



THE UNIVERSITY OF QUEENSLAND

A U S T R A L I A

Health, Safety and Environmental
Contractor Management System

Gatton Campus



1.0 INTRODUCTION

The purpose of this document is to detail the requirements for the management of contractors in relation to health safety and environment management at the University of Queensland (UQ). UQ has obligations under the *Work Health and Safety Act (2011)* and the *Environmental Protection Act (1994)* to provide and maintain a safe and healthy work environment for staff, student, volunteers, visitors and contractors. All UQ staff are required to comply with this document when engaging contractors to work on campus. A model of UQ's Contractor Management System is illustrated in Figure 1.1 below. The system is divided into eight key elements that combine to provide a holistic approach in managing HSE risks associated with engaging external parties to do work on campus. These eight elements are:

- a) Contract Management
- b) Induction and Re-induction of contractors
- c) Inducted Contractors Register
- d) Permit System
- e) Workplace Health, Safety Management and Environment Plans
- f) Site register system
- g) Auditing and Inspections
- h) Incident and Hazard management



Figure 1.1 UQ Contractor Management System Model

2.0 DEFINITIONS

Contract – a written or spoken agreement, especially one concerning employment, sales, or tenancy, that is intended to be enforceable by law.

Contractor – A contractor is a person or a business entity that provides goods or services to the University under terms of a contract. Contractors can include:

- Consultants providing a service or professional advice for remuneration.
- Contractors providing service as per a purchasing agreement.
- Contractors appointed for maintenance and infrastructure services, including sub contractors.

Examples of contractors are cleaners, removalists, construction workers, building trade workers, service technicians, event open day workers

Temporary Employees – To be treated same as UQ employees, completing UQ general induction.

Incidental Contractor –Low risk work with supervision. E.g. photocopy technician where staff are available to identify hazards and assist in event of emergency. Example: Delivery drivers, waste disposal services, water bottle replacement workers, photocopy technicians and labour hire workers.

Sub Contractor – A person, organisation, their employee or nominated representative bound by the contractor to execute work under the contract.

Contract Manager – Contract manager is the University employee who is responsible for appointing and managing the contractor. This could be the line manager, project officer or the local area administrator. This person is responsible for ensuring that the contractor carries out their work safely and complies with associated health & safety and environmental legislation.

Service Contract - A business agreement between a contractor and customer covering the provision of a service by an external contractor (e.g. maintenance services, cleaning services, and servicing of equipment over a specified period).

Site Specific Induction – Contract manager visits work site with contractor and identifies known hazards, environmental risks, local operational requirements and procedures and explains emergency procedures.

Work Method Statements – As defined by the *Work Health and Safety Regulations 2011*.

Workplace Health and Safety Management Plan – A document provided by the contractor that will detail the specific occupational health, safety, environment and rehabilitation resources, responsibilities and practices of their organisation. The plan should also provide a risk assessment of project hazards and plans to mitigate associated risks.

WHSC – Workplace Health and Safety Coordinator

3.0 CONTACTOR HSE MANAGEMENT SYSTEM

The following provides a description of the elements of the Contractor Management System Model provided in Figure 1.1 and how each should be used in the safe and effective management of contractors. The overall implementation of the Contractor Management System is illustrated in **Appendix 1**.

3.1 Contract Management

This refers to the processes by which contractors engaged by the University are managed. This may involve a legal contract or could simply be a service agreement e.g photocopy service.

The requirement for a formal written contract will be based on the complexity and cost of the work to be undertaken. Advice should be sought from the UQ Legal Office and standard contracts are available from the UQ Legal Office website. Contract Managers should comply with UQ policy and State Purchasing requirements in relation to what contract instrument is appropriate for engaging a contractor on behalf of the University.

In addition to a written contract a system may be established to ensure that what the university has requested from the contractor is delivered on time, is complete and is to an acceptable standard. This may be a purchase order with a schedule of deliverables.

Any contracts for building works must be initiated through the Property & Facilities Division.

3.2 Induction and Re-induction of Contractors

Contractor induction is the process by which UQ provides information to its contractors to inform about:

- the UQ environment;
- UQ and statutory HSE requirements, policies and procedures;
- Any hazards that might be encountered by contractors in providing their services;
- Local policy and procedures to minimise disruption to UQ operations;
- Traffic and parking systems;
- Fire safety and evacuation requirements while on campus;
- UQ's Contractor Management System and how it works.

In the University context, contractor induction provides an opportunity to communicate details of any hazard that may be known to the university but which the contractor may not be aware. It is also an opportunity to let the contractor know the standard of conduct expected on campus and protocols to follow whilst working on the university campus. The contractor must also know the University's emergency arrangements and be aware of the facilities available to assist him/her in the event of an emergency.

A **Gatton Campus** on-line **Non-construction [contractor induction module](#)** has been developed to assist with the induction of contractors which is available for use by all Faculties, Schools and Divisions. Contractors must complete an induction prior to commencement of work at the University. Contractor inductions are valid for two years, after that point they are required to undergo the induction process again. It is important that the person inducted is in fact the person doing the work e.g. the contractor and any employees that work on the campus must be inducted.

For incidental contractors only, the contractor induction module is not mandatory and a site specific induction may be sufficient. If in doubt please seek advice from the UQ OH&S Division.

P&F and ITS infrastructure contractors must complete the [full P&F contractor induction module](#).

3.3 Inducted Contractors Register

The University will maintain a register of inducted contractors. When a contractor has completed the online induction, their details will be transferred to the [inducted contractors register](#). This register will record name of contractor/organisation, date inducted and ABN. Non-supervised contractors can be registered by completing the [registration form PF244](#) which can be found at the [P&F Contractor website](#).

Contractors will be required to complete the online induction module every two years. Any contractors failing to do this will be removed from the register. The site WHSC has access to produce a register of inducted contractors. University staff should check the register before engaging contractors to ensure that they are not already registered.

3.4 Permit to Work System

Permit to work systems are an administrative control and are used where the risk is regarded as high and where control measures must be implemented to reduce the risk. A permit to work is mandatory for hot work, working in confined spaces, working at heights, high voltage work. In most cases this type of work will be managed by Property & Facilities Division. Faculties, Schools and Divisions are responsible for understanding what permits are required and the management of their permit to work system. Principal contractors are legally obliged to have their own permit systems. The [P&F Contractor Environmental and OH&S Handbook](#) can be referred to for more information on the Permit to Work System.

3.5 WHS Management Plans

Occupational Health, Safety and Environment Plans are documents provided by the contractor that will detail the specific occupational health, safety, environmental and rehabilitation resources, responsibilities and practices of their organisation. WHS Management plans are a legislative requirement for all construction work in excess of \$250,000, asbestos removal work or demolition. At UQ, HSE plans are required for projects which are of a high value, are complex or are high risk. This would include construction projects, large building maintenance projects and replacement and upgrade of large items of plant and equipment. Any project that does not require a HSE plan, that is high risk as per the Work Health and Safety Regulation 2011, should use a safe work method statement (SWMS), or a risk assessment. A template work method statement is available on the [Property and Facilities website](#).

3.6 Contractor Sign in/Sign out Register

The University has a legal obligation to know when contractors are working on site. The register provides two functions, understanding when contractors are on site and providing contractors with a form of identification. All contractors must sign in and out using the contractor register and be issued a pass to be worn at all times. Contractor sign in/out registers are located throughout Gatton Campus (**Appendix 2**). Outside of normal working hours contract managers must make alternative sign in sign out arrangements, [P&F 143 After Hours Access & Building Service Work form](#). The register should record the following:

- Contractor's printed name & company;
- Date and time of sign in;
- Date and time of sign off;
- Description of the work that they are undertaking;
- The name of the UQ Contract Manager and contact details;
- Where on campus they will be working.
- Signature UQ authoriser (reception staff, project officer, etc)

3.7 Auditing and Inspections

Contractor management system is mandatory for all University faculties, schools and Divisions and as such compliance will be audited. The system implemented will be subjected to internal audits (local WHSC, Contract Manager) and external audits(OH&S Division and Workplace Health and Safety Queensland). The system is to be audited for quality, completion and compliance of the contractor health safety and environmental system.

3.8 Incident and Hazard management

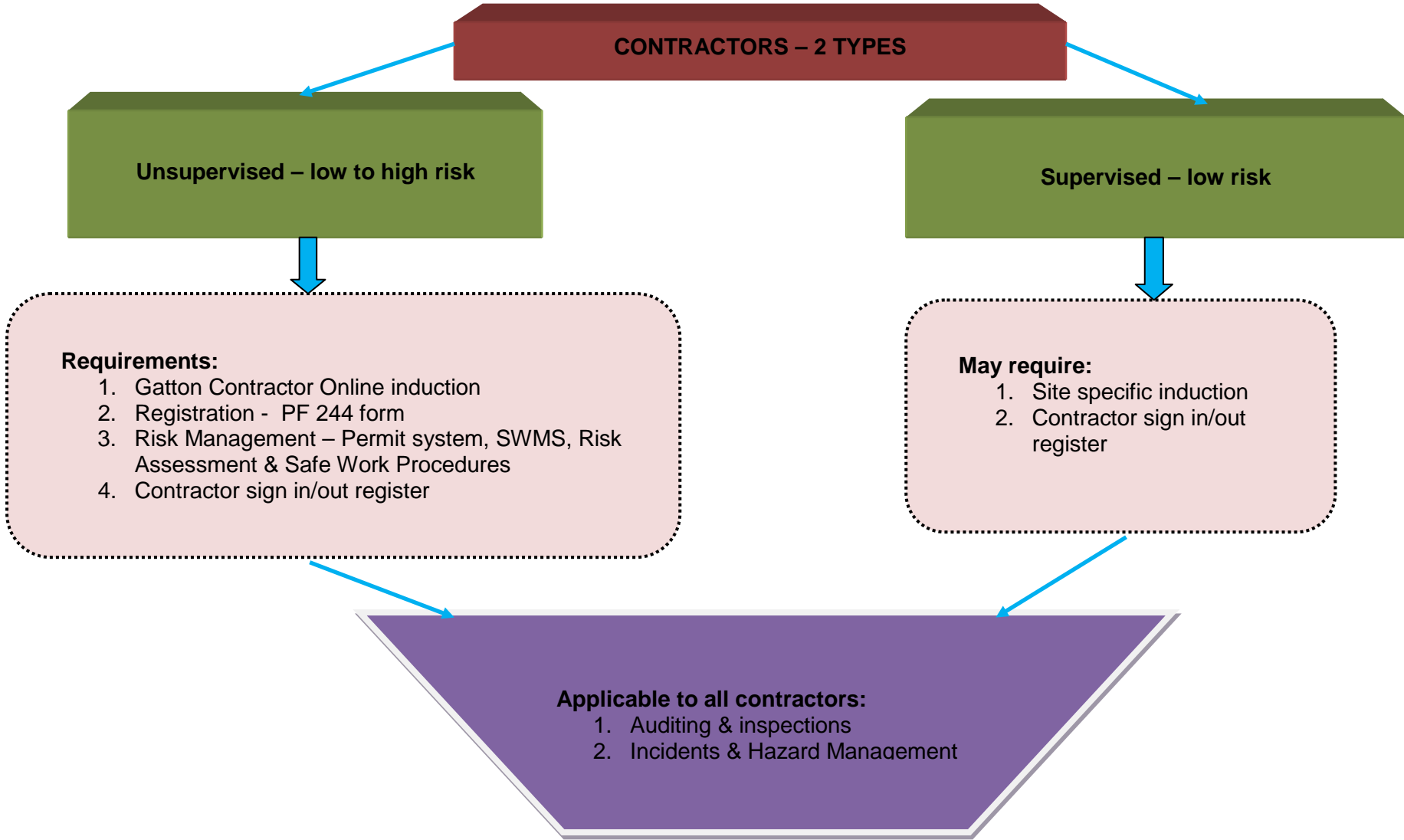
Any contractor incidents or hazards identified including electrical incidents need to follow the University's process to Report an Incident Injury or Illness https://www.risk.admin.uq.edu.au/uq-injury/forms/default_content.asp. Report a Hazard using the following link <http://www.uq.edu.au/ohs/pdfs/OHS-Hazard-Report-Form.pdf>.

For environmental incidents hazards report using the following link http://www.uq.edu.au/sustainability/docs/policiesprocedures/pro_DutyRptg.pdf

The UQ Contract Manager is responsible for ensuring that the above management processes are completed.

All statutory reporting requirements must be completed by the contractor including notification to Workplace Health and Safety and The Electrical Safety Office.

Overview of Gatton Non-construction Contractor Management System



Appendix 2

Gatton Campus - Contractor Register Locations

Faculty/School/Unit	Building #
P&F	1. 8218
School of Agriculture and Food Sciences (SAFs)	2. 8117A reception
School of Veterinary Science (SVS)	3. 8114 L1 reception
	4. 8156 Equine hospital
	5. 8179 Clinical Skills Centre
Gatton Library	6. 8102 Front Desk
Office of the Director Gatton Campus (ODGC)	7. 8101 NW Briton Building, 2 nd floor
G-Vec	8. 8115 reception
Piggery	9. 8335 reception
Dairy	10. 8162 Dairy office
Equine/Cropping unit	11. 8214 Equine reception
Halls of Residence	12. 8123 reception
Queensland Animal Science Precinct (QASP)	13. 8360 reception
Boyce Estate	14. BO805 Machinery Shed