



Curtin University



# CONTRACTOR HEALTH AND SAFETY HANDBOOK

JUNE 2023

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## REVISION HISTORY

Version No	Approved/ Rescinded	Date	Committee/ Board	Document Reference
1.0	Approved	13/05/2013	Director Health and Safety	
2.0	Approved	24/07/2013	Director Health and Safety	
2.1	Approved	07/03/2014	Director Health and Safety	
2.2	Approved	21/03/2014	Director Health and Safety	
2.3	Approved	02/05/2014	Director Health and Safety	
3.0	Approved	16/6/2015	Director Health, Safety and Emergency Management	
3.2	Approved	03/03/2016	Director Health, Safety and Emergency Management	
4.0	Approved	08/08/2016	Director Health, Safety and Emergency Management	
4.1		05/2017	Director Health, Safety and Emergency Management	
5.0		27/09/2017		General review of the whole document.
5.1	Approved	07/11/2017 22/01/2018	Property Facilities & Development (P&FD)	Final Draft prepared by AQUAS reviewed by Curtin PF&D and APP.
5.2	Approved	12/03/2018	Manager, Health and Safety. HSEM	Final review and approval from HSEM.
6.0	Approved	22/06/2018	Director Health, Safety and Emergency Management	Full review and approval from HSEM.
7.0	Approved	31/07/2018	Director Health, Safety and Emergency Management	Removal of references to PF&D document.
8.0	Approved	01/11/2018	Business Manager Health, Safety and Emergency Management	Addition of information to Hazard/ Incident/Injury Reporting
9.0	Approved	13/11/2018	Business Manager Health, Safety and Emergency Management	Addition of information to 6.1 Documentation Requirements
10.0	Approved	09/05/2019	Business Manager Health, Safety and Emergency Management	Update of contact information in section 7.2
11.0	Approved	06/06/2019	Business Manager Health, Safety and Emergency Management	Update to 8.5 and 8.3
12.0	Approved	26/07/2019	Business Manager Health, Safety and Emergency Management	Update to HSEM building number
13.0	Approved	13/12/2019	Business Manager Health, Safety and Emergency Management	Final review and approval from HS

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14.0	Approved	3/04/2020	Lead Health & Safety Advisor	Update of information regarding contractors ability to now report incidents/hazards in Curtin's online system
15.0	Approved	19/03/2021	Senior Health & Safety Partner	Update to reflect change to induction cards (section 7)
16.0	Approved	29/04/2022	Health and Safety Partner	Update to reflect the new legislation
17.0	Approved	05/08/2022	Senior Health & Safety Partner	Update to section 7 regarding contractor cards to reflect new location
18.0	Approved	9/11/2022	Senior Health & Safety Partner	Update to section 4.5 Driving
19.0	Approved	1/6/2023	Senior Health & Safety Partner	Update to section 8.2.4 Hazard/Incident reporting

## 1. INTRODUCTION

Welcome to the Curtin University Contractor Health and Safety Induction Handbook. This handbook is designed to provide contractors and their workers with information on health, safety, emergency management, appropriate conduct and their responsibilities whilst working at the University. This is in addition to the terms and conditions listed in their formal contract or purchase order.

An [online induction](#) must be completed by all workers (i.e. employees) of all contractors of any tier and consultants prior to commencement of any work for or on Curtin campuses. Contractors will be required to undertake site specific inductions in certain specialised areas as instructed by Curtin University.

All contractors must comply with these instructions and procedures. Contractors failing to comply may be subject to a stop work order and liability for any costs incurred as a result of such action. Non-compliance may also lead to a contractor having their status reviewed by the University. These instructions are set out to protect workers (contractors, employees, staff), students, visitors and the Curtin community in general.

For further information regarding health, safety and emergency management, please contact the Project Manager, the appointed Responsible Officer (RO) or the Properties Facilities and Development (PF&D) Service Coordination Centre (SCC) on (08) 9266 2020.



## 2. H&S POLICY STATEMENT



**Curtin University**

Promoting a safer place to work and study

# HEALTH AND SAFETY POLICY

**Policy Statement**

Curtin University is committed to providing and maintaining high standards of health and safety in the workplace. It is our belief that all injuries are preventable.

We will ensure we uphold Curtin Values and a culture that promotes workplace respect and where we believe that health, safety and wellbeing are paramount and bullying will not be tolerated.

Health and safety is the responsibility of everyone. All staff, students, contractors and visitors play an important role in contributing to a healthy and safe workplace.

The University will continue to evolve its Health and Safety Management System through a process of continuous improvement with a focus on the effective management of all health and safety risks. This will be achieved in consultation with our staff and our Safety and Health Representatives. Our goal is to prevent workplace injury and illness.

**The University will:**

- Ensure compliance with relevant legislation and the University's Health and Safety Management System;
- Promote an organisational culture that adopts health and safety as an integral component of its management philosophy;
- Ensure that health and safety is part of the business planning processes and that it is adequately resourced by all areas;
- Maintain an effective mechanism for consultation and communication of health and safety matters;
- Maintain an effective process for resolving health and safety issues and managing health and safety risks;
- Provide appropriate health and safety training;
- Regularly review health and safety performance to monitor the effectiveness of health and safety actions and ensure health and safety targets and objectives are met.

*Harlene Hayne*  
Professor Harlene Hayne ONZM, Vice-Chancellor

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### 3. TERMINOLOGY

ACRONYMS	DESCRIPTION
<b>ACM</b>	Asbestos containing material
<b>Contractor</b>	Contractors, subcontractors, consultants, suppliers, and their employees engaged by Curtin University to perform works or services In Curtin University campuses and centres located in Western Australia
<b>DFES</b>	Department of Fire and Emergency Services
<b>Contractors' workers</b>	All Contractors' employees or the employees of other subcontractors under the Contractor's control
<b>Curtin's Workers/University Workers</b>	Under the new WHS legislation, a worker is an employee, a contractor or subcontractor, an employee of a labour hire company, an apprentice, an outworker, a student on work experience, or a volunteer.  For the purposes of this handbook, a Curtin worker refers to all Curtin Staff, all Curtin labour hire staff, all Curtin volunteers, and Curtin students on work experience.
<b>EWIS</b>	Emergency Warning Intercommunications System
<b>H&amp;S</b>	The University's Health and Safety Department
<b>JSA</b>	Job Safety Analysis
<b>SDS</b>	Safety Data Sheet
<b>PPE</b>	Personal Protective Equipment/Clothing
<b>PM</b>	The Project Manager assigned to the project on behalf of the University
<b>PF&amp;D</b>	Properties, Facilities and Development
<b>PAYG</b>	Pay as you go
<b>Non-compliance</b>	Where a contractor has failed to meet a contractual, legislative or Curtin University requirement
<b>RO</b>	The Responsible Officer nominated to the Contractor as the Representative of the University
<b>SCC</b>	Service Coordination Centre
<b>SCT</b>	Safer Community Team (Curtin Security)
<b>SWP</b>	Safe Working Procedures
<b>The University</b>	Curtin University
<b>University Land</b>	Lands vested in or held by or under the management and control of the University and include all buildings and structures of any kind standing or being on any such land
<b>CHARM</b>	The University's on-line incident and hazard reporting system
<b>TMP</b>	Traffic Management Plan
<b>Induction Card</b>	Card issued to the contractor following completion of the online induction. This card is not programmed for building access. It is obtained from H&S at Building 115.



**Contractor Card**

Card issued to the contractor to provide building access. It is obtained from the Safer Community Team from building 115 upon presentation of a completed Site Access Authority Permit and Induction Card.

## 4. ABOUT THE UNIVERSITY CAMPUSES

### 4.1 CAMPUS DESCRIPTION

Curtin University is Western Australia's largest university. In excess of 40,000 students attend several campuses and education centres in Western Australia, with additional campuses in Dubai, Mauritius, Singapore and East Malaysia. Curtin is a broadly based and highly diverse University with the main campus of 116 hectares being located at Bentley and additional metropolitan campuses at Technology Park, Perth CBD and regional campuses at Kalgoorlie and Margaret River.

The educational facilities include substantial laboratory facilities, School of Mines and other facilities which contain radioactive materials, chemicals, and biological hazards with some buildings or sections of buildings having restricted access. There are also a number of student housing complexes and commercial outlets on a number of the campuses/centres.

### 4.2 LEASE FACILITIES

Curtin University leases a number of properties throughout the State. In order to meet the requirements of the University lease agreements, contractors must inform the RO of all work and changes to work plans prior to commencement so that property owner's consent may be obtained.

### 4.3 HOURS OF OPERATION

The Bentley Campus **Safer Community Team** (SCT) is open 24/7 and is located in Building 115, Dumas Road, accessed through the North entrance to the University, off Hayman Road. Short term parking is available immediately outside this office.

#### 4.3.1 Business Hours

Normal hours of business at the University are between 6.30am and 5.00pm, Monday to Friday.

#### 4.3.2 Working after Hours

If a contractor requires access outside of normal business hours, they shall:

- Receive prior approval in writing from the Responsible Officer
- Arrange with Safer Community Team during business hours when access will be required.
- Provide Safer Community Team with the approval document from the Responsible Officer.

### 4.4 PARKING

Vehicles must be parked in a designated bay as entitled by their Pay as you go (PAYG) session. It is not permitted to park on verges, grassed areas, roads, pathways or any other non-designated parking areas at any time, unless directed to do so by an authorised officer.

The academic core at Curtin University's Bentley Campus is classified as a pedestrian zone. A Vehicle Access Management Plan has been implemented on campus, to restrict the use of vehicles within this area and promote a safer environment for all pedestrians. Bollards and gates are used to restrict vehicle access to the pedestrian zone. **Note: Only one vehicle at a time can pass through a lowered electronic bollard. It is designed to automatically rise again as soon as the one vehicle has passed.**

All vehicular access to the core will be restricted between the hours of 9:00 am and 3:30 pm. Outside of these hours access will be via an approved Access Permit available on the Curtin PF&D website.

Vehicle access to the core will be as follows:

**DAYTIME HOURS: 9am – 3:30pm**

**NO VEHICLE ACCESS.**

Exceptions made for:

- Emergency vehicles
- Authorised small electric vehicles (Maintenance, Safer Community Team, Student Guild and Curtin IT services)

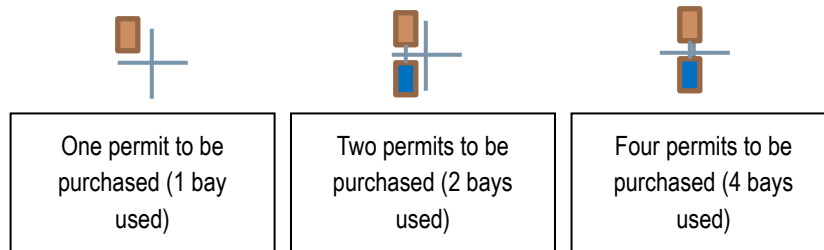
**AFTER HOURS: 3:30pm – 9am.**

**RESTRICTED VEHICLE ACCESS.**

Only available for:

- Approved permit holders
- Emergency vehicles
- Authorised small electric vehicles (maintenance, Safer Community Team, Student Guild and Curtin IT services)

Contractors are required to pay for parking on the Curtin Bentley Campus and Technology Park. A parking meter is located at the front of the Safer Community Team (SCT) - building 115 which accepts payment by coin or credit card. The metre allows for parking to be paid for on a daily, weekly or monthly basis. The parking metre requires the vehicle registration details. Contractor Parking Permits enable contractors to park in green, yellow or white car parks. One permit allows for one vehicle bay only. If the vehicle and trailer cover more than one bay, then the equivalent number of permits to bays that the vehicle requires to park safely must be purchased.



Alternatively, Contractors may use PAYG via their mobile phone. Contact CelloPark via their website [www.cellopark.com.au](http://www.cellopark.com.au) or phone: 6145 3333. Fines will apply for not paying for parking.

Click on the link for the [Curtin University's Parking By-Laws](#).

When parking, care must be taken to ensure pedestrian/disabled access, fire exit doors, fire hydrants etc., are not obstructed at any time. Infringements will be issued for breaching the parking regulations.

Parking is very limited at the Perth central campus in Murray Street. Two parking bays are set aside for contractors, and these must be pre-booked. Please contact CGSB 9266 3460 for details or assistance.

## 4.4.1 General Information

We treat our pedestrians with the utmost respect and priority, and as such, all vehicles intending to access the academic core must observe the following:

- a) All access to the core will require an approved site access permit available on the PF&D website.
- b) The speed limit is walking speed (5km/hr.). All vehicles must give way to pedestrians and only use designated routes.
- c) For deliveries made between **9.00am and 3.30pm**, loading bays are available around the perimeter of the pedestrian zone for short-term use.

To view the pedestrian zone area and vehicle access points, download the [Vehicle-Free Zone Map](#). For any further information please contact the Responsible Officer (RO).

## 4.4.2 Liability Information

It is a condition of every parking permit issued that the University is not, and must not, be liable or responsible in any way for the safe custody of a vehicle or its contents. (Land and Traffic By-Laws Part 3.1.3B).

- A vehicle permit gives the right to bring the vehicle onto campus, but it does not guarantee availability of a parking bay.
- A current parking session or virtual permit at all times is required.
- Vehicle and tools are to be locked and secured when not in use.

For all parking enquires, contact Parking Reception located at SCT Office - B115 or telephone 9266 7116.

## 4.5 DRIVING ON CAMPUS

### 4.5.1 Driving on Campus

The speed limit on Bentley Campus roads is 30 km/h and 10kph within Car Parks. Contractors must comply with speed limits, and seatbelts must be worn at all times while driving on campus roads.

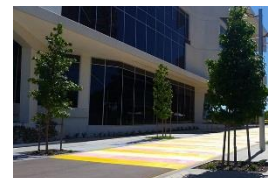
When driving in Pedestrian zones or shared zones, extra care must be taken, and the designated speed limit of 10 km/h shall be observed. Pedestrians always have right of way in these areas. It is recommended that when vehicles are reversing, they be fitted with sensors and or cameras and have a spotter present.

The use of any electronic devices including mobile phones is strictly prohibited while driving on campus. If the phone is not linked to a hands free unit, vehicles must be in a stationary parked position prior to using electronic equipment.

### 4.5.2 Shared Zones

A shared zone is one where vehicles, cyclists, and pedestrians are not segregated, but shared - each with equal right of way, but with pedestrians having priority. There are a number of these zones around Bentley Campus and are identifiable by the raised road level, removal of kerbs and shared zone speed limit signs.

Vehicle speed will be restricted to 10km/h within these areas.

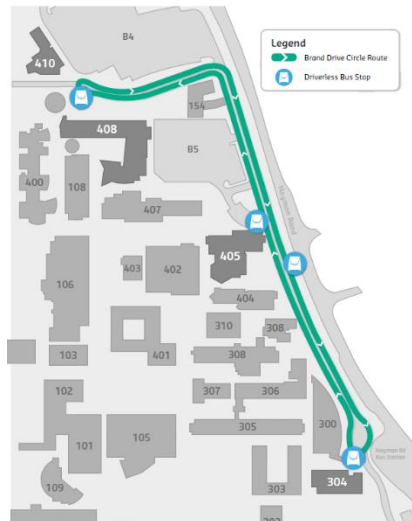


## 4.5.3 Driverless Bus



The autonomous and 100% electric bus will travel on a pre-determined route between B304 and B408 areas.

The free bus service contains remote sensors, stereo camera's and GPSA systems to detect obstacles, however, it is important that pedestrians, cyclists and operating vehicles be mindful of the bus if travelling on this route.



IT will also require to be noted of any works that will affect this route. Contractors must communicate with IT and discuss with the RO and Security Operations any changes that could affect the route.

## 4.6 CONDUCT ON CAMPUS

Contractors shall take into consideration the following while working on the University Campuses:

### 4.6.1 Impairment

No person shall be permitted to work on campus while his/her ability or alertness is impaired by fatigue, illness, medication, alcohol or other drugs that might subject them or others to potential risk of injury or harm.

### 4.6.2 Smoking

The University has an established 'no smoking policy'. Smoking has been prohibited on all University lands and campuses since 1st January 2012. This means that all workers (staff, contractors), students, and visitors are banned from smoking within University property, premises, campuses and grounds including within vehicles or construction sites on University land. This includes the use of electronic cigarettes. Infringements may be applied for non-compliance with the University no smoking by-laws. More information is found in the frequently asked questions [here](#).



## 4.6.3 Dress Code

Contractors are required to maintain a neat and tidy appearance in keeping with the standard of dress. Where possible all contractors shall wear a uniform whilst working on campus. Singlets and T-shirts with offensive wording or designs are not appropriate dress.

## 4.6.4 Equal Opportunity, Anti-Discrimination and Violence

The Curtin Equal Opportunity Policy does not condone discrimination or harassment in any form. The WA Equal Opportunity Act and associated legislation makes it unlawful to discriminate and harass someone because of their race, colour, ethnicity, national origin or nationality, descent, sex, gender, pregnancy, marital status, political conviction, religious beliefs, disability or medical condition, orientation, age, accent, family responsibilities or family status etc.

There is zero tolerance to violence against women. Violence against women is defined by the United Nations\* as "any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women."



## 4.6.5 Harassment

The University is committed to maintaining a work and study environment that is free from sexual, racial or disability harassment. Sexual harassment covers a range of behaviours that constitute a verbal, visual or physical affront of a sexual nature to a person. The distinguishing characteristics of sexual harassment are that it is conducted with a sexual component and are unwelcome, unsolicited and unreciprocated.

Racial harassment includes threat, abuse, insults, taunts and other forms of hostility that is directed towards someone because of their race, nationality, skin colour or ethnicity. A person can also experience harassment because of the race of a relative or associate. Other forms of harassment may take similar forms to that described in sexual and racial harassment.

## 4.6.6 Children

Under no circumstance are contractors allowed to bring children (up to 15years of age) onto the University worksite.

## 4.6.7 Animals

Dogs and/or other pets are not permitted to accompany contractors on campus at any time.

## 4.6.8 Noise – Radios & Mobile Ring Tones

If radios are used, then they must be played at a low volume. Car radios may be used when travelling but only at a low sound level. Mobile phone ring tones shall be appropriate and at a reasonable sound level.

## 4.6.9 Offensive Language

Offensive language is not tolerated at the University.

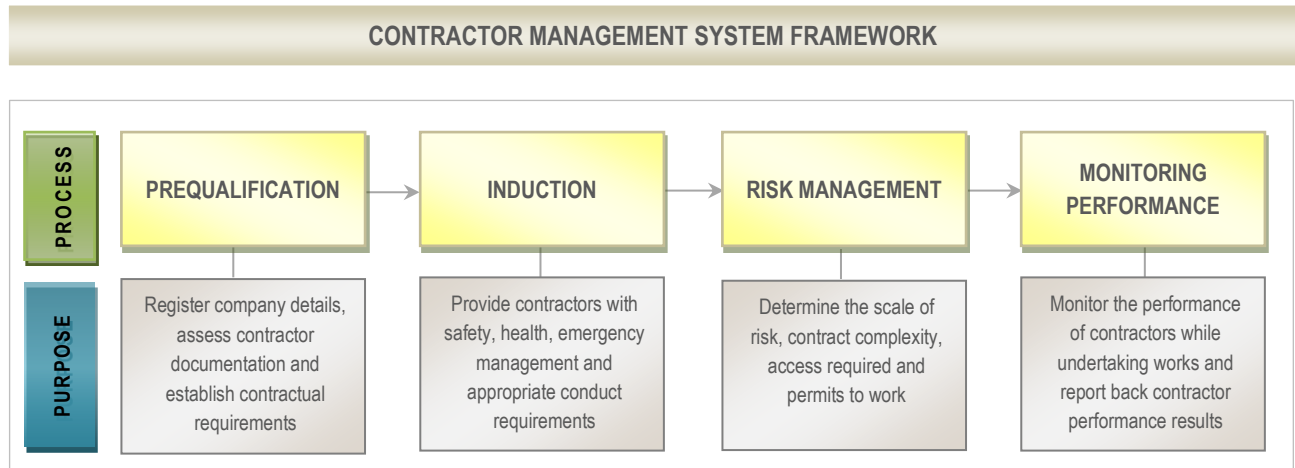
## 4.6.10 Facility Information

Toilet facilities and water fountains are located around the campus and are available for use by contractors. These facilities are to be kept in a clean and tidy condition.



## 5. CONTRACTOR MANAGEMENT FRAMEWORK

Curtin University has established a Contractor Management Framework which defines the processes and hierarchy of documents for the management of its contractors. An extract of the framework is illustrated in the graph below.



The following sections explain in more detail each of the above processes.

## 6. PREQUALIFICATION PROCESS

### PREQUALIFICATION PROCESS

When a Contractor is planning to carry out work with the University a prequalification assessment is undertaken as follows:

#### 6.1 DOCUMENTATION REQUIREMENTS

Companies, contractors and subcontractors will be required to be prequalified prior to working on University sites. Subcontractors can work under the main contracting company prequalification, unless the work is high risk. High risk work is work defined as such in the Work Health and Safety (General) Regulations 2022. All requirements outlined in the Regulations shall be adhered to when completing works on the grounds or on behalf of Curtin University. In addition to this, Curtin also classes high risk work as any activity requiring a Curtin high risk activity permit and with a substance classified as “very toxic” by its safety data sheet (SDS). All companies including subcontractors undertaking such activities must be prequalified in their own right.

Only contractors registered with the University will be able to commence the prequalification process. Prequalification will require the provision of health and safety information and the provision of supporting documentation.

Examples of documents include, but are not limited to:

- ✓ Current Worker’s Compensation Insurance.
- ✓ Current Public Liability Insurance.
- ✓ Details of any prosecutions under safety or related legislation.
- ✓ Job Safety Analysis (JSA), Hazard Management Process or Safe Work Method Statements
- ✓ Work Health and Safety Management Plan.
- ✓ Work Health and Safety Policy

#### 6.2 ACCREDITATION

Where relevant, all companies must have their Safety Management System certified by accreditation bodies.

#### 6.3 CONTRACTORS REGISTER

For a company to be eligible for inclusion in the University’s Contractors Register, the contractor will have to complete the health and safety management system evaluation during the prequalification process prior to awarding of the contract.

Successful companies will be monitored for compliance during the contract in order to remain registered. Companies will be invited to be re-evaluated every three (3) years. All contractors must comply with the University’s safety requirements and procedures. Contractors failing to comply may have their pre-qualified status reviewed by the University.

## 7. INDUCTION PROCESS

### INDUCTION PROCESS

#### 7.1 ONLINE SAFETY INDUCTION

Contractors and subcontractors' workers must undertake an online induction prior to starting to work on any of the University campuses.

As part of the University prequalification process, Contractors will provide their workers with log-in information to complete a Health and Safety Online Induction. The induction will conclude with a set of questions which must be answered. Queries in respect of the induction should be referred to the H&S department. There is a small fee involved and a credit card is required to register.

#### 7.2 INDUCTION CARDS

On successful completion of the induction (valid for 2 years), ensure you have downloaded the RapidAccess App (purple). This will provide evidence of your induction and must be presented upon request of a worker of the University.

If you require building access, keys or you have completed the Curtin laboratory induction then come to building 115 Monday to Friday (8am-4pm) and we will take a photograph and provide you with a physical induction card. If you do not need access, then there is no requirement for you to have a physical induction card.

## 8. RISK MANAGEMENT PROCESS

### RISK MANAGEMENT PROCESS

### 8.1 SAFETY MANAGEMENT

#### 8.1.1 Consultation

Contractors must consult on health and safety matters as far as is reasonably practicable with workers who are (or are likely to be) directly affected by the works to be conducted. This includes subcontractors, other contractors and their workers in relation to matters over which the principal employer or the contractor has control or should have control.

#### 8.1.2 Job Safety Analysis (JSA) and Safe Work Procedures (SWP)

Before any work commence, the contractor, as far as is practicable, must have identified all hazards associated with the work, assessed the risks, and developed appropriate risk controls. Suitable, sufficient and work specific JSAs and/or SWPs must be provided to the RO prior to commencing. Generic JSAs are not sufficient. The contractor must have a system in place to monitor compliance with the JSA or SWP. If work is not being carried out in accordance with the JSA, the work must stop immediately or when it is safe to do so. Work must not resume until the work can be carried out in accordance with the JSA or the revised JSA. These documents MUST be kept onsite and produced upon request by a Curtin representative.

Where these are not available for verification or the works are not being undertaken in strict compliance with the documents, the contractor will be required to immediately cease work, make the area safe, leave the worksite and discuss this with their Curtin Contact/Representative.

#### 8.1.3 Work Health and Safety Management Plans

If the contract is related to construction work, and 5 or more people are working/likely to be working at the same time, the Main/Principal Contractor must, in accordance with the requirements of Western Australian Legislation, prepare a Work Health and Safety Management Plan prior to work starting on site. This plan must be reviewed, maintained, and updated during the course of the contract, as required. A copy of this plan must be provided to the RO. The WHS Management Plan must detail any Curtin specific health and safety rules that workers are required to comply with and the arrangements for ensuring that all persons at the workplace are informed of these rules. Any changes to the WHS Management Plan are required to be communicated to Curtin Representative and the contractor's relevant personnel.

#### 8.1.4 Toolbox Meetings

Contractors shall carry out regular toolbox meetings with their workers which allow discussion, planning and monitoring of safety the current activities, and also encourage feedback and problem solving.

## 8.1.5 Electrical Works

All electrical work must be performed in accordance with statutory requirements for electrical work.

Not all power points at the University are residual current device (RCD) protected, therefore contractors using any form of electrical device on campus must provide and use portable RCD devices. All electrical equipment including extension leads must have an electrical inspection tag and be within the current date as per the Australian Standard AS/NZS3760.



Any electrical shocks incidents must be reported immediately to Curtin’s Service Coordination Centre (9266 2020) and State electrical authorities. The University recommends that medical treatment should be sought regardless of the severity of the shock (During working hours, an ECG can be carried out at the Bentley Campus Medical Centre if necessary).

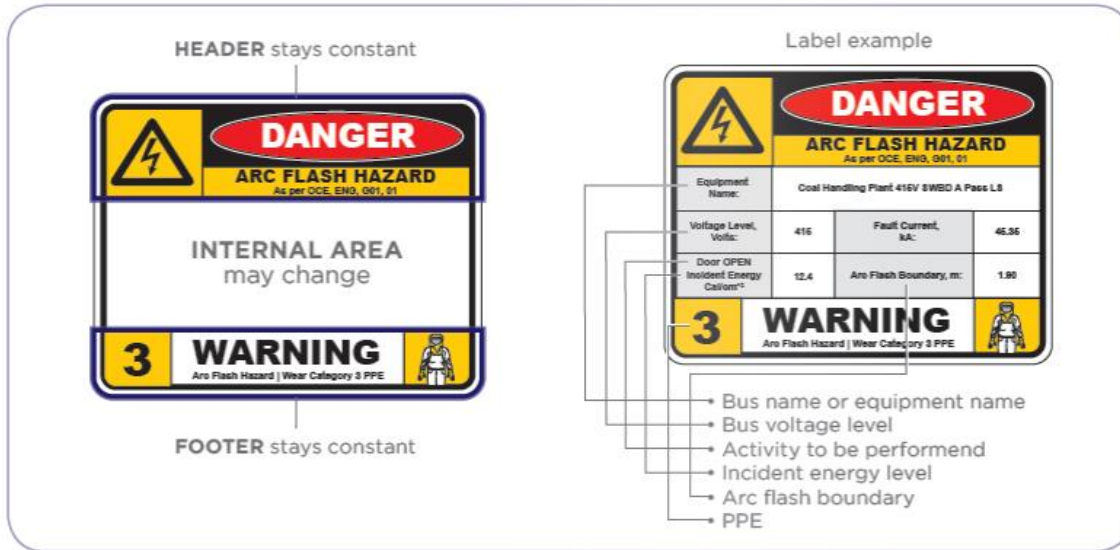
**There have been several near misses from contractors drilling into electric cables that have been concealed in metallic door frames, in particular fire rated door frames. Contractors are to be aware of hazards such as concealed electrical services when penetrations are required.**

Penetrations into walls/ floors / soffits are only to be made after a risk assessment for the presence of concealed services, electric, gas water etc. Although there is no sure way to confirm this, recommendations are to use location and detection equipment, inspection points and telescopic viewing aids to identify such services.

Where it is not possible to isolate electrical panels, such as testing, switching and open visual inspections, there is an increased risk of injury due to arc flash. The main electrical switch rooms at Curtin have been subject to a study of arc flash levels. The below identifies minimum PPE to be worn when panels are not isolated and opened for any reason or a switching operation is performed. It is also recommended that anyone working for a prolonged period in a switch room that is live adopt the same PPE.

There are instances at the University where parallel connection of transformers elevates fault levels to an extent that testing, or inspection is prohibited on safety grounds as it exceeds Arc Flash PPE recommended levels. This is a specialist activity and contractors are to request details of this when preparing any SWMS associated with these operations.

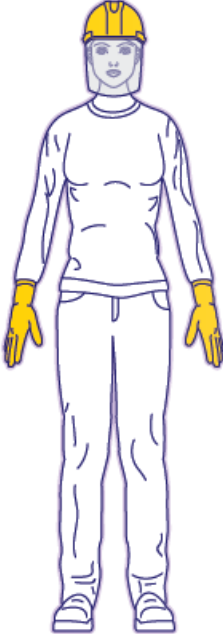
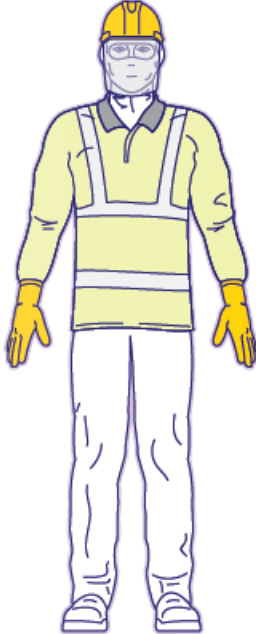
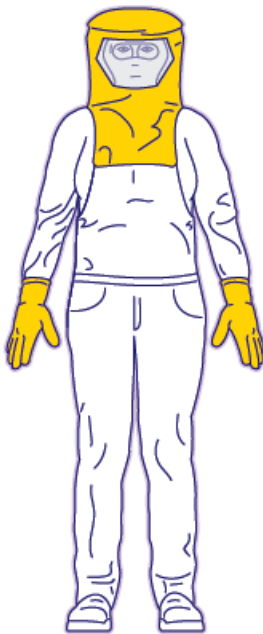
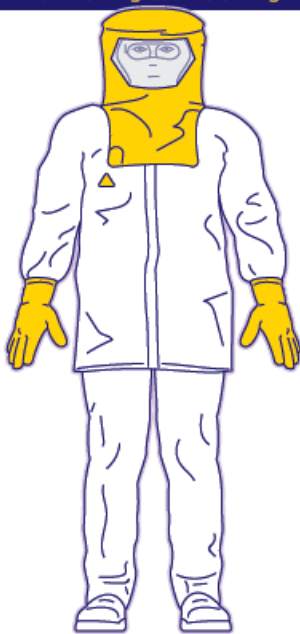
**Typical Switch Room Signage:**



Where signage is not posted copies of the arc flash study are available by request that identify all switch rooms studied.

**PPE Requirements as per NFPA 70E:**



4 cal/cm <sup>2</sup>	8 cal/cm <sup>2</sup>	25 cal/cm <sup>2</sup>	40 cal/cm <sup>2</sup>
PPE CATEGORY <b>1</b>	PPE CATEGORY <b>2</b>	PPE CATEGORY <b>3</b>	PPE CATEGORY <b>4</b>
			
<ul style="list-style-type: none"> <li>• Arc-rated long sleeve shirt</li> <li>• Arc-rated pants or overalls</li> <li>• Arc-rated face shield with hard hat</li> <li>• Safety glasses</li> <li>• Hearing protection</li> <li>• Leather &amp; voltage rated gloves (as needed)</li> <li>• Leather work shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Arc-rated long sleeve shirt</li> <li>• Arc-rated pants or overalls</li> <li>• Arc-rated face shield &amp; balaclava or Arc flash suit with hard hat</li> <li>• Safety glasses</li> <li>• Hearing protection</li> <li>• Leather &amp; voltage rated gloves (as needed)</li> <li>• Leather work shoes</li> </ul>	<ul style="list-style-type: none"> <li>• Arc-rated long sleeve jacket</li> <li>• Arc-rated pants</li> <li>• Arc-rated flash hood with hard hat</li> <li>• Safety glasses</li> <li>• Hearing protection</li> <li>• Leather &amp; voltage rated gloves (as needed)</li> <li>• Leather work shoes</li> </ul>	<p><b>HAZARD - Be aware of heat stress when wearing Cat 4 clothing</b></p> <ul style="list-style-type: none"> <li>• Arc-rated long sleeve jacket</li> <li>• Arc-rated pants</li> <li>• Arc-rated flash hood with hard hat</li> <li>• Safety glasses</li> <li>• Hearing protection</li> <li>• Leather &amp; voltage rated gloves (as needed)</li> <li>• Leather work shoes</li> </ul>

### 8.1.6 Safety Data Sheets

A Safety Data Sheet (SDS) is a document that describes the chemical and physical properties of a material and provides advice on safe handling and use of the material. Copies of SDS's shall be kept either with or nearby to where the chemical is being used or stored.



### 8.1.7 Communication of Hazards

The contractor must consult with all workers, including all other contractors within the vicinity of the work being undertaken, to ensure that when hazardous work overlaps with other activities, adequate controls associated with any hazards or risks can be implemented.

## 8.1.8 Manual Handling

The contractor is required to identify any hazards from manual handling and assess the risks associated with each activity to either eliminate or reduce the risk as far as reasonably practicable. The contractor is to provide manual handling aids, such as trolleys, as necessary. Correct manual handling techniques are expected to be seen while undertaking the works.

## 8.1.9 Working in Laboratories

There may be particular hazards associated with working in a laboratory including:

- Presence of infectious/biological agents
- Radiation
- Presence of Hazardous Substances and Dangerous Goods

The RO will liaise with the Laboratory Manager/Supervisor to ensure contractors are aware of any particular hazards. **A short laboratory induction is required to be completed to carry out work in a laboratory or associated plant room. This will be done online and there will be a series of questions following this (a 100% pass mark is required). Please notify H&S to arrange the online laboratory induction.**

There are some areas of the University, including parts of Building 300, where access is not permitted. If such areas are required to be accessed, the RO will liaise with the Laboratory/Building Manager, who will arrange a special induction and arrange for the Laboratory Manager to escort the contractor and be in attendance at all times while works are being undertaken.

## 8.1.10 Tools, Equipment and Machinery

Tools, machinery and equipment to be used for contracted work are to be supplied by the contractor. Such tools, equipment and machinery shall be adequately designed for the task to be undertaken and maintained in good condition and inspected/licensed in accordance with appropriate statutory requirements or standards. Where required the operator must hold an appropriate current license or certificate of competency.

## 8.1.11 High Risk Licenses

All contractors undertaking work on any type of Elevated Work Platform (EWP), including Scissor Lifts, will be required to hold a valid High Risk Work Licence (Class WP). This requirement applies to operators of AND any workers in the EWP.

In instances where a valid licence is not produced for verification purposes, the contractor will be required to cease work immediately, make the area safe, leave the worksite and discuss this with their Curtin Contact/Representative.

## 8.1.12 Mobile Plant

All mobile plant brought on to the University by contractors must meet the requirements of the Work Health and (General) Regulations 2022. Seat belts & plant rollover protection devices, when installed, must be used at all times as per manufacturer's specifications. Reversing beepers and revolving lights must be in working condition and used where fitted.

Any plant brought to the University by the Contractor requires a risk assessment to be completed and be available for review by a Curtin Representative, if needed.

## 8.1.13 PPE and Sun Protection

Contractors and subcontractors must ensure that the personal protective equipment provided to their workers, are in accordance with the legislation and complies with the following relevant Australian Standards:

PERSONAL PROTECTIVE EQUIPMENT	AS/NZS
Safety helmet	AS/NZS 1801
Eye protection	AS/NZS 1337 and 1338
Gloves	AS/NZS 2161
Footwear	AS/NZS 2210
Skin protection/sunscreen	AS/NZS 2604
Clothing for protection against heat and flame	AS/NZS ISO 2801
Protection against chemicals	AS/NZS ISO 4501 and AS/NZS ISO 6530

When working outside in the sun, it is recommended that contractors wear wide brimmed hats or neck covers under hard hats, and sunscreen. Contractors must wear specific protective equipment in certain sign-posted areas. The Contractor is to provide protective clothing and equipment to their workers and these workers must maintain the equipment in good condition.

## 8.1.14 Pedestrian Safety

Slips, trips and falls are one of the most common types of injury at the University. If a tripping hazard is introduced such as equipment left on the ground, a hole in the ground, electrical cords, ladders, working at heights, a risk assessment is required and appropriate action to be taken to remove exposure to the hazard. Ensure the area is appropriately cordoned off from pedestrians by using portable barriers, barrier tape and appropriate signage to alert pedestrians of potential hazards.

## 8.1.15 Cleaning up and Removal of Debris

Contractors are to responsibly remove or dispose of debris, rubbish and any leftover materials from the worksite unless otherwise specified by the RO.

The contractor must provide suitable containers for removal of rubbish or surplus materials and the containers must be removed from the site as soon as they are full, or work has been completed. Any waste materials being removed from an upper floor must be disposed of via a waste chute – at no time should items be dropped from windows, balconies, or walkways.



The contractor should seek to segregate wastes to reduce costs and improve recycling.

Rubbish containers/skips are to be covered if litter and dust are likely to be blown around.

At the completion of each working day, all areas where the contractor has been working must be left in a clean and tidy state and free of any fire or safety hazards. Where the RO directs the contractor to remove debris and rubbish from the site, this shall be done immediately.

## 8.1.16 Ground Penetrations

Stakes, pickets, posts etc. must not be driven into the ground anywhere on campus. Please contact PF&D for further information - 9266 2020.

## 8.1.17 Temporary Structures

Definition:

Structures that are erected or installed to aid in the construction of a permanent structure, until a state of completion has been achieved allowing temporary works to be removed. Below are examples of temporary structures (not an exhaustive list);

- Formwork & falsework
- Scaffolding
- Concrete placing booms
- Tower cranes
- Ground support systems
- Hoardings and temporary fencing for construction sites

This does not apply to:

- Temporary toilet facilities

### Requirements:

All temporary structures must be designed by a qualified competent and registered engineer according to its intended use and be reviewed by an independent qualified competent and registered engineer to ensure the design adequately assesses risk e.g. ground stability, foundations, structure, stored hazardous materials and services, public safety and, environmental conditions.

Once installed and erected or after a change to the design the temporary structures must be verified by an independent qualified competent and registered engineer to ensure the intended design outcome has been achieved.

## 8.1.18 Breaches of Safety / Non-Compliances

In the event that a contractor is observed or reported to be operating in an unsafe manner the matter will be referred to the RO or Superintendent for investigation. The contractor will be warned about the situation and required to take immediate action. The RO may instruct the contractor to cease work until the situation has been rectified and the work area and/or procedures are considered safe.

Non-compliance with the PF&D contract and safety requirements, the RO's instructions or failure to comply with the requirements of this handbook may result in:

- The Superintendent directing the Contractor to suspend the work under contract until such time as the Contractor satisfies the Superintendent that the work under control will be resumed in conformity with the WHS Act, Contractor's WHS Management Plan, relevant SWMS or relevant Law
- The Contractor having to immediately rectify any non-compliance identified

- The contractor being placed on “Conditional Standing” (This status places a temporary restriction/limitation on a company's ability to undertake or continue to undertake work at Curtin University whilst under review or for a period of 12 months. This may require the company to meet additional requirements or conditions)
- Termination of the contract due to a breach of contract
- Removal of the Contractor from the University's pre-qualified Contractor List
- Removal of the non-compliant contractor from site. Their induction card may be suspended or revoked depending on the severity of the non-compliance
- Reporting to WorkSafe WA, depending on the severity of the breach

## 8.2 EMERGENCY MANAGEMENT

### 8.2.1 Bentley, Murray Street, Technology Park and Kalgoorlie

In the event of an emergency (ambulance, police or fire service requirement), dial 000 from a mobile or 0 000 from a Curtin landline and contact Curtin SCT on 9266 4444. They will then meet the emergency service vehicle or representative and escort them to the location. This emergency management process also applies



to other CBD locations.

### 8.2.2 All other campuses and centres

In the event of an emergency (ambulance, police or fire service) dial 000 or as otherwise prescribed by the campus, education centre or regional centre which you are located at. Prior to the commencement of work, contractors are responsible for determining where emergency exits are, and determine the appropriate muster point location. If unsure contact the RO. (Building evacuation Instructions may be located inside each building by main entrance door.)

Contractors must familiarise themselves with the position of nearest available fire extinguisher prior to commencing work; or if carrying out hot works, provide their own.

### 8.2.3 Emergency Evacuation Procedure

In the event of an evacuation alarm, all workers must make safe their equipment, evacuate the area immediately and follow the directions of University workers or emergency services personnel. Contractors must not re-enter the evacuated building until advised it is safe to do so by either the Department of Fire and Emergency Services (DFES) or the Chief Warden or SCT. All sites must display their emergency contact details and the Curtin Emergency Management notice (available at the end of this document) in a visible area.

Contractors commencing works at the University have a responsibility to:

- Comply with the established Curtin University emergency procedure.
- Identify the location of the nearest emergency exits in the area where they will be working.

- Identify the nearest assembly area – building evacuation instructions can be found adjacent to most main building exits.
- Follow all instructions by the Curtin University chief warden or floor wardens.
- Respond to the alarm and leave the building immediately. Electrical/gas appliances/tools etc. must be switched off, but not removed.

Contractors must report immediately all matters which may affect the health and safety of people who may be involved in or affected by an emergency situation – by dialling 000 from a mobile or 0 000 from a Curtin landline and advising the SCT.

**Note:** building emergency exits must not be used for routine access to and exit from the building. Emergency exits and routes leading to them and away from them **must** be kept clear of materials and free of obstructions at all times. A site evacuation drill prior to commencement of work must be conducted.

## 8.2.4 Hazard/Incident/Injury Reporting

Whilst working at Curtin University, all contractors are required to report all hazards or incidents by notifying their Curtin Responsible Person/Curtin staff member who can enter the incident or hazard on their behalf through the University's online reporting system, CHARM.

CHARM reporting information and user guides can be found on the [Health and Safety webpage](#).

As stipulated in the Work Health and Safety Act 2020, the University and the contractor must report certain injuries to WorkSafe WA. These include:

- the death of a person
- an injury or illness that requires a person to have immediate treatment as an in-patient in a hospital
- A serious head injury
- A serious eye injury
- A serious burn
- Separation of the person's skin from an underlying tissue (such as degloving or scalping)
- A spinal injury
- Loss of bodily function
- Serious lacerations
- An injury that requires the person to have treatment by a medical practitioner within 48 hours of being exposed to a substance
- An injury that occurs in a remote location and requires the person to be transferred urgently to a medical facility for treatment
  
- An amputation of any part of the person's body
- Where, because of an injury, the worker is unlikely to be able to work within 10 days of the day on which the injury occurred



Additionally, the Work Health and Safety Act 2020 requires that the University and the contractor reports certain dangerous incidents that exposes a worker or any other person to a serious risk to the person's health and safety. These include;

- Immediate or imminent exposure to an uncontrolled escape, spillage or leakage of a substance
- Immediate or imminent exposure to an uncontrolled implosion, explosion or fire
- Immediate or imminent exposure to an uncontrolled escape of gas or steam
- Immediate or imminent exposure to an uncontrolled escape of a pressurised substance
- An electric shock
- Immediate or imminent exposure to the fall or release from a height of any plant, substance or thing
- The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations
- The collapse or partial collapse of a structure
- The collapse or failure of an excavation or of any shoring supporting an excavation
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel
- the interruption of the main system of ventilation in an underground excavation or tunnel

The contractor may be contacted by a H&S Advisor, the RO or a University Health and Safety Representative to assist in the investigation of the incident.

Benefits of reporting all accidents, incidents, near-misses and hazards:

- Investigations (where appropriate) can be performed, and action taken to prevent a recurrence of the incident
- Trend analyses of the collected information can be performed, allowing the organisation to focus preventative efforts on areas of most concern
- A formal record is kept for the University and employee, should it be required at a later date as evidence that the event took place
- Legal requirements connected with reporting of injury and workers' compensation are adhered to

## 8.2.5 WorkSafe

Any visits by a WorkSafe Inspector or Representative must immediately be reported to the RO and/or H&S on ext. 4900 (9266 4900).

## 8.2.6 First Aid

Contractors shall be responsible for supplying their own first aid equipment and carry an appropriately stocked first aid kit in their vehicles. In an emergency, University First Aid Officers or SCT Officers will assist where necessary. The University has a medical centre on the Bentley Campus (ground floor building 109) should urgent medical assistance be required.

In the event of a life threatening medical emergency, the University's Emergency Procedures must be followed by dialling 000 from a mobile or 0 000 from a Curtin landline and advising SCT on 9266 4444.

All injuries must be reported to the RO as soon as practicable and be recorded on the University's [on-line](#) Incident and Hazard Reporting system (CHARM).

## 8.3 ENVIRONMENTAL MANAGEMENT

Contractors shall seek to avoid, minimise and control any impacts on the campus natural and built environment, as well as its people, and the environment outside the campus. Contractors should take all reasonable steps to prevent pollution and protect the environment. All necessary pollution control measures must be in place, regularly checked and maintained, to minimise the risk of an environmental incident.



### 8.3.1 Environmental Rules

Contractors must:

- Comply with the conditions of all environmental licences, approvals and statutory requirements.
- Work to all written or verbal instructions given to ensure protection of the environment.
- Report all environmental hazards to the RO such as spills, damage to vegetation, and potential or actual contamination to storm water drainage and waterways.

### 8.3.2 Hazardous Substances/Dangerous Goods

All hazardous substances/dangerous goods must be referenced on a job safety analysis (JSA). The JSA must reflect what the chemical will be used for and the appropriate controls in place to manage the use of the chemical. A SDS for the chemical shall be attached to the JSA and kept on site while the chemical is in use. A copy of both the JSA and the SDS must be provided to the RO in advance of the commencement of the work. All SDS and labels must be compliant.

Small quantities of flammable liquid, e.g. solvent based paints and enamels, may be kept near the point of use, provided that:

- Suitably sealed containers with a maximum capacity of 20 litres are used.
- No open flames or non-intrinsically safe equipment are in the vicinity.
- Adequate fire protection equipment is at hand.

The storage of larger quantities of flammable liquids at the worksite must be avoided. Turpentine, thinners & methylated spirits should be stored in appropriate lidded containers in bunded areas.

Where contractors' vehicles and machinery are refuelled on-site, the fuel storage, fire protection and handling must meet all statutory requirements and the University's environmental protection requirements.

Cylinders of flammable and non-flammable compressed gases may be taken on-site for use. All cylinders must be transported and stored in accordance with legislative requirements.

### 8.3.3 Asbestos Management

The University has an Asbestos Register and Asbestos Management Plan (AMP). The asbestos register must be requested from the RO prior to a Permit Request being submitted and works commencing. The RO will provide the contractor a copy of the Asbestos Register which confirms the location of any known asbestos containing material (ACM) at the worksite in relation to the works. The contractor, if not informed, must seek the information from the RO. A Type 3 survey must be completed whenever refurbishment or demolition is undertaken, unless there is clear evidence that no ACM will be disturbed during works. (Please note: No assessment can be regarded as absolute).



When working near asbestos or when removing ACM, contractors must comply with the Curtin University AMP. If the contractor comes across any material that is suspected of containing asbestos they must follow, the Curtin University AMP and report it to the RO immediately or H&S on 9266 4900.

Asbestos removal must only be carried out by a licensed asbestos removalist. An [Asbestos Removal Permit](#) must be submitted and approval received prior to commencing removal work.

Asbestos related issues for Kalgoorlie require liaison with the Facilities Manager on 0435102981 or 9088 5834.

### 8.3.4 Polychlorinated Biphenyls (PCBs)

Contractors must assume that Polychlorinated Biphenyls (PCBs) are present in any building built prior to 1985, although their importation and use was banned in the mid-1970s. PCBs can be found in transformers, capacitors, electrical motors, welders and fluorescent lights. Equipment containing PCBs are usually **not** labelled.

PCBs are a hazard to health and to the environment. They are classified as Controlled Waste under the Environmental Protection (Controlled Waste) Regulations 2004 and as a dangerous good under the *Australian Dangerous Goods Code*.

Contractors must consult with the RO to ascertain the age of the building for any refurbishments or demolition work which includes electrical equipment or for any other information relating to PCB's. Contractors **must** handle and dispose of PCBs according to WorkSafe guidelines on PCBs. This will require the use of relevant spill kits, PPE, proper methods for storage and correct procedures for their disposal.

Contractors must dispose of PCB containing equipment through a licensed Waste Controlled carrier company. A Waste Controlled receipt must be provided to the RO.

### 8.3.5 Noise

Contractors must take all practicable precautions to minimise noise resulting from works being undertaken. Unless otherwise agreed to with the RO, noise that exceeds the normal office noise operating levels of 70dBA must be undertaken outside standard working hours, or as coordinated with the RO.

### 8.3.6 Water Pollution and Sediment Control

Contractors must ensure that no grease, oil, soil, dust, dirt, sand or any contaminated water from their work are allowed to get into the storm water drains or in waterways. The use of water to wash off dust or sand from work areas shall be avoided.

## 8.3.7 Washing of equipment

Washing of any equipment including cars, trucks, machinery, empty chemical containers and washing out of excess concrete from premix and concrete trucks is not permitted on campus.

## 8.3.8 Waste

All waste including chemical and paint containers must be disposed of off-site unless authorisation to the contrary has been given by the RO in writing. Contractors may want to use the Bentley cardboard recycling service to reduce their waste volume. Please telephone 9266 2020 for more information.

## 8.3.9 Vegetation and animals

- Contractors will inspect the site and note any vegetation of value: trees, garden beds, large shrubs, grass trees etc. Should there be a requirement to work in the area, please contact Public Realm on 9266 2020 for further advice.
- No equipment, sand, rubble should be piled against vegetation or on top of the tree root system.
- Contractors will not clear, damage or prune trees, branches, root system, or large shrubs without the express approval, in writing, of the RO.
- Animals, in particular native animals, will not be harmed or displaced by force unless necessary for their own safety.
- At completion of works and in conjunction with Public Realm and the RO, the contractor is to ensure garden and turf areas are reinstated to an agreed standard. Please telephone 9266 2020 for more information.

## 8.3.10 Pesticides

- Manufacturers' instructions as to application rates and weather conditions must be obeyed.
- Handling, storage and disposal of pesticides to be conducted strictly in accordance with directions on the label or SDSs.
- Application of pesticide is to be avoided if it is likely to enter a waterway or drain because of rain or other conditions.

## 8.3.11 Refuelling and Chemical Handling

Refuelling of machinery must be done on a hard surface, as far as practicable. Emptying chemical or fuel containers on the ground is not permitted. All precautions, including the use of spill kits or drain bunding must be taken to avoid chemical or fuel entering waterways or stormwater drains.

Fuel and chemical containers must not be stored on the ground.

## 8.3.12 Heritage

The RO will inform the contractor as to the location of any natural or cultural heritage issues within their work area. Contractors who discover a potential site must stop work immediately and inform the RO.

## 8.4 AUTHORISED ACCESS

Access to all University areas is to be arranged with the SCT office during business hours and written approval provided by the RO (refer to Site Access Authority Permit) must be obtained. Some buildings or sections of buildings have restricted access.

## 8.5 PERMITS

Permits are required to ensure ongoing, uninterrupted, safe and compliant University operations. Permits can be obtained on the University PF&D website: <https://properties.curtin.edu.au/working-with-us/permits/>.

A work permit is a formal, written authority to a contractor to carry out high risk works in the University Campuses. The permit **MUST** be kept onsite with the works being undertaken and produced upon request by a Curtin representative. Where these are not available for verification or the works are not being undertaken in strict compliance with the documents, the contractor will be required to immediately cease work, make the area safe, leave the worksite and discuss this with their Curtin Contact/Representative.

### COMPLETE THE REQUIRED PERMITS

Permits to Work required by The University are:

- **Access Permits** including: vehicle, site, electrical, confined space entry, laboratory, roof access, road closure and working at heights permits.
- **Isolation Permits** including: pressurized gas, hydraulics, mechanical, electrical and fire systems permits.
- **High Risk Activities Permits** including: asbestos removal, confined space, working at heights, crane, hot works and dig/excavate permits.

**NOTE:** In emergency situations, permits may be completed immediately prior to commencing works with approval of the relevant RO.

### PERMITS PROCESS

Where the work to be completed requires a Permit, the following process applies:

- Stakeholder consultation (RO to facilitate interaction between Contractor and stakeholders)
- Select the appropriate Permit(s)
- Review the appropriate guideline for information
- Complete the online permit application ensuring all required documentation has been uploaded
- Submit to the Responsible Officer and/or Curtin Representative for review and approval
- On receipt of approved permit(s), complete the work in accordance with permit requirements
- Sign off the permit(s) and submit back to the Curtin Representative for closure

The University requires Permits to Work to be completed at least two working days (48 hours) prior to commencement of works.

#### 8.5.1 Access Permits

- Vehicle
- Site
- Electrical
- Confined space entry:

Entry into confined spaces must be in accordance with AS2865. Personnel must have the training, skills and knowledge to understand the hazards associated with working in the confined space.

- **Laboratory:**

A laboratory induction needs to be completed prior to entering any restricted area. Contact H&S for further information.

- **Roof Access**

- **Remotely Piloted Aircraft (RPA)/Drone Services:**

A RPA Flight Permit is required when a valid need e.g. research, aerial inspections, aerial photography, etc to fly a drone on Curtin lands is required. Any person operating a drone on University lands without a **RPA Flight Permit** will be asked to cease immediately. Under section 4.4.4 of the University's RPA Operations Manual, all breaches of Aviation Safety are reported to the Civil Aviation Safety Authority for investigation.

## 8.5.2 Isolation Permits

Interruptions to services must be kept to a minimum during business hours and then only at such times as agreed to by the University. The facility manager must be consulted prior to interrupting services as they will understand the implications to work, such as research experiments, of the service interruption. Lock out tags must be used and be filled out completely and correctly and then attached to the appropriate isolation points. Lockout devices may also be used when isolating.

- **Pressurized Gas**

- **Hydraulics**

- **Mechanical**

- **Electrical**

Where any electrical work is carried out, the responsible Electrical Contractor must, at the completion of the work, record the details, including their license number in the Electrical Records Book at the University's Facility Management Office, (Building 110). All electrical works must be carried out in accordance with the University's Standard Electrical Specification. Contact 9266 2020, Curtin Electrical Department to obtain a copy of this specification.

All electrical installation work requires the Electrical Contractor to provide a Supply Authority preliminary Notice/Notice of Completion Certificate or a Minor Work Certificate (as appropriate) to the RO.

- **Fire systems:**

If the work is continuous, exceeds 12 hours and requires total shutdown, a Fire Impairment Notice must be submitted and approved by Curtin Risk Department. Any isolation failures resulting in material damages, DFES attendance or similar may result in penalty charges to the contractor.

All fire isolations must be carried out by Curtin personnel.

## 8.5.3 High Risk Activities Permits

- **Crane**

- **Hot Work:**

- Welding; Angle grinding;
  - Thermal; Oxygen cutting or heating
  - Demolition; and
  - Naked flames.
- Asbestos
  - Dig/Excavate:



Any activity that requires the existing ground to be disturbed to a depth of 150 mm or greater, by manual or mechanical means (shovel or machine digging), including boring or driving any object into the ground.

The University requires a Permit to Dig/Excavate to be submitted 10 days prior to commencement.

- Working at Heights:

Prior to using an anchorage point, the worker must examine the compliance tag to ensure the anchorage point has been inspected within the previous 6 months, otherwise, it must be inspected by a competent person prior to use.



## 8.5.4 Smoke Detectors

Where smoke detectors require protection/covering due to dusty works, it is mandatory to use temporary covers. The covers must be removed at the completion of works on each day of the permit to ensure the detection system is working overnight and when the building is empty. Protection covers must not be used as a method of isolation, only as a detector protection mechanism, isolation of the system is still required. Correct covers must be used - gloves, tape, etc. **must not be used.** The Contractor must supply dust covers and is responsible for their application and removal.

The contractor will be charged for any repair/cleaning undertaken for failure to temporarily cover detectors during dusty work, resulting in damage to the detector.

Failure to install and remove temporary dust covers from detectors at the end of the working day will be treated as a breach of safety and result in disciplinary action, including a review of the contract and listing on the pre-qualified Contractor List.

## 8.5.5 Emergency Warning Intercommunication System

All efforts must be taken to prevent the likelihood of any dusty, smoky, or hot works activating the Emergency Warning Intercommunications System (EWIS) or smoke/heat detectors.

Failure to isolate specific areas that result in an alarm being triggered and automatic turn out of Department of Fire and Emergency Services (DFES) may incur penalty costs of **\$1337** per attendance to the contractor.



## 8.6 CONTRACTOR CARD

Prior to starting any work on the University campuses, a Contractor Supervisor or their representative must report to the SCT Office at Building 115. Here they will be requested to sign-in (must provide required basic information)

on the Contractor and Visitors Register and show their current induction card. If a contractor card is required, the Contractor Supervisor or representative will be required to leave their induction card with SCT in exchange for the contractor card. The card will be returned when the contractor card is returned.

## 8.6.1 Perth Central Campuses in Murray Street

A site specific induction must be completed prior to any work commencing at 78 Murray Street.

## 8.6.2 Kalgoorlie Campus

Contractors are to liaise with the RO when attending Kalgoorlie. Contractors must have a valid work order to come on site. The Contractor Sign-in Register must be completed on arrival and is held with the Facilities Manager located in Building 701, Egan Street. On signing in, a Contractors Card will be issued which must be worn at all times on Campus. Any keys required will be issued at sign in. Cards and keys must be returned to the Facilities Manager. Kalgoorlie operational hours are 8.00am to 4.00pm Monday to Friday.

## 8.7 KEYS

Keys are to be collected from and returned to the SCT office. A key can only be collected on production of a signed copy of the Site Access Authority Permit which has been approved by the University's RO/PM – It is expected that 48 hours' notice will be given prior to collection of keys.

The Site Access Authority Permit can be found [here](#). If a key for electrical works is required additional approval must be obtained from the University Electrical Representative. 'Electrical' keys will not be authorised to a non-electrical worker without the appropriate electrical permit.

All keys must be returned to the SCT Office prior to leaving campus. Keys may not be removed from Campus unless they are for use at Technology Park or Murray Street Campus and must be returned to Bentley Campus at the end of the day, unless specific signed instructions from the RO indicate otherwise.

Lost access swipes or keys may result in the requirement to pay a replacement fee.





## 9. MONITORING PERFORMANCE

### MONITORING PERFORMANCE PROCESS

#### 9.1 CONTRACTOR PERFORMANCE

The University will monitor Contractors to ensure proper care of the University buildings, installations and facilities is undertaken. This is done through periodical inspections and audits of the contractors' activities ensuring appropriate controls are established and implemented.

#### 9.2 UNDERTAKE SITE INSPECTIONS / AUDITS

Contractors are responsible for supervising their own workers (subcontractors and their workers) while working at the University campuses. Additionally, the University RO or H&S will monitor the Contractor to ensure proper care of the University buildings, installations and facilities is undertaken. This is done through periodical inspections / audits of the contractors' activities ensuring appropriate controls are established and implemented. Refer to the Site Inspection Form.

#### 9.3 REPORT HAZARDS AND INCIDENTS

Contractors are responsible for reporting and recording hazards, near-misses, incidents and injuries that occur on the worksite in accordance with statutory provisions and University Policy. All injuries must be reported to the RO as soon as practicable and so as to be recorded on the University's on-line Incident and Hazard Reporting system (CHARM).

The contractor may be contacted by a H&S Advisor, the RO or a University Health and Safety Representative to assist in the investigation of the incident. Certain injuries are to be reported to WorkSafe WA. These include:

- The death of a person
- an injury or illness that requires a person to have immediate treatment as an in-patient in a hospital
- A serious head injury
- A serious eye injury
- A serious burn
- Separation of the person's skin from an underlying tissue (such as degloving or scalping)
- A spinal injury
- Loss of bodily function
- Serious lacerations
- An injury that requires the person to have treatment by a medical practitioner within 48 hours of being exposed to a substance
- An injury that occurs in a remote location and requires the person to be transferred urgently to a medical facility for treatment
- An amputation of any part of the person's body
- Where, because of an injury, the worker is unlikely to be able to work within 10 days of the day on which the injury occurred.

## 9.4 COMPLIANCE CHECK

Contractors will be monitored for compliance while undertaking the works. The University RO or H&S will provide comments directly to the contractor to correct any non-compliances. In the event that a contractor is observed or reported to be operating in an unsafe manner then the matter will be referred to the RO or Superintendent for investigation. The contractor will be advised and is required to take immediate action. The RO may instruct the contractor to cease work until the situation has been rectified and the work area and/or procedures are considered safe.

Non-compliance with the contract and safety requirements may result in:

- The Superintendent directing the Contractor to suspend the work under contract (WUC)
- The Contractor must immediately rectify any non-compliance identified
- Termination of the contract due to a breach of contract
- Removal of the Contractor from the University's pre-qualified Contractor List
- Removal of the non-compliant contractor from site. Their induction card may be suspended or revoked depending on the severity of the non-compliance
- Reporting to WorkSafe WA, depending on the severity of the breach

Additionally, in order to remain on the pre-qualified Contractor list, the University will monitor the performance of contractors during the length of the contract. Companies will be invited to be re-evaluated every three (3) years.

## APPENDIX A - Contractor Site Safety Rules and Responsibilities

Contractors must comply with Western Australian WHS (General) Regulations, Australian/New Zealand Standards and Codes of Practice. Contractors need to be aware that Curtin workers, students, visitors and other persons not being the contractor's workers are not always concentrating on their surroundings and all precautions should be undertaken to prevent risk of harm or injury to persons.

The contractor must, so far as is reasonably practicable:

- Take reasonable care of the health and safety of others not being their workers.
- Cooperate with the University in their efforts to comply with WHS requirements.
- Provide and maintain a working environment in which people are not exposed to hazards.
- Ensure all instructions and procedures contained within this Handbook are complied with.
- Ensure all statutory law, regulations, standards and Building Codes which are enforceable in Western Australia are complied with at all times.
- Ensure appropriate training for the tasks that have been undertaken and, if working on construction sites, the construction induction training (white card) has been completed.
- Ensure that an WHS Management Plan, where required, is provided to the RO prior to commencement of the work. The plan shall be drawn up, distributed to appropriate stakeholders prior to commencement of work and maintained during the course of the contract.
- Identify all hazards associated with the work as far as is reasonably practicable, assess the risks and develop appropriate controls, JSAs (site & task specific not generic) and/or a SWP must be provided to the RO prior to commencing works on site. All works conducted on campus must be carried out according to the relevant JSAs or SWPs.
- Communicate WHS issues to RO and other contractors when multiple contractors are working on one site.
- Complete all permits to work e.g. Hot Works, Confined Space Entry, Working at Heights, Roof Access, Electrical, Dig/Excavate and Fire Detection System Isolation. Permits to be approved and provided to the RO.
- Be aware of all SDSs for materials and keep the SDSs onsite.
- Implement the requirements of the SDSs of materials being utilised.
- Provide PPE to workers and wear them in accordance the Work Health and Safety (General) Regulations 2022.
- Erect and maintain appropriate barriers and signage when working on or near a thoroughfare (pedestrian or vehicle) or as required to prevent unauthorised access/entry to potential hazardous work areas, during the duration of the work.

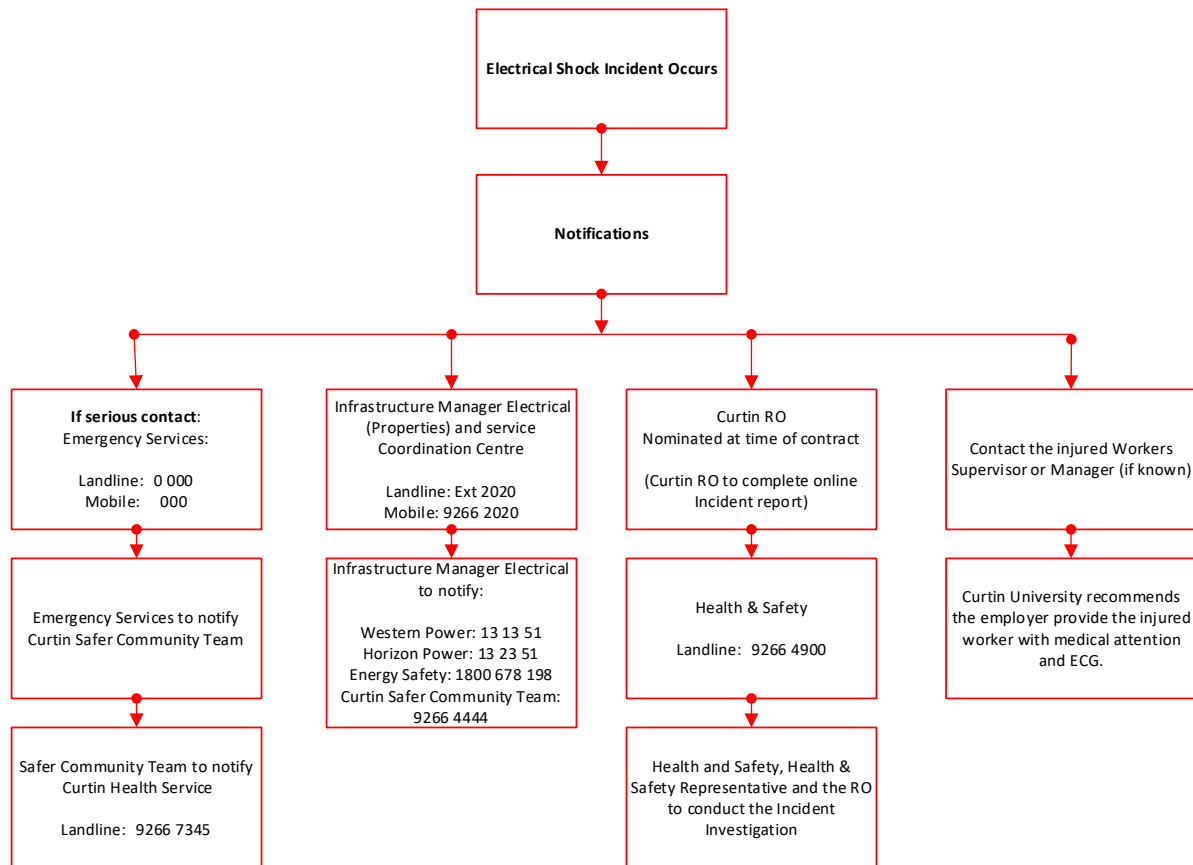
- When leaving the site, e.g. lunch, completion of work day, the area must be left in a safe condition. All doors must be relocked, gates and barriers repositioned, hazards covered, barricaded or identified with cones and signage.
- Never leave tools and materials unattended or borrow tools and/or plant from the University. Secure all tools during their usage to avoid tools falling from height.
- Leave work areas clean, tidy and in a vacuumed state and all rubbish and redundant materials should be removed from site.
- Ensure that the contractor supervisor or representative report to and register with the Safer Community Team (SCT) office upon arrival to site and before leaving site.
- Obtain contractor cards and keys for all campuses from the SCT Office at Bentley Campus. All Contractor Cards and keys must be returned before leaving Campus, regardless of intended re-entry later. Contractor Cards must be worn and visible when on site.
- Report all incidents and injuries (quoting the relevant Permit number, if applicable) immediately to the RO for recording and further action if required through the University's on-line incident and hazard reporting system.
- Report all electrical incidents immediately to the RO and to the Electrical Infrastructure Manager.
- Electrical incidents to be reported immediately to the following:
  - Supervisor
  - Energy Safety: 1800 678 198
  - The Curtin Responsible Officer
  - The Project Manager or Superintendent, and
  - Electrical Infrastructure Manager (University). See Appendix B for flowchart.
  - Undertaken consultation between all workers and other contractors in relation to health and safety.

Contractors may refuse to work, where the worker believes that to continue to work would expose him/her or any other person to an imminent risk, serious injury and serious harm to his/her health. Contractors shall not:

- Interfere with or misuse any items provided for health, safety or welfare of persons at work.
- Obstruct attempts to give aid or obstruct the attempts to prevent a serious risk to the health and safety of a person at work.
- Refuse a reasonable request to assist in giving aid in order to prevent a risk to health and safety.
- Deliberately create a risk (or the appearance of a risk) to safety with the intention of causing a disruption of work at that place of work.



## APPENDIX B – Electrical Incidents



## APPENDIX C - EMERGENCY MANAGEMENT

Name of Contractor/Site Supervisor	
Contractor/ Site Supervisor emergency contact number	
Curtin Project Manager name & contact number	
Warden	
First Aider	
Assembly Area / Muster Point	
Emergency contact numbers	<ul style="list-style-type: none"> <li>• Emergency Services (0)000</li> <li>• Safer Community Team on 92664444</li> </ul>
Non-Emergency contact number	<ul style="list-style-type: none"> <li>• Safer Community Team on 9266 4444</li> </ul>

### Actions to be taken in the event of Building Emergency Alarm System Activation

- Remain calm;
- Shut off all machinery, power tools and make area safe if possible;
- Inform your supervisor if not already aware;
- Ensure persons in your immediate vicinity are aware they are to evacuate;
- Only collect small personal belongings (e.g. wallet/car keys);
- Immediately leave the building by the first available emergency exit and proceed to the designated assembly area/muster point;
- **DO NOT** congregate around emergency exits.
- Remain at the assembly area/muster point until otherwise directed by a Curtin University Warden or SCT;
- **DO NOT** use the lifts;
- **DO NOT** re-enter the building until a Curtin University Warden, Safer Community Team or emergency services personnel have given the all clear;
- **You must** follow the instruction given by a Curtin University Warden or Curtin Safer Community Team personnel.
- Campus Map can be found here: <http://properties.curtin.edu.au/maps/>

**APPENDIX D - Curtin University Contact Details**

AREA	TELEPHONE NUMBER
Bentley Campus (including Technology Park)	9266 9266
Murray Street	9266 3460
Kalgoorlie	9088 6742
Margaret River	9780 5829
Midland	9274 5014/0419 408 870
Properties Service Coordination Centre	9266 2020
Safer Community Team	9266 4444
Vehicle/Site Parking	9266 4727
Emergency (Curtin University landline)	0 000
Emergency (mobile whilst on campus)	000
H&S	9266 4900
Digital & Technology Solutions (Curtin IT Department)	9266 9000

Contractor Information website can be found [here](#).