Swinburne University as part of its operations is involved in tendering and managing a very broad range of contracts. These can include long term contracts through to quite small contracts for minor maintenance or repair. Swinburne University and in particular the personnel responsible for engaging or managing contractors are responsible for the health & safety of the contractor and the contractor’s employees, in relation to all matters over which the University has control.

Swinburne University expects all contractors working on Swinburne sites to

- Undertake an induction / orientation program prior to commencing work.
- Obtain a contractor’s pass and wear it clearly displayed on their person whilst working on site.
- Have systems and procedures in place to protect not only all who visit or work on Swinburne sites but also their own staff.
- Be appropriately licensed and have the relevant competencies to undertake the activities for which they have been engaged.
- Ensure plant & equipment brought on site is appropriately licensed or registered and maintained
- Undertake risk assessments or JSA's as required and have these documented to ensure risks and controls are identified.

Contractor and supplier inductions can be found [here](#).