

Occupational Health and Safety Online Induction Program

Contractor & Suppliers
(Facilities and Services Group)

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UNIVERSITY OF
TECHNOLOGY

Swinburne
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OH&S Induction Program

This OH&S Induction Program is designed to provide relevant health and safety information to contractors that are carrying out works at Swinburne Campuses. These can include, but are not limited to:

- ❖ Construction companies
- ❖ Trades people – Plumbers, electricians
- ❖ Commercial cleaning
- ❖ I.T. technicians
- ❖ Equipment delivery & commissioning/decommissioning

You must read this induction, view the information and resources provided via [hyperlinks in red](#), and fill out the forms at the end.

Who must complete an induction?

The following persons **MUST** complete the Online Induction Program:

- ❖ Any contractor, supplier or individual conducting works at Swinburne.
- ❖ Any contractor/supplier who is responsible for supervising the employees or subcontractors carrying out work.

Contractors/suppliers must renew their induction every **12 months**, or at any time as directed by Facilities and Services Group (**FSG**).

Important contact information

While you or your employees or subcontractors are on campus they should have the following key emergency contacts:

Security Offices

- ❖ Hawthorn – Building 1A – [view map](#)
- ❖ Croydon – Building CO – [view map](#)
- ❖ Wantirna – Building WF – [view map](#)

- ❖ **Security emergency number: 9214 3333**
- ❖ **FSG number: 9214 8999**
- ❖ Dial 000 for police, ambulance or fire brigade

You should also ensure you or your employees have the contact details for any **Swinburne employee and emergency numbers** related to your works at Swinburne.

Health and safety

Swinburne is fully committed to the principles of Occupational Health and Safety and to providing healthy and safe work and learning environments for all persons involved in our activities.

Contractors, suppliers and visitors to Swinburne campuses are expected to conduct themselves and their activities in a safe manner, in line with Swinburne OH&S policies and procedures.

[Swinburne Health and safety policy](#)

[Swinburne Contractor safety management procedure](#)

[Guidance for contractors and suppliers](#)

Child Safety at Swinburne

To create a safe environment for our students under 18 and children of staff, students and visitors, Swinburne University has implemented the Victorian Safe Child Standards. (VSCS)

To support this:

Identified staff, volunteers, contractors and students on placements are required to undertake a Working with Children Check (WWCC).

The University's [Child Safety Statement of Compliance and Practice](#) has been established as a procedural guideline for the Swinburne community. This document will support you in understand the safest way to interact with children on campus and how to report any concerns relating to child safety.

For comprehensive information on child safety at Swinburne please visit:

<http://www.swinburne.edu.au/about/campuses-facilities/safety-security/child-safety/>

Speak with your **Swinburne contact** if you would like more information.

Working with Children Checks (WWCC)

Swinburne University of Technology has identified the following contractors as requiring a Working With Children Check:

- Contractors and volunteers supervising overnight camps
- Contractors and volunteers involved with VCE or VCAL programs
- Careers and employment consultants

In addition to the roles listed above any existing, new or prospective contractor or volunteer who is engaged to perform work in relation to the following activities may require a Working With Children Check if the contact with children **is not directly supervised**;

- Refugees or other residential facilities used by children
- Clubs, associations or movements (including of a cultural, recreational or sporting nature) that provide services or conduct activities for, or directed at, children or whose membership is mainly comprised of children
- Religious organisations
- Babysitting or child-minding services arranged by a commercial agency
- Coaching or tuition services of any kind for children
- Counselling or other support services for children
- Overnight camps for children regardless of the type of accommodation or of how many children are involved.

If you are unclear whether a role requires a Working With Children Check please contact HR Assist via email to HR-assist@swin.edu.au or call 92148600.

Arriving on campus

If you are attending Swinburne for general meetings, consulting, or professional services only:

- ❖ Follow the directions provided by the Swinburne member of staff you are meeting with.
- ❖ Ensure you have viewed the [campus map information](#).

For contractors and suppliers conducting work activities or working alone:

- ❖ Report to FSG (Security if out of hours)
- ❖ Obtain a contractor pass prior to commencing work on campus
- ❖ Return the pass at the conclusion of each working day

The contractor pass must be worn and clearly visible whilst engaged in work on campus.

Access & Parking

Access:

- ❖ Normal hours of operation for the University are between 7:30AM and 5:00PM Monday to Friday.
- ❖ If you require access to buildings, prior notification to **Facilities and Services** will be required so arrangements can be made for the issuing of keys and notification to any affected persons in the work area.

Parking:

- ❖ Hawthorn – Council enforced parking is available in surrounding streets and 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

View transport and parking information [here](#).

*The safety of our staff and students is paramount. Dangerous driving, obstructing walkways, and parking in unauthorised areas will **not be tolerated**.*

Conduct

Swinburne 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**.

You can view the **Unacceptable behaviour policy** [here](#).

[Guidance on occupational violence](#)

While on campus

Disability Considerations

- ❖ When planning and undertaking any work activity you must consider the special needs of people with disabilities. Contact your relevant **Swinburne Contact** if you require any further information about the local needs of the area you will be working in.

Smoking

- ❖ Smoking in all University buildings, enclosed spaces, outside areas adjoining buildings e.g. balconies and decks, and University motor vehicles and car parks 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 – where provided.

Drugs and Alcohol

- ❖ Alcohol is not permitted to be brought onto, or consumed, on any work site under the control of Swinburne University of Technology without prior authorization. Any person under the influence or in the possession of alcohol, without approval will be requested to leave. ***Non-prescription drugs are strictly prohibited at all times.***

While on campus

Pets

- ❖ Domestic animals are not allowed on Swinburne University property or in the buildings – unless authorised by **FSG/Security**.

Safety and security of tools, equipment and materials

- ❖ Tools, equipment and other materials are the responsibility of the owner 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 tools, equipment or materials brought to campus by external organizations or people.
- ❖ Any material that is classified as a hazardous substance, or dangerous goods must be cleared first by FSG before bringing it to campus. A risk assessment and SDS will be required and must be produced when requested.

Working alone

- ❖ Advise FSG if you will be working alone, the duration and location and when you expect to complete works. Your organisation must consider the OH&S risks of working alone and make provisions for this.

Amenities

Depending on your event or work activity, Swinburne has various amenities onsite or nearby that are available:

- ❖ Toilets
- ❖ Showers
- ❖ Kitchens
- ❖ Cafes and restaurants
- ❖ Shaded outdoor areas

Some areas can be subject to booking, so please advise **FSG** if you will require access to specific or additional amenities on campus.

Hazard identification, risk assessment and controls

Swinburne expects that all contractors and suppliers conducting work on campus have taken appropriate measures to identify hazards and risks associated with their activities and implemented appropriate controls.

Subject to the nature of the event or work being undertaken, Swinburne will request the following **OH&S documentation** at any time prior, during or after the work activity:

- ❖ Job Safety Analysis ([JSA](#))
- ❖ Safe Work Method Statement ([SWMS](#))
- ❖ Risk Assessment ([RA](#))
- ❖ Safety Data Sheets ([SDS](#))
- ❖ Emergency Management Plan ([EMP](#))
- ❖ Permits & licenses

For more information: [Swinburne Risk Assessment Procedure](#)

*If OH&S documents are not produced or not suitable, Swinburne may not approve your activities or direct you to cease work until appropriate OH&S documentation is provided. Please contact **Facilities and services** if you are unsure about what documentation will be required for your activities.*

Hazard & incident reporting

All hazards, near miss, injury and incidents that are identified or occur during the course of your work activity must be reported to **FSG** as soon as possible.

Dial 000 for emergencies.

Security: 9214 3333

- ❖ Any injury, incident or notifiable incident that occurs as a result of your work activities is taken seriously. You have a responsibility to, if safe to do so, make the area safe and implement any emergency response plan specific to your activities, equipment, tools, or materials.
- ❖ Your emergency response plan, if one is required, must be provided to FSG **prior to any works** commencing.
- ❖ If an incident or injury is notifiable to WorkSafe, you must not disturb the area, remove any items and cooperate fully with any investigation.
- ❖ You must assist the **OH&S team** with any investigation carried out as a result of an incident or injury that occurs as a result of your work activity.

Planning

Prior to your work activity commencing please ensure that adequate and documented planning has taken place to ensure you can carry out your activities safely and without harm to others. As an example, you may consider the following:

- ❖ Who will be doing the work
- ❖ Other parties involved i.e. other contractors, students, staff, general public,
- ❖ Hazardous work environments i.e. laboratories, construction sites
- ❖ Work environment i.e. outdoors, close to traffic, residential areas
- ❖ Other suppliers and work activities you may impact
- ❖ Materials, equipment and tools being used
- ❖ Emergency and evacuation requirements
- ❖ Permits, licences and qualifications
- ❖ University protocols, procedures and guidelines

All health and safety issues must be discussed at the planning stage with the **Swinburne Contact**.

Access and exit

Swinburne staff, students and visitors occupy and use many spaces across the university. Anyone who may require access to or exit from an area you are conducting a work activity in, should be able to do so safely.

You must ensure:

- ❖ Concerns about access and egress are raised with FSG prior to your event or work activity.
- ❖ 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.
- ❖ Your employees, subcontractors and attendees are provided information on how to access and exit the work area safely.
- ❖ Pathways, stairs, and elevators are free from (uncontrolled) slip, trips and fall hazards.

If at any time you become aware of a problem with safe access or egress, please call **FSG** on **9214 8999**.

Setting up

When you arrive on campus you must consider that many other activities and work may be taking place. It is important that you take into consideration that other people may be impacted by your activities. As such please ensure:

- ❖ If you have equipment or other items being delivered, that you have identified and use the appropriate **loading/unloading areas**.
- ❖ You do not leave tools or equipment unattended or unsecured.
- ❖ That you have sufficient area and space to set up any equipment, or carry out your activities without placing pedestrians, vehicles, or university assets at risk.

If you are not sure about where and how to set up for your work activity, please contact **Facilities and Services**.

Housekeeping

Contractors and suppliers conducting work activities at Swinburne must ensure they:

- ❖ Identify if there may be waste or debris associated with their activities.
- ❖ Make all efforts to eliminate or reduce waste or debris associated with a work activity.
- ❖ Ensure that processes are in place for the safe disposal or removal of waste and debris associated with their event or work activity.
- ❖ Keep activity/work areas tidy, free from slip, trip and fall hazards.
- ❖ Liaise with FSG and Swinburne contact if there are any concerns about housekeeping, waste or debris disposal prior to the event or work activity.

[Guidance on slips, trips and falls.](#)



Safety Signage and barriers

The appropriate safety signage and barriers for the works being conducted should be displayed or erected safely. This should be done in a way that considers hazards such as:

- ❖ Structural failure
- ❖ Falls from height
- ❖ Being stuck by moving objects
- ❖ Manual handling during erection
- ❖ Inadequate fixtures and fittings
- ❖ Obstructing entry and exits
- ❖ Obstructing lighting and emergency signage
- ❖ Equipment malfunction
- ❖ Difficult environmental conditions (weather and location)
- ❖ Theft

Please contact the **FSG** prior to your work activity if you have any questions or concerns about safety signage and barriers.



Manual handling

Before commencing work on site, contractors/suppliers must establish what manual handling tasks are required for the work activity, in particular hazardous manual handling tasks and implement appropriate controls.

Please speak with your **Swinburne Contact** about utilizing the following to reduce manual handling risks:

- ❖ Elevators
- ❖ Porters
- ❖ Parking permits
- ❖ Changing the activity location
- ❖ Mechanical/lifting aids
- ❖ Delivery times/locations

Depending on the nature of your work activity, you may be asked to provide a JSA, SWMS or risk assessment showing the manual handling risks and controls.

More information: [Swinburne manual handling procedure](#)



Working at height

If you will be working at height as part of your work activity, you must ensure that hazards and risks associated with that work are identified, assessed and controlled. You will be asked to provide a risk assessment for the work activity and should ensure you have one prepared before carrying out the task.

Other requirements for work at height:

- ❖ A **Roof Access Permit** is required before any work on roofs can be carried out. You can obtain this from the **Facilities and Services Department**.
- ❖ Certain buildings within Swinburne University have potential biological hazards present on roofs. Facilities and Services department requires **7 days notice** prior to contractors accessing these roofs.
- ❖ Contractors/suppliers are required to ensure **safe systems of work** and for the provision of appropriate fall arrest and prevention devices.
- ❖ Contractors/suppliers are to have undergone the appropriate training for the selection, use and maintenance of fall arrest and prevention devices.



Work Platforms & 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, boon 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.



Ladders

If a task must be done where there is a risk of a person falling from a ladder, a risk assessment or JSA must be undertaken of that task prior to the task commencing.

With respect to working from ladders, you shall:

- ❖ Inspect ladders prior to use to ensure that they are in good condition for safe operation
- ❖ Ensure the ladder is fit for purpose
- ❖ 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.

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.*



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**.



Confined Spaces Permit

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 **FSG** 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.



Hot Work Permit

A confined space entry permit must be completed accordingly and must 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 must be signed and submitted to Swinburne University of Technology for filing.

The entry permit must be completed verifying that all personnel who have entered the confined space are accounted for and all tools and equipment have been retrieved.



Isolation Procedures

Where works will result in areas and personnel being inconvenienced by an isolation shutdown the contractor shall liaise with your campus **FSG contact** 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 as appropriate**.

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.

Contact **FSG** if you have any questions about **isolation procedures**.



Electrical safety

Leads, equipment and electrical work

- ❖ Any organization or person conducting work at Swinburne must ensure all electrical equipment they bring to campus is **tested and tagged** with current 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. For example, they can be taped down, covered with weighted mats or moved away from walkways.
- ❖ Prior to engaging in any works involving electrical equipment, you 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.



Electrical safety

Leads, equipment and electrical work

- ❖ 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.

More information: [Swinburne testing and tagging of electrical equipment procedure](#)



Plant and equipment

Contractors and suppliers must provide, maintain and operate plant and equipment in a safe manner. Please ensure:

- ❖ **Facilities** are made aware of any plant & powered equipment you intent to bring to campus
- ❖ 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.
- ❖ Risk assessments associated with the plant or equipment is available for review by the **facilities and services group**.
- ❖ 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.

For more information: [Swinburne Plant safety procedure](#)



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**.

Contractors must not conduct work in laboratories without first consulting with FSG.

This is so that the necessary arrangements can be made to ensure the health and safety of staff, students and contractors.

Contractors shall be appropriately **inducted** to these specialised work sites by a local staff delegate as required.

Contractors should not handle or move any substances or containers without the permission of the relevant laboratory manager (or delegate) and comply with all lab related safety procedures and instructions.



Chemical safety

Hazardous substances and dangerous goods must not be brought onto campus without prior permission from **security**.

If you are using or transporting hazardous substances or dangerous goods on campus you will be required to provide:

- ❖ **A risk assessment** for the work or activity you will be conducting
- ❖ A Safety data sheet (SDS) for each hazardous substance or dangerous good.
- ❖ Permits, licenses or other documents relating to your activity.

Contact **FSG** for more information about chemicals on campus.

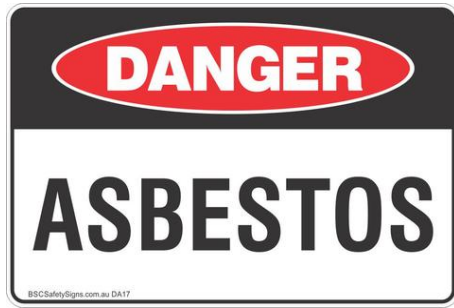
More information: [Swinburne Chemical management procedure](#)

Compressed Gas Cylinders/Air Equipment

- ❖ All compressed gas cylinders are to be handled as though they are potential explosive devices, stored upright at all times and transported appropriately.
- ❖ All cylinders shall have a current pressure vessel certificate. No cylinders will be taken into a confined space without an entry permit.
- ❖ You must have a JSA/Risk assessment that addresses the hazards, risks and controls for gases brought to campus and works involving gas cylinders.
- ❖ Oxy-acetylene hoses must be fitted with flash back arresters.



Contact the **facilities and services group** if you have any questions.



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**.

Please visit <http://www.asbestos.vic.gov.au/home> for information on asbestos safety.

Traffic management



If your work activity will affect traffic flow, direct pedestrians into traffic lanes, or result in vehicle/plant/pedestrian interaction then you must submit a traffic management plan to Swinburne prior to your event or work activity commencing.

Depending on where and how your activity will impact vehicles and pedestrians you may need to:

- ❖ Obtain permits from the local council
- ❖ Get approval from Swinburne facilities and services
- ❖ Engage a traffic management company

Unless otherwise agreed, the contractor/supplier is responsible for traffic management arrangements related to their activities.

If you require further guidance you can refer to:

[General Guide for Workplace Traffic Management, SafeWork Australia](#)



Noise

Regardless of your activities, you are requested to take all practicable precautions to minimise noise related to your work activity.

- ❖ Consider the time of day your activity will take place and how the noise levels may affect others.
- ❖ If noise is likely to be generated at a level that has the potential to cause disruption to classes or University operations you must submit a **risk assessment** for approval and ensure appropriate controls are in place.
- ❖ Contractors/suppliers are advised not to bring radios into Swinburne workplaces.

More information: [Swinburne Noise procedure](#)



Working outdoors

If you are conducting work or activities outdoors, you should ensure that UV, heat, and environmental hazards are assessed and controlled.

Fatigue and heat related conditions can increase the risk of incidents occurring. Please ensure that you and your workers/volunteers:

- ❖ Know how to access campus amenities such as shaded rest areas, toilets, and drinking water.
- ❖ Have sun protection such as sunscreen and protective clothing (PPE)
- ❖ Take regular breaks
- ❖ Work to conditions – i.e. conduct physically demanding work in cooler times of the day.

[Guidance on fatigue prevention](#)

[Guidance on working in the heat](#)



Personal protective equipment (PPE)

Contractors/suppliers are expected to provide their employees, subcontractors or volunteers with the appropriate Personal Protective Equipment (PPE) required for the work activity.

You must ensure that:

- ❖ The PPE is appropriate for the task
- ❖ The PPE is in good condition and maintained properly
- ❖ Training is provided in the correct use of the PPE

If the contractor/supplier or any of its' employees or subcontractors do not use PPE provided for their safety while carrying out the work activity, this will be considered an 'unsafe act'. They may be asked to cease work and/or leave the premises for refusing to comply with health and safety requirements.

More information: [Swinburne PPE procedure](#)



First Aid

Organisations conducting work activities at Swinburne 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 ensure that:

- ❖ Your employees have access to the appropriate first aid supplies
- ❖ You notify **security** of any first aid/emergency response requirements.

For significant injuries which require medical intervention you must contact 000 or the relevant campus nurse:

- | | | |
|------------|-------------------------|-----------|
| ❖ Hawthorn | Building GS, Level 4 | 9214-8483 |
| ❖ Croydon | Building CA, Room A130 | 9726-1711 |
| ❖ Wantirna | Building WA, Room WA121 | 9210-1287 |

More information: [Swinburne First aid procedure](#)

*Swinburne University has first aid kits and first aid officers located across all campuses. However, Swinburne cannot guarantee that the first kits address the specific hazards associated with your work activity. If you require more information about first aid kits, please contact **security on 9214 3333**.*



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.
- ❖ Contractors are also responsible for ensuring flammable liquids remain closed when not in use and are stored in appropriate containers.
- ❖ A **Hot Work Permit** is required for any activity likely to produce a source of ignition.
- ❖ You must notify the campus **Facility Operations office** where fire detection alarm systems could be activated due to dust, fumes, sparks, flame, smoke, water or vibration.
- ❖ Your FSG contact requires 24 hours notice where fire isolation is required.

Failure to Comply: In the event of a false alarm signal alerting the fire brigade, the contractor/supplier 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
- ❖ 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
- ❖ Follow all instructions from the area warden and / or emergency personnel
- ❖ Evacuate to a safe location. Evacuation maps:
 - ❖ [Hawthorn evacuation map](#)
 - ❖ [Croydon evacuation map](#)
 - ❖ [Wantirna evacuation map](#)

Monitoring, Supervision, Inspections and Audits



Swinburne will ensure that all contractors are monitored and supervised, as far as is reasonably practicable. This can include, but is not limited to:

- ❖ Spot checks to ensure you have a contractor pass
- ❖ Requests to view your JSA/SWMS, permits or licenses
- ❖ Inspections of work and supervision of safe work practices
- ❖ Quarterly OH&S audits conducted by FSG, in conjunction with OH&S.

If you have any questions concerning inspections and audits please speak to FSG.

Induction completion confirmation

By completing this form you acknowledge that you have read and understand your OH&S obligations and responsibilities while carrying out work activities at Swinburne.

Please fill out all fields of the form and email it to your Swinburne contact prior to commencing work.

First Name:

Last Name:

Organisation:

Industry type:

Position:

Telephone number:

E-mail address:

Swinburne contact name:

Date of induction:

Work date(s):

Reason for coming to Swinburne:

End of induction

Be safe at Swinburne

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SWINBURNE
UNIVERSITY OF
TECHNOLOGY

Swinburne
▶ think forward