

## PROVISION OF CONTRACTOR INDUCTIONS

### Facts:

USQ engages contractors to carry out a wide range of tasks in University workplaces.

### Legislation:

WH&S Regulations 2008 - s272/273

### General Safety Tips

- Managers/supervisors should always conduct a risk assessment to identify and control any hazards associated with using contractors. **(use Risk Matrix Tool Figure 1)**
- **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.
- Category 3, 4 & 5 Contractors must always be provided with an appropriate USQ induction prior to commencing work.
- All workers doing construction work require a General Safety Induction (Construction Industry) Card (also known as a blue card). Health and safety induction training completed by construction workers in Victoria & New South Wales are also recognised in Queensland.



### Options for conducting USQ Safety Inductions

#### Online

Contractors and all contractors' staff, who will be on site, can complete the on line induction located at:

<http://www.usq.edu.au/hr/usqsafe/safetyproc/whsmanual/whsmanc2.htm>

The contractor must submit completed assessment sheets for all workers to the nominated project officer before commencing work.

#### Face to face

Contractors & their staff who have not completed the online induction must be given a face to face induction using the USQ induction handbook.

The USQ staff member giving the induction must ensure that each person attending signs & hands in the acknowledgement slip at the back of the book. These completed forms are forwarded to the Office of Facility Management for filing.



## Level of induction

**Contractor is Principal Contractor (PC):** Where the contractor has been nominated as PC the induction should focus on USQ controlled issues. (See Table 1 for details.) The PC retains the obligation to provide a site specific safety induction for all those going onto the site.

**Table 1** USQ Controlled Issues

Arriving at University Grounds	Emergency Procedures
Amenities	Appropriate behaviour
USQ Contacts	Interruption of services
Parking & road rules	Smoking policy
Fire Alarms	Housekeeping
Environment Issues	

**USQ is Principal Contractor (PC):** Where USQ is the PC all persons will be provided with a site specific safety induction. The induction must include those things listed in the WH&S Regulation 2008 s273 (4)

**Other construction work:** Where there is **no** PC appointed then the face to face or on line induction must be completed by all contractors and their employees.

## Retention of records

All records of Contractor inductions are to be forwarded to the Office of Facilities Management (OFM) for filing. These records should be retained for the following periods:

- WH&S induction records should be kept for 5 years;
- unless it involves an activity that has the potential to affect the long term health of the individual such as asbestos related activities, in which case records must be kept for 30 years);
- Some WH&S records and documents may need to be kept longer for common law reasons; or if a WH&S procedure states a specific timeframe for archiving or retaining the document.

## Quick Reference Guide to Contractor Categories

	Category 1	Category 2	Category 3	Category 4	Category 5
Description	Light Deliveries	Heavy Deliveries	Consultants and Contract Workers	Minor Works	Major Works
Common applications	Mail, couriers, small suppliers	Usually involves handling equipment such as forklifts, cranes or multi person lifts	Labour-hire, long term (annual or period) contracts for cleaning and maintenance, security personnel, auditors, volunteers, gardeners, visiting lecturers, work experience personnel, vendors and stall operators	Building maintenance, cleaning, repairs, various trade or technical work and minor modifications	Construction works over \$80,000 and principal contractor appointed. New buildings, major grounds works, major modifications.
Induction	Nil	Nil	Staff Online Safety Induction or equivalent. Vendors and stall operators are to use the Contractor Safety Induction or equivalent	USQ Contractor Safety Induction delivered online, self-briefed using the USQ Contractor Handbook or presented by an appropriate USQ staff member. Regardless of the method used a record of the induction must be kept by the contract liaison officer	As required by the principal contractor but must also complete the USQ Contractor Safety Induction if access to the work site is through other USQ public areas
Identification	Uniform and/or company ID	Uniform and/or company ID	Nil or annual or period pass if issued	Must wear either USQ authorised contractor registration certificate (issued daily) or a USQ contractor identification pass issued annually by Facilities Management	Must wear company ID or be readily identifiable when outside the construction area
Registration	Nil (unless entering hazardous or controlled area)	Nil (unless entering hazardous or controlled area)	Nil (unless required by work area)	All minor works contractors (other than those with annual/period passes/IDs) must register on a daily basis using the USQ Contractor Sign-in Register	As required by the principal contractor

Probability	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
	No Injury 0-\$5K	First Aid \$5K-\$50K	Med Treatment \$50K-\$100K	Serious Injuries \$100K-\$250K	Death More than \$250K
Almost Certain	M	H	E	E	E
Likely	M	H	H	E	E
Possible	L	M	H	H	H
Unlikely	L	L	M	M	M
Rare	L	L	L	L	L
<b>Recommended Action Guide</b>					
E=Extreme Risk – Task <b>MUST NOT</b> proceed					
H=High Risk – Special Procedures Required (See USQSafe)					
M=Moderate Risk – Work Method Statement Required					
L=Low Risk – Use Routine Procedures					

Figure 1

### Record of Training

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



Tea Break Talk paper – Provision of Contractor Induction

\_\_\_\_\_  
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