

LA TROBE UNIVERSITY

CONTRACTOR SAFETY PROCEDURE

1 **PURPOSE**

The purpose of these procedures is to ensure that the University's responsibilities towards health and safety of contractors, the University community and members of the public are met.

Contracted works are no different to other University activities in that they require planning, training, and supervision and care to minimise risks and achieve safety standards. University managers must show due diligence in selecting and awarding contracts by ensuring that competent contractors are engaged and that the contractor and their employees carry out the work in a safe manner.

These procedures highlight the issues involved for all staff engaging contractors to undertake Buildings and Grounds work in the University. They reinforce the need to ensure that contractors are engaged and managed appropriately.

2. **DEFINITION**

Contractor

A person or persons contracted to provide materials and or labour related to building and grounds work.

Contract

A formal agreement to complete a service or carry out a specified activity. The type of contracts will depend on the level of financial risk, the duration of the contract and the value of the contract.

Induction

A formal process of providing information on safety requirements prior to commencement of work.

Induction Guidelines

A booklet produced by Buildings and Grounds Division, which establishes the minimum OH&S requirements. These do not replace safe operating procedures.

Licence

Official permission issued by the regulatory authorities. These include forklift licences, rigger certification, etc. All licences must be furnished on demand.

Permits

Official permission issued by the relevant authority in respect of prescribed activities. The relevant regulatory authority may issue permits or internal permits may be issued by the University for prescribed activities conducted on University premises.

Hazard

Situation with the potential to cause injury and / or property damage

Risk

The likelihood that a hazard will cause an injury and / or property damage and / or financial loss.

Risk Assessment

The process of identifying hazards and assessing and recommending methods of controlling those risks associated with a particular project.

Safety Plan

A plan applicable to major and long term contracts. It is the contractor plan that outlines how occupational health and safety will be managed for the project.

Project Manager/Officer

The nominated University employee who shall be responsible for the management and coordination of the contract.

Standard Preliminaries

The University's Standard Preliminaries published by Buildings & Grounds shall apply to all building and construction contracts.

3. PROCEDURE**3.1 Authority to engage contractors**

The authority to engage contractors is specified in the University's Business Procedures Manual. All staff who engage and manage contractors must be aware of their management responsibilities towards Health and Safety and other legal insurance and contractual issues.

Buildings and Grounds Division are responsible for the management and co-ordination of all University contracts involving building works, engineering service, refurbishment and maintenance works throughout the University.

All contracts of this type must be arranged through Buildings and Grounds.

3.2 Responsibilities

The University project officer / manager is responsible for conveying to contractors the importance of occupational health and safety through.

- Specification requirements,
- Contractor selection, assessment and engagement
- Implementing contractor Occupation Health and Safety procedures and ensuring compliance
- Specific work site hazards
- Monitoring health and safety standards during the contract
- Documentation
- Consultation with Health and Safety Representatives

3.3 Pre Contract Stage**3.3.1 Type of contract**

The contract represents an agreement between the University and the contractor. It is essential that the contract clearly expresses the intent and scope of the works and covers the legal issues involved.

Minor contracts (to a value of \$100,000)

The project manager must have a good understanding of hazards and risks associated with the contract. The contractor must have established Occupational Health and Safety systems but these may not be formalised.

All operators must be appropriately licensed and plant and equipment registered as required.

A risk assessment must be undertaken for the work by the contractor in conjunction with the project manager/officer.

Major contracts (in excess of \$100,000)

In addition to the above requirements, contractors must have a formal occupational health and safety management system. The health and safety systems will include a formal risk assessment for the contract, and require that the contractors report on occupational health and safety performance during the contract.

3.3.2 Selection of contractors

Selected contractors must be able to demonstrate that they are experienced and competent to carry out the required works with regulations and accepted safety standards. Before a contract is awarded an overview of the status of the tenderer's Occupational Health and Safety Management systems must be obtained. See attachment "Tenderer Occupational Health and Safety Management System"

3.3.3 Evaluation

One of the criteria on which tenders must be evaluated is the tenderers OH&S management systems. This evaluation will establish the level of competency of the tenderer with regard to health and safety in general and in particular to tender requirements and all relevant information must be requested and provided before work commences on site.

The Safety Management Plan should include:

- Responsibilities
- Documented Induction & training that the contractor has undertaken
- Safe Work procedures
- Risk Assessment
- Safe plant and equipment
- Safety Inspections
- Safety consultation, between contractor employees and the University
- Personnel Protective Equipment
- Emergency procedures including first aid
- Incident recording
- OHS performance monitoring

The contractors' occupational health and safety management system must be evaluated prior to the contract being awarded. (Refer to attachment "Review of the tendered Occupational Health and Safety management system questionnaire"). Contractors will be required to verify their responsibilities noted on their questionnaire

3.3.4 Indemnity

The contractor must indemnify the University, its agents and employees for any liability, loss damage, claim or proceedings resulting from any act, omission or negligence on the part of the contractor or the contractor's agents, employees or sub-contractors.

3.3.5 Insurance

The contractor must comply with the insurance clauses of the University's Standard Preliminaries.

3.4 Contract Stage

3.4.1 Hazard Identification and Risk Assessment

The object of risk assessment is to identify hazards associated with contract tasks /activities. The level of risk will be determined and appropriate risk controls will need to be established. The risk assessment must review all hazards that can be associated with the project. Hazards can be physical, chemical, ergonomic, radiation, psychological or biological.

The successful tenderer in relation to the contract shall complete a risk assessment form (See attachment Project risk assessment checklist) and submit it to the contract manager for approval prior to commencement of work. The risk assessment shall take into consideration scheduling of work to avoid disruption of classes or research, areas not to be entered or services to be isolated as part of the work.

3.4.2 Contractor Induction

The project manager shall be responsible for organising an Occupational Health and Safety induction before the contractor/s begins work. The induction process shall be based on the critical nature of the work and shall specify University safety procedures and guidelines.

Induction shall be signed off by the contractor or nominated representative of the contractor to confirm that the induction has been received and understood.

Induction shall include University occupational health and safety issues and include but not be limited to the following subjects:

- Contractor induction booklet contractor guidelines
- LTU Policies (OHS, Equal Opportunity & Sexual Harassment)
- Site Entry and Access
- Work Management
- Work permits
- Safe Working Practices
- Working From Heights
- Confined Spaces
- Manual handling and materials movement
- Hazardous substances
- Plant & equipment
- Safety devices
- Personal protective clothing
- Housekeeping
- Waste removal
- Incident/Emergency Response
- Fire
- First aid
- Isolation of services.

3.4.3 Monitoring Contractors

Monitoring contractor safety performance is a critical requirement in contractor management. It sends a clear message to contractors that safety issues are a priority and ensures that health and safety legislation, codes of practice and standards are met.

During the contract stage the project manager/officer shall:

- Monitor contractors safety performance
- Monitor the performance of contractors to ensure that all legal requirements are met.
- Ensure regular site inspections are conducted.
- Advise the contractor on risks and non-conformance
- Monitor and follow up on corrective action.
- Review OHS performance, accident and incident reports, third party reports and complaints,
- Review occupational health and safety performance via regular meetings with the contractor.
- Ensure all contractor records are maintained as determined in this procedure.

3.4.4 Non conformance reports.

A non-conformance report details high-risk safety issues identified through incident reports and inspections. The report will be prepared following consultation with the contractor representative and an agreed time frame should be documented on the report for the rectification of issues.

Where the contractor does not rectify the issue within the agreed time frame a second non-conformance report may be issued. In this situation suspension or termination of the contract will need to be considered.

A non-conformance report must outline the specific nature of the non-conformance. This may include identifying:

- Any plant or equipment involved.
- Any chemical or hazardous substance involved.
- Work procedures not followed.
- Any other physical aspects of the work that presents a hazard.
- The nature of the risk.

See attachment non-conformance report.

3.5 Records

The University must retain contract records during the period of the contract and for seven after completion of contract for minor contract and 15 years after completion of contract if sealed. The register of contractors must be maintained as a permanent record.

4. REFERENCES

Occupational Health and Safety Act 2004.

5. CROSS REFERENCES TO UNIVERSITY POLICIES AND PROCEDURES.

La Trobe University Permits to Work procedure.

http://www.latrobe.edu.au/ohs/manual/Work_permits.pdf

La Trobe University OHS Policy http://www.latrobe.edu.au/ohs/manual/OHS_Policy.

La Trobe University Business Procedure Manual <http://www.latrobe.edu.au/staff/busproc.html>

6. **DOCUMENTATION**

Tenderer OHS Management system questionnaire

Review of tenderer OHS management System

Project Risk Assessment checklist

Non Conformance form

Checklist for contractor management

http://www.latrobe.edu.au/personnel/forms/Contractor_forms.pdf

This procedure was approved by the Executive Occupational Health and Safety Committee at its meeting on 6 December 1999

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