INDUCTION GUIDE
USC Low-risk Contractor

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Disclaimer
The USC has prepared this Induction Guide for Low-Risk Contractors to increase their awareness of health and safety risks while working at USC. It is not intended to be an exhaustive list of hazards/risks that may be encountered while working at USC, nor does it negate a Contractor’s obligations to comply with WHS Act and Regulations, relevant Codes of Practice and Australian Standards.
1 Definitions

‘Contractor’: a person or business which provides goods or services to another entity under terms specified in a contract or consultancy agreement (verbal or written). This includes people who provide goods or services on a voluntary basis.

‘Contractor’s workers’: this includes the Contractor and their employees as well as any sub-contractors or labour hire personnel and their employees.

‘High-Risk Contractor’: a Contractor who engages in high risk work during the course of their contract.

‘High-Risk Work’: as defined by Work Health and Safety Regulations 2011, is any work that involves any of the following:

- a risk of a person falling more than 2m
- work carried out on a telecommunication tower
- demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
- is likely to involve the disturbance of asbestos
- involves structural alterations or repairs that require temporary support to prevent collapse
- work carried out in or near a confined space
- work carried out in or near:
  - a shaft or trench with an excavated depth greater than 1.5m; or
  - a tunnel
- involves the use of explosives
- work carried out on or near pressurised gas distribution mains or piping
- work carried out on or near chemical, fuel or refrigerant lines
- work carried out on or near energised electrical installations or services
- work carried out in an area that may have a contaminated or flammable atmosphere
- involves tilt-up or precast concrete
- work 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
- work carried out in an area at a workplace in which there is any movement of powered mobile plant
- work carried out in an area in which there are artificial extremes of temperature
- work carried out in or near water or other liquid that involves a risk of drowning
- involves diving work

‘Low-Risk Contractor’: a Contractor whose work represents low to negligible risk – as deemed by the USC Contact Person.

‘Moderate-Risk Contractor’: a Contractor whose work represents a moderate to high risk (as deemed by the USC Contact Person) but is not undertaking any ‘high-risk work’ – as defined above.

‘PCBU’: person conducting a business or undertaking (The Act s5) –

- whether the person conducts the business or undertaking alone or with others; and
- whether or not the business or undertaking is conducted for profit or gain.

‘Principal Contractor’: a person engaged for a construction project that has been given the authority to manage or control the workplace or part thereof. For the purpose of the project the Principal Contractor is considered the PCBU for the workplace under their control until the work is completed.

‘USC Contact Person’: a USC employee who engages a Contractor (or their nominated representative) and is responsible for overseeing the work of that Contractor.


‘The Regulations’: The Work Health and Safety Regulations 2011

‘USC’: – all campuses and associated learning nodes

‘Visitor’: a person visiting the USC for other than work or study (eg event attendees)

‘WHS’: work, health and safety

‘Worker’: (The Act s7) “A person is a worker if the person carries out work in any capacity for a person conducting a PCBU, including work as—

- an employee, or
- a contractor or subcontractor; or
- an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in the person’s business or undertaking; or
- an outworker; or
- an apprentice or trainee; or
- a student gaining work experience; or
- a volunteer; or
- a person of a prescribed class.”
2 Introduction
USC is committed to providing a safe and healthy environment for all workers. This guide is designed to ensure that Contractors and their workers are assisted in ensuring the maintenance of this healthy and safe environment.

3 General responsibilities of contractors
A Contractor must, so far as is reasonably practical, provide and maintain a working environment in which people are not exposed to hazards. To achieve this, a Contractor must:

- ensure their own and their workers’ health and safety and comply with instruction given for health and safety at USC
- avoid risking the health and safety of any other person
- ensure all workers are aware of WHS obligations
- ensure that all workers are appropriately trained (professionally, technically, legally) for the work they are to undertake at USC
- ensure that they and all workers successfully complete the online USC Contractor induction
- submit (to person engaging their services) all required safety documents prior to commencing at USC
- ensure that all workers are familiar with the hazards identified in the risk assessments and the associated controls
- ensure that all near misses, hazards and incidents are reported and responded to appropriately
- provide adequate supervision of work, and safe work practices
- provide safe and maintained equipment, plant and tools
- provide and ensure correct use of appropriate personal protective equipment (PPE)
- practice good site housekeeping
- appropriately dispose of all waste

Examples of health and safety breaches include (but are not limited to):
- failure to wear PPE
- incorrect handling of hazardous materials
- any work that is not in accordance with the Contractor’s risk assessment

5 Prior to commencing work at USC
Prior to commencing work at USC the Contractor will be informed of who their USC Contact Person will be. This will generally be the person who has engaged the Contractor’s services. Some Contractors, especially ongoing Contractors may have more than one USC Contact Person.

The USC Contact Person will be the person to whom the Contractor:

- submits all required documentation
- directs any enquiries
- reports health and safety concerns

5.1 Safety documents
Before commencing work at USC, Contractors are required to submit all Safety Documents to the USC Contact Person for them to approve, allowing ample time for them to review the documents. The USC Contact Person will inform the Contractor of the time required.

5.1.1 Risk assessments
If your USC Contact Person deems it necessary you must submit a risk assessment for the work you are to undertake at USC.

This risk assessment must:

- list all of the identified hazards associated with the work the Contractor will undertake
- detail the controls the Contractor will implement to reduce the risk to workers and any other person at USC that may be affected by the work you the Contractor will undertake
- be sited and signed by all of the Contractors workers

If assistance is required with the risk assessment process please consult with the USC Contact Person.

If Contractors are using any hazardous chemicals, the appropriate Safety Data Sheets (SDS) should also be included with safety documents and sent to USC Contact Person.
5.1.2 USC permits
If a Contractor intends to conduct any work in or near a USC building that at any stage may produce heat, smoke or dust (e.g., pizza ovens and BBQs), they are required to obtain a hot work permit from Asset Management Services (AMS) before commencing work. This must be filled in and submitted to AMS before work can commence. This allows the fire detection systems in the area of work to be isolated to prevent false alarms, due to heat, smoke and dust generated by the work. The Contractor must ensure that the fire detection systems have been isolated prior to commencing the work (by checking with AMS or Security). The Contractor must inform AMS when work has finished so the fire detection systems can be reactivated.

The Contractor will be issued with the lower portion of the permit, which must be retained. A new permit must be obtained each day. Failure to obtain a permit and the subsequent activation of fire alarms resulting from Contractor work will result in a fine from Queensland Fire and Rescue Service (QFRS), payable by the Contractor.

5.2 Training and induction

5.2.1 Specific training
It is an expectation that all workers engaged by a Contractor to work at or for USC are appropriately trained for the work they are expected to undertake. This training is the responsibility of the Contractor.

5.2.2 USC Contractor induction
The Contractor and all persons engaged by the Contractor must complete the online USC Contractor induction prior to commencing work at USC. If the USC Contact Person has classified the Contractor as a ‘Low-Risk Contractor’, they and all of their workers (who are to work at or for USC) must complete the ‘Volunteers and Low-Risk Contractor induction’ training module (see below). Proof of completion of the induction (certificate printed out at the successful completion of training) must be forwarded to the USC Contact Person prior to commencing work.

The training can be accessed through the USC website:

www.usc.edu.au/hsaw

Username: lowriskcontractor
Password: training

5.2.3 Site induction
If the USC Contact Person deems it necessary, they will meet the Contractor on the day they commence work for a site-specific induction. If this is not required, the Contractor will be forwarded the information, prior to commencing work at USC.

5.3 Summary of documentation required by USC
- Risk Assessment sighted and signed by all workers— if required
- Certificate of completion (for all workers) of USC online Low-Risk Contractor induction
- Any other information the USC Contact Person deems necessary

6 On arrival at USC

6.1 Parking and driving

6.1.1 Parking
Some USC campuses and study nodes have regulated paid parking. Visit the USC website for more information on parking: www.usc.edu.au/explore/usc-locations/parking/general-parking-information

For further information, please contact your USC Contact Person. Parking at USC without the required parking permit will result in an infringement notice being issued.

If working at a USC campus/site other than Sippy Downs, please consult with the person contracting your services regarding parking arrangements.

6.1.2 Driving at USC
Contractors MUST obtain approval from AMS to bring their vehicle within USC grounds. This can only be done if the work being undertaken requires the Contractor to have immediate access to their vehicle to undertake their work. If approval is obtained to bring a vehicle onto USC grounds to deliver material for work, once materials are delivered, the vehicle MUST be removed to the regulated parking area. Speed limits within USC grounds are strictly 10 km/hr. All roads and paths within USC grounds are shared paths, all vehicles must ALWAYS give way to pedestrians and wildlife.

- If reversing within USC grounds in any shared zone there must be a spotter.
- Driving is not permitted on grassed areas.
6.2 Checking in and out
All Contractors and their workers must check in and out on a daily basis with their USC Contact Person. If arrival or departure time is after hours, Contractors working at Sippy Downs must check in at AMS, by contacting Security by using the internal phone on the AMS veranda.

The USC Contact Person will inform Contractors if there are additional USC personnel that they must check in with (eg if working in a specific department it may be required that the area manager be informed prior to work commencing, especially if the work has the potential to disturb USC personnel). In most circumstances the USC Contact Person will have already done this.

7 Working at USC

7.1 Expected behaviour
While on USC grounds Contractors and their workers are expected to conduct themselves in a professional manner at all times. The following behaviour is unacceptable on USC sites:
- smoking on any USC grounds is prohibited
- harassment, discrimination and/or bullying
- causing unnecessary disruption (eg playing loud music)
- lighting of fires
- bringing domestic animals on campus
- disturbing native wildlife
- presenting to work in an unfit state (eg under the influence of drugs or alcohol)
- possession of weapons
- wilfully causing damage to USC property
- dumping of waste on USC property

7.2 Restricted access areas
There are areas with restricted access within USC (eg certain laboratories and record keeping areas). If access is required to any of these areas the USC Contact Person will organise any additional training that may be needed and will liaise with Security to provide this access.

7.3 Hazards and specific work practices

7.3.1 Animals
No animals, except service animals that are specifically trained to aid a person with disabilities, are allowed on campus.

USC is a nature reserve, so there are many native animals on USC grounds. Please be cautious around native animals. Please do not approach or attempt to feed native animals.

7.3.2 Dust or smoke
If there is a potential for the work done by a Contractor to produce dust or smoke, either in or in the vicinity of any buildings, the Contractor must obtain a USC Hot Work Permit from AMS (as per section 5.1.2).

7.3.3 Electrical
Electrical equipment and appliances have the potential to cause serious shock, burns and electrocution. USC requires that all Contractor electrical equipment/appliances/tools and leads must be tested and tagged in accordance with regulatory requirements before they are brought on site:
- Daisy chaining or piggy backing extension leads and double adaptors is prohibited.
- Only appropriately qualified and licensed electricians can perform electrical work.

7.3.4 Environment
USC is committed to environmental protection and expects Contractors on USC sites to be mindful of their environmental impact.

USC Contractors must comply with their obligations under environmental legislation, and must actively attempt to reduce the environmental impact of any work they are undertaking. Contractors are legally responsible for ensuring that their waste is disposed of in the correct manner. Any dumping of waste or any surplus material on USC grounds is strictly prohibited.

7.3.5 Equipment and tools
All equipment and tools used by Contractors must comply with relevant Australian Standards and must be maintained and stored in a safe and compliant condition.

7.3.6 Manual tasks
A hazardous manual task, as defined by the WHS Regulations 2011, is any task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following:
- repetitive or sustained force
- high or sudden force
- repetitive movement
- sustained or awkward posture
- exposure to vibration


7.3.7 Noise
Contractors are requested to take all practical precautions to minimise noise, such that the atmosphere at USC remains conducive to learning and research at all times. Radios and other loud music are not permitted at USC.

Contractors involved in work that may expose their workers to unsafe noise levels are required to have a hearing conservation program, in accordance with current Code of Practice.

7.3.8 Personal Protective Equipment (PPE)
Appropriate PPE shall be provided, stored and maintained by the Contractor. All Contractors must ensure that PPE complies with Australian Standards and that their workers wear appropriate PPE as required.

7.3.9 Smoking
As of 1st January 2018 USC is a smoke free environment. Smoking is prohibited, on or in University premises, grounds and is any USC vehicle or rented vehicle provided by USC.

7.3.10 Sun safety
Sun protection should be worn, like any other PPE. The Contractor is responsible for the provision of sun protection for their workers. The Contractor is also responsible for sun safe strategies to reduce exposure of their workers to UV radiation.

7.3.11 Work affecting the comfort and safety of others
The USC Contact Person and the Health, Safety and Wellbeing Representative must be consulted when the work site and/or work activities have the potential to affect the health and safety of the occupants of the building or those in the vicinity (eg work producing noise, dust, smoke, vibrations, fumes).

If there is any likelihood that your work could affect the comfort and safety of others, discuss this with your USC Contact Person. It is the Contact Person’s responsibility to inform USC personnel who may be affected by your work.
7.4 Emergency procedures
In any emergency, Contractors should always comply with the instructions given by USC Wardens, Security or Emergency Services personnel.

When working at USC it is important that Contractors are familiar with the location of emergency call points, break glass alarms, fire extinguishers, emergency exits, and emergency evacuation assembly points. This information will be provided to you by your USC Contact Person during your site induction.

7.5 Emergency contacts
In the event of an emergency, telephone: Police, QFRS and Ambulance: 000 (or 0-000 from an internal phone).
Give details of:
- type/nature of emergency
- exact location
- if there is any injury or illness
- your name and location and contact details

Always follow instructions of emergency personnel.

USC (Sippy Downs) Security (emergencies only):
5430 1122 (or 1122 from an internal phone)

At Sippy Downs security is on site 24 hours/day. All Security personnel are trained in advanced first aid and should be contacted immediately after contacting the emergency service. They can assist in stabilising the situation and ensure easy access to USC by emergency vehicles.

If the matter is not urgent but USC (Sippy Downs) Security is required, call 5430 1168 (or 1168 on an internal phone).

Emergency Contact Details for other USC Campuses:
- 5430 1122 or ext 1122

If you are working for USC, but not at one of our Campuses, please ensure that you are aware of the emergency procedures for this site. If you are unsure, contact the person who has contracted your services.

All Contractors are responsible for the security of their own property while at USC.

7.6 Near miss, hazard and incident reporting
Any near miss, hazard and/or incident observed or injury/illness witnessed must be reported to the USC Contact Person who will assist with filling out appropriate forms. This should be done as soon as practicable.

7.6.1 Notifiable incidents
Any incident that constitutes a notifiable incident in accordance with WHS legislation is to be reported to HSW immediately on 5456 5125 (or 5125 on an internal phone).

7.7 First aid
Contractors are responsible for the first aid needs of their staff. If first aid cannot be provided by the Contractor, contact USC Security:
- Non-urgent matters: 5430 1168 (or 1168 on an internal phone)
- Urgent matters: 5430 1122 (or 1122 on an internal phone)

If you are not working at Sippy Downs, please ensure you are aware of how to obtain first aid. If you are unsure, contact the person contracting your services.

7.8 Concerns and questions
Any concerns or questions should be directed to the Contractor’s USC Contact Person.

Further information is available on the USC Health, Safety and Wellbeing web page: www.usc.edu.au/hsw