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| https://www-p.unisa.edu.au/styleguide/logos/images/logo_unisa_RGB-blue.png | **CONTRACT MOBILISATION CHECKLIST**  **This checklist supports the Contractor Management Procedure** | | | **WHS28A** |
| **This safety checklist is designed for ‘onboarding’ of a contract service provider (organisation/company) engaged by the University under a formal contractual agreement to provide a defined scope of services (i.e. long term service arrangement). Implementation of items in this checklist occurs in three (3) stages.** | | | | |
| **Contract Title:** Click here to enter text. | | **Contractor Company Name:** Click here to enter text. | | |
| **Contractor Representative:** Click here to enter text. | | **University Contract Supervisor:** Click here to enter text. | | |
| **Type of Contract Work to be undertaken:** Click here to enter text. | | | **Date:** Click here to enter a date. | |

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| Prior to the on-site commencement of services/works under the above mentioned contract, the University Contract Supervisor is to use the following checklist to ensure suitable induction and all steps are followed. | |
| **STAGE 1 - Preliminary Steps** (following notification of contract being awarded) | |
|  | **Contractor’s Induction Kit**: Contractor Representative is to provide the UniSA Contract Supervisor a list of all their staff members who have successfully completed the UniSA Contractor’s Induction Program. **The online program is accessible at:**  <https://i.unisa.edu.au/staff/facilities/contractors-and-consultants/#Induction>  **University Campus Maps and Floor Plans can be viewed and printed at:**  <https://i.unisa.edu.au/staff/facilities/space-information/floor-plans/> |
|  | **Notice of Contract Commencement**: UniSA Contract Supervisor to advise relevant local area staff (FMU/Institute/Unit) of successful contractor, date of commencement, updated contract scope, call-out methods/details and applicable expected response times. Any University existing protocols are to be updated, as applicable. |
|  | **Nominate UniSA Key Contact Personnel & communicate to the Contractor Representative:**   * Contract Supervisor: Click here to enter text. Mobile Number: Click here to enter number. * Campus Facilities Manager: Click here to enter text. Mobile Number: Click here to enter number. * Facilities Co-ordinator: Click here to enter text. Mobile Number: Click here to enter number. * Security: Click here to enter text. Internal: 88888 External: 1800 500 911 (24/7) * Other: Click here to enter text. Mobile Number: Click here to enter number. |
|  | **Contractor Representative’s Key Personnel Contact Details:** Obtain from the Contractor the contact details of all key Contract personnel. |
|  | **Contractor Register:** Ensure that the Contract Company is appropriately registered and all required documentation including insurances and workers compensation is up to date. |
|  | **Roles and Lines of Communication:** Establish suitable contract communication protocols for day-to-day operational elements as well as contractual escalation elements and advise all parties. |
|  | **UniSA WHS&IM Policy:** Advise Contractor Representative of their obligations to comply with the UniSA Work Health Safety & Injury Management Policy and provide a copy. Remind the Contractor Representative that UniSA is authorised to carry out periodic inspections of all UniSA premises and work undertaken within those spaces. The University will issue a Notice of Non-Compliance if WHS issues are not being addressed. HS&IM Policy: <https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-6/> |
|  | **UniSA Equal Opportunity and Sexual Harassment Policies:** Provide theContractor Representative with a copy of the UniSA Equal Opportunity and Sexual Harassment Policies.  Equal Opportunity Policy: <https://i.unisa.edu.au/policies-and-procedures/university-policies/corporate/c-2/>  Sexual Harassment Policy: <https://i.unisa.edu.au/contentassets/a6b4fdbe8e6545c59ad88ef910ddd9dc/sexual-assault-and-sexual-harassment-policy.pdf> |
|  | **Campus Specific Inductions:** Assess requirements for entry to any areas requiring local inductions and schedule if required e.g.Data Centres, Animal Facilities, PC2 laboratories. Request copies of induction and retain in the same file location as this checklist when complete. |
|  | **Finance:** Ensure the Contract Company is set up in Finance 1 as a vendor. |
|  | **IT:** Assess if any contractor staff require access to university IT systems and provide / lodge request forms as necessary. |

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| **STAGE 2 - General Induction/Welcome Briefing with Contractors designated staff:** (information provided to the contractor’s staff, including any sub-contractors on university protocol). | | |
|  | **Permit to Work**: Remind the Contractor Representative that the UniSA [Permit to Work Form/s](https://i.unisa.edu.au/staff/facilities/contractors-and-consultants/permit-to-work/) must be completed and approved by the Campus Facilities Manager prior to undertaking any hazardous activity (i.e. hot work, confined/restricted space, work at heights, roof access). | |
|  | **Sign In/Out:** Advise Contractor Representative of procedure that all Contractor’s employees and subcontractors must report daily to FM Assist office to sign in and out (unless identified as not required for the type of service). | |
|  | **Identification:** Remind Contractor Representative that all contractor’s staff and subcontractors must wear identification badges on their clothing to indicate that they represent Contractor on site for this contract. | |
|  | **Emergency Evacuation Procedures:** Remind the Contractor Representative of their obligations under the contract to evacuate on alarm and to follow the instructions of the UniSA emergency personnel.The contractor must ensure their safety management system contains a process to account for all contract staff in the event of an evacuation and that any University furnished accommodation has been cleared. | |
|  | **Danger and Out of Service Tags:** Advise the Contractor Representative of the use of ‘Danger’ and ‘Out of Service’ tags associated with any defective plant or equipment within their work area. It is a requirement that all tags contain the mobile phone number of the contractor using the tag or lock out. | |
|  | **Identification of Hazardous Materials:** Advise the Contractor Representative that in the event of discovering hazardous material which will potentially impact on the work and that is not documented or labelled, the contractor shall cease work, notify Security and the nominated UniSA Key Contact Personnel and wait for instructions before any further work is recommenced. | |
|  | **Electrical Equipment (including extension cords):** Advise the Contractor Representative that all power tools, extension leads and associated portable electrical equipment must have a current test tag attached prior to use on a UniSA site. | |
|  | **Noise**: Remind Contractor Representative that in accordance with UniSA general requirements, all noisy work exceeding 50 dB must take place before 8:30am or after 5:30pm. Advanced warning of noisy activity shall be communicated to UniSA not less than 72 hours prior to works being undertaken and discussed at all site meetings. | |
|  | **UniSA Smoke Free Campuses:** Remind Contractor Representative that UniSA is a smoke-free environment, no smoking is permitted anywhere on University property. | |
|  | **UniSA Accident Reporting Protocol:** Advise the Contractor Representative of the requirement to report hazards that cannot be easily rectified, incidents or injuries involving contract staff immediately to Security on **1800 500 911** (24-hours, free call) and the Contract Supervisor. For serious incidents, immediately contact **Security** who will attend and preserve the site, contact emergency services and provide first aid where applicable. A full written investigation report is required from the Contractor Representative outlining corrective actions taken. | |
|  | **Campus Project Maps:** Maps highlighting current campus works and completed works covered by defect warranties can be viewed at: <https://i.unisa.edu.au/staff/facilities/campus-projects/> | |
|  | **Advance Works Notification (AWN) Guidance Notes:** A copy of the AWN guidance notes is to be provided to the contractor. | |
| **STAGE 3 – On-Site Familiarisation Tours with Contractors designated staff:**  (prior to commencement of work for the first time) | | |
|  | **FM Assist – Security & Emergency Evacuation:** Identify the location of the FM Assist Office for security on campus and advise of the emergency evacuation points. | |
|  | **Local Hazards:** Communicate any hazards that may be present in the work location and surrounding areas and the method of control. | |
|  | **Parking:** Advise Contractor of parking arrangements for contractors on the campus. | |
|  | **General Amenities & Facilities:** Advise the Contractor where the closest amenities are located including toilets, wash facilities, lunch-room facilities and any other shared facilities (where appropriate). | |
| **University Contract Supervisor Signature:** | | **Contractor’s Representative Signature:** |
| **Date:** | | **Date:** |

**A copy of this document is to be retained within the appropriate Contract Management records for this service contract once completed**.