# Curtin University Contractor's Safety Handbook for use on Curtin Campuses & Centres in Western Australia

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Contractor Information website can be found on the home page of Properties at http://properties.curtin.edu.au/contractors/ - click on the button and follow the links for all Contractor information and the online Induction.
1. INTRODUCTION

1.1 Introduction

Welcome to the Curtin University Contractor Safety Handbook. This handbook is designed to provide Contractors, Sub Contractors and their employees with information on safety, health and appropriate conduct whilst working at the University in addition to the terms of conditions listed in their formal contract or purchase order. A formal Induction must also be attended prior to commencement of contract.

All Contractors shall 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 being removed from Curtin University’s Contractors List. These instructions are set out to assist with the protection of Contractors, employees, staff, students, visitors and the Curtin community in general.

For a Contractor to be eligible for inclusion on the Curtin University’s Preferred Contractors List, the University will have conducted a safety and health evaluation at tender stage, and if successful, will be monitored for compliance during the contract and review post contract, in order to remain on the List. Re-evaluations will take place every five years.

For further information regarding safety and health please contact your Curtin contract appointed Responsible Officer or the Facilities Maintenance SCC on 9266 2020

1.2 Terminology

Contractor

Contractors, sub-contractors, consultants, suppliers, and their employees engaged by Curtin University to perform works or services on Curtin University campuses and centres in Western Australia

Curtin University

Curtin University is a trademark of Curtin University of Technology

COSH

Curtin Occupational Safety & Health. The University’s health and safety department

Employees

All Contractors’ employees or the employees of other Sub-Contractors under the Contractor’s control

JSA

Job Safety Analysis

MSDS

Material Safety Data Sheet

PPE

Personal Protective Equipment/clothing
**Project Manager** Means the person managing the project on behalf of the University

**Responsible Officer** The person nominated to the Contractor as the representative of the University

**SCC** Service Coordination Centre

**SWP** Safe Working Procedures

**University** Curtin University

**University Land** 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.

### 1.3 Leased 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 Responsible Officer of all work and changes to work plans prior to commencement so that owner’s consent can be obtained.

### 1.4 Contractor Responsibility

The Contractor shall, so far as is practicable, provide and maintain a working environment in which people are not exposed to hazards. In particular but not limited to, the Contractor shall:

- Ensure all their employees comply with these instructions and procedures.
- Ensure that all statutory law, regulations, standards and Building Codes which are enforceable in Western Australia are complied with at all times.
- Ensure that employees or Sub-Contractors have been trained for the task they are to undertake and, if working on construction sites, have completed the white (originally the blue) card construction safety awareness training.
- Ensure that a Safety Management Plan, where required, is provided to the Responsible Officer prior to commencement of the work.
- Ensure that all hazards associated with the work have been identified, the risks assessed and appropriate controls developed, JSAs (site & task specific not generic) and/or a SWP shall be provided to the Responsible Officer prior to commencing works on site. All works conducted on campus must be carried out according to the relevant JSAs or SWPs.
- Where required in the case of a construction contract, a Safety Management Plan shall be drawn up, distributed to appropriate stakeholders, and maintained during the course of the Contract with a final copy being handed over to the University at the end of the contract.
2. **CAMPUS DESCRIPTION**

Curtin University is Western Australia’s largest University. In excess of 40,000 students attend seven campuses and seven education centres in Western Australia, with additional campuses in Sydney, Singapore and East Malaysia. Curtin is a broadly based and highly diverse university with the main campus of 116 hectares being located at Bentley with additional metropolitan campuses at Technology Park, Shenton Park and Perth Central. Other campuses and centres within Western Australia are situated at Northam (Muresk), Kalgoorlie, Margaret River, Midland, Karratha, Geraldton, Armadale and Albany.

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.
3. **SAFETY INDUCTION**

Contractors, Sub-Contractors and their employees shall undertake an induction prior to working on any of the University’s campuses. The Induction process is available on-line, at [http://properties.curtin.edu.au/](http://properties.curtin.edu.au/), follow the links from the **Contractor Information** button. The Induction will conclude with a quiz, which will require an 85% pass. Any queries in respect of the Induction should be referred to the Responsible Officer. There is a cost of $11 (GST inc) and a credit card is required.

Contractors, Sub-Contractors and their employees who have passed the Induction quiz will receive a dated induction card, which will be valid for two years. The Induction card shall be carried at all times when on University premises and shall be shown when signing in on arrival at Security (See Section 6).

4. **SECURITY**

Contractors and Sub-Contractors shall make prior arrangements with the Responsible Officer to access any University campus/centre/facility – refer to Section 5 (page 4) for specific instructions. The Bentley Campus Security Office is open at all times 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 (prior to the first internal roundabout).

Contractors, Sub-Contractors and their employees may receive their Contractor Pass from the Security Building and must display their “Contractor Pass” identification at all times.

5. **HOURS OF OPERATION**

5.1 **Business Hours**

Normal hours of business at the University are between 7.30 am and 4.30 pm, Monday to Friday.

5.2 **Work After Hours**

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

- Receive prior approval in writing from the Responsible Officer (will be required to show the approval to Security) and access shall have also been arranged.

- Ensure Permit to Work (hot works, roof access etc) requests have been submitted to the appropriate Responsible Officer and approved. A minimum of 48 hours notice will be required unless it is an emergency situation/call out when a Permit will be dealt with as required.

6. **CONTRACTOR SIGN IN PROCEDURE & KEY COLLECTION**
Lost Contractor Passes, Access Swipes or Keys will result in the requirement to pay a replacement fee – which can be between $15 and $575,000 dependent upon item lost.

6.1 Bentley Campus

6.1.1 Contractor Passes

All Contractors and their employees shall report to the Security Office at Building 115 on arrival. Here they will be requested to sign-in (must provide required basic information) on the Contractor and Visitors Register and show current induction card. At this stage each Contractor and their employees will be issued a Contractor Pass. This Contractor Pass shall be visibly worn at all times on the Campus and produced on request from any staff member. It shall be returned prior to leaving the campus regardless of requirement to re-enter again that day or the following day.

6.1.2 Contractor Parking

Contractor Parking Permits will be provided on request at sign-in and will need to be validated by Security on arrival on to campus each day. These permits will need to be replaced monthly and are free of charge.

If the contractor is required to be on campus over an extended period it is advisable to purchase a Contractor Parking Permit (Please call Parking & Traffic on 9266 7116 for more information).

Contractor Parking Permits enable contractors to park in Green (Student), Yellow (Staff) and visitors car parks.

A contractor may only park their vehicle adjacent to a working area if it is an identified commercial vehicle and tools of the trade are required to be accessed regularly during the work period.

Curtin University has limited access for parking near buildings. Unless an exemption is granted by the Parking and Traffic Office, contractors are asked to unload equipment and move to a designated parking area. Infringements will be issued for breaches of the Parking and Traffic By-laws.

Click on the link for the Curtin University’s Parking By-Laws

6.1.3 Keys

Keys are to be collected from and returned to Security. A key can only be collected on production of a signed copy of the standard Card, Access and Parking Permit which has been issued by Curtin University’s Responsible Officer/Project Manager – it is expected that 48 hours notice will be given prior to going to site. If a key for electrical works is
required an additional signed Electrical Works Key request form obtained from the Curtin Electrical Representative must also be produced.

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

6.2 Perth Central Campus at 78 Murray Street

Contractor Passes and Keys shall be signed for and obtained from the Bentley Campus (see instructions above) and returned before the end of the working day unless specific signed instructions from the Responsible Officer indicate otherwise. Parking is very limited at the Perth Central Campus. Two parking bays are set aside for Contractors, but there may be a requirement to park in a nearby public car park at the cost of the contractor.

6.3 Technology Park Campus

Contractor Passes and Keys shall be signed for and obtained from the Bentley Campus (see instructions above) and returned before the end of the working day unless specific signed instructions from the Responsible Officer indicate otherwise. Parking is limited but usually space is available at Technology Park.

6.4 Shenton Park

Contractor Passes and Keys shall be signed for and obtained from the Bentley Campus (see instructions above) and returned before the end of the working day unless specific signed instructions from the Responsible Officer indicate otherwise. Shenton Park may have a Security Officer on duty in the afternoon who is able to provide Contractor Passes and Keys on site, but you shall not leave a key picked up at Bentley with the Shenton Park Security Officer – it must be returned to Bentley. Parking is limited but usually space is available at the Shenton Park campus.

6.5 Northam (Muresk) Campus

Contractors are to liaise with the Responsible Officer when attending Muresk. Contractors shall report on arrival to Reception in Building 822a and sign in. Contractors shall sign out again prior to leaving the campus. Keys are not available but buildings are open by arrangement through the Manager, Building Maintenance. Hours of business at Muresk are normally 8.30 to 4.00, access outside normal business hours are through arrangement with the Manager, Building Maintenance. There is ample car parking at Muresk. The Northam campus can be contacted on 9690 1555.

6.6 Kalgoorlie Campus
Contractors are to liaise with the Responsible Officer when attending Kalgoorlie. Contractors must have a valid work order to come on site. The Contractor Sign in Register shall be completed on arrival and is held with the Facilities Officer located in Building 701, Egan Street. On signing in, a Contractors Pass will be issued which must be worn at all times on Campus. Keys, if required will be issued at the sign in. Passes and keys shall be returned to the Main Administration Counter. Kalgoorlie operational hours are 8.00am to 4.00pm Monday to Friday.

Asbestos related issues require liaison with the Senior Maintenance and Ground Supervisor on 9088 6730 at Kalgoorlie.

7. PERMIT TO WORK

Curtin University requires Permits to Work to be completed at least 48 hours (in emergency situations they may be completed immediately prior to commencing) prior to commencement for:

- hot work (eg welding, angle grinding, demolition and naked flames)
- confined space entry
- isolation (pressurized gas, electrical, water, fire systems)
- fire system isolation
- permit to dig
- electrical works (access and sanction to test)
- working at heights
- roof access.

7.1 Hot Work Permit

Prior to commencing Hot Work which generates heat, flame or sparks in any area other than workshops, a Hot Work Permit shall be obtained and completed. All Contractors shall comply with requirements set out in the permit and identify the controls required to reduce the risk. The appropriate use of Personal Protective Equipment, example non flammable shields and other necessary equipment including fire extinguishers shall be documented in the permit.

A fire watch for 30 minutes shall be required after the hot work activities have ceased and then the Responsible Officer shall be advised on completion of the fire watch and signed off on the Permit.

7.2 Confined Space Entry Permit

All work in a confined space requires a permit. Entry into a confined space, as defined in the Occupational Safety and Health Regulations 1996, requires a confined space permit to be completed before access can be obtained.
A confined space is defined as:

An enclosed space or partially enclosed space which:

• Is not intended or designed primarily as a workplace
• Is at an atmospheric pressure during occupancy and
• Has restricted means of entry and exit

AND which either:

• Has an atmosphere containing or likely to contain potentially harmful levels of contaminant
• Has or is likely to have an unsafe oxygen level or
• Is of a nature or is likely to be at a nature that could contribute to a person in the space being overwhelmed by an unsafe atmosphere or contaminant.

Examples may include and not limited to pipes, vats, sewers, pits, silos, tanks, boilers, etc. A competent person shall check and ensure that access is safe before issuing the permit. As a minimum, Contractors that are involved in working in confined spaces shall ensure compliance with the WA Occupational Safety and Health Regulations 1996, Australian Standard 2865 and the Curtin Confined Space Permit to Work requirements. Only persons trained in confined space entry can undertake such work.

7.3 Permit to Dig

Before any digging that exceeds a depth of 150mm occurs, the Contractor must lodge a Permit to Dig form with the Responsible Officer for completion and approval. The Contractor shall not start the digging work until the form has been approved and returned. The Contractor shall allow a minimum time of 10 days for the approval to dig. The Permit to Dig form shall identify the extent of hand digging that may be necessary. The Permit to Dig form is available from the Responsible Officer.

As a minimum, ensure all excavation works are completed according to the WA Occupational Safety and Health Regulations 1996 and Code of Practice for Excavation.

7.4 Roof Access Permit

Access to the roof and roof voids is only permitted when a Roof Access Permit has been authorized. Consideration must be given to the following:

• Provision of JSAs and completion of Permit
• Compliant harnesses and auxiliary equipment to be used which display a current inspection tag
• Appropriate fall arrest equipment in place
• Competent and trained (fall prevention systems) personnel
• Under no circumstances should fall arrest anchors be used as abseiling anchors. (For possible abseiling anchor points, discuss with Responsible Officer)

7.5 Working at Heights Permit

Most University buildings have anchorage points and/or static lines. Where these are in place, they shall be used. Contractors shall have competent personnel and ensure that harnesses and lanyards comply with AS/NZS 1891 and are in good condition. Personnel working at heights in excess of 2 metres shall be trained.

Ladders are not a safe work platform and should be used in a safe manner only when the erection of a safe platform is impractical. Ladders should be placed at a slope of 4 vertical to 1 horizontal and be fitted or secured top and bottom. Straight ladders shall be fitted with safety feet at the base. All ladders shall meet AS1892. Metal ladders or ladders with metal reinforcing shall not be used when there is any possibility of contacting electrical equipment.

Scaffolding shall be constructed in accordance with AS4576. Scaffolding which exceeds a height of four metres can only be erected, altered or dismantled by a certified scaffolder.

A permit is required for all Contractors working where there is a possibility of falling more than 2 metres. The types of equipment which may be used by competent persons for working at heights to minimise risk include:

• Static lines and anchorage points
• Scaffolding
• Fixed work platform
• Mobile work platform
• Step ladder, ladder
• Safety harness, fall arrester
• Hard hat
• Toe boards
• Waist high barriers

All areas where work at height is being conducted and there is risk to people from falling objects, shall as far as practicable, be barricaded and conspicuously marked with adequate signage to indicate the hazards.

7.6 Isolations Permit (Services)

Interruptions to services must be kept to a minimum during business hours and then only at such times as agreed to by the University. A permit is required when isolation of a
electricity, gas, water, data and communication source is disconnected from the service, plant or equipment prior to servicing, repair or routine maintenance etc. The approved permit shall be followed in relation to isolation, lockout devices and tags shall be completed correctly when installed and on completion of the work the Contractor shall arrange for the Responsible Officer to observe the removal of tags/lockout devices.

7.7 Fire System Isolations requirements

On occasions where the fire system requires isolation under the terms of the contract, authorised in the Permit or identified by a JSA, the Contractor shall ensure:

- That all isolations associated with smoke detectors, EWIS and sprinklers are carried out through the University by submitting a Fire System Isolation online form found at the following address: http://properties.curtin.edu.au/services/forms/fire_isolation/. The permit shall cover only one working day except in exceptional circumstances such as working at night, or where a building is isolated from the fire detection system altogether, with the system being re-instated at 4.30pm on that day, as no building may remain isolated over night. There may be a charge to the Contractor for this service; the isolation/re-instatement daily charge will be indicated in the Work Contract or on request.

- That where smoke detectors require protection/covering due to dusty works, it is permitted to use temporary covers. The covers shall be removed at the end of work on each day to ensure the detection system is working over night and when the building is empty. Protection covers shall not be used as a method of isolation, only as a detector protection mechanism, isolation of the system is still required.

- That all efforts are taken to prevent the likelihood of any dusty, smoky or hot works activating the EWIS systems or smoke/heat detectors.

- That Fire System Isolations do not exceed one working day or that the fire systems are not left off over night.

- Failure to isolate specific areas that result in an alarm being triggered and automatic turn out of FESA may also incur penalty costs to the Contractor.

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

- Failure to remove temporary dust covers from detectors at the end of the working day shall be treated as a Breach of Safety – see section 8.14

7.8 Electrical Permits

Electrical permits are required for:
• Electrical Access areas

• Authority to Work in the Vicinity of Electrical Apparatus

• Sanction to Test

Where any electrical work is carried out, the responsible electrical Contractor shall, at the completion of the work, record the details, including Licence number in the Electrical Records Book at the University’s Facility Management Office (Building 110). All electrical works shall be carried out in accordance with the University’s Standard Electrical Specification as amended. This specification is available on the Curtin University website at http://properties.curtin.edu.au/roles/ppm/arch/resources/electrical_spec.cfm.

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 Responsible Officer.

See also section 8.2 Electrical Works.

8. SAFETY

Contractors are reminded to fully comply with their obligations under Occupational Health and Safety (OHS) Legislation and the National Standard dealing with competency standards for users and operations. Contractors shall comply with Western Australian regulations, standards and codes of practice. Contractors also need to be aware that staff, students and visitors are not always concentrating on their surroundings and all precautions should be undertaken to prevent an accident or injury.

Contractors shall take reasonable care of the health and safety of others.

• Contractors shall co-operate with the University in their efforts to comply with occupational health and safety requirements

• Contractors may refuse to work if it is unsafe to do so.

Contractors shall not:

• Interfere with or misuse things provided for health, safety or welfare of persons at work.

• Obstruct attempts to give aid or 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 or preventing 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.

8.1 JSAs/SWPs and Safety Management Plans

Before any work commences, the Contractor shall have identified all hazards associated with the work, assessed the risks and developed appropriate controls. Suitable, sufficient and contract work specific JSAs and/or SWPs shall be provided to the Responsible Officer prior to commencing. Generic JSAs are not sufficient.

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 Contractor, shall under 2008 National Standards for Construction Work, prepare prior to work starting on site, a Safety Management Plan, which shall be monitored, maintained and updated during the course of contract. A final copy to be provided to the Responsible Officer at the completion of the contract.

8.2 Electrical Works

All electrical workers shall show proof of licence when signing in for the job.

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

Not all power points at the University are RCD protected therefore Contractors using any form of electrical device on campus shall provide and use portable RCD devices. All electrical equipment including extension leads shall have an electrical inspection tag and be within the current date as per AS/NZS 3760.

Electrical shocks shall be reported immediately to the University’s Manager – Electrical Engineering (9266 9872) and State electrical authorities. Medical treatment should be sought regardless of the severity (an ECG can be carried out at the Bentley Campus Medical Centre if necessary).

8.3 Plumbing

All plumbing works shall be carried out in accordance with the University Properties Plumbing and Hydraulic Services Manual, as amended. This specification/manual is available on the Curtin University website at [http://properties.curtin.edu.au/local/docs/roles/ppm/Plumbing_Hydraulic_Manual.pdf]

8.4 Hazardous Substances

The Material Safety Data Sheets [MDSDs] for any hazardous substance to be used on campus shall be attached to the JSA if hazardous substances are used and shall be provided to the Responsible Officer in advance of the commencement of the work and also be kept at the work place whilst work is in progress.
Small quantities of flammable liquid, for example, solvent based paints and enamels, may be kept near the point of use, provided that:

- Suitable 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 shall be avoided. Turpentine, thinners & methylated spirits should be stored in appropriate lidded containers in bunded areas.

Where Contractors’ vehicles and machinery must be refuelled on-site, the fuel storage, fire protection and handling shall meet all statutory requirements and the University’s environmental protection requirements, detailed in Section 8.11.

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

8.5 Asbestos Management

The University has an Asbestos Register and management plan including Curtin Asbestos Minimum Standard.

The Responsible Officer will advise the Contractor of the location of any known asbestos at the worksite in relation to the works. The contractor, if not informed must seek the information from the Curtin Responsible Officer.

When working near asbestos or removal of asbestos material, Contractors shall comply with the Curtin Asbestos Minimum Standard. If the Contractor comes across any other material that is suspected of containing asbestos they shall follow the Curtin Asbestos Minimum Standard and report it to the Responsible Officer immediately.

Asbestos removal shall only be carried out by a licensed Asbestos Removalists.

8.5.1 Polychlorinated Biphenyls (PCB’s)

Contractors must assume that PCBs (Polychlorinated Biphenyls) are present in any building built prior to 1980, 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 Curtin Responsible Officer to ascertain the age of the building for any refurbishments or demolition work which includes electrical equipment. 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.

8.6 Working in laboratories

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

- Infectious/biological agents
- Radiation
- Hazardous substances

Your Responsible Officer will liaise with the Laboratory Supervisor to ensure Contractors are aware of any particular hazards.

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 Responsible Officer will liaise with the Laboratory Manager, who will arrange a special induction and arrange for the Laboratory Manager to escort the Contractor and be in attendance at all times.

8.7 Tools, Equipment and Machinery

Tools, machinery and equipment to be used for the 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 appropriate the operator shall hold an appropriate current licence or certificate.

8.8 Mobile Plant

All mobile plant brought on to the University by Contractors shall meet the requirements of the Occupational Health and Safety Regulations and personnel operating mobile plant shall hold the appropriate Certificate of Competencies, which applies to the operation of forklifts, cranes, hoists, earthmoving equipment or to carry out any dogging and rigging.

8.9 PPE and Sun protection

Contractors and Sub-Contractors shall ensure that the personal protective clothing or equipment is provided for their employees and is in accordance with the legislation and comply with the relevant Australian Standard:

- Safety helmet AS/NZS 1801
- Eye protection AS/NZS 1337 and AS/NZS 1338

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When working outside in the sun, Contractors shall wear wide brimmed hats or neck covers under hard hats, and sunscreen. Contractors shall wear specific protective equipment in certain sign-posted areas. Protective clothing and equipment shall be maintained in good condition.

8.10 Pedestrian Safety

Slips, trips and falls are one of the most common types of injury at the University. If you are introducing a tripping hazard such as equipment left on the ground, a hole in the ground, electrical cords, ladders, working at heights, please risk assess the situation and take appropriate action to remove exposure to hazard. Ensure the area is appropriately cordoned off from pedestrians by using portable barriers, barrier tape and appropriate signage to alert pedestrians of the danger.

When driving in Pedestrian areas, extra care must be taken, and the designated speed limits SHALL be observed. Pedestrians always have right of way in these areas.

8.11 Noise

Contractors shall take all practicable precautions to minimise noise resulting from works. Unless otherwise agreed to with the Responsible Officer, work that shall exceed the normal office operating levels of 70dB shall be undertaken outside standard working hours as co-ordinated by the Responsible Officer.

8.12 Environmental issues

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.

Due diligence is required from Contractors. They need to as a minimum:

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

8.12.1 Environmental Rules

Contractors shall:

• 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 Responsible Officer such as spills, damage to vegetation, or potential or actual contamination to stormwater drainage and waterways.

8.12.2 Water Pollution and Sediment Control

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

8.12.3 Waste

All waste including chemical and paint containers shall be disposed of off-site unless authorisation to the contrary has been given by the Responsible Officer in writing.

Contractors may want to use the Bentley cardboard recycling service to reduce their waste volume. Please telephone the SCC on 9266 2020.

8.12.4 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 site.

8.12.5 Vegetation and animals

Contractors shall minimise any harm to any vegetation and native animals.

8.12.6 Pesticides

• Obey any manufacturers’ instructions as to application rates and weather conditions.
• Handle, store and dispose of pesticides strictly in accordance with directions on the label or Material Safety Data Sheets (MSDS).

• Do not apply pesticide if it is likely to enter a waterway or drain because of rain or other conditions.

8.12.7 Refuelling and Chemical Handling

Refuelling of machinery shall 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 shall be taken to avoid chemical or fuel entering waterways or stormwater drains.

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

8.12.8 Heritage

The Responsible Officer will inform the Contractor as to the location of any natural, European or Aboriginal cultural heritage within their work area.

Contractors who discover a potential site of natural, European or Aboriginal heritage shall stop work immediately and inform the Responsible Officer.

8.13 Cleaning up and Removal of Debris

As with 8.12.3, Contractors shall responsibly remove or dispose of rubbish and any leftover materials from the worksite unless otherwise specified by the Responsible Officer.

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

Rubbish containers/skips shall 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 shall be left in a clean and tidy state and free of any fire or safety hazards. Where the Responsible Officer directs the Contractor to remove debris and rubbish from the site, this shall be done immediately.

8.14 Breaches of Safety

In the event that a Contractor being observed or reported to be operating in an unsafe manner then the matter will be referred to the Responsible Officer for investigation. The Contractor will be advised and is required to take immediate action. The Responsible Officer 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 Responsible Officer’s instructions or failure to comply with the requirements of this handbook may result in:

- Termination of the contract due to a breach of contract;
- Removal of the Contractor from the University’s Contractor List;
- Reporting to WorkSafe WA, depending on the severity of the breach.

9. **EMERGENCY MANAGEMENT**

At all campuses in the event of a life threatening emergency dial 000, and give your exact location, if possible also call Curtin Security on 9266 4444.

Prior to the commencement of work, Contractors are responsible for determining where emergency exits are, and determining the appropriate muster point location. If unsure contact your responsible officer. [Instructions may be located inside each building by main entrance door.]

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

9.1 **Emergency Evacuation Procedure**

In the event of an evacuation alarm, all workers shall make safe their equipment, evacuate the area immediately and follow the directions of University staff. Contractors shall not re-enter the evacuated building until advised it is safe to do so by either FESA or the Building Warden.

Contractors commencing works at the University have a responsibility to:

- Observe the established emergency procedure.
- Identify the location of the nearest emergency exits in the area where they will be working.
- Identify the nearest assembly area - instructions can be found adjacent to all main building exits.
- Follow all instructions by the chief warden or floor wardens.
- Respond to the alarm and leave the building immediately. Electrical/gas appliances/tools etc shall be switched off but not removed.
- Contractors shall not return to the building until instructed to by the Chief Warden or FESA.

Contractors shall report immediately all matters which may affect the safety and health of people who may be involved in or affected by a life threatening emergency situation – by dialling 000 and if possible Curtin security on 9266 4444.
Note: building fire emergency exits shall not be used for routine access to and exit from the building where possible. Emergency exits and routes leading to them and away from them, must be kept clear of materials and free of obstructions at all times.

10. DRIVING/PARKING ON CAMPUS

The speed limit on Bentley Campus roads is 30kph and within Car Parks 10kph. Contractors shall comply with speed limits, and can be fined for non compliance. Seatbelts shall be worn.

When driving in Pedestrian areas, extra care must be taken, and the designated speed limits SHALL be observed. Pedestrians always have right of way in these areas.

In the Bentley Pedestrian Precinct area between buildings 407 & 408, 208 & 501 and adjacent to 301, access is controlled by electronic bollards – it will be necessary to contact Security if you need to access this area. 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.

Parking of Contractors’ vehicles shall be in accordance with Clause 6.1.2. Care shall be taken to ensure pedestrian/disabled access, fire exit doors, fire hydrants are not obstructed at any time.
10.1 Acrod Parking

All Acrod bays must be kept free of obstructions. If there is a requirement to use an Acrod bay, then approval must be obtained from Parking – 9266 7116.

What not to do.

11. HAZARD/INCIDENT/INJURY REPORTING

The contractor shall be 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 incidents shall be:

- Reported to the Responsible Officer
- Completion of a Curtin University (COSH) accident report form

The Contractor may be contacted by COSH, the Responsible Officer or a University Safety and Health Representative to assist in the investigation of the incident.

Curtin's online system can be found at http://edusafeincident.curtin.edu.au/online/

As stipulated in the Occupational Safety and Health Act 1984, Curtin University and the contractor shall report certain injuries to WorkSafe WA. These include:

- A fracture of the skull, spine or pelvis;
- A fracture of any bone in the arm (other than the wrist or hand) or in the leg (other than a bone in the ankle of foot
- Amputation of an arm, a hand, finger, joint, leg, foot, toe or toe joint
- Loss of sight of an eye
- Where, because of an injury, the employee is unlikely to be able to work within 10 days of the day on which the injury occurred.
12. **FIRST AID**

Contractors shall be responsible for supplying their own first aid equipment and shall carry an appropriately stocked first aid kit in their vehicles. In an emergency, Curtin University first aid assistants will assist if necessary and the University does have a medical centre on the Bentley Campus (ground floor building 109) should it be required. If an ambulance is required, the emergency Procedure shall be followed by dialling 000 and if possible 9266 4444.

All injuries shall be reported to your Responsible Officer as soon as practicable and the University's on-line Injury Reporting System shall be completed.

13. **CONDUCT**

13.1 **Alcohol and substance abuse**

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 the necessary risk of injury or harm.

13.2 **Smoking**

The University has a smoking policy. Smoking is prohibited at all of the University’s campuses and grounds from the 1st January 2012. This means that smoking is banned for all staff, students, contractors and visitors from this date. This also includes within vehicles on University property.

13.3 **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 site. Singlets and T-shirts with offensive wording or designs are not appropriate dress.

13.4 **Equal opportunity and anti-discrimination**

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, decent, sex, pregnancy, marital status, political conviction, religious beliefs, disability or medical condition.

13.5 **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 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, ethnicity, accent etc. 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.

13.6 Children

Under no circumstance are Contractors allowed to bring children onto the university work site.

13.7 Animals

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

13.8 Noise – Radios & Mobile Ring Tones

Radios are not permitted to be played whilst working at Curtin University. 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.

13.9 Offensive language

It is inappropriate in an educational setting for anyone to be heard swearing, cursing or talking loudly in the vicinity of University staff who are working and/or students who are studying.

13.10 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 manner.

14. DOCUMENTATION REQUIREMENTS

Copies of Insurance Policy details, JSAs and the Safety Management Plan shall be forwarded to the University’s Responsible Officer prior to commencing work on site:

- Current Workers’ Compensation Insurance Policy
- Current Public Liability Insurance Policy (minimum $20 million)
• Currently Professional Indemnity Insurance Policy (minimum $5 million)- required for consultants only
• Policy wording for public liability insurance
• Details of prosecutions under safety or related legislation
• Job Safety Analysis/Safe Working Procedures
• OSH Management Plan (construction – if required)
Appendix A – Electrical

**ELECTRICAL INCIDENT**

Immediately report to Manager Electrical Engineering (Properties) via ext. 2020

- Dial 000
  - Medical Emergency
  - Security and
  - Campus Health Service

- Medical attention and **must** have ECG for electric shock

- 

Immediately report to Responsible Officer/Project Manager (Contractors) or Supervisor/Manager (Curtin Staff)

- Report to Either
  - Western Power 13 13 51 or
  - Horizon Power 13 23 51 or if network operator cannot be identified, call
  - EnergySafety 1800 678 198

- Report to COSH
  - Complete on-line Incident Report and carry out Accident Investigation

  [Person involved, Responsible Officer/Supervisor, Manager Electrical Engineering (Properties) or nominee, Office of Energy, COSH, Safety & Health Representative]
16. ACKNOWLEDGEMENT OF ISSUE

Book issued to: (name of Contractor/Sub-Contractor)

Name of Contractor Representative:

Address (Contractor’s address):

I have received a copy of the Curtin University “Contractor Handbook” and state I have read and understood the contents. I agree to accept the direction of Curtin University’s Responsible Officer or nominee in relation to health and safety of persons in the workplace generally.

Contractor’s Representative signature:

Date:

Issuing person:

Signed by issuing person:

Induction attended on: