



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

CONTRACTOR WHS GUIDELINES

CONTENTS

| | | |
|----|--|----|
| 1 | Introduction | 3 |
| 2 | Definitions | 3 |
| 3 | Responsibilities | 5 |
| | 3.1 University Managers or Equivalent | 5 |
| | 3.2 UOW Representative | 5 |
| | 3.3 Principal Contractor | 5 |
| | 3.4 Contractors (including sub-contractors)..... | 6 |
| | 3.5 WHS Unit..... | 6 |
| 4 | Pre-Works Assessment..... | 6 |
| | 4.1 Works Classification | 6 |
| | 4.2 Works Specification..... | 9 |
| | 4.3 Health and Safety Requirements..... | 9 |
| 5 | Contractor Management..... | 11 |
| | 5.1 WHS Management Plans | 11 |
| | 5.2 Safe Work Method Statements | 11 |
| | 5.3 Contractor Inductions..... | 11 |
| | 5.4 Contractor Incident Management..... | 13 |
| | 5.5 Monitoring Contractors..... | 13 |
| | 5.6 Contractor Non-Compliance | 14 |
| 6 | Record Management | 14 |
| 7 | Program Review | 14 |
| 8 | Related Documents | 14 |
| 9 | Referenced Documents | 15 |
| 10 | Version Control Table..... | 15 |
| 11 | Appendix 1 – Construction Work FAQ | 16 |
| 12 | Appendix 2..... | 20 |

1 Introduction

The University of Wollongong (UOW) is committed to providing a safe and healthy workplace for staff, students and visitors.

To meet its obligation under the [Work Health and Safety Act 2011](#) (NSW) (“*Act*”), the University must ensure that its employees and contractors carry out their work safely. To do this, the University and its contractors must ensure that risk from identified hazards is eliminated or controlled to an acceptable level which will not cause an injury. This includes:

- the design and implementation of systems of work that are safe
- undertaking hazard identification and risk control activities
- providing proper and safe equipment and substances and
- providing adequate instruction, training and supervision.

The aim of these guidelines is to provide a practical and relevant system for University staff overseeing the work of contractors, to integrate workplace health and safety requirements into contractor management and to fulfill the University’s obligations to its contractors.

The system incorporates a legislative and risk management approach for the utilisation of contractors so that potential risks to health and safety are identified, assessed and controlled. Additionally, the system facilitates the development of an overall safety management system for long term, high risk works.

Contractors are expected to work safely at all times, in line with their obligations under the Act and [Work Health and Safety Regulation 2011](#) (NSW) (“*Regulation*”) as well as relevant Codes of Practice and [Australian Standards](#).

2 Definitions

| | |
|--|---|
| Contractor | A person conducting a business or undertaking who is engaged by the University to perform work, carry out a service or provide labour hire. |
| Construction Project | A project that involves construction work where the cost of the construction work is \$250,000 or more. |
| Construction Work | Any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, main tenance, refurbishment, demolition, decommissioning or dismantling of a structure. Further information on what constitutes construction work is outlined in Appendix 1 . |
| Hazard | Situation with the potential to cause injury and/or property damage. |
| Induction | A formal process of providing information on safety requirements prior to commencement of work. |
| Person conducting a business or undertaking (PCBU) | May be an individual person or an organisation conducting a business or undertaking and: <ul style="list-style-type: none"> ▪ arranges, directs or influences work to be done ▪ contributes something towards the work being done. |
| Principal Contractor | In relation to construction work, a person who is appointed to manage, coordinate and/or implement the work involved in the contract and/or any sub-contractors. |

| | |
|-----------------------------------|--|
| Risk | The likelihood of a hazard causing harm to a person or the environment. |
| Risk assessment | The process of identifying hazards associated with a particular activity, assessing risk and recommending methods of eliminating or controlling those risks. |
| Safe Work Method Statement (SWMS) | Documentation that: <ul style="list-style-type: none"> ▪ describes how the work is to be carried out ▪ identifies the work activities assessed as having safety risks ▪ identifies the safety risks ▪ describes the control measures that will be applied to the work activities ▪ includes a description of the equipment used in the work, the standards or codes of practice to be complied with, the qualification and training of the personnel doing the work. |
| SitePass | The University's online contractor management system that provides UOW staff with a web hosted platform to manage the compliance and verification requirements for their contractors business and its individual employees. Further information on the SitePass system can be found on the Contractor webpage . |
| UOW Representative | The nominated University employee who is responsible for the management and coordination of the works or contract. |
| WHS Management Plan | Documentation from the principal contractor which outlines how WHS will be managed for the contract which includes: <ul style="list-style-type: none"> ▪ a statement of responsibilities listing the names, positions and responsibilities of all persons who will have specific responsibilities on the site for WHS ▪ details of the arrangements for ensuring compliance with the requirements for WHS induction training ▪ details of the arrangements for managing WHS incidents, including the identity of and contact details for the person(s) who will be available to prevent, prepare for, respond to and recover from workplace health and safety incidents ▪ any site safety rules and details of the arrangements for ensuring all persons at the place of work (whether employees or visitors) are aware of the rules ▪ safe work method statements for all activities identified as having WHS risks. |
| Worker | A person is a worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: <ul style="list-style-type: none"> ▪ an employee, or ▪ a contractor or subcontractor, or ▪ an employee of a contractor or subcontractor, or ▪ an employee of a labour hire company who has been assigned to work in the person's business or undertaking, or ▪ an outworker, or ▪ an apprentice or trainee, or ▪ a student gaining work experience, or ▪ a volunteer, or ▪ a person of a prescribed class. |

3 Responsibilities

3.1 University Managers or Equivalent

The management of faculties, divisions, schools and units are responsible for ensuring that the particulars contained within these guidelines are implemented when contractors are engaged in areas under their responsibility or control.

3.2 UOW Representative

UOW Representatives are responsible for coordinating and managing contract work and are to implement the requirements of these guidelines as appropriate. At minimum, UOW Representatives supervising contract work are to:

- implement the appropriate requirements outlined in the [Contractor WHS Management Checklist](#)
- inform all contractors about any WHS hazards that may exist in the area in which they are working
- as required, implement the requirements outlined in the [WHS Risk Management for the Design of Buildings and Structures](#)
- ensure all health and safety responsibilities and accountabilities of UOW and the contractor(s) have been clearly defined, allocated and communicated within UOW and to the contractor(s) and their workers
- in accordance with the works classification, verify that contractors have current workers compensation insurance and public liability insurance of no less than \$10 million and that certificates of currency are provided by the contractor prior to commencing work.

3.3 Principal Contractor

The University will be the Principal Contractor for a construction project that it commissions unless it engages another PCBU and authorises it to have management or control of the workplace and discharge the duties of a Principal Contractor on to them. Under the *Regulation* the Principal Contractor has the duties of the PCBU and must:

- manage risks to health and safety
- ensure security of the workplace and prevent unauthorised access
- ensure that safe work method statements for any proposed high risk construction work is prepared, is complied with, is reviewed, and is stored in accordance with Part 6.3 Division 2 of the NSW WHS Regulation 2011.
- have a written WHS management plan in place, comply with duty to inform principles, and review the plan in accordance with section 309-311 of the NSW WHS Regulation 2011
- maintain a copy of the WHS Management Plan
- have in place signage that identifies the Principal Contractor
- provide general construction induction training to a worker they engage to carry out construction work
- ensure workers have completed and hold a general induction training card
- work in accordance with NSW health and safety legislation.

3.4 Contractors (including sub-contractors)

Contractors have the responsibility to ensure the health and safety of their workers and that their work activities do not affect the health and safety of University workers, students or visitors.

Contractors being supervised by a UOW Representative are required to follow these guidelines and the information contained the [UOW Contractor Induction Guide](#) as well as any other requirements which may be identified in the localised induction process. The University expects that contractors manage any risk to health and safety associated with their working practices in accordance with the WHS Act and Regulation as well as the University's [WHS Risk Management Guidelines](#)

The UOW Representative organising the work is required to determine the ability of the contractor to systematically manage risk to health and safety. When the contractor does not have a WHS management system in place the UOW Representative should provide a copy of the University's [WHS Risk Management Guidelines](#) and inform the contractor that they will need to manage risk in accordance with the guideline. As an absolute minimum, for types of work where there is a risk to the health and safety a risk assessment (or safe work method statement) must be produced and a copy is to be provided to the responsible UOW Representative organising the work.

3.5 WHS Unit

The WHS Unit is responsible for the development, maintenance and review of the contractor management system in consultation with key stakeholders. The WHS Unit will provide training and guidance with the implementation of these guidelines and will also monitor implementation through internal and external audits of University organisational units.

Members of the WHS Unit are available to assist with the assessment of contractors' WHS management systems where appropriate.

4 Pre-Works Assessment

Prior to works commencing a number of assessments must be made to ensure the potential contractor/s WHS management system is sufficient and in accordance with the University's WHSMS requirements.

4.1 Works Classification

Works being conducted at the University are classified into four categories:

1. Minor works
2. Low risk works
3. Moderate works
4. Major works – with or without a Principal Contractor

These categories take into account the self-insurance and legislative requirements as well as the level of risk of the works being conducted as determined by the works specification. The [Contractor WHS Management Checklist](#) can assist with the classification of works and ensure that the University's process for classifying works is implemented in a systematic and standardised manner. This checklist should be used by the UOW Representative to classify the works being undertaken. Examples of types of works are further outlined in [Appendix 2](#).

Work where hazards are controlled to minimise risk to a low or negligible risk are not classified as minor or low risk unless the hazard has been removed from the workplace in its entirety. For example, the use of harnesses to control the risk of falling when working on roofs would still be classified as major works.

4.1.1 Minor Works

Minor works is work undertaken by contractors that have a low to negligible risk of workplace injury or illness from the scope of operations and are only a one-off job or of short duration. That is, it is unlikely that a significant injury or illness could occur in the undertaking of the contracted work.

The minimum WHS requirement that must be undertaken prior to the commencement of minor works includes:

- local induction given to the contractor regarding the University, such as:
 - parking
 - amenities
 - identification and communication of any local hazards that may exist
 - local evacuation procedures etc.
- monitoring as outlined in [Contractor WHS Management Checklist](#)

In the absence of a documented local induction the [Contractor WHS Induction Checklist](#) is to be used. Once the local induction has been performed the completed induction form should then be saved on [Record Management System](#).

4.1.2 Low Risk Works

Low risk works is work undertaken by contractors that have a low risk of workplace injury or illness from the scope of operations, are not construction work or in connection with construction work and are of longer duration than minor works.

The University is required to undertake the following of low risk work:

- contractor business to be registered on SitePass and the following information collected:
 - Contact details
 - Business details
- employees to be registered on SitePass and complete a General Induction as outlined in Section 5.3
- identification and communication to the contractor of any local hazards that may exist
- monitoring as outlined in [Contractor WHS Management Checklist](#)

4.1.3 Moderate Works

Works are classified as moderate if they involve service related work, are of short or long duration and are not in connection with construction work.

The minimum WHS requirements that must be undertaken by the University prior to the commencement of low risk works includes:

- contractor business to be registered on SitePass and the following information collected:
 - Contact details
 - Business details
 - Insurances
 - WHS Survey
- employees to be registered on SitePass and:
 - complete a General Induction as outlined in Section 5.3
 - collect relevant licenses and training records
- identification and communication of any local hazards that may exist
- issuing of identification card to employees
- issuing the contractor with the University's [UOW Contractor Induction Guide](#)
- issuing a copy of the [Communication of WHS Requirements Letter for Contractors](#).
- monitoring as outlined in [Contractor WHS Management Checklist](#)

4.1.4 Major Works Without a Principal Contractor

Works are classified as major if they involve, or are in connection with, construction work. Examples of major works are further outlined in [Appendix 1](#). Other contracted works that are not listed in Appendix 1 may also be classified as major if significant risk is identified through the risk assessment process or outlined within the legislation.

The minimum WHS requirements that must be undertaken by the University prior to the commencement of major works without the need for a Principal Contractor includes:

- contractor business to be registered on SitePass and the following information collected:
 - Contact details
 - Business details
 - Relevant insurances
 - WHS Survey
- employees to be registered on SitePass and:
 - complete Contractor Induction as outlined in Section 5.3
 - collect relevant licenses and training records
- identification and communication of any local hazards that may exist
- issuing of identification card to employees
- issuing the contractor with the University's [UOW Contractor Induction Guide](#)
- issuing a copy of the [Communication of WHS Requirements Letter for Contractors](#).
- monitoring as outlined in [Contractor WHS Management Checklist](#)

4.1.5 Major Works with a Principal Contractor

According to the WHS Regulations, each construction project (i.e. construction work valued at \$250,000 or more) must have a Principal Contractor appointed. There can only be one Principal Contractor for a construction project at any one time.

When the University commissions a construction project, the University is the Principal Contractor unless it appoints another person conducting a business or undertaking to be the Principal Contractor and authorises such person to have management or control of the workplace and discharges the duties of the Principal Contractor.

Where another PCBU (i.e. not the University) is appointed as the Principal Contractor this is to be written in the works specification. Where the University is acting as the Principal Contractor this should be documented within the project file or other supporting documentation.

- The minimum WHS requirements that must be undertaken prior to the commencement of a major contract with the appointment of a Principal Contractor includes:
- contractor business to be registered on SitePass and the following information collected:
 - Contact details
 - Business details
 - Relevant insurances
 - WHS Survey
- completion and maintenance of a WHS Management Plan (Further information found in Section 5.1)
- identification and communication of any local hazards that may exist
- issuing the contractor with the University's [UOW Contractor Induction Guide](#)
- monitoring as outlined in [Contractor WHS Management Checklist](#)

4.2 Works Specification

While WHS legislation requires both the University and its contractors to work safely, the documented specification of WHS requirements in relation to the work being performed prevents confusion and incorrect assumptions.

Where it is identified that the contracted work poses a risk to health and safety, contract documentation is required to define the required health and safety requirements including but not limited to:

- appropriate legislative requirements
- identification of Principal Contractor if appropriate
- elements of the Contractor WHS Guidelines to be implemented
- reference to site specific health and safety risk and the controls required
- the parties responsible for the implementation of risk controls
- provisions for health and safety induction
- inspection, test or audit records
- health and safety performance review.

At minimum, contract documentation shall include a general statement of WHS requirements. Such a statement may include:

“The contractor acknowledges that the University of Wollongong has a primary duty of care to ensure, so far as reasonably practicable, the health and safety of workers (including contractors), students and visitors of the University. Accordingly, the contractor (and its subcontractor/s, where applicable), shall at all times work in a safe manner and not put themselves, University staff, students or visitors at risk. The contractor (and its subcontractor/s, where applicable) shall comply with the University’s reasonable directions in relation to compliance with the University workplace health and safety management system, including completion of university workplace health and safety inductions, safe work method statements, and other requirements as determined by the site specific risk. Contractors should also familiarise themselves with the work area and any potential hazards prior to commencing work.”

4.3 Health and Safety Requirements

The minimum health and safety requirements by the contractor for each works classification include:

Minor Works:

- Attend a local induction
- Complete the [Contractor WHS Management Checklist](#)

Low Risk Works:

- Contractor is to be registered on SitePass
- Contract employees to be registered on SitePass
- Contract employees to complete a General Induction

Moderate Works:

- Contractor is to be registered on SitePass
- Contract employees to be registered on SitePass
- Contract employees to complete a General Induction
- Contract employees to use identification cards
- Contractor receives a copy of the [University’s UOW Contractor Induction Guide](#)
- Contractor is issued the [Communication of WHS Requirements Letter for Contractors](#)

Major Works Without a Principal Contractor:

- Contractor is to be registered on SitePass
- Contract employees to be registered on SitePass
- Contract employees to complete a General Induction
- Contractor receives a copy of the [University's UOW Contractor Induction Guide](#)
- Contractor is issued the [Communication of WHS Requirements Letter for Contractors](#)

Major Works with a Principal Contractor:

- Contractor is to be registered on SitePass
- Contractor to provide a copy of WHS Management Plan
- Contractor receives a copy of the [University's UOW Contractor Induction Guide](#)

The SitePass contractor management system business workflow matrix below maps the requirements for each account created in the SitePass system, which then forms the account's verification requirements.

WHS requirements are set for each major business group as demonstrated in table below.

| SitePass Requirements | | | | | | |
|--|------------|-------------------|------------|-----------------|-----------------------------|---------------------|
| Works Classification | Insurances | Business Licences | WHS Survey | Permits to Work | Safe Work Method Statements | WHS Management Plan |
| Minor | No | No | No | No | No | No |
| Low | No | No | No | No | No | No |
| Moderate | Yes | Yes | Yes | Yes | Yes | No |
| Major Works without a Principal Contractor | Yes | Yes | Yes | Yes | Yes | No |
| Major Works with a Principal Contractor | Yes | Yes | Yes | Yes | No | Yes |

Service Providers, contractors and labour hire employees should be procured in compliance with the [Purchasing and Procurement Policy](#) and the [Tender Procedure](#). Where indicated, assessment of the WHS management system is to be conducted by the University officer supervising the contract or by the tender committee. Assistance may be sought from the WHS Unit to help assess a WHS management system. Examples of WHS policies, procedures, safe work method statements and risk assessments relevant to the contract are to be included in the assessment as verification of the WHS system. Previous WHS performance and records of prosecutions shall also be used to help assess the capacity of an organisation to meet WHS requirements.

5 Contractor Management

Once works have been approved, the following ongoing tasks must be implemented to ensure adequate monitoring of the contractor/s whilst working on the University's site/s.

5.1 WHS Management Plans

WHS Management Plans are required to be completed by the Principal Contractor for construction projects exceeding the value of \$250,000.

The WHS Management Plan must include the following as stated in the *Regulation*:

- 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 co-ordination of activities in relation to compliance with their duties under the Act and the Regulation,
- 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,
- the arrangements for the collection and any assessment, monitoring and review of safe work method statements at the workplace.

Where the University is appointed as the Principal Contractor, the WHS Management Plan shall be created using the template [WHS Management Plan](#). Additionally the WHS Management Plan is to be reviewed by the UOW Representative prior to work commencing.

The Principal Contractor must ensure that workers are aware of their right to inspect the WHS Management Plan and that it is available for inspection during the course of construction work.

The Principal Contractor must also ensure that, if any change is made to the WHS management plan during the course of the construction work, it is reviewed and communicated to each person involved with the construction work.

5.2 Safe Work Method Statements

Safe work method statements must be completed for all high risk construction work as defined in the *WHS Regulation 2011*. High risk construction work is defined in [Appendix 1](#).

When the University is acting as the Principal Contractor the UOW Project Officer must ensure they receive copies of all safe work method statements that are completed for high risk construction work.

5.3 Contractor Inductions

All contractors that are undertaking works at UOW must be inducted to the University site that the work is being undertaken. Such inductions will vary based on the nature of the work being undertaken and the underlying risk associated with the work. The [Contractor WHS Management Checklist](#) outlines the induction requirements for the particular type of contractors that may be engaged to perform work for UOW.

The type of inductions that contractors may have to complete are as follows.

5.3.1 Local Inductions

This type of induction is specifically developed for the local area that a contractor may be working in. Examples of these types of inductions include, but are not limited to:

- laboratories
- workshops
- specific buildings that are not freely accessible to the public.

These types of inductions are the minimum requirements for any contractor undertaking work at UOW. If a local area does not have a local area induction developed, the [Contractor WHS Induction Checklist](#) can be used.

5.3.2 Contractor Induction

The Contractor Induction is an interactive induction module on SitePass. This type of induction is general in nature and not site specific like the local inductions. The Contractor Induction covers the general information as well as more specific information for such as:

- the University's duty of care
- contractor responsibilities while working at UOW
- emergency evacuation procedures and contact numbers
- reporting of injuries or illness
- hazardous chemicals
- confined spaces
- working at heights and on roofs
- safe work practices
- parking, including service vehicle zones
- asbestos management
- electrical work
- fire alarm isolation
- working with existing services
- noise control.

The Contractor Induction is required for contractors assessed as undertaking 'Low', 'Moderate' and 'Major' with or without a Principal Contractor.

5.3.3 Contractor Induction Guide

Prior to commencement of 'Moderate' or 'Major' works the contractor shall receive a copy of the [UOW Contractor Induction Guide](#) from the UOW Representative. The Contractor Induction Guide may be received either via hardcopy or electronically.

The Contractor Induction Guide reinforces the information outlined in the Contractor Induction that contractors need to be aware of before commencing work at UOW. It is the responsibility of the contractor to instruct their employees and any subcontractors on the information provided in the Contractor Information Guide.

5.4 Contractor Incident Management

5.4.1 Injuries and WorkCover Notifiable Events

Where an injury has occurred to a contractor's employee or subcontractor in relation to contracted works performed at the University, notification is required to be communicated to the UOW Representative within 48 hours and then reported to the WHS Unit by the UOW Representative via [SafetyNet](#). If the injury is classified as a notifiable incident as outlined below, notification must be lodged with WorkCover and communicated to the University as soon possible.

Incidents requiring notification to WorkCover include any event or circumstance listed below occurring at, or in relation to, a place of work that presents a risk to health or safety and is not immediately threatening to life:

- the death of a person, or
- a serious injury or illness of a person, or
- a dangerous incident.

The [Incident Management and Reporting Guidelines](#) should be referred to for a more comprehensive list of notifiable incident types and the process to follow in these circumstances. Contractors may call upon University Security on 4221 4900 to provide first aid assistance if required.

5.5 Monitoring Contractors

The University is required to monitor the WHS performance of contractors. The frequency of monitoring contractors will be determined by the type and associated risk of the work being undertaken. Contractors may be monitored throughout the contract. The frequency of the monitoring will be determined by works classification.

Minor Works:

- supervision at all times during works
- incident management follow up as required.

Low Risk Works:

- general monitoring throughout the course of the works such as observations, meetings as required
- incident management follow up as required .

Moderate Works:

- on site monitoring of works to ensure that WHS requirements are met such as observations, meetings as required. Frequency and nature will depend on the risk associated with the activities undertaken
- scheduled meetings with contractor as required
- incident management follow up as required.

Major Works:

- on site monitoring of works to ensure that WHS requirements are met such as observations, meetings as required. Frequency and nature will depend on the risk associated with the activities undertaken
- scheduled meetings with contractor(s) as required
- incident management follow up as required
- WHS Management Plan updated as required
- contractors complete WHS Performance Report for Contractors monthly if the works extend beyond 1 month.

Monitoring requirements for the different types of work being undertaken by contractors are also outlined in the [Contractor WHS Management Checklist](#).

5.6 Contractor Non-Compliance

If during the execution of work, a contractor or subcontractor is in breach of any WHS requirements; all work with regards to that work shall be suspended. The contractor shall be alerted to the matter in person and in writing by the UOW Representative. Work cannot recommence until the responsible UOW Representative is satisfied that adequate risk controls are in place to avoid risk of injury.

Examples of WHS breaches include non-compliance with the *Act* or *Regulation* or not observing risk controls as stipulated in a safe work method statement. The issue is to be recorded in [SafetyNet](#) by the UOW Representative. Poor WHS performance, including one-off instances or continuous breaches of WHS requirements, can lead to the termination of a contract and the failure to be awarded any further work with UOW.

6 Record Management

Records associated with the management of contracts shall be identified, maintained and retained according to the [WHS Document Control Guidelines](#) and the [WHS Records Handling Guidelines](#).

7 Program Review

In order to ensure that these guidelines continue to be effective and applicable to the university they will be reviewed triennially by the WHS Unit in consultation with the WHS Committee and key stakeholders. Conditions which might warrant a review of the guidelines on a more frequent basis would include:

- reported hazards or injuries
- non-conforming or a change in systems
- WHS Committee concern.

Following the completion of any review, the guidelines will be updated to correct any deficiencies. These changes will be communicated via the WHS Committee.

8 Related Documents

- [Construction Work Code of Practice](#)
- [Purchasing and Procurement Policy](#)
- [Workplace Health & Safety Policy](#)
- [Contractor WHS Management Checklist](#)
- [UOW Contractor Induction Guide](#)
- [Contractors Workers Compensation Checklist](#)
- [Contractor WHS Induction Checklist](#)
- [WHS Performance Report for Contractors](#)
- [WHS Management Plan](#)

9 Referenced Documents

- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulation 2011](#)

10 Version Control Table

| Version Control | Date Released | Approved By | Amendment |
|------------------------|----------------------|--------------------|---|
| 1 | September 1999 | WHS Manager | Document Created |
| 2 | January 2003 | WHS Manager | Documented updated to reflect current requirements |
| 3 | July 2005 | WHS Manager | Documented updated to reflect current requirements |
| 4 | December 2005 | WHS Manager | Documented updated to reflect current requirements |
| 5 | January 2006 | WHS Manager | Documented updated to reflect current requirements |
| 6 | May 2007 | WHS Manager | Documented updated to reflect current requirements |
| 7 | December 2008 | WHS Manager | Documented updated to reflect current requirements |
| 8 | April 2010 | WHS Manager | Minor review no significant changes. |
| 9 | August 2010 | WHS Manager | Document updated to incorporate the Personnel name change to Human Resources Division. |
| 10 | March 2011 | WHS Manager | Specific WHS requirements expanded for each contract type. Pre-contract Approval heading added. Requirement for monitoring of specific WHS requirements added. |
| 11 | March 2012 | WHS Manager | Re-brand |
| 12 | March 2013 | WHS Manager | Updated in accordance with NSW WHS Regulation 2011 |
| 13 | August 2013 | WHS Manager | Major review. Updated to incorporate the online contractor system, SitePass. Steps for determining the qualification process for contractors being registered on SitePass added. Removal of references to obsolete WHSMS documents. |
| 14 | May 2015 | WHS Manager | Added point to Section 3.2 outlining the responsibilities for communicating relevant health and safety responsibilities to contractors. |
| 15 | June 2016 | WHS Manager | Rebrand. |

11 Appendix 1 – Construction Work FAQ

What is construction work?

Construction work, as outlined in the [Construction Work Code of Practice](#), includes the following:

- any installation or testing carried out in connection with an activity referred to in the above definition
- the removal from the workplace of any product or waste resulting from demolition
- the prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work
- the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements forming part of a structure
- the installation, testing or maintenance of an essential service in relation to a structure
- any work connected with an excavation
- any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to in the above definition
- an activity referred to in the above definition that is carried out on, under or near water, including work on buoys and obstructions to navigation.

However, construction work does not include any of the following:

- the manufacture of plant
- the prefabrication of elements, other than at a place specifically established for the construction work for use in the construction work, for example making precast concrete panels or roof trusses at a workshop of a person conducting a business or undertaking who is not involved in the construction work
- the construction or assembly of a structure that, once constructed or assembled, is intended to be transported to another place, for example mobile or prefabricated homes
- testing, maintenance or repair work of a minor nature carried out in connection with a structure, for example:
 - undertaking regular inspections of a building's fire equipment or lifts
 - replacing or repairing a sprinkler or smoke detector
 - replacing carpet in an office
 - servicing or minor repair of an air-conditioning system or solar panel unit
 - regular testing and repair of pressure piping
- mining or the exploration for or extraction of minerals, for example:
 - extracting sand or rock from a quarry or an open-cut mine
 - removing overburden at an open-cut mine.

Examples of construction work may include:

- removing an internal office wall
- building, fitting out or refitting an office building
- building a driveway crossover
- repointing a tile roof.

Construction work also includes the following activities as listed in the table below:

| Activity | Examples |
|---|---|
| Any installation or testing carried out in connection with an activity referred to in the above definition of construction work | <ul style="list-style-type: none"> ▪ Installing an alarm system in a building during the fit-out phase of its construction ▪ Testing an electrical installation in a high-rise building under construction (but testing, maintenance and repair work is not covered if the floor has been completed and handed over to the building owner with a certificate of occupancy, unless it is fixing defects arising from the construction work) |
| The removal from the workplace of any product or waste resulting from demolition | <ul style="list-style-type: none"> ▪ Loading trucks, waste bins and rubbish skips with demolition waste. |
| The prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work | <ul style="list-style-type: none"> ▪ Making concrete panels or roof trusses at the construction site ▪ Preparing bitumen at a bitumen plant specifically established for road construction work ▪ Undertaking on-site concrete batch testing. |
| The assembly or disassembly of prefabricated elements to form a structure or part of a structure | <ul style="list-style-type: none"> ▪ Constructing a factory using precast concrete panels ▪ Dismantling a prefabricated building ▪ Installing prefabricated power poles ▪ Installing bridge beams. |
| Any work connected with an excavation Any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to in the above definition of construction work | <ul style="list-style-type: none"> ▪ Preparatory site clearing, benching or levelling done before construction ▪ Soil-testing the ground for design purposes before construction of a structure ▪ Installing an in-ground swimming pool or spa ▪ Doing excavations while constructing a golf course ▪ Assembling temporary fencing for a building site ▪ Carrying out remediation excavation work on a contaminated site. |
| The installation, testing or maintenance of an essential service in relation to a structure | <ul style="list-style-type: none"> ▪ Roughing-in telephone, television and internet cables ▪ Major drainage repair works ▪ Installing a grey water recycling system ▪ Installing solar heating units. |
| An activity referred to in the above definition of construction work that is carried out on, under or near water, including work on buoys and obstructions to navigation | <ul style="list-style-type: none"> ▪ Dredging to prepare for the erection of a structure ▪ Re-piling jetties and piers ▪ Driving navigation markers into the seabed. |

‘In connection with’ means related to or associated with construction. Contracts covering a project are a good guide to what activities are done in connection with construction. Examples may include:

- work by architects or engineers in on-site offices or conducting on-site inspections, but not architects or engineers working in offices away from the construction site
- work by a mechanic on an excavator on-site and not in an isolated service area
- delivering building materials to different points on the site, but not making deliveries to a single designated delivery area
- excavating for a basement garage
- testing fire equipment on the construction site
- supervisors and manager moving around the site to monitor work
- surveying a site after construction has started, but not surveying a Greenfield site before construction has started
- traffic control on a construction site.

What is high risk construction work?

Regulation 291: High risk construction work is defined as construction work that:

- involves a risk of a person falling more than 2 metres, for example installing an evaporative cooler on the roof of a double-story building
- is carried out on a telecommunication tower, for example installing equipment on a telecommunications tower
- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, for example knocking down load-bearing walls as part of a warehouse conversion.
- involves, or is likely to involve, the disturbance of asbestos, for example removing floor tiles containing asbestos as part of a building refurbishment or cutting or drilling into an asbestos cement sheet wall
- involves structural alterations or repairs that require temporary support to prevent collapse, for example using props to support a ceiling where a load-bearing wall will be removed
- is carried out in or near a confined space
- is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel, for example laying or repairing pipes and conduits in a 2-metre trench, testing drainage pipes in a 2-metre trench, building a tunnel in the course of constructing an underground railway or road
- involves the use of explosives, for example blasting in preparation for the construction of a building or road, breaking up rock during construction of foundations
- is carried out on or near:
 - pressurised gas distribution mains or piping
 - chemical, fuel or refrigerant lines
 - energised electrical installations or services

‘Near’ in the above circumstances means close enough that there is a risk of hitting or puncturing the mains, piping, electrical installation or service. High-risk construction work is not limited to electrical safety ‘no-go zones’. Electrical installations do not include power leads and electrically powered tools. Some examples of high-risk construction work include working near overhead or underground power lines and construction work that involves drilling into a wall where live electrical wiring may be present.

- is carried out in an area that may have a contaminated or flammable atmosphere, for example demolishing a petrol station and removing old tanks, decommissioning plant and removing pipework that may contain residue of hazardous chemicals
- involves tilt-up or precast concrete, for example building a factory using tilt-up panels or installing a precast drainage pit
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, for example building an additional lane on a road or installing drainage that involves digging up part of the road
- is carried out in an area at a workplace in which there is any movement of powered mobile plant, for example working in an area of a construction site that is not isolated from the movement of skid steer loaders, telehandlers, backhoes, mobile cranes or trucks
- is carried out in an area in which there are artificial extremes of temperature, for example construction work in an operating cool room or freezer or construction work alongside an operating boiler
- is carried out in or near water or other liquid that involves a risk of drowning, for example constructing a bridge over a river or restoring a wharf, or
- involves diving work, for example divers undertaking structural repairs to jetties, piers or marinas.

What is a construction project?

Regulation 292: A construction project is a project that involves construction work where the cost of the construction work is \$250,000 or more.

Valuing construction work

A construction project covers all the activities involved in the construction work. The cost of construction work can be determined by the contract price for carrying out the work. The kinds of costs that would be included are:

- project management costs associated with the work
- the costs of fittings and furnishings, including any refitting or refurbishing associated with the work (except where the work involves an enlargement, expansion or intensification of a current use of land)
- any taxes, levies or charges (other than GST) paid or payable in connection with the work by or under any law.

The cost of the construction work would not include:

- the cost of the land on which the development is to be carried out
- the costs associated with marketing or financing the development (including interest on any loans)
- the costs associated with legal work carried out or to be carried out in connection with the development.

12 Appendix 2

| Type of Works | General Duration of Works | Examples of Works |
|---------------|--|---|
| Minor | One-off or short duration (i.e. <2 days) | Delivery of new equipment Commissioning of new equipment Couriers |
| Low Risk | > 2 weeks | Long terms consultancies External auditors |
| Moderate | Can be short duration or longer term contracts | Cleaning services Security |
| Major | Can be short duration or longer term contracts | Examples as outlined in Appendix 1. |