

Contractor Safety Induction Policy

Section 1 - Purpose and Scope

(1) The purpose of this Policy is to maintain a secure campus environment by adhering to the requirements of the [Work Health & Safety Act 2011](#) for the protection of persons and the workplace. It defines the conditions and procedures under which contractors entering campus must undergo safety induction and registration of their presence on campus.

Scope

(2) This Policy applies to all staff, tenants and others requiring contractors to enter a campus.

Section 2 - Definition

(3) For the purposes of this Policy:

a. Contractor

- i. means 'A person or firm that contracts to supply materials, services or labour'. It does not include 'Consultants' who are subject to separate and specific consultancy agreements.

Section 3 - Policy Statement

(4) University Officers and employees must adequately advise respective contractors, suppliers, technicians and the like of the requirement to undergo Safety Induction prior to entering and performing work on campus.

(5) It will be the responsibility of staff members when engaging contractors of any type that they advise the contractor of the need to partake of Safety Induction.

(6) It is also a requirement that contractors register with Security when entering campus where confirmation of Safety Induction will occur as well as providing the contractor with appropriate identification and access needs as well as ensuring that necessary Risk Assessment and Safe Work Method statements have been addressed.

Section 4 - Procedures

(7) The following procedures must be read in conjunction with the [Contractor Safety Procedures](#).

(8) Upon engaging a contractor(s), staff must ensure that the contractor is advised of the following:

- a. all contractors on entering a University campus must sign in and out of one of the following locations:
- i. Lismore - Facilities Office between 7am - 4.30pm or Gatehouse 4.30pm - 7am
 - ii. Gold Coast Campus - Reception Hub or Security Office
 - iii. Other campuses - as advised by reception.

- b. before commencing work, all contractors must:
 - i. complete the Safety Induction;
 - ii. show a copy of their certificate of completion of the Safety Induction to the Project Coordinator;
 - iii. Provide Safe Work Method Statements, Safe Work Procedures and site specific risk assessments to the Project Coordinator for review;
 - iv. obtain identification and access keys or cards from the relevant location at clause (8)a; and
- c. prior to leaving campus contractors must return identification and access keys or cards.

Status and Details

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Responsible Executive	Allan Morris Vice President (Operations) +61 2 66269220
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