



# Occupational Health and Safety Online Induction Program

Contractor & Suppliers  
(Events & professional services)

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SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY

**Swinburne**  
▶ think forward

# OH&S Induction Program

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

- ❖ Event management companies
- ❖ Food and beverage suppliers
- ❖ Hospitality services
- ❖ Entertainment companies and individuals
- ❖ Vendors and stalls, including not-for profit organisations
- ❖ Organisations hiring or using Swinburne spaces

*You must read this induction, view the information and resources provided via [hyperlinks in red](#), and fill out the forms at the end. **Return the completed induction to your Swinburne contact prior to commencing work.***

# Who must complete an induction?

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

- ❖ Any contractor, supplier or individual conducting work alone, unsupervised or without a Swinburne staff escort.
- ❖ Any contractor/supplier who is responsible for supervising the employees or subcontractors carrying out work.
- ❖ Any person from an external organization responsible for organizing and/or managing an event or function at Swinburne.

Contractors/suppliers must renew their induction every **12 months**, or at any time as directed by security.

*If you are conducting construction, maintenance, electrical or high-risk work, please complete the [Contractor Online Induction](#) or contact the [Facilities and services group](#).*

# 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**

- ❖ Dial 000 for police, ambulance or fire brigade

You should also ensure you or your employees have the contact details for any **Swinburne employee or event organiser** related to your visit to campus.

# 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](#)

# 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](#).
- ❖ Ensure you are escorted by a Swinburne staff member for the duration of your visit.

For contractors, suppliers or event managers conducting work activities or working alone:

- ❖ Report to the Security Office on campus
- ❖ 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 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.

## 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.

## 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 security before bringing it to campus. A **risk assessment** and **MSDS** will be required and must be produced when requested.

## Working alone

- ❖ Advise security 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.

# 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 may 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](#))
- ❖ Material Safety Data Sheets ([MSDS](#))
- ❖ 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 **security** 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 security **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 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. students, volunteers
- ❖ Spaces being used. See Space
- ❖ 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**.

# Space usage and protocols

Swinburne has both enclosed and open space areas where work activities and events take place. There are protocols and guidelines for the use of these spaces. If you are carrying out work or involved in an event at Swinburne you should familiarise yourself with these protocols and guidelines:

- ❖ About event spaces in Hawthorn, Croydon and Wantirna:  
❖ <http://www.swinburne.edu.au/timetable/venues.html>
  
- ❖ Key Event Spaces use Protocols:  
❖ <http://www.swinburne.edu.au/timetable/Data/KeyProtocols4.pdf>
  
- ❖ Event Space Usage Guidelines:  
❖ <http://www.swinburne.edu.au/timetable/Data/EventSpaceUsageIT.pdf>

You can view the **University premises policy** [here](#).

# 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 an event or work activity in, should be able to do so safely.

You must ensure:

- ❖ Concerns about access and egress are raised with security 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 event/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 **security** on **9214 3333**.

# 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 items, boxes, 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**.

# 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](#)

# Temporary signage and structures

Temporary signage and structures create more risks as they are usually:

- ❖ Planned in a shorter period of time
- ❖ Made of lightweight components i.e. marquees
- ❖ Rapidly assembled and dismantled
- ❖ Made of flexible connections
- ❖ Designed and constructed differently on each occasion to suit various events

It is important that hazards and risks associated with temporary signage and structures are identified, assessed and controlled. If you have your own signage or structures, or you are responsible for the erection and dismantling of temporary signage and structures, you must ensure that:

- ❖ They are safe and secure at all times.
- ❖ They are erected or dismantled in a safe manner
- ❖ Temporary signage is removed and disposed of responsibly

# Temporary signage and structures

Common hazards and risks associated with temporary signage and structures:

- ❖ 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 **facilities group** prior to your event/work activity if you have any questions or concerns about your temporary signage and structures.

# Working at height

If you will be working at height as part of your event or 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.

# Ladders

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 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
- ❖ 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.

# 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
- ❖ BBQ areas

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

# Food and alcohol

If you are supplying and/or serving food or alcohol at Swinburne you must ensure:

## Food

- ❖ Employees selling, offering or serving food have completed a Safe Food Handling Course and have the relevant training, competency and qualifications.
- ❖ If food allergies are identified, you ensure that any food provided is free of these allergens, or clearly label foods that do or do not contain the allergen i.e. may contains nuts, gluten free
- ❖ Food preparation equipment, including equipment to keep food cold/warm is hygienic, properly maintained, tested and tagged (electrical) and compatible with electrical sockets.
- ❖ You have the appropriate permit if you are a temporary or mobile food premises i.e. [Boroondara council](#) requirements:
  - ❖ Temporary food premises
  - ❖ Mobile food premises
  - ❖ Statement of trade

# Food and alcohol

## Alcohol

- ❖ Ensure that you have gained permission from the University to sell, serve or offer alcohol.
- ❖ Employees selling, offering or serving liquor have completed the mandatory Responsible Serving of Alcohol (RSA) training.
- ❖ The contractor/supplier must ensure that the correct permits for selling, offering or serving alcohol are acquired. Such as:
  - ❖ **Temporary Limited Liquor Licence**
- ❖ Ensure alcohol is not sold, served or offered knowingly to a person under the age of eighteen.
- ❖ Anyone serving or supervising the serving of alcohol must not consume alcohol immediately prior to or during the event.
- ❖ **Security** must be alerted immediately if anyone is intoxicated, ill, or threatens to or becomes violent.

# BBQ/Gas cylinders safety

## Safe Storage of Gas cylinders

- ❖ It is best to store gas bottles outdoors in a well ventilated space.
- ❖ Gas bottles should never be stored indoors.
- ❖ Gas bottles should always be stored upright.
- ❖ Do not store gas bottles near an ignition source.

## Placing BBQs for use

- ❖ Adequate ventilation is essential when using a BBQ to allow the gas to burn and burnt gases to dissipate.
- ❖ BBQs should never be used near flammable objects.
- ❖ BBQs should **NEVER** be used indoors because of the risk of toxic fumes, smoke or even fire.
- ❖ Children should be kept safely away from BBQs and gas bottles.

# Transporting Gas cylinders safety

If you will be transporting gas cylinders to or around a Swinburne campus, please ensure the following:



If you are unsure about transporting gas cylinders around campus please contact the **facilities and services group**.

# 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 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.

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 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 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](#)

# Noise

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

- ❖ The use of amplified equipment must be approved by security before the work activity commences.
- ❖ 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](#)

# Media & Filming

If you will be taking photos or filming as part of your event or work activity you must obtain permission from **security**. There may be additional OH&S requirements, depending on the equipment you intend to use i.e. drones.

You can also contact the [Swinburne Media and Communications team](#) for more information on your media and filming requirements:

- ❖ Swinburne story leads
- ❖ interviews with staff
- ❖ locating experts for comment
- ❖ photographs
- ❖ filming our campuses
- ❖ shareable content from our social media platforms
- ❖ information about Swinburne.

Speak with your **Swinburne contact** about planning for media and communications activities for your event or work activity.

More information: [Swinburne risk assessment procedure](#)

# 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 Material safety data sheet (MSDS) for each hazardous substance or dangerous good.
- ❖ Permits, licenses or other documents relating to your activity.

Contact security for more information about chemicals on campus.

More information: [Swinburne Chemical management 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, subcontractors or volunteers 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](#)

# Traffic management

If your event or 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:

[Traffic management: Guide for events, SafeWork Australia](#)

# 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 arising from hazardous substances or dangerous good (can be found on the MSDS)

For more injuries which require a greater first aid response you can contact Security 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**.*

# Housekeeping

Contractors and suppliers conducting events and 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 an event or 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 the facilities group 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.](#)

# Fire prevention & emergency response

## Fire prevention

Fire prevention requirements must be considered prior to your event or activity.

- ❖ This may involve careful selection of tools, work methods and materials.
- ❖ 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.

## 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](#)

# Security

Swinburne hosts hundreds of events each year and a vast majority of them do not require security, however Campus Security reserves the right to determine the exact number of security officers required for any event or activity.

- ❖ Security will be responsible for keeping the peace, protecting university property and maintaining the safety and security of the participants.
- ❖ You must advise security of your activity or event at **least two weeks prior**. All security officer requests are for a minimum of four hours call out.
- ❖ If an event or activity is cancelled you must notify Security at least four hours prior to the event or activity start time. Failure to properly notify Security of a cancellation will result in a charge for four hours for each officer assigned to the event.

*If you have any questions concerning security for your event or activity, please contact Gavin Greenway on 9214 5530 or Kain Jarvis on 9214 8928.*

# 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

SWIN  
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\* NE \*

SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY

**Swinburne**  
▶ think **forward**