SECTION 1 - INTRODUCTION

PURPOSE
The purpose of this document is to provide guidance to Swinburne representatives who engage or oversee the work of contractors so that they are able to effectively manage the risks of health and safety associated with contractor’s activities being undertaken on Swinburne’s behalf.

SCOPE
The processes detailed in this document are applicable to:

1. Facilities and Services Operations and Corporate Services contractors engaged to perform either ad-hoc work or regular/scheduled maintenance.
2. Major Projects Contractors where the work is related to:
   - Defect period rectification works
   - Refurbishment works where the site is not quarantined from other areas of the University
3. Information Technology Services contractors where University Infrastructure (electrical, structural, hydraulic etc) has the potential to be compromised as a result of the works (penetration of fire walls, overloading electrical circuits etc). This requirement also applies to the following engagements:
   - Data Centre hardware installations, repairs and maintenance
   - Data Centre HVAC, fire suppression, electrical, data installations, repairs and maintenance
   - Data Centre cleaning
   - Desktop Deployment services
   - IT hardware disposal services
4. Other: Contractors directly engaged by Faculties, Schools or Departments to carry out repairs and or maintenance on their equipment (teaching, research or general)

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Contractor</td>
<td>A person or entity, who or which enters in to a contract for services either personally, or through its personnel, to achieve prescribed objectives or ends, and for a sum of money agreed prior to the work being undertaken.</td>
</tr>
<tr>
<td>Employer Representative</td>
<td>For the purpose of this policy, the Employer Representative shall be the head of management unit who has the management and control of the area or functions at issue unless otherwise stated in the relevant University policy – eg, Responsibilities for Implementing OHS.</td>
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<tr>
<td>Head of Management Unit</td>
<td>The position with management responsibility for a Management Unit</td>
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LEGISLATIVE CONTEXT

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
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RESPONSIBILITIES

**Heads of Management Units**

- Implement this procedure in areas under their control including activities conducted on sites other than university property.
- Ensure, as far as is reasonably practicable, that adequate financial provision is made available to implement this procedure in areas under their control.
- Ensure OH&S requirements are included in all contracts, tenders and quotations.
- Ensure current SUT templates are used for ALL contracts, tenders and quotations.

**Managers and Team Leaders**

- Responsible for ensuring contractors and sub contractors follow this procedure.
- Ensure OH&S requirements are included in all contracts, tenders and quotations.
- Ensure current SUT templates are used for ALL contracts, tenders and quotations.

**Contractors**

- Responsible for following the requirements of this procedure and ensuring the supervision of any sub contractors they engage in meeting the same.

**Facilities Services Group – Operations**

- Ensuring all contractors undertake Swinburne OHS Contractor induction.
- Processing of contractors and subcontractors inline with this procedure.
- Maintaining contractor and subcontractor records.
- Scheduled inspection of contractor adherence to this procedure in conjunction with the OHS unit.

**OHS Unit**

- Scheduled inspection of contractor adherence to this procedure in conjunction with the Facilities Services Group.
- Responsible for providing assistance to Swinburne staff and others in OHS matters relating to contractor management.
SECTION 2 - PROCEDURE

Induction Process:
All contractors engaged by Swinburne (as defined above) are required to complete the on-line induction program either prior to coming on site or at the Croydon, Prahran or Hawthorn FSG Operations Office:

URL: http://www.swinburne.edu.au/corporate/facserv/induction
User Name: Induction
Password: Swin10

This program steps contractors through the required OHS and safe work procedures and directives. The program records any licenses or certificates as appropriate and or required to carry out necessary works.

At the completion of the learning module, contractors are required to complete a series of multiple choice questions. If a successful completion rate of 80% or more is achieved the contractor will be prompted to record their details (including licence and registrations as applicable) and then to print a record/certificate of completion.

The contractor is then required to attend an FSG Operations Office at Croydon, Prahran or Hawthorn with their licences, registrations and their certificate of completion as issued by the Induction program, where a photo identification card will be issued for the current calendar year.

If the nature of the contractors work is likely to be a "One Off", they are still required to complete the induction process and attend an FSG office at either Croydon, Prahran or Hawthorn with a copy of their appropriate registrations, and their certificate of completion issued by the Induction Program, where a Visitor Identification Card will be issued for the time they are on site to perform your work duties. With respect to Wantirna and Lilydale, contractors are required report to the site security office. The induction process is valid for a calendar year only and is required to be retaken in subsequent years should they continue to be engaged by the University.

Additional Induction Requirements for ITS Data Centres:
Where work is to be carried out in any of the University’s Data Centres an additional Induction program is to be completed. This induction covers safety and emergency procedures specific to the unique conditions related to Data Centres. Contractors are required to make an appointment with the Data Centre Manager.

Site Attendance:
When a contractor is called onto any of the Swinburne sites (excluding Sarawak) they are required to:

- Report to and sign in at the FSG Operations or Security Office (if at Lilydale or Wantirna) and collect their Work Order(s), where issued, and any work permits appropriate to the Work Order(s) along with parking permits if required. Where a JSA is required for the work to be carried out, it must be presented at the sign in point. A copy will be made and retained by the University.
- Use the barcode scanner to **Scan Out** the work order(s).
• Have the Swinburne photo identity card prominently displayed on their person AT ALL TIMES while on site.
• Have any relevant JSA’s, licences, permits, MSDS’s with them AT ALL TIMES while on site
• Report to Security for keys or access swipe cards if required.

Prior to leaving site a contractor is required to:
• Return any keys or access swipe cards to Security.
• Where Confined Space Permits have been issued the permit shall be completed verifying all persons are accounted for, signed and submitted to the appropriate Facilities and Services staff
• Use the barcode scanner to Scan In the completed Work Orders.
• Advise the appropriate Swinburne staff member (s) that the work has been completed and Sign out.

Managing the Process – quarterly site inspections:
In order to ensure the conditions contained in the Contractor Induction Process are adhered to, a program of scheduled physical site inspections will be conducted by Facilities and Services staff in conjunction with the Human Resources, OHS Team Leader. Site inspections will be conducted in: May, August, November and February.

The findings of these audits will be documented and fed back to the appropriate Heads of Management Unit where required.

Any contractor engaged by the University may be asked at any time to produce any or all of the following as appropriate to the work they have been engaged to perform:

• Photo ID (or Visitor Identification Card) must be prominently displayed on your person at all time while in attendance at the University
• JSA’s as applicable to the works
• Relevant Licences or permits
• A copy of the Work Order for the job being performed
• Permits applicable to the works and adherence to same
• Inspection of portable electrical equipment to ensure tested and tagged current
• MSDS as appropriate are current

Contracts, Tenders and Quotations
OH&S responsibility begins at the engagement stage with contractors, it is therefore critical that OH&S requirements are included in all contracts, tenders and quotations. In order to fulfil this obligation managers are required to use SUT templates for ALL contracts, tenders and quotations.

Should you require any assistant please contact the Swinburne legal team.
Templates can be found at - http://www.swinburne.edu.au/corporate/legal/

Management Responsibility:
The Faculty, School or Department who engages the services of any contractor will also assume responsibility for ensuring the conditions associated with this process are strictly adhered to.

SUPPORTING DOCUMENTATION
Forms and Records Management

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<tr>
<th>Form</th>
<th>Retention Time</th>
<th>Retention Location</th>
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*University Disposal Schedule is available at http://www.swin.edu.au/corporate/registrar/rms.htm

Related Material

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<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Document Type</th>
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<tbody>
<tr>
<td>Swinburne University OHS Policy</td>
<td>PPD</td>
<td>Policy</td>
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SECTION 3 - GOVERNANCE

RESPONSIBILITY

Policy Owner: Director, Human Resources

VERSION CONTROL AND CHANGE HISTORY

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Approval Date</th>
<th>Approved by</th>
<th>Amendment</th>
</tr>
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<tr>
<td>2</td>
<td>9 February 2012</td>
<td>University Secretary</td>
<td>This procedure has been updated to incorporate current processes in contractor management. Previously known as “Contractor Management (OHS Considerations) Procedure”</td>
</tr>
<tr>
<td>1</td>
<td>9 February 2010</td>
<td>Executive Group (via circulation)</td>
<td>This procedure has been taken out of the OHS Policy.</td>
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