

Occupational Health & Safety
Induction Booklet for Contractors

- **Minor works**
- **Annual Maintenance Contracts**
- **Sundry Maintenance Works**

January 2010

Your Swinburne University Contact is	
Campus	
Business hours contact	
After hours contact (if applicable)	



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Welcome to Swinburne

This Contractor Induction booklet is designed to provide all contractors engaged by Swinburne University with the basic health and safety information relevant to the work they have been engaged to undertake. The information within this booklet is not exhaustive and as such all contractors are required to contact their relevant Swinburne contact whenever an unexpected or unplanned situation arises that they are not able to manage themselves.

Contracted works are no different to other University activities. Any work to be undertaken requires as part of the planning process, the identification of foreseeable risks to health and safety of persons, and implementation of appropriate and effective controls to minimize that risk. Your safety is important to us!

The University has a responsibility to ensure that any work undertaken by a contractor does not place the contractor or others at risk of injury. As such, Swinburne University expects its contractors to provide the same standards of health and safety as it would for its own staff and students.

Swinburne University has a range of OHS policies and procedures that apply to work activities conducted on-site or on behalf of Swinburne University. All OHS policies and procedures can be downloaded from the OHS index <http://www.swinburne.edu.au/corporate/hr/ohs/>. Where no policy or procedure exists contractors are required to follow OHS Legislation and Regulations.

The content of this book is reviewed at the commencement of each calendar year. All contractors, their staff and sub-contractors are provided with an updated induction booklet at the commencement of each calendar year or start of contract. All contractors, their staff and sub-contractors are required to read this booklet and acknowledge that they have read, understand and comply with the provisions of the induction booklet by signing the last page and submitting this to their Swinburne Contact.

Facilities Services Group

General Arrangements

Arriving on site

All contractors are required to report to the Facilities & Services Group Operations Office/s to obtain a contractor pass prior to commencing work on site. The contractor pass is to be returned at the conclusion of each working day.

Hawthorn Campus	1 Alfred Street (adjacent to Glenferrie train station)
Croydon Campus	Building CO (enter Gate 1A)
Lilydale Campus	Security office Building LA 1 st floor
Prahran Campus	Building PG (access off High Street)
Wantirna Campus	Building WF room 432

All contractors, sub-contractors and their employees shall wear a contractor's pass which can be seen whilst engaged in work on site. Contractors who need to access buildings to conduct work are to request keys from Security. **Keys are to be returned to Security upon completion of works on site or whenever the contractor leaves the site.**

Disability Considerations

Swinburne University as an inclusive organisation has staff, students and visitors with disabilities on its campuses. When planning and undertaking any works contractors are asked to consider the special needs of people with disabilities. Contractors should contact their relevant Swinburne Contact if they require any further information about the local needs of the work site they will be working in.

Drugs and Alcohol

Alcohol and non-prescription drugs are not permitted to be brought onto, or consumed, on any work site under the control of Swinburne University of Technology. Any person under the influence or in the possession of these substances will be requested to leave.

Equal Opportunity of persons & Harassment free places of work

The University has a diverse community and recognises the rights and responsibilities of all its members including those persons engaged to undertake works on its behalf. All contractors are expected to behave in such a way to ensure Swinburne workplaces are free from discrimination, harassment and bullying.

Hazard / Near Miss / Incident / Injury reporting

Any hazard, near miss, incident observed or injury / illness sustained during any works undertaken must be reported immediately to the relevant Swinburne Responsible Officer as well as the contractor/s employer. The OHS Consultant is to be notified on 9214-8157 or 0404-006-987. Any health & safety report made is to be documented on Swinburne's Incident / Hazard Report form which can be obtained from the OHS index:

http://www.swinburne.edu.au/corporate/hr/ohs/docs/Incident_hazard_report_form.pdf

Serious Incidents / Dangerous Occurrences

In the event that an incident occurs which constitutes a notifiable Incident to Work Safe the Swinburne Responsible Officer will notify the OHS Consultant immediately in accordance with Swinburne's Incident / Hazard Reporting procedure. In the event of a notifiable incident occurring on a site under the control of a principal contractor it is the responsibility of the principal contractor to report the incident directly to Work Safe. The principal contractor is to then notify the relevant Swinburne Responsible Officer or the OHS Consultant immediately of the occurrence.

In the event that there is a death or serious injury the site must not be disturbed beyond:

- Protecting the health & safety of a person.
- Aiding an injured person involved.
- Taking essential action to make the site safe or to prevent a further occurrence of an incident.

The site must be secured until directed by a WorkSafe Inspector that the site may be accessed.

Hours of work

Normal hours of operation for the University are between 7:30AM and 5:00PM Monday to Friday. If contractors require access to buildings before or after hours, prior notification to Facilities and Services will be required so arrangements can be made for signing in at Security and issuing of keys etc...

Managing the health & safety risks of works

Prior to the commencement of work all contractors are to have completed a *Project Risk Assessment Checklist*. Contractors are required to identify and record the specific health and safety hazards associated with their work and the methods they will adopt to control the risks identified.

The completed checklist is to be forwarded to the Swinburne Responsible Officer for review and sign-off prior to works commencing. For long term and major contracts, contractors are required to develop a *Safe Work Method Statement* as part of the service contract. The Safe Work Method Statement is to be reviewed by the Swinburne Responsible Officer prior to commencement of works and at agreed intervals during the project. Work Safe has a [safe work method statement](#), which can be used for this purpose.

Pets

Domestic animals are not allowed on Swinburne University property.

Security of tools and equipment

Tools, equipment and other materials are the responsibility of the contractor and when not in use, are to be securely locked away. Swinburne University of Technology will not be responsible for the damage or loss of any contractors' tools, equipment or materials.

Smoking

Smoking in all University buildings, enclosed spaces, outside areas adjoining buildings e.g. balconies and decks, and University motor vehicles is prohibited. Smoking is also prohibited within 5 metre zone around all points of access and egress to a building. Where smoking is permitted smokers are requested to dispose of cigarette butts in the designated receptacles.

Vehicle access / parking

Parking and access at Swinburne University of Technology's five campuses is as follows:

Croydon	On site parking available
Hawthorn	Council enforced parking available in surrounding streets Limited on-site parking may be available through permit System from Facilities Services Group.
Prahran	Council enforced parking available in surrounding streets Limited on-site parking may be available through permit System from Facilities Services Group.
Lilydale	On site parking available
Wantirna	On site parking available

Contractors permitted vehicle access to Swinburne University of Technology campus grounds shall observe all speed limits and not obstruct access and egress points to and from the site. Where parking signage and restrictions are posted, contractors must ensure that they are adhered to.

Working Alone

If any contractor is working alone, the contractor / contractor's supervisor should consider the risks of works being performed alone. The contractor / contractor's supervisor is to ensure that appropriate precautions are taken, a risk assessment or Job Safety Analysis is completed and that controls identified are implemented. In particular, suitable emergency communication procedures and equipment must be provided.

Specific risks related to works

1. Air Quality

Contractors are requested to take all practicable precautions to minimise changes to indoor air quality. The quality of air can be impacted by dust or paint fumes and these factors will be considered in the works program.

2. Asbestos

An asbestos register exists within the University. Where asbestos containing materials (ACMs) are known these are signposted. Contractors engaged in works in areas where 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 contractor permitted to drill, grind, cut or remove any asbestos containing material. If during the course of works a contractor encounters a suspected ACM they must stop work and immediately contact their relevant Swinburne contact.

3. Compressed Gas Cylinders / Air equipment

Compressed gases

All compressed gas cylinders are to be handled as though they are potential explosive devices. Cylinders are to be stored upright at all times and transported in the appropriate trolley. All cylinders shall have a current pressure vessel certificate. Gas cylinders shall not be taken into confined spaces without an entry permit.

Gas cylinders

Oxy-acetylene hoses must be fitted with flash back arresters. Oxygen and gas cylinders shall be stored away from heat, fire and / or electrical lines.

4. Confined Spaces Permit

A pre entry risk assessment shall be carried out by the contractor in conjunction with Facilities & Services for all works undertaken in areas designated as a confined space. The pre entry risk assessment shall identify all hazards associated with the planned works in the confined space and incorporate appropriate control measures for implementation prior to entry. Only contractors who are certified and appropriately trained with the proper safety equipment will be permitted to enter and work in confined spaces. Once the contractor has familiarized themselves with the pre entry risk assessment, they shall provide a JSA to Facilities & Services. A confined space entry permit shall be completed accordingly and shall include:

- Precautions and clear instructions for the safe entry and execution of work;
- The names of persons entering the confined space; and
- The equipment being introduced into the confined space.

At the completion of works in the confined space, a copy of the entry permit shall be signed and submitted to Swinburne University of Technology for filing. The entry permit shall be completed verifying that all personnel who have entered the confined space are accounted for and all tools and equipment have been retrieved.

5. Dangerous Goods and Hazardous Substances

Contractors who use, handle and/or store dangerous goods on site shall be responsible for the safe keeping of these products. The Facilities and Services Manager shall review the appropriate risk assessments received from the contractor prior to these substances being brought on site. The risk assessment shall identify what goods and substances are being used and where they are to be used. Where the risk assessment outlines specific controls measures, these shall be implemented on site by the contractor and be available to be reviewed by the Facilities and Services Manager on request.

Material Safety Data Sheets (MSDS's) for any dangerous good or hazardous substance shall be provided by the contractor and kept on site shall be provided to the Facilities and Service Manager on request. In addition, the contractor will be required to complete a checklist provided by the Facilities and Services Manager.

Contractors shall ensure that employees have been provided with the appropriate training for the storage and handling of dangerous goods and hazardous substances. All containers holding dangerous goods and hazardous substances shall be appropriately labeled.

6. Electrical Safety

Leads & equipment

Contractors are to ensure all power tools and leads brought on site are tested and tagged with current tag attached. Leads must be located and / or protected to prevent damage from vehicles, hot equipment, falling objects, water etc. Extension leads and leads to electrical appliances must be kept as short as is practicable and connected to the nearest power point. Joints must be made with approved plugs and sockets or junction boxes. Taped joints are not permitted. Extension lead lighting must be 32 volts or less. All primary leads to welding sets shall be fully unwound and placed in a safe and orderly manner. Contractors using portable electrical equipment on University sites must do so in conjunction with a portable residual current device (RCD) which itself has been tested and tagged contractors should ensure they do not over load power circuits

Electrical work

Prior to engaging in any works involving electrical equipment, contractors must contact the Facilities and Services Department to define the scope and limits of work. Work on isolated equipment must not commence without full implementation of lock-out procedures.

7. Emergency Procedures

If an emergency occurs while you are on campus:

- Alert others around you and contact Security 9214-3333 or otherwise 000
- Assist any person in immediate danger if safe to do so
- Take steps to contain or address the emergency if safe to do so
- Evacuate to a safe location

If an alarm sounds while working on campus:

- Prepare to evacuate turning off and isolating hazardous equipment
- Leave your site in a safe state
- On the second alarm evacuate calmly to the nearest exit
- Follow all instructions from the area warden and / or emergency personnel
- Stay with others if possible and assemble with the nearest group of Swinburne employees at an assembly point
- Do not leave assembly point until instructed to do so

8. Fire Protection & Isolation

Fire protection requirements must be considered prior to commencing work. The contractor must conduct work in a manner so as to prevent any fire occurring. This may involve careful selection of tools, work methods and materials. Contractors are also responsible for ensuring flammable liquids remain closed when not in use and are stored in appropriate facilities

A Hot Work Permit is required for any activity likely to produce a source of ignition.

The contractor will notify the campus Facility Operations office of any situation where fire detection alarm systems could be activated due to dust, fumes, sparks, flame, smoke, water, vibration or any other probable cause. Failure to comply with the above and in the event of a false alarm signal alerting the fire brigade, the contractor will be liable for all costs associated with the attendance of the fire brigade.

Refer also to: Hot Work Permit.

9. First Aid and Facilities

Swinburne University has first aid kits and first aid officers located across all campuses. Prior to the commencement of work contractors are to familiarise themselves with the location of the first aid kit on site as well as the local First Aid officer.

A qualified nurse operates out of the Student Service health service at each campus for limited hours. For more serious injuries which require a greater first aid response contractors can contact Security ext. 3333 or the relevant campus nurse.

Hawthorn	Building SH	9214-8703
Croydon	Building CA	9726-1711
Prahran	Building PK	9214-6721
Lilydale	Building LD	9215-7106
Wantirna	Building WA	9210-1287

10. Hot work permit

Prior to engaging in any hot work, the contractor shall obtain a Hot Work Permit from Facilities and Services. Hot work is defined as any work involving open flames producing heat and / or sparks. This includes but is not limited to blazing, grinding, cutting, and soldering, thawing pipes, welding or torching.

Contractors are to adhere to the conditions as set out in the hot work permit issued. Appropriate PPE must be worn. All welding cables and equipment must be inspected regularly and maintained in good condition. Where hot work is to be conducted in laboratory areas the local manager is to be contacted.

Open air welding and cutting is not permitted on TOTAL FIRE BAN DAYS, unless the required fire authority permit has been obtained and all necessary fire prevention requirements have been strictly complied with. Any smoldering materials shall be extinguished before being left unattended.

11. Housekeeping

Contractors are to remove all rubbish and maintain the work area in a clean and safe state during the works and on conclusion of the works. Where it is not possible for materials and debris to be removed immediately working areas must be barricaded off and appropriate warning notices erected. All debris and waste resulting from contractor activity on site shall be removed by, and at the expense of, the responsible contractor.

12. Isolation procedures

Where works will result in areas and personnel being inconvenienced by an isolation shutdown the contractor shall liaise with the campus Facilities Operations Supervisor so that local personnel are informed in advance (when possible).

If a contractor is required to leave an item of plant 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, contractors shall ensure that the appropriate isolation / tag out systems are applied.

13. Laboratories

Swinburne University has a number of laboratories and workshops which contain additional and some times non-visible hazards. These laboratories can contain hazardous materials including dangerous gases and biological waste and sharps. To access and work at these locations contractors are required to consult with Facilities Operations Office so that the necessary arrangements can be made prior to works commencing.

Contractors shall be appropriately inducted to these specialised work sites by a local delegate as required. Contractors should not handle or move any substances or containers without the permission of the relevant laboratory manager (or delegate).

14. Ladders

The OHS (Prevention of Falls) Regulations 2007 place ladders in the lowest level of control of falls risks. While ladders are not prohibited by the Regulations, the Regulations do state that if an employer chooses a fixed or portable ladder to control risk of a fall, the employer must ensure that the ladder is appropriate for the task to be undertaken and is appropriate for the duration of the task and that it is set up in a correct manner.

If a task must be done where there is a risk of a person falling more than two metres, a risk assessment must be undertaken of that task prior to the works commencing.

In particular contractors shall:

- Inspect ladders prior to use to ensure that they are in good condition for safe operation
- Use ladders only for works of minor nature
- Secure all ladders at the top and bottom
- Ensure that only one person works from a ladder
- Not over reach when using a ladder; and
- Not carry out any cutting or work involving the use of power tools from a ladder.

Further information work safe publication - [Prevention of falls - ladders](#)

15. Manual handling

The Victorian Occupational Health and Safety (Manual Handling) Regulations 2007 requires employers to identify and to assess the risks of injury associated with manual handling tasks. The Regulations specifically requires a risk assessment be undertaken for hazardous manual handling tasks to be undertaken. Before commencing work on site, contractors must establish what manual handling tasks are required for the job, in particular hazardous manual handling tasks. The risk assessment should identify ways of eliminating or controlling risk by:

- Altering the workplace or environmental conditions
- Altering the systems of work
- Changing the object used
- Using mechanical aids
- Providing information, training and instruction (if the above are not practicable)

Where lifting aids have been selected as the method for reducing the risk, contractor employees shall be appropriately trained in the use of lifting aids.

16. Noise Control

Contractors are requested to take all practicable precautions to minimise noise. If noise is likely to be generated at a level that has the potential to cause disruption to classes or University operations this will be considered in the works program. Contractors are advised not to bring radios into Swinburne workplaces.

17. Personal Protective Equipment

The appropriate personal protective equipment (PPE) shall be provided by the contractor. The contractor must ensure all PPE used complies with statutory or Australian Standard specifications, is suitably stored and maintained for safe and effective use. All contractors are responsible for ensuring that PPE is worn correctly when required.

18. Plant & Equipment

Contractors must provide, maintain and operate plant in a safe manner, complying with appropriate statutory requirements for the safe operation of plant. As a minimum, contractors shall ensure that:

- All items of plant under their control are subject to a risk assessment in accordance with the Victorian Occupational Health and Safety (Plant) Regulations 2007.
- Employees of contractors required to operate or work with plant shall be instructed on the safe use of that plant and where required have the appropriate certification.
- Specific items of plant shall be registered in accordance with the Regulations.

- Inspect and maintain plant on a regular basis in accordance with the manufacturer's / industry standards.

The Facilities and Services Manager may request to review documentation relating to items of plant (e.g. maintenance records and documented risk assessments). The contractor shall provide this information when requested to do so.

If a contractor identifies that guards / safety devices are missing from an item on University plant or equipment they have been directed to work on or with, they must cease work and report the matter to the Facilities Operations Supervisor and await instructions. Plant items identified as unsafe, requiring repairs or maintenance should also be reported to the facilities operations office who will arrange for the suitable tag i.e. "Out of Service" or "Do Not Use" tag.

19. Site Security and Public Safety

Contractors shall take the necessary precautions to protect the health, safety and welfare of other persons who may be working / accessing the immediate area where works are being undertaken. Appropriate controls are to be implemented to temporarily isolate work areas. If temporary fencing is installed it is to be adequately braced against the wind. Where a method of isolation is not effective, an alternate control is to be implemented for example signage.

For works undertaken which is on or adjacent to campus roads, any internal roads or pedestrian pavements, then a safe work method statement must be created which lists an action plan to manage safety of traffic, pedestrians and include the provision of signs and safety devices where necessary.

20. Work Platforms and Lifting Equipment

Solid construction safe work platforms shall be used where work cannot be performed from the ground. The contractor shall inform the Facilities and Services Department prior to erecting or introducing scaffolds, scissor lifts, boom lifts etc. Contractors are to ensure:

- Scaffold and platforms are 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.

21. Working at Heights

Prior to commencing work, contractors are required to obtain a Roof Access Permit from the Facilities and Services Department. All work at heights or on roofs shall be conducted in accordance with the Victorian Code of Practice for Safe Work on Roofs and the Occupational Health and Safety (Prevention of Falls) Regulations 2007. Contractors are required to ensure safe systems of work and for the provision of appropriate fall arrest and prevention devices, of which the following may be considered:

- Safety mesh complying with the relevant Australian Standards;
- Static lines, inertia reel lines, safety nets and the appropriate anchorage for these;
- Incorporation of perimeter guard railing;
- Safe access to and egress from the work area at height, including the guarding of any openings at the perimeter;
- Preparation of a firm level surface below the work area including the perimeter to facilitate the use of scissor hoists or rolling scaffold where it is intended that these be used;
- Ensuring that the work surface is secure, stable and structurally sound for support of persons and equipment using that area prior to the commencement of work; and

- The provision of personal protective equipment to combat glare
- Thermal stress, noise or other physical hazards.

Contractors are to have undergone the appropriate training for the selection, use and maintenance of fall arrest and prevention devices.

Certain buildings within Swinburne University have potential biological hazards present on roofs. For this reason Facilities and Services department requires 7 days notice prior to contractors accessing these roofs. Contractors need to establish as part of the working at height permit process whether the building being accessed has potential biological hazards present. Facilities and Services will liaise with the building occupiers and arrange for fume cupboards etc. to be shut down for the duration of work on roofs as required.

Contractors shall also be made aware of restricted areas surrounding microwave dishes. These restricted areas must not be infringed upon in any circumstance.

22. Work Permits

Prior to engaging in particular works on contracted projects, the signed work permit must be obtained from Facilities and Services at the relevant campus. Work permits are required for the following tasks:

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

Contractors requiring a work permit shall contact the Facilities and Services and complete the permit form in conjunction with the appropriate personnel. The permit shall then be returned to Facilities and Services for signed approval.

Note that 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. No work may begin until the appropriate permits have been obtained and approved by Swinburne University of Technology.

Contractor Safety Induction Booklet Issued To:

Name of Contractor: _____

Company name: _____

Address (your address): _____

I acknowledge having undertaken the Swinburne University of Technology's Contractor Induction on line module and have received a copy of the Contractor Safety Induction Booklet. As a contractor / sub-contractor engaged by Swinburne University I have read the contents of the Contractor Safety Induction Booklet and understand it in full. I agree to abide by the conditions stated in this safety induction booklet and / or any other direction by Swinburne University of Technology in relation to the health and safety of the works and site generally.

Employees Signature:

Date: _____

Employer's Name: _____

Issuing Officer: _____

Signed: _____

***Please read and sign the above form and return it to the Issuing Officer.**

