



OCCUPATIONAL SAFETY & HEALTH GUIDELINES FOR CONSULTANTS

1 CONSULTANT SAFETY RESPONSIBILITY GENERALLY

At all times exercise all reasonable precautions for the safety of all persons under the provisions of the *Occupational Safety & Health Act 1984* and *Occupational Safety & Health Regulations 1996*. This includes, but is not limited to the Consultant:

- (a) working in a safe manner and taking all reasonable steps so that all its staff and agents work in a safe manner while on campus or in any of the University's buildings;
- (b) using due skill and care so that once executed, the design as a whole and the design of component parts is/are intrinsically safe and that the processes required to execute the design are capable of being executed safely;
- (c) undergoing and ensuring all its staff and agents undergo:
 - i) University Contractor Safety Induction available on line at <http://www.safety.uwa.edu.au/contractors> and ensuring that where work on the project exceeds 2 years, that the Consultant, its staff and agents undergo a University Contractor Safety Induction every second year; and
 - ii) Construction Industry Safety Awareness Training,
- (d) providing all its employees and agents with suitable personal protective equipment and any training that may be necessary to use that equipment correctly, and
- (e) when on site, auditing the building/service contractor's construction methods to ensure they are safely executed in accordance with the contract documents, in particular the Specification *Preliminaries*.

2 CONSULTANT'S STAFF

2.1 Consultant's Responsibilities

- (a) Use due skill and care so that all persons employed or engaged by the Consultant to perform the Services are civil, sober, courteous, honest and law abiding.
- (b) Provide safe systems of work and sufficient information, instruction, training and supervision so that persons employed or engaged by the Consultant to perform the Services are not to expose to hazards.

2.2 Security & Control of Employees

The University warrants that where required, access will be available to the Consultant or its nominated staff to any part of a University's building required to perform the Services at any reasonable time.

To maintain the highest level of security and control of employees, the Consultant's staff and sub-Consultants:

- (a) must comply with all of the University's policies and regulations relevant to the performance of the Services.
- (b) must secure at completion of the work any area that was secured immediately prior to the commencement of work. Report any suspicious instances or concerns to Campus Security.
- (c) must not at any time while working bring persons (including family members) that are not employed by the Consultant into work areas.
- (d) must carry appropriate evidence of employment by the Consultant and be able to present it on demand to a member of the University's staff.
- (e) must apply to the Project Leader or Responsible Officer for any access privileges (keys, cards etc) required under this contract. The Consultant will be held responsible for the security of such card/keys and must notify the Project Leader or Responsible Officer immediately of any loss or breaches.

2.3 Specific Prohibitions

The Consultant, its staff and sub-Consultants:

- (a) must not consume or store alcoholic beverages or prohibited substances on the campus.
 - (b) must not smoke within any covered area nor within three (3) metres of any access door or ventilator duct in accordance with the University's policies and procedures.
 - (c) must not use radios, recorded music and loud hailers on any of the University's campuses including those parts of any campus where construction is taking place.
 - (d) must not subject people on or adjacent to any part of a campus where they may be working to any form of sexual harassment. Sexual harassment is a serious issue and will not be tolerated by the University.
 - (e) must create as little disturbance as possible in work areas and to the routine of other activities nearby.
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3 MATERIALS & FACILITIES PROVIDED

3.1 Use

Products, materials and facilities provided to the Consultant by the University for the purpose of the Contract must be used solely for the University, and must not be removed from the location where it is provided for use in other areas.

3.2 Unauthorised Use

Take all necessary steps to prevent staff members and sub-Consultants under any circumstances from using equipment belonging to the University without prior consent of the University.

3.3 Facilities

The University will provide the Consultant with the following facilities and amenities:

- (a) the use of utility services under the supervision of the FM Project Leader; and
 - (b) the use of toilets at public amenities on campus.
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4 ENVIRONMENTAL PROTECTION

Give effect to and maintain all safeguards and standards for the protection of the environment and take such measures as may be reasonably necessary to prevent the damage or destruction of native flora and fauna.

5 VEHICULAR SAFETY

5.1 Parking

Ensure all Consultants' vehicles display current parking and access permits issued by Unipark. Parking space(s) and lay down areas will be strictly in conformance with the directions of Unipark. All fees for parking and access permits will be borne by the Consultant.

5.2 Vehicles Accessing Inner Campus

Vehicles moving on the inner campus must proceed with the hazard lights flashing and must not exceed a walking pace at any time.
