above.

Statement of Strategic Intent

- Aligning the University's physical assets with its service delivery priorities
- Providing best practice stewardship of the University's physical assets and budgets
- Serving the community

Together we:

- value quality, ecological sustainability, equity, safety, campus culture and sound economic management
- strive to create an environment that best supports teaching, learning, research and administration through action that is:
 - customer focused, service oriented and multi disciplinary
 - intelligent in its use of new and emerging technologies
 - innovative, collaborative, consultative and enterprising and flexible

Role in quality assurance and minimisation of risk

The Property Unit is the only administrative group within the University with specialised knowledge and experience related to project management, asset management, design, documentation, statutory and regulatory requirements, contract administration and financial control within the building industry.

Extensive strategies are initiated to employ quality focused outcomes on behalf of UniSA. In particular, the development and implementation of Risk Management strategies through internal and external formal assessment processes are maintained.

Role in service provision

The Property Unit provides University-wide services in:

- the provision of strategic advice related to the physical infrastructure and the dynamics of change
- the projection of floor space and accommodation requirements
- capital planning and programming
- preparation and maintenance of master plans for the campuses
- capital development of new buildings and approved floor space (including signage)
- maintenance of University buildings
- the provision of physical infrastructure to assist people with a disability
- project coordination
- the leasing of property
- management of external and remote sites
- financial management of all property-related functions

Property Unit Values

- a professional group committed to ethical practice and personal integrity, who strive to get the right jobs done and do them well
- committed to personal development that advances team competencies and achieves Unit objectives
- consultative, co-operative and open in dealings with customers
- committed to a working environment that supports and encourages innovation and creativity
- valuing the diversity of interpersonal relationships at work as in private life
- valuing a balance between personal/family and working life and supportive of each other in achieving this

Role of the Services Unit

The Services Unit together with other units works to provide infrastructure support for the teaching, research and learning environment for students, staff and the community.

The Services Unit, Property Unit and Finance Unit are part of the Finance and Resources Portfolio, managed by the Executive Director Finance and Resources. (Refer previous organisational chart.)

Statement of Strategic Intent

The Services Unit exists to:

- provide infrastructure support services for the teaching, research and learning environment for students, staff and the wider community that are innovative, cost effective, environmentally sustainable, income generating and ethical
- create an environment in which a range of quality customer-focused services are provided with equity to staff, students and the wider community

Role in Service provision

The Services Unit provides University wide services in:

- Campus Services (Administration, Security, Site, Grounds, Engineering)
- cafeteria contracts
- car parking
- cleaning/waste
- copyright
- corporate photocopiers
- corporate postage
- Document Services - printing and reproduction services
- freedom of information
- inter-campus courier
- records management
- student accommodation
- security
- transportation
- University vehicles

GENERAL INFORMATION

Contractor Management

UniSA is committed to the OHSW&IM of all persons on campus and as such have developed a Contractor Management Procedure outlining the requirements of health and safety in relation to contractors working at University workplaces.

The intention is to minimise risks to health and safety of contractors, University staff, students and the general public from the work activities of contractors engaged to carry out work on behalf of the University.

Arrival on Campus

Prior to any work being carried out on campus, the Contract Supervisor must ensure that the Contractor is aware of all risks and hazards relevant to the worksite and associated tasks. This information will be provided to you by the Contract Supervisor.

The Contractor and Contract Supervisor are required to confirm that service isolations have been arranged and that individuals or areas affected have been advised within five (5) working days of intended works.

Contractors arriving on University grounds to attend any project work(s) must report daily to Security Services and obtain a Contractors Badge and access to the site. The Contractors Badge must be worn at all times whilst on campus. Similarly on leaving the site, the Contractor and their representatives shall report to the University Security Office and return the Contractors Badge.

The Contractor is responsible to ensure that any/all keys and cardax swipe cards issued to said contractor be returned to Security Services at the end of each working day. In some instances, negotiation of ongoing key/cardax swipe card access during the life of the contracted work(s) may be negotiated with the Contract Supervisor. The contractor is also responsible for ensuring that any site(s) deemed the 'possession' of the contractor is secured appropriately.

Services Isolation

Before interrupting any existing services such as electricity, water, gas, telephone, data etc, the Contractor shall give at least five (5) working days notice to the Contract Supervisor describing the nature of the work to be done, the time and the expected duration of the shutdown. All interruptions shall be kept to an absolute minimum and only at such a time as has been agreed by the Contract Supervisor. Refer also Section 3, OHSW&IM 'Interruption of Services' and 'Isolation of Services'.

Access / Isolation of Site

The Contractor must contact the Contract Supervisor to establish which campus entrance may be used by the Contractor and their representatives for vehicle access and deliveries. Suitable drawings will also be made available to the contractor by the Contract Supervisor.

Isolation of all works is imperative to ensure the safety of persons on campus. Isolation shall be in the form of a physical barrier, including signage to suit specified works and or as directed by the Contract Supervisor.

Car Parking and Use of Vehicles on University Grounds

No parking for Contractors' vehicles or their representatives is available on site. The Contractor shall make separate arrangements in respect to this matter.

Contractors and their personnel must observe all parking, road markings, directional and control signs within University grounds. Pedestrians always have right of way and specified speed limits on University grounds must be strictly obeyed at all times.

Parking infringement notices will be issued upon any vehicles parked illegally within University grounds by Chubb Security Services. Fines will not be waived in such circumstances.

Vehicles delivering materials and tools to the work site, and displaying a current parking permit, may park in allocated loading zones. These are not intended for all-day parking, with a general provision of 30 minutes maximum stay. Vehicles failing to display a current parking permit, or parked in an incorrect area, will receive a parking infringement notice.

Parking or driving across footpaths and grassed or landscaped areas is prohibited. In instances where the nature of works makes it essential to locate a vehicle on landscaped areas the following steps shall apply:

- The Contractor shall notify the Contract Supervisor of specified works within five (5) working days
- The Campus Facilities Manager shall advise the Contract Supervisor and or Contractor of approved pathway and location for parking

Security is a part of Campus Services and plays a very important role University-wide, helping to provide a safe and secure work environment for employees and to protect University assets. Security operates over a 24-hour shift, seven days per week and Contractors shall follow any reasonable directive from Security Services Officers.

Contacting Security Services in an Emergency

Each campus has a number of strategically placed security call points and direct-link security phones that connect straight to the duty Security Officer. These call points/phones are distinguishable by use of 'reflex blue' security signage as determined in the UniSA Campus Signage Manual.



When contacting Security in an emergency the following information must be provided:

- location of emergency, ie building, floor, room number
- type of emergency, and
- your name and extension or telephone number, if requested

Isolation of Fire and Security Alarms

It is the Contractors responsibility to contact the University of South Australia's Security Services to arrange for the isolation of fire and smoke detectors and security alarms as required to prevent false alarms.

No welding or other heat or dust producing work is to be carried out in any internal area before the fire alarm detectors are isolated. It is a requirement of all such works that a Contractor's Permit to Work Form No: OHSW27 and if appropriate a Hot Work Permit for Confined Spaces Form No: OHSW38 is completed indicating any/all Hot Work activities.

Failure to comply with this requirement may result in a false alarm calling out the South Australian Metropolitan Fire Service (SAMFS) and the relevant Service Provider, the cost of which will be invoiced to the Contractor.

Security Services and the Contract Supervisor shall be notified of modifications to the hydrant system requiring interruption to the fire water supply not less than five (5) working days prior to the modification work taking place.

Further information relating to emergency evacuation procedures can be found in Section 3, OHSW&IM.

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

- ensure their own safety
- provide a workplace and safe system of work so that, as far as practicable, employees, students or staff are not exposed to hazards
- provide employees with information, instruction, training and supervision to enable them to work in a safe manner
- consult and cooperate with their health and safety representatives in matters related to safety and health in the workplace
- provide appropriate protective clothing and equipment as required by particular types of work and/or work carried out in particular locations or conditions
- practice good site housekeeping to minimise the risk of avoidable accidents
- immediately correct any hazard that they are aware of or, if unable, contact the relevant Contract Supervisor during working hours, or Security Services after hours
- immediately contact Emergency Services in the first instance and then Security Services for incidents that are considered serious and or life threatening

Contractors must instruct their employees regarding Occupational Health, Safety & Welfare matters and ensure appropriate measures are undertaken ie information and training. The Contractor must also ensure employees are familiar with their own safety plan and UniSA OHSW&IM Policy and Procedures. The Contract Supervisor may at any time request copies of such records to ensure compliance with OHSW legislation.

UniSA may upon request review information relating to the Contractors OHS&W systems of work. This information may consist of any of the following:

- Site Safety Plan
- Safe Work Procedures
- Certificates for Plan
- Certificate of Operations
- Licences ie Hot Work, Confined Space
- Hazard Management Procedures
- Reporting incidents to UniSA
- Compliance with Environmental Protection Agency (EPA) Code of Practice
- Site Safety Inspection for Construction Schedule
- Training Records

Induction

The Contractor and their subcontractors shall allow time to conduct induction and briefing sessions with the appropriate Property and or Services Unit staff on the main aspects of the Electrical, Mechanical and Hydraulics scope of work executed at Practical Completion.

Supervision

The Contractor must provide adequate supervision to workers to the satisfaction of UniSA. Directions and explanations given by the Principal Consultant to the Principal Contractor shall be deemed to have been given to sub-contractors and their personnel.

Continued Occupation

The Contractor is advised that UniSA or persons authorised by the University will continue in possession and occupation of the whole of the existing building and areas adjacent to the site. The Contractor shall allow for liaison with occupants and coordinate their activities in such a manner to minimise disruption to normal operations of the building's occupants.

If a situation arises where work of a disruptive or noisy nature disturbs normal activities, this work will be stopped immediately at no cost to the University.

Compliance may result in (but not be restricted to) delaying noisy or disruptive activities until a more suitable time and taking steps to minimise the effects of future noisy and/or disruptive activities.

Safety Inspections / Breaches

UniSA treats instances of safety negligence very seriously. Failure to wear protective clothing or safety equipment when it is necessary is an example of safety negligence. Another example is the incorrect use or handling of hazardous materials.

Contractors are advised that the UniSA's Occupational Health, Safety and Welfare Officer may carry out periodic inspections covering all aspects of safety, of all work sites on UniSA premises. The Contractors Safety Officer shall also accompany the UniSA inspection during this process.

Contractors shall take immediate remedial action on any safety hazard, defect or any other issue associated with Occupational Health, Safety & Welfare matters identified during such inspections.

Contractors shall comply with any written instructions issued by the Contract Supervisor relating to Occupational Health, Safety & Welfare.

If repeat incidents are observed, the Contractor may be instructed to cease work until the situation has been rectified and the work site and/or operational procedures are deemed safe.

Reporting Incidents

Any accident or injury that results in lost time by the Contractor's employee shall be reported immediately to the Contract Supervisor. This shall be followed up with a full written report detailing the incident, actions taken and recommendations to avoid a re-occurrence using the UniSA Incident Report Form No: OHSW9. This information is available on the web or from your Contract Supervisor.

Cleaning

The Contractor shall maintain a clean site throughout the Contract Period. The Contractor shall ensure that the site is cleared of all rubbish, refuse and completed materials at the end of each day.

On completion of the Contract Works, the Contractor is required to clean and clear away from the site all debris, rubbish, surplus building materials etc to the satisfaction of the Contract Supervisor and to leave the site in a condition suitable for occupation. Should the University need to arrange additional cleaning to satisfy the requirements of this clause, the Contractor will be invoiced.

Smoke-Free Work Environment

UniSA operates in a Smoke-Free environment. Smoking is prohibited in:

- University buildings, (including those leased by the University for University purposes)
- areas adjacent to University buildings where tobacco smoke may accumulate or drift back into buildings, such as doorways, vestibules, proximity to windows or air conditioning intakes, and
- University vehicles

The sale or advertisement of tobacco products is prohibited in and on University premises.

Independent contractors and hirers of University facilities are required to adhere to the UniSA Smoke-Free Work Environment Procedure.



Inappropriate Language and Harassing Behaviour

Inappropriate language and harassing behaviour of any nature are unacceptable and will not be condoned on campus. Offensive behaviour and/or language includes all behaviour that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on race, sex, sexual orientation, transgender status, marital status or disability.

Equal Opportunity and Sexual Harassment

The Contractor must ensure that their conduct and that of their subcontractors during the Contracted Works does not compromise or infringe the rights of the University's staff and students in accordance with the Equal Opportunity Act 1984, and its amendments and the University's Sexual Harassment Policy and Grievances Procedure.

Ethical Standards

Contractors are required to note that it is the expectation of the University that its relationship with the Contractor is based on, among other things, ethical standards that are above reproach. It is expected that any Contractor conducting business with UniSA would share and promote similar standards, for mutual benefit.

In the event of any evidence being presented that ethical standards have been compromised, the university reserves the right to take all necessary action, including legal, to sever existing arrangements with the Contractor concerned.

Policies and Procedures

Copies of all UniSA policies and procedures are available on the web at <http://www.unisa.edu.au> Alternatively, you can request this information directly from your Contract Supervisor.

University of South Australia

OCCUPATIONAL HEALTH, SAFETY, WELFARE AND INJURY MANAGEMENT

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The Contractor shall advise the Contract Supervisor of entry requirements to a restricted area no less than five (5) working days prior to commencement of intended works. Restricted areas may include but are not restricted to:

- PC2 and PC3 biohazard laboratories
- Chemical stores
- Radiation stores
- Biohazard rooms
- Microwave dishes – Non-ionising radiation risk (Refer Standard Operating Procedure)
- High voltage substations
- Roof access

Contractors or their employees must not enter a restricted area (refer signage examples) without permission from the Contract Supervisor, Campus Facilities Manager and or Senior Academic responsible for that area. Before work proceeds in a restricted area, the relevant UniSA personnel will provide specialist advice on requirements for entry and work procedures ie School Safety Manual or Rules of Entry etc.

It is imperative that standard operating procedures are followed by Contractors requiring roof access and or are working in close proximity to microwave dishes. Information Strategy and Technology Services (ISTS) or the Contract Supervisor will provide copies of the standard operating procedures for works on a project by project basis. The location of said microwave dishes will also be provided if relevant to the project.

The Contractor must obtain written permission prior to accessing any high voltage sub-station and shall abide by the following criteria:

- Obtain a Contractors Permit to Work Form No: OHSW27 from the Contract Supervisor
- Regulations under The Electricity Act 1996
- AS3000 Wiring Rules
- Occupational Health, Safety and Welfare Regulations 1995, Division 2.5 Electrical
- Electrical Workers and Contractors Licensing Act, 1965

All electrical work completed by a Contractor shall have an 'Electrical Certificate of Compliance' completed and forwarded to the Contract Supervisor.

Isolation of Fume Cupboards

Fume Cupboards or chemical store ventilation may only be isolated by prior arrangement with the Campus Facilities Manager. Fume extraction fans must not be isolated before all affected laboratory fume hoods are tagged / locked out to prevent their use. The Contract Supervisor and Contractor(s) must personally confirm that they are about to start work on a fume hood system. The Contract Supervisor will advise if standard operating procedures for Roof Access apply to specified works.

The Contractor shall advise the Contract Supervisor of isolation requirements no less than five (5) working days prior to commencement of intended works. Approval must be confirmed before access is granted.

Safety Signage

Safety signage is placed on the University campuses to protect the health and safety of University staff and visitors. Safety signs of different colours and shapes mean different things. Examples of such safety signage are indicated below.

Signage used by Contractors shall comply with AS1319 Safety signs for the occupational environment. Examples of some safety signage is provided below:

A **red circle** with a line through it indicates activities that are forbidden in the designated areas.

A **yellow triangle** warns of a danger, or risk to health.



**Caution
Risk of Fire**



**Caution
Risk of Ionising
Radiation**



No Admittance



No Smoking



**Caution
Toxic Hazard**

Safety Equipment

All Contractors and their employees shall make themselves aware of specific areas of construction, demolition and other potentially hazardous operations where safety equipment and/or personal protective clothing shall be provided and worn.

Contractors shall provide all necessary personal protective equipment and ensure such items are worn when necessary and to comply with OHS&W Regulations 1995, Division 2.12 Personal Protection.

A **blue sign** indicates that appropriate safety equipment must be worn, depending on the nature of work undertaken and the hazards involved.



Safety Gloves



Safety Boots



Eye Protection



Protective Clothing



Hard Hat



Face Shield



Respirator

Contractors will ensure that safety barriers are erected for all site works to keep unauthorised persons out of the work area. Safety barriers will be maintained in a good condition at all times and may include but not be restricted to such items as a water-filled barrier, signage and lighting.

Comfort and Safety

Where work is arranged within existing buildings, the work shall be arranged to minimise nuisance to the occupants and to ensure their safety at all times. This provision shall include protection against weather, dust, water, fumes or other nuisances, by means of temporary screens, exhaust equipment or other measures, as may be deemed necessary and to the approval of the Contract Supervisor.

Facilities

All Contractors shall provide amenities and First Aid equipment in accordance with Occupational Health Safety & Welfare provisions of the Construction Safety Regulations, prior to undertaking work on any UniSA campus.

Enforcement Notices

A Contractor shall immediately inform the Contract Supervisor in the event of either an improvement, prohibition or Default Notice being issued. No extension of time will be granted where a Notice has been issued due to the Contractor's negligence.

Manual Handling

All manual handling tasks must be assessed and reasonable steps taken to ensure that risks identified will not cause injury. Pursuant to Subsection 63 (1) South Australian OHS&W Act 1986, the Approved Code of Practice for Manual Handling must be complied with at all times.

Motors and Machinery

The use of stationary internal combustion engines is not permitted in buildings or enclosed areas unless an attached extraction unit is operating and capable of ensuring that no residue fumes remain in the area. Caution must be exercised when positioning the extraction system to ensure that fumes are not drawn into air handling or air conditioning intakes.

Noise Levels

Noise from equipment being used must not exceed prescribed levels for hearing conservation or recommended levels for areas of occupancy. Where high noise levels are expected to be produced by certain operations, consideration must be given to carrying out the process during a time outside normal occupancy times.

Adherence to the following standards and codes of practice must apply in the workplace:

- OHS&W Regulations 1995, Division 2.10 Noise
- AS1270 Acoustics – hearing protectors (Approved Code of Practice)

Additional information may also be obtained by referencing WorkCover Guidelines for Control of Workplace Noise.

Asbestos

The Property Unit, on behalf of UniSA manages the development and maintenance of the UniSA Asbestos Management Policy and campus based Asbestos Register.

The Asbestos Register is a working document and therefore is constantly being updated. Information relating to asbestos will be provided to the Contractor as applicable.

Use of Hazardous Substances

The use of any chemicals for work carried out on or around University grounds must be approved by the Contract Supervisor prior to commencement.

Current Material Safety Data Sheets (MSDS) for all hazardous substance used on campus must be present at all times and stored in a manner which ensures that they are readily available to workers and for use in the event of an emergency.

All chemicals shall be used in accordance with OHS&W Regulations 1995, Part 4 Hazardous Substances.

Use of Hazardous Materials

The Contractor must submit a Material Safety Data Sheet (MSDS) for each hazardous substance that is to be brought onto University grounds, and maintain a copy at the work site.

All hazardous materials brought onto University grounds must be clearly labelled, and safe handling and storage instructions as outlined on the product labels must be complied with at all times.

Chemicals must be stored in reliable, tightly sealed containers and must be stored indoors on an impervious floor with enough bunding to contain any spill. If chemical storage is short term, the Contract Supervisor or Security Services must be contacted for approval of outdoor storage. Clean-up materials must be provided in case of spillages. Liquid spills may be mopped up with rags, sawdust or commercially available absorbent products.

The Contractor must ensure that the clean-up materials are appropriate for the chemicals used and that at least one person on the site at any time is trained to clean up a spill. This includes ensuring an adequate supply of clean-up materials is available and easily accessible at all times.

Hazardous or Dangerous Materials

If the Contractor should become aware of any of the following hazardous materials impacting on the works that is not scheduled for removal, the Contractor shall immediately cease work and notify the Principal Consultant and the Contract Supervisor immediately:

- Asbestos
- Flammable or explosive liquids or gases
- Toxic, infective or contaminated materials
- Radiation from radioactive materials
- Noxious or explosive chemicals
- Tanks or other containers which have been used for storage of explosive, toxic, infective or contaminated substances

Copies of the Asbestos Register & Asbestos Management Policy are located on the Property Unit website. The Contract Supervisor should be contacted for any specific asbestos information.

Storage of Materials

The Contractor is responsible for providing safe, adequate storage on site for all unfixed materials and equipment. Should items become lost or damaged, the Contractor shall be responsible to replace with an identical item without cost to the University.

Salvaged Materials

Unless otherwise specified or directed by the Property Unit, materials, plant, equipment and other items salvaged from the Works shall become the property of the University.

Fire Evacuation Procedures

In the event of the fire alarm sounding, the Contractor and their representatives must evacuate the site, following exit signage and the directions of UniSA's Fire Wardens to the assembly point nominated. Contractors shall also be provided with campus/building plans indicating evacuation areas in case of emergency.

The contractor's representatives must not re-enter the building until advised by the Fire Wardens that it is safe to do so. It is the Contract Supervisor's responsibility to ensure that all contractors and their employees are advised of the UniSA Emergency Evacuation Procedures. This does not dissolve the responsibility of the Contractor to ensure employees are provided with adequate information in relation to emergency evacuation procedures.

Where possible, the Contractor shall nominate a Site Warden. In instances where the Contractor has not nominated a Site Warden, Security Services personnel shall act in this capacity.

The Contract Supervisor shall be advised prior to the first site meeting of the name and contact details of the Site Warden. It shall be the Site Warden's responsibility to check the site area(s) in the event of a fire alarm to ensure that the Contractor's representatives have evacuated the area, in accordance with UniSA Emergency Evacuation Procedures.

**Security (all hours) 1 800 500 911
free call.**

Internal, all campuses	88888
City East	8302 2222
City West	8302 0000
Magill	8302 4444
Mawson Lakes	8302 3333
Underdale	8302 6666
Whyalla	(08) 8647 6050

Maintenance of Equipment, Plant and Tools

Contractors shall conform to the OHS&W Regulations 1995, Part 3 Plant and relevant Australian Standards for all plant, equipment and tools used on UniSA campuses.

Scaffolding and Hoardings

Contractors shall ensure that all scaffolding on any UniSA campus is erected and maintained in accordance with and comply to:

- OHS&W Regulations 1995, Division 3.2.32 Scaffolds
- AS1576 Scaffolding – General requirements (Approved Code of Practice)
- AS1577 Scaffold Planks (Approved Code of Practice)

Electrical

All hand held electrical appliances must be operated and maintained in accordance with OHS&W Regulations 1995, Division 2.5 Electrical, Residual Current Devices (RCD's). All extension leads, power tools and associated portable electrical equipment must have a current test tag attached prior to use on any University site. Use of reduced plugs by filing from 15amp plugs to fit 10amp is strictly prohibited.

Electrical equipment includes:

- portable, hand held and stationary appliances, designed for connection to the low voltage (greater than 50 Volts) supply by a flexible cord; cord extension sets and Electrical Portable Outlet Devices (EPODS-Power Boards)
- flexible cords connected to fixed equipment in certain environments
- portable isolation transformers
- residual current devices (RCD) – portable type (PRCD), socket type outlet and fixed switchboard type

Unless double insulated, all electrical equipment is to be connected to an approved residual current device (RCD).

Electrical leads must:

- be tested and tagged in accordance with statutory requirements
- be supported clear of floors or under protective covers, and connected to the nearest power outlet
- be removed from the power outlet when not in use
- not pass through doorways unprotected or use piggyback lead and double adaptors

Contractors must comply with the following electrical standards, legislation, guidelines and statutory requirements:

- OHSW Regulations 1995, Division 2.5 Electrical
- AS3760 In-Service safety inspection and testing of electrical equipment
- NOHSC Safety Guidelines for Electrical Workers (1994)
- NOHSC Electrical Safety for Construction Work (1993)
- UniSA OHSW Procedure - Energy Isolation Tags and Lock-Off
- UniSA OHSW Procedure - Electrical Equipment Inspection and Testing

Electrical Welding

A UniSA Contractors Permit To Work Form No: OHSW27 must be approved by the Contract Supervisor prior to any hot work procedures being conducted on campus. Further information will be provided by the Contract Supervisor as applicable.

Machine Guarding

All hand tools, machinery or other equipment must be operated with effective guards. Non-guarded equipment must be removed from the work site and stored in a safe location. Contractors must comply with the following documentation:

- OHSW Regulations 1995, Part 3 Plant
- AS4024.1 Safe guarding of machinery – General principles
- UniSA OHSW Procedure - Energy Isolation Tags and Lock-Off

Hand Tools

Tools such as picks, shovels, axes, crowbars, hammers, wrenches, files, screwdrivers and similar must be checked regularly. Where damaged or defected tools are present, these items must be removed from site and repaired or disposed of in an appropriate manner.

An Out-Of-Service Tag must be placed on all hand tools that do not conform to safety standards. An example of said tags is provided in the following pages of this document.

Use of an approved wrist-stop or lanyard to secure the tool shall be used if there is a risk of it falling and injuring people below.

Lasers

Lasers may only be used by licenced persons. Lasers must be used with the following precautions:

- Up to Class 3A only to be used on the construction site
- Positioned so as not to be at eye level of employees in the area
- Warning signs must be erected



Explosive Power Tools

Written approval from UniSA must be obtained from by contacting the Contract Supervisor prior to use of any/all explosive power tools on UniSA premises.

All explosive charges for explosive powered tools must be kept in an approved, locked box. All operators of explosive powered tools must be qualified as required by statutory authorities. A warning sign must be displayed at each location the tools are used and a risk assessment carried out for any/all use prior to detonation. Suitable protection must be worn when using the tools.



Mobile Mechanical Plant

All mobile equipment such as front-end loaders, dozers, backhoes, forklifts, etc, must be have keys removed, blades and buckets lowered onto the ground and must be chocked/blocked when not in use.



Compressed Air Equipment

Always use care when working with compressed air. If compressed air enters the blood stream through a break in the skin it can be fatal. This equipment includes scabblers, water/airjets, impact wrenches, grinding tools, etc.

Wear suitable eye protection to guard against airborne substances; ear protection where excessive noise is likely to occur and/or respiratory protection where dust is present. Never, under any circumstances, should a just of air be directed towards the body of any person.

'Danger' and 'Out of Service' tags

Contractors must ensure that they and their employees use appropriate tagging systems where applicable. Refer UniSA OHSW Procedures as follows:

- UniSA OHSW Procedure - Energy Isolation Tags and Lock-Off
- UniSA OHSW Procedure - Electrical Equipment Inspection and Testing

The following is an example of a 'Danger' Tag.



The following is an example of a 'Out of Service' Tag.



Barricades and Fencing

To ensure the safety of all persons on the work site or passing by, Contractors must supply and erect any necessary barricades and fencing including signage appropriate to the work they are undertaking. Particular care must be taken to check and secure the barricades and fences whenever contract staff leave the work area. This may include providing temporary lighting on the site, if deemed necessary by the Contractor or if directed by the Contract Supervisor.

Isolation of Services

Should services be shut down accidentally, the Contractor must advise the Contract Supervisor and Security Services immediately.

Sanitary Provisions

The Contractor shall have shared access to toilets on the campus on which the Works are being executed. The Contractor shall note these toilets will continue to be used by the wider University community. Consequently, the Contractor shall be responsible for using and maintaining these toilets in an appropriate and clean manner.

Waste Management

The disposal of waste on University grounds is expressly forbidden.

University rubbish bins must not be used for the disposal of construction and demolition waste.

The University strongly encourages all contractors and employees to identify waste minimisation options at the start of each job by:

- working out costs and savings involved in minimising waste
- avoiding over-ordering of materials
- ensuring that subcontractors are aware of their responsibilities with regard to waste disposal
- recycling materials where possible
- purchasing materials with minimum packaging, or ask suppliers to accept their packaging back

There are many opportunities for waste reduction and contractors should

encourage their employees to adopt a team approach to this and to raise awareness as much as possible.

Bins and Skips

The Contractor is responsible for the supply and removal of bins/skips used specifically for the removal of debris and materials associated with the Works. A suitable location shall be coordinated with the Contract Supervisor at the relevant campus. Bins shall not restrict traffic in carriageways and must be illuminated at night.

Debris must not be stored within stairs, passages or exits. All debris shall be removed from the site and placed in bins/skips. The Contractor is to ensure the site is kept clean and tidy and bins are emptied on a regular basis.

An industrial rubbish skip is required on most work sites. However, these skips should only be used for materials that cannot be recycled. Skips must have a lid in place when they are not being used, to prevent the rubbish from being blown away and to minimise any rainwater accumulating in the bin.

Refrigerant Gases

It is the contractor's responsibility to ensure that refrigerant gases are treated with appropriate caution to avoid contaminating the environment.

Refrigerant gases must not be released into the atmosphere; they should be collected in specially sealed cylinders by a licensed disposal operator.

Refer to the following Australian Standard and Code of Practice for further information:

- AS4211.3 Gas recovery or combined recovery and recycling equipment – Fluorocarbon refrigerants from commercial/domestic refrigeration and airconditioning systems
- HB40.1 The Australian Refrigeration and Airconditioning Code of Good Practice – Reduction of emissions of fluorocarbon refrigerants in commercial and industrial refrigeration and airconditioning applications

PCB's

Polychlorinated Biphenyls (PCB's) are a group of synthetic chlorinated organic compounds, suspected as being a carcinogen to humans. PCB's were commonly used in building prior to 1980 as dielectric fluids in electrical equipment such as transformers and fluorescent lighting capacitors.

The PCB Register, Material Safety Data Sheets and Safe Work Procedures relating to the removal and disposal of PCB's can be obtained by contacting the delegated officer within the Property Unit.

All contracted works must adhere to policy and procedures for the removal and subsequent disposal of PCB's on UniSA premises. A disposal facility is maintained by the Property Unit on behalf of UniSA.

Chemical Wastes

Any chemical wastes must be stored in their original packaging and care must be taken to ensure that the containers are properly sealed. Chemical wastes must be disposed of by licensed disposal operators. Refer Ozone Protection Act 1989.

It is expressly forbidden for chemical wastes to be tipped into sinks, onto the ground, or into sewers or stormwater drains ie paint, thinners, chemicals, paints, solvents detergents, oils etc.

Electrical Wastes

Electrical cables, fuses, devices such as switches and similar material must be disposed of by a licensed contractor.

Contaminated Wastes

Any pathological, biological and clinical wastes and sharps must be stored in purpose-built, specifically labelled, bright yellow contaminated waste bins. These bins must be serviced only by licensed hazardous waste contractors.

It is expressly forbidden to dispose of contaminated waste in general purpose or recycling rubbish bins.

For assistance in siting contaminated waste bins, contact the Contract Supervisor or Security Services.

Metals

Materials such as iron, steel, copper and lead must be disposed of only by licensed disposal contractors. Advice should be sought from the contractors with regard to correct labelling, packaging and storing of lead.

Electrical / Transformer Oils

These oils must be stored in special containers issued by licensed waste disposal companies. The containers must be collected only by such disposal companies.

It is expressly forbidden to dispose of oils by pouring down sinks, onto the ground, or into stormwater drains.

Contaminated Soils

Soil may become contaminated with oils, asbestos, cyanide, heavy metals or other toxic material. In the event when such contamination occurs or is discovered by a contractor, the contractor should inform the Contract Supervisor, so that the services of a licensed disposal contractor may be engaged for its safe removal.

Soil must not be removed from University grounds without the prior approval of the Contract Supervisor.

Recycling

The University strongly encourages the recycling of appropriate materials, such as aluminium cans, glass and plastic, as well as paper and cardboard. Recycling bins for some materials are provided on each campus.

Water Pollution

It is against the law to place any material (other than clean water) in a position where it is likely to leak, fall or be blown into any drain or gutter that is used to collect rainwater.

Allowing this to occur may result in on-the-spot fines or legal proceedings against businesses or individuals, by the Environmental Protection Authority (EPA) whether the pollution was accidental or not.

To prevent this from happening, the footpath and gutter around the work site should be kept free of litter, soil and sand, particularly at the close of each working day. Litter, leaves or other debris should never be swept into drains or gutters and rubbish bins should be kept covered.

Air Pollution

Dust on and around a work site can cause health problems for workers and others on the campus. If a work site is generating dust, contractors should ensure that

- materials and stockpiles that are generating dust are kept covered
- sweepings are placed into bags or boxes and sealed before disposing of them into a skip to prevent dust from becoming airborne when the skip is emptied
- appropriate protective is worn by workers, such as face masks or respirators

Solvents release polluting vapours when containers are open. To prevent this from occurring, contractors should ensure that

- solvent containers are always sealed with a tight lid
- biodegradable or water-based products are used wherever possible

Fires must never be lit on University grounds. In the unusual situation where it is considered necessary to light a fire, this must only occur with the prior approval of the Contract Supervisor.

Exhaust fumes - if a vehicle or a piece of machinery emits visible exhaust fumes continuously for 10 seconds, the owner is liable to incur an infringement notice from the Environmental Protection Authority (EPA). Vehicles and machinery should be regularly serviced so that air pollution emissions are kept to a minimum.

Noise Pollution

The University is a place of learning and research and the environment on campus must remain conducive to these and related activities at all times.

The Contractor shall allow in their tender and include in their program for the following:

- “noisy work” may be defined for the purposes of this clause as noise, which results in a noise level exceeding 50dB within adjacent rooms
- unless otherwise advised, the Contractor shall ensure that “noisy work” associated with construction of the Works is conducted before 9:00 am or after 5:30 pm Monday to Friday
- the Contractor shall advise the Proprietor a minimum of 24 hours in advance of any noisy work to be scheduled
- the use of sound systems such as radios, CD players, recorded music or loud hailers on site is not permitted
- fitting of noise suppressors to machinery and ensuring regular maintenance programs are in place
- ensure that appropriate protective equipment is worn in a noisy working environment

Working in Confined Spaces

Confined space is defined as an enclosed or partially enclosed space which:

- is at atmospheric pressure during occupancy;
- is not intended or designed primarily as a place of work
- may have restricted means for entry and exist; and may:
 - have an atmosphere which contains potentially harmful levels of contaminant;
 - not have a safe oxygen level; or
 - cause engulfment

Confined spaces may include but are not limited to:

- storage tanks, tanks cars, process vessels, boilers, pressure vessels, silos and other tank-like compartments;
- open-topped spaces such as pits or degreasers;
- pipes, sewers, shafts, ducts and similar structures; and
- any shipboard spaces entered through a small hatchway or access point, cargo tanks, cellular double bottom tanks, duct keels, ballast and oil tanks, and void spaces, but not including dry cargo holds

When working in confined spaces, Contractors and their employees must comply with OHS&W Regulations 1995, Division 2.4 Confined Spaces. Particular emphasis is placed on risk assessment, control of risks, entry permits, rescue arrangements and training and competency. Other areas of compliance include:

- AS/NZS 2865 Safe Working in a confined space (Approved Code of Practice)
- UniSA OHSW Procedure – Confined Space Entry
- UniSA OHSW Procedure – Record Keeping

The Contractor must ensure that all staff working in or on confined space are trained to meet safety standards and will be required by the University to provide proof of training.

When working in enclosed areas, care should be taken to ventilate the area well if petrol or diesel motor driven equipment is being used. The Contractor must ensure that fume evacuation, airflow and exchanges of air are maintained. Confined space gas detection equipment must be used to test the environment.

Suitable personal protective equipment (PPE) shall be used if entering a confined space with unsafe atmospheric levels.

Refer AS1715 Selection, use and maintenance of respiratory protective devices and AS1716 Respiratory protective devices. Continuous ventilation testing units shall be in place at all times during confined space entry.

The Property Unit is responsible for identifying all confined spaces and maintains a register of confined spaces and subsequent risk assessments. Copies of confined space permits and hot work permits can be obtained by contacting your Contract Supervisor who will arrange allocation of permits by an authorised competent person. Copies of all permits are kept in accordance with the UniSA OHSW Record Keeping Procedure. The Contractor shall contact the Services Unit to apply for Confined Space Entry prior to commencement of works.

Hot Work

Authorisation must be obtained from the Contract Supervisor five (5) working days prior to commencing any hot work such as welding, brazing or removal of paint by heat gun or burner.

Adequate fire protection must be present, with suitable fire extinguishers attached to, or near each welding plant. Welders must use screens to protect all personnel from welding flashes and any hot waste produced during the welding process. Workers undertaking the welding should wear the correct personal protective equipment.

The Contractors Permit to Work (Form No: OHSW27) must specify and approve Hot Work processes being conducted by the contractor. Hot work being conducted in or on an occupied confined space requires an additional Hot Work Permit For Confined Spaces (Form No: OHSW38). Refer OHSW Procedure - Confined Space Entry.

The **Environment Protection Act** governs environment protection where the effects on land, air and water are considered simultaneously. This legislation is the result of the streamlined integration of six Acts of Parliament and the abolition of the associated statutory authorities.

Copies of legislation, regulations and policies under the **EP Act** are available at www.environment.sa.gov.au

Other information available on this website includes but is not restricted to:

- Codes of Practice and Guidelines
- Technical Bulletins
- Consultancy Reports
- Information Sheets
- Other Links

Commitment To Our Environment

A commitment by UniSA has been made to the Commonwealth Greenhouse Challenge Program which is a voluntary program targeted at businesses and aimed at improving energy efficiency, environmental credentials and developing a competitive advantage through better business performance.

In addition, the Property Unit has developed Sustainable Development Guidelines to define overall objectives, strategies and targets that outline UniSA's expectations for consultants and contractors involved in project and programs. This information is located at www.unisa.edu.au/pro/polandproc.asp and is also included in the Design and Construction Guidelines.

Contractor's Basic Responsibilities

Each individual has a duty of care towards the environment, which entails due diligence.

Due diligence means that employers and employees alike need to:

- take all reasonable steps to prevent pollution and protect the environment
- show that everything that could have been done to prevent an incident from happening, has been done
- ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise the risk of an environmental incident

Individuals and Corporations may be fined or imprisoned for up to seven (7) years, for seriously polluting the environment.

Smaller incidents of environmental pollution can incur fines and or penalties by littering or accidentally polluting the environment. In these instances, ignorance is not considered to be an excuse.

Contractors working on University grounds are required to comply with all legislative requirements in this area.