


HS807	
UNSW Contractor induction guide (general)	

## Welcome

UNSW (University of New South Wales) has a number of campuses and properties that provide facilities for work, learning, research and recreation.

Every working day, approximately 46,000 people travel to UNSW to work and study. It is UNSW policy that all activities on UNSW campuses and properties are carried out safely and in full compliance with relevant laws.

UNSW aims to enhance teaching, learning, research and facilities management by promoting and facilitating a safe, healthy and secure learning and working environment.

## Guide Overview

This guide provides training for contractors carrying out maintenance work on UNSW sites. It meets the requirements of the WHS Act & Regulation 2011 and covers:

- Arrival
- Buildings
- Behaviour on UNSW Campuses and Properties
- Safety, and
- Emergency procedures

If you are required to carry out construction work on UNSW sites, you will also need to complete the second contractor induction module, Induction for Construction Contractors, at the completion of this module.

## The Highest Standard

UNSW is committed to providing the highest standard of occupational health and safety to employees, students, contractors and other members of the public and to ensure that all persons who attend its campuses and properties are protected from risks to their health and safety.

This will be achieved through the establishment of an occupational health and safety management system and its integration within teaching, research and administrative support functions. UNSW has a comprehensive management system containing procedures and guidelines.

The system may be used by any contractor engaged by UNSW.

## Risk Management

UNSW adopts a risk management approach to control risks associated with its operations. Employees are consulted in the development and implementation of the UNSW H&S Plan. UNSW will take all necessary steps to ensure that requirements of the WHS Act & Regulation 2011 are met.

This contractor induction represents UNSW Policy, and all contractors are required to follow the procedures described.

## Arriving on UNSW Campuses or Properties

At the start of each project on UNSW campuses or properties, contractors and/or their employees are required to report to the UNSW Contact/Project Officer responsible for the project and obtain authorisation to proceed.

On completion of the induction all contractors will be asked to complete an online form. This is to be completed by the contractor and authorised by the UNSW Contact / Project Officer who will also

provide originals of other forms you may need. At this point you are required to show originals of documents that are referred to throughout this induction.

## **Vehicle Use**

The speed limit is 10km/hr and pedestrians always have right of way at UNSW campuses and properties.

Parking or driving across footpaths and grassed or landscaped areas is prohibited.

Where the nature of works requires a vehicle to be driven on these areas, permission must be obtained from UNSW Facilities Management.

Once permission has been obtained, you must then:

- Make sure that it is safe to drive across the footpath, grassed or landscaped area
- Have an observer on foot direct you in areas of high pedestrian usage or recreation
- Place barriers around the work area, and
- Register the work with Security

## **Parking**

UNSW is regulated by the Restricted Parking Scheme, linked to the Self Enforcing Infringement Notice Scheme (SEINS) and operated by the State Debt Recovery Office. Vehicles must park in marked bays only and an infringement having the same force in law as infringements issued by police may be issued to drivers who:

- Park contrary to any parking signs
- Fail to comply with directions given by Security Officers / Supervisors, or
- Do not hold a UNSW authorised parking permit

Mobile equipment or vehicles must never be parked on slopes.

## **Parking Permit**

One-day parking permits issued by FM Assist are valid for "UNSW Permit Holders Only" bays. The day, date and month must be clearly "scratched" to coincide with the day the permit is used. The permit must be clearly displayed on the dashboard of the vehicle and comply with the conditions of use printed on the permit.

Loading zones are only available for the period of time marked on the sign. Contractors are expected to off-load the tools required and move to a permissible parking area and use permit or day ticket parking.

## **Getting a Parking Permit**

All contractors and subcontractors employed on UNSW campuses are required to purchase a UNSW parking permit if they wish to park on the campus. A UNSW Contractor card must be presented when purchasing parking permits.

For further details refer to the UNSW FM website.

## **Access to Buildings**

Most UNSW buildings are open during normal business hours.

Access to rooms is either by key or by swiping the UNSW card. Some sensitive areas also have intruder alarms as part of the security system. Permission must be obtained from the relevant person in control of these rooms by the UNSW Contact / Project Officer before access can be granted. Further site-specific induction may be needed for these areas.

In certain circumstances, for less sensitive rooms, the UNSW Contact / Project Officer may arrange the temporary issue of keys.

## **After Hours Access**

Access to buildings after hours or on weekends is either by key or by swiping the UNSW card and must be arranged through the UNSW Contact / Project Officer, as they will need to get permission from the relevant person in control of the area.

Any person found inside a building after hours, without authorisation, will be asked to leave the building immediately.

### **Hazardous Areas**

Various sites throughout UNSW are classified as 'hazardous areas', for example:

- HV Substations;
- Services tunnels, and
- Confined spaces;
- Roof spaces (internal and external);
- Some laboratories

Approval from your UNSW Contact / Project Officer must be obtained for access into such areas and may require further induction before access is granted.

Other sites such as laboratories and animal houses will also need site specific induction AND permission from the relevant person in control of those areas before access is granted.

### **Services and Site Amenities**

No services can be turned off without approval from UNSW Facilities Management. Should interruption to services be required, contact FM Assist on 9385 5111.

The Contractor has the use of electricity, water, toilets and wash rooms unless stated in the contract. The contractors and their staff are also welcome to use the numerous shops and eating facilities on UNSW campuses and properties.

### **Harassment and Inappropriate Language**

All forms of harassment are unacceptable. Offensive behaviour and/or language includes all behaviour that reinforces inappropriate, demeaning or discriminatory attitudes or assumptions about persons based on:

- Age
- Race
- Sex
- Sexual orientation
- Transgender status
- Marital status, or
- Disability

Behaviour such as whistling or unsolicited remarks of a sexual nature is prohibited.

### **Noise, Pets and Children**

Contractors should be aware that, as UNSW campuses are educational facilities, noise must be kept to a minimum near buildings. Radios and other loud outdoor music are not permitted.

Pets are not to be brought onto UNSW campuses or properties. Dogs accompanying people with disabilities are the only exception.

Generally children are not encouraged to accompany their caregiver to UNSW workplaces. If a child does accompany their caregiver to a UNSW workplace, their caregiver is responsible for supervising them at all times as per the UNSW Children on Campus Policy.

### **Protection of Children and Other Vulnerable People**

The contractor must not employ to perform work at the University, a person who:

- The University advises the contractor that, in the opinion of the University, poses unacceptable risks to children or other vulnerable persons, or

- Has been convicted of a serious sex offence and is a prohibited person under the Commission for Children and Young People Act 1998

### **Smoking, Alcohol and Other Drugs**

UNSW is a smoke free environment. Smoking is prohibited in all covered areas and within 3 metres of all entrances and exits to buildings as per the UNSW Smoke Free Environment Policy.

Persons affected by alcohol or other drugs are not permitted to carry out work on UNSW campuses or properties.

### **Affected by Alcohol or Other Drugs**

Where it is observed that a Contractor or their employee(s) may be affected by alcohol or other drugs, the matter will be referred to the Contractor who will be required to take immediate action and remove that employee from the UNSW campus or property.

The incident will be noted by the UNSW Contact / Project Officer. The Contractor may be requested to permanently leave the UNSW campus or property if the situation re-occurs.

### **Environmental Responsibilities**

The NSW Government has determined that every individual has a 'duty of care' to the environment.

*Due diligence* means that Contractors and their employees need to:

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

Individuals can be fined substantial amounts and may face imprisonment for seriously polluting the environment. While smaller incidents of environmental pollution can incur fines of up to \$1,500, corporations may be fined up to \$5M and/or 7 years gaol.

### **Reporting Environmental Problems**

Contractors and their employees are required to notify the UNSW Contact / Project Officer or Security as soon as there is an incident which may cause environmental damage, for example:

- A chemical spill, or
- Leak

There is also a duty to notify the appropriate regulatory authority of a pollution incident where "material harm" to the environment is caused or threatened, that is greater than \$10,000 damage. Failure to notify is an offence.

### **WHS Responsibilities**

Everyone working on UNSW campuses and properties is obliged to take reasonable care to:

- Ensure their own health and safety on their worksite
- Avoid risking the health and safety of any other person
- Assist new staff members in recognising job hazards and following necessary safety procedures
- Have a system in place to ensure the health and safety of visitors to their site
- Practice good site housekeeping to control risk
- Report all hazards, incidents and accidents and ensure that any hazards still present are immediately corrected where possible
- Respect the work being undertaken by UNSW staff and follow any specific request when working in their workplace

### **Hazard, Incident or Accident**

A 'hazard' is a potential source of harm or a situation with a potential to cause loss to people, property or the environment.

An 'Incident' is a potentially hazardous event which did not cause injury or damage but could have. In other words; an incident is a dangerous occurrence or near miss.

An 'Accident' is defined as an unexpected or undesirable event, especially one causing injury, illness to person(s) or damage to property or the environment.

### **Hazard and Incident reporting**

All accidents, incidents and hazards must be reported to the UNSW Contact / Project Officer as soon as possible after the occurrence or after they were first noticed, by using the WHS Hazard, Incident, Injury and Issue Report form WHS001, obtained from the UNSW Contact / Project Officer.

All serious incidents and accidents will be reported to SafeWork NSW by UNSW except where a contractor has systems in place for making such reports.

### **Serious Personal Injury of Damage to Plant**

If serious personal injury or damage to plant occurs, the area must be left 'as is' and barricaded off until advice is received from SafeWork NSW.

This does not apply where interference is necessary to aid or revive any person involved in an accident or to prevent further injury to persons or property. Where interference is necessary, the site must be secured and left 'as is' as soon as reasonably possible after this has occurred.

### **Safety Signs**

Safety signs are placed on UNSW campuses and property to protect health and safety.

Safety signs of different colours and shapes mean different things, for example:

- A red circle with a line through it means that this is something that is prohibited
- A yellow triangle warns of the need for caution or risk to health
- A diamond means a chemical hazard is present

### **Hazardous Materials**

The least hazardous material available should be used in every situation. Minimise the amounts of hazardous materials on site - do not bring more hazardous materials to UNSW than are required for the job.

The Contractor must submit a Material Safety Data Sheet (SDS) to the UNSW Contact / Project Officer for each hazardous chemical that is to be brought onto UNSW grounds, and maintain a copy at the work site.

All hazardous materials brought onto UNSW grounds must be clearly labelled. Be sure to follow handling and storage instructions that appear on labels.

### **Chemicals**

Chemicals must be contained in appropriate, tightly sealed containers. Chemicals must be stored indoors, as per the relevant SDS, with enough bunding to hold any spill.

Contractors using chemicals must:

- Have a chemical spill clean-up kit on site in case of spillage
- Make sure that the clean-up kit is appropriate for the chemicals used, and
- Make sure at least one person on the site at any time is trained to clean up a spill

### **Laboratories**

Because laboratories may contain hazardous materials, anyone entering laboratories must be inducted by the laboratory manager before they are permitted to work unsupervised. Hazardous materials range from radioactive solids, liquids and chemicals to dangerous gases, animals, electro-magnetic fields, biological and clinical waste and sharps.

Many of these hazardous materials have the potential to kill or seriously injure people. [Some hazards must be kept fully contained within the facility.](#)

Do not enter a laboratory until you have been given permission by the Laboratory Manager [for each occasion.](#)

## **Security and Identification**

Campus Security patrol the Campus 7 days a week, 24 hours a day, all year round.

- Telephone 9385 6000
- Emergency 9385 6666

Help Points are also located around the campus and have a direct line to security. To view the locations, click on the "Help Point Location list" link.

Any identification supplied to Contractors by UNSW must be worn at all times while on UNSW campuses and properties.

Tool boxes and equipment sheds should be locked while not in use. Gas equipment must be turned off and keys removed from machinery while not in use.

## **Safety and Environmental Breaches**

Any UNSW staff member observing a Contractor or their employee(s) acting in an unsafe manner will submit an WHS Hazard Report to the relevant section engaging that Contractor for that Contractor to carry out corrective action.

UNSW will view the following as fundamental breaches of the Contractor's obligations that may result in the Contractor being asked to leave the site:

- Repeat safety or environmental breaches by the Contractor
- The Contractor generally undertaking any part of the project in a manner that UNSW considers unsafe or threatening to the environment, or
- The Contractor disregarding any instruction to take prompt action to cease any unsafe work practices or failing to eliminate any safety hazard or damage to the environment

## **In the Event of Any Emergency**

In event of ANY emergency, call 9385 6666

UNSW Security coordinates emergency response to ensure immediate access to any location on campus.

Advise the operator:

1. The nature of the emergency
2. The location of the emergency; building, floor and room number
3. What assistance is required
4. Your name
5. The Company's name
6. Your mobile phone or other contact number

## **First Aid**

Contractors are responsible for the first aid needs of their staff and must provide an adequate first aid kit.

Call Campus Security on 9385 6666 in any emergency, including where first aid or an ambulance is required. All Campus security personnel are first aid trained.

Remember: in an emergency, time saves lives. Campus Security's knowledge of UNSW will ensure an ambulance arrives in the quickest possible time.

## **Fire Fighting Equipment**

Fire hose reels and/or fire extinguishers are located in all University buildings. They are identifiable by sign-posting in the corridors.

Contractors who are given possession of a designated work-site must provide their own fire extinguishers for the duration of the occupation of that site. Any extinguishers must comply with AS 2444 and be tested in accordance with AS 1851.

Only use extinguisher equipment if it is safe to do so and you are properly trained.

Contractors are not permitted to use any UNSW fire fighting equipment, such as hydrants, hose reels and fire extinguishers, for anything other than their intended purpose.

### **The Correct Extinguisher**

When using a fire extinguisher, it is VERY IMPORTANT to use the correct extinguisher for the situation.

Fire extinguishers have identification discs that indicate the type of fire for which each appliance is best suited.

The types of extinguisher at UNSW are:

- Dry chemical
- Water
- Foam, and
- Carbon dioxide

For further information, discuss with the manufacturer about what is right extinguisher for your circumstances.

### **Emergency Evacuation Procedures**

When evacuating buildings be aware of emergency tones and listen to announcements.

1. When a fire alarm sounds, or at the direction of a Floor Warden, stand by and wait for further directions. In a building with an EWIS (early warning intercommunication system) the alarm will be a "beep beep" tone
2. Turn off any equipment (using emergency stop buttons if possible) and close any gas cylinders
3. When told to do so, or when the evacuation "whoop whoop" tone sounds, leave the building via the EXIT door or stairs. Proceed directly to the designated assembly area outside the building, as shown on the Emergency Evacuation Plan in the foyer

### **During an Emergency Evacuation**

During an evacuation:

- DO NOT USE LIFTS. If in a multi-storey building, DO NOT PANIC if the evacuation down the stairs is slow. The stairwells are rated safe for two hours during a fire.
- Obey the instructions of the Floor Warden.
- Remain at the assembly area until the Chief Warden or Security advises it is safe to re-enter the building.

Obey the instructions of emergency personnel. Their hats and vests identify them:

- White for Chief and Deputy Chief Wardens
- Yellow for Floor Wardens
- Red for Fire Wardens, and
- Green for First Aid Officers

### **After Hours**

If a fire alarm or evacuation tone sounds, or you are advised of an emergency out of hours:

1. Secure dangerous equipment before leaving the building via the nearest EXIT door or stairs. Proceed directly to the designated assembly area outside the building, as shown on the Emergency Evacuation Plan in the foyer.

2. DO NOT USE LIFTS
3. Remain at the assembly area until advised by Security personnel that it is safe to re-enter the building.