



**Contractor WHS
Risk Management Procedure**



**Environment and Risk Management
Division of Infrastructure and
Commercial**



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**Division of Infrastructure and Commercial
Contractor WHS Risk Management Procedure**

Introduction

This procedure outlines the Contractor WHS Risk Management Procedures as part of the Division of Infrastructure and Commercial Work Health and Safety System. These procedures are consistent with the:

- NSW Work Cover Codes of Practice
- University WHS Policy and Procedures

Purpose

The purpose of this Procedure is to ensure that contractors undertaking services for Division of Infrastructure and Commercial are trained in site practices, display positive safety behaviour, and manage hazards and risks in their work sites on WSU campuses in a manner consistent with the NSW Work Health and Safety Act and related Regulations.

Scope

This Procedure outlines the:

- Provision of Safety Management Systems as part of procurement processes
- Site induction, utilising the Division of Infrastructure and Commercial Contractor Induction Program, along with industry induction and licensing by contractors and sub-contractors
- Provision of Safe Work Methods Statements for projects and maintenance contracts, and methods of review and audit during projects and contract periods
- Management of work environments and safety audits
- Requirements at completion of works for handover to campus operations
- Incident reporting and investigation
- Document control and registers maintained to support this procedure

Applicability

This procedure is applicable to:

- All works undertaken through contract services associated with: building and refurbishment, infrastructure services, grounds and external assets, cleaning and environmental services, and relocations and events
- All works undertaken through contractor services on associated with maintenance of buildings, infrastructure and services, and plant and equipment.

Review of Safety Management Plans

Contractor Safety Management Plans are required as part of standard Division of Infrastructure and Commercial procurement process, as outlined below for construction panels, building maintenance contracts, and other contract services. As part of procurement processes, the minimum requirement is for the submission of a Work Health and Safety Management Plan to manage compliance, to assess subcontractors' capabilities, manage WHS information dissemination, conduct safety training, provide first aid, manage accident and emergency procedures, and maintain a Hazmat register.



Construction Panels

Division of Infrastructure and Commercial has an established process for establishing and reviewing tender panels for fit outs, refurbishments, and building projects. Contract requirements include:

- For larger, federally funded projects a funding requirement is for compliance with federal WHS systems
- Compliance with NSW Government OHS Management System guidelines for contracts valued at \$1 million or more (contracts AS4905, AS4000 & AS4300)
- Submission of a Work Health and Safety Management Plan (AS4905 and Minor Works Contract)

Contract services for building maintenance

Division of Infrastructure and Commercial utilizes standard procurement processes to establish maintenance contracts including:

- Reactive maintenance (LV electrical, hydraulics, gutter cleaning, building services)
- Preventative maintenance (LV and HV electrical, hydraulics, gutter cleaning, roof safety)
- Comprehensive maintenance (BCA, fire (wet & dry), lifts, auto doors)

Other contract services

A range of other contractor services incorporate similar WHS requirements, including those relating to grounds maintenance and landscaping, cleaning and waste services, and maintenance of external and natural assets (e.g. Irrigation, water recycling, land management). Consistent with AS4905, procurement processes for these contracts require submission of a Work Health and Safety Management Plan.

Tender review process

Common to all of these contract services, any tender is assessed as non-compliant in relation to Conditions of Tender, if the submitted Safety Management System or Plan does not have either:

- Appropriate federal WHS accreditation
- Third party accreditation of WHS System, or
- WHS System consistent with AS 4804



Contractor Induction

Prior to coming onto University sites, the Contractor's Safety Management System must provide for all staff and sub-contractors to have the following, and to maintain registers of staff training and licensing:

- General industry induction requirements consistent with the National WHS General Construction Induction Training (e.g. NSW WorkCover WHS General Construction Induction)
- Certification of appropriate industry training and licensing

In general, all Contractor staff must also undertake the DIVISION OF INFRASTRUCTURE Contractor Induction, and follow the rules required for site access.

Division of Infrastructure and Commercial Contractor Induction Program

All individuals working for contractors or subcontractors must undertake the on-line Division of Infrastructure and Commercial Contractor Induction Program as a prerequisite for access to WSU campuses and work sites. This induction program is accessible at:

<https://contractorinduction.westernsydney.edu.au/course/>

On the successful achievement of 80% in the assessment at the end of the induction program, a certificate of completion can be printed, and this enables the provision of a Contractor Card/certificate. Contractors must retain this card for use to swipe in and out of Campuses at the office of Campus Safety and Security.

Where a team of inducted people are coming onto University campus, or are transiting the campus to a fenced work site, only their Contractor's Site Supervisor need swipe in and identify the number of people coming onto the site. All individuals must retain their Contractor Induction card while on WSU campuses and work sites.

Construction sites

For all construction sites, all contract and sub-contract staff should undertake the Division of Infrastructure and Commercial Contractor Induction for transit across the campus to the work site, unless addressed through a broader site specific WHS system. Site supervisors only need to swipe in and out at Campus Safety and Security and let them know the number of people coming onto the site. As part of the Contractor's WHS system, a register of all appropriate industry licensing and certification must be maintained for individuals coming onto the work site.

Building maintenance

Building maintenance contractors must all individually undertake the Contractor Induction and must follow site access protocols through Campus Safety and Security. This will include particular access requirements relevant to the maintenance activities.

Other contract services

Contractors associated with other services must individually undertake the Contractor Induction, and must swipe into Campus Safety and Security unless operating in a large team whereby a supervisor can swipe in for the team (e.g. grounds maintenance or cleaning).



Safe Work Method Statements

Safe Work Method Statements (SWMS) must be prepared to reflect the risk management for each work site or work operation. The preparation, review and record keeping of SWMS is to be consistent with the "Managing risks in construction work" draft code of practice and must address all relevant aspects of high-risk construction works.

Construction sites

For all construction sites, SWMSs must be developed and reviewed by the Principal Contractor in a manner consistent with the WHS Management Plan. Review and consultation is maintained with Division of Infrastructure and Commercial Project Managers through:

- Submission of SWMS by all contractors and subcontractors to the Principal Contractor prior to work being undertaken.
- These SWMS must be retained on site and be updated as new information regarding and be managed in a manner consistent with the scope of the work tasks.
- WHS is maintained as a standard agenda item for formal consultation between the Principal Contractor and Division of Infrastructure and Commercial Project Managers such as Project Control Groups.

Building maintenance

For works associated with maintenance contracts minor works the preparation, review, and consultation associated with SWMS is addressed through:

- Standard SWMS reflecting the risks associated with maintenance operations are submitted and reviewed as part of the establishment of the maintenance contracts and minor works contractor panels. These SWMSs are reviewed in association with the Division of Infrastructure and Commercial Contract Manager on an annual basis in association with WSU updates to contractors
- SWMS must be retained on site by contractors while undertaking works. For works outside of standard operational conditions, an additional site-specific assessment is to be undertaken and submitted to the relevant Division of Infrastructure and Commercial Maintenance/ Project Manager as soon as practical.

Other contract services

For service contracts and facility management undertaken by contractors, the preparation, review, and consultation associated with SWMS includes:

- Preparation and review of standard SWMS prior to works occurring.
- SWMS are maintained on site by contractors while undertaking works.
- For critical works where conditions are outside of normal operating conditions an additional site-specific assessment is to be undertaken and submitted to the relevant Division of Infrastructure and Commercial Project Manager as soon as practical.



Work environments and site safety audits

All work sites and environments are to be managed in accordance with "Managing the work environment and facilities" code of practice. Work site and work place facilities will be maintained in a manner consistent with WHS risk management, along with emergency plans, provision of first aid, training, and PPE where appropriate. Division of Infrastructure and Commercial will ensure appropriate mechanisms are in place for consultation, cooperation and coordination where multiple PCBUs are operating, and where Division of Infrastructure and Commercial staff occupy facilities. Work site management, and site safety audits are undertaken as follows to ensure appropriate risk control measures are in place, as outlined below.

Construction sites

Work sites will be managed by the Principal Contractor or Contractor to:

- Secure the workplace against unauthorized entry and manage the general workplace
- Manage risks associated with construction and apply SWMS for high risk activities
- Manage all risks associated with the disposal of materials and waste, storage of plant on site, and traffic and essential services that may be affected by the work.

Site inspections and safety audits will be undertaken as specified by the Contractor's WHS Plan and may also be undertaken by the Division of Infrastructure and Commercial Project Manager. A fence clamp audit will be undertaken by the contractor during the installation and amendment of fencing to account for all fence clamps used.

Building maintenance

As maintenance works are undertaken in and around buildings and grounds, the contractor will:

- Ensure all University access requirements related consultation occur
- Ensure appropriate work site are secured and signage is in place to prevent general access
- Ensure that no high risk activities are undertaken without preparing and having on hand an appropriate SWMS which has been reviewed by Division of Infrastructure and Commercial Managers
- Along with standard SWMS, will assess additional risks and put in place additional control measures, as required by the work situation.

Site inspections and safety audits will be undertaken by Division of Infrastructure and Commercial Managers to ensure SWMS are on hand and being complied with. Also, spot audits of completed routine maintenance jobs are undertaken to ensure appropriate SWMS or risk assessments are provided.

Other contract services

For other contract services, contractor supervisors will ensure that work sites and areas are managed in an appropriate manner, including appropriate workplace isolation and signage. Site inspections and safety audits will be undertaken by Division of Infrastructure and Commercial Project Managers to ensure SWMS are on hand and being complied with.



Division of Infrastructure and Commercial Facilities

Buildings and facilities occupied by Division of Infrastructure and Commercial staff and contractors will be maintained in a manner consistent with WHS risk management, along with associated emergency plans, provision of first aid, training, and PPE where appropriate. Site inspections and safety audits will be undertaken by Division of Infrastructure and Commercial Managers to ensure work places are maintained appropriately.

Completion of works

At the completion of works, the contractor must hand over to Division of Infrastructure and Commercial and work site or work area free of risks associated with construction or maintenance works. This will include:

- A site or work area free of hazards associated with materials or waste, services, site fencing or any transitions between the work site and broader areas
- Impacts on grounds through trenching or disturbance must be made good.

Construction sites

For a fenced construction site to be handed over from the Principal Contractor or Contractor to Division of Infrastructure and Commercial, all hazards associated with the construction must be addressed. These include a site safety audit to include the relevant Division of Infrastructure and Commercial Project Manager and representatives from Campus Security, Campus Manager, and E&RM Campus Operations, at the time that site fences are removed. Hazards to be addressed include:

- Construction site fence clamp audit, signed off by contractor and Division of Infrastructure and Commercial Project Manager
- Site safety handover audit, signed off by Campus Safety and Security, Division of Infrastructure and Commercial Project Manager and Campus Manager, and Campus Operations Manager.

The Division of Infrastructure and Commercial Project Manager must alert the Division of Infrastructure and Commercial Grounds/Landscaping Manager prior to the removal of site safety fencing so a process can be put in place to manage the transition zone with checks by metal detectors and interim management prior to incorporation in general grounds mowing operations.

Building and services maintenance

For building maintenance works, a large number of routine operations are processed and undertaken, along with a smaller number of new or major maintenance works. For all works associated with in-ground services, the make good of the site is a standard requirement. Completion and review of works is associated with:

- Site inspection by Maintenance Specialists and Campus Managers for new or major works
- For minor scheduled works, completion is associated with submission of invoices and closure of work requests.
- Regular review meeting with maintenance contractors including WHS as an agenda item



Other contract services

For other general contract works such as undertaken for cleaning, landscaping, and environmental projects, Division of Infrastructure and Commercial Managers oversee and inspect sites to ensure that the work site is made good and safe for handover to campus operations.