

Division of Infrastructure and Commercial: Contractor Induction

The screenshot displays the Western Sydney University Contractor Induction interface. At the top left is the Western Sydney University logo, and at the top right is the title "CONTRACTOR INDUCTION". The main content area features a large photograph of a modern university building at dusk. On the left side of this area is a vertical navigation menu with the following items: Introduction, Why follow safe working practice, Before you start work, On the job, Unique Western Environment, Safe Work Practices, Waste Management & Removal, Incidents & Reporting, and Final Assessment. Below the menu is a "DANGER" warning sign graphic. At the bottom of the interface is a blue navigation bar containing the following links: Certificate, Audio, Course Map, Bookmark, Resume, Email, Help, and Exit.

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Contractor Induction Registration

Instructions

Read these instructions carefully before continuing

The Western Sydney University (Western) is committed to ensuring a safe and healthy environment for staff, students, contractors and all other individuals. The Division of Infrastructure and Commercial contractor induction process is consistent with the requirements of the Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011. Completion of the Division of Infrastructure and Commercial Contractor Induction Program is a precondition to permission to work on a Western site.

To complete the Division of Infrastructure and Commercial Contractor Induction Program:

Complete the Contractor Induction Registration. You will need to have contact details for yourself, your company including ABN, and your Division of Infrastructure and Commercial Contractor Project Manager/key Western contact.

Work through the modules and quizzes and complete the final assessment. If you achieve 80% or higher you will be provided with a Certificate of Completion.

Have your company supervisor sign the certificate. Have your signed Certificate of Completion scanned and emailed to your Division of Infrastructure and Commercial Contractor Project Manager/key Western contact.

A Contractor Induction card or certificate will be prepared for you and forwarded to your Division of Infrastructure and Commercial Contractor Project Manager/key Western contact who will notify you when your card is available for collection.

You will then be able to use your card to log-in and log-out at the Campus Safety and Security Office of the campus you're engaged to work at.

You will also need to carry your Contractor Induction card whilst working on a Western campus or site.

For any further information about the Division of Infrastructure and Commercial Contractor Induction Program, please contact the Office of Infrastructure Services via email: oecheduler@westernsydney.edu.au

Module 1. Course Introduction

Introduction

Welcome to the Western Contractor Induction course. All contractors working at Western are required to complete this course before commencing work on any Western site.

The course focuses on Western work site rules and procedures as well as safe work practices. More detail on all topics discussed can be found in the Contractor on Site Operational Protocols Handbook that you will be given or have already received.

At the end of the course you will be given a Contractor Induction card/certificate (this name may change) which must be presented to the Campus Safety & Security Office on your first day of work.

NO CARD= NO SITE ACCESS

WHS at Western

Safe work practices are everyone's business

Western is committed to ensuring a safe and healthy environment for everyone. What else are we committed to?

1. Every person has the right to a safe and healthy working environment
2. Each individual has a responsibility to preserve and improve occupational health and safety
3. Compliance with all relevant WHS legislation and Western rules and procedures is a precondition of entry to work on Western's campuses
4. Providing access to Western Representatives who can answer any questions or provide clear direction on WHS at Western



Non-compliance

Non-compliance with workplace health, safety and environmental legislation or the Western's health, safety and environment requirements is not an option.

Western assesses contractors on their professional standards and their willingness to perform at a high level of health, safety, and environmental awareness.

Western has documented procedures to correct unsafe work practices. See the Information handbook to find out more.

Roles and Responsibilities

When it comes to WHS everyone has important roles and responsibilities.

Project Manager/Maintenance Specialist:



- Manage jobs with the aid of Tririga CMMS
- Check jobs
- Assign jobs
- Notify planning of job completion
- Manage WHS
- Maintenance knowledge base for site
- Main contact point for contractors

Contractor:

- Responsible for staff and subcontractors on site
- Works closely with Project Manager/Maintenance Specialist
- Plans work appropriately
- Informs of completed jobs
- Finds root cause of breakdowns
- Ensures cost effective completion of jobs
- Suggests quality improvements
- Submits invoices at end of month
- Weekly/daily upload of completed work



Campus Safety & Security



- Monitors signing in and signing out of contractors on campus
- Issues contractor passes and vehicle permits
- Contact point for emergencies
- Fire panel isolation and de-isolation

Roles and Responsibilities continued

If you are a contractor then everyone that works in your company has a responsibility for ensuring the health and safety of university staff, students, fellow workers, other contractors, and visitors to the campuses. Before commencing work at Western, you, and any sub-contractors, must have a Work Cover Industry Induction Card (White Card) and you must complete this course for your Western Induction card or certificate. Both cards must be carried at all times. These rules are designed to protect everyone, and that includes you.

Module Quiz

This is the Module 1 quiz.

You will be presented with 5 questions and you should aim to achieve a score of 80 per cent or better.

Question 1.

If you successfully complete your On-site Operational Protocols Induction training, you will be issued a Contractor Induction Card. What happens if you don't have a card?

Answers

- ☐ NO CARD = DELAY AT GATE
- ☐ NO CARD = NO SITE ACCESS
- ☐ NO CARD = MUST BE ESCORTED
- ☐ NO CARD = TEMPORARY CARD ISSUED

Question 2.

Review the statement and decide if it is true or false.

Additional information on safety while working at Western can be found in the On-site Operational Protocols Handbook.

Answers

- ☐ True
- ☐ False

Question 3.

We said that Western is committed to ensuring a safe and healthy environment for everyone. What else did we say Western was committed to?

Answers

- ☐ Every person has the right to a safe and healthy working environment
- ☐ Each individual has a responsibility to preserve and improve occupational health and safety
- ☐ Compliance with all relevant WHS legislation and Western rules and procedures is a precondition of entry to work on Western campuses
- ☐ Providing access to Western representatives who can answer any questions or provide clear direction on WHS at Western.

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Question 4

Match the role with its corresponding responsibility.

Answers

Maintenance specialist	Responsible for own staff and subcontractors on site
Security	Maintains maintenance knowledge base for site
Contractor	Contact point for emergencies
Project manager	Main contact point for contractors

Question 5

Review this list of responsibilities and decide who they belong to Western Staff or the Contractor.

Answers

Plans work appropriately	
Finds root cause of breakdowns	
Suggests quality improvements	
Weekly/daily upload of completed work	
Informs of completed jobs	
Ensures cost effective completion of jobs	
Submits invoices at end of month	

Module Summary

This concludes Module 1 Introduction. Remember the main points:

- No card no site access
- Every person has the right to a safe working environment and a responsibility to ensure that it happens.
- Non compliance with workplace health, safety and environmental rules and regulations on Western campuses is not an option
- Know what your roles and responsibilities are

Module 2. Why Follow Safe Working Practices?

Introduction

These days everyone in the workplace knows something about WHS, in fact one of the problems WHS practitioners face when trying to get the safety message across is that element of I've heard it all before. Having been involved in safety training over many years I can tell you that it's the people with that attitude that inevitably get into trouble first. You should also note that Western has some special environments that you may not have worked in before and therefore need special consideration. We'll look at these in more detail later.

So the message for this module and the rest of the course is:

Safety matters, no conditions, no exceptions.

Safety Procedures

Safety procedures on worksites are there for a reason – to prevent workers being injured or even killed.

WorkCover NSW sets out the correct procedures required to do your job safely and sometimes these procedures can mean additional work or the job takes longer. It's no surprise then that there is a temptation to say I won't worry about that today, it's just a quick job. But there is a good reason for these regulations every day workers are injured or even killed on NSW work sites.

Safety in the workplace

Western has developed policies designed to ensure working on Campus is safe for everyone including contractors. In return contractors must conduct their work in a manner that protects Western staff, students, fellow workers, other contractors and visitors. In this topic we discuss Contractor's responsibilities for ensuring the health and safety of everyone on campus.

Western has policies in place to provide a safe workplace for everyone including contractors. Contractors must also have established policies and procedures in place that will protect Western staff, students, fellow workers, other contractors, and visitors. These responsibilities are no less important than the job you are doing.

Western is committed to providing a safe workplace for:

- Staff
- Students
- Contractors
- Visitors to Western

Safety in the workplace continued



Contractors are also responsible for ensuring health and safety of everyone on campus. This is just as important as the actual work you carry out.

The key points are:

- All work is to be carried out in accordance with all the relevant legislation, codes and standards.
- Always follow the documented safe system of work, set out in your company's Occupational Health, Safety and Rehabilitation Management Plan and Work Method Statements.
- During any construction or maintenance work on site all contractors and their staff are to ensure the least amount of disruption as possible to students, staff and visitors to the University.
- Obey all safety signs.

Compliance

As a contractor you will be assessed on your demonstrated commitment to workplace safety as well as the standard of your work. Here are some key points to remember.



Western takes a very serious approach to safety procedures. Contractors are assessed not just on the standard of work they do but their willingness to perform the work in the required manner for safety and health.

Always follow the documented **Safe System of Work** and **Safe Work Method Statements**. If Western detects contractors working in an unsafe manner it will direct them to correct the condition immediately and/or cease work. Western reserves the right to require a contractor to leave the premises if safety procedures are violated.

Compliance continued

Safe system of work

All contractors working for the University will, prior to commencement of their contract, submit to the Project Manager/Maintenance Specialist/Campus Manager their Company's Safety Management Plan.

The University using the Division of Infrastructure and Commercial Evaluation Questionnaire and Guidance Notes will assess this plan for suitability.

Safe Work Method Statements

Contractors shall provide documentation of risk assessments and appropriate safe work methods to be used for each work task or project. The documentation shall include information on the types of hazards associated with the work and the measures that will be undertaken to reduce the risks.

Points to remember

- All contractors must comply with WSU requirements
- Contractors assessed on willingness to work in safe manner as well as quality of work done
- Non-compliance taken very seriously
- WSU will direct contractors to correct unsafe work practices or cease work immediately
- Contractors may be asked to leave premises if safety procedures are violated

General requirements

To complete the module lets confirm what needs to happen around safety management and training.

Contractors must submit their Safety Management Plan to an appropriate Western Representative before the start of the contract. Western will assess the suitability of the plan.

The Safe Work Statement must also be submitted giving details of risk assessment and appropriate work methods to be used for each work task or project. It must include the types of hazards associated with the work and measures that will be taken to reduce risks.

All contractors must have appropriate training and be licensed to carry out the work they do.

OK then, if all that is clear then next, we will present a short quiz to confirm your understanding.

Module Quiz

Question 1

What happens if a contractor is found to be working in breach of workplace safety and corrective action is not taken?

Answers

- ☐ Western will prepare a report and file it
- ☐ The contractor will be told to complete the job but to correct the bad practices next time
- ☐ The contractor may be asked to leave site

Question 2

Review the statement and decide if it is true or false. The manner in which contractors carry out their work is as important as the quality of their work.

Answers

- ☐ True
- ☐ False

Question 3

Review the statement and decide if it is true or false.

Western has policies in place to provide a safe workplace for everyone, so Contractors are not required to have their own policies and procedures.

Answers

- ☐ True
- ☐ False

Question 4.

Review the statement and decide if it is true or false.

WorkCover will enforce financial penalties for breaches of workplace safety legislation that result in prosecution.

Answers

- ☐ True
- ☐ False

Question 5

Fill in the missing words:

Answers

_____ matters, no conditions, no _____

Module summary

This concludes Module 2 Why follow safe working practices. Remember the main points:

- All contractors must comply with Western requirements
- Contractors assessed on willingness to work in safe manner as well as quality of work done
- Non-compliance is taken very seriously
- Western will direct contractors to correct unsafe work practices or cease work immediately
- Contractors may be asked to leave the site if safety procedures are violated

Module 3. Before You Start Work

Introduction

Let's now discuss the procedure contractors need to complete before starting work. Firstly, the assumption is that the company has submitted Safety Management Plans and Safe Work Method Statements that have been approved by Western. If that has not been done then it must be done first.

Pre arrival

There are number of steps that need to be completed **before you arrive on the job**.

Step 1. Complete the Contractor On-Site Operational Protocols course and receive the **Contractor Induction Card or Certificate**.

NO INDUCTION CARD = NO SITE ACCESS

Step 2. Arrange site access with the Project Manager, Maintenance Specialist or Campus Manager as appropriate.

Step 3. Contact the controller of the work area in which the work is to be performed and inform them of the extent of works to be undertaken, the possible impact on the area and to ascertain if any particular circumstances or hazards exist in that work area.

Step 4. Do not commence work unless all the required pre-start safety checks and risk assessments have been completed to the satisfaction of your supervisor.

Getting ready to start work

So now we know the steps to complete prior to arrival. What happens at the gate?

Arriving at the gate



Getting ready to start work

So, if you are a contractor, you have now passed through security and are on your way to the job. There are a couple of things to be aware of in relation to parking and traffic safety.

Firstly, the vehicle pass issued by Campus Safety & Security signifies that your vehicle is permitted on site. It is not a parking permit. You still need to purchase a valid parking ticket and display it. Daily permits are available at vending machines.

Secondly, only park where Campus Safety & Security authorises you to.

And thirdly, you are not permitted to arrange deliveries or pickups without approval. Now, select the next button for more information on parking and traffic safety.

Site rules

Parking and Traffic Safety

Parking and traffic safety are closely monitored on campuses – read on and follow the instructions to avoid and parking or traffic safety issues. Here are some key points you need to be aware of when it comes to parking and traffic safety.



- **Parking restrictions.** Parking restrictions apply at Western sites check with Security about where you can park
- **Parking permits.** Daily and annual parking permits are available
- **Display permits.** Parking permits must be displayed at all times fines may be issued if permit is not displayed
- **Where to park.** Do not obstruct roads, driveways, building escape routes or fire protection equipment
- **Deliveries & pickups.** Deliveries & pickups must be arranged with Project Manager

Module 3 Quiz

Question 1

Before arriving on site the company must have submitted what?

Answers

- ☐ Safety Management Plan
- ☐ Superannuation Statements
- ☐ Safe Work Method Statements
- ☐ Suggestions for safe Working

Question 2

Review the statement and decide if it is true or false.

If you have not completed the Contractor Induction course, you will not be granted entry to the Campus.

Answers

- ☐ True
- ☐ False

Question 3.

Which of the following statements are true?

Answers

- ☐ Parking permits must be displayed at all times
- ☐ Tradesman may park anywhere as long as jobs takes less than 1 hour
- ☐ Project Managers are too busy to worry about details of deliveries and pick ups
- ☐ Daily and annual parking permits are available

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Question 4

Review the statement and decide if it is true or false.

The vehicle pass issued by Campus Safety & Security signifies a parking permit.

Answers

- ☐ True
- ☐ False

Question 5

There are four steps that need to be completed before you arrive on the job. Number each step in order:

Answers

- ☐ Arrange site access with the Project Manager or Western representative
- ☐ Complete the Contractor On site Operational Protocols
- ☐ Ensure all pre start safety checks and risk assessments are completed
- ☐ Contact the controller of the work area

Module 3 Summary

This concludes Module 3. Before you start work.

Remember the main points.

Module 4. On the Job

Introduction

How are you enjoying the course so far? OK. All the preparations are now complete, you've been issued your passes by security so what next? In this module we discuss a typical day on the job at a Western campus; daily procedures, things to be aware of, campus guidelines on drinking, smoking and a range of other issues that will ensure you can get the job done in accordance with the Universities expectations.

Daily procedures

Every job has a daily routine and working on-campus is no different. There are a number of procedures that need to be completed every day. Let's see what they are.

- **Workers due on site.** Provide Campus Safety & Security with a list of everyone from your organisation who will be working on the site that day every day before 9am, even if they are the same people each day.
- **Check in at security.** Sign on at Campus Safety & Security every day. It is important that Security know who is on site and where they are working. This helps them to locate and account for everyone in emergencies.
- **Safety checks.** Carry out a safety check of the work area before and at the end of each shift.
- **Tags, barriers and signs.** Place the appropriate tags, barriers, fences or signs around the work area before commencing work. Maintain this practice throughout the job. Remove them after work is completed.
- **Division of Infrastructure and Commercial audits.** The Division of Infrastructure and Commercial Project Manager will do periodic audits of work sites. Any examples of contractors not conforming with guidelines will be reported.
- **Isolate services.** Ensure that all necessary services are isolated and tags are in place.
- **Clean up after.** All debris must be removed. Ensure the work site is left tidy and safe to the satisfaction of your Western representative. Ensure all services are restored and tags removed.
- **Workers left the site.** Sign out at Campus Safety & Security at the end of each day and return any temporary IDs and passes. This means that time won't be wasted looking for you if an emergency arises after you've left the campus.

Dial before you dig

We all know of instances where digging in the wrong place has caused major disruption to homes, businesses or other activities – don't let it happen to you. Read this information carefully and if ever unsure ASK.



There are numerous underground services throughout Western's campuses, including electrical cables, pipes, gas and telecommunication services.

Western has maps documenting service locations throughout University sites. **These maps are to be used as a guide only.**



The relevant Project Manager, Maintenance Specialist or Campus Manager must be contacted prior to conducting any excavation or other work, which could potentially damage services. Shutdown procedures must be used and users of the service must be notified.

Where any work requires the isolation of services, notice must be given to the Project Manager or other Western contact who will organise the relevant notification.



A contractor was engaged to excavate about 100mm of concrete and soil on a Western campus. A site briefing was conducted but no site maps were consulted or ground testing carried out. More importantly, no one contacted Dial before you Dig. Now gas pipes are supposed to be located at a minimum of 500mm beneath the surface but the contractor struck a gas pipe anyway. The damage was minor but the smell of gas was present so work had to cease. Correct reporting procedures were then followed and the necessary repairs carried out. In this case the damage was minor and the risk to life minimal but it could have been much, much worse and any problems could have been avoided if someone had contacted dial-before-you dig. The lesson here was no one can make assumptions about the correct positioning of pipes and always use dial before you dig.

Western Campus Guidelines

There are some simple rules to follow when setting up a worksite at Western – let's see what they are.

I Working Area

When deciding work areas minimise the disruption to normal WSU activities and protect the health and safety of the WSU community. Also ensure contractor's employees are not adversely affected.

Work only in your designated work area. Do not enter any restricted areas unless you have been cleared to do so. If in any doubt, please contact your Project Manager/Maintenance Specialist/Campus Manager. Refer to the section in the handbook entitled 'Restricted Spaces'.

Where work is carried out in occupied or partially occupied premises, the Contractor should ensure that the work is carried out with minimum noise or interruption to the occupants of the premises.

Where a doorway, passageway and/or access to and from a building will be affected by a work site, in consultation with your WSU Project Manager, alternatives must be provided and notice of the alternatives given to building occupants and/or users. Ensure that all such changes are clearly signed.

Do not remove existing barriers, guards, lockout tags or locks unless specifically authorised by your WSU Project Manager. Do not enter machinery enclosures unless power has been isolated.

Alcohol, drugs and smoking

Being under the influence of a drug or alcohol whilst at work is prohibited. Anyone affected by alcohol or other drugs is not permitted to carry out work on University grounds.



Ensuring a safe and healthy workplace

Western is committed to maintaining a safe, healthy, and efficient working environment for its staff, students, contractors and members of the public.

Being under the influence of a drug or alcohol whilst at work may pose a serious risk to the health and safety of both the individual and to others within the working environment. Anyone affected by alcohol or other drugs is not permitted to carry out work on University grounds.

Whilst Western policies are focused on the abuse of illicit drugs and alcohol, contractors need to be aware that the taking of, or failure to take some prescribed medication, in accordance with the medical practitioners specifications, may also affect the safety of themselves and others. Western encourages all employees to recognise the adverse effects of alcohol and other drugs whilst on duty, whether in the workplace or elsewhere.

We know that smoking or exposure to cigarette smoke is a serious risk to your health. Western has adopted a smoke free work environment policy for all Western campuses. The Western Smoke-Free Environment Policy applies to all forms of tobacco smoking including cigarettes, cigars and water pipe tobacco smoking and applies to anyone on Western premises. Smoking on Campus may incur a fine under the Smoke-Free Environment Act. For more information about our smoke-free campuses, please visit https://www.westernsydney.edu.au/whs/whs/health_and_wellbeing/smoke-free_campuses

Behaviour

Anyone working on a Western work site including contractors are expected to conduct themselves to a standard the University considers acceptable. In describing what is acceptable we don't mention the obvious things like, treating others with courtesy and respect, using bad language or behaving in a loutish manner we don't mention them because they are expected, it's called common decency, but there are specific things like personal behaviour, noise and other matters that need to be highlighted and that is what we will be discussing next.

Bullying or offensive behaviours

Western does not tolerate any form of harassment or bullying in the workplace

Here are two examples of harassment and bullying. In the first example this female worker is being subjected to unwanted sexual advances harassment and in particular sexual harassment in the workplace is not only unacceptable, it is unlawful.

In the second example we don't really know what the man is saying and perhaps that's just as well...how do you think a work colleague would feel if subjected to this type of bullying. In fact, how do you think you would feel?

Zero tolerance

Offensive behaviour, bullying or harassment by any person will not be tolerated at the University. Offensive behaviour and/or language includes all behaviour that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on age, race, sex, sexual orientation, transgender status, marital status or disability.

Offenders may be removed by Campus Safety & Security and may be barred from returning to a Western site. These rules apply to contractor behaviour towards one another as well as toward staff, students or other visitors to Western sites.



Traffic Management

Traffic safety and management are important aspects of any work conducted on campus. Contractors are responsible for appropriately managing both vehicular and pedestrian traffic in and around their worksites. Read on to find out more.

Traffic Safety and Management

We mentioned some key aspects about parking on campus earlier in the course. Here are some additional pointers you need to be aware of in relation to Traffic Safety and Management.

All roads on Western campuses are RTA roads and comply with RTA regulations. Contractors are responsible for appropriately managing both vehicular and pedestrian traffic in and around their worksite(s). Trucks and heavy vehicles should not be driven off the designated roads without permission.

Campus Safety and Security staff are not trained traffic controllers, however they will respond to emergencies when there is a need to ensure adequate traffic flow e.g. in the event of an accident or burst water main.



Special events

Special arrangements will apply for certain events on campus and are co-ordinated/managed by the event manager and/or Campus Manager.

Other site requirements

Western also has policies relating to dogs on site. Event management, infectious diseases and minimisation of noise.



Dogs

Dogs are not permitted on any University campus (with the exception of Seeing Eye Dogs) to prevent the spread of diseases such as Hydatids, which is transferable to both stock and humans and to reduce the risk of injury to livestock. This includes dogs that are on a leash or in a vehicle.

Anyone accompanied by an unauthorised dog will be asked to remove the dog immediately.

Dogs found on campus will be impounded and transferred to the local pound.

Other site requirements continued

Dogs that attack people or University livestock will be destroyed.

Event management

The Division of Infrastructure and Commercial, along with other areas of the University, assist in the management of events across all campuses, including graduation ceremonies, conferences and other adhoc events.

Contractors are required to construct, install or manage their component of an event in accordance with contractual obligations.

Contractors must restore the site to its original state when the event is finished.

Contractors are liable for any excessive wear and tear and/or damage to Western grounds or property resulting from their work.

Infectious diseases

Western has a duty to provide and maintain a healthy and safe environment for all staff, students and others working at or visiting Western sites and to minimise the risk to anyone in the University community of contracting an infectious disease.

The University is also committed to supporting and protecting students, staff and others who have an infectious disease from discrimination, harassment, or vilification.

Anyone working at Western has a duty of care towards other members of the University community to minimise the risk of transmission of any infection. They should follow safe work practice instructions and to act in a manner which does not place others at risk of contracting infectious diseases.

If a contractor has an infectious disease, or has been exposed to one, he/she should inform their Project Manager/Maintenance Specialist/Campus Manager.

The Project Manager/Maintenance Specialist/Campus Manager will inform contractors of any infectious diseases present on campus that they may be exposed to.

Noise

The University is a learning and research environment and the needs of staff and students, especially during exam times must be respected.

Keep noise near buildings to a minimum at all times use noise suppression where possible.

Radios and other loud music are not permitted on Western grounds.

Check with Project Managers before using chainsaws and brush cutters etc.

Check With Project Manager regarding allowable work hours within student residential areas.

Wear appropriate PPE to protect hearing when necessary.

Penalties for generating noise pollution apply to both individuals and businesses.

Caring for the environment

The NSW Government has determined that every individual has a duty of care to the environment. This means that both employers and employees alike need to:

- take all reasonable steps to prevent pollution and protect the environment.
- show that everything that could have been done to prevent an incident from occurring has been done.
- ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise the risk of an environmental incident.

Under the *NSW Protection of the Environment Operations Act 1997*, individuals can be fined or imprisoned for seriously polluting the environment. Corporations may also be fined up to five million dollars. Penalties can be incurred even by accidentally polluting the environment. In these instances, ignorance is no excuse. Officers from Local Councils and the Environment Protection Authority (EPA) are authorised to issue infringement notices when pollution events are observed or recorded by members of the public. It is in everybody's interest to understand and meet his or her environmental obligations.



Environmental Sustainability Policy

Staff and contractors should refer to Western's current *Environmental Sustainability Policy*. A copy of this policy is available from Project Managers, Maintenance Specialists, Campus Managers or from our website [Environmental Sustainability Policy / Document / Policy DDS \(westernsydney.edu.au\)](https://westernsydney.edu.au/policy-dds).

Erosion and Sediment Control

Allowing material to enter a waterway or leaving the material where it can be washed off-site may be issued with an on-the-spot fine, or be pursued via other legal proceedings. This is due to things such as soil, sand, cement and many other pollutants being washed into waterways therefore harming wildlife and causing an array of other environmental issues.

Erosion and sediment controls must be installed when it is possible that work on University grounds will cause erosion or sediment losses. Install erosion and sediment controls before work starts. Keep roads and pathways free of mud and debris.

For specific information about the types of erosion and sediment controls that are appropriate in different situations, refer to the Department of Land and Water Conservations Urban Erosion and Sediment Control Field Guide. Copies can be purchased from the Department of Land and Water Conservation.

<https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Land-and-soil/guidelines-erosion-sediment-control-building-sites.pdf>

Caring for the environment continued

Protection of Bushland and Landscaped Areas

All native flora and fauna is valued very highly and is protected under the *NSW National Parks and Wildlife Act 1974*. Contractors are asked to respect the campus ecology when on the grounds.

If any work is likely to disturb bushland, landscaping or grassed areas, the Contractor must advise the Project Manager/Maintenance Specialist/Campus Manager a minimum of one week prior to the intended commencement of the work.

Every effort must be made to avoid disturbing trees as well as landscaped and grassed areas. Where negligent work results in damage to these areas, the cost of rectifying damage will be recovered from the Contractor.

Wilful destruction of any tree without prior consent may attract either an "on the spot" fine or legal action through the Land and Environment Court.

Module Quiz

Question 1

Review this list and select those items that must be done every day.

Answers

- ☐ Before 9:00am provide Campus Safety & Security with a list of all people from your organisation who will be working onsite that day
- ☐ Sign on at Campus Safety & Security
- ☐ Carry out a safety check of the work area before and at the end of each shift
- ☐ Remove all debris from the work site
- ☐ Restore all services
- ☐ Sign out at Campus Safety & Security and return any temporary IDs and passes

Question 2

Review the statement and decide if it is true or false.

It is only necessary to contact the relevant Project Manager, Maintenance Specialist or Campus Manager prior to conducting any excavation or other work, which could potentially damage services if the contractor is unsure where to dig.

Answers

- ☐ True
- ☐ False

Question 3

Which of the following statements are true?

Answers

- ☐ Radios are permitted on Western grounds if located more than 5 metres from a building
- ☐ Contractors are permitted to smoke inside buildings during normal working hours
- ☐ Dogs found on the University site will be impounded and transferred to the local pound
- ☐ Under the NSW Protection of the Environment Operations Act 1997, individuals can be fined or imprisoned for seriously polluting the environment.

Division of Infrastructure and Commercial Contractor Induction

Question 4

Review the statement and decide if it is true or false.

Contractors are liable for any excessive wear and tear and/or damage to Western grounds or property resulting from their work.

Answers

- ☐ True
- ☐ False

Question 5

If erosion or sediment losses were possible from work on University grounds what would you do? Choose those answers that apply.

Answers

- ☐ Check to see if anyone will notice
- ☐ Install erosion and sediment controls before work starts
- ☐ Keep roads and pathways free of mud and debris
- ☐ Notify your boss that there might be an environmental issue and get on with it

Module Summary

This concludes Module 4 - On the job.

Remember the main points:

- Follow daily procedures
- Always DIAL-BEFORE-YOU-DIG
- Follow Campus guidelines for worksite safety and operation
- Smoking is not permitted
- Drugs and alcohol are prohibited
- Maintain proper traffic safety and management
- Follow Campus guidelines for dogs, event management, infectious diseases and noise minimization
- Respect the environment

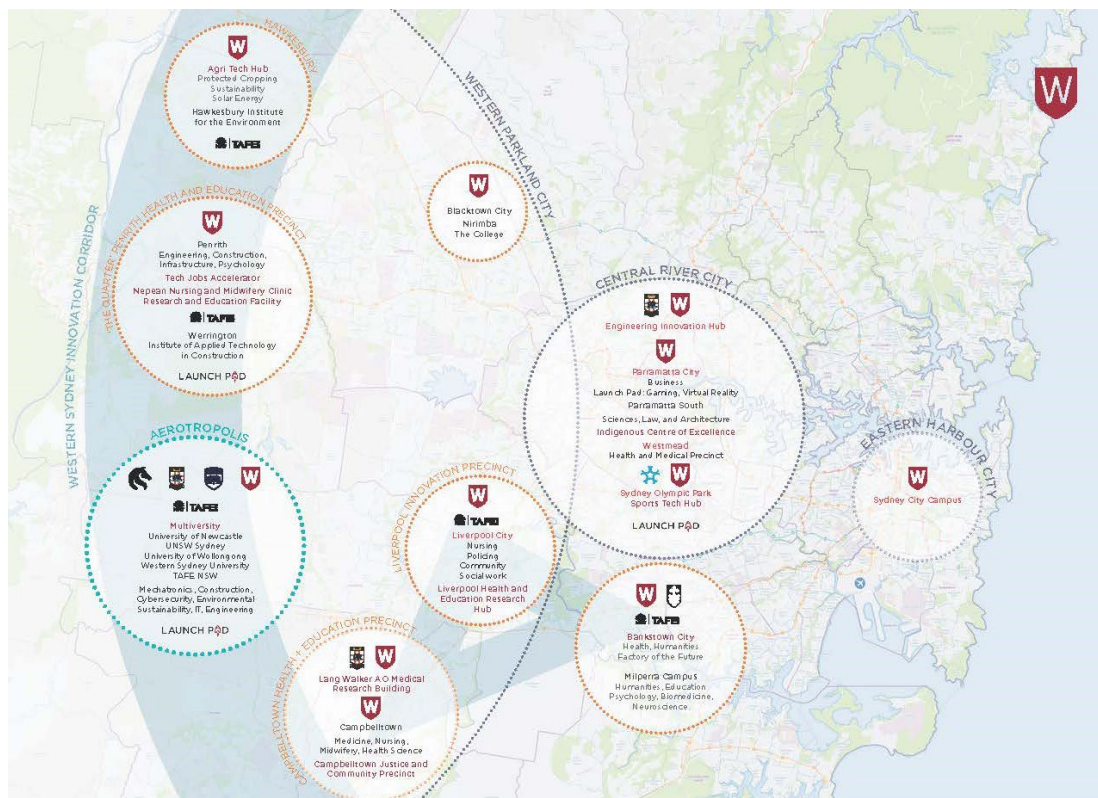
Module 5. Unique Western Environment

Introduction

Western Sydney University (Western) is located on many different campuses across Sydney. Due to the variety and nature of activities carried out at Western for teaching, research and development, many areas are unique when compared to the average workplace. In many cases these areas can be hazardous if the correct controls are not followed. Specific induction procedures must be followed before carrying out work in the following laboratories, chemical stores, fume cupboards, Information technology and communication rooms, microwaves, restricted spaces and the Hawkesbury water recycling scheme. We will discuss each of these areas during the module.

Profile

As you can see Western is a large and diverse organisation with campuses located across Sydney, the Hawkesbury and the greater west. The work the University does makes it unique in ways that may directly impact how development and maintenance is carried out onsite.



Western is spread over many campuses across Sydney. The work done at Western means that some of the areas you may find at Western will be very different to other places you have worked.

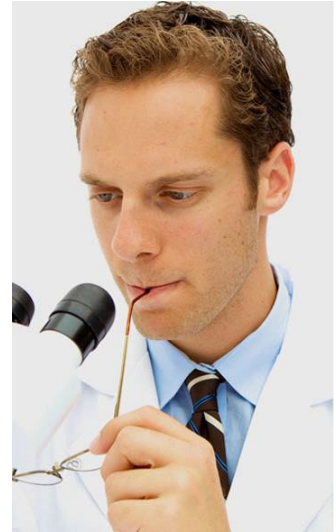
Care with chemicals

We said that what the university does makes it unique in ways that may directly impact how work is carried out onsite. Here are three examples.

One difference at Western is that there are areas that handle chemicals. We will examine laboratories, chemical stores and fume cupboards now.

Laboratories

There are a variety of laboratories at Western including chemical and biological laboratories where pathogens, carcinogens, lasers, radioactive material and recombinant DNA work is carried out.



All laboratories do not have the same procedures. Many laboratories have a significant number of fume cupboards in operation and care should be taken when doing any work in and around these fume cupboards.

Contact the relevant Project Manager, Maintenance Specialist or Campus Manager to arrange a specific induction for each laboratory to be entered.

This induction is to be carried out in conjunction with the controller of the particular laboratory.

Do not enter a laboratory to carry out work or for any other reason without having been given a specific induction for the laboratory.

Fume Cupboards

Fume cupboards can only be isolated by arrangement with the Office of Infrastructure Services. Consult with the Project Manager, Maintenance Specialist or Campus Manager.

Note: Fume extraction fans must not be isolated before tagging out all affected laboratory fume hoods to prevent their use. Contractors must personally confirm that laboratory staff are aware that they are about to start work on the fume cupboard and that all potential hazards have been removed.

Chemical Stores

There are various chemical stores located around Western campuses.

No repairs or construction work are to be undertaken in a chemical store unless the risk to a person's health or safety has been assessed and where required, all hazardous substances or dangerous goods have been removed and cleaned from the store.

Consult with the Project Manager, Maintenance Specialist or Campus Manager before working in or around a chemical store.

Information technology resources

Computers and information technology resources require special care. Follow these instructions if you are required to carry out any work in IT facilities.



Entry to IT Computer/Communications Rooms requires specific authorisation from Project Manager/Maintenance Specialist/Campus Managers.

These areas are Clean Room environments and approved local work practices must be adhered to. Examples of unacceptable work methods are:

- doors held open
- any form of drilling or cutting
- dust creation and storage

Ensure that the secure integrity of the room is maintained at all times.

Other matters

There are also safety restrictions involving microwaves, restricted spaces and the Hawkesbury water recycling scheme that you need to be aware of.



Microwaves

Exposure to operating microwaves RF (Radio Frequency) exposure can lead to health problems such as sterility and eyesight damage.

Warning signs must be observed at all times. All precautions for working at height must be adhered to.

Restricted Spaces

Certain areas within the University have been designated Restricted Spaces.

Working in these spaces presents a higher than normal risk to health and safety. Therefore entry to these spaces is restricted to personnel that have proper training and have been granted approval to enter by the Project Manager/Maintenance Specialist/Campus Manager.

Other matters continued

Hawkesbury Water Recycling Scheme

The Hawkesbury (Richmond) campus of Western uses water recycled from treated sewage and stormwater for irrigation. Contractors must not dispose of any waste liquids e.g. cleaning liquids, solvents, paint in drains.

Contractors must observe the following guidelines while working at the Hawkesbury campus:

- Do not drink water from dams or swim in any dams
- Wash hands with soap after contact with recycled or dam water before eating and going to the toilet
- Cover all cuts and abrasions with waterproof dressings
- Wear covered footwear and gloves when appropriate
- Change soiled clothes and shower before changing into clean clothes
- Clean any tools or equipment used
- Wash any fruit and vegetables at source and under supervision
- Be aware of any health conditions of employees.

Bushlands and Remote areas

It is important to be aware of your responsibilities when working in bushlands and remote areas of campuses. Read on for additional key points.



Contractor access to bushlands and remote areas of campuses:

- No access by any contractors unless approved by the key contact within the Division of Infrastructure and Commercial
- Only diesel vehicles to be used in accessing remote areas to reduce risk of grassfires
- Contractors must supply and carry their own fire extinguisher in case of vehicle fires, min 2kg capacity dry powder type

Bushlands and Remote areas continued

- Extra care to be taken in refuelling equipment, with refuelling locations to be identified with the Office of Infrastructure Services/Campus Safety & Security
- Contractors must carry their own first aid kits and have a qualified first aider with them
- Working with a 'buddy' is strongly preferred to working alone
- Ensure University sun protection policy is followed, as well as care in relation to hazards of snakes, stinging insects, and trip hazards
- Ensure communication maintained with the Office of Infrastructure Services/ Campus Safety & Security for personal safety
- Report any identified hazards the Office of Infrastructure Services/ Campus Safety & Security
- Contractors must not work in remote areas/bushland when there is a total fire ban

Module Quiz

Question 1

In relation to rules covering access to laboratories which of the following statements apply?

Answers

- ☐ Contact the relevant Project Manager/Maintenance Specialist/Campus Manager to arrange a specific induction for each laboratory to be entered
- ☐ The induction is to be carried out in conjunction with the controller of the particular laboratory
- ☐ Do not enter a laboratory to carry out work or for any other reason without having been given a specific induction for the laboratory concerned

Question 2

Review the statement and decide if it is true or false.
Entry to IT Computer/Communications Rooms requires specific authorisation from Project Manager/Maintenance Specialist/Campus Managers.

Answers

- ☐ True
- ☐ False

Question 3

Select those potential hazards that may be found on a Western campus.

Answers

- ☐ Chemicals
- ☐ Radioactive material
- ☐ Pathogens
- ☐ Carcinogens
- ☐ Lasers
- ☐ Microwave transmitters

Division of Infrastructure and Commercial Contractor Induction

Question 4

Review the statement and decide if it is true or false.

No repairs or construction work are to be undertaken in a chemical store unless the risk to a person's health or safety has been assessed and where required, all hazardous substances or dangerous goods have been removed and cleaned from the store.

Answers

- ☐ True
- ☐ False

Question 5

We said that fume extraction fans must not be isolated before tagging out all affected laboratory fume hoods to prevent their use. What else must contractors ensure they do?

Answers

- ☐ Contractors must personally confirm that laboratory staff are aware that they are about to start work on the fume cupboards and that all potential hazards have been removed
- ☐ Contractors must ensure that staff leave the building
- ☐ Contractors must confirm that their boss is notified that they are about to start work.

Module Summary

This concludes Module 5 - Unique Western Environment.

We covered some important issues in this module that are all designed to promote safety at work. Here are the main points:

- Do not commence any repairs or construction work in a chemical store without the necessary preparations
- Do not enter a laboratory without completing a specific induction
- Do not isolate any fume cupboards without consulting your Project Manager/Maintenance Specialist/Campus Manager
- Follow the requirements when working in information and communications technology areas
- Do not enter confined spaces unless trained and authorised
- Observe all danger signage around microwave installations
- Follow the requirements for working with recycled water.

Module 6. Safe Work Practices

Introduction

Safety procedures and policy is all about keeping you and the people around you safe. During this module, we will look at some of the important safety rules you need know and apply when you are operating plant and equipment, working at height, manual handling and generally going about your daily work. We will touch on speciality work areas such as confined spaces and electrical work and dealing with hazardous substances.

Plant and Equipment

Most jobs require the use of plant or equipment in some way. Review this information for MUST DOs before operating any plant or equipment on a Western worksite.



Plant is a general term for machinery, tools, appliances and equipment. It can include items as diverse as presses in a foundry and computers in an office. It can range from scaffolding to lifts; from tractors to hand trolleys; cranes to mobile platforms; welding equipment to electric drills; office computers to photocopy machines and stapling devices; boilers to lathes and drilling machines.



- **Not operate** equipment that you are not qualified to operate.
- Wear the appropriate personal protective equipment.
- Ensure temporary electrical leads, hoses or pipes are suitably supported and/or adequately protected to prevent injury to pedestrians and damage due to vehicles.
- Wherever possible use standard tools and equipment, that are appropriate for the task.
- Do a safety check of tools and equipment before use. Do not use any faulty or poorly maintained equipment.

Plant and Equipment continued

Safe use of plant and equipment

Worksite rules covering the use of plant and equipment aim to ensure your safety and the safety of others. The rules covering some key items of equipment are discussed here.



Unless double insulated, all equipment and appliances that are plugged in or direct-wired are to be connected to an approved Earth Leakage Circuit Breaker (ELCB).

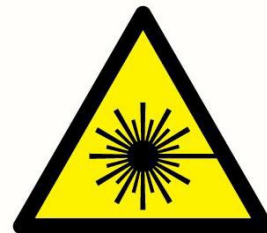


All hand tools, machinery or other equipment must be operated with effective guards.



Lasers may only be used by persons who have completed a recognised course. Lasers must be used with the following precautions:

- Up to class 3A only to be used on the construction site.
- Positioned so as not to be at eye height of employees in the area.
- Warning signs to be erected.



The locating of site and amenities sheds, containers and storage areas etc... is to be in accordance with the contract documents and as agreed with the Project Manager/Maintenance Specialist/Campus Manager.



Plant and Equipment continued



Always use care when working with compressed air. If compressed air enters the blood stream through a break in the skin it can be fatal.



Wear suitable eye protection to guard against airborne substances; ear protection where excessive noise is likely to occur; respiratory protection where dust is present and under no circumstances should a jet of air be directed towards the body of another person.



The use of explosive powered tools on Western premises is strictly forbidden. The use of Impact Driven tools is to be in accordance with relevant regulations and by suitably qualified personnel. Approval for their use is to be obtained from Project Manager/Maintenance Specialist/Campus Manager and a notation to that effect will be made on the Work Order and Permit or contract documents.



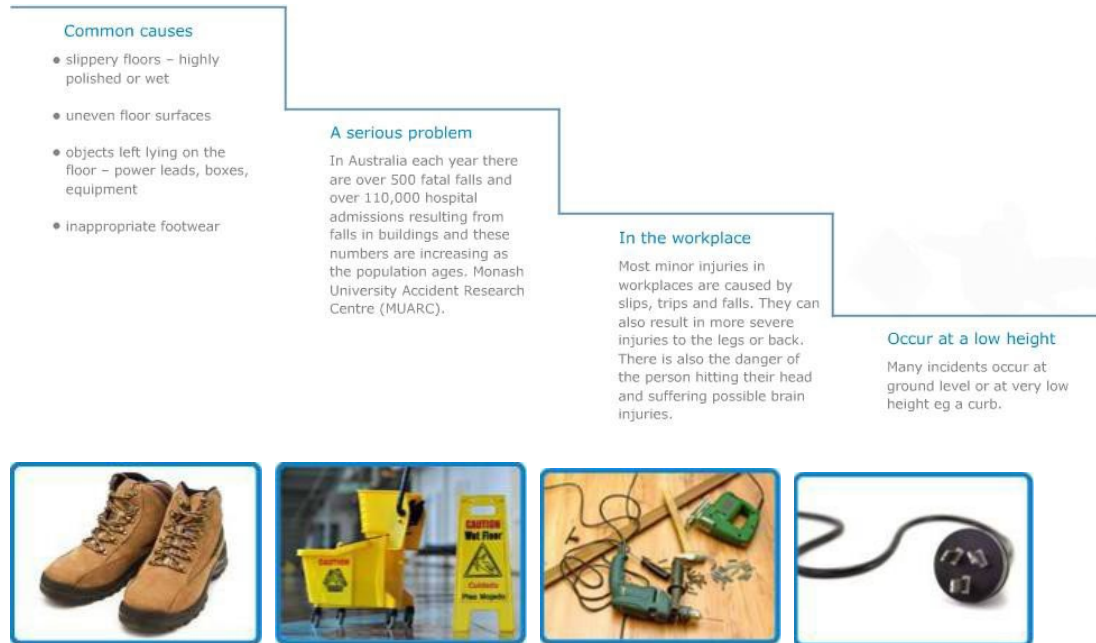
Personal protective equipment

Contractors must supply their employees with the appropriate personal protective equipment and ensure that their employees use the equipment correctly (e.g. hard hats, safety boots, gloves, safety glasses and clothing), as required by applicable legislation, codes of practice and safe work methods.



Slips, trips and falls

Most minor injuries in workplaces are caused by slips, trips and falls. They can also result in more severe injuries to the legs or back. There is also the danger of the person hitting their head and suffering possible brain injuries. It is important to be aware that most slips, trips and falls occur at ground level or at very low height e.g. a curb.



You must ensure:

- appropriate footwear is worn at all times
- warning signs are displayed when floors are wet
- spilled liquids and powders are cleaned up as quickly as possible
- tools and equipment do not block paths, walkways etc
- if leads must be trailed across a floor they should be taped down

Ladders, Scaffolding and Elevated Working Platforms

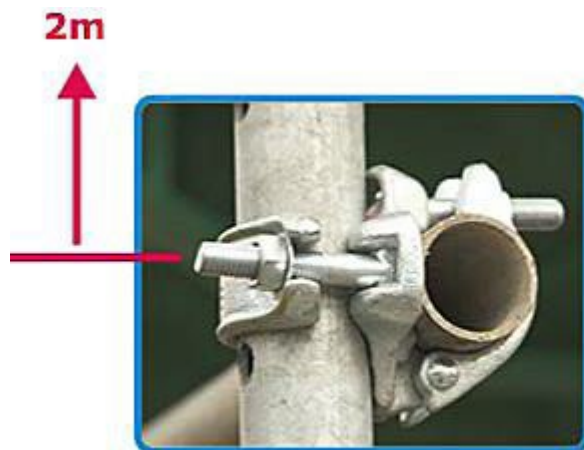
Safe use of ladders, scaffolding and elevated working platforms

All ladders, scaffolding and elevated working platforms and/or other such plant used by you are to be in good order and condition, of an approved design and construction, appropriate for the purpose and erected and operated by suitably trained personnel.

All such equipment is to conform to and be used in accordance with the relevant standards and Managing the risk of falls in workplaces: Code of practice.

Damaged equipment is to be taken out of service and repaired or removed from the work site.

Ladders, Scaffolding and Elevated Working Platforms continued



Do not use portable ladders as a working platform to undertake work at a height greater than 2 metres. Use a safer alternative such as scaffolding.

No portable ladders as working platforms

The ladder must be erected on a stable working surface, tied off (as required) and extended beyond any perpendicular surface by at least 1 metre when the surface is used to support the top of the ladder.



1 metre extension

Managing the risk of falls at workplaces

There are several important safety procedures which need to be applied when anyone is working at height.

Firstly, risk assessments must be conducted before commencing work at height and at any time the scope of the work changes or the risk of a fall increases. A copy of all risk assessments must be kept by the contractor.

Wherever possible remove the risk altogether or at least use risk control measures that produce the lowest practicable risk of a fall. The risk assessment must indicate what control measures are to be used to minimise potential for injury to employees, contractors or damage to plant and equipment.

The types of equipment that may be used when working at heights to minimise risk include:

- Scaffolding
- Fixed work platforms

Managing the risk of falls at workplaces continued

- Mobile work platforms
- Ladders
- Safety harness, fall arrestors
- Hard hats
- Toe boards
- Waist high barriers

Areas where work is being carried out at height and there is a risk to people from falling objects should be, as far as is practicable, barricaded and clearly marked.

The workplace supervisor is responsible for ensuring that access from the ground to the work area above is safe. Access requirements should take into account mechanical lifting aids for any tools and equipment the worker may be required to carry to and from the work site.

The contractor is responsible for ensuring that all employees are trained in the correct use, care and storage of fall arrest equipment, safety nets, personal protective equipment (PPE) and all tools and equipment used.

What is work at height?

Work at height includes, but may not be limited to:



Any work that requires a person to stand at a height greater than 2 metres above any natural ground surface or other level surface that is being used to support the base of the ladder,



Working from a roof and/or any other portable or fixed structure including any vehicle.

Staying safe when working at height

All work to be undertaken at a height will be done in accordance with Chapter 4 Part 4.4 of the Work Health and Safety Regulations 2011 and "Managing the risk of falls at workplaces: Code of practice.". Work at height includes, but may not be limited to, any work that requires a person to stand at a height greater than 2 metres above any natural ground surface or other level surface that is being used to support the base of the ladder, working from a roof and/or any other portable or fixed structure including any vehicle.

Division of Infrastructure and Commercial Contractor Induction

Manual Handling

Most tasks involve some degree of manual handling and, if not managed correctly can, and do, lead to injury. Always remember to apply the correct techniques and your company's manual handling procedures.

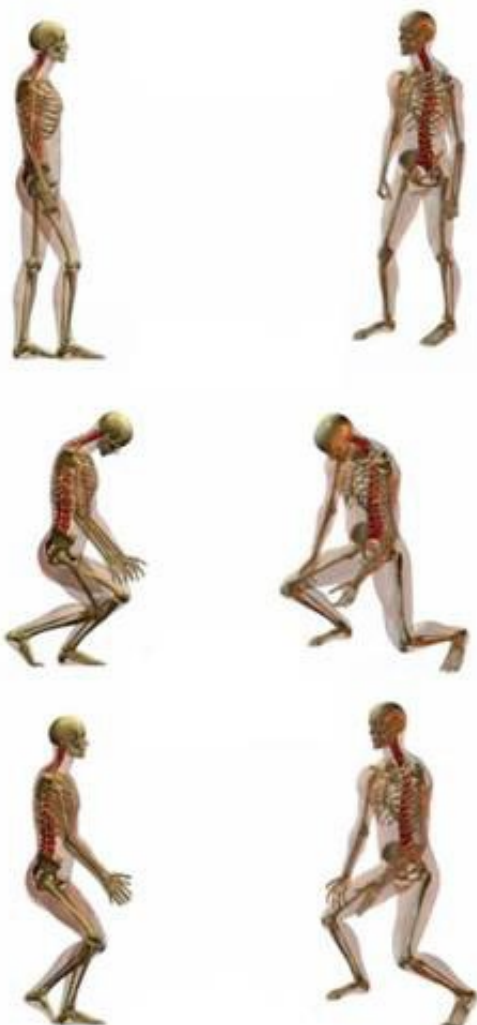
Manual handling means any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any animate or inanimate object.

Most tasks have some degree of manual handling and, if not managed correctly, can and do lead to injury.

Contractors should follow their company's manual handling procedures at all times.

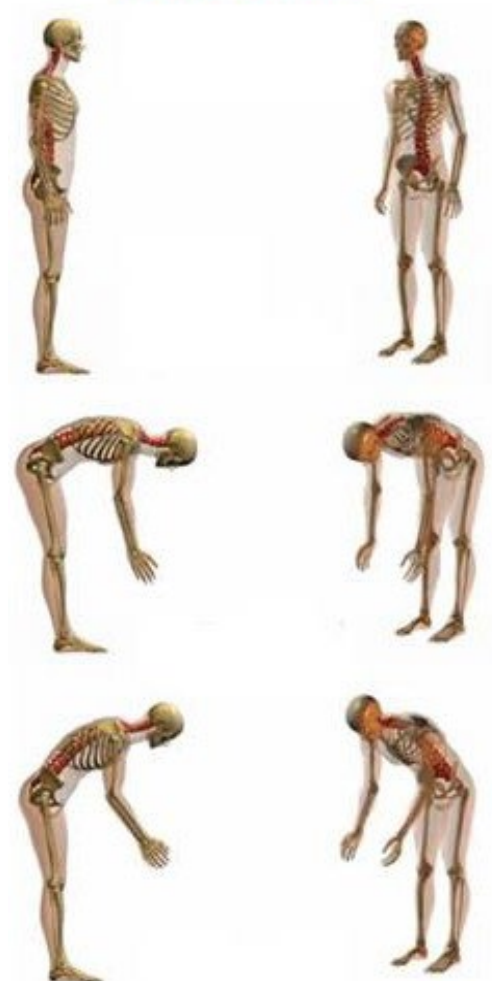
Safe Lifting Techniques

CORRECT POSTURE



Safe Lifting Techniques

INCORRECT POSTURE



Special considerations

Detailed below are safety considerations you need to know and apply when working on some specialised tasks as part of your daily work.

Working Alone

Rules or guidelines specific to contract companies regarding working alone must be followed.

All contractors who are working alone should inform Campus Safety & Security of this when they sign in and advise them exactly where they will be working and approximately how long the work should take.



Working Alone

Inform Campus Safety & Security when the location of work changes and when the work is finished.

Be especially careful when working away from buildings and out of sight/hearing of other people. Some campuses are very large and have remote work locations.

After hours access should be arranged with Campus Safety & Security.



Fire Protection

Fire Protection

The contractor is responsible for fire protection at the work site.

Fire prevention shall be taken into consideration when determining work methods and selecting tools and equipment for use at the work site.

All Western portable and extendable fire fighting appliances must be left at their designated locations and kept in good order and condition, left accessible and ready for use. The Contractor at their discretion may provide additional portable fire fighting appliances.

Additional or alternative fire fighting appliances may be required at a work site. Arrangements will be made after consultation between the Project Manager/Maintenance Specialist/Campus Manager and the contractor.

Fire protection alarms, fixed installations and ancillary equipment such as pumps and water supplies shall not be shut down or altered by the Contractor without the authorisation of the Project Manager/Maintenance Specialist/Campus Manager.

All fires are to be reported to the University's Emergency Services on 1300 737 003, or 2300 on any internal phone and Project Manager/Maintenance Specialist/Campus Manager. (*See Western Emergency Procedures for full details.*)

Work involving the use of naked flames in the open will be subject to Total Fire Ban Day restrictions as determined by the Rural Fire Service under the Rural Fire Services Act 1997.

Special considerations continued

Confined Spaces

A confined space is an enclosed or partially enclosed space that is not intended or designed primarily as a place of work. Examples include: storage tanks, boilers, pits, pipes, sewers, ducts.

Western Sydney University recognizes that working in confined spaces involves managing a unique range of occupational risks that are not normally associated with other types of work. Therefore the University undertakes to adhere to the *Work Health and Safety Regulation 2011* and the *AS 2865-2009; Confined Spaces and The Confined Spaces Code of Practice* when entry into a designated space is required.



Contractor companies that are to enter a Confined Space are to have a fully compliant Confined Space Entry Procedure. The staff involved in the work must be fully trained in the company's entry procedures and are to carry out such work in strict accordance with these procedures, the regulations and standards.

Under no circumstances are unauthorised persons permitted to enter a confined space. Persons requiring entry to such areas are to contact their Project Manager/Maintenance Specialist/Campus Manager for discussion and approvals.



Electrical Work

Do not commence work without conducting a safety check of electrical equipment.

Do not undertake any electrical isolation of electrical equipment without permission.

Work on or near live electrical circuits or live distribution boards is prohibited. Circuit breaker lock out devices and approved circuit breaker tagging systems must be used.

Access to High Voltage Substations shall be by suitably qualified and trained personnel and shall be in accordance with the *Electricity Act, Electricity Supply Act and Electricity (Workers Safety) Regulation 1992* as amended. Access shall be arranged through the Project Manager/Maintenance Specialist/Campus Manager.

Special considerations continued

Fire Panel Isolation

Many areas of the University are covered by automatic fire detection & alarm systems linked to the NSW Fire Brigade.

If works involve dust, vibration, moisture, aerosol sprays, fumes, or mechanical damage to detection equipment, Contractors shall ensure that fire alarms are temporarily isolated.

The Contractor shall advise the Project Manager/Maintenance Specialist/Campus Manager who will arrange the temporary isolation with Campus Safety & Security and advise the Western Insurers.



Fire Panel Isolation

The Contractor is responsible for ensuring they comply with all requirements given to them by the Project Manager/Maintenance Specialist/Campus Manager, including the covering of fire detectors with approved covers.

If during the course of the works, the automatic alarm is triggered causing the Fire Brigade to attend the building should the Contractor or any of his subcontractors have caused this triggering of the alarm systems, the Contractor shall bear the cost of any charges levied by the Fire Brigade.

Before leaving the site, the contractor must uncover the detectors, sign out and ask Campus Safety & Security to de-isolate the fire panel.

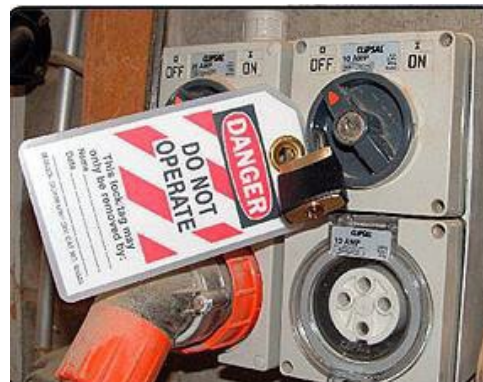
Danger Tags

Danger Tags warn people that a particular item or facility is no longer in service and must not be activated or occupied.

Contractors must inform the Project Manager/Maintenance Specialist/Campus Manager when installing and removing danger tags.

Danger tags can only be removed by those authorised to repair or remove the tagged item/facility.

Removed tags must be returned to the Project Manager/Maintenance Specialist/Campus Manager



If a tagged item cannot be repaired, it must be disposed of with the tag in place.

Division of Infrastructure and Commercial Contractor Induction

Hot Work

Hot work, including, but not limited to, grinding, welding, thermal or oxygen cutting or heating and other related heat or spark producing operations, must not take place without specific hot work approval. The provisions of AS1674.1 - 1997 Safety in Welding and Allied Processes apply to all hot work.

A hot work permit must be obtained from Campus Safety & Security before work commences.

Contractor Hot Work Rules

Hot work includes, but is not limited to, heat, open flames, sparks or other ignition sources which may cause smoke or fire, or which may trigger detection systems.

Responsible contractor person(s) will determine if welding, cutting, soldering and heating must be done as part of the work order or project.

If there is a more practicable and safe method to complete the works without hot work being performed, then this method is to be used.

A Hot Work Permit is required for any maintenance or construction procedure involving hot work in any area. It must be obtained and authorised prior to commencement of hot works.

The permit is to be obtained from Campus Safety & Security.

The form must be returned to Campus Safety & Security on completion of the work.

Do not commence hot work without ensuring the authorised isolation of the heat or smoke detectors in that area. Prior arrangements will need to be made when performing these isolations.

The image shows two yellow forms. The left form is a 'HOT WORK PERMIT' with sections for 'INSTRUCTIONS', 'PERMIT', and 'REQUIREMENTS'. It includes checkboxes for various safety measures and a section for 'PERMIT EXPIRES'. The right form is a 'WARNING!' sign with the text 'HOT WORK IN PROGRESS WATCH FOR FIRE!' and a section for 'IN CASE OF EMERGENCY' with fields for 'CALL' and 'AT'.

Hazardous Materials and Substances

There is a large range of hazardous substances, including chemicals, stored and used on University sites. Project Manager/Maintenance Specialist/Campus Managers, contractors and staff should be aware of this and check with relevant staff in the various departments to ensure that the workplace is safe and, if necessary, any hazardous substances are removed or made safe before work is commenced.

Asbestos



Many of the structures and buildings in Western Sydney University (Western) campuses were constructed prior to 1990, and asbestos containing materials are known to be present within a number of these buildings.

Common types of asbestos containing materials that are present in Western buildings include roof and wall cladding, eave linings, ceiling panelling, insulating materials, electrical backing boards, power boxes, around pipes, within air conditioning ducts and other places.

The Office of Infrastructure Services has an Asbestos Management Plan to manage asbestos until it is completely removed from the University.

The Office of Infrastructure Services keeps an asbestos register that details the location of known asbestos sites at Western and the condition of the asbestos. The Project Manager/Maintenance Specialist/Campus Manager will inform contractors of the location of any asbestos at the work site.

There may be unknown asbestos sites at Western.

Only contractors licensed to work with Asbestos Containing Materials (ACM) will be engaged to perform maintenance work where there is known ACM. Western contractors that are not licensed and/or trained in work with ACM will not conduct any activity likely to disturb the ACM when working in areas known to contain ACM.

Only contractors licensed or qualified to remove asbestos in NSW will be engaged to undertake asbestos removal work.

All contractor employees engaged in asbestos removal work must have completed the asbestos removal training relevant to the type of materials being removed. When working near asbestos or in the process of removing asbestos material, contractors must comply with WHS Regulations 2011, Chapter 8 "Asbestos", The How to Manage and Control Asbestos in the Workplace Code of Practice and with University Asbestos Procedures on the handling of asbestos hazards.

Contractors Responsibilities with Asbestos

Before commencing any construction or maintenance work, all contractors and the Office of Infrastructure Services employees engaged in the work must consult the asbestos register to determine if any asbestos in the building(s) is likely to be disturbed by the intended activity. Where ACM is found to be present in proposed work areas the Asbestos/Hazardous Materials Team must be consulted for advice on compiling the appropriate scope of work and technical specification for the proposed removal work.

Hazardous Materials and Substances continued

If asbestos or a substance suspected to be asbestos is found while working:

- do not touch it
- stop working
- report the find to the Project Manager
- wait for further instructions

Polychlorinated Biphenyls (PCBs)



Polychlorinated
Biphenyls (PCBs)

Due to the hazardous nature of PCBs (polychlorinated biphenyls) to both human health and the environment, precautions are required to be taken with any items at the Western Sydney University that contain PCBs. PCBs were commonly used as dielectric fluids in electrical equipment such as transformers and capacitors and may be found in metal-cased capacitors in fluorescent lights at the University.

Generally, short term exposure to PCBs such as accidental spills or release of vapours due to overheating of a leaking capacitor does not lead to any long term health effects. However, excessive amounts of PCBs can cause irritation to the eyes and long term health problems with skin, hair

and liver. PCBs are listed as a probable human carcinogen, i.e., repeated exposure over a period of years may lead to cancer.

Personal protective equipment and clothing required for the handling of PCBs and PCB-contaminated equipment in light fittings include:

- nitrile/neoprene rubber gloves
- safety goggles

Hazardous Materials and Substances continued

Contractor Responsibilities



Contractor Responsibilities

Contractors must submit a **Material Safety Data Sheet (MSDS)** to the Project Manager/Maintenance Specialist/Campus Manager for each hazardous substance that is to be brought onto University grounds, and maintain a copy at the work site.

All contract workers must bring on site and use only those chemicals that are specified in the Safe Work Method Statement. Use of any substitute chemicals is **STRICTLY PROHIBITED**. If there is any need to deviate from the safe work method plan in relation to materials used, please obtain express written authorisation from the Project Manager, Maintenance Specialist or Campus Manager. The change is to be noted on the Work Order Permit or in the contract documents.

The storage, handling and use of chemicals and hazardous substances shall be in accordance with the WHS Regulations 2011 Part 7.1, Chapter 7, "Hazardous chemicals", and WorkCover Code of Practice Managing Risks of Hazardous Chemicals in the Workplace.

All hazardous materials brought onto University grounds must be clearly labelled according to the WorkCover Code of Practice Labelling of workplace hazardous chemicals. Be sure to follow handling and storage instructions that appear on labels.

Chemicals must be contained in reliable, tightly sealed containers. Containers must be stored indoors on an impervious floor, with enough bunding to hold any spill.

The storage of flammable liquid in bulk at the work site is to be avoided. However, where contractors vehicles and machinery must be refuelled on-site from drums or tanks, the Project Manager/Maintenance Specialist/Campus Manager must approve the storage and fire protection arrangements.

Small quantities of flammable liquid, for example solvent based paints and enamels, may be kept near the point of use, providing suitable sealed containers are used, there are no open flames or spark generating apparatus in the vicinity, and adequate fire protection is at hand.

Cylinders of flammable and non-flammable compressed gases may be taken onsite for use in, for example oxy-acetylene sets, fuel for LPG fork lift trucks, but spare cylinders must be stored in accordance with the WHS Regulations 2011 Part 7.1, Chapter 7, "Hazardous chemicals", and WorkCover Code of Practice Managing Risks of Hazardous Chemicals in the Workplace.

Clean-up materials must be provided in case of spillage. Rags, sawdust, or commercially available absorbent products can mop up liquid spills.

The Contractor must ensure that clean up materials are appropriate for the chemicals used, and that at least one person on the site at any time is trained to clean up a spill. This includes always ensuring an adequate stock of cleanup material is available and easily accessible.

Hazardous waste treatment and disposal must comply with Environmental Protection Authority Regulations.

Module Quiz

Question 1

Select the correct answers. When working on any task at Western, you must:

Answers

- ☐ Not operate equipment that you are not qualified to operate.
- ☐ Wear the appropriate personal protective equipment.
- ☐ Ensure temporary electrical leads, hoses or pipes are suitably supported and/or adequately protected to prevent injury to pedestrians and damage due to vehicles.
- ☐ Wherever possible use standard tools and equipment that are appropriate for the task.
- ☐ Do a safety check of tools and equipment before use. Do not use any faulty or poorly maintained equipment.

Question 2

Review the statement and decide if it is true or false.

You are not to use portable ladders as a working platform to undertake work at a height greater than 3 metres.

Answers

- ☐ True
- ☐ False

Question 3

Review the statement and decide if it is true or false.

Unless double insulated, all equipment and appliances that are plugged in or direct-wired are to be connected to an approved Earth Leakage Circuit Breaker (ELCB).

Answers

- ☐ True
- ☐ False

Question 4

Multiple choice. Most slips, trip and falls occur at:

Answers

- ☐ Above 1 metre
- ☐ Above 2 metres
- ☐ Ground level or at very low height eg. a curb
- ☐ The top of stairs

Question 5

Review the statement and decide if it is true or false.

Hot work, including, but not limited to, grinding, welding, thermal or oxygen cutting or heating and other related heat or spark producing operations, must not take place without specific hot work approval.

Answers

- ☐ True
- ☐ False

Module Summary

This concludes Module 6 Safe Work Practices.

Remember the main points:

- Do NOT OPERATE equipment that you are not qualified to operate.
- Do NOT USE portable ladders as a working platform to undertake work at a height greater than 2 metres.
- Wear the appropriate personal protective equipment.
- Ensure temporary electrical leads, hoses or pipes are suitably supported and adequately protected to prevent injury to pedestrians and damage due to vehicles.
- Do a safety check of tools and equipment before use. Do not use any faulty or poorly maintained equipment and, wherever possible, use standard tools and equipment that are appropriate for the task.
- Apply your company's manual handling procedures at all times.
- Obtain a hot work permit before such work commences.
- Follow Western's procedures when dealing with hazardous substances.

Module 7. Waste Management and Removal

Introduction

Taking care when managing and disposing of waste ...

In this module we'll cover some important issues regarding waste management and removal. There are some general principles we'll cover and we'll also briefly address some special areas including asbestos, contaminated waste and chemical waste.

General Principles

In this module we'll cover some important issues regarding waste management and removal. There are some general principles we'll cover and we'll also briefly address some special areas including asbestos, contaminated waste and chemical waste.

Dispose of Waste Safely and Correctly



All contract workers must strictly follow waste handling and disposal procedures.

Do not dispose of waste on University property or use ordinary University rubbish bins for construction and demolition wastes. It is against the law to litter, and fines may be issued to offenders on Western sites.

Minimise Waste



The University strongly encourages Contractors to identify waste minimisation options at the start of each job. Ways to minimise waste include:

- Calculating cost savings involved in waste minimisation.
- Controlling material and stock orders, hence eliminating over orders.
- Ensuring that subcontractors are responsible for their waste.
- Utilising off-cuts and recycling materials where practicable.
- Buying materials with minimal packaging. Require suppliers to accept their packaging back.

There are many opportunities for waste to be reduced. Whatever the waste, it is probable that someone in the community could use it. Contractors can recycle aluminium and steel cans, glass and plastic bottles, paper and cardboard.

General Principles continued

Managing Waste



Ensure that all corridors, accesses, fire escapes, aisles and exits are kept clear at all times and free of building materials and rubbish. Maintain cleanliness, order and hygiene at the work site. Store all materials required on site safely within the boundary of the work site.

Do not allow rubbish to accumulate and remove it appropriately from site. Use industrial rubbish skips as required, but only for materials that cannot be re-used or recycled. Skips must have a lid so that rubbish doesn't blow away, and rainwater doesn't collect in the bin. Ensure the restoration of the work at the completion of the contract.

Potentially hazardous waste materials

There are special waste materials that must be handled with extra care. And remember that Hazardous waste treatment and disposal must comply with EPA Regulations.

Asbestos



If you have been engaged by Western to manage asbestos removal then do so in strict accordance with the current Legislation, Regulations, Codes and Standards and WorkCover Guidelines. If you are not an authorised asbestos removal contractor and you think you have come across some asbestos then STOP WORK immediately, evacuate the work site and contact your Western Project Manager/Maintenance Specialist/Campus Manager for information on what to do next.

Chemical Wastes

- Confirm that leftover chemicals are of no further use.
- Contact licensed waste disposal company to collect.
- Store in original packaging and ensure that lids are sealed.
- Segregate dangerous good classes of chemical waste.
- **Never tip chemicals down the sink, onto the ground, or into a storm water drain.**



Potentially hazardous waste materials continued

Construction & Demolition Waste



Items such as concrete, wood, steel, iron, carpet and timber off-cuts should be recycled. Find out which local recyclers will buy them.

Electrical Wastes



Electrical cables, fuses and devices (e.g. switches) must only be removed by a licensed contractor.

Contaminated Wastes



Pathological, biological and clinical wastes and sharps, must be stored in specifically labelled, bright yellow Contaminated Waste bins. These bins must only be serviced by a licensed hazardous waste contractor. Never dispose of contaminated waste in ordinary rubbish or recycling bins. This is not only unlawful but presents a great risk to the health of cleaning staff.

Metals

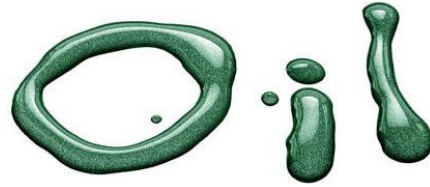


Materials such as iron, steel, copper and lead are to be removed by a licensed Contractor (and can often be sold for recycling). Seek advice from a licensed Contractor with regard to correct labelling, packaging and storing of lead. NEVER dump metal on University property or on land surrounding the University.

Potentially hazardous waste materials continued

Electrical / Transformer Oils

These oils (containing PCBs) must be stored in special containers issued by licensed waste disposal companies, and must be collected by a licensed company. Never pour oils down the sink, onto the ground, or into a stormwater drain.



Contaminated Soils



If soil contaminated with toxic materials such as, oil, asbestos, cyanide or heavy metals are found, contact your Western Project Manager/Maintenance Specialist/Campus Manager immediately. Do not remove any soil from University grounds without authorisation from the Division of Infrastructure and Commercial. Any such removal is to be carried out by a licensed contractor using compliant disposal methods. Also, all materials and fill brought onto Western sites must be certified as to being free of contaminants.



Liquid Waste

Cleaning fluids, paints and solvents must not be disposed of in Western drains or gutters.

Water pollution



It is against the law to place any material (other than clean water) in a position where it is likely to leak, fall or be blown into any drain or gutter that is used to receive rainwater. Allowing this to occur can result in an on-the-spot fine or legal proceeding against a business or an individual.

It doesn't matter whether the pollution was intentional or not.

To prevent pollution and safeguard our water supply you must

- Keep the footpath and gutter around the work-site free of litter, soil and sand, particularly at the close of each working day
- Keep rubbish bins covered
- Keep a spill clean-up kit close by
- Do not hose, blow or sweep rubbish, soil, sand, leaves, grass clippings (or anything else) into drains and gutters
- Do not dispose of cleaning fluids, paints and solvents in drains or gutters

Air pollution

Always try to minimise air pollution....

You must always try to minimise air pollution. There are a number of procedures, which you need to follow when working.

Dust



Dust can cause health problems for workers and others on the campus, as well as trigger fire alarm systems. If a work-site is generating dust:

Cover materials and stockpiles that generate dust to contain dust within the work area.

Place sweepings into a bag or box before putting them into a skip to prevent dust from becoming airborne when the bin is emptied.

Wear facemasks and respirators for protection as necessary.

Air pollution continued

Solvents



Many chemicals release polluting vapours when bottles are open. Always seal solvent containers with a tight lid. Use water-based or biodegradable strippers and cleaners wherever possible.

Lighting of Fires



Never light a fire on University grounds. In the unusual situation where it is considered necessary to light a fire, Campus Safety & Security must be notified. In general, it is against the law to burn-off, and on-the-spot penalty notices may be issued.

Refrigerant gases (CFCs)



Refrigerant gases in air conditioners are strong ozone depleting agents if allowed to escape. It is against the law to vent CFCs or HCFCs and fines may be imposed for deliberately releasing them. Do not allow CFCs and HCFCs to be released into the atmosphere, they must be collected in specially sealed cylinders by a licensed disposal company. CFCs and HCFCs must be recovered from air conditioning plant during servicing or decommissioning.

Module Quiz

Question 1

Review the statement and decide if it is true or false.

Construction and demolition wastes can be disposed of in ordinary University rubbish bins providing the bin does not exceed 60kg in weight.

Answers

- ☐ True
- ☐ False

Question 2

Read the statement and choose the responses that apply.

Answers

- ☐ Never tip chemicals down the sink, onto the ground, or into a stormwater drain.
- ☐ Electrical cables, fuses and devices (e.g. switches) are to be removed only by a licensed Contractor.
- ☐ Never dispose of contaminated waste in ordinary rubbish or recycling bin.
- ☐ Remove any asbestos as soon as you find it.

Question 3

Review the statement and decide if it is true or false.

Polluting water is against the law unless the pollution was unintended.

Answers

- ☐ True
- ☐ False

Division of Infrastructure and Commercial Contractor Induction

Question 4

Read the statements below and choose those that are true.

Answers

- ☐ Utilising off-cuts and recycling materials is one way to reduce waste.
- ☐ The contractor is responsible for cleanliness, order and hygiene at the work site.
- ☐ It's okay to block exits with material or rubbish as long as it's only temporary.
- ☐ Skips must have a lid so that rubbish doesn't blow away and rainwater doesn't collect in the bin.

Question 5

Review the statement and decide if it is true or false.

It is against the law to vent CFCs or HCFCs and fines may be imposed for deliberately releasing them.

Answers

- ☐ True
- ☐ False

Module Summary

This concludes Module 7 Waste Management and Removal.

Remember the main points:

- You MUST NOT dispose of waste on University property.
- You MUST NOT use ordinary University rubbish bins for construction and demolition wastes.
- Do not allow rubbish to accumulate. Rubbish must be appropriately removed from site.
- There are special waste materials that must be handled with extra care. Remember that Hazardous waste treatment and disposal must comply with EPA Regulations.
- It is against the law to place any material (other than clean water) in a position where it is likely to leak, fall or be blown into any drain or gutter that is used to receive rainwater.
- The University strongly encourages Contractors to identify waste minimisation options at the start of each job.

Module 8. Incidents and Reporting

Introduction

In this module we will cover incidents and reporting. This includes the procedures to be followed in the event of environmental and medical incidents. Contractors have a number of responsibilities in this regard and Western also has clear emergency procedures. Make sure you understand all of the information we discuss in the module clearly as you may need to help yourself or others one day.

Environmental incidents

What do you do if you cause or become aware of any accident that may cause environmental harm - for example. a chemical spill, leak or inappropriate disposal of waste.

All environmental incidents must be reported



Contractors are required to call Campus Safety & Security as soon as they become aware of any accident that may cause environmental harm (e.g. a chemical spill, leak or inappropriate disposal of waste).

Contact Campus Safety & Security on 1300 737 003, or 2300 on any internal phone.



Chemical or Gas Spills

Here is the procedure to use in the event of a chemical or gas spill.

Chemical or Gas spills



One example of an environmental incident is a chemical or gas spill. Make sure you are familiar with the correct procedure when such a spill occurs.

Chemical or Gas Spills continued

Whoever you are, if you see a chemical spill you must ...

- Alert people in immediate vicinity.
- Notify Campus Safety & Security on 1300 737 003, or 2300 on any internal phone stating exact location, nature of spill.
- Only attempt to contain the spill if aware of safe handling procedures.
- Send someone to nearest road to direct emergency services.
- Evacuate danger areas (remain upwind) and proceed to safe assembly area.
- Co-operate with emergency wardens & services on their arrival.
- Do not re-enter buildings until instructed by emergency controller.
- Do not attempt any action that puts lives in danger.

Contractor responsibilities

So, as a contractor, what are your responsibilities...let's find out.

The contractor..

- Is responsible for providing first aid facilities at the work site in accordance with Work Health and Safety Regulation 2011.
- Is required to display, in prominent places at the work site, emergency contact numbers including ambulance, medical services, hospital, etc.
- Must notify Western Campus Safety & Security (1300 737 003 or 2300 on any internal phone) immediately if there is a requirement for ambulance, fire brigade or police to attend any Western campus. If for some reason these numbers cannot be reached, call 000 (0 000 from internal phones) or 112 from mobiles.
- Must report and record accidents and injuries that occur on the work site in accordance with statutory provisions and the University's requirements.
- Must investigate all accidents and implement corrective / preventative measures to prevent a repeat occurrence.

Western Emergency Procedures

It is a requirement of entry to any Western campus that you are familiar with the Western emergency procedures and agree to comply with them.

Western Emergency Procedures continued

Contractors and their employees working in Western buildings and other protected areas must observe the established emergency procedures for those buildings. This means responding to all alarms and following instructions given by authorised staff and/or attending Emergency Services personnel.

When required, Contractors must prepare local work site emergency procedures in consultation with their Project Manager/Maintenance Specialist/Campus Manager.



Evacuation



Medical



Fire



Services

Evacuation

- Don't panic
- Maintain contact with Campus Safety & Security on 1300 737 003, or 2300 on any internal phone.
- Notify everyone in the immediate area.
- Nominate other people to assist in carrying out the evacuation.
- Ensure mobility impaired people are adequately assisted.
- Calmly proceed to the nearest fire exit. Close the door but do not lock it upon leaving.
- Assemble at the nearest safe designated area as instructed by Emergency Wardens and Emergency services personnel, or at other areas well away from the emergency.
- Keep clear of roads and emergency personnel.
- Do not interfere with equipment.
- Do not re-enter buildings until instructed by an emergency controller.
- Do not attempt any action that puts lives in danger.

Western Emergency Procedures continued

Medical Emergencies

- Ensure someone stays with the casualty to provide assistance.
- Advise Campus Safety & Security on 1300 737 003, or 2300 on any internal phone, stating condition of casualty and exact location.
- If Campus Safety & Security can't be contacted call ambulance on 000 (0-000 if using Western internal phone).
- Send someone to the nearest road to direct emergency services.
- Return to the casualty and advise that help is on way.

Fire

- DO NOT SHOUT FIRE
- Sound the alarm.
- Dial Campus Safety & Security on 1300 737 003, or 2300 on any internal phone.
- State the exact location and nature of the fire, and whether it is an emergency.
- Send someone to the nearest road to direct emergency services.
- If necessary, evacuate the building to a safe assembly area (upwind of the fire).
- Use correct fire extinguishers if you are trained and it is safe to do so.
- Close doors and windows do not lock.
- Turn off services e.g. natural gas and power, if safe to do so.
- Co-operate with Wardens, Emergency Controller in the discharge of their duties, and emergency services on their arrival.
- Do not re-enter buildings until instructed by an emergency controller.
- Do not attempt any action that puts lives in danger

Loss of Essential Services (e.g. electricity, water, gas)

- Advise Project Manager/Maintenance Specialist/Campus Manager.
- Do not attempt to restore supply unless advised to do so.
- Move to the designated assembly point under the control of an Emergency Warden if advised to do so.

Module Quiz

Question 1

Review the statement and decide if it is true or false.

Contractors are responsible for providing first aid facilities at the work site in accordance with Work Health and Safety Regulation 2011.

Answers

- ☐ True
- ☐ False

Question 2

Review the statement and decide if it is true or false.

If a fire starts the first thing to do is SHOUT FIRE.

Answers

- ☐ True
- ☐ False

Question 3

Complete the sentences by typing the correct word in the space.

Available choices are:

- Campus Safety & Security
- casualty
- help
- road

Answers

Medical Emergencies

Ensure someone stays with the _____ to provide assistance

Advise _____ on 1300 737 003/ext 2300 stating condition of casualty and exact location.

If Campus Safety & Security can't be contacted call the Ambulance on 000 (0-000 if using Western internal phone) Send someone to nearest to direct emergency services

Return to casualty and advise that _____ is on way

Question 4

If you became aware of an incident that may cause environmental damage and it was after hours, who would you call immediately?

Answers

- ☐ Western Project Manager
- ☐ Your Boss
- ☐ Western WHS Team
- ☐ Western Campus Safety & Security

Module Summary

This concludes Module 8 Incidents & Reporting.

Remember the main points:

You must:

- Notify Campus Safety & Security (1300 737 003, or 2300 on any internal phone) immediately you become aware of any accident that may cause environmental harm (e.g. a chemical spill, leak or inappropriate disposal of waste).
- In the event of a chemical or gas spill evacuate danger areas (remain upwind) & proceed to safe assembly area.
- Notify Campus Safety & Security (1300 737 003, or 2300 on any internal phone) and Western WHS Unit immediately where there is a requirement for ambulance, fire brigade or police attendance at any Western campus. If uncontactable call 000 (0 000 from internal phones) or 112 from mobiles
- Respond to all alarms and follow instructions given by authorised staff and/or attending Emergency Services personnel.

Remember, contact Western Sydney University Campus Safety & Security (1300 737 003 or via ext. 2300 on any internal telephone) immediately if you become aware of any accident that may cause environmental harm or if there is a requirement for an ambulance, fire brigade or police attendance.

Final Assessment

Contact your Western Project Manager/Maintenance Specialist/Campus Manager within the Division of Infrastructure and Commercial for a copy of the final assessment.