

Contractor Work Health and Safety Management Manual

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1. INTRODUCTION

1.1. Purpose

We value your health, safety and well-being wherever and whenever you are participating in University activities or visiting one of our Campuses.

The purpose of this manual is to describe how Edith Cowan University ensures work Contractors undertaking work for the University:

- Meet our WHS requirements; and
- Undertake their work safely so we can fulfil our duty of care to Contractors under the Work Health and Safety Act 2020 (WA).

1.2. Scope

This manual provides guidance to and applies to ECU Officers, Contract Owners and Responsible Officers and any other ECU Worker who may engage Contractors engaged to undertake services on ECU campuses, owned or operated locations. It does not apply to Visitors and commercial tenants.

1.3. Definitions

The [University Glossary](#), the [WHS Definitions Register](#) and the following definitions apply to this manual:

Term:	Definition:
Australian Standard	The Australian Standard is published by the Standards Association of Australia. https://www.standards.org.au/
Contractor	Contractors, subcontractors, consultants, suppliers, and their employees engaged by the University to perform works or services in the University's workplaces.

2. KEY ROLES AND RESPONSIBILITIES

2.1. ECU Officer

ECU Officers are responsible for establishing strategic and operational environments that support and empower Directors, Associate Deans, Managers and Supervisors, Contract/Project Managers and Responsible Officers in their area of accountability to understand and enact the processes outlined in this manual.

This includes:

- Ensuring that, regardless of the procurement process undertaken and financial value of the engagement, each Contractor engaged by their area has a Responsible Officer assigned and WHS requirements outlined in this manual are met. This includes where Contractors and consultants are engaged directly by Schools or Service Centres.
- Responsible Officers are in place within their area, are trained and provided with the time and resources required to undertake their responsibilities in relation to Contractor management.

2.2. Contract Owners

Contract Owners are responsible for:

- Following the requirement of the [Purchasing and Contracting Policy](#) and its supporting procedures and guidelines in relation to the purchasing of goods and services on behalf of the University.
- Ensuring a scope of work is developed for contracts and is risk assessed to identify the hazards associated with the work and appropriate risk controls.

2.3. Responsible Officer

Responsible Officers ensure Contractors and Consultants can undertake their work safely and are properly inducted into ECU's requirements.

All Contractors engaged by the University must be assigned an ECU Responsible Officer.

Our online Contractor Induction System ([MobiliseME](#)) enables Contractors to select their Responsible Officer from a list of trained Responsible Officers. The Campus Support Office monitors the current list of Responsible Officers.

2.3.1. Training

Given the important role they play in managing Contractors and Consultants, and to make sure they keep up to date with the University's requirements, all Responsible Officers are required to complete ECU Responsible Officer training and refresh this every two years.

Responsible Officer training can be completed within ECU's online Contractor Induction System ([MobiliseME](#)) on this [link](#).

2.3.2. Responsibilities

ECU workers who hold the role of a Responsible Officer for a Contractor engaged to undertake work for the University are responsible for:

- Managing the Contractor in accordance with the requirements outlined in this manual, including:
 - Ensuring processes are in place for consultation between the University and the Contractor on WHS issues.
 - Ensuring all category 1, 2 and 3 Contractors they manage are registered within ECU's online Contractor Induction System ([MobiliseME](#)) and have met the insurance and WHS self-assessment requirements.
 - Checking all Contractor inductions and required training, including high risk work licences where relevant, are current and valid before Contractors commence work.
 - Ensuring required WHS documentation is provided and pre-start meetings are conducted before work commences.
 - Checking Contractor equipment to ensure it is in good condition and the Contractor has appropriate PPE for the task.
 - Where required, ensuring a Permits to work are issued and authorised prior to work commencing.
 - Liaising with work areas in relation to the scheduling of work and any area specific hazards and inductions.
 - Addressing any concerns raised in relation to the suspected use of alcohol or other drugs and Contractor fitness for work.

- Ensuring Contractors are provided and comply with with relevant information required to undertake their work including the ECU [Critical Risks and Controls Standard](#), ECU minimum requirements for high-risk work, electrical safety procedures and work instructions, Unmanned Aerial Vehicle/drone use and asbestos management guidelines and register information.
- Monitoring the work of Contractors including undertaking Worksite Safety Checks, performance monitoring meetings and post-completion performance reviews.
- Recording all incidents and WHS breaches within Riskware and ensuring they are investigated.

2.4. Contract/Project Managers

Contract/Project Managers are responsible for following the requirements of this manual when planning, designing and developing new, temporary or refurbished work areas and where managing Category 4 Contractors to ensure health and safety risks are managed. This includes:

- Managing contracts in line with the Contract Management Framework Procedures, including development of a Contract Management Plan where applicable.
- Recording information provided by Category 4 Contractors, such as insurances and training records, within the Open Windows system or the Contractor Induction System (MobiliseME) and in line with the [Records Management Policy](#).
- Ensuring processes are in place for consultation between the University and the Contractor on WHS issues.
- Overseeing the process for independent WHS Audits of Category 4 Contractors where this is specified in the contract.
- Reviewing WHS management plans where they are required for construction projects.
- Ensuring they are advised of incidents and provided with copies of investigation reports. This includes being advised of notifiable incidents and communicating these incidents to the Safety and Employment Relations (SER) team by either emailing the details to WHS@ecu.edu.au or recording an incident report in Riskware.
- Monitoring the work of Contractors including performance monitoring meetings and post-completion performance reviews.

3. CONTRACTOR WHS CATEGORISATION

To ensure the right controls are in place to manage hazards associated with the work performed by Contractors, and regardless of the financial value of the job, all Contractors engaged by ECU must be assigned a Contractor WHS category based upon the nature and risk of the work they are undertaking as outlined in the [Contractor Scope of Work](#).

The Contractor WHS categorisation informs the way the Contractor is managed in relation to WHS considerations throughout the period of engagement including but not limited to:

- Procurement
- Induction and mobilisation requirements
- Monitoring and assurance.

The Contractor WHS categories are outlined in Table 1 below. A full summary of the WHS requirements for each category of Contractors is at [Appendix A](#).

Table 1: Contractor WHS Categories

Category	Overview	Contracting Scenarios
Category 1 Consultant	Low-risk consulting services and infrequent attendance on campus.	<ul style="list-style-type: none"> Office-based Labour-hire. Consultants working under ECU supervision (such as Auditors and Services Consultants). Vendors attending site to quote for work. Delivery of training or information sessions Light package deliveries not requiring motorised mechanical aids
Category 2 Basic Contractor and Contract Workers	Engaged to undertake lower-risk tasks and services	<ul style="list-style-type: none"> Consultants not under direct ECU supervision Security Officers Building maintenance, cleaning, repairs, various trade or technical work and minor modifications Low-risk grounds work
Category 3 Minor works and high-risk tasks or services	Engaged to undertake minor works and specific high-risk tasks or services.	<ul style="list-style-type: none"> Work tasks or services requiring a permit to work e.g., Hot Work, Working at Heights, Isolation, Excavation and Penetration, Cranes and Lifting, Confined Space Electrical work Workers conducting work in ECU Laboratories and workshops Workers using hazardous substances Removalists Higher-risk grounds work Contractors engaged by Commercial tenants who are interacting with ECU infrastructure (electrical, mechanical).
Category 4 Major Works	Engaged for a discrete project which will be carried out in a designated area controlled by the Contractor	<ul style="list-style-type: none"> Work where a Principal Contractor is appointed Building and Construction Works Specialist consultants such as Designers and Architects for Major Works. New builds, major works, major modifications.

For more information about Contractor WHS categorisation, please contact the WHS team at whs@ecu.edu.au or 6304 2302.

4. PLANNING AND SOURCING

ECU staff involved in purchasing goods and service on behalf of the University are required to comply with the [Purchasing and Contracting Policy](#) and it's supporting procedures and guidelines

- [Strategy and Planning Procedures](#)
- [Category Planning Procedures](#)
- [Strategic Sourcing Procedures](#)
- [Purchase to Pay Procedures](#)
- [Contract Management Framework Procedures](#)
- [Social and Sustainable Procurement Guidelines](#)

For more information about planning and sourcing goods and services, contact Strategic Procurement at procurement@ecu.edu.au

4.1. Planning

It is important WHS risks are identified prior to the purchase of goods and/or services to ensure good procurement outcomes are achieved and unforeseen hazards and compliance issues can be avoided. This can be achieved by scoping all contract works and planning to ensure risks are considered and WHS requirements associated with the works are identified.

Contract Owners are responsible for ensuring a [Contractor Scope of Work](#) is developed for contracts. The scope of work should include a WHS risk assessment to identify the hazards associated with the work and risk controls. Contract Owners are responsible for ensuring WHS risk assessments are conducted and can access support from the Procurement team and the Safety and Employment Relations Team where required. The [WHS Risk Assessment Procedure](#) provides guidance on conducting a WHS risk assessment.

WHS considerations during procurement planning include:

- Identifying whether the work is considered construction work under the WHS Act 2020 (WA) and therefore subject to specific WHS requirements;
- Deciding whether a Principal Contractor will be appointed for construction work;
- Checking compliance with legislative obligations based on the hazards and risks associated with the work;
- Confirming the responsibilities of each Person Conducting a Business or Undertaking (PCBU) involved;
- Identifying the work methods, equipment and people to be used;
- Identifying and collating the safety documentation required, e.g. Construction WHS Management Plan, Safe Work Method Statements (SWMS), Permits to Work, Job Safety Analysis (JSA), safety in design reviews, Safety Data Sheets (SDS).

The time spent scoping the work and undertaking a WHS risk assessment assists in determining the Contractor WHS category, as outlined in section 3, and ensuring appropriate planning occurs based on the level of risk.

4.2. Sourcing

ECU's purchasing processes and responsibilities are outlined in the [Strategic Sourcing Procedures](#) which include WHS requirements to be complied with to ensure any specific legislative requirements are met.

These include:

- Undertaking a [Procurement Risk Assessment](#) and WHS Risk Assessment. The [WHS Risk Assessment Procedure](#) provides guidance on conducting a WHS risk assessment.
- Radiation Biosafety and Hazardous Substances (RBHS) requirements including where an [RBHS application](#) is required for the work to be performed.
- Purchase of radioactive, biological, chemicals and hazardous materials and substances from Australian suppliers.
- Social and sustainable procurement considerations including minimising the purchase of toxic agents and generation of pollution and waste.
- Use of preferred ECU Panel Suppliers who have been pre-selected and evaluated to meet ECU requirements, including in relation to WHS.
- Tendering processes for certain high value purchases, where WHS criteria and evaluation are considered as part of the request for tender, evaluation and award processes. The [Procurement Tendering Handbook](#) provides further information on the tender process, and a University WHS resource is engaged to provide specialist advice and guidance on this process.

Contractor WHS categories have been developed to assist in identifying the procurement WHS requirements, based on the level of risk, and are summarised in Table 2 below.

Regardless of the category, any procurement above \$250,000 requires engagement with Strategic Procurement and reference to the following documents:

- [Procurement Plan](#)
- [Procurement Tendering Handbook](#).

Table 2: Procurement WHS Requirements

Strategic Procurement Resources and Tools			
Category	< \$250,000	> \$250,000	Support
Requirements for all categories	<ul style="list-style-type: none"> • Strategic Sourcing Procedures • Adhere to the spend commitment matrix i.e. 3 quotes or an exemption required 	<ul style="list-style-type: none"> • Strategic Sourcing Procedures • Tender required, engage with Strategic Procurement. 	Strategic Procurement
Category 1 Consultant	No additional items	No additional items	Strategic Procurement
Category 2 Basic Contractor and contract works	<ul style="list-style-type: none"> • Procurement Risk Assessment Tool • Vendor WHS Self-Assessment Tool • WHS Risk Assessment 	<ul style="list-style-type: none"> • Procurement Risk Assessment Tool • Vendor WHS Self-Assessment Tool • WHS Risk Assessment 	Strategic Procurement
Category 3 Minor works and high-risk tasks or services	<ul style="list-style-type: none"> • Procurement Risk Assessment Tool • WHS Risk Assessment • Vendor WHS Self-Assessment Tool <i>Possible review from SER.</i>	<ul style="list-style-type: none"> • Procurement Risk Assessment Tool • WHS Risk Assessment • Vendor WHS Self-Assessment Tool <i>Possible specific qualitative questions required from SER.</i>	Strategic Procurement Safety and Employment Relations

Category 4 Major Works	<ul style="list-style-type: none"> • Vendor WHS Self-Assessment Tool <i>Possible specific qualitative questions required from SER.</i> • May require WHS Management System Audit dependent on nature of engagement. • Project WHS Management Plan – <i>If deemed construction work under the WHS Regulations</i> 	<ul style="list-style-type: none"> • Vendor WHS Self-Assessment Tool <i>Possible specific qualitative questions required from SER.</i> • May require WHS Management System Audit dependent on nature of engagement. • Project WHS Management Plan – <i>If deemed construction work under the WHS Regulations</i> 	Strategic Procurement Safety and Employment Relations
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4.3. Communication, Consultation and Coordination Arrangements

Consultation with those involved in or impacted by work activities, services and or new equipment, helps ensure risks can be adequately managed and controlled.

The University has a duty to consult, cooperate and coordinate activities with other PCBU's where there is a shared duty to workers in relation to a WHS matter. Contractors being engaged to undertake work at University owned or leased premises or on University owned or leased equipment is an example of where a shared duty may exist.

Consultation with shared Duty Holders should be undertaken as soon as it becomes apparent that they will be involved in the work or that a shared duty exists. This may occur as part of contract or agreement negotiations, engagement discussions or project planning.

Where there is a contract between the Duty Holders and the activities pursuant to the contract give rise to a shared health and safety duty, advice can be sought from the University's Legal and Integrity Team at legalservices@ecu.edu.au to determine whether standard clauses apply or specific inclusions are required. Refer to section [4.4 Contracts](#).

The [WHS Communication and Consultation Guideline](#) provides further information on communication, consultation and coordination with other PCBU's where a shared duty exists.

Responsible Officers and Contract/Project Managers are responsible for ensuring that operational processes are in place for ensuring consultation occurs between the University, Contractors and Contractor companies on WHS issues to ensure WHS risk are being managed as planned and agreed. This includes:

- Being informed of and responding to WHS issues and hazards raised by Contractors;
- Monitoring incidents and their investigation and management;
- Discussion of proposed changes to the work to be conducted, the equipment or substances that are used; and
- Ensuring regular meetings are held between the Responsible Officer/Contract/Project Manager and Contractors to discuss WHS considerations relevant to the scope of works. This includes pre-start meetings and Contractor safety performance monitoring and review meetings.

4.4. Contracts

Contracts and Memorandums of Understanding (MOUs) must be managed in accordance with the [Contract Management Framework Procedures](#).

The University has certain legislative obligations to its workers and Contractors in its workplace, including the requirement to protect them against harm to their health and safety through the elimination or minimising the risks arising from the work. To the extent relevant, the University's Work Health and Safety Standards, and duty of care obligations as a PCBU must be taken into account in the negotiation and establishment of Contracts and MoUs.

Given the compliance issues which need to be met, staff must seek advice from appropriate sources, including the Strategic and Governance Services Centre and the Finance and Business Services Centre, prior to negotiating or entering into any Contract or MoU developed by the party with whom the University is contracting, or where there is any deviation from the University's approved standard Terms and Conditions.

It is important to remember that all procurement and Contract related documents are to be managed in accordance with the University's [Records Management Policy](#).

5. CONTRACTOR ONBOARDING AND MOBILISATION

Following the acceptance of a contract by a Contractor, and prior to the Contractor commencing work, the University has processes in place to ensure workers are inducted, have provided any required documentation and have the appropriate access to work areas. These processes are referred to as Contractor Onboarding and Mobilisation.

Contracts meeting the requirements of the [Contract Management Framework Procedures](#) should be managed in line with those requirements by the Contract Manager, including the development of a [Contract Management Plan](#).

5.1. Contractor Induction System (MobiliseME)

Responsible Officers are responsible for ensuring all category 1, 2 and 3 Contractor companies and individuals are registered within ECU's online Contractor Induction System ([MobiliseME](#)) and all requirements for insurances, licences, inductions, and, where appropriate, WHS Self-Assessments are current and valid.

These requirements must be completed before the Contractor commences work. Inductions and upload of insurances and licences can be undertaken in the Campus Support Office should the Contractor turn up to work without providing this information beforehand.

It is essential that all required onboarding and mobilisation requirements have been met prior to a Contractor performing any work. Where the Contractor company does not hold current insurances, licences or WHS self-assessment checks, or the individual Contractor does not have a current induction, they may not undertake work until remedied.

The [Campus Access Induction Manual](#) provides support documentation for Contractors, Responsible Officers and Contractor Company Administrators using the Contractor Induction System ([MobiliseME](#)).

5.2. Insurance

It is mandatory for all categories of Contractor to hold Certificates of Currency for the following types of insurance that cover the timeframe of the duration of the work:

- Public and Products Liability insurance
- Workers' Compensation insurance for all companies who are not sole traders.

Subject to the type of engagement of Category 1, 2 and 3 Contractor Companies, the following insurance policies may also need to be evidenced.

- Professional Indemnity Insurance - for Contractors providing specialist advice to the University)
- Motor Vehicle and Third Party Liability Insurance - for Contractors using company vehicles to execute contracted activities on behalf of the University e.g. removalists or couriers.

Category 1, 2 and 3 Contractor companies and sole traders are required to upload copies of the mandatory insurances to the Contractor Induction System ([MobiliseME](#)) and maintain their currency in order to be able to undertake work for the University. Insurances should be uploaded to the Contractor Induction System ([MobiliseME](#)) before the Contractor attends site and before work commences. This activity can be undertaken in the Campus Support Office should the Contractor attend site without providing this information.

As outlined in the [Contract Management Framework Procedures](#) Category 4 Contractors are required to provide this information to their Contract/Project Managers for recording in the Open Windows system.

5.3. Contractor WHS Self-Assessment

As part of the University's WHS assurance processes for Contractors, Category 2 and 3 Contractor companies are required to undertake a WHS Self-Assessment every 2 years.

The WHS Self-Assessment must be performed by the Contractor company in accordance with the Contractor WHS Self-Assessment Procedure, utilising the Contractor WHS Self-Assessment Form and uploaded to the Contractor Induction System ([MobiliseME](#)). If a current WHS Self-Assessment is not uploaded, the Contractor company will not be able to undertake work for the University.

It is the Responsible Officer's responsibility to:

- Request the WHS Self-assessment be completed by the Contractor company and uploaded to the Contractor Induction System ([MobiliseME](#)) every 2 years.
- Review the WHS Self-assessment checklist results and work with the company to resolve any identified concerns.

Queries in relation to the results of a Contractor company WHS Self-Assessment can be directed to the WHS team at whs@ecu.edu.au or 6304 2302.

Category 4 Contractors may be required to complete a WHS Self-Assessment or independent WHS Audit of their WHS Management system on contract award and/or at specific intervals during the period of engagement, dependent on the requirements of the contract. The Contract/Project Manager is responsible for managing this process.

5.4. Inductions

It is essential that the University is able to confirm that anyone undertaking work on University premises understands ECU requirements and processes, including required permits to work and emergency processes.

Responsible Officers are responsible for ensuring Contractors and Sub-contractors have completed the relevant ECU Contractor WHS induction and any relevant area specific inductions (such as Laboratory or Workshop inductions) prior to attending site and commencing work for the University.

Should the Contractor attend site without completing the relevant Induction, this can be undertaken in the Campus Support Office and must be completed before they commence work.

The following inductions and validity periods apply based on Contractor categories.

Category	Required Induction	Frequency
Category 1 Consultant	<ul style="list-style-type: none"> Consultant and Volunteer Work Health and Safety Induction Area specific induction where relevant 	Valid for 24 months
Category 2 Basic Contractor and contract works	<ul style="list-style-type: none"> Contractor Work Health and Safety Induction Maintenance Contract Holder (BGIS) Induction for Contractors Engaged by BGIS Area specific induction where relevant 	Valid for 24 months
Category 3 Minor works and high-risk tasks or services	<ul style="list-style-type: none"> Contractor Work Health and Safety Induction and/or Maintenance Contract Holder (BGIS) Induction for Contractors engaged by BGIS. Area specific induction where relevant 	Valid for 24 months
Category 4 Major Works	The controller of the work site follows its own WHS management system and induction processes.	

5.5. Training, Competency and Licences

Having the necessary skills and experience needed to perform work safely may sometimes require specific qualifications and/or licences. Responsible Officers are responsible for ensuring the Contractor, and any Sub-contractors provide evidence of the training and licences required to perform the work activities they have been engaged to undertake.

This may include, but is not limited to current:

- General Construction Induction Training Card – mandatory for all persons who perform construction work;
- Licences related to:
 - Electrical Work.
 - Demolition.

- Asbestos Removal.
- Driver's Licence;
- Australian High-Risk Work Licences for the following work where it meets the requirements of Schedule 3 the WHS (General) Regulations 2022 (WA);
 - Scaffolding
 - Dogging
 - Rigging
 - Crane and Hoist Operation
 - Reach Stackers
 - Forklift Operation
 - Pressure Equipment Operation
- Work activity specific competency certificates such as Working at Heights and Confined Space.

For Category 1, 2 and 3 Contractors, copies of the training and licences must be sighted and uploaded under the individual Contractor's record in the Contractor Induction System ([MobiliseME](#)) and verified by the Responsible Officer before work commences.

For Category 4 Contractors records of training and licences should be maintained by the Principal Contractor in line with their WHS Management system but be provided to the Contract/Project Manager for verification upon request, with copies stored in line with the [Records Management Policy](#).

5.6. WHS Documentation and Risk Assessment

Work activities conducted by Contractors should be planned for to ensure hazards are identified and risks are eliminated or reduced so far as is reasonably practicable. Before commencing work activities, the engaged Contractor is required to supply the Responsible Officer with WHS documentation relevant to the work tasks to be performed in order to confirm WHS risk has been considered and managed.

This documentation may include:

- Licences and qualifications of workers
- Activity or project risk assessment for the work capturing the hazards, risk and controls to eliminate or reduce risk so far as is reasonably practicable.
- Job Safety Analysis (JSA). Further information on JSA's is available from the [Department of Mines Industry Regulation and Safety](#) and ECU's [Job Safety Analysis Work Instruction](#).
- Safe Work Procedures (SWPs), Safe Work Instructions (SWIs) and Safe Work Method Statements (SWMS).
- Traffic Management Plans, where relevant. Further information on Traffic Management is available from [Safe Work Australia](#).
- Safety Data Sheets (SDS) for any hazardous substances to be used.

The Responsible Officer is responsible for ensuring the required documentation is provided before work commences.

5.6.1. Construction Work

If the work falls into the definition of Construction work, specific additional WHS requirements apply as outlined in the [Code of Practice for Construction Work](#) and below will also be required.

5.6.1.1. Safe Work Method Statements

Safe Work Method Statements (SWMS) are required for high-risk Construction work as outlined in the Work Health and Safety (General) Regulations 2022 (WA).

Copies of Safe Work Method statements must be kept for two years in the event of a notifiable incident.

Further information on Safe Work Method Statements is available in section 4 of the [Code of Practice for Construction Work](#).

5.6.1.2. WHS Management Plans

Given the risk profile involved and legislative requirements, a written WHS management plan is required for Construction projects. This must be prepared by the Principal Contractor and reviewed by the Contract/Project Manager and other University Stakeholders before the project commences.

The WHS management plan must include:

- the names, positions and health and safety responsibilities of all persons at the workplace whose positions or roles involve specific health and safety responsibilities in connection with the project;
- the arrangements in place, between any persons conducting a business or undertaking at the workplace where the construction project is being undertaken, for consultation, cooperation, and the coordination of activities in relation to compliance with their duties under the WHS Act and Regulations;
- the arrangements in place for managing any work health and safety incidents that occur;
- any site-specific health and safety rules, and the arrangements for ensuring that all persons at the workplace are informed of these rules; and
- the arrangements for the collection and any assessment, monitoring, and review of safe work.

Each person who is to carry out construction work in connection with the project is, before commencing work, made aware of the contents of the WHS management plan and their right to inspect the WHS management plan.

Further information on WHS Management Plans for Construction Projects is available in the [Code of Practice for Construction Work](#).

5.7. Sign In and Identification

Contractors and Sub-contractors are required to sign-in on a daily basis when they arrive on campus and must wear relevant identification as outlined below based on their category. Daily sign-in is not applicable to Category 1 Consultants where accompanied/met by ECU staff.

Category	Sign-In	Identification
Category 1 Consultant	<ul style="list-style-type: none"> • Accompanied/met by ECU Staff, or • Sign in at Campus Support Office / Security (out of hours) 	<ul style="list-style-type: none"> • Contractor Access Card where building/room access required.
Category 2	<ul style="list-style-type: none"> • Campus Support Office 	<ul style="list-style-type: none"> • Contractor Card

Basic Contractor and contract works	<ul style="list-style-type: none"> • Security (out of hours) • Maintenance Contract Holder (BGIS) sign-in process for Contractors engaged by BGIS. 	<ul style="list-style-type: none"> • Commercial/contract staff wear uniforms and company ID badge • Maintenance Contract Holder (BGIS) wears uniform and company ID badge.
Category 3 Minor works and high-risk tasks or services	<ul style="list-style-type: none"> • Campus Support Office • Security (out of hours) • Maintenance Contract Holder (BGIS) sign-in process for Contractors engaged by BGIS. 	<ul style="list-style-type: none"> • Contractor Card • Commercial/contract staff wear uniforms and company ID badge • Maintenance Contract Holder (BGIS) wears uniform and company ID badge.
Category 4 Major Works	Managed by Principal Contractor on behalf of ECU.	The Principal Contractor is responsible for building site controlled access and identification requirements.

Responsible Officers must ensure these processes are being followed by the Contractors they are responsible for.

5.8. Tools, Equipment and Machinery Checks

Making sure work is being performed safely includes checking that the tools and equipment being used are in good condition.

As Contractors are required to supply their own tools, machinery and equipment for the work they have been engaged to perform, Responsible Officers should check the condition of these items as part of the mobilisation process to ensure they are in a safe condition. Any tools, machinery and equipment must be fit for purpose, licenced (if relevant) and maintained to meet legislative requirements and Australian Standards.

Contractors are responsible for ensuring:

- Non-electrical tools, equipment and machinery is in good working order
- Electrical tools, equipment and machinery is tested, tagged and checked before use.
- They have a supply of first aid equipment and are carrying an appropriately stocked first aid kit in their vehicles for Category 2 and 3 Contractors.

Any equipment in poor condition, or which has no current testing and tagging label is not to be used.

5.9. Personal Protective Equipment

Contractor companies are required to provide their workers with any protective clothing and equipment (PPE) required for the work activities, as identified in risk assessments and SWMS.

The PPE provided must comply with the relevant legislation, Australian Standards, Codes of Practice or Safety Data Sheet (SDS) requirements. Responsible Officers can refer to the ECU [Personal Protective Equipment Guideline](#) for further information on PPE requirements and should check that Contractors have the correct PPE for the job.

Where health monitoring related to the wearing of PPE is required, such as is the case for protection from the risk of hearing loss associated with noise, the Contractor company is responsible for conducting this health monitoring for the workers they engage.

5.10. Pre-start Meetings

Responsible Officers should conduct pre-start meetings with Contractors and any Sub-contractors before the work commences. Pre-start meetings enable those involved or impacted by the work to consult with each other and confirm WHS requirements. Pre-start meetings are required for all Category 3 Contractor works given their higher risk nature.

Pre-start meetings should include:

- Agreement on the works being conducted.
- Review of site and job specific hazards, risks and controls including review of the Job Safety Analysis and Safe Work Method Statements.
- Communication and consultation requirements specific to the work and location, such as liaison with Schools and Service Centres on work to be conducted.
- Identification of service interruptions.
- Traffic management plans where relevant.
- Permit to Work requirements; and
- Hazard and incident reporting requirements.

It is recommended that a record of pre-start meetings is kept via the use of minutes or diary note as Pre-start meeting records are an invaluable source of information should any incidents occur.

5.11. Permits to Work

Permits to Work are issued for specific high risk work activities. Where permits to work are required, Responsible Officers are responsible for ensuring they are issued and authorised prior to the commencement of the work.

High risk work activities requiring Permits to Work are:

- Excavation and Penetration
- Working at Heights
- Confined Space
- Isolation
- Hot Work
- Cranes and Lifting

Please refer to the [ECU Permit to Work Procedure](#) for further details on the process for issuing, authorising, handing over and closing permits to work.

ECU permits are generated via the [Maintenance Work Permits](#) Generator. A [Rescue Plan template](#) is also available for use.

In addition to permits to work, there may be other WHS measures required for specific high risk activities as outlined in the [WHS Critical Risks and Controls Standard](#) and the following minimum requirements documents:

- [Minimum Requirements – Cranes and Lifting](#)
- [Minimum Requirements – Confined Space](#)
- [Minimum Requirements – Excavation and Penetration](#)

- [Minimum Requirements – Hot Work](#)
- [Minimum Requirements – Isolation and Lock Out](#)
- [Minimum Requirements – Working at Heights](#)

The Responsible Officer must supply contractors with copies of the [WHS Critical Risks and Controls Standard](#) and any minimum requirements documents relevant to the scope of work, and is responsible for checking contractors conform with requirements.

In certain circumstances, such as with ECU's Major Maintenance Contractor, the Contractor will be able to use their permit system. This may only be agreed following consultation with the Contract Manager, Manager Building and Maintenance and review of the Contractor's Permit to Work System and these permits should be made available to the University at any time requested.

Category 4 Contractors, including where a Principal Contractor is appointed, work under their own WHS Management systems and permit to work processes.

6. MANAGING THE WORK

Contractors are usually engaged because they have the technical abilities, knowledge, equipment and experience needed to perform activities on behalf of the University. Responsible Officers play an important role in overseeing the Contractor's work from a WHS perspective, to ensure they are using safe systems of work.

This oversight can be achieved by reviewing WHS documentation, observing Contractor activities and ensuring:

- communication and consultation occurs in relation to work scheduling and locations;
- work areas are appropriately signed, barricaded and traffic management plans are in place where required;
- requirements for higher risk work tasks and activities are communicated and met;
- incidents are reported and investigated; and
- monitoring Contractor performance as outlined in [section 7](#) of this manual.

6.1. Work Area Consultation and Communication

6.1.1. Work Scheduling

Responsible Officers must ensure that the work area(s) impacted by the works, including where shared or leased facility arrangements are in place, are consulted and communicated to in relation to the proposed works and their timing, prior to the work being conducted. This is in order to minimise disruption to working, learning and research activities and to ensure that any hazards in the work area are advised to Contractors.

6.1.2. Working in Laboratories and Workshops

There may be particular hazards associated with conducting work in laboratories and workshops including:

- Presence of infectious/biological agents
- Radiation

- Presence of Hazardous Substances and Dangerous Goods.

Responsible Officers must liaise with the Laboratory or Workshop Manager to ensure Contractors are made aware of any hazards and relevant area specific inductions are completed to approve entry into the work location before the work commences.

6.1.3. Noise Disturbance

Contractors are responsible for taking all practical precautions to minimise noise resulting from work being undertaken. Unless otherwise agreed to with the Responsible Officer, noise that exceeds the normal office operating levels of 70dBA must be undertaken outside standard working hours.

The Responsible Officer is responsible for consulting with Workers who normally work in the workplace before any arrangements are made to permit noisy work outside of standard working hours.

6.2. Contractor Fitness for Work

Contractor companies are responsible for ensuring their personnel are fit for the work they are engaged to undertake. This includes ensuring they are not under the influence of alcohol or drugs in line with [ECU's Alcohol and Other Drugs Management Policy](#).

Use of alcohol or other drugs by Contractors which results in anti-social behaviour, potential or actual harm to themselves and/or others, or damage to University reputation and/or property may result in them not being permitted to remain on campus. Due to the nature of work, a zero tolerance to alcohol and other drugs applies to Contractors involved in activities such as building works.

Responsible Officers are responsible for addressing any concerns related to the suspected use of alcohol or other drugs with the Contractors and reporting any incidents that involve Contractor use of alcohol and drugs that breach the Policy in accordance with the [Incident Reporting and Investigation guidelines](#).

6.3. Work Area Management

Contractors are responsible for ensuring the work area is maintained in a safe condition and minimising the risk of Workers, Students and Visitors coming into contact with the hazards associated with the work being undertaken. This includes ensuring:

- The work area is appropriately barricaded and signed to limit access;
- A traffic management plan is in place, where required, to minimise interaction of pedestrians and vehicles with the work activities; and
- Appropriate housekeeping is in place.

Responsible Officers should check work areas meet these requirements as part of their monitoring of Contractors and completion of Worksite Safety checks. Where concerns are found, the work should be stopped until they are addressed.

6.4. High-Risk Work and Critical Controls

Responsible Officers must ensure they understand ECU's minimum requirements for high-risk work and the Critical Controls for Critical Risks as outlined below:

- [WHS Critical Risks and Controls Standard](#)
- [Minimum Requirements – Cranes and Lifting](#)

- [Minimum Requirements – Confined Space](#)
- [Minimum Requirements – Excavation and Penetration](#)
- [Minimum Requirements – Hot Work](#)
- [Minimum Requirements – Isolation and Lock Out](#)
- [Minimum Requirements – Working at Heights](#)

The Responsible Officer is obligated to provide contractors they engage with copies of these documents and to check that contractors comply with ECU's minimum requirements and critical controls.

High-risk work cannot be undertaken unless the Contractor is appropriately trained and licenced (where relevant), a risk assessment has been completed and permit to work is in place.

Where high-risk work licences are required under the WHS (General) Regulations 2022 (WA), as below, these must be checked for currency by the Responsible Officer before work commences:

- Scaffolding
- Dogging
- Rigging
- Crane and Hoist Operation
- Reach Stackers
- Forklift Operation
- Pressure Equipment Operation

6.5. Electrical Works

Responsible Officers are responsible for ensuring all electrical work is performed in accordance with statutory requirements for electrical work and the University's [Electrical Safety Procedure](#). This procedure requires all projects involving electrical modifications or maintenance to University infrastructure to be authorised and approved by the Manager, Technical Services (Building and Maintenance) prior to the work commencing. Electrical work must also comply with the critical controls and mandatory permits, licences and training outlined in the Electricity risk section of the WHS Critical Risks and Controls Standard.

The Responsible Officer must ensure that Electrical Contractors are provided with a copy of, and comply with the [University Electrical Contractors Work Instruction](#) which provides direction and guidance to all electrical Contractors working for the University as well as the [WHS Critical Risks and Controls Standard](#) critical risk related to Electricity.

All penetrations into a wall, floor or soffit require a Permit to Work in line with the [ECU Permit to Work Procedure](#) and [Minimum Requirements – Excavation and Penetration](#).

All electrical incidents must be reported immediately as per [section 6.9 Incident Management](#) and verbally advised to the Technical Services Manager, who will advise the relevant Regulator. An ECG should be sought immediately following any electrical shock, regardless of the severity and the results communicated to the Manager, Building and Maintenance and WHS Team.

6.6. Unmanned Aerial Vehicle / Drone Operation

Any Unmanned Aerial Vehicle (UAV) or Drone Operations that occurs on ECU campuses requires Approval and Flight Authorisation as outlined in the [Remote Piloted Aircraft System \(RPAS\) Procedures Manual](#) and [ECU Drone Flight Approval Flowchart](#).

Where UAV or drones are to be operated by a Contractor, the Responsible Officer is responsible for:

- Obtaining copies of the Contractor's:
 - Acquirer Reference Number (ARN)
 - Remote Piloted Aircraft (RPA) Operator
 - Accreditation (< 2kg drone)
 - Remote Pilot Licence (RePL) or Remote Operator's Certificate (ReOC) (> 2kg drone)
 - Drone Registration
 - Standard Operating Procedures or JSA / CASA Flight Authorisation.
- Submitting documents and flight authorisation to the Chief Pilot for flight authorisation
- Confirming use of the space with the Campus Support Office
- Seeking approval from the School/Centre Line manager before proceeding with the activity; and
- Notifying security@ecu.edu.au and providing evidence of approval prior to the flight.

6.7. Hazardous Substances

6.7.1. General Requirements

Responsible Officers must provide contractors with a copy of the Hazardous Substances section of the [WHS Critical Risks and Controls Standard](#), and ensure they comply with the Critical Controls and mandatory permits, licences and training requirements as relevant to their scope of work.

All chemicals to be used by Contractors must be approved for use on ECU locations prior to being brought onto campus.

The Contractor must provide details of the chemicals to the Responsible Officer, including the Safety Data Sheet (SDS) in advance of the work being conducted.

The chemicals must be referenced in the risk assessment and JSA and a compliant SDS kept with or near the location the hazardous substance is being used.

Should the Responsible Officer have any queries on the chemicals to be used or controls to be implemented, the Senior WHS Regulatory Advisor can be contacted via rbhsc@ads.ecu.edu.au or 6304 2302.

6.7.2. Polychlorinated Biphenyls (PCBs)

Polychlorinated Biphenyls (PCBs) are a family of chlorinated organic chemicals with varying levels of toxicity that have been widely used as insulators in electrical capacitors and transformers. Whilst they have been inhibited from import since 1975, Workers may be exposed to these hazardous chemicals when dismantling or serving capacitors or transformers, electrical motors, welders and fluorescent lights or involved in cleaning up spills or leaks.

In accordance with the Work Health and Safety (General) Regulations 2002 (WA), PCBs must only be used, handled or stored:

- in relation to existing electrical equipment or construction material; or
- for disposal purposes; or
- for genuine research and analysis.

Responsible Officers/Contract/Project Managers should advise Contractors where they are engaged to conduct work on buildings built prior to 1985 where refurbishments or demolition work includes electrical equipment.

Contractors who are required to handle and dispose of PCBs must do so according to [WorkSafe guidelines on safe handling of PCBs](#) and section [6.8 Waste Management](#).

6.7.3. Asbestos

The University has an Asbestos Register and [Asbestos Management Guideline](#) and [Asbestos Management Work Instruction](#) to provide guidance on the processes to manage and control the risk of exposure to asbestos containing material when undertaking maintenance to buildings, plant or equipment.

The Responsible Officer/Contract/Project Manager must confirm the location of any known asbestos-containing material with the Contractor prior to work being undertaken and ensure they are provided with details of the University's [Asbestos Management Guideline](#) and [Asbestos Management Work Instruction](#).

To access information from the Asbestos Register, Responsible Officers need to contact the Buildings, Projects and Planning Team via maint@ecu.edu.au.

When working near asbestos or removing asbestos-contained materials the Contractor must follow the [Asbestos Management Guideline](#) and WHS (General) Regulations 2022. Asbestos removal must only be carried out by a licensed asbestos removalist. Should the Contractor discover any material that is suspected of containing asbestos, they must stop work immediately and report it to the Responsible Officer, who is responsible for ensuring the incident is reported and investigated as outlined in [section 6.9](#).

6.8. Water Pollution and Sediment Control

Responsible Officers must advise Contractors that they are responsible for ensuring no grease, oil, soil, dust, dirt, sand, or any contaminated water from their work enters the storm drains or waterways.

6.9. Waste Management

Unless otherwise specified in the Contract Agreement, Contractors are responsible for the removal/disposal of debris, rubbish, and any leftover material from the contracted work, this includes ensuring any waste is stored safely whilst awaiting removal from the workplace. Waste management should be included within the risk assessment.

6.10. Incident Management

6.10.1. Category 1, 2 and 3 Contractors

Contractors are required to report all Hazards and Incidents to their Responsible Officer, as well as to their Contractor company.

For Category 1, 2 and 3 Contractors, the Responsible Officer is responsible for ensuring the Hazard or Incident is reported within the University's Incident and Hazard system, Riskware, on behalf of the Contractor and ensuring that an investigation is completed in consultation with the Contractor company.

Please refer to the [Incident Reporting and Investigation Guideline](#) for further detail on reporting and investigation requirements.

6.10.1.1. Notifiable Incidents and Site Preservation

Where a Notifiable Incident occurs on a work location under ECU's control, the Responsible Officer must inform the WHS team immediately on 6304 2302 or whs@ecu.edu.au.

For details on which incidents are Notifiable, refer to the [WorkSafe website](#).

Sites where Notifiable Incidents have occurred should not be disturbed until a WorkSafe WA Inspector, or Western Power Inspector in the case of an electrical incident, arrives at the site or at an earlier time as directed by the Inspector.

Site preservation is the responsibility of University Security. Prior to Security arriving at an incident scene, it is the responsibility of the person with management or control of the area to ensure, so far as is reasonably practicable, that the site where the incident occurred (including any plant, substance, structure or object associated with the incident) is not disturbed.

The requirement of site preservation does not prevent the following action to:

- a) Assist an injured person; or
- b) Remove a deceased person; or
- c) That is essential to make the site safe or to minimise the risk of a further notifiable incident; or
- d) That is associated with a police investigation; or
- e) for which an inspector or the regulator has given permission.

Once reported to the WHS team, statutory reporting will be undertaken by ECU roles as outlined in the [Incident Reporting and Investigation Guideline](#).

Copies of Safe Work Method statements must be kept for two years in the event of a notifiable incident.

6.10.2. Site Controlled by a Principal Contractor (Category 4)

For Category 4 Contractors where the work location is under the control of a Contractor company and their WHS Management system, the Contractor company processes should be utilised, unless otherwise agreed with the University.

ECU, through the Responsible Officer or Contract/Project Manager as applicable, must also be advised of the incident and be provided a copy of the investigation report.

6.10.2.1. Notifiable Incidents and Site Preservation

Where a Notifiable Incident occurs on a work location controlled by a Principal Contractor appointed by the University, the Principal Contractor is responsible for notifying the Regulator of the Notifiable Incident and ensuring site preservation requirements are met.

The Responsible Officer or Contract/Project Manager responsible for the work is to be informed of the Notifiable Incident as soon as possible and be provided with copies of any incident reports, investigations or communication with the Regulator.

The Responsible Officer or Contract/Project Manager must advise the WHS team of the Notifiable Incident as soon as possible on 6304 2302 or whs@ecu.edu.au.

Copies of Safe Work Method statements must be kept for two years in the event of a notifiable incident.

7. MONITORING CONTRACTOR SAFETY PERFORMANCE

Monitoring Contractor safety performance may include:

- Regular Contractor WHS Self-Assessments to ensure they maintain appropriate WHS management system processes;
- Discussions with the Contractor and walk through of the work site;
- Informal inspections of the work area on an ad hoc basis;
- Review of Contractor incidents and investigations;
- Formal Worksite Safety Checks at a frequency agreed with the Contractor.

The Responsible Officer/Contract/Project Manager is required to monitor the work of Contractors while they are undertaking works for the University to ensure they are:

- Meeting WHS Legislation, codes of practice and standards;
- Conducting the work in line with WHS requirements; and
- Executing job specific risk management plans.

7.1. Routine Contractor WHS Self-Assessment

As part of the University's WHS assurance processes for Contractors, Category 2 and 3 Contractor companies are required to undertake a WHS Self-Assessment every 2 years to ensure they have and maintain WHS management system processes and procedures.

Contractor companies must maintain the current WHS Self-Assessment within the Contractor Induction System ([MobiliseME](#)) to be able to continue to undertake work for the University.

The processes and accountabilities for undertaking a WHS Self-Assessment are outlined in [section 5.3 Contractor WHS Self-Assessment](#).

Category 4 Contractors may be required to complete a WHS Self-Assessment or independent WHS Audit of their WHS Management system at specific intervals during

the period of engagement, dependent on the requirements of the contract. The Contract/Project Manager is responsible for managing this process.

7.2. Worksite Safety Checks

The ECU Contractor Worksite Safety Checks Procedure provides details of the process for Responsible Officers to complete formal Worksite Safety Checks for Category 2 and 3 Contractors, and an associated Worksite Safety Checklist used for this purpose. This process forms part of the University's assurance processes for managing Contractors.

Category 4 Contractors may be required to complete a WHS Self-Assessment or independent WHS Audit of their WHS Management system on contract award and/or at specific intervals during the period of engagement, dependent on the requirements of the contract. The Contract/Project Manager is responsible for managing this process and keeping any associated documents in line with the [Records Management Policy](#).

7.3. Performance monitoring and review meetings

The Responsible Officer or Contract/Project Manager should hold performance monitoring and review meetings with the Contractor company in line with the [Contract Management Framework Procedures](#). WHS should be a key component of these discussions.

The [Contract Review Meeting Agenda and Minutes template](#) can be used to document these discussions and any agreed actions.

7.4. WHS Breaches

The Responsible Officer and Contract/Project Manager may direct the Contractor to cease work, or modify their work activities, in order to eliminate or reduce hazards that adversely impact the safety of Workers, Students or Visitors. This includes where Contractors fail to implement and monitor WHS requirements in line with legislation, risk assessments, SWMS, isolation and permit to work procedures and any other ECU requirements.

The unsafe behaviour must be raised with the Contractor and Contractor Company Representative as a WHS breach and actions agreed to resolve it. Work should not recommence until the issue is resolved. The WHS team is available on whs@ecu.edu.au or 6304 2302 to assist in the review of WHS breaches.

The Responsible Officer or Contract/Project Manager must ensure that all WHS breaches are recorded as an incident within the ECU incident management system Riskware. Please refer to the [Incident Reporting and Investigation Guideline](#) for further details.

WHS breaches should be discussed and documented in Performance monitoring and review meetings held as outlined in [section 7.3 Performance monitoring and review meetings](#) and should be an input into the post job performance review as per [section 8.2 Post Job performance review](#).

8. CLOSE OUT

8.1. Job/Project Completion and Demobilisation

When the Contractor has completed the works they have been engaged to undertake, the Responsible Officer or Contract/Project Manager is responsible for confirming:

- The work has been completed as identified in the [Contractor Scope of Work](#).
- The work area has been left free of hazards with all waste removed;
- Any isolations have been removed as outlined in the [Minimum Requirements – Isolation and Lock Out](#) and permits are signed off and closed out as per the [ECU Permit to Work Procedure](#).
- Any required documentation and training for new installations has been provided by the Contractor.

8.2. Post job performance review

At the conclusion of the job, the Responsible Officer or Contract/Project Manager should undertake a post completion performance review as outlined within the [Contract Management Framework Procedures](#).

This review should take into account Contractor safety performance to assist in determining whether the Contractor should continue to be engaged for work at the University. Inputs into the review may include:

- WHS Self-assessments and action resolution
- Worksite Safety checks
- Performance monitoring and review meeting outcomes
- WHS Breaches
- Incidents and management
- Performance reporting and KPIs where relevant.

The outcomes of the Contractor safety performance review becomes an input into future procurement planning activities as outlined in the [Strategic and Planning Procedures](#).

9. RELATED DOCUMENTS

- [Alcohol and Other Drugs Management Policy](#)
- [Asbestos Management Guideline](#)
- [Asbestos Management Work Instruction](#)
- [Campus Access Induction Manual](#)
- [Category Planning Procedures](#)
- [Contract Management Framework Procedures](#)
- [Contract Management Plan](#)
- [Contract Review Meeting Agenda and Minutes template](#)
- [Contractor Scope of Work Template](#)
- [Contractor WHS Self-Assessment Procedure](#)
- [Contractor WHS Self-Assessment Form](#)
- [ECU Contractor Worksite Safety Checks Procedure](#)
- [ECU Drone Flight Approval Flowchart](#)
- [ECU Permit to Work Procedure](#)
- [Electrical Safety Procedure](#)

- [Incident Reporting and Investigation Guideline](#)
- [Job Safety Analysis Work Instruction](#)
- [Minimum Requirements – Cranes and Lifting](#)
- [Minimum Requirements – Confined Space](#)
- [Minimum Requirements – Excavation and Penetration](#)
- [Minimum Requirements – Hot Work](#)
- [Minimum Requirements – Isolation and Lock Out](#)
- [Minimum Requirements – Working at Heights](#)
- [Personal Protective Equipment Guideline](#)
- [Procurement Tendering Handbook](#)
- [Purchase to Pay Procedures](#)
- [Purchasing and Contracting Policy](#)
- [RBHS Application and Approval Process Flow diagram](#)
- [Records Management Policy](#)
- [Remote Piloted Aircraft System \(RPAS\) Procedures Manual](#)
- [Rescue Plan template](#)
- [Social and Sustainable Procurement Guidelines](#)
- [Strategic and Planning Procedures.](#)
- [Strategic Sourcing Procedures](#)
- [Tender Evaluation Report Template](#)
- [University Electrical Contractors Work Instruction](#)
- [Vendor WHS Self-Assessment Tool](#)
- [Worksite Safety Checklist](#)
- [WHS Critical Risks and Controls Standard](#)
- [WHS Communication and Consultation Guideline](#)
- [WHS Risk Assessment Procedure](#)

10. CONTACT INFORMATION

For queries relating to this document please contact:

Manual Owner:	Chief Safety Officer
All Enquiries Contact	Chief Safety Officer
Telephone:	08 6304 2302
Email address:	whs@ecu.edu.au

11. APPROVAL HISTORY

Manual approved by:	Chief Safety Officer
Date manual first approved:	January 2023
Date last modified:	May 2023
Revision history:	<p>January 2022</p> <p>1.0 New Manual</p> <p>May 2023</p> <p>1.1 References to ECU Critical Risks and Controls standard added. Updated frequency of RO training refresher from annual to every 2 years.</p> <p>June 2023</p> <p>1.2 updated reference documents links</p>

Next revision due:	May 2026
HPCM file reference:	HSMS/37

Appendix A: Summary of WHS Contractor Categories and Requirements

	Category 1 - Consultant	Category 2 Basic Contractor & contract workers	Category 3 Minor works & high-risk tasks or services	Category 4 Major works
Overview	Low-risk consulting services and infrequent attendance on campus.	Engaged to undertake lower-risk tasks and services.	Engaged to undertake Minor Works and specific high-risk tasks or services.	Engaged in a discrete project which will be carried out in a designated area controlled by the contractor.
Contracting scenarios	<p>Office-based Labour-hire. Consultants working under ECU supervision (such as Auditors and Services Consultants).</p> <p>Vendors attending site to quote for work.</p> <p>Delivery of training or information sessions</p> <p>Light package deliveries not requiring motorised mechanical aids</p>	<p>Consultants not under direct ECU supervision</p> <p>Security Officers Building maintenance, cleaning, repairs, various trade or technical work and minor modifications</p> <p>Low-risk grounds work</p>	<p>Work tasks or services requiring a permit to work e.g., Hot Work, Working at Heights, Isolation, Excavation and Penetration, Cranes and Lifting, Confined Space</p> <p>Electrical work</p> <p>Workers conducting work in ECU Laboratories and workshops</p> <p>Workers using hazardous substances</p> <p>Removalists</p> <p>Higher-risk grounds work Contractors engaged by Commercial tenants who are interacting with ECU infrastructure (electrical, mechanical).</p>	<p>Work where a Principal Contractor is appointed. Building and Construction Works</p> <p>Specialist consultants such as Designers and Architects for Major Works.</p> <p>New builds, major works, major modifications.</p>

<p>Procurement WHS Requirements</p> <p>Any procurement above \$250,000 requires engagement with Strategic Procurement and refer to the following documentation: Procurement Plan</p> <p>Procurement Tendering Handbook</p>	<p>Strategic Sourcing Procedures</p>	<p>Strategic Sourcing Procedures</p> <p>Procurement Risk Assessment Tool</p> <p>WHS Risk Assessment</p> <p>Vendor WHS Self-Assessment Tool Possible specific qualitative questions required from SER.</p>	<p>Strategic Sourcing Procedures</p> <p>Procurement Risk Assessment Tool</p> <p>WHS Risk Assessment</p> <p>Vendor WHS Self-Assessment Tool Possible specific qualitative questions required from SER.</p>	<p>Strategic Sourcing Procedures</p> <p>Procurement Risk Assessment Tool</p> <p>WHS Risk Assessment</p> <p>Vendor WHS Self-Assessment Tool Possible specific qualitative questions required from SER</p> <p>May require WHS Management System Audit dependent on nature of engagement. Project WHS Management Plan – <i>If deemed construction work under the WHS Regulations as per the note below.</i></p>
<p>Insurance Certificates of Currency</p>	<p>Insurances required include Public and Products Liability and Workers' Compensation for all companies that are not sole traders.</p> <p>Subject to the type of engagement, the following insurance policies may need to be evidenced:</p> <ul style="list-style-type: none"> Professional Indemnity Insurance 	<p>Insurances required include Public and Products Liability and Workers' Compensation for all companies that are not sole traders.</p> <p>Subject to the type of engagement, the following insurance policies may need to be evidenced:</p> <ul style="list-style-type: none"> Professional Indemnity Insurance 	<p>Insurances required include Public and Products Liability and Workers' Compensation for all companies that are not sole traders.</p> <p>Subject to the type of engagement, the following insurance policies may need to be evidenced:</p> <ul style="list-style-type: none"> Professional Indemnity Insurance 	<p>Insurances required include Public and Products Liability and Workers' Compensation.</p>

	• Motor Vehicle and Third Party Liability Insurance	• Motor Vehicle and Third Party Liability Insurance	• Motor Vehicle and Third Party Liability Insurance	
Induction Requirements	<p>Consultant and Volunteer Work Health and Safety Induction</p> <p>Valid 24 Months</p> <p>Specific area inductions where relevant.</p>	<p>Contractor Work Health and Safety Induction.</p> <p>Valid 24 months</p> <p>Maintenance Contract Holder Induction, where applicable, for Contractors engaged by BGIS.</p> <p>Specific area inductions where relevant.</p>	<p>Contractor Work Health and Safety Induction and/or Maintenance Contract Holder Induction for Contractors engaged by BGIS.</p> <p>Valid 24 months</p> <p>Specific area inductions where relevant.</p>	<p>The controller of the worksite follows its own WHS management system.</p>
Registration and Sign-in	<p>Accompanied/met by ECU Staff, or Sign in at Campus Support Office / Security (out of hours)</p>	<p>Campus Support Office Security (out of hours).</p> <p>Maintenance Contract Holder (BGIS) sign-in process for Contractors engaged by BGIS.</p>	<p>Campus Support Office Security (out of hours)</p> <p>Maintenance Contract Holder (BGIS) sign-in process for Contractors engaged by BGIS.</p>	<p>Managed by Principal Contractor on behalf of ECU.</p>
Identification	<p>Contractor Access card where building/room access required.</p>	<p>Contractor card.</p> <p>Commercial/ contract staff wear uniforms and company ID badge.</p> <p>Maintenance Contract Holder (BGIS) wears uniform and company ID badge.</p>	<p>Contractor card</p> <p>Maintenance Contract holder (BGIS) wear uniforms and company ID badge Company ID badge</p>	<p>The Principal Contractor is responsible for building site-controlled access and identification requirements.</p>
WHS Assurance processes	<p>Not required</p>	<p>If currently certified to ISO 45001;2018 or similar, provide evidence to ECU.</p> <p>If not, WHS Self-assessment every 2 years undertaken by Contractor.</p>	<p>If currently certified to ISO 45001;2018 or similar, provide evidence to ECU.</p> <p>If not, WHS Self-assessment every 2 years undertaken by Contractor.</p>	<p>As outlined in Contract.</p> <p>May include WHS Surveillance Audit or evidence of recognised WHS certification every 2 years provided by Contractor.</p>

		Worksite Safety Checks completed by Responsible Officer on agreed frequency.	Worksite Safety Checks completed by Responsible Officer on agreed frequency.	
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Note:

construction work means any work carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure. Construction work does not include any of the following —

- (a) the manufacture of plant;
- (b) the prefabrication of elements, other than at a place specifically established for the construction work, for use in construction work;
- (c) the construction or assembly of a structure that once constructed or assembled is intended to be transported to another place;
- (d) testing, maintenance or repair work of a minor nature carried out in connection with a structure;
- (e) mining or the exploration for or extraction of minerals.