Working at CSU – Site Safety Information for Contractors

“working together for a safer University community”

Charles Sturt University is committed to providing a safe and healthy environment for our staff, students and visitors; which include obligations and responsibilities under the NSW Occupational Health and Safety Act. As contractors to the University and in some cases employers yourselves; you are aware of your “duty of care” responsibilities to your employees, sub contractors and members of the public. It is an obligation of employers to ensure that all reasonably practicable measures are taken to control workplace hazards.

Detailed below are a number key safety areas for your information, including relevant University policies that must be observed while working at the University.

Contractor registration and general site induction
All contractors are required to be registered with MyContractor, who manages insurance records & OHS information for us. Contractors, depending on the nature of their visit, may also be required to undertake our general OHS site induction package. Further information on these items is provided on our website and is also available at your campus Facilities Management site office.

Site Specific Induction and Risk Assessments
Before work commences all staff must be provided with information that covers site specific safety risks, procedures, safe work method statements and other information as determined during the risk assessment. This will include emergency procedures.

University Policies and Guidelines:
More detailed information on these University policies can be found by visiting the web at: http://www.csu.edu.au/division/healsafe or contact your site supervisor.

- **Campus Speed Limits**: The University has a signed and enforced speed limit of 40 km/h. A 5 km/h limit applies to service roads and areas shared with pedestrians.

- **Restricted Parking**: Restricted parking applies to many areas of the University. Failure to comply with the regulations may lead to the issue of an infringement notice.

- **Smoking in the Workplace**: Smoking is not permitted in any building, or within 4 meters of any building or at any place that smoke may enter any building.

- **Harassment**: The University is a multicultural community with students of all ages. Any derogatory, sexist or racist actions will not be tolerated. Unaccompanied access to student residences is not permitted.

- **Noise and hours of work**: Please respect the learning & teaching environment of the campus life and keep music to a level that does not interfere with residesnces or the University’s operations. Hours of work will be agreed upon prior to starting of the works.

- **Emergency Control Organisation**: Buildings across the University have an established ‘Emergency Control Organisation’ consisting of wardens. These wardens
have the authority to control the evacuation of buildings, and you need to comply with their directions if requested. Observe evacuation plans within the building and notify the unit of your presence.

- **Protection from Solar Ultraviolet Radiation**: Persons that may be exposed to UV radiation must undertake a risk assessment and if no other control methods are available, appropriate protective personal equipment and clothing shall be worn.

- **Hazardous Substances**: Any hazardous substances brought onto the University must be used in accordance with the regulation. A documented risk assessment, register and MSDS’s must also be available.

- **Use of ‘Caution-Unsafe Do Not Use’ Tags**: Any appliance that is unsafe to use (e.g., faulty or under repair) must be labelled with a “do not use tag” that contains the name of the person that has attached the tag and their contact details. The use of electrical tape or other non-standard tags is prohibited.

- There are special **clearance procedures** required prior to the access to some facilities at the University. Examples include Radiation facilities and some Biosafety facilities. All of these facilities are appropriately sign posted with contact details and other requirements.

- **Accidents, incidents and near misses**: Any accident, incident or near miss must be recorded on the University’s Accident report form. This is to enable us to document and action as appropriate, and is a vital component of our SMS.

- **Hot work**: If any procedures involving “hot work” are to be performed, you are required to gain a hot work permit from an authorised University officer before commencing.

- **Isolation of services**: Advanced noticed is required prior to the isolation of services. Generally, a period of up to 48 hours may be required to ensure appropriate consultation and alternative arrangements can be organised.

**Other key safety areas:**

- **Electrical appliances**: Ensure all electrical appliances are appropriately tested and tagged before being used on site.

- **OH&S induction training certificate**: A Workcover approved certificate is required to gain access to construction sites. Contact the site supervisor for access.

- **Valid certificates or licences** must be held prior to using equipment or plant where required.

- **Record keeping**: Please ensure you keep training and safety instruction records for your staff and other persons under your control.

- **High visibility clothing**: When working around mobile machinery, plant, or roadways; ensure staff are wearing an appropriate form of high visibility clothing.

- **Barricades**: Barriers must be erected to prevent access to hazardous areas and these must be constructed of appropriate materials that will endure the environment.
• **Working at heights**: All work at heights must be assessed for risks and appropriate controls are employed.

• **Scaffolding**: All scaffolding or other platforms must conform to Workcover requirements.

• **Confined spaces**: Identified confined spaces at the University are appropriately labelled. Access is not permitted until the requirements are satisfied. Care should also be taken to assess the workplace to ensure that a “confined space” is not created. Eg an excavated trench may be classed as a confined space.

• **Housekeeping**: All work areas must be maintained in a safe condition, and rubbish removed as necessary during the works and at the completion of the works. Controls must be employed to minimise the generation of dust.

The University values our contractors and supports a consultative process working together, not only to maintain high standards but also to continually improve the workplace.

Do not hesitate to raise any OH&S issues (including identified hazards and risks) with the University as soon a practicable.

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**Ken Simpson**  
Facilities OH&S Manager  
Division of Facilities Management  
Charles Sturt University  
PO Box 588  
Wagga Wagga NSW 2678

Ph: 02 693 34321  
Mob: 0439 425 482  
Fax: 02 6933 4346  
Email: ksimpson@csu.edu.au  
www.csu.edu.au/division/facilitiesm/