University of South Australia

2020

Contractors Induction Manual

WORKING SAFELY AT UniSA

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Disclaimer

The University of South Australia (UniSA) has prepared the program, 'Working Safely at UniSA', in order to assist Contractors and their workers (as that term is defined in the Work, Health and Safety Act 2012) to work safely on UniSA premises. Each Contractor is responsible for ensuring the work health and safety (**WHS**) of its workers and other persons while undertaking activities on UniSA premises. Each Contractor must form its own view as to the particular risks arising from these activities and must ensure, so far as reasonably practicable, the health and safety of its workers and other persons. UniSA accepts no responsibility for assessing the adequacy of a Contractor's WHS systems or practises.

UniSA policies and procedures identified in this program are subject to change. The Contractor is responsible for ensuring adherence to current policies and procedures which are available online https://i.unisa.edu.au/staff/facilities/contractors-and-consultants/

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About UniSA

1. About UniSA

1.1. The University

UniSA is committed to educating professionals; creating and applying knowledge; engaging our communities; maintaining cultural diversity amongst its staff and students; and providing equitable access to education for greater numbers of people. In this way, UniSA continues to build on the long-standing traditions of its antecedent institutions.

UniSA was founded on 1 January 1991 through the amalgamation of the South Australian Institute of Technology and the Magill, Salisbury and Underdale campuses of the South Australian College of Advanced Education. Since then, it has quickly earned a reputation as a national leader in collaborative research, has been recognised nationally for innovation in teaching and has South Australia's largest intake of international students.

The Vice Chancellor recognises that the health, safety and wellbeing of the University community is integral to the success as a University of Enterprise. UniSA aims to protect the health and safety of all people who work, study, visit our campuses or have the potential to be affected by its activities.

The University is committed to continuous improvement through integrating Work Health & Safety (WHS) and Injury Management (IM) into business practices to enable staff, students, contractors, visitors and others to maximise their contribution with minimal risk to themselves and others.

Information is available on the University website to assist Contractors in completing relevant supporting documentation and assessments prior to undertaking work. It is important to point out that the Contractor is responsible for ensuring that its workers (as that term is defined in the Work, Health and Safety Act 2012 (**WHS Act)**) participate in the UniSA Online Program; 'Working Safely at UniSA' and provide additional safety training or induction specific to the project/task prior to commencing work on site. The Contractor must also be able to provide evidence of such training on request.

1.2. Facilities Management Unit

The Facilities Management Unit (FMU) is responsible for the University's physical infrastructure and comprises of three main groups

- Capital Development
- Campus Operations
- Commercial Services & Support

These groups enable the Unit to create, operate and maintain outstanding facilities which support the University's teaching, research and support functions.

1.2.1. Capital Development Group (CDG)

Capital Development projects are guided by the development and maintenance of Campus Master Plans and the Minor Capital Works program.

1.2.2. Campus Operations Group (COG)

The Campus Operations Group, via the FM Assist offices provide a wide range of quality, customer focussed services to staff, students and the wider community.

Customer focussed services include:

- Building Access
- Cab Charges
- Cleaning
- Facility Hire
- Grounds Maintenance
- Mail
- Parking
- Room Bookings
- Security
- Signage
- Staff & Contractor ID Cards
- Transportation
- UniSafe Escort Services

Campus Operations is also responsible for routine and statutory maintenance, legislative compliance and capital renewal for the University's built asset portfolio comprising of more than 100 buildings.

Campus Operations can also provide support regarding maintenance and porterage services (e.g. moving offices, room setup/set downs) or minor refurbishment requests. Maintenance or porterage services requests can be made online using the Online Customer Service Request form.

1.2.3. Commercial Services & Support (CSS)

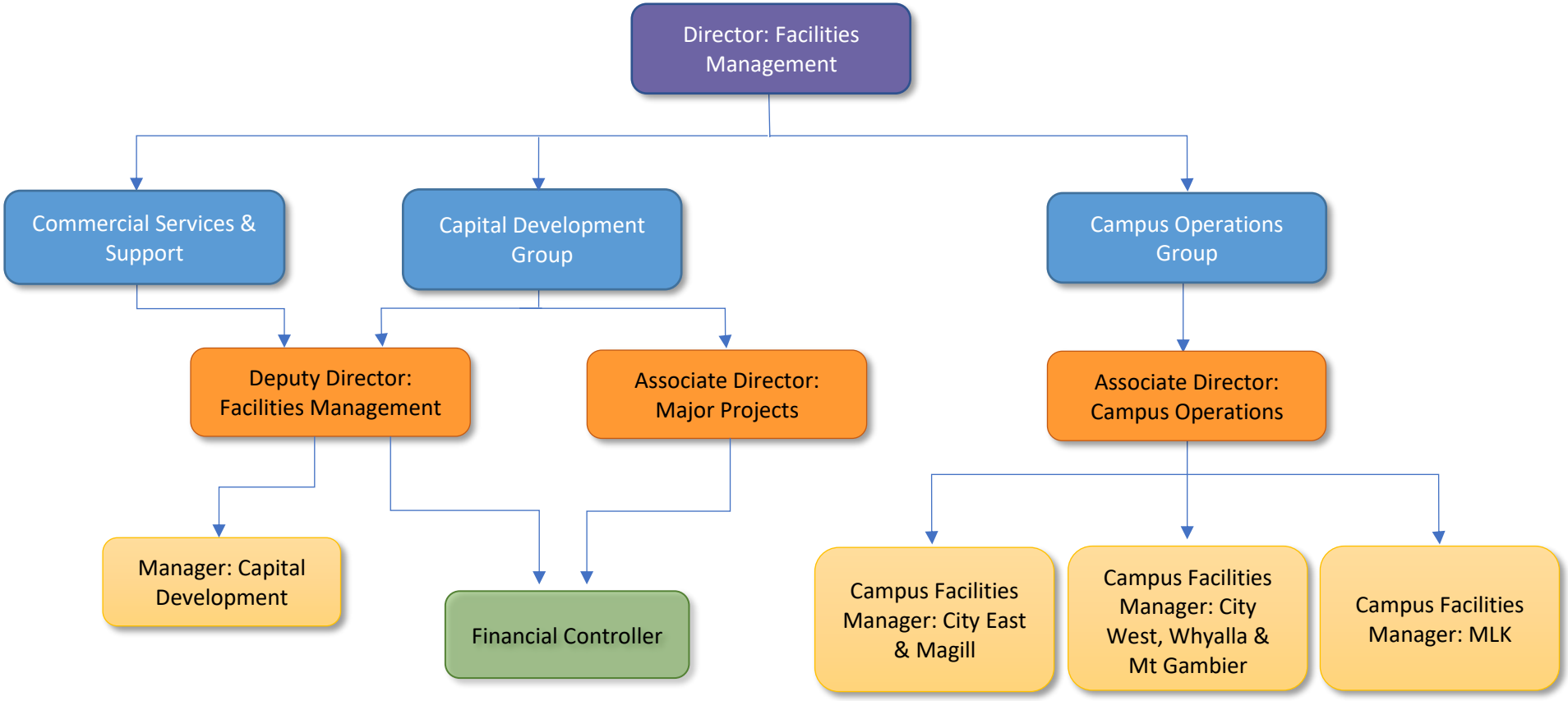
The Commercial Services & Support team manages contracts and services to ensure optimal and continuous service provision for the University. Services include;

- Commercial Leases – cafes, stores, vending
- Property – acquisitions, sales, titles
- UniPrint – University printing services
- Chauffeured Vehicle services (not bookings)

If you have any questions regarding WHS procedures please contact our Governance Manager on 8302 6345 or lodge a FMU feedback form and we will get back to you .

Facilities Management Unit

Organisational Structure



1.3. Information Strategy and Technology Services (ISTS)

The University is committed to the provision of high-quality information technology services and facilities to its students and staff to assist in the conduct of academic, research and administrative activities consistent with the University's mission and statement of strategic intent. The application of new and emerging technologies has emerged as a key strength of the University and IT is being enthusiastically embraced by staff and students.

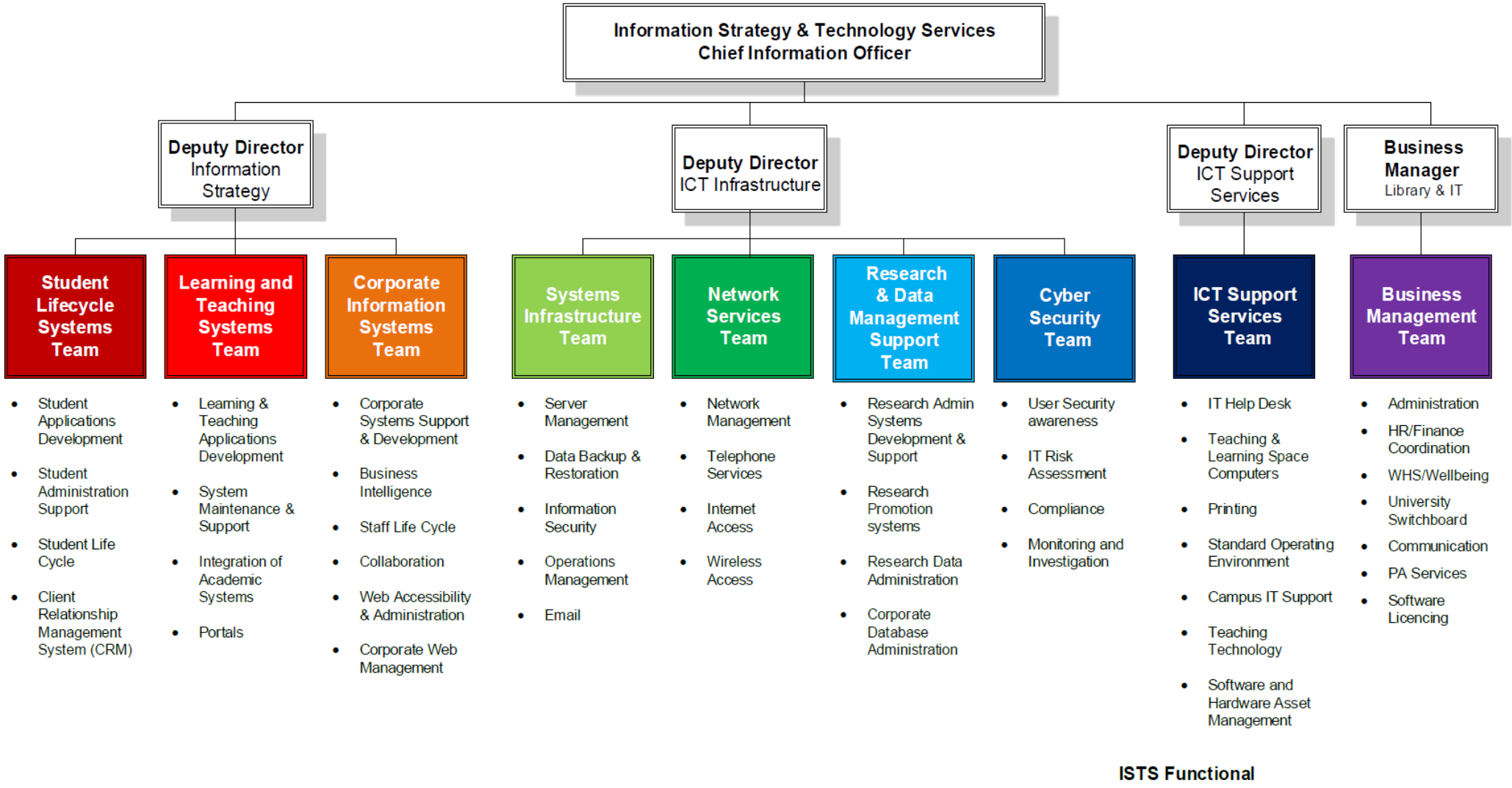
The University is committed to providing highly available, functional, robust systems to support both corporate administration and learning and teaching activities. It is also a key requirement to maximise the effective use of the information these University systems contain.

Information Strategy and Technology Services (ISTS), operates under the Resources Portfolio. Its primary strategic and operational responsibility is for the provision of the University's considerable IT infrastructure and services. ISTS has over 150 staff in 9 key areas.

These environments form a vital part of the University's core business activities and hence are required to be operational as closely to 24 hours per day 365 days per year as possible.

The range of services provided by ISTS includes:

- management of core information technology services such as data networks, telephone systems, e-mail, and access to the internet,
- computing access points for students in the form of computer pools, barns and walk ups,
- a range of "help" services to assist students and staff to make best use of the University's IT environment,
- policies, procedures and guidelines for the use of information technology within the University,
- development and implementation of appropriate information systems security and disaster recovery plans
- provision of timely and relevant information to support management decision making and to meet statutory requirements,
- technical management of the computer systems which facilitate the University's core administrative processes, including the student information system, the human resource system and the finance system



ISTS Functional

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Arrival on Campus

2. Arrival on campus

2.1. Getting Started

Prior to the commencement of work on any University campus or building, all Contractors and sub-contractors must successfully complete the UniSA Online Program for Contractors; 'Working Safely at UniSA'. The completion of the online program is mandatory, and access will not be provided prior to the completion of this program.

It is an expectation that the program 'Working Safely at UniSA' is completed in advance of the work commencement date. In the circumstances where completion of the online program has not been completed in advance and/or the Contractor has had a difficulty in accessing the online program, UniSA Security Staff can grant access to a PC to enable the completion of the program which should take approximately 30 minutes.

Queries relating to 'Working Safely at UniSA' can be directed to your UniSA Contract Supervisor within the Facilities Management Unit.

If you have not completed the online training program 'Working Safely at UniSA' you will not be provided with a Contractor ID Card and will not have access to the site.

2.2. Arrival on Site

When arriving on University grounds the Contractor must report to the Security/FM Assist office where staff will review the Contractor Induction Database to confirm that the online training 'Working Safely at UniSA' has been completed. A Contractor ID card will be issued upon confirmation of the completion of the online training and sighting photo ID. A valid driver's license is the preferred form of identification.

Prior to any work being conducted on campus, the Contractor is required to be familiar with all known risks and hazards relevant to their worksite.

2.3. Onsite Management

Upon each visit to University campuses or buildings, Contractors are required to:

- Report to the FM Assist Office and present their Contractor ID Card.
- 'Sign in' prior to the commencement of works.
- Contractor ID card must be carried on person at all times whilst on University property and present the Contractor ID Card to Security or University personnel upon request.
- Ensure the site area is secure at the end of each day.
- 'Sign out' at the Security/FM Assist Office.

2.4. Security on campus

Security is part of the Campus Operations Group within the Facilities Management Unit. Security plays a very important role University wide, helping to provide a safe and secure environment for the University community and the protection of University assets.

The Security team operates over a 24-hour period, seven days per week and Contractors are required to follow any reasonable direction from Security staff.

2.5. Vehicle Access to Site

The Contractor must contact the UniSA Contract Supervisor to establish which entrance may be used by the Contractor and their representatives for vehicle access and/or deliveries.

2.6. Car Parking and Use of Vehicles on University Grounds

Contractor parking is available at Magill and Mawson Lakes campuses within the Student/Visitor parking zones with limited Contractor parking at City campuses. All Contractors working or visiting the University must report their vehicle registration number to FM Assist upon signing in and will be advised of the local procedures for Contractor parking. Contractors who have not registered their vehicle details with FM Assist or parked within an incorrect parking zone will be issued a Parking Expiation Notice. Fines will not be waived.

Contractors delivering materials and tools to the work site, may park in allocated loading zones. These are not intended for extended periods of time, with a general provision of 30 minutes maximum stay. Vehicles exceeding this time limitation will receive a Parking Expiation Notice.

Contractors and their personnel must observe the University Parking Guidelines and the University vehicles, Traffic and Parking by-laws at all times. This includes parking, road markings, directional and control signage within University grounds. Pedestrians always have right of way at signed pedestrian crossings and specified speed limits on University grounds must always be followed.

Parking or driving across footpaths and grassed or landscaped areas is prohibited. In instances where the nature of work makes it necessary to drive a vehicle on landscaped areas, the Contractor must, no later than 5 days prior to commencing work, obtain direction from the Campus Facilities Manager or nominated representative as to the approved pathway for vehicle access and location for parking.

University of South Australia

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Contractor Management

3. Contractor Management

The University is committed to providing and maintaining a safe and healthy environment for staff, students, contractors and visitors, and to the continuous improvement of injury prevention and injury management programs. This commitment is in accordance with the provisions of the WHS Act, the Return to Work Act 2014 and Return to Work Regulations (2015) and the Return to Work SA Code of Conduct for Self-Insured Employers (2019).

The online program ('Working Safely at UniSA') provides detailed information outlining health and safety requirements for Contractors and their workers to work safely on UniSA premises and minimise potential risks to the University community from activities undertaken.

The Contractor is responsible for ensuring the work, health and safety of its workers and other persons while undertaking activities on UniSA premises. The Contractor must form its own views as to the risks arising from these activities and must ensure, so far as reasonably practicable, the health and safety of its workers and other persons. UniSA accepts no responsibility for assessing the adequacy of a Contractor's work, health and safety systems or practises.

The Contractor must identify specific areas of construction, demolition and other potentially hazardous operations where safety equipment must be used and/or personal protective clothing must be worn.

Completion of a Contractor's Permit to Work (WHS27) must be completed by the Contractor and authorised by the University prior to engaging in tasks including, but not limited to:

- hot work
- working in confined spaces
- isolation of services (disconnection) eg: water, gas, electrical and services
- roof access
- fire services isolation
- fume cupboard clearance
- communications
- PC2 and PC3 biohazard laboratories

As part of this process, the Contractor is also required to:

- provide copies of insurance coverage, including worker's compensation insurance and license information at the time of engagement and throughout the duration of the contract
- be responsible for payment of any consequential costs e.g. extension of time or rework incurred that results from the adoption of unsafe work practices or the use of unsafe plant or equipment to those persons / organisations affected by such works.

University Security staff are trained in first aid and may provide assistance during an emergency. In other cases of emergency, including a building evacuation practice drill, the Contractor will accept direction from designated University personnel.

3.1. Definitions

Contractor – A person or entity and its workers engaged to carry out work for the University under a contract for services arrangement.

Contracted Service Provider – A person or entity and its workers engaged to carry out work for the University in a contract for services arrangement who have not registered via a pre-qualification process. eg: ad-hoc task.

Contract for Service – A long term agreement where the nature of the engagement involves a profession or trade. 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 does not have direct supervision over the person performing the work, the University does not have responsibility for deducting income tax from any payments.

Principal Contractor - Is a Contractor engaged by UniSA to undertake works involving the coordination of other contracts.

UniSA Contract Supervisor – The UniSA staff member nominated to administer and supervise the contract for services under which a specific Contractor is engaged.

Worker – has the meaning given in the WHS Act and includes any person undertaking work in any capacity for a Contractor, including work as:

- an employee
- a contractor or sub-contractor
- an employee of a contractor or sub-contractor
- an employee of a labour-hire company who has been assigned to work in the contractor's business or undertaking.
- an outworker
- an apprentice or trainee
- a student gaining work experience
- a volunteer
- any person of a class prescribed in the *Work Health and Safety Regulations* 2012 (WHS Regulations)

3.2. Roles and Responsibilities

The Contractor must, so far as is reasonably practicable, provide and maintain a working environment in which people are not exposed to hazards.

Contractors have a responsibility to:

- Ensure their own safety
- provide a workplace and safe system of work so that, as far as practicable, the University community are not exposed to hazards
- provide appropriate protective clothing and equipment as required by particular types of work and/or work carried out in particular locations or conditions
- practice good site housekeeping to minimise the risk of avoidable accidents
- immediately correct any hazard that they are aware of, or if unable to do so, contact the relevant UniSA Contract Supervisor during normal working hours, or Security after hours
- report any WHS incidents on site to the UniSA Contract Supervisor and provide relevant documentation providing details of the incident and actions taken
- report any serious or life-threatening incidents to the appropriate authorities i.e. SafeWork SA and advise Security and the nominated UniSA Contract Supervisor of details.

Contracted Service Providers have a responsibility to:

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply with contract work arrangements and any other reasonable instruction that is given by the University
- Comply with the relevant legislative requirements
- Not to place themselves or others at risk of injury.
- Work in accordance with relevant University WHS procedures.
- Provide WHS information upon the University's request that is relevant to the contract.
- Conform to project risk assessments and health and safety plans.
- Complete the Contractor Permit to Work in accordance with this procedure.
- Ensure all the Contractors workers who will be directly involved in the contract works have participated in the online program 'Working Safely at UniSA'.

Principal Contractors

Where the University has engaged a Principal Contractor for a construction project, the responsibility lies with the Principal Contractor to ensure that its workers comply with WHS legislation.

In addition to the obligations on Contractors set out above, Principal Contractors have a responsibility to:

- Consult and co-operate with the University and coordinate activities relating to a construction project, including participating in project start-up and progress meetings.
- Manage WHS risks associated with carrying out construction work.
- Coordinate work onsite to minimise as far as reasonably practicable WHS risk to any person.
- Ensure sub-contractors understand and comply with WHS legislation and adopt appropriate WHS practises.

3.3. Supervision

The Contractor must provide adequate supervision to workers. Directions and explanations given by UniSA to the Principal Contractor must be communicated by the Principal Contractor to its workers.

3.4. Continued Occupation

Where UniSA or persons authorised by UniSA are in possession and occupation of part of the site, the Contractor must consult, cooperate and coordinate the building work activities in a manner to minimise disruption to normal operations of the occupants/campus.

If a situation arises where such work has not been negotiated with UniSA, this work will be stopped immediately at no cost to the University for any consequential delays until a more suitable time is determined.

3.5. Safety Inspections / Breaches

UniSA treats instances of safety negligence very seriously. Failure to wear protective clothing or safety equipment when it is necessary is an example of safety negligence. Another example is the incorrect use or handling of hazardous materials.

The Contractor as an employer has a duty of care to provide and maintain a safe workplace for their workers and other persons undertaking activities on UniSA premises and consequently has a responsibility to conduct workplace inspections on a regular basis. The Contractor shall make available copies of health and safety inspection reports when requested by the UniSA Contract Supervisor.

If incidents of an unsafe nature are observed, the Contractor may be instructed to cease work until the situation has been rectified and the work site and/or operational procedures are deemed safe.

3.6. Interruption or Isolation of Services

To ensure minimal impact on stakeholder groups, the Contractor is required to confirm that isolations for services such as fire, electricity, water, gas, telephone or data have been arranged and that individuals or areas affected have been advised within five (5) working days of intended works.

All interruptions are required to be kept to an absolute minimum and only at such times as has been agreed by the Campus Facilities Manager.

Should services be shut down accidentally, the Contractor must advise the UniSA Contract Supervisor and Security/FM Assist immediately.

3.7. Isolation of Fire & Security Alarms

It is the Contractors responsibility to contact Security to arrange for the isolation of fire and smoke detectors and security alarms to prevent false alarms.

No welding or other heat or dust producing work is to be carried out in any internal area before the fire alarm detectors are isolated. It is a requirement of all such works that a Contractor's Permit to Work be completed indicating all Hot Work activities.

Failure to arrange the isolation of fire and smoke detectors and security alarms may result in the South Australian Metropolitan Fire Service (SAMFS) and the relevant Service Provider being called out to respond to a false alarm. The cost of any such call out will be invoiced to the Contractor.

Security/FM Assist and the UniSA Contract Supervisor shall be notified of modifications to the hydrant system requiring interruption to the fire water supply not less than five (5) working days prior to the modification work taking place.

Further information relating to emergency evacuation procedures can be found on the Facilities Management Unit website: https://i.unisa.edu.au/staff/facilities/security/emergency/

3.8. Isolation of Fume Cupboards

Fume cupboards or chemical store ventilation may only be isolated by prior arrangement with the Campus Facilities Manager or nominated representative. Fume extraction fans must not be isolated before all affected laboratory fume hoods are tagged / locked out to prevent their use.

The UniSA Contract Supervisor and Contractor must personally confirm that they are about to start work on a fume hood system.

The UniSA Contract Supervisor will advise if standard operating procedures for Roof Access apply to specified works. Reference should also be made to the Facilities Management Unit, Roof Access Procedure available on the UniSA website. https://i.unisa.edu.au/staff/facilities/contractors-and-consultants/Procedures-Guidelines-and-forms/

3.9. Contacting Security in an Emergency

Each campus has several strategically placed security call points and direct-link security phones that connect straight to Security. These call points/Security phones are distinguishable by use of security signage as shown.

When contacting Security in an emergency the following information must be provided:

- Location of emergency, i.e. building, floor, room number
- Type of emergency, and
- Your name and extension or telephone number, if requested.

3.10. SafeZone

SafeZone is a mobile communication tool that allows UniSA to communicate with people when an incident or emergency occurs within our campuses. SafeZone enables the user to gain direct access to UniSA Security or Emergency support at any time which is especially valuable to Contractors who are mobile enabled or work alone on any of the UniSA campuses. When a Contractor completes the "Working Safely at UniSA" online induction, their details are automatically 'pre-registered' and will receive an email to finalise the registration process and install the app. It is advantageous that the Contractor completes the registration process and can choose to only receive notifications of events affecting our campuses when onsite.

3.11. Reporting Incidents

Any incident MUST be reported IMMEDIATELY to:

1. UniSA Security (dial 88888 on internal phone) or 1800 500 911 (Free Call) AND
2. UniSA Contract Supervisor

Details of the hazard/incident shall be logged in the UniSA online Hazard/Incident Reporting & Investigation System by the UniSA Contract Supervisor or other relevant staff member as soon as practicable and within 48 hours of the incident occurring.

In the event of a serious incident, so far as is reasonably practicable, the site where the incident occurred is not to be disturbed until a SafeWork SA Inspector arrives at the site or directs otherwise.

The Contractor must provide Security/FM Assist or the UniSA Contract Supervisor an initial incident/hazard report within 24 hours providing the minimum requirements of the incident/hazard and outlining the initial investigation and corrective action that has taken place.

Where further investigation is required due to the circumstances, complexity or seriousness of the incident (including incidents notified to the regulator for the purposes of the WHS Act) the Contractor is required to provide a copy of its written incident investigation report within 14 days outlining the cause of the incident and recommended corrective action taken to prevent a reoccurrence. Where a serious incident involves a member of University staff, a student or other person who is not a worker engaged by the contractor, or involves University infrastructure, a joint investigation will be conducted by the University and the Contractor.

Contractors may use their own documentation to manage the reporting of incidents however, the minimum requirements must be addressed and provided to UniSA. Please refer to the Facilities Contractors and Consultants webpage for information on the minimum requirements.

Where the University has engaged a Principal Contractor for a construction project, the Principal Contractor is responsible for notifying the appropriate regulators where a serious injury or dangerous incident has occurred. The Principal Contractor is also required to immediately notify Security and the UniSA Contract Supervisor of the incident.

3.12. Barricades and Fencing

Isolation of all works is imperative to ensure the safety of persons on campus. Isolation shall be in the form of an appropriate physical barrier, including signage to suit specified works.

Contractors must supply and erect any necessary barricades and fencing including signage appropriate to the work they are undertaking. Care must be taken to check and secure the barricades and fences whenever the Contractor leaves the work area. Temporary lighting on the site may need to be provided, where deemed necessary by the UniSA Contract Supervisor to increase visibility.

3.13. Cleaning

The Contractor shall maintain a clean work site throughout the contract period and ensure that the site is cleared of all rubbish, refuse and completed materials at the end of each day.

On completion of the contracted works, the Contractor is required to clean and clear away from the site all debris, rubbish, surplus building materials etc. to the satisfaction of the UniSA Contract Supervisor and to leave the site in a condition suitable for occupation. The Contractor will be invoiced should the University need to arrange additional cleaning or other works to satisfy the requirements of this clause.

3.14. Waste Management

The disposal of waste on University grounds is forbidden.

University rubbish bins must not be used for the disposal of construction and demolition waste.

The University has a strong commitment to Environmental Sustainability and encourages all Contractors to identify waste minimisation options at the start of each job by:

- Calculating costs and savings involved in minimising waste
- Avoiding over-ordering of materials
- Ensuring that sub-contractors are aware of their responsibilities regarding waste disposal
- Recycling materials where possible
- Purchasing materials with minimal packaging or asking suppliers to accept their packaging back.

There are many opportunities for waste reduction and Contractors should encourage their workers to adopt a team approach to this and to raise awareness as much as possible.

3.15. Bins and Skips

The Contractor is responsible for the supply and removal of bins/skips used specifically for the removal of debris and materials associated with all works. A suitable location shall be coordinated with the UniSA Contract Supervisor at the relevant campus. Bins must not restrict traffic in carriage ways and must be illuminated at night. Where bins are to be left onsite overnight, they must be appropriately secured to minimise the risk of debris being removed from them.

Debris must not be stored within stairways, passageways or exits. All debris shall be removed from the site and placed in bins/skips. The Contractor is to ensure the site is kept clean and tidy and bins are emptied on a regular basis.

An industrial rubbish skip is required on most work sites. However, these skips should only be used for materials that cannot be recycled. Skips must have a lid in place when they are not being used, to prevent the rubbish from being blown away and to minimise any rainwater accumulating in the bin.

3.16. Sanitary Provisions

The Contractor shall have shared access to toilets on the campus on which the works are being undertaken. The Contractor shall note these toilets will continue to be used by the wider University community. Consequently, the Contractor shall be responsible for using and maintaining these toilets in an appropriate and clean manner.

3.17. Publicity & Advertising

Publicity, construction signboards and advertising by the Contractor or sub-contractors in relation to the contracted works is not permitted without prior approval from the UniSA Contract Supervisor. Information, publication, documentation or articles for publication in any media relating to the work under contract is also not permitted without prior approval from the UniSA Contract Supervisor.

3.18. Smoke-Free Work Environment

UniSA operates in a Smoke-Free environment.

The University prohibits smoking or the use of e-cigarettes on any of its campuses. This prohibition applies to all persons entering University grounds or premises, vehicles or facilities. (including buildings/areas rented for UniSA purposes)

3.19. Inappropriate Language and Harassing Behaviour

Inappropriate language and harassing behaviour of any nature is unacceptable and will not be condoned on campus. Offensive behaviour includes any behaviour that is comprised of or reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on race, gender, age, sexual orientation, transgender status, marital status or disability.

3.20. Equal Opportunity

The Contractor must ensure that the conduct of its workers during the contracted works does not compromise or infringe the rights of the University's staff and students or constitute discrimination or other unlawful act under the Equal Opportunity Act 1984. Allegations of sexual assault, sexual harassment, or discrimination will be dealt with in accordance with the University's policies and procedures (which are available on the UniSA website).

3.21. Ethical Standards

Contractors are required to note that it is the expectation of the University that its relationship with the Contractor is based on, among other things, ethical standards that are above reproach.

It is expected that any Contractor conducting business with UniSA would also share and promote similar standards for mutual benefit. A copy of the University's Code of Ethical Conduct is available from the UniSA website.

In the event of any evidence being presented that ethical standards have been compromised by the contractor, the University reserves the right to take all necessary action, including legal action, to sever existing arrangements with the Contractor concerned.

3.22. Equity and prior or existing relations

It is the responsibility of UniSA staff and Contractors to highlight any prior or existing personal or professional relationships between University staff and the organisation as part of the pre- qualification process and/or during negotiations for works.

3.23. UniSA's Sustainability Commitment

UniSA's commitment to sustainability is endorsed in its Vision, Mission and Values:

"UniSA contributes to environmentally, economically, socially and culturally sustainable development, and we aim to reduce our own environmental impact."

When addressing environmental issues UniSA aims to lead and act as an example to the community and with the right tools, collaboration and commitment, the University will meet its environmental goals.

UniSA's expectations of Contractors regarding sustainability are set out in the UniSA Technical Standards.

UniSA's position is that everyone has a duty of care towards the environment, which entails due diligence. Due diligence means that Contractors and their workers must:

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

Contractors working on University premises are required to comply with all legislative requirements relating to pollution or littering.

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Restricted Areas

4. Restricted Areas

The Contractor shall advise the UniSA Contact Supervisor of entry requirements to a restricted area no less than five (5) working days prior to commencement of intended works. Restricted areas may include but are not restricted to:

- PC2 and PC3 biohazard laboratories
- chemical stores
- radiation stores
- biohazard rooms
- microwave dishes – non-ionising radiation risk
- high Voltage sub stations
- electrical distribution boards
- roof access
- high security
- culturally sensitive eg: prayer rooms

Contractors or their workers must not enter a restricted area without authorisation from the UniSA Contract Supervisor, Campus Facilities Manager or a senior staff member responsible for that area. All relevant legislation must be complied with by the Contractor and its workers.

The Contractor must abide by the following requirements prior to accessing any high voltage sub-station:

- obtain a Contractors permit to Work from the UniSA Contract Supervisor
- regulations under the Electricity Act 1996
- AS3000 Wiring Rules
- relevant sections of the current WHS Regulations regarding electrical safety and energized electrical work.
- Plumbers, Gas Fitters and Electricians Act, 1995
- requirements of the Office of the Technical Regulator, Government of South Australia

All electrical work completed by a Contractor shall have an 'Electrical Certificate of Compliance' completed and forwarded to the UniSA Contract Supervisor. Refer to the Facilities Management Unit Electrical Certificate of Compliance Procedure FM-PROC-004 which provides guidance on compliance with relevant State Legislation concerning Electrical Certificates of Compliance (ECOC).

4.1. Roof Access

The purpose of the UniSA Roof Access procedure is to outline the responsibilities of Contractors when entering a roof space and or working at heights. It also details the approval process required to access roof spaces.

4.2. Data Centre Access

Information Strategy Technology Services (ISTS) is responsible for data centre operations on University campuses. Two such data centres are located at Mawson Lakes and City West campuses and incorporate the use of a Very Early Smoke Detection Apparatus (VESDA) environment.

VESDA is a combination of very sensitive smoke detection units, multi-stage warning system, automated FM200 gas release fire suppression system with a direct link to the Metropolitan Fire Service. This product will have a high impact on the health of persons entering the space should the product be released. Persons exposed to this product are likely to lose consciousness and the pressurisation caused by the product may result in ear damage.

Prior to entry to the data centre, all Contractors must complete a mandatory induction program relating to VESDA. The Contractor must also agree and sign the Access Policy which will be provided by the nominated ISTS Contract Supervisor prior to entry.

On completion of the VESDA induction process, the Contractor will be added to the access list used by Security. Only those Contractors on the VESDA access list will be provided entry to the data centre.

In the event of emergency call outs, Contractors who have not completed the VESDA induction will be required to either complete the induction before commencing the emergency investigations or be escorted by someone who has completed the VESDA induction process.

Contractors who will be working in a data centre must follow normal UniSA protocol and report to the FM Assist office, to present the Contractor ID Card and 'sign in' when arriving to undertake work on campus. The Contractor is also solely responsible for advising Security of isolation requirements should isolation of fire panels be required.

Contractors working in the data centre must sign the 'Entry Log' prior to entry and ensure that Standard Operating Procedures are followed at all times. The Contractor must also sign the 'Entry Log' on completion of work and return any keys issued to Security prior to leaving campus. Contractors undertaking work that may produce smoke or dust must indicate this to the responsible person in advance, as this will be a consideration in relation to the timing of works. Use of uninterrupted power supply for machine tools is not accepted.

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Hazard Management

5. Hazard Management

5.1. Environmental Protection

Copies of legislation, regulations and policies under the Environmental Protection Act are available at http://www.epa.sa.gov.au/data_and_publications/legislation

5.2. Asbestos Management

The Asbestos Management Plan is available on the Facilities Management website. The University maintains an Asbestos Register which is constantly updated as changes are made to our facilities. A copy of the asbestos register can be obtained via:

- Your UniSA Project Supervisor
- Your UniSA Contracts Manager
- Your Campus FM Assist

Specifically, Contractors should refer to the WHS Asbestos web link which outlines the process required by all staff and Contractors working in areas where they may be subject to contact with asbestos containing materials as part of capital works, maintenance and or engineering programs across UniSA campuses.

UniSA Contract Supervisors may provide additional documentation for all projects that have been identified as obtaining known asbestos products as part of the induction process or project start-up meeting as appropriate.

UniSA's Asbestos register has been compiled using a non-invasive inspection methodology. UniSA has taken all reasonably practicable steps to ensure that its Asbestos Register has been updated and compiled in accordance with UniSA's Asbestos Management Plan and associated procedures. Please note there may be asbestos in UniSA facilities which is not identified on the Asbestos register. All Contractors must ensure that a competent person undertakes an inspection of a worksite prior to commencing work and that all works should proceed with caution.

Contractors are required to comply with all relevant laws including the Work, Health & Safety Act, Regulations and Codes of Practise, Contractors are to refer to the UniSA Properties register (available from the campus FM Assist office) to ascertain applicable construction dates and copies of any associated procedures before commencing works.

5.3. Use of Hazardous Chemicals and Materials

The use of any chemicals for work carried out on or around University grounds must be approved by the UniSA Contract Supervisor prior to commencement.

Contractors must have readily available Safety Data Sheets (SDS) for all hazardous chemicals used on campus for use in the event of an emergency.

All chemicals shall be used in accordance with the relevant sections of the current WHS Regulations regarding hazardous substances and chemicals.

The Contractor must submit to the UniSA Contract Supervisor a current Safety Data Sheet (SDS) for each hazardous substance that is to be brought onto University grounds and maintain a copy at the worksite.

All hazardous material brought onto University grounds must be clearly labelled. Safe handling and storage instructions (as outlined on the product labels) must be complied with at all times.

Chemicals must be stored in reliable, tightly sealed containers and must be stored indoors on an impervious floor with enough bunding to contain any spill. Any alternate storage arrangements must be discussed with the UniSA Contract Supervisor, prior to the storage occurring.

Clean-up materials must be provided in case of spillage. Refer to the chemical SDS as some liquid spills may be mopped up with rags, sawdust or commercially available absorbent products. DO NOT wash chemicals or other hazardous substances down the drain or pour chemicals onto the ground.

The Contractor must ensure that any chemical spills are managed in line with environmental and workplace safety requirements.

5.4. Hazardous or Dangerous Materials

If the Contractor should become aware of any of the following hazardous materials not scheduled for removal and impacting on works, the Contractor shall immediately cease work and notify UniSA Contract Supervisor immediately. Such materials include:

- Asbestos
- PCBs
- Flammable or explosive liquids or gases
- Toxic, infective or contaminated materials
- Radiation from radioactive materials
- Noxious or explosive chemicals
- Tanks or other containers which have been used for storage of explosive, toxic, infective or contaminated substances
- Any other hazardous substance controlled via legislation

5.5. Salvaged Materials

Unless otherwise specified or directed by the University, all materials, plant, equipment and other items salvaged from the works are the property of UniSA.

5.6. Refrigerant Gases

It is the Contractor's responsibility to ensure that refrigerant gases are treated with appropriate caution to avoid contaminating the environment.

Refrigerant gases must not be released into the atmosphere; they should be collected in specially sealed cylinders by a licensed disposal operator.

Refer to the Australian and New Zealand Refrigerant handling code of practice 2007 (Part 1 & 2) for further information:

- AS4211.3:1996 Gas recovery or combined recovery and recycling equipment – Fluorocarbon refrigerants from commercial/domestic refrigeration and air-conditioning systems

5.7. PCBs

Polychlorinated Biphenyls (PCBs) are a group of synthetic chlorinated organic compounds, suspected as being carcinogenic to humans. PCBs were commonly used in buildings prior to 1980 as dielectric fluids in electrical equipment such as transformers and fluorescent lighting capacitors.

The PCB Register (covering all UniSA campuses), Safety Data Sheets and Safe Work Procedures relating to the removal and disposal of PCBs can be obtained by contacting the delegated officer within the Facilities Management Unit.

All contractors must adhere to policy and procedures for the removal and subsequent disposal of PCBs.

5.8. Chemical Wastes

Any chemical wastes must be stored in their original packaging and care must be taken to ensure that the containers are properly sealed. Chemical wastes must be disposed of by licensed disposal operators in accordance with legislative requirements.

It is prohibited for chemical wastes to be tipped into sinks, onto the ground, or into sewers or stormwater drains e.g. paint, thinners, chemicals, paints, solvents, detergents, oils etc.

5.9. Electrical Wastes

Electrical cables, fuses, devices such as switches and similar material must be disposed of by a licensed Contractor.

5.10. Contaminated Wastes

Any pathological, biological and clinical wastes and sharps must be stored in purpose-built, specifically labelled, bright yellow contaminated waste bins. These bins must be serviced only by licensed hazardous waste Contractors.

It is prohibited to dispose of contaminated waste in general purpose or recycling rubbish bins.

The UniSA Contract Supervisor or Security should be contacted to assist with the most suitable location for contaminated waste bins.

5.11. Metals

Materials such as iron, steel, copper and lead must be disposed of only by licensed disposal contractors. Advice should be sought from the licensed disposal contractors regarding correct labelling, packaging and storing of lead.

5.12. Electrical/Transformer Oils

These oils must be stored in special containers issued by licensed waste disposal companies. The containers must be collected only by such disposal companies.

It is prohibited to dispose of oils by pouring down sinks, onto the ground, or into stormwater drains.

5.13. Contaminated Soils

Soils may become contaminated with oils, asbestos, cyanide, heavy metals or other toxic material. In the event of such contamination occurring or discovered by a Contractor, the Contractor should inform the UniSA Contract Supervisor, so that the services of a licensed disposal contractor may be engaged for its safe removal.

Soil must not be removed from University grounds without the prior approval of the UniSA Contract Supervisor.

5.14. Recycling

The University strongly encourages the recycling of appropriate materials, such as aluminium cans, glass and plastic, as well as paper and cardboard. Recycling bins for some materials are provided on each campus.

5.15. Water Pollution

It is against the law to place any material (other than clean water) in a position where it is likely to leak, fall or be blown into any drain or gutter that is used to collect rainwater.

Allowing this to occur may result in fines or legal proceedings against businesses or individuals, by the Environmental Protection Authority (EPA) whether the pollution was accidental or not.

To prevent this from happening, the footpath and gutter around the work site should be kept free of litter, soil and sand, particularly at the close of each working day. Litter, leaves or other debris should never be swept into drains or gutters and rubbish bins should be kept covered.

5.16. Air Pollution

Dust on and around a work site can cause health problems for workers and others on the campus. If a work site is generating dust, Contractors should ensure that:

- Materials and stockpiles that are generating dust are kept covered.
- Sweepings are placed into bags or boxes and sealed before disposing of them into a skip to prevent dust from becoming airborne when the skip is emptied.
- Appropriate personal protective equipment is worn by workers, such as face masks or respirators.

Fires must never be lit on University grounds. In the unusual situation where it is considered necessary to light a fire, this must only occur with the prior approval of the Campus Facilities Manager.

Exhaust fumes – if a vehicle or a piece of machinery emits visible exhaust fumes continuously for 10 seconds, the owner is liable to incur an infringement notice from the Environmental Protection Authority (EPA). Vehicles and machinery should be regularly serviced so that air pollution emissions are kept to a minimum.

5.17. Fire Evacuation Procedures

In the event of the fire alarm sounding, the Contactor and its workers must evacuate the site following exit signage and the directions of UniSA's Fire Wardens to the assembly point nominated. Campus maps and building floor plans can be accessed on the UniSA website.

The Contractor's workers must not re-enter the building until advised by a Fire Wardens that it is safe to do so.

The Contractor is responsible for ensuring its workers have adequate information in relation to emergency evacuation procedures.

Where possible, the Contactor shall nominate a Site Warden. In instances where the Contractor has not nominated a Site Warden, Security personnel shall act in this capacity.

The UniSA Contract Supervisor shall be advised prior to the first site meeting of the name and contact details of the Site Warden. It is the Site Warden's responsibility to check the worksite in the event of a fire alarm to ensure that the Contractor's workers have evacuated the area in accordance with UniSA Emergency Evacuation Procedures.

5.18. Security Contact Details

Free Call	1800 500 911
Internal (all campuses)	88 888
City East	8302 2222
City West	8302 0000
Magill	8302 4444
Mawson Lakes	8302 3333
Mt Gambier	(08) 8302 0000
Whyalla	(08) 8302 6050

5.19. Fire Extinguishers

In some cases where Contractors are required to provide fire extinguishers, they shall comply with AS1841 Portable fire extinguishers. Supply and installation shall meet AS2444 Portable fire extinguishers and fire blankets.

Fire extinguishers need to be regularly inspected and maintained in accordance with AS1851 (Maintenance of fire protection equipment – Portable fire extinguishers and blankets). In University buildings the location of fire extinguishers and associated hose reels are identifiable by triangular signs in the corridors.

Fire extinguisher types shall be used to suit the intended purpose. To allow for instant recognition of the most suitable fire extinguisher, identification discs are to be displayed on the fire extinguisher can to indicate the types of fire the extinguisher can be used on.

5.20. Working in Confined Spaces

Confined space is defined as an enclosed or partially enclosed space that:

- Is not designed or intended primarily to be occupied by a person; and
- Is designed or intended to be, at normal atmospheric pressure while any person is in the space
- Is or is likely to be a risk to health and safety from an atmosphere that does not have a safe oxygen level
- Contaminants, including airborne gasses, vapours and dust, that may cause injury from fire or explosion
- Harmful concentrations of any airborne contaminants
- Engulfment, but does not include a mine shaft or the workings of a mine.

Spaces that may meet the technical definition for a confined space include but are not limited to:

- Storage tanks, process vessels, boilers, pressure vessels, and other tank like compartments
- Pipes, sewers, shafts, tunnels, degreaser, and sullage pits, ducts and similar structures

When working in confined spaces, Contractors and their workers must comply with the relevant sections of the current WHS Regulations regarding Confined Spaces. Emphasis is placed on risk assessment, control of risks, entry permits, rescue arrangements and training and competency.

Copies of confined space permits and hot work permits can be obtained by contacting the UniSA Contract Supervisor who will arrange authorization. Copies of all permits are kept in accordance with the UniSA WHS Document Control & Record Management Procedure.

All Contractors entering a confined space must report to Security prior to commencement of works.

It should be noted that the Mawson Lakes tunnel is a restricted space which can be defined as a confined space only in certain circumstances. In this tunnel, Contractors and their workers must comply with University processes and the relevant sections of the current WHS Regulations regarding confined spaces.

5.21. Working at Heights

Contractor's must ensure that the Approved Code of Practice for Managing Risks of Falls at Workplaces is adhered to when working at heights.

The Code provides practical guidance on how to manage health and safety risks arising from persons falling from one level to another and information on a range of control measures to eliminate or minimise risks. This includes implementing some specific control measures in the following order:

- Providing a fall protection device (eg: installing guard rails) if it is reasonably practical to do so
- Provide a work positioning system (eg: an industrial rope access system) if it is not reasonably practicable to provide a fall prevention device
- Provide a fall-arrest system (eg: a catch platform or safety net) if it is not reasonably practicable to provide a fall prevention device or work positioning system.

In some cases, a combination of control measures may be necessary. (eg: using a safety harness while working from an elevating work platform)

In accordance with the WHS Regulations, a safe work method statement is required for 'high risk construction work' where there is a risk of a person falling more than two metres.

A person conducting business or undertaking has specific obligations under the WHS Regulations to manage the risk of a fall by a person from one level to another. Refer to WHS Regulations and Code of Practice for more information.

5.22. Hot Work

Authorisation must be obtained from the UniSA Contract Supervisor four (4) working days prior to commencing any hot work such as welding, brazing or removal of paint by heat gun or burner.

Adequate fire protection must be present, with suitable fire extinguishers attached to, or near each welding plant. Welders must use screens to protect all personnel from welding flashes and any hot waste produced during the welding process. Workers undertaking the welding should wear the correct personal protective equipment.

The Contractor's Permit to Work must specify and approve hot work processes being conducted by the Contractor. Hot work being conducted in or on an occupied confined space requires an additional Hot Work Permit for Confined Spaces. Refer WHS Procedure - Confined Space Entry.

5.23. Scaffolding

All scaffolding must be erected, altered and dismantled by competent persons. Any scaffold from which a person or object could fall more than 4 metres must be erected, altered and dismantled by or under the direct supervision of a licensed person.

5.24. Trenching and Excavation

Any excavation work on University grounds must be carried out in accordance with the relevant sections of the current WHS Regulations regarding excavation and trenching.

Underground surveys should be undertaken by the Contractor unless otherwise specified by the UniSA Contract Supervisor to identify any underground obstacles, prior to commencing excavation.

The Contractor is responsible for obtaining detailed information regarding utility infrastructure in the Contractors work area e.g. 'Dial Before You Dig' or through independent surveying methods.

Any underground obstacles identified must be brought to the attention of the UniSA Contract Supervisor before proceeding with the work.

All trenches over 1.5 metres in depth must be protected against collapse. Handrails or barricades must be erected around the trench and kept in place at all times.

The Contractor must also consider the following:

- Barricade or flag trenching or excavation
- Warning signs and flashing lights must be used for poor visibility areas
- Bench, batter back, shore any excavation, trench or pit in excess of 1.5 metres deep
- Equipment, plant and soil must not be placed within 1 metre of the edge
- Collapse or cave-ins are more likely when working on previously dug soil
- Check surrounding soil for fretting, water, slump, cracking or ground swelling before entering
- Don't enter a trench where there is a possibility of contaminants, gas leak, exhaust vapours, seepage etc.
- Regularly test for contaminants and ventilate trenches and excavations
- Take care when moving loads in or out of a trench or excavation to avoid damaging struts or walling
- Corners must be battered back or shored when 2 or more trenches cross
- Plant and vehicle traffic must be well back from trenching or excavation edges
- Ladders must be at intervals not less than 30 metres along the trench
- Don't work alone in a trench or excavation unless help is nearby
- Hard hats and appropriate safety footwear must be worn

5.25. High Risk Work

Contractor's performing any work that is considered 'high risk' must provide proof of their high-risk work license prior to the project commencing and at any time during the project. High risk work may consist of:

- Scaffolding
- Rigging
- Crane and hoist operation
- Reach stackers
- Forklift operations
- Pressure equipment operation

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University of South Australia

Equipment, Plant and Tools

6. Equipment, Plant and Tools

6.1. Maintenance of Equipment, Plant and Tools

Contractors shall conform to the relevant sections of the current WHS Regulations regarding plant and equipment and relevant Approved Codes of Practice and Australian Standards for all plant, equipment and tools used on UniSA campuses.

6.2. Electrical

All electrical work undertaken on any UniSA campus shall comply with relevant sections of the current WHS Regulations regarding electrical safety and the Approved Code of Practice "Managing Electrical Risks in the Workplace".

All hand-held electrical appliances must be operated and maintained in accordance with the above regulations and code. All extension leads, power tools and associated portable electrical equipment must have a current test tag attached prior to use on any University site. Use of reduced plugs by filing from 15amp plugs to fit 10amp is strictly prohibited.

Electrical equipment includes:

- Portable, handheld and stationary appliances, designed for connection to the low voltage (greater than 50 Volts) supply by a flexible cord; cord extension sets and Electrical Portable Outlet Devices (epods-Power Boards)
- Flexible cords connected to fixed equipment in certain environments
- Portable isolation transformers
- Residual Current Devices (RCDs) – portable type (PRCD), socket type outlet and fixed switchboard type

Any person conducting or assisting in electrical welding procedures must be a competent person experienced in that area of work. UniSA may request a copy of current training records to ensure compliance of this requirement.

Welding cables must be inspected weekly and maintained in good condition. Care must be taken to ensure that there are no bare wires, and to ensure that connections are solidly made so that no sparking or hot spots occur.

Contractors will ensure that satisfactory safety barriers are erected and maintained in good condition for all electrical welding works to keep unauthorised persons out of the work area.

Where considered necessary following a risk assessment a competent safety observer must be present in accordance with the "Managing Electrical Risks in the Workplace" Code of Practice Section 7 "Risk Controls".

6.3. Electrical Equipment

Unless double insulated, all electrical equipment is to be connected to an approved residual current device (RCD).

- Be tested and tagged in accordance with statutory requirements
- Be supported clear of floors or under protective covers, and connected to the nearest power outlet
- Be removed from the power outlet when not in use
- Not pass through doorways unprotected or use piggyback lead and double adaptors

6.4. Electrical Compliance

Contractors must comply with all electrical standards, legislation, guidelines and statutory requirements including:

- Relevant sections of the current WHS Regulations regarding electrical safety in workplaces and energized electrical work
- AS3760 In-Service safety inspection and testing of electrical equipment
- Managing Electrical Risks in the Workplace (Approved Code of Practice)

6.5. Electrical Welding

A Contractor's Permit to Work must be approved by the UniSA Contract Supervisor prior to any hot work procedures being conducted on campus.

Appropriate warning signage must be displayed and aprons, leather sleeves, gauntlet gloves, eye protection, welding spats (or flame-proof overalls) must be worn by welders and assistants where there is danger of injury from hot material. Insulated footwear must be worn by welders when working in damp places where the danger of electric shock exists.

Welding screens must be used to prevent sparks from flying into adjacent areas, and to screen other workers.

6.6. Machine Guarding

All hand tools, machinery or other equipment must be operated with effective guards. Non-guarded equipment must be removed from the work site and stored in a safe location.

6.7. Hand Tools

Tools such as picks, shovels, axes, crowbars, hammers, wrenches, files, screwdrivers and similar must be checked regularly. Any damaged or defected tools must be removed from site and repaired or disposed of in an appropriate manner.

An Out-Of-Service tag must be placed on all hand tools that do not conform to safety standards. An example of these tags is provided in the following pages of this document. Use of an approved wrist-stop or lanyard to secure the tool shall be used if there is a risk of it falling and injuring people below.

6.8. Lasers

Lasers may only be used by licensed persons. Lasers must be used with the following precautions:

- Up to Class 3A only to be used on the construction site
- Positioned so as not to be at eye level of workers in the area
- Warning signs must be erected

6.9. Explosive Power Tools

All explosive charges for explosive powered tools must be kept in an approved, locked box. All operators of explosive powered tools must be qualified as required by statutory authorities. A warning sign must be displayed at each location the tools are used. Suitable protection must be worn when using the tools.

6.10. Mobile Mechanical Plant

All mobile equipment such as front-end loaders, dozers, backhoes, forklifts, etc., must have keys removed, blades and buckets lowered onto the ground and must be chocked/blocked when not in use.

6.11. Compressed Air Equipment

Contractors must use care when working with compressed air. If compressed air enters the blood stream through a break in the skin, it can be fatal. This equipment includes scabblers, water/air jets, impact wrenches, grinding tools, etc.

Contractors must wear suitable eye protections to guard against airborne substances; ear protection where excessive noise is likely to occur and respiratory protection where dust is present. Never, under any circumstances, should a blast of air be directed towards the body of any person.

6.12. 'Danger' and 'Out of Service' tags

Contractors must ensure that they and their workers use appropriate tagging systems where applicable.

- Isolation lock out and tagging of energy sources is to be carried out in accordance with the Approved Code of Practice 'Managing the Risks of Plant in the Workplace'.
- Electrical testing and tagging to be conducted in accordance with the Approved Code of Practice 'Managing electrical risks in the workplace'.

The following is an example of a ‘Danger’ Tag.

The following is an example of an ‘Out of Service’ Tag.

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University of South Australia

Other WHS Issues

7. Other WHS Issues

7.1. Comfort and Safety

Where work is arranged within existing buildings, the work can always be arranged to minimise nuisance to the occupants and to ensure their safety. This provision shall include protection against weather, dust, water, fumes or other nuisances, by means of temporary screens, exhaust equipment or other measures.

7.2. Facilities

All Contractors shall provide amenities and First Aid equipment in accordance with the construction safety provisions of the WHS Regulations, prior to undertaking work on any UniSA campus. First aid kits should comply with the Approved Code of Practice for First Aid in the Workplace.

7.3. Enforcement Notices

A Contractor shall immediately inform the UniSA Contract Supervisor in the event of either, an improvement, prohibition or Default Notice being issued by a SafeWork SA inspector. No extension of time will be granted where a Notice has been issued due to the Contractor's negligence.

7.4. Manual Handling

All manual handling tasks must be assessed, and reasonable steps taken to ensure that risks identified will not cause injury in accordance with the WHS Regulations 2012, Chapter 4, Part 2—Hazardous manual tasks and the Approved Code of Practice "Hazardous Manual Tasks".

7.5. Motors and Machinery

The use of stationary internal combustion engines is not permitted in buildings or enclosed areas unless an attached extraction unit is operating and capable of ensuring that no residue fumes remain in the area. Caution must be exercised when positioning the extraction system to ensure that fumes are not drawn into air handling or air conditioning intakes.

7.6. Noise Levels

Noise from equipment being used must not exceed prescribed levels for hearing conservation or recommended levels for areas of occupancy. Where high noise levels are expected to be produced by certain operations, consideration must be given to carrying out the process during a time outside of normal operating hours. Personal Protection Equipment should also be worn by Contractors working above the prescribed recommended noise levels as appropriate.

Adherence to the following standards and codes of practice must apply in the workplace:

- Relevant sections of the current WHS Regulations regarding noise
- AS1270 Acoustics – hearing protectors

Additional information may also be obtained by referencing the SafeWork SA website.

7.7. Safety Signage

Safety signage is placed on the University campuses to protect the health and safety of University staff and visitors. Safety signs of different colours and shapes mean different things.

Signage used by Contractors shall comply with AS1319 Safety signs for the occupational environment. Examples of some safety signage is provided below:

A red circle with a line through it indicates activities that are forbidden in the designated areas.

No Admittance

No Smoking

A yellow triangle warns of a danger, or risk to health.

Caution
Risk of Fire

Caution
Risk of Ionising
Radiation

Caution
Toxic Hazard

7.8. Safety Equipment

All Contractors and their workers shall make themselves aware of specific areas of construction, demolition and other potentially hazardous operations where safety equipment and/or personal protective clothing shall be provided and worn.

Contractors shall provide all necessary personal protective equipment and ensure such items are worn when necessary and to comply with the relevant sections of the current WHS Regulations regarding personal protective equipment.

A blue sign indicates that appropriate safety equipment must be worn, depending on the nature of work undertaken and the hazards involved.

Contractors will ensure that safety barriers are erected for all site works to keep unauthorised persons out of the work area. Safety barriers will be maintained, in a good condition at all times and may include but not be restricted to such items as a waterfilled barrier, signage and lighting.