



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

CAMPUS DOMAIN USE PROCEDURE

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2. INTRODUCTION

The grounds of the University of Wollongong are private property, and the University Council has the right to regulate access to the grounds and control the entry of vehicles and their operations within those grounds. These procedures outline the requirements for companies/persons to gain access to the Universities Campus Domain and operate safely whilst on the Campus Domain.

3. SCOPE

These procedures apply to any general works being conducted on the Campus Domain as well as any registered vehicle entering the Campus Domain for carrying out works or deliveries on behalf of any University Faculties/Divisions/Schools etc. and is effective from the time of publishing.

4. DEFINITIONS

Word/Term	Definition
Authorised Officer	Means anyone assigned by the Vice-Chancellor for enforcing these rules, such as Security, FMD, PULSE or members of the emergency services such as Police, Fire and Ambulance.
Campus Domain	Means any land, which is the property of the University of Wollongong, which is not a public roadway or street. This includes, but is not restricted to: <ul style="list-style-type: none">• Footpaths• Ovals• Outdoor communal areas• Gardens/Landscaped areas• Temporarily closed roadways/streets• Any areas where vehicles and pedestrians share a space
Contractor	A person conducting a business or undertaking who is engaged by the University to perform work, carry out service or provide labour hire.
Construction Work	Any work carried out in connection with the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, and refurbishment, demolition, decommissioning or dismantling of a structure.
FMD	Facilities Management Division
Grounds	Includes any land or structure, which is property of the University of Wollongong or in its possession or under its control.
Hazard	Anything that has the potential to cause injury or damage to a person or property.
Induction	A formal process of providing information on safety requirements prior to commencement of work.
PULSE	UOW's Student engagement, food & beverage, retail, sports and fitness, catering & events and children's services provider.
Risk Assessment	The process of identifying hazards associated with a particular activity, assessing risk and recommending methods of controlling those risks.
Risk	The likelihood of a hazard causing harm to a person or property.
SafetyNet	SafetyNet is the online system for recording hazard/incident reports, safe work procedures and risk assessments at the University of Wollongong.

Safety Signage	Any safety device that outlines a work zone, such as: <ul style="list-style-type: none"> • Bollards • Witches Hats • Safety Tape • Signs • Safety Cones • Barriers
Security (Metropolitan and Regional)	Security contractors provide security for people and property on UOW grounds via an on call basis, 24 hours a day, 7 days a week.
UOW Security	UOW Security provide security for people and property at the Wollongong, Liverpool and Innovation Campuses via on site officers or an on call basis, 24 hours a day, 7 days a week.
Spotter/Guide	Someone with the authority to guide a vehicle through the Campus Domain safely wearing Hi-Vis clothing or vest.
Structure	Any temporary, or otherwise, constructed building or arrangement of things or people. This can include but is not limited to: <ul style="list-style-type: none"> • Stage • Tent • Demountable • Building • Path • Wall • Hoarding • Fence
UOW	University of Wollongong
Vehicles	Means all registered powered vehicles and includes motorbikes, EWPs, forklifts, trucks, cars, vans and utes, but excludes motorised wheelchairs.

5. GENERAL WORKS REQUIREMENTS

Any works approved by or conducted by UOW within the Campus Domain must comply with the following requirements:

- Works must be isolated from pedestrians to establish an exclusion zone with the use of any of the following, but is not limited to:
 - Barriers
 - Tape
 - Temporary Fencing
 - Hoarding
 - Witches hats
- Vehicle requirements listed below in Section 6.
- A Risk Assessment has been completed and approved within [SafetyNet](#)
- The use of portable ladders requires a spotter and be listed on the [Portable Ladder Safety Inspection and Maintenance Register](#)
- Consideration for the surrounding environment is monitored and documented as required, this includes:
 - Tree protection

- Garden beds
- Pathways
- Sculptures
- Structures
- Above ground and below ground infrastructure/services (lights, poles, signs, plumbing, water, gas etc.)
- Waste disposal
- Stormwater drainage

6. VEHICLE ENTRY REQUIREMENTS

Any vehicle seeking entry to the Campus Domain must seek prior approval from UOW before entering, and comply with relevant legislation, UOW policies and guidelines, as listed at part 8 of this document.

Heavy vehicles (greater than 4.5 tonnes) must inform UOW of their requirement to access the Campus Domain, as a number of identified areas ([Vehicle Access Guidelines](#)) have additional access requirements.

Approval may be granted upon completion of a site-specific induction and submission of a completed risk assessment (a risk assessment may not be required for a delivery vehicle).

If a vehicle is permitted entry to the Campus Domain, they must adhere to the following requirements and only gain entry/exit via the removable bollards as identified on the [Vehicle Access Map](#):

- Use hazard lights, or orange flashing beacons at all times, even when parked unless,
 - You are behind a secured fence
 - Have a marked exclusion zone using safety signage such as bollards, witches hats or other type device
- Vehicles are restricted to travelling at 10km/h, i.e. Walking speed
- Pedestrians have right of way at all times
- Vehicles must not create a traffic hazard, obstruction or dangerous situation for pedestrians or passing traffic whilst moving or stationary
- Vehicles have an authorised “spotter” or “guide” when moving
- Vehicle entry is excluded between the hours of
 - 8am - 9am, and
 - 12pm - 2pm
- Vehicles already in the Campus Domain prior to these times are not permitted to move their vehicles during these times.

7. CONDUCT RELATING TO VEHICLES ON THE CAMPUS DOMAIN

Breaching restrictions on the entry of vehicles

- A UOW Authorised Officer may give a direction regarding the entry of vehicles onto the campus domain, including:
 - Prohibiting the entry of vehicles onto the Campus Domain and,
 - Regulating or otherwise controlling the entry of vehicles onto the Campus Domain and,

- Refusing to allow a vehicle to enter the Campus Domain.
- A person must not do anything in breach of a direction given under this clause.
- Any breaches of these restrictions may result in the suspension of access to the Campus Domain and/or fines may apply.

Breaching restrictions on driving and parking of vehicles:

- A UOW Authorised Officer may give a direction regulating:
 - The driving of vehicles on any part of the Campus Domain, or
 - The speed at which a vehicle may be travelling on any part of the Campus Domain, or
 - The parking of vehicles on any part of the Campus Domain.
- A person must not drive or park a vehicle on the Campus Domain in breach of a direction under this clause.
- UOW may issue fees in relation to the movement or parking of any vehicle on the Campus Domain.
- Any breaches of these restrictions may result in the suspension of access to the Campus Domain and/or fines may apply.

8. RELATED DOCUMENTS

- [Work Health & Safety Act 2011](#)
- [Work Health & Safety Regulation 2017](#)
- [UOW WHS Policy](#)
- [Vehicle Access Guidelines](#)
- [WHS Risk Management Guidelines](#)
- [Campus Access and Order Rules](#)
- [Traffic Management Guidelines](#)
- [Contractor Induction Guidelines](#)

9. VERSION CONTROL

Version Control	Date Effective	Approved By	Amendment
1	Jan 2024	<ul style="list-style-type: none"> ● WHS Manager ● UOW Security 	Document created
2			
3			
4			