

PROCEDURES

SAFETY HEALTH ENVIRONMENT WORKCOVER SUSTAINABILITY CONTRACTOR MANAGEMENT PROCEDURES

PURPOSE

CQUniversity has a duty under the Queensland Work Health and Safety Act 2011 (WHS Act 2011) to ensure a safe and healthy environment for all CQUniversity staff, students and sub-contractors as well as visitors to the University campuses and/or workplaces. While most business is conducted on University campuses, some activities are conducted off site. These procedures have been developed to provide a safe system of work to ensure that potential risks to health, safety and the environment are identified, assessed and controlled allowing contractors to work safely while in CQUniversity workplaces.

PROCEDURES

1 Contractor Management

These procedures describe ways to identify and manage exposure to risk and provides a practical and relevant system for CQUniversity staff overseeing the work of contractors and is designed to be used in conjunction with other CQUniversity procedures and safe work systems.

These procedures apply to all CQUniversity staff and contractors to the University campuses and/or workplaces and identifies the health, safety and environmental requirements of the contractor and the University. These procedures also incorporate a risk management approach to the utilisation of contractors so that potential risks to health, safety and environmental are identified, assessed and controlled allowing contractors to work safely at all times.

While every effort is made to ensure compliance with these procedures, there may be extenuating circumstances where University officers may be required to adopt other safe system of work or processes to ensure a task is completed. Examples of these instances may include conducting emergency repairs to critical University services.

To assist with the management of contractors appointed by the University, a [Contractor Health and Safety Management Checklist](#) has been developed to ensure the process for selecting, assessing and engaging contractors is completed in accordance with these procedures.

There are four important stages of the contracting process which must be considered when engaging contractors; these include Health, Safety and Environment, Contract Specification, Tender Evaluation and Contract Management.

1.1 Health, Safety and Environment

Regardless of the contracted works risk rating, clear identification of the Health, Safety and Environment requirements is an essential component of the specification documents. Their inclusion supports the commitment of CQUniversity in considering Health, Safety and Environment to be a priority in its engagement with contractors. It verifies the University's recognition of its duty to Health, Safety and Environment and provides evidence of an appropriate and practical Contractor Management System.

a Risk Management

The process of risk management starts with a commitment by CQUniversity management and staff to manage the University's business or undertaking in a healthy and safe manner.

'A safe and healthy workplace does not happen by chance or guesswork. You have to think about what could go wrong at your workplace and what the consequences could be. Then you must do whatever you can (in other words, whatever is 'reasonably practicable') to eliminate or minimise health and safety risks arising from your business or undertaking.

This process is known as risk management and involves the four steps set out in Figure 1 below:

- **identify hazards** – find out what could cause harm;
- **assess risks** if necessary – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening;
- **control risks** – implement the most effective control measure that is reasonably practicable in the circumstances;
- **review control measures** to ensure they are working as planned.'



Figure 1: The Risk Management Process
(How to Manage Work Health and Safety Risks, Code of Practice 2011)

Formal risk assessments must be conducted by the person in charge of the project/job prior to the work being commenced. This Risk Management Process takes into consideration all existing controls and the re-evaluation of the risk after any new suggested controls are implemented.

b Compliance with Environmental Protection Act Legislation

CQUniversity and its contractors are bound by the Queensland Environmental Protection Act 1994 and related legislation. Individuals will meet their environmental responsibilities by compliance with ISO 14000.

All individuals involved in projects at CQUniversity have responsibilities under this legislation for ensuring protection of environmental values. Any person with a supervisory role has a responsibility to ensure their company and its employees and contractors do not cause environmental harm and should:

- be familiar with the environmental effects of their activities;
- identify who has responsibility for environmental management;
- be familiar with, and ensure procedures exist to minimise environmental impacts that meet legislation, industry standards and risk assessments;

- demonstrate environmental responsibility to other stakeholders;
- exercise control over environmental performance of individual contractors; and
- keep records to show compliance with environmental requirements.

Procedures and/or systems are required for preventing potential incidents, conducting ongoing audits, provision of training for employees and defined authority for reacting to unplanned events.

An individual must take all reasonable steps to minimise environmental harm associated with all activities they undertake. To determine what measures should be taken, a person should consider:

- the nature of any potential pollution;
- the sensitivity of the environment where the pollution may end up;
- financial implications of the actions;
- the current technology available; and
- the likelihood of success of the implemented actions.

If an individual believes processes or procedures are inadequate, they must inform their supervisor and not undertake the activity until suitable measures are in place. An individual is also required to notify of any activity they believe may be causing environmental harm. If an individual becomes aware of an incident where actual or potential environmental harm is, or may be caused, they must immediately notify their supervisor who will notify either the CQUniversity Responsible Person (if one has been appointed), the Safety and Environment Unit (07 4923 2216), and the Environmental Protection Agency (1300 130 372). This is a requirement regardless of whether the individual has been involved in the incident, or if they have observed others causing it. If an individual cannot contact their supervisor, then the next person in command must be notified.

The CQUniversity Responsible Person (if appointed) and the Safety and Environment Unit representative will attend the site and investigate the incident and determine further actions.

The contractor must provide all information requested by the CQUniversity Responsible Person and/or Safety and Environment Unit representative, and complete a CQUniversity [Incident / Hazard Report Form](#).

The CQUniversity [Safety Health Environment Workcover Sustainability Health, Safety and Environmental Policy](#) applies to anyone who is on a University campus or site. This applies to all contractors, their subcontractors and staff.

c Compliance with Health and Safety Legislation

All contracts of work undertaken by contractors should include a general statement of work health and safety requirements. The following is a suggestion as a minimum requirement:

“The Contractor acknowledges that CQUniversity is committed to fulfilling its Duty of Care under the Queensland Work Health and Safety Act to provide a safe and healthy working environment for staff, students and visitors (including contractors). Accordingly, the contractor (and its subcontractor/s, where applicable), shall at all times work in a safe manner and not put themselves, University staff, students or others at risk. The contractor (and its subcontractor/s, where applicable) shall comply with the CQUniversity’s reasonable directions in relation to compliance with the CQUniversity Safety Health Environment Workcover Sustainability Contractor Management Procedures, including completion of a CQUniversity Contractors Health and Safety Induction, WHS Management Plans, Safe Work Method Statements, and other requirements as determined by the site specific risk. Contractors should also familiarise themselves with the work area and any potential hazards prior to commencing work.”

As a minimum requirement, tenders must comply with the principal pieces of legislation namely the Queensland Work Health and Safety Legislation and applicable Codes of Practice and any Australian Standards which may be relevant to the works involved in the contract.

d Compliance with a Workers Compensation Scheme

When the University appoints a Principal Contractor to undertake work, the appointed Responsible Person will obtain the Principal Contractor worker compensation certificate of currency to determine if the contractor's incident / accident insurance policy is up-to-date for the current period of insurance.

When the University retains the role of Principal Contractor and employs a contractor to undertake specific duties, the appointed CQUniversity Responsible Person will use the [WorkCover Worker Determination Checklist](#) as a guide to determine if the University is required to cover the contractor for Worker's Compensation Insurance.

Sole-traders are required to notify the Responsible Person if they **do not** have Workers Compensation Insurance to cover injuries that they may personally sustain while working for the University. If you are uncertain and require help please read '[Who should I cover for workers compensation](#)' document or alternatively call WorkCover on 1300 362 128. This information is to be kept with the project file until completion of the project.

1.2 Contract Specification

CQUniversity engages in many different types of contracts with varying degrees of risk. The contract specification stage is an important step in the contract management system as the scope of contracted works is determined. From this, the level of risk associated with the contract can be deduced and managed accordingly.

a Contract Classification

As there are many different types of work which can be contracted it is important to classify the contract according to the risk associated with work health and safety. Utilising a risk management approach, contracts involving work which may pose a risk to health and safety must be identified, assessed and controlled appropriately.

For the purposes of these procedures, contracts are classified as major or minor depending upon the level of risk of workplace injury or illness of the operations being conducted.

Major Risk Contracts

Contracted works are classified as major if they pose a significant risk of serious injury or illness. Major risk contracts may involve any of the following tasks, but are not limited to:

- construction work;
- maintenance work;
- working in confined spaces;
- working at a height greater than two meters;
- demolition work;
- working with asbestos;
- working with gas;
- electrical work;
- use of hazardous substances;
- excavation work;

- working on or near pressurised gas distribution mains or piping; and
- work carried out on, in or adjacent to a road.

Other contracted works may also be classified as major if significant risk is identified at the conclusion of a risk assessment. For example, this may include the installation of new equipment.

Minor Risk Contracts

Minor risk contracts are those where there is low to negligible risk of workplace injury or illness from the scope of operations. That is, it is unlikely that a significant injury or illness could occur during the contracted work. For example: administration, labour hire or auditors.

Operations where hazards are controlled to minimise risk to a low or negligible risk are not reclassified as minor because although the likelihood or consequence is reduced – the hazard remains unchanged.

1.3 Tender Evaluation

CQUniversity is required to measure and assess the capacity of contractors to comply with health and safety specifications and requirements as required by Queensland Work Health and Safety Legislation. This evaluation is to be incorporated into the selection of contractors prior to appointment.

Utilising a risk management approach, contracts which require a nominated Principal Contractor (as outlined in Section 1.4) require a formal tender evaluation process using the [Contractor Work Health and Safety Tender Evaluation Checklist](#). Assessment of the tender's Health and Safety Management System is to be conducted by the CQUniversity appointed Responsible Person supervising the Contractor. The organisation being evaluated must demonstrate that they have a Health and Safety Management System in place to be able to address the risk(s) associated with the contracted works. The tender evaluation checklist specifies the minimum requirements for a potential contractor's Health and Safety Management System. Examples of health and safety policies, procedures, safe work method statements and risk assessments, relevant to the contract are to be included in the tender submission as verification of the tender's Health and Safety Management System. At the tender evaluation stage of the process, these can be generic and not specifically related to the particular tender. However specific documents related to the specific contract must be supplied prior to commencement of the contracted work.

Where a tender does not meet the requirement stated within the checklist, the contractor cannot commence work on the contract until the Responsible Person is provided with sufficient systems and/or procedures to manage that risk. Copies of the tender submission and supporting documentation supplied by the contractor shall be retained by the responsible CQUniversity appointed Responsible Person managing the contract.

1.4 Contract Management

a Appointment of a Principal Contractor (PC)

It is a requirement of the Queensland Work Health and Safety Legislation that CQUniversity as the person conducting the business or undertaking that commissions the work is the Principal Contractor for the construction project/work. However the person conducting the business or undertaking can appoint another person or organisation to undertake the PC's duties and have management or control of the construction project/work. The Principal Contractor for the work is formally appointed by the University at the time when a contract of works is awarded to the Contractor.

The Principal Contractor for the construction project/work is the person conducting the business or undertaking that is:

- a project that involves construction work where the cost of the construction work is \$250,000 or more; or

- High Risk Construction Work.

b Work Health and Safety Management Plan

For construction work exceeding the value of \$250,000 or high risk construction work the appointed Principal Contractor is required to prepare a written Work Health and Safety Management Plan that must include the following as stated in the Work Health and Safety Regulation 2011:

- signed and dated by the Principal Contractor prior to commencement of a construction project;
- contain the names and positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project;
- describe the arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, cooperation and the coordination of activities in relation to compliance with their duties under the Queensland Work Health and Safety Legislation;
- explain the arrangements in place for managing any work health and safety incidents that occur;
- any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules; and
- the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace (*Work Health and Safety Regulation 2011*).

The Principal Contractor's Work Health and Safety Management Plans are to be reviewed by the Responsible Person managing the contract prior to work commencing. The Responsible Person is to ensure that the Principal Contractor complies with all health and safety requirements prior to work commencing. A template to complete a [Contractor Health and Safety Management Plan](#) can be found on the CQUniversity [People and Culture website](#).

The Principal Contractor must ensure that a copy of the initial Work Health and Safety Management Plan, any Safe Work Method Statement and all revisions of this documentation is available for inspection before and during the course of construction work. The Principal Contractor must also ensure that when changes are made to the Work Health and Safety Management Plan or Safe Work Method Statement during the course of the construction work, each person carrying out construction work in connection with the project is made aware of the change.

When CQUniversity retains control of the site, the Safety Management Plan will be drafted on the CQUniversity Health and Safety Management Plan template.

c Safe Work Method Statement

A Safe Work Method Statement is a written statement required for High Risk Construction Work, prepared by the appointed Principal Contractor (or previously prepared by another person) required to carry out High Risk Construction Work.

The statement must:

- identify the work that is high risk construction work;
- state hazards relating to the high risk construction work and risks to health and safety associated with those hazards;
- describe the measures to be implemented to control the risks;
- describe how the control measures are to be implemented, monitored and reviewed; and
- take into account all circumstances at the workplace that may affect the way in which the high risk construction work is carried out (*Work Health and Safety Regulation 2011, S299*).

A copy of the Safe Work Method Statements must be provided by the sub-contractor to the Principal Contractor prior to work commencing. Safe Work Method Statement process must be monitored by the Principal Contractor to ensure the work is conducted in a safe manner and compliance with Work Health and Safety Legislation. The Principal Contractor must also ensure that when changes are made to the Safe Work Method Statement during the course of the work, each person carrying out work in connection with the project is made aware of the change.

Safe Work Method Statements must comply with the Work Health and Safety Regulation 2011. A template to complete a [Safe Work Method Statement](#) can be found on the People and Culture website. It is acceptable for contractors to use their own format so long as it complies with the Queensland Work Health and Safety Regulation 2011.

d CQUniversity Contractors Induction

The CQUniversity [Online Contractors Induction](#) and the [Health, Safety and Environment Induction Handbook for Contractors](#) covers the basic information required by contractors to ensure they are aware of their responsibilities under Queensland Work Health and Safety Legislation and CQUniversity specific policies and procedures. The handbook also addresses specific site safety rules for working on any of the University's campuses. Information covered in the handbook includes:

- CQUniversity Health and Safety Policy;
- contractor responsibilities;
- fire and emergency evacuation procedures; and
- information pertaining to CQUniversity campus rules.

When the University appoints a Principal Contractor to conduct work on its behalf, the University appointed Responsible Person will supply the Principal Contractor with a copy of the CQUniversity Health, Safety and Environment Contractors Induction Handbook. It is the responsibility of the Principal Contractor to instruct each of their employees and contractors about this information prior to commencement of any work.

In the instance when CQUniversity is acting as the Principal Contractor, all contractors will complete the CQUniversity Online Contractors Induction and forward the [Contractor Information Sheet](#) to the People and Culture Directorate (Fax: 07 4930 9022 or send to Building 41, CQUniversity, Bruce Highway, Rockhampton) confirming completion of the induction session. The names of the contractors who completed the induction session will be recorded on the CQUniversity Contractor Induction Register.

e Job Site Specific Induction Process

Principal Contractors must ensure that each contractor and employee has appropriate information and knowledge to work safely within the University. It is the responsibility of the Principal Contractor to provide job site specific inductions for all contractors and employees prior to the commencement of any major work. Minor work contracts may require job site specific inductions when contract employees are entering restricted areas, for example laboratories or workshops. Records of job site specific inductions conducted by the Principal Contractor must be retained and be made available to the Responsible Person upon request.

When CQUniversity is employing contractors to conduct minor work contracts and contract employees are entering restricted areas, for example laboratories or workshops the Responsible Person will conduct the job site specific induction prior to commencement of work. The CQUniversity [Contractor Job Site Specific Health and Safety Induction Checklist](#) will be used by the Responsible Person to record the job site specific induction. The individual induction checklist must be completed by attendees, signed off by the Responsible Person and kept with the contract/project information file until completion of project.

The following list is the minimum information requirement for all job site specific inductions:

- confirm relevant items included in the CQUniversity Health, Safety and Environment Contractors Induction Handbook;
- incident reporting, including security contact information;
- emergency evacuation information and explanation of evacuation procedures;
- Permit to Work system where required;
- identification of specific hazards, restricted access areas and site controls;
- occupational signage and traffic rules; and
- notification of the requirements of good housekeeping principles and keeping egress routes clear of obstacles.

2 Contractor Incident Management

2.1 Notification of a Notifiable Incident (Death of a Person, Serious Injury or Illness or a Dangerous Incident)

Where a Notifiable Incident (Death of a Person, Serious injury or illness or a Dangerous Incident) occurs on a worksite controlled by a Principal Contractor appointed by the University, the Principal Contractor must give the Regulator, (Workplace Health and Safety Queensland) notice of the workplace incident. This will occur immediately after the Principal Contractor becomes aware of the workplace incident occurring and by the fastest means possible, ie telephone or in writing. The options for notifying are outlined below. The CQUniversity Project Officer responsible for the project is to be informed of the incident at this time, and given a copy of the Form 3 *Incident Notification Form*. The Project Officer is also to participate in or be kept informed of the progress of subsequent investigations and a copy of the incident report and subsequent investigation report is to be provided to him/her as the appointed Project Officer for the project.

Where a Notifiable Incident occurs on a worksite controlled by CQUniversity, the Responsible Person responsible for the project and the Manager, Safety and Environment Unit will be informed immediately of the workplace incident occurring. The Manager, Safety and Environment Unit must give the Regulator, (Workplace Health and Safety Queensland) notice of the workplace incident immediately after becoming aware of the incident occurring and by the fastest means possible. The Responsible Person and the Manager, Safety and Environment Unit will conduct the subsequent investigation into the incident and complete the approved Form 3 within 24 hours of the incident occurring. This information is to be recorded on the [Contractor Health and Safety Performance Report](#) form and forwarded to the Safety and Environment Unit, People and Culture Directorate, Building 41, CQUniversity, Bruce Highway, Rockhampton.

The options for notifying Workplace Health and Safety Queensland are:

Business hours - 8.30 am to 4.45 pm, Monday to Friday (excluding public holidays)

- telephone 1300 369 915;
- complete and submit the [online incident notification form](#);
- fax completed [Form 3 Incident Notification form](#) (PDF, 189 KB) - facsimile (07) 3247 0297;
- email completed [Form 3 Incident Notification form](#) (PDF, 189 KB) - whsq.aaa@justice.qld.gov.au.

2.2 Serious Incident

In the instance of a serious incident as described above, first contact the relevant emergency service by dialling the national call number of 000 (0-000 from internal phone) and inform them of the service required. Then call CQUniversity Security or the Campus Facilities Coordinator to provide any assistance to emergency service deemed necessary. These services could include, directing the

emergency services to the specific site of the incident, provision of additional minor first aid assistance, traffic control and site security.

Notification of the serious incident and corrective actions shall then be reported to the Responsible Person supervising the contract and forwarded to the Safety and Environment Unit, People and Culture Directorate, Building 2 using the CQUniversity [Contractor Health and Safety Performance Report](#). The Responsible Person, Manager Safety and Environment Unit and the contractor representative will conduct a joint investigation of the causes of the incident.

Any Workplace Health and Safety Queensland inspection or correspondence relating to a CQUniversity contract will be reported to the Responsible Person managing the contract and the Safety and Environment Unit, People and Culture Directorate immediately. Corrective actions resulting from these inspections shall be reported by the contractor to the Responsible Person managing the contract on the CQUniversity [Contractor Health and Safety Performance Report](#).

2.3 Monitoring Contractors

Monitoring contractor safety performance is a critical requirement in contractor management. It sends a clear message to contractors that safety issues are a priority and compliance with Work Health and Safety Legislation.

During the implementation of the contract the Responsible Person managing the contract shall monitor health and safety performance by the following means where applicable:

- monitoring the work of contractors to ensure that all legal requirements are met, ie spot checks of roofing contractors using fall protection;
- the review of site inspections conducted by the contractor;
- advising the contractor on newly identified hazards and risks;
- monitoring and following up on corrective actions where non-conformances are identified;
- the review of incident reports or third party reports (ie complaints); and
- regular meetings with the contractor and record any health and safety performance issues.

Frequency of monitoring contractors will be determined by the risk of the work involved. For example, major contracts will need to be monitored more frequently than minor contracts. Evidence of monitoring contractors may consist of diary notations, meeting minutes or hazard/incident reports.

For contracts which require a Principal Contractor extending beyond one month, Contractor Health and Safety Performance Report shall be submitted by the contractor to the Responsible Person managing the contract to monitor health and safety performance.

2.4 Contractor Non-Compliance

If during the execution of a contract, a contractor or sub-contractor is in breach of any health and safety requirements, all work with regards to that activity may be suspended by the Responsible Person. The contractor shall be alerted to the matter in writing by the Responsible Person. Work cannot recommence until the Responsible Person is satisfied that adequate risk controls are in place to avoid risk of injury. The issue is to be recorded by the use of [Contractor Health and Safety Performance Report](#) and monitored by the Responsible Person.

Examples of health and safety breaches may include non-compliance with the Work Health and Safety Act 2011 or Regulation or not observing controls as stipulated in a Safe Work Method Statement/Work Method Statement. Poor health and safety performance, including one-off instances or continuous breaches of health and safety requirements, can lead to the termination of a contract and failure of not being awarded any further contract work.

3 Duties and Responsibilities

3.1 University Management

University Management will be responsible for ensuring that the particulars contained within this Safety Health Environment Workcover Sustainability Contractors Management Procedures are implemented when engaging the services of contractors and are specifically responsible for the implementation of systems to:

- allow staff and contractors to work safely while ensuring that procedures do not contravene existing legislation, or other relevant CQUniversity policies and procedures;
- assess the competency of contractors to meet health and safety specifications;
- ensure that contractors engaged by the University are aware of any health and safety hazards that may exist in the area in which they are working;
- ensure that contractors work safely and complete the work as specified in the contract and safe work method statement;
- monitor the progress of the contracted work, and should the contractor not be carrying out the work as per the contract, take steps to remedy the situation;
- ensure contractors have current workers compensation insurance and have appropriate public liability insurance and that certificates of currency are provided by the contractor prior to commencing work;
- provide Responsible Person(s) with training, information and awareness to ensure they possess the necessary skills to allow them to undertake their appointed role;
- appoint relevant Responsible Person to oversee contractor projects;
- provide appropriate resources to enable the appointed Responsible Person to fulfil their Work Health and Safety Duty of Care; and
- review reports of any incidents that occur within their area of responsibility and implement control measures to eliminate or reduce the hazard.

3.2 Responsible Person

Responsible Person is to:

- have a complete understanding of the Contractor's Work Health and Safety (WHS) Management Plan / Safe Work Method Statements and ensure that the documents are relevant to the contract to be undertaken;
- ensure that contractors undertake formal risk assessments or Safe Work Method Statements of the work to be conducted prior to commencement of work;
- ensure that the contracted work is performed in accordance with the Contractor's WHS Management Plan/Safe Work Method Statement as well as health and safety requirements;
- ensure the contractor prepares, implements, updates and makes WHS Management Plan/Safe Work Method Statement;
- ensure the contractor instructs any associated sub-contractor to undertake risk assessments of the work to be carried out and provide written Safe Work Method Statements before commencing work;
- ensure the Principal Contractor checks to ensure that all contractors and their employees hold a General Construction Industry Induction Training Card and have undertaken the CQUniversity General Contractors Induction and have undertaken a job site specific induction prior to commencement of contract work;
- the contractor must keep a register of, and other records in relation to, all hazardous substances and common plant on the site;

- ensure that the contractor communicates all major health and safety issues as they arise, including the death of a person, serious injury or illness or a dangerous incident as defined under Queensland's Work Health and Safety Legislation;
- review reports of any incidents that occur within their area of responsibility and recommend appropriate control measures;
- complete the Contractor Health and Safety Evaluation Checklist at the end of the contract and submit to Safety and Environment Unit, People and Culture Directorate;
- ensure that the tender being evaluated demonstrates that a health and safety system is in place to address the risk(s) associated with the contracted works.

3.3 Principal Contractor

A Principal Contractor is required to be appointed for certain construction work and is responsible for the contracted work at all times until the work is completed. Under the Work Health and Safety (WHS) Regulation 2011 the Principal Contractor must:

- prepare, implement, and make available WHS Management Plans to all sub-contractors and employees prior to commencement of contracted work;
- update WHS Management Plans when appropriate and make available to all sub-contractors and staff;
- ensure that each sub-contractor undertakes a risk assessment of the work to be carried out and provides written Safe Work Method Statements before commencing work;
- direct and monitor compliance with applicable legislation and any Safe Work Method Statement or procedures;
- ensure that all contractors and their employees hold a General Construction Industry Induction Training Card and have undertaken the CQUniversity General Contractors Induction and have undertaken a job site specific induction prior to commencement of contract work;
- keep a register of, and other records in relation to, all hazardous and other substances on site;
- communicate all major health and safety issues as they arise, including the death of a person, serious injury or illness or a dangerous incident as defined under Queensland's Work Health and Safety Legislation;
- ensure that all contractors and employees are advised if any change is made to the WHS Management Plan and Safe Work Method Statements during the course of the construction work, and provide a copy of the document that has been changed to the relevant contractor/employee as soon as practicable after the change is made. Each person carrying out work in connection with the project is made aware of the change.

In some instances the University may act as the Principal Contractor. For more information on when a Principal Contractor is required to be appointed please refer to Section 1.4 Contract Management.

3.4 Contractors (Including Sub-contractors)

Contractors have the responsibility to ensure the health and safety of their staff and University staff, students and visitors. Contractors are also required to observe these procedures and information contained in CQUniversity [Health, Safety and Environment Induction Handbook for Contractors](#) and any other requirements which may be identified in the job site specific induction process.

For types of work where there is a risk to the health and safety of contractor staff, University staff, students or visitors, a risk assessment or Safe Work Method Statement must be produced and supplied to the Responsible Person managing the contract.

Specifically, under the Work Health and Safety Regulation 2011, contractors must not commence construction or demolition work unless they:

- have been provided with a copy of the relevant parts of the Contractors Health and Safety Management Plan, where applicable;
- have undertaken a risk assessment of the work to be carried out and provided a written or Safe Work Method Statement or Risk Assessment to the Principal Contractor;
- ensured that the contractor and their employees hold a General Construction Industry Induction Training Card and undertaken the CQUniversity General Contractors Induction and has undertaken a job site specific induction prior to commencement of contract work ;
- maintain and keep up-to-date Safe Work Method Statements;
- provide the Principal Contractor with updated Safe Work Method Statement and other information in relation to hazardous substances and common use plant and equipment; and
- ensure that when changes are made to the Safe Work Method Statement during the course of the work, each person carrying out work in connection with the project is made aware of the change.

3.4 The Safety and Environment Unit

The CQUniversity Safety and Environment Unit and Facilities Management Directorate are responsible for the development, maintenance and review of the Safety Health Environment Workcover Sustainability Contractor Management Procedures in consultation with other key stakeholders. The Safety and Environment Unit will provide training and guidance with the implementation of these guidelines and will also monitor implementation through internal and external audits of University organisational units.

DEFINITIONS

All terminology used within this policy is consistent with definitions in the [CQUniversity Glossary](#). In addition, the following terms and definitions are relevant to these specific procedures.

Competent Person means:

- for the design verification of an item of Plant under S 252 of the Work Health and Safety Regulation — a person who has the skills, qualifications, competence and experience to design the plant or verify the design;
- for an asbestos removal clearance inspection under S 473 of the Work Health and Safety Regulation — a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds:
 - a a certification in relation to the specified VET course for asbestos assessor work; or
 - b a tertiary qualification in occupational health and safety, occupational hygiene, science, building, construction or environmental health; or
- for any other case — a person who has acquired through training, qualification or experience the knowledge and skills to carry out the task. (*Work Health and Safety Regulation 2011*).

Construction Project is a project that involves construction work where the cost of the construction work is \$250,000 or more. (*Work Health and Safety Regulation 2011, S292*)

Construction Work means any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

Without limiting the description above, construction work includes the following:

- a any installation or testing carried out in connection with an activity described as 'Construction Work';
- b the removal from the workplace of any product or waste resulting from demolition;
- c the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work;
- d the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure;
- e the installation, testing or maintenance of an essential service in relation to a structure;
- f any work connected with an excavation;
- g any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity described as 'Construction Work';
- h any 'Construction Work' activity that is carried out on, under or near water, including work on buoys and obstructions to navigation.

Construction work **does not** include any of the following:

- a the manufacture of plant;
- b the prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work;
- c the construction or assembly of a structure that once constructed or assembled is intended to be transported to another place;
- d testing, maintenance or repair work of a minor nature carried out in connection with a structure;
- e mining or the exploration for or extraction of minerals (*Work Health and Safety Regulation 2011, S289*).

Contractor is a person or company(s), including sub-contractors, who are engaged by CQUniversity or their appointed Principal Contractor to perform work or carry out a service.

Dangerous Incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:

- an uncontrolled escape, spillage or leakage of a substance; or
- an uncontrolled implosion, explosion or fire; or
- an uncontrolled escape of gas or steam; or
- an uncontrolled escape of a pressurised substance; or
- electric shock; or
- the fall or release from a height of any plant, substance or thing; or
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use under a regulation; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or of any shoring supporting an excavation; or
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel;
- any other event prescribed under a regulation.

But does not include an incident of a prescribed kind. (*Work Health and Safety Act 2011, S37*)

Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals; electricity, working at heights, a repetitive job, bullying and violence at the workplace. (*How to Manage Work Health and Safety Risks, Code of Practice 2011*)

High risk construction work means construction work that:

- a involves a risk of a person falling more than 2m; or
- b is carried out on a telecommunication tower; or
- c involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure; or
- d involves, or is likely to involve, the disturbance of asbestos; or
- e involves structural alterations or repairs that require temporary support to prevent collapse; or
- f is carried out in or near a confined space; or
- g is carried out in or near a shaft or trench with an excavated depth greater than 1.5m or a tunnel; or
- h involves the use of explosives; or
- i is carried out on or near pressurised gas distribution mains or piping; or
- j is carried out on or near chemical, fuel or refrigerant lines; or
- k is carried out on or near energised electrical installations or services; or
- l is carried out in an area that may have a contaminated or flammable atmosphere; or
- m involves tilt-up or precast concrete; or
- n is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
- o is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
- p is carried out in an area in which there are artificial extremes of temperature; or
- q is carried out in or near water or other liquid that involves a risk of drowning; or
- r involves diving work. (*Work Health and Safety Regulation 2011, S291*)

Induction is a formal process of providing information on site safety requirements prior to commencement of work.

Notifiable incident means the death of a person, or a serious injury or illness of a person or a dangerous incident. (*Work Health and Safety Act 2011, S35*)

Principal Contractor is a person conducting a business or undertaking that commissions a construction project is the principal contractor for the project. If the person mentioned above engages another person conducting a business or undertaking as principal contractor for the construction project and authorises the person to have management or control of the workplace and to discharge the duties of a principal contractor, the person so engaged is the principal contractor for the project. A construction project has only one principal contractor at any specific time.

Note: A person with management or control of a workplace must comply with section 20 of the Queensland Work Health and Safety Act entitled 'Further duties of persons conducting business or undertakings'. (*Work Health and Safety Regulation 2011, S293*)

Responsible Person is the nominated University employee who shall be responsible for the management and coordination of the contract on behalf of the University and who has, through a

combination of training, education and experience, acquired knowledge and skills enabling that person to suitably perform the associated duties.

Risk is the possibility that harm (death, injury or illness) might occur when exposed to a hazard. (*How to Manage Work Health and Safety Risks, Code of Practice 2011*)

Risk Assessment / Risk Management is the process of identifying hazards, assessing and controlling risks and reviewing control measures to ensure they are working as planned. (*How to Manage Work Health and Safety Risks, Code of Practice 2011*)

Risk control means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard. (*How to Manage Work Health and Safety Risks, Code of Practice 2011*)

Safe Work Method Statement is a written statement required for high risk construction work, prepared by the person (or previously prepared by another person) conducting a business or undertaking that includes the carrying out of high risk construction work. The statement must:

- identify the work that is high risk construction work;
- state hazards relating to the high risk construction work and risks to health and safety associated with those hazards;
- describe the measures to be implemented to control the risks;
- describe how the control measures are to be implemented, monitored and reviewed; and
- take into account all circumstances at the workplace that may affect the way in which the high risk construction work is carried out. (*Work Health and Safety Regulation 2011, S312*)

Serious injury or illness means an injury or illness requiring the person to have:

- immediate treatment as an in-patient in a hospital; or
- immediate treatment for:
 - a the amputation of any part of his or her body; or
 - b a serious head injury; or
 - c a serious eye injury; or
 - d a serious burn; or
 - e the separation of his or her skin from an underlying tissue (for example, de-gloving or scalping);
 - f a spinal injury; or
 - g the loss of a bodily function; or
 - h serious lacerations; or
- medical treatment within 48 hours of exposure to a substance;
- and includes any other injury or illness prescribed under a regulation but does not include an illness or injury of a prescribed kind. (*Work Health and Safety Act 2011*)

Supervisor is a person in control of a specific workplace (eg supervisor, leading hand). (*Rockhampton Regional Council, SafePlan*)

Work Health and Safety (WHS) Management Plan will be signed and dated by the Principal Contractor prior to commencement of a construction project and contain the following information.

- names and positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project;
- describe the arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, cooperation and the coordination of activities in relation to compliance with their duties under the Queensland Work Health and Safety legislation;
- explain the arrangements in place for managing any work health and safety incidents that occur;
- any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules; and
- the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace. (*Work Health and Safety Regulation 2011, S309*)

RESPONSIBILITIES

The CQUniversity Safety and Environment Unit and Facilities Management Directorate are responsible for the development, maintenance and review of the Contractor Management Procedures in consultation with other key stakeholders. The Safety and Environment Unit will provide training and guidance with the implementation of these guidelines and will also monitor implementation through internal and external audits of University organisational units.

RECORDS

All records relevant to these procedures are to be maintained in a recognised University recordkeeping system.

SUPPORTING DOCUMENTS

[Contractor Health and Safety Management Checklist and flowchart](#)

[Contractor Job Site Specific Health and Safety Induction Checklist](#)

[Contractor Health and Safety Performance Report](#)

[Contractor Health and Safety Management Plan Checklist](#)

[CQUniversity Health, Safety and Environment Contractors Induction Handbook](#)

[Contractor Health and Safety Management Plan Template](#)

[WorkCover Queensland, Worker Determination Checklist](#)

[Safe Work Method Statement Checklist](#)

[Safe Work Method Statement Template](#)

[Queensland Parliamentary Counsel, *Work Health and Safety Act 2011*, Reprint No 0A \[on line\]](#)

[Queensland Parliamentary Counsel, *Work Health and Safety Regulation 2011*, \[on line\]](#)

[How to Manage Work Health and Safety Risks, Code of Practice 2011](#)

[Environmental Protection Act \(1994\)](#)

[Environmental Protection Regulation \(1998\)](#)

[Environmental Protection \(Waste Management\) Regulations \(2000\)](#)

Environmental Protection Policies:

[Air \(2008\)](#)

[Noise \(2008\)](#)

[Water \(2009\)](#)

[Waste Management \(2000\)](#) and [Interim Waste \(1996\)](#)

[Australian Dangerous Goods Codes](#)

REFERENCES

University of Wollongong – Contractor Safety Guidelines 2011 March
WorkCover Queensland – Worker Determination Checklist

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Related Documents	Safety Health Environment Workcover Sustainability Health, Safety and Environmental Policy