

CONTRACTOR SAFETY

Facts:

The purpose of this procedure is to provide information on the WH&S requirements for consideration as part of controlling contractor's exposure to risks while working at the University of Southern Queensland.



Key Definitions

Contractor in general terms, is a person (not an employee) who enters into a formal contract to perform work for University of Southern Queensland and in the execution of this work is required to provide a safe system and place of work for the contractor's employees and others.

Principal Contractor for a construction workplace is a person appointed as principal contractor by the owner or if no principal contractor appointed, the principal contractor is the owner of the workplace.

The Client for construction work is the person who commissions the construction work and-

- a) Engages a Project manager to plan & manage construction work; or
- b) Appoints a principal contractor to manage & perform construction work.

Does not apply if it is for a class 1a or associated class 10a building, or it is not a prescribed activity & is less than \$80,000.

Project Manager is the person engaged to carry out the planning & management of construction work.

Does not apply if it is for a class 1a or associated class 10a building, or it is not a prescribed activity & is less than \$80,000.

Person in control of a workplace is the person who is the owner of the relevant workplace area unless there is a contract or other arrangement in place that gives another person effective & sustained control of the relevant workplace area. They then are the person in control.

Legislation

WH&S Act 1995 – s12A/12B/13

Contract Liaison Officer (CLO) – The CLO is an employee of the University who has been delegated the role of supervising the contractor or consultant. The CLO must ensure the contractor complies with all aspects of the University WHS procedures.

Does USQ have Obligations under the WH&S Act for activities performed by contractors?

Yes!



Under the *WH&S Act 1995* obligations are imposed on University of Southern Queensland to ensure that its employees and contractors carry out their work in a safe manner. USQ may own obligations as an employer, person in control of a workplace, the client, principal contractor, project manager & designer.

When contractors are engaged to do work for USQ steps should be taken to ensure that the obligations owned by USQ are reduced as much as possible. An example would be by making the contractor the person in control of the workplace.

Do Contractors have an Obligation under the WH&S Act?

Yes!

Under the *WH&S Act 1995* obligations are imposed on University of Southern Queensland to ensure that its employees and contractors carry out their work in a safe manner.

Contractors may have an obligation under the Act as employer, person in control of the workplace, or a self-employed person. For construction work (building work over \$80,000) they have an obligation as the Principal Contractor if appointed by USQ.

Contractors must also carry out their work in a safe manner without risk to themselves and others.

1. Monitoring and supervising contractor WH&S performance is essential for the Health & Safety of all. While in no way reducing a Contractor's responsibility or liability as an employer for the WH&S of their employees, University of Southern Queensland must ensure that they meet their employer obligations to all employees working on their behalf. To meet these obligations University of Southern Queensland must undertake adequate monitoring and supervision of Contractors;
2. Contractors will need to undertake a WH&S Induction and will need to carry their induction card on them at all times;
3. Contractors must sign in /out on entering and leaving any workplace;
4. Contractors are required to provide a safe place of work and this means following the University of Southern Queensland WH&S policy, procedures and rules unless they have suitable WH&S policy, procedures or are Principal Contractors & have control of the site;
5. Contractors must:
 - Barricade the work site off to protect others;
 - Test & tag their electrical equipment;
 - Use a portable RCD (Safety Switch) at all times;
 - Provide and carry a MSDS with them for any chemicals they use;
 - Use the correct and safe ladder for the task; and
 - Keep the workplace tidy.
6. If you witness a contractor working unsafely, report it immediately to your Supervisor or USQSafe;
7. For high risk construction activities contractors will need to provide a Construction Workplace Plan and relevant Work Method Statements;
8. Contractor's performance, even for a minor job, can be evaluated by using a checklist to conduct spot inspections. (See; **Spot Inspection Checklist for Contractors**)



Spot Inspection Checklist for Contractors

No	ITEMS TO CHECK	Y	N	NA
1	Have all contractors been inducted, with induction records available, where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have all contractors signed in to the site visitors log book?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are all the contractors wearing a visitor's badge or sticker?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	If appropriate, are their licences and permits on the contractor eg. electrical, plumbers licence card)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are barricades and safety signage erected around the work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is electrical equipment tested and tagged ? Date of next test .../200....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is the contractor using a RCD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are correct power boards used (no double adaptors or piggy back plugs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is appropriate PPE available and being used and maintained correctly eg. <input type="checkbox"/> foot, <input type="checkbox"/> ear <input type="checkbox"/> eye, <input type="checkbox"/> head, <input type="checkbox"/> hand, <input type="checkbox"/> respiratory,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is all lifting gear tagged, current and in good condition? Date of next test .../200....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are ladders in good condition? (No domestic ladders on site)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	If the contractor is using a hazardous substance is a MSDS and relevant risk assessment available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	If USQ supplied a hazardous substance to a contractor were they given an MSDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	If the contractor is welding or oxy-cutting, has a hot work permit been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	If the contractor is using a portable gas bottle to conduct soldering, check the bottle to see that it is in date (10 years from the date on the bottle)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are work areas tidy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Hazards				
16.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Record of Training

I have read and understand the information provided to me for Contractor Safety and I have been issued with:



Tea Break Talk paper – Contractor Safety

_____	_____	____/____/____
Employee's Name (PRINT)	Employee's Signature	Date
_____	_____	____/____/____
Trainer's Name (PRINT)	Trainer's Signature	Date

Document Procedure:

- Original - to be kept on the employee's record of training
- Copy – forward to USQSafe for archive filing
- Electronic – USQSafe to record on PeopleSoft