



CONTRACTOR HEALTH AND SAFETY HANDBOOK

Curtin University Contractor Health and Safety Handbook for use on Curtin Campuses & Centres located in Western Australia.

Contents

1.1	Terminology.....	5
1.2	Leased Facilities	6
1.3	Contractor Responsibility	6
2.	CAMPUS DESCRIPTION	8
3.	DOCUMENTATION REQUIREMENTS	9
4.	ONLINE SAFETY INDUCTION	9
4.1	Induction Cards.....	9
4.2	Use of the Card	9
4.3	Lost or Stolen Cards	10
4.4	Replacement Cards	10
5.	SECURITY	10
6.	HOURS OF OPERATION	10
6.1	Business Hours.....	10
6.2	Work after Hours	10
7.	CONTRACTOR PARKING, SITE SPECIFIC INDUCTIONS, PASSES & KEY COLLECTION ...	10
7.1	Contractor Parking	10
7.2	Bentley, Murray Street, Technology Park and Shenton Park Campuses.....	13
7.3	Perth Central Campuses in Murray Street.....	14
7.4	Shenton Park.....	14
7.5	Kalgoorlie Campus.....	14
8.	PERMIT TO WORK	14
8.1	Hot Work Permit.....	15
8.2	Confined Space Entry Permit.....	15
8.3	Permit to Dig/Excavate.....	15
8.4	Roof Access Permit.....	15
8.5	Working at Heights Permit	16
8.6	Isolations Permit (Services)	16
8.7	Fire System Isolations requirements.....	17
8.8	Electrical Permits	18
9.	SAFETY MANAGEMENT.....	18
9.1	Job Safety Analysis (JSA) and Safe Work Procedures (SWP).....	18
9.2	Safety Management Plans.....	18

9.3	Electrical Works	18
9.4	Plumbing.....	19
9.5	Safety Data Sheets	19
9.6	Hazardous Substances/Dangerous Goods.....	19
9.7	Asbestos Management.....	20
9.8	Working in Laboratories	20
9.9	Tools, Equipment and Machinery	21
9.10	Mobile Plant.....	21
9.11	PPE and Sun protection	21
9.12	Pedestrian Safety	22
9.13	Noise.....	22
9.14	Environmental Issues	22
9.15	Cleaning up and Removal of Debris	24
9.16	Ground Penetrations.....	25
9.17	Breaches of Safety/Non Conformances	25
10.	EMERGENCY MANAGEMENT.....	25
10.1	Emergency Evacuation Procedure	26
11.	HAZARD/INCIDENT/INJURY REPORTING	26
11.1	WorkSafe	27
12.	FIRST AID	27
13.	CONDUCT.....	27
13.1	Alcohol and Substance Abuse.....	27
13.2	Smoking.....	27
13.3	Dress Code.....	27
13.4	Equal Opportunity and Anti-Discrimination	28
13.5	Harassment.....	28
13.6	Children	28
13.7	Animals.....	28
13.8	Noise – Radios & Mobile Ring Tones.....	28
13.9	Offensive Language	28
13.10	Facility Information	28
14.	ACKNOWLEDGEMENT OF ISSUE	29



Curtin University

Promoting a safer place to work and study

HEALTH AND SAFETY POLICY

Curtin University is committed to providing and maintaining high standards of health and safety in the workplace. It is our belief that all injuries are preventable.

Health and safety is the responsibility of everyone and that all workers, students and visitors play an important role in contributing to a healthy and safe workplace.

The University will continue to evolve its Health and Safety Management System through a process of continuous improvement with a focus to manage health and safety risks. This will be achieved in consultation with workers and Safety and Health Representatives with the objective to prevent workplace injury and illness.

The University will:

- Ensure compliance with relevant legislation and the University's Health and Safety Management System;
- Promote an organisational culture that adopts health and safety as an integral component of its management philosophy;
- Ensure that health and safety is part of the business planning processes and that it is adequately resourced by all areas;
- Maintain an effective mechanism for consultation and communication of health and safety matters;
- Maintain an effective process for resolving health and safety issues and managing health and safety risks;
- Provide appropriate health and safety training;
- Regularly review health and safety performance to monitor the effectiveness of health and safety actions and ensure health and safety targets and objectives are met.

A handwritten signature in black ink, appearing to read 'Deborah Terry'.

Deborah Terry
Vice-Chancellor
June, 2015

healthandsafety.curtin.edu.au

1766HSAF

1. INTRODUCTION

Welcome to the Curtin University Contractor Health and Safety Handbook. This handbook is designed to provide contractors, sub-contractors and their employees with information on health, safety, emergency management and appropriate conduct whilst working at the University. This is in addition to the terms and conditions listed in their formal contract or purchase order. An [online induction](#) must be completed by all employees of contractors, sub-contractors and consultants prior to commencement of any work for or on Curtin campuses. It is also recommended that all contractors undertake a site specific induction before work commences.

All contractors shall comply with these instructions and procedures. Contractors failing to comply may be subject to a stop work order and liability for any costs incurred as a result of such action. Non-compliance may also lead to a contractor being removed from the University's Preferred Contractors List. These instructions are set out to protect contractors, employees, staff, students, visitors and the Curtin community in general.

For a company to be eligible for inclusion on the University's Preferred Contractors List, the University will have conducted a health and safety management system evaluation of the company prior to awarding the contract. Successful companies will be monitored for compliance during the contract in order to remain on the list. Companies will be invited to be re-evaluated every three (3) years.

For further information regarding health, safety and emergency management, please contact your Project Manager, the appointed Responsible Officer or the PFD Service Centre (SSC) on 9266 2020

1.1 Terminology

<i>ACM</i>	Asbestos containing material
<i>Contractor</i>	Contractors, sub-contractors, consultants, suppliers, and their employees engaged by Curtin University to perform works or services on Curtin University campuses and centres located in Western Australia
<i>DFES</i>	Department of Fire and Emergency Services
<i>Employees</i>	All Contractors' employees or the employees of other Sub-Contractors under the Contractor's control
<i>EWIS</i>	Emergency Warning Intercommunications System
<i>HSEM</i>	The University's Health, Safety and Emergency Management Department
<i>JSA</i>	Job Safety Analysis
<i>SDS</i>	Safety Data Sheet

<i>PPE</i>	Personal Protective Equipment/Clothing
<i>PSC</i>	Properties Service Centre
<i>PM</i>	The Project Manager assigned to the project on behalf of the University
<i>PF&D</i>	<i>Properties, Facilities and Development</i>
<i>RO</i>	The Responsible Officer nominated to the Contractor as the representative of the University
<i>SWP</i>	Safe Working Procedures
<i>The University</i>	Curtin University
<i>University Land</i>	Lands vested in or held by or under the management and control of the University and include all buildings and structures of any kind standing or being on any such land.

1.2 Leased Facilities

Curtin University leases a number of properties throughout the State. In order to meet the requirements of the University lease agreements, contractors must inform the RO of all work and changes to work plans prior to commencement so that property owner's consent may be obtained.

1.3 Contractor Responsibility

Contractors are reminded to fully comply with their obligations under current Occupational Safety and Health (OSH) Legislation and the National Standard dealing with competency standards for users and operations. Contractors shall comply with Western Australian Safety and Health Regulations, Australian/New Zealand Standards and Codes of Practice. Contractors also need to be aware that staff, student's, visitors and other persons not being their employees are not always concentrating on their surroundings and all precautions should be undertaken to prevent risk of harm or injury to persons.

Contractors shall take reasonable care of the health and safety of others not being their employees.

- Contractors shall co-operate with the University in their efforts to comply with occupational health and safety requirements
- Contractors may refuse to work, where the employee believes that to continue to work would expose him/her or any other person to a risk of imminent and serious injury or imminent and serious harm to his/her health.

Contractors shall not:

- Interfere with or misuse any items provided for health, safety or welfare of persons at work.
- Obstruct attempts to give aid or obstruct the attempts to prevent a serious risk to the health and safety of a person at work.
- Refuse a reasonable request to assist in giving aid in order to prevent a risk to health and safety.
- Deliberately create a risk (or the appearance of a risk) to safety with the intention of causing a disruption of work at that place of work.

The contractor shall, so far as is practicable, provide and maintain a working environment in which people are not exposed to hazards. In particular, but not limited to, the contractor shall:

- Ensure all their employees comply with these instructions and procedures.
- Ensure that all statutory law, regulations, standards and Building Codes which are enforceable in Western Australia are complied with at all times.
- Ensure that employees or sub-contractors have been trained for the task they are to undertake and, if working on construction sites, have completed the (white card) construction induction training.
- Ensure that an Occupational Safety and Health Management Plan, where required, is provided to the RO prior to commencement of the work. The plan shall be drawn up, distributed to appropriate stakeholders prior to commencement of work and maintained during the course of the contract.
- Ensure that all hazards associated with the work have been identified, the risks assessed and appropriate controls developed, JSA (site & task specific, not generic) and/or a SWP shall be provided to the RO prior to commencing works on site. All works conducted on campus must be carried out according to the relevant JSAs or SWPs.
- Ensure that all Permits to Work have been completed, approved and provided to the RO 48 hours prior to the work commencing. Permits to Dig/Excavate must be submitted 10 days prior to commencement of work to allow appropriate time to investigate the disruption that may occur.
- Ensure Safety Data Sheets (SDSs) for chemicals are understood, implemented and kept on site.



- Ensure PPE is adhered to in accordance the Occupational Safety and Health Regulations 1996.
- Ensure work areas have appropriate barriers and signage when working on or near a thoroughfare (pedestrian or vehicle) or as required preventing unauthorised access/entry to potential hazardous work areas.
- When leaving the site, eg lunch, completion of work day, the area must be left in a safe condition. All doors must be relocked, gates and barriers repositioned, hazards covered, barricaded or identified with cones and signage.
- Where practicable tools and materials are never left unattended.
- Ensure work areas are left in a clean, tidy and vacuumed state and that all rubbish and redundant materials are removed appropriately from site.
- Ensure that the Contractor Supervisor or designee, report to and register with the Security Office upon arrival to site and before leaving site.
- Ensure that their Contractor Supervisor or designee, obtain and sign for the issue of a Contractor Pass and keys and return all Contractor Passes and keys before leaving campus, regardless of intended re-entry later. Contractor Passes must be worn and visible at all times when on site.
- Ensure all incidents and injuries are reported (quoting the relevant Permit number, if applicable) immediately to the RO for recording and further action if required through the University's [on-line](#) incident and hazard reporting system.
- Ensure that all electrical incidents are reported immediately to the following:
 - Their Supervisor
 - Energy Safety: 1800 678 198
 - The Curtin Responsible Officer and
 - Electrical Engineering Manager (University). See Appendix A for flowchart.

2. **CAMPUS DESCRIPTION**

Curtin University is Western Australia's largest University. In excess of 40,000 students attend several campuses and education centres in Western Australia, with additional campuses in Sydney, Singapore and East Malaysia. Curtin is a broadly based and highly diverse University with the main campus of 116 hectares being located at Bentley with additional metropolitan campuses at Technology Park, Shenton Park, Perth CBD and other locations in the State.

The educational facilities include substantial laboratory facilities, School of Mines and other facilities which contain radioactive materials, chemicals, and biological hazards with some buildings or sections of buildings having restricted access. There are also a number of student housing complexes and commercial outlets on a number of the campuses/centres.

3. DOCUMENTATION REQUIREMENTS

Companies will be required to be pre-qualified prior to working on University sites. The pre-qualification process will indicate which documents will be required. Examples of documents include, but may not be limited to:

- Current Worker's Compensation Insurance
- Current Public Liability Insurance
- Details of prosecutions under safety or related legislation.

The RO may also request specific documentation. Examples may include:

- Job Safety Analysis
- Occupational Safety and Health Safety Management Plan

4. ONLINE SAFETY INDUCTION

Contractors, sub-contractors and their employees shall undertake an induction prior to working on any of the University's campuses. As part of the University's pre-qualification process, please contact your employer for log-in information in order to complete your Health and Safety Induction. The induction will conclude with a quiz. Queries in respect of the induction should be referred to the HSEM department. There is a small fee involved and a credit card is required to register. Your online induction will need to be completed every 2 years.

4.1 Induction Cards

New contractors will receive an induction card after their induction with the University has been completed. On successful completion of the induction (pass mark 80%), you will need to print out the temporary card and come to HSEM between the hours of 8am and 9am Monday to Friday, where we will take your photo and arrange for your induction card. A new induction card will be issued each time you complete the online induction. If you are unable to attend during those hours please contact Health and Safety on 9266 4900 to arrange an appointment.

4.2 Use of the Card

The card is used for purposes of identification at the University and must be carried and displayed at all times while on University premises. If the induction card has been exchanged for a contractor pass, then the contractor pass must be carried and displayed at all times. Either card must be presented on request of an employee of the University or by Security personnel.

4.3 Lost or Stolen Cards

Lost or stolen cards must be reported to HSEM immediately.

4.4 Replacement Cards

If your card is lost, stolen or damaged, you can request the issue of a replacement card. A fee may be charged for the replacement card.

5. SECURITY

The Bentley Campus Security Office is open 24/7 and is located in Building 115, Dumas Road, accessed through the North entrance to the University, off Hayman Road. Short term parking is available immediately outside this office (prior to the first internal roundabout). Contractors, sub-contractors and their employees may receive their Contractor Pass from the Security office. Passes **shall** be returned prior to leaving the campus regardless of requirement to re-enter again that day or the following day.

6. HOURS OF OPERATION

6.1 Business Hours

Normal hours of business at the University are between 6.30am and 9.00pm, Monday to Friday.

6.2 Work after Hours

If a contractor requires access outside of normal business hours, they shall:

- Receive prior approval in writing from the Responsible Officer
- Arrange with Security during business hours, when access will be required.
- Provide Security with the approval document from the Responsible Officer.

7. CONTRACTOR PARKING, SITE SPECIFIC INDUCTIONS, PASSES & KEY COLLECTION

7.1 Contractor Parking

Vehicles must be parked in a designated bay as entitled by their permit or PAYG session. You are not permitted to park on verges, grassed areas, roads, pathways or any other non-designated parking areas at any time, unless you are directed to do so by an authorised officer.

The academic core at Curtin University's Bentley Campus is classified as a pedestrian zone. As such, a Vehicle Access Management Plan (VAMP) has been implemented on campus, to restrict the use of vehicles within this area and promote a

safer environment for all pedestrians. Bollards and gates are used to restrict vehicle access to the pedestrian zone. **Note: Only one vehicle at a time can pass through a lowered electronic bollard, it is designed to automatically rise again as soon as the one vehicle has passed.**

The Pedestrian Core will be in full operation Semester 1, 2016 from Monday January 22nd 2016.

All vehicular access to the core will be restricted between the hours of 9:00 am and 3:30 pm. Outside of these hours access will be via an approved Access Permit available on the Curtin website.

Vehicle access to the Core will be as follows:

DAYTIME HOURS: 9am – 3:30pm

NO VEHICLE ACCESS.

Exceptions made for:

- Emergency vehicles
- Authorised small electric vehicles (maintenance, security and Curtin IT services)

AFTER HOURS: 3:30pm – 9am.

RESTRICTED VEHICLE ACCESS.

Only available for:

- Approved permit holders
- Emergency vehicles
- Authorised small electric vehicles (maintenance, security and Curtin IT services)

General Information

We treat our pedestrians with the utmost respect and priority, and as such, all vehicles intending to access the pedestrian zone must observe the following:

1. All access the core will require an approved site access permit available from February 17 on the Curtin website. Please note contractors will require an induction number in order to obtain an access permit.
2. Loading bays are available around the perimeter of the pedestrian zone for short-term use only and deliveries made **between 9:00am and 3:30pm.**
3. Three hour maintenance bays have been provided for Curtin Service Vehicles registered with Parking. These bays are located external to the core as per the Campus map.
4. There is no change to procedures for emergency service vehicle.

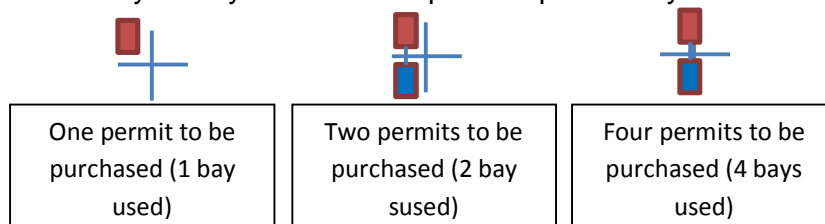
- The speed limit is walking speed (5km/hr). All vehicles must give way to pedestrians and only use designated routes.

To view the pedestrian zone area and vehicle access points, download the [Vehicle-Free Zone](#) map. For any further information please contact your Responsible Officer.

Contractors are required to pay for parking on the Curtin Bentley Campus and Technology Park. A parking meter is located at the front of Security - building 115 which accepts payment by coin or credit card. The metre allows for parking to be paid for on a daily, weekly or monthly basis. The parking metre requires your vehicle registration details. Alternatively, Contractors may use PAYG via their mobile phone, or if you wish to pay annually you can do so by applying online for a 'vpermit' at www.vpermit.com.au/curtin (Please contact the Parking and Traffic Office by phone, 08 9266 7116 or email, Parking@curtin.edu).



Contractor Parking Permits enable contractors to park in green, yellow, white or orange car parks. One permit allows for one vehicle bay only. If your vehicle and trailer cover more than one bay, then you must purchase the equivalent number of permits to bays that your vehicle requires to park safely.



Click on the link for the [Curtin University's Parking By-Laws](#).

When parking, care shall be taken to ensure pedestrian/disabled access, fire exit doors, fire hydrants etc., are not obstructed at any time. Infringements will be issued for breaching the parking regulations.

Parking is very limited at the Perth central campus in Murray Street. Two parking bays are set aside for contractors.

7.1.2 Liability

It shall be deemed to be a condition of every parking permit issued that the University is not, and shall not, be liable or responsible in any way for the safe custody of a vehicle or its contents. (Land and Traffic By-Laws Part 3.1.3B).

- A parking permit gives you the right to bring your vehicle onto campus, but does not guarantee availability of a parking bay

- You must have a current parking session or virtual permit at all times

Lock and secure your vehicle and tools when not in use.

For all parking enquires, contact Parking Reception located at Security - B115 or telephone 9266 7116.

7.2 Bentley, Murray Street, Technology Park and Shenton Park Campuses

7.2.1 Driving on Campus

The speed limit on Bentley Campus roads is 40 km/h and within Car Parks 10kph. Contractors shall comply with speed limits, and seatbelts shall be worn at all times while driving on campus roads.

When driving in Pedestrian zone, extra care must be taken, and the designated speed limit of 5 km/h **SHALL** be observed. Pedestrians always have right of way in these areas.

7.2.2 Contractor Passes

Prior to starting any work on the above campuses, a Contractor Supervisor or their designee shall report to the Security Office at Building 115. Here they will be requested to sign-in (must provide required basic information) on the Contractor and Visitors Register and show their current induction card. If a contractor pass is required, the Contractor Supervisor or designee will be required to leave their induction card with Security in exchange for the contractor pass. The card will be returned when the contractor pass is returned.

7.2.3 Keys

Keys are to be collected from and returned to Security. A key can only be collected on production of a signed copy of the Site Access Authority Permit which has been approved by the University's RO/PM – it is expected that 48 hours' notice will be given prior to going to site. The Site Access Authority Permit can be found [here](#). If a key for electrical works is required additional approval must be obtained from the University Electrical Representative. 'Electrical' keys will not be authorised to a non-electrical worker without the appropriate electrical permit.



All keys **shall** be returned to the Security Office prior to leaving campus. Keys may not be removed from Campus unless they are for use at Shenton Park, Technology Park or Murray Street Campus and shall be returned to Bentley Campus at the end of the day, unless specific signed instructions from the RO indicate otherwise.

Lost access swipes or keys may result in the requirement to pay a replacement fee which could be in excess of \$500,000.

7.3 Perth Central Campuses in Murray Street

A site specific induction must be completed prior to any work commencing at 78 Murray Street.

7.4 Shenton Park

Shenton Park may have a Security Officer on duty in the afternoon that is able to provide Contractor Passes and Keys on site, but you **shall not** leave a key issued from Bentley with the Shenton Park Security Officer – it must be returned to Bentley.

7.5 Kalgoorlie Campus

Contractors are to liaise with the RO when attending Kalgoorlie. Contractors must have a valid work order to come on site. The Contractor Sign-in Register shall be completed on arrival and is held with the Facilities Manager located in Building 701, Egan Street. On signing in, a Contractors Pass will be issued which must be worn at all times on Campus. Any keys required will be issued at sign in. Passes and keys shall be returned to the Facilities Manager. Kalgoorlie operational hours are 8.00am to 4.00pm Monday to Friday.

Asbestos related issues require liaison with the Facilities Manager on 0478474950 or 9088 6134 at Kalgoorlie.

8. PERMIT TO WORK

A permit is required to ensure ongoing, uninterrupted, safe and compliant University operations. Permits can be obtained on the University [Properties, Facilities and Development](#) website.

Where the work to be completed requires a Permit, the following process applies:

- Select and complete the appropriate Permit(s)
- Submit to your Curtin Representative for Review and Approval
- On receipt of approved permit(s), complete the work in accordance with permit requirements
- Sign off the permit(s) and submit back to the Curtin Representative for Closure

The University requires Permits to Work to be completed at least two working days (48 hours) prior to commencement for:

- hot work (e.g. welding, angle grinding, demolition and naked flames)
- confined space entry
- isolation (pressurized gas, electrical, water, fire systems)
- fire system [isolation](#)
- electrical works (vicinity, access and sanction to test)

- working at heights
- roof access.

The University requires a Permit to Dig/Excavate to be submitted 10 days prior to commencement.

NOTE: in emergency situations, permits may be completed immediately prior to commencing works.

8.1 Hot Work Permit

Prior to commencing hot work which generates heat, flame or sparks in any area other than workshops, a Hot Work Permit shall be obtained and completed. All contractors shall comply with requirements set out on the permit and identify the controls required to reduce risks.

8.2 Confined Space Entry Permit

Prior to commencing work in a registered confined space, a Confined Space Permit shall be obtained from Properties, completed by the contractor and then authorised by a Curtin Responsible Officer. Anyone entering a confined space must refer to the University's Confined Space Register.

8.3 Permit to Dig/Excavate

Prior to undertaking any activity that requires the existing ground to be disturbed to a depth of 150 mm or greater, by manual or mechanical means (shovel or machine digging), including boring or driving any object into the ground occurs, the contractor must lodge a Permit to Dig/Excavate Request with the RO. The contractor shall not start any digging work until the permit has been approved and issued by the RO. The contractor shall allow a minimum time of ten working (10) days for issue of the Permit to Dig/Excavate. [Permit to Dig/Excavate Request](#) forms are available on the Properties [web site](#).

As a minimum, ensure all excavation works are completed according to the WA Occupational Safety and Health Regulations 1996 and Code of Practice for Excavation.

8.4 Roof Access Permit

Access to a roof and roof voids is only permitted when a [Roof Access Permit](#) has been authorised. Consideration must be given to the following:

- Provision of JSA's and completion of the appropriate permit
- Compliant harnesses and auxiliary equipment to be used which display a current inspection tag
- Appropriate fall arrest equipment in place
- Competent and trained (fall prevention systems) personnel

- Under no circumstances should fall arrest anchors be used as abseiling anchors. (For possible abseiling anchor points, discuss with RO)

8.5 Working at Heights Permit

Most University buildings have anchorage points and/or static lines. Where these are in place, they **shall** be used. Personnel working at heights in excess of 2 metres shall be appropriately trained. Working from heights shall only be completed by competent personnel, who will ensure that harnesses and lanyards comply with AS/NZS1891 and are in good condition.

Ladders are not a safe work platform and should be used in a safe manner only when the erection of a work platform is impractical. Ladders should be placed at a slope of 4 vertical to 1 horizontal and be fitted or secured top and bottom. Straight ladders shall be fitted with undamaged safety feet at the base. All ladders shall meet the requirements of AS/NZS1892. Metal ladders or ladders with metal reinforcing shall not be used when there is any possibility of contacting electrical equipment.

Scaffolding shall be constructed in accordance with AS4576 and AS1576 parts 1 to 6. Scaffolding which exceeds a height of four metres can only be erected, altered or dismantled by a licenced, certified scaffolder and must be tagged and inspected every 30 days.

A permit is required for all contractors working where there is a possibility of falling more than 2 metres. The types of equipment which may be used by competent persons for working at heights to minimise risk include:

- Static lines and anchorage points
- Scaffolding
- Fixed work platform
- Mobile work platform
- Step ladder, ladder
- Safety harness, fall arrestor
- Hard hat
- Toe boards
- Guard Rails and Mid Rails.

All areas where work at height is being conducted and there is risk to people from falling objects, shall as far as practicable, be barricaded and conspicuously marked with adequate and appropriate warning signage to indicate potential hazards. Spotters to direct pedestrian traffic should also be considered.

The permit is available [here](#).

8.6 Isolations Permit (Services)

Interruptions to services must be kept to a minimum during business hours and then only at such times as agreed to by the University. A [permit](#) is required when isolating electricity, gas, water, groundwater, air conditioning, data or telecommunications

services from the source of supply prior to servicing, repair or routine maintenance etc. The approved permit shall be followed in relation to isolation. Lock out tags must be used and shall be filled out completely and correctly and then attached to the appropriate isolation points. Lockout devices may also be used.

8.7 Fire System Isolations requirements

On occasions where the fire system requires isolation; under the terms of the contract, authorised in the permit or identified by a JSA, the contractor shall ensure that:

- the following rules apply to all fire system isolation requests:
 - Applications for isolations **MUST** be made 48 hours in advance and made during normal working hours.
 - No overnight isolations will be permitted except in the event of a total shutdown.
 - If the work is continuous and requires total shutdown, it must be submitted and approved via a Fire Impairment Notice, which is also automatically sent to the University's Corporate Risk Department for insurer notification purposes.
 - It is the responsibility of the contractor to ensure that each Fire Isolation Request is sent and approved prior to commencement of works.
 - Any isolation failures resulting in material damages, DFES attendance or similar may result in penalty charges to the contractor.
- where smoke detectors require protection/covering due to dusty works, it is mandatory to use temporary covers. The covers shall be removed at 4.30pm on each day to ensure the detection system is working overnight and when the building is empty. Protection covers shall not be used as a method of isolation, only as a detector protection mechanism, isolation of the system is still required.
- all efforts are taken to prevent the likelihood of any dusty, smoky or hot works activating the Emergency Warning Intercommunications System (EWIS) systems or smoke/heat detectors. Failure to isolate specific areas that result in an alarm being triggered and automatic turn out of DFES may incur penalty costs of \$750 per attendance to the contractor.



The contractor will be charged for any repair/cleaning undertaken for failure to temporarily cover detectors during dusty work, resulting in damage to the detector.

Failure to remove temporary dust covers from detectors at the end of the working day shall be treated as a breach of safety and result in disciplinary action, including a review of the contract and listing on the Preferred Contractor List.

8.8 Electrical Permits

Electrical permits are required for:

- Electrical access areas
- Authority to work in the vicinity of electrical apparatus
- Sanction to test

Where any electrical work is carried out, the responsible Electrical Contractor shall, at the completion of the work, record the details, including their licence number in the Electrical Records Book at the University's Facility Management Office, (Building 110). All electrical works shall be carried out in accordance with the University's Standard Electrical Specification. Please contact 9266 2020, Curtin Electrical Department for a copy of this specification.

All electrical installation work requires the Electrical Contractor to provide a Supply Authority preliminary Notice/Notice of Completion Certificate or a Minor Work Certificate (as appropriate) to the RO.

9. SAFETY MANAGEMENT

9.1 Job Safety Analysis (JSA) and Safe Work Procedures (SWP)

Before any work commences, the contractor shall as far as is practicable have identified all hazards associated with the work, assessed the risks and developed appropriate controls. Suitable, sufficient and contract work specific JSAs and/or SWPs shall be provided to the RO prior to commencing. Generic JSAs are not sufficient.

9.2 Safety Management Plans

If the contract is related to construction work, and 5 or more people are working/likely to be working at the same time, the Main Contractor shall, in accordance with the requirements of Western Australian legislation, prepare an Occupational Safety and Health Management Plan prior to work starting on site. This plan shall be reviewed, maintained and updated during the course of the contract, as required. A copy of this plan shall be provided to the RO.

9.3 Electrical Works

All electrical work shall be performed in accordance with statutory requirements for electrical work.



Not all power points at the University are residual current device (RCD) protected, therefore contractors using any form of electrical device on campus shall provide and use portable RCD devices. All electrical equipment including extension leads shall have an electrical inspection tag and be within the current date as per AS/NZS3760.

Electrical shocks shall be reported immediately to the University's Manager – Electrical Engineering (9266 9872) and State electrical authorities. The University recommends that medical treatment should be sought regardless of the severity (During working hours, an ECG can be carried out at the Bentley Campus Medical Centre if necessary).

During recent works there have been several near misses from contractors drilling into electric cables that have been concealed in metallic door frames, in particular fire rated door frames. Contractors are to be aware of hazards such as concealed electrical services when penetrations are required.

Penetrations into walls/ floors shall only be made after a risk assessment for the presence of concealed services, electric, gas water etc. Although there is no sure way to confirm this, recommendations are to use location and detection equipment, inspection points and telescopic viewing aids to identify such services.

9.4 Plumbing

All plumbing works shall be carried out in accordance with the University Properties Plumbing and Hydraulic Services Manual. Please contact your RO for this manual.

9.5 Safety Data Sheets

A Safety Data Sheet (SDS) is a document that describes the chemical and physical properties of a material and provides advice on safe handling and use of the material. Copies of SDS's shall be kept either with or nearby to where the material is being used.



9.6 Hazardous Substances/Dangerous Goods

All hazardous substances/dangerous goods shall be referenced on a job safety analysis. The JSA shall reflect what the hazardous substance will be used for and the appropriate controls in place to manage the use of the hazardous substance. A SDS for the hazardous substance shall be attached to the JSA and kept on site while the hazardous substance is in use. A copy of both the JSA and the SDS shall be provided to the RO in advance of the commencement of the work.

Small quantities of flammable liquid, eg., solvent based paints and enamels, may be kept near the point of use, provided that:

- Suitable sealed containers with a maximum capacity of 20 litres are used.
- No open flames or non-intrinsically safe equipment are in the vicinity.
- Adequate fire protection equipment is at hand.

The storage of larger quantities of flammable liquids at the worksite shall be avoided. Turpentine, thinners & methylated spirits should be stored in appropriate lidded containers in bunded areas.

Where contractors' vehicles and machinery are refuelled on-site, the fuel storage, fire protection and handling shall meet all statutory requirements and the University's environmental protection requirements.

Cylinders of flammable and non-flammable compressed gases may be taken on-site for use. All cylinders shall be transported and stored in accordance with legislative requirements.

9.7 Asbestos Management

The University has an Asbestos Register and Asbestos Management Plan.



The RO will advise the contractor of the location of any known asbestos containing material (ACM) at the worksite in relation to the works. The contractor, if not informed, must seek the information from the RO.

When working near asbestos or removal of ACM, contractors shall comply with the Asbestos Management Plan. If the contractor comes across any other material that is suspected of containing asbestos they shall follow the Asbestos Management Plan and report it to the RO immediately.

Asbestos removal must only be carried out by a licensed asbestos removalist.

9.7.1 Polychlorinated Biphenyls (PCBs)

Contractors must assume that Polychlorinated Biphenyls (PCBs) are present in any building built prior to 1985, although their importation and use was banned in the mid-1970s. PCBs can be found in transformers, capacitors, electrical motors, welders and fluorescent lights. Equipment containing PCBs are usually **not** labelled.

PCBs are a hazard to health and to the environment. They are classified as Controlled Waste under the Environmental Protection (Controlled Waste) Regulations 2004 and as a dangerous good under the Australian Dangerous Goods Code.

Contractors must consult with the RO to ascertain the age of the building for any refurbishments or demolition work which includes electrical equipment. Contractors must handle and dispose of PCBs according to WorkSafe guidelines on PCBs. This will require the use of relevant spill kits, PPE (PPE), proper methods for storage and correct procedures for their disposal.

Contractors must dispose of PCB containing equipment through a licensed Waste Controlled carrier company. A Waste Controlled receipt must be provided to the RO.

9.8 Working in Laboratories

There may be particular hazards associated with working in a laboratory including:

- Infectious/biological agents

- Radiation
- Hazardous substances

Your RO will liaise with the Laboratory Manager/Supervisor to ensure contractors are aware of any particular hazards. **Should you be required to carry out work in a laboratory or associated plant room, you will be required to complete a short laboratory induction. Please notify HSEM when you attend their building (B599) to pick up your card.**

There are some areas of the University, including parts of Building 300, where access is not permitted. If such areas are required to be accessed, the RO will liaise with the Laboratory Manager, who will arrange a special induction and arrange for the Laboratory Manager to escort the contractor and be in attendance at all times.

9.9 Tools, Equipment and Machinery

Tools, machinery and equipment to be used for the contracted work are to be supplied by the contractor. Such tools, equipment and machinery shall be adequately designed for the task to be undertaken and maintained in good condition and inspected/licensed in accordance with appropriate statutory requirements or standards. Where appropriate the operator shall hold an appropriate current licence or certificate of competency.

9.10 Mobile Plant

All mobile plant brought on to the University by contractors shall meet the requirements of the Occupational Safety and Health Regulations 1996 and personnel operating mobile plant shall hold the appropriate Classification of High Risk Work (HRW) licences, (from 30th June 2013 the term Certificate of Competency will no longer be used and will be replaced solely with the term, 'Licence to perform High Risk Work'). This applies to the operation of certain forklifts, cranes, hoists, or the carrying out of any scaffolding work 4 metres or greater in height, dogging/ rigging work or any other class of high risk work. Reversing beepers and revolving lights must be in working condition and used where fitted.

9.11 PPE and Sun protection

Contractors and sub-contractors shall ensure that the personal protective equipment is provided for their employees and is in accordance with the legislation and comply with the relevant Australian Standard:

Safety helmet	AS/NZS 1801
Eye protection	AS/NZS 1337 and 1338
Gloves	AS/NZS 2161
Footwear	AS/NZS 2210
Skin protection/sunscreen	AS/NZS 2604
Clothing for protection against heat and flame	AS/NZS ISO 2801

When working outside in the sun, it is recommended that contractors wear wide brimmed hats or neck covers under hard hats, and sunscreen. Contractors shall wear specific protective equipment in certain sign-posted areas. Protective clothing and equipment shall be provided to employees by the contractor and the employee shall maintain the equipment in good condition.

9.12 Pedestrian Safety

Slips, trips and falls are one of the most common types of injury at the University. If you are introducing a tripping hazard such as equipment left on the ground, a hole in the ground, electrical cords, ladders, working at heights, please risk assess the situation and take appropriate action to remove exposure to the hazard. Ensure the area is appropriately cordoned off from pedestrians by using portable barriers, barrier tape and appropriate signage to alert pedestrians of potential hazards.

9.13 Noise

Contractors shall take all practicable precautions to minimise noise resulting from works. Unless otherwise agreed to with the RO, work that shall exceed the normal office operating levels of 70dBA shall be undertaken outside standard working hours as co-ordinated by the RO.

9.14 Environmental Issues

Contractors shall seek to avoid, minimise and control any impacts on the campus natural and built environment, as well as its people, and the environment outside the campus.

Due diligence is required from contractors. They need, as a minimum, to:

- Take all reasonable steps to prevent pollution and protect the environment.
- Ensure that all necessary pollution control measures are in place and are regularly checked and maintained to minimise the risk of an environmental incident.
- Show that everything that can be done to prevent an incident from occurring has been done.



9.14.1 Environmental Rules

Contractors shall:

- Comply with the conditions of all environmental licences, approvals and statutory requirements.

- Work to all written or verbal instructions given to ensure protection of the environment.
- Report all environmental hazards to the RO such as spills, damage to vegetation, and potential or actual contamination to storm water drainage and waterways.

9.14.2 Water Pollution and Sediment Control

Contractors shall ensure that no grease, oil, soil, dust, dirt, sand or any contaminated water from their work are allowed to get into the storm water drains or in waterways. The use of water to wash off dust or sand from work areas shall be avoided.

9.14.3 Waste

All waste including chemical and paint containers shall be disposed of off-site unless authorisation to the contrary has been given by the RO in writing.

Contractors may want to use the Bentley cardboard recycling service to reduce their waste volume. Please telephone 9266 2020 for more information.

9.14.4 Washing of equipment

Washing of any equipment including cars, trucks, machinery, empty chemical containers and washing out of excess concrete from premix and concrete trucks is not permitted on site.

9.14.5 Vegetation and animals

- Contractors will inspect the site and note any vegetation of value: trees, garden beds, large shrubs, grass trees etc...
- No equipment, sand, rubble should be piled against vegetation or on top of the tree root system.
- Contractors will not clear, damage or prune trees, branches, root system, or large shrubs without the express approval, in writing, of the RO.
- Animals, in particular native animals, will not be harmed or displaced by force unless necessary for their own safety.
- At completion of works and in conjunction with Public Realm and the RO, the contractor is to ensure garden and turf areas are reinstated to an agreed standard. Please telephone 9266 2020 for more information.

9.14.6 Pesticides

- Obey any manufacturers' instructions as to application rates and weather conditions.

- Handle, store and dispose of pesticides strictly in accordance with directions on the label or SDSs.
- Do not apply pesticide if it is likely to enter a waterway or drain because of rain or other conditions.

9.14.7 Refuelling and Chemical Handling

Refuelling of machinery shall be done on a hard surface as far as practicable. Emptying chemical or fuel containers on the ground is not permitted. All precautions, including the use of spill kits or drain bunding shall be taken to avoid chemical or fuel entering waterways or stormwater drains.

Fuel and chemical containers shall not be stored on the ground.

9.14.8 Heritage

The RO will inform the contractor as to the location of any natural or cultural heritage issues within their work area.

Contractors who discover a potential site shall stop work immediately and inform the RO.

9.15 Cleaning up and Removal of Debris

Contractors shall responsibly remove or dispose of debris, rubbish and any leftover materials from the worksite unless otherwise specified by the RO.

The contractor shall provide suitable containers for removal of rubbish and surplus materials and the containers shall be removed off site as soon as they are full or work has been completed. Any waste materials being removed from an upper floor shall be disposed of via waste chute – at no time shall items be thrown from windows, balconies or walkways.

The contractor should seek to segregate wastes to reduce costs and improve recycling. Inert waste (concrete, pavement, bricks) can be sent to a recycling company, or dispose to landfill at a lower rate than non-inert waste (food, green waste, timber).



Rubbish containers/skips shall be covered if litter and dust are likely to be blown around.

At the completion of each working day all areas where the contractor has been working shall be left in a clean and tidy state and free of any fire or safety hazards. Where the RO directs the contractor to remove debris and rubbish from the site, this shall be done immediately.

9.16 Ground Penetrations

Stakes, pickets, posts etc. must **not** be driven into the ground anywhere on campus. Please contact Operations & Maintenance and or Public Realm for further information - 9266 2020.



9.17 Breaches of Safety/Non Conformances

In the event that a contractor being observed or reported to be operating in an unsafe manner then the matter will be referred to the RO for investigation. The contractor will be advised and is required to take immediate action. The RO may instruct the contractor to cease work until the situation has been rectified and the work area and/or procedures are considered safe. Non-compliance with the RO's instructions or failure to comply with the requirements of this handbook may result in:

- Termination of the contract due to a breach of contract;
- Removal of the Contractor from the University's Preferred Contractor List;
- Removal of the non-compliant contractor from site. Their induction card may be suspended or revoked depending on the severity of the non-conformance.
- Reporting to WorkSafe WA, depending on the severity of the breach.

10. EMERGENCY MANAGEMENT



Bentley, Technology Park, 78 Murray Street, Shenton Park, & Kalgoorlie

In the event of an emergency (ambulance, police or fire service requirement), dial 000 from a mobile or 0 000 from a Curtin landline and contact Curtin Security on 9266 4444. They will then meet the emergency service at escort them to the location.

All other campuses and centres

In the event of an emergency (ambulance, police or fire service) dial 000 or as otherwise prescribed by the campus, education centre or regional centre which you are located at. Prior to the commencement of work, contractors are responsible for determining where emergency exits are, and determine the appropriate muster point location. If unsure contact your RO. (Instructions may be located inside each building by main entrance door.)

Contractors must familiarise themselves with position of nearest available fire extinguisher prior to commencing work; or if carrying out hot works, provide their own.

10.1 Emergency Evacuation Procedure

In the event of an evacuation alarm, all workers shall make safe their equipment, evacuate the area immediately and follow the directions of University staff. Contractors shall not re-enter the evacuated building until advised it is safe to do so by either the Department of Fire and Emergency Services (DFES) or the Chief Warden or Security. All sites must display their emergency contact details in a visible area.

The Main Contractor must conduct a site evacuation prior to commencement of work.

Contractors commencing works at the University have a responsibility to:

- Observe the established emergency procedure.
- Identify the location of the nearest emergency exits in the area where they will be working.
- Identify the nearest assembly area - instructions can be found adjacent to most main building exits.
- Follow all instructions by the chief warden or floor wardens.
- Respond to the alarm and leave the building immediately. Electrical/gas appliances/tools etc. shall be switched off but not removed.

Contractors shall report immediately all matters which may affect the health and safety of people who may be involved in or affected by an emergency situation – by dialling 000 from a mobile or 0 000 from a Curtin landline.

Note: building emergency exits shall not be used for routine access to and exit from the building. Emergency exits and routes leading to them and away from them **must** be kept clear of materials and free of obstructions at all times.

11. HAZARD/INCIDENT/INJURY REPORTING

Contractors shall be responsible for reporting and recording hazards, near-misses, incidents and injuries that occur on the worksite in accordance with statutory provisions and University Policy.

All incidents shall be reported to:

- the Responsible Officer
- the HSEM Department via [the online Incident/Hazard reporting system](#)

The contractor may be contacted by HSEM Advisor, the RO or a University Safety and Health Representative to assist in the investigation of the incident. As stipulated in the Occupational Safety and Health Act 1984, the University and the contractor shall report certain injuries to Work Safe WA. These include:

- A fracture of the skull, spine or pelvis;
- A fracture of any bone in the arm (other than the wrist or hand) or in the leg (other than a bone in the ankle or foot);
- An amputation of an arm, a hand, finger, joint, leg, foot, toe or toe joint;
- Loss of sight of an eye;
- Where, because of an injury, the employee is unlikely to be able to work within 10 days of the day on which the injury occurred.

11.1 WorkSafe

Any visits by a Worksafe Inspector or Representative shall immediately be reported to the RO and/or HSEM on ext 4900 (9266 4900).

12. FIRST AID

Contractors shall be responsible for supplying their own first aid equipment and shall carry an appropriately stocked first aid kit in their vehicles. In an emergency, University First Aid Officers or Security Officers will assist where necessary. The University has a medical centre on the Bentley Campus (ground floor building 109) should urgent medical assistance be required.

In the event of a life threatening medical emergency, the University's [Emergency Procedures](#) shall be followed by dialling 000 from a mobile or 0 000 from a Curtin landline and advising Security on 9266 4444. All injuries shall be reported to your RO as soon as practicable and on the University's [on-line](#) Incident and Hazard Reporting System shall be.

13. CONDUCT

13.1 Alcohol and Substance Abuse

No person shall be permitted to work on campus while his/her ability or alertness is impaired by fatigue, illness, medication, alcohol or other drugs that might subject them or others to potential risk of injury or harm.

13.2 Smoking

The University has an established no smoking policy. Smoking has been prohibited on all University lands and campuses since 1st January 2012. This means that all staff, students, contractors and visitors are banned from smoking within University property, premises, campuses and grounds including within vehicles on University land. Infringements may be applied for non-compliance with the University no smoking by-laws. You can find frequently asked questions [here](#).

13.3 Dress Code

Contractors are required to maintain a neat and tidy appearance in keeping with the standard of dress. Where possible all contractors shall wear a uniform whilst working

on site. Singlets and T-shirts with offensive wording or designs are not appropriate dress.

13.4 Equal Opportunity and Anti-Discrimination

The Curtin Equal Opportunity Policy does not condone discrimination or harassment in any form. The WA Equal Opportunity Act and associated legislation makes it unlawful to discriminate and harass someone because of their race, colour, ethnicity, national origin or nationality, decent, sex, pregnancy, marital status, political conviction, religious beliefs, disability or medical condition, orientation, age, accent, family responsibilities or family status etc.

13.5 Harassment

The University is committed to maintaining a work and study environment that is free from sexual, racial or disability harassment. Sexual harassment covers a range of behaviours that constitute a verbal, visual or physical affront of a sexual nature to a person. The distinguishing characteristics of sexual harassment are that it is conducted with a sexual component and are unwelcome, unsolicited and unreciprocated.

Racial harassment includes threat, abuse, insults, taunts and other forms of hostility that is directed towards someone because of their race, nationality, skin colour, ethnicity,. A person can also experience harassment because of the race of a relative or associate. Other forms of harassment may take similar forms to that described in sexual and racial harassment.

13.6 Children

Under no circumstance are contractors allowed to bring children (up to 15years of age) onto the university work site.

13.7 Animals

Dogs and/or other pets are not permitted to accompany contractors on campus at any time.

13.8 Noise – Radios & Mobile Ring Tones

If radios are used, then they must be played at a low volume, (less than 50dBA). Car radios may be used when travelling but only at a low sound level. Mobile phone ring tones shall be appropriate and at a reasonable sound level.

13.9 Offensive Language

Offensive language is not tolerated at the University.

13.10 Facility Information

Toilet facilities and water fountains are located around the campus and are available for use by contractors. These facilities are to be kept in a clean and tidy manner.

14. ACKNOWLEDGEMENT OF ISSUE

Your name:.....

Name of your Supervisor/Manager.....

Contractor/Company address:.....

.....

.....

I have received a copy of the Curtin University “Contractor Handbook“ and state I have read and understood the contents. I agree to accept the direction of Curtin University’s RO or nominee in relation to health and safety of persons in the workplace and to abide by the Contractor/Worker responsibilities.

Your signature:

Date:

This document will need to be printed and signed, prior to completing the induction. Scan and upload the document via the Rapid Global Induction System.

CONTRACTOR/WORKER RESPONSIBILITIES

- All instructions and procedures contained within this handbook shall be complied with.
- All statutory law, regulations, standards and Building Codes which are enforceable in Western Australia are to be complied with at all times.
- Appropriate training for the tasks has been undertaken and, if working on construction sites, the (white card) construction induction training has been completed.
- Where required, the Occupational Safety and health Management Plan, has been provided to the RO prior to commencement of the work.
- All hazards associated with the work as far as is reasonably practicable have been identified, the risks assessed and appropriate controls developed, JSAs (site & task specific not generic) and/or a SWP shall be provided to the RO prior to commencing works on site. All works conducted on campus must be carried out according to the relevant JSAs or SWPs.
- All permits to work eg. Hot Works, Confined Space Entry, Working at Heights, Roof Access, Electrical, Dig/Excavate and Fire Detection System Isolation have been completed, approved and provided to the RO.
- SDSs for materials are understood, implemented and kept on site.
- PPE is provided to workers and worn in accordance the Occupational Safety and Health Regulations 1996.
- Appropriate barriers and signage when working on or near a thoroughfare (pedestrian or vehicle) or as required to prevent unauthorised access/entry to potential hazardous work areas, have been erected and are maintained during the duration of the work.
- When leaving the site, eg lunch, completion of work day, the area must be left in a safe condition. All doors must be relocked, gates and barriers repositioned, hazards covered, barricaded or identified with cones and signage.
- Tools and materials are never left unattended where practicable.
- Work areas are left in a clean, tidy and vacuumed state and that all rubbish and redundant materials are removed from site.
- Contractor passes and keys for all campuses must be obtained from the Security Office at Bentley Campus. All Contractor Passes and keys must be returned before leaving Campus, regardless of intended re-entry later. Contractor Passes must be worn and visible when on site.
- All incidents and injuries are reported (quoting the relevant Permit number, if applicable) immediately to the RO for recording and further action if required through the University's HSEM on-line incident and hazard reporting system.
- All electrical incidents are reported immediately to the RO and to the Manager – Electrical Engineering.

Electrical Shock Incident Occurs

Notifications

If serious contact:
Emergency Services:
▪ Land Line: 0 000
▪ Mobile: 000

Emergency Services to notify Curtin Security:

Security to notify Campus Health Service
▪ 9266 7345

Manager Electrical Engineering (Properties)
▪ Land Line: Ext 2020
▪ Mobile: 9266 2020

Manager Electrical Engineering to notify:
▪ Western Power: 13 13 51
▪ Horizon Power: 13 23 51
▪ Energy Safety: 1800 678 198
▪ Curtin Security: 4444

Curtin RO
▪ Nominated at time of contract
(Curtin RO to complete online Incident Report)

Health and Safety:
▪ Land Line: Ext 4900
▪ Mobile: 9266 4900.

Health and Safety and the RO to conduct the Incident Investigation.

Contact the injured employees/ Worker Supervisor or Manager (if known).

Curtin University recommends the employer provide the injured employee with medical attention and ECG.

This page intentionally left blank.

CONTACT DETAILS:

Curtin University

Bentley Campus (including Technology Park)	9266 9266
Shenton Park	9266 9266
Murray Street	9266 3460
Kalgoorlie	9088 6742
Margaret River	9780 5829
Midland	9274 5014/0419 408 870
Properties Service Centre	9266 2020
Manager – Electrical Engineering	9266 9872
Planning and Project Management	9266 7950
Security	9266 4444
Emergency (Curtin University landline)	0 000
Emergency (mobile whilst on campus)	000
HSEM	9266 4900

Contractor Information website can be found [here](#).

REVISION HISTORY

Version No	Approved/ Rescinded	Date	Committee/ Board	Document Reference
1	Approved	13/05/2013	Director Health and Safety	
2	Approved	24/07/2013	Director Health and Safety	
2.1	Approved	07/03/2014	Director Health and Safety	
2.2	Approved	21/03/2014	Director Health and Safety	
2.3	Approved	02/05/2014	Director Health and Safety	
3.0	Approved	16/6/2015	Director Health, Safety and Emergency Management	
3.1			Director Health, Safety and Emergency Management	