



CONTRACTOR OHS MANAGEMENT AT MONASH UNIVERSITY

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1. PURPOSE

The purpose of this document is to provide for the effective management of occupational health and safety issues during the selection and engagement of a contractor by Monash University and to outline the process for control and supervision during contractor activities on site or on behalf of the university in accordance with the requirements of the Occupational Health and Safety Act (2004) and AS/NZS 4801:2001 *Occupational Health & Safety Management Systems – specifications with guidance for use*.

2. SCOPE

This procedure applies to contract work undertaken on buildings and property that is managed by Facilities & Services Division, Information Technology Services Division and Monash controlled entities at any Monash University site or on behalf of the university on the Australian campuses of Monash University and for Monash controlled entities. It applies to both short term and long term contractor selection and engagement.

Any deviation from the procedure must be approved by the Manager, Occupational Health and Safety or the Divisional Director of Facilities & Services or Information Technology Services.

3. ABBREVIATIONS

IT Services Division	Information Technology Services Division
JSA	Job safety analysis
OHS	Occupational health and safety

4. DEFINITIONS

4.1 CONTRACTOR

A contractor is any person or business entity, engaged through Facilities & Services, IT Services Division or a Monash controlled entity who enters into a contractual arrangement to carry out work for Monash University or for a Monash controlled entity.

All contractors must have completed:

- the Monash University contractor registration, and
- the Monash University contractor induction program.

4.2 CONTRACT SUPERVISOR/PROJECT OFFICER

The contract supervisor/project officer is the Facilities & Services/IT Services/Monash controlled entity staff member who is responsible for engaging and monitoring the contractor and contracted work.

4.3 MONASH CONTROLLED ENTITY

Monash controlled entities (eg companies) include entities where Monash can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of Monash University.

For the remainder of this document, a Monash controlled entity will be referred to as a controlled entity.

4.4 MONASH UNIVERSITY CONTRACTOR REGISTRATION

4.4.1 Contractor registration is the process of verifying and documenting that the proposed contractor meets the requirements of Monash University.

4.4.2 Completion of contractor registration is required to establish that the proposed contractor has appropriate:

- competence (qualifications and experience);
- insurance (professional indemnity and public liability);

4.5 SERVICE AGREEMENT

A service agreement is an agreement defining the scope of work and conditions of contract.

4.6 SUB CONTRACTOR

- A sub contractor is defined as any person or business entity engaged by the primary contractor to assist with the contracted work.
- Sub contractors are the direct responsibility of the primary contractor.
- All sub contractors must complete the Monash University contractor induction program.

5. SPECIFIC RESPONSIBILITIES

5.1 CONTRACT SUPERVISOR/PROJECT OFFICER

It is the responsibility of the contract supervisor/project officer to ensure that:

- the prequalification process is completed prior to awarding the contract (issue of service agreement);
- the primary contractor has successfully completed the contractor induction process prior to commencing work; and that
- contact is maintained with the contractor, providing job supervision and inspection of the quality of the work;
- safe premises is provided for contractors to carry out their work.

5.2 CONTRACTORS

The responsibilities of contractors are outlined in detail in the Monash *Contractor Safety Induction*. A summary is provided below:

Monash University regards health, safety and environment as a shared responsibility between the contractor, their employees or sub-contractors, and the university itself.

Therefore, it is the responsibility of contractors to ensure that:

- they are competent to do the job asked of them;
- they have the qualifications, training, experience and certificates of competency that will be needed for the job;
- they have the OHS and environmental knowledge required for the job;
- they maintain the premises in which they work in a safe and healthy manner for themselves and for the staff and students of Monash university;
- they employ safe tools and systems of work to do a job;
- electrical power tools are regularly inspected and tagged in accordance with AS3760;
- they comply with appropriate standards;
- MSDS are provided for all chemicals;
- instructions and supervision from the contracting company are adequate. Close supervision is required particularly in the case of young or inexperienced workers;
- they communicate regularly with their Monash contract supervisor/project officer;

- methods of work are approved by the contract supervisor/project officer;
- they raise any issue that is or may become a health, safety, environmental or core business concern.

6. CONTRACTOR INDUCTION PROCESS

The Monash University contractor induction process is also described in the document *OHS induction & training at Monash University*.

6.1 Before commencing work at Monash University, contractors, sub-contractors and their employees engaged through Facilities & Services/IT Services/controlled entities must have:

- attended an industry training program and have been issued with a 'RED CARD' unless they are only undertaking minor maintenance, cleaning etc;
- completed the *Monash Contractor Safety Induction* and competency assessment specific to the campus where they will be working, conducted by the contract supervisor/project officer. At this induction they will be issued with the campus-specific Monash University campus contractor's OHS reference booklet.

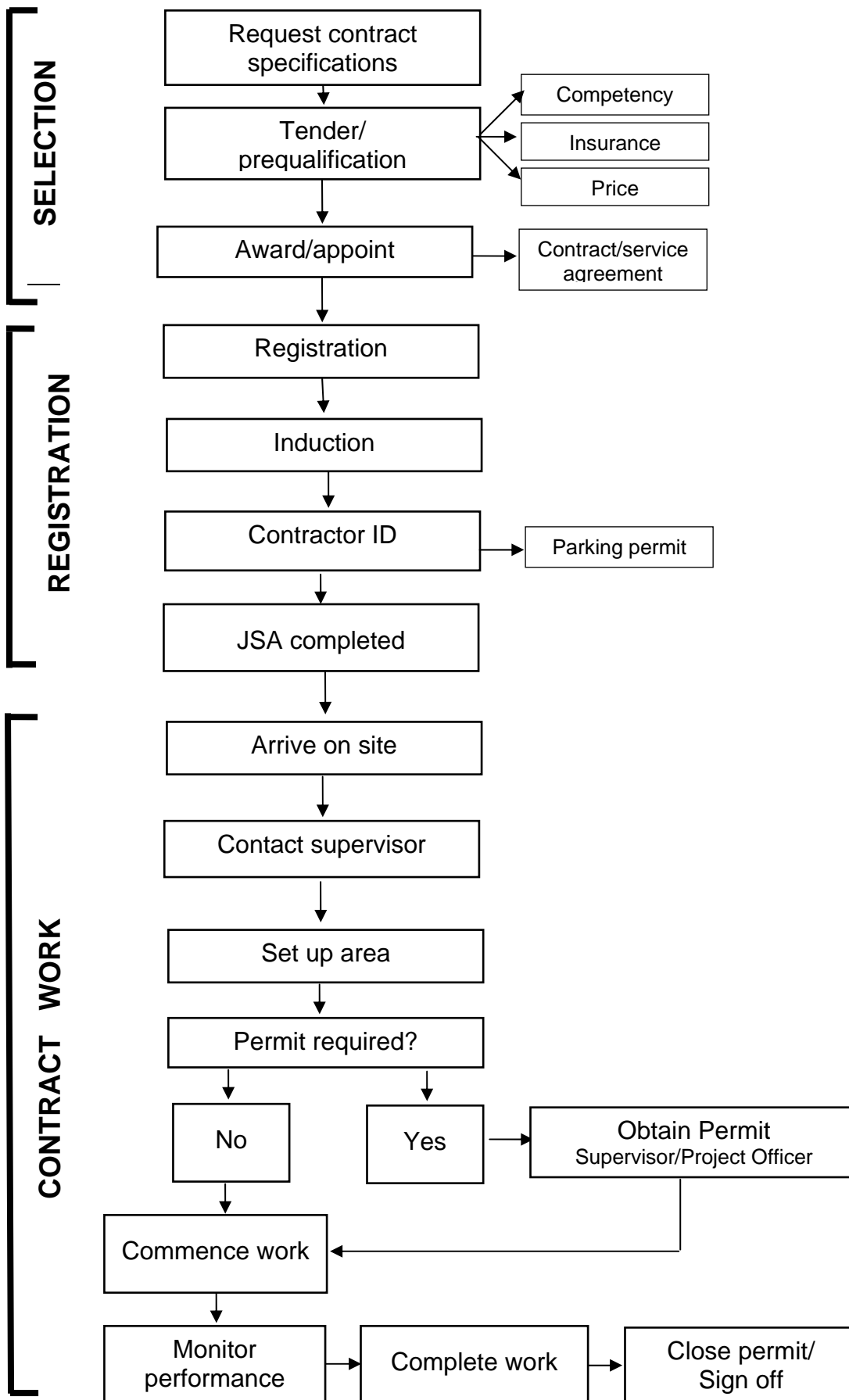
6.2 Following completion of the *Monash Contractor Safety Induction*, Facilities & Services/ IT Services/controlled entities will issue each contractor with an ID card.

6.3 While undertaking work at Monash University, contractors, sub-contractors and their employees must:

- retain in their possession and be able to produce the "RED CARD" on request;
- wear the contractor's I.D. card issued by Facilities and Services/IT Services/controlled entities.

7. CONTRACTOR MANAGEMENT PROCEDURE

The OHS requirements relating to contractor management are summarised in the following three stages.



8. RECORDS

- | <u>Record to be kept by</u> | <u>Records</u> | <u>To be kept for:</u> |
|-------------------------------------|---|------------------------|
| • Facilities & Services/ | • Contractor registration forms | • 5 years |
| • IT Services/ | • Certificates of currency, eg workers compensation, public liability, professional indemnity | • 5 years |
| • Controlled entities | • Contractor safety induction records | • 5 years |
| | • Evidence of competency (trade or academic references) | • 5 years |
| | • Completed permits | • 5 years |
| | • Completed JSA | • 5 years |
| • Security & Traffic | • Copies of permits | • 5 years |

9. REFERENCES

9.1 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)

9.2 MONASH UNIVERSITY OHS DOCUMENTS

(<http://www.adm.monash.edu.au/ohse/documents/#policies>)

Contractor registration forms

Job safety analysis

Monash contractor induction program

OHS management at Monash University: Structure, functions, roles and responsibilities

OHS risk management at Monash University

OHS induction and training at Monash University

Permit to work forms and procedures

Campus-specific contractor's occupational health and safety reference booklet

9.3 AUSTRALIAN STANDARDS

AS/NZS 4801:2001 Occupational Health & Safety Management Systems – specifications with guidance for use.