



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

**UOW SAFE@WORK**

# CONTRACTOR INDUCTION GUIDE

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# 1 Introduction

This guide is designed to give contractors information on the University of Wollongong's (UOW) Contractor Management System and provide specific rules when working on campus. By reading and understanding this guide, everyone working within University sites will be able to play their role in maintaining a safe workplace.

The key purpose of this guide is to advise:

- WHS obligations under the WHS Act 2011 and WHS Regulation 2017
- identification, assessment, and control of hazards relevant to the University of Wollongong
- any relevant operational issues in the management of contractors.

# 2 Related UOW Documents

- [Workplace Health and Safety Policy](#)
- [Contractor WHS Guidelines](#)
- [WHS Risk Management Guidelines](#)
- [Hazard and Incident Reporting Guidelines](#)

# 3 Disclaimer

The University has prepared this guide to assist contractors to work safely on UOW sites and abide by UOW requirements relating to people and property.

The contractor has full responsibility with regards to:

- identification and implementation of all applicable requirements from workplace health and safety legislation and the environment in relation to their work
- comprehension of the full extent of the University and the contractor's legal obligations, and
- implementation of all necessary measures to fully protect and ensure the safety of all persons working on, or near the contractor's site of work.

Further information about legal requirements can be obtained from the University's Workplace Health and Safety Unit or SafeWork NSW.

# Section 1: UOW Contractor WHS Management System

## 4 WHS Responsibilities

WHS responsibilities are outlined in the [Roles and Responsibilities for WHS](#). Further information on requirements is outlined in the WHS Contractor Management Guidelines as well as subsequent sections throughout this guide.

### 4.1 UOW Representatives

A UOW Representative responsible for coordinating and managing contract work is to implement the requirements of this guide as appropriate. At a minimum, a UOW Representative is to:

- assess the competence of contractors to meet any identified WHS requirements or specifications.
- ensure contractors receive an induction in accordance with the [Section 7](#) of this guide so that they are aware of UOW expectations regarding WHS.
- inform contractors of any WHS hazards that may exist in the area in which they are working.
- monitor the performance of the contracted work with regards to working safely and initiate corrective action to remedy any deficiencies.
- verifying 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.
- undertake contractor management training session with the WHS Unit on the processes covered by these guidelines.

### 4.2 Principal Contractor

Under the WHS Regulation 2017 a Principal Contractor needs to be appointed for a construction project. A construction project is a project that involves construction work where the cost of construction is \$250,000 or more.

Responsibilities of a Principal Contractor include:

- signs are installed and are clearly visible from the outside that show the Principal Contractor's name and telephone contact numbers (including after-hours contact), the location of the site office.
- ensure a written WHS management plan is written before work on the project commences.
- take all reasonable steps to obtain copies of safe work method statements relating to high-risk construction work before such work commences
- ensure compliance at the workplace with the requirements for general workplace management in Part 3.2 of the WHS Regulations
- manage risks associated with the following:

- the storage, movement and disposal of construction materials and waste for the worksite
- storage of plant that is not in use.
- traffic in the vicinity of the workplace that may be affected by construction work.
- essential services at the workplace
- ensure general construction induction training is undertaken by employees, agents and contractors of the contractor undertaking construction work
- communicate with the University any major WHS issues as they arise, including all SafeWork NSW notifiable events.

### 4.3 Contractors (including subcontractors)

For types of work where there is a risk to the health and safety of contractors, UOW staff, students or visitors to the University, a risk assessment (or safe work method statement) must be produced to the UOW Representative.

Specifically, under the *Regulation*, contractors must not commence construction or demolition work unless they:

- have been provided with a copy of the relevant parts of the WHS management plan where applicable.
- have undertaken a risk assessment of the work to be carried out and provided a written safe work method statement to the Principal Contractor, including the risk assessment.
- have ensured that the contractor and their employees have undertaken general construction induction training.
- maintain and keep up-to-date safe work method statements.
- provide the Principal Contractor with updated safe work method statements and other information in relation to hazardous chemicals.

For construction work, a contractor must not commence work unless they have:

- undertaken a risk assessment of the work to be carried out and provided the Principal Contractor with a written safe work method statement including any changes made to that statement.
- ensured that they and their workers have undertaken WHS training as required.
- taken necessary measures to eliminate and/or control the identified hazard.

## 5 WHS Policy

The WHS Policy outlines the University's commitment to preserving the wellbeing, health and safety of all workers, students, and visitors. All contractors can access the policy via the [UOW Safe@Work](#) website.

## 6 WHS Legislative Compliance

All contractors and subcontractors have a duty of care to manage risks to the health and safety in accordance with NSW WHS legislation. That is, they need to manage any risk to the health and safety their workers and any other people who could be exposed to the work they have control over. This means complying with any instruction given for the purpose of protecting health and safety such as using necessary personal protective equipment (PPE).

## 7 Contractor Induction

### 7.1 SitePass

[SitePass](#) is the University's online contractor management system which collects and stores relevant WHS information for contractors that perform work at UOW. Part of the system is the provision of general UOW Inductions. Contractors are to be inducted in accordance with the [Contractor WHS Management Checklist](#) and the [Contractor WHS Guidelines](#).

Contractors may also be required to attend an additional local induction involving the areas of the University in which they will be working at. Local inductions are arranged and delivered by the UOW Representative and may involve local area University personnel as required.

### 7.2 Contractor employees or sub-contractors

Other contractor employees or sub-contractors which are employed after the initial local induction are to be inducted by the contractor. Records of this training are to be recorded using either the contractor's own induction form or the University's form. Records are to be forwarded to the UOW Representative.

## 8 Emergencies

Detailed procedures are displayed in all buildings at the UOW describing the University's Standard Fire Orders and Emergency Evacuation Procedures. This signage contains information on assembly points and contact numbers in case of an emergency.

The University also has [Emergency Response Procedures](#) which contain information on how to deal with a number of emergencies, including the following:

- fire
- chemical spill
- gas leak
- explosion
- bomb threat
- structure collapse
- medical emergency – single or multiple casualties
- traffic accident

- armed robbery, or
- any other incident considered to be an emergency.

## 8.1 Emergency Evacuation Procedures

If you hear a continuous alarm bell or are requested, by a building warden or a member of staff, to evacuate the building you must:

- leave the building immediately by the nearest exit
- proceed to the assembly area indicated on the evacuation map
- remain in the assembly area until advised the emergency is over

Do not re-enter the building until advised it is safe to do so by a UOW Building Warden or UOW Security.

## 8.2 Emergency Contact Phone Numbers

Contractors must immediately notify any emergency to University personnel. This shall be the case for any contractor works or for dedicated building sites.

In the event of an emergency occurring contractors are to notify:

- University Security: 4221 4900 or 0407 287 750
- UOW Representative
- UOW WHS Unit: 4221 3931

## 9 Injuries, Illnesses, and Incidents

Any injury, illness or incident occurring from work performed by a contractor shall be reported to the UOW Representative.

For serious incidents where medical attention is required UOW Security should be contacted in the first instance on 4221 4900 as well as the WHS Unit on 4221 3931.

## 10 Contractor Performance Monitoring

During the implementation of the contract the UOW Representative shall monitor WHS performance by:

- monitoring the work of contractors to ensure that all legal requirements are met
- ensuring regular site inspections are conducted with the contractor
- advising the contractor on newly identified hazards and risks
- monitoring and following up on corrective actions where non-conformances are identified
- the review accident and incident reports, third party reports (i.e. SafeWork NSW) and complaints
- regular meetings with the contractor and record any WHS performance issues.

## 11 Non-Compliance

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

## 12 Communication

Communications from the contractor should be directed to the UOW Representative. Where a contractor may want to advise of a WHS issue they should contact their UOW Representative in the first instance, alternatively they may provide feedback to the WHS Unit by phone 4221 3931 or via the feedback arrangements on the [WHS Unit](#) website.

## Section 2: University of Wollongong Site Rules

### 13 Air Quality

Contractors must take all practicable precautions to minimise changes to indoor air quality. Air quality can be affected, for example by dust or paint fumes, and should be limited to after hours or weekend operations with approval from the UOW Representative and liaison with the user representative.

### 14 Alcohol and Other Drugs

The risk level related to hazards at a workplace can be significantly increased by alcohol and other drugs.

Contractors are required to ensure that persons under their control are not affected by alcohol or drugs including medically prescribed or over the counter drugs in the sense that their ability to work safely, competently, and professionally is impaired.

The consumption of alcohol or drugs by contractors is not permitted at UOW.

### 15 Asbestos

Any work involving asbestos is required to be performed by an appropriately licensed person, in accordance with the WHS Regulation 2011 and the Code of Practice – How to Manage and Control Asbestos in the Workplace.

SafeWork NSW must be notified at least five days before the licensed asbestos removal work starts. Asbestos removalists licensed in NSW can lodge the notification electronically using SafeWork NSW [Asbestos and demolition online notification](#) system or complete the notification form.

The University's [Asbestos Register](#) must be consulted prior to construction work commencing.

### 16 Isolating Work Areas

Work areas should be temporarily isolated using appropriate controls to prevent unauthorised access. Control methods that should be considered include:

- barricades
- hoarding
- signage, and
- other markers.

All external site areas must be adequately fenced off using appropriate means. All temporary site fencing shall be adequately braced against wind. Adequate bracing and anchorage must be installed at least every two panels as a minimum guide. This requirement is irrespective if shade cloth is fitted to the fence.

Where a method of isolation is ineffective, an alternate control must be implemented. Please note that 'danger tape' is not a means of physical barricading, it is only a form of warning.

## 17 Certificates of Competency

All contractors and their employees must have relevant Certificates of Competency and/or licences for the equipment being used or tasks being performed, as required by SafeWork NSW. Certificates or licences must be kept on site by the contractor for presentation if requested. Where certificate or licensed are not required the contractor should ensure persons are competent.

Certificates and/or licences should be stored and managed within SitePass.

## 18 Electrical Work

Prior to the commencement of any electrical work on a UOW worksite, all electrical contractors are to provide documentary evidence of a current Electrical Contractors licence as well as licences held by contractor employees to the UOW Representative.

All contractors carrying out electrical work must comply strictly with part 4.7 of the WHS Regulation 2017 – General electrical safety in workplaces and energised electrical work.

Contractors engaged to carry out work on high voltage installations must possess a High voltage Operators Certificate, issued from an energy supply authority, and must undergo specific induction by UOW Maintenance personnel.

## 19 Equipment, Plant and Tools

### 19.1 Electrical

All contractors must ensure that electrical equipment that is stored or handled in a hostile working environment are inspected and tested by a competent person in accordance with Section 150 of the WHS Regulation.

Safe use of electrical equipment includes:

- items are tested and tagged by a competent person
- leads are always supported clear off the ground or floors
- leads or equipment is only connected to the nearest power outlet
- leads are removed from the power outlet when not in use
- leads are protected if passing under doors or through doorways.

Unless double insulated, all equipment and appliances that are plugged or direct wired shall be connected to an Earth Leakage Circuit Breaker (ELCB).

### 19.2 Machine Guarding

All tools, machinery or other equipment must be operated with effective guards in accordance with the relevant Australian Standard.

## 19.3 Hand Tools

Picks, shovels, axes, crowbars, hammers, spanners, screwdrivers, etc. must be checked regularly. Use an approved wrist-stop or lanyard to secure the tool if there is a risk of it falling and injuring people below. Where damage or defects are present, the tool shall not be used.

## 19.4 Lasers

Lasers used must conform to Australian Standards. Lasers shall only be used with the following precautions:

- operators must have completed a recognised course in laser safety
- up to 3A class lasers only are to be used on any construction site
- positioned so as not to be at eye level of persons passing by
- warning signs are erected indicating the use of a laser in the area.

## 19.5 Explosive Power Tools

Explosive power tools may only be used by operators who hold a certificate issued by a statutory authority and after the following precautions have been taken:

- explosive charges for explosive power tools shall be kept in an approved, locked box in a secure place
- a warning sign is displayed, and barriers erected at each place the explosive powered tool is being used
- suitable personal protective equipment shall be worn by workers in the vicinity when using the explosive powered tool.

## 19.6 Mobile Mechanical Plant

All mobile equipment (e.g. front-end loaders, dozers, backhoes, forklifts etc.), must have keys removed, blades and buckets lowered onto the ground and must be chocked/blocked when not in use. All operators are to provide an appropriate operator's certificate for the plant being operated on request to the UOW Representative

Note: no mobile equipment or vehicles are to be left parked on sloping ground.

## 19.7 Compressed Air Equipment

This refers to equipment such as scabblers, water/air jets, impact wrenches, grinding tools, etc. All compressors shall have a current pressure vessel certificate. Care must be taken when working with compressed air. Remember if compressed air enters the blood stream through a break in the skin it can be fatal.

Contractors should wear the appropriate personal protective equipment when using compressed air equipment.

## 19.8 Existing Services

If a contractor's work requires any form of interference to any existing building services, you must not commence work until it has been coordinated and approved by the UOW Representative.

Interference includes temporary disconnection, cut-in or modification to existing services, which include fire, electrical, lifts and hydraulics. In either case the rectification work must satisfy the authorities concerned.

## 20 External Works

The contractor shall seek approval from the UOW Representative prior to commencing any external works (i.e. works outside the contractors approved site area).

## 21 Fire Alarm Isolation

The process for a contractor to arrange for fire isolation in a building is outlined below:

1. determine the appropriate procedure for the work to be completed
2. determine the need to isolate the fire management system, i.e. smoke, or dust generation
3. if no isolation is required, commence the job following WHS procedures
4. if isolation is required, the contractor is required to complete a UOW work permit and risk assessment
5. on approval from the maintenance supervisor the contractor is required to satisfy the requirements set out in the Fire System Impairment Procedure and the Fire Control Centre Procedure prior to commencing work. Part of this is confirming the isolation is in place with Security (x4900), prior to commencing work
6. the contractor must also advise Security when the work is complete and confirm that the area is re-activated.

## 22 Hazardous Chemicals

There are a large range of hazardous chemicals, stored and used on University sites. Contractors should be aware of this and check with relevant staff in the various departments to ensure that the workplace is safe and, if necessary are removed or made safe before work commences.

Contractors who bring hazardous chemicals or dangerous goods onto University premises are required to have the following:

- a copy of the current safety data sheet
- a copy of the risk assessment relating to use(s) of the hazardous chemical
- work procedures required for safe storage, use and disposal
- training details of those required to use the chemical.

## 23 Hours of Work

Normal hours of work for contractors on UOW premises are 7:00am - 5:00pm, Monday to Friday in administrative and teaching areas. Other times may be authorised through prior arrangement with the UOW Representative only. Certain areas such as Student Residences will require additional permissions, and consultation will need to be had with the relevant locations.

## 24 Identification

All contractors are to carry the SitePass identification card with them while working on University premises. This card is issued once a contractor has been registered on SitePass and has completed the inductions assigned to them. This can also be the mobile SitePass Identification.

## 25 Laboratories

All laboratories contain hazardous materials ranging from radioactive solids, liquids and chemicals to dangerous gases, animals, electro-magnetic fields, biological and clinical waste, and sharps. Entry to laboratories may only occur with permission from the responsible UOW Representative and Local Area Manager.

Contractors should not handle or move any hazardous substance or the containers in which they are stored without approval and supervision of a UOW Representative.

Fume cupboard or chemical store ventilation can only be isolated by arrangement with the UOW Representative or the Local Area Manager. Fume cupboard extraction fans shall not be isolated before 'tagging out' all affected laboratory fume hoods to prevent their use. Contractors shall advise laboratory staff that they are about to start work on a fume cupboard system.

## 26 Noise Control

Contractors must take all practicable precautions to minimise noise. Any works, which will cause disruption to classes or University operations, are not to be commenced without the permission of the UOW Representative. Contractor radios, other than for two-way communication, are not permitted.

## 27 Notification of Presence

Contractors are required to record their presence when entering or leaving the site of work. Contractor sign on points is located in Infrastructure and Property Division (Building 31), and IMTS (Building 39), Library (Building 16), all Student Residences and also at designated local sign on points for long term contracts.

Contractors are required to inform the local area contact of any activity occurring in an area, this includes faculty buildings, UniCentre, URAC and UOWGE.

## 28 WHS Management Plans

A WHS Management Plan must be completed by the Principal Contractor for a construction project. A construction project as stated in Part 6.4 of the NSW WHS Regulation 2017.

The WHS Management plan is to be prepared by the Principal Contractor and reviewed by the UOW Representative prior to the contract prior to work commencing. All subcontractors of the Principal Contractor are to be provided with a copy of the WHS Management Plan and whenever changes are made.

## 29 Vehicle Access

### 29.1 Wollongong Campus

Contractors should be aware that the UOW campus car parks and roads are road related areas under the NSW Road Rules. All vehicles entering campuses must park in accordance with the restricted parking area conditions and posted directions.

Restricted parking area conditions apply 7 days a week, 24 hours a day. Permit and ticket conditions apply Monday to Friday from 8.30am to 6.30pm.

The State Debt Recovery Office, NSW Office of State Revenue processes penalty notices for any breaches of the restricted parking area conditions.

### 29.2 Entry Permits

UOW Entry Permits only provide access to permit bays. They are available to desk-based contractors or consultants for vehicles that are not required for essential service activities on job sites. These permits are not valid in UOW service bays.

Whether in the form of a Contractor Category 1 Permit or a UOW Entry Permit, your contractor parking permit is valid at both Wollongong Campus and the Innovation Campus.

### 29.3 Contractor Parking

Contractors may access parking using contractor parking permits or a work zone permit, which can be obtained through the UOW Representative.

Contractor parking permits are available in annual, half-yearly and daily options. Annual or half-yearly permits are electrostatic and transferrable between vehicles. Daily permits are single use 'scratchie' tickets and each ticket is valid for one day only.

Contractor Category 1 Permits provide access to UOW service vehicle bays, ticket bays, permit bays and locations authorised by the UOW Representative in consultation with the Manager Security. These permits are restricted to vehicles that are essential for the service or project activity being carried out.

For further information about Parking and rates contact Security or <http://www.uow.edu.au/about/parking/>

## 29.4 Service Vehicle Zones

Service vehicle bays are available at various locations across campus for use by Contractor Category 1 entry permit holders only.

Contractor employees displaying a valid permit who do not require direct access to plant and buildings for the purposes of servicing or moving equipment and tools should park in UOW Entry Permit or ticket bays in car parks. This will ensure adequate availability of service vehicle zones for essential contract employees.

## 29.5 Speed Limits

Speed limits on Campus roads are posted. These limits must be carefully observed remembering that you are driving in a pedestrian precinct.

Contractors must ensure that their employees operate vehicles with caution in high pedestrian activity areas. In high pedestrian activity areas (particularly the central duck pond area) vehicles are required to:

- observe posted speed limits;
- operate the vehicle hazard lights, to alert pedestrians of the moving vehicle; and
- give way to pedestrians.

Where necessary, particularly when a vehicle is reversing, if a second employee is present, they should alight from the vehicle and act as an observer aiding the driver to avoid a collision with pedestrians. Reversing a vehicle in a pedestrian area should be avoided where an observer is not available.

## 29.6 Other UOW Campuses

The following rules apply to parking at UOW campuses other than the Wollongong Campus and the Innovation Campus.

Drivers must:

- observe local sign posted parking, permit and payment conditions, and
- park within marked bays.

At the Shoalhaven Campus, drivers must:

- not obstruct the emergency vehicle access near the TAFE building, and
- not drive onto pavers in front of building entrances or on pedestrian pavement around the front of the campus.

## 30 Permit to Work

### 30.1 Fire Alarm Isolation

There are instances when fire alarm systems are required to be isolated to accommodate work without disruption to occupants. Contractors must comply with the process outlined in 21 Fire Alarm Isolation.

### 30.2 Hot Work

Hot work (i.e. welding, thermal or oxygen cutting or heating and other related heat or spark producing operations) requires the issue of a hot work permit prior to the task commencing. Hot work may only occur in the designated location as written on the permit. Hot work permits are issued for work that is non-routine and/or the type of work is not normally performed in the specified location. University areas designated for hot work (such as a workshop e.g. engineering) do not require the issue of a permit.

How work must be completed in accordance with the provisions specified in the hot work permit. Where hot work is to be conducted in laboratory areas, the laboratory manager or supervisor is to be contacted.

### 30.3 Energy Isolation

Contractors must comply with University's [Lock Out Tag Out Guidelines](#) for any work that involves energy isolation.

### 30.4 Roof Access

Any access to University roofs requires a permit. Specific hazards and risk exist on roofs and appropriate controls are required to ensure working safely. Further information on the University's [Roof Access Procedure](#) can be obtained from Facilities Management Division.

### 30.5 Confined Space

Entry to an area defined as a confined space shall only occur under an issued permit. Further information on the University's [Working in Confined Spaces Guidelines](#) or [Permit to Work System](#) can be obtained from Infrastructure and Property Division Maintenance Supervisor on 4221 5756.

## 31 Personal Protective Equipment

Contractors shall supply their employees with all appropriate personal protective equipment (PPE) (e.g. hard hats, safety boots, gloves, glasses, and clothing) and shall ensure that their employees use it correctly, as required by applicable legislation and codes of practice.

## 32 Pets

Domestic animals are not allowed on University property.

## 33 Restricted Access Areas

Due to the variety and nature of activities carried out at UOW for teaching, research and development, contractors may come across areas which are unique when compared to the average workplace. In many cases these areas can be hazardous and are often designated as restricted areas. Induction procedures will occur for areas deemed hazardous and contractors shall not enter restricted access areas until they have had an induction from the UOW Representative and/or local personnel. Restricted access areas on University campuses include but are not restricted to:

- Building 5 – Research Support Facility
- Building 70 – Ecological Research Facility
- Laboratories; including chemical, biological, engineering, radiation or laser laboratories
- Chemical stores/depots
- High voltage sub stations
- Confined spaces
- Roofs of buildings.

## 34 Safe Work Method Statements

Safe Work Method Statements (SWMS) must be completed for all high risk construction work. The contractor carrying out the high risk construction work must ensure that:

- arrangements are in place so that the work is undertaken in accordance with the SWMS for the work
- if the work is not being conducted in accordance with the SWMS that it is stopped immediately and only resumes in accordance with the SWMS
- provide a copy of the SWMS to the Principal Contractor before work commences
- the SWMS is reviewed and revised as necessary
- the SWMS is available and readily accessible at the workplace and records kept.

Safe work method statements are to be documented using either the contractors own form or the University's Safe Work Method Statement form in SafetyNet.

## 35 Smoke Free Environment

Under the Smoke-Free Vape-Free University Policy smoking of tobacco products or personal vaporisers is prohibited on all University property, in University vehicles and at all University activities and events.

For further information about the policy refer to the [Smoke-Free UOW Webpage](#).

## 36 Traffic Management

Any work that presents a risk to health and safety associated with the interaction of vehicular or powered plant with pedestrians at University worksites must be managed in accordance with the UOW Traffic Management Guidelines. Any work that requires the disruption of traffic on any public roads at the University of Wollongong must be managed in accordance with the RMS [Traffic Control and Worksites manual Version 4](#).

## 37 Use of Facilities

Contractors are not to use University staff or student kitchens, student living or sleeping facilities, telephones, computers, or other facilities, without permission of the UOW Representative.

## 38 Waste (General and Hazardous)

Contractors are to remove and dispose of all waste from the University site or only on site with prior approval of the UOW Representative. University rubbish bins are not to be used. Contaminated rubbish, including hazardous waste, is to be disposed of in accordance with statutory requirements.

## 39 Version Control Table

Version Control	Date Released	Approved By	Amendment
1	July 2005	Manager WHS	Document updated to reflect current requirements
2	September 2005	Manager WHS	Document updated to reflect current requirements
3	November 2005	Manager WHS	Document updated to reflect current requirements
4	January 2006	Manager WHS	Document updated to reflect current requirements
5	March 2006	Manager	Document updated to reflect current

		WHS	requirements
6	December 2008	Manager WHS	Document formatting refined and contents updated
7	April 2010	Manager WHS	Minor review no significant changes.
8	August 2010	Manager WHS	Document updated to incorporate the Personnel name change to Human Resources Division.
9	March 2011	Manager WHS	Document updated to include requirement by contractors to notify maintenance manager when performing any fire alarm isolation work.
10	March 2012	Manager WHS	Rebrand
11	March 2013	Manager WHS	Updated to meet requirements of NSW WHS legislation.
12	September 2013	Manager WHS	Documented updated to incorporate SitePass system along with general updates (i.e. documents, links).
13	November 2013	Manager WHS	Document Updated to incorporate the newly developed UOW Traffic Management Guidelines and updates to working with UOW Electrical Safety Guidelines
14	June 2016	Manager WHS	Smoke-free policy update, link updates.
15	July 2016	Manager WHS	Rebrand
16	Oct 2024	Senior Manager WHS	Rebrand, Scheduled review, minor name changes, edited hyperlinks.