



Context and Purpose

In accordance with the University of South Australia (the University) [Health Safety and Injury Management Policy \(C-6.4\)](#), the University is committed to protecting the health and safety of all people who work and study at, or visit, our campuses. The purpose of this Procedure is to provide the systematic approach for engaging contractors to prevent or minimise potential health and safety risks by identifying the category of work to be undertaken and ensuring appropriate safety assessments and associated actions are completed. *University Contract Supervisors* are required to review the Categories of Contracted Work (see **Table 1**) and complete appropriate actions to ensure work carried out by contractors is undertaken safely in line with the University's obligations

This Procedure applies to all University staff who are responsible for engaging an independent contractor in a Contract for Service Agreement to carry out work on behalf of the University on University worksites.

Responsibilities

The University (as a [Person Conducting a Business or Undertaking](#) – PCBU) has a legal duty to ensure, so far as is reasonably practicable, that workers and others are not exposed to health and safety risks arising from the business or its undertakings. For the purpose of complying with these responsibilities, workers include contractors and subcontractors (Contractors). Both the University and Contractors have shared responsibilities under the *Work Health and Safety Act 2012 (SA)* and are required to consult, cooperate and coordinate activities so that health and safety risks can be effectively managed.

[Officers](#) of the University are responsible for exercising due diligence to ensure that the University complies with its duties and obligations relating to Contractors as defined in the *WHS Act and Regulations 2012 (SA)*.

Contract Supervisors (designated University staff members) are responsible for engaging, consulting with, and monitoring a Contract for Service Agreement in a manner consistent with the requirements of this Procedure.

The University may appoint another PCBU as the *Principal Contractor* to manage and control a University major works '[Construction Project](#)' (see Definitions), authorising them to have management or control of the workplace where the construction work will take place.

All workers are responsible for taking reasonable care of their own health and safety and ensuring that their acts or omissions do not adversely affect the health and safety of others. All workers must comply with any reasonable instruction and cooperate with any relevant Policy or Procedure relating to health and safety at the workplace.

Contractors engaged to undertake work on University premises are responsible for ensuring they comply with any reasonable instructions given by Contract Supervisors and must align with any State or Federal Government imposed directives to ensure the health and safety of themselves, staff, students, and members of the public (eg, Emergency Management - COVID-19 - Healthcare Setting Workers Vaccinations Directions).

People Talent and Culture (PTC) [Safety & Wellbeing Consultants](#) are required to provide support and advice to University Contract Supervisors, managers, and supervisors to implement the requirements of this Procedure.

Procedure

1. Planning the Contract Work

A safe and healthy workplace is achieved when there is a planned and systematic approach to managing risks. This includes anticipating hazards and risks at the design and planning stage of projects and initiatives and implementing control measures before work commences.

As part of the planning and scoping of the contract works, the Contract Supervisor is required to identify any potential health and safety risks and the control measures required to prevent harm. The University's [WHS Managing Workplace Health and Safety Risks Procedure](#) outlines the risk assessment process, including:

- Identification of any hazards associated with the work activities and the location or context of the work to be performed
- Consideration of the nature and/or complexity of the work being undertaken, including the competencies/licences required to perform the work safely i.e. construction work, high risk work, hazardous work
- Assessment of how serious the potential harm could be and how likely it is to occur; and
- Identification of the most effective control measures that are reasonably practicable to apply in the circumstances.

2. Categories of Contracted Work

There are numerous circumstances in which Contractors are engaged due to the diversity of University activities. The Categories of Contracted Work (**Table 1**) classifies contractors into five categories based on the work they provide and the level of risk associated with the work they will undertake. The category determines the manner and level of induction, identification, registration and risk management required as a result.

The five Categories of Contracted Work are as follows, noting examples provided are not intended to be exhaustive:

1. **Low Risk Deliveries/Service** – mail delivery, couriers and small scale suppliers.
2. **High Risk Deliveries/Service** – involves the use of equipment such as forklift vehicles and cranes or the delivery of hazardous substances.
3. **Consultants and Contract Workers** – long term (annual or specified period) contracts for provision of cleaning and maintenance, professional services, security personnel, IT installations and maintenance, auditors, volunteers, gardeners, visiting lecturers, work experience personnel, vendors and stall operators.
4. **Minor Works** – building maintenance, adhoc cleaning and security contracts, repairs, various trade or technical work and minor modifications. NOTE: this does not include [Licence to Perform High Risk Work](#) or [High Risk Construction Work](#).
5. **Major Works** – Licence to Perform High Risk Work, High Risk Construction Work and [Principal Contractor](#) appointed works, including new buildings, major grounds works, major modifications to infrastructure.

The more complex and hazardous the works to be performed are, the more detail that will need to be considered and included in a contractor risk management plan.

The following should also be considered to help determine the Categories of Contracted Work listed above:

- Is the work 'construction work'?
- Is it defined as a 'Construction Project' (value over \$450,000)?

- Known hazards and risk controls associated with the work to be undertaken.
- Legislative obligations that must be met (including relevant Codes of Practice).
- Responsibilities of the contract company involved.
- Work methods, the number and type of people, and the equipment involved.
- The level of monitoring required.
- Consultation arrangements required.
- Access to the asbestos register/asbestos management plan as relevant.
- Safety documentation required, for example Construction WHS management plans.

Contract Supervisors may be required to coordinate a series of Contractors in a project. In this case, a plan must be developed to coordinate the work across the various Contractors.

Table 1: Categories of Contracted Work - WHS Requirements provides practical guidance to Contract Supervisors on the risk management controls required based on the category of Contracted Work to be undertaken. This categorisation is designed to be used in conjunction with the following documents to guide and assist the Contract Supervisor and others familiar with the work being assessed, to minimise risk.

1. [Guide to Selecting and Engaging Contractors for Onsite Works](#)
2. [Risk Management for Contractors Engaged Locally.](#)

Assistance may also be sought from the relevant [Safety & Wellbeing Consultant](#) or other subject matter experts. Identified health and safety risks must be specified within the Contract for Service Agreement.

3. Procurement Process

The Contract Supervisor must ensure that a person seeking to be a contractor for the University provides the documentation required by the [Contractor Safety Evaluation Checklist](#). The Contract Supervisor must ensure that the Contractor has satisfied the requirements of the checklist. Contractors are expected to be able to demonstrate and provide:

- A good understanding of hazards and risks relevant to the scope of works to be undertaken.
- WHS Policy and Safe Operating Procedures for the work being undertaken.
- Licences, certificates, trade qualifications, white cards required (as necessary for the work).
- Plant and equipment registrations/program of maintenance.
- Current and relevant insurance (eg Workers Compensation, Public Liability, Motor Vehicles and Professional Indemnity). For guidance on what insurance is required refer to the University's [Insurance Section](#).
- Induction procedures for inducting their workers and any sub-contractors to the work site.
- [Hazard/Incident reporting and investigation Procedure](#).

High risk/major construction projects require:

- Signage identifying the Principal Contractor.
- The workplace to be secured from unauthorised access.
- A documented current WHS Management Plan.
- Safe work method statements relating to the high risk construction work.

Where a Contractor is unable to meet the requirements of the safety evaluation checklist, the Contract Supervisor, with support from the Safety & Wellbeing Consultant or other subject matter experts, may pursue approaches to address the areas of deficiency. After consulting with the

Contractor, if they remain unable to satisfy the requirements of the checklist, the matter must be escalated to the Contract Manager. Where the requirements cannot be met, the Contractor must not be engaged in a University Contract for Service Agreement.

The Contract Supervisor must retain copies of all requested documentation as part of the evaluation process.

Where a project has appointed another PCBU as the Principal Contractor to manage and control a major works construction project (Category 5), this must be outlined in the tender specification and Contract for Service Agreement. The University Contract Supervisor must ensure that the University induction requirements are incorporated into the Principal Contractor's WHS Management Plan for the construction project.

If advice is required when engaging a Contractor, it is recommended that the Contract Supervisor contact the [Financial Services Team](#) who will advise of the University requirements for such an engagement.

4. Contractor Engagement

On completion of the planning and procurement phase, the Contract Supervisor must ensure that a Contract for Service Agreement is in place prior to the Contractor commencing the work. For further information on the requirements for engaging independent Contractors, refer to the [Finance website](#). The Facilities Management Unit (FMU) must be consulted prior to Units or Institutes engaging a Contractor to undertake any facilities related work, including works that will change the required operating conditions of the facilities e.g. installation of new equipment which impacts the heating, ventilation and/or cooling of an area.

5. Induction/Site Access

All Contractors (identified as requiring an induction) must be inducted prior to commencing a Contract for Service at the University. Contract Supervisors must refer to **Table 1** for induction requirements based on the Categories of Contracted Work.

There are two levels of Contractor induction, the University level and the site specific level. Contract Supervisors must ensure that Contractors identified as Category 3 or above, meet the following requirements prior to commencing work:

- Complete the University online Contractor induction program '[Working Safely at UniSA](#)'.
- Report to the campus FM Assist Office with photo ID (a valid driver's licence is preferred) to receive a Contractor ID Card.
- Complete site specific induction using the University [Contractor Safety Induction Checklist](#).

Where a project has appointed a Principal Contractor to manage and control a major works construction project (Category 5), it is the responsibility of the Principal Contractor to conduct site specific inductions for its workers and sub-contractors and maintain records of these inductions.

For service contracts (eg cleaning, building maintenance, IT installation or maintenance) where the Contractor will undertake work at multiple worksites across the University, the Contract Supervisor must consult with relevant Units/Institutes to coordinate site specific inductions for hazardous and/or restricted spaces, eg laboratories. It is the responsibility of the local Unit to conduct the induction based on site specific hazards and to maintain records of the induction provided.

For Category 2 Contractors (excluding delivery services) that are not required to undertake the online Contractor Induction Program, the Contract Supervisor must inform the campus FM Assist Office when the Contractor arrives on site and when they leave.

Contract Supervisors engaging a contractor to undertake any of the following work, must ensure the Contractor has the appropriate [High Risk Work License](#) (HRWL). For more specific detail about the HRWL sub categories, refer SafeWork SA's [webpage](#):

- Scaffolding (Basic, Intermediate or Advanced)
- Dogging and Rigging Work (Basic, Intermediate or Advanced)
- Crane and Hoist operation
- Reach Stacker
- Forklift operation
- Pressure Equipment operation

Relevant information relating to the HRWL must be recorded on the [Contractor Safety Induction Checklist](#). If a Contractor does not have the required HRWL, work must not proceed. If the Contract Supervisor is unsure, they are to seek advice from a member of the [Safety and Wellbeing Team prior to the commencement of any work](#).

Contractors requiring access to High Risk Worksites will not be provided access from the Facilities Management Unit (FMU) or local Units unless they have a documented site induction.

5.1 Permits to Work

The Contract Supervisor must ensure that a [Permit to Work](#) has been completed by the Contractor and authorised by the Contract Supervisor or Campus Maintenance Manager prior to commencement of tasks identified as high risk. The Permit to Work assists in identifying the work to be undertaken, potential hazards associated with the work, other permits that may be required, and the level of risk and controls required.

Additionally, other permits may be required as necessary, including but not limited to:

- [Confined Space Entry Permit](#)
- [Hot Work Permit](#)
- [Working at Heights – Roof Access Permit](#)
- [Isolation of Services Permit](#)

Contractors engaged to undertake work requiring a HRWL must have their HRWL sighted by the Contract Supervisor and relevant information recorded on the Permit to Work prior to work commencing. If a contractor does not have the required HRWL, work must not proceed. If the Contract Supervisor is unsure, they are to seek advice from a member of the [Safety and Wellbeing Team prior to the commencement of any work](#).

5.2 Pre-start meetings

When contracted works are to be undertaken in a specific location or site, the Contract Supervisor may need to conduct a 'pre-start' meeting (mostly relevant for Category 4 or 5 contracted work). The purpose of this meeting is to consult with the Contractor to review the specific WHS requirements for the work prior to commencement at the location. Records of pre-start meetings must be retained and at a minimum must include:

- Confirmation of works to be undertaken
- Confirmation of job specific risk controls/methods
- Any required service interruptions
- Site specific hazards/risks
- Incident reporting requirements
- Site access/control points
- Public/University staff and student safety

- Communication/consultation requirements and the appropriate communication and/or consultation approaches specific to the location/work site.

6. Undertaking the Contracted Work

6.1 Consult, Cooperate and Monitor Activities

As part of the contracted work, the Contract Supervisor has an obligation to consult, cooperate and monitor activities, so far as reasonably practicable, with the Contractor, and any other persons who have a shared or related WHS responsibility. The Contract Supervisor must consult on matters that directly affect the health and safety of the Contractors (for example, matters relating to new hazards identified, new or changed work environments or facilities).

6.2 Incident Management

The requirement to report incidents involving Contractors that occur in the course of the contracted works ensures:

- Prompt medical assistance in the event of an incident/emergency
- Investigation into contributing factors that led to the incident
- Corrective action identification and implementation to prevent a recurrence
- Management reporting through analysis of data captured; and
- Compliance with statutory reporting obligations where applicable.

The Contract Supervisor must ensure appropriate consultative mechanisms are established with the Contractor to promptly report incidents that occur in the course of the work they undertake. This includes incidents notifiable to the Regulator/s that result in the death, serious injury/illness of a person or involving a dangerous incident.

6.3 Notifiable Incidents

Where a notifiable incident involving a Contractor occurs in the course of the contracted works, the Contract Supervisor must inform the relevant [Safety & Wellbeing Consultant](#) immediately as they become aware. The Safety and Wellbeing Consultant will assess the circumstances and, where applicable, determine what statutory notification must take place and then notify the relevant Regulator(s) of the workplace incident. The Contract Supervisor must report the incident details in the [University Hazard/Incident Reporting and Investigation system](#), participate in, or be kept informed of, the investigation progress as relevant, and attach all relevant records, including a copy of the Contractor's incident investigation report.

Where a notifiable incident involving a Contractor occurs on a construction project worksite managed and controlled by a Principal Contractor, the Principal Contractor is responsible for notifying the relevant Regulator(s) of the workplace incident. In this instance, the Contract Supervisor must inform the [University Safety and Wellbeing Team](#) immediately or as soon as they become aware. The Contract Supervisor must report the incident details in the University Hazard/Incident Reporting and Investigation system, ensure they remain informed of the progress of the investigation and attach all relevant records, including a copy of the Principal Contractor's incident investigation report.

6.4 Non-Notifiable Incidents

For all other incidents (ie non-notifiable incidents), the Contract Supervisor must ensure a process is established with the Contractor for reporting incidents as soon as they become aware of them (as a maximum within 48 hours). The Contract Supervisor must promptly record the incident details in the University Hazard/Incident Reporting and Investigation system, participate in and ensure

they are kept informed of the progress of the investigation and attach all relevant records, including a copy of the Contractor's incident investigation report.

Any University staff member who witnesses an incident involving a Contractor is required to report the occurrence in accordance with the [University's Hazard/Incident Reporting and Investigation Procedure](#).

6.5 Monitoring Contracted Works

Requiring specific technical expertise not available within the University is one of the main reasons for contracting work. It is not considered 'reasonably practicable' that the Contract Supervisor has the capability to assess all Contractors on their technical abilities. However, the Contractor Supervisor should have skills (as a Competent Person) to identify whether Contractors are demonstrating safe systems of work as per the Contract for Service Agreement, through periodic or ad-hoc observations of Contractor activities.

The [Contractor Site Observation Checklist Form](#) is provided for Contract Supervisors to observe and make notes against key WHS criteria as agreed within the Contract for Service Agreement. Observation arrangements must be included in the Contract for Service Agreement appropriate to the nature of the contracted work, the estimated level of risk, and the duration of the contract (noting this is mostly relevant for work under Categories 4 and 5).

The Contract Supervisor must provide the Contractor with feedback regarding any observed non-compliance with WHS requirements and request immediate rectification. The Contract Supervisor may seek advice from a Safety & Wellbeing Consultant and/or escalate unresolved WHS issues to the Campus Facilities Manager for advice. The Contract Supervisor reserves the right to order cessation of work where serious or repeated breaches have occurred.

Contract Supervisors must ensure that monitoring arrangements are agreed upon and documented in the Contract for Service Agreement. In the event of an unresolved non-compliance, or occurrence of a breach or incident, it enables the University to evidence the requirements that were in place for the work and to take appropriate action within the context of the contract provisions.

7. Completion of Works

At the completion of work the Contract Supervisor will (where relevant):

- Conduct an inspection of the area where the work was carried out to confirm work has been completed to the required standard and the site is clear of any hazards. If the Contract Supervisor is unable to access the location personally, this inspection may be performed by another delegated University staff member in line with the requirements of the Contract Supervisor.
- Ensure that all isolations of essential or emergency services put in place during the work are removed on completion of the work and that permits are signed off and closed out (for example, hot works conducted near flammable or combustible materials where the completion of 60-minute intermittent fire watch is required following the completion of the hot works).
- Confirm all required documentation and training of new installations, including safety processes, have been undertaken with all relevant stakeholders.
- Provide information to the Safety & Wellbeing Team as required for updating of relevant WHS risk registers etc.

Definitions

Competent Person	A person is considered to be a competent person if they have acquired through training, qualification or experience the knowledge and relevant technical skills to carry out the task for which they are responsible.
Contractor	For the purposes of this Procedure, a Contractor refers to a PCBU, and its Workers (including Subcontractors and its Workers), that are engaged for the purpose of performing work or providing a service under a Contract for Service Agreement for the University.
Contract for Service Agreement	Contract for Service Agreement (Independent Contractor) is likely to apply where the nature of the engagement involves a profession or trade, where the Contractor has the power to recruit and dismiss their employees, the Contractor provides plant, equipment and materials to complete the work, the Contractor has the right to have another person perform the work, the University Contract Supervisor does not have direct supervision over the person performing the work, and/or the University does not have responsibility for deducting income tax from any payments.
Contract Supervisor	A designated University staff member (identified as a Competent Person) who engages a Contractor to undertake work and monitors the work undertaken against the Contract for Service Agreement.
Construction Project	Definition prescribed in Chapter 6 Construction Work, Part 1 - Section 292 of the WHS Regulations 2012 (SA): Any project that involves construction work where the cost is \$450,000 or more.
Construction Work	Definition prescribed in Chapter 6 Construction Work, Part 1 - Section 289 of the WHS Regulations 2012 (SA): Includes 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.
High Risk Construction Work	Definition as prescribed in Chapter 6 Construction Work, Part 1 - Section 291 of the WHS Regulations 2012 (SA) : Construction work that: <ul style="list-style-type: none"> 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— <ul style="list-style-type: none"> ▪ 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

	<ul style="list-style-type: none"> 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.
High Risk Work Licence	<p>Definition prescribed in Schedule 3 of the WHS Regulation 2012 (SA) as requiring a high-risk work licence and includes:</p> <ul style="list-style-type: none"> ▪ Scaffolding (Basic, Intermediate or Advanced) ▪ Dogging and Rigging Work (Basic, Intermediate or Advanced) ▪ Crane and Hoist operation ▪ Reach Stacker ▪ Forklift operation ▪ Pressure Equipment operation.
Notifiable Incident	<p>Definition prescribed in Part 3 – Incident Notification, Section 35 of the WHS Act 2012 (SA):</p> <p>An incident that arises out of the conduct of a business or undertaking; that results in the death, serious injury or serious illness of a person, or involves a dangerous incident and therefore needs to be reported to SafeWork SA</p>
Officer	<p>Definition prescribed in Part 13 Legal proceedings, Division 5, Section 252 of the WHS Act 2012 (SA):</p> <p>A person who makes, or participates in making decisions, that affect the whole or a substantial part of a business or undertaking or has the capacity to significantly affect the financial standing of the business or undertaking.</p> <p>If a person is responsible only for implementing those decisions, they are not considered an Officer under the WHS Act 2012 (SA).</p> <p>Incumbents of the following University positions are considered Officers:</p> <ul style="list-style-type: none"> ▪ Members of Council ▪ Members of the Enterprise Leadership Team (ELT). ▪ Audit Finance & Risk Committee members.
Person Conducting a Business or Undertaking (PCBU)	<p>Definition prescribed in Part 1 Preliminary, Division 3, Section 5 of the WHS Act 2012 (SA).</p> <p>A person conducting a business or undertaking alone or with others, whether or not the business or undertaking is conducted for profit or gain.</p> <p>A PCBU can be a sole trader, a partnership, company, unincorporated association, or government department of public authority.</p>
Principal Contractor	<p>Definition prescribed in Chapter 6 Construction Work, Part 1 - Section 293 of the WHS Regulations 2012 (SA).</p> <p>The University, as a PCBU that commissions a <i>Construction Project</i>, is the Principal Contractor for the project. A PCBU can engage another PCBU as</p>

	<p>the Principal Contractor authorising it to have management and control of the workplace and to discharge the duties of a principal contractor for a <i>Construction Project</i> (≥\$450,000).</p> <p>The project may also appoint a Principal Contractor for <i>Construction Work</i> with a value less than \$450,000 by a formal contractual agreement.</p>
Subcontractor	A PCBU that enters into a Contract for Service Agreement with a Contractor or Principal Contractor to undertake specified work.
White Card (General construction induction training card)	Definition prescribed in Chapter 6 Construction work, Part 5, Section 319. The method used to formally recognise that an individual has attended WHS Induction training relevant to the Building and Construction Industry. The course title required is Prepare to Work Safely in the Construction Industry.
Worker	<p>A person who carries out work in any capacity for the University and includes working as:</p> <ul style="list-style-type: none"> ▪ A staff member ▪ A volunteer ▪ An apprentice or trainee ▪ A student gaining work experience (paid or unpaid) ▪ A contractor or subcontractor and their employees ▪ Labor hire company employees assigned to work for the University.

Further Assistance

Advice on the operational effect of this Procedure can be obtained from the People, Talent and Culture [Safety and Wellbeing Team](#).

Related Documentation:

[Health Safety and Injury Management Policy](#)
[University WHS Managing Workplace Health and Safety Risks Procedure](#)
[University's Hazard/Incident Reporting and Investigation Procedure](#)
[Guide to Selecting and Engaging Contractors for Onsite Works](#)
[Risk Management for Contractors Engaged Locally: Form WHS26](#)
[Contractor Safety Evaluation Checklist: Form WHS76](#)
 University online contractor induction program [Working Safely at UniSA](#)
[University Contractor Safety Induction Checklist: Form WHS28](#)
[Permit to Work: Form WHS27](#)
[Confined Space Entry Permit: Form WH36](#)
[Hot Work Permit: Form WHS38](#)
[Working at Heights – Roof Access Permit](#)
[Isolation of Services Permit](#)
[University Hazard/Incident Reporting and Investigation system](#)
[Contractor Site Observation Checklist Form: WHS77](#)

Officer Responsible for Update and Review: Executive Director: People Talent and Culture

Approved by: Miranda McDonald (Executive Director: People Talent and Culture)

Commencement Date: 7 March 2023

Next Review Date: March 2026

History:

Table 1 – Categories of Contracted Work (lists are not exhaustive)

	Category 1	Category 2	Category 3	Category 4	Category 5
Unit Responsible	Unit engaging the Contractor			FMU	
Description	Low Risk Deliveries or Services	High Risk Deliveries or Services	Consultants and Contract Workers	Minor Works	Major Works
Common Applications	<ul style="list-style-type: none"> Mail, couriers, small suppliers (unless requiring access to secure areas, then Category 2) Catering 	<ul style="list-style-type: none"> Delivery of Hazardous Substances (e.g., Gases, chemicals) Service/maintenance and/or certification of minor plant or equipment 	<ul style="list-style-type: none"> Labour-hire, long term (annual or period) Professional Services Consultants Cleaning and maintenance Security personnel IT installations and maintenance Auditors Service/maintenance and/or certification of high-risk plant or equipment Volunteers Visiting Lecturers Food vendors 	<ul style="list-style-type: none"> Minor building projects, upgrades maintenance, repairs, and minor modifications 	<ul style="list-style-type: none"> Construction Projects appointed as Principal Contractor. New buildings, major grounds work, major modifications.
Induction	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Site/Area Induction as determined by the Contract Supervisor and Risk Assessment Verification of High Risk Work License, if applicable 	<ul style="list-style-type: none"> UniSA's Contractor Induction online training (to be determined by the Contractor Supervisor) Site/Area Induction 	<ul style="list-style-type: none"> UniSA's Contractor Induction online training. UniSA's Contractor Handbook. Site/Area induction 	<ul style="list-style-type: none"> As required by the Principal Contractor as well as UniSA's Contractor Induction online training

				<ul style="list-style-type: none"> Verification of High Risk Work License, if applicable 	
Identification	<ul style="list-style-type: none"> Company ID 	<ul style="list-style-type: none"> Company ID 	<ul style="list-style-type: none"> UniSA Contractor pass (*to be determined by the Contractor Supervisor) 	<ul style="list-style-type: none"> UniSA Contractor pass 	<ul style="list-style-type: none"> Company ID and UniSA Contractor pass when outside of construction site on university premises
Sign In	<ul style="list-style-type: none"> Nil (unless entering hazardous or controlled area) 	<ul style="list-style-type: none"> Nil (unless entering hazardous or controlled area where site induction specific to the area is required) 	<ul style="list-style-type: none"> As required by the Contract Supervisor 	<ul style="list-style-type: none"> All minor works contractors (other than those with a UniSA pass) must register daily with FMU 	<ul style="list-style-type: none"> As required by the Principal Contractor
Risk Management Controls to be applied as appropriate	<ul style="list-style-type: none"> Clear signage e.g. "All deliveries and couriers must report to..." Limited entry points Clear travel route to approved delivery point. If there is a need to proceed past a reception unattended, issue short relevant instructions e.g., site safety rules, specific route to take and/or key "do's and don'ts" for delivery activities Security officers to monitor campuses 24/7 and will advise contractors of safety rules where required Site safety rules for truck delivery drivers Issue rules for truck drivers to trucking companies and request all drivers be briefed on rules Display rules at entry points eg large sign Prominently display rules at each truck loading/unloading area 	<ul style="list-style-type: none"> Varies due to the varied nature of the work in this category, may include: <ul style="list-style-type: none"> Food vendors Food Business Licences and risk management plan Labour hire agreement documentation Risk assessment plans and insurance documentation UniSA test and tag requirements for electrical equipment brought on site 	<ul style="list-style-type: none"> Risk management documentation as determined during the planning risk assessment. Minimum WHS documentation includes: <ul style="list-style-type: none"> Job specific risk assessments Insurances Relevant licenses and qualifications i.e., White Card for general construction work Permit to Work (for certain high risk works) 	<ul style="list-style-type: none"> To be determined as part of the planning risk assessment. High risk work: <ul style="list-style-type: none"> High Risk Work Licences SWMS Permit to Work (for certain high risk works) High risk construction work: <ul style="list-style-type: none"> SWMS Principle Contractor (PC) for projects \$450,000 or over: <ul style="list-style-type: none"> WHS Management Plan 	

	<ul style="list-style-type: none"> ▪ Ensure system for appropriate level of supervision for delivery activities 				<ul style="list-style-type: none"> ▪ Signage identifying PC ▪ Relevant licenses and qualifications i.e., White Card for general construction work ▪ SWMS for high-risk construction work ▪ Traffic Management Plan ▪ Permit to Work (for certain high risk works)
Pre-contract meeting	Not required	Not required	As required/identified	Yes	Yes