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## 1.0 Purpose

The purpose of this procedure is to outline the Health and Safety (H&S) requirements in relation to contractor management at The University of Queensland (UQ) Gatton Campus.

## 2.0 Scope

This procedure applies to all workers (staff, students, volunteers) at the UQ Gatton Campus who engage contractors on behalf of the University. Where contractors are engaged through Property and Facilities (P&F) this process will be managed by a P&F representative.

## 3.0 Definitions

**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 the baling of hay in the farms.

**UQ Manager** – The UQ manager is the University employee who is responsible for appointing and managing the contractor. This person is responsible for ensuring that the contractor carries out their work safely and complies with associated health & safety legislation.

**Local Induction** – a specific local induction is arranged by the UQ manager for the contractor. It identifies known hazards, local operational requirements and procedures and explains emergency procedures.

**WHSC** – Work Health and Safety Coordinator

## 4.0 Contractor Management System

The contractor management system is divided into eight key elements that provide a holistic approach in managing H&S risks associated with engaging external parties to do work on campus. The eight elements include:

- a) Contract Management
- b) Induction and Re-induction of contractors
- c) Inducted Contractors Register
- d) Permit System
- e) Risk Management Documentation
- f) Site register system
- g) Auditing and Evaluation
- h) Incident and Hazard management

### 4.1 Contract Management

The competency of contractors and its Health and Safety status must be assessed prior to engagement. It may involve verifying that the contractor is qualified, licenced and authorised to carry out the work, assessing the contractor's ability to perform the required work safely and efficiently and other considerations depending on the scope of work and size of the contractor organisation.

The following must be considered prior to engaging a contractor:

- The potential risks that contractors may pose to UQ staff, students and others on campus
- The risks that they may be exposed to when working in UQ facilities, that is, the H&S risks presented by UQ operations.

### 4.2 Induction/Re-induction of Contractors

Contractors are required to complete the online UQ Contractor induction which is valid for 12 months. Hence re-induction is required annually. The 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 of. 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 be notified of the University's emergency arrangements.

There are two types of online inductions: **1) Contractor induction** and **2) Non-construction contractor induction**.

The online Contractor induction is meant for contractors that perform medium to high risk activities such as works that involve powered mobile plant (forklift) and other machinery.

The Non-construction induction is meant for contractors that are low risk such as the 'Laboratory Scale Technician' who calibrates digital scales.

Local induction is usually required and this is to be determined by the UQ manager, for instance, contractors undertaking works at the Queensland Animal Science Precinct are required to complete a local induction prior to entering the facility.

**Note:** Contractors that provide consultancy service may only need a local induction.

Contact the relevant local WHSC in Gatton to gain access to the online inductions.

### 4.3 Contractor Register

The University maintains a register of inducted contractors which is located online at the [P&F website for contractors](#). When a contractor has completed the online induction, their details will be recorded in the inducted contractors register. This register will record name of contractor/organisation, date inducted and ABN. The process of inclusion of a contractor to the contract register is initiated by completing the registration form PF244 which can be found at the P&F Contractor website.

Any contractor that does not complete the online induction annually will be removed from the register. UQ Managers should check the register before engaging contractors to ensure that they are not already registered.

### 4.4 Permit 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. The P&F Contractor Environment, Health and Safety (EHS) Handbook, located at the P&F Contractor website, can be referred to for more information on the Permit to Work System.

### 4.5 Risk Management Documentation

Risk Management documentation may be required from contractors, where there is a foreseeable hazard/risk, that highlights how health and safety risks are managed and by whom.

The UQ Manager and/or the Management nominee is to approve the engagement of a contractor by verifying the following:

- Workers compensation and Public Liability insurance
- Relevant licences
- Safe Work Method Statements (SWMS), Safe Work/Operating Procedures (SW/OPs), Job Safety Analysis (JSA's). The UQ Manager or nominee may need to collaborate with the contractor to develop a SWMS or Risk assessment. Templates and guides for the SWMS can be found online at the [P&F Contractor website](#).
- Identify if a permit is required – confined space entry, working at heights

The UQ Manager or nominee is to retain a copy of the SWMS or any other relevant documentation. The documentation must be reviewed by one of the following; a UQ Manager, the WHSC or a P&F staff member. Works that may require SWMS or risk

assessment include: hot works, operating of machinery, use of hazardous chemicals, confined space entry and working at heights.

#### 4.6 Site Register System

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 usually located in reception areas of buildings throughout Gatton Campus. Outside of normal working hours UQ managers must make alternative sign in sign out arrangements. 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 Manager and contact details;
- Where on campus they will be working.
- Signature UQ authoriser (reception staff, project officer, etc)

#### 4.7 Auditing and Evaluation

The Contractor management system compliance will be monitored at different levels. The implemented system will be subjected to internal audits (local WHSC, UQ Manager) and external audits (HSW Division and Workplace Health and Safety Queensland). The system is to be audited for quality, completion and compliance of the contractor health and safety system. Contractor H&S performance should be evaluated, where a contractor is found to be performing unsafely, ensure that the issue has been addressed before any future engagements.

#### 4.8 Incident and Hazard Management

Any contractor incidents or hazards identified including electrical incidents must be reported in the UQSafe – Incident database.

The UQ 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.

### 5.0 Monitoring and Review

Refer to section 4.7 Auditing and Evaluation.

## 6.0 Recording and Reporting

Records of inductions and maintenance of the PF244 forms and relevant documentation are maintained by P&F.

All other records are maintained in the relevant UQ databases such as UQSafe-Incident database or maintained with the UQ Manager/WHSC.

## 7.0 Appendix

The [P&F Contractor Environment, Health and Safety \(EHS\) Handbook](#) provides an overview of the health, safety and environment requirements for contractors working at UQ.