

Policy Hierarchy link	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Work Health and Safety Policy		
Responsible Officer	Director, UNSW Safety and Sustainability		
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Superseded Documents			
File Number	2012/03205		
Associated Documents	HS001 Hazard and Incident Report Form HS802 Contract HS Classification Tool HS803 Contractor Evaluation Checklist HS804 - HS Requirements Checklist for Tenders and Contracts HS805 Contractor Induction Checklist HS806 Contractor Induction Register HS807 Contractor Induction Guide (General) HS808 Contractor Induction Guide (Construction) HS809 UNSW HS Performance Report HS810 HS Management Plan Checklist HS811 SWMS Checklist HS812 Construction Site Inspection Checklist HS813 Site Safety Walk Template Procurement Policy Tendering Procedure		
Version	Authorised by	Approval Date	Effective Date
1.3	Director, UNSW Safety and Sustainability	30 April 2014	30 April 2014

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1. Introduction and Scope

The aim of the UNSW Contractor Safety Guidelines is to provide practical and relevant guidance for University staff overseeing the work of contractors. It also provides a number of tools and checklists to assist UNSW staff in ensuring contractors are meeting their health and safety requirements.

Excluded from the scope of this guideline are:

- contracts which involve solely office based activities as these are covered by the Office Safety Toolkit
- any non health and safety related contract matters

2. Definitions

Construction work: means any of the following:

Any work carried out in connection with the construction, alteration, conversion, fitting-out and commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

In context of the above definition it also includes:

- Any installation or testing carried out,
- The removal of any product or waste resulting from demolition,
- The prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work,
- The assembly or disassembly of prefabricated elements forming part of a structure,
- The installation, testing or maintenance of an essential service in relation to a structure,
- Any work connected with an excavation,
- Any work connected construction site preparation (including landscaping)
- Any work that is carried out on, under or near water, including work on buoys and obstructions to navigation.

Meaning of “high risk construction work”

According to Chapter 6 of the Work Health and Safety Regulation 2011 “**high risk construction work**” means construction work that:

- a) involves a risk of a person falling more than 2 metres, or
- b) is carried out on a telecommunication tower, or
- c) involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, or
- d) involves, or is likely to involve, the disturbance of asbestos, or
- e) involves structural alterations or repairs that require temporary support to prevent collapse, or
- f) is carried out in or near a confined space, or
- g) is carried out in or near:
 - i. a shaft or trench with an excavated depth greater than 1.5 metres, or
 - ii. a tunnel, or
- h) involves the use of explosives, or
- i) is carried out on or near pressurised gas distribution mains or piping, or
- j) is carried out on or near chemical, fuel or refrigerant lines, or
- k) is carried out on or near energised electrical installations or services, or
- l) is carried out in an area that may have a contaminated or flammable atmosphere, or
- m) involves tilt-up or precast concrete, or
- n) is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, or
- o) is carried out in an area at a workplace in which there is any movement of powered mobile plant, or
- p) is carried out in an area in which there are artificial extremes of temperature, or
- q) is carried out in or near water or other liquid that involves a risk of drowning, or
- r) involves diving work.

Contractor: A person or company(s), including sub-contractors, who are engaged by The University of New South Wales to perform work, carry out a service or provide labour hire.

Induction: A formal process of providing information on safety requirements prior to commencement of work

Major Contract: Contracted works are classified as major if they pose a significant risk of serious injury or illness. Major contracts may involve (but are not limited to) the following activities:

- construction work;
- working in or near confined spaces and trenches (>1.5M deep) and tunnels;
- working at a height greater than 2 meters;
- working with asbestos;
- working on or near pressurised piping;
- electrical work;
- on or near chemical, fuel or refrigerant lines;
- manual handling;
- installation, use or maintenance of plant or equipment;
- hazardous processes including spray painting, abrasive blasting, welding, electroplating, molten metal and lead processes and lead risk work;
- entry to a laboratory or restricted access area;
- working with explosives
- working on telecommunications towers
- structural alterations or repairs that require temporary support to prevent collapse
- diving for construction purposes
- demolition
- works involving tilt-up or precast concrete,
- where there is a risk of drowning
- where artificial extremes of temperature could be present
- working on or near powered mobile plant
- working out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians,
- working in an area that may have a contaminated or flammable atmosphere

And use of subcontractors in any of the above.

The above list is not exhaustive, other contracted works may also be classified as major if significant risk is identified at the conclusion of a risk assessment.

Minor contract: Contracts which sit outside the scope of a major contract, due to size, expenditure or absence of 'high risk' activities.

Health And Safety Management Plan: Documentation from the contractor which outlines how health and safety will be managed for the contract. It includes:

- a statement of responsibilities listing the names, positions and responsibilities of all persons who will have specific responsibilities on the site for health and safety;
- details of the arrangements for ensuring compliance with the requirements for health and safety induction training;
- details of the arrangements for managing health and safety incidents, including the identity of and contact details for the person(s) who will be available to prevent, prepare for, respond to and recover from health and safety incidents;
- any site safety rules and details of the arrangements for ensuring all persons at the place of work (whether employees or visitors) are aware of the rules, and
- safe work method statements (SWMS) for all activities identified as having health and safety risks.

Safe Work Method Statement: Documentation that:

- describes how the work is to be carried out;
- identifies the work activities assessed as having safety risks;
- identifies the safety risks;
- describes the control measures that will be applied to the work activities; includes a description of the equipment used in the work, the standards or codes of practice to be complied with and the qualification and training of the personnel doing the work.
- describes how the control measures are to be implemented, monitored and reviewed.

University Officer supervising the contract: The nominated University employee who is responsible for the management and coordination of the contract.

3. Guideline

3.1 Contract classification

Contracts are classified as major or minor depending on legislative requirements and the level of risk of workplace injury or illness of the operations being conducted.

HS802 – Contract HS Classification Tool should be used to help determine the classification of the contract before the evaluation and tender stage begins.

3.2 Contractor evaluation

All contractors (minor and major contract) must be evaluated prior to their engagement, to ensure that they meet the minimum requirements of the University.

Contractors must be evaluated using HS803 Contractor Evaluation Checklist. The organisation being evaluated must demonstrate that there is a health and safety system in place to address the risk(s) associated with the contracted works. The HS 803 Contractor Evaluation Checklist lists the minimum requirements for a potential contractor's health and safety management system.

Assessment of the contractor's health and safety management system is to be conducted by the University Officer supervising the contract or Tender Committee. Assistance may be sought from UNSW Health & Safety to help assess a contractor's health and safety management system. Examples of health and safety policies, procedures, SWMS and risk assessments relevant to the contract are to be included in the contractor evaluation as verification of the contractor's health and safety system.

Where appropriate, contracts should be procured in compliance with the [Procurement Policy](#) and [Tendering Procedure](#) (contact [Strategic Procurement](#) for assistance and advice).

3.3 Contract specifications

When establishing a major contract, specific health and safety clauses and requirements should be identified in the contract documentation (Strategic Procurement can assist with this). HS804 HS Requirements Checklist for Tenders and Contracts may be used to form the basis of such contract specifications. These specifications should be included in the contract documents.

Note: Any proposed Facilities Management construction contracts should be done using the standard templates and any amendment to a Facilities Management construction contract template should only be made with Legal Office review and input.

3.4 Contractor induction

3.4.1 Induction

All contractors working at UNSW must be inducted. Depending on the type of contract, this may include a number of levels of induction. These may include:

1. A general UNSW induction (see 3.4.2)
2. A site specific induction (eg The induction outlined in the HS700 Laboratory Clearance Certificate)

3. All persons undertaking construction work must hold a WorkCover general induction for construction work in NSW

HS805 Contractor induction checklist may be used to record the information relayed at the site specific induction and retained accordingly. Names of inducted personnel can be recorded on the HS806 Contractor induction register. At the induction contractors must provide to UNSW any information relevant to their work that may affect the health and safety of UNSW workers, students, visitors and others in the area.

3.4.2 Contractor induction guide

Induction should include the information provided in:

- HS807 UNSW Contractor induction guide (general) for general contracts
- HS808 UNSW Contractor induction guide (construction) if the contract involves construction work.

It is the responsibility of the contractor to instruct their employees and any subcontractors on the information provided in the UNSW Contractor Induction Guide.

The contractor is to make their employees available to attend the initial site specific induction. It is a requirement of the contractor to ensure that any new employees or subcontractors in their control, who work on the University's premises, receive an induction prior to commencement and is recorded appropriately.

3.5 Monitoring contractors

Contractors must be monitored throughout the contract. The frequency of the monitoring will be determined by the risk of the work involved.

Major contracts may be monitored by the following means:

- review of Health and Safety Management Plans (see section 3.5.1)
- review of SWMS's (see section 3.5.2)
- conducting inspections and site walks (see section 3.5.3)
- regular meetings with the contractor to discuss health and safety performance issues (minutes of these meeting are to be recorded to communicate action items);
- periodic inspection of work activities to verify that safe work method statements are being implemented;
- Completion of HS809 HS Performance Report for Contractors for major contracts which extend over a period of 1 month;
- the review of site inspection records conducted by the contractor;
- monitoring and following up on corrective actions where non-conformances are identified;
- the review of accident and incident reports, third party reports (i.e. WorkCover) and complaints;

3.5.1 Health And Safety Management plans

Where a contractor has provided a Health and Safety Management Plan, this plan should be kept up to date by the contractor and periodically reviewed by the University Officer supervising the contract. HS810 HS Management Plan Checklist may be used to determine if the Health and Safety Management Plan meets UNSW requirements.

This checklist has been developed to aid in the review of project-specific health and safety plans. It is not exhaustive and particular attention should be paid to project-specific health and safety risk areas. Formulation of the project-specific health and safety plans should be based on details of the actual project and 'generic' project health and safety plans are not acceptable.

Any contracts extending longer than six months may be audited by UNSW Health & Safety to determine if the Health and Safety Management Plan conforms to AS/NZS4801.

3.5.2 Safe Work Method Statements

Safe work method statements (SWMS) must be provided to the University prior to the commencement of work or a service where there is a risk to health and safety or the need is identified by the University.

SWMS's should be reviewed by the University Officer supervising the contract, to ensure that they reflect the nature of the work and meet legislative requirements. HS811 SWMS Checklist may be used to assess the content of an SWMS. This review should also be undertaken periodically throughout the life of the contract.

If the work method or any other aspects of the job change for any reason, then a revised SWMS must be submitted by the contractor and reviewed by the University Officer supervising the contract.

All SWMS used by contractors at UNSW **must be site specific**. The use of generic SWMS is discouraged and the University Officer supervising the contract should review the SWMS to ensure that it is consistent with the work being undertaken.

3.5.3 Inspections and site walks

Periodic inspections and site walks should be undertaken by the University Officer supervising the contract. This may be done using the follow methods:

- HS812 - Construction Site Inspection checklist*
- HS813 – Site safety walk template.

Follow-up actions for health and safety issues should be specified and recorded for implementation by appropriate persons involved in the project.

*For non construction contracts, the work method should be assessed against the information provided in the SWMS.

3.6 Contractor non-compliance

If a contractor is in breach of any condition of contract, the process set out in the contract for managing such breaches should be followed exactly

Where a major breach of safety is identified then the University Officer supervising the contract or a UNSW Health & Safety representative may suspend work until the breach is rectified. Work cannot recommence until the University Officer supervising the contract is satisfied that adequate risk controls are in place to avoid risk of injury.

Poor health and safety performance, including one-off instances or continuous breaches of health and safety requirements, can lead to the termination of a contract and failure of not being awarded any further contract work.

Note: Penalties for breaches and stop work clauses **must** be included in contract documentation to ensure this is enforceable.

3.7 Contractor incident management

3.7.1 Injuries and incidents

Where an injury has occurred to a contractor's employee or subcontractor in relation to contracted works performed at the University, the University Officer supervising the contract must be informed within 48 hours (unless it is a notifiable incident under the Work Health and Safety Regulations, in which case it must be reported to both the University and WorkCover immediately). Any injury received by a contractor whilst undertaking work for the University is to be reported to the University Officer supervising the contract and recorded on the online hazard reporting system or forwarded to UNSW Health & Safety using the HS001 Hazard and Incident Report Form.

Contractors may call upon University Security on 9385 6000 or 9385 6666 (in emergencies) to provide first aid assistance if required.

3.7.2 Notifiable incidents

In the instance of a notifiable incident, the contractor shall contact University Security on 9385 6666 in the first instance to preserve the scene of the accident and request emergency services.

In the event of a serious incident involving the contractor's staff, the contractor must complete an investigation into the incident and forward this to the University Officer supervising the contract. Where an incident occurs that involves injury or potential for injury to a UNSW staff member, student, tenant or other affiliate then a joint investigation should be undertaken by both UNSW and the contractor.

It is the contractor's responsibility to notify WorkCover of any notifiable incident involving their employees or subcontractors, within the required timeframes.

Any WorkCover inspection or correspondence relating to a University contract should be reported to the University Officer supervising the contract and UNSW Health & Safety immediately. Corrective actions resulting from any WorkCover inspection shall be reported by the contractor to the University Officer supervising the contract and UNSW Health & Safety in writing.

4. Review and history

This procedure will be reviewed in accordance with the HSMS Review Procedure.

See Appendix A for document history

5. References

[UNSW Online Hazard and Incident Reporting System](#)
[UNSW Procurement](#)

Appendix A: History

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Director, HR	7/11/2011	7/11/2011	New document
1.1	Director, HR	29/01/2013	29/01/2013	1-3
1.2	Director, HR	8/03/2013	8/03/2013	Updated Branding Logo in accordance with UNSW Branding Guidelines. Modified the document

				identifier from OHS to HS in accordance with WHS legislation review
1.3	Director, UNSW Safety and Sustainability	30 April 2014	30 April 2014	Reviewed for administrative updates