

Health, Safety and Wellbeing Induction

Category A: Suppliers and
Contractors

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Health, Safety and Wellbeing at Swinburne University

Swinburne University is fully committed to the principles of Health, Safety and Wellbeing (HSW), including providing healthy and safe work and learning environments for all persons.

This induction is designed to provide relevant health and safety information to suppliers and contractors engaged to perform work at any of the Swinburne University campuses.

Suppliers and contractors to Swinburne campuses are expected to conduct themselves and their activities in a safe manner, in line with health and safety legislative requirements.

You must read this induction and successfully complete the check for understanding to be granted access to Swinburne University.

Swinburne University Requirements

All suppliers and contractors must provide Swinburne University:

- A copy of their valid Working With Children Check (WWCC)
- Copies of insurances
- Copies of all relevant permits, licenses and tickets for works being performed prior to commencing works or relevant activities.

Subject to the nature of the event or work being undertaken, Swinburne University may request the following **health and safety documentation** at any time prior, during or after the work activity:

- Job Safety Analysis
- Safe Work Method Statement
- Risk Assessment
- Safety Data Sheets
- Emergency Management Plan

If the above documents are not produced or not suitable, Swinburne University may not approve your activities or direct you to cease work. Please contact your Swinburne University representative if you are unsure about what documentation will be required for your activities.

Important Contact Information

The following information must be readily available to all personnel whilst on campus:

Security Offices:

- Hawthorn – Building 1A
- Croydon – Building CO
- Wantirna – Building WF

Campus maps can be found via the Swinburne University Website

Security phone number: 9214 3333

National Institute of Circus Arts (NICA):

- Security: **0452 249 818**

Other:

You should also have the contact details for your **Swinburne University contact**.

Arriving at Campus

Hawthorn/Croydon/Wantirna campuses:

- Attend Facilities and Services Office to sign in and obtain contractor pass
- Normal hours of operation are 7:30AM to 5:00PM Monday to Friday.
- Out of hours access to buildings can be prearranged through Facilities and Services Group.

NICA:

- Contractors with swipe card access who have completed the local NICA induction are able to attend NICA between 7am and 9am to perform works.
- Between 9am and 6pm there is restricted access to NICA spaces. All contractors attending NICA during restricted times must have prior approval from NICA or may be asked to leave.
- Works may be stopped at any time if disruptive to teaching or NICA operations.

Parking at Campus

Hawthorn

- Council enforced parking is available in surrounding streets
- Limited on-site parking may be available through a permit from **Facilities and Services**

Croydon

- On site parking is available

Wantirna

- On site Parking is available

NICA

- Limited street parking only
- No parking on the forecourt is permitted

Conduct

Swinburne University expects all staff, students, contractors, and visitors to the University conduct themselves in a manner that does not put the health, safety or wellbeing of others at risk. At no time will the following be tolerated:

- Bullying
- Violence (physical or verbal)
- Sexual harassment
- Discrimination
- Harassment and vilification
- Corruption and fraud
- Unsafe acts

If you witness or experience any of the above, please report it to security as soon as possible on **9214 3333**.

Important Points To Remember Whilst On Campus

Smoking

- All Swinburne University campuses are smoke free. There is NO smoking anywhere on any campus

Drugs and Alcohol

- Alcohol is not permitted to be brought onto or consumed on any work site under the control of Swinburne University
- No person is to be under the influence or in the possession of alcohol
- Non-prescription drugs are strictly prohibited at all times

Pets

- Domestic animals are not allowed on Swinburne University property or in the buildings

Tools, equipment and materials

- Tools, equipment and other materials are the responsibility of the owner
- Swinburne University will not be responsible for the damage or loss of any tools, equipment or materials brought to campus by external organisations or people

While at NICA

Food and Drink

- There is no food, drinks or coffee allowed in the training spaces.
- Bottled water in a receptacle with a spill proof lid is permissible

Rubbish

- Be careful not to walk dirt through the training space. Students wear bare feet whilst training
- All work areas must be free of all debris, regardless of size. Multiple rubbish bins are found throughout the building

Photography of Students

- NICA is a unique training facility, please refrain from watching students train
- Photography of students is strictly prohibited and anyone taking photos will be asked to leave the site **immediately**

While at NICA

Look up, look around and listen

- Each NICA space is a high risk training space and spaces can change set up frequently
- Be alert: circus artists and equipment may come flying towards you
- Limit the requirement to walk through training spaces

Path

- Stick to carpet walkways at all times
- Suppliers and contractors must not be distracted or on the phone whilst walking. Stop in a safe position, out of the way to take calls.
- Paths can sometimes be blocked with students or training activities – please wait until there is a break in training before walking along the path
- Never walk between a trainer and student – be aware trainers may be holding safety lines for students in the air

Work zone (exclusion area)

- Do not enter areas roped off with bollards and caution tape – even if the work space looks empty
- Always look up – never walk or stand underneath anyone working at height as something could fall on you



Safe Work Environments

Suppliers and contractors conducting work activities at Swinburne University must ensure that:

- Work or activities are performed without placing pedestrians, vehicles, or university assets at risk
- Appropriate loading/unloading areas are used
- Anyone who requires access to or exit from an area you are conducting a work activity in, is able to do so safely
- Fire fighting equipment, emergency exits and emergency signs remain free from obstructions at all times
- Accessibility facilities such as wheelchair ramps are free from obstructions at all times
- Processes are in place for the safe disposal or removal of waste and debris associated with their event or work activity
- Activity/work areas are kept tidy, and are free from slip, trip and fall hazards
- Tools and/or equipment are not left unattended or unsecured
- The appropriate safety signage and barriers for the works being conducted is displayed and erected safely

Impact to University Operations

All activities must be carefully planned to ensure disruption to University operations are minimised.

This may include:

- Developing a traffic management plan to ensure safe vehicle and pedestrian traffic flow
- Obtaining relevant traffic management permits from the local council
- Coordinating works to be performed outside University operating times. This is important if work will generate noise or smells/fumes

If you are unsure, please contact your Swinburne University contact to discuss options.



Hazard & Incident Reporting

All hazards, near misses and incidents that are identified or occur during the course of your work activity must be reported to your **Swinburne University contact immediately**.

Dial 000 for emergencies and advise Security (9214 3333) emergency services are attending campus.

If an incident or injury is potentially notifiable to WorkSafe you must:

- Not disturb the area, including removing any items
- Report to your Swinburne University contact immediately
- Provide evidence of notification to WorkSafe to your Swinburne University contact

All incidents are taken seriously and investigated. You must assist the Health, Safety and Wellbeing team with any investigation carried out as a result of an incident or injury related to your work activity.

Do not recommence works or activities until advised by your Swinburne University contact.



First Aid

Suppliers and contractors are expected to have identified first aid requirements based on the type of hazards and risks associated with the work being carried out.

You must:

- Have immediate access to first aid supplies
- Notify Security of any first aid/emergency response requirements
- Contact Security immediately for any significant injuries which require medical intervention



Fire prevention & emergency response

Fire prevention

Fire prevention requirements must be considered prior to your work activity.

- This will involve careful selection of tools, work methods and materials
- Suppliers and contractors are also responsible for ensuring flammable liquids remain closed when not in use and are stored in appropriate containers
- You must notify the **Facilities and Services Group** where fire detection alarm systems could be activated due to dust, fumes, sparks, flame, smoke, water or vibration to arrange for fire isolation
- **Facilities and Services Group** require 1 business days notice where fire isolation is required

Failure to Comply: In the event of a false alarm signal results in response from the fire brigade, the supplier or contractor will be **liable for all costs.**



Fire prevention & emergency response

Emergency Response

If an emergency occurs while you are on campus:

- Alert others around you and contact **Security 9214-3333 or 000**
- Assist any person in immediate danger, if safe to do so
- Use local emergency evacuation diagrams to identify your local emergency exit and assembly point
- Evacuate to the local assembly point

If an alarm sounds while working on campus:

- Prepare to evacuate; turning off and isolating hazardous equipment
- Leave your site in a safe state
- Follow all instructions from the area warden and / or emergency personnel
- Evacuate to the local assembly point



Hazard Management

It is the requirement of the supplier or contractor to have completed the necessary risk assessments prior to commencing works to identify hazards and required control measures.

Suppliers or contractors must:

- Eliminate hazards wherever possible prior to considering other control measures
- Ensure they are appropriately trained for the task being undertaken
- Ensure they have the necessary Personal Protective Equipment (PPE) and are trained in the relevant PPE.

Swinburne University has a number of unique work environments. If you are unsure what hazards you will be exposed to, you must ask your Swinburne University contact prior to attending campus and prior to finalizing your risk assessments.



Working from Above Ground Height

Solid construction safe work platforms shall be used where work cannot be performed from the ground. Your Swinburne University contact must be advised prior to erecting or introducing scaffolds, scissor lifts, boom lifts etc.

Requirements:

- Scaffold and platforms must be erected on solid foundations, maintained and repaired by suitably qualified scaffolders
- Scaffolding is protected on site to prevent damage from vehicles moving in the immediate work vicinity
- All lifting equipment and scaffolding shall conform to relevant state legislation governing the erection, use and maintenance of such equipment
- Controls must be in place to prevent tools, materials and debris from dropping from elevated locations and platforms and striking persons below
- Ladders must be inspected prior to use to ensure that they are safe to use
- Ladders used must be fit for purpose and only used for minor works
- No cutting or work involving the use of power tools can occur when working on a ladder



Work Permits

Work permits must be obtained from **Facilities and Services** at the relevant campus prior to commencing works for the following tasks:

- Hot work
- Working in confined spaces
- Access to roof areas

Requirements:

- Certain buildings within Swinburne University have potential radiation or biological hazards present on roofs. Facilities and Services Group require **7 business days** notice prior to contractors accessing these roofs
- Each work permit details a checklist of minimum requirements and conditions for the safe conduct of the work by the contractor. The permit must be visibly displayed at the work site



Electrical safety

Leads, equipment and electrical work

- Any organisation or person conducting work at Swinburne University must ensure all electrical equipment they bring to campus is **Tested and Tagged** with current and valid tag attached
- Equipment must be in safe condition and maintained in line with the manufacturers/suppliers guidelines
- Equipment must only be used for the purpose it was designed
- Leads must be as short as possible and secured in such a way that they are not left exposed as a trip hazard
- Suppliers or contractors using portable electrical equipment must use a portable Residual Current Device (RCD) which has been tested and tagged



Isolation Procedures

Where works will result in areas and personnel being inconvenienced by an isolation shutdown the supplier or contractor shall liaise with their Swinburne University contact so that local personnel are informed in advance (when possible).

If a supplier or contractor is required to leave an item of plant or equipment unmonitored in an unsafe condition, it must be **adequately tagged and locked out**.

In the setting up, servicing and repair of machinery capable of being activated by energy sources, suppliers or contractors shall ensure that the **appropriate isolation / tag out systems** are applied.

Suppliers or contractors are required to give Swinburne University 1 business days notice for all isolations. Please liaise with your Swinburne University contact for this to be arranged.



Plant and Equipment

Suppliers or contractors must provide, maintain and operate plant and equipment in a safe manner.

Please ensure:

- All items of plant comply with relevant regulative requirements
- Those required to operate or work with plant are instructed on the safe use of that plant and where required, have the appropriate certification
- Plant and equipment is safe for use, inspected and maintained on a regular basis
- Any plant or equipment that ceases to be safe is not used, isolated (and tagged if required) and removed from campus as soon as possible
- Plant and equipment must only be used for the purpose it was designed

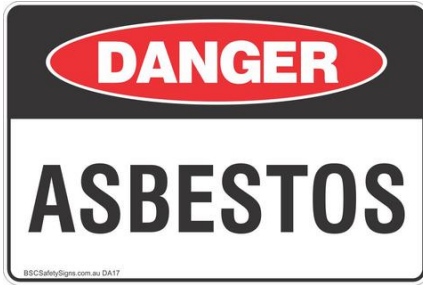


Hazardous Chemicals

Hazardous chemicals must not be brought onto campus without prior permission from your Swinburne University contact.

If you are using or transporting hazardous chemicals you will be required to:

- Provide a **risk assessment** for the work or activity you will be conducting
- Provide a Safety Data Sheet (SDS) for each hazardous chemical
- Provide permits, licenses or other documents relating to your activity
- Use trolleys to move cylinders or liquids exceeding 20L
- Strap or chain gas cylinders or liquids transported on trolleys
- Contact security to lock out lifts to enable safe transport in lifts
- Not travel in lifts with gas cylinders or flammable liquids in excess of 20L
- Ensure Class 2.1 and Class 2.2 gases do not travel in a lift together
- Use portable or fixed oxygen depletion monitor and/or a gas specific detector when transporting gases in lifts
- Treat empty gas cylinders as if they were full



Asbestos

An Asbestos Register has been established for Swinburne University. This must be consulted prior to commencing any works.

Suppliers or contractors engaged in works in areas where Asbestos Containing Materials (ACMs) are present shall be appropriately informed of the location/s and types of ACMs they are likely to encounter.

Under no circumstances is any supplier or contractor permitted to drill, grind, cut or remove any asbestos containing material. If during the course of works a supplier or contractor encounters a suspected ACM they must stop work and immediately contact their relevant **Swinburne University contact**.



Specialised Work Spaces

Swinburne University has a number of specialised work spaces, including but not limited to laboratories, workshops, training spaces and data centres. These areas have various hazards such as biological, chemical, gravitational or electrical hazards.

These locations may require local induction prior to commencement of works. Please contact your Swinburne University contact to arrange this.

Whilst working in these spaces, supplier or contractor must not handle or move any substances or containers without the permission of the relevant Swinburne University contact.

Suppliers or contractors must comply with all location specific safety procedures and instructions at all times.

Monitoring



Swinburne reserves the right to monitor suppliers and contractors. This can include, but is not limited to:

- Spot checks to ensure you have a contractor pass
- Requests for information on how the work performed is being conducted in a safe manner
- Confirming you are complying with the Swinburne University induction.

If you have any questions concerning the monitoring process please speak to your Swinburne University contact.

End of induction

Be safe at Swinburne

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